



**QUISPAMIS TOWN COUNCIL
REGULAR MEETING
MINUTES**

**December 15, 2015, 7:00 pm
Council Chambers
Quispamsis Town Hall**

Members Present: Mayor G. Murray Driscoll
Deputy Mayor Libby O'Hara
Councillor Gary Clark
Councillor Lisa Loughery
Councillor Kirk Miller
Councillor Emil T. Olsen
Councillor Pierre Rioux
Councillor Beth Thompson

Staff Present Brennan, Michael; CAO
Deville, Susan; Director of Human Resources/Assistant CAO
Kennedy, Aaron; Manager of Communications
Losier, Gary; Director of Engineering & Works
McGraw, Jo-Anne; Town Treasurer
Purton Dickson, Dana; Director of Community Services
Snow, Catherine; Town Clerk

1. Approval of Agenda

Moved By Councillor Clark

Seconded By Deputy Mayor O'Hara

The agenda be approved as prepared.

Motion Carried

2. Mayor's Comments – (Mayor's State of the Town Address following 2016 Budget Approval)

3. Moment of Reflection - Councillor Clark read the Moment of Reflection.

4. **Disclosures of Interest** - No disclosures were declared.

5. **Presentations** - (none)

6. **Public Hearings** – (none)

7. **Minutes of Previous Meetings**

7.1 December 1, 2015 - Regular Meeting

Moved By Councillor Thompson

Seconded By Councillor Olsen

Minutes be approved as prepared.

Motion Carried

7.2 December 9, 2015 Special Meeting

Moved By Deputy Mayor O'Hara

Seconded By Councillor Loughery

Minutes be approved as prepared.

Motion Carried

8. **Unfinished Business**

8.1 Proposed 2016 Budget

8.1.1 Utility Budget - 2016

Councillor Olsen read the following Utility Budget Highlights as prepared by the Town Treasurer:

- 2016 Sewer User rates will increase by \$4 (1%) to \$404 per equivalent unit per year.

- The Water User Fee Fixed Charge Component on all meter sizes will increase by 2%.
- The Water User Fee Consumption Charge will increase from \$0.80 per cubic meter for the first 96 c.m. per quarter to \$0.82 per c.m. The rate in excess of 96 c.m. per quarter will remain unchanged at \$1.30 per c.m.
- Utility Capital Expenditures includes a replacement truck for \$40,000 and upgrades of \$75,000 to the Sewer Outfall Program to meet Provincial requirements.

Utility Capital Budget -

Moved By Councillor Olsen

Seconded By Deputy Mayor O'Hara

RESOLVED that the Council of the Town of Quispamsis accept the 2016 Utility Capital Fund Budget as presented, with a total of \$190,000 in capital expenditures.

Motion Carried

Utility Operating Budget -

Moved By Councillor Olsen

Seconded By Councillor Clark

RESOLVED THAT pursuant to paragraph 189(4) of the *Municipalities Act*, the total budget for the Town of Quispamsis Water & Sewerage Utility for the ensuing year would consist of total revenues of \$2,664,980 and total expenditures of \$2,664,980.

Motion Carried

8.1.2 General Fund Budget - 2016

Councillor Olsen read the following General Fund Budget – 2016 Highlights as prepared by the Town Treasurer:

- The 2016 tax rate will increase by 2.15 cents from the current rate of \$1.2485 to \$1.2700 per \$100 of Assessment.
- This represents an increase of \$49 on a property assessed at \$225,000.
- The tax base for Quispamsis is now at \$1.648 billion, which represents a 1.39% increase (\$22.5m) over the 2015 tax base.
- In 2007 and 2008 Quispamsis' tax rate was \$1.2656; in 2009 the rate was reduced and has been under the 2007 rate since that time. The 2016 rate will be less than 1/2 a cent above the 2007 rate.
- In 2016, the Community Funding and Equalization Grant will be increased to \$155,323, about \$55,000 over the amount received for 2015. Since 2012 the Town has seen a total decrease in its equalization grant of \$659,529, or about 4.0 cents on the current tax rate. There has been nothing received to indicate whether this grant will continue at the current level or not.
- Effective April 1 the Town will no longer receive funding from the "Municipal Fine Revenue Sharing" program due to cancellation of this program by the Province. For 2016 this represents a reduction in revenue by \$61,716. For 2017 and subsequent years, the reduction for the full year will be \$82,288 or about 1/2 a cent on our tax rate.
- The total 2016 budget of \$22,687,026 reflects an increase in Total Expenditures of \$801,769.
- The Net Budget, or total property tax revenue will increase by \$635,628 or 3.13% over 2015, and is made up of:

