



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

**August 9, 2021, 6:30 p.m.
Electronic Meeting**

A. RECORDING OF ATTENDANCE

A Special Meeting of the Town of Saint Andrews Council was held on Monday, August 9th, 2021 at 6:30 p.m. with the following members present:

Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillors Marc Blanchard, Lee Heena, Jamie Hirtle, Steve Neil.

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

Absent: Councillor Kurt Gumushel

B. APPROVAL OF AGENDA

Motion: Motion: 315 - 08/21

**Moved by Councillor Hirtle
Seconded by Councillor Heenan**

That the Agenda be approved as presented.

**Carried
5 - 0**

C. DISCLOSURE OF CONFLICT OF INTEREST

D. PRESENTATIONS

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

- 1. Motion to Change Date of September Regular Council Meeting, FA210805**

Motion: Motion: 316 - 08/21

**Moved by Deputy Mayor Akagi
Seconded by Councillor Hirtle**

That Council moves the Regular Meeting of Council for September 2021 to Wednesday, September 8th, 2021.

**Carried
5 - 0**

- 2. Amendment No. A-2 to By-Law 18-01 A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews Third and Final Reading, PS210705**

Read by Title by Mayor Henderson for Third Reading.

Motion: Motion: 317 - 08/21

**Moved by Councillor Neil
Seconded by Councillor Blanchard**

That Council grant leave for Third and Final Reading of Amendment No. A-2 to By-Law 18-01, A By-Law to Regulate Vehicular Traffic in the Town of Saint Andrews.

Carried

5 - 0

3. Discussion on Housing Developments in the Town of Saint Andrews, PED210803

Planner Gopen provided a presentation on housing development discussions for the Town of Saint Andrews. The presentation was broken down into sections; Section 1: scope, what is the need, single-family housing, further information, and questions. Section 2 Development Scheme, what is it, public consultation, precedent, questions, Section 3 Incentive Policy, what it is, formula, examples, questions. Section 4 Process, funding, timelines, recommendations, and questions.

Section 1: Scope - Housing Survey 2020

The Town has a very low vacancy rate of rental units at 2.3% and in summers likely zero. In 2016, 27% of the population rented. 32.6% of those renters were spending over 1/3 of their income on housing. 30% of respondents noted high difficulty to find housing that suits their needs. The need is for 70 - 150 units over the next 5 years highlighting the existing population, future populations, and employment trends. The need is for diversification of housing with affordable options with 2 bedrooms or larger. Accessible units are important for all age brackets. Smaller standalone units are now allowed under Zoning By-Law Z21-01. People asking for 2 bedrooms, gardens/landscaped areas desirable, walking distance to amenities, the majority of people would like to move in the next 1 - 2 years, and price of homes at \$200,000 to \$300,000 and rental costs between \$650.00 and \$1,500.00. Single-family homes have demand and things to consider include low return on investment for the Town (tax levy). Examples of tax levies between different housing options were provided to Council. The Council needs to keep in mind the cost of services to lots for single-family dwellings versus multi-residential dwellings and what is available for development. The Town needs further information from local employers to understand what types of housing will be built, ownership versus rentals. The 2021 Census will provide additional feedback for development and see demand for housing.

Questions from Council

Council discussed concepts of prices to develop single-family units versus properties with multi-residential builds and the return on investment and costs of services. Taxation was brought forward and how this affects the community in the long-term investment process. Anchors Landing was used as an example of multi-residential unit builds and return on investment. It was identified that the Town needs a diverse range of housing to cover the needs of the community.

Section 2: Development Scheme

A By-Law that can be developed under the Community Planning Act. This creates a localized combination of the Municipal Plan and the Zoning By-Law for parcels of land. Can prescribe building and unit types, design standards, plans, amenity spaces, etc. Helps to tailor the development to the municipal needs and provides direction to developers on what we need. This sets zoning and development expectations. Public consultation is important in this planning process. The increase in housing will change how Saint Andrews is currently and public consultation will help with this. Consultation should start early to help determine the types of housing needed by the people in the community, how public spaces should be incorporated, and design considerations that should be incorporated. Open houses with concepts and potential designs are important to help poll the

community and submit feedback. This will help staff narrow down the needs and address community concerns. This can be done in person and online. An example of precedence in Town has been set with a Development Scheme By-Law for Langmaid Park and the Wabanaki development. High demand for these units when there are turnovers. Lot standards were included including parking, greenspace, lot spacing, timing, and phased development.

