



## **QUISPAMIS TOWN COUNCIL REGULAR MEETING MINUTES**

December 16, 2014, 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** Deuille, Susan; Acting CAO  
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** Councillor Olsen

Agenda be approved as prepared.

**Motion Carried**

### **2. Mayor's Comments (No Comments at this time)**

**3. Moment of Reflection**

Mayor Driscoll led the meeting in prayer.

**4. Disclosures of Interest**

No disclosures were declared.

**5. Presentations (none)**

**6. Public Hearings (none)**

**7. Minutes of Previous Meetings**

7.1. December 2, 2014 - Regular Meeting Minutes

**Moved By** Councillor Loughery

**Seconded By** Deputy Mayor O'Hara

Minutes be approved as prepared.

**Motion Carried**

7.2. December 9, 2014 Special Meeting Minutes

**Moved By** Councillor Clark

**Seconded By** Deputy Mayor O'Hara

Minutes be approved as prepared.

**Motion Carried**

**8. Unfinished Business**

8.1. (Nov.13/14) Proposed 2015 Budget

8.1.1. *2015 General Operating Fund Budget Approval*

**Moved By** Councillor Olsen

**Seconded By** Councillor Rioux

**BE IT RESOLVED THAT** the sum of \$21,894,204 be the total budget of the Municipality, that the sum of \$20,294,653 be the Warrant of the

Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.2485.

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**

Nay: Deputy Mayor O'Hara, Councillor Clark & Councillor Miller.  
(Council Members who voted against the proposed budget expressed their opposition to increasing the tax rate by one cent, from \$1.2385 to \$1.2485.)

**8.1.2. 2015 General Capital Fund Budget Approval**

**Moved By** Councillor Olsen

**Seconded By** Councillor Rioux

**BE IT RESOLVED** that the Council of the Town of Quispamsis accept the 2015 General Capital Fund Budget as presented, with a total of \$2,666,700 in capital expenditures.

**Motion Carried**

Councillor Olsen, Finance Committee Chairman, highlighted the 2015 General Fund Budget, as follows:

- The 2015 tax rate will increase by 1 cent from the current rate of \$1.2385 to \$1.2485 per \$100 of Assessment. This represents an increase of \$20 on a property assessed at \$200,000.
- The tax base for Quispamsis is now at \$1.626 billion, which represents a 3.55% increase (\$54m) over the 2014 tax base. 58% of the increase is from new construction and 42% is from re-assessments.
- In 2006, the Town's property tax rate was \$1.2492; in 2007 and 2008 the rate was \$1.2656; 2010 to 2012 the rate was \$1.2070; and the rate for 2015 will be \$1.2485, (7/10 of a cent less than the 2006 rate).
- In 2015, the Community Funding and Equalization Grant will be cut by a further \$325,278 leaving the Town with a \$100,359 grant in 2015. This is the 3rd year of significant cuts since the new formula was announced for 2013 with a total decrease since 2012 of \$714,493 or 88%. It is important to note that this cut represents 4.4

cents on the tax rate, and since 2012, the Town's tax rate has increased by only 4.15 cents.

- The total 2015 budget of \$21,894,204 reflects an increase in total expenditures of \$282,113.

The net budget, or total property tax revenue will increase by 853,414 or 4.39% over 2014, and is made up of:

Increased expenses	\$282,113
Decreased Other Revenue	\$246,023
Decreased Grant	<u>\$325,278</u>
Increase in Property Tax Revenue	<u>\$853,414</u>

- Debt Service Cost is now at 11.5%, (*total debt cost as a % of total budget*). There is no provision for borrowing for capital expenditures.
- This budget includes a \$428,000 contribution to the General Capital Reserve Fund that will result in this Reserve Fund having a balance of \$998,000 at the end of 2015. Placing funds in reserve for future capital expenditures is a financial planning tool used by most municipalities as an alternative to borrowing. The use of reserve funds aid in establishing priorities, while controlling future debt levels and maintaining a reasonable amount of financial flexibility. Reserve funds can be accessed at any time during the year, as council feels it is necessary to address a concern than has not been budgeted.
- Capital expenditures this year, targeted at \$2.7 million are funded from the General Operating Budget, \$1.5m, and Gas Tax Funds \$1.2m, and include:
  - \$871,500 on Community Services Department capital projects, including replacement of 3 vehicles;
  - \$47,000 equipment for Engineering including replacement of a 10 year old vehicle;
  - \$250,000 for equipment for Transportation Services;
  - \$200,000 for Local Improvements, Storm Sewer work and Traffic Calming;
  - \$1,298,000 is included for repairing and paving portions of the following streets:

