



QUISPAMISIS TOWN COUNCIL

REGULAR MEETING

MINUTES

December 19, 2017, 7:00 pm

Council Chambers

Quispamsis Town Hall

Present:

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

1. Approval of Agenda

Moved By Councillor Miller

Seconded By Councillor Olsen

The agenda be approved as prepared.

Motion Carried

2. **Mayor's Comments** – Mayor Clark stated he would offer his comments following the Budget approval process.

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 December 5, 2017 - Regular Meeting

Moved By Deputy Mayor O'Hara

Seconded By Councillor Luck

Minutes be approved as prepared.

Motion Carried

8. **Unfinished Business**

8.1 Proposed 2018 Budget

8.1.1 Correspondence from Nancy & Steve Sanderson re Proposed 2018 Budget

Mr. Sanderson was in attendance and spoke further to he and his wife's correspondence written in response to Council's full day budget discussions of November 25, 2017. He expressed his disfavour with a 'hold the line' directive as he feels the process is better served with a full Council deliberation on items proposed. Mr. Sanderson acknowledged the many positive attributes Quispamsis has to offer citizens, and hopes the Town will continue to be ranked as a destination of choice, noting all of the things that make the community a destination of choice costs money.

Mr. Sanderson recognized Quispamsis, the 6th largest municipality in the Province, has one of the lowest tax rates at \$1.28 per \$100. He suggested a reasonable tax rate increase would be a responsible investment in the Town's services and infrastructure. He concluded noting he and his wife, Nancy, have offered their comments as citizens who take the time to attend all council meetings, and acknowledged their appreciation for the work of Council and Staff to deliver quality services to the residents of Quispamsis.

Moved By Councillor Rioux

Seconded By Councillor Olsen

Mr. and Mrs. Sanderson be thanked for their correspondence, and their letter be received and filed.

Motion Carried

8.1.2 2018 General Operating Fund Budget Approval

Moved By Councillor Miller

Seconded By Deputy Mayor O'Hara

Resolved that the sum of \$23,593,160 be the total budget of the Municipality, that the sum of \$21,650,027 be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.2900.

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

8.1.3 2018 General Capital Fund Budget Approval

Moved By Deputy Mayor O'Hara

Seconded By Councillor Loughery

RESOLVED that the Council of the Town of Quispamsis accept the 2018 General Capital Fund Budget as presented, with a total of \$2,371,330 in capital expenditures.

Motion Carried

Councillor Miller, as Finance Committee Chair, provided the following highlights of the 2018 General Operating and Capital Budget:

- The 2018 tax rate will increase by 1.0 cent from the current rate of \$1.2800 to \$1.2900 per \$100 of Assessment.
- This represents an increase of \$23.40 on a property assessed at \$234,000.
- The tax base for Quispamsis is now at \$1.678 billion, which represents a .33% decrease (\$5.6m) from the 2017 tax base.
- In 2018, the Community Funding and Equalization Grant will be increased to \$453,656, which is an additional \$348,640 over the amount received for 2017. This is a combination of a small increase in the Core Funding portion of the grant and \$344,753 Equalization Component, which was not received in the past.

- The total 2018 budget of \$23,593,160 reflects an increase in Total Expenditures of \$512,050.

The Net Budget, or total property tax revenue will increase by \$95,996 or .45% over 2017, and is made up of:

Increased expenses from External Sources	\$572,930
Less Decreased expenses form Internal Sources	- 60,873
Less Increase in Other Revenue	- 67,421
Less Increased Provincial Grant Revenue	<u>- 348,640</u>
Required Increase in Property Tax Revenue	<u>\$ 95,996</u>

