



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

**April 15, 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 Monday, April 15, 2024, at 6:30 p.m. with the following members present:

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

Electronic Attendance: Councillors Marc Blanchard and Jamie Hirtle.

Late: Councillor Kurt Gumushel 6:49 p.m.

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: 111-04/24

Moved by Councillor Heenan

Seconded by Deputy Mayor Akagi

That the Agenda for the 240415 Regular Council Meeting on Monday, April 15, 2024, at 6:30 p.m. be approved as presented.

Amended

Motion: 112-04/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Harland

That the 240415 Agenda be amended to include, under New Business, a discussion on the One-Way Street and a Closed Session under the Local Governance Act Section 68(1)(f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business.

9 – 0

Carried

Motion: 113-04/24**Moved by** Councillor Heenan**Seconded by** Deputy Mayor Akagi

That the Amended Agenda for the 240415 Regular Council Meeting on Monday, April 15, 2024, at 6:30 p.m. be approved as presented.

9 – 0**Carried****D. DISCLOSURE OF CONFLICT OF INTEREST**

1. **Mayor Henderson - By-Law No. 24-02, A By-Law Respecting the Collection and Disposal of Solid Waste, FA240422**

E. PRESENTATIONS

1. **Eddie Oldfield, Quest Canada, Community Energy Plan Updated Presentation on Bayside and Chamcook**

Eddie Oldfield, Quest Canada presented the updates to the Community Energy and Emissions Plan - Town of Bayside, Chamcook, and Saint Andrews. This update was based on the recent Local Governance Reform from 2023. Saint Andrews was a pilot community through the Community Energy Plan process. At the beginning and end of the pilot program, the Town was benchmarked on land use, energy networks, water and wastewater, transportation, buildings, financials, strategies, governance, data, and staff. The Town had an original score of 50 and at the end of the program had a score of 75, which is a great improvement to see to a net zero commitment. We reviewed the original energy mapping exercise and expanded it to include Bayside and Chamcook. Maps were shown to Council. This map shows opportunities for energy efficiency, energy opportunities, and the ability to plan for future energy processes. Based on the mapping, high-priority actions were developed including further energy studies, e-bikes, more EV chargers, solar or wind project availability, etc. We have built a foundation to launch programs and projects for communities. These can include community-wide retrofit programs, EV charging expansion programs, continued education processes for the public, and growing capital projects for facilities.

Council thanked Mr. Oldfield for his presentation. There were no questions from Council at this time. Town staff, Council, and the Environmental Advisory Committee all participated in this process.

2. **Steven MacDougal, Presentation on a Mini-Putt Course in the Curling Shed, W.C. O'Neill Arena Complex**

Mr. Steve MacDougal is seeking to operate a mini-putt business out of the Curling Shed at the W.C. O'Neill Arena Complex from the spring into the fall of 2024. I am a musician by trade but looking to work on my hobby which is mini-putt. With the inclement weather last year, I have been looking for an indoor space to develop a mini-putt. As Saint Andrews has a reputation of tourism and foot traffic, we felt the curling club would be a great opportunity to set up shop. Pictures were provided to Council to show the modular mini-putt courses. Hoping to operate 5 to 6 days a week from 12:00 p.m. - 8:00 p.m. Met with Town staff and reviewed the opportunity. I am open to a lease agreement and working with staff to ensure the facility is operating safely and securely. We are open to providing waivers for safety and netting off the areas of the rink to protect glass, signs, and the curling club scoreboard. I am flexible and open to suggestions from staff. I will have insurance as

part of the business to protect the facility, staff, and players. I am looking to participate in crossover events, tournaments, etc. anything to help draw in people and build on my business. I plan to keep a nautical or pirate theme for the mini-putt.

Council thanked Mr. MacDougal for his presentation. Council noted one of the goals of the Town was to utilize facilities all year round and this activity provides another recreational option for the community. With the lull in the summer time, this provides an opportunity outside normal ice sports for another recreational option. Council asked if the lease will be brought forward to Council. CAO Spear noted yes and that it will be developed as a fair and equitable lease for each party. Council was pleased with the presentation and proposal. Council noted a great opportunity for a rainy-day option. Council liked that the units are modular and that the mini-putt will not be secured to the ground. Council asked for the CAO to follow up with the curling club for communication purposes. Council asked about accessibility. Staff noted that there is a small ramp that will need to be built to allow for safe accessible access to the ice surface. Mr. MacDougal also noted they may sell some t-shirts, hats, and some drinks.

