



## QUISPAMISIS TOWN COUNCIL

### REGULAR MEETING

#### MINUTES

December 4, 2018, 7:00 pm

Council Chambers

Quispamsis Town Hall

Present:

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

#### 1. Approval of Agenda

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Olsen

The Agenda be approved as prepared.

**Motion Carried**

#### 2. Mayor's Comments

Mayor Clark commented on the huge success of the well attended Annual KV Christmas Parade November 24, 2018, noting he and Rothesay Mayor, Nancy Grant, had the pleasure of walking the parade route on such a beautiful evening.

**3. Moment of Reflection**

Councillor Luck 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 20, 2018 - Regular Meeting

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Thompson

Minutes be approved as prepared.

**Motion Carried**

7.2 November 24, 2018 - Special Meeting - Proposed 2019 Budget

**Moved By** Councillor Luck

**Seconded By** Councillor Loughery

Minutes be accepted as prepared.

**Motion Carried**

**8. Unfinished Business**

8.1 (Nov.24/18) Proposed 2019 Budget

8.1.1 Items Referred from the November 24, 2018 Special Meeting

8.1.1.1 Asphalt Program Upgrade 2018 - Staff Report from Director of Engineering & Works

Mr. Losier's Staff Report responded to questions of Council concerning the completion schedule for the 2018 Asphalt Resurfacing Program and the introduction of pedestrian lanes. The Asphalt Resurfacing Program - 2018 was done in two portions. The first, designed, tendered and administered by the Town's Engineering Staff, was the paving of 9 street segments that made up 6 km of roadway. This work was done by Debly

Construction at asphalt pricing of \$85 per ton , and was completed by July 31, 2018.

The second, designed and tendered by Crandall Engineering as part of the overall project design, was the second phase of the Gondola Boulevard Project. The tender for this work was awarded in August, with an anticipated October 31st deadline date. Unfortunately, the main contractor, Steele Construction, encountered a rock sub-base which required additional excavation and extended base preparation by 10 days. Further, wet weather followed by cold and snowy weather in November delayed placement and compaction of gravel, and prohibited the final seal layer of asphalt. If acceptable weather conditions do not occur this year, then the contractor will be directed to stabilize the worksite and hold off on the final seal until May, 2019.

Mr. Losier's Staff Report acknowledged the full \$1.3 million Gondola Point Boulevard has been broken down into smaller phases based on Council's budget decisions, and is expected to be completed in the 2020 year.

With respect to pedestrian lanes, this is a function of road classification. Local low volume subdivision streets do not warrant widening so much as the local minor collectors such as Queensbury Drive and Gondola Boulevard. Major collectors are reviewed on a case by case basis, and are, at a minimum, designed with a 1m walking lane separated by a rumble strip.

**Moved By** Councillor Luck  
**Seconded By** Councillor Miller

Asphalt program report for 2018 be received and filed.

**Motion Carried**

#### 8.1.1.2 Traffic Study Overview – Council Update - Staff Report from Director of Engineering & Works

Mr. Losier's Staff Report addressed Council's concerns re traffic studies conducted in the summer vs during the school year. Traffic counts are established for various reasons, ie. a base count for a neighbourhood or specific street before a new street is opened up, or before a street is resurfaced to see how speeds are influenced, turning movements at intersections, etc. as well as to help planning when developers are directed to open specific connections. The most common use is to

monitor local traffic speeds and volumes due to complaints received. Most speeding complaints are received from May to October since the winter weather tends to slow down traffic, and it is often throughout this period that the counters are installed. While many counts are done from June - September when the most complaints are received and when the Town has summer staff to do these studies, there is also counts done during the May - October timeframe, well within the school limits. The highest time for traffic complaints is generally the first week or two of school, and in April/May after the snow melt and people are out walking again.

