



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

**September 25, 2024, 6:30 p.m.  
W. C. O'NEILL ARENA COMPLEX DINING ROOM**

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**A. RECORDING OF ATTENDANCE**

*A Special Meeting of the Town of Saint Andrews Council for the 2025 Budget Discussions was held on Wednesday, September 25, 2024, at 6:30 p.m. with the following members present:*

*Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillors Kurt Gumushel, Annette Harland, Lee Heenan, Steve Neil, and Darrell Weare.*

*Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator.*

*Late: Councillor Mark Bennett 6:53 p.m.*

*Electronic Attendance: Terry Acton, Asset/Operations Manager and Councillors Marc Blanchard 6:38 p.m.*

*Absent: Councillor Jamie Hirtle.*

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

**C. APPROVAL OF AGENDA**

**Motion: 317 - 09/24**

**Moved by** Councillor Heenan

**Seconded by** Councillor Neil

*That the Agenda for the 240925 Special Meeting of Council on the 2025 Budget be approved as presented.*

**6 – 0**

**Carried**

**D. DISCLOSURE OF CONFLICT OF INTEREST**

**E. PRESENTATIONS**

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

**1. Budget 2025 Draft 1, FA240934**

*CAO Spear provided a presentation to Council discussing the 2025 Operational Budget.*

*Notes to Council*

*The Total Warrant and most expenses increased by 3%. We do not know the assessment base at this time and new builds are initially estimated to be 2% of the assessment increase. The Consumer Price Index for August 2024 is 2.7%. It was noted that Capital Budgets will be reviewed at another meeting but could have a significant impact on the budget. Additionally, we are waiting on the Regional Service Commission budget as well. Staff are basing the current budget with a 2.5% increase.*

*Non-Residential Tax Ratio*

*Council has the option to use a ratio between 1.4 to 1.7 since Local Governance Reform. The Town, since 2023, has been using a ratio of 1.5.*

*If Council had chosen to use a rate of 1.7 in 2023, for example, it would have generated an additional \$136,000.00 in assessment.*

#### *General Review*

*Revenue saw an increase of 5%. The Warrant still makes up 83% of the income for the Town. We had a one-time surplus added revenue of \$204,000.00.*

*Expenses saw an increase of 5%. The new anticipated assessment base for the Town of Saint Andrews should be close to \$700 million.*

#### *Administrative Services*

*An overall increase of 4%. Items seeing increases include:*

- Visioning exercise for Market Square - quote estimated at \$60,000.00*
- Animal Control - 5% increase as we are consolidating services with Bayside and Chamcook.*
- Computer maintenance - \$5000.00, doubled the budget from 2023 reflective of over 20+ users and recent history of additional need for outside IT support.*
- Government flags and pins - \$700.00 budget to replace many provincial flags that are set out for the summer.*
- Town Hall repairs - \$3,300.00 increase to upgrade the electrical panels for the new generator.*
- Janitorial services - with the significant use of washrooms by tourists, we are going through a lot of supplies. Perhaps funds could come from the TALB fund to cover this, an estimated \$7,000.00. Council asked to discuss Janitorial contract in Closed Session.*
- Professional Development - \$2,500.00 for the CAO to attend the national CAMA conference in Montreal.*
- It was noted that staff are also looking at increasing lighting around Town Hall for safety and security purposes. Councillor Gumushel noted concern for increased lighting.*

#### *Items to Decrease in Administrative Services*

- Advertising - \$1,000.00 reflective of recent history.*
- Audit - \$5,000.00 reduction as actuarial services are paid every 3 years for review.*
- HR Consultant - \$1,500.00 as using less primarily for recruitment in the past.*
- Energy Study - \$30,000.00 one time cost.*

#### *Economic Development*

*Revenue - Did not use funds from the Tourism Levy for this draft. That is better used for Capital projects. Can be added back into the budget by Council.*

#### *Expenses*

- Assistance Grants - currently held at \$15,000.00 for grant requests under \$3,000.00.*
- Special Request Grants over \$3,000.00 have \$24,000.00 in the budget.*

- We are assuming a shared model for Economic Development with St. Stephen and Eastern Charlotte. Travel portion of budgets will be removed.

#### *Fiscal Services*

##### *Revenue*

- We have a one-time second-year surplus of \$204,051. This surplus has a \$0.03 effect on the mill rate. Be aware of the 2026 Budget as these funds will not be available.