Questions from Council

Council discussed the timeline and implementation of a Development Scheme By-Law and the ability to move forward with Requests for Proposals. Council indicated they do not want to lose out on developers that are wanting to build in Saint Andrews. Planner Gopen explained the timeline process for a Development Scheme By-Law that includes opportunities for public consultation and narrowing of the scope of housing for select areas in the community. The Wabanaki Development Scheme By-Law was provided as an example of how the process can determine housing in the community. Council noted that we will continue through the process for the Development Scheme By-Law but prioritize Requests for Proposal to speed up the development process. Council noted that we should highlight key points like energy efficiency and climate change adaptation.

Section 3 Incentive Policy

Towns often incentivize developers with lands, services, grants, etc. Staff has been looking at a tool to score and give incentives that meet short and long-term needs. One issue with giving incentives without forethought, you could be putting something somewhere that may not meet your needs. Having a policy that regulates this, either internal or via By-Law has it be consistent on what is being offered. This would remove any potential favoritism in the process. St. Stephen is drafting a tool like this now and Monton has one in place. Eligible criteria St. Stephen is looking at include encouraging infill development, market rental housing, affordable housing development, smaller affordable owned homes, within 200 m of facilities and amenities, minimum 6 unit development. Bonus points for energy efficiency, design, climate change mitigation, and additional public amenities. An incentive formula was provided to Council for an example.

Questions from Council

Council discussed the option of an incentive program as part of the development process. The incentive program could be offered to both partnership developments with the Town and private landowner developments. An example of St. Stephen was provided and their current development process for incentives at first reading. Council noted that incentives would help create a level playing field and not segregate one developer over another from contribution opportunities. These incentives can be used to leverage the development of affordable housing and open the door to CHMC funding. The Council acknowledges that we have land and services as part of our incentive program but to look at a granting program that will be a longer-term investment was beneficial and opens options for Council. Multiple incentive opportunities developed for the Town will help to make the community an attractive partner for development. Terms and conditions can be put on incentives and lead to higher scoring incentive programs if terms are met, for example, heritage style, energy efficiency, accessibility, etc.

Section 4 Timelines

Funding through CHMC (Federal Housing Corporation) has seed funding for soft costs; engineering, plans, etc. Capital cost funding and construction cost funding. Projects have to meet affordability, sustainability, and accessibility criteria. Combination of low-interest loans and grants. Town staff have met with CHMC Specialist for New Brunswick and has been

supportive for the Town to make applications and partner with developers. FCM Green Municipal Fund focuses on sustainable affordable housing as another option. FCM and CHMC can be stacked for granting purposes. CHMC is more traditionally used by Municipalities. A timeline chart of the process was provided for Council review. The next steps we are looking at are applying for seed funding, start the Development Scheme, and having additional public consultation meetings. You will want to do the projects in phases and reassess needs. You are looking at later 2023 for full development. This process takes time but is worth working towards this process for the long-term development of the community. The need is greater than what is coming forward now. Seed funding can start now and consultations. In late fall, you can move to engineer and site plan development. In late fall look at drafting the Development Scheme and start looking to go to RFP. Once you know the demand is there, apply for capital funding and start the process for construction. Direction to staff, make a motion to start the seed funding process, consultation sessions, and continue research into incentive policy. Council leading the community as housing is a need, it is a team effort to get the right type of housing in the right areas is developed.

