



**QUISPAMISIS TOWN COUNCIL
REGULAR MEETING
MINUTES
December 6, 2016, 7:00 pm
Council Chambers
Quispamsis Town Hall**

Members Present: Mayor Gary Clark
Deputy Mayor Libby O'Hara
Councillor Lisa Loughery
Councillor Sean Luck
Councillor Emil T. Olsen
Councillor Pierre Rioux
Councillor Beth Thompson
Deville, Susan; CAO
Kennedy, Aaron; Communications Manager
Losier, Gary; Director of Engineering & Works
McGraw, Jo-Anne; Town Treasurer
Purton Dickson, Dana; Director of Community Services
Snow, Catherine; Town Clerk

Members Absent: Councillor Kirk Miller (out of Province)

1. Approval of Agenda

Moved By Deputy Mayor O'Hara
Seconded By Councillor Thompson
The Agenda be approved as prepared.

Motion Carried

2. Mayor's Comments

International Women's Day - Mayor Clark acknowledged it was on this day 27 years ago that 14 women were murdered at L'Ecole Polytechnique de Montreal. In their memory, the Town's flags are at half mast in recognition of the National Day of Remembrance and Action on Violence Against Women.

Mayor's Tree Lighting & KV Santa Claus Parade & Donation to KV Food Bank– Mayor Clark thanked everyone who attended the Christmas events, noting they were both well attended. During the tree lighting, he was pleased to present a cheque for \$1000 to the KV Food Basket. Recent data has shown 19,000 New Brunswickers had visited a food bank this past March, and, Council recognizes there are many people in the community who need these services. To free up this money, Council cancelled the annual Mayor's Levee on New Year's Day as it was felt this money would be better utilized by reaching out to people in need.

3. **Moment of Reflection** – Deputy Mayor O'Hara 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 November 15, 2016 - Regular Meeting

Moved By Councillor Loughery
Seconded By Deputy Mayor O'Hara
Minutes be approved as prepared.

Motion Carried

7.2 November 19, 2016 - Special Meeting - Proposed 2017 Budget Presentations & Debate

Moved By Deputy Mayor O'Hara
Seconded By Councillor Loughery
The November 19, 2016 Special Meeting Minutes be approved as prepared.

Motion Carried

On the question, Councillor Olsen referenced Section 5.3, Mayor Clark's participation in the consensuses on the resealing of the west and south parking lots at the qplex, stating the Mayor should only be voting in the event of a tie. It was noted these were consensuses for Staff's direction, and not formal motions.

8. **Unfinished Business**

- 8.1 (Sept.6/16) Traffic Concerns - Phillips Drive – A Staff Report from the Director of Engineering & Works related the Engineering Department's findings from a traffic volume and speed review, as well as measured sight distances on Phillips Drive, in response to concerns expressed earlier in the fall by Phillips Drive resident, Ms. Reid.

Moved By Councillor Thompson

Seconded By Deputy Mayor O'Hara

A response be issued to Mrs. Reid informing her the Engineering Review has concluded the existing conditions and speeds measured on Phillips Drive do not warrant a change to the posted speed limit on Phillips Drive. The Works Department Staff, however, will be installing a "Hidden Driveway" sign to advise approaching motorists of the presence of occasional turning vehicles at both 18 and 20 Phillips Drive.

Motion Carried

- 8.2 (Apr.7/15) 351 Hampton Road - Condo Development - Letter from Mr. Cal Cipolla, 606366 Ltd. - Request to Amend Section 39, Community Planning Act - Developer's Agreement for Extension of Timeline – Correspondence from Mr. Cipolla requested a two year extension on the deadline for submitting a building permit for the 351 Hampton Road multi-residential housing development. Due to unforeseen circumstances, the first phase of the development is unable to proceed as per the developer's agreement timeline.

A Staff Report from the Municipal Planning Officer stated Council should also note two other important dates in the developer's agreement, sections 3(c). - establishing the deadline for substantial proceeding of the development. He recommended this date be extended by one year, to December 31, 2018 given that in order for the building permit to be issued, the necessary municipal infrastructure, (water, sewer & roadway), will need to be in place. And, the second, section 3(f)(v) the full completion date of the development be retained at the current 8 year deadline date as this timeline still provides sufficient time for full completion of the project.

