



**QUISPAMIS TOWN COUNCIL
REGULAR MEETING
MINUTES**

**December 20, 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 Kirk Miller
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

1. Approval of Agenda

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

Motion Tabled

2. Mayor's Comments

Mayor Clark acknowledged he and Councillor Olsen's participation in QES's Annual Pancake Christmas Breakfast earlier in the week, noting a good time was had by all.

3. Moment of Reflection

Councillor Miller read the Moment of Reflection.

4. Disclosures of Interest

No disclosures were declared.

5. Presentations

- 5.1 Mr. Ed McMahon, President & Mr. Brian Eisan, CD, 1st Vice-President & Poppy Chairman 2016, RCL Kennebecasis Valley Branch No. 58

Mr. McMahon and Mr. Eisan presented a Certificate of Appreciation to Mayor & Council in recognition of the Town's ongoing support of providing the qplex facility for the Annual Remembrance Day Ceremony.

Moved By Councillor Olsen

Seconded By Councillor Miller

Staff investigate, to commemorate Remembrance Day, placement of local Veterans photos on Utility Poles within the Town, similar to what other Municipalities have done.

Motion Carried

Moved By Deputy Mayor O'Hara

Seconded By Councillor Loughery

Mr. Ed McMahon and Mr. Eisan be thanked for their presentation to Council on behalf of the Royal Canadian Legion, Kennebecasis Branch No. 58.

Motion Carried

6. Public Hearings (none)

7. Minutes of Previous Meetings

- 7.1 December 6, 2016 - Regular Meeting

Moved By Deputy Mayor O'Hara

Seconded By Councillor Loughery

Minutes be approved as prepared.

Motion Carried

8. Unfinished Business

8.1 (Nov.15/16) Danny & Derek Dobson - Request to Council to Reconsider Decision Re Enterprise Saint John -Reduction in 2017 Annual Contribution

Danny & Derek Dobson made presentation to Council stating although they do not have any direct connection to Enterprise Saint John, as owners of one of the oldest businesses in Quispamsis, LTS Ltd., and as long term Quispamsis residents, they feel they are proof that as economic development grows in Saint John, Quispamsis too, prospers. They referenced their newly expanded building currently under construction near the Gondola Point Arterial and Millennium Drive intersection, noting this investment would not have taken place if they did not have confidence in the community and in the economy that it would succeed.

The Dobsons expressed their support on the vital role ESJ plays as Greater Saint John's only economic development agency, and their belief that this Board should be given the support and confidence to go forward and promote and sell the Greater Saint John Region, rather than expending their time defending their work. The commitment shown by the 11 highly esteemed individuals on ESJ's Board of Directors, both with their time and financial support, demonstrates these business leaders' confidence in ESJ's ability to strengthen the region's economic development. As business owners, both in Quispamsis and in Saint John, the Dobsons acknowledged when the market is slow, that is the time to accelerate advertising and promotion, not decrease it. They concluded their presentation by asking Council to reconsider its decision to reduce ESJ's annual funding request by 50%, and instead contribute the full \$112,000.

Council Members spoke to the issue of reinstating ESJ the full \$112,000 that was requested.

Councillor Olsen put forth a motion to provide ESJ with a window of opportunity, similar to what the neighbouring City of Saint John and Town of Rothesay have done, potentially funding ESJ the remaining 50% in six months' time, through reserve funds, if Council is satisfied with the efforts put forth by ESJ. NO SECOND.

Council thanked the Dobsons for their presentation.

8.2 (Nov.19/16) Proposed 2017 Budget - 2017 General Fund Budget Highlights & 2017 Utility Fund Budget Highlights

8.2.1 General Fund Highlights

Mayor Clark highlighted the proposed 2017 General Fund Budget, as follows:

- The proposed 2017 tax rate is \$1.28, an increase of 1 cent from the 2016 rate of \$1.27, per \$100 of assessment.
- This represents an increase of \$23.10 on a property assessed at \$231,000, the average assessed value of a residence in Quispamsis.
- The tax base for Quispamsis is now at \$1.684 billion, which represents a 2.18% increase (\$35.9m) over the 2016 tax base.
- In 2017, the Community Funding and Equalization Grant will be further decreased by the provincial government to \$105,016, which is \$50,307 lower than the amount received for 2016. This represents a decrease of \$709,746, (from the 2012 rate), or about 4.2 cents on the current tax rate, with no indication as to whether this grant will continue at the current level or not. Since the introduction of the new formula in 2013, Quispamsis has seen a total cumulative loss in funding from the provincial government of \$2,714,785.
- Since April 1, 2016, the Town no longer receives funding from the "Municipal Fine Revenue Sharing" program due to cancellation of this program by the province. The effect on the 2017 budget is a reduction of \$20,572. The total cumulative loss in funding from two years ago is about \$81.6K or about 0.5 cents on the tax rate.
- The total 2017 budget of \$23,081,110 reflects an increase in Total Expenditures of \$385,137.

