



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

**October 10, 2023, 6:30 p.m.
W.C. O'Neill Arena Complex Council Chambers**

A. RECORDING OF ATTENDANCE

A Special Meeting of the Town of Saint Andrews Council was held on Tuesday, October 10, 2023, at 6:30 p.m. with the following members present:

Mayor Brad Henderson, Deputy Mayor Kate Akagi, Councillors Mark Bennett, Marc Blanchard, 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.

B. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

C. APPROVAL OF AGENDA

Addition of a 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.

Motion: 327 - 10/23

Moved by Councillor Harland

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews approves the Agenda for the 231010 Special Council Meeting of Tuesday, October 10, 2023, as presented.

9 – 0

Carried

D. DISCLOSURE OF CONFLICT OF INTEREST

E. PRESENTATIONS

1. Steve Saunders, Katy's Cove Inc. Presentation on Funding Request

Mr. Steve Saunders, presented on behalf of Katy's Cove Inc. regarding funding support for the 2024 season. Katy's Cove Inc. has requested \$15,000.00 from the Town. KCI was founded in 2018 as a spinoff from the Kiwanis Club of Saint Andrews. KCI currently has a 20-year lease with the previous Algonquin Resort management in 2019. We currently have 10 members on our board. Our goal is to create a recreational area for local residents, a place for visiting families to enjoy the waterfront recreation at no cost, a venue for major events and activities, a focal point for local community groups, and Katy's Cove is one of the largest untapped recreational areas in Saint Andrews. The Town has provided support over the years including lawn mowing, washrooms, garbage removal, technical advice and support, and operation of the sea gates. We have multiple challenges including operational for washrooms, insurance, and maintenance. We also have capital challenges including road and parking lot upgrades, water quality, and upgrading the grounds and buildings. The forecast costs for 2024 total approximately \$27,000. The maintenance budget and road budget are buffered in this as we do not know the total costs of upgrades. We would like the Town to continue the in-kind support for the garbage, lawn mowing, and operation of the gates. We are

requesting \$15,000 to assist with the operational costs. We are also asking for consideration of funding for an accessible trail build along Katy's Cove.

Council thanked Mr. Saunders for the presentation and noted the new washroom buildings that were constructed in 2023. Council asked if there has been a position change on the trail development along Katy's Cove as it was not identified as a priority by the Trail Committee. Mr. Saunders noted that they would like to see a trail that does not route through the parking lot due to safety. There is a hope a trail can be built in the Cove area outside the parking lot. Council asked if the trail had been discussed with the new ownership of the Algonquin Hotel. Mr. Saunders noted they are meeting with the Algonquin representatives the following day and will have more information there. Council asked if Katy's Cove Inc. has developed a multi-year plan and if other priorities have been outlined based on a timeline. Mr. Saunders noted that they are looking into water quality surveys and partnering with Eastern Charlotte Waterways to apply for grants. There are future thoughts of a pavilion and other improvements. A lot of this depends on funding. Council noted it would be great to have a further understanding of the vision and direction for Katy's Cove over a number of years versus year to year. A strategic plan would be great to see and helpful for future planning and support. Mr. Saunders noted that they are looking at a longer strategy and are happy to share it once complete. CAO Spear noted that in the original conversation with staff funding for the trail has been requested, but has not been shown in the request to Council, has this request changed? Mr. Saunders noted that they were hoping to see the trail funding come from the \$1.5 million in funding the Town has for the development of trails. CAO Spear asked if KCI was still pursuing charitable status. Mr. Saunders noted that as they do not own the property it is difficult to get charitable status but are a non-profit organization at this point.