| | |
|--|------------------|
| Increased expenses | \$801,769 |
| Increased Other Revenue (reduced total budget) | - 111,177 |
| Increased Grant Revenue (reduced total budget) | <u>- 54,964</u> |
| Increase in Property Tax Revenue | <u>\$635,628</u> |
- The cost of residential garbage and compost pick-up commencing January 1 and curb-side recycling commencing May 1, is included in the 2016 budget at total cost of \$1,121,000. This total also includes a one-time outlay of \$125,000 for recycling bins, advertising and promotion of this new service, pick-up from town dumpsters and containers, as well as the same bulky item pick-up service we have been providing to our residents.

- A transfer of \$165,000 from the Operating Reserve Fund will help to mitigate the cost of solid waste pick up in the tax rate. As a result of this and other decisions by Council during budget deliberations, the increase to the tax rate for 2016 will be only 2.15 cents.
- Debt Service Cost is now at 10.6%, (*total debt cost as a % of total budget*). There is no provision for borrowing for capital expenditures with the exception of a capital lease for \$400,000.
- There is no provision in this budget for transfers to Reserve Funds.
- Capital expenditures this year, targeted at \$3.6 million are funded from the General Operating Budget, \$1.5 m, and Gas Tax Funds \$1.2 m, \$400,000 from a capital lease, and \$425,000 from our capital reserve fund and include:
 - \$1,018,845 on Community Services Department capital projects, the major projects include: replacement of the Meenan's Cove Boat Launch; Lighting at Meenan's Cove Ball Field; and additional structural work at the Quispamsis Memorial Arena.
 - \$911,000 for equipment for Transportation Services;
 - \$168,000 for Local Improvements, Storm Sewer work and Traffic Calming;
 - \$1,474,000 is included for repairing and paving portions of the following streets:

| | | |
|-------------------|--------------------|---------------|
| Kallars Hill Road | Hammond River Road | Logan Drive |
| Valleyview Drive | Quispamsis Road | Stephen Court |
| Woodward Crescent | Cardinal Terrance | Grant Drive |
| Serenity Street | Marianne Drive | Boyd Avenue |
| Shadetree Lane | | |
- The Kennebecasis Regional Police Budget and the KV Fire Department is shared between Quispamsis and Rothesay at an approximate 60/40 split. The total town contribution to these protective services is \$6.0 million and has increased by \$156,000 or almost 1.0 cent over 2015.
- Quispamsis' Protective Services budget also includes \$201,000 for the Town's 60% share of the Telecom 911 service provided to the Kennebecasis Valley.
- KV Public Library operating budget is shared between Quispamsis and Rothesay based on population, with an annual adjustment for an estimated population increase. The approved budget is \$214,000,

which represents an increase of 16% from 2015. Quispamsis' share for 2016 is at 61.6% for a total cost of \$132,746.

- The Town's Public Transit budget is now at \$156,000, which is a decrease of \$16,000 from the expected costs for 2015 due to a full year for the realignment of the COMEX routes, and 2015 fare increases. The budget also includes the cost of snowplowing and maintenance of bus shelters, and this year \$2,500 was included to cover the cost of promotion of the COMEX service that the town subsidizes.
- Enterprise Saint John – Quispamsis' share is included at \$112,000, slightly over 16% of the total Municipal Funding, which has not changed since 2013.
- Regional Facilities – Quispamsis' share of this legislated commitment is now slightly over 16.5%, and includes:

| | |
|-----------------------------|------------------|
| Harbour Station | \$116,180 |
| Trade and Convention Centre | \$161,406 |
| Imperial Theatre | \$ 85,317 |
| Aquatic Centre | \$ 133,502 |
| Saint John Arts Centre | <u>\$ 20,617</u> |

QUISPAMSIS TOTAL SHARE OF REGIONAL FACILITIES **\$517,022**

This total is a 12.5% increase of \$57,477 over 2015.

