



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

**October 28, 2024, 6:30 p.m.
W.C. O'Neill Arena Complex Council Chambers**

A. RECORDING OF ATTENDANCE

A Special Council Meeting of the Town of Saint Andrews Council was held on Monday, October 28, 2024, at 6:30 p.m. with the following members present:

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

Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator, and Andrew Lord, Assistant Treasurer.

Electronic - Councillor Marc Blanchard - Left 7:15 p.m.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Motion: 359 - 10/24

Moved by Councillor Heenan

Seconded by Deputy Mayor Akagi

That the Agenda for the 241028 Special Council Meeting on the 2025 Budget be approved as presented.

9 – 0

Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

E. PRESENTATIONS

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

1. Discussion on the Town of Saint Andrews 2025 Budget Draft 3, FA241026

Council discussed the option of completing a full budget review and reallocation of funds based on services each Ward receives or continuing with the budget process as is and reviewing the community as a whole. There was concern that not all departments were being accurately reflected in the allocation of funds and staff allocation of services. Concerns stemmed from the 2023 budget process completed by the facilitator and that the Town has continued to use that budget model for the 2024 and 2025 budgets. Council debated the merits of doing a review of select departments. Concern was brought forward that if only a few departments are reviewed, that would not be a fair review and that the entire budget would need to be reviewed and allocated based on services. It was noted that if Council proceeded with this process, what was the end goal? From discussion, Council noted that this process could lead to a model that increases the Wards of Bayside and Chamcook Mill Rate above that of the Ward of Saint Andrews. It was noted that after the budget process of 2024, Council was aligned on sharing costs across the entire municipality and creating one community versus a Ward by Ward based model of taxation. Council understood that there can be variable tax rates across the municipality and

that the Wards of Bayside and Chamcook should not be paying more than the Ward of Saint Andrews for the Mill Rate. Staff noted that they would review other jurisdictions in the Province to see how they are handling the variable tax rates and processes for their Wards as it relates to the Mill Rate. Council noted that they will continue with the current budget process but to put on the future Strategic Priorities discussion a review of the current process for the municipal budget.

CAO Spear continued with the Capital Budget presentation to Council from the last budget meeting.

Utility Capital Fund Current Situation

- \$22.9 million in assets.
 - Water mains - \$10 million.
 - Water Treatment Plant - \$2 million.
 - Reservoirs - \$500,000.
 - Sewer Lines - \$5.5 million.
 - Lagoon and building - \$3.5 million.

Long-term Debt

- As of December 31, 2023 - \$3,495,000.
- New debt expected 2024 - \$0.
- Payments - \$170,000.
- Ending Balance - \$3,325,000.

2024 Projects

- Upgrades to the Water Treatment Plant (new strainer) - \$247,000.
- Meter Replacement Program - \$40,000.

Proposed Projects for 2025

- Champlain Avenue - replace the water main from Cemetery Road at Champlain Avenue to the dead end of Champlain - \$858,000.
 - Council had concerns about the high cost of replacing the water line for 10 residential homes. Council and staff discussed options of well systems versus water line replacement. Council asked staff to review the well option but also noted concern that those properties might not be able to get good well water close to Passamaquoddy Bay. Additionally, staff noted that approval would need to be given from the Province to allow the wells for those properties.
- Prince of Wales - replace water and sanitary mains between Edward Street and Adolphus Street - \$505,000.
 - Staff noted with the upcoming Spa, it would be good to replace the old lines in this area as we had a major break there in the spring that staff repaired.
- Harriet Street - replace water and sewer main between Water Street and Queen Street - \$400,000.
 - Staff noted that this project was bumped from 2023 due to cost but is up for renewal based on the Asset Management Plan.
- Carleton Street - replace terra cotta sanitary main between Harriet Street and Mary Street - \$125,000.

- *Water Treatment Facility - water main replacement program - \$50,000.*
- *Sewer Lagoon - security cameras 2 additional - \$6,000.*
- *Water Treatment Plant - trim trees away from the easement along the water line coming from Harkness Road to Highway 127 - \$55,000.*
 - *Staff noted that if there is a break in the line in this area, it will be very difficult to get to. This area has not been cleared in decades. It was noted to Council that in the future, Council may consider twinning the underground infrastructure lines from Chamcook to Town for additional redundancy in the event of a failure.*
- *Water Treatment Plant - Chlorine gas cylinder scale - \$8,500.*
- *Water Treatment Plant - parts for the Chlorine system - \$10,000.*
- *Water Treatment Plant - Chlorine alarm system for the SCADA - \$7,500.*
 - *This will help prevent failures to the system and help stop any future boil water advisories due to SCADA system issues.*
- *Sewer Lagoon - system flow meter - \$10,000.*
- *Water Treatment Plant - new ballasts for the UV system - \$8,400.*
 - *There are over 60 UV bulbs in the system operating all the time.*
- *Lift Station - Douglas Street lift station repair - \$7,000.*
- *Sewer Lagoon - replace blower electronic motor - \$5,000.*

Total Water/Sanitary Utility Totals - \$2,066,400.

Funding

- *Utility Revenue - \$329,993.*
- *Borrowing - \$895,000.*
- *Capital Reserve - \$3,400.*
- *Infrastructure Funding - \$826,560.*

Note the goal is to go after as much infrastructure funding as possible to help keep the costs down on the projects. There have been limited funds recently for grants as it relates to inground infrastructure. Staff did indicate that the Federal Government has released a new infrastructure fund and that we should also be speaking with the Provincial Government. Council discussed the debt level for the Utility Department and staff indicated that Council will have to review the water rates after a couple of cycles to determine a level of sustainability for the service.

