

1.

2.



Order of the Day **Quispamsis Town Council Regular Meeting** Council Chambers, Quispamsis Town Hall

February 6, 2024, 6:00 pm

Pages

1 - 1

Approval of Agenda

- Treaty Acknowledgement Moment of Reflection
- 3. Mayor's Comments

4. **Disclosures of Interest**

Deputy Mayor Schryer - Andrew Dunn, 697800 NB Corp. and Queen a. Construction - 160 Pettingill Road -Request to Amend Section 59 CPA **Development Agreement**

Not a conflict, but Deputy Mayor to remove herself from item as she did not attend the Public Hearing.

5. Presentations

2 - 17 a. Presentation on the Proposed UMNB Urban Caucus - Mayor Brittany Merrifield, 1st VP, and Dan Murphy, Ex. Director, UMNB; In Attendance 18 - 53 b. Overview of Municipal Plan, Zoning By-law and Housing Needs Assessment Review Process - (30 Minute Presentation)

In Attendance: Jennifer Brown, Associate, Dillon Consulting Ltd. (Consultant Appointed as Quispamsis' Planning Director)

6. **Public Hearings**

7. Minutes of Previous Meetings

a. January 16, 2024 - Regular Meeting

8. Unfinished Business

a. (Nov.21/23) Andrew Dunn, President, 697800 NB Corp. and Queen 63 - 85 Construction - 160 Pettingill Road -Request to Amend Section 59 CPA Development Agreement

. (Not a conflict, but Deputy Mayor to remove herself from item as she did not attend the Public Hearing.)

9. Correspondence

10. By-laws

a. (Apr. 18/23) Proposed By-law No. 064 - A By-law of the town of 86 - 113 Quispamsis Regulating the Proceedings of Council

Staff Report from Town Clerk

11. New Business

12.

a.	Tender No. 2024TQ01-1 Supply of One New 2024 6x4 Cab and Chassis Truck				
	Staff Report from Director of Engineering and Works				
b.	RFP 2023TQ02-4 - Part B - Engineering Services Street Infrastructure Design and Tender Millennium Drive and Quispamsis Road	116 - 117			
	Staff Report from Director of Engineering and Works				
C.	2024 Application for Borrowing - General Fund and Utility Fund - Staff Report from Asst. Town Treasurer	118 - 119			
d.	McIllwraith Construction Ltd. Subdivision Phase 2 Stage 2 Amending Subdivision Plan – Council Assent -Request from 65 Cedar Grove Drive (PID 30028138)	120 - 122			
	Staff Report from Development Officer				
Reports					
a.	Letter of Support from Regional Mayors for Envision Saint John: The Regional Growth Agency's Application for Settlement and Resettlement Assistance Program - Call for Proposals	123 - 123			

b. UMNB Updates and January Bulletins 124 - 157

- c. Kennebecasis Regional Joint Board of Police Commissioners -November 158 168
 30, 2023 Regular Meeting Minutes and Associated Documents
- d. LIFPA Don Bosco Saint John Announcement by Sylvain Olivier 169 169
- e. New Brunswick Public Library System Strategic Plan for 2024 2027 170 170
- f. Town of Quispamsis Building Report As at December 31, 2023 171 171

13. Business Arising from Committee of the Whole

a. CAO Position

14. Adjournment

15. An Electronic Means of Communication May be Used by Member(s) and can be Heard in the Council Chambers of the Quispamsis Town Hall

Town of Quispamsis Treaty Acknowledgement & Moment of Reflection

We would like to respectfully acknowledge that Quispamsis exists on the traditional territory of the Wolastoqiyik (Wool-las-two-wi-ig), Maliseet (Mali-seet) and Mi'Kmaq (Mik-mak) people whose ancestors along with the Passamaquoddy Tribes signed Peace and Friendship Treaties with the British Crown in the 1700s.

We would like to take this moment to pay respect to the elders, past and present and the descendants of this traditional territory.

And, may we remind ourselves of the important work we have before us tonight. May we make good decisions without prejudice or bias and always in the best interests of our community, which we are here to serve.

(April, 2023)



Staff Report

Date: January 10, 2024

From: Aaron Kennedy, Acting Chief Administrative Officer

Subject:

Union of Municipalities of New Brunswick Urban Municipal Caucus

Background and Discussion:

New Brunswick had been the only province in Canada with three different associations representing municipal interests: Union of Municipalities of New Brunswick, Cities Association of New Brunswick, and Association francophone des municipalités du Nouveau-Brunswick.

Recently, the Cities Association opted to disband and align with UMNB, effectively creating the biggest municipal organization in New Brunswick that represents all municipal perspectives. This gives the province two voices – as opposed to three – providing greater clout for the municipal partners.

As part of the reorganization, UMNB is creating an Urban Municipal Caucus, which would be comprised of the province's largest communities and regional hubs:

Moncton, Saint John, Fredericton, Dieppe, Riverview, Quispamsis, Edmundston, Miramichi, Bathurst, Campbellton.

Quispamsis has been an active member and supporter of UMNB and its advocacy work for decades. By joining the Urban Caucus, Quispamsis, as the province's sixth-largest local government, will earn a seat at the table with larger municipalities, including all eight cities, half of which have a smaller population.

This is a critical time for municipalities as the push continues to ensure fiscal reform is an important issue in the upcoming provincial election.

Council approval is required to allow Quispamsis to become part of the Urban Caucus. Riverview Council gave unanimous support at its Jan. 8, 2024 meeting. Some of the cities have done the same, and the rest are expected to come on board within the next few weeks. Our 2024 membership fee with UMNB is \$10,362. Membership in the Urban Caucus is based on \$0.65 per person for a total of \$12,199, an increase of \$1,837. Future fees will be determined by the UMNB in the coming year.

Financial Implications:

Fee would increase by \$1,837 over 2024 budget number.

Attachment(s):

Two letters from UMNB president Andrew Black and UMNB proposal.

Recommendation: Quispamsis join the newly-created Union of Municipalities of New Brunswick's Urban Municipal Caucus under the terms identified in the UMNB proposal.



December 13, 2023

Dear UMNB members,

I wanted to provide you an update on a potential change in the municipal landscape in New Brunswick. As a follow up to resolution U-22-02 (strengthening communities) adopted by the membership in at the 2022 AGM, Union of Municipalities of New Brunswick (UMNB) has entered discussions with the Cities of New Brunswick Association (CNBA) on how we could build a stronger partnership and association to work on behalf of all municipalities.

This summer, the CNBA requested a proposal from UMNB on how this collaboration would work should the CNBA fully join our Union. The board approved the proposal which was communicated to the CNBA members this fall. The proposal rests on the strengthening the cities zone that currently exists within UMNB and turning it into what we are calling an Urban Municipal Caucus. New Brunswick is the only province in Canada that has three municipal associations and the presence of the three associations has sometimes challenged our advocacy push to the provincial government and created mixed results for municipalities of all sizes. Our urban members have unique challenges that require meaningful solutions. The strengthening of our city zone will allow for better discussions at the caucus table and our board table. This process is the same as how our board currently works where zones layout priorities and bring them to the board and membership for further discussion. I believe that having the cities in one association will allow the UMNB to do more for urban and rural municipalities alike. UMNB remains the only association that is open to municipalities of all types.

As UMNB approaches its 30th anniversary, it is a good time to reflect on what we have accomplished and where we need to go in the next 30 years. Our association already counts six of the eight cities in its membership and the creation of the Urban Municipal Caucus (UMC) will provide for more meaningful advocacy for our urban members but will also open doors for our rural members as well and vice versa. One of the needs outlined in UMNB's strategic plan is for a review of the governance structure in light of local government reform. The proposed addition of the UMC dovetails with the workplan laid out for the year ahead. There will be many opportunities for all members to engage in this process to help build the association they want to see in the future. Regardless of member type, the goal of UMNB remains the same, it is to ensure strong representation for all communities in New Brunswick.

There is strength in numbers and with more municipalities in the association, speaking with one voice, we can make greater progress on the issues that matter to our



communities and residents. If you have any questions or would like to discuss this further, please don't hesitate to reach out to me, our staff or your zone directors.

Sincerely,

Anchew Block

Andrew Black, President Union of Municipalities of New Brunswick

CC: UMNB Board of Directors



January 3, 2024

Dear UMNB Members,

I wanted to update you on the letter sent on December 14 regarding the discussions on the merger of UMNB and the Cities of New Brunswick Association (CNBA). I am pleased to announce that on December 19, the CNBA Board of Directors voted in favour of the merger of the CNBA and UMNB. Beginning January 1, 2024, UMNB will expand the existing Cities Zone within UMNB, which will officially be recognized as the Urban Municipal Caucus (UMC). We want to welcome our new urban members and thank them for strengthening our collective advocacy.

This merger offers a number of opportunities and advantages for all municipalities across New Brunswick:

- A united voice when advocating for the interests and needs of all members, both urban and rural, before the provincial and federal government.
- A stronger partnership and unified association that fosters increased collaboration and the sharing of best practices among all member municipalities.
- As UMNB approaches our 30th anniversary, this merger signifies a forward-looking approach, ensuring that our association remains relevant and impactful for the next three decades. It reflects an understanding of the changing landscape and the need for a stronger, more cohesive municipal association in New Brunswick.

The strategic plan adopted by UMNB members in 2022 recognized that our structure needed to evolve in response to municipal reform. I'm pleased to see our expansion of the Urban Municipal Caucus is in sync with that plan. As we move forward together, every member will have opportunities to actively participate and contribute towards shaping the association's future. Our fundamental objective remains unwavering – to ensure representation for all communities in New Brunswick, irrespective of their size, geography, language, or classification.

Collective strength lies in our numbers. With an increased number of municipalities uniting under the UMNB banner and speaking collectively, we hold the power to significantly advance on the critical issues affecting our communities and residents. Should you have any questions, concerns or comments on this matter, please don't hesitate to contact me, our dedicated staff, or your zone directors.

As we navigate through this transition, UMNB membership will remain informed and consulted, ensuring a continued representation for all municipalities in New Brunswick.

Sincerely,

Andrew Block

Andrew Black, Mayor of Tantramar President, Union of Municipalities of New Brunswick

Union of the Municipalities of New Brunswick | Union des municipalités du Nouveau-Brunswick 302-259 rue Brunswick St., Fredericton NB E3B 1G8 | Tel: (506) 444-2285 | Fax: (506) 444-2286 | www.umnb.ca

UNION OF MUNICIPALITIES OF NEW BRUNSWICK



302 – 259 BRUNSIWCK ST FREDERICTON, NB E3B 1G8

TABLE OF CONTENTS

About UMNB	3
How we could Collaborate: The Vision	4
Benefits	5
Governance Structure	6
Research and Policy	7
Dues and Financial Implications	8
Contact Information	9





ABOUT UMNB

The Union of the Municipalities of New Brunswick (UMNB) is a bilingual association of fifty-four local governments, that welcomes and represents municipalities of all sizes and both official languages.

Since 1994, UMNB has advocated for strong, sustainable communities throughout the province. Our members decide UMNB's policies & priorities through member resolutions, at regional zone meetings, and at our Annual General Meeting. Together, our members tackle local challenges and share solutions to make life better for their citizens.

How UMNB Currently Works

UMNB is governed by a board of directors made up of 20 directors, the past-president, and one ex-officio seat. The executive is elected at the AGM from the Board of Director and includes the President, First Vice President, 2nd Vice President, Secretary-Treasurer, and Past President.

Currently, UMNB's board is divided into 9 zones with two representatives from each community. Zones vote to nominate their representatives, which are then ratified by the membership as a whole at the Annual General Meeting.

UMNB's Board also includes 2 dedicated seats for cities. Five cities are currently represented around our board table:

- Jean Marc Brideau, Dieppe
- Maurice Comeau, Campbellton
- Steve Hicks, Fredericton
- Tara Ross-Robinson, Miramichi
- Michael Willett, Bathurst



Additionally, UMNB works closely with the Association of Municipal Administrators, who have an ex-officio seat on the Board. This seat is currently held by Shelley Morton, the Clerk from the City of Moncton.

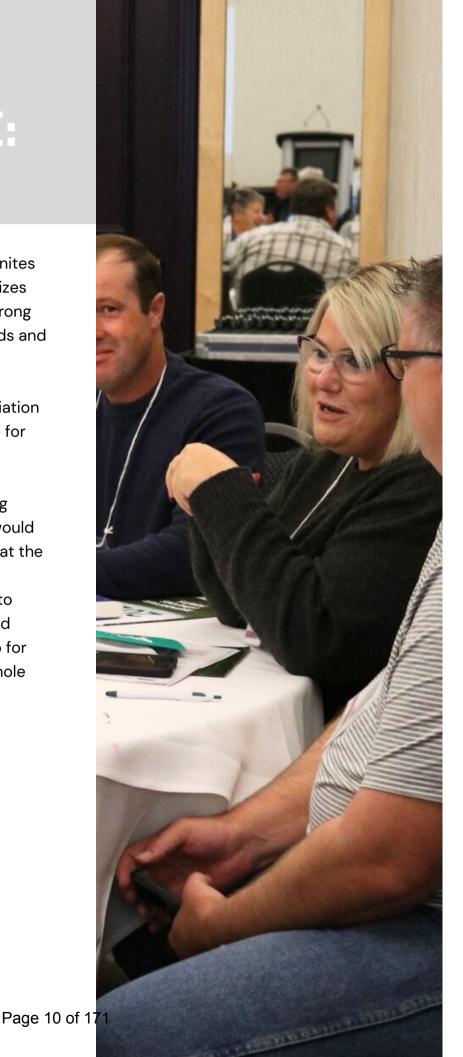
There have been discussions about UMNB's governance model, and it is anticipated that changes will take place in the next couple of years, including adjustments to meet any new realities. There would be an opportunity for engagement with new members to ensure new structures would benefit the new realities of a strengthened association.

UMNB | Page 3

HOW WE CAN COLLABORATE: THE VISION

The vision: A municipal association that unites and represents local governments of all sizes and both official languages, including a strong urban caucus advocating the unique needs and perspectives of New Brunswick's cities. Through this broad membership, and in collaboration with AFMNB, the new association will be a united, effective, influential voice for municipalities.

A bilingual association with strong backing from both urban and rural communities would immediately open doors for all members at the other levels of government. This kind of partnership would not only be beneficial to cities, but to rural communities as well and would set a new municipal association up for success and for mutual support of the whole sector.



BENEFITS

Forming one association would strengthen the voice of all municipalities and deliver better results for local governments. For far too long the provincial government has played our cleavages against each other. Whether its associations, rural and urban or francophone and anglophone the government has used those cleavages to delay meaningful changes for our communities. Uniting the Cities and UMNB would create the biggest municipal organization in New Brunswick that represents all municipal perspectives and would open the door for the association to deliver more for the communities we serve.

UMNB currently has recognition among government, external stakeholders, and the public as the only municipal organization that is open to all municipalities in New Brunswick. Adding the full resources of the cities to the UMNB would further strengthen the association's brand and provide a significant boost to collective advocacy.

In coming together, the cities would gain access to a number of key services.

- Save membership dues for your community while expanding your government relations and advocacy influence.
- Member programs through Canoe Procurement and Canoe Benefits
- Cost savings through e-scribe
- Greater training and learning opportunities not only for mayors and councillors via annual conference, webinars, and other training and education opportunities.

Logistics:

At the outset, here is what we would propose for building a new, stronger, and united association.

GOVERNANCE STRUCTURE

We would propose establishing an Urban Municipalities Caucus (UMC) that would be made up of the ten largest communities by population.

This group would have its own terms of reference and be a committee of the board.

In addition to the two seats currently on the board, the Chair of the UMC would also have a seat on the board of directors. That group would be supported by the Executive Director of UMNB, along with the policy officer and other dedicated resource people.

The UMC would have its own bimonthly meetings. This would include at least two meetings in person with an advocacy component tied into it. The advocacy meetings could include policy matter experts, provincial and federal ministers, senior governmental officials etc. Additionally, we could re-tool our annual conference to have a stand-alone day dedicated to urban issues and specific issues of interest to the group.

Proposed Urban Municipal Caucus membership: Moncton* Saint John* Fredericton Dieppe

Riverview Quispamsis Edmundston* Miramichi Bathurst Campbellton

*Currently not members of the UMNB

In addition, to the elected representatives of the UMC, UMNB would welcome involvement from the CAOs of these communities in UMNB's committees. There would be significant experience and insight that these individuals could contribute to a strengthened municipal association. This could also take the form of a CAO council that would meet ahead of the caucus meetings or together as part of the caucus.

We would propose this as the starting point for the UMC, with the caucus then setting up principles and criteria for members joining or leaving the group.

RESEARCH AND POLICY

For the 2023 and 2024 budgets, UMNB would propose dedicating a significant part of the additional revenues towards policy and advocacy work focused on fiscal reform and the upcoming provincial election. UMNB recognizes that fiscal reform has been a long-term priority of the cities, and UMNB's members recognize the importance of this as well. There is a demonstrated need for a new partnership between local governments and the provincial government. This is crucial to meet the services that are increasingly being demanded by residents and that are being downloaded to municipalities by the provincial government. This would be a natural collaboration point for the years ahead.

A New Brand for a Renewed Association

UMNB is celebrating its 30th anniversary next year. It is an opportunity to celebrate our wins but is also an opportunity to change UMNB's name and/or external brand to better reflect new realities. This would be an important opportunity for new members to influence the look and feel of a new municipal movement in our province.

Committees and External groups

Our committee structure would also be open for new members to collaborate on. While some CAO's and city reps already sit on these committees, we would welcome the opportunity to revisit this to address representation.

UMNB recognizes that the cities are currently represented on many external groups. It would be the intention of this process to preserve that. In instances where the province or groups place limits on the number of representatives at a table, UMNB would work to ensure urban communities' needs and perspectives are reflected and voiced.

Additionally, the UMNB would support continuing to have a caucus representative on the FCM board of directors and at the Provincial Municipal Council.

DUES AND FINANCIAL IMPLICATIONS

For dues from the members of the urban caucus, we would propose a levy of .65 cents per resident. We believe that this would be less than current dues paid by the members of the cities association and would give an immediate and significant boost to the advocacy work that the Union of Municipalities of New Brunswick does on behalf of its urban and rural members. Should this change occur in 2023, we would propose pro-rating the dues each member would pay.

#	Community	Population	Dues at .65
1	Moncton *	80,103	\$52,066.95
2	Saint John *	69,895	\$45,431.75
3	Fredericton	67,576	\$43,924.40
4	Dieppe	28,959	\$18,823.35
5	Riverview	20,584	\$13,379.60
6	Quispamsis	18,768	\$12,199.20
7	Edmundston *	18,390	\$11,953.50
8	Miramichi	18,151	\$11,798.15
9	Bathurst	14,343	\$9,322.95
10	Campbellton	11,995	\$7,796.75
TOTAL		352,812	\$226,696.60

Proposed dues for 2023:

*Indicates potential members

Membership dues will go towards supporting advocacy initiatives of the UMNB which are focused on realizing benefits for all members. This may involve cities' specific advocacy but that will be determined by the UMNB Board (which presently includes 5 city members) as it deems what is appropriate for overall member benefit. Any existing reserves brought forward by the CNBA may be used by the UMC for matters specific to cities' specific advocacy should UMC members deem it to be appropriate. The budget for the UMC would be set annually in consultation with the UMC and the Board of Directors as part of the overall budget process.

MOVING FORWARD

We would propose the following transitional steps in creating a new organization. The first of which is building trust.

How do we build trust?

The goal of this process is to create a stronger municipal association. That only happens if we come together, if we're not together than we're not stronger and we will struggle collectively to move the needle on key municipal issues, like fiscal reform. The question that we all must reckon with is how to build trust in the new organization. As we build this organization it will be critical to have an open dialogue and an ability to air challenges before they become issues. We would suggest these be the five priorities moving into 2024:

- Communication–Monthly check ins between the Chair and Vice–chair of the UMC, President and VP of the BoD, the CAO representative, and the Executive Director.
- Governance review-Part of establishing a new organization means building something where everyone feels valued and welcome.
- Rebranding exercise-Working on a new brand position where all councils can see themselves.
- UMC Chair (or designate) reporting to the Board and the president (or designate) reporting to the UMC. Ensuring that we are always on the same page and in the know.
- Establishing joint priorities for the year ahead, which could include fiscal reform and influencing the provincial election platforms.

