



QUISPAMISIS TOWN COUNCIL

REGULAR MEETING

MINUTES

May 3, 2022, 7:00 pm
Council Chambers
Quispamsis Town Hall

Present:

Mayor Libby O'Hara
Deputy Mayor Mary Schryer
Councillor Mike Biggar
Councillor Noah Donovan
Councillor Kerrie Luck
Councillor Kirk Miller
Councillor Emil T. Olsen
Councillor Beth Thompson
Brandon, Krista; Town Treasurer
Colbourne, Dwight, Municipal Planning Officer
Emmerson, Cheryl; Human Resources Manager
Kennedy, Aaron; Acting CAO
Losier, Gary; Director of Engineering & Works
MacInnis, Lisa; Assistant. Clerk
Snow, Catherine; Town Clerk

1. **Approval of Agenda**

Moved By Councillor Miller

Seconded By Deputy Mayor Schryer

The Agenda be approved as prepared.

Motion Carried

2. **Mayor's Comments**

Mayor O'Hara informed those in attendance the Province's Alert Ready will be tested tomorrow morning at 10:55 a.m. Cell phone alarms will go off, and simultaneously, text messages will be sent advising users it is only a test.

Mayor O'Hara announced the KVHS Reach for the Top won this year's Provincial Championship once again, having won 16 of the 17 competitions. Hats off to Coach Jason Thorne and his dynamite team!

Mayor O'Hara further announced Council and Staff will be participating in the Town's Annual Cleaner Greener event May 4, 2022 from 8:30 a.m. to noon. She encouraged residents to join the event by picking up litter in their respective neighbourhoods. She acknowledged and commended Mrs. Tilley's Grade 4 class from Chris Saunders Elementary for picking up garbage on Earth Day at Ritchie Lake Park.

3. **Treaty Acknowledgement - Moment of Reflection**

Councillor Miller read the Treaty Acknowledgement – Moment of Reflection.

4. **Disclosures of Interest**

The Director of Engineering and Works declared a disclosure of interest on Item 8. 1.

5. **Presentations**

5.1 MDB Insight - Town of Quispamsis Strategic Plan - Final Presentation

In Attendance: (Electronic) Trudy Parsons, Managing Director, Deloitte Canada; and Clark Hoskin, Senior Manager, Deloitte Canada (formerly MDB Insight)

Ms. Parsons and Mr. Hoskin provided the following highlights of the final Town of Quispamsis Strategic Plan:

Vision - Quispamsis is proud to be a vibrant, active community surrounded by natural beauty, offering a quality of life driven by exceptional services, amenities, and programs.

Mission - Council, management, and staff collectively provide community-focused service excellence and a forward-thinking commitment to sustainable growth, responsible governance, and engaged, connected residents.

Guiding Principles -

Transparency and Integrity - We are open and honest in all our transactions, acting ethically with integrity and respect.

Informed Decision Making - Our decisions are influenced and informed through evidence-driven and legislative considerations.

Equity and Inclusion - We foster a sense of belonging, acceptance, and inclusion for all.

Service Excellence -We strive to be responsive, community-focused, with a commitment to continuous improvement.

Fiscal Responsibility - We lead with good governance ensuring efficiencies and fiscal prudence.

Strategic Themes, Goals & Objectives -

- Infrastructure Management - The Town of Quispamsis strives to ensure fiscal and operational integrity while developing responsible plans to address climate change, water service expansion, recreation, and active transportation.
- Commitment to Community - The Town of Quispamsis demonstrates its commitment to the community by enhancing citizen engagement, building upon the natural strengths of the area, and ensuring policies and by-laws are relevant.
- Economic Development -The Town of Quispamsis endeavours to be recognized as an excellent place to invest due to a positive business environment and regional collaboration to diversify the economy.
- Capacity Building - The Town of Quispamsis ensures it is ready for growth by improving internal communications, enhancing interdepartmental cooperation, implementing efficiencies, and conducting capacity reviews.

Ms. Parsons concluded her presentation by thanking Council, Management, and the community who have all provided much input into the new Strategic Plan, noting it was a collaborative effort that began in the fall of 2021. She noted the implementation of the plan and performance measurements will be ongoing. Decisions on specific activities and programs will need to be made based on whether there is value in relation to the Strategic Plan or subordinate municipal plans. Resources will need to be put in place, staff reporting structures confirmed and new policies created to provide a reference for decision making.

