



QUISPAMIS TOWN COUNCIL

REGULAR MEETING

MINUTES

November 15, 2022, 6:00 pm

Council Chambers

Quispamsis Town Hall

Present:

Mayor Libby O'Hara
Deputy Mayor Mary Schryer (left meeting at 7:19 pm due to illness)
Councillor Mike Biggar (virtually)
Councillor Noah Donovan
Councillor Kerrie Luck
Councillor Kirk Miller
Councillor Emil T. Olsen
Councillor Beth Thompson
Kennedy, Aaron; Acting CAO
Brandon, Krista; Town Treasurer
Colbourne, Dwight; Municipal Planning Officer
Emmerson, Cheryl; Human Resources Manager
Jarvis, Jennifer, Planning Technologist
Losier, Gary; Director of Engineering & Works
MacInnis, Lisa; Assistant Clerk
Purton Dickson, Dana; Director of Community Services
Roszell, Tim; Communications Manager
Snow, Catherine; Town Clerk

1. Approval of Agenda

Moved By Councillor Thompson

Seconded By Deputy Mayor Schryer

The Agenda be approved as prepared.

Motion Carried

2. Mayor's Comments

Mayor O'Hara announced the following events:

- She attended the annual Royal United Services Institute Dinner, along with Mayor Grant of Rothesay, where all air, land and sea forces were recognized.
- The Remembrance Day Service at the qplex on November 11, 2022 was well attended in recognition of those who served and continue to do so with dignity and respect.
- Mayor O'Hara, Deputy Mayor Schryer and Councillor Olsen all were honoured earlier in the week with the Queen Elizabeth II Platinum Jubilee Medal. Councillor Olsen for his extensive community volunteerism, Deputy Mayor Schryer for her work in growing the International Women's Day Ceremony; and herself for her work as a cancer coach through Colorectal Cancer Canada and for gaining support of the Premier and MLA's of the day to approve the Provincial at-home tests for bowel cancer.
- Annual Christmas Tree Lighting Ceremony – November 23, 2022 at the Arts & Culture Park beginning at 6:30 p.m.
- The 24th Annual KV Santa Claus Parade will be held November 26, 2022 beginning at 6:00 p.m.

3. Treaty Acknowledgement - Moment of Reflection

Councillor Luck read the Treaty Acknowledgement – 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 1, 2022 - Regular Meeting

Moved By Councillor Donovan

Seconded By Councillor Thompson

Minutes be approved as prepared.

Motion Carried

8. Unfinished Business

8.1 Proposed 2023 General Fund – Operating & Capital Budgets

2023 General Operating Budget Approval

Council Members re-addressed the Non-Residential tax rate as a result of the Province's November 1, 2022 announcement that they now intend to accelerate their plan to reduce the non-residential property tax rate by 15% over a three year period.

Council reviewed correspondence received earlier in the day from the Honourable Daniel Allain, Minister of Local Government and Local Governance Reform, concerning the 2023 operating budget for the Fundy Regional Service Commission and cost sharing for regional infrastructure. The letter confirmed the Minister's position that the implementation of the Local Governance Reform will not bring any change to the five regional facilities that will be included and fully cost shared, (capital and operating). All the entities in the region, Minister Allain wrote, including the rural district, will share on the cost of these facilities, an amount apportioned by 50% population/50% tax base formula. The current oversight managed by the Greater Saint John Regional Facilities Commission will transition to the responsibility of the Fundy Regional Service Commission.

Minister Allain's correspondence acknowledged there is no perfect approach that would bring consensus among the region's members as it relates to the existing contract with Envision Saint John for economic development and tourism promotion services. Respecting the spirit and intent of the original agreement is the path forward and as part of the ongoing contract all parties to the agreement are to place and remit accommodation levy for tourism promotion and development use. Saint John has a number of priority projects for which they would like to use some of that funding and Envision is prepared to consider those.

Councillor Miller referenced the amount of the five Saint John Regional Facilities capital budgets over the past five years, 2018 – 2022, which totalled \$3,513,275 significantly lower compared to the total capital budgets being proposed for the next five years – 2023 – 2027; of \$8,419,950.

