



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

Electronic Meeting

Wednesday, October 7, 2020, at 6:00 PM

MINUTES

RECORD OF ATTENDANCE

A Special Meeting of the Town of Saint Andrews Council was held on Wednesday, October 7, 2020, at 6:00 p.m. with the following members present Mayor Doug Naish, Deputy Mayor Henderson, Councillors Guy Groulx, Andrew Harrison, 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 – Councillor Kate Akagi

Facebook – 17
Zoom - 1

APPROVAL OF AGENDA

Motion: 369 - 10/20

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

Carried 5 - 0

PRESENTATIONS

NONE

DISCLOSURE OF CONFLICT OF INTEREST

NONE

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

FA200704

Council Workshop 3 2021 Budget Discussions

CAO Spear – from the meeting of Wednesday, September 30th, 2020 direction was given direction with a recommended 1 cent increase in the Mill Rate. Council asked to freeze at \$1.26.

Council was provided with a line by line breakdown of recent changes to the budget from the previous meeting. Council reviewed items over \$10,000.00. The following changes were presented:

- *Planning budget is \$16,000 lower than expected, included in the Administrative Services.*
- *Under the Administrative Services \$13,000 for disinfection team.*
- *Fire protection agreement went up by \$30,000 in additional revenue.*
- *Surplus from 2019, identified in audited financial statements, \$14,000 carry over as revenue to maintain balanced budget approach.*
- *Arena revenue, curling revenue down due to COVID-19. Curling lease lowered by 50% for 2020/2021 season. In fall 2021 rate will return to 100% fee.*
- *Lower the Wharf revenue by 50% to \$40,000 due to COVID-19.*
 - *Council discussed reducing the Wharf revenue by 50% but came to consensus on leaving the full amount, \$80,000 in revenue, and next Council can provide a rebate or reduced cost.*

CAO Spear – Under the Capital Budget

- Prince of Wales Street work has been pushed to future years, including storm management, sewer work and utilities upgrades.
- Installation of a new heat pump has been added for the library.
- Wharf reconstruction work was spread over 5 years, but for consistency with the project, funding has been allocated over 2 years. \$2.3 million from 2021/2022 and 2022/2023 budgets. The project is funded 70% by government grants. The Town needs to provide \$1.5 million for the grant.

Councillor Harrison – Have we ever done a project of \$5 million projects directly funded by the Town?

CAO Spear – The closest we have gotten to a \$5 million dollar project was the replacement of utility infrastructure, but most of the project was covered under the Canada Wastewater Fund. We do not complete large infrastructure projects without additional funding from other sources.

Councillor Groulx – Another large project is the trails and sidewalks at \$630,000. Will this project go forward without funding?

CAO Spear – No. External project funding must be found before this project can move forward.

Councillor Harrison - Will there be alternative designs for the Wharf project?

CAO Spear – We are working with CBCL on alternatives and in discussions with the funding partner on our alternative options. There are limited options for design that meet the climate change adaptations. We will present them to Council.

Councillor Groulx – Page 35, believe there can be more resource leveling to the Mill Rates on year 2024 where there is no indication of new long-term debt. Can we balance the funds across the years to even the spending?

CAO Spear – Staff will make additional changes but note that 2021 and 2022 have the Wharf project in place which is a significant expense.

CAO Spear – We have received the final assessment base report. Assessments only going up 1% versus our perceived 3%. Residential assessments have increased by 3% while Commercial assessments down to 1%. Resident assessments supporting Commercial businesses. Overall, this means a shortfall of \$80,000 in revenue. Suggested avenues for making up the \$80,000 revenue loss:

- Remove the final phase to disconnect the sanitary lines are the Arena from the storm sewer system. Savings of \$65,000.
- Indian Point washroom plans, savings of \$50,000.
- We can differ these projects which would cancel out the shortfall in revenue.

Council had consensus on the decision to differ the Arena sanitary line disconnection and the Indian Point washrooms.