- The cost of residential garbage, compost pick-up and curb-side recycling is included in the 2018 budget at a total cost of \$983,000, an increase of \$41,500.
- Debt Service Cost is now at 9.48% (*total debt cost as a % of total budget*). Note that there is no planned borrowing for 2018.
- Consistent with 2017 a contribution of \$116,000 to the General Operating Reserve is included in the total expenditures from the 2018 General Operating Fund budget.
- Capital expenditures this year, targeted at \$2.371 million are funded from the General Operating Fund Budget at \$1.4 million, and Gas Tax Funds \$970,000, and include:
 - \$534,330 for Community Services Department capital projects, including: trails at \$70,000, Town Hall and Works Depot capital repairs and improvements of \$207,564, Quispamsis Memorial Arena capital repairs and improvements at \$140,766 and qplex capital repairs and improvements \$98,000 plus \$18,000 for a thermal blanket for the Jr. Olympic Pool.
 - \$15,000 for Pavement Marking Equipment;
 - \$75,000 for replacement of a Dump Truck for Asphalt crew
 - \$160,000 for Local Improvements, Storm Sewer work and Traffic Calming;
 - \$1,587,000 is included for repairing and paving portions of the following streets:

Parkside Rd
 French Village Rd
 Colton Brook Road
 Phinney Lane

Lionel Drive
 Charity Lane
 Clyde Drive

Gondola Blvd
 Foal Drive
 Scarlett Drive

- 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 \$6.613 million, an increase of \$458,496 over 2017, and includes \$214,132 for our share of preparation for a new Fire Station #2 in Quispamsis. The total increase for Police and Fire equates to about 2.72 cents on our tax rate.
- The Protective Services budget also includes \$221,950 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 \$217,925, which represents an increase of 1.0% from 2017. Quispamsis' share for 2018 is at 61.2% for a total cost of \$133,420.
- Public Transit (COMEX) budget is now at \$163,230, up \$7,807 from 2017. An evaluation will be completed in 2018 on ridership and costing.
- Enterprise Saint John – Quispamsis' share of this budget is \$112,133 and this has been the same for the past six years. Although the 2017 budget included only 50% of this amount, a decision was made by Quispamsis Council to pay the full amount. The 2018 budget includes the full amount.
- Regional Facilities – Quispamsis' share of legislated commitment to the following facilities in Saint John is now 16.7%, our share includes:

Harbour Station	\$118,630
Trade and Convention Centre	
161,090	
Imperial Theatre	88,506
Aquatic Centre	118,037
Saint John Arts Centre	
<u>20,877</u>	

QUISPAMSIS TOTAL SHARE OF REGIONAL FACILITIES
\$507,140

This total is a 4.4% decrease of \$23,049 from 2017.

- Quispamsis' combined share of the Saint John Regional Facilities and Enterprise Saint John budgets totals \$619,273 for 2018. Since amalgamation in 1998, Quispamsis has contributed over \$8.2 million to these organizations located in Saint John.
- As a result of new legislation effective January 1, 2013, Quispamsis is obligated to share the cost of "Collaborative Services and Regional Planning" for Region 9, Regional Services Commission, based on pro rated share of tax base plus population. Quispamsis' 17.25% share of the \$53,851 municipal portion of the budget for this item is \$8,885.
- Donations and Support for Community Organizations total \$73,693 and includes the following:
 - \$ 10,000 World Under-17 Hockey Challenge
 - \$ 9,725 55 Plus Games
 - \$ 7,500 KV OASIS Youth Centre
 - \$ 7,500 Greater Saint John Fieldhouse (*2nd of 4 year commitment*)
 - \$ 7,135 Pro Kids
 - \$ 5,000 Dalhousie Medicine NB (*7th of 10 year commitment*)
 - \$ 5,000 Key Industries
 - \$ 5,000 KV Committee for Disabled Persons
 - \$ 5,000 Cherry Brook Zoo
 - \$ 3,333 Jeux de l'Acadie (*1st of 3 year commitment*)
 - \$ 1,500 KV Players
 - \$ 1,500 Elementary Literacy Friends
 - \$ 1,500 Crimestoppers
 - \$ 1,500 Saint John Theatre Company
 - \$ 350 International Women's Day
 - \$ 300 Hammond River Angling Association
 - \$ 1,850 Various other donations and support
- Again for 2018, 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 \$71,403 for the summer season. The cost is about a \$1,500 increase over 2017.
- \$50,000 is included in the 2018 budget for the Town's anticipated portion of the cost to create a comprehensive Asset Management Plan. This amount, combined with an FCM Asset Management Program Grant, will aid in future planning for management of the Town's assets in addition to planning for future capital expenditures.

8.1.4 2018 Utility Operating Fund Budget Approval

Moved By Councillor Luck
Seconded By Deputy Mayor O'Hara

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 \$2,758,054 and total expenditures of \$2,758,054.