What happens when we are at odds?

While we anticipate that these will be few and far between, should the UMC want to take a position that is contrary to that of the rest of the organization we would establish a simple process.

- That the chair and president would meet to discuss why the position is creating animosity and determine if there's a path forward that works for all members.
- If there is not a path forward, then the UMC would be required to make it clear they are speaking for those members and not for the whole of UMNB.

TIMELINE AND NEXT STEPS

Timeline:

- By November 15th Proposal and Q&A sent to Cities members.
- By December 15th A decision on the future of the CNBA is made.
- Pending a decision of CNBA members, to proceed with the proposal with a target date of January 1st, 2024. Transition guide for new members to be prepared by UMNB ED.
- By January 19th A joint meeting of the executive of UMNB along with the appointed reps of the CNBA takes place in person to discuss a more formalized work plan – location TBD
- By February 16th The first meeting of the new UMC to take place and a meeting schedule for the year established.
- By February 23rd First meeting of the CAO advisory group.
- March 20th 21st-UMNB advocacy conference and UMC meeting

Next Steps:

If this proposal is acceptable, we will then proceed with an agreement and begin a transition document to provide to new members as we move forward with a target date of January 1st. UMNB will make this a top priority upon the completion of its annual conference on Nov. 28th.

CONTACT INFORMATION

DAN MURPHY EXECUTIVE DIRECTOR EMAIL: DAN.MURPHY@UMNB.CA OFFICE: 506 - 444- 2285

ANDREW BLACK PRESIDENT EMAIL: ANDREW.BLACK@UMNB.CA











THEMES AND DIRECTIONS

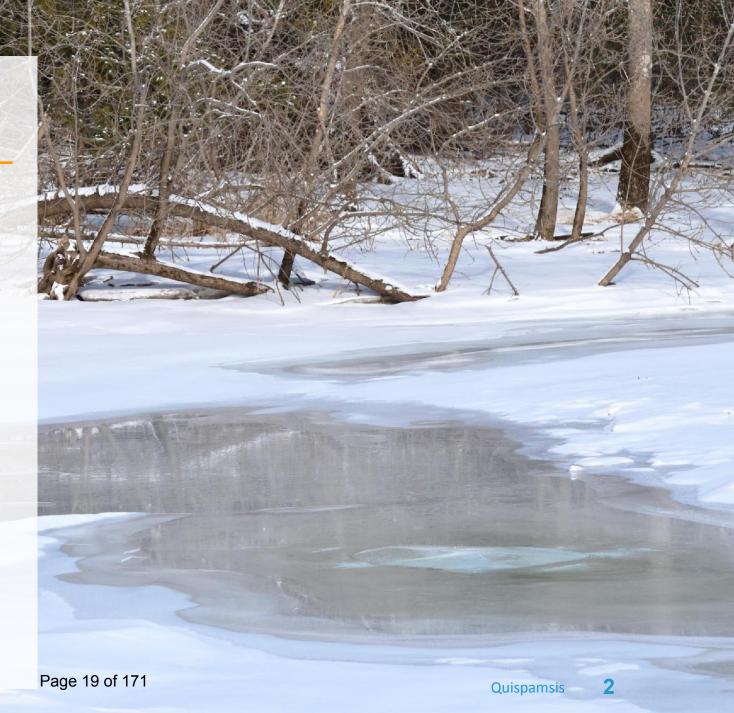
Quispamsis Municipal Plan Update and Zoning By-law Review

February 2024



This presentation will:

- 1. Introduce the Municipal Plan Update and Zoning By-law Review process
- 2. Highlight recent demographic, economic, labour, housing and development trends - and what these trends mean for Quispamsis
- 3. Discuss upcoming Housing Needs Assessment
- 4. Introduce Statements of Public Interest (SPIs)
- 5. Identify overarching themes and priority considerations for the update and review process



Municipal Plan Update and Zoning By-law Review Process

Page 20 of 171



What is a Municipal Plan?

- Sets out a vision for how future growth and development will occur in Quispamsis
- Prepared in consultation with community and stakeholders
- Including policies providing:
 - Council/staff with guidance regarding land use and development matters
 - Direction for Zoning By-law regulations
- It can be used to:
 - Support the development of diverse housing types
 - Guide future economic development opportunities
 - Promote active transportation networks
 - Protect natural areas, agricultural and resource lands

Why is a Municipal Plan Update needed?

- Last update to Town Plan occurred in 2018, a lot of which has been successful implemented (e.g. Water System Distribution Study, Transportation Master Plan etc).
- Ensure conformance with Statements of Public Interest (SPIs) brought into effect in October 2023;
- Ensure consistency with Quispamsis Transportation Master Plan (2023), Community Strategic Plan (2022) and Climate Change Adaptation Plan (2021); Asset Management Plan (2018); and Recreation Master Plan (2023);
- Opportunity to:
 - Renew community vision statement;
 - Modernize policy language
 - Respond to evolving land use and development trends and pressures
 - Establish framework for modern zoning regulations.





What is a Zoning By-law?

- Implements Municipal Plan vision;
- Facilitates orderly development through the Town;
- Provides detailed guidance regarding land use and development matters
- Includes:
 - General provisions that apply to land use and development throughout the Town; and
 - Zones that set out permitted land uses and development starts for specific areas.
- It can be used to:
 - Mitigate the placement of hazardous land uses in proximity to residential areas;
 - Allow greater density in specific geographic areas and tactfully respond the housing pressures.

Why is a Zoning By-law Review needed?

- Last Zoning By-law review occurred in 2007;
- Ensure conformance with SPIs brought into effect in October 2023;
- Opportunity to:
 - Accommodate scaled intensification and expand land use permissions in appropriate geographic areas;
 - Attract more desirable development types; and
 - Facilitate efficiencies in the Town's development approval process;
 - Reduce red tape to reflect development trends;
 - Modernize the Zoning By-law.



Process and Timelines





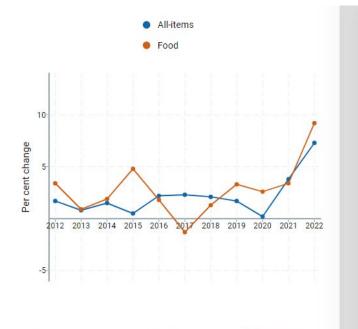
Demographic, Economic and Housing Data

Demographic and Labour Data

According to Town of Quispamsis 2021 Census... Place of work for 67% of working residents: outside **Population** of Quispamsis - Rothesay increased 2.9% between 96% of working residents 2016 and 2021 drive to work **Single-detached** (1-unit) homes makes up 83% of 64% of residents are Households with Town's total **15 – 64 yrs.** of age children decreased housing supply Median after-tax 13% between household **Growing** share of 2016 and 2021 income: \$95,000 residents in 65 - 84 (NB median: \$62,000) yrs. category

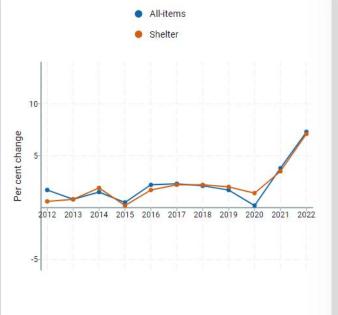


New Brunswick Well-being Dashboard: Spending



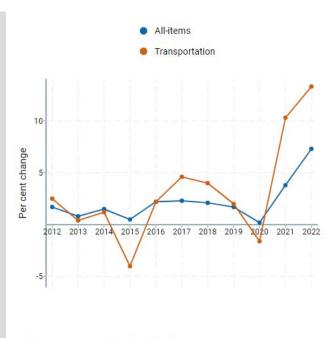


Statistics Canada Table : <u>18-10-0005-01</u> Release Date: 2023-01-17



Consumer Price Index - Shelter (2002=100)

Statistics Canada Table : <u>18-10-0005-01</u> Release Date: 2023-01-17

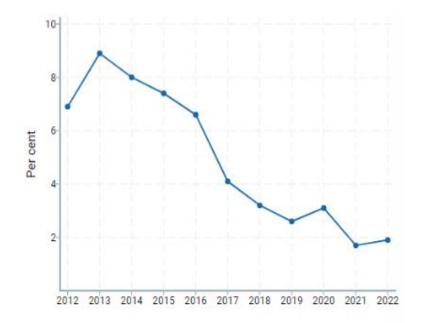


Consumer Price Index -Transportation (2002=100)

Statistics Canada Table : <u>18-10-0005-01</u> Release Date: 2023-01-17

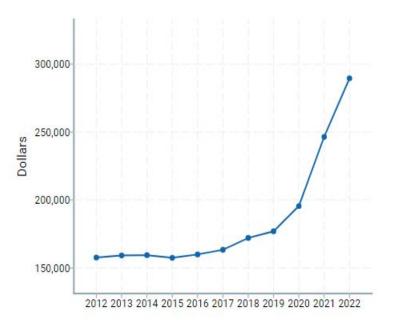


New Brunswick Well-being Dashboard: Housing



Rental vacancy rate for October

CMHC Table 1.1.1 2 Release Date: 2023-01-26



MLS® residential average sale price

The Canadian Real Estate Association 2 Release Date: 2023-01-16



Quispamsis Development Trends

Page 30 of 171

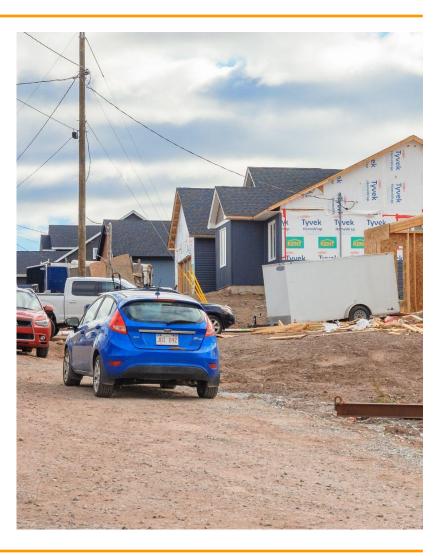
PAT

323

2023 Quispamsis Housing Needs Assessment Findings

- Medium projected population growth rate in: 1.5% every year for next 25 years
- Under a medium population growth scenario, there may be a gap of approximately:
 - **892** housing units in 2036 (196 acres)
 - **1,485** housing units in 2046 (315 acres)

A more detailed assessment is coming



Quispamsis Development Trends

Between 2018 - 2023:

- Five (5) Municipal Plan amendment applications were approved:
 - All involved change of future land use designation from residential to commercial
- **14 Rezoning** applications were approved:
 - 9 applications involved an increase residential density permissions
 - 5 applications involved rezoning from residential to commercial



Development Trends

• Between 2018 - 2023:

452 variance applications were reviewed, of which:

- 25% involved subdivision development
- 22% involved yard setbacks
- 9% involved zoning (land use permissions)
- 8% involved structural (height or size)
- In 2023:
 - 50% of the total approved variance applications involved subdivision development
- Between 2012-2022:
 - Permits were issued for an average of 65 new dwelling units per year



What is the data telling us?

1830

Page 34 of 171

What is the data telling us?

- The Town's housing supply is currently saturated with single-detached (1-unit) housing types, representing an inefficient use of land, public infrastructure and services
- Quispamsis has been growing and based on populations projections, steady growth will occur over next 25 years
- Less households have children compared to previous Census years and although most residents are working age (15-64), there is a growing seniors population who may be looking to downsize
- Almost all working residents drive a single-occupancy vehicle to work, which is commonly located outside of the Quispamsis Rothesay area, indicating a need for regional transportation options







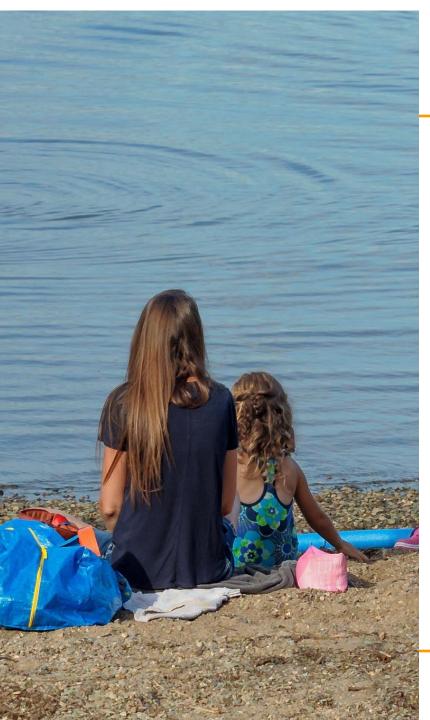
What is the data telling us?

- Single unit subdivisions on typical 1200-1400 square metre lots (0.3 acres) lots is the predominate development style currently
- The cost of living across NB has rapidly increased since COVID-19 pandemic (2020) impacting housing access and affordability
- Recent amendment activity indicates that there is market demand for higher residential densities and commercial uses in traditionally residential areas
- Annual permitting for dwelling units will need to increase substantially in order to address housing gap anticipated over next 15 - 20 years under a medium population growth scenario

Statements of Public Interest

• 02

Page 37 of 171



Statements of Public Interest (SPIs)

- Effective October 2023, all new municipal land use and development planning documents must be consistent with SPIs
- SPIs are enabled under the *Community Planning Act*
- SPIs set minimum standards to ensure all NB communities are working to protect overarching public interests while pursuing local goals
- Includes policies that support five statements related to:
 - Settlement Patterns
 - \circ Agriculture
 - Climate Change
 - Flood and Natural Hazard
 - Natural Resources

SPI Themes

Need for a **variety of housing types** and **gentle increases in housing density** in areas with existing/ planned infrastructure and services in order to:

- Meet the needs of smaller households, those seeking financially attainable housing and ageing residents looking to downsize
- Maximize the use of existing infrastructure and services
- Address the housing gap anticipated over the next 15 20 yrs. with population growth
- Recognize existing market demand for higher density housing

Aligns with SPIs.





SPI Themes

Need to support a coordinated and integrated **regional public transit and active transportation network** that:

- Offers residents reliable, safe, efficient and more affordable modes of commuting to their place of work
- Effectively connects Quispamsis to surrounding communities
- Supports a shift away from driving to transportation options that move residents with less energy and pollution

Aligns with SPIs.

SPI Themes

Need for **compact mixed-use infill development** in areas with existing/planned public infrastructure and services that will:

- Support use of public transit and active transportation networks
- Reduce environmental degradation and fragmentation caused by sprawling residential subdivision development
- Attract local employment opportunities and reduce need for residents to commute outside community to place of work
- Facilitate climate change adaptation

Aligns with SPIs.



Future Directions

Page 42 of 171



25

Directions

Establish a distinctive Town centre along Hampton Road through Municipal Plan policies and Zoning By-law regulations that permit and/or incentivize:

- A mix of commercial, residential, and institutional land uses where there is existing public infrastructure and services
- Locating apartment dwelling units above ground floor commercial uses
- Proximity to public transit and active transportation network
- Compact infill development
- Scaled density



Quispamsis Future Land Use Map: Hampton Road

🦲 Residential 📗	Institutional
Commercial	Open Space
	Recreational

Intensification Concepts - Big Moves

- Two intensification **concepts** were developed to **exemplify** what **intensification** could look like in Quispamsis.
- They introduce an **idea** that could be used throughout the town.
- The Municipal Plan and Zoning By-law could provide for streamlining this type of development.



Intensification Concepts - Concept One

- Hampton Road and Pettingill Road
- Creates a "downtown core"
- Introduces a mix of uses
 - Ground floor commercial with Ο residential units above
- Introduces new structures ranging from 2 to 5 storeys
- Integrates existing development with new structures



29

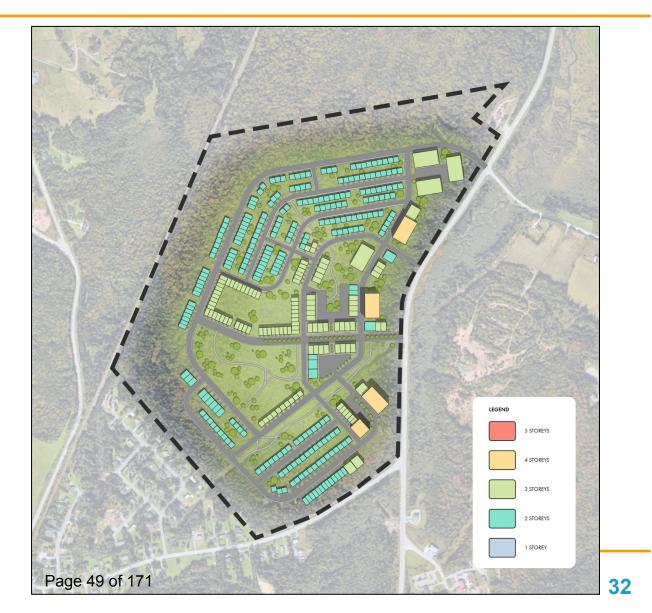
Intensification Concepts - Concept One





Intensification Concepts - Concept Two

- Located at Palmer Brook Road and Hampton Road
- Introduces housing forms ranging from 2 to 4 storeys
- Introduces townhouses, stacked townhouses, and small-scale apartment dwellings
- Introduces neighborhood retail opportunities
 - Example: small scale grocery, cafe, restaurants
- Provide parkland for theoretical residents
- A community that aligns with Recreation Master Plan.



Intensification Concepts - Concept Two





Next Steps

Page 51 of 171

Next Steps



- Project Kickoff at council (today)
- Engagement Round 1:
 - Launch project website
 - Open Houses and Focus Groups
 - What We Heard Report



- Further online engagement;
- Council capacity building and staff planning workshops
- Draft updates



- Engagement Round 2:
 - Further online engagement
 - Open Houses and Focus Groups
 - What We Heard Report
- Finalize updates
- Initiate legislative approval process



Thank you!

Jennifer Brown

Planner jbrown



Page 53 of 171





QUISPAMSIS TOWN COUNCIL

REGULAR MEETING

MINUTES

January 16, 2024, 6:00 pm Council Chambers Quispamsis Town Hall

Present:	Mayor Libby O'Hara
	Councillor Mike Biggar
	Councillor Noah Donovan
	Councillor Kerrie Luck
	Councillor Kirk Miller
	Councillor Emil T. Olsen
	Councillor Beth Thompson
	Kennedy, Aaron; Acting CAO
	Jarvis, Jennifer: Planning Technologist
	Losier, Gary; Director of Engineering & Works
	Purton Dickson, Dana; Director of Community Services
	Roszell, Tim; Communications Manager
	Snow, Catherine; Town Clerk
	Young, Nancy; Asst. Treasurer

Absent: Deputy Mayor Mary Schryer (illness)

1. Approval of Agenda

Moved By Councillor Olsen Seconded By Councillor Donovan

The Agenda be approved as prepared.

Motion Carried

2. Treaty Acknowledgement - Moment of Reflection

Councillor Biggar read the Moment of Reflection.

3. Mayor's Comments

Mayor O'Hara opened the first meeting of 2024 by wishing everyone a Happy New Year. She commented on the following items:

- Challenging weather over the past few weeks snow, rain, ice pellets, and high winds and commended the Town's works crew for their diligence in keeping the roads clear.
- The Holiday Dreamland display is closing up for the season. Some of the lights will remain in use through until the spring. Thank you to those who visited the Arts & Culture Park over the last few months, and a thank you to the Parks Department staff for their hard work and dedication in making this year's Dreamland one to remember.
- The outdoor skating rink at the Arts & Culture Park is open daily 10 a.m.-10 p.m., weather permitting!
- The Fundy Regional Service Commission has registered for an Environmental Impact Assessment to increase the height of Crane Mountain Landfill for capacity augmentation and life extension. This will optimize the efficient use of the landfill and maximize available airspace. A public information session is scheduled for Thursday, January 18th, at 6 p.m. at the St. Matthew's Worship Site, 45 Dollard Drive in Saint John.
- Fundy Winterfest, a 6-week long event begins February 1st to March 10th, a time when people celebrate and embrace winter as an opportunity to connect across generations, communities, classes and cultures. The six communities of Rothesay, Quispamsis, Hampton, Saint John, Grand Bay-Westfield and Fundy St. Martins welcome everyone to participate in the winter activities planned for this year's Winterfest.