Together, Quispamsis' share of the Saint John Regional Facilities and Enterprise Saint John budgets total \$629,055 for 2016. Since amalgamation in 1998, Quispamsis has contributed over \$7 million to these organizations located in Saint John.

- Grants and Donations include the following:
 - \$ 7,135 Pro Kids
 - \$ 3,000 Crimestoppers
 - \$ 2,500 Cherry Brook Zoo
 - \$ 500 NB Special Olympics
 - \$ 1,500 Saint John Theatre Company
 - \$ 5,000 OASIS Youth Centre
 - \$ 25,000 Support for YM/YWCA for Syrian Refugees
 - \$ 1,500 Elementary Literacy Friends
 - \$ 5,000 Dalhousie Medicine NB (*5th of 10 year commitment*)
 - \$ 5,000 Key Industries

- \$17,500 UNBSJ Forging the Futures Campaign (10th of 10 year commitment)
- As a result of new legislation, effective January 1, 2013, the Town is obligated to share the cost of “Collaborative Services and Regional Planning” for Region 9, Regional Services Commission, based on Quispamsis’ pro rata share of tax base plus population. Quispamsis’ 14.9% share of the \$44,198 municipal portion of the budget for this item is \$7,102.
- Again for 2016, the town will be providing life guards at both the Gondola Point Beach and the Meenan’s Cove Beach at a total cost to the town of \$66,700 for the summer season. The cost is about a \$3,000, increase over 2015.

Deputy Mayor O’Hara spoke in support of the proposed lighting of Meenan’s Cove ballfield noting it will increase ballfield usage by 30% and provide more weeknight timeslots for the KV Girls Softball. She also noted the required upgrades proposed in 2016 for the 30 year old boat launch will only cost more if put off to a future date. She stated the Town’s recreational assets contribute significantly to the residents’ enjoyment of life making Quispamsis a community of choice.

Councillor Loughery stated she concurs with the Deputy Mayor’s comments on the Meenan’s Cove Ballfield lights and the boat launch upgrades, adding she is also very pleased that the Town is taking over the collection of garbage, compost and curbside recycling as part of its 2016 budget.

Councillor Miller noted when the 2016 budget deliberations started, Council was looking at a 3.77 cent increase to the tax rate, and through much discussion, it has been reduced to a 2.15 cent increase. This includes the costs to upgrade the boat launch, which will be cost-shared with government funding, in addition to the inclusion of garbage and compost collection as well as curbside recycling. He thanked Council & Staff for their work on the 2016 budget, noting it is a budget he will support.

Councillor Rioux feels the proposed \$1.2700 tax rate is a fair rate. He acknowledged the Town’s low debt service ratio of 10.6% of the total

budget. He noted the community is a great place to live, and he hopes over the next few years the economy will pick up in southern New Brunswick. Quispamsis has recently acquired two new schools, has police and fire services that are second to none, wonderful housing opportunities, many recreational assets including the qplex, good climate and tax rate.

General Capital Budget -

Moved By Councillor Olsen

Seconded By Councillor Miller

RESOLVED that the Council of the Town of Quispamsis accept the 2016 General Capital Fund Budget as presented, with a total of \$3,571,345 in capital expenditures.

Motion Carried

General Operating Budget -

Moved By Councillor Olsen

Seconded By Deputy Mayor O'Hara

BE IT Resolved that the sum of \$22,695,973 be the total budget of the Municipality, that the sum of \$20,930,281 be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.2700.

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the Assessment Act within the Municipality of Quispamsis.

Motion Carried

State of the Town Address - Mayor Driscoll read his State of the Town Address. He noted the 2016 Budget implements municipal garbage and compost collection as well as curbside recycling to residential homes beginning in May. The 2.15 cent increase to the tax rate on an average \$250,000 home will see the homeowner paying approximately \$250 less

per year on garbage collection. He acknowledged the Town's leadership on environmental issues, and the Town's continued advocacy for an Extended Producer Responsibility Program that would see industry paying recycling costs. He acknowledged the Town's preparedness for emergency events through its ongoing staff EMO training, lauded by the Provincial Emergency Measures Organization as one of the best response plans in the Province.

