



**QUISPAMIS TOWN COUNCIL  
REGULAR MEETING  
MINUTES**

**November 17, 2020, 7:00 pm  
Council Chambers  
Quispamsis Town Hall**

**Present:**

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

**Absent:** Councillor Kirk Miller (Personal Commitment)

**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 announced Santa will be coming to Quispamsis for one night only, Wednesday, November 18, 2020 from 6 pm to 8 pm in the Arts And Culture Park. People must stay in their vehicles and can stop near the Landing Court cul-de-sac for a quick wave and selfie with Santa. Pedestrians will not be permitted in the park during the event and drivers are asked to proceed with caution. The Town's popular Holiday Dreamland Display will be lit up later in the week.

Mayor Clark acknowledged finalization of the 2021 budget is on this evening's agenda and is pleased to note the tax rate remains the same as last year.

**3. Moment of Reflection**

Councillor Loughery read the Moment of Reflection.

**4. Disclosures of Interest**

No disclosures were declared.

**5. Presentations**

5.1 Saint John Cycling Club - Presentation - Request for Funding Support to Help Build Cycling Trail at Rockwood Park

In Attendance: Jarred Crawford, Club Executive Member & Dean Price, Vice-President

Mr. Crawford made presentation to Council noting they are looking for sponsors to help fund their Enduro Mountain Bike Park at the Old Ski Hill/Water Tower in Rockwood Park. The SJCC's three year goal is to build six gravity fed mountain bike trails from the water tower, through the Old Ski Hill and down to the pipeline that runs through the Park. These trails will be professionally designed and built by Shoreline Dirt Works or other professional builders and the total cost for the entire project is approximately \$500,000. Mr. Crawford noted several club members are from Quispamsis, two of the four bike shops in the region are located in Quispamsis, and the Rockwood Park trail system is a regional asset enjoyed by many people from all areas of the Greater Saint John Region at no charge. Thousands of volunteer hours have been contributed to building, repairing and rerouting trails, noting the Trail Miners have taken sustainable trail courses and have a great respect for the natural environment as they develop their trails.

The City of Saint John in 2020 awarded \$50,000 from a Land for Public Purposes Grant to the SJCC, and they have fundraised another \$135,000 (50% through private funding & 50% through the Provincial Trail Infrastructure Fund). They are currently nearing completion of Phase 1, expected to be finished next spring; and anticipate commencing Phase 2 in June.

The SJCC are reaching out to municipalities to help financially support Phases 2 and 3 of their project. They indicated their support of the Town's new mountain bike project, and are not looking for a piece of the Town's \$30,000 trails budget but would like to be considered for funding under the Town's 2022 Community Grant Program.

The Saint John Cycling Club were thanked for their presentation.

**Moved By** Councillor Luck

**Seconded By** Deputy Mayor O'Hara

The Saint John Cycling Club representatives be thanked for their presentation and update on their exciting new project at Rockwood Park, informing them the Community Grants Program for 2021 has already been established as part of the Town's 2021 Budget; and further, they be encouraged to make application through the Community Grants Program for Council's consideration for the 2022 Budget year, noting the September deadline for the application process.

**Motion Carried**

**6. Public Hearings (none)**

**7. Minutes of Previous Meetings**

7.1 November 3, 2020 - Regular Meeting

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Loughery

Minutes be approved as prepared.

**Motion Carried**

**8. Unfinished Business**

8.1 (Oct. 24, 2020) - Town of Quispamsis' Proposed 2021 Budget – Highlights and Staff Reports from Town Treasurer, Krista Brandon

8.1.1 Proposed 2021 General Fund - Budget Highlights - Councillor Luck, Finance Committee Member, read the 2021 General Fund Budget Highlights summarized below-