2. Franklin Cardy, Charlotte County Archives Funding Request

Mr. Franklin Cardy provided a video presentation of the Charlotte County Archives and the request for funding from the Town of Saint Andrews for the 2024 season. The video highlighted the research, archives, and processes used to retain and archive documents, photos, videos and microfilms. The mission of the Archives is to collect, preserve, and conserve, through archival best practices, the pre-eminent collection of significant documents relating to the evolving history and culture of Charlotte County and we actively engage the public through research, education, and outreach. We are a volunteer non-profit organization that is supported by donations from the community. We solicit funds from all grant opportunities and foundations to help support our core costs. We aim to have a sustainable funding stream from all of Charlotte County and the Regional Service Commission to support our services. We are asking the Town for \$8,000.00 to support our summer students to conduct tours of the Courthouse and Gaol. This is specifically for tourism services. It was noted that the Town supports the Ross Memorial Museum and Sheriff Andrews House with funding for tourism initiatives. It was noted that the Archives applies to the Canada Summer Job Grants and Seed Grants but funding only covers up to 70%.

Council thanked Mr. Cardy for the video presentation and acknowledged the work that went into it. Council asked how long the Archives have been providing the tourism service. Mr. Cardy noted a minimum of 40 years. Furthermore, when the Archives did the strategic plan, they asked the question of why they are operating tourism operations as this is not part of the core Archives business. We are happy to do it but feel it is fair to approach the Town to help with the tourism services as similar to the other heritage properties. Council asked if the Archives has good relations with the Peskotomuhkati Nation and if the Archives are collecting their stories. Mr. Cardy noted that their information really starts at the British Loyalist settlement as there are no written documents of the stories of the Peskotomuhkati. There is hope we can use a new video recording system to collect these oral histories and help preserve them moving forward.

Council noted that they do put a substantial investment into the Courthouse and Gaol, and noted that the Town is not investing \$0.00. Mr. Cardy noted this request is for a focus on tourism initiatives. Council noted that the Town receives funds from the Province to run Sheriff Andrews House tourism and that there is a reserve fund to help with the Ross Museum. It was noted that the Courthouse and Gaol are on the Asset Management Plan for continued updates with over \$70,000.00 in the next 5 years for upgrades to the Gaol. Council acknowledged that there has been a lot done by the Archives to preserve community heritage and that there is a need for operational support as well. Council asked if the Archives have approached other municipalities in Charlotte County to help fund the services. Mr. Cardy noted that they have met with the Mayors of Charlotte County and the Province to ask for funding support. In addition, they have reached out to the Regional Service Commission for funds as well. The initial feedback received was to figure out a policy for funding regional organizations first. Council indicated that they were aware of the request for regional funding of regional non-profit organizations and that it was being brought forward for consideration. We are hoping to see more positive conversations on this regional fund going forward. Council noted that in the next 5 years, there are capital costs of over \$270,000.00 for the Courthouse and Gaol by the Town. Council asked if the Archives were tracking visitor numbers, tours, etc. Mr. Cardy noted in 2023 they had 2107 visitors and donations of \$3,400.00. We are almost back to pre-pandemic numbers, in 2019 we had 2600 visitors. Council noted that they have a consultant's report on the Courthouse and need to look at how this integrates with the tourism services.

3. Gerald McEachern, Sunbury Shores Funding Request

Mr. Gerald McEachern is requesting \$5,000.00 from the Town of Saint Andrews to help support programs for 2024. We had met with staff to consider asking for funding up to \$20,000.00 but have modified our request. Our budget for 2024 is approximately \$400,000.00. We see Sunbury Shores as a primary cultural hub in Saint Andrews and Charlotte County. Next year we are entering our 60th anniversary. In my previous work with the Kitchener-Waterloo Symphony, the Town supported their budget of 10% each year, estimated at \$20,000.00 of a \$200,000.00 budget. They have recently closed due to higher costs and deficits. Maintaining art organizations is difficult but we have good patrons and donors that help support our organization. We are governed by the people who live in our community and it is community owned. We have 70+ volunteers and hosted 20 exhibitions in 2023 and various other programs for youth to seniors. Please visit Sunburyshores.ca to review videos of our recent programs. We want to thank Council for the \$1,000.00 grant this year as it has helped to establish our new media room. The big push is to engage younger people in our arts and culture scene. We have an emphasis on seniors but need to drive our youth to cultural and arts services on a wider range across the region. We have a new program, All Aboard 4 Arts, offering 4 workshops over 4 weeks, located at Sunbury Shores, Bayside Community Hall, and in St. George. Our grant request would go to help keep these programs going. We have had over 7000 visitors to our facility and engaged over 12,000. We have an interest as far as New York and Colorado, by many artists, and dovetails into tourism assets across the community. We hosted our first class for VMES students for the fall of 2023 and kids are engaged in supporting youth. Look forward to your continuing support.

