



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

**November 8, 2021, 7:00 p.m.  
Electronic Meeting**

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**A. RECORDING OF ATTENDANCE**

*A Regular Meeting of the Town of Saint Andrews Council was held on Monday, November 8, 2021, at 7:00 p.m. with the following members present:*

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

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

**B. APPROVAL OF AGENDA**

**Motion: 399 - 11/21**

**Moved by Councillor Heenan**

**Seconded by Deputy Mayor Akagi**

*That the Agenda be approved as presented*

**6 – 0**

**Carried**

**C. DISCLOSURE OF CONFLICT OF INTEREST**

- 1. Councillor Blanchard - Ross A. Pierce Presentation on a Proposed Housing Development Mowat Drive PID# 15036031**
- 2. Mayor Henderson - Charlie Bourgeois Presentation on a Proposed Housing Development Mowat Drive at Bar Road PID# 01326081**
- 3. Mayor Henderson - By-Law 21-05 A By-Law Respecting the Stopping Up and Permanent Closure of Part of Victoria Terrace Street Third and Final Reading, PW210804**

**D. PRESENTATIONS**

- 1. Charlie Bourgeois Presentation on a Proposed Housing Development Mowat Drive at Bar Road PID# 01326081**

*Mayor Henderson - left at 7:04 p.m.*

*Mayor Henderson - returned at 7:21 p.m.*

*Mr. Charlie and Mrs. Colleen Bourgeois presented their proposed housing development on the corner of Bar Road at Mowat Drive. Noted they have been property owners since 2004 with the intention of building a new home but now have a community mindset. the Bourgeois would like to invest in Saint Andrews and have assembled a strong team to push forward on 24 -*

25 town garden homes called the Van Horne Garden Homes. A PowerPoint presentation was provided showing the concepts to Council.

Council thanked the Bourgeois for their presentation and asked several questions related to the housing development. Council asked what the rental cost per unit would be. It was estimated between \$1,200 - \$2,000. Council inquired about the site map, lot sizes, and size of the homes. Small rectangles with 6 units on each are preliminary. Estimating a 1,300 sq.ft. long-term rental property on each unit. One block of units would be a PID. Council questioned the setbacks for the units and if there was envisioning of backyards for these units. It was noted that the backyard space would be small by Town estate standards but are similar to other communities and meet the Town standards for the planning process. Council asked Mr. Gopen about the overall housing inventory in the community and how this concept fits. Mr. Gopen stated long-term rental units are important and that this housing concept would help to meet the needs of the community, including the Municipal Plan related to densification. Council asked if there would be a shared green space or a communal space to be shared by tenants to which the Bourgeois acknowledged that this was built into the plan. Council noted that proponents are asking for support or cost-sharing with the Town on water main and sewer installation along Bar Road and what the cost might entail. CAO Spear indicated there is a water connection to the property along Mowat Drive. A water line would be extended from Mowat Drive to the cul-de-sac in the site plan and run up to Bar Road. The hope is to create a looped connection back to Mowat Drive. The hope is the Town would help with those costs. CAO Spear noted that Council would be provided with estimates following the meeting. Mr. Gopen identified the next steps in the process are to parallel a rezoning and subdivision agreement through Council and PAC. Both applications have been submitted and could start the process in December.

**2. Ross A. Pierce Presentation on a Proposed Housing Development  
Mowat Drive PID# 15036031**

*Councillor Blanchard - left at 7:23 p.m.*

*Councillor Blanchard - returned at 7:41 p.m.*

Mr. Ross Pierce, Commercial Lawyer and part of Belmax Real Estate presented to Council a concept for a housing development on PID 15036031, a property with a right of way access to the lot between 200 Mowat Drive and 210 Mowat Drive. The project is referred to as Belmax Court, a 2-acre development of 12 to 15 units of low profile and single-storey slab on grade condominiums. The goal is to preserve as much tree cover and buffers around additional properties with landscaping to ensure a nice look and feel. A PowerPoint presentation was provided to show the concept of buildings and a brief site plan for layout purposes. The design of the units would meet the architectural integrity of the Town. Units would be two bathrooms, two bedrooms with a small garage, open concept development, and an outdoor patio. Similar developments are found in Rothesay for example. Estimating condominium price points would be in the mid \$300,000 range, with a condominium group overseeing the overall maintenance of the facility. The hope is to get shovels in the ground by early 2022.