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Thompson

The town of Quispamsis continue the current process of monitoring traffic speeds and volumes as conditions and equipment permits, recognizing that if specific complaints arise directly related to school area traffic issues the Engineering Dept. would utilize additional out sourced resources should it be deemed necessary by the Director of Engineering and Works.

**Motion Carried**

8.1.2 Mr. Steve Sanderson - Comments Re Proposed 2019 Budget Presentation of November 24, 2018

Mr. Sanderson provided his overall observations regarding the budgeting process acknowledging he and his wife have attended mostly all Council Meetings over the past six years, including budget deliberation processes. He commended Council and Staff for their hard work and dedication, and offered the following comments and observations:

- Municipal Plan – Needs to provide incentives for minimizing tree removal or penalizing the opposite;
- *KV Safest Place to Live in Canada* (MacLeans 2018) and *Best Place to Live in Atlantic Canada* (Moneysense 2017) – Attributed to providing new schools, recreational and cultural facilities and programs – important to support organizations like KV Oasis & KV CrimeStoppers;
- Unconditional Grant/Equalization Grant Process – Provincial formula/calculations are not clear - Quispamsis has a very low tax rate which does not equate to very significant road responsibility - need to allocate more to roads in each year's budget;

- UMNB – Make more use of UMNB to move resolutions forward to Province – eg. Equalization Formula issue;
- Good idea to publicly outline maintenance costs and benefits— residents will accept tax increases if they see what is being done in return;
- Purpose of Reserve Funds – for emergency use, not a slush fund to avoid raising taxes or to avoid borrowing funds;
- Asset Management – will significantly impact the budget process;
- Waste Management – Costs benefits noted on including in tax rate, (plus curbside collection), vs former cost to residents for community blue bins and private garbage collection;

Due to the 10 minute timeframe being up for Mr. Sanderson's presentation; Council Members asked him his view on the following items:

- ESJ – Support should be unconditional, not definitive, show leadership and, as a region, pull together;
- Debt service ratio – low at 8.8% with the acceptable level at 20%; the Town is in good shape with its borrowing capacity;
- Performance Audit – Feels would be more beneficial to defer consideration of audit until the impactful Asset Management Plan and revamping of the Town's financial system initiatives currently underway are completed;
- Smoke Free Places By-law – Good idea and makes sense to do it in stages, beginning with smoking cessation plans for employees;

In closing, Mr. Sanderson reiterated his view that the tax rate should be the result of the budget process exercise, not the goal.

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Thompson

Mr. Sanderson be thanked for his comments and his correspondence be received and filed.

**Motion Carried**

### 8.1.3 Province of New Brunswick - 2019 Tax Bases and Community Funding and Equalization Grant Information

The 2019 Tax Bases and Community Funding and Equalization Grant information from the Province of New Brunswick indicated Quispamsis's

2019 Tax Base Assessment totals \$1,748,060,900 - an increase over 2018 of \$69,710,653. The 2019 Equalization Grant for Quispamsis amounts to \$110,347; a decrease of \$343,309 from the 2018 amount.

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

A letter be drafted to Premier Blaine Higgs, MLA, and the Honourable Jeff Carr, Minister of Environment & Local Government requesting a meeting to discuss Council's disappointment with the reduced amount of the Community Funding and Equalization Grant; (less \$343,309 from the 2018 amount), for Quispamsis, and also to request the Province to provide NB Municipalities with the municipal funding taxation and grant numbers no later than November 1st of each year so that Municipalities can prepare their budgets based on actual numbers rather than estimates.

**Motion Carried**

#### 8.1.4 Staff Report from Town Treasurer, Krista Brandon, and Updated Proposed 2019 Budget Documents

Ms. Brandon's Staff Report updated Council on the 2019 proposed budget incorporating the summary of changes made at the November 24, 2018 Budget Meeting. In addition to these changes, the revised budget also incorporates the confirmed numbers on the Gas Tax funds; Community Funding and Equalization Grant as well as the 2019 Tax Base. The 2019-2023 Gas Tax Allocation is \$6,514,913 which equalized over the 5 years is \$1,302,983 annually. The Community Funding and Equalization Grant is \$101,347, a decrease of \$343,309 as the Town received no equalization component of this grant for 2019. The tax base increased from \$1,678,350,247 in 2018 to \$1,748,060,900 in 2019; an increase of 4.15%.

