



TOWN OF SAINT ANDREWS SPECIAL MEETING OF COUNCIL

Electronic Meeting

Wednesday, October 28, 2020, at 6:00 PM

MINUTES

RECORD OF ATTENDANCE

A Special Meeting of the Town of Saint Andrews Council was held on Wednesday, October 28, 2020, at 6:00 p.m. with the following members present Mayor Doug Naish, Deputy Mayor Henderson, Councillors Guy Groulx, Andrew Harrison, and Edie Bishop. Also, present: Chris Spear, CAO/Treasurer, Paul Nopper Clerk – Senior Administrator, Terry Acton, Asset/Operations Manager, Emily Noddin, Assistant Treasurer.

Late - Councillor Kurt Gumushel 6:02 p.m., Councillor Kate Akagi 6:04 p.m.

Facebook – 22

Zoom - 1

APPROVAL OF AGENDA

Motion: 381 - 10/20

It was moved by Councillor Bishop, seconded by Deputy Mayor Henderson, 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 5 2021 Budget Discussions

CAO Spear provided a presentation of the changes to the 2021 Budget from Budget Workshop 4. The following changes were implemented to the 2021 Budget for review:

- Transfer town portion to 2020 Tourism Accommodation Levy to chamber \$17,700.
- Increase Medical Centre janitorial to \$15,000.
- Reduced Arena wages and benefits by \$30,000.
- Added \$10,000 ice plant refurbishment.
- Added \$25,000 for further wellness centre equipment.
 - Offset by New Horizon Grant.
- Added \$750,000 for 2021 and 2022 Active Transportations
 - Active Transportation
 - Federal funding year \$600,000
 - Town portion \$150,000

General Fund Debt

- \$2.1 million added to debt over 5 years.
- Debt servicing.
 - 2019 - 5.8%.
 - 2025 - 7.5%.
- Considering 2 large projects, this is acceptable.
- Could use reserves to reduce the debt rate if Council wishes.

Tourism Accommodation Levy

- Current version \$53,000 in collections.
 - 3rd quarter now to \$143,000 collected in 2020.
 - \$90,000 to the Tourism Accommodation Levy Board (63%).
 - \$46,000 to Town (32%).
 - \$7,000 legal fees (5%).
- Will all the Town portion go to the TALB still? Council needs to have a discussion on this.

Utility Fund

- Increase to annual revenue 4%.
- Current by-law says 2%.
- Increase in expenses by 2%.
- Capital projects.
 - Refurbished steel reservoir \$300,000.
 - Equipment replacement \$252,000.
 - Water Sewer lines \$374,000.
- Additional Debt.
 - 2021 \$764,000.
 - 5 years \$3.595 million.

Next Steps

- Hoping to approve budget on Monday or Wednesday night.
- Forward documents to province.
- Still open for discussion on large capital.
 - Wharf.
 - Active Transportation.
 - There will be still deliberation with council on both projects. Keep in mind.

CAO Spear – Tourism Accommodation Levy is a good news story. More funds were collected in the third quarter than anticipated. Original figures showed \$40,000 to the Tourism Accommodation Levy Board and the Town portion of \$17,000 was to be provided in year one as a decision of Council. Now that the fund has tripled, \$90,000 to the Tourism Accommodation Levy Board and the Town now has \$46,000. The Board wants to know Council's flexibility or demand for a Visitor Information Centre to operate. Council also needs to decide if they wish to continue to provide the full amount of the levy collected or other alternatives.

