



**TOWN OF SAINT ANDREWS
REGULAR COUNCIL MEETING
MINUTES**

**April 2, 2024, 6:30 p.m.
W.C. O'Neill Arena Complex Council Chambers**

A. RECORDING OF ATTENDANCE

A Regular Meeting of the Town of Saint Andrews Council was held on Tuesday, April 2, 2024, at 6:30 p.m. with the following members present:

Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillors Mark Bennett, Marc Blanchard, Kurt Gumushel, Annette Harland, Jamie Hirtle, Steve Neil, and Darrell Weare.

Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator, and Alexander Gopen, Senior Planner, Southwest New Brunswick Service Commission.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Motion: 091-04/24

Moved by Councillor Heenan

Seconded by Councillor Harland

That the Agenda for the 240402 Regular Council Meeting on Tuesday, April 2, 2024, at 6:30 p.m. be approved as presented.

Amended

Motion: 092-04/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Hirtle

That the 240402 Agenda be amended to include, under New Business, a discussion on Garbage Collection for Large Apartments and Tree and Brush Pickup.

9 – 0

Carried

Motion: 093-04/24

Moved by Councillor Heenan

Seconded by Councillor Harland

That the Amended Agenda for the 240402 Regular Council Meeting on Tuesday, April 2, 2024, at 6:30 p.m. be approved as presented.

9 – 0

Carried

D. DISCLOSURE OF CONFLICT OF INTEREST**E. PRESENTATIONS****1. Dillon Consulting, Presentation on the Environmental Trust Fund Project Organic Compost Study**

Mrs. Samantha Halloran from Dillon Consulting presented the findings of the Organics Compost Feasibility Study for the Town of Saint Andrews. The objective of the study was to determine opportunities for Bayside, Chamcook, and Saint Andrews to consider an organic waste program. This project was derived from the Community-Based Climate Adaptation Plan 2019 and the Environmental Advisory Committee's priorities of Composting, Energy Usage, and expansion of Green Space. The Town currently provides pickup services for solid waste and provides seasonal collection of leaves and brush. Between 2021 - 2023 560 - 620 tonnes of garbage were collected yearly with seasonal increases during the summer. We looked at a 20-year service with an average increase in population growth to give a projection. Only food waste was considered for this project. The project looked at drop-off at a community composting program or drop-off bins and options for curbside collection including manual collection and wheeled cart collection. These options were evaluated based on operational complexity, capital costs, operational costs, diversion from landfill, and organic processing compatibility. Based on the review, we recommend the curbside collection as it has the largest uptake by residents and the most waste reduction. The study outlined some new technologies for processing food waste in small volumes including static containers, agitated containers, enclosed aerated static piles, and rotating drums. Due to the limited population of Saint Andrews, it is difficult to operate an organic compost facility, but an option for a regional composting process would be more financially beneficial. Next steps are recommended to work with the Regional Service Commission on the collaboration of a regional composting approach that aligns with the Provincial Strategic Actions for Solid Waste. In addition, a Provincial program such as Circular Materials could be looked at for organics management.

Council thanked Mrs. Halloran for the presentation. Council asked about the frequency of pickup and how often. Mrs. Halloran noted the best practice is typically to collect weekly from an odour and pest management standpoint. Biweekly has been done in other communities. Council noted that there are rural residents outside the old town limits. Both communities are plagued with bears, and having compost will create a draw for pests and other animals. There would need to be a weekly pickup or more frequent in the summer. Council noted that there are no immediate solutions and more work needs to be done in terms of curbside collection. Council asked if there would be a benefit to look at a drop-off system for incremental increases in composting, education, and shifting thinking. Mrs. Halloran noted movement on action helps to keep momentum going and community composting programs can still be supported as you implement a longer-term strategy. Mrs. Alida Kusch, from Dillon Consulting, noted that if the intent is to build buy-in at a less costly rate, the drop-off program is one way this can be accomplished. Most jurisdictions get more participation out of curbside collection, but it is a starting point if Council wants to implement a base program. Council noted some concern for residents of Bayside and Chamcook as a drop-off location could cause pest management issues in rural areas. This happened in Saint John with raccoons. Bins would need

to be properly sealed and animal proofed. Council noted that the cost of a curbside collection is expensive for a small community to operate, i.e. \$200,000 to operate a compost program is similar to the cost to operate the Arena. A program on a regional model would be more beneficial on cost and management. Council supported a push to the Regional Service Commission to look at this from a regional lens and perhaps the Town can be a champion of this initiative. It was noted Hemlock Knoll does have the acres to accommodate this program. Seeing the reduction in greenhouse gas emissions and cost reduction across a region would be beneficial to all. Council noted there used to be a small facility at the Champlain Industrial Park, but was sold and torn down in 2021.