CAO Spear – Staff completed a case study of assessments in the community and reasons for increases or decreases. We reviewed 20+ residential properties in the community. Over the last 5 years, assessments have increased by 10%. One property had a spike but believe it was due to change of use.

Councillor Groulx – My assessment in two years has increased over 10%. Starting to see the influence of COVID-19 and the reduction on Commercial businesses.

Mayor Naish – I would like to see some information from Service New Brunswick on non-residential rates.

Councillor Harrison – Can we review the capital projects, as there is some that Council needs to discuss.

CAO Spear – Reconfiguration of the Town Hall Office

- *Deputy Mayor Henderson – is this a COVID-19 change or other for \$5,000?*
- *CAO Spear – Primarily COVID-19 as there is narrowing space in the office and would help with distancing.*

CAO Spear - \$20,000 for the Downtown Pilot Project

- *Deputy Mayor Henderson – A picket fence option and jetting for small spaces, think it would be cheaper to go with jetting.*
- *CAO Spear – We could have cost recovery on the jetting as other communities have businesses pay for the construction.*
- *Deputy Mayor Henderson – Propose \$10,000 for 5 jettings to be constructed and determine a fee for this.*
- *Councillor Gumushel – Transportation Master Plan highlights parking options and income from parking. Would prefer this budget remain at \$20,000.*
- *Councillor Groulx – can we change the title to COVID-19 measures, then this funding can be used for a variety of purposes.*
- *Council – Consensus on \$20,000 and changing the name to COVID-19 measures.*

CAO Spear – Indian Point Washrooms have been removed from the budget.

CAO Spear – Boat ramps need to be refurbished.

- *Deputy Mayor Henderson – Can this be included in the Wharf project?*
- *CAO Spear – The Wharf project was submitted two years ago and we cannot add to it but good idea.*

CAO Spear - \$285,000 on resurfacing of roads.

- *Councillor Groulx – Can we have \$350,000 put into the budget for 2022 and 2024 for resource leveling?*
- *Council – Consensus*
- *CAO Spear – Note that we are behind on resurfacing.*

CAO Spear – Elisabeth street pocket park phase 2. Phase 1 was retaining wall and soil. Phase 2 is tables, benches, sidewalks, and bike racks.

CAO Spear – Arena disconnection from stormwater differed to 2022.

CAO Spear – Large lawn mower need to be replaced. It is at the end of the lifecycle and staff need a practical mower to ensure all grass in town is maintained.

CAO Spear - \$13,000 for new storage and shipping containers for Public Works. Need additional storage to prevent damage and long-term issues with items sitting exposed.

CAO Spear – The arena sidewalk needs to be redone. This was brought forward in the 2020 budget but was differed. The sidewalk is in bad shape and needs to be addressed.

CAO Spear – The oil tank rehabilitation must commence under the mandate of the Department of Environment and Local Governance.

CAO Spear – Two items at the arena to complete, insulation in the roof of the arena and replacing locks with new master keys.

CAO Spear – The display sign for the arena originally budgeted in 2019 for an LED TV style but Council did not approve. With the new Wellness Centre nearing completion and structural issues with the current sign, we need to address this. Two options have been presented to Council the more expensive option was the monument style. We can discuss this post-Christmas and get input.

CAO Spear – Decommissioning of one of the compressors for the arena. There are three compressors and two are in current use. Need to decommission the other and remove the ammonia from the system,

- Councillor Groulx – Why is the cost \$7,000 for decommissioning?
- CAO Spear – Due to the hazardous waste material from the ammonia. Special handling is needed.

CAO Spear – New stairs and walkway in the back of the arena. This came from the insurance company that we need to do this project.

CAO Spear – Replacement of three doors that are circa 1970's at the arena.

CAO Spear – Replacement of the front facing glass at the Arena. Need to finish the replacement of the last 1/3 of the windows. This would be the end of a 7-year project.