##### *Expenses*

- Debt increases as reflective of the cost of the new ladder truck.
  - Council discussed fire services for Bayside and Chamcook and how the community would pay for the debt of the fire truck. CAO Spear noted, that without Local Governance Reform, Bayside and Chamcook would have paid into the fire truck as part of mutual aid services. It was noted that one of the trucks would be decommissioned to make room for the new truck. Council asked what would happen if Bayside and Chamcook would have had to pay for a rural fire truck. CAO Spear noted that this would generally be a base model truck for limited use based on what they could afford. The new amalgamated community will have an advantage to having a ladder truck.
- The Wharf project costing will be put on the books for future years.

#### *Health Services*

- 3% increase based on inflation.

#### *Protective Services Police*

- The 2025 increase of 16% reflects a Financial Plan from early this year. This could be subject to change.
- Within the Provincial Budget, By-Law Enforcement is supposed to be in this service. Moved out of Administration.
  - Council needs to discussions By-Law Enforcement levels and if you want additional enforcement or not.
- Budget remains flat at 1% decrease.
- Council asked to have Policing taken into Closed Session for discussion.

#### *Safety Services Fire Department*

- Fleet Repairs - increase of \$3,500.00 for tires and larger pieces of equipment for the new fire truck.
- Repairs and Maintenance - increase of \$3,000.00 to purchase a flammable liquid storage unit.
- Equipment Maintenance - increase of \$2,000.00 due to the cost for certifying equipment and trucks has increased and we need to do more repairs on equipment that was purchased 4 - 10 years ago.
- Protective Clothing - increase of \$1,800.00 as we continue to replace bunker gear and helmets. Current budget will be used up here in October.
- Fire Fighting Supplies - plan in place for the department to use some of the funds raised through their fundraisers to purchase small equipment. There may be a request to increase this budget in the future.

- *Stipends - last increased for the entire volunteer department in 2019. Requesting total increase of budget by \$2,000.00.*
- *Overall increase of 5%.*

*Environmental Department - Solid Waste Removal*

- *Collection is to increase 10% or more due to unknown costs. We will be bringing back the Tender for the 2025 - 2028 collection program but at first glance, see significant savings, potentially \$50,000.00 with combined services of Bayside, Chamcook, and Saint Andrews.*
- *Tipping Fees - due to the lost revenue at the Regional Service Commission from American garbage contracts, costs of tipping fees are to go up across the region. Our share will be around \$110,000.00.*

*Public Works*

- *Fleet Fuel - decrease of \$5,000.00 to reflect the lighter winters and less ploughing. We can pull from reserves if we have a heavier winter.*
- *Equipment Rental - increase of \$6,000.00 to support events like grad banners, vet banners, Christmas lights, etc.*
- *Hydrants - increase of \$3,000.00 as we need new markers for snow ploughs on the hydrants and for the firefighters to see them in winter.*
- *Culverts and Ditches - increase of \$4,500.00 as we need to install a few larger culverts and price is outpacing inflation.*
- *Asphalt - Currently 1/3 of the budget goes towards shipping. Recommend the purchase of a Tandem truck in Capital Requests. If Council does not approve this, this budget should go up another \$10,000.00. Council asked staff to review options for a heated dump trailer as an alternative. CAO Spear noted we need to replace one of the trucks currently, but staff will review.*
- *Sidewalk Repairs - \$7,500.00 increase due to deteriorating curbs and to lower curbs for new sidewalks, i.e. for the Arena crossing Reed Avenue.*
  - *Council asked about a sidewalk machine for additional ploughing of the trails and for staff to review.*
- *Street Signs - increase of \$2,000.00 due to vandalism and the need for more signs like parking, one-way, school safety, etc.*
- *Lane and Street Marking - increase of 7% due to the cost of paint and additional painting of crosswalks, etc.*
- *Christmas Decorations - increase of \$3,000.00 as we replace lights in the Town with commercial-based systems that last longer than residential quality.*
  - *Council asked if TALB funds could be used to cover the cost of washroom supplies. Staff indicated they can.*
- *Wood and Chip Removal - increase of \$2,000.00 as we now have to pay a tipping fee for where we dispose of our branches and brush. With future storms we anticipate significant increases in the volume of branches.*
  - *Council requested a report debrief on the brush program from 2024. Also there is discussion from Council on the potential for Bayside and Chamcook to enter into the program.*

- *Salaries and Wages - increase of \$90,000.00. With all the extra events being added and request to maintain service levels, we need to look at hiring another full time Public Works staff that can be used in Recreation for support as well.*
  - *Council debated the need for increased staff, supporting community events, and service levels that the community has expected from the Town. These are all factors for consideration.*
- *Overall increase of 12%.*
- *Additionally, if Bayside and Chamcook want support from Public Works, this will need to be reflected in the budget and from the mill rate from these areas.*