The Net Budget, or total property tax revenue, increased by \$623,750 or 2.98% over 2016, and is made up of:

Increased expenses	\$385,137
Decreased Other Revenue (increased total budget)	\$188,306
Decreased Grant Revenue (increased total budget)	\$ <u>50,307</u>
Increase in Property Tax Revenue	<u>\$623,750</u>

- The cost of residential garbage, compost pick-up and curb-side recycling, (curbside recycling started in May of 2016), is included in the 2017 budget at a total cost of \$941,500, a reduction of \$44,500 plus the reduction of \$135,000 for recycling bins and advertising that were included in 2016 as a one-time cost.
- Debt Service Cost, *total debt cost as a percentage of the total budget*, is now at 9.86%. Note that the Town is planning to borrow \$750,000 for capital projects in 2017.
- A contribution of \$116,000 to the General Operating Reserve is included in the total expenditures from the 2017 General Operating Fund budget.
- Capital expenditures this year, totaling \$3.472 million, will be funded from the General Operating Fund Budget at \$1.6M, Gas Tax Funds \$1.12M, and \$750K from borrowing, and include:
 - \$357,000 on Community Services Department capital projects, including: trails at \$95,000 and ball field netting at Meenan's Cove for \$14,500, a new parks vehicle for \$60,000, work on Quispamsis Memorial Arena roof at \$47,000 and various qplex capital items for a total of \$86,500; plus repairs and paving to the upper (front) parking lot at a cost of \$54,000.
 - \$67,000 for replacement of two engineering vehicles;
 - \$150,000 for equipment for transportation services;
 - \$187,000 for replacement of 4 works department vehicles;
 - \$265,000 for local improvements, storm sewer work and traffic calming;
 - \$2,371,500 is included for repairing and paving portions of the following streets:

Hammond River Rd	Ambassador Dr	Gondola Blvd
Parkside Rd	Diggle Dr	Sunset Dr
French Village Rd	Hammond View Terrace	Haven Ct
Kallars Hill Rd	Chalet Ct	Ranch Ave
Quispamsis Rd	Sparrow Ct	

Additional Streets to be upgraded as a result of Council's decision to borrow \$696,000 for this purpose, will be determined early in the New Year.

- The Kennebecasis Regional Police Budget and the Kennebecasis Valley Fire Department are shared between Quispamsis and Rothesay at an approximate 60/40 split. The total Town contribution to these protective services is \$6.155 million and has increased by \$175,729. This equates to just over one cent on the tax rate.
- The protective services budget also includes \$209,225 for Quispamsis' 60% share of the Telecom 911 service provided to the Kennebecasis Valley.
- The Kennebecasis 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 \$216,668, which represents an increase of 1.3% over 2016. The Quispamsis share for 2017 is at 62.6% for a total cost of \$135,016.
- The Public Transit budget is now at \$155,423, essentially the same as 2016. An evaluation will be completed in 2017 on ridership and costing.
- Enterprise Saint John – Quispamsis' share is included at \$56,067, a 50% decrease over 2016.
- Regional Facilities – Quispamsis' share of its legislated commitment to the following facilities in Saint John is now 16.5%, the share includes:

Harbour Station	\$132,317
Trade and Convention Centre	\$151,433
Imperial Theatre	\$ 85,310
Aquatic Centre	\$140,503
Saint John Arts Centre	\$ 20,626

QUISPAMSIS TOTAL SHARE OF REGIONAL FACILITIES \$530,189

This total is a 2.55% increase of \$13,167 over 2016.

