



**TOWN OF SAINT ANDREWS
SPECIAL MEETING OF COUNCIL
W.C. O'NEILL ARENA DINING ROOM**

Electronic Meeting

Monday, September 14, 2020, at 6:00 PM

MINUTES

RECORD OF ATTENDANCE

A Special Meeting of the Town of Saint Andrews Council was held on Monday, September 14, 2020, at 6:00 p.m. with the following members present Mayor Doug Naish, Councillors Kate Akagi, Guy Groulx, Edie Bishop, and Kurt Gumushel. Also, present: Chris Spear, CAO/Treasurer, Paul Nopper Clerk – Senior Administrator, Terry Acton, Asset/Operations Manager, Emily Noddin, Assistant Treasurer.

Absent – Deputy Mayor Brad Henderson, Councillor Andrew Harrison

APPROVAL OF AGENDA

Motion: 331 - 09/20

It was moved by Councillor Bishop, seconded by Councillor Harrison, and carried that the Agenda be approved as presented.

Carried 4 - 0

PRESENTATIONS

NONE

DISCLOSURE OF CONFLICT OF INTEREST

NONE

INTRODUCTION, CONSIDERATION, AND PASSING OF BY-LAW AND MOTIONS

FA200704

Council Workshop 2021 Budget Discussions

Chris Spear, CAO/Treasurer provided an update on the budget process and the Province of New Brunswick's new process for municipalities completing budgets by November each year. Mr. Spear identified that we need to establish the Mill Rate for 2021. Mill Rate has seen a 2% increase year over year with this Council. Discussion with Council highlighted the constant increasing of property assessments in Saint Andrews and how Council can support rate payers.

Chris Spear, CAO/Treasurer provided a page by page overview of the Operational sections of the 2021 proposed budget. The following are points of discussion from Pages 1 – 18.

Page 1

- *\$5,000 for accounting services that can be removed. Used for CAO to CAO transition.*
- *\$3,500 increase to audit for retirement process. This occurs every 3 years.*
- *\$15,000 reduction in planning.*
- *Disinfection team not included in budget but should be considered. Councillor Groulx suggested \$18,000 be put in the budget.*
- *Next Council need to discuss summer operations of the Community Youth Activity Centre or transfer staff to Disinfection Team.*
- *2020 budget had wages for an extra administration staff, this can be eliminated.*
- *Note of the upcoming Human Resource document to be presented which will bring recommendations of wage adjustments.*

- Staff working on a new phone system with potential savings per year of \$25,000.

Page 2 and 3

- Fire Department dispatch fees increased with new Trunk Mobile System.
 - Staff asked to work on negotiation of this new Trunk Mobile System.
- Building Permits are up for 2020. Potential for additional renovations in 2020/21 which can add \$4000 - \$5000 in revenue.
- Equalization will probably not be the same for 2021.

Page 4

- Trust funds, earnings down this year. Staff investigating as to why funds are down.
- Fiscal services can be removed after 2022
- Loan payments based on Capital Projects. Page 26 of the budget shows all debt coming in and out.
 - Fiscal service 2023 transfer into reserves. Can this be \$75,000 over 4 years?
 - If we move back with funds, it will increase expenses and borrowing for those years. It can lead to increased borrowing or increased tax rates.
 - Some funds left from previous process. Fire truck in 2022 will change that.

Page 5

- Assistance grants have previously been \$10,000 to \$15,000. In 2020 Council moved to \$25,000. Recommend keeping level of funding moving forward.
- Canada Day, most funds spent on fire works and hoping to do an event next year.
- The Chamber of Commerce requested \$25,000 in 2020. Future money would come from Tourism Accommodation Levy. Levy money is below expectations this year and Chamber may request again in 2021. There will be a request of \$10,000 coming forward.
- Heritage initiatives, since 2015 budgeted at \$85,000. To date only \$17,000 spent over 5 years. This will be dropped to \$2,000 for next year. If heritage preservation is important, can be revisited in 2022. Currently no policy in place for granting funds.
- Cruise Ship Association Fee to continue as this is an investment in the future and being the Jewel of Fundy for \$2,500.
- Water Street Pilot Project most costs related to parking, barricades, signs and advertising. Staff are working to meet with the BIA and Chamber to discuss the project. Staff will be putting out a survey to residents and businesses soon.
 - Council asking a request to look at alternative options for 2021.

Page 6

- Tourism Accommodation Levy might get revenue of \$50,000 this year. Will have better understanding in October/November as Quarter 3 Remittance is submitted.
- Previously budgeted of \$100,000 but have not worked to this budget due to COVID-19.
 - Council asked to remove the Visitor Information Centre out of the Town's share.

Page 7

- Medical centre janitorial has been bumped up due to COVID-19.
- Electricity is highlighted in this budget. Cost prohibitive to separate out from the Arena and Wellness Centre. Will do evaluation of previous bills and transfer over.
- May want to increase recruitment fund.
 - Council discussing potential negotiations with medical professionals on process and funding of supplies.
 - Sir James Dunn Foundation yearly contribution for Medical Services was used to help cover the construction costs of the new facility, \$700,000.

