



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

**September 13, 2021, 6:30 p.m.  
Council Chambers at Courthouse, Frederick St., Saint Andrews**

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**A. RECORDING OF ATTENDANCE**

*A Special Meeting of the Town of Saint Andrews Council was held on Monday, September 13, 2021, at 6:30 p.m. with the following members present:*

*Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillor Marc Blanchard, Lee Heenan, Jamie Hirtle, Steve Neil.*

*Staff: Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator, Terry Acton, Asset/Operations Manager, Emily Noddin, Assistant Treasurer, Alexander Gopen, Senior Planner, Southwest New Brunswick Service Commission.*

*Absent: Councillor Kurt Gumushel*

**B. APPROVAL OF AGENDA**

**Motion: Motion: 353 - 09/21**

**Moved by Councillor Hirtle**

**Seconded by Councillor Blanchard**

*That the Agenda be approved as presented.*

**5 – 0**

**Carried**

**C. DISCLOSURE OF CONFLICT OF INTEREST**

Mayor Henderson - Presentation from Rodney Lagace on Victoria Terrace Development.

**D. PRESENTATIONS**

**1. Rodney Lagace Presentation on Victoria Terrace Street Housing Development**

*Mayor Henderson - Left 6:35 p.m.*

*Mayor Henderson - Returned 7:03 p.m.*

*Rodney Lagace provided background on the business and highlighting the housing crisis. Demographics in Saint Andrews are between 60 and 70 and this is our target market. Simplification is key for this and offering a product for people to stay in Saint Andrews. See the potential for Saint Andrews and the migration of people from across Canada to live in the area. Showed the proposed Victoria Terrace Street property purchased adjacent to Kingsbrae Garden. Access to Victoria Terrace development is currently on a gravel way and talking to the Town for proper construction of the road. The depth of the lot is an issue. The parcel of land to the South, the area owned by the Town for the roadway. Have sent a letter to consider acquiring the land from the Town. Provided a copy of the site plan including the portion collected from the Town. 10 new developments on the property, 4 duplexes, and two single units. Will need a variance for a setback and short 10 feet on the single home and 30 feet on the duplexes. Would like to ask Council for this variance to get the project moving forward. Concepts of the home designs*

were provided to Council with explanations on landscaping and colour scheme for siding. Want to give each of the units their own identity. The floor plan of the model properties was provided to Council for two bedrooms two bathrooms with a garage. This will not be set up as a condo system but a homeowner's association with monthly fees for snow clearing, landscaping, etc. We will also establish a capital fund to ensure projects like roofs can be replaced. Want to ensure consistency and tie covenants to the sale of properties.

Council provided questions to Mr. Lagace regarding the development of a homeowners association and the need for long term capital investment, discussion on affordable housing and the options within the development, number of units to be developed based on space available in the lot, Council, reiterated based on the Municipal Plan, how greenspace would be incorporated into the development and a discussion on the potential variances that would need to come forward to Council to finalize the development process. Council thanked Mr. Lagace for his presentation and looked forward to more information on the project.

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

### **1. Discussion on RFP Diana Drive Property, PED210809**

*Presentation discussions were made by staff regarding the RFP for Diana Drive.*

*CAO Spear - Direction was given to release an RFP for Champlain and Diana Drive. We have been looking at releasing 5 - 6 acres as efficiently as possible on Diana Drive. One of the key concepts is affordability and only so much the Town can do especially with services. This will be a \$2 million project to get from Diana Drive and half a million for phase 1. CAO Spear provided an overview of the area of Diana Drive and asked Council on options for development. Important to note on the conceptual drawings there is a lot of space on the backside. If the right proposal came in, could use bigger, deeper buildings to host more tenants to reduce cost. One aspect the Town can do is release 4 - 5 acres in the back corner and reduce the infrastructure cost. By doing so, we will have to recover costs from the developer or subsidize the area for infrastructure costs. Another aspect is that we would be forgoing some of the funding available from the federal government. If we work on the funding, could have cost savings for the taxpayer. If we go through the Development Scheme By-Law, this sets the tone for housing and zoning. We can then put out RFPs without having to go through re-zoning.*