- The 2021 tax rate will remain at the current rate of \$1.3428 per \$100 of Assessment.
- The tax base for Quispamsis is now at \$1.851 billion, which represents a 2.78% increase (\$50.1m) from the 2020 tax base.
- The total budget of \$26,355,007 reflects an increase in Total Expenditures of \$570,313.
- The Net Budget, or total property tax revenue will increase by \$673,345 or 2.78% over 2020.
- Residential garbage, compost pick-up and curb-side recycling is included in the budget at a total cost of \$1,090,905, an increase of \$78,710. The average cost per household is \$179.78 and the average cost per household before it was included in the town budget was \$309.96, a savings of \$130.18 per household per year.
- Debt Service Cost is now at 9.09% (*total debt cost as a % of total budget*). There is anticipated borrowing of \$2,081,500 in 2021.
- User Fees such as ice rentals, fields, and facilities have increased by 3% and qplex pool user fees have increased by 4%.
- Included in the budget are contributions totaling \$255,897 to the General Operating Reserve and \$116,000 to the General Capital Reserve and a one-time withdrawal of \$131,500 from the General Operating Reserve. Much of the withdrawal (\$101,500) is for the carryforward of 2020 projects that were unable to be completed due to COVID-19. These include the creation of a Strategic Plan, 2020 Election expenses, and smoke-free bylaw costs. We are also using \$30,000 to fund Part A of the Transportation Master Plan. The net effect is an increase to the reserves of \$240,397.
- Capital expenditures are budgeted at \$3,929,500 and are funded from the General Operating Fund Budget at \$1,248,636,

and Gas Tax Funds at \$594,364, Borrowing of \$2,081,500, and reserve funding of \$5,000 and include:

- \$609,500 for Community Services Department capital projects, including the following:
    - \$30,000 for Mountain bike trails
    - \$25,000 for Recreation software
    - \$30,000 for Furniture, fixtures, and equipment for Meenan's Cove Beach house at \$30,000
    - \$267,000 in qplex capital repairs and improvements
    - \$112,500 in Quispamsis Memorial Arena capital repairs
    - \$75,000 for Drainage Remediation at the Parks and Facilities building
    - \$70,000 for replacement of a 2012 One Ton Truck w/dump.
  - \$84,000 for Engineering which includes replacing two 2008 4x4 vehicles.
  - \$3,236,000 for Transportation Services including the following:
    - \$100,000 to replace a Backhoe Excavator, \$150,000 for a Sidewalk unit w/plow and blower, and \$100,000 for a mobile asphalt plant.
    - \$200,000 for Cedar Ridge Storm, \$75,000 for Miscellaneous Storm Sewer work, \$132,000 Brook Street Storm project, \$15,000 for Local Improvements and \$30,000 for Traffic Calming.
    - \$2,434,000 is included for repairing and paving portions of the following streets:

|                  |                            |
|------------------|----------------------------|
| Quispamsis Rd    | Gondola Blvd Corridor Ph 5 |
| Bradley Lake Rd  | Brandon St                 |
| Hammond River Rd | Natureview Dr              |
| Hedley Ln        | Riverview Dr               |
| Susan St         | Matthews Dr                |
| Cannon Rd        | Aaron Ave                  |
| Parkwood Dr      | Sheraton Ave               |
- \*Old Neck Rd  
\*Placeholder only at this time

- 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 \$7.695 million, a decrease of \$428,996 over 2020. The decrease is related to the lower capital budget in Fire for 2021.
- 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 2021 is at 61.01% for a total cost of \$161,906 which includes the capital adjustment paid to Rothesay due to the percentage change over time.
- Public Transit (COMEX) budget is now at \$173,088, up \$7,227 from 2020. The Saint John transit portion has been estimated to increase by 5% to \$151,772 and maintenance costs are the same at \$21,316. This increase (5%) is a placeholder as we are still awaiting confirmation from Saint John Transit regarding the 2021 budget amount.
- In 2020 Council voted to support the creation of a new Regional Economic Development Agreement for Greater Saint John. The first year for this new organization is 2021 and the Quispamsis share of this budget is \$168,000. Currently in the budget we support the Economic Development Greater Saint John which will end on December 31st, 2020.
- Regional Facilities – Quispamsis’ share of its legislated commitment to the following facilities in Saint John is now 17.05%:

|  |                         |
|--|-------------------------|
| TD Station   | \$132,396               |
| Trade and Convention Centre                          | 143,975                 |
| Imperial Theatre                                     | 85,235                  |
| Aquatic Centre                                       | 131,587                 |
| Saint John Arts Centre                               | <u>39,060</u>           |
| <b>QUISPAMSIS TOTAL SHARE OF REGIONAL FACILITIES</b> | <b><u>\$532,253</u></b> |

- The Town’s combined share of the Saint John Regional Facilities and Economic Development Greater Saint John budgets totals \$700,253. Since amalgamation in 1998, we have provided more than \$10.5 million to these organizations located in Saint John.