Council thanked Mr. Pierce for his presentation on the proposed housing development along Mowat Drive. Council asked about the easement entry

*and how this would be developed and maintained. Mr. Pierce noted that this would be built with discussions with the neighbours to ensure privacy while being maintained by the condominium corporation. Council asked Mr. Gopen what variances would need to be attained if any. Mr. Gopen stated that the property would need variances for frontage and rezoning to Multiple Residential 2, as this is the only one that allows condominiums. There would be additional variances needed for the side yards abutting to the zone. There might be some adjustments to the site plan to accommodate the placement of units to meet the Zoning By-Law. Additionally, this development will need to be reviewed by the Planning Advisory Committee. Council asked how many units and the size of units to be built. Mr. Pierce states the hope was for 15 units with 1,100 sq.ft. per unit. Council mentioned the easement is unusual for access and how close the access road would be to the adjacent homes. Mr. Pierce noted that he reached out to both property owners to ensure cooperation. It was noted they would like natural buffers between their properties and the entryway to the proposed development. Council asked Mr. Gopen for the next steps in the process. Mr. Gopen noted no subdivision is required but will have to be developed under the Condominium Act which is something Mr. Pierce will have to do. The property will need to be rezoned and sent for variances.*

#### **E. APPROVAL OF THE MINUTES OF PREVIOUS MEETING**

1. **Minutes of the 211002 Special Meeting of Council on October 2, 2021  
9:00 a.m.**

**Motion: 400 - 11/21**

**Moved by Councillor Heenan**

**Seconded by Councillor Gumushel**

*That the Minutes of the 211002 Special Meeting of Council on October 2, 2021 at 9:00 a.m. be adopted.*

**6 – 0**

**Carried**

2. **Minutes of the 211004 Regular Meeting of Council on October 4, 2021  
7:00 p.m.**

**Motion: 401 - 11/21**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Blanchard**

*That the Minutes of the 211004 Regular Meeting of Council on October 4, 2021 at 7:00 p.m. be adopted.*

**6 – 0**

**Carried**

3. **Minutes of the 211006 Special Meeting of Council on October 6, 2021  
at 6:30 p.m.**

**Motion: 402 - 11/21**

**Moved by Councillor Blanchard**

**Seconded by Councillor Hirtle**

*That the Minutes of the 211006 Special Meeting of Council on October 6, 2021 at 6:30 p.m. be adopted.*

**6 – 0**

**Carried**

4. **Minutes of the 211018 Special Meeting of Council on October 18, 2021 at 6:30 p.m.**

**Motion: 403 - 11/21**

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

*That the Minutes of the 211018 Special Meeting of Council on October 18, 2021 at 6:30 p.m. be adopted*

**6 – 0**

**Carried**

5. **Minutes of the 211025 Public Hearing of Objections on October 25, 2021 at 6:30 p.m.**

**Motion: 404 - 11/21**

**Moved by Councillor Gumushel  
Seconded by Councillor Blanchard**

*That the Minutes of the 211025 Public Hearing of Objection on October 25, 2021 at 6:30 p.m. be adopted.*

**6 – 0**

**Carried**

6. **Minutes of the 211025 Special Meeting of Council on October 25, 2021 at 6:45 p.m.**

**Motion: 405 - 11/21**

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

*That the Minutes of the 211025 Special Meeting of Council on October 25, 2021 at 6:45 p.m. be adopted.*

**6 – 0**

**Carried**

7. **Minutes of the 211025 Committee of Council Meeting on October 25, 2021 at 7:15 p.m.**

**Motion: 406 - 11/21**

**Moved by Councillor Hirtle  
Seconded by Councillor Blanchard**

*That the Minutes of the Committee of Council Meeting on October 25, 2021 at 7:15 p.m. be adopted.*

**6 – 0**

**Carried**

8. **Minutes of the 211025 Special Meeting of Council on October 27, 2021 at 6:30 p.m.**

**Motion: 407 - 11/21**

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

*That the Minutes of the 211027 Special Meeting of Council on October 27, 2021 at 6:30 p.m. be adopted.*