Motion Carried

8.1.5 2018 Utility Capital Fund Budget Approval

Moved By Councillor Thompson
Seconded By Councillor Loughery

RESOLVED that the Council of the Town of Quispamsis accept the 2018 Utility Capital Fund Budget as presented, with a total of \$35,000 in capital expenditures.

Motion Carried

Councillor Miller, Finance Committee Chair, provided the following 2018 Utility Budget Highlights:

- 2018 Sewer user rates will increase by \$8 (1.9%) to \$420 per equivalent unit per year.
- The 'Water User Fee Fixed Charge Component' on all meter sizes will increase by approximately 2.0%. For most residential homes with a basic meter size this means a change from \$208 to \$212 annually.
- The 'Water User Fee Consumption Charge Component' will have a 2% increase. Usage for the first 96 cubic meters (c.m.) per quarter will increase from \$0.84 to \$0.857 and the rate in excess of 96 c.m. per quarter will increase from \$1.33 to \$1.357. (larger meters have a higher usage threshold for the 2 rates)
- Utility Capital Expenditures: The 2018 Capital Budget includes \$35,000 for a new vehicle. The Capital budget will be financed by the Utility Operating Fund.
- With the Small Communities Fund Infrastructure Program, the Ritchie Lake Collector System and the Longwood Lagoon primary treatment facility were completed. There will be a review of the remaining SCF budget prior to installing the proposed Longwood Pump Station phase of the project.

- The results for the Gondola Point Road wastewater pumping station overflow and system optimization study will be presented in March 2018 and these results will be used to project future capital investments in the Gondola Point Road WWPS system.
- The results for the Quispamsis water supply and distribution study will be presented in April 2018 and this will be used to project future capital expenditures in the Town's water supply and distribution system.

Mayor Clark's Year End Review - Mayor Clark thanked Council Members for unanimously passing the 2018 budget, noting it was one of the harder budgets to prepare and required much deliberation. He thanked the CAO and Staff for their work and effort put into the budget preparation, with a special thank you extended to Town Treasurer, Jo-Anne McGraw, acknowledging this will be her last budget for the Town due to her approaching retirement.

Mayor Clark recapped the larger projects completed over the past year, which included the biggest capital streets program in the history of the Town. Also completed was the Ritchie Lake Sanitary Sewer Line which now runs adjacent to CN Rail from the Longwood Lagoon to the Old Coach Road with trail development on top. This year saw the opening of the Great Trail, which begins on the Gondola Point Arterial and extends to Rothesay. Also noted was the public engagement process that went with adopting a new Animal Control By-law and traffic calming measures for Gondola Boulevard. The 48th Annual NB Sports Hall of Fame induction ceremony was held at the qplex, with announcements made for the upcoming 2018 World Under-17 Hockey Challenge and the 55+ Games, both events with Saint John. Mayor Clark further referenced Quispamsis being named as the top place to live in Atlantic Canada by MoneySense on-line magazine, noting he looks forward to seeing what 2018 has to offer and wished everyone all the best of the Christmas Season and a Happy and Prosperous New Year.

9. Correspondence

- 9.2 Request to Extend Deadline to review the following: 1) Proposed Municipal Plan By-law No. 054; 2) A. Malcolm Properties Ltd.'s Rezoning Application; 3) Dr. Jeff Sheppard's Request to Amend Developer's Agreement; 4) Master Enterprises Ltd.'s Request to Amend Developer's Agreement

A Staff Report from PAC Secretary, Violet Brown, requested an extension to the 30 day timeline provided for submission of PAC's written views on the above referenced items (4) to provide PAC more time to review.

Moved By Councillor Thompson

Seconded By Councillor Olsen

Council grant PAC a 30 day extension for submission of their written views, (to February 6, 2018), on the following items: 1) Proposed Municipal Plan By-law No. 054; 2) A. Malcolm Properties Ltd.'s Rezoning Application; 3) Dr. Jeff Sheppard's Request to Amend Developer's Agreement; 4) Master Enterprises Ltd.'s Request to Amend Developer's Agreement.