4. Disclosures of Interest

No disclosures were declared.

5. Presentations

5.1 <u>Public Presentation - (Dec. 19/23)</u> 157 Palmer Brook Road, Parcel A - Andrew Harrigan & Brad Lockhart, 669155 NB Inc. - Rezoning Application - Rural to Light Industrial – For the Purpose of Extending the Light Industrial Zoning to the Amalgamated Parcel

Andrew Harrigan made presentation to Council on 669155 NB Inc.'s application to amend the Municipal Plan and Zoning By-law in order to rezone Parcel "A" on the McQuinn Amending Subdivision Plan Palmer Brook Road from Rural to Light Industrial to apply the Light Industrial Zoning to the amalgamated PID. The proposed use is for additional yard space and fenced in area, with 2/3 of the parcel remaining as a buffer. The already Light Industrial zoned property has been used for the past 7 years as a storage bin business, motion storage and shipping depot for offloading and onloading.

Planning Technologist, Jennifer Jarvis, expanded upon her Staff Report indicating the landowners would like to extend their business into the back portion of their lot and in order to do this, will need to rezone the property to Light Industrial. There is a delineated watercourse that does impact the subject Lot as shown in *Figure One* of her Report. A WAWA Permit will be required through the Department of Environment for any development that occurs within 30-metres of this watercourse.

Moved By Councillor Donovan Seconded By Councillor Thompson

Council refer the rezoning application for 157 Palmer Brook Road to the February 20, 2024 Regular Meeting to allow for the 30-day time period for public input.

Motion Carried

6. Public Hearings

Gary Losier left the meeting.

6.1 (Nov.21/23) Andrew Dunn, President, 697800 NB Corp. and Queen Construction - 160 Pettingill Road - Request to Amend Section 59 CPA Development Agreement

Request to Change Configuration of Dwelling Units Resulting in a Total Reduction of Six Units (from 76 Units to 70 Units)

Planning Technologist, Jennifer Jarvis, expanded upon her Staff Report informing Council the developer is requesting to amend their Section 59 Development Agreement to accommodate the following dwelling unit configuration –

- The eight (8) single-family dwelling units will be replaced with four (4) 4plexes, doubling the number of units for this area of the development;
- The ten (10) semi-detached buildings and four (4) twelve-unit apartment complexes will be replaced with nine (9) 6-plexes for a decrease in dwelling units from sixty-eight (68) to fifty-four (54) dwelling units.
- The original site plan totalled 76 dwelling units. The proposed configuration will reduce the total number to seventy (70) dwelling units, a reduction of six (6) units overall.

Ms. Jarvis' Staff report also indicated that one of two of the proposed 6-plexes that are replacing the semi-detached housing are being constructed in a delineated wetland. The province will be requesting compensation for the wetland either in terms of a monetary contribution or the replacement of the wetland at a 2:1 ratio. A WAWA Permit will be required prior to the issuance of a Development or Building Permit for any development on the subject Lot.

Mr. Andrew Dunn was in attendance and did not have anything further to add to the information Ms. Jarvis presented.

Mayor O'Hara asked if anyone wished to speak for or against the proposed amendment.

Mr. Neil London of Heritage Way expanded upon his objection letter informing Council he opposed the original rezoning for this property as he feels it will create issues with stormwater drainage on Heritage Way, silt run-off, concerns about the proposed stormwater retention pond that will be located adjacent to his property, as well as concerns about the increased traffic resulting from the 70-unit development. He hopes the Town will ensure the developer follows all the previous requirements identified by CN Rail as well as the terms and conditions of the Town.

Mayor O'Hara asked three more times if anyone wished to speak for or against the proposed development. No one else spoke.

The Notice of Decision from PAC expressed its support of amending the existing registered Section 59 CPA Development Agreement for the Terrace Home project located at 160 Pettingill Road, (PID 251462), subject to the terms and conditions as outlined in their Notice of Decision dated December 15, 2023.

Moved By Councillor Donovan Seconded By Councillor Olsen

Mr. Dunn's application re the reconfiguration of the building design for 160 Pettingill Road be referred to the Planning Department and the Town Solicitor to finalize the amending Section 59 CPA development agreement for Council's consideration of approval.

Motion Carried

6.2 (Dec.19/23) SHX Development Ltd – 20 Millennium Drive - Application to Amend Section 39 CPA Dev Agreement - Proposed YMCA Daycare

In Attendance: Heather Hanson, Vice-President, Strategy and Brand; Shannex Incorporated; Adrienne Boudreau, YMCA of Greater Saint John; Paul Harrigan, General Manager Parkland Retirement Living; and Terry Wagner, Sales Manager NB, Shannex Incorporated

Heather Hanson and Adrienne Boudreau presented their proposal to Council noting Shannex and the YMCA have partnered on this proposal to help fill the need for childcare in Quispamsis through space in an existing building on Shannex property at the 20 Millennium Drive location. In addition to creating the much needed childcare spaces for the community, it provides an opportunity to support front line team members and built-in intergenerational opportunities for senior neighbours.

The proposed YMCA Child Care facility will serve 69 spaces for children from 12 months to 5 years, between 7:30 a.m. to 6:00 p.m. and will include lunch, snacks, weemarkable app, and financial assistance to those in need. The program will include intergenerational programming to increase older adult involvement in the community, build relationships, independence and companionship for both children and older adults.

Mayor O"Hara asked three times if anyone wished to speak for or against the proposed amendment. No one spoke.

Gary Losier returned.

A letter of objection was received from Janet McLaughlin who acknowledged childcare is needed, but expressed concern whether a larger building will be built on the site and wondered how long the lease term for the YMCA would be.

Mayor O'Hara asked 3 times if anyone wished to speak for or against the proposed amendment.

A Notice of Decision from PAC indicated its support of the proposed amendment of the development agreement for 20 Millennium Drive (PID No. 173690), subject to the Agreement being registered against the property with SNB upon execution of the agreement.

Moved By Councillor Biggar Seconded By Councillor Olsen

That the Council, through resolution approve the amendment to the Development Agreement to include the use of a daycare at 20 Millennium Drive (PID 173690) subject to the amended Development Agreement being registered against the property with Service New Brunswick upon execution of the agreement.

Motion Carried

7. Minutes of Previous Meetings

7.1 December 19, 2023 - Regular Meeting

Moved By Councillor Donovan Seconded By Councillor Thompson

Minutes be approved as prepared.

8. Unfinished Business

8.1 <u>(Nov. 21/23) Councillor Kerrie Luck – AT Report – Meenan's Cove Road Active</u> <u>Transportation Plan – Bike Accessible Shoulders</u>

Staff Report from Director of Engineering & Works

Mr. Losier expanded upon his Staff Report which responded to Councillor Luck's correspondence of November 13, 2023, requesting input from Englobe Engineering re her concerns about modifying the AT plan for Meenan's Cove Road from a double AT lane to a single lane. Mr. Losier related Staff, in consultation with Englobe, the engineering firm that prepared the Transportation Master Plan, reviewed the proposed new alignment as well as the potential conflict areas in future phases of Meenan's Cove Road development.

It was determined that a two-lane bicycle path design could be maintained for the balance of the street by reducing the asphalt width by 1m for most of the overall street length. This asphalt width reduction will eliminate some conflict with adjacent property owners and assist in cost reductions in some areas of the street. Mr. Losier stated there will be sections of the Meenan's Cove Road that, due to road grade or drainage issues, will require a further reduction of asphalt width, but during the design of that future phase, the Town may be able to incorporate storm sewer or additional road construction to accommodate the AT configuration.

Moved By Councillor Donovan Seconded By Councillor Miller

Town staff continue design preparations for the 2024 Street Capital Program for the proposed street upgrades on the Meenan's Cove Road based on two bicycle accessible shoulders.

Motion Carried

9. Correspondence

10. By-laws

Councillor Luck vacated her seat for the next item as she was not in attendance for the Public Hearing held December 5, 2023.

10.1 (<u>Nov. 7/23</u>) Rezoning Application - 29 Pettingill Road - Pettingill Dental -Neighbourhood Commercial to Central Commercial – Proposed Zoning By-law

Amendment No. 038-46 - NC to CC Re Allowable Number of Employees Working at Dental Clinic

Councillor Biggar read the proposed Zoning By-law Amendment in its entirety.

Moved By Councillor Biggar Seconded By Councillor Miller

Third and final reading be given to Zoning By-law Amendment No. 038-46; A Bylaw of the Municipality of Quispamsis Respecting the Quispamsis Zoning By-law; to rezone a parcel of land identified as 29 Pettingill Road, with PID No. 30207096 from Neighbourhood Commercial to Central Commercial.

Motion Carried

Councillor Luck returned.

11. New Business

11.1 <u>UMNB Urban Caucus - Letters from President, Andrew Black, UMNB and Staff</u> <u>Report from Acting CAO, Aaron Kennedy</u>

Correspondence from UMNB President, Andrew Black, announced the Cities of New Brunswick Association Board of Directors have voted in favour of merging CNBA and UMNB, which will officially be recognized as the Urban Municipal Caucus. This merger offers a number of opportunities and advantages for all municipalities across NB, he wrote, including a united voice when advocating for the interests and needs of all members, both urban and rural, before the provincial and federal governments. Uniting the Cities and UMNB will create the biggest municipal organization in New Brunswick that represents all municipal perspectives.

Acting CAO Kennedy expanded upon his Staff Report indicating New Brunswick had been the only province in Canada with three different associations representing municipal interests: Union of Municipalities of New Brunswick, Cities Association of New Brunswick, and Association francophone des municipalités du Nouveau-Brunswick. Recently, the Cities Association opted to disband and align with UMNB, effectively creating the biggest municipal organization in New Brunswick that represents all municipal perspectives - giving the province two voices – as opposed to three. As part of the reorganization, UMNB is creating an Urban Municipal Caucus, which would be comprised of the province's largest communities and regional hubs. By joining the Urban Caucus, Quispamsis, as the province's sixth-largest local government, will earn a seat at the table with larger municipalities, including all eight cities, half of which have a smaller population.

Regular Meeting

A discussion of Council ensued, with some members expressing concern that the change in governance structure to establish an Urban Municipalities Caucus made up of the ten largest communities by population, could in fact, divide the UMNB association into two groups. Being a member of the Urban Municipalities Caucus could disadvantage Quispamsis who would be a smaller player at the table with the larger cities. It was also noted that it could be good for the Town as there can be values in synergies, and it may be prudent for Council to receive more information on what the proposed new restructuring would entail.

Moved By Councillor Donovan **Seconded By** Councillor Thompson

Staff reach out to Mr. Dan Murphy, Executive Director, of UMNB asking that he and/or President Andrew Black, attend a future Council Meeting to make presentation on the UMNB Urban Caucus Proposal and answer any questions Council may have at that time.

Motion Carried

12. Reports

- 12.1 Council Meeting Calendar 2024
- 12.2 <u>Kennebecasis Regional Joint Board of Police Commissioners Board Meeting</u> <u>Minutes of October 25, 2023 and Associated Documents</u>
- 12.3 Planning Advisory Committee Review for 2023
- 12.4 <u>Response from Minister of Transport and Quebec Lieutenant Re Drydocking of</u> <u>the MV Madeleine II</u>

Moved By Councillor Olsen Seconded By Councillor Miller

Reports be received and filed.

Motion Carried

13. Business Arising from Committee of the Whole

13.1 Sale of Portion of Land for Public Purposes – Cedar Grove Drive

Moved By Councillor Miller Seconded By Councillor Biggar Council authorize the sale of the portion of the Cedar Grove Drive LPP abutting 65 Cedar Grove Drive so this information can be provided to the property owners prior to submission of a final subdivision plan to Council for assent.

Motion Carried

14. Adjournment

Moved By Councillor Olsen Seconded By Councillor Donovan

Meeting adjourn.

Motion Carried

Meeting adjourned at 7:15 p.m.



Elizabeth (Libby) O'Hara Mayor



Catherine Snow Town Clerk



Staff Report to the Council

Date: February 2, 2024

From: Jennifer Jarvis, Planning Technologist

Subject:

160 Pettingill Road, PID 251462) – Numbered company 697800 NB Corp. and landowner, Queen Construction Ltd., are requesting to amend the Development Agreement they have entered into with the Town, as a result of a proposed change to the configuration of approved dwelling units, street layout, and LPP contribution.

Background and Discussion:

- The subject Lot is approximately 90,000 square metres in area and is zoned Multiple Residential (R2);
- The Lot was subject to a rezoning in 2022, from Single and Two-family Residential (R1) to Multi Residential (R2) to accommodate the development of eight (8) single-family dwelling units, ten (10) semi-detached dwellings, and four (4) twelve-unit apartment complexes;
- The developer is requesting to amend their Section 59 Development Agreement to accommodate the following dwelling unit configuration; the eight (8) single-family dwelling units will be replaced with four (4) 4-plexes, doubling the number of units for this area of the development; the ten (10) semi-detached buildings and four (4) twelve-unit apartment complexes be replaced with nine (9) 6-plexes for a decrease in dwelling units from sixty-eight (68) to fifty-four (54) dwelling units. The total number of approved proposed dwelling units for the overall development from the previous site plan iteration was 76 dwelling units, if this amendment is approved by Council the number of dwelling units will be reduced to seventy (70) dwelling units, a total reduction of six (6) units overall;
- Staff met with the developer to gain an understanding for the decision to reduce the overall number of units and to change the configuration and type of dwelling units proposed for the Lot. The Developer is currently working on a project at 169 Vincent Road, where four (4) 4-plexes are being erected. This type of housing is preferred for the Developers rental housing market, as it allows everyone to have a sense of individual ownership of their space, with accesses provided to the front and rear yards, and all living on a single storey. This also eliminates the noise of having someone living above a unit and is more like single-family living than an apartment style model of rental;
- The ownership model for this Lot remains the same, with ownership maintained by one owner and all units provided as rentals. There will be no distinct ownership within the development;
- The servicing of the buildings will see a mix of private and municipal sewer infrastructure providing sewerage service and on site drilled wells. The Developer has indicated that the new configuration will result in a reduction in the number of wells that will be drilled on site, from eleven (11) to six (6);
- Staff noted that one of two of the proposed 6-plexes that are replacing the semi-detached housing are being constructed in a delineated wetland, as such the province will be requesting compensation for the wetland, this can be a monetary contribution or the replacement of the

wetland at a 2:1 ratio. As such, a WAWA Permit will be required prior to the issuance of a Development or Building Permit for any development on the subject Lot; There is a nominal increase to the amount of LPP provided with the new site layout;



Figure one, approved site plan associated with the signed and registered Development Agreement. Number of approved units 80, number of proposed dwelling units 76.

- Paragraph 2 of the Development Agreement associated with this development identifies the land use, and it stipulates a maximum of four (4) two-story 12 Unit Multiple Residential buildings, eight (8) single-detached dwellings, a maximum of sixteen (16) semi-detached dwelling units, for a total of 80 dwelling units. The proposed new configuration will see the Lot developed with a total of seventy (70) dwelling units. This section will need to be amended to reflect the new proposed dwelling unit configuration;
- Staff have reviewed the site plan and do have a few design concerns surrounding the development of the overall street layout, how they transition from public to private access within the Lot and how they will connect to a future street located to the south of the development, into Heritage Court development. Staff are confident that all aspects of the street layout and sewer installation can be resolved during the engineer design review;
- There is also the requirement of a buffer zone that is not represented on the site plan, as the development contains multi residential development, Section 8.(H)(2) states that where a lot containing a multiple dwelling is located adjacent to a single or two family dwelling, a landscaped buffer area shall be provided on the periphery of the multiple lot. The buffer area is



Figure two, new proposed dwelling unit configuration, four (4) 4-plexes and nine (9) 6-plexes 160 Pettingill Road, number of proposed dwelling units 70.

to be at least three (3) metre in width and shall contain landscaping in the form of trees, hedges, or shrubs. <u>A revised site plan **was**</u> received and does include a 3-metre buffer as <u>described above</u>;

- Staff have worked with the Developer to ensure safe access to the four-plex units found at the entrance of the development. There were concerns that having a driveway for each of the four-plex units at this location could cause potential issues as this area would experience the highest levels of traffic within the overall development, as there will only be one entrance/egress for the foreseeable short to medium term. Therefore, there will be one access directly to the main public right-of-way, as shown in the image above;
- Staff recommend extending all timeline dates in the Development Agreement by one calendar year. New proposed dates would see all timelines shifted by one calendar year, with building permit applications for Phase one (1) received no later than June 2024;
- By-law No.038, Section 9.(H)(2) states that where a lot containing a multiple dwelling is located adjacent to a single or two family dwelling, a landscaped buffer area shall be provided on the periphery of the multiple lot. The buffer area is to be at least three (3) metre in width and hall contain landscaping in the form of trees, hedges, or shrubs. However, Paragraph 6 of the registered agreement identifies the requirement for a 5-metre wide buffer, therefore a revised site plan identifying a 5-metre wide buffer along all abutting R1 properties is required;
- The Community Planning Act speaks to amendments to a Section 59 Development Agreement, and states the following:

59(3) If the council varies the resolution or agreement entered into under subsection (1) or enters into a new agreement, the council shall give notice of the variation of the resolution or agreement or of the new agreement in accordance with section 111.

• Section 111 of the *Community Planning Act* outlines the requirements of public notice.

Statements of Public Interest:

Statements of Public Interest were introduced by the provincial government effective October 1, 2023, and are now required to be included in all policy and decision-making documents. Statements of public interest are broken into sections; they are as follows: Statement of public interest on settlement patterns; Statement of public interest on agriculture; Statements of public interest on climate change; Statement of public interest on flood and natural hazard areas; and Statement of public interest.

The proposed use of the subject land is a key aspect of settlement patterns, the following statement of public interest holds true and is provided to assist in the decision-making process:

3(1)(a) & (c) With respect to settlement patterns, it is a public interest and public priority to promote settlement patterns that contribute to the well-being of the residents of the province and to support vibrant rural and urban economies.

Amending Development Agreement:

- The Amending Development Agreement was executed on February 1, 2024, by the developer, Andrew Dunn and by the landowner, George Queen;
- The Agreement is to be registered with Service New Brunswick against the subject lot prior to the commencement of any works on the subject lands; and
- The security amount noted in the agreement must be satisfied prior to any permits being issued to the subject lot for any development, including the installation of all infrastructure, including that of the Stormwater Management Plan, road works, ditching etc.

Concerns:

Notices were sent to properties within a 100-metre radius of the subject property to advise local residents of the requested change to the Development Agreement. Once letter of complaint had been received at the time of the writing of the report. The letter, addressed to Council details how they have objected to the proposed development from the onset, sighting stormwater drainage issues for Heritage Court. The letter also highlighted concerns regarding additional traffic loads on the Pettingill Road. The Developer has responded to all requests from the town and province in terms of providing engineered reports identifying how stormwater will be managed within the site. These reports were written by professional engineers who have provided their professional stamp ensuring their work. One such report is a traffic study, which does highlight required changes to the traffic flows on Pettingill Road to accommodate the additional traffic flows at the developments point of entrance and egress.

Staff have no concerns with the proposed changes at this time.

Attachment(s):

- 1. Amended Development Agreement
- 2. Development Agreement Amendment Application
- 3. Development Agreement 160 Pettingill Road (PID 251462)
- 4. Revised Site Plan
- 5. Notice of Decision, Planning Advisory Committee

Recommendation:

That Council approve the amending Section 59 development agreement for the reconfiguration of the Multiple Residential development at 160 Pettingill Road.

