



**QUISPAMIS TOWN COUNCIL  
REGULAR MEETING  
MINUTES**

**November 2, 2021, 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  
Kennedy, Aaron; Acting CAO  
Losier, Gary; Director of Engineering & Works  
MacInnis, Lisa; Assistant. Clerk  
Purton Dickson, Dana; Director of Community Services  
Snow, Catherine; Town Clerk

**1. Approval of Agenda**

**Moved By** Deputy Mayor Schryer

**Seconded By** Councillor Olsen

The Agenda be approved as prepared.

**Motion Carried**

**2. Mayor's Comments**

Mayor O'Hara reminded residents work continues on the western end of the Vincent Road, and that end will be closed from November 3 – November 5, 2021 with no access to the Gondola Point Road. When it reopens on Friday, she noted, it will be limited to one lane.

Mayor O'Hara noted she, along with Mayor Grant of Rothesay, received the 1<sup>st</sup> poppies presented to them by the President and Vice-President of the Kennebecasis Legion Branch No. 58. She encouraged everyone to take a moment on Remembrance Day to remember the Veterans who have fallen, those who serve and those who will serve in the future.

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

Councillor Thompson read the Treaty Acknowledgement.

**4. Disclosures of Interest**

No disclosures were declared.

**5. Presentations**

**5.1 YMCA of Greater Saint John - Shilo Boucher, President & CEO; and Daniel Doiron, Board Chair - In Attendance Virtually**

Ms. Boucher provided an overview of the YMCA of Greater Saint John's Programs, Services and Strategic Direction. They noted they employ over 300 staff in the Greater Saint John area, and are always reaching out to see how they can further care for people and enrich their lives. Their vision is to be a leader and valued partner in developing a healthy, diverse and growing community. Their initiatives include -

- Child Care Services,
- Health, Membership and Recreation,
- Newcomer Connections,
- Administration,
- Irving Oil Field House Partnership - Managed by YMCA of Greater SJ.

Mr. Doiron thanked Council for the opportunity to present, noting he is a very proud "Y" volunteer, acknowledging the Greater Saint John YMCA is one of 10 top performance Y's in Canada, and is considered the 2<sup>nd</sup> busiest Y in Atlantic Canada, second to St. John's, Newfoundland. Strategically they feel a great need to continue to grow their current \$15m organization that is impacting the lives of over 2000 people, with 30% of these people receiving some level of sponsorship.

Ms. Boucher noted throughout COVID, approximately 150 of their Membership are Quispamsis residents. The YMCA representatives noted they would be pleased to work with non-profit groups such as the KV Oasis Youth Centre, particularly on the topic of sustainable governance.

**Moved By Councillor Donovan**  
**Seconded By Councillor Biggar**

Ms. Boucher and Mr. Dorion be thanked for their Presentation updating Council Members on the many activities, initiatives and programs of the YMCA of Greater Saint John, acknowledging the Town has been a proud long term partner of the YMCA, particularly with the After School and Rainbows Programs located at the qplex, and Council wishes them continued success in their future strategic planning efforts.

**Motion Carried**

**6. Public Hearings (none)**

**7. Minutes of Previous Meetings**

7.1 October 19, 2021 - Regular Meeting

**Moved By** Deputy Mayor Schryer

**Seconded By** Councillor Luck

Minutes be approved as prepared.

**Motion Carried**

7.2 October 23, 2021 - Special Meeting - Proposed Budget 2022

**Moved By** Councillor Thompson

**Seconded By** Deputy Mayor Schryer

Special Meeting Minutes be approved as prepared.

**Motion Carried**

**8. Unfinished Business**

8.1 (July 17/18) Dangerous & Unsightly Premises – 446 Gondola Point Road - Staff Report from Director of Engineering & Works/By-law Enforcement

Mr. Losier expanded upon his Staff Report noting the property was posted on October 7, 2021 with a notice to have the property brought into compliance with the Dangerous and Unsightly Premises By-law. The building is in a dilapidated state of disrepair, with portions of it open to the elements, causing advanced decay throughout the building, including the collapse of portions of the first storey, and further fire damage done compromising the floor framing. Staff have been monitoring this property since 2016, and to date, the Town has not been able to successfully contact the owner. No action has been undertaken to clean up the property during this time, and there has been no appeal of the notice received within the prescribed timeframe.

The Town has requested quotes from contractors, and the low bid came in at \$9,000 for the demolition of the building, plus an additional \$110 per tonne for household waste removal, (5 tonnes of estimated household waste). Initially the cost will be borne by the Town, to be reimbursed by the property owner. However, if this does not materialize, the Town will request reimbursement from the Province, who applies the outstanding amount to the property tax account.