2. Charlane Hatt, SNBSC, Representative for the 2024 Southwest Business Summit Saint Andrews June 26 - 28, 2024 Sponsorship Request

Charlane Hatt, Economic Development Officer, Southwest New Brunswick Service Commission presented on the upcoming 2024 Southwest Business Summit in Saint Andrews June 26 - 28, 2024. This summit will bring world-class learning and networking opportunities to the Southwest New Brunswick business community and showcase the region to the rest of New Brunswick. The SNBSC has partnered with the St. Stephen and Saint Andrews Chambers of Commerce, Practical Human Resources, Working NB, Opportunities New Brunswick, and the Community Business Development Corporation. The program will offer keynote speakers, workshops, networking, and demonstrations for businesses. Workshops include human resources, leadership, immigration, accounting, digital marketing, productivity, funding panel, entrepreneur panel and more. The event will bring over 325 delegates, speakers, and service providers to Saint Andrews with an estimated 150 plus people staying at the Algonquin Resort.

Council thanked Mrs. Hatt for her presentation and noted there is a motion on tonight's Agenda that will look at sponsorship.

3. Alexander Gopen, Senior Planner, Public Presentation on Amendments MP20-07 to the Municipal Plan MP20-01 and Amendment Z22-06 to the Zoning By-Law Z22-01 for PIDs 01323294 and 15097066, Lynn and David Mayo

Alexander Gopen, Senior Planner, Southwest New Brunswick Service Commission, presented on Municipal Plan Amendment MP20-08 for the Wee Fabric Shop, Lynn and David Mayo, PIDs 01323294 and 15097066, at 222 Prince of Wales Street. They are seeking an amendment to demolish the existing garage and replace it with a 50' x 40', two-storey building with a commercial use, a fabric shop and training space. This is a Mixed-Use Zone and would accommodate a Central Commercial stream business and both require Municipal Plan and Zoning By-Law amendments. Site plans and visuals of the building were provided for review by Council. Statements of Public Interest #5 promotes and prioritizes development in areas of communities with existing or planned public infrastructure and services and #9 promotes development in downtowns and urban cores through increased density, infill and brownfield development were highlighted. Municipal Plan Policies 2.5.2(1)(2)(6) Economic Policies were highlighted. This development is adjacent to other commercial uses such as Kingsbrae Arms and Kingsbrae Garden and institutional uses such as Sir James Dunn Academy, the Scouts' Building, and a cemetery. This business does not meet the restrictions of home-based business so it has to be looked at as

an amendment. It will not generate off-site electrical interference, dust, noise, or smoke. This is an established business that has minimal impact on adjacent businesses and there is sufficient space for parking on-site. This business is a part of the Town's artistic and cultural offerings.

Council thanked Mr. Gopen for the presentation. Council asked about signage and how this business would be signed. Mr. Gopen noted it would have to follow the Sign regulations under the Zoning By-Law but Council can add Terms and Conditions as part of the rezoning. Council asked if they could ask for additional Terms and Conditions, i.e. when this business ceases to operate, can we ensure it does not become a gas station? Planner Gopen noted any future changes would have to go to the Planning Advisory Committee for Terms and Conditions, i.e. 108 Sophia Street, the old vet clinic, but Council can add additional Terms and Conditions. Council asked about future uses and if parking infrastructure would have to be considered. Planner Gopen noted that the development has to meet the setbacks outlined, and any future concepts would be reviewed by senior staff and Public Works.

F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

- 1. Minutes of the 240304 Special Meeting of Council on Monday, March 4, 2024, 6:30 p.m.**

Motion: 094-04/24

Moved by Councillor Heenan

Seconded by Councillor Hirtle

That the Minutes of the 240304 Special Council Meeting on Monday, March 4, 2024, at 6:30 p.m. be adopted.

9 – 0

Carried

- 2. Minutes of the 240304 Regular Meeting of Council on Monday, March 4, 2024, 7:00 p.m.**

Motion: 095-04/24

Moved by Councillor Harland

Seconded by Councillor Bennett

That the Minutes of the 240304 Regular Council Meeting on Monday, March 4, 2024, at 7:00 p.m. be adopted.

9 – 0

Carried

- 3. Minutes of the 240318 Regular Council Meeting on Monday, March 18, 2024, 6:30 p.m.**

Motion: 096-04/24

Moved by Councillor Blanchard

Seconded by Councillor Hirtle

That the Minutes of the 240318 Regular Council Meeting on Monday, March 18, 2024, at 6:30 p.m. be adopted.