- Together, our share of the Saint John Regional Facilities and Enterprise Saint John budgets totals \$586,256 for 2017. The Town of Quispamsis has contributed over \$7.6 million to the Regional Facilities and Enterprise Saint John since amalgamation in 1998.
- Grants and Donations include the following:
 - o \$7,500 OASIS Youth Centre
 - o \$7,500 Imperial Theatre Capital Campaign
 - o \$7,500 Greater Saint John Fieldhouse (*1st of a 4 year commitment*)
 - o \$7,135 Pro Kids (directly to operation costs)
 - o \$5,000 Dalhousie Medicine NB (*6th of 10 year commitment*)
 - o \$5,000 Key Industries *Building A Brighter Tomorrow* Campaign
 - o \$5,000 Chris Saunders Memorial Elementary playground
 - o \$3,000 KV Committee for Disabled Persons
 - o \$3,000 Crimestoppers
 - o \$ 2,500 Cherry Brook Zoo
 - o \$ 1,500 Saint John Theatre Company
 - o \$ 2,500 Various other donations and support
- 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 the Fundy Regional Service Commission, based on its pro rata share of tax base plus population. The Town’s 14.8% share of the \$37,574 municipal portion of the budget for this item is \$6,058.

- The Town of Quispamsis will once again provide life guards at both the Gondola Point Beach and Meenan's Cove Beach at a total cost of \$67,910 for the summer season. The cost is about a \$1,000 increase over 2016.

8.2.2 2017 General Operating Fund Budget

Moved By Councillor Miller

Seconded By Deputy Mayor O'Hara

RESOLVED THAT the sum of \$23,081,110 be the total budget of the Municipality, that the sum of \$21,554,031 be the warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.2800.

And further, the Quispamsis Town 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

8.2.3 2017 General Capital Fund Budget

It was noted the additional 8 – 12 streets that will be upgraded as a result of Council's decision to borrow \$696,000 will be identified in the New Year based upon the Engineering Department's assessment of Street Capital priorities.

Moved By Councillor Thompson

Seconded By Councillor Loughery

RESOLVED THAT the Council of the town of Quispamsis accept the 2017 General Capital Fund Budget as presented, with a total of \$3,472,500 in capital expenditures.

Motion Carried

Councillor Loughery acknowledged even with the one cent increase, the Town's tax rate of \$1.28 is one of the lowest in the Province, noting Towns of comparative sizes, like Riverview, has a tax rate of \$1.56, and the Mirimichi, a tax rate of \$1.72, both of whom have increased their tax rates this year and have set monies aside in Reserve Funds.

Councillor Olsen acknowledged Quispamsis seems to be penalized by the Province for keeping a low tax rate, noting, in comparison, Mirimichi with a tax

rate of \$1.72 receives \$5.8 million from the Province's Community Funding and Equalization Grants compared to Quispamsis' \$105,016

Enterprise Saint John

Moved By Councillor Luck

Seconded By Councillor Olsen

A letter be issued to ESJ confirming the Town's 2017 Budget contribution of \$56,000 and inviting them to come back in June to update Council on the status of their plans and progress at that time.

Motion Carried

CAO Deville noted if Council, come June, wishes to consider any further contributions to ESJ at that time, monies could be made available through the Town's Operating Reserve Fund.

8.2.4 Utility Fund Highlights

Mayor Clark highlighted the proposed 2017 Utility Fund Budget, as follows:

- 2017 Sewer user rates will increase by \$8, (2%), to \$412 per equivalent unit per year.
- The 'Water User Fee Fixed Charge Component' on all meter sizes will increase by 2%, (for most residential homes with a basic meter size this means a change from \$204 to \$208 annually).
- The 'Water User Fee Consumption Charge Component' for the first 96 c.m. per quarter will increase from \$0.82 to \$0.84 per c.m. (2.4% increase). The rate in excess of 96 c.m. per quarter will increase from \$1.30 to \$1.33 per c.m. (the 96 per quarter consumption charge threshold increases with larger meters)
- Utility Capital Expenditures: The 2017 Capital Budget totaling \$340,000 includes a Sanitary Sewer Connection Study for \$40,000, a Water Distribution Study for \$50,000, and a Water System project for the Sunset Drive Haven Court Loop for \$250,000. The Capital budget will be financed by a \$200,000 grant from the Building Canada Fund -

Small Communities Fund, with the remaining \$140,000 to come from the Utility Operating Fund.

8.2.5 2017 Utility Operating Fund Budget

Moved By Councillor Rioux

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 \$2,745,934 and total expenditures of \$2,745,934.