Questions from Council

Council discussed how the CBCL Ltd. concept drawings fit within the timeline process and how the classifications of quotes work in the development process. The drawings represent class D estimates to give the Town a better understanding of concept costing for infrastructure. The last Council directed staff to develop these plans to start the process for housing expansion. The concept plans highlight options for single-family residents and multi-family residential developments including townhomes, garden homes, apartments, etc. As we move through the development process and planning, more detailed estimates in levels C, B, and A will be attained to determine final costings. The CBCL Ltd. plans are used to help jumpstart funding from CHMC and build towards detailed analysis. In this process, Council must be cognizant of what we are giving versus debt load and return on investment with developers and how it relates to the rest of the community's asset management. Council discussed the option of a regional approach to incentive programs and directed staff to start discussions with St. Stephen on what might be possible. Council identified that we need to be ensuring affordable housing developments with lower rents are built to help service lower-wage residents and finding out how the Federal and Provincial governments can partner in this process.

Council direction to Staff:

1. Proceed with the Request for Proposals for 2 properties in Town.
2. Start the Development Scheme By-Law process.
3. Open lines of communication with St. Stephen on the potential to partner on incentive programs for housing development.
4. **Passamaquoddy Lodge Request for Town of Saint Andrews Land at Bar Road and Champlain Avenue, PED210707**

Council discussed the options of the Passamaquoddy Lodge development at the corner of Bar Road and Champlain Avenue. As the final plans for the construction of the Lodge have not been completed and limited public consultation has taken place, that the motion be amended to indicate the 12 acres of land offered can be within the PID provided and not locked into the corner of Bar Road and Champlain Avenue. This would provide Council the freedom of further discussions of location, buffer zones, landscaping, layout design, etc. Council also brought up what could be done with the current Lodge building and the options for affordable housing development. The Passamaquoddy Lodge Board noted that they have had developers review the building for conversion to affordable housing units. It was noted

that there is time for negotiations, terms, and conditions, and public consultation before any development agreements are signed between the parties. Council supported the amended motion for the 12-acres of property.

Motion: Motion: xxx - 08/21

Moved by Councillor Heenan
Seconded by Deputy Mayor Akagi

Resolved that the Town enters into a conditional purchase and sale agreement with the Passamaquoddy Lodge Inc. (PLI) for a 12-acre portion of Town land having PID 01325471 (the said portion being shown on the sketch attached). This agreement will be subject to the following terms and conditions:

- 1. That the Town and PLI enter into a Development Agreement for the construction of a new 60-bed nursing home complex on said lands.*
- 2. That the closing takes place within 30 days after signing the Development Agreement.*
- 3. That the Agreement of sale will expire on August 9th, 2022 if the closing has not taken place by then.*

Motion: Motion: 318 - 08/21

Moved by Councillor Neil
Seconded by Councillor Gumushel

Amendment motion to identify a 12-acre portion of land on PID 01325471 and remove (the said portion being shown on the sketch attached).

Carried
5 - 0

Motion: Motion: 319 - 08/21

Moved by Councillor Neil
Seconded by Councillor Heenan

Resolved that the Town enters into a conditional purchase and sale agreement with the Passamaquoddy Lodge Inc. (PLI) for a 12-acre portion of Town land on PID 01325471. This agreement will be subject to the following terms and conditions:

- 1. That the Town and PLI enter into a Development Agreement for the construction of a new 60-bed nursing home complex on said lands.*
- 2. That the closing takes place within 30 days after signing the Development Agreement.*
- 3. That the Agreement of sale will expire on August 9th, 2022 if the closing has not taken place by then.*

Carried as Amended
5 - 0

Motion: Motion: 320 - 08/21

Moved by Councillor Heenan
Seconded by Councillor Hirtle

That the Town of Saint Andrews will discuss the support of the concept of the in-ground infrastructure for 1 year with future discussions based on cost estimates from engineers as of August 9th, 2021.

Carried
5 - 0

- F. NEW BUSINESS
- G. QUESTION PERIOD
- H. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS
- I. MAYOR'S COMMENTS
- J. CLOSED SESSION
- K. ADJOURNMENT

Motion: Motion: 321 - 08/21

**Moved by Deputy Mayor Akagi
Seconded by Councillor Neil**

At 8:41 p.m. that the meeting be adjourned.

Carried

5 - 0



Brad Henderson, Mayor



Paul Nopper, Clerk

