



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

**December 12, 2022, 6:45 p.m.  
W.C. O'Neill Arena**

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**A. RECORDING OF ATTENDANCE**

*A Special Council Meeting of the Town of Saint Andrews Council was held on Monday, December 12, 2022, at 6:55 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.*

**B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION**

**C. APPROVAL OF AGENDA**

**Motion: 465 - 12/22**

**Moved by Councillor Heenan**

**Seconded by Councillor Hirtle**

*That the Agenda be approved as presented.*

**6 – 0**

**Carried**

**D. DISCLOSURE OF CONFLICT OF INTEREST**

*Mayor Brad Henderson - Closed Session item under Section 68(1)(c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract.*

**E. PRESENTATIONS**

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

**1. By-Law No. 22 – 07, A By-Law Relating to the Town of Saint Andrews Council Remuneration Second and Third Reading, FA221115**

*Council discussed By-Law No. 22-07, A By-Law Relating to the Town of Saint Andrews Council Remuneration, and the comments received from the Public Hearing of Objections. Mayor Henderson noted that he was willing to reduce the Mayor's salary by 20% to \$27,520.00 from \$34,400.00 and to provide the difference to the stipend for the fire department. Council noted that the Mayor's reduction was generous and dedicated to the community but it was noted that the Mayor works hard and has many obligations to the community. Council said that it is hard to justify a lower salary rate for the Mayor based on a similar community size and workload. Council supported keeping the Mayor's salary at \$34,400. This one-time raise for the new Council is helpful and the Fire Department stipend can be added at another time and reviewed by Council. It would be nice to reward them as well. It was noted that the formula used puts Councillors and the Mayor in the average salary range as the rest of the representative Councils across New Brunswick. Clerk Nopper provided clarification to comments from the Public Hearing of Objections. It was noted that the Local Governance Act Section 96 on Conflict of Interest indicated that Council was not in a conflict as Council has the right to set their remuneration. In addition, the province has set the remunerations for 56 entities in New Brunswick but left those in by-*

*elections to make their own decisions. The province provided matrixes to use to determine remuneration. Clarification was provided on the Consumer Price Index increases in the By-Law. Council either takes a smaller increase or has deferred taking an increase, as an example with this Council last year. Babysitting services were mentioned in the By-Law. This section was added to the By-Law by the last Council. There is a limit on funding and open to care for all ages. It is a support mechanism for Council to ensure they can attend and participate in Council events.*

*Mayor Henderson read the By-Law for Second Reading by Title.*

*Mayor Henderson read the By-Law for the Third and Final Reading by Title.*

**Motion: 466 - 12/22**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Hirtle**

*That Council grants leave for Second Reading of By-Law No. 22-07, A By-Law Relating to the Town of Saint Andrews Council Remuneration.*

**6 – 0**

**Carried**

**Motion: 467 - 12/22**

**Moved by Deputy Mayor Akagi**

**Seconded by Councillor Gumushel**

*That Council grants leave for Third and Final Reading of By-Law No. 22-07, A By-Law Relating to the Town of Saint Andrews Council Remuneration.*

**6 – 0**

**Carried**

**2. Town of Saint Andrews Capital Budget for 2023, FA221210**

*CAO Spear provided an overview of the proposed General Capital Budget and the Utility Capital Budget. It was noted that the Town has the ability to pass its Capital Budget as noted by the province under Local Governance Reform. Council was encouraged to pass the Capital Budgets as it would allow staff time to get tenders out in the early new year which has helped save the Town between 10% - 20% below the estimated costs of projects and has helped with the supply chain management delays.*

*For 2023 - \$4,827,000 in Capital Purchases, \$2,300,000 in Capital Grants, and \$875,000 in Borrowing which was previously authorized.*

*For 2024 - \$6,336,000 in Capital Purchases, \$2,250,000 in Capital Grants, and \$2,768,000 in Borrowing with a previous \$1,785,000 authorized.*

*General Capital Budget*

*Upcoming Major Projects:*

- *New Ladder Truck - \$1,550,000 to arrive in 2024.*
- *Wharf and Market Square Project - \$8,000,000 between 2023 - 2026.*
- *Market Square Phase 2 - \$800,000 in 2023 - 2024.*
- *Trails \$700,000 for 2023.*