- Deputy Mayor Henderson – Two ways to look at it. Originally the funds anticipated were lower but good news they are not. We should reinvest the funds and give the Board the total amount for 2020 to help market and promote the community. If the Board runs a Visitor Information Centre, they are going to spend at least half of their \$90,000 to operate it. The CCRTA has over \$200,000 in the past years to market Saint Andrews and the region. I think we should reinvest in our tourism market as next year might not be as strong of a season.
- Mayor Naish – Deputy Mayor can you elaborate on your comments from last meeting regarding Provincial Funds for a Visitor Information Centre.
- Deputy Mayor Henderson – We need to look at the Province for funds for the Visitor Information Centre. They did not run the St. Stephen centre this past summer so there are savings and we should ask for them to help support a Visitor Information Centre. Saint Andrews is the centre piece for tourism in Charlotte County. We should put pressure on the Province to support ours.
- Councillor Groulx – To clarify, we forecasted \$53,000 to go to the Board and now proposing \$143,000. I think we should stick with the percentages identified in the By-Law. We need to retain the Town's portion of the funds for Tourism Development; \$90,000 to TALB, Town \$46,000, and \$7,000 for legal fees.
- Mayor Naish – To clarify, Deputy Mayor Henderson said the Board will be funded and not funding the Visitor Information Centre, The Chamber of Commerce is asking for \$45,000. Only question, do we provide funds to the Chamber?
- Deputy Mayor Henderson – The Tourism Accommodation Levy Board is a subcommittee of the Chamber of Commerce. The funds collected are specifically

earmarked for tourism. I recommend give all the funds to the Board and let them present a budget on how they are to spend it. If they choose to give funds to the Chamber, they will need to justify it.

- Mayor Naish – We can give the Board their share and the Town can determine how to spend our share and could go to the Chamber. The Visitor information Centre is about visitors, what does Council want to invest in the Centre and where will it come from?
- Councillor Harrison – I agree if they want to run a Visitor Information Centre, this is what the money is for. If the Board does not see the value in running a Centre why would we?
- Deputy Mayor Henderson – Let us see what the Board comes back with in a plan and budget.
- Councillor Harrison – In terms of sharing with the Chamber, if there is a shared position with the Board and Chamber, could help to offset costs.
- Councillor Groulx – We should be following the By-Law and 1/3 stay with the Town. If not, we need to amend the By-Law.
- Councillor Harrison – We can say our 1/3 Town portion go to the Board.
- Council 3 to 2 in consensus to provide all funds except for the 5% for legal fees to go to the Tourism Accommodation Levy Board.

CAO Spear – Page 19 of the Capital Projects

- Computers and accessories \$7,500.
- Hallway behind reception \$5,000.
 - Councillor Groulx – How urgent is this project?
 - CAO Spear – Urgent if COVID-19 continues.
 - Councillor Groulx – Is this a temporary measure for COVID-19 related issues?
 - CAO Spear – Yes and no. Even when COVID-19 was not a thing, staff are tripping over the area. Would be nice to have entry point 5 ft back and staff not tripping over ourselves.
 - Councillor Groulx – Any interference with washroom
 - CAO Spear – No
- \$19,000 for COVID-19 measures. Funds to be used for something like what Water Street project was. This is to build barricades and other programs for COVID-19.
 - Councillor Groulx – This is where tourism money would be useful.
- \$25,000 recondition boat ramp at the Yacht Club.
 - Councillor Harrison – Does this need to be done?
 - CAO Spear – Yes its in bad shape.
 - Councillor Harrison – Who uses the ramp?
 - CAO Spear - Almost every boat in Town goes there due to depth.
- \$283,000 for resurfacing of roads.
- \$40,000 to finish pocket park at Elizabeth Street.

CAO Spear – Page 20 Public Works Equipment

- Gravity Zero Turn Mower \$23,000.
- Equipment for \$12,000 for Public Works
 - Canopy for mower.
 - Shipping Container.
 - Backhoe Equipment.

CAO Spear – Page 21 W.C. O'Neill Arena

- Replace sidewalk that is in bad shape.
- Oil tank rehab \$20,000.
- Insulation for arena roof \$6,000.
- Master Key upgrade \$6,000.
- Sign replacement \$22,000 – most expensive option of two options. First option is \$8,000 to refurbish what is existing, \$22,000 for monument style.
- Decommission of one of three compressors \$7,000.
- Stairs and walkway need replacement \$5,500.
- Changeroom doors x 3 for \$4,000.