Moved By Councillor Thompson

Seconded By Deputy Mayor O'Hara

Whereas Council entered into a Section 39 *Community Planning Act (CPA)* Development Agreement with 606366 N.B. Ltd. for the purpose of construction of a Multi-Residential Condominium at 351 Hampton Road;

Whereas the Agreement establishes a timeline requiring specific actions to be completed by a certain date;

Whereas the Developer is unable to adhere to the established timeline for reasons beyond their control and has made application to amend the agreement so as to avoid possible cancellation of the Agreement as per paragraph 17 of the Agreement;

It would be reasonable for Council to consider the amendment request and proceed with notification to the public in accordance with Section 68 of the *CPA*, to set a Public Hearing for January 17, 2017 at 7:00 p.m. as well as forward the request to the Planning Advisory Committee for their written views.

Motion Carried

8.3 (Nov.19/16) Proposed 2017 Budget - Revised Budget Pursuant to Discussions at November 19, 2016 Special Meeting) & Confirmation on Tax Assessment Base and Unconditional Grant Amount from Province of NB

8.3.1 Enterprise Saint John - In Attendance: Larry Hachey, Chairman – Mr. Hachey thanked Council for providing him with the opportunity to speak on the value of Enterprise Saint John. He and his family are long time residents of Quispamsis, where he also has located his business. He stated, as Chairman of the ESJ Board, he contributes on average, 10 hours per week to ESJ, and feels he has gained much value from this investment. A healthy community requires collaboration and support of many groups in the promotion and attraction of enterprise. ESJ's upcoming priorities include reaching out to the youth and educational institutions, talking jobs and skill sets with the view towards keeping young people in the community. Also, working with existing entrepreneurs to help them overcome problems they face, noting much of the growth in economic development comes from existing businesses. ESJ is also approached by developers wanting to build in the community, and by organizers hosting events.

In comparison to other regions' economic development agencies, ESJ, Mr. Hachey stated, is less funded with less staff. Much of their work is comprised of selling the greater Saint John Region to potential business people who are considering several locations to establish themselves. ESJ, will leverage its partnerships, grants, strengths and opportunities in their attempts to persuade companies to locate in the area, which often

includes showcasing the Kennebecasis Valley as an ideal place for the prospective entrepreneurs to live.

Mr. Hachey confirmed, further to Quispamsis' recent decision to reduce its contribution to ESJ by 50%; the City of Saint John has guaranteed full funding only for the first six months of 2017, and they will only learn about funding for the remainder of the year after a growth plan is completed by a Special SJ Council Committee.

Moved By Councillor Olsen
Seconded By Councillor Loughery

Council resolve into Committee of the Whole to permit a more free flow range of discussion on budget items.

Motion Carried

Council Members spoke to the ESJ issue, noting while Council has agreed to reduce the contribution by 50%, Quispamsis is still contributing \$56,000 in 2017 to support ESJ. Comments were made that Council would like to see more economic development along Millennium Drive. Concerns were expressed about Saint John City Council's recent action to approve ½ of ESJ's annual contribution to be reviewed in six months by a Growth Committee made up of six Saint John City Council Members, determine if the remaining ½ of ESJ's 2017 funding will be approved. Suggestions were made that more regular updates from ESJ would be helpful to the Municipal Councils. It was noted part of the Regional Oversight Committee's (ROC), mandate, consisting of all the Mayors, is to keep their respective Council Members up to date on ESJ activities, as it would be challenging, timewise, for the 8 staff members to meet regularly with 5 Councils. Also the ROC's mandate was to provide ESJ with feedback, with it being noted, three (3) of the Mayors on the ROC are new with the 2016 civic election.

Council thanked Mr. Hachey for his presentation.

Moved By Councillor Olsen

The Town Treasurer be directed to reinstate ESJ's full 2017 budget allotment in the amount of \$112,000, as per their request.

Motion Defeated

Nay: Deputy Mayor O'Hara, Councillor Loughery, Councillor Luck, Councillor Rioux and Councillor Thompson.