Moved By Councillor Olsen

Seconded By Councillor Miller

Council revise the 1:55 ratio previously presented for the non-residential tax at the October 25, 2022 Special Meeting, to a 1:7 ratio; in keeping in line with the neighbouring municipalities of Saint John and Rothesay; and the resulting additional revenue of \$163,917 go towards further reducing the 2023 residential property tax rate to 1.2777.

Against (1): Deputy Mayor Schryer

Motion Carried

Councillor Miller read the following Budget Highlights:

- The 2023 tax rate will decrease by 3.86 cents to \$1.2777 per \$100 of Assessment.
- The tax base for Quispamsis is now at \$2.278 billion, which represents a 12.84% increase (\$259.1m) from the 2022 tax base. This includes an increase to the non-residential ratio from 1.5 to 1.70. As part of Local Governance reform, the province has provided municipalities with the option to adjust the non-residential ratio to between 1.4 and 1.7 starting in 2023.
- The Community Funding and Equalization Grant decreased to \$92,203, a decrease of \$23,051 (20%) from the amount received last year. This is only related to the Core Funding portion of the grant, as we do not receive any Equalization funding. This grant is being eliminated over the next 5 years and the ability to increase the ratio on non-residential properties is meant to offset the reduction to this grant.
- The total budget of \$30,847,866 reflects an increase in Total Expenditures of \$2,642,347.

The Net Budget, or total property tax revenue, will increase by \$2,531,546 or 9.53% over 2022, and is comprised of:

Increased expenses from Internal Sources	\$1,142,551
Add Increased expenses from External Sources	1,182,410
Less Increase in Other Revenue	-133,852
Add Decrease in Provincial Grant Revenue	23,051
Add Increase in Capital funded from Operating	317,386
Required Increase in Property Tax Revenue	<u>\$2,531,546</u>

Residential garbage, compost pick-up and curb-side recycling is included in the budget at a total cost of \$1,253,304 (\$509,304 is related to tipping costs) an increase of \$80,304. The average cost per household is \$201.43 and the average cost per household before it was included in the town budget in 2016, was \$309.96, still a savings of \$108.53 per household per year.

- Debt Service Cost is now at 6.94% (*total debt cost as a % of total budget*). There is anticipated borrowing of \$500,000 this year for the 2023 Street Capital program.
- Most user fees such as ice rentals, fields, and facilities have increased by 3%.
- Included in the operating budget are contributions totaling \$180,723 to the General Capital Reserve and a one-time withdrawal of \$20,000 from the General Operating Reserve. The withdrawal is for the carryforward of the 2022 Town Website project that will occur in 2023.
- Capital expenditures are budgeted at \$4,753,000 and are funded from the General Operating Fund Budget at \$2,926,450 and Canada Community-Building Funds at \$661,633, Borrowing of \$500,000, and reserve funding of \$664,917. Full details on our capital plan are included in our budget package along with years 2024 - 2027.

- Kennebecasis Regional Police and KV Fire Department are shared between Quispamsis and Rothesay at an approximate 60/40 split. The total town contribution to these protective services is \$8.818 million, an increase of \$813,666 over 2021 and includes \$114,898 related to the borrowing for renovations of Fire Station #2. The increase is related to the annualization of the 4 new officers hired in 2022 for Police and for Fire there is additional capital and debenture costs (2022 only had borrowing for Station 2 renovations).
- Kennebecasis Public Library operating budget is shared between Quispamsis and Rothesay based on population, with an annual adjustment for an estimated population increase. The Quispamsis share for 2023 is at 61.04% for a total cost of \$150,898 which includes the capital adjustment paid to Rothesay due to the population percentage change over time.
- Our Public Transit (COMEX) budget is now at \$96,238, an increase of \$984 from 2022.
- As part of the Local Governance Reform the mandates for the Regional Service Commissions have changed drastically starting in 2023. The mandate now includes regional tourism and economic development (Envision), community development, regional transportation, regional public safety, regional sport, recreation, and culture (Regional Facilities – Operating and Capital costs) on top of solid waste which was always their mandate. The Regional Services member fees for this year are estimated at \$1,487,351 (\$306,542 increase over 2022) and are in a few different places within the budget.