- *Replace windows on MI/Theatre end for \$19,000. Glass replaced over last 7 years. There is a safety issue on windows. Some heat savings will be attained. Energy efficiency studies to come and may get more funds.*
- *\$10,000 for ice plant refurbishment.*
- *\$8,000 for cleaning office space on MI side. Original intent is chamber may occupy this space. TALB will have to bring to council. Big heater and doors need to be replaced. In order to prepare space, need to do work.*
 - *Groulx – Should we determine long term tenant before renos?*
 - *Spear – This is more to clean up space and replace some windows and doors and some flooring with water damage.*

CAO Spear - Page 22 Fire Department

- *Headsets for vehicles \$5,600.*
- *Lounge furniture \$2,000. Under COVID-19 have cushions of fabric with faux material. Items are very old and need replacement.*
- *\$2,800 for generator replacement for extrication equipment on the fire trucks.*
- *Paving parking lot included with asphalt budget. Broken into two phases. Big trucks are causing more damage. Anticipate completing the front yard in 2021 and back yard 2022.*
 - *Asst/Operations Manager Terry Acton – We have to pulverize the whole front.*
 - *Councillor Groulx – I do not see this parking lot in bad shape. When driving down the road. I do not see the damage there.*
 - *Spear – We can do a tour and show you the concerns.*
- *\$2,000 for a back-flow preventer. Needs to be replaced and part of our by-law.*

CAO Spear - Page 23

- *\$35,000 for painting courthouse and shield. 50% financing hoping to come from Provincial Heritage Grant.*
- *Library for \$6,000 for sign and that will be free standing on the property. The sign will be bilingual to Provincial regulations with heritage feel.*
 - *Asset/Operations Manager Terry Acton – I will provide drawing of this.*
- *Storage shed behind the Library and Museum needs replacing with a \$1,500 kit.*
- *Library requested a heat pump in the basement. Seen reduction with installation of two pumps. Hope to see reduction in energy costs again.*
- *Ross Museum*
 - *Front steps need replacement. They were repaired by Public Works in 2020 as a temporary solution. \$28,000 to completely remove and build to current code. Hope for funds under built heritage grant.*
- *Youth Centre*
 - *Replacement of greenhouse \$3,600 for a kit.*
 - *Fence around Youth Centre needs replacement as it is in bad shape. \$11,500.*
 - *TV and couch \$2,500.*

CAO Spear – Page 24

- *Parks and Recreation*
 - *\$630,000 along Joes Point Road and Brandy Cove Road. There is funding for the project shown in the budget. We are going to see if there is separate funding for this to help cover costs.*
 - *Deputy Mayor Henderson – Assuming if we have outside funding then up for discussion.*
 - *CAO Spear – \$630,000 for trails, also have \$750,000 for two separate projects. \$630,000 is estimated to fix road and trail from Joes Point and Brandy Cove. We have received approval for an Active Transportation of \$1.5 million and decide what avenue that is going to take. SORTI to provide support and recommendations. Council has final call on this.*
 - *Councillor Groulx - \$630,000 was in partnership with Coastal Link and \$1.5 million in partnership with SORTI. We are hoping for \$500,000 from Coastal Link. Two different projects but both trails.*