Council thanked Mr. McEachern for his presentation and asked if the request for funding was a one-time request or for ongoing support. Mr. McEachern noted he was hoping for ongoing support and is reaching out to both St. Stephen and St. George. It is our intention to have municipal support for this cultural asset.

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

1. Town of Saint Andrews 2024 Budget Draft 2 - FA231016

CAO Spear provided a presentation to Council on the 2024 Capital Budgets. A reality check was provided as it pertains to Core Services versus Soft Services, new costs and responsibilities related to Local Governance Reform, ongoing costs with the Wharf, and unseen opportunities in a 3 - 5 year window. Council was reminded that with high interest rates borrowing is more expensive and that should be taken into consideration in the budget discussions. It is important to focus on Core versus Soft Services. Core services include roads, infrastructure, buildings, etc. Soft services include recreation, economic development, etc. Caution was brought forward that with longer-term Local Governance Reform we may see more downloading of services to the municipalities, so this needs to be thought about in our forefront and the debt load. Council noted the priority settings that have been done over the last few years with big decisions including a new fire truck, the Wharf, and housing. Council needs to be clear and have reality checks on options for projects moving forward. Council needs to be strategic on incurring additional debt. CAO Spear noted that there is the General Capital Fund and Utility Capital Fund. Utility Capital Funds are paid by the user and not the whole public versus the General Capital Fund which is supported by all taxpayers. They are treated as two separate entities and borrowing is separate.

Current Situation

High Interest Rates: in 2019 borrowing rates were between 2.10% - 3.15%. In 2024 it is estimated at 4.00% - 6.00%. As you borrow longer, your interest rates increase over time. Large projects already in queue include a ladder truck at \$1,550,000.00 (\$900,000.00 to borrow), Wharf project at \$7,782,000.00 (\$1,800,000.00 to borrow), Prince of Wales widening at \$1,094,000 (\$675,000 borrow/other), and the trails at \$1,100,000.00 (\$367,000.00 to borrow). Note that the trail funding has spent approximately \$400,000.00 to date with the remainder looking to be spent on 2024 projects.

General Capital Fund

As of December 31, 2022, \$31,000,000.00 in original costs, \$2,200,000.00 in long-term debentures, debt servicing \$295,000 which is 5% of the budget, and grants of \$560,000.

Utility Capital Fund

As of December 31, 2022, \$21,000,000.00 in original costs, \$3,100,000.00 in long-term debentures, debt servicing of \$218,000.00 which is 17% of the budget, and grants of \$175,000.00.

Council asked if these numbers are accurate as they are now 10 months old. CAO Spear noted that these are this year's purchases but we will know more closer to December. We expect everything to be at the budget level except for the Wharf.

CAO Spear noted the draft budget provided to Council is just a draft and further discussions are needed to look at what projects Council wishes to move forward with and what will be deferred.

Proposed Projects

Equipment and Vehicles - the Ladder Truck for \$1,550,000.00. Noted coming forward we will have to replace the sweeper truck, some half-ton trucks, etc. in 2024 that are up for consideration.