Motion Carried

8.2.6 2017 Utility Capital Fund Budget

Moved By Deputy Mayor O'Hara

Seconded By Councillor Loughery

RESOLVED THAT the Council of the Town of Quispamsis accept the 2017 Utility Capital Fund Budget as presented, with a total of \$340,000 in capital expenditures.

Motion Carried

8.3 (Oct.2016) Premier Brian Gallant - Acknowledgement & Thankyou Re Town's Interest in the EPR - PPP Program

Premier Gallant's letter thanked the town for its letter of November 18, 2016 addressed to Recycle NB and copied to the Premier's Office, noting the Province appreciates Quispamsis' interest and endorsement of a possible future EPR Program for PPP in New Brunswick.

Moved By Councillor Thompson

Seconded By Councillor Miller

Premier Brian Gallant be thanked for his letter, and he be asked to update Council on the Province's current status concerning implementation of the EPR – PPP Program.

Motion Carried

9. Correspondence

9.1 Letter from Bernard Beukeveld - Request for Council Agenda Package on Friday Preceding Meetings

Mr. Beukeveld was in attendance and expanded upon his letter requesting the Council Agenda package be made available to the public on the Friday preceding the Tuesday Council meeting date, rather than on Mondays as is the current practice.

A Staff Report from CAO Deuville acknowledged the Council agenda deadline of 1:00 p.m. on the Thursday preceding the Council Meeting date, while allowing for a prompt turnaround for citizens, leaves only one and a half days of agenda preparation time to complete the package to issue to Council by late Friday. Once published, on Monday mornings, the Public Agenda package is reviewed for redaction of all individual's personal information, i.e. addresses, personal emails, phone numbers, etc., prior to its being posted on the Town's website. Ms. Deuville noted this still leaves the public with nearly two full working days to review the agenda package in advance of the Council Meeting, and allows the Town to be proactive, pursuant to the RTIPPA legislation by protecting personal information.

Moved By Councillor Olsen

Seconded By Deputy Mayor O'Hara

Given the Town's commitment to timeliness of allowing submissions to Council up to 1:00 p.m. on the Thursdays preceding the meeting date, and in consideration of the Town's efforts to be proactive with respect to the privacy legislation, Mr. Beukeveld be thanked for his letter, however, the Town continue to make available online, the redacted version of the Council Agenda package on the Monday's preceding the meetings, no later than noon, and Mr. Beukeveld's letter be received and filed.

Motion Carried

9.2 Quispamsis Island View Lions Club - Request to Change Street Name - Market Street to Lions Way

Correspondence from Mr. Greer, President of the Quispamsis Island View Lions Club informed Council the year 2017 marks the 100th anniversary of Lionism. Lions, he noted, around the world have been changing lives for 100 years through humanitarian service. The Quispamsis Island View Lions Club was established in 1973 and faithfully serves the residents of Quispamsis and area. In recognition of this anniversary and as part of their legacy campaign, they asked Council to consider changing the street name from Market Street to Lions Way. This change, he said, would impact a small number of commercial establishments as there are no residents located on the street. Some, if not all of

these businesses, have post office boxes rather than civic addresses making the change more palatable.

Moved By Councillor Rioux

Seconded By Councillor Olsen

The Quispamsis Island View Lions Club's request to change the street name upon which their Lions Club is located on Market Street to Lions Way in recognition of their 100th Anniversary be referred to the Municipal Planning Officer to contact the affected property owners seeking their approval of the proposed street name change, and upon receipt of this information, the request be referred to PAC for their recommendation, and once received the results of the full review be provided to Council for consideration of final approval.

Motion Carried

10. By-laws

10.1 Proposed By-law No. 051; "A 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 for the Town to amend the EMO By-law. This past fall, the Emergency Measures Planning Committee streamlined the reporting structure of the new Quispamsis Emergency Measures Organization by eliminating the need for an Action Committee due to duplication of mandates. The Quispamsis Emergency Preparedness Team (QEPT) is the tactical group for emergency measures and reports to the Emergency Measures Planning Committee. Also, due to a number of housekeeping amendments, it is recommended that By-law No. 009 be repealed and replaced in its entirety with the new By-law No. 051, which received first and second reading at the December 6, 2016 Regular Meeting.

Moved By Deputy Mayor O'Hara

Seconded By Councillor Olsen

Third and final reading be given to By-law No. 051. (Was read in its entirety).