*Planner Gopen - Provided a presentation on the development scheme by-law and a refresher from the August meeting on housing. The estimated cost is a minimum \$1 million for infrastructure costs. We are in the middle of a federal election, some of the projects could change. We should consider the return on investment and spin-offs. A Development Scheme or RFP should set bare minimum requirements. This will help develop pre-sale targets for infrastructure. CMHC granting programs take time and up to 6 months to complete. CMHC and Development schemes do not have to be paired and can operate separately. RFP will lead to Municipal Plan amendments and rezoning which is a 6-month process. The Development Scheme is roughly the same process but would set the tone for the whole development versus one section. The development scheme sets the limits, and the developer knows exactly where the town stands. The SWNBSC has a by-law drafted to bring forward. We can set the stage for several units, price points per unit, and other flexibilities that can be put into a development agreement. A development scheme packages all together what a developer needs to know and what Council will allow. Realistically new housing is 1 - 2 years away. If we take the time now to set the by-law it sets the process for future developments. This will also help to reach affordable housing processes. Even without a development scheme, there*

*need to be minimum standards in RFP. Do not let the urgency of housing needs rush an important decision-making point for the next phases of development. The next RFP for Diana Drive needs to be more precise and set lots of minimum standards.*

Council discussed options of funding through the Canadian Mortgage and Housing Corporation and what percentage the Town could get for infrastructure, the challenges of issuing multiple Request for Proposals and how affordable housing could be envisioned, in-ground infrastructure and the potential need for a lift station, discussion on greenspaces and the need to plan for these areas and ensure protections for them, processes and timelines for the Development Scheme By-Law, and discussion on flows of traffic and what the new developments will mean for the subdivision. Council recommended the release of the Diana Drive RFP and continue working on the Development Scheme By-Law for additional phased work.

**2. Application to Municipal Finance Corporation Release of 2021 Funds, FA210904**

**Motion: Motion: 354 - 09/21**

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

***Be it resolved** that the CAO or Assistant Treasurer and Mayor or Deputy Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of the Town of Saint Andrews debenture in the principal sum of **\$449,000** on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation,*

*-And*

***Be it resolved** that the Municipality of the Town of Saint Andrews agrees to issue postdated cheques payable to the New Brunswick Municipal Finance Corporation as and when requested in payment of principal and interest charges on the debenture.*

Ministerial Order No.	Date of M.O.	Date of Council's Resolution Authorizing application to MCBB	Purpose by Function	Amount in Dollars	Term
GENERAL					
20-0013	Mar. 9, 2020	Feb. 3, 2020	Recreation	42,000	15 years
21-0008	Jan. 20, 2021	Dec. 7, 2020	Transportation	60,000	15 years
10-0023	Apr. 12, 2010	Mar. 8, 2010	Transportation	56,000	10 years
11-0061	Jun. 13, 2011	May 9, 2011	Transportation	65,000	5 years
UTILITY					
21-0008	Jan. 20, 2021	Dec. 7, 2020	Environmental Health	194,000	25 Years
21-0019	Mar. 22, 2021	Feb. 1, 2021	Environmental Health	8,000	5 years
21-0019	Mar. 22, 2021	Feb. 1, 2021	Environmental Health	24,000	10 years

**5 – 0  
Carried**

### 3. 2022 Draft Municipal Budget Discussion, FA210905

CAO Spear provided a presentation on the budget for 2021. We will start with the operations budget. The first draft was discussed with staff and Mayor. A full assessment will not be known until October. The best practice is to go through expenses and capital plans and adjust tax rates and borrowings as needed. Provided is a copy of the first draft of this document. Important to know we have a 5-year budget, but you are only committed for 2022. Seeing 5 years down the line will show you how your borrowing and project affect the future. This year most Capital projects completed by July 2021. We suggest a high-level overview on budgets and not go line through-line as it can take time. Please ask any questions when necessary. Council can debate operational processes and have the right to add or remove them. Base assumptions, 5% increase in assessment base. Could be 7 - 10%. A 1% change is about \$40,000. If you make a penny rate change to the tax, it's \$35,000 change. Because of the market rates and the hot housing market, suggest holding tax rate at \$1.26. We are forecasting to have a \$900,000 surplus. We received \$100,000 in COVID recovery. We had the sale of the vet clinic, lower cost for RCMP costs, mild winter reduced use on Winter removal and maintenance, savings in the fire department with the new Trunk Radio system, and \$400,000 in differed funding for the trial and wharf.