3. Rose Ulmas, Eastern Charlotte Waterways, Presentation on Project Car Share

Rose Ulmas, from Eastern Charlotte Waterways, presented on the Project Car Share Electric Vehicle Program. In 2023 Saint Andrews had the top car share service use with 186 bookings and 33,703 km total driven. The car share service now has 55 bookings for 2024 and 5,591 km have been driven. Saint Andrews is considered to be the care share base with the highest number of members. 53% of our car share members in 2023 were from Saint Andrews. There are 5 new car share members from Saint Andrews already in the first quarter of 2024. The car share program provides options for international students and newcomers, those volunteering to do drives or deliveries, and helping to transport people to appointments and other services. Car share is now available in Grand Manan and Blacks Harbour. We have recently installed an NB Power commercial charging station in Blacks Harbour. We are currently working with Future St. Stephen, the Regional Service Commission and DAR on the development of the Kari ride-share program for rural transportation systems.

Council thanked Mrs. Ulmas for the presentation. Council noted that the car program is well utilized in Saint Andrews and great to see the progress taken with the expansion of the program. Council asked about collaboration with community organizations and how that works. Mrs. Ulma noted that they can get into agreements with ECW and under an operation grant, can have the cost covered and no charge to book the vehicle to help serve clients. Council noted the excitement around the electric car share program and that Council should look at opportunities to help build new EV charging infrastructure as electric vehicles become more popular. Mrs. Ulmas noted that if anyone has questions on the program, they can contact ECW and the newly updated frequently asked questions page on the Project Car Share website.

F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

G. COMMUNICATIONS

1. MADD Canada Request for Charlotte County Crashed Car Program

Council was in support of the Charlotte County Crashed Car Program from MADD Canada. Direction was given to staff to find a location that would work best. CAO Spear noted that staff have already received approval from the RCMP to park the vehicle in front of the building for the week. Council asked what the end use of the vehicle would be and if it could be donated to the Fire Department for training purposes. Staff noted they would reach out and ask.

H. STAFF REPORT/FINANCIAL REPORT

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

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

1. Amendment MP20-09 to the Municipal Plan MP20-01 and Z22-08 to the Zoning By-Law Z22-01, Charlie Bartlett PID 15156425, PCD240402

Council noted that the report provided by Alexander Gopen, Senior Planner, did not acknowledge the fish shop operating at the Spice Box. Council noted that having a variety of business options in a community creates a selection for residents. Council noted that there was a fishmonger previously in the community and was focused on being just a fishmonger. Mr. Charlie Bartlett spoke to Council about his intent to only sell fish with the potential to sell fish cakes and lobster rolls. The main focus would be on selling fish and shellfish. The goal is to operate Monday to Saturday during regular business hours. We want to create that feeling of an authentic fish market for Saint Andrews. Council asked for clarification if there would be other retail products sold. Mr. Bartlett noted the main purpose of this business is to sell fish with some minor take-home pre-made fish products as they want to keep the business simple.

Motion: 114-04/24

Moved by Councillor Harland

Seconded by Councillor Gumushel

That the Council of the Town of Saint Andrews sets the date of Monday, May 6, 2024, at 7:00 p.m. for a Public Presentation to Amendment MP20-09 to the Municipal Plan MP20-01 and for Amendment Z22-08 to the Zoning By-Law Z22-01 for PID 15156425, 232 Bayview Drive for Charlie Bartlett as per the Community Planning Act Section 25(1).

9 – 0

Carried

2. Finance & Administration Committee - Deputy Mayor Akagi

1. Market Square and Island Quest Marine Whale and Wildlife Cruises, FA240421

Council noted that an agreement should be reached and that the business will have an opportunity to reach out to the contractor to see how the building can be moved. The lease agreement needs to say that the building will be moved by September 20, 2024. CAO Spear noted flexibility in the processes but dates needed to be clearly stated. Council asked for clarification on the wording of the motion and why there would need to be a lease in place by July 1, 2024.

Council also noted the varying circumstances with the movement of the building. CAO Spear noted that there will be flexibility in this process. Legal is recommending dates to ensure we can still move the building with a legal process if a lease is not established. Council noted that the lease has to come back to Council for review before finalization. CAO Spear indicated that the motion does sound strong but there is flexibility to it. Ultimately some deadlines need to be met but that a lease agreement should be arranged before the deadlines. Council reiterated that any movement of the building by the Town would be reimbursed by the business as tax dollars should not be used to move a private building.