Mayor O'Hara and Council Members thanked Trudy Parsons and Clark Hoskin for all of their work and guidance in preparing Quispamsis' new Strategic Plan.

Moved By Councillor Thompson

Seconded By Deputy Mayor Schryer

Council accept MDB Insight's proposed Strategic Plan, as presented by MDB Insight, as Quispamsis' new Strategic Plan to be used as a living document to assist Council and Staff when acting on specific activities and programs, and making decisions to ensure they are based on whether there is value in relation to the Community Strategic Plan or subordinate municipal plans, and Trudy Parsons and Clark Hoskin be thanked for their work in preparing the document.

Motion Carried

5.2 Town of Quispamsis 2021 Financial Audit Presentation - Teed Saunders Doyle - Peter Logan, CA, In Attendance

Mr. Logan presented the draft 2021 Consolidated Audited Financial Statements, with the following points highlighted:.

- Total Actual Revenues, \$33,264,572
- Total Actual Expenditures, \$29,597,894
- Consolidated Surplus, \$3,666,678 – resulting mainly due to operating and capital funds combined with capital grants being recorded as revenue when received but as expenses amortized over time.
- Operating surplus in General Fund, \$62,068
- Operating surplus in Utility Fund, \$2,092
- Reserve Funds – December 31, 2021 Balances
- General Operating Reserve Fund \$1,250,128
- General Capital Reserve Fund \$2,976,558
- Utility Operating Reserve Fund \$160,507
- Utility Capital Reserve Fund \$2,658,789
- Land Trust Fund \$147,503
- Long term debt service ratio - General Fund 8.1% - ceiling is 20%
- Long term debt service ratio - Utility Fund is 25.1% - ceiling is 50%
- The consolidated NET Book value of tangible assets as at December 31, 2021 is \$111,947,824.

Mr. Logan stated the Auditor's Management Letter confirmed the Audit was done in accordance with Canadian generally accepted auditing standards, with no control issues nor concerns, and good cooperation from the Town's Finance Staff, as usual.

Moved By Councillor Thompson

Seconded By Councillor Biggar

Council accept the proposed Quispamsis 2021 Financial Audit as presented, and a copy be submitted to the Province, as required, and Mr. Logan and the Town's Finance Department be thanked for their efforts in preparing the audited financial statements.

Motion Carried

6. Public Hearings

- 6.1 (Mar.15/22) Rezoning Application – Maple Ridge Estates – PID No. 231928 – Rugged Residential Inc. - Proposed Bare Land Condo Cluster Development off Corduroy Road – Rural Residential to Multiple Residential

In Attendance: Mr. Andrew Toole, P. Eng., Don Moore Surveys, on Behalf of Rugged Residential Inc.

Mr. Toole was in attendance to represent Rugged Residential Inc. in their application asking Council to rezone a portion of PID No. 231928, (8.1 hectares of 13 hectare parcel), off Corduroy Road from Rural to Multiple Residential to develop a Bare Land Condo clustered development to be registered under the *Condominium Act*, consisting of 19 separate units on 8.1 hectares, (approximately 20 acres), off Corduroy Road.

Rugged Residential has been developing Maple Ridge Estates Subdivision for over 5 years, and is now looking to pursue a different approach to develop the more topographically challenging part of the land. Using the Sustainable Community Design Model, the applicant is proposing to sustainably develop a cluster styled condominium ownership development which aims to reduce the neighbourhood's carbon footprint.

A Staff Report from the Municipal Planning Officer acknowledged the Municipal Plan provides policy statements for residential development in the Rural Zone based on conventional subdivision design, (1acre building lots). The one acre lot density is to provide sufficient land for the dwelling unit, an individual onsite sewage disposal system and drilled well. The proposed development applies the same level of density with 19 units per 19 acres; however, it eliminates the individual sewage disposal system and drilled well per unit with the installation of a communal system; and, as such, is not a higher density level of development but a clustering of the development.

Mayor O'Hara read the Public Hearing Process.

No written objections were received.

Mayor O'Hara asked three (3) times if anyone wished to speak for or against the proposed rezoning application. No one spoke.