Applewood Avenue	Elsie Drive	Kirkwood Drive
Ashwood Court	Hammond River Road	Parkside Road
Autumnwood Avenue	Harrington Drive	Stagrun Court
Carpenter Drive	Hillhurst Drive	Sterling Place
Chickadee Court	Hollymere Drive	Sycamore Drive
Earles Court	Howard Court	Yandall Drive
	Jeffries Downs	

- 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 \$5.8 million and has increased by \$140,000 or almost 9/10 of a cent over 2014.
- The Protective Services budget also includes \$186,000 for Quispamsis' 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 \$184,000, which represents a decrease of 1% from 2014. Quispamsis share for 2015 is at 61.6% for a total cost of \$113,500.
- Public Transit budget is now at \$172,000, which is a decrease of \$20,000 from the expected costs for 2015 due to realignment of the COMEX routes, and proposed fare increases. The budget also includes the cost of snowplowing and maintenance of bus shelters, and this year \$5,000 was added to cover the cost of promotion of the COMEX service that the town subsidizes.
- \$188,000 is included in the budget for the cost of bulky item pickup for Quispamsis residents. Residents are reminded that Quispamsis provides funding for the residential haulers to collect up to three bulky items twice per month with their regular garbage collection.
- 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 the legislated commitment to the following facilities in Saint John is now slightly over 16%, and share includes:

Harbour Station	\$124,9933
Trade and Convention Centre	\$135,6000
Imperial Theatre	\$ 81,8760
Aquatic Centre	\$ 96,8955
Saint John Arts Centre	<u>\$ 20,1810</u>
Quispamsis' Total Share Of Regional Facilities	<u>\$459,5455</u>

This total is a 12.5% increase of \$51,028 over 2014.

- Together, Quispamsis' share of the Saint John Regional Facilities and Enterprise Saint John's budgets' total \$571,678 for 2015. Since this legislation was in place after amalgamation in 1998, Quispamsis has contributed almost \$6.5 million to Saint John.

Deputy Mayor O'Hara noted while payment to the Saint John Regional Facilities Commission is legislated, it should be noted that Quispamsis' payment to Enterprise Saint John is not. Mayor Driscoll stated over the years Enterprise Saint John has

worked hard to help the Saint John Region grow, noting the surrounding areas all benefit from growth in economic development.

Grants and Donations include the following:

- \$ 5,000 Pro Kids
  - \$ 3,000 Crimestoppers
  - \$ 2,500 Cherry Brook Zoo
  - \$ 1,500 Saint John Theatre Company
  - \$ 5,000 Ecole des Pionniers
  - \$ 500 Bullying Canada
  - \$ 2,500 Elementary Literacy Friends
  - \$ 5,000 Dalhousie Medicine NB (*4<sup>th</sup> of 10 year commitment*)
  - \$ 5,000 Key Industries Building A Brighter Tomorrow Campaign
  - \$17,500 UNBSJ Forging the Futures Campaign (*9<sup>th</sup> 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 a pro rata share of tax base plus population. Quispamsis' 14.7% share of the \$68,937 municipal portion of the budget for this item is \$10,133.
  - Again for 2015, 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 \$63,787 for the summer season. The cost is about a \$5,000 increase over 2014.

**Moved By** Councillor Olsen

**Seconded by** Councillor Rioux

Council accept receipt of the above referenced 2015 budget highlights, prepared by the Town Treasurer.

**Motion Carried**

#### 8.1.3. *2015 Utility Operating Fund Budget Approval*

**Moved By** Councillor Olsen

**Seconded By** Councillor Rioux

**BE IT 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 \$2,632,614 and total expenditures of \$2,632,614.

**Motion Carried**

**8.1.4. 2015 Utility Capital Fund Budget Approval**

**Moved By** Councillor Olsen

**Seconded By** Councillor Thompson

**BE IT RESOLVED** that the Council of the Town of Quispamsis accept the 2015 Utility Capital Fund Budget as presented, with a total of \$6,900,000 in capital expenditures.

**Motion Carried**

Mayor Driscoll noted this concludes the process for the 2015 budget, noting it has been a challenging budget with many hours of open discussion. He feels Council can be proud of their achievement, noting setting funding aside in reserves has served the Town well in the past, allowing projects to proceed without having to incur high interest costs of borrowing. He noted, moving forward, the Town, in future will be looking at various projects, including possibly garbage collection. The very public 2015 budget process has worked well, he concluded, and thanked the residents who participated and gave of their time to attend the budget meetings.