Councillor Groulx – Renovations to the VIC. Why is there an \$8,000 budget item if we are going to turn the VIC over to the Chamber of Commerce?

- CAO Spear – Staff have to rehabilitate the old Ministers Island Space. The door leaks and a heater in the room serves no purpose and needs to be removed.
- Mayor Naish – We need to renovate for future renters.
- Councillor Groulx – Can we change the name of the line from VIC Reno to Reno of Office areas.
- Council – Consensus.

CAO Spear – Painting of the Courthouse will cost \$35,000. Hoping to get a grant of 50%.

CAO Spear – A new bilingual sign mandated by the Province of New Brunswick for the library.

- Councillor Gumushel – Where will the sign be located and can the Province fund the sign.
- CAO Spear – Front lawn of the library. It will not be attached to the building. As we are the stewards of the building, it is our cost for the sign.

CAO Spear – The Ross Museum front steps to be rebuilt for \$28,000.

CAO Spear – New greenhouse for the Youth Centre and fence for \$15,000. This will include new chairs and TV. Potential to do some fundraising for the Centre.

CAO Spear – Trails and sidewalks for Brandy Cove Road and we are waiting to see on funding.

- Councillor Groulx – How far does the upgrades go?
- CAO Spear – To Marine Science Drive.

CAO Spear – Wharf Renovations and Gate

- CAO Spear – Wharf gate is budgeted at \$15,000.
- Deputy Mayor Henderson – Can we not just use the barricade again like this year? I am not comfortable voting on the gate.
- Councillor Groulx – I would second that
- Councillor Bishop – Concur with Deputy Mayor Henderson and Councillor Groulx.
- Councillor Harrison – I like the gate. There are other ways for people to get to the end of the wharf.
- Mayor Naish – The gate can be scheduled for time open and closed.
- Deputy Mayor Henderson – I would like Councillor Akagi's opinion on the gate before we vote on this.
- Councillor Groulx – We can review this with public feedback at a later date.
- Councillor Harrison – We had some feedback, but this does not mean that others have the same issue with the gate. Opening the gate in the morning and night worked. Perhaps there is less expensive options. Lots of people walk the Wharf and there is not enough driving space. People go in both directions and can be difficult to walk when vehicles are travelling. Can we ask our insurer on this?
- Mayor Naish – Lets revisit in two weeks.

CAO Spear – Market Square Project

- *Councillor Groulx – The bricks in Market Square are a noted issue for health and safety. We need to ensure this is not lost.*
- *SAO Spear – We are working with CBCL to do a report on the bricks and report back to Council.*

CAO Spear – Finalizing the Wellness Centre has left a dilemma. We recommend allowing \$60,000 out of capital reserves to purchase new equipment for the facility.

- *Council – Consensus*

CAO Spear – Age-Friendly budget of \$10,000 for benches, garbage cans, trailhead signs, etc.

Councillor Gumushel – It was unfortunate that we did not receive a proposal for the RFP for the gym. I think we can get some bare bones equipment into the facility and help sell the space to a potential user. Could get some free weights, mirrors, basic set up going. If we do not add to this, the room could remain empty until 2022.

- *Councillor Groulx – Can we put in for a New Horizon Grant for equipment?*
- *Councillor Harrison – Perhaps an adhoc committee needs to be established to answer the question on equipment needs. We can fit a lot into a small space.*
- *Deputy Mayor Henderson – Can we change the budget line to Wellness Centre Improvements? Makes the budget more flexible on spending.*
- *Mayor Naish – Might be an opportunity for a volunteer group or business to run this.*
- *Deputy Mayor Henderson - \$59,000 for equipment, this would allow us to adjust our plans as necessary.*
- *Council – Consensus on funding and for staff to apply for grants.*

Councillor Groulx – Page 37, declining surplus starting in 2021 and by 2025 surplus estimated at \$39,000. Operations going in the wrong direction. Need to look at increasing revenues for sustainability.