Motion Carried

9.1 Hammond River Angling Association - Wetland Project Contribution

Correspondence from Lee Robinson, Ex. Director of the HRAA, informed Council they are seeking funding to complete wetland delineations with Wetland Ecosystem Services Protocol for Atlantic Canada analysis in the Towns of Quispamsis and Rothesay. This is a tool used to measure wetland functions and values such as wildlife habitat, floodwater attenuation, water filtration, sediment retention and carbon sequestration. This tool was previously unavailable in NB, but was recently calibrated by NB DELG to update maps and regulate and protect NB wetlands. Being able to properly measure wetland values will ensure the most valuable wetlands are given the highest level of protection. In this regard, the HRAA is requesting the Town provide them with in-kind work valued at \$50 per hour for 10 hours, and if Council agrees to this request, a letter from the Town indicating the in-kind support so that they may include it with their government funding application.

A Staff Report from the Director of Engineering & Works informed Council the HRAA is asking the Town to partner with them as they make application for grant funding for this project. As a partner, the Town would be asked to provide GIS information, mapping and planning information to assist the HRAA in prioritizing wetlands and identifying which wetlands are the most important to Quispamsis.

Moved By Councillor Olsen

Seconded By Deputy Mayor O'Hara

The Town issue a letter to the Hammond River Angling Association acknowledging its in-kind support of the Wetlands Delineation Project for inclusion in the HRAA's application for government funding, and once the HRAA

receives funding, Staff will provide assistance as required for incorporation into the wetland delineation project.

Motion Carried

9.3 Nominating Committee's Recommendations Re Appointments to the Planning Advisory Committee

A Staff Report from the Nominating Committee informed Council of several upcoming vacancies on PAC (4), and provided recommendations for Council's consideration.

Moved By Deputy Mayor O'Hara

Seconded By Councillor Thompson

Council accept the Nominating Committee's recommendation to -

Renew the appointments of Darin Lamont and Darren Bishop, both for a further two year term; effective Feb. 1, 2018 and expiring January 31, 2020;

Appoint Brenda Fowlie to PAC, replacing Carolyn LeBlanc for a term effective immediately and expiring September 1, 2018 with the option to renew;

Direct Staff to advertise the upcoming vacancy (Jean Place's resignation effective Jan. 9, 2018), on PAC via the Town's social media and Committee applications be referred to the Nominating Committee for review and recommendation to Council.

Motion Carried

9.4 Recycle NB - Packaging and Printed Paper (PPP) Workshop – February 7, 2018 – Crown Plaza, Fredericton

A Staff Report from the Town Clerk referenced Council's 2016 request to the UMNB Membership asking the Association to lobby the Province to implement legislation that would permit the carrying out of a Packaging and Printed Paper (PPP) Program in New Brunswick. Further to this, UMNB had unanimously supported this request, and since then, Recycle NB plans to host an upcoming workshop on a PPP Program. As Quispamsis is considered a strong proponent of this program, the Town has been invited to send representatives to attend the February 7th workshop in Fredericton.

Councillor Olsen confirmed he would be available to attend the February 7, 2018 Workshop.

Moved By Councillor Olsen

Seconded By Deputy Mayor O'Hara

Recycle NB be informed that Councillor Olsen will attend the February 7th workshop and any other Council Members available, also be encouraged to attend to find out more information on a PPP Program for New Brunswick.

Motion Carried

10. By-laws

10.1 Sewerage Utility By-Law Amendment No. 005-17

Moved By Councillor Thompson
Seconded By Deputy Mayor O'Hara

First reading be given to Sewerage Utility By-law No. 005-17 increasing the annual user rate from \$412 to \$420.

Motion Carried

Moved By Councillor Olsen
Seconded By Councillor Miller

Second reading be given to Sewerage Utility By-law No. 005-17 increasing the annual user rate from \$412 to \$420.

Motion Carried

10.2 Water Utility By-Law Amendment No. 024-12

Moved By Councillor Thompson
Seconded By Deputy Mayor O'Hara

First reading be given to Water Utility By-law No. 024-12 increasing the Water User Fee Fixed Charge Component by 1.9%, with the basic rate going from \$208 to \$212 annually, with larger meters increasing by 1.9 – 2%; and the water user fee consumption charge component, (up to 96 cm per quarter) increasing by 2% from \$0.84 to \$0.857 per cm; and the second level usage charge increasing from \$1.33 to \$1.357 per cm (2.3%).