Transportation

Total budget is \$2,455,000.00. Trail expansion for \$1,100,000.00, Prince of Wales at \$1,100,000.00 with a \$418,000.00 grant, and Council will need to discuss this large project. It was funding brought in for active transportation and consideration for tree removal. Dock Road at \$15,000.00. The balance is parking and paving as it relates to a seal coat for projects in 2023. Council asked about Prince of Wales Street and what the whole rationale was for the widening. CAO Spear noted it is one of the most walked routes in town. The hope in the future is to have a trail that wraps around the Point. It is tight moving down this road for two vehicles and or large mobile vehicles. This would add a 1.5 m pathway for active transportation. Clerk Nopper noted this was presented in the Active Transportation Master Plan and a safety measure for the public and school children walking Prince of Wales. Council noted if this project was cancelled are there any work projects for infrastructure that would need to occur in the future. CAO Spear noted that there is work that is on the books for future replacements and if cancelled would push them back in the years of asset management. If the project is approved, the projects for replacement will be brought forward. Council noted that trees would also be removed from this street to accommodate the widening of the road and installation of stormwater. Council also noted that even with a grant, Council needs to be cautious about projects and spending. Council asked where the grant funding came from. Clerk Nopper noted that it was from the Active Transportation Fund from the Federal Government. Council asked could the funds be repurposed. Clerk Nopper noted that it was specific to this project and might be difficult to reacquire in the future. CAO Spear informed Council that seal coats for roads is the main balance of paving with some discussions with local churches on expanding parking options for the downtown.

Buildings and Structures

Total budget of \$180,000.00 with the paving of the Bayside Hall parking lot at \$52,000.00 and \$36,000.00 to switch generators between the Arena and the Water Treatment Plant. The purpose of switching the generators is that the Water Treatment Plant has an oversized generator and switching the generators will allow the ice plant to be integrated and operated off the generator. This would prevent any loss of ice due to long power outages. It can take up to a month to recover the ice if lost. The majority of the cost is labour and floating the generators. Council asked what the cost is to install the ice. CAO Spear noted 5 workers at 7 to 8 days plus paint, so a few thousand dollars plus lost revenue. These were commercial electricians' recommendations to switch them out and staff agreed.

It was noted that there was a project proposed for \$20,000.00 to repair the interlocking wall at the corner of Reed Avenue and Bayview Drive. The wall could be removed and sloped versus reinstallation of the wall. For Town Hall, the front railing needs to be replaced due to rusting and issues with the walkway. Shoreline protection on Chandler Lane as we need to add armour stone to the shoreline, estimated cost \$15,000.00. We have \$10,000 in Arena plumbing upgrades. We also have \$23,000.00 for upgrades to the Council Chambers to remove tripping hazards and rewiring. Note this does include the purchase of cameras. There were replacement costs for the Arena electrical panels. We also have work to do on the Fire Hall for \$32,000.00 for upgrades.

Staff also alerted Council to an asset management process for Indian Point with the water main that is located under the road. This is on the docket for consideration for 2025. There needs to be a discussion with the Peskotomuhkati Nation before we proceed with looking to make upgrades to this area.

Council asked about the proposed skate sharpener for the W.C. O'Neill Arena Complex. CAO Spear elaborated it would be good to have this service in the Arena and would work with staff and the Recreation Manager

on how to make it work. Staff would have to operate it and we will look at options for how to operate it.

Storm Mains

The Thomas Avenue storm main has been having issues with tree roots and causing breakages. By transitioning this out, it will help with stormwater flow and reduce the issues associated with it. The cost is \$92,000.00. In the future, you will see storm mains replaced only when water mains and sewer mains are replaced on the same streets.

Wharf Refurbishment

In 2024 we are looking to start the Wharf project. Council will have to make a decision on the design. We are going to hold open houses for the public and meet with stakeholders on the final designs for feedback. Council will need to make a decision by December. The total cost of the project estimated between 2024 and 2025 is \$7,800,000.00.

Housing

There is \$225,000.00 owed to Compass Housing in 2024 with substantial completion of the building, estimated in October of 2024.