Mayor Driscoll recognized the opening of the two new elementary schools in 2015 – the Chris Saunders Memorial Elementary School and the Ecole des Pionniers. He noted Council's investment in further trail development over the past year, making it now possible to take the trail from Matthew's Cove all the way to Grant Drive, an investment in the health and wellness of residents. He applauded the Major Midget Vito's in their ranking first place in the NB/PEI Major Midget League, and acknowledged their hosting from April 18 – 24, 2016, the TELUS Cup, the National Midget Hockey Championship at the qplex. This, he said, will be the first time since 2002 that Hockey Canada has brought one of its national tournaments to New Brunswick. He further noted the approximate 2000 people who attended the Remembrance Day Services at the qplex to honour the Veterans.

Mayor Driscoll encouraged residents to visit the Town's websites, and visit the Town's social media channels, Facebook and Twitter to keep up to date on what's happening in the community. He thanked Council and Staff for their ongoing support, professionalism and respect, and wished everyone a Merry Christmas and a Safe and Prosperous New Year.

9. Correspondence

9.1 Department of Transportation and Infrastructure - Request for 2016 Priorities for Five Year Provincially Designated Highways Program

DTI Letter, Staff Report & Provincially Designated Highways Five Year Plan Attached – Correspondence from James Hoyt, Acting Director of DTI's Design Branch, requested each municipality to submit its updated Five Year Program, indicating the proposed priorities for 2016 as part of the Five Year Program and list the improvements, proposed design,

approximate cost, and amount of the municipal contribution no later than December 31, 2015.

A Staff Report from the Director of Engineering & Works informed Council this is the first time the Province has requested that in addition to our priority ranking for each project and estimated limits and construction costs, that the Town also include the 'amount of the municipal contribution'. Mr. Losier stated Staff has prepared a designated highway priorities list and shown zero municipal contribution. He stated the proposed priority list highlights the Hampton Road as the Town's preferences for the upcoming Designated Highway Program. As one of the main streets in the community, the Town maintains that it is the Province's best interest to ensure there is a proper travel surface and drainage path created and maintained. The Town's second priority identified is the proposed cost share of turning lanes from the Gondola Point Arterial (Route 119), onto side streets such as Chamberlain Road and Meenan's Cove Road.

Moved By Councillor Thompson

Seconded By Councillor Olsen

Quispamsis seek immediate clarification from the Office of the Minister of DTI concerning the new condition requiring a municipal contribution for Designated Highways Program, and that the town request an extension to January 20th, 2016 in order to properly update and submit our proposed priority list for Quispamsis Five Year Designated Highways Program 2016-2020.

Motion Carried

9.2 Anglophone South School District - Attendance Matters - Request for Community Engagement and Support

Correspondence from Superintendent Zoe Watson stated Anglophone South School District (ASD-S) is pleased to introduce a new initiative entitled Attendance Matters, originating in response to a heightened awareness/concern regarding student tardiness and attendance. Administrators, teachers, District Office personnel and members of the District Education Council have expressed their concern regarding student

attendance. With the start up of the 2015-2016 school year, the District has launched an awareness campaign focusing on student attendance. ASD-S is seeking the support of parents/guardians and community members in their Attendance Matters initiative.

Moved By Councillor Olsen

Seconded By Councillor Clark

Council endorse the Anglophone South School District's initiative to promote awareness of their "Attendance Matters" program.

Motion Carried

9.3 Resignation of Phil Shedd from Kennebecasis Public Library Board

Correspondence from Mr. Shedd tendered his resignation as a member of the Kennebecasis Valley Public Library Board due to a possible conflict of interest. He thanked Council for the opportunity of standing as a Library Board Member.

Moved By Councillor Clark

Seconded By Deputy Mayor O'Hara

A letter of thanks be issued to Mr. Shedd for his time serving as one of the Town's representatives on the KV Public Library, and the vacancy on the Library Board be referred to the Nominating Committee for their review and recommendation of a new appointment.

Motion Carried

9.4 Kennebecasis Valley Fire Department Inc.'s Board of Commissioners' Request to Reallocate 2015 Operating Budget Surplus to the 2015 Capital Budget, \$40,000 - Replacement Vehicle

Correspondence from Chairman O'Hara informed Council the Kennebecasis Valley Board of Fire Commissioners, at its December 9, 2015 meeting, approved its Finance Committee's recommendation, in principle, to use \$40,000 from the forecasted surplus in the 2015 operating budget to replace one of the Department's service vehicles. The Fire

Board felt that such action would require approval of both Municipalities as it would represent a change to the approved 2015 Capital Budget and require the use of operating funds for a capital purchase. Chairman O'Hara noted during the 2016 budget approval process, the Joint Finance Committee directed the Board to reduce the 2016 Capital budget by \$516,000, which included the \$50,000 to replace the 2008 Ford Escape that was originally identified for replacement in 2013 by the strategic plan. This vehicle, she wrote, has over 200,000 kilometers on the odometer, and by acting now, it is felt that the Department can capitalize on a discounted purchase price and save approximately \$10,000 over the previously budgeted amount.