6.1.1 Planning Advisory Committee's Written Views

Deputy Mayor Schryer read PAC's written views, which indicated PAC's support of the rezoning of an 8.1 hectare portion of the 13 hectare total lot of PID No. 231928 from Rural (RU) to Multiple Residential (R2) for a Bare-Land Condominium development subject to terms and conditions as outlined in their Notice of Decision dated April 14, 2022.

6.1.2 Proposed Zoning By-law Amendment No. 038-36 - Rugged Residential

Moved By Councillor Biggar

Seconded By Councillor Olsen

First reading be given to Zoning By-law Amendment No. 038-36 to rezone a portion of PID No. 231928, (8.1 hectares) off Corduroy Road from Rural (RU) to Multiple Residential (R2), subject to the terms and conditions of a Section 59 CPA Agreement.

Motion Carried

Moved By Councillor Biggar
Seconded By Councillor Thompson

Second reading be given to Zoning By-law Amendment No. 038-36 to rezone a portion of PID No. 231928, (8.1 hectares) off Corduroy Road from Rural (RU) to Multiple Residential (R2), subject to the terms and conditions of a Section 59 CPA Agreement.

Motion Carried

7. Minutes of Previous Meetings

7.1 April 19, 2022 - Regular Meeting

Moved By Councillor Miller
Seconded By Deputy Mayor Schryer

Minutes be approved as prepared.

Motion Carried

Gary Losier left the meeting.

8. Unfinished Business

8.1 (Apr. 5/22) Rezoning Application – Andrew Dunn – George Queen Property – 160 Pettingill Road – PID No. 251462 – Single and Two Family Residential to Multiple Residential– Proposed Mixed Use Residential Development

In Attendance: Andrew Dunn, Applicant, and George Queen, Property Owner

Mr. Andrew Dunn was in attendance and expanded upon his rezoning application to rezone 160 Pettingill Road, identified as PID No. 251462, from Single & Two Family Residential (R1) to Multiple Residential (R2) to construct a Mixed-Use Residential Development consisting of single, (7 – 8), and semi-detached, (14-16) dwellings and four low rise multiple dwelling buildings, each containing 12 low rise apartment units for a total of 69 - 72 units.

A Staff Report from the Municipal Planning Officer informed Council Mr. Dunn recognizes there are several studies that must be completed prior to obtaining final approvals for the proposed development. These studies include a comprehensive stormwater management plan, a traffic impact study, an Environmental Impact Assessment for water source and supply, and possibly a geotechnical for slope stabilization. At this stage, however, the completion of these reports prior to or as part of the rezoning is a significant financial investment. As Mr. Dunn wishes to move forward through the rezoning process under the premise that final approvals from the Town will not occur until the completion of all the required reports as a condition of the rezoning approval. The 72-unit development equates to approximately 3.5 units per acres which is considered a low medium density development and aligns with the medium density range established in the Municipal Plan.

Mr. Colbourne's Staff Report further stated the development will be serviced by municipal sewage. Potable water to the single and semi-detached dwellings will be private drilled wells. The multi-unit buildings will be serviced by a communal water system, an onsite pump and well system, and will require Provincial approval through the completion of an Environment Impact Assessment. The site plan shows an onsite stormwater attenuation pond next to the QR trail which is a sloped area and raises concerns about the design of the pond, its storage capacity and the construction practices to be employed to ensure slope stability.

In response to Council Members queries re the amount of traffic that will be filtering onto the Pettingill Road as a result of several development projects simultaneously being developed in this area, that a Traffic Impact Study will be required, and will optimally be done during heavy traffic peak times. Traffic studies take into account volumes, speed, schools and adjacent subdivisions, as well as any future land development that will potentially impact traffic. He noted the Municipal Plan requires Multiple Residential developments to be constructed off collector streets, such as the Pettingill Road. Mr. Colbourn further noted the Master Transportation Plan will also provide considerations as to the need for future sidewalks on both sides of this street, turning lanes, etc.

Mr. Dunn confirmed the 48 apartment units will be ground level, and built on a slope allowing them to all be completely accessible.

Moved By Councillor Thompson
Seconded By Councillor Olsen

Council refer Mr. Andrew Dunn's proposed rezoning application to PAC for its written input, set a Public Hearing date for June 21, 2022 at 6:00 p.m., and notify property owners within a 100 m radius of the property proposed for rezoning.

