



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

**January 20, 2025, 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, January 20, 2025, at 6:30 p.m. with the following members present:

Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillors Mark Bennett, Kurt Gumushel, Annette Harland, Lee Heenan, 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.

Councillor Blanchard Late Online - 6:35 p.m.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Motion: 001 - 01/25

Moved by Councillor Heenan

Seconded by Deputy Mayor Akagi

That the Agenda for the 250120 Regular Council Meeting for the Town of Saint Andrews be approved as presented.

8 – 0

Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

- 1. Councillor Hirtle - Bank of Nova Scotia Operating Agreement 2025/2026, FA250116**

E. PRESENTATIONS

F. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

- 1. Minutes of the 241202 Regular Council Meeting on Monday, December 2, 2024, 6:30 p.m.**

Motion: 002 - 01/25

Moved by Councillor Heenan

Seconded by Councillor Harland

That the Minutes of the 241202 Regular Council Meeting on Monday, December 2, 2024, at 6:30 p.m. be adopted.

Amended

Motion: 003 - 01/25**Moved by** Councillor Heenan**Seconded by** Deputy Mayor Akagi

That the Minutes of the 241202 Regular Council Meeting on Monday, December 2, 2024, at 6:30 pm be amended as follows: under Presentations wording changed from CAO Spear presented the 2025 Town of Saint Andrews Budget for Operations, Capital and Utility to CAO Spear presented the 2025 General Fund and Utility Operating and Capital Budgets for the Town of Saint Andrews.

9 – 0**Carried****Motion: 004- 01/25****Moved by** Councillor Heenan**Seconded by** Councillor Harland

That the Amended Minutes of the 241202 Regular Council Meeting on Monday, December 2, 2024, at 6:30 p.m. be adopted.

9 – 0**Carried**

2. Minutes of the 241219 Special Council Meeting on Thursday, December 19, 2024, 12:00 p.m.

Motion: 005 - 01/25**Moved by** Deputy Mayor Akagi**Seconded by** Councillor Harland

That the Minutes of the 241219 Special Council Meeting on Thursday, December 19, 2024, at 12:00 p.m. be adopted.

9 – 0**Carried****G. COMMUNICATIONS**

H. STAFF REPORT/FINANCIAL REPORT, FA250115, PWPS250102, PWPS250103, PWPS250101, PCD250101, PWPS250104, PWPS250105, RE250101, RE250102, RE250103, FA250119, FA250120

CAO Spear noted had concerns when doing the projections about the number of storms. Only had two storms in December so should be beyond budget for that which he had notified Council early in the new year.

Council inquired whether the Christmas tree pickup could be pursued the same as what we do with the leaf bags.

CAO Spear responded they would have to mulch the trees otherwise they would be there for years and overcome the landfill. Cannot pile up trees like leaf bags as they decompose in three to five years unlike the trees which would continue to pile up and cause issues.

Motion: 006 - 01/25**Moved by** Councillor Hirtle**Seconded by** Councillor Gumushel

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 Z22-11 to the Zoning By-Law Z22-01, PCD250102

Motion: 007 - 01/25

Moved by Councillor Harland

Seconded by Councillor Bennett

That the Council of the Town of Saint Andrews obtain the views of the Planning Advisory Committee as per Section 110 of the Community Planning Act for Amendment Z22-11 to the Zoning By-Law Z22-01.

9 – 0

Carried

Motion: 008 - 01/25

Moved by Councillor Harland

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews sets the date of Tuesday, February 18, 2025, at 6:30 p.m. at the W.C. O'Neill Arena Complex Council Chambers for a Public Hearing of Objections as per Section 111 of the Community Planning Act for Amendment Z22-11 to the Zoning By-Law Z22-01.

9 – 0

Carried

2. Planning Advisory Committee 2024 Annual Report, PCD250103

Mayor Henderson - Thank you to the members of the PAC as this is a thankless job and you help shape our community.

Motion: 009- 01/25

Moved by Councillor Harland

Seconded by Deputy Mayor Akagi

That the Council of the Town of Saint Andrews accept the Planning Advisory Committee 2024 Annual Report from Jill Stewart, Chair, as information.

9 – 0

Carried

2. Finance & Administration Committee - Deputy Mayor Akagi

1. CPI Staff Wage Increase for 2025, FA250117

Mayor Henderson - As far as the CPI for Mayor, I do not want it in place for my own salary. There was a significant increase a couple of years ago. There is compensation, but we are also volunteers for our community.