Moved By Deputy Mayor O'Hara

Seconded By Councillor Miller

The Council of the Town of Quispamsis authorize the Kennebecasis Valley Fire Department Inc.'s Board of Directors to reallocate an amount up to \$40,000 from the 2015 Operating Budget Surplus to the 2015 Capital Budget for the purposes of purchasing a replacement vehicle.

Motion Carried

10. By-laws

10.1 Proposed Sewerage Utility By-law Amendment No. 005-15

Moved By Councillor Olsen

Seconded By Deputy Mayor O'Hara

First Reading be given to proposed Sewerage Utility By-law Amendment No. 005-15 changing the annual sewer user fee from \$400 per equivalent user to \$404 per equivalent user.

Motion Carried

Moved By Councillor Miller

Seconded By Councillor Clark

Second Reading be given to proposed Sewerage Utility By-law Amendment No. 005-15 changing the annual sewer user fee from \$400 per equivalent user to \$404 per equivalent user.

Motion Carried

10.2 Proposed Water Utility By-law Amendment No. 024-10

Moved By Deputy Mayor O'Hara
Seconded By Councillor Loughery

First reading be given to proposed Water Utility By-law No. 024-10 to increase the Water User Fee Fixed Charge Component from \$200 to \$204 annually, with larger meters increasing by 2%; and, the Water User Fee Consumption Charge component increasing by 2.5% from \$0.80 per cm to \$0.82 per cm.

Motion Carried

Moved By Councillor Thompson
Seconded By Councillor Rioux

Second reading be given to proposed Water Utility By-law No. 024-10 to increase the Water User Fee Fixed Charge Component from \$200 to \$204 annually, with larger meters increasing by 2%; and, the Water User Fee Consumption Charge component increasing by 2.5% from \$0.80 per cm to \$0.82 per cm.

Motion Carried

11. New Business

11.1 Kings View Subdivision Land for Public Purposes (LPP)

Staff Report from Municipal Planning Officer – Mr. Colbourne's Staff Report informed the proposed Kings View Subdivision LPP-4 plan proposed the creation of a 6949 sq. metre LLP parcel from two properties currently owned by Langard Ltd. – PID No.'s 252973 and 30268429. The lands will be used to continue the provision of land for the development of a trail system that will provide a safe pedestrian corridor through the Kings

View development toward the qplex. This will enable a trail connection from the Chamberlain Road through the Kings View Development to the qplex area. In addition the LPP will be used for the construction of engineered retention ponds required as part of the storm water management plan for the area.

Moved By Councillor Rioux

Seconded By Councillor Loughery

Council to grant assent to Kings View Subdivision LPP-4 to make possible the transfer of ownership from Langard Ltd. to the Town for development as Land for Public Purposes, subject to the following conditions:

1. The proposed LPP parcel will provide the Developer with land bank credit of One Thousand Nine Hundred Ninety-Seven (1997) sq. metres of land that can be used for credit toward LLP obligations in other phases of the development; recognizing that the said credit has been marked by the Planning Advisory Committee for fulfilment of the LLP obligations under Tentatively Approved Phases 18 and 19, which remain subject to Council approval.
2. Properly signed plans are submitted to the Town for final approvals.

Motion Carried

11.2 2015 Transfer to Utility Capital Replacement Reserve Fund

Moved By Councillor Clark

Seconded By Deputy Mayor O'Hara

BE IT RESOLVED THAT \$46,640 be transferred from the 2015 Utility Operating Fund to the Utility Capital Replacement Reserve Fund to pay for the cost of replacement of capital items for the Wastewater System Upgrades.

Motion Carried

11.3 2015 Transfer from the Utility Operating Reserve Fund to the Utility Operating Fund

Moved By Councillor Olsen
Seconded By Councillor Miller

BE IT RESOLVED that an amount of \$16,500 be transferred from the Utility Operating Reserve Fund to the Utility Operating Fund for 2015.