- CAO Spear – Coastal link not going to be the partner, going to continue finding funds.
- Wharf Renovations
 - \$5 million project with 75% financing.
 - \$3 million in 2021 and \$2 million in 2022.
 - Looking at alternative designs with engineer. Will bring forward once designs are brought forward.
 - \$15,000 for a wharf gate, which goes back to controversy. The gate made life easier through the day and functioning. We did not have the same tours this year but can get 50,000 passengers through. Makes it difficult for cars and people.
 - Councillor Groulx - For wharf renos, almost seems like cash flow might be a bit off still. If we have it split evenly over two years might be better. Design not complete, etc. We might only spend \$2 million this year and balance in 2022. Could improve cash flow for 2021.
 - CAO Spear – To some extent yes, and the project would not start until fall. Spend \$1.5 million in 2021 fall and \$1.5 million in early 2022 and the rest spent over to 2023 depending on construction seasons. Won't adjust debt over 5 years. If it makes Council happy, we can show a different spread if wanted.
 - Councillor Groulx – This will dramatically change budget for us.
 - CAO Spear – The \$3 million is one project. If council decides to do something, suggest \$1.5 million in 2021 and \$1.5 million plus half in 2022 and the rest in 2023.
 - Councillor Groulx – Sounds good.
 - CAO Spear – Lower interest charges and reduce amount of debt and general capital revenue to projects in the short-term.
 - Councillor Harrison – Have the engineers getting back to us>
 - CAO Spear – By the end of November. Original document was between breakwater and replacement of existing. These were the cheaper options. They do have design changes that will help maintain look of the wharf. Other thing they will do, they are going to go down and put our markers on length and width. This will give you better visual at low tide and give opportunity for visuals.
 - Councillor Harrison – Are they saying we can build what we have and raise it to meet climate change?
 - CAO Spear – We will get lifecycle report on both concepts and others.
 - Councillor Harrison – There must be a way to put more steel or build on top, only a few more feet. Hope better way than all that rock.
 - CAO Spear – Council will have to make a decision on this and its green infrastructure fund, and we need to do a resiliency plan.
 - Councillor Harrison – I do not want to do a bad idea, and we could get more money in the future. We need to find the right solution and get there.
 - CAO Spear – Hesitant to forgo the money because we may not get that again. Work is necessary at this point. The Wharf does not have 10 years unless we do something.
 - Councillor Groulx – Revisiting a previous decision.
 - Councillor Harrison – Council did not make the decision. We never approved it via motion.
 - Deputy Mayor Henderson – Last time we discussed this, we are getting options and decide from there.
- Wharf gate 15000
 - Deputy Mayor Henderson – This was removed 3 to 2 and revisiting it for Councillor Akagi.
 - Councillor Akagi – Is it necessary to have the lift gate? The other one worked well.
 - Deputy Mayor Henderson – 3 votes for going back to COVID gate from 2020.
 - Councillor Akagi – I do not want to limit traffic to town of Saint Andrews.
 - Councillor Gumushel – Not right to put on the spot for Akagi, it is a town asset to have a gate there. To put her on the spot.
 - Councillor Akagi – think temporary one will work.

- Naish – Council agreed to take the gate out of budget.
- Market Square Refurbishment
 - Councillor Groulx – There is a big budget for this item.
 - CAO Spear – This is to put armour stone along the front of Market Square to secure it from storm damage. The timber is rotten underneath and we need to replace it with armour stone for strength and longevity.
 - Councillor Groulx - I am confused, I thought the wharf work would have included this. Does this not supersede one another?
 - CAO Spear – The projects are independent of one another and reflected in the cost. This is the only solution to shoring up Market Square.
 - Councillor Groulx – The other projects for Market Square are the bricks and slip and falls. We need to put a place marker for replacement.
 - CAO Spear – CBCL said the same bricks are used everywhere in other communities. Traffic and use have worn them down. We have a contractor quoting on the price to replace the bricks.
 - Asset/Operations Manager Terry Acton – In house replacement cost approximately \$260,000.
 - Councillor Harrison – Have we received many complaints about the bricks?
 - CAO Spear – Nothing legal, but they are slippery when wet. Staff try to maintain salting and clearing the best we can.
 - Councillor Groulx – A resident broke their ribs in a slip on the bricks.
 - Councillor Harrison – Can we turn the bricks over?
 - CAO Spear – No. CBCL said no sense to do a brick study. This is practical use and should be replaced by wear and tear. We are looking at quotes now.

CAO Spear – Page 30 Utility

- Concrete reservoir – Need a back up for the SCADA system. We have experienced low pressure in the system and want to ensure there are no issues, \$6,000.
- Reconditioning the steel reservoir – this requires an inspection and should be done soon, \$300,000.
- Commercial Meter Program. This is the responsibility of the establishment but after the water study, there is no incentive to replace the current ones. Recommend we take this out of the By-law and replace the larger meters. We hope to increase the revenue from these businesses, \$50,000.
- Lift Station Renovations. Need a portable generator for power outages. We have 3 to 4 lift stations to move sanitary to the lagoon. We have the capacity to keep them pumping with the generator if there is no power. We can move to each lift station to keep flow moving, \$13,000.
- \$30,000 for the UV chamber overhaul. We are 16 years into the system, and it is time for a refurbishment.
- Back up water pump for the Water Treatment Plant \$10,000.
- Screens for the backwash system. Staff have to go out and clean the screens for \$14,000.