Staff informed Council that any projects for inground infrastructure that are not moving forward in 2025 will also have a reduction in the Capital budget for road repairs. Staff recommend to Council to complete inground infrastructure repairs and street renewal together to ensure we are following Asset Management practices and not incur further costs in the future to fix inground infrastructure after a new street has been resurfaced. These are joint projects to be completed at the same time.

Staff were informed by the Province that Assessment information will be released shortly and that the Town will have 30 days to submit its Operational Budget to the Province. The Capital Budget can be submitted at a later date. Staff recommended to Council to start the review of the Operations Budget for Council to identify any cuts to this budget.

Operation Budget

- \$20,000 for AIM Project that would provide a plan on how to deal with shoreline restoration for private and public landowners through natural infrastructure renewal. Staff noted that they will be seeking grant funding to cover the cost of the Town's portion towards the project. Council consensus to keep in the budget.
- Under Professional Development - an increase of \$2,500 to support ongoing educational progress for staff. Council consensus to keep in the budget.
- General Revenue - lowered the Community Funding Equalization Grant based on the model from the Province to reduce by 20% over 5 years.
- Economic Development - Council was presented with \$103,000 in grant requests from the community. Council discussed the funding requests and noted to strike a committee of Councillors to review with staff and bring forward a recommendation on funding. Each group has its merits but Council has a limited budget. Council set a budget of \$50,000 for grants above \$3,000 and for grants below \$3,000. It was noted that some programs could be funded through the TALB fund. It was noted that a scoring matrix should be developed to review the grant applications. CAO Spear also noted that Council had a presentation from Neighbourhood Works in 2023 asking for a multi-year support model and that this should also be taken into consideration.
- Operating Reserves - Bringing \$20,000 into the 2025 budget as new income. Council can suggest more or less.
- Fire Department - request for an additional \$5,000 for maintenance and repairs. There was also a request to increase the volunteer stipend from \$10,000 to \$13,000. Council discussed the stipend and noted to increase it to \$20,000 as it has not increased in years.
- Public Works - the request is to modify the seasonal positions and create one new full-time position. Due to increased events and increased services, staff are unable to complete all work including asphaltting, ditching, etc. Council asked how many full-time Public Works staff do we have. CAO Spear noted 5 plus the supervisor. We are proposing a reduction in half positions in seasonal and creating one full-time position. Council noted that the Town is fortunate to have a mechanic and electrician on staff as they have helped reduce the cost of repairs on vehicles and for projects completed by the Town. Council noted with the increased workloads and supports for the Recreation Department, that they had consensus on supporting the full-time position.
- Ross Museum - one item to discuss is the Christmas event at the Ross Museum. It was brought back after COVID and with the 200th anniversary of Chestnut Hall. This is a cost of \$6,000 per year to keep staff on to get the event prepared, set, host, and close up the facility for the season once complete. Staff are seeking if Council wishes to continue with this event in the future. Council noted the importance of this event and how it adds to the Christmas events in the community. Council supported the continued funding for the 2025 budget.
- Parks and Recreation - staff have bumped up the repair cost of the Tennis Courts for crack filling and minor repairs. This budget is \$3,000.
- Parks and Recreation - \$1,000 increase in general maintenance.

- *Parks and Recreation - \$5,000 increase to Canada Day. Funds have not been increased for a number of years and this would go to support the fireworks display. Council consensus to support the changes to the Recreation budgets.*
- *Parks and Recreation - staff noted that they have been experiencing issues with the Zamboni and that additional funds should be put into maintenance to do a minor overhaul to ensure that it is in operational order until Council moves forward to order a new Zamboni based on the Asset Management Plan. Council supported this initiative.*

Council agreed to stop the budget meeting and continue at a later date for review of the Capital projects. Council asked staff to narrow down the projects to what they considered are necessary and bring those projects forward.

Staff reminded Council that there was an item for a visioning exercise for Market Square to consider for \$60,000. Council noted that as it is more tourism-based, funds could come from the TALB fund and to bring forward with the next revised budget.

G. NEW BUSINESS

H. QUESTION PERIOD

I. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

Councillor Bennett - For those who do not know, CHCO TV was granted educational television status by the outgoing Premier. Now everyone in New Brunswick can watch CHCO TV on a local station. This is a big deal and provides Provincial-wide access. Great work and congratulations.

Deputy Mayor Akagi - I attended the first Powwow hosted in Saint John on October 26th and 27th. This was a fantastic event with lots of educational opportunities. I was honoured to be there and it was fabulous.

Deputy Mayor Akagi - We are going to host a drum and rattle-making workshop on November 16th. Greg Mansfield, a Drum Keeper, will be providing the program in the morning for drums and afternoon with rattles. Prices are being established and there will be 20 spots available in both programs. If you are interested, please contact me once we put out the information.

J. MAYOR'S COMMENTS

Mayor Henderson - This was the third anniversary of Tyler Van Guelpen's passing in the community. He is well remembered by friends, family, and community members.

K. CLOSED SESSION

L. ADJOURNMENT

Motion: 360 - 10/24

Moved by Deputy Mayor Akagi

Seconded by Councillor Heenan

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

8 - 0

Carried



Brad Henderson, Mayor

Paul Nopper, Clerk – Senior Administrator