Ms. Brandon confirmed the above noted changes now reflect a proposed 2019 tax rate of 1.3183 which is a 2.83 cent increase over 2018 and a net budget of \$24,907,197.

The revised Utility Budget has been changed to reflect Council's motion to increase the sewer rate from the 2018 rate of \$420 to \$448 per annum which provides an increase of revenue of \$43,509 and an increased transfer to capital reserves of \$43,509.

Ms. Brandon concluded her report indicating on an averaged assessed home in Quispamsis of \$247,125; an increase of 2.83 cents on the tax rate would mean a \$70 increase in additional property tax for 2019. The increased sewer rates will cost a household an additional \$28 for 2019 and increased water rates, (fixed and consumption), will cost an additional \$8 per household for 2019.

**Moved By** Councillor Miller

**Seconded By** Councillor Rioux

*The Town Treasurer be authorized to proceed with finalizing the 2019 Proposed Budget as presented and that the 2019 Budget be brought to Council for final resolution at the December 18, 2018 meeting.*

On the question, Councillor Loughery asked that the amount to conduct a performance audit of \$101,922 proposed to come from the Reserve Fund be reconsidered. She stated otherwise she will not be supporting the proposed 2019 budget. While she supports performance audits in general, she does not support using funds from the Reserve Fund for this purpose, nor does she feel the timing is right to proceed with a performance audit when the Town is in the midst of preparing an asset management plan and implementing a new financial accounting program. She feels a more accurate review could be done in 2020.

Councillor Miller acknowledged the Town has utilized the Reserve Fund for other uses such as expenditures for the Fire Department.

Councillor Thompson feels the timing for a performance review is off, and asked CAO Deuille to expand upon the current projects underway that would have the greatest impact on the performance audit.

CAO Deuille stated the greatest impact would be the asset management plan, and the new software for the Finance Department . . .

Councillor Luck called a Point of Order stating this matter has already been discussed. Councillor Thompson stated the CAO was responding to her request, and that she will not be voting in support of the budget if the performance audit remains in the 2019 budget.

Deputy Mayor O'Hara stated a performance review is different than an asset management plan, and feels Council would be remiss if it did not provide the proper information resulting from a performance audit to residents. She stated there will always be projects going on, and a performance audit can be done during ongoing activity. She added while an asset management plan will provide the Town with more information

concerning the Town's assets, a performance review will provide a forensic overview of operations.

Councillor Olsen stated he has voted against the operations review as he doesn't think there is a ground swell of concern with residents on this issue, noting those he has spoken to are supportive of staff, whom he believes are doing a fantastic job.

Councillor Luck stated he would expect another motion to be put forth on items that have already been voted upon, stating he has talked to citizens who have asked that a performance audit be done.

Councillor Rioux stated he does not have a problem with a performance audit being done, but does not feel the timing is right. He would prefer see the implementation of the asset management plan and the financial software modernization at least substantially completed first.

The Town Clerk re-read the proposed motion, and Mayor Clark called for the vote.

Against (3): Councillor Thompson, Councillor Olsen, and Councillor Loughery

**Motion Carried  
4-3**

8.2 (July 17/18) DTI Minister Bill Oliver's Response Re Access to Route 119 from the Gondola Point Road

Correspondence from the Honourable Bill Oliver responded to the Town's request that the Gondola Point Road be extended to incorporate a right turn lane onto Route 119 in Quispamsis. Route 119 from Route 1 to the ferry landing is designated as a Level III controlled access highway. Permission, the Minister wrote, may be granted for a municipal road or street access. While the Department of Transportation and Infrastructure does not object to the concept of a new point of access onto Route 119, it is possible that the extension of Gondola Point Road is not the best option. As the Town has acknowledged in its letter, he said, the Town will need to have a technical evaluation completed by a qualified engineering consultant before DTI would consider approval. Once the evaluation has been completed and submitted, DTI will review the consultant's report and make a determination as to whether a right turn lane from Gondola Point Road or some other point of access onto Route 119 is recommended.