#### *Culture and Heritage Services*

- *Includes the Blockhouse, Court House, Library, Ross Museum, and Sheriff Andrews House. Pretty much held at 3% increase.*
- *Items of note - Court House grant from the Government of New Brunswick runs out in 2025, which is a loss of \$30,000.00 in revenue. We have bumped up the repair budget for the Court House due to many needs.*

#### *Bayside Hall*

- *Held at 3% but continued Capital recommendations coming forward.*
- *More activities going on at the Hall with anticipated more revenue coming forward.*

#### *Parks and Recreation*

- *Increase the rate by 3%. Additional accounts for this include power, janitorial, and repairs to all washrooms and the new washroom at Indian Point.*
- *Note that salary and wages were not dropped as discussed with the Public Works staff.*

#### *Recreation Events and Programs*

- *After year 1 of the Summer camps, we believe we can increase the weekly youth participation. Summer camp revenue was up by 67%.*
- *Canada Day - increase of \$5,000.00 with a combination of fireworks and additional events.*
- *Recreation Software - \$7,000 savings due to one time initial set up fee in 2023.*
- *Wages and Benefits - \$18,000.00 increase as only part of the Recreation Manager wage was used in 2023 and added in 2 additional people to support the day camps.*

#### *W.C. O'Neill Arena Complex*

##### *Revenue*

- *Speed Skaters - anticipate loss of revenue of \$18,500.00 as we are uncertain at this time if the club will operate.*
- *Miscellaneous Ice Rental - increase of \$5,000.00 as we are now getting teams back from all over southern New Brunswick looking for ice time and low costs.*
  - *Council asked about starting ice in September and reducing ice in March to increase revenues although noting expenses. Staff noted that we could, but there are several events like the Alpine*

*Bonspiel at the end of the year. So we would not see any advantages of savings at the end of the ice season.*

- *Dormitory Rental - \$40,000.00 reflective of the new lease signed with the Algonquin.*
- *Anticipate 3% increase in Revenue.*

*Expenses - anticipate 3% increase mostly.*

- *Zamboni Maintenance - increase of \$1,900.00 as we need to do more maintenance on an old machine. It is due for replacement in 3 years.*
  - *Council asked about the Dunn Foundation and if they would support a new Zamboni. Staff said we can apply as they have supported the Arena projects in the past.*
- *Wages and Benefits - decrease of \$5,000.00 with no change in staffing levels, just some assigned costs to Parks and Recreation.*

*Wharf*

*Revenue - showing an overall decrease of 9% to reflect the last couple of years.*

- *Berthage fees are projected down 20%.*
- *Commercial revenue are down 8%.*

*Expenses*

- *Maintained 3% inflationary increase.*

*Water and Sewer Utility*

*Revenue - 3% inflationary increase.*

*Expenses*

- *Vehicle Fuel Expenses - increase of \$800.00 due to more travel.*
- *Vehicle Repairs - increase of \$500.00 as it needs new tires and truck reflective of age.*
- *Wages - increase of \$14,000.00 overall reflective of Level 2 certification, new responsibilities, and overtime.*
- *Sewer Main Cleaning - increase of \$6,000.00 primarily to restart a program of videotaping in-ground infrastructure and keep on top of condition assessments.*
- *Chemical Supplies - increase of \$12,000.00 as costs of water treatment have increased.*
- *Fiscal Services.*

**Motion: 318 - 09/24**

**Moved by Councillor Heenan**

**Seconded by Deputy Mayor Akagi**

*That the Council of the Town of Saint Andrews moves into recess at 7:42 p.m.*

**8 – 0**

**Carried**

**Motion: 319 - 09/24**

**Moved by** Councillor Heenan

**Seconded by** Deputy Mayor Akagi

*That the Council of the Town of Saint Andrew returns to Open Session at 7:46 p.m.*

**8 – 0**

**Carried**

**G. NEW BUSINESS**

**H. QUESTION PERIOD**

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

**J. MAYOR'S COMMENTS**

**K. CLOSED SESSION**

**Motion: 320 - 09/24**

**Moved by** Deputy Mayor Akagi

**Seconded by** Councillor Bennett

*At 8:14 p.m. that Council moves into Closed Session under 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.*

**8 – 0**

**Carried**

**Motion: 321 - 09/24**

**Moved by** Councillor Gumushel

**Seconded by** Councillor Heenan

*At 8:40 p.m. that Council returns to Open Session.*

**8 – 0**

**Carried**

**L. ADJOURNMENT**

**Motion: 322 - 09/24**

**Moved by** Councillor Neil

**Seconded by** Deputy Mayor Akagi

*At 8:40 p.m. that the meeting be adjourned.*

**8 – 0**

**Carried**



Brad Henderson, Mayor



Paul Nopper, Clerk – Senior Administrator