**Moved By** Deputy Mayor Schryer

**Seconded By** Councillor Thompson

That the Town proceed with engaging the contractor to remediate the property in accordance with the Dangerous and Unsightly By-law #39 for \$9,000 plus \$110 per tonne for household waste removal, and expenditure be recouped as indicated.

**Motion Carried**

8.2 (Sept.1/20) Dangerous & Unsightly Premises - 106 Parkside Drive - Staff Report from Director of Engineering & Works/By-law Enforcement

Mr. Losier highlighted the Staff Report concerning 106 Parkside Drive, posted with a notice to comply on September 28, 2021. He noted this property is an occupied dwelling, that contains a dilapidated detached garage and the accumulation of debris on the property. Some minor clean up of the contents has occurred in the dilapidated garage, but there still remains a significant amount of debris throughout the property.

While there has been no appeal of the notice received within the prescribed timeframe, staff did receive a phone call from a woman indicating she was a caretaker for the occupant of the property who has health issues. She also indicated she thinks the owners of the property are either deceased or reside in a senior care facility.

**Moved By** Councillor Olsen

**Seconded By** Deputy Mayor Schryer

To withhold any action to remediate this property until the issue surrounding current ownership status can be confirmed.

**Motion Carried**

8.3 (June 15/21) Nominating Committee Recommendations to Appoint Active Transportation Working Group Ad Hoc Committee

**Moved By** Councillor Biggar

**Seconded By** Councillor Donovan

Council accept the Nominating Committee's recommendation that the mandated scope of the AT Working Group Ad Hoc Committee be broadened to include all components of Active Transportation, and that their task be to provide recommendations to the new Master Transportation Plan process by April 30, 2022;

And further, that Council accept the Nominating Committee's recommendation to appoint the following individuals to the new Active Transportation Working Group Ad Hoc Committee:

1. Councillor Kerrie Luck,
2. Wayne Arrowsmith,
3. Daryl Steeves,
4. Margie LeClerc,
5. Gary Losier,
6. Dana Purton Dickson.

**Motion Carried**

8.4 (Oct.19/21) Town of Quispamsis' Proposed 2022 Budget – Budget Highlights & Staff Reports Prepared by Town Treasurer:

8.4.1 *Proposed 2022 General Fund - Budget Highlights* - Councillor Miller, Chairman of the Finance Committee read the following highlights of the Proposed 2022 Town of Quispamsis General Fund Budget:

- The 2022 tax rate will decrease by 2.65 cents to \$1.3163 per \$100 of Assessment.
- The tax base for Quispamsis is now at \$2.019 billion, which represents a 9.06% increase (\$167.7m) from the 2021 tax base.
- The Community Funding and Equalization Grant will be increased to \$115,254, an increase of \$162 over the amount received last year. This increase is only related to the Core Funding portion of the grant, the Town does not receive any Equalization funding.
- The total budget of \$28,205,519 reflects an increase in Total Expenditures of \$1,850,512.

The Net Budget, or total property tax revenue, will increase by \$1,717,295 or 6.91% over 2021, and is comprised of:

Increased expenses from Internal Sources	\$ 190,568
Add Increased expenses from External Sources	299,516
Less Increase in Other Revenue	-133,055

Less Increase in Provincial Grant Revenue	-162
Add Increase in Capital Projects funded from Operating	<u>1,360,428</u>
Required Increase in Property Tax Revenue	<u>\$1,717,295</u>

- Residential garbage, compost pick-up and curb-side recycling is included in the budget at a total cost of \$1,173,000, an increase of \$82,095. Tipping fees account for nearly half of the increase but this is the first increase in solid waste tipping fees since 2003. The average cost per household is \$190.67 and the average cost per household before it was included in the town budget in 2016, was \$309.96, still a savings of \$119.29 per household per year.
- Debt Service Cost is now at 6.85%, (*total debt cost as a % of total budget*). There is anticipated borrowing of \$1,956,000 this year. The borrowing is \$1,356,000 for Fire Station #2 renovations and \$600,000 for Street Capital.
- The majority of user fees such as ice rentals, fields, and facilities have increased by 3%.
- Included in the operating budget are contributions totaling \$371,279 to the General Capital Reserve and a one-time withdrawal of \$74,500 from the General Operating Reserve. The withdrawal is for the carry forward of 2020 and 2021 projects that were unable to be completed. The net effect is an increase to the reserves of \$296,779.
- Capital expenditures are budgeted at \$6,121,692 and are funded from the General Operating Fund Budget at \$2,609,064 and Canada Community-Building Funds at \$978,364, Borrowing of \$1,956,000, and reserve funding of \$578,264.
- 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 \$8.004 million, an increase of \$309,287 over 2021, and, includes \$74,834 related to the borrowing for renovations of Fire Station #2. The increase is related to the increased cost for Police as Fire has lower capital expenses for 2022 due to a debenture for borrowing instead of being funded via the operating fund.