9 – 0

Carried

G. COMMUNICATIONS

- H. STAFF REPORT/FINANCIAL REPORT, PWPS240404, PWPS240401, FA240418, RE240401, PWPS240402, RE240402, PAC240405, PWPS240405, PWPS240403, FA240419, FA240420**

CAO Spear noted that the auditors will be down at the end of the month to conduct the 2023 audit with a report and presentation anticipated to come in May. Also noted with the 2024 budget, Public Works staff hours are looking good, but the salt budget is still being used however, we are on budget for that at this time.

Council thanked staff for the staff reports and noted it is amazing to see what staff do in a month. Kudos were provided to Merven Hanselbacher, Manager of Recreation, on the great strides he has taken to create recreation opportunities for all ages and to engage residents.

Council asked if there was a way to streamline developers' requests for support from the Town. CAO Spear noted that they generally make inquiries at Town Hall first and staff look at what is being requested. This is a similar process that is done across municipalities in New Brunswick. It is done on an appointment basis.

Council noted that our Arena runs very efficiently with only two staff members but there are gaps if someone is sick. There are many moving parts to an arena and there are others that have multiple staff working all the time. It is amazing to see the commitment of our staff and it speaks volumes to our efficiency and utilization of resources. Great to see new programs happening at the arena and the canteen operational again.

Motion: 097-04/24

Moved by Councillor Heenan

Seconded by Councillor Hirtle

That Council accepts all the Staff Reports and Financial Reports as presented.

9 – 0

Carried

I. INTRODUCTION, CONSIDERATION AND PASSING OF BY-LAWS AND MOTIONS

1. Planning & Community Development Committee - Councillor Harland and Heenan

1. Amendment MP20-08 to the Municipal Plan MP20-01 and Z22-06 to the Zoning By-Law, Lynn and David Mayo, PCD240302

Motion: 098-04/24

Moved by Councillor Harland

Seconded by Councillor Bennett

That the Council of the Town of Saint Andrews sets the date of Monday, May 6, 2024, at 6:30 p.m. for a Public Hearing of Objections to Amendment MP20-08 to the Town of Saint Andrews Municipal Plan MP20-01 and for Amendment Z22-06 to the Zoning By-Law Z22-01 for PIDs 01323294 and 15097066 for 222 Prince of Wales Street for Lynn and David Mayo as per the Community Planning Act Section 111.

9 – 0

Carried

Motion: 099-04/24

Moved by Councillor Harland

Seconded by Deputy Mayor Akagi

That the Council of the Town of Saint Andrews obtain views of the Planning Advisory Committee to Amendment MP20-08 to the Town of Saint Andrews Municipal Plan MP20-01 and for Amendment Z22-06 to the Zoning By-Law Z22-01 for PIDs 01323294 and 15097066

for 222 Prince of Wales Street for Lynn and David Mayo as per the Community Planning Act Section 110.

9 – 0

Carried

2. Text Amendment No. Z22-07 to the Town of Saint Andrews Zoning By-Law Z22-01, PCD240401

Motion: 100-04/24

Moved by Councillor Heenan

Seconded by Councillor Neil

That the Council of the Town of Saint Andrews sets the date of Monday, May 6, 2024, at 6:45 p.m. for a Public Hearing of Objections to the Text Amendment Z22-07 to the Zoning By-Law Z22-01 as per the Community Planning Act Section 111.

9 – 0

Carried

Motion: 101-04/24

Moved by Councillor Heenan

Seconded by Councillor Harland

That the Council of the Town of Saint Andrews obtain views of the Planning Advisory Committee to Amendment Text Amendment Z22-07 to the Zoning By-Law Z22-01 as per the Community Planning Act Section 110.

9 – 0

Carried

2. Finance & Administration Committee - Deputy Mayor Akagi

3. Public Works & Public Safety Committee - Councillors Bennett and Neil

1. Water Treatment Plant Strainer, PWPS240406

Council noted concern from Cahill Technologies regarding the price not including the strainer installation. Council asked if they should tender out the installation of the project. CAO Spear noted that a tender package would take six plus weeks to complete. The tender submitted was a design and build tender. For most street projects CBCL Ltd. sets the specs, but this is specifically for the water plant, which does have other requirements. CBCL Ltd. has reviewed Cahill Technologies' installation costs and felt it was within a reasonable amount. Part of the problem with this project is the piping at a cost of \$80,000.00. The unit to replace it with a drop-and-play scenario was \$350,000.00 and a year out from the point of order. The units can be built and installed in 12 weeks. Tendering could be delayed for another 5 plus months plus lead time. We do not think we will get a better deal. It was noted that this unit is not a backup unit for the system but has shared management of the plant and creates built-in redundancies. If we do not install this new unit and the other goes without another in place, the Town could be on a boil water advisory for over a year. Council asked if we are adding two new strainer systems. CAO Spear noted to handle the water flows we have, these two new units will replace one of the two existing units we have. Over time we will replace the other unit with a two-unit system, so in total we will have four strainers versus two.