Council consensus not to take CPI.

Motion: 010 - 01/25

Moved by Deputy Mayor Akagi

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews authorizes the annual cost of living increase for employees pay and pay ranges be indexed by a factor of 2.5%.

9 – 0

Carried

2. Bank of Nova Scotia Operating Agreement 2025/2026, FA250116

Councillor Hirtle Left at 6:52 p.m.

Councillor Hirtle returned at 6:67 p.m.

Council inquired whether there is any security other than signatures for the promissory notes.

CAO Spear - We signed an agreement with them that authorizes us to provide paper transfer requests on behalf of the bank account signatories.

CAO Spear - To the public, the amount for the wharf only happens if we go ahead with the project. It sits like a preapproved mortgage until we get the project approved. Could be months before we assume those funds.

Motion: 011 - 01/25

Moved by Deputy Mayor Akagi

Seconded by Councillor Harland

Be it moved that the Mayor or Deputy Mayor and the Treasurer or the Assistant Treasurer are hereby authorized to borrow on behalf of the Town of Saint Andrews, from the Bank of Nova Scotia, from time to time by way of a promissory note a sum or sums, not exceeding at any one time, three hundred thousand dollars (\$300,000.00) to meet current expenditures of the General Operating Fund; and four hundred thousand dollars (\$400,000.00) to meet the current expenditures of the Utility Operating Fund of the Corporation for the year 2025/2026.

AND

Be it moved that the Mayor or Deputy Mayor and the Treasurer or the Assistant Treasurer are hereby authorized to borrow on behalf of the Town of Saint Andrews from the Bank of Nova Scotia from time to time by way of a promissory note a sum or sums, not exceeding at any one time, two million, nine hundred and sixty thousand dollars (\$2,960,000) towards the following projects;

Markey Wharf & Square \$2,050,000

New Ladder Truck \$910,000

8 – 0

Carried

Motion: 012 - 01/25

Moved by Deputy Mayor Akagi

Seconded by Councillor Heenan

Be it moved that the Council of the Town of Saint Andrews approves the Bank of Nova Scotia Visa Credit Card limit increase to thirty thousand dollars (\$30,000.00).

8 – 0

Carried

3. Policy P-25-01 Water Bill Credits Town of Saint Andrews, FA250118

CAO Spear - Under eligibility, add a Section 4.5 that accounts must be in good standing to be reviewed for credit.

Motion: 013 - 01/25

Moved by Deputy Mayor Akagi

Seconded by Councillor Neil

That the Council of the Town of Saint Andrews accepts Policy P-25-01 Water Bill Credits Town of Saint Andrews.

Amended

Motion: 014- 01/25

Moved by Councillor Heenan

Seconded by Councillor Neil

That the Council of the Town of Saint Andrews adds Section 4.5 to Policy P-25-01 Water Bill Credits Town of Saint Andrews that accounts must be in good standing to be considered for a credit.

9 – 0

Carried

Motion: 015 - 01/25

Moved by Deputy Mayor Akagi

Seconded by Councillor Neil

That the Council of the Town of Saint Andrews accepts Amended Policy P-25-01 Water Bill Credits Town of Saint Andrews.

9 – 0

Carried

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

1. Town Washroom Upgrades Request, PWPS250106

Council noted this is something the Town has really needed, that it is wonderful work that Town staff are doing, and that it will make the tourism season so much nicer. Council also inquired about the increase in the number of stalls. If we are taking away the portal washrooms, are we coming out with a net gain or a net loss?

CAO Spear – It might be a net loss of one but by having two entrances it will speed up the process and relieve traffic jams of people coming in and out of both washrooms. For busier holiday weekends such as Canada Day and New Brunswick Day we will bring them in for the weekend. For the rest of the tourist season it should be more than sufficient.

Motion: 016 - 01/25

Moved by Councillor Neil

Seconded by Deputy Mayor Akagi

That the Council of the Town of Saint Andrews approves \$25,000 in additional funding be provided from the Tourism Accommodation Levy Fund to support the renovations of the Town Hall Washrooms.