AGREEMENT

Land Titles Act, S.N.B. 1981, c.L-1.1

Parcel Identifier:	00251462
Owner:	QUEEN CONSTRUCTION LTD. 11 Kensington Avenue Quispamsis, New Brunswick E2E 2T8
Developer:	ANDREW DUNN 62 Chamberlain Road Quispamsis, New Brunswick E2G 1C1
Municipality:	QUISPAMSIS 12 Landing Court

12 Landing Court Quispamsis, New Brunswick E2E 4R2

The recitals attached hereto as Schedule "D" form part of this agreement.

The Owner, Developer, and Municipality covenant and agree as set out in Schedule "C", affecting the specified parcel.

Dated: ______, 2024.

and

WITNESS

QUEEN CONSTRUCTION LTD.

ANDREW DUNN

QUISPAMSIS

Per: ELIZABETH O'HARA-Mayor

Per: CATHERINE SNOW-Clerk

SCHEDULE "D"

WHEREAS the Developer will be the owner of lands located at 160 Pettingill Road, in the Municipality, being the Town of Quispamsis (the "Town"), which lands are more particularly described as having PID 00251462 (hereinafter called the "Lands");

AND WHEREAS the Owner and Developer desire to have the said lands zoned from a Single or Two-Family Dwelling (R1) to Multiple Residential (R2) to permit uses in accordance with the proposal submitted by it to the Council of the Town; and

AND WHEREAS the Town has taken steps to re-zone the said lands pursuant to Section 59 of the *Community Planning Act* to permit the use of the said lands in accordance with the proposal upon the terms and conditions hereinafter set forth.

SCHEDULE "C"

NOW THEREFORE THIS AGREEMENT WITNESSETH that when and so soon as the Zoning By-law is amended, the said Lands and any building or structure thereon shall be developed and used in accordance with the terms of this Agreement and the Town's By-Laws;

DEVELOPMENT

- 1. In consideration of the mutual covenants and agreements herein contained, the Developer hereby covenants and agrees with the Town as follows:
 - (a) The Lands shall be developed in accordance with the Development Plans filed with and approved by the Town (the "Development").
 Without limiting the foregoing, the Lands shall be developed in accordance with the Plans attached to this Agreement as Schedule "B".
 A maximum of seventy (70) dwelling units shall be permitted on the Lands. Where there is a substantial change in the building design or building location, in the opinion of the Development Officer, revised Development Plans shall be submitted for the approval of the Town.

LAND USE

- (a) All uses of the Lands pursuant to this Agreement shall conform with the provisions of the Municipality's Zoning By-law in effect at the time of execution of this Agreement, except as otherwise provided herein.
 - (b) The Lands may be developed for the following main uses:
 - (i) Maximum of four (4) 4-plexes;
 - (ii) Maximum of nine (9) 6-plexes;
 - (iii) Lands for public purposes; and
 - (iv) Any uses incidental thereto.
 - (c) The use set out in (b)(i) shall be developed in accordance with R2 Zoning By-law requirements unless otherwise provided herein.
 - (d) Conversion of a Multiple Residential Building to a Condominium use shall require approval of Council of the Town and be subject to such further terms and conditions Council may require.
 - (e) The Developer shall comply with the specific architectural covenants in building construction as agreed to and approved by the Town.

PLANS, BONDING & PHASING

- 3. (a) Prior to the commencement of any work on the "Development" (saving only surveying, the making of soil or water tests or similar preliminary tests on the lands), and prior to making application to the Town for the issuance of a building permit, the Developer shall:
 - Submit to the Town, for the Town's approval, building plans, site plans, street plans, parking plans, municipal sanitary and water system design plans, storm water management plans, sewerage distribution plans, and landscaping plans for the Development. The Stormwater Management Plan must achieve a balanced pre and post Development flows or better.
 - (ii) Submit a Hydrogeological Report and Environmental Impact Assessment satisfactory to the Town.
 - (iii) Submit a Traffic Study for the Development satisfactory to the Town.
 - (iv) Submit a geotechnical study regarding slope stabilization along the Q. R. Trail
 - (v) Prior to work commencing on site and prior to application for a building permit, provide security in form satisfactory to the Town in favour of the Town in the amount of FOUR HUNDRED FORTY-SEVEN THOUSAND TWO HUNDRED SIXTY-EIGHT DOLLAR AND ZERO CENTS (\$447,268.00) to assure the construction of the Development in accordance with the plans and specifications submitted under Paragraph 3 hereof as well as the covenants and agreements contained in this agreement.

The completion security for Phase 1 of the Development will be allocated as follows:

Roadways	\$298,050.00
Landscaping	\$79,860.00
Parking Areas	\$34,358.00
Sanitary & Storm Sewer	\$20,000.00
Active Transportation Connection	on (Trail)\$5,000.00
Buffers	\$5,000.00
Project completion	\$5,000.00
TOTAL	\$447,268.00

- (b) It is agreed that security requirements for a subsequent Phase shall be determined prior to the issuance of the applicable building permit related thereto. The Developer agrees that the Town may allocate the security provided with respect to Phase 1 to a subsequent phase and the Developer will facilitate the necessary amendments by the issuer of the bonding.
- (c) The Developer shall, in the event that the Development does not substantially proceed prior to December 31, 2024, restore the Lands to an attractive natural state, such restoration to be completed within six (6) months of the date last mentioned.
- (d) Prior to the commencement of any work on the development (saving only surveying, the making of soil and or similar preliminary tests on the

lands), the Developer shall, if the town has approved the items submitted under Paragraph 3, make application to the Town for the issuance of a building permit for Phase 1 by submitting to the Town such plans to be submitted for the issuance of such a building permit (including engineering plans in connection with the requirements of Paragraph 10(a)), together with application fees.

- (e) Upon issuance of the building permit by the Town, the Developer shall commence construction of Phase 1 of the Development in accordance with the plans and specifications filed with the Town under Paragraph 3 hereof.
- (f) The Developer shall adhere to the following timetable:
 - (i) Make necessary building permit application to the Town for construction of Phase 1 of the Development by June 2024;
 - Complete construction of Phase 1 of the Development as per the plans filed with the Town within twenty-four (24) months of said application;
 - (iii) Complete construction of all streets and parking areas in the Development to base asphalt layer within twenty-four (24) months of the date of issuance of a building permit and complete all final seal coats within twenty-four (24) months of permanent issuance;
 - (iv) Make necessary building permit application for Phase 2 of the Development by June 2026;
 - (v) All aspects of the Development shall be completed by June 2028.
- (g) Notwithstanding anything contained in this Agreement to the contrary, the Town may, at its sole discretion (which discretion shall not be unreasonably withheld), upon application by the Developer, reduce the principal amount of the completion security to an amount that is sufficient to complete the works herein undertaken by the Developer.
- (h) Upon failure of the Developer to meet a time limit herein the Town may, with written notice to the Developer, claim against the security provided and use the monies for the completion of the required works (notice shall be deemed to be given three (3) days after being mailed to the Developer at its last known address). A resolution of Council to the effect that a claim is to be made due to there being a default under the terms of this Agreement shall be adequate proof of such default for purposes of making a claim against the security provided. Failure to provide renewal of letters of credit at least thirty (30) days prior to their expiry shall constitute default for purposes of making a claim against the security provided.
- (i) Upon substantial completion of the requirements of Paragraph 3(f) by the Developer in accordance with the plans and specifications submitted under Paragraph 3 and the terms, conditions and requirements of this agreement, the Town shall (subject to the terms of Paragraphs 3(b), 10(b) and 10(c)) forthwith return the said completion bonds to the Developer.

UTILITIES & BUFFERS

- 4. The Developer agrees that all primary utility cables to the boundary of the development shall be permitted to be overhead. In addition, the Developer shall grant such utility easements to the Town as may be necessary from time to time.
- 5. The Developer shall develop and submit to the Town a landscaping plan (which will include grass, shrubbery, and trees) in keeping with the landscaping and aesthetics of the area in which the development is situated. The Developer shall comply with the landscape plan in completion of the development. Without limiting the foregoing, the plan shall show all buffer areas, the density and coverage of each buffer area and identify areas which need to be enhanced.
- 6. The Developer shall construct a minimum 5-metre-wide buffer composed of trees, hedges or fences which is in the Town's opinion, sufficient to screen buildings, parking areas and lighting of the development from adjacent residential development all as shown on the plan filed with the Town. Such Buffer is to be increased and enhanced where possible.

INFRASTRUCTURE

- 7. The Developer shall obtain any requisite Province of New Brunswick approvals for the diversion of any natural watercourses or for work within 30 metres of the edge of any watercourse.
- 8. The Developer shall be responsible for pollution and pipe breakage within the boundaries of the Development during construction and within the boundaries of the multi-unit building properties thereafter. The Developer shall also be responsible for pollution and pipe breakage within the road right-of-way until the infrastructure is vested in the Town.
- 9. (a) The Developer shall connect each building in the Development to the Town's sanitary sewer system and pay all costs associated with and required to effect same.
 - (b) Water meters shall be installed to determine the actual water usage if required by the Provincial Environment Impact Assessment report.
 - (c) The buildings will have sprinkler systems.
 - (d) The Developer shall comply with the applicable Town By-laws relating to the foregoing.
- 10. (a) The Developer shall construct all roads, streets and parking lots shown on the Development plans to Town construction and design standards and specifications and connect the sanitary sewer facilities of all buildings on the said lands prior to their use or occupancy, to the Town's sewer collection system and shall pay all costs of materials, labour and services associated with and required to effect same whether or not the work involved or materials supplied are so supplied on or off the said lands. Without limiting the foregoing, the Developer shall complete and be responsible for all manhole installations, video inspections and preliminary surveys as are required by the Town. The Developer shall obtain in form satisfactory to the Town any written legal easements from neighbouring property owners, which are required and ensure they are registered and assignable to the Town. The Developer shall grant the

Town all easements required by the Town for sanitary sewer and storm sewer and water distribution lines.

- (b) When the Town has, by resolution, accepted final completion of the works required by Paragraph 10(a), located within the municipal right of way or on easements vested to the town, they shall automatically vest in the Town. Prior to the time of such resolution, the Developer agrees that it shall maintain the said works. Subsequent to the said Resolution, the Developer agrees that it shall maintain all the services and works for a period of one (1) year. If any defect or faulty material, or bad workmanship shall be discovered during the said one (1) year maintenance period, the Developer shall repair such defects and make good such bad workmanship and faulty material within thirty (30) days after written notice from the Town, and upon failure to do so the Town may perform such work and the costs so incurred shall be paid forthwith by the Developer. If a defect in any of the works is discovered within one (1) year, the Town Engineer shall reinspect and if approved, issue a certificate with respect to the repair of the defective work and such work shall be deemed to be guaranteed by the Developer for a further period of one (1) year from the date of the new certificate.
- (c) Upon final completion of the work set out in Paragraph 10(a) by the Developer to the satisfaction of the Town within the time periods hereinbefore mentioned, the Town shall forthwith release to the Developer seventy-five per cent (75%) of that portion of the security posted as security for the requirements of Paragraph 10(a). If no defects occur or are found in the work as provided for the Paragraph 10(b) hereof, the remaining twenty-five per cent (25%) of the security posted will be released at the end of one year from the date of final completion.

ACCESS & SIGNAGE

- 11. Access to the Development shall be as shown on plans approved by and filed with the Town.
- 12. The design of all signs, both temporary and permanent, shall be in accordance with the Town's By-Laws in effect from time-to-time (or as negotiated as a variance to such by-laws) and shall, when necessary, be subject to the approval of the Planning Advisory Committee.

GENERAL

- 13. (a) Fire protection systems are to be installed on the development and in each building therein in accordance with applicable Provincial government requirements. Emergency plans approved by the Fire Marshall and local Fire Department, are to be developed and maintained for the safety of all residents of the Development.
 - (b) The Developer shall comply with the PAC Notice of Decision conditions dated May 27, 2022, and December 12, 2023, both decisions herein attached in Schedule "A".
 - (c) The Developer shall comply with CN Railway proximity guidelines.

- 14. The Developer shall make adequate arrangements for ongoing maintenance and upkeep of the multiple residential Buildings and Lands and for garbage removal.
- 15. (a) Except for the construction of the Development and the associated works aforementioned, the lands shall not be subdivided or developed further without the approval of Council of the Town and such further development shall be subject to such By-Laws as may then be in force in the Town.
 - (b) Until the Development is complete, the Developer shall maintain the remaining undeveloped portions of the lands in an attractive natural state.
- 16. The Developer shall also do and shall well and truly observe, perform fulfill and keep all the by-laws of the Town, and which by or on the part of the Developer, its successors and assigns, are or ought to observed, performed, fulfilled and kept within such time and in such manner and install respects, as in the said by-laws are mentioned or required, according to the true intent and meaning of the by-laws.
- 17. It is acknowledged by the Developer that this Agreement constitutes an agreement as contemplated under Section 59(1)(b) of the Community Planning Act and should the land or a building or structure to which this Agreement pertains be developed or used contrary to the provisions of this Agreement, or if the Developer fails to meet a time limit prescribed herein, the Town may cancel both this Agreement and the resolution authorizing the re-zoning of the lands to which this Agreement pertains and, pursuant to Section 59(6) of the said Act, the said lands shall, upon notice of such cancellation being filed in the Office of the Registrar of Deeds in and for the County of Kings, revert to the type of zone under which it fell before re-zoning.
- 18. (a) This Agreement contains the whole agreement between the parties hereto and supersedes any prior agreement as regards the lands outlined on the plan hereto annexed. This agreement shall enure to the benefit of and be binding upon the successors and assigns of the respective parties hereto.
 - (b) If the Developer is not the Owner of the land, the Owner joins in this agreement and acknowledges and agrees that it is jointly and severally bound by the obligations and agreements of the Developer made to the Town herein and that the said obligations and agreements shall run with and be binding on the Owner's land until there has been compliance therewith as determined by the Town.

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent:	CATHERINE SNOW 12 Landing Court Quispamsis, New Brunswick E2E 4R2
Office Held by Deponent:	Clerk
Corporation:	QUISPAMSIS
Other Officer Who Executed the Instrument:	ELIZABETH O'HARA 12 Landing Court Quispamsis, New Brunswick E2E 4R2
Office Held by Other Officer Who Executed the Instrument:	Mayor
Place of Execution:	Quispamsis, New Brunswick
Date of Execution:	

I, **CATHERINE SNOW**, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- 2. That the attached instrument was executed by me and Elizabeth O'Hara, the other officer specified above, as the officers duly authorized to execute the instrument on behalf of the corporation;
- 3. That the seal of the corporation was affixed to the instrument by order of the Board of Directors of the corporation;
- 4. That the instrument was executed at the place and on the date specified above;
- 5. That the ownership of a share of the corporation does not entitle the owner thereof to occupy the parcel described in the attached instrument as a marital home.

SWORN TO at in the County of Kings and Province of New Brunswick, on The day of, 2024.	
BEFORE ME:))))

Commissioner of Oaths,

CATHERINE SNOW

)

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent:

Corporation:

Office Held by Deponent:

QUEEN CONSTRUCTION LTD. 11 Kensington Avenue Quispamsis, New Brunswick E2E 2T8

Place of Execution:

Quispamsis, New Brunswick

2024.

Date of Execution:

, GEVOD Que the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- That the attached instrument was executed by me the officer specified above, as the officer duly authorized to execute the instrument on behalf of the corporation;
- 3. That the seal of the corporation was affixed to the instrument by order of the Board of Directors of the corporation;
- 4. That the instrument was executed at the place and on the date specified above;
- 5. That the ownership of a share of the corporation does not entitle the owner thereof to occupy the parcel described in the attached instrument as a marital home.

SWORN TO at in the County of Kings and Province of New Brunswick, on The _____ day of _____, 2024.

BEFORE ME Commissioner of Oaths

re hees

Andrea K. Bennett Commissioner of Oaths My Commission Expires December 31, 2024

Form 43

AFFIDAVIT OF EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Subscribing Witness:

Jenifer Jarus (name)

anding Grt (address) is manlis

Person Who Executed the Instrument:

uen Construction

Place of Execution:

Quispamsis, New Brunswick

Date of Execution:

Feb 155 , 2024.

I, Jennifer Jarvic, the subscribing witness, make oath and say:

- 1. That I was personally present and saw the attached instrument duly executed by the parties specified and that I am the subscribing witness;
- 2. That the person (s) who executed the instrument is/are known to me / the person's identity has been proven to my satisfaction;
- 3. That the instrument was executed at the place and on the date specified above;
- 4. That at the time of execution of the instrument I was of the full age of majority; and
- 5. That the person(s) who executed the instrument is/are, in my belief, of the age of majority.

SWORN TO at Quispamsis County of Kings and Province New Brunswick, on the _ 2024.) day of ____ **BEFORE ME:**

Commissioner of Oaths,

Andrea K. Bennett Commissioner of Oaths My Commission Expires December 31, 2024

1 Alaur





NOTICE OF DECISION 160 Pettingill Road PID 251462 Amendment to the Developer's Agreement

TO: Cathy Snow, Town Clerk Town of Quispamsis 12 Landing Court Quispamsis NB E2E 4Z4

TAKE NOTICE that a decision of the Quispamsis Planning Advisory Committee was rendered in the matter of your request pursuant to the provisions of the *Community Planning Act of New Brunswick*.

1. Matter requested:

To request the Planning Advisory Committee recommendations to Council for an amendment of the Section 59 *Community Planning Act* Agreement for the Terrace Home Development at 160 Pettingill Road (PID 251462).

2. Date, Place of Consideration of Request:

Date; December 12, 2023 Planning Advisory Committee Meeting, Town Hall

3. Decision of Committee:

That the Planning Advisory Committee support the Council in amending the existing registered Section 59 CPA Development Agreement for the Terrace Home project located at 160 Pettingill Road (PID 251462) subject to the following terms and conditions:

Amend the Development Agreement, Paragraph 2.(b) to reflect the new building configuration;
 Amend Schedule "B" of the Development Agreement to reflect the new building configuration;
 Amend Paragraph 3.(f) of the registered Development Agreement to increase the project timelines by one (1) calendar year, with permit applications received for Phase one (1) no later than June 2024 and with the development proceeding substantial by December 2024; and
 A revised site plan, identifying a 5-metre-wide buffer zone along all property lines abutting any R1 properties is submitted prior to the signing of the Amending Development Agreement.

4. Other:

The Planning Advisory Support is only for the Council's review of the amendment to the Section 59 Development Agreement.

DATED this 15th day of December A.D., 2023.

Cc: Planning Department, Town of Quispamsis

Violet Brown, Secretary Quispamsis Planning Advisory Committee



APPLICATION FOR A MUNICIPAL PLAN BY-LAW, AND/OR ZONING BY-LAW OR

DEVELOPMENT AGREEMENT AMENDMENT

Го:	Mayor & Council	OFFICE USE ONLY
	c/o Town Clerk	Date:
	Town of Quispamsis	
	12 Landing Court	Fee Received: Yes No
	Quispamsis, NB E2E 4R2	Copy to Planning Dept

Email: csnow@quispamsis.ca

To be completed by Applicant following pre-consultation with Planning Department.

Select Applicable Boxes:

AMEND A DEVELOPMENT AGREEMENT (SECTION 59 COMMUNITY PLANNING ACT) - Fee, \$850

AMEND ZONING BY-LAW ONLY - Fee, \$1,500

AMEND MUNICIPAL PLAN BY-LAW & ZONING BY-LAW - Fee \$1,800

1. Date of Pre-Consultation with Planning Staff (if one was held):

11 /06/2023 (Month/Day/Year)

2. The undersigned hereby applies to the Council of the Town of Quispamsis under Section 59 of the Community Planning Act for an amendment to a Section 59 Development Agreement, or an amendment to the Municipal Plan By-law and\or Zoning By-law as described in this application:

Registered Owner(s):	Cell Phone No.:
	Home No.:
Mailing Address:	_ Business No
	Email:
3. If the application will be represented by someone other than prepared and submitted by someone other than the registered ov	
Name of Agent or Solicitor: 697800 NR Corp	Cell Phone No.: 506- \$70-0797
	Home No.:
Mailing Address: 62 Chamberlain Rel	Business No.