Motion: 102-04/24

Moved by Councillor Neil

Seconded by Councillor Blanchard

That the Council of the Town of Saint Andrews awards RFQ232881 – Self Cleaning Water Strainer to Cahill Technologies for \$247,645.98 plus HST for the supply and installation of two (2) Tekleen ABW12-LP Automatic Filters.

9 – 0

Carried

4. Economic Development, Business, & Culture Committee - Councillors Hirtle and Weare

1. Request for Support 2024 Business Summit June 26 – 28, 2024 in Saint Andrews, EBC240301

Council acknowledged the efforts of bringing a business summit to Saint Andrews and with over 325 people participating and 150 people staying at the Algonquin, this is a good event for the community. Council was supportive of a \$1,500.00 sponsorship. Council noted that the heads in beds would help to replenish the Tourism Accommodation Levy and the sponsorship provided by the Town.

Motion: 103-04/24

Moved by Councillor Weare

Seconded by Councillor Bennett

That the Council of the Town of Saint Andrews supports the 2024 Southwest Business Summit with a sponsorship of \$1,500.00.

9 – 0

Carried

5. Recreation & Environment Committee - Councillor Gumushel and Blanchard

1. Tender TSA 2023-07 Van Horne Trail Extension Award, RE240404

Council was impressed at the number of bids submitted for this project and hoped this would be reflective of other tenders being released this year.

Motion: 104-04/24

Moved by Councillor Gumushel

Seconded by Councillor Blanchard

That the Council of the Town of Saint Andrews awards Tender TSA 2023-07, Van Horne Trail Extension, to Fundy Contractors Limited in the amount of \$722,129.16, HST inclusive.

9 – 0

Carried

2. Environmental Trust Fund Organic Compost Study – Dillon Consulting, RE240403

Motion: 105-04/24

Moved by Councillor Blanchard

Seconded by Councillor Harland

That the Council of the Town of Saint Andrews accepts the Organic Compost Study from Dillon Consulting as part of the Environmental Trust Fund 2023/2024.

9 – 0

Carried

3. Saint Andrews BIA Solar Eclipse Event April 8, 2024, RE240405

Motion: 106-04/24

Moved by Councillor Gumushel

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews approves the closing of Market Wharf on Tuesday, April 8, 2024, from 3:00 p.m. to 6:00 p.m. to support the Saint Andrews Business Improvement Area's Solar Eclipse Viewing Event.

9 – 0

Carried

4. Ocean Global Canada Summit 2024 Sponsorship Request, RE240406

Council asked about how many attendees would be participating in this event. Mayor Henderson noted over 100 academics and professionals, from around the world, will be participating.

Motion: 107-04/24

Moved by Councillor Blanchard

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews and the Environmental Advisory Committee supports the Ocean Global Canada Atlantic Blue Economy Summit May 21 – 24, 2024 in Saint Andrews with a sponsorship of \$2,000.00.

9 – 0

Carried

J. NEW BUSINESS

1. Garbage Discussion for Large Apartment Complexes

CAO Spear noted that the Town was working on a new draft of the Solid Waste By-Law. We have been reviewing the municipal best practices. In Saint Andrews, we currently have 57 different Multiple Resident 1 and 2 properties. Eight properties fall into buildings with more than four units. Every municipality in New Brunswick limits curbside solid waste pickup to four units or below. Council has been using solid waste collection for larger buildings as an incentive for a period of two years. Staff are seeking direction from Council on how they want to proceed with properties with four or more units. An argument can be made that large buildings provide higher tax revenues and thus should be receiving curbside collection. This could also be noted for commercial properties, which do not receive curbside collection.

Council noted they would like to see the draft By-Law for Solid Waste. Council noted that there is potential to provide affordable developments with the incentive of curbside collection. However, if you are charging market rate or higher rental prices, garbage collection should be the property owner's responsibility. Council noted that they should look at this as terms of units per building and if there is profit involved.