- 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 2022 is at 61.01% for a total cost of \$154,418 which includes the capital adjustment paid to Rothesay due to the percentage change over time.
- The Town's Public Transit (COMEX) budget is now at \$95,254, a decrease of \$77,834 from 2021. The Saint John Transit portion has decreased by \$76,834 due to the merging of Route 52 & 53 and sharing the one bus with the Town of Rothesay and maintenance costs are down by \$1,000.
- 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 Quispamsis' share of this budget for 2022 is \$219,000.
- Regional Facilities – Quispamsis' share of the legislated commitment to the following facilities in Saint John is now 17.337%, contributions as follows:

TD Station	\$154,981
Trade and Convention Centre	68,893
Imperial Theatre	86,687
Aquatic Centre	118,364
Saint John Arts Centre	<u>50,282</u>

**QUISPAMISIS TOTAL SHARE OF REGIONAL FACILITIES** **\$479,207**

This total is a \$53,046 decrease from last year.

- Quispamsis' combined share of the Saint John Regional Facilities and Envision Saint John: The Regional Growth Agency budgets totals \$698,207. Since amalgamation in 1998, we have provided more than \$11.1 million to these organizations located in Saint John.
- Quispamsis' share of the Region 9, Regional Services Commission costs, based on our pro rata share of tax base plus population is \$7,602 which is an increase of \$2 from 2021.

- Grants and Sponsorship for Community Organizations totaling \$27,960 includes the following:
  - \$ 7,135 Pro Kids
  - \$ 1,000 Saint John U-18 Vito's
  - \$ 500 International Women's Day
  - \$ 1,000 KV Food Bank
  - \$ 300 Hammond River Angling Association
  - \$ 300 Junior Achievement
  - \$ 7,500 KV OASIS Youth Centre
  - \$ 500 Saint John Theatre Company
  - \$ 5,000 Saint John Regional Hospital Foundation
  - \$ 1,000 YMCA of Greater Saint John
  - \$ 1,875 Crimestoppers (in-kind donation)
  - \$ 1,850 Various other donations and support

8.4.1.1 2022 General Operating Budget Approval

**Moved By** Councillor Miller

**Seconded By** Councillor Donovan

*Resolved that* the sum of \$28,205,519 be the total operating budget of the Municipality, that the sum of \$26,571,263 be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.3163.

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**

8.4.1.2 2022 General Capital Budget Approval

**Moved By** Councillor Miller

**Seconded By** Councillor Olsen

*RESOLVED that* the Council of the Town of Quispamsis accept the 2022 General Capital Fund Budget as presented, with a total of \$6,121,692 in capital expenditures.

**Motion Carried**

8.4.2 *Proposed 2022 Utility Fund - Budget Highlights*



Councillor Miller, Chair of the Finance Committee, highlighted the proposed 2022 Utility Fund Budget, as follows:

- Sewer user rates will increase by \$15 (2.98%) to \$518 per equivalent unit per year.
- The 'Water User Fee Fixed Charge Component' on all meter sizes will increase by approximately 2.88%. For most residential homes with a basic meter size this means a change from \$243 to \$250 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 \$0.9902 to \$1.0199 and the rate in excess of 96 c.m. per quarter will increase from \$1.5681 to \$1.6151 (larger meters have a higher usage threshold for the 2 rates).
- Utility Capital Expenditures: The total Utility Capital Fund Budget is \$2,922,000. This includes:

#### UTILITY CAPITAL

- \$200,000 additional funding for a new Utility Building
- \$145,000 for a hoist truck
- \$65,000 for a Utility Technician Van

#### SANITARY SEWER

- \$30,000 for Scada System Upgrades
- \$1,730,000 for Gondola Point WWPS upgrades Phase 2
- \$15,000 for Lagoon Aerator replacement

#### WATER CAPITAL

- \$150,000 additional funding for Water Tower rehabilitation
  - \$37,000 for Millennium Drive items (VFD and Scada updates)
  - \$550,000 for water line on Old Coach Rd from Hampton Rd to Hovey Rd
  - The funding sources are \$1,980,000 from the Canada Community Building Fund (formerly Gas tax), \$376,000 from the Utility Capital Reserve Fund and \$566,000 from the Utility Operating Fund.
- The Asset Management Plan indicates the need to put funds aside now to ensure there is money available to replace and maintain the Town's

infrastructure as it ages. This budget includes transfer to reserves of \$329,490 for this purpose. As the Town works towards having an approved long-term financial plan, this amount will likely need to increase to ensure the Town has a fully funded Utility plan.