- 8.3.2 Mr. Steve Sanderson's Request to Address Council re Proposed 2017 Budget – Mr. Sanderson, on behalf of he and his wife Nancy, expanded on his detailed written submission in response to Council's November 19, 2016 full day budget deliberations. He expressed their views and their favour on many of the items presented, including their disappointment with Council's decision to reduce ESJ's budget contribution by 50% to \$56,000. He stated he feels Mr. Hachey, in his presentation, did a magnificent job explaining what economic development is about, and feels Council and the ROC do not seem to have a full understanding of the functions of an economic development agency, and that it is often difficult to measure in tangible results, especially during challenging economic times, worldwide.

Mr. Sanderson encouraged Council to move forward with its plans to expand municipal water and prioritize street upgrading. He acknowledged the Town's low tax rate, and feels if the tax rate remains low, then Council should not anticipate provincial support through the Unconditional Grant Program. The 9.49% debt ratios, he said, makes borrowing a viable option for further projects. He concluded noting he believes that Quispamsis can continue to be a progressive and desirable community for all ages, but must accept certain facts and make adjustments as to the cost of living in a progressive community.

Mr. Sanderson was thanked for his presentation.

- 8.3.3 Norman Gaillard - Letter Re Resurfacing of French Village Road - Objection to Section Proposed in 2017 Budget – Mr. Gaillard was in attendance and expanded upon his letter objecting to the section of the French Village Road proposed for resurfacing in 2017. The section proposed, he said, is by no means the worst part of French Village Road, stating the section between the Elliot Road and Kallar's Hill is in worse condition, and asked if the latter section could be done in 2017.

A Staff Report from the Director of Engineering & Works informed Council the section that has been specified for resurfacing in 2017, had been deleted from the 2014 street capital program. There are, he noted, mitigating site conditions that required additional investigation during the design stage two years ago when it was determined that there was

isolated sections of the French Village Road that tested positive for detectable levels of hydrocarbons within the sub-base of the road. The Town has been advised that the hydrocarbons detected are at levels that do not pose risk to residents, however it does require the Town to construct or resurface the road with a specific process to ensure the sub base is not significantly disturbed in the areas where the project was detected. Follow-up testing results point to sources similar to lube oil or fuel oil which generally was used, Mr. Losier wrote, for dust control in selected areas, which would have been done before the road was chipsealed and most likely when this road was a Provincially Designated Road. Mr. Losier agreed with Mr. Gaillard that there is a large percentage of the French Village Road in need of resurfacing, and the section Mr. Gaillard is requesting is now slated for the 2018 Street Capital Program.

Mr. Gaillard was thanked for his presentation noting Council will be taking his comments into consideration.

- 8.3.4 Amended Budgets from Kennebecasis Valley Fire Department Inc. and Kennebecasis Regional Joint Board of Police Commissioners – A Staff Report from the Town Treasurer confirmed both the Fire and Police Departments have complied with the Joint Finance Committee's request that their respective 2017 budgets total no more than 2.5% higher than their projected operating cost for 2016 year end. Both revised budgets were attached to Ms. McGraw's Staff Report, and the Town's share of the revised budget amounts are included in the Town's proposed 2017 General Operating Budget.
- 8.3.5 Revised Draft - Proposed General Fund Budgets - A Staff Report from the Town Treasurer informed Council the new Tax Assessment Base for 2017 is \$1,683,952,600 which represents a 2.18% increase over 2016. This represents about \$455,000 in additional property tax revenue over 2016 at the 2016 property tax rate of \$1.2700. One cent, she said, on the tax rate equals \$168,395.

The Community Funding and Equalization Grant for 2017 has been set at \$105,016. This has been decreased from the 2016 level of funding of \$155,323 by \$50,307. These changes represent almost 1/3 of a cent on the tax rate. Ms. McGraw explained as a result of the change to the tax base, the cost of assessments and the Town's share of the KV Fire Budget, also changed, based on the funding formula, the Town's property tax rate is now at \$1.2878, an increase of one cent from where it was left

at the November 19, 2016 Budget Meeting, mostly due to the decreased Equalization Grant from the Province.