Page 8

- Fire services have increase in equipment due to truck tire replacement.
- Have saved on repair costs over the last few years with a mechanic on staff.
- Need to repair the pavement in front of the Fire Station.

- *Trunk Radio system is under communication. Estimated to be \$53,000 from \$35,000.*

Page 9

- *Solid waste, Council had agreed to a two-year increase. Staff will reach out to the Waste Collectors as agreement is currently due for renewal.*
- *Need to find out prices and have discussions.*

Page 10

- *Town is paid to mow the Blockhouse and clean up. There is a surplus here as we were limited operation and lawn maintenance.*

Page 11

- *Courthouse, heat and lighting going up as Town is now covering the bills.*
- *Increase in spending on repairs and maintenance of new washrooms and repairs for 2020.*
- *Capital project coming up to paint the facility.*
- *A request for funding has been sent to the Town from the Charlotte County Archives.*

Page 12

- *Ross Memorial library is a straight in and out.*
- *COVID-19 budgeting and replacement for example audiobooks have become more popular but higher cost to replace.*
- *Conference budgeted for librarian to attend.*
- *Increase in janitorial services due to COVID-19.*

Page 13

- *Ross Museum ran June 1 to September 12. Looking to keep similar schedule in 2021.*
- *Not seeing as many visitors as they are usually more from Ontario and Quebec versus New Brunswick.*
- *No Christmas event at the Ross Museum.*

Page 14

- *Sheriff Andrews – have extended season to Thanksgiving and town at that cost. This year we shut down now as limited visitors. Have a hard look if we are going to extend the tourist season. For next year, operate like in 2020 and shut down after labour day.*

Page 15

- *Parks and Recreation has not changed much over 2020*
- *Need to look at Harry Mallory Field for upgrades.*
- *Change in budget as seasonal workers were not hired.*

Page 16

- *Arena – projections for this year, appears to run for the year. Minor Hockey and Speedskating want to go. Usually have outside teams that come in, might be iffier to have outside of the region visitors. Curling is going to go but maybe not until January 1 maybe. Must work with projections.*
- *For rest of year, heat and lighting not adjusted.*
- *Projections only show revenue until March 2020. We will update as we get info to Council. May be a larger deficit, see if Council wishes to participate. Have a surplus in financial services that can be used to help offset. If Council wishes to support this, we could reduce some of that and still have money for future capital projects*
- *Water and sewer expenses up with increased Mill Rate.*

Page 17

- *Wharf – revenue \$80,000? Maybe way over optimistic, tempted to cut down to \$40,000. COVID-19 discussion due to commercial boats at half-use. COVID-19 could be with us for 3 plus years. Wise to be conservative and hope for the best.*

- *In 2020 Council supported the no per passenger fee. If the operators working at half capacity, margins will be gone.*
- *With large new Wharf project coming forward, need to find a Wharf Improvement Fee for businesses. If commercial boat businesses and fisheries were operating on the front street, they would be making property and business tax. With COVID-19 will have impacts on the budget for 2021.*
- *Drop the rate in half for draft 2 of the budget and give Council a chance to review.*
 - *Look at rate similar to Tourism Accommodation Levy and make it a Wharf Improvement Fee.*
 - *Need to look at ways to create solvency or break even on the Wharf.*

Page 18

- *Youth Centre – no change*
- *Worked in – salary increased pre-determination from Human Resources. Can be adjusted later.*

Councillor Groulx:

- *Need to look at the long-term debt. Forecasted \$1.6 million to borrow followed by \$460,000, then nothing, then \$250,000. Can we look at resource leveling and project identification?*
- *Market Square and Wharf Project \$5 million forecasted in one year, can we spread this out over two years?*
- *Trail project scheduled for 2021 could be moved to future years.*
- *Can we tie the asset management plan to the budget to see assets and priorities?*
- *Can we have an analysis of the reserve funds like the general fund?*

Councillor Gumushel:

- *I would like to see the budget compared to the asset management plan.*
- *The proposed plan for Prince of Wales Street, is there going to be crossing back and forth on the street to sidewalks or are sidewalks going to be on one side?*
 - *Based on current tree lines and drainage, there will be switchbacks between sides of Prince of Wales.*
 - *Total project costs will be developed with the CBCL for Council review verses phase by phase.*

CAO Spear:

- *The arena sign is going to come down and we are looking at an alternative option. Terry has created a monument style design.*
 - *The sign does not need to be in bilingual format.*
- *Washroom for Indian Point, a permanent fixture would cost approximately \$50,000 with full water and sewer.*
 - *Can the washroom be developed beside the trail and parking lot verses in the middle of the park?*
 - *Staff will look at options for placement.*

QUESTION PERIOD

COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

MAYOR'S COMMENTS

CLOSED SESSION

ADJOURNMENT

Motion: 332 - 08/20

At 8:00 p.m., it was move by Councillor Akagi, seconded Councillor Gumushel that the meeting be adjourned.

4-0 Carried



Doug Naish, Mayor



**Paul Nopper, Clerk – Senior
Administrator**