Motion Carried

Moved By Deputy Mayor O'Hara
Seconded By Councillor Thompson

Second reading be given to Water Utility By-law No. 024-12 increasing the Water User Fee Fixed Charge Component by 1.9%, with the basic rate going from \$208 to \$212 annually, with larger meters increasing by 1.9 – 2%; and the water user fee consumption charge component, (up to 96 cm per quarter) increasing by 2% from \$0.84 to \$0.857 per cm; and the second level usage charge increasing from \$1.33 to \$1.357 per cm (2.3%).

Motion Carried

11. New Business

11.1 2017 General Operating Surplus

Moved By Councillor Olsen

Seconded By Deputy Mayor O'Hara

BE IT RESOLVED that \$92,700 be transferred from the General Operating Fund to the General Operating Reserve Fund for future expenditures.

Motion Carried

Moved By Councillor Loughery

Seconded By Councillor Luck

BE IT RESOLVED that \$155,000 additional funds be transferred from the General Operating Fund to the General Capital Fund.

Motion Carried

Moved By Councillor Luck

Seconded By Councillor Miller

BE IT RESOLVED that \$116,000 be transferred from the General Operating Fund to the General Capital Reserve Fund for future use.

Motion Carried

11.2 2017 Transfer to Utility Capital Replacement Reserve Fund

Moved By Deputy Mayor O'Hara

Seconded By Councillor Thompson

BE IT RESOLVED THAT \$44,779 be transferred from the 2017 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 2017 Utility Operating Surplus

Moved By Councillor Loughery

Seconded By Councillor Olsen

BE IT RESOLVED that \$35,000 be transferred from the Utility Operating Fund to the Utility Operating Reserve Fund.

Motion Carried

Moved By Councillor Luck

Seconded By Councillor Olsen

BE IT RESOLVED that \$50,000 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund.

Motion Carried

12. Reports

12.1 Planning Advisory Committee Minutes - November 28, 2017 Meeting

12.2 Planning Advisory Committee - Notice of Decision Re Thomas Johnson Architect Inc. (Andrew McKay) Subdivision Plan - Old Neck Road

12.3 Planning Advisory Committee – Year End Report 2017

12.4 Kennebecasis Valley Fire Department Inc. - Minutes from November 22, 2017 Board Meeting

12.5 UMNB Update Re Upcoming Tax Revenues from Sale of Cannabis – Councillor Thompson, who serves as a Member on the UMNB Board of Directors, referenced the update from the new UMNB Executive Director, Margot Cragg. The update provided information from a recent announcement that the Provinces will receive 75% of cannabis tax revenues, and further that FCM has made a submission to the Federal Government that includes preliminary cost estimates of cannabis

legalization for municipalities. The submission also includes a revenue-sharing recommendation. Specifically, FCM recommends that one-third of total annual tax revenue collected on cannabis sales be allocated to municipal governments to address municipal administration and policing costs. In addition, UMNB has met with Minister Rouselle, Deputy Ministers for Finance and Justice & Public Safety on this subject, and an issue-specific working group has been requested to increase consultation with municipalities with UMNB providing input to FCM on NB specific issues and challenges.

- 12.6 Sport Tourism Grant Award Recipients - KVHS Lady Crusaders - 22nd Annual High School Hockey Tournament and KVHS Riverboat Classic Basketball Tournament – Councillor Olsen noted he is pleased to see the Town supporting the Sport Tourism Industry, referencing the Towns recent monetary support to the Kennebecasis Valley High School Lady Crusaders 22nd Annual Hockey Tournament, and the Kennebecasis Valley High School Riverboat Classic Basketball Tournament.

Moved By Councillor Olsen
Seconded By Councillor Miller

Reports be received and filed.

Motion Carried

13. Business Arising from Committee of the Whole

14. Adjournment

Moved By Councillor Rioux
Seconded By Councillor Olsen

Meeting adjourn. Meeting adjourned at 8:25 p.m.

Motion Carried

X

Gary Clark
Mayor



X

Catherine P. Snow
Clerk