**6 – 0**

Carried

**F. COMMUNICATIONS**

**G. STAFF REPORT/FINANCIAL REPORT**

*CAO Spear provided the Town Staff Report and Financial Report to Council.*

**Motion: 408 - 11/21**

**Moved by Councillor Heenan**

**Seconded by Councillor Gumushel**

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

**6 – 0**

**Carried**

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

**1. Finance & Administration - Deputy Mayor Akagi**

**1. Approval of the 2022 Town of Saint Andrews Budget, FA211007**

**Motion: 409 - 11/21**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Gumushel**

*That Council approves the 2022 General Operating & General Capital Budget for the Town of Saint Andrews, as well as the projections for the same for 2023 – 2026 be approved;*

*And that, the 2022 General Operating Fund Budget totals \$5,631,287.00 including a Tax Warrant of \$4,442,860.00 based on a mill rate of \$1.2000 for each \$100 of assessment. Council orders and directs the levying by the Minister of Local Government and Local Governance Reform of said amount on Real Property liable to taxation under the Assessment Act within the Town of Saint Andrews.*

*That the General Capital Projects in the 2022 Budget be funded by \$789,717.00 from the General Operating Fund, \$1,170,000.00 from long-term borrowings, \$3,759,583.00 from Government Grants, and \$667,500.00 from the General Capital Reserve Fund.*

**6 – 0**

**Carried**

**Motion: 410 - 11/21**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Hirtle**

*That Council approves the 2022 Utility Operating Fund Budget consisting of a total revenue of \$1,333,592.00 and total expenditures of \$1,333,592.00.*

*That the Utility Capital Projects for the 2022 Budget be funded by \$617,375.00 from the Utility Operating Fund, \$1,214,000.00 from long-term borrowing and \$250,000.00 from the Canada Community Building Fund.*

**6 – 0**

**Carried**

**2. Amendment No. 3 to By-Law 16-03 A Procedural By-Law for the Town of Saint Andrews First Reading - FA211006**

*Read by Mayor Henderson by Title for First Reading.*

**Motion: 411 - 11/21**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Neil**

*That Council grants leave for First Reading to Amendment No. 3 to By-Law 16-03, A Procedural By-law for the Organization and Operation of the Council of the Town of Saint Andrews.*

**6 – 0**

**Carried**

**2. Public Works - Councillor Blanchard**

**1. By-Law 21-05 A By-Law Respecting the Stopping Up and Permanent Closure of Part of Victoria Terrace Street Third and Final Reading, PW210804**

*Mayor Henderson - left at 8:02 p.m.*

*Mayor Henderson - returned at 8:06 p.m.*

*Deputy Mayor Akagi read by Title for Third and Final Reading*

**Motion: 412 - 11/21**

**Moved by Councillor Blanchard**

**Seconded by Councillor Heenan**

*That Council grant leave for the Third and Final Reading of By-Law 21-05, A By-Law Respecting the Stopping Up and Permanent Closure of Part of Victoria Terrace Street in the Town of Saint Andrews.*

**6 – 0**

**Carried**

**3. Public Safety - Councillor Neil**

**4. Business, Tourism, Heritage and Culture - Councillor Hirtle**

**1. By-Law 21-06, A By-Law of the Town of Saint Andrews to Impose a Special Business Improvement Levy for 2022 for Second Reading, BTHC211002**

*Mayor Henderson read by Title for Second Reading.*

**Motion: 413 - 11/21**

**Moved by Councillor Hirtle**

**Seconded by Councillor Neil**

*That Council grants leave for Second Reading of By-Law 21-06, A By-Law of the Town of Saint Andrews to Impose a Special Business Improvement Levy for 2022 in the Town of Saint Andrews.*

**6 – 0**

**Carried**

**5. Recreation and Community Services - Councillor Gumushel**

**6. Planning & Economic Development - Councillor Heenan**

**1. By-Law 21-04, A By-Law Respecting Encroachment Upon Public Spaces in the Town of Saint Andrews Third and Final Reading, PED210805**

*Council questioned the process for the Encroachment Agreement versus the Sign Permit and how we can ensure a smooth process. Staff noted that collaboration between the Southwest New Brunswick Service Commission and the Town of Saint Andrews will occur on any encroachment involving signage outside the 1 metre space provide to businesses for placement of signage. Staff noted their goal is to not double fees but to ensure there is continuity between encroachment and sign permits.*