- The Town's share of the Region 9, Regional Services Commission costs, based on pro rata share of tax base plus population is \$7,600; an increase of \$2,373 from 2020.
- Grants and Sponsorship for Community Organizations totaling \$32,860 includes the following:
  - \$ 7,135 Pro Kids
  - \$ 1,000 Saint John U-18 Vito's
  - \$ 400 International Women's Day
  - \$ 1,000 KV Food Bank
  - \$ 300 Hammond River Angling Association
  - \$ 300 Junior Achievement
  - \$ 5,000 Dalhousie Medicine NB (10<sup>th</sup> of 10-year commitment)
  - \$ 7,500 KV OASIS Youth Centre
  - \$ 5,000 Saint John Regional Hospital Foundation
  - \$ 1,500 (KV3C)
  - \$ 1,875 KV Crimestoppers (in-kind donation)
  - \$ 1,850 Various other donations and support

#### 8.1.1.1 2021 General Operating Budget Approval

Councillor Rioux acknowledged the Town's decision to include in the tax rate Residential garbage, compost pick up and curbside recycling services several years ago has resulted in a savings of approximately \$130 per annum for each household. He further noted he would not be voting in favour of the proposed General 2021 General Operating Budget as he opposes the allocation of \$173,088 as a placeholder for the Public Transit COMEX service, which he feels should be suspended for the 2021 year due to low ridership, and re-evaluated for the 2022 year.

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Olsen

Resolved that: the sum of \$26,355,007 be the total operating budget of the Municipality, that the sum of \$24,853,968 be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.3428.

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**

Against (1): Councillor Rioux

#### 8.1.1.2 2021 General Capital Budget Approval

**Moved By** Councillor Loughery

**Seconded By** Councillor Thompson

RESOLVED that the Council of the Town of Quispamsis accept the 2021 General Capital Fund Budget as presented, with a total of \$3,929,500 in capital expenditures.

**Motion Carried**

#### 8.1.2 Proposed 2021 Utility Fund - Highlights and Staff Reports from Town Treasurer, Krista Brandon

Councillor Luck, Finance Committee Member, read the Proposed 2021 Utility Fund Highlights, as follows:

- Sewer user rates will increase by \$15 (3.07%) to \$503 per equivalent unit per year.
- The 'Water User Fee Fixed Charge Component' on all meter sizes will increase by approximately 2.97%. For most residential homes with a basic meter size this means a change from \$236 to \$243 annually.
- The 'Water User Fee Consumption Charge Component' will have a 3% increase. Usage for the first 96 cubic meters (c.m.) per quarter will increase from \$0.9614 to \$0.9902 and the rate in excess of 96 cm. per quarter will increase from \$1.5224 to \$1.5681 (larger meters have a higher usage threshold for the 2 rates).
- Utility Capital Expenditures: The total Utility Capital Fund Budget is \$580,000. This includes:
  - \$95,000 for a hoist truck



- \$56,000 for a Utility Operator ½ ton electric truck
- \$55,000 for Sewer treatment plant items (roof/aerator/alternate energy study)
- \$150,000 for Melanie Drive Water Pump House Genset/Uranium
- \$210,000 for Water Tower rehabilitation
- \$14,000 for upgraded meter reading software.
- The funding sources are \$545,000 from the Utility Operating Fund and \$35,000 from the Equipment Replacement Reserve.
- The Town's Asset Management Plan indicates the need to put funds aside now to ensure money will be available to replace and maintain municipal infrastructure as it ages. This budget includes transfer to reserves of \$148,056 for this purpose. As we work towards having an approved long-term financial plan this amount will likely need to increase to ensure we have a fully-funded Utility plan.

#### 8.1.2.1 2021 Utility Operating Budget Approval

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Thompson

RESOLVED that: pursuant to paragraph 117(4) of the Local Governance Act, the total budget for the Town of Quispamsis Water & Wastewater Disposal Utility for the ensuing year would consist of total revenues of \$3,441,840 and total expenditures of \$3,441,840.

**Motion Carried**

#### 8.1.2.2 2021 Utility Capital Budget Approval of

**Moved By** Councillor Loughery

**Seconded By** Deputy Mayor O'Hara

RESOLVED that the Council of the Town of Quispamsis accept the 2021 Utility Capital Fund Budget as presented, with a total of \$580,000 in capital expenditures.