Motion: 115-04/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews resolved that the Chief Administrative Officer enter into negotiations with Island Quest Whale and Wildlife Cruises regarding the use of alternate space in Market Square for the relocation of their building, at the expense of Island Quest. The agreement shall provide for relocation to occur no later than September 20, 2024, and be on such additional terms and conditions as may be established by the Chief Administrative Officer. If an agreement is not reached by July 1, 2024, the Chief Administrative Officer is directed to commence proceedings to take vacant possession of the space currently occupied by Island Quest and the building will not be allowed to return to Market Square.

9 – 0

Carried

2. By-Law No. 24-02, A By-Law Respecting the Collection and Disposal of Solid Waste, FA240422

Mayor Henderson left the meeting at 7:36 p.m.

Mayor Henderson returned to the meeting at 7:55 p.m.

Deputy Mayor Akagi read the By-Law for the First Reading by title.

CAO Spear provided clarification to the proposed By-Law No. 24-02. 5 buildings will be directly affected by this By-Law as they have greater than 4 units. This is common practice in New Brunswick. There are 200 units of apartments in Saint Andrews. Staff's recommendation is that Council have special agreements like an Economic Development Agreement for affordable builds to have solid waste collected. We will have to send letters out to owners who do not qualify for curbside collection.

CAO Spear noted the change in the upcoming recycling program as of May 1, 2024, with Circular Materials taking over. It is proposed that we could have some cost savings under this new program as Circular Materials is being paid by the Province for recycling versus the Town paying for this. So we could have full garbage collection with an additional week of recycling. Currently on a 3-week garbage 1 week recycling collection schedule. There have been complaints about the double garbage week following recycling. We need to find out what Council would like to do. It was noted we could do a survey with the public about the type of collection they would like. We might see

minor cost savings keeping the 3-week garbage 1-week recycling program.

Council asked if they move the By-Law to First Reading is there still an opportunity to debate? CAO Spear noted yes. Council noted some concerns with the week following recycling and the amount of garbage being picked up. The contractor tends to have to bring in a second truck to haul it away, which is not a cost savings. CAO Spear noted one municipality limits garbage bags to two a week and you have to buy additional tags for bags. That is an option to consider. Council asked about a reduction in taxes or a rebate for those that are not receiving the curbside collection. CAO Spear noted the old Municipal Act allowed for user fees. It is hard to administer it and we would also have to ensure they are not putting garbage out for collection if getting a rebate. It is complicated with the creation of new tax zones and would make it more difficult to manage. Council noted that when reviewing solid waste collection that we should also look at a diversion of compost, with the recent compost study. Council also noted concerns of solid waste rollback on collection as we could see random dumping of garbage in forests and fields for people looking to dispose of piling up waste. CAO Spear noted if Council wanted some form of public consultation we could do this before Council moves to Third Reading, however the By-Law has not changed that much from the original. Council noted that they should look at further education processes on waste disposal, especially with fast food waste and people disposing of it out their car windows.

Motion: 116-04/24

Moved by Councillor Neil

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews grants leave for First Reading to By-Law No. 24-02, A By-Law Respecting the Collection and Disposal of Solid Waste in the Town of Saint Andrews.

7 – 1, Nay Councillor Bennett

Carried

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

1. Policy P-24-02 Regarding the Pick-up and Disposal of Brush and Tree Branches in the Town of Saint Andrews, PWPS240408

Council noted that this would be a pilot project. CAO Spear noted yes and that it can be changed at any time. Council noted that there might be increased workload for Public Works after storm events. If we have storms like we did in the winter we could see large piles for a month before pickup. CAO Spear indicated that Public Works is already doing large pickup and clean-ups after storms so we do not anticipate that to change. But drop-offs at the Public Works Yard were getting costly with the piles of brush and random other waste being dropped off. This policy provides some control. Council noted that the alternative is we can go back to the existing model, but would need to install additional cameras, education process, and enforcement. Council had concerns about the booking of appointments and if Town Hall could handle this. CAO Spear noted with the new staff in place, it would not take much effort to book the appointments for the end of the month and relay this information to Public Works.