*Mayor Henderson read by title for the Third and Final Reading.*

**Motion: 414 - 11/21**

**Moved by Councillor Heenan**

**Seconded by Deputy Mayor Akagi**

*That Council grants leave for Third and Final Reading of By-Law 21-04, A By-Law Respecting Encroachment Upon Public Spaces in the Town of Saint Andrews.*

**6 – 0**

**Carried**

**2. Amendments to the Planning Advisory Committee Policies for the Town of Saint Andrews, PED211005**

**Motion: 415 - 11/21**

**Moved by Councillor Heenan**

**Seconded by Councillor Hirtle**

*That Council accepts the amended Document, "PAC Saint Andrews Operating Rules and Procedures- Revised October 21, 2021".*

**6 – 0**

**Carried**

**I. NEW BUSINESS**

**1. Eastern Charlotte Waterway's The Village Program Electric Vehicle Parking Exemption, PW211105**

*Council discussed concerns of residential parking of vehicles by the exempt Eastern Charlotte Waterway vehicle at the arena. It was noted that this vehicle is the only one given permission and all other vehicles if in the way of plowing, can be fined and towed. The parking spot was identified to be close to the electric charging station at the W. C. O'Neill Arena.*

**Motion: 416 - 11/21**

**Moved by Councillor Blanchard**

**Seconded by Councillor Gumushel**

*That Council approves an exemption to the winter parking ban in the Town of Saint Andrews for the Eastern Charlotte Waterway Electric Vehicle being parked at the W.C. O'Neill Arena for the purposes of the community ride share program.*

**6 – 0**

**Carried**

**J. QUESTION PERIOD**

*There have been two presentations for development this evening and more presentations are expected from other developers. If the Town is being asked for assistance with providing water/sewer or for subsidizing the land itself, then cannot the Town also ensure that some of the units are guaranteed affordable and subsidized housing in exchange? For example, the first presentation tonight included an ask from the Town to supply the water main. Perhaps in return, the Town can ask for 2 units to be guaranteed subsidized housing.*

*Mayor Henderson - It is one thing if we are subsidizing affordable housing versus subsidizing private development. In the near future, you will see some meaningful conversations on these topics. The new budget passed tonight earmarks funds and prioritize projects that need to be completed between the RFPs and the new private development. It will come down to what makes sense and is the best direction for the Town. You may have to put funds upfront to make it back in the long term. The point is duly noted and thank you for your comments.*

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

*Councillor Blanchard - I was at a conference a few weeks ago. Thank you for the Town for allowing me to be part of the Sustainable Conference. Several different sessions from across industries, non-profits, etc. across Canada. Several programs on programs for housing, composting, funding opportunities, a lot of information and provide to the Council and Town staff. Thanks for allowing me to participate and a worthwhile event. I made several comments and was a great process.*

**L. MAYOR'S COMMENTS**

*Mayor Henderson - Last meeting before Remembrance Day. Due to COVID -19 restrictions, CHCO TV will be doing a broadcast and had the opportunity to participate. As indicated in the CAO's report we have several members in our community and sacrifices made. I know we have family members in our community serving and lest we forget. Thank you to all our current members.*

**M. CLOSED SESSION**

**Motion: 417 - 11/21**

**Moved by Councillor Neil**

**Seconded by Councillor Gumushel**

*At 8:30 p.m. that Council move to Closed Session under the Local Governance Act, Section 68(1)(g) litigation or potential litigation affecting the local government or any corporation referred to in subsection 8(1), the local government's agencies, boards, or commissions including a matter before an administrative tribunal.*

**6 – 0**

**Carried**

**Motion: 418 - 11/21**

**Moved by Councillor Gumushel**

**Seconded by Councillor Heenan**

*At 9:16 p.m. that Council return to Open Session.*

**6 – 0**

**Carried**



**N. ADJOURNMENT**

**Motion: 419 - 11/21**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Hirtle**

*At 9:17 p.m. that the meeting be adjourned.*

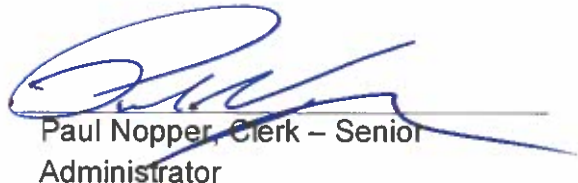
**6 – 0**

**Carried**



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Brad Henderson, Mayor



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Paul Nopper, Clerk – Senior  
Administrator