*Equipment and Vehicles:*

- *In 2023*
- *Replace the 2006 Trackless Sidewalk Machine - \$238,000.*
- *Thermal Imaging Camera for the Saint Andrews Fire Department - \$15,000.*
- *In 2024*
- *Ladder Truck - \$1,550,000.*

- *Replace the 1995 Sweeper Truck - \$98,500.*

#### *Roads, Sidewalks, and Trails*

- *In 2023*
- *Asphalt related to Water and Sewer Projects - \$479,000.*
- *Prince of Wales Street Widening - \$160,000.*
- *Centennial Park Walkways \$30,000.*
- *Prior Year Deferred King Street and Sophia Street - \$68,200.*
- *In 2024*
- *Prince of Wales Street Widening - \$200,000.*
- *Canterbury Close road repair - \$120,000.*
- *Asphalt related to Water and Sewer Projects - \$320,000.*

#### *Buildings and Structures*

- *In 2023*
- *Arena - doors, windows, and blinds - \$76,700.*
- *Arena - compressor - \$120,000.*
- *Arena - electrical and plumbing - \$14,800.*
- *Court House - painting - \$75,000.*
- *Library - roof - \$70,000.*
- *Museum - cedar shingles replaced - \$30,000.*
- *Resurface parking lots at the arena and library - \$83,000.*
- *In 2024*
- *Arena - upgrade electrical - \$140,000.*
- *Other Arena - \$82,700.*
- *Ross Museum front steps - \$28,000.*
- *Fire Hall upgrades - \$32,036*

#### *Storm Water Mains*

- *2023 - Alexandra Crescent - \$196,000.*
- *2024 - Augustus Street - \$180,000.*
- *These are all parts of the overall infrastructure renewal.*

#### *Market Wharf and Market Square*

- *Note that the numbers are fluid as we continue talks with the funding partners.*
- *2023 - \$2,800,000.*
- *2024 \$190,000.*
- *2024/2025 - \$5,500,000.*

#### *New Asks*

- *Washroom at Indian Point Park near the trail system - \$133,000 from the Tourism Accommodation Levy Fund.*
- *Exercise Park - \$71,000.*

- *Furniture/Electronics for the Council Chambers - \$18,300.*
- *Heat Pumps for the Public Works Garage - \$60,000.*
- *Hydraulic Dump Trailer for Public Works - \$22,000.*

*Housing Development*

- *2023 - \$100,000.*
- *2024 - \$225,000.*

*Additional Security Measures*

- *Updated Cameras for Town Buildings - \$65,000.*
- *Cameras for Streets - \$15,000.*

*Utility Capital Budget*

*2023 Projects*

- *Update Water Treatment Plant - \$126,000.*
- *Update Wastewater Treatment Plant - \$57,500.*
- *Water and Sewer Main Replacement, including Champlain Avenue, Alexandra Crescent, and Harriet Street - \$1,027,000.*
- *Housing Development (Champlain) - \$100,000.*

*Highlights*

- *In 2023 - \$1,360,450 in Capital Purchases, \$250,000 in Capital Grants, and \$644,000 in Borrowing.*
- *In 2024 - \$1,440,000 in Capital Purchases, \$175,000 in Capital Grants, and \$890,600 in Borrowing.*

*2024 Projects*

- *Water and Sewer Main Replacement, including Prince of Wales Street, 3 blocks of Parr Street, and Queen Street - \$1,440,000.*

*Mayor Henderson noted that Councillors have followed up with staff on the Capital Budgets since they were provided to them. No further questions were provided by Council.*

**Motion: 468 - 12/22**

**Moved by** Councillor Gumushel

**Seconded by** Deputy Mayor Akagi

*That Council moves to recess due to technical issues.*

**6 – 0**

**Carried**

**Motion: 469 - 12/22**

**Moved by** Councillor Heenan

**Seconded by** Councillor Hirtle

*That Council returns from recess from technical issues.*

**6 – 0**

**Carried**

**Motion: 470 - 12/22**

**Moved by** Deputy Mayor Akagi

**Seconded by** Councillor Blanchard

*That Council moves to Accept the 2023-2027 Budgets for the General Capital and Water and Sewer Capital Funds.*

**6 – 0**

**Carried**

**3. Application to the Municipal Capital Borrowing Board for 2023, FA221211**

**Motion: 471 - 12/22**

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

***THAT IT BE RESOLVED** that the Municipality of the Town of Saint Andrews submit to the Municipal Capital Borrowing Board an application for the authorization to borrow \$1,050,000 for Capital Expenses for the following terms and amounts:*