Motion Carried

10.2 Proposed By-law Amendment No. 005-16; A By-law of the Municipality of Quispamsis Respecting the Sewerage Utility

A Staff Report from the Town Treasurer informed Council upon approval of the 2017 Utility Operating budget the Sewerage Utility By-law requires an amendment to the Sewerage User rate. The sewerage rate will be increased by \$8, (2%) from \$404 per equivalent user to \$412 per equivalent user.

Moved By Councillor Olsen

Seconded By Councillor Miller

First reading be given to Proposed By-law Amendment No. 005-16.

Motion Carried

Moved By Councillor Rioux

Seconded By Councillor Thompson

Second reading be given to Proposed By-law Amendment No. 005-16.

Motion Tabled

10.3 Amendment No. 24-11 To By-law No. 24 of the Municipality of Quispamsis Respecting Water Utility

A Staff Report from the Town Treasurer informed Council upon approval of the 2017 Utility Operating budget an amendment to the Water User Fixed Charge and Water User Consumption Charge is required. The Water User Fee Fixed Charge Component is increasing by 2% with the basic rate going from \$204 to \$208 annually, with larger meters also increasing by 2%. The Water User Fee Consumption Charge Component up to 96 cm per quarter, is increasing by 2.4% from \$0.82 to \$0.84 per cm. The second level usage charge is increasing from \$1.30 to \$1.33 per c.m (2.3%)

Moved By Councillor Thompson

Seconded By Councillor Loughery

First reading be given to Proposed By-law Amendment No. 024-11.

Motion Carried

Moved By Councillor Olsen

Seconded By Councillor Miller

Second reading be given to Proposed By-law Amendment No. 024-11.

Motion Carried

11. New Business

11.1 2016 Year End Resolutions

11.1.1 2016 Projected General Operating Surplus

Moved By Councillor Rioux

Seconded By Councillor Thompson

BE IT RESOLVED that \$17,000 be transferred from the General Operating Fund, 2016 Surplus to the General Operating Reserve Fund for future expenditures;

Motion Carried

Moved By Councillor Thompson

Seconded By Councillor Olsen

BE IT RESOLVED that up to \$80,000 additional funding be transferred from the General Operating Fund, 2016 surplus to the General Capital Fund.

Motion Carried

11.1.2 2016 General Capital Reserve Fund Transfer

Moved By Deputy Mayor O'Hara

Seconded By Councillor Loughery

BE IT RESOLVED that \$688,000 be transferred from the General Capital Reserve Fund to the General Capital Fund.

Motion Carried

11.1.3 2016 Projected Utility Operating Surplus

Moved By Councillor Loughery

Seconded By Deputy Mayor O'Hara

BE IT RESOLVED that up to \$135,000 be transferred from the Utility Operating Fund to the Utility Capital Fund.

Motion Carried

11.1.4 2016 Transfer to Utility Capital Replacement Reserve Fund

Moved By Councillor Rioux

Seconded By Deputy Mayor O'Hara

BE IT RESOLVED THAT \$44,686 be transferred from the 2016 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

11.1.5 Utility Capital Reserve Fund Transfer

Moved By Councillor Miller

Seconded By Councillor Loughery

BE IT RESOLVED THAT \$1,300,000 be transferred from the Utility Capital Reserve Fund to the Utility Capital Fund.

Motion Carried

12. Reports

12.1 Animal Control Monthly Report Summary

12.2 Planning Advisory Committee's November 22, 2016 Meeting

Moved By Councillor Olsen

Seconded By Councillor Miller

Reports be received and filed.

Motion Carried

Mayor Clark thanked Council and Staff for the work done during the budget process, stating he is proud of how everyone came together and unanimously passed a budget that will prioritize street capital, acknowledging over \$3m will be expended on road upgrades in 2017, the largest paving budget in the history of the Town. He further announced that the Town will not be hosting a Mayor's Levee this year and has opted instead, as a social responsibility, to make a donation to the KV Food Bank. He closed the meeting wishing everyone a Merry Christmas and a Happy New Year.

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

14. **Adjournment**

Moved By Councillor Olsen

Seconded By Councillor Rioux
Meeting adjourn.

Motion Carried

Meeting adjourned at 8:55 p.m.

X

Gary Clark
Mayor

X

Catherine P. Snow
Clerk