CAO Spear – Page 31

- Replacing the liner at the lagoon for \$120,000. This is not a replacement but a fix. Damage done due to aerators. To do it right have to take one lagoon offline and haul sludge away before work can start. This is where the majority of the cost lies in the project.
- Blower for aerators \$15,000.
- Sophia Street project under two spots, \$125,000 for water lines, \$125,00 for sewer main.
- Section of King Street for sewer mains to Prince of Wales at Kingsbrae.
- \$932,000 for Utility and have to borrow \$746,000 to complete the projects.
- We have increased revenues by 4% and transferred to operating fund. This has allowed us to stay at \$150,000 from operations. Increase in revenue one way or another will have to be discussed with future councils. Raise water rates or stop projects. There will be future funding to come in over time but small portion on what we need to move forward.

- Councillor Groulx – Still have a sustainability problem in the Utility Budget. The net operating expenses are running at \$200,000 per year and when looking at the Capital Program at \$1 million and have a deficit of \$800,000 a year. We are incurring more and more debt to operate the Utility. The debt analysis provided; we are seeing a tripling of debt from \$1.8 million to \$5.2 million. This is not sustainable. This brings us to a 43% ratio of debt beyond 2025. We need to address an increase in the rate and 4\$ is not enough. Next Council will have to look at a 10% - 15% increase year over year for sustainability.
- Mayor Naish – We all understand the expenses to running a Utility in a small town or any town. We are asking citizens to pay for debt servicing instead of reducing debt servicing. Mr. Spear can you see what other jurisdictions are under for debt?
- CAO Spear – This is on staff's agenda to do an analysis on this and where to consider rates to be. We are considering revisiting the report from a couple of years ago.
- Deputy Mayor Henderson – I appreciate Councillor Groulx's thoughts, however we do not have time in our mandate to review this. Flag it and leave to next Council.
- Councillor Harrison – There are a lot of projects and are going to be more 10-year projects and not 5 year.
- CAO Spear – Economic development issues if we skyrocket the water rates. This is a complicated discussion topic.

Mayor Naish – Does Council feel confident that we can take a motion to Monday night's Regular Council Meeting?

- *Deputy Mayor Henderson – I believe we are ready to pass the budget.*
- *Councillor Groulx – I would request that the Operating Budget and Utility Budget separated into two separate motions so we can raise concerns on both and so we can vote on one versus the other.*
- *Mayor Naish – Mr. Spear is there any issues by organizing motions as requested?*
- *CAO Spear – We can accommodate these requests.*

NEW BUSINESS

NONE

QUESTION PERIOD

NONE

COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

Councillor Groulx – One comment. The agenda for Monday night, two items added to the agenda. I want to suggest if they are not urgent, Council can discuss these items in December to get familiar with them.

Deputy Mayor Henderson – I want to thank staff for all the work on the budget. This is the quickest, earliest, and least number of meetings. Great work and appreciate the efforts.

Councillor Groulx – The quality of the budget documents speaks volumes and makes it easier for Council to review. I echo Deputy Mayor Henderson's sentiments.

MAYOR'S COMMENTS

Mayor Naish – Thank you Council. I think this is a great deliberation on the budget and appreciate diligence by Council on this. Much more efficient and practice makes perfect.

CLOSED SESSION

ADJOURNMENT

Motion: 382 - 10/20

At 7:47 p.m., it was move by Councillor Groulx, seconded by Councillor Akagi that the meeting be adjourned.

Carried 6 - 0



Doug Naish, Mayor



Paul Nopper, Clerk – Senior Administrator