Due to a grant application for Utility Capital Projects, \$250,000 of Gas Tax Funds originally planned to be used for Utility Capital would now be available for General Capital Projects. By adding this \$250,000 to the funding for General Capital Projects, Ms. McGraw informed, the funding now required from Operations would be decreased to \$1,602,500. However, as a result of this change to the Utility Capital Fund, an additional \$50,000 will be required from the Utility Operating Fund to pay for the balance of Utility Capital Projects. This, she said, could be accomplished by transferring \$50,000 more for Water Transfer Costs from General Operating to Utility Operating. This would provide sufficient revenue in the Utility for the planned capital projects but would increase the cost to the General Operating Fund by the \$50,000. If Council is supportive of this plan, the proposed tax rate would be \$1.2730, slightly higher than the current 2016 rate of \$1.2700.

Further, the Town Treasurer advised, there has been some discussion on the option of borrowing to finance additional capital expenditures. This could increase the Town's short term debt interest charges slightly during 2017, but generally debt payments on new borrowing would not be incurred until the following year. At this time, 2018 is showing a reduction in debt payments in the amount of \$61,088. If Council is interested in borrowing about \$750,000 over 15 years, the repayment beginning in 2018 would be approximately \$65,000 which is very close to the reduction found in 2018.

Ms. McGraw concluded noting that at this time Staff are looking for direction from Council on any changes to the proposed 2017 Operating and Capital Budgets and establishment of a tax rate for 2017 in order to prepare the necessary documents for final approval for the December 20, 2016 meeting.

Moved By Councillor Olsen

Council authorize the Town Treasurer to borrow \$750,000 over a 15 year period for Street Capital Works, with the selection of roads to be based on the Engineering Departments' assessment of Street Capital priorities.

Motion Carried

CAO Deuille suggested, for Council's consideration, approximately \$54,000 from the \$750,000 borrowing amount be used to complete the west parking lot's final sealcoat application at the qplex. She noted the seal coat has been put off over the past three years, and if it is not done soon, then the asphalt will begin to quickly deteriorate.

Moved By Councillor Rioux

The final seal coat be applied on the qplex' west parking lot for \$54,000 with this funding coming from the \$750,000 that will be borrowed.

Motion Carried

Nay: Deputy Mayor O'Hara, Councillor Luck

Moved By Councillor Loughery

Council direct the Town Treasurer to increase the 2017 tax rate by 1 cent bringing it to 1.2800 and allocating \$116,000 into a Reserve Fund.

Motion Carried

Nay: Deputy Mayor O'Hara

{Above Budget Resolutions Ratified under Business Arising from Committee of the Whole}

- 8.3.6 Revised Draft - Proposed 2017 Utility Fund Budgets – A Staff Report from the Town Treasurer informed Council the draft budget previously presented to Council at the November 19, 2016 Budget Meeting, included capital spending of \$340 with funding provided from the Operating Budget in the amount of \$90,000 and the balance of \$250,000 to come from the Gas Tax Program. As noted at the meeting, an application has been made for a grant from the New Building Fund – Small Communities Fund for the water expansion project. As a result, the funding should be revised to include \$200,000 from this grant and the remaining balances of \$140,000 should come from the Utility Operating Fund. The Utility Operating Fund expenditures are now being increased by \$50,000. The funding for this could come, Ms. McGraw suggested, the General Operating Fund through an increase in its Transfer to Utility for Water Costs, as allowed by the Province. These additional funds in the Utility Operating Budget will be used to increase the transfer from Operating to

the Capital Fund Budget for a total of \$140,000. No borrowing will be required for the 2017 Utility Capital Fund Budget if this grant is received, and the additional \$50,000 required from the Utility Operating is transferred from the General Fund.

The proposed 2017 sewer user fee is \$412 per annum, up from \$404. The water user fixed fee will be \$208 per annum, up from \$204 for a basic meter size. Larger meter sizes will increase accordingly. All proposed preceding rates as well as consumption rates are increasing by approximately 2%.

Moved by Councilor Luck

Council direct the Town Treasurer to prepare the necessary documentation for approval of the 2017 Utility Fund Operating and Capital Budgets at the December 20, 2016 Regular Meeting, based on the information presented in her Staff Report dated December 2, 2016.