2. Brush and Limb Pickup Program

CAO Spear noted the Town has offered brush drop off and pick up over the last 15 years. We have seen issues, over the last several years, with residents dropping off other waste at the Public Works yard throughout the day. Items dropped include white goods and other garbage. There are also safety issues with people driving all over the yard and not paying attention to work taking place. Staff are seeking permission to change the program and go to a once per month, May to October, curbside pickup for large brush piles and large branches up to 8 ft. Public Works has the capability of using the backhoe and dump trailer to gather larger piles and larger pieces. Other issues we have seen are contractors bringing their brush to Public Works, which has contributed to the large growth of the pile.

Council thanked Mr. Spear for the information. Council noted that there would need to be an awareness campaign about this change. Council had concerns about the staff commitment on pickup day and if they can handle this. CAO Spear noted this idea came from Public Works and they feel they can manage the larger scale process at the end of the month versus dealing with it daily at Public Works. Council had concerns about large piles of brush along the roadways. CAO Spear noted that residents would need to set an appointment with Town Hall and Public Works will have it on the list for pickup. Residents would be asked to wait until that day to place the brush at the curbside. Council recommended this be a pilot project 2024 and evaluated after. CAO Spear noted if we realize this policy change does not work, we can modify it quickly. Council noted the increase in wind events and that there is more brush this year than in previous years. CAO Spear noted there is a bit of a trade off of drop off versus pickup, however, pickup will reduce the number of times Public Works staff have to actually touch the brush, which should create some efficiencies.

K. QUESTION PERIOD

L. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

Councillor Blanchard - From the Environmental Advisory Committee, a young lady, Lydia Studdard, is organizing a community clean-up in St. Stephen on April 20th, 2024. The EAC is going to put out information to encourage people to spend some time that weekend to help clean-up their community areas.

Councillor Blanchard - Noted that the ice at Chamcook Lake is out early this year. This could lead to significant cyanobacteria issues due to nutrient loading and weather changes. This should be monitored this summer.

Councillor Blanchard - The Sir James Dunn Academy has helped to create fishing line containers that will be placed on the wharf. The goal of these is to collect old fishing line found around the waterways and safely dispose of them.

Councillor Blanchard - The Environmental Advisory Committee will be supporting the Mayor's Monarch Pledge to purchase seed kits for pollinators for Earthfest on Ministers Island on June 21, 2024.

Councillor Weare - Noted that Merven Hanselpacker, Manager of Recreation, has helped to rejuvenate Bayside Hall and the Committee. We have just finished kitchen upgrades using funds raised by the Bayside Hall Committee. No tax dollars were spent and we came in under budget. We have new countertops, the kitchen is up to code, and Merven has helped to bring the Hall back to life

Councillor Weare - With funds available from the Provincial Government for the recent reform, just wondering if the financial model we do for budgets can be redone and new spreadsheets be created to help streamline budgeting processes? With funding available, now is the time we should look to apply.

Councillor Gumushel - I am pleased to read the motion on the Van Home Trail extension. This has been in the works for 10 years. I want to thank the Kiwanis Club of Saint Andrews, Saint Andrews Outdoor Recreation and Trails Inc., and the Trail Advisory Committee for all the hard work. It has been a partnership of years and sweat.

Deputy Mayor Akagi - There is a drumming session with Sebastian Rodas happening Wednesday night April 3, 2024, from 6:00 p.m. - 8:00 p.m. Sebastian will be leading the drumming with his wife and they have extra drums for you to participate. Come out and participate.

Deputy Mayor Akagi - Thank you for all the bags for the Food Bank. Please continue to drop them off at Town Hall.

Deputy Mayor Akagi - Thank you to the Easter Bunny for riding all around town this weekend. You put a lot of smiles on faces in the community..

M. MAYOR'S COMMENTS

Mayor Henderson - As a reminder, the first Business Gala by the Saint Andrews Chamber of Commerce will be happening on April 11, 2024, at Drewhaven. Get your tickets today and support your local community.

N. CLOSED SESSION

Motion: 108-04/24

Moved by Councillor Heenan

Seconded by Councillor Bennett

At 8:35 p.m. that Council moves to Closed Session as per the Local Governance Act, Section 68(1)(c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract and Section 68(1)(j) labour and employment matters, including the negotiation of collective agreements.

9 – 0

Carried

Motion: 109-04/24

Moved by Councillor Bennett

Seconded by Councillor Heenan

At 9:57 p.m. that Council returns to Open Session.

9 – 0

Carried

O. ADJOURNMENT

Motion: 110-04/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Hirtle

At 9:58 p.m. that the meeting be adjourned.

9 – 0

Carried

Brad Henderson, Mayor

Paul Nopper, Clerk - Senior
Administrator