Quispamos NB

Email: millimiumesktespoutlick rum

1 | Page

PIN: dS/46d	film opposite policitation poli	Civic Address: 166 Pettingill Rd
Subdivision Plan No	owage digitated of	providenty tooland proposition for the object.
Reference Plan No	0 water testom	Present Control of Con
Other:	d control resolution	warma Tok
Current Zoning Designation:	RZ	and a set of the set o
Proposed Zoning Designation:	Ra	in some and the second se
Dimensions in metric units of the	land to be recented	C. Street and State of the
Dimensions in metric units of the	land to be rezoned	21,9 Acres
Frontage:	Depth:	
Frontage:	Depth:	21,9 Acres
Frontage: Describe the existing use(s) on the	Depth:	21,9 Acres
Frontage: Describe the existing use(s) on the	Depth: e subject land:	21,9 Acres
Frontage: Describe the existing use(s) on the	Depth: e subject land:	21,9 Acres

10. Are any of existing buildings proposed to be demolished or removed? Yes

a. If "Yes", identify which buildings are to be demolished or removed?

11.	Identify the street name	that the land to be	rezoned will be accessed by	?
-----	--------------------------	---------------------	-----------------------------	---

Pettingill Rd

12. What types of water supply and sewage disposal are available to the land proposed for rezoning?

Municipally owned and operated wa	ter system		
Municipally owned and operated sar	nitary sewage system		
Individual Well		4	
Individual Septic System		Π	
Other <u>Community</u>	y wells for	apartments	
13. How will storm drainage be provided?			
Storm Sewers			
Ditches			
Swales			
Other as origionally	planned		

14. Supporting material to be attached:

- a. If available, a survey of the property.
- b. A sketch drawn to scale showing in metric units, the following;
- the boundaries and dimensions of the subject land;
- the location, size and type of all existing and proposed buildings and structures, landscaping and parking areas on the subject land, indicating their distance from the front lot line, rear lot line and sidelot lines;
- the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septictanks) that;
 - i. are located on the subject land and on land that is adjacent to it, and
 - ii. in the applicant's opinion, may affect the application.
- the current uses of land that are adjacent to the subject land;

- > the location, and name of any roads within or abutting the subject land, and;
- > the location and nature of any easement affecting the subject land.
- 15. If there is any additional information which may be relevant to your proposal and which should be considered by any of the departments reviewing this application, please describe below or attach a schedule outlining the particular of same.

OWNER ACKNOWLEDGEMENT AND CONSENT

/We,	(please print all
names), the registered owner(s) of the property describe	d as
In the Town of Quispamsis, County of Kings, New Brunswick.	
Dated thisday of 20	
	Circoture of Ourpor(c)
	Signature of Owner(s)
UTHORIZED AGENT CONFIRMATION I/we, Andrew Dunn C/O (a	97800 NB Cop (please print
I/We, <u>Andrew Dunn C/o (a</u> all names), are acting on behalf of the registered owned	r(s) as the authorized agent of the property described
1/we, Andrew Dunn C/o (a	r(s) as the authorized agent of the property described
I/We, <u>Andrew Dunn C/o (a</u> all names), are acting on behalf of the registered owned	r(s) as the authorized agent of the property described

Signature of Authorized Agent(s)

Attachments

Clear Form

Print

Submit





Date: January 24, 2024

From: Cathy Snow, Town Clerk

Subject:

Proposed Procedural By-law No. 064 – Version 2

Background and Discussion:

As Council will recall, the attached proposed Procedural By-law No. 064 was introduced to Council on April 18, 2023 to replace the existing Procedural By-law No. 033. While it has been amended from time to time, the current by-law is now 20 years old, and requires several housekeeping amendments as well as some changes to better reflect updated procedures of Council Meetings. The proposed by-law essentially includes the following changes:

- References to the Local Governance Act (vs. former Municipalities Act).
- Changes in Regular Meeting start time to 6 pm, and curfew time of 10 pm., (versus 7 pm & 11 pm).
- Addition of relevant definitions.
- More governance surrounding Electronic Meetings.
- Housekeeping items for clarity purposes.
- Authorizing, at the discretion of the CAO, certain communications to be acted upon at the administrative level, with Council Members being notified of action taken; and,
- Addition of governance clause describing process for Communication of Council and Use of Communication Tools, similar to the clauses contained in the Code of Conduct By-law.

Council, at the April 18, 2023 Regular Meeting, gave first reading to the proposed new by-law. At that time, prior to consideration of 2^{nd} and 3^{rd} readings, Members raised the following questions, of which I have attempted to provide responses and/or comments to, as outlined in blue below –

• Council's request to receive more training on parliamentary procedures – I am currently arranging a customized online workshop with Ann G. Macfarlane, a Professional Registered Parliamentarian, to provide a 2-hour interactive workshop with Council. Ms. Macfarlane will be reviewing the proposed by-law to ensure it covers all the fundamentals of Roberts Rules, and will be recommending any changes she feels necessary prior to third reading. She will then align her customized training to Council based on the new Procedural By-law. We are tentatively looking at setting up the workshop for either March 19 or April 16, 2024, beginning at approximately 3 p.m, (prior to the 6 pm Council Meeting). Ms. Macfarlane offers an interactive, straightforward, and user-friendly way to master the key points on parliamentary procedures for effective, efficient, and fair meetings. More information about

Ms. Macfarlane's background is available at the following link - <u>About Ann Macfarlane -</u> Jurassic Parliament

- Request for clarity on consistency of how motions are presented with opportunity to express the rationale for motions - Generally speaking, the rational for proposed motions is included either in the Staff Report submitted that proposes a motion, or in the Council Members' correspondence, suggesting an action. In some cases, where there is no motion proposed, it is a situation where it is felt a discussion of Council is warranted prior to being able to formulate a proposed motion.
- Request for clarity on the process for Members to ask questions and receive answers from staff, residents and or other presenters, and how that impacts the allocated time granted for each member to speak on an item This is an item that can be expanded upon at the workshop. Generally speaking, as everyone can appreciate, time limits establish structure and creates productive meetings. The new by-law proposes a 10-minute time period for members to speak on a motion. At Council's initial review of the proposed by-law, the query was raised if a Member is asking the public, staff, etc., questions, does this time become part of their 10 minute speaking allotment. From my findings, the answer to this question would appear to be no, that all questions on a matter are to be finished before the debate on the motion begins. The by-law also requires that a member only speak once on a matter until all members of the Council have had an opportunity to do so.

With the exception of the rules governing a Public Hearing, it is NOT good practice for Members to get into back and forth exchanges with the public.

- Suggestion to increase the number of virtual meetings members are permitted to attend annually The current Procedural By-law No. 033 allows for Council Members to attend 25% of its meetings per year virtually, (5), if the member is outside of the Town or is physically unable to attend the meeting. This was based on legislation in the *Local Governance Act*, which has since been amended to remove the 25% restriction and the criteria for attending electronically. It is now up to local governments to determine, through its Procedural By-law, the number of meetings a Member can attend virtually. Given that there was discussion of Council that the '4' meetings proposed did not seem sufficient, Version 2 of the By-law is recommending the '4' be changed back to '5' permitted electronic meetings per year. The by-law also provides that this amount can be changed further in the case of illness and/or disability, *or* with the authorization of the Council.
- Preference for debate prior to a motion being put on the table vs the motion first being put on the table prior to debate. Ms. Macfarlane, could speak more on this matter at the upcoming workshop. I had put this question to her some time ago, and at that time, she advised, in most cases, Members have a motion before beginning discussion. However, sometimes it is necessary to talk about something before creating the motion, (as noted in point 2). For a small board, (up to 12 people), that is allowable. It is useful, however, for the Chair to ask for a motion just as soon as he or she senses that the group is ready to formulate one.

Strategic Plan:

Adoption of a new Procedural By-law does align with the Town's Strategic Plan by identifying bylaws that need to be reviewed in order to remain relevant and currant and are being effectively implemented.

Financial Implications:

The review of the by-law and the parliamentary training for up to 20 people will cost in the vicinity of \$2,200.

Attachment(s):

Draft Procedural By-law No. 064, Version 2

Recommendation:

Council Members proceed with giving second reading to the Proposed Procedural By-law No. 064, and hold off on third and final reading pending the review of the by-law and subsequent training session with Parliamentarian, Ann MacFarlane, and Council to confirm the best date for the training session – either **March 19**, or **April 16**, **2024**, beginning at 3:00 p.m.

April 12, 2023 - DRAFT BY - LAW NO. 064 February 2024 – VERSION 2

A BY-LAW OF THE TOWN OF QUISPAMSIS REGULATING THE PROCEEDINGS OF COUNCIL

INDEX Will NEED to be UPDATED for FINAL DRAFT

1	3
2DEFINITIONS	3
3FUNDAMENTAL PRINCIPLES	6
4	7
5 CONFLICT OF INTEREST	7
6 VACANCIES IN COUNCIL	7
7 FIRST MEETING	7
8REGULAR MEETINGS	8
9 SPECIAL MEETINGS	8
10 COMMITTEE OF THE WHOLE	9
11 CLOSED MEETINGS	10
12ELECTRONIC MEETINGS & ELECTRONIC ATENDANCE AT MEETINGS	12
13QUORUM	13
14 PRESIDING OFFICER	14
15 ORDER OF THE DAY (AGENDA)	14
16 ADMITTING MEMBERS OF THE PUBLIC BEFORE COUNCIL	16
17MOTIONS	17
18LIMITS OF DEBATE	20

Quispamsis

19	VOTING	20
20	ORDER AND PRIVILEGE	21
21	RECONSIDERATION	22
22	PUBLIC HEARINGS	22
23		23
24	BY-LAWS	24
25 CO	MMUNICATION ON BEHALF OF THE TOWN	24
26		24
27	COMMITTEES	25
28		26
279	EFFECTIVE DATE	27

Page 91 of 171

BY - LAW NO. 064

A BY-LAW OF THE TOWN OF QUISPAMSIS REGULATING THE PROCEEDINGS OF COUNCIL

BE IT ENACTED by the Council of the Town of Quispamsis, under authority vested in it by Section 10.2 of the *Local Governance Act*, Chapter 2017, c.18 of the Province of New Brunswick, and in accordance with New Brunswick Regulation 2018-84 under the *Local Governance Act of New Brunswick*– Order in Council No. 2018-310; hereby enacts as follows:

1. TITLE

A. This by-law may be cited as the Procedural By-law.

2. **DEFINITIONS:**

- A. In this by-law:
 - i. "Ad hoc Committee" means a Committee established by Council, as the need arises, to carry out a specified task, at the completion of which it automatically ceases to exist;
 - ii. "Assistant Clerk" means the Assistant Clerk appointed by the Council of the town of Quispamsis pursuant to provisions of the *Local Governance Act of New Brunswick*;
 - iii. "Chief Administrative Officer" means the person appointed to the position of Chief Administrative Officer by Council under the provisions of the *Local Governance Act of New Brunswick*;
 - iv. "Clerk" means the person appointed by the Council as the Clerk of the Council pursuant to provisions of the *Local Governance Act of New Brunswick*;
 - v. "Committee of Council" means a Committee appointed by Council whose sole reporting responsibility is to Council. It does not include Regional Commissions or Regional Committees.
 - vi. "Council" means the Council of the town of Quispamsis, and includes all Councillors and the Mayor;
 - vii. "Councillor" means a Member of the Council other than the Mayor;
 - viii. "Deputy Mayor" means the Councillor so elected pursuant to this by-law;
 - ix. "Director" means the Director or their designate of the relevant Town

Procedural By-law 064 v2

Quispamsis

Department;

- x. "Electronic Meetings" refers to meetings in which Members participate by electronic means of communication;
- xi. "Ex-Officio" means by virtue of one's office;
- xii. "Majority Vote" means an affirmative vote of more than one half (½) of those Members of Council present, including the Mayor, who are not disqualified from voting;
- xiii. "Majority Vote of the Whole Council" means an affirmative vote of more than one half (¹/₂) of all the Members of Council, including the Mayor, who are not disqualified from voting;
- xiv. "Mayor" means the Mayor of the town of Quispamsis;
- xv. "Member" means a person elected to the Council and includes both Councillors and Mayor;
- xvi. "Point of Order" means
 - a. any breach of the procedural by-law; or
 - b. any defect in the constitution of any meeting of the Council; or
 - c. the use of improper, offensive or abusive language; or
 - d. notice of the fact that the motion under discussion is not in order; or
 - e. any other informality or irregularity in the proceedings of Council;
- xvii. "Presiding Officer" means the Mayor, or if the Mayor is absent, the Deputy Mayor, or if the Deputy Mayor is also absent, then the Member elected by a majority vote to act as Presiding Officer;
- xviii. "Public Hearings" means a meeting of Council convened to hear matters pursuant to any legislation which requires Council to hear interested parties or to afford them an opportunity to be heard before taking action, passing a by-law or making a decision;
- xix. "Question of Privilege" means
 - a. any scandalous or libelous reflection on the proceedings of the Council or on any Member;
 - b. a pressing situation affecting a right or privilege of the Council or

Procedural By-law 064 v2

Page 4

Quispamsis

individual Member thereof;

- c. introduction of a confidential subject matter in the presence of guests or the public;
- xx. "Quorum" unless otherwise defined means a majority of the Members of Council holding office at the time of the meeting. In the case of the town of Quispamsis, quorum would be five sitting Members, including the Presiding Officer.
- xxi."Regional Commission" means a commission, Committee or board whose Members include other municipalities and/or organizations, which the Town is mandated to belong to or has entered into a formal agreement to create, and whose mandate is to provide a regional service;
- xxii. "Regional Committee" means a Committee or board whose Members include other municipalities, organizations or businesses which the Town has voluntarily joined;
- xxiii. "Fundy Regional Service Commission" means a regional service commission established by the *Regional Service Delivery Act* Chaper 2012, c.37 of the Province of New Brunswick;
- xxiv. "Standing Committee" means a Committee established by Council to perform a continuing function and remains in existence until dissolved by a majority vote of Council;
- xxv. "Tie Vote" means an equal number of "yea" and "nay" votes of those Members present eligible to vote;
- xxvi. "Treasurer" means the person appointed to the position of Treasurer by Council under the provisions the *Local Governance Act of New Brunswick*.
- xxvii. "Two-thirds (b) Majority Vote of the Whole Council" means a two-thirds (b) affirmative vote of all the Members of Council, including the Mayor, who are not disqualified from voting.

3. FUNDAMENTAL PRINCIPLES

- A. The fundamental principles of this by-law are as follows:
 - i. Justice and courtesy for all;
 - ii. Do only one thing at a time;
 - iii. The majority rules;

- iv. The minority has a right to be heard subject to the four fundamentals of parliamentary law:
 - a. To facilitate action, not to obstruct it;
 - b. To enable the Council to express its will;
 - c. To give every Member a fair hearing;
 - d. To maintain order.
- B. The precedence of the rules governing the procedures of Council is
 - i. Local Governance Act and the Community Planning Act;
 - ii. Other Provincial legislation;
 - iii. This by-law; and
 - iv. Roberts Rules of Order.
 - C. Members should follow the decorum of normal debate by being brief, confining remarks to the question before them, avoiding personal attacks, always being courteous and not speaking until recognized by the Presiding Officer.
 - D. The procedural rules contained in this by-law shall be observed in all proceedings of the Council and shall be the rules for the order and dispatch of business in the Council and in the Committees of Council thereof.
 - i. **Suspension of Rules** Notwithstanding the forgoing, provisions of this by-law may be suspended by a two-thirds (b) majority vote of the Whole Council, when such suspension is not contrary to any Provincial Act or Regulation.
 - E. In all matters, points of order or questions of procedure arising and not provided for in this by-law, proceedings in Council, Committee of the Whole and Committees of Council shall be as near as may be that set out in 'Roberts Rules of Order' and in such case the decision of the Presiding Officer, subject to appeal, shall be final.

4. SEAL

- A. The corporate seal of the town of Quispamsis which has inscribed thereon the words, QUISPAMSIS and the seal appearing at the end of this by-law is adopted as its corporate seal.
- **B.** The corporate seal shall be at all times under the custody of the Clerk and shall be used by the Clerk in corporate matters as required under the *Local Governance Act of New Brunswick*.

5. CONFLICT OF INTEREST

A. Sections 87 – 98 inclusive of the *Local Governance Act of New Brunswick* applies.

6. VACANCIES IN COUNCIL

A. When a Council seat becomes vacant, pursuant to Section 50 of the *Local Governance Act of New Brunswick*, the Clerk shall notify the Council of that vacancy at the next regular meeting of Council.

7. FIRST MEETING

- A. A newly elected Council
 - i. shall hold its first meeting in the Council Chambers at 6:00 P.M. on the fourth (4th) Monday in May following its election, unless the Clerk has fixed another date pursuant to Section 63(1) and 63(2) of the *Local Governance Act of New Brunswick*;
 - ii. shall transact no business at its first meeting until the oaths of office have been taken and subscribed to by all Members who present themselves for that purpose;
 - iii. shall elect at their first meeting, and thereafter at any time when a vacancy occurs, a Deputy Mayor from among the Members; with the selection based on the Councillor who receives the highest number of votes during the election. Once elected, the Deputy Mayor will hold the position of Deputy Mayor until the next civic election; (NOTE NB Regulation 2018-84 now requires that the Procedural by-law include the method of electing a deputy mayor and the duration of the term of the deputy mayor.)
 - iv. shall call upon the Clerk to allot a seat within the Council Chambers to each Councillor who shall occupy that seat at all Council meetings.

8. **REGULAR MEETINGS**

- A. Unless otherwise determined on a majority vote, the Council shall hold regular meetings in the Council Chambers at the Quispamsis Town Hall at 6:00 p.m.:
 - i. On the third (3rd) Tuesday in January, March, June, July and August; and
 - ii. On the first (1st) and third (3rd) Tuesday in each of the remaining months -February, April, May, September, October, November, and December.
 - B. When the day for a regular meeting of Council is a statutory holiday, the Council shall, unless otherwise determined by a resolution of Council, meet at the same hour on the

Procedural By-law 064 v2

next following day which is not a statutory holiday.

- C. All regular meetings are open to the public and no Member of the public shall be excluded therefrom except for improper conduct.
- D. Public Notice of regular meetings of Council shall be given by posting such notice on the Town of Quispamsis' official website.
- E. No item of business may be dealt with at a Council meeting after ten (10) p.m. unless a time extension up to a maximum of one (1) hour is approved by a majority vote.

9. SPECIAL MEETINGS

- A. The Mayor may at any time summons a Special Meeting of Council on twenty-four (24) hours notice to the Members, or, the Clerk, upon receiving a written petition from a majority of Council Members, shall call a special meeting for the purpose and at the time specified in the Members' petition;
 - i. The Clerk shall cause to be delivered by electronic means to the residence or place of business of each Member, or in such manner or location as may be agreed to by each individual Member, at least twenty-four (24) hours before the time fixed for the Special Meeting, a written notice of meeting setting out the time of the meeting and the business to be transacted thereat;
 - ii. Written notice is deemed to have been delivered if it is:
 - a. sent electronically to a Member, (email, or other means of electronic transmission);
 - b. sent to residence or place of business of the Member.
- B. Notwithstanding Subsection 9.(A.), if the purpose of the Special Meeting is to discuss the declaring of a State of Local Emergency, the provisions of Subsection 4.(a.) of By-law 051, an Emergency Action Plan By-law shall apply.
- C. Business at a Special Meeting shall be considered in the order in which it appears on the notice of meeting. Except by unanimous consent of all the Members present, Council shall not at a Special Meeting consider any business except that specified in the notice of the meeting.
- D. All Special Meetings are open to the public, and no Member of the public shall be excluded therefrom except for improper conduct or unless the public is to be excluded pursuant to Section 68 of the *Local Governance Act of New Brunswick* and as prescribed in Section 11 of this by-law.