A discussion ensued on this matter. The Director of Engineering & Works confirmed he does not have any funding identified in 2019 for an engineering study of the proposed access off Gondola Point Road to Route 119.

**Moved By** Councillor Thompson

**Seconded By** Councillor Luck

The issue of a right turn lane off Gondola Point Road onto Route 119 be placed on hold with priority being given at this time to the Squire Drive/Route 119/Alma Lane intersection.

**Motion Carried**

Mr. Dirk Larooi, who originally brought this matter before Council, was in attendance and stated he was satisfied with Council's decision to focus currently on improvements to the Squire Drive/Rte. 119/Alma Lane intersection noting he hopes the proposed access off Gondola Point Road will be reconsidered at a future date.

## 9. Correspondence

### 9.1 Mr. Cal Cipolla - 351 Hampton Road - Condo Development - Request to Amend Developer's Agreement to Extend Development Time Lines

Correspondence from Mr. Cipolla requested a three year extension to the start up date for the multi-residential housing development planned for 351 Hampton Road. The current agreement requires that a building permit for the first phase of the development be submitted prior to December 31, 2018. Due to unforeseen circumstances, the first phase of the development is unable to begin as per the timeline described in the agreement, and a three year extension is being requested. Mr. Cipolla noted the Developer remains fully committed to completing the project, and has been meeting with engineers and surveyors in anticipation of the project commencement while working on building a market base for future home buyers.

A Staff Report from the Municipal Planning Officer indicated Council can either entertain the extension request by going through the public process or cancel the agreement. From a planning point of view, Mr. Colbourne wrote, the request for an extension does not impact the agreed upon land use and multiple residential development plan for the property as those elements of the agreement remain in effect. The requested amendment simply delays the start date. The property is now zoned R2 as per the Zoning By-law Amendment and this zoning designation will carry forward to the new Zoning By-law.

**Moved By** Councillor Olsen

**Seconded By** Deputy Mayor O'Hara

In response to Mr. Cipolla's request to amend the Amending developer's agreement between the Town of Quispamsis and 606366 NB Ltd. to extend the current December 31, 2018 deadline for building permit application to December 31, 2021; (3 year extension); a Public Hearing date be set for January 15, 2019 and Mr. Cipolla's application also be referred to PAC for its written views.

**Motion Carried**

## **10. By-laws**

### **10.1 (Dec.4/18) Proposed Animal Control By-law Amendment No. 052-01 Re License Fee Revisions**

Mr. Losier's Staff Report noted Council had directed Staff to investigate multi-year and lifetime license options for both cats and dogs. The investigation led staff to discover that most jurisdictions are opting for multi-year fee structures rather than strictly a lifetime license since owners tend to license based on age of dogs. Younger puppies would get lifetime licenses while older dogs tended to have shorter term licenses. Many jurisdictions still required rabies information that tended to be renewed on a 3 year cycle. Staff, he said, is recommending the 1 year, 3 year and life time (if microchipped), licenses be incorporated as an amendment to the Animal Control By-law.

**Moved By** Councillor Thompson

**Seconded By** Councillor Loughery

First reading be given to Proposed Animal Control By-law Amendment No. 052-01 to reflect the proposed changes to licensing fees.

**Motion Carried**

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Miller

Second reading be given to Proposed Animal Control By-law Amendment No. 052-01 to reflect the proposed changes to licensing fees.