**Motion Carried**

**9. Correspondence**

**9.1 Letter Received from Sharon Fawkes - Request to Retain Landscape Rocks on Cedar Grove Drive Property**

In Attendance: Ms. Sharon Fawkes

Ms. Fawkes was in attendance and expanded upon her correspondence of November 10, 2020. She stated this past June she hired a landscaper to remove sod and replace it with landscape fabric, rock and shrubs so she would no longer have to mow the steep grade at the front of her property. In August she was visited by a Town employee who told her she must remove the rocks that are located on the town property, and to reinstate the grounds back to their prior state of grass due to water issues and a safety issue with the rocks freezing to a solid mass during winter months.

Ms. Fawkes noted she was unaware that she needed the Town's permission to place rocks near the ditch area, and the employee had given her until Friday, November 13<sup>th</sup> to remove the rocks back from the culvert. With the help of family, the rocks have been moved back four feet from the road's edge and she has erected 8 stakes to resolve safety issues with the plows. The remaining ditch rocks are below the level of the road thus would not interfere with snowplows. She is requesting Mayor and Council to allow her to keep the rest of the rocks where they are currently located, and further, in the spring, something be done with the bare ground, a strip approximately 4' x 65', so that weeds will not take over that area making it unsightly. She presented a further document, signed by 25 of her neighbours, who, she noted, are supportive of her efforts to retain the new landscape to the front of her property.

**Moved By** Councillor Luck

**Seconded By** Councillor Olsen

Ms. Fawkes' be thanked for her presentation, and her correspondence be referred to the Director of Engineering & Works to provide a follow up report and recommendation back to Council.

**Motion Carried**

## 10. By-laws

### 10.1 Proposed By-law No. 060; A By-law of the Municipality of Quispamsis Respecting the Reduction of Single Use Plastic Bags

Email Update from Brenda McCullum, Fundy Region Service Commission  
-(Request to Postpone Consideration of Third and Final Reading)

It was noted the Atlantic Retail Counsel will be meeting with the Fundy Region Service Commission at their next meeting concerning the reduction of single use plastic bags. In addition, an email from Ms. McCullum of today's date requesting Council postpone consideration of third and final reading as she would like to further investigate the restaurant industry's proposal re fees for paper bags used for drive through, and take out services.

**Moved By** Councillor Olsen

**Seconded By** Deputy Mayor O'Hara

Consideration of third and final reading of Proposed By-law No. 060; A By-law Respecting the Reduction of Single-Use Plastic Bags be postponed pending further information from Brenda MacCallum concerning the restaurant industry's proposal to implement fees on paper bags when a drive through or pickup order is placed, as well as any information forthcoming from the Atlantic Retail Counsel's discussion with the FRSC, so that any potential revisions concerning both of these matters can be made to the proposed by-law prior to its enactment.

**Motion Carried**

### 10.2 Proposed By-law Amendment No. 005-20; Respecting Sewerage Utility By-law

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Olsen

First Reading be given to Amendment No. 005-20; A By-law of the Municipality of Quispamsis Respecting the Sewerage Utility.

**Motion Carried**

**Moved By** Councillor Luck  
**Seconded By** Councillor Loughery

Second Reading be given to Amendment No. 005-20; A By-law of the Municipality of Quispamsis Respecting the Sewerage Utility.

**Motion Carried**

10.3 Proposed By-law Amendment No. 024-16; Respecting Water Utility By-law

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

First Reading be given to Water Utility By-law Amendment No. 024-16.

**Motion Carried**

**Moved By** Councillor Rioux  
**Seconded By** Councillor Luck

Second Reading be given to Water Utility By-law Amendment No. 024-16.

**Motion Carried**

**11. New Business** (none)

**12. Reports**

12.1 Town of Quispamsis Building Report As At October 31, 2020

12.2 Planning Advisory Committee – October 27, 2020 Meeting Minutes

12.3 Kennebecasis Valley Fire Department Inc. – September 9, 2020 Meeting Minutes, Financials and Fire Chief's Report

**Moved By** Councillor Olsen  
**Seconded By** Councillor Rioux

Reports be received and filed.

**Motion Carried**

**13. Business Arising from Committee of the Whole**

**14. Adjournment**

**Moved By** Councillor Rioux  
**Seconded By** Councillor Thompson

Meeting adjourn.

**Motion Carried**

Meeting adjourned at 8:15 p.m.

X

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Gary Clark  
Mayor

X

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Catherine P. Snow  
Clerk

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