9 – 0

Carried

2. Update on Market Wharf and Market Square Project, PWPS250107

Council discussed the cost of the mitigation project with Ducks Unlimited that is needed in order to do the wharf project that both the community and Council selected. At the last hour, unfortunately, the wharf project was not approved by DFO. To do this project, we have to replace fish habitat for the habitat lost by this project. We have to essentially get credit for this project at a cost of \$300,000 to invest in a project that is not in our community in order to do the wharf project. If we want to alter this project and extend the wharf and use less fill, it will cost around \$1,000,000 extra for the community. If we do not proceed with the project, we will lose our funding and it would still cost the town a significant amount of money to repair, but without the grant. There is really no good option for Council to select. There is a quote that has been used - "environmental blackmail". It does feel like that, but this is what we have. If we want our current project to go ahead, DFO has told us this is the only project they have for our project to go ahead. I do not think we feel good about it, but it is the predicament that we are in right now. CAO Spear commented that it is not the only project, however it is one of the lowest cost projects and it has been hard to identify projects in our area that meet the footprint that they are looking for in a short period of time. At this time, this is our only option based on the timeline for funding, this was identified in short term as the most financially feasible. Council stated when asked if there is a project in our wards, we were told that there were none available in our area for credit. We either go with this low-cost project or alter our project design at a significant increase in cost and probably a time delay as well.

Council further commented that when we first started this project, we inquired would environmental permits be required. We were given the advice that as long as there were no birds living under the wharf, no swallows, would not need any permits. Predictably did not want to end up in this spot, but ironically here we are in this spot at the last minute not having the required permits. We have delayed long enough, and we need to make a decision. No guarantees these funds will be there in the future. It might not be ideal, but this is the best solution and best way forward. Although not in our community but good to proceed. I hope it was in town, but the project fits our needs and gives us a chance to move forward with a good financial choice for the citizens of our community. If we do not take advantage of the government funding at this present time with the upcoming change in government, we might end up not having any funds at all. If it comes in over what the amount is, we can still pull the project if it does not fit into the scope of our funding.

Council asked for clarification that if we proceed with this project, in the background it says it is up to 3 years that is the maximum time frame for the project and that we are obliged to do the initial mitigation, but no additional maintenance and nothing else other than monitoring. Can we make sure these parameters do not change in any way? Once we dredge the area if it fills back in, our responsibility is not to dredge it again. CAO Spear noted that we do not have a formal agreement in front of us. It is what they have said informally. Until we put pen to paper that is what we are assuming. If it changes,

we will let Council know. On this approval we will be going through that and making sure those major components we have said are part of the final agreement. Council queried that the maximum cost to our knowledge would be \$300,000. CAO Spear clarified that is the estimate as the project will be a tendered project so it could be over \$300,000. We are responsible initially for the project and DFO will not pay anything over and above the \$300,000 estimate. It would be our responsibility. Council stated that we will need to be very confident in our engineered estimates on that one. CAO Spear noted that we will have those in advance. Ducks Unlimited will be the engineering consultants on this project. CBCL will provide reports showing what they anticipate the final project to cost. Council clarified that it is not Ducks Unlimited that we have an issue with, it is the direction from DFO that has frustrated us.

Some Councillors expressed concerns about the Ducks Unlimited project for the following reasons: that this is not a last-minute option, last April several Councillors spoke to the engineers and told them this project needed an EIA with remediation and were ignored; that the project is not viable and doomed to fail from the start; that nothing concrete is in writing; that it is unethical to put \$300,000 into another community, for a project that is not going to restore any fish habitat, in order to be allowed to fill in our own marine habitat; that we have no good option. No good option is not how to proceed with \$2,000,000 in taxpayers' money; that this is just a phase of this project. There are two more phases that need to be done. This is the getting onto the wharf, then there is the approach out to the head of the wharf, and then the pier head. We are committing future councils to have to spend up to \$16,000,000 for these repairs. We are putting them on the hook to carry forward a project we started without plans of how to finish it or some vague idea on how to finish it. Councillor Neil noted that he will not be supporting the Ducks Unlimited project.

Council discussed once staff brings a draft written agreement back to Council, can all read it, decide at that time, and hold a special meeting to have a discussion and look at the fine print. Not doing it does not seem to be an option. Not sure how the future council affords it but at some point the municipality needs to start somewhere. Cannot predict 25 years from now. Municipalities all across the province are struggling with aging infrastructure. The other option is we can decide not to fund this project and over time as the wharf deteriorates it can become a walking wharf then board it up if it becomes unusable. But as a Council we have decided not to let that happen. Through public engagements, no one from the public could envision a town without a wharf in it. We have decided that the wharf needs to be fixed. We need to figure out how it is included in our vision moving forward. Always going to have something that needs to be fixed as things wear out and need to budget for these. Council has decided to go through with the project, so have to start somewhere. Council expressed concern with the process of this project and need to be cautious and pay close attention to these concerns throughout this process.