CAO Spear – Page 38 under 2021, low water sensors, reconditioning of reservoir and commercial meters, portable generator, UV Chamber overhaul, backup water pump and the final phase of the screen process.

CAO Spear – Page 39 replacement of the liner at the sewage lagoon, aerator blower, and water mains on Sophia Street.

CAO Spear – page 40 King Street to replace sanitary main, Sophia replacement.

CAO Spear – The Town is planning to borrow \$700,000 next year. Total projects \$962,000 with balance comes out of new debt.

Councillor Groulx – Biggest concern when looking at debt ratio in 2020 its \$2.6 million and in debt in 2025 \$5.5 million in debt. This is 52% of the revenue coming in going to debt load. This is long-term issue that needs to be addressed.

- *Deputy Mayor Henderson – This is next Council's issue, but this Council has identified it for review.*
- *Councillor Groulx – I cannot vote on a plan that would jeopardize the Town. We need to, down the road, increase revenues to reduce the 52% debt.*
- *Deputy Mayor Henderson – This document is imperative to show the need for funds from the Province. I understand Councillor Groulx point, but if we do not leave the issue in the budget, it will not show realities and we may not get funding.*
- *Mayor Naish – Are we likely to have partners for infrastructure projects in utilities?*
- *CAO Spear – Staff priority is to attain grants for infrastructure projects. The best way to stimulate the economy is through infrastructure improvements.*
- *Councillor Groulx – I know operating fund we have external grants for up to 40% funding. Can we do the same for the Utility and show we are seeking 40% partnerships?*

- CAO Spear – *If we do not get grants, we will differ, but this can lead to issues down the road for funding and replacement of infrastructure.*
- Mayor Naish – *Making assumptions on the projects, they meet the standards of our asset management and need to be done in a timely fashion.*
- CAO Spear – *Most of the infrastructure is past it's lifecycle. A bad winter may cause a major break. We are always playing catchup. We can look at changes at 50% but Council should be looking at raising the water rates to reduce debt load. The cost of getting resources is increasingly more expensive each year. We need the right balance.*
- Councillor Groulx – *It is a matter of perception. The 5-year plan charts the course ahead and what you see reflected in the plan is where we will be in 2025. This is our Council's vision in 2025 and debt load forecasted.*
- Councillor Harrison – *Who in 2015 saw where we would be today?*
- Deputy Mayor Henderson – *Can we put 2/3 funding on the ratio and move on?*
- CAO Spear – *We will do this and be aggressive on our pursuit of funding.*

CAO Spear – *The retirement of Mr. Sharkey a discussion on the future position will need to take place. We will leave the staffing at fully funded in the budget for now and can use this as a cushion if need be.*

QUESTION PERIOD

1. *\$390,000 for the Wharf Project is budgeted. Why is this not being done at the same time as the rest of the Wharf Project? Will it ruin the new bricks and redoing the same area twice?*
 - a. *That project will be done and show separately in the budget. The plan would be to have it done at the same time the \$390,000 would be for a break wall. The bricks we have to bring back for discussion. We will be replacing the seawall with armour stone. 70% of the funding will be coming from other government sources.*
2. *Any plan in the budget for emergency water supply for the Town of Saint Andrews? Even a well?*
 - a. *At this moment, no, there is no funding in the budget for an alternative water supply. No well would be able to service the full community.*
3. *What will the Wharf gate look like?*
 - A. *Arm style with an electronic based control system.*

COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

MAYOR'S COMMENTS

CLOSED SESSION

ADJOURNMENT

Motion: 370 - 10/20

At 7:50 p.m., it was move by Councillor Harrison, seconded Councillor Gumushel that the meeting be adjourned.

Carried 5 - 0



 Doug Naish, Mayor



 Paul Nopper, Clerk – Senior
 Administrator