Motion: 117-04/24**Moved by** Councillor Bennett**Seconded by** Councillor Hirtle

That the Council of the Town of Saint Andrews approve Policy P-24-02, Regarding the Pick-up and Disposal of Brush and Tree Branches Town of Saint Andrews.

9 – 0**Carried**

2. Policy P-24-01 Operation of Body-Worn Cameras Town of Saint Andrews, PWPS240407

Motion: 118-04/24**Moved by** Councillor Neil**Seconded by** Councillor Bennett

That the Council of the Town of Saint Andrews approves Policy P-24-01 Operation of Body-Worn Cameras Town of Saint Andrews.

9 – 0**Carried**

3. Market Wharf Wave Break Repair, PWPS240409

Council asked if CBCL Ltd. had a look at the scope of work for the wave break repair. CAO Spear said no they did not but the Asset/Operations Manager has worked with this in the past and understands the specific parts needed.

Motion: 119-04/24**Moved by** Councillor Neil**Seconded by** Councillor Heenan

That the Council of the Town of Saint Andrews approves the additional sum of \$18,900.00 plus HST be awarded to Fundy Contracting Limited for the full repair of the Market Wharf Wave Break.

9 – 0**Carried**

4. Emergency Management Plan for the Town of Saint Andrews, PWPS240410

Council asked if EMO could do a presentation for Council on emergency preparedness. CAO Spear noted he would reach out.

Motion: 120-04/24**Moved by** Councillor Bennett**Seconded by** Deputy Mayor Akagi

That the Council of the Town of Saint Andrews approves the updated Emergency Management Plan.

9 – 0**Carried**

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

1. Proposal for Mini-Putt Business at the W.C. O'Neill Arena Complex, EBC240402

Council noted that staff should speak to the Heather Curling Club about the lease and ensure their concerns are met. We want to ensure open lines of communication.

Motion: 121-04/24**Moved by** Councillor Weare**Seconded by** Councillor Hirtle

That the Council of the Town of Saint Andrews supports a lease agreement for Mr. Steven MacDougal to operate a Mini-Putt business in the W.C. O'Neill Arena Complex from June 15th – September 15th under the terms and conditions established by the Chief Administrative Officer.

9 – 0**Carried****2. Tourism Directional Signs Update, EBC240401**

Council asked about adding Indigenous names or adding a third language to signage as this is a practice that is expanding. Perhaps a QR code would be beneficial. Mayor Henderson noted that these questions came up during the meeting with the Chamber of Commerce and Explore St. Andrews. Staff noted that the signs have limited space and we need to ensure that these directional signs are large enough to read properly but could look into additional alternatives for tourism direction signage.

Motion: 122-04/24**Moved by** Councillor Hirtle**Seconded by** Councillor Harland

That the Council of the Town of Saint Andrews approves the new Tourism Directional Signs and directs staff to proceed with development and installation.

9 – 0**Carried****5. Recreation & Environment Committee - Councillor Gumushel and Blanchard****1. Additional Components to Trail Expansion Project 2024, RE240408**

CAO Spear noted the quoted price still had the engineering fees. The contractor cost is \$965,561.50 HST inclusive. So this will need to be an amended notion.

Motion: 123-04/24**Moved by** Councillor Gumushel**Seconded by** Councillor Heenan

That the Council of the Town of Saint Andrews adds the 3 additional trail components to Tender TSA 2023-07 of Bar Road Trail, Diana Drive Connector, and Cemetery Road connector for a revised price of \$1,095,396.51, HST Inclusive.

Amended**Motion: 124-04/24****Moved by** Councillor Gumushel**Seconded by** Councillor Neil

That the Council of the Town of Saint Andrews amends the Tender TSA 2023-07 award fee to \$965,561.50 HST inclusive.

9 – 0**Carried**

Motion: 125-04/24**Moved by** Councillor Gumushel**Seconded by** Councillor Heenan

That the Council of the Town of Saint Andrews adds the 3 additional trail components to the Amended Tender TSA 2023-07 of Bar Road Trail, Diana Drive Connector, and Cemetery Road connector for a revised price of \$965,561.50, HST Inclusive.

9 – 0**Carried**

2. Quest Canada Community Energy Plan Documents Updated for Bayside and Chamcook, RE240409

Motion: 126-04/24**Moved by** Councillor Blanchard**Seconded by** Councillor Hirtle

That the Council of the Town of Saint Andrews accepts the updated Quest Canada Town of Saint Andrews Community Energy Development, Implementation, and Community Energy Mapping documents that include the communities of Bayside and Chamcook.