Council looking to staff for a timeline to get an agreement that Council can review and an update on the funding partners. CAO Spear responded that we do not know, the study might need to be

done first. It would be the spring before they could go out and do their testing. Could see this being into April or May, but will contact Ducks Unlimited to see what information they need in advance to put an agreement together on. They will need to do most of their engineering work before they can even approach DFO with the information on the agreement and the mitigation agreement. It will not happen in the next month, but funding partners have been kept in the loop and are okay with this and have extended the project twice by three years into 2026. A certain amount of engineering studies needs to be done upfront before we can get an agreement in place with DFO. The projects would run in parallel. DFO and Ducks Unlimited on one stream and CBCL on the other side working on the final design and tender. CBCL has to submit the final design to DFO. DFO has to approve it knowing that Ducks Unlimited is working at the same time on this mitigation project for which they have set the parameters. DFO are heavily involved. CBCL working on tender development, Ducks Unlimited coming up with the mitigation project, and in the middle is DFO who is going to approve the use of the shoreline based on the results of the Ducks Unlimited project. Once have totals for both after going through the tendering process can determine if one would prohibit the other from happening. If the wharf project comes in way overestimates, both projects would be done. There is currently no commitment to do either. Can be determined once estimates for each come back. DFO has recommended running them in parallel to keep the process going. Once we start Ducks Unlimited with their proposal then our design engineers can submit the updated projects to start that process with DFO. Have not officially given us a mitigation report as of yet, they are just waiting for the final drawings from our engineer to be able to do that, so it is expected to go in parallel with each other. Council discussed the importance of clearly understanding where each road or parallel project is going and where we are going on each road and know what we are signing up for. Council inquired about the engineering fees if the projects do not go ahead. Would we be responsible for these? CAO Spear noted engineering fees would be paid at 70% by the funding partners. Council noted need to have a solid agreement in place so we can all weigh in and will not go ahead unless have total picture between the wharf project and Ducks Unlimited project at the same time.

Council concerned with timeline for completion being late January already. CAO Spear noted that several months ago CBCL presented a 70% design, so they are close to finishing. Tomorrow we will tell them to finish up and get in contact with DFO to go through that process. Plan is to wait until mid-October to start construction. Mid-May to late May to put out the tender. Doing it that early to give staging and ensure no supply line issues. Not a technically hard project, mostly stone, cement, and steel but there are some specialized wood products that come out of BC. Everything else is pretty much sourced locally. It was noted by Council that last year's timeline was much tighter, so we have more of a buffer this year. Council also wanted to recognize Marc Sorensen, a local engineer, for helping the town work through the process to give us another option.

Motion: 017 - 01/25

Moved by Councillor Bennett

Seconded by Councillor Gumushel

That the Council of the Town of Saint Andrews approves the mitigation project proposed by Ducks Unlimited for the Market Square and Market Wharf project and that direction be provided to proceed with final design and tendering processes.

7 – 2, Nay Councillors Neil and Weare

Carried

3. By-Law No. 25-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews Call for Public Hearing of Objections, PWPS250202

Council wanted clarity on the types of off-road vehicles not allowed on the trails. Concerned it may include mobility scooters. Staff clarified that electric scooters would continue to be allowed on the trails. Council discussed the new crosswalks at Thomas Avenue and by the arena and the need for signage and potentially flashing amber lights at these locations. CAO Spear noted if Council wants can look at low lighting amber lights at these locations. Council noted long overdue for crosswalk by the arena. Good for kids and families by the Compass Housing building. Lots of new kids in the area and for seniors crossing over to Tim Hortons. Council discussed the need to have an awareness campaign for these changes and the change to the speed limit in town. Council also wanted clarification on the types of trailers that would be affected by the use of pylons. Would it be boat trailers or just commercial trailers. Clerk Nopper noted main concern is for construction and commercial trailers as has been an increase in the numbers left overnight on the narrow roads. Have not had the same level with boat trailers, but can do an educational campaign so that residents know to put pylons by their trailers if possible. Leave to Council to discuss. Might need to clarify the clause in the By-Law. Council noted most residents in Saint Andrews read the newsletter which will be going out in the spring so a write-up on the changes could be included in it. CAO Spear suggested an Open House prior to the Public Hearing of Objections. Clerk Nopper suggested with timeline to order signs, change signs, and do the education process could pass the By-Law with a set a date for the By-Law to come into effect. Staff's recommendation is to make these changes before the busy summer season. Council discussed holding an open house, sending out a survey, and doing a mailout. Open House to be held prior to Public Hearing of Objections on February 18. Council concerned with signage. Staff noted change in traffic pattern signage required on Mowat Drive and Bayview Avenue on the way into town concerning change in speed limit and new stop signs require more signage; "new" on top of each sign is required for six months. There are guidelines under the Highway Act that need to be followed when changing speed limit signs or adding stop signs.