8.4.2.1 2022 Utility Operating Budget Approval

**Moved By** Councillor Miller  
**Seconded By** Councillor Olsen

*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 \$3,649,047 and total expenditures of \$3,649,047.*

**Motion Carried**

8.4.2.2 2022 Utility Capital Budget Approval

**Moved By** Councillor Miller  
**Seconded By** Deputy Mayor Schryer

*RESOLVED that the Council of the Town of Quispamsis accept the 2022 Utility Capital Fund Budget as presented, with a total of \$2,922,000 in capital expenditures.*

**Motion Carried**

**9. Correspondence**

9.1 Request for Proposed Appointment of Employer Representative on New Brunswick Municipal Employees Pension Plan Board

**Moved By** Councillor Biggar  
**Seconded By** Deputy Mayor Schryer

Council accept the Nominating Committee's recommendation to appoint Councillor Emil Olsen as the Town of Quispamsis' employer representative on the NB Municipal Employees Pension Plan Committee for a four (4) year term in response to correspondence from Brenda Knight, Secretary-Treasurer of the NBMEPP.

**Motion Carried**

**10. By-laws**

10.1 Proposed Amendment No. 05-21; A By-law of the Municipality of Quispamsis Respecting Sewerage Utility

**Moved By** Councillor Thompson  
**Seconded By** Deputy Mayor Schryer

First Reading be given to Proposed Amendment No. 05-21; A By-law of the Municipality of Quispamsis Respecting the Sewerage Utility.

**Motion Carried**

**Moved By** Councillor Thompson  
**Seconded By** Deputy Mayor Schryer

Second Reading be given to Proposed Amendment No. 05-21; A By-law of the Municipality of Quispamsis Respecting the Sewerage Utility.

**Motion Carried**

10.2 Proposed Amendment No. 024 - 17; A By-law of the Municipality of Quispamsis Respecting Water Utility

**Moved By** Councillor Donovan  
**Seconded By** Deputy Mayor Schryer

First Reading be given to By-law No. 024-17; A By-law of the Municipality Respecting Water Utility.

**Motion Carried**

**Moved By** Councillor Donovan  
**Seconded By** Deputy Mayor Schryer

Second Reading be given to By-law No. 024-17; A By-law of the Municipality Respecting Water Utility.

**Motion Carried**

**11. New Business (none)**

**12. Reports**

- 12.1 UMN Bulletin - October 2021
- 12.2 November - Crohn's and Colitis Awareness Month - Councillor Donovan acknowledged November is Crohn's and Colitis Awareness Month.
- 12.3 Hammond River Angling Association - Crowley's Pool Restoration Project - Copy of Power Point Presented at the October 19, 2021 Regular Meeting
- 12.4 Kennebecasis Public Library Board Meeting Minutes - September 15, 2021
- 12.5 Cathleen Belliveau - Alzheimer's Society of NB - First Link Support - Saint John - World Kindness Day - November 13, 2021 - "Forget-me-not" Socks" Awareness Theme – Several

Council Members expressed an interest in supporting the “Forget-me-not Socks Alzheimer’s Awareness Theme”. The Town Clerk offered to order the socks and arrange a photo op.

- 12.6 KVHS 25th Annual Female Hockey Tournament - Recipient of the Town's 2021 Sport Hosting Fund - Councillor Olsen acknowledged the KVHS 25<sup>th</sup> Annual Female Hockey Tournament is the recipient of the Town’s Sport Hosting Fund, \$500, noting it is good to see the girls playing hockey again after a year off due to COVID.

**Moved By** Deputy Mayor Schryer  
**Seconded By** Councillor Donovan

Reports be received and filed.

**Motion Carried**

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


**14. Adjournment**

**Moved By** Councillor Olsen  
**Seconded By** Councillor Donovan

Regular Meeting session adjourn.

**Motion Carried**

Meeting adjourned at 8:30 p.m.

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Elizabeth (Libby) O'Hara  
Mayor

Catherine Snow  
Town Clerk