Motion Carried

Moved by Deputy Mayor O'Hara

Committee of the Whole RESOLVE Back to Regular Meeting Session.

Motion Carried

BACK TO REGULAR SESSION

- 8.3.7 plex - Arena Floor Update - Staff Report from Director of Community Services – A Staff Report from the Director of Community Services, informed Council the ice floor covering the qplex, purchased in 2010 has reached its life expectancy. The current flooring has been sealed and repaired over the last two years in order to extend its life. Arena flooring is an item eligible under the Canada 150 Program. In the 2017 capital budget, \$40,000 has been budgeted for the gradual replacement of the ice floor covering with another product that has a longer warranty and life expectancy. The cost for this full floor replacement is spread out over the next five years. If the Town were to order the full arena floor covering in 2017, the shipping costs would be a one time only expense and could potentially save the Town \$15,000 - \$20,000 or more in anticipated price increases in both flooring and shipping.

Moved By Councillor Olsen

Seconded By Councillor Luck

To apply for a Canada 150 grant to replace the entire qplex ice floor covering and for the Town's funding to come from the current capital budget, potential financing or reserve funds.

Motion Carried

- 8.4 (Apr.5/16) Union of Municipalities of NB's Climate Change & Energy Initiative (CCEI) in Partnership with QUEST NB - Confirmation of FCM Approval – Correspondence from UMNb's Ex. Director, Raymond Murphy, confirmed that UMNb just received the FCM approval for the CCEI financing as well as financial help from the NB Environmental Trust Fund, and is now ready to launch the CCEI activities.

Moved By Councillor Thompson

Seconded By Deputy Mayor O'Hara

Mr. Murphy be thanked for the update, and the Town submit its \$12,000; (previously approved), payment as one of the Province's participating Municipalities in the UMNb Climate Change and Energy Initiative, noting Quispamsis is excited to work with UMNb and QUEST on establishing a Sustainable Energy Plan for the community.

Motion Carried

10. By-laws

- 10.1 Proposed By-law No. 051 – By-law of the Municipality of Quispamsis Emergency Measures Plan – A Staff Report from CAO Deuille informed Council as a result of the dissolution of the Kennebecasis Valley Emergency Measures Organization in early 2016, it was necessary that the Town of Quispamsis amend By-law No. 009; Respecting the Establishment of An Emergency Action Plan to reflect updates and changes accordingly. Additionally, in October, 2016, the EMO Planning Committee streamlined the reporting structure of the new Quispamsis Emergency Measures Organization by eliminating the need for an Action Committee to avoid duplication of mandates. As a result of these changes, along with a number of housekeeping revisions, Staff suggest that the EMO By-law No. 009 be repealed and be replaced with the new EMO By-law No. 051.

Moved By Councillor Olsen

Seconded By Councillor Thompson

First Reading be given to Town of Quispamsis By-law No. 051 – A By-law of the Municipality of Quispamsis Respecting an Emergency Measures Plan.

Motion Carried

Moved By Councillor Thompson

Seconded By Deputy Mayor O'Hara

Second Reading be given to Town of Quispamsis By-law No. 051 – A By-law of the Municipality of Quispamsis Respecting an Emergency Measures Plan.

Motion Carried

11. New Business

11.1 Amendment to Council Communications Technology Policy No. 039

Moved By Deputy Mayor O'Hara

Seconded By Councillor Loughery

Council to approve an amendment to Policy No. 039 – Council Members' Communications Technology Policy to remove under "Equipment Provision", Item 3 – "Partial Reimbursement of a home internet connection", effective January 1, 2017.

Motion Carried

11.2 Tender Award - Engineer Consultant for Gondola Boulevard Analyses

Moved By Councillor Olsen

Seconded By Deputy Mayor O'Hara

Council accept Staff's recommendation that the town enter negotiations with Crandall Engineering Ltd. of Saint John to commence Part "A" of the Engineering Services associated with the Gondola Boulevard Corridor - Traffic Analysis and Street Network Upgrades for the upset fee of \$57,015 and that subsequent award of parts B and C will require approval of Council prior to proceeding.