Motion: 018 - 02/25**Moved by** Councillor Neil**Seconded by** Councillor Hirtle

That the Council of the Town of Saint Andrews sets the date of Monday, February 3, 2025, at 6:30 p.m. for a Public Hearing of Objections to By-Law No. 25-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.

Amended**Motion: 019 - 01/25****Moved by** Councillor Heenan**Seconded by** Deputy Mayor Akagi

That the Council of the Town of Saint Andrews amends the date for a Public Hearing of Objections to By-Law No. 25-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews to Tuesday, February 18, 2025, at 6:45 p.m.

9 – 0**Carried****Motion: 020- 01/25****Moved by** Councillor Neil**Seconded by** Councillor Hirtle

That the Council of the Town of Saint Andrews accepts the amended date of Tuesday, February 18, 2025, at 6:45 p.m. for a Public Hearing of Objections to By-Law No. 25-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.

9 – 0**Carried**

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

- 1. By-Law No. 25-02, A By-Law to Regulate Peddlers, Buskers, Transient Traders, and Food Trucks Call for Public Hearing of Objections, EBC250101**

Motion: 021 - 01/25**Moved by** Councillor Hirtle**Seconded by** Councillor Heenan

That the Council of the Town of Saint Andrews sets the date of Monday, February 3, 2025, at 6:30 p.m. for a Public Hearing of Objections to By-Law No. 25-02, A By-Law to Regulate Peddlers, Buskers, Transient Traders, and Food Trucks in the Town of Saint Andrews.

9 – 0**Carried**

5. Recreation & Environment Committee - Councillor Gumushel and Blanchard

J. NEW BUSINESS**K. QUESTION PERIOD****L. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS**

Deputy Mayor Akagi - We are going to do the drum and rattle workshop. We are looking for some funding to lower the cost. Will be doing the rattles in the morning and drums in the afternoon on March 15. More details to come in February. Will be at the W.C. O'Neill Arena Complex. Working with staff to work on lowering the cost for the drums.

Deputy Mayor Akagi - Congratulations to King Charles III Coronation Medal recipients, Fire Chief Kevin Theriault, Arch Deacon John Matheson, Sharon Tucker, and I received one as well from MP John Williamson. This was the last official ceremony that our Lieutenant Governor, Brenda Murphy, was attending. There were a lot of firefighters and first responders that received the medal, and some posthumously. Nice to see a lot from our area that received them.

M. MAYOR'S COMMENTS

Mayor Henderson - I do want to congratulate the Heather Curling Club who just hosted the New Brunswick Women's Provincial Curling Championships. Not a lot of small clubs have events like that, so it speaks to the facility, the ice conditions, etc. February 6th is the Opening Ceremonies for the Provincial junior boys and girls happening here as well. Having nationals here a few years ago put us on the map. This building continues to be an economic driver for our community from a restaurant and shop perspective. This building is accomplishing more and more because of staff and the facility as well and the condition that it is in. The Garcelon Civic Centre is busy as well, but Saint Andrews being the tourism hub benefits from it as well. All in all, congratulations to the Heather Curling Club and to Team Adams who will be representing us at the Scott Tournament of Hearts as provincial champions.

N. CLOSED SESSION

O. ADJOURNMENT

Motion: 022 - 01/25

Moved by Councillor Bennett

Seconded by Deputy Mayor Akagi

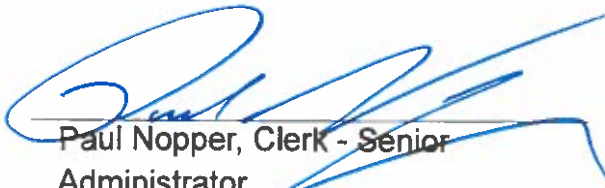
At 7:57 p.m. that the meeting be adjourned.

9 – 0

Carried



Brad Henderson, Mayor



Paul Nopper, Clerk - Senior
Administrator