New Requests

The total budget of new requests is \$220,000.00. We are requesting a video sign for the Arena area for \$65,000.00. This would be a digital sign to replace the old changeable word sign that was previously at the Arena. Unfortunately, they do not make these replaceable signs anymore. A variance or modification to the Zoning By-Law would need to be implemented as digital signs are not allowed currently. There could be options to sell advertisement space and an economic model to help pay for the use. This would also be useful for the Recreation department. Council noted that this could be considered a community board, however, there have been discussions on how you should follow your By-Laws but variances are allowed. CAO Spear identified the need for a new asset of a half-ton truck. Currently, staff are shuttling each other to different locations. Staff could be more efficient with another vehicle, but looking at a used truck for \$40,000.00. The Recreation Department is looking to purchase an outdoor movie system. This would provide evening entertainment for movies in the park and could be used for other events. The cost to purchase the system and silent generator is \$26,000.00. Council has also committed to supporting the dog park and budgeting of \$30,000.00 for support of fencing, signs, and supplies. There are some miscellaneous items for discussion including roof flashing for the Ross Museum for \$10,000.00. Skate sharpening for \$5,000.00. Indian Point Washrooms, right now planned to come from the Tourism Accommodation Levy Fund. We have quotes out and hopefully, we can award in December and have installed in spring. In the exercise park, we need three fall-assist rubber mats. We do not have a decent fire alarm system at the Public Works garage. We have looked at fire suppression and that can be upwards of \$300,000.00. The fire alarm would be good to have as it hosts our trucks and equipment. We could be shut down for a year and a half if we lost all equipment. We also have some other items including battery-powered leaf blowers, new movable bleachers, a mobile stage, an e-bike for By-Law Enforcement Officer, and a battery cut-off saw for Public Works. These are likes and requests from staff.

Summary

Purchases for 2024 are at \$6,900,000.00 with funding from tax revenue at \$691,000.00, borrowing at \$1,467,000.00, grants of \$2,700,000.00 and reserve funds of \$704,000.00. Our tax assessment base is up 10% and will be added to the next version of the budget. Council asked about the next steps and for staff to create a budget scrub document of wants, likes, and

wishes for Council to review and consider. Staff direction is helpful with this process, especially with the Wharf project and what cost overruns could happen depending on the design. Council noted that we need to have a reality check on the budget and it is important that we review new versus what is existing and how to balance those priorities. Council asked for staff to look at what projects and items can be deferred and for how long. Council asked about the Van Horne Trail. CAO Spear noted Council approved the Bar Road to Cemetery Road as a trail and deferred until the spring. This was approved by Council and will be put out to tender. Council asked if the trails could be revisited. CAO Spear said if we cancel the next section of the Van Horne Trail we would save an additional \$300,000.00 to \$400,000.00 in borrowing. This is not a core service, like the fire truck, so could be reviewed. It was noted that the trails were funded by other levels of government by 70%. CAO Spear also provided a consideration for Council to use the Tourism Accommodation Levy to help reduce the cost to the taxpayers by using this fund to help fund the Wharf project. Council noted they should have a conversation on this topic and how some of the funds can be used to offset costs. Council further discussed the possibility of looking at this budget from a public safety standpoint when considering projects and purchases. Council brought up a potential for parking items or paid parking. Council noted that they had a previous consensus to not move forward with paid parking but acknowledged this might be something to look at in the future due to the effects it would have on tourism and residents. Council reaffirmed not to enter into a further discussion of paid parking. Council noted that someday consideration may be for paid parking and that there are various options for paid parking processes. Council asked about the 5-year maintenance plan for the Arena and has seen about \$1,000,000.00 in funding needed. Is there a concern from staff that this will be reoccurring? CAO Spear noted that most of the repairs to the main building have been completed, i.e. new roof, compressor systems, etc. We have items to update including plumbing and electrical. However, the building improvements made in the last 5 years including the Welcome Centre and dorms are being utilized. This building has brought new life with new services and investments as it serves the community.

Utility Capital

Concerns

By 2026 the debt-serving levels will be at 8.76%, which is still low for utility borrowing. Costs continue to escalate under the current economic conditions.