Motion Carried

11.3 Final Acceptance of Gondola Point Park - Phase 9

Moved By Councillor Rioux

Seconded By Councillor Luck

Whereas the Developer has satisfied the minimum requirements in accordance with Subdivision By-law No. 035; and the Developer's Agreement, Council grant

final acceptance of this phase of the Gondola Point Park Subdivision development.

Motion Carried

12. Reports

- 12.1 KRBPC's November 24,2016 Minutes
- 12.2 Planning Advisory Committee – November 8, 2016 Meeting Minutes
- 12.3 Regional Service Commissions' Review Summary
- 12.4 MP Guy Caron, Finance Critic – Request for Support of Bill C – 274; Transfer of Small Business, Family Farm or Fishing Operation
- 12.5 Mayor Grace Losier, Grand Bay-Westfield's Letter to St. Martins – Request to Partner in Sharing of Regional Facilities
- 12.6 Kennebecasis Public Library Board Minutes of November, 2016 Meeting
- 12.7 2016 Age of Disruption Tour – Thank You for Sponsorship
- 12.8 UMNB Bulletin October, 2016
- 12.9 Letter from Turner, Drake & Partners LTD. Re Infrastructure Acquisition Services
- 12.10 Message from NB Economic and Social Inclusion Corporation

Moved By Councillor Olsen

Seconded By Councillor Loughery

Reports be received and filed.

Motion Carried

13. Business Arising from Committee of the Whole

- 13.1 Ratification of 2017 Budget Motions from Committee of the Whole Discussions

13.1.1 Borrowing

Moved By Councillor Loughery

Seconded By Councillor Rioux

Council direct the Town Treasurer to proceed in 2017 with borrowing \$750,000 for a 15 year term for Street Capital with the Director of Engineering & Works selecting the streets to be upgraded based on the Engineering Department's assessment of priorities and maximizing efficiencies, (to include final seal coat of west parking lot, qplex, see below motion).

Motion Carried

13.1.2. Tax Rate Increase

Moved By Councillor Loughery

Seconded By Councillor Olsen

Council direct the Town Treasurer to increase the tax rate by one cent to 1.2800, and put \$116,000 in a Reserve Fund.

Motion Carried

Nay: Deputy Mayor O'Hara & Councillor Luck

13.1.3. qplex West Parking Lot – Application of Seal Coat

Moved By Councillor Loughery

Seconded By Councillor Olsen

qplex West Parking Lot - Application of Seal Coat - Council direct the Director of Engineering & Works to include, as part of the \$750,000 previously approved for borrowing for Street Capital, the completion of the seal coat on the west parking lot at the qplex, (approximately \$54,000).

Motion Carried

Nay: Deputy Mayor O'Hara and Councillor Luck.

13.1.4. 2017 Utility Budget

Moved By Deputy Mayor O'Hara

Seconded By Councillor Olsen

Council accept the proposed 2017 Operating Utility Budget as presented in the Town Treasurer's Staff Report of December 2, 2017, with expenditures and revenues totalling \$2,745,934; including a 2% increase to the Sewer User Rate from \$404 per annum to \$412 per annum; and a 2% increase to the Water User Fixed Fee from \$204 to \$208, as well as consumption fees increasing by 2%, from \$.82 to \$.84 per cm up to threshold, and from \$1.30 to \$1.33 for the consumption fee high rate above threshold per quarter; and the 2017 Utility Capital Budget totalling \$340,000 with \$200,000 potentially coming from a Building Canada - Small Communities Fund; and \$140,000 coming from the Utility Operating Fund.

Motion Carried

14. Adjournment

Moved By Councillor Olsen
Seconded By Deputy Mayor O'Hara
Meeting adjourn

Motion Carried

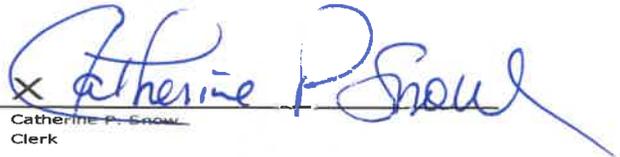
Meeting adjourned at 9:30 p.m.

X



Gary Clark
Mayor

X



Catherine P. Snow
Clerk