PURPOSE	AMOUNT	TERM
GENERAL FUND		
Transportation Services		
Resurfacing Roads	195,000	15 Years
Total General Fund	195,000	
UTILITY FUND		
Water Mains		
Champlain Avenue	400,000	20 Years
Alexandra Cres	200,000	20 Years
Harriet St	55,000	
Sanitary Sewer Mains		
Alexandra Cres	200,000	20 Years
Total Utility Fund	855,000	20 Years
Grand Total	\$1,050,000	

**Amended**

**Motion: 472 - 12/22**

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

*That Council amends the Municipal Capital Borrowing Board motion to remove Alexandra Crescent from the proposal for \$200,000 over 20 years.*

**6 – 0**

**Carried**

**Motion: 473 - 12/22**

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

***THAT IT BE RESOLVED*** that the Municipality of the Town of Saint Andrews submit to the Municipal Capital Borrowing Board an application for the authorization to borrow \$850,000 for Capital Expenses for the following terms and amounts:

PURPOSE	AMOUNT	TERM
GENERAL FUND		
Transportation Services		
Resurfacing Roads	195,000	15 Years
Total General Fund	\$195,000	
UTILITY FUND		
Water Mains		
Champlain Avenue	400,000	20 Years
Harriet St	55,000	
Sanitary Sewer Mains		
Alexandra Cres	200,000	20 Years
Total Utility Fund	\$655,000	20 Years
Grand Total	\$850,000	

**6 – 0  
Carried**

**4. Town of Saint Andrews Year-End Reserve Fund Transfers, FA221213**

**Motion: 474 - 12/22  
Moved by Deputy Mayor Akagi  
Seconded by Councillor Heenan**

*Be it moved that Council authorizes \$5,000 to be transferred from Utility Operating Fund to the Utility Operating Reserve Fund.*

**6 – 0  
Carried**

**Motion: 475 - 12/22****Moved by Deputy Mayor Akagi****Seconded by Councillor Blanchard***Be it moved that Council authorizes \$175,000 to be transferred from the General Operating Fund to the General Capital Reserve Fund for financing future Capital Projects.***6 – 0****Carried****Motion: 476 - 12/22****Moved by Deputy Mayor Akagi****Seconded by Councillor Hirtle***Be it moved that Council authorizes \$25,000 to be transferred from the General Operating Fund to the General Operating Reserve Fund to help offset future shortfalls.***6 – 0****Carried****Motion: 477 - 12/22****Moved by Deputy Mayor Akagi****Seconded by Councillor Hirtle***Be it moved that Council authorizes \$15,000 to be transferred between the Utility Operating Fund and the Utility Capital Reserve Fund for future Capital Projects.***6 – 0****Carried****G. NEW BUSINESS****H. QUESTION PERIOD****I. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS**

*Deputy Mayor Akagi - Noted that during food deliveries for Dial-A-Ride, it has been difficult to lift the food in the boxes provided by the Food Bank. There are limited reusable bags available, which would help drivers in the delivery process. I am asking the public if they have some spare reusable bags for grocery shopping to help donate them to the Food Bank to support the better delivery of food items. We hope to build up a stock of reusable bags and have them delivered back to the Food Banks for reuse. If anyone has bags they would like to donate, please get in contact with me or donate them to the Food Banks. Thank you and Merry Christmas.*

**J. MAYOR'S COMMENTS****K. CLOSED SESSION**

*Mayor Henderson left the meeting at 8:26 p.m.*

**Motion: 478 - 12/22****Moved by Councillor Heenan****Seconded by Councillor Hirtle***At 7:58 p.m. that Council moves into Closed Session per the Local Governance Act,**Section 68(1)(c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract.**And**Section 68(1)(j) labour and employment matters including the negotiation of collective agreements.***6 – 0****Carried**

**Motion: 479 - 12/22**

**Moved by Councillor Neil**

**Seconded by Councillor Heenan**

*At 8:38 p.m. that Council returns to Open Session.*

**5 – 0**

**Carried**

**L. ADJOURNMENT**

**Motion: 480 - 12/22**

**Moved by Councillor Neil**

**Seconded by Councillor Heenan**

*At 8:39 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