Motion Carried

11.4 2015 Transfer to Utility Capital Replacement Reserve Fund

Moved By Councillor Thompson
Seconded By Deputy Mayor O'Hara

BE IT RESOLVED THAT UP TO \$70,000 be transferred from the 2015 Utility Operating Fund to the Utility Capital Reserve Fund to pay for the cost of planned capital expenditures.

Motion Carried

11.5 General Operating Reserve Fund Transfers

Moved By Councillor Loughery
Seconded By Deputy Mayor O'Hara

Resolved that \$155,000 be transferred from the General Operating Reserve Fund to the 2015 General Operating Fund.

Motion Carried

11.6 General Capital Reserve Fund Transfers

Moved By Deputy Mayor O'Hara
Seconded By Councillor Olsen

Be It Resolved that up to \$907,000 be transferred from the 2015 General Operating Fund to the General Capital Reserve Fund.

Be It Further Resolved THAT \$458,000 be transferred from the General Capital Reserve Fund to the General Capital Fund.

Motion Carried

- 11.7 Tender for Plastic Recycling Bins for Curbside Recycling Program - CAO Brennan stated Staff are recommending Council accept the low bid of Nova Products (PenPlast), who supplied two separate bids. The first bid was for the smaller size 16 gallon bin for a price of \$92,235, and a bid for a larger 22 gallon bid for \$106,095. It is recommended that the Town purchase the smaller blue bin with cover (16 gallon) for newspapers and fibers, and the larger 22 gallon green bin for plastics and metals as they tend to not be as heavy as newspaper, and the extra volume in the 22 gallon would assist in the bin holding more. The tender prices for this mixed purchase, is \$99,165 plus HST, which includes 7000 - 16 gallon blue bins with 7000 blue covers, and 7000 – 22 gallon larger green bins and 300 wheelie kits delivered FOB, Quispamsis.

The delivery of the bins to Town residents will be done by Fero in April as part of their Solid Waste Contract with the Town. The Budget amount for this items was \$119,000.

Moved By Councillor Clark
Seconded By Councillor Miller

Council award of the tender to the low bidder, Nova Products, (Peninsula Plastics Ltd.) for the supply and delivery of –

- 7000 – 16 gallon bins, colour blue,
- 7000 covers, colour blue,
- 7000 – 22 gallon bins, colour green, (no covers);
- 300 wheelie kits.

For a Total price of \$99,165 plus HST, FOB Quispamsis

Motion Carried

12. Reports

12.1 CN's Sustainability Report – Delivering Responsibly

- 12.2 Kennebecasis Regional Joint Board of Police Commissioners – Minutes of October 28, 2015 Meeting
- 12.3 Town of Quispamsis Sport Tourism Fund Recipients – 2015 Telus Cup Championship and KVHS Lady Crusaders' 20th Annual High School Hockey Tournament
- 12.4 Animal Control Monthly Call Summary As At November, 2015
- 12.5 Shale Gas Issue – Corporate Research Poll Results
- 12.6 Town of Quispamsis – Building Report As At November, 2014
- 12.7 Planning Advisory Committee Meeting Minutes of October 13, 2015
- 12.8 Kennebecasis Public Library Meeting Minutes of October 14, 2015
- 12.9 Kennebecasis Valley Fire Department Inc. – October 7, 2015 Meeting Minutes

Moved By Councillor Olsen

Seconded By Deputy Mayor O'Hara

Reports be received and filed.

Motion Carried

13. Business Arising from Committee of the Whole (none)


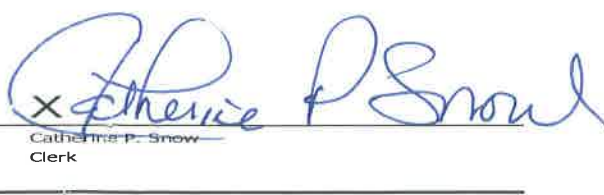
14. Adjournment

Moved By Councillor Clark

Seconded By Councillor Miller

Motion Carried

Meeting adjourned at 8:35 p.m.

| | |
|--|--|
|  G. Murray Detscott Mayor |  Catherine P. Snow Clerk |
|--|--|