10. COMMITTEE OF THE WHOLE

Procedural By-law 064 v2

- A. Shall consist of the Members of Council.
- B. When it appears that any matter may be more conveniently considered in Committee of the Whole, Council may, by majority vote, resolve into Committee of the Whole.
- C. A Committee of the Whole meeting shall normally precede regular meetings, or the Mayor may at any time summons a Committee of the Whole meeting on 24 hours notice, or upon receipt by the Clerk of a petition signed by a majority of Councillors, the Clerk shall summon a Committee of the Whole meeting on 24 hours notice for the purpose and at the time specified in the petition.
 - i. Notice of a Committee of the Whole meeting shall be issued through the Clerk's office either verbally or in writing, delivered by electronic means to the residence or place of business of each Member of Council, or in such manner or location as may be agreed to by each individual Member. The notice shall set out the time of the meeting and business to be transacted thereat.
 - ii. Written notice is deemed to have been delivered if it is:
 - a. sent electronically to a Member, (email, or other means of electronic transmission);
 - b. sent to residence or place of business of the Member.
 - D. At a Committee of the Whole meeting, except by unanimous vote of all the Members present, no business shall be considered except that specified in the notice of the meeting. Business at a Committee of the Whole meeting shall be considered in the order in which it appears on the notice of meeting.
 - E. All Committee of the Whole Meetings are open to the public, and no Member of the public shall be excluded therefrom except for improper conduct or unless the public is to be excluded pursuant to Section 68 of the *Local Governance Act of New Brunswick* and as prescribed in Section 11 of this by-law.
 - F. In Committee of the Whole rules of Council shall be observed in so far as applicable except that motions do not require a seconder.

11. CLOSED MEETINGS

- A. A Regular Meeting, a Special Meeting and a Committee of the Whole meeting shall all be open to the public unless it is necessary to discuss any of the following matters as prescribed in Section 68 of the *Local Governance Act of New Brunswick*, in which case the meeting will be closed to the media and the public for the duration of the discussion:
 - i. Information the confidentiality of which is protected by law;

Procedural By-law 064 v2

- ii. Personal information as defined in the *Right to Information and Protection of Privacy Act;*
- iii. Information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract;
- iv. The proposed or pending acquisition or disposition of land;
- v. Information that could violate the confidentiality of information obtained from the Government of Canada or from the Province;
- vi. Information concerning legal opinions or advice provided to the local government by its solicitor, or privileged communications between solicitor and client in a matter of local government business;
- vii. Litigation or potential litigation affecting the local government or any of its agencies, boards or commissions, including a matter before an administrative tribunal;
- viii. The access to or security of particular buildings or other structures or systems occupied or used by the local government, including computer or communication systems, or the access to or security of methods employed to protect such buildings, other structures or systems;
- ix. Information gathered by police, including the Royal Canadian Mounted Police, in the course of investigating any illegal activity or suspected illegal activity, or the source of such information; or
- x. Labour and employment matters, including the negotiation of collective agreements.
- B. If a meeting of the Committee of the Whole is closed to the public pursuant to Subsection 11 (A), no decisions shall be made at the meeting except for decisions related to:
 - i. procedural matters;
 - ii. directions to an officer of the local government, or
 - iii. directions to a solicitor for the local government
- C. If a meeting is closed to the public pursuant to Subsection 11 (A), a record shall be made containing only the following:
 - i. the type of matter under Subsection 11 (A) that was discussed during the meeting; and
 - ii. the date of the meeting

D. The record made under subsection 11. (C) shall become part of the Annual Report prepared pursuant to Section 105 of the *Local Governance Act of New Brunswick*, and shall be posted on the Town's website and shall be made available for examination by the public in the office of the Clerk during regular office hours.

12. ELECTRONIC MEETINGS AND ELECTRONIC ATTENDANCE AT MEETINGS

- A. In keeping with the intent that Council Meetings are normally implied to be held inperson, it is recognized there are times when this is not possible nor feasible due to illness, travel, personal and/or work commitments. At such times, subject to Subsection 12. H., a Member is given the flexibility to attend a Regular Council Meeting, a Special Meeting, and/or a Committee of the Whole meeting using electronic communication, pursuant to Section 69 of the *Local Governance Act of New Brunswick*, subject to if it allows Members of Council to hear and speak to each other and, in the case of a meeting that is open to the public, allows the public to hear the Members.
 - i. Only in exceptional/extraordinary circumstances, including mandatory orders through the Federal and/or Provincial governments, impacting the health, security and safety of Members, staff and the public, such as a global pandemic, extreme weather event, etc., would Regular Council Meetings be fully conducted electronically, i.e., all Members, including Staff, attending by electronic means. In such cases, Public Notice is to be given pursuant to Section 70 of the *Local Governance Act of New Brunswick*.
 - ii. Notwithstanding Subsection 12.A.i., to provide more flexibility for the purpose of executing the business at hand, a fully conducted electronic Special and/or Committee of the Whole meeting is permitted, subject to the provisions of Section 69 of the *Local Governance Act* when deemed to be more feasible by the Mayor, or Deputy Mayor in the absence of the Mayor, in consultation with the CAO and/or the Clerk.

Only a Member of Council who, at the time of the meeting, is outside of the Town of Quispamsis or is physically unable to attend the meeting may participate in the manner referred to in subsection (A). (repealed in LGA, 2022

Except for reasons of disability, a Member of Council shall not participate in the manner referred to in subsection (A) at more than 25% of the Regular Council meetings held in a one year period or at more than four Special Council meetings held in a one year period. (repealed in LGA, 2022)

B. A Member of Council who intends to participate in a meeting in the manner referred to in subsection, 12.A., shall provide sufficient notice to the Clerk to ensure that the relevant materials may be sent to the Member and to ensure that the appropriate electronic means of communication are available and, if the meeting is open to the public, that public notice referred to in subsection (E) is given.

Procedural By-law 064 v2

- C. A Member of Council who participates in a meeting closed to the public in the manner referred to in subsection 12.A., shall, at the beginning of the meeting, confirm that he or she is alone.
- D. A Member of Council who participates in a meeting in the manner referred to in subsection 12. A., shall be deemed to be present at the meeting.
- E. If a Council Meeting or a Committee of Council meeting is open to the public, use of an electronic means of communication is permitted only if a notice of the meeting is given to the public that includes the following information:
 - i. a statement that an electronic means of communication will be used at the meeting; and
 - ii. the location where the public may see or hear the meeting.
- F. Notice to the public shall be in accordance with the provisions of Section 70 of the *Local Governance Act of New Brunswick*.
- G. The Presiding Officer shall announce to those in attendance at the meeting that a Member is attending the meeting by means of electronic communication.
- H. Notwithstanding Subsection 12. A. i.,except in the case of illness and/or disability, or with the authorization of the Council; a Member shall not participate in the manner referred to in subsection 12.A. at more than *four (4)* five (5) of the Regular Council Meetings held in a one-year period.

13. QUORUM

- A. Five (5) Members must be present at any Regular, Special or Committee of the Whole meeting of Council to constitute a quorum.
- B. If a quorum is present at the time fixed for the holding of the Council meeting, the Presiding Officer shall take the chair and call the meeting to order.
- C. If no quorum is present 15 minutes one half (1/2) hour after the time appointed for the Council meeting, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.
- D. If a Member knows in advance that he/she will be unable to attend a meeting, the Clerk should be so advised; and if this notice is given to the Clerk at least Forty Eight (48) hours in advance of the scheduled meeting and it is determined by the Clerk that as a result of the non-attendance there will be no quorum, the Clerk is authorized to advise members the meeting is cancelled and conduct an email poll or telephone poll of Council as to whether the meeting should be cancelled. If it is determined that the meeting should be cancelled, the Clerk is authorized to advertise on the Town's website

Procedural By-law 064 v2

the postponement of the meeting to the date of the next regular meeting.

14. **PRESIDING OFFICER**

- A. For all Council and Committee of the Whole meetings the Presiding Officer shall be the Mayor, or if the Mayor is absent, the Deputy Mayor, or if the Deputy Mayor is also absent, then the Member elected by a majority vote to act as Presiding Officer.
 - i. If the Presiding Officer is other than the Mayor or Deputy Mayor, he/she shall preside until the arrival of the Mayor or Deputy Mayor (as the case may be), at which time the chair shall be turned over to him/her.
 - B. A Presiding Officer, whether the Deputy Mayor, or elected by Council to act in the absence of the Mayor and the Deputy Mayor, shall have the same authority, subject to Section 22., Public Hearings., while presiding at a Council or Committee of the Whole meeting as the Mayor would have if present and occupying the chair.

15. ORDER OF THE DAY (AGENDA)

- A. The Clerk shall have prepared and printed for the use of the Members at the regular meeting of Council an agenda under the following headings:
 - i. Approval of Agenda
 - ii. Treaty Acknowledgement Moment of Reflection
 - iii. Mayor's Comments
 - iv. Disclosure of Interest
 - v. Public Presentations/Public Hearings
 - vi. Minutes of the Previous Meeting
 - vii. Unfinished Business
 - viii. Correspondence
 - ix. By-laws
 - x. New Business
 - xi. Reports
 - xii. Business Arising from Committee of the Whole

Procedural By-law 064 v2 Page 13

- xiii. Adjournment
- xiv. Notice that A Member *May* be Attending by Electronic Means of Communication
- B. Any person or persons or delegation requesting to address Council may be entitled to address Council on a matter of municipal jurisdiction that is not otherwise mandated by legislation such as the *Local Governance Act*, and *Community Planning Act*. Requests to appear before Council shall be made in writing, legibly written, printed or typed or emailed and shall not use any obscene or improper language and include the sender's name, email address and civic address, to be filed with the Clerk prior to 1:00 P.M. on the Thursday preceding the day on which the meeting is to be held. The request to speak shall include information as to the subject matter to be discussed and the supporting documentation intended to be provided to Council. If this criteria is not met, the Clerk shall not place the request on the agenda.
 - i. Every communication, with the exception of item 15.B. ii, including a petition, application or tender designed to be presented to the Council, shall be legibly written, printed or typed or emailed and shall not contain any obscene or improper matter or language and shall provide the writer's name, their email address, civic address and topic of concern and shall be filed with the Clerk prior to 1:00 P.M. of the Thursday preceding the day on which the meeting is to be held. If this criteria is not met, the Clerk shall not place the communication on the agenda.
 - ii. Certain communications from the public may be acted upon at the Administration level, and, as such, at the discretion of the Chief Administrative Officer, these communications can be referred directly to him or her for follow up action, and Members of Council can be notified of the communication and action taken for information purposes.
- C. Notwithstanding Subsection 15.B., any business may be introduced and dealt with at a regular meeting with the approval of a majority vote.
- D. The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by majority vote particularly when a member(s) of the public are waiting for a specific item.
- E. The items listed under Unfinished Business shall be in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council, and for which there is new information. The date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by majority vote.
- F. The Clerk shall cause to be delivered by electronic means to each Member, not later than forty-eight (48) hours before the time fixed for each regular meeting, a written notice of meeting setting out the time of the meeting and the business to be transacted thereat,

Procedural By-law 064 v2

including minutes to be approved and other documents pertaining to the meeting.

- i. Written notice is deemed to have been delivered if it is:
 - a. sent electronically to a Member, (email, or other means of electronic transmission);
 - b. sent to residence or place of business of the Member.
- G. A Pending Agenda shall be distributed to Council with each notice of Committee of the Whole meeting. The items listed on the Pending Agenda shall be in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council. The date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the Pending Agenda by majority vote.

16. ADMITTING MEMBERS OF THE PUBLIC BEFORE COUNCIL

- A. Persons wishing to appear before Council must follow the procedure laid out in Section 15. B.
- B. Persons, with the exception of Section 16. B. i., being heard by Council in support of the same subject, shall be limited in speaking to a cumulative period not to exceed ten (10) minutes except when two (2) or more persons appear on the same subject, they shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes, with the exception of those speaking at a Public Hearing, when each person shall be limited in speaking to not more than five (5) minutes.
 - i. Notwithstanding Subsection 16. B., persons speaking on behalf of an organization and/or consulting firm, etc., commissioned by the Town to perform certain studies, projects and/or works, will be permitted to make presentation to Council on the status and/or results of such study, and/or project or works for the time period required to do so.
- C. Notwithstanding Subsections 16.(B.) Council, by majority vote, may allow or deny anyone to address the Council for whatever time period stipulated in the motion.
- D. When, in the opinion of the Presiding Officer, a Member of the public is guilty of improper conduct at a Council meeting, the Presiding Officer may require that person to leave the meeting forthwith.

17. MOTIONS

A. Unless otherwise stated in other sections of this By-law, all motions shall require a seconder.

Procedural By-law 064 v2

Page 15

Quispamsis

- B. After a motion is presented by the Presiding Officer, it shall be deemed to be in possession of Council, but may be withdrawn by both the mover and seconder at any time before a vote is taken or amendment made.
- C. Where the Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall so advise Council and cite, without argument or comment, the rule or authority applicable thereto.
- D. These motions are listed in order of precedence. If a motion is pending, and one of a lower rank is offered, it is not in order and should not be allowed:
 - i. Incidental Motions These motions have no order of precedence within this group, but must be decided before debate can continue:
 - a. Point of Order Raised by a Member when it is thought there is a deviation from the agenda or the rules of order. When a Member is called to order from the Chair, the Member shall cease speaking immediately. Notwithstanding Subsection 17. A., a Point of Order does not require a seconder, is not amendable and normally is not debatable, and is decided by the Presiding Officer. It is debatable only if the Presiding Officer is unsure of the answer and opens the floor to debate;
 - b. Suspend the Rules A motion to temporarily set aside the provisions of this by-law. It is not amendable, but is debatable and requires a two-thirds (b) majority vote of the whole Council;
 - c. Appeal the Decision of the Presiding Officer Questions the Presiding Officer's ruling on a specific issue and asks Council to decide. It is not amendable nor debatable;
 - d. Division of Council Call for a vote to be retaken by a show of hands if a Member disagrees with the Presiding Officer's statement of results. Notwithstanding Subsection 17.A., it does not require a seconder, is not amendable nor debatable;
 - e. Division of a Motion Dividing of a motion into parts so that each may be considered individually. Parts must be such that they can stand alone. It is not amendable nor debatable;
 - ii. Fix the Time to Which to Adjourn This motion is used to extend the time of adjournment past ten (10) p.m.;
 - iii. Adjourn Motion to close the meeting immediately. It is not amendable nor debatable;
 - iv. Recess or Resolve into Committee of the Whole Motion to take a short break, or to resolve into Committee of the Whole, after which business resumes from where it was left off. It is amendable, but not debatable;
 - v. Raise a Question of Privilege Can be privilege of the Council or of an individual Member. Notwithstanding Subsection 17.A., it does not require a

Procedural By-law 064 v2

seconder, is not amendable nor debatable, and is decided by the Presiding Officer;

- vi. Table A motion to lay on the table refers to temporarily setting aside a pending motion to take care of something else deemed urgent. The motion to lay on the table is less about the business being discussed than about the Council needing to handle something else immediately. One such motion may be: "Your Worship, because our speaker has arrived, I move to lay the pending motion on the table." It is not amendable nor debatable.
 - vii. Postpone to a Certain Time Is used to delay consideration of a proposal until a certain date and time or until after a certain event or until more information is obtained. It is debatable but debate is limited to whether the main motion should be postponed and is amendable as to when the matter should be postponed.
 - viii. Move the Previous Question To close debate and vote immediately. It is not amendable nor debatable and requires a two-thirds (b) majority vote of the Whole Council;
- ix. Limit Debate or Extend Limits of Debate To give more or less time in debate than allowed by this by-law. It is not amendable nor debatable and requires a two-thirds (b) majority vote of the Whole Council;
- x. Refer Used to postpone debate for purposes of referring an item to staff, a Committee or other persons or organizations for further information or study and/or a recommendation. It is amendable and debatable only as to the desirability of referring;
- xi. Amend Applied to main motion or previous amendment. Must not change the intent of the pending motion, but to make it more acceptable. It is debatable if applied to a debatable motion;
- xii. Postpone Indefinitely Used if Council prefers to not express an opinion on the main motion, effectively killing the main motion if adopted. It is not amendable, but is debatable and opens the main motion to debate at the same time;
- xiii. Main Motion The most important and most common motions are main motions, used to introduce new business, focusing on what is to be decided and serve as the basis of Council's decision-making process. Main motions should be phrased in a way to take an action or express an opinion on a particular subject. A main motion cannot be made when any other motion is before Council. It is debatable and amendable.

The process of handling main motions generally involves the following steps:

a. A member obtains the floor and makes a motion;

Page 17

- b. Another member seconds the motion;
- c. The proposed motion can be debated;
- d. The chair puts the motion to a vote; and,
- e. The chair announces the results of the vote.

Main Motion Used to introduce new business. It is debatable and amendable. Some types of main motions are -

- a. Receive and File Council acknowledges receipt of a report or other correspondence and files it. No further action need be taken by Council on the item;
- b. Adopt, Accept or Agree to Council accepts, adopts or agrees to the report or action being suggested.

18. LIMITS OF DEBATE

- A. A Member at any time during a debate, but not so as to interrupt a Member when speaking, may request that the motion under discussion be read by the Clerk.
- B. No Member shall speak more than once on the same motion without permission of the Presiding Officer except in explanation of the material part of his/her speech which may have been misconceived and when so speaking he/she shall not introduce any new matter.
- C. No Member, without permission of Council, shall speak to the same motion or in reply for a longer period than fifteen (15) ten (10) minutes.
- D. When the Presiding Officer wishes to participate in the debate at a Council meeting, he/she shall call on the Deputy Mayor if present or, if not present, a Councillor to preside until he/she is finished speaking.

19. VOTING

- A. Unless otherwise stated in this By-law or required by Provincial Legislation, all motions of Council shall require a majority vote to be adopted.
- B. Notwithstanding Section 19. D. i. the Mayor shall vote to avoid a tie, however, if a motion that requires a majority of the whole Council to vote, and that vote results in a tie, then the motion is lost.
- C. After a motion is put to the meeting by the Presiding Officer, no Member shall speak to the motion or make any other motion until after the result of the vote has been declared and the decision of the Presiding Officer, as to whether or not the motion has been put, is conclusive.
- D. When a motion is put, every Member present at the meeting shall vote unless the

Procedural By-law 064 v2

Page 18

Member:

- i. Is the Mayor, who shall only cast a vote
 - a. to avoid a tie vote, and/or,
 - b. when a vote of the whole Council is required pursuant to this By-law and/or under Provincial Legislation.
- ii. Did not attend a Public Hearing where statutory procedures for the adoption of such motion and/or bylaw required a Public Hearing; or
- iii. Has declared a conflict of interest under Section 5.
- E. When the Presiding Officer is other than the Mayor, he/she shall vote.
- F. Where a Member refuses to vote and is not excused by reasons outlined in Subsection 19.(D.), the Clerk shall record him/her as refusing to vote. Such a refusal shall not be recorded as a "yea" vote.
- G. Each Member present shall cast their vote electronically using the electronic voting software used at the meeting, which is then publicly displayed once the vote closes, or alternatively, announces his/her vote openly and individually by saying "yea" or "nay" and by raising their hand when called for.
- H. When required by law or upon a division of Council upon any motion, or whenever any Member calls for the "yeas" and "nays", the Clerk shall enter in the minutes the names of the Members who vote for and those who vote against the motion.
- I. No Member is permitted to explain his/her vote during the voting process. Any Member of Council shall have the right to have the reasons for his/her vote entered only into the body of the minutes. Such record of the reasons shall not be attached to the motion.