**8.1.5. Letter from Steve Sanderson & Nancy Lyon Re Proposed 2015 Budget Proposal & Process - Questions - Observations & Suggestions**

Mr. Sanderson was in attendance and expanded upon his recent correspondence that offered his observations and suggestions into the Town's 2015 Budget Process. He noted he had attended all the Special and Regular Meetings where the budget was discussed, and he felt the presentations made were a new and very open way of undertaking the budgetary process. He welcomed the debate amongst members and overall felt this approach seems to be a much more proactive method of dealing with the budgetary process. He encouraged more advertising of the meeting to promote more public participation, and thanked Council for allowing himself and his wife the opportunity to comment on the process.

Council acknowledged a motion was made at the December 2, 2014 Regular Meeting, to refer Steve Sanderson & Nancy Lyon's letter to the Budget Transparency Ad Hoc Committee for review during its final assessment of the 2015 Budget Process.

8.1.6. *Letter from Dirk Larooi on Proposed 2015 Budget*

Mr. Larooi's letter stated he was unaware of when the budget meetings were held and suggested more advance public notification be given in future years. He further provided his observations for Council's consideration regarding various increases to the proposed 2015 budget. He urged Council to hold spending to less than inflation and to hold the current property tax rate at the 2014 rate.

It was noted all budget meetings were posted in advance on the Town's website, notification was issued to the media and the Mayor announced upcoming meetings at each Council Meeting.

**Moved by** Councillor Loughery

**Seconded by** Councillor Thompson

Mr. Larooi's letter be received and filed.

**Motion Carried**

**9. Correspondence**

9.1. Request to Amend Zoning By-law - Proposed Route 66 Auto Wash Ltd.

To permit a Car Wash as a Notwithstanding Use in a Central Commercial Zone at 15 Pettingill Road - PID #30256226

Dr. Jeff Sheppard introduced his business partner, Bob Walsh, and Designer, Brad Lockhart, noting they are proposing to develop an express exterior tunnel car wash on a portion of PID #30256226. The proposal consists of soft touch technology which is safe, he said, and gives a superior car wash with short wait and wash times. Self-serve bays will be



offered to attract more than one type of car wash customer and a full-time attendant will man the site to ensure the highest possible level of service is provided to customers. The proposed tunnel wash, Dr. Sheppard wrote, will use less water per vehicle than someone that washes their vehicle in their driveway. Water storage will be on site using 4 underground storage tanks that hold 15,000 gallons of reserve water. These tanks are in addition to several storage tanks used for recycled water. The recycled water will be in excess of 20 gallons per car of what is used. The lot will have one well plus have regular delivery of water by truck to top up the storage tanks. Roof water will also be used to supplement water for the system. By having storage tanks that are filled by a well, recycled wash water, rain water and truck delivery should eliminate concern for using excessive ground water on this site.

**Moved By** Councillor Clark

**Seconded By** Deputy Mayor O'Hara

Dr. Sheppard's application to amend the Town's Zoning By-law to permit a carwash at 15 Pettingill Road as a notwithstanding use be referred to the Planning Advisory Committee, a Public Hearing date be set for February 17, 2015, and the property owners within a 100 meter radius of the property proposed for amendment be notified of the proposed change.

**Motion Carried**

9.2. Kennebecasis Baptist Church Seniors' Housing Project – Letter from Gerald Ingersol, Ex. Director, Atlantic Baptist Housing - Request to Amend Developer's Agreement

Request for Council Approval of Extension of Time Line and Change in Design - from Two - 34 Unit Buildings to One 60 Unit Building.

Mr. Clare Blakeney, Member, Kennebecasis Baptist Church Building Committee, In Attendance - Mr. Blakeney expanded upon Gerald Ingersoll of the Atlantic Baptist Housing's correspondence. The letter requested an extension to the KBC's Section 39 CPA Developer's Agreement with the Town. Mr. Ingersol wrote, last spring, the Kennebecasis Baptist Church' Seniors Housing Project had designed the first of two proposed buildings, a 34 unit building, which was closest to the

Hampton Road. To fit on the lot it was designed to drop down to four stories in the back part of the lot, which dropped off by about four meters. The cost was excessive, the letter stated, for 34 units. Early summer, a redesign was priced for a 45 unit building located on the site of the proposed second building. Although more units, the building still ran past the drop off making it still cost prohibitive. The Board considered building an operational loss for a few years, but the business case was not there.