More Challenges

There should be \$7,500,000.00 in projects over 5 years. Without water rate increases, unable to complete past 2025. We need a new steel reservoir in the next 5 years to be considered.

Proposed Projects

Total project costs of \$1,137,000.00. We have on the books to replace a water line on Champlain Avenue at a cost of \$646,000.00 for seven or 8 seasonal residents. The line is old and we do get breaks in it. We need to balance the more for the few. We could look at discontinuing the line and having residential wells in this area. There should be a discussion on that for aiding the landowners to install wells which could save us more than half the cost of a new line. We should defer this project for a year and investigate. We also have to follow up with the Department of the Environment on wells in Town. Council asked if we can be liable for insurance and fire protection if we close this line. CAO Spear noted that we are looking at a fire hydrant location on Cemetery Road which would allow for fire protection for this area. We also have a necessary replacement project at the Water Treatment Plant for new strainers. We have one that is leaking and this is a mandatory replacement as we only have two strainers.

We have it out to tender with CBCL Ltd. looking at options for replacement but could be upwards of \$400,000.00. It could be 6 to 8 months from ordering to get the new strainer. We also have in the budget to replace some water pumps, additional commercial water meters, more security cameras and systems at the Water Treatment Plant, and a storage shed for grinder pumps at the Waste Water Treatment Plant. The commercial water meters should be purchased by the Town and installed. Currently, businesses have to purchase them and any that are having functional issues are not providing proper readings. The cost can be prohibitive for businesses to replace them, so it is recommended the Town purchase and replace them. We will make our funding back with new meters and charging for water use.

Proposed Funding

Transfer from operations \$217,000.00, \$780,000.00 of new debt, and Gas Tax Fund of \$140,000.00.

Next Steps

We are waiting for more data from the Department of Environment and Local Government for assessments, policing, and solid waste. Staff are meeting to put together another draft and we will set a new budget meeting in the coming weeks.

Motion: 328 - 10/23

Moved by Councillor Neil

Seconded by Councillor Heenan

That the Council of the Town of Saint Andrews approves the continuation of the Special Council Meeting after the two-and-a-half-hour mark as stipulated under Section 10.1 of By-Law No. 16-03, A Procedural By-Law for Organization and Operation of the Council of the Town of Saint Andrews.

9 – 0

Carried

G. NEW BUSINESS

H. QUESTION PERIOD

I. COUNCILLORS' AND DEPUTY MAYOR'S COMMENTS

Councillor Heenan - Noted that the Charlotte County Hospital Radiothon raised over \$550,000.00. The Town of Saint Andrews supported this with a \$300.00 donation.

Councillor Hirtle - On November 20th at 7:00 p.m. Council has been invited to visit with the Neighbourhood Works in St. Stephen to show how they work with youth in our communities.

J. MAYOR'S COMMENTS

K. CLOSED SESSION

Motion: 329 - 10/23

Moved by Councillor Gumushel

Seconded by Councillor Harland

At 9:02 p.m. that Council enter 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.

9 – 0

Carried

Motion: 330 - 10/23

Moved by Councillor Heenan

Seconded by Councillor Hirtle

At 9:13 p.m. that Council returns to Open Session.

9 – 0

Carried

L. ADJOURNMENT

Motion: 331 - 10/23

Moved by Deputy Mayor Akagi

Seconded by Councillor Harland

At 9:14 p.m. that the meeting be adjourned.

9 – 0

Carried

Brad Henderson, Mayor

Paul Nopper, Clerk – Senior
Administrator

Motion: 330 - 10/23

Moved by Councillor Heenan

Seconded by Councillor Hirtle

At 9:13 p.m. that Council returns to Open Session.

9 – 0

Carried

L. ADJOURNMENT

Motion: 331 - 10/23

Moved by Deputy Mayor Akagi

Seconded by Councillor Harland

At 9:14 p.m. that the meeting be adjourned.

9 – 0

Carried



Brad Henderson, Mayor



Paul Nopper, Clerk – Senior
Administrator