20. ORDER AND PRIVILEGE

- A. No Member shall:
 - i. speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor-General or person administering the Government of Canada or of the Lieutenant-Governor or of a person administering the government of the Province of New Brunswick;
 - ii. use offensive words against the Council, any Member thereof, or any staff Member or advisor;
 - iii. speak beside the question or motion in debate;

Procedural By-law 064 v2

Page 19

- iv. reflect upon any vote of the Council except for the purpose of moving that the vote be rescinded;
- v. refuse to obey this by-law;
- vi. disobey the decision of the Presiding Officer on questions of order or practice.
- B. Where a Member refuses to obey the rules of Council or disobeys the decision of the Presiding Officer on a question of order or practice, the Presiding Officer shall order him/her to leave his/her seat for that meeting and he/she shall be required to leave provided that where the Member apologizes, he/she may, on a majority vote, forthwith resume his/her seat.
- C. The Presiding Officer shall preserve order and decorum at the Council meetings and decide all questions of privilege and points of order, subject to an appeal to Council upon motion, which motion may be made at any time in accordance with the provisions of Section 17. of this by-law.
- D. When the Presiding Officer or a Member is speaking or putting a motion, no Member shall leave his/her seat or make any noise or disturbance or interrupt him/her except to raise a point of order or question of privilege.
- E. All remarks, comments and questions shall be addressed through the Presiding Officer.

21. **RECONSIDERATION**

A. Only upon a two-thirds (b) majority vote of the Whole Council, or Committee of Council as the case may be, may any by-law, motion or matter that has been voted on or otherwise disposed of within the three (3) previous months be reconsidered.

22. PUBLIC HEARINGS

- A. If a Member did not attend a public hearing where statutory procedures for the adoption of such motion and/or bylaw required a public hearing, the Member is precluded from taking part in the debate and must vacate his/her seat during debate on the motion.
- B. Generally, unless provided for in other legislation, the procedure to be followed at Public Hearings is:
 - i. Presentation by the Proponent;
 - ii. Those wishing to speak for/against the proposal shall be given a 5 minute timeline to present their views to Council;
 - iii. Proponent makes final summation;

Procedural By-law 064 v2

Page 20

- iv. Council Members may ask questions;
- v. A motion may be heard and voted upon.

23. MINUTES

- A. The Clerk shall be the secretary of all Regular and Special Meetings of Council and of Committee of the Whole.
- B. The Clerk shall record in the minutes:
 - i. the place, date and time of meeting;
 - ii. the names of the Presiding Officer or officers and record of the attendance of the Members, staff and advisors;
 - iii. the reading, if requested, correction and adoption of the minutes of prior meetings;
 - iv. All other proceedings of the meeting without note or comment.
 - v. a record of the actions taken at the meeting and may include concise and objective summaries of the subject matter. Specifically, the minutes shall include all main motions, including the names of the mover and seconder, and the result of the vote; and,

vi. the time of adjournment.

- C. Minutes of the preceding regular or special meetings shall be approved by majority vote, or amended and approved, at the next regular meeting.
- D. Minutes shall not be read at the meeting unless a Member so requests, in which case the Clerk, with a majority vote of Council, shall read the minutes before the Council deals with the business before it, in the order as set out in Subsection 15.A.

24. BY-LAWS

- A. The provision for enactment of all by-laws shall be as set out in Sections 10 of the *Local Governance Act of New Brunswick*, and/or other applicable Acts of the Province of New Brunswick.
- B. Every by-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act or Regulation of the Province of New Brunswick and shall be

Procedural By-law 064 v2

Page 21

complete with the exception of the number and date thereof.

25. COMMUNICATION ON BEHALF OF THE TOWN

- A. The Mayor, or in his/her absence the Deputy Mayor, is the official spokesperson for the Town;
- **B.** All Councillors acknowledge that official information related to the decisions of Council will be communicated to the community and the media on behalf of the Council as a whole.

26. USE OF COMMUNICATION TOOLS AND SOCIAL MEDIA

- A. All Councillors should use communication tools and social media in a professional, courteous, and respectful manner accurately communicating the decision of council even if they disagree with the decision, and not to use these tools in an attempt to reflect on Council decisions or criticize other Councillors or Town Staff. Derogatory, defamatory, discriminatory, indecent, obscene or false comments shall not be posted.
- B. As with any other communications, Members are accountable for content and confidentiality. Where Members provide a personal view or opinion on social media, Members should take steps to ensure that such personal views or opinions are not construed to be those of the Town or Council as a whole.

27. COMMITTEES

- A. Council may establish Standing and/or Ad hoc Committees as it deems necessary, and for the purposes as the constituting resolution states. Ad hoc Committees exist until they have reported finally to the Council, at which time they shall be functus officio.
- B. In the appointment of Committee Members, including Members of Regional Committees and Regional Commissions, the Mayor, Deputy Mayor and one other Councillor shall form a Nominating Committee of three (3) and shall recommend to Council prospective Committee Members for approval by Council.
- C. All Committee and Commission Members shall be appointed to serve for a specific term as determined by Council, or in the case of Regional Commissions or Regional Committees, for a term as specified in the regional agreement or legislation;
 - i. Notwithstanding the forgoing, Members of Committees of Council, Regional Commissions and Committees, serve at the pleasure of Council and may be removed at any time by a majority vote.

Procedural By-law 064 v2

Page 22

- D. If requested by Council to do so, a Committee shall forward to Council, approved minutes of all meetings of the particular Committee within thirty (30) days of the approval of such minutes and shall continue to forward such minutes until directed by Council to do otherwise.
- E. A majority of Committee Members must be present at any meeting of a Committee to constitute a quorum. If no quorum is present fifteen (15) minutes after the time scheduled for the commencement of a meeting of the Committee, the secretary shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.
- F. Committee meetings may be open or closed to the public in accordance with the terms of Section 68 of the *Local Governance Act of New Brunswick* of New Brunswick.
- G. The Mayor and any Councillor may attend the meetings of any Committee of Council which he/she is not a Member, but may not vote. He/she may take part in any discussion or debate in the Committee with the permission of the majority of the Committee Members present.
- H. The general duties of all Committees of Council, in addition to any specific duties as may be set out in the constituting resolution, are as follows:
 - i. to report only to Council from time to time and wherever desired by Council and as often as the interests of the local government may require on all matters connected with the duties imposed on the Committee and to recommend such action by Council in respect thereto as they deem necessary;
 - ii. to examine and certify all accounts connected with the discharge of their duties or with the performance of any works or the purchase of any material, equipment or services;
 - iii. to consider and report on any and all matters referred to them by Council;
 - iv. every report shall be signed by the Chair and/or Secretary and may be signed by any or all other Members of the Committee;
 - v. to adhere in the transaction of all business to the rules prescribed by by-laws;
 - vi. to present to Council, on or before the last regular Council meeting in each and every year, for the information of Council and of the citizens generally as well as for the guidance of the Committees of the following year, a general report of the state of the various matters referred to them or under their control during the year, the work or business done through or by each Committee, and the expenditures made under their authority or supervision; and stating the number of meetings held by each Committee during the year, the number of meetings at which a quorum was present and the number of times each Member was absent, and containing suggestions regarding future action of the succeeding Committees;

Procedural By-law 064 v2

Covered in Section H.i

I. Each Committee of Council shall hold an annual meeting in January of each year at which time a Chairman and a Vice-Chairman shall be elected from among its Members to serve a one year term. In addition, all newly appointed Committees shall, at their first meeting, following the appointment, elect a Chairman and a Vice-Chairman to serve until their annual meeting aforementioned or until the Committee is dissolved.

28. BY-LAW REPEALED

A. By-law Number 033 "A By-law of the Town of Quispamsis Regulating the Proceedings of Council" is hereby repealed.

29. EFFECTIVE DATE

A. This by-law comes into effect on the date of final enactment thereof.

SEAL

READ FIRST TIME: April 18, 2023

READ SECOND TIME:

READ THIRD TIME AND ENACTED:

\	/

Elizabeth (Libby) O'Hara Mayor Х

Catherine Snow Town Clerk

Procedural By-law 064 v2

Page 24



Staff Report

Date: January 19, 2024

From: W. Gary Losier, P. Eng, Director of Engineering and Works

Subject:

Tender No. 2024TQ01-1 Supply of One New 2024 6x4 Cab and Chassis Truck

Background and Discussion:

As part of the 2024 Capital Program, Town staff requested approval to proceed with tender of purchase to replace one of the trucks identified in our snow fighting fleet.

The vehicle to be purchased in this tender will replace dual axle Unit 323 which is due to be removed from use after this winter season.

The Tender was advertised in accordance with our purchasing policy and opened publicly on January 19, 2024. One (1) tender was received as follows:

Universal Truck & Trailer

206,400 + HST, Tire Levy & Plates

The dealer has submitted a new 6x4 2025 Freightliner 114SD model for tender. As anticipated, the tender delivery has set September 2025 as an anticipated delivery however it still should be sufficient to enable staff to ensure completion of the truck build-out with dump body, lights and plow rigging in time for our 2025/26 winter season.

Fleet staff have reviewed the submitted package and determined that Universal Truck and Trailer met the specifications as outlined in our tender documents.

Financial Implications:

The 2024 budget identified \$ 425,000 for purchase of a Plow Truck, and the supply and installation of the plow equipment required.

The tender as submitted of \$206,400 will leave sufficient budget toward the purchase and installation of Dump body, lighting and safety systems and plow rigging.

As these items are purchased, if they require council approval in accordance with our purchasing policy, those tenders will be brought to council for assent.

Attachment(s):

None

Recommendation:

Council award Tender No. 2024TQ01-1, for the Supply of One New 2024 6x4 Cab and Chassis Truck to the sole bidder Universal Truck & Trailer for the bid price of \$206,400.00 (plus HST, plates and tire levy).





Date: January 31, 2024

From: W. Gary Losier, P. Eng, Director of Engineering and Works

Subject:

Staff Recommendation Proceed to Part B – RFP 2023TQ02-4 Engineering Services Street Infrastructure Design and Tender Millennium Drive and Quispamsis Road

Background and Discussion:

As Council will recall, the town has engaged Englobe consultants to undertake the overall design, and tender administration associated with street upgrades along Millennium Drive and Quispamsis Road.

The Millennium Drive and Quispamsis Road projects were separated from the in-house preparation of the proposed 2023 street capital program as they had similar design and scope of work characteristics. They were also proposed on their own since the addition of them to our inhouse program could potentially result in town staff not being able to deliver timely and achievable design, inspection and contract administration results. The separation of these two projects will also allow council to potentially adjust scope limits or completion dates should tender submissions exceed our allocated budget.

Sealed proposals marked were received March 8, 2023, and subsequently reviewed by a steering committee comprised of the Director of Engineering and works, the Engineering Manager and the Technician overseeing the 2023 Street Capital Program.

In selecting Englobe, it recognized that the firm did have familiarity with the Town's Master Transportation Plan and AT and Recreation Master Plan, and their methodology demonstrated this focus. The project deliverables also were well explained and presented in the proposal.

We are at the stage where we must look towards incorporating alternatives into our 2024 street Capital Program and will require Englobe to proceed with some detailed designs for review and eventual preparation of tender documents.

Strategic Plan:

The tender phased approach as presented meets strategic plan objectives and is consistent with direction established by Council.

The tender to oversee specific Street Capital Project(s) is used to ensure the town can continue to provide a consistent level of service and meet intended budget and project deliverables. The tender will be administered in compliance with legislation and regulations as they pertain to our community.

The tender meets strategic initiatives in that Council has identified in the cost-effective and efficient use of town staff time and resources. It would not be strategic to exceed current staff capabilities and jeopardize completion of street capital projects.

The tender and subsequent recommendation is in accordance with allocated budget and fiscal responsibility.

Financial Implications:

The overall project budget for the upgrades to both streets was allocated in the 2023 budget and 2024 budget. In 2023 we identified \$510,000 and in 20024 there is \$1,435,000. So, the fully funded amount for both streets through the town's budget will be \$1,945,000.

At this time, the only financial consideration would be associated with the award of Part B of the RFP. Any subsequent award of Part C would be subject to council approval and confirmation of budget allocations.

In their Proposal Englobe Corp has identified the following costs: (HST is included)				
Part A Preliminary Design, Costing and Phasing	\$35,034.75 - Completed			
Part B Preparation of Detailed Design	\$20,987.50 – Awaiting approval			
Part C Tender Period Services, Contract, Resident Insp	\$84,799.85			

Final Total

\$140,822.10

It is proposed the cost for the Part B of the street capital project be assigned from the funds allocated in the 2023/2024 Budget and that the future completion of Phase C be referred to subsequent approval of Council subject to budget availability and schedule for completion.

Attachment(s):

Identify attachments

Recommendation:

It is recommended that Englobe Corp be instructed to proceed to Part B of RFP 2023TQ02-4 Engineering Services Street Infrastructure Design and Tender Millennium Drive and Quispamsis Road for the upset fee of \$20,987.50 (includes HST) and the town staff be directed to meet with the consultant to continue working on the project. The project will require Council approval prior to proceeding to Part C.





Date: February 1, 2024

From: Nancy Young, CPA, CMA, Town Assistant Treasurer

Subject: 2024 Application for Borrowing – General Fund and Utility Fund

Background and Discussion:

As part of the 2024 General Capital Budget, we budgeted borrowing of \$2,250,000 as part of the funding related to the 2024 Street Capital Program. As part of the 2024 Utility Capital Budget, we budgeted borrowing of \$1,000,000 as part of the funding related to the 2024 Capital project for the Gondola Point WWPS #4.

Strategic Plan:

This action is aligned with the Infrastructure Management.

Financial Implications:

The General Fund long term debt will increase by \$2,250,000 and the estimated annual interest and principal payment will be \$206,500.

The Utility Fund long term debt will increase by \$1,000,000 and the estimated annual interest and principal payment will be \$66,700.

Attachment(s):

No attachments

Recommendation:

That the Municipality of Quispamsis submit to the Municipal Capital Borrowing Board an application for authorization to borrow for capital expenses for the following terms and amounts:

Resurfacing Roads Environmental Health Services "Utili	15 years	\$2,250,000
---	----------	-------------





Date: February 1, 2024

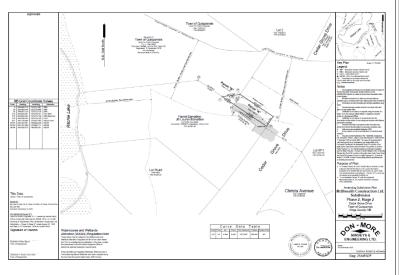
From: S. Dwight Colbourne - Development Officer

Subject:

McIllwraith Construction Ltd. Subdivision Phase 2 Stage 2 Amending Subdivision Plan – Council Assent -Request from 65 Cedar Grove Drive (PID 30028138)

Background and Discussion:

- As Council will recall, at the January 16, 2024, regular meeting, Council ratified its Committee of the Whole (COW) decision by passing the following motion Council authorize the sale of the portion of the Cedar Grove Drive LPP abutting 65 Cedar Grove Drive so this information can be provided to the property owners prior to submission of a final subdivision plan to Council for assent.
- Council authorized the sale of 17 sq metres of Land for Public Purposes (LPP) abutting 65 Cedar Grove Drive for a total of \$306 plus HST and all costs associated with the land transfer to be the responsibility of the purchaser.
- A Purchase and Sale Agreement was drafted by the Town Solicitor and the agreement has been sent to the property owner at 65 Cedar Grove Drive for execution and payment of the purchase price.
- As per the motion of Council on January 16, 2024, a subdivision has been submitted to the Development Officer showing the creation of two parcels (Parcel A and Parcel B) for the purpose of consolidation with the property at 65 Cedar Grove to address development encroachment on Town owned lands.
- The authority to consider the transfer and redesignation of the LPP land is granted to the Council through Section 89 of



the Community Plan Act 2017, ch.19, ("CPA"), which permits the transfer of the LPP by way of a subdivision plan provided the new use is indicated on the plan.

- As per Sections 89(4) and (5) of the CPA the requirements to complete the transfer are an amending subdivision plan that indicates the new use of land and a separate document transferring ownership to the new owner commonly referred to as a Deed Transfer Form. Section 5 provides for the vesting of the land to new owner clear and free of liens or encumbrances.
- The drafting of the transfer document occurs following the Council assent of the subdivision plan and is the responsibility of the purchaser.
- The amending subdivision plan that is before the Council satisfies the requirements of Section 89 of the CPA; as such, it would be acceptable for the Council to grant assent to the McIllwraith Construction Ltd. Phase 2 Stage 2 Amending Plan to enable the transfer of ownership of the lands identified as Parcel A and Parcel B on the plan to the property owners at 65 Cedar Grove Drive for consolidation.

Financial Implications:

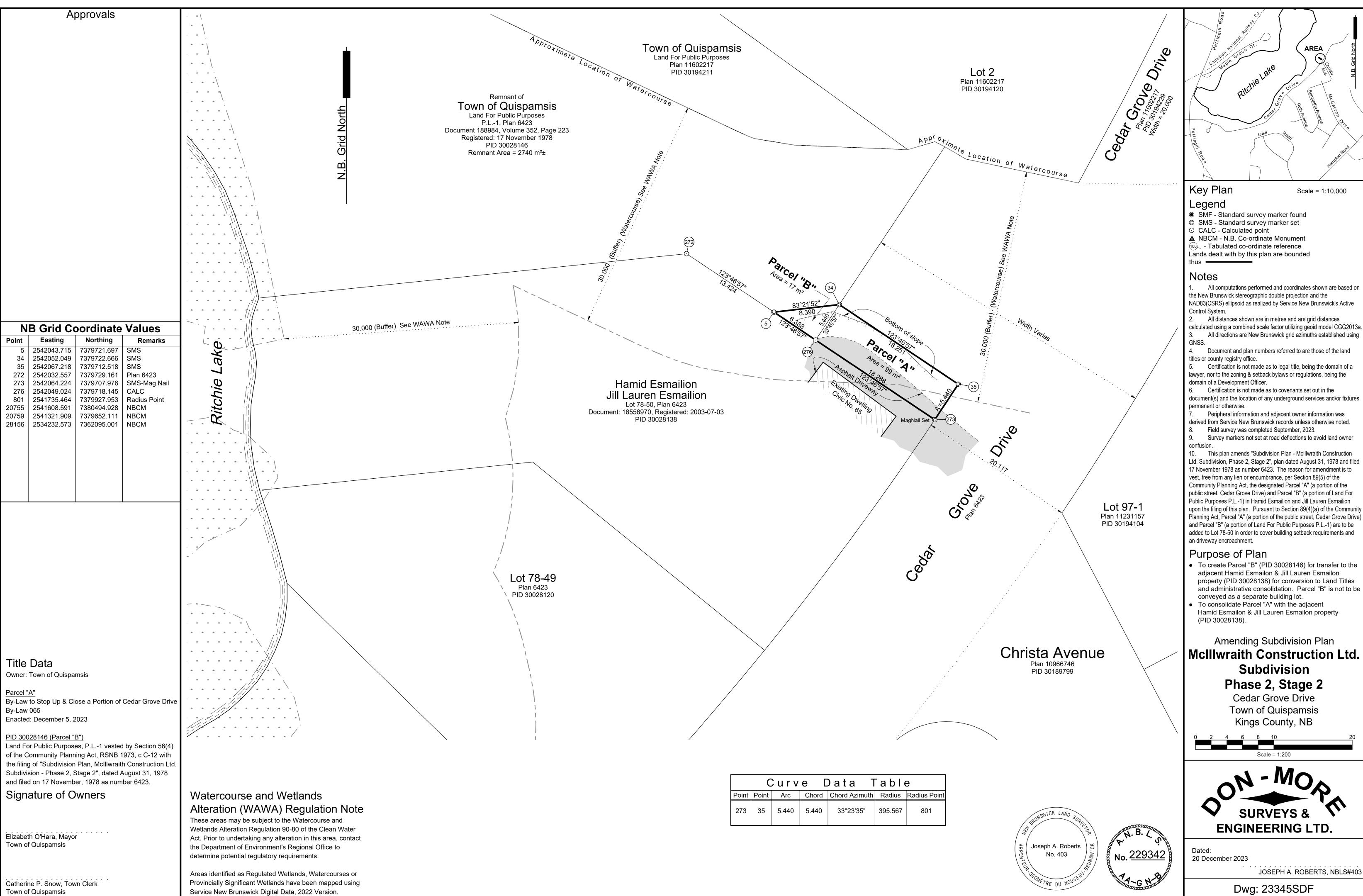
No impacts on the 2024 budget.