This past fall, a third building was designed, and at this time it was realized that two buildings on the sharply graded lot would not work. The third building, now the only one planned, has been relocated to the centre of the lot which is more level. The new design is for a three story building that will have a minimum of 53 units and a maximum of 60, in an "L" shaped building. Contractors are hoping to break ground by April and have occupancy by 2015. The new design of only one building offers a greater buffer between the R2 and R1 properties.

A Staff Report from the Municipal Planning Officer acknowledged the project has encountered a number of challenges mainly because of the slope and topography of the church property. The redesign process has pushed the project beyond the initial timeline and an extension is being requested to avoid the land use reverting back to Institutional. The timeline in the Development Agreement, Mr. Colbourne advised, states the following:

- The project to substantially proceed prior to December 31, 2014,
- Building application permit process to be completed by April 1, 2014;
- All buildings in accordance with the plans filed for the Building Permit to be completed within 16 months of the said application date; (August, 2015);
- All utility infrastructure and driveways to be completed to Base Asphalt within eight (8) months of said permit application date.

Mr. Colbourne stated although it is understandable for projects of this size to encounter delays, in this case there are some significant changes in the project design that he suggested be referred to the Town Solicitor for legal clarification to determine what impact this proposed new building and site design should have on the previous rezoning approval.

**Moved By** Deputy Mayor O'Hara  
**Seconded By** Councillor Clark

Council forward the Atlantic Baptist Housing/Kennebecasis Baptist Church's request to amend the Development Agreement to the Town Solicitor for legal clarification to determine what impact this proposed new building and site design have on the previous rezoning approval, and furthermore to seek direction on the proper manner in which to proceed with any subsequent amendment to the Development Agreement.

**Motion Carried**

9.3. Construction Association of NB Saint John Region

Request for Letter of Support - Construction of Pipeline West to East

Correspondence from Krista Collins, GM; and Scott Mugridge, President, stated the Construction Association of NB, Saint John Region, acknowledged their full support for the TransCanada project entitled the "Energy East Pipeline". The letter noted the proposed work in pipeline construction is highly relevant to local industry, and well in line with the ideals and objectives of this Association. The impact of this project will help move the construction sector in New Brunswick forward by creating jobs and driving the economy.

**Moved By** Councillor Olsen  
**Seconded By** Councillor Thompson

Council support the Construction Association of New Brunswick Saint John Region by issuing a letter to the Premier of New Brunswick expressing Council's support of the Construction of the TransCanada Energy East Pipeline project, and the Town's MP's and MLA's be copied on same.

**Motion Carried**

9.4. Letter from Bernard Beukeveld - Workplace Safety

Mr. Beukeveld's correspondence expressed his pleasure at hearing, during the 2015 budget process, that Quispamsis will be receiving an approximate \$20,000 rebate on its Workers' Compensation payroll assessment. He noted Quispamsis is judged among its peers of Municipalities in NB and its injury claims record, and Management and employees can be proud of this achievement which promotes a Safe Work Culture throughout the organization.

**Moved By** Councillor Olsen

**Seconded By** Deputy Mayor O'Hara

Mr. Beukeveld's letter be received and filed with thanks.

**Motion Carried**

9.5. Community Adult Learning Network, Paula Ross, Regional Manager -

Request to Use Upstairs Room of QMA for GED Preparation Classes  
(Replacing Youth Choices)

Ms. Ross' letter stated the Saint John Kings Adult Learning Inc. would like to put forward the proposal of taking over the academic upgrading class currently run by Youth Choices, and located in the Quispamsis Arena. They are a non-profit organization funded through conditional grant agreements from the Province, offering a free academic upgrading program to adults over 18 in the community. The majority of learners are studying to write their GED, she said, with classes running 5 days a week from 8:30 a.m. to 3 p.m. She concluded noting there is a need for the service in the Quispamsis community as the class is currently full with a waiting list.

**Moved By** Councillor Olsen

**Seconded By** Deputy Mayor O'Hara

Council accept the Director of Community Services' recommendation that the Saint John Kings Adult Learning Inc. be offered the use of Rooms C and D at the Quispamsis Memorial Arena, at no charge, for their

academic upgrading program which will run Monday thru Friday from 8 am until 3pm until June 2015.