**Motion Carried**

### **10.2 (Nov.20/18) Proposed Council Remuneration By-law Amendment No. 018-08**

The proposed amendment to the Remuneration By-law reflects the updates to salaries to include the adjusted amounts previously in the Allowances for

Expenses and updates the total maximum annual reimbursement for expenses to be in alignment with the budget.

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Luck

First reading be given to Amendment No. 08 to By-law No. 018; A By-law of the Municipality of Quispamsis Respecting the Remuneration of Council.

**Motion Carried**

**Moved By** Councillor Olsen

**Seconded By** Deputy Mayor O'Hara

Second reading be given to Amendment No. 08 to By-law No. 018; A By-law of the Municipality of Quispamsis Respecting the Remuneration of Council.

**Motion Carried**

## **11. New Business**

### **11.1 Waiving or Reduction of Facility Rental Fees at Town Facilities in 2019**

Staff Report from Director of Community Services

Ms. Purton Dickson's Staff Report referenced the recently approved policy regarding the reduction or waiving of rental fees at Town facilities. Since the policy was adopted, Staff has created an application form and contacted all groups that were using town facilities for free or at a reduced rate over the year, whether it was for a one time event or a regular basis. She attached the applications that have been received requesting fees be waived from various groups for Council's consideration noting the value of the requests totals \$7,960.

**Moved By** Councillor Miller

**Seconded By** Deputy Mayor O'Hara

In keeping with the Waiving or Reduction of Town Facility Rental Fees Policy; Council waive the 2019 facility rental fees for the following groups who meet the Policy Criteria:

1. Quispamsis Seniors Club;
2. KV3C; and
3. The Canadian Blood Services;

And, the Town Clerk be directed to notify all applicants of Council's decision.

**Motion Carried**

11.2 Award of Tender No. 2018TQ11-19 - 4 x 4 Truck

Staff Report from Director of Engineering & Works

A Staff Report from the Director of Engineering & Works informed Council only one tender was received for the new 2018/2019 Heavy Duty 3/4 ton 4x4 truck for the Utility Department.

**Moved By** Councillor Luck

**Seconded By** Deputy Mayor O'Hara

Council award Tender No. 2018TQ11-19 for one new 2018/2019 Heavy duty 3/4 Ton 4 x 4 truck to the low bidder, Downey Ford Sales Ltd. for the bid price of \$46,506.50, (plus HST).

**Motion Carried**

11.3 Assent of Town of Quispamsis Subdivision Plan - Municipal Drive

Staff Report from Municipal Planning Officer

A Staff Report from the Municipal Planning Officer informed Council the Town of Quispamsis Subdivision Plan that is before Council for assent is for the purpose of creating Municipal Drive as a Public Street, (while retiring the street name Civic Drive); Public Utility Easements for the Public Utility agencies, (NB Power and Bell Aliant), and create Lot 18-1 as a separate parcel.

**Moved By** Councillor Miller

**Seconded By** Councillor Rioux

To grant assent to the Town of Quispamsis Subdivision Plan to permit registration of the plan in Land Titles subject to stamping and signing by the Town Clerk and Municipal Planning Officer.

**Motion Carried**

**12. Reports**

12.1 UMN B Update Re Infrastructure Funding

12.2 Municipal Designated Highways Program - Acknowledgement Letter from Province

12.3 Thank You Letter - Canada Games Aquatic Centre

12.4 KVHS Ladies Crusaders Hockey Team – Donation

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

Reports be received and filed.

**Motion Carried**

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

**14. Adjournment**

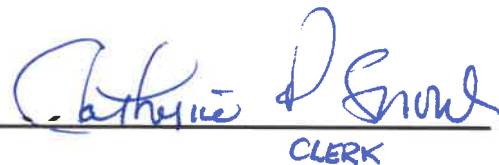
**Moved By** Councillor Olsen  
**Seconded By** Councillor Loughery

The December 4, 2018 Regular Meeting stand adjourned.

**Motion Carried**

Meeting adjourned at 8:40 pm

MAYOR



CLERK