Motion Carried

9. Correspondence

9.1 Bill McIlwraith - Ritchie Lake Sediment

Correspondence from Mr. McIlwraith expressed concern about silt being washed into Ritchie Lake. Every rain event, he said, since 2012 when the French school was first constructed, the sewer collection line was installed, (beneath the QR trail), and various subdivisions were developed along the Ritchie Lake water shed, there has been sediment going into Ritchie Lake turning it into a wetland. He stated the bottom of the lake is now a soft, muddy surface from the accumulating silt which use to be gravel, and is now filling in with grasses.

A Staff Report from the Director of Engineering and Works responded to Mr. McIlwraith's concerns. He stated during the development of the schools and subdivisions there was and continues to be erosion controls in place. Unfortunately, the most recent spring occurrences most likely were caused by a breach in the existing controls and by new erosion control measures not being installed in a timely fashion as developers continue to construct their subdivisions. The investigation of evidence has led staff to new areas of construction and existing sediment control measures that were not functioning as intended after the winter had collapsed them. The Town has been in contact with both Provincial and Federal agencies expressing concerns with the sediment issues impacting Ritchie Lake. Provincial officials have been on site of the new development conducting inspections and identifying remedial measures for the contractor to undertake to provide additional protection for sediment control.

Moved By Deputy Mayor Schryer

Seconded By Councillor Biggar

The town of Quispamsis apply to the Environmental Trust Fund to undertake a study to monitor sediment, erosion control and water levels for Ritchie Lake and steps be taken to protect the lake in partnership with the Town; and, letters be sent to Premier Blaine Higgs, and the Minister of Environment asking for support for the Town's application; and in the interim, staff discuss with the respective Provincial and Federal enforcement agencies where increased erosion and sedimentation protection measures and standards should be considered and how would these measures be introduced.

Motion Carried

9. Correspondence

9.2 Councillor Noah Donovan - Request for Investigation of A By-law to Regulate Rideshare Services such as Uber and Lyft

Councillor Donovan expanded upon his correspondence to Council proposing that staff investigate the idea of amending or drafting a by-law that will permit the use of rideshare services such as Uber and Lyft within the Town. He noted the Saint John Common Council has recently introduced a new by-law that would permit rideshare services within the City, and feels it is timely for Council to also consider providing this extra, more modern layer of transportation service to the community.

Acting CAO Kennedy informed Council the Regional CAOs have been discussing adoption of ridesharing by-laws as a regional approach through their participation on the Envision Saint John Board.

A copy of correspondence addressed to the Regions' Mayors from Envision Saint John stated ridesharing companies like Uber and Lyft offer a convenient, efficient option for visitors and residents alike, and it makes sense for the region to offer this transportation option to remain competitive. The letter urged the regions' municipalities to all adopt ridesharing municipal by-laws to demonstrate a cohesive region with people living, working and playing across communities.

Moved By Councillor Donovan

Seconded By Deputy Mayor Schryer

The suggestion of drafting a Ridership By-law be referred to Town Staff to review as a regional approach with the neighbouring communities, acknowledging that the City of Saint John is currently in the process of adopting a Ridesharing By-law.

Motion Carried

10. By-laws: (none)

11. New Business: (none)

12. Reports

- 12.1 Kennebecasis Valley Fire Department Inc. - 2021 Audited Financial Statements
- 12.2 Thank You - Saint John Track & Field Club for Borrowed Bleachers - Canadian Masters & Athletics Canada Championships and U Sports Track & Field
- 12.3 Asian Heritage Month - May 2022 – Councillor Biggar acknowledged May is Asian Heritage Month commemorating Asian culture and traditions in the greater Saint John region.
- 12.4 KV Public Library Board - March 16, 2022 Meeting Minutes
- 12.5 Quispamsis Finance Committee Meeting Minutes - April 21, 2022
- 12.6 Darrel and Doreen Earle - Sewer User Fee Associated with Rental Apartment Unit

Moved By Councillor Miller
Seconded By Councillor Donovan

Reports be received and filed.

Motion Carried

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

14. **Adjournment**

Moved By Councillor Olsen
Seconded By Deputy Mayor Schryer

Meeting adjourn to May 17, 2022. Meeting adjourned at 8:35 p.m.

Motion Carried

X

Elizabeth (Libby) O'Hara
Mayor

X

Catherine Snow
Town Clerk