Regional Services Commission	\$ 95,549
Regional Facilities Operating	598,498
Solid Waste/Tipping Fees	509,304
Envision Saint John: The Regional Growth Agency	284,000
Total Regional Services Commission Costs	<u>\$1,487,351</u>

- In 2020 Council voted to support the creation of a new regional economic development agreement for Greater Saint John and committed to a 5-year annual contribution starting in 2021. Envision Saint John: The Regional Growth Agency started operations in 2021 and our share of this budget for 2023 is \$284,000.
- Regional Facilities – our share of our legislated commitment to the following facilities in Saint John is now 17.495%:

	TD Station	\$160,975
87,937	Trade and Convention Centre	
92,725	Imperial Theatre	
200,919	Aquatic Centre	

Saint John Arts Centre

55,942

QUISPAMIS TOTAL SHARE OF REGIONAL FACILITIES OPERATING COSTS
\$598,498

This total is a \$119,291 increase from last year.

- Our combined share of the Saint John Regional Facilities (Operating costs) and Envision Saint John: The Regional Growth Agency budgets totals \$882,498. Since amalgamation in 1998, we have provided more than \$12.1 million to these organizations located in Saint John.
- Grants and Sponsorship for Community Organizations totaling \$39,210 includes the following:
 - \$ 7,135 Pro Kids
 - \$ 1,000 Saint John U-18 Vito's
 - \$ 750 International Women's Day
 - \$ 1,000 KV Food Bank
 - \$ 300 Hammond River Angling Association
 - \$ 300 Junior Achievement
 - \$10,000 Kings Way LifeCare Alliance Foundation
 - \$ 7,500 KV OASIS Youth Centre
 - \$ 2,000 Compassionate Grief Centre
 - \$ 1,875 Crimestoppers (in-kind donation)
 - \$ 2,500 Shining Horizons
 - \$ 3,000 Oldies 96 Radio
 - \$ 1,850 Various other donations and support

Deputy Mayor Schryer noted, while she does not support the increase to the Non-Residential tax rate, she will be supporting the Town's overall 2023 Budget, acknowledging the work that has been put into it by all involved to arrive at a fair and equitable budget.

Moved By Councillor Miller

Seconded By Councillor Olsen

Resolved that the sum of \$30,847,866 be the total operating budget of the Municipality, that the sum of \$29,102,809 be the Warrant of the Municipality for the ensuing year, that the residential tax rate for the Municipality be approximately \$1.2777, and that the non-residential tax rate be approximately \$2.1721.

Motion Carried

2023 General Capital Budget Approval

Moved By Councillor Miller

Seconded By Councillor Olsen

RESOLVED that the Council of the Town of Quispamsis accept the 2023 General Capital Fund Budget as presented, with a total of \$4,753,000 in capital expenditures.

Motion Carried

Moved By Councillor Biggar

Seconded By Councillor Olsen

Letter be issued to Minister Allain in response to his email of November 15, 2022 addressed to Mayor Merrifield and Mr. Ouellette, requesting clarification on his comments that ‘. . . all parties to the agreement are to put in place and remit accommodation levy for tourism promotion and development use. To this end, *Saint John has a number of priority projects of which they would like to use some of that funding and Envision is prepared to consider those*’; and also clarification in his letter referencing “the *five* regional facilities that will be included and fully cost shared” acknowledging that this should only be ‘*four*’ regional facilities as Imperial Theatre is not being considered a regional facility.

Motion Carried

8.2 (June 15/21) Enhancing Communication in the Council Chambers

Discussion on Councillor Luck’s correspondence dated June 9, 2021 had previously been postponed pending the removal of the plexi-glass and masks. She had suggested consideration be given to adjusting the design of the council chambers to allow Members to see each other during discussion.

Councillor Biggar suggested speakers be installed above and behind the Council table to provide better audio.

Moved By Councillor Thompson

Seconded By Deputy Mayor Schryer

Council refer the Council Chambers seating arrangement to the Town Hall Building Assessment scheduled for the 2023 budget year to review potential options to enhance communication and best seating practices.