9 – 0**Carried****J. NEW BUSINESS****1. One-Way Street**

Clerk Nopper updated Council on the One-Way Street. Due to construction at Princess Royal Street and Water Street, the street would need to be extended. Augustus Street was selected as it is the widest residential street, connects to Prince of Wales Street, and has a sidewalk for safety. A four-way stop is recommended to help with traffic flow. One new four-way stop is also requested at the corner of Montague Street and Augustus Street. This will help keep the speed of traffic down on Augustus Street. Parking would remain the same as in previous years with half of Queen Street being designated no parking for the flow of traffic and the side streets of Edward, William, and Princess Royal Street would have designated no parking.

Council asked if we have an inventory of traffic signs ahead of the upcoming one-way street change. CAO Spear noted we do have some signs in stock but traffic signs are easily ordered and can arrive ahead of the street change. Council noted that we should look at the budget each year and potentially implement additional sidewalks on community streets to create safer paths of travel. Council discussed the need for the four-way stop on Augustus Street at Water Street with the road barrier. Staff noted concern of safety and that it is another preventative safety measure for those travelling up Water Street from the point.

Motion: 127-04/24**Moved by** Councillor Bennett**Seconded by** Councillor Gumushel

That the Council of the Town of Saint Andrews approves the one-way Water Street from Monday, May 13, 2024, to Monday, October 21, 2024, from Elizabeth Street to Augustus Street under Schedule "C" One-Way Street of By-Law No. 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.

And that the Council of the Town of Saint Andrews approves No Parking Anytime along the following streets from Monday, May 13, 2024, to Monday,

October 21, 2024: Elizabeth Street – Water Street to Queen Street, Southwest Side. Edward Street – Water Street to Queen Street – Southeast Side. William Street – Water Street to Queen Street – Southeast Side. Princess Royal Street – Water Street to Queen Street – Southwest Side. Queen Street – Elizabeth Street to Princess Royal Street – South Side. under Schedule "B" No Parking Anytime of By-Law No. 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.

And that the Council of the Town of Saint Andrews approves two new four-way stops at Water Street and Augustus Street and Montague Street at Augustus Street from Monday, May 13, 2024, to Monday, October 21, 2024, under Schedule "I" Stop Signs and Yield Signs of By-Law No. 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.

9 – 0

Carried

K. QUESTION PERIOD

L. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

Councillor Heenan - Please attend the community supper happening at the Bayside Hall on April 20, 2024, from 4:00 p.m. - 6:00 p.m. The menu is nice and the cost is \$15.00 per person.

Councillor Weare - Have we heard from the engineers on whether an EIA is needed for the Wharf?

CAO Spear - An EIA will not be completed unless requested. CBCL Ltd. has communicated to the Department of Fisheries and Oceans and Nav Canada. We are waiting for a response. CBCL Ltd. handles all permitting and processes associated with permitting.

Councillor Weare - The grant received by the Chamber of Commerce for the senior project and computer literacy, is the Town concerned about the proposed use at the Welcome Centre?

Mayor Henderson - The Town is no way facilitating the use of the computers and it is a Chamber of Commerce program. The Town is not directly implementing programming or setting policy.

Councillor Blanchard - Lydia's Community Cleanup program is fast approaching. Just reminding everyone to get out and help clean up the community. I have asked staff to put out notices on social media and the Town website to help promote the event.

Deputy Mayor Akagi - Sebastian Rodas is putting on another drumming event. We are looking to set one up in the coming weeks outside when not raining. We would like to use Market Square. He is interested in taking up a collection to help buy more drums for the community.

M. MAYOR'S COMMENTS

N. CLOSED SESSION

Motion: 128-04/24

Moved by Councillor Heenan

Seconded by Councillor Bennett

At 8:46 p.m. that Council moves into closed session as per the Local Governance Act Section 68 (1)(f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business.

9 – 0

Carried

Motion: 129-04/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Heenan

At 9:17 p.m. that Council returns to open session.

9 – 0

Carried

O. ADJOURNMENT

Motion: 130-04/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Weare


At 9:18 p.m. that the meeting be adjourned.

9 – 0

Carried



Brad Henderson, Mayor


Paul Nopper, Clerk – Senior
Administrator