Attachment(s):

1. McIllwraith Construction Ltd Subdivision Phase 2 Stage 2 Amending Subdivision Plan

Recommendation:

The Council grant assent to the McIllwraith Construction Ltd Subdivision Phase 2 Stage 2 Amending Subdivision Plan so the plan can be approved by the Development Officer for registration in the Province of New Brunswick's land registration system.



	Curve Data Table					
Point	Point	Arc	Chord	Chord Azimuth	Radius	Radius Point
273	35	5.440	5.440	33°23'35"	395.567	801

ALWAYS MOVING FORWARD



January 16, 2024

CFP Application Re: Saint John Region Local Immigration Partnership 2025-2030

We are pleased to submit this joint letter of support for Envision Saint John: The Regional Growth Agency in their application to the Settlement and Resettlement Assistance Program Call for Proposals 2024.

Throughout the last four years, our municipalities have been working as a collective with Envision Saint John, and together we are activating strategic growth opportunities - ensuring the Saint John Region is Always Moving Forward.

Our mutual vision is to make an impact that matters in our communities, and the Local Immigration Partnership will play a role in helping to create a thriving ecosystem across the region.

With the shift to a regional mandate, the expansion of the Saint John Local Immigration Partnership will provide a platform for new residents living and working throughout our municipalities, creating a line for direct input into the local immigration and integration services.

We are fully committed to working with Envision Saint John through the Settlement and Resettlement Assistance Program. This growth will allow the program to achieve long-term goals and reflects the evolution of the Saint John Region as we collectively work to strengthen our communities to attract and retail more newcomers.

Sincerely,

Donna Reardon, Mayor, City of Saint John Libby O'Hara, Mayor, Town of Quispamsis

Nancy Grant, Mayor, Town of Rothesay Brittany Merrifield, Mayor, Town of Grand Bay – Westfield

Bob Doucet, Mayor, Town of Hampton

Jim Bedford, Mayor, Fundy-St. Martins

Ray Riddell, Fundy Rural District

Vanessa Pettersson
<u>UMNB</u>
Update from UMNB / Mise à jour de l''UMNB
January 22, 2024 4:46:44 PM
UMNB2024 - eScribe info sheet.pdf MemberProcurementGuide 2.6 - (web).pdf

CAUTION: External Email- Check before you click!

PLEASE SHARE WITH YOUR COUNCIL!	À PARTAGER AVEC VOTRE CONSEIL!
TLDR: UMNB has a lot going on. An advocacy conference on Mar 20-21, new member service with E-Scribe, Canoe Procurement, and Brokerlink. Let us know if you have questions! More info below:	En bref : l'UMNB a beaucoup de choses à faire. Une conférence sur la défense des intérêts les 20 et 21 mars, un nouveau service aux membres avec E- Scribe, l'approvisionnement Canoe, et Brokerlink. N'hésitez pas à nous contacter si vous avez des questions ! Plus d'informations ci-dessous :
Good Afternoon,	Bonjour,
I hope everyone had a great weekend! We have a few updates we would like to share:	J'espère que tout le monde a passé un bon week-end ! Nous avons quelques mises à jour à vous communiquer :
 1. Save the Dates: This year we have two events we would like you to note in your calendars. UMNB Advocacy Days: March 20 - 21 More information and registration will be open in the coming weeks. 	 1. Notez les dates : Cette année, nous avons deux événements que nous aimerions que vous notiez dans vos calendriers. Journées de représentation des intérêts de l'UMNB : 20 et 21 mars
UMNB 30th Annual Conference and AGM: October 4 - 6 • Registration will open in late spring.	 Plus d'informations et d'inscriptions seront disponibles dans les semaines à venir.
2. Cultural Policy Pilot Project: UMNB is pleased to announce a new partnership for a pilot project to support and train municipalities in the development of cultural asset-mapping skills.	30e conférence annuelle et AGA de l'UMNB : 4 - 6 octobre • Les inscriptions seront ouvertes à la fin du printemps.
Communities that integrate arts and culture strengthen their sense of belonging and community identity, and contribute to the regional vision of tourism and community development while continuing to improve	2. Projet pilote de politique culturelle : L'UMNB a le plaisir d'annoncer un nouveau partenariat pour un projet pilote visant à soutenir et à former les municipalités dans le développement de compétences en matière de cartographie

the quality of life of citizens. UMNB is currently seeking one anglophone community who would be interested in playing a leadership role in the pilot project. In francophone communities, this project is being led by AFMNB and AAPNB.

For more information or to request an application, please contact UMNB's Policy and Research Officer, Amy Anderson (<u>amy.anderson@umnb.ca</u>)

3. Membership benefits:

Canoe Procurement Contacts: Attached you will find an updated procurement guide. Jesse Patenaude, Member Outreach Representative – Procurement Email: <u>Jesse@canoeprocurement.ca</u> Phone: 587-671-0124

Andy Saxby Member Outreach Representative – Procurement Email: <u>Andy@canoeprocurement.ca</u> Phone: 902-818-7397

eScribe

We have partnered with eScribe. eScribe is a cloud-based meeting management software that makes public meetings hassle - free for everyone involved - from city clerks to meeting participants to the public. With simple navigation and a suite of tools that save time, simplify collaboration, and improve accessibility, you'll never have to dread tedious meetingrelated work again.

UMNB members will get **15% off the Annual fee and 20% off the implementation fee.** Attached you will

find a document with some additional information.

des actifs culturels.

Les communautés qui intègrent les arts et la culture renforcent leur sentiment d'appartenance et leur identité communautaire, et contribuent à la vision régionale du tourisme et du développement communautaire, tout en continuant à améliorer la qualité de vie des citoyens. L'UMNB est actuellement à la recherche d'une communauté anglophone qui serait intéressée à jouer un rôle de leadership pour le projet pilote. Dans les communautés francophones, ce projet est mené par l'AFMNB et l'AAPNB.

Pour plus d'informations ou pour demander un dossier de candidature, veuillez contacter Amy Anderson, responsable des politiques et de la recherche à l'UMNB (amy.anderson@umnb.ca).

3. Avantages pour les membres :

Canoe Procurement Contacts: Vous trouverez ci-joint un guide des marchés publics mis à jour. Jesse Patenaude, Représentant pour la sensibilisation des membres -Approvisionnement Courriel : <u>Jesse@canoeprocurement.ca</u> Téléphone : 587-671-0124

Andy Saxby, représentant de la sensibilisation des membres -Approvisionnement Courriel : <u>Andy@canoeprocurement.ca</u> Téléphone : 902-818-7397

eScribe

Nous avons établi un partenariat avec eScribe. eScribe est un logiciel de gestion de réunions basé sur le cloud qui rend les réunions publiques sans problème pour toutes les personnes impliquées - des secrétaires municipaux aux participants aux réunions, en passant par le public.

Contact:

James Coulen Senior Account Executive jcoulen@escribemeetings.com

BrokerLink

BrokerLink is proud to offer exclusive discounts on personal home and auto insurance to members. Their dedicated group insurance advisors will compare your coverage options and help get you the most comprehensive coverage at the best value.

BrokerLink is excited to announce the 2024 Grand Group Giveaway!

Contest Period: January 1 - December 31, 2024

Get a quote on home or auto insurance with BrokerLink, and you could win 1 of 4 cash prizes of \$5,000. Don't miss your chance to save on insurance and win some cash in the Grand Group Giveaway! **The first draw will be held in April!**

As a member, enjoy exclusive discounts on BrokerLink home and auto insurance. Bundle your policies to be eligible for additional savings*.

To learn more and for your free, noobligation quote, contact **BrokerLink** today:

Call 1.833.998.3798,

atlanticgroups@brokerlink.ca, or visit us at BrokerLink.ca/UMNB

*Conditions and restrictions apply to all offers. No purchase required. Must be an active BrokerLink group member at time of entry. Offer ends December 31, 2024. Draws held quarterly at the BrokerLink Woodbridge office. Offers may change without notice. The four prizes are valued at \$5,000 each. For full contest details please visit <u>BrokerLink.ca/contest-rules</u>. ©2024 Brokerlink Inc. ™BrokerLink & Design is a trademark of Brokerlink Inc. All rights reserved.

If you have any questions, please do not hesitate to reach out.

Have a great day,

Avec une navigation simple et une suite d'outils qui permettent de gagner du temps, de simplifier la collaboration et d'améliorer l'accessibilité, vous n'aurez plus jamais à redouter les tâches fastidieuses liées aux réunions.

Les membres de l'UMNB bénéficieront d'une réduction de 15 % sur les frais annuels et de 20 % sur les frais de mise en œuvre. Vous trouverez ci-joint un document contenant des informations complémentaires.

Contact : James Coulen Chargé de clientèle senior <u>jcoulen@escribemeetings.com</u>

BrokerLink

BrokerLink est fière d'offrir à ses membres des rabais exclusifs sur les assurances personnelles habitation et automobile. Ses conseillers dédiés en assurances collectives compareront vos options de couverture et vous aideront à obtenir la couverture la plus exhaustive possible, au meilleur prix.

BrokerLink a le plaisir d'annoncer le Grand Group Giveaway 2024!

Durée du concours : 1^{er} janvier au 31 décembre 2024

Obtenez un devis pour vos assurances habitation et automobile avec BrokerLink et vous pourriez gagner l'un de quatre prix en espèces de 5 000 \$. Ne manquez pas votre chance d'économiser sur vos assurances et de gagner un prix en espèces dans le cadre du Grand Group Giveaway! Le premier tirage aura lieu en avril!

En tant que membre, profitez de rabais exclusifs sur vos assurances habitation et automobile. Regroupez vos polices pour bénéficier d'économies additionnelles*.

Pour en apprendre davantage et pour recevoir un devis gratuit, sans obligation,

contactez BrokerLink aujourd'hui.
Appelez 1.833.998.3798, atlanticgroups@brokerlink.ca, or visit us at BrokerLink.ca/UMNB
*Des conditions et restrictions s'appliquent à toutes les offres. Aucun achat requis. Doit être un membre actif du groupe BrokerLink au moment de la participation. L'offre prend fin le 31 décembre 2024. Les tirages auront lieu chaque trimestre dans les bureaux de BrokerLink à Woodbridge. Les offres peuvent être modifiées sans préavis. Les quatre prix sont d'une valeur de 5 000 \$ chacun. Pour obtenir le règlement complet du concours, veuillez visiter le site <u>BrokerLink.ca/contest-rules</u> . © 2024 Brokerlink Inc. ™ BrokerLink et Design sont des marques déposées de Brokerlink Inc. Tous droits réservés.
Si vous avez des questions, n'hésitez pas à nous contacter.
Je vous souhaite une excellente journée,

--

Vanessa Pettersson

Communications and Events Coordinator/ Agent des communications et des événements Union of the Municipalities of New Brunswick/ Union des municipalités du Nouveau-Brunswick 506-444-2285

vanessa.pettersson@umnb.ca

UMNB BULLETIN

To engage and collaborate with all New Brunswick municipalities to build vibrant and sustainable communities via advocacy and the provision of valuable services for members.

S'engager et collaborer avec toutes les municipalités du Nouveau-Brunswick afin de bâtir des communautés dynamiques et durables par le biais de la défense des intérêts et de la prestation de services utiles aux membres.

OFFICE REPORT

Save the Dates:

UMNB Advocacy Days: March 20 - 21

- More information and registration will be open in the coming weeks.

UMNB 30th Annual Conference and AGM: October 4 - 6

- Registration will open in late spring.

Transition Funding

The Department of Local Government still has not received applications from all communities who are eligible for Local Government Reform funding, which includes two funding streams: Transition Funding as well as Promotion and Marketing. Please make sure to follow up with an application early in 2024 to ensure that your request will be considered. Note that each municipality can submit an application under both of the two separate funding areas. Please submit completed forms to cf.fc@gnb.ca as soon as possible to earmark this allocation for your local government.

If you have any questions, please contact Jillian Beals, Project Manager, at jillian.beals@gnb.ca.

UMNB seeking financial data

Preparations are beginning for discussions

RAPPORT DU BUREAU

Réservez les dates :

Journées de représentation des intérêts de l'UMNB : 20 et 21 mars

 Plus d'informations et d'inscriptions seront disponibles dans les semaines à venir.

30e conférence annuelle et AGA de l'UMNB :

- 4 6 octobre
 - Les inscriptions seront ouvertes à la fin du printemps.

Financement de la transition

Le ministère des collectivités locales n'a pas encore reçu les demandes de toutes les collectivités éligibles au financement de la réforme des collectivités locales, qui comprend deux volets de financement : Financement de la transition et Promotion et marketing. Veillez à présenter une demande au début de l'année 2024 pour vous assurer que votre demande sera prise en compte. Veuillez noter que chaque municipalité peut soumettre une demande dans le cadre des deux domaines de financement distincts. Veuillez soumettre les formulaires de demande remplis dès que possible afin d'affecter ce financement à votre gouvernement local à cf.fc@gnb.ca.

Pour toutes questions, veuillez communiquer avec Jillian Beals, gestionnaire des projets, à jillian.beals@gnb.ca.

L'UMNB à la recherche de données financières

around fiscal reform in 2024. As part of the process, UMNB is asking municipalities to send us publicly available financial information so we can create an accurate picture of financial trends and challenges facing municipalities.

At your earliest convenience, we would deeply appreciate it if you could send us your:

- Budget 2024
- Audits 2021, 2022, (2023 audit when it becomes available)

PDF or XLS document formats are welcome, thank you in advance for helping us prepare for this important process. We hope 2024 will be a year of positive changes for municipalities. This information can be sent to Amy Anderson, Policy and Research Officer at <u>amy.anderson@umnb.ca</u>.

Thank you to all those who have sent in your information so far!

Cultural Policy Pilot Project 2024-2025

UMNB is pleased to announce a new partnership for a pilot project to support and train municipalities in the development of cultural asset-mapping skills.

Communities that integrate arts and culture strengthen their sense of belonging and community identity, and contribute to the regional vision of tourism and community development, while continuing to improve the quality of life of citizens. UMNB is currently seeking one anglophone community who would be interested in playing a leadership role for the pilot project. In francophone communities this project is being led by AFMNB and AAPNB.

For more information or to request an application, please contact UMNB's Policy and Research Officer, Amy Anderson (amy.anderson@umnb.ca)

Les préparatifs commencent pour les discussions sur la réforme fiscale en 2024. Dans le cadre de ce processus, l'UMNB demande aux municipalités de lui envoyer des informations financières accessibles au public afin qu'on puisse nous faire une idée précise des tendances financières et des défis auxquels les municipalités sont confrontées. Nous vous serions très reconnaissants de bien vouloir nous faire parvenir, dans les plus brefs délais, les documents suivants:

- Budget 2024
- Audits 2021, 2022, (audit de 2023 lorsqu'il sera disponible)

Les formats de document PDF ou XLS sont les bienvenus. Merci d'avance de nous aider à préparer cet important processus. Nous espérons que 2024 sera une année de changements positifs pour les municipalités.Ces informations peuvent être envoyées à Amy Anderson, responsable des politiques et de la recherche, à l'adresse suivante : <u>amy.anderson@umnb.ca</u>.

Merci à tous ceux qui ont envoyé leurs informations jusqu'à présent !

Projet pilote de politique culturelle 2024-2025

L'UMNB a le plaisir d'annoncer un nouveau partenariat pour un projet pilote visant à soutenir et à former les municipalités dans le développement de compétences en matière de cartographie des actifs culturels.

Les communautés qui intègrent les arts et la culture renforcent leur sentiment d'appartenance et leur identité communautaire, et contribuent à la vision régionale du tourisme et du développement communautaire, tout en continuant à améliorer la qualité de vie des citoyens. L'UMNB est actuellement à la recherche d'une communauté anglophone qui serait intéressée à jouer un rôle de leadership pour le projet pilote. Dans les communautés francophones, ce projet est mené par l'AFMNB et l'AAPNB.

Pour plus d'informations ou pour demander un dossier de candidature, veuillez contacter Amy Anderson, responsable des politiques et de la recherche à l'UMNB (amy.anderson@umnb.ca).

WEBINAR: How Municipalities Can Get Started with Biogas & RNG Projects

Municipalities can create new revenue streams, generate renewable energy, and support local sustainability goals by incorporating biogas & renewable natural gas (RNG) into municipal waste management. Biogas & RNG are proven technologies for municipal landfills, wastewater treatment facilities, and as an option to manage green bin waste.

The CBA will introduce a new Municipal Biogas Self-Assessment tool that enables municipalities to explore the requirements for successful projects and identify what type of information they need to gather to start the assessment for a project. There will be a moderated discussion related to real world municipal projects and an introduction to possible funding streams for municipalities looking to pursue biogas & RNG projects.

Date: January 31, 2024 Time: 1:00 pm Registration: <u>HERE</u>

FREE TRAINING SESSIONS: Cost-benefit Analyses for Nature-based Solutions

Join the New Brunswick Environmental Network for the launch of our nature-based solutions cost-benefits analysis tool and participate in a hands-on training workshop to learn how to apply the tool in your community. This workshop will take participants through the decision making process to compare a nature-based and a grey infrastructure solution for coastal and in-land flooding and illustrate the relevance of the tool to municipal and community decision-making and climate change adaptation.

These free workshops are oriented towards municipal decision-makers, staff, and non-profit organizations, researchers, and enterprises that work closely with municipalities on implementing infrastructure

WEBINAR: Aider les municipalités à entreprendre des projets de biogaz et de GNR

Les municipalités peuvent exploiter de nouvelles sources de revenus et favoriser la réalisation de leurs objectifs de développement durable en intégrant la captation de biogaz et la production de gaz naturel renouvelable (GNR) dans la gestion municipale des déchets. Les technologies d'extraction et de production de biogaz et de GNR ont fait leurs preuves pour maximiser l'exploitation des sites d'enfouissement municipaux et des installations de traitement des eaux usées, ou en tant que solution de gestion des déchets verts.

Vous y découvrirez un nouvel outil d'auto-évaluation proposé par l'ACB pour aider les municipalités à évaluer ce dont elles ont besoin et à recueillir les informations nécessaires pour réaliser de tels projets avec succès. Le webinaire comportera également une discussion dirigée sur des projets municipaux existants, en plus d'aborder les sources de financement possibles pour les municipalités qui souhaitent se lancer dans des projets de biogaz et de GNR.

Date d'entrée en vigueur : 31 janvier 2024 Heure : 13h00 Inscription : <u>ICI</u>

SESSIONS DE FORMATION GRATUITES: Analyses coûts-avantages pour les solutions basées sur la nature

Rejoignez le Réseau environnemental du Nouveau-Brunswick pour le lancement de notre outil d'analyse coûts-avantages des solutions basées sur la nature et participez à un atelier de formation pratique pour apprendre à appliquer l'outil dans votre communauté. Cet atelier guidera les participants à travers le processus de prise de décision pour comparer une solution basée sur la nature et une solution d'infrastructure grise pour les inondations côtières et terrestres et illustrera la pertinence de l'outil pour la prise de décision municipale et communautaire et l'adaptation au changement climatique.

Ces ateliers gratuits s'adressent aux décideurs et au personnel des municipalités, ainsi qu'aux

solutions to the impacts of climate change. More information and registration can be found here <u>https://nben.ca/en/rki-nature-based-climate-c</u> hange-solutions/municipal-engagement.html

SCHEDULE

Saint John – January 9th Fredericton – January 18th Tantramar – January 25th Beaurivage – January 30th Shippagan – February 30th Shippagan – February 1st Moncton – February 8th Online, in French – February 15th Online, in English – February 20th

The Future of Atlantic Canada's Downtowns & Main Streets

This report is available in English and French and contains the results of research carried out earlier this year with 4300 businesses in fifteen Business Improvement Districts [BIDs] or Business Improvement Areas [BIAs] in New Brunswick, Nova Scotia, and Prince