Motion Carried

9. Correspondence

9.1 Rezoning Application - 247 Hampton Road, PID No. 0091827 - Proposed Medical Clinic – In Attendance: Dr. Monica Graves and Dr. Natalie Graves

Dr. Natalie Graves expanded upon her and her sister, Dr. Monica Graves' rezoning application to rezone 247 Hampton Road from Single & Two Family Residential (R1) to Neighbourhood Commercial to renovate the existing home for a full-time medical clinic for 2 – 3 physicians. She noted she and her sister currently provide care for over 2000 patients and want to purchase the building for a long-term medical clinic with no residential component. The property previously operated as a Hair Salon under the provisions of a Home Occupation.

A Staff Report from Jennifer Jarvis, Planning Technologist, expanded upon the rezoning application before Council. She noted the site plan identifies parking areas for staff and for clients, including a barrier free parking stall, proposed parking lot access off Lake Road, as well as a 3-metre-wide buffer area abutting residential properties. The main floor is being proposed to accommodate the examination offices and the top floor will contain the personal office space for the doctors. The current plans are to employ the two physicians however the applicants would like to permit a third physician at the location in future.

Moved By Councillor Luck

Seconded By Councillor Thompson

A Public Presentation date be set and advertised for December 6, 2022 in response to the application to rezone 247 Hampton Road from Single & Two Family Residential to Commercial for the purpose of permitting the operation of a proposed medical clinic.

Motion Carried

9.2 Proposed Zoning By-law Amendment 038-41 - Introduction of Development Permits - Dwight Colbourne, Municipal Planning Officer, and Jennifer Jarvis, Planning Technologist

The Municipal Planning Officer, Dwight Colbourne, expanded upon Proposed Zoning By-law No. 038-42; being brought forth by the Planning Department to introduce Development Permits as a tool in meeting the Town's development objectives. The Proposed Amendment will also incorporate housekeeping items such as regulating cannabis production and retail sales, garden suites, lot boundary verification, and surface water drainage, and will strengthen language regarding developments adjacent to a stream or watercourse, the restrictions for waterfront properties and elevations of new structures and residential driveways.

(Deputy Mayor Schryer left at 7:19 p.m.)

Moved By Councillor Thompson

Seconded By Councillor Donovan

Council to refer the proposed amendment to PAC for its written views, and set and advertise a Public Hearing date for December 20, 2022 at 6:00 p.m..

Motion Carried

9.3 Resignation Letter from Kennebecasis Valley Fire Board Member - Norah Soobratee

Correspondence from Norah Soobratee tendered her resignation, effective November 10, 2022, from the Kennebecasis Valley Fire Board.

Moved By Councillor Miller

Seconded By Councillor Donovan

Ms. Soobratee be thanked for her five years of dedicated service to the Kennebecasis Valley Fire Department's Board of Directors as one of Quispamsis' representatives, and the current vacancy now on the Fire Board be referred to the Nominating Committee for review and recommendation.

Motion Carried

9.4 126 Millennium Drive - Kennebecasis Regional Police Building and Parking Lot Expansion - Millennium Drive Development Scheme By-law No. 017 – In Attendance: Commissioner Bob McLaughlin, Chair, KRJBPC

A Staff Report from the Municipal Planning Officer, Dwight Colbourne, informed Council the Millennium Drive Development Scheme By-law No.17 requires the Development Officer to submit the development site plan on any developments along Millennium Drive to Council, PAC, the Building Inspector, and to any other stakeholder deemed necessary requesting their written views within 14 days prior to his rendering a decision on the application.

The proposed expansion comprises a 2899 sq. ft. addition to the building of mainly office space and vehicle inspection bays, and 30 additional parking spaces. In addition to the various departments who have been asked to submit their views, the Department of Environment must also review the development as it is located in Zone C of the Wellfield Protection Designation for the Millennium Drive watershed.

Commissioner Bob McLaughlin was in attendance and asked the Town to expedite the approval of the parking lot expansion portion of their application, noting the

building expansion can wait. With the cold weather, they want to complete the parking lot as soon as possible as there is currently insufficient parking available at the site. He noted the Department of Environment have issued their approval as it relates to the Wellfield Protection Designation and he will forward a copy of this approval to the Development Officer.