#### Administrative Services

Audit costs were reduced by \$5,000.00. Tri-annual valuation of employee benefits. Municipal Plan Studies could be used for Environment Committee or other studies. RSC Planning Services matches their 2022 budget with an increase. Legal expenses were reduced to reflect the last few years. Janitorial under review by staff as costs increase. Professional Development Increased to provide more opportunities for staff.

#### General Government

LSD fire has been reduced based on assessment and anticipated growth in Town. Retirement and sick benefits based on the actuarial report.

#### Fiscal Services

2020 surplus \$35,806 shown as revenue. Projection of \$900,000 transfer to general capital - cannot be used for utility or in-ground infrastructure. 2020 budget \$100,000 put into GCRF towards ladder truck purchase. Staff recommending the purchase of the truck until 2023

#### Economic Development

Assistance Grants - maintain at high level of \$25,000.00. Cruise Ship Initiative - membership fees about 1/2 and balance can be used on in-port experiences.

#### Tourism Services

Approximately \$86,000 is available to Council for next year. Only built-in budget as in and out. Only spent in next fiscal year.

#### Medical Centre

Continuing with recruitment efforts. Might want to look at the future of new doctors and supporting students getting into the medical process. We should maintain at this level. The actual janitorial is less than anticipating. The capitalization of the dental suite Council will have to discuss in pursuit of attracting a dentist.

#### Policing Services

Members associations are now unionized but large retroactive for pay from 2017. We need to provide an additional \$80,000.00. We have accrued some of it. We normally are billed for 3 members but have been only 2 for this

*year. Savings should be recognized and support the funds. There will be ongoing increases going forward.*

*Fire Department*

*Protective clothing is down - multi-year program to replace the bunker gear. Communications now based on assessment and new systems  
Repairs and maintenance need to update appliances. Water costs - reflective of infrastructure to provide water, can be as much as 30% portable water costs in utilities*

*Public Works*

*Increase due to fuel costs increases recommends leaving the same. Culverts and ditches - reduce to match last 3-year history. Wage increase to reflect earlier approved adjustments*

*Ross Museum*

*Repairs increase by \$5,000 internally and shutters.*

*Parks and Recreation*

*Error in last year's formula only 1 employee budgeted. Staff recommends an additional seasonal employee to help with extra green space to provide a high level of service. In past years we had up to 2 seasonal full-time employees for parks plus arena*

*Arena*

*Hopefully additional fees of up to \$50,000 from LSDs. Working with RSC on Rec Director position. Maybe provincial funding towards this as well.*

*Youth Centre*

*Salary increases due to wage adjustments*

*Council thanked staff for the first draft of the budget and acknowledged the work to complete it. Council noted they will host a workshop session to discuss the Capital and Utility budgets for 2022. Staff noted that the final rates from the Province will not be released until October but do not anticipate it affecting the budget as written. Council was encouraged to review the Operational Budget and provide any questions or comments to the staff.*

**F. NEW BUSINESS**

**G. QUESTION PERIOD**

**H. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS**

*Councillor Heenan - I have heard there is another subdivision development close to our community?*

*CAO Spear - We will ask our planners and follow up.*

*Mayor Henderson - There is one being developed before our water system.*

*Councillor Blanchard - In the RFP I suggested criteria for air conditioners and looking at heat pumps, can we adjust in the new RFP that goes out.*

*CAO Spear - We will make it clear for heat pumps.*

**I. MAYOR'S COMMENTS**

**J. CLOSED SESSION**

**K. ADJOURNMENT**

**Motion: Motion: 355 - 09/21**

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

*At 8:44 p.m. that the meeting be adjourned.*

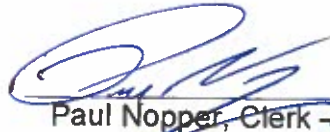
**5 - 0**

**Carried**



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Brad Henderson, Mayor



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Paul Nopper, Clerk - Senior  
Administrator