**Motion Carried**

9.6. Bring It! Resolve 2015 - Angelique Simpson, Partner Engagement & Communications Enterprise Saint John

Correspondence from Ms. Simpson noted the challenges facing the Greater Saint John community, from high rates of poverty and illiteracy to workforce gaps and populations shifts. She requested Council's help in changing that conversation in 2015 with the launch of Resolve 2015 – a rally cry for the community , urging people to get informed and take ownership of the challenges and to play an active role in coming up with good solutions.

The goal, she said of Resolve 2015 is to help break down misconceptions about the problems and to empower more citizens to take on an active role in the community's wellbeing. With enough traction, confidence can be built in those currently sitting on the sidelines, and new champions can be brought forward with new ideas. Connections can be made between people with projects they are passionate about and improve public sentiment through solutions-based participation. She requested community leaders assist by wearing the Resolve 2015 button, drive solutions-based conversations, and share positive forward looking data points.

**Moved By** Councillor Thompson

**Seconded By** Deputy Mayor O'Hara

The Bring It Resolve 2015 Initiative be referred to the Director of Community Services for review and recommendation.

**Motion Carried**

**10. By-laws**

10.1. Proposed Sewerage Utility By-law Amendment No. 05-14

**Moved By** Councillor Clark  
**Seconded By** Councillor Rioux

First reading be given to Proposed Sewerage Utility By-law Amendment No. 05-14.

**Motion Carried**

**Moved By** Councillor Thompson  
**Seconded By** Deputy Mayor O'Hara

Second reading be given to Sewerage Utility By-law No. 05-14.

**Motion Carried**

## **11. New Business**

### **11.1. Geotechnical Services 2015 Street Capital**

**Moved By** Councillor Thompson  
**Seconded By** Deputy Mayor O'Hara

Council award the 2015 Geotechnical Services tender to Conquest Engineering both Part A for the submitted price of \$12,667 and Part B for the submitted price of \$1,791.

**Motion Carried**

### **11.2. Tender Recommendation - New Mid-sized Plug in Electric Hybrid Vehicle**

**Moved By** Councillor Clark  
**Seconded By** Councillor Loughery

Council award the purchase of a new 2015 Chevrolet Volt IRC68 from Brett Chevrolet Cadillac Buick GMC Ltd for the specified price of \$38,682.50 (plus HST).

**Motion Carried**

### **11.3. General Operating Surplus**

**Moved By** Councillor Olsen  
**Seconded By** Councillor Loughery

BE IT RESOLVED that \$100,000 be transferred from the 2014 General Operating Fund to the General Operating Reserve Fund.

**Motion Carried**

11.4. General Operating Reserve Fund

**Moved By** Councillor Olsen

**Seconded By** Councillor Miller

Resolved that \$109,000 be transferred from the General Operating Reserve Fund to the 2014 General Operating Fund for the purposes of paying off a debenture during 2014.

**Motion Carried**

11.5. General Capital Reserve Fund

**Moved By** Councillor Olsen

**Seconded By** Councillor Loughery

BE IT RESOLVED that \$260,000 be transferred from the 2014 General Operating Fund to the General Capital Reserve Fund.

**Motion Carried**

**Moved By** Councillor Olsen

**Seconded By** Councillor Loughery

BE IT RESOLVED that \$69,000 be transferred from the General Capital Reserve Fund to the General Capital Fund.

**Motion Carried**

11.6. Land Trust Fund

**Moved By** Councillor Olsen

**Seconded By** Councillor Miller

BE IT RESOLVED that \$132,643 be transferred from the Land Trust Fund to the General Capital Fund for the purchase of land during 2014.

**Motion Carried**

11.7. Utility Operating Fund Transfer to Utility Capital Replacement Reserve Fund

**Moved By** Councillor Olsen

**Seconded By** Deputy Mayor O'Hara

BE IT RESOLVED THAT \$44,250 be transferred from the 2014 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**

**12. Reports**

- 12.1 Infrastructure Canada – Status Update on the New Building Canada Plan – November 19, 2014
- 12.2 KVFD Inc. Board of Directors – November 12, 2014 Meeting Minutes
- 12.3 Animal Control Report – November, 2014
- 12.4 PAC Year End 2014 Review

**Moved By** Councillor Clark

**Seconded By** Councillor Thompson

Reports be received and filed.

**Motion Carried**

**13. Business Arising from Committee of the Whole**



**14. Adjournment**

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Olsen

Meeting adjourn.

**Motion Carried**

Meeting adjourned at 8:25 p.m.

X   
G. Murray Briscoll  
Mayor

X   
Catherine P. Snow  
Clerk