Commissioner McLaughlin agreed with Mr. Colbourne's suggestion that in the building expansion phase, consideration will be given to include the provisions for Electric Vehicle Charging Stations or alternate power sources. The loss of the existing vegetation from the parking lot expansion will be mitigated through the installation of a berm and cedar hedging spaced one metre apart. Additional trees will also be planted to compensate for the additional parking.

Moved By Councillor Olsen

Seconded By Councillor Miller

Council lend its approval to the Kennebecasis Regional Joint Board of Police Commissioners' application through the Millennium Drive Development Scheme By-law No. 17, subject to the approval of the Department of Environment on the issue of the wellfield protection.

Motion Carried

9.5 Correspondence from Administrator John Jarvie, Kennebecasis Valley Fire Department Re Extension of Regional Fire Agreement

KVFD Administrator Jarvie's correspondence, sent to both Quispamsis and Rothesay Councils, acknowledged the Regional Fire Protection Agreement and Administration Agreement expire December 31, 2022; and recommended they be extended for a one-year period. He noted there is some clarity on the direction the provincial government will be moving regarding fire services, and it is likely a new agreement can be adopted before the end of the year.

Moved By Councillor Miller

Seconded By Councillor Thompson

The Quispamsis Town Council agrees to extend the Regional Fire Protection Agreement and the Administration Agreement for one year to December 31, 2023; and as such a MOU be prepared and executed by the participating parties formalizing the one-year extension.

Motion Carried

10. By-laws

10.1 Proposed Sewerage Utility By-law Amendment No. 05-23; A By-law of the Municipality of Quispamsis Respecting Sewerage Utility

Moved By Councillor Miller

Seconded By Councillor Olsen

Whereas a Notice has been published on the town of Quispamsis' website pursuant to Section 15 (3) and 15 (4) of the *Local Governance Act*; and

Whereas the Proposed Sewerage Utility By-law Amendment No. 05-23; A By-law of the Municipality of Quispamsis Respecting Sewerage Utility received 1st and 2nd Reading at the November 1, 2022 Regular Meeting;

NOW THEREFORE BE IT RESOLVED 3rd and Final Reading be given to Proposed Sewerage Utility By-law Amendment No. 05-23; in order to amend Section 8. b.) i.) to increase the sewerage user rate by \$16 (3.09%) from \$518 per equivalent user to \$534 per equivalent user.

Motion Carried

10.2 Proposed Water Utility By-law Amendment No. 24-18; A By-law of the Municipality of Quispamsis Respecting Water Utility

Moved By Councillor Miller

Seconded By Councillor Olsen

Whereas a Notice has been published on the town of Quispamsis' website pursuant to Section 15 (3) and 15 (4) of the *Local Governance Act*; and

Whereas the Proposed Water Utility By-law Amendment No. 024-18; A By-law of the Municipality of Quispamsis Respecting Water Utility received 1st and 2nd Reading at the November 1, 2022 Regular Meeting;

NOW THEREFORE BE IT RESOLVED 3rd and Final Reading be given to Proposed Water Utility By-law Amendment No. 024-18; in order to amend Schedule "A", the "Water User Fee Fixed Charge Component" to increase the water rate by 3.2%, with the basic rate going from \$250 to \$258 annually, with larger meters also increasing 3.2%; and, Schedule "A" be further amended by increasing the "Water User Fee Consumption Charge Component", (up to 96 c.m. per quarter), by 3.2% from \$1.0199 to \$1.0525 per c.m., (larger meters have higher consumption thresholds); and the second level usage charge be increased from \$1.6151 to \$1.6668 per c.m. (3.2%).

Motion Carried

11. New Business (none)

12. Reports

12.1 September 28, 2022 Kennebecasis Regional Joint Board of Police Commissioners Meeting Minutes and Associated Documents

12.2 Town Treasurer - Unaudited Financial Statements As At September 30, 2022

Moved By Councillor Thompson

Seconded By Councillor Olsen

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 Luck

Meeting adjourn. Meeting adjourned at 7:55 p.m.

Motion Carried

X

Elizabeth (Libby) O'Hara
Mayor

X

Catherine Snow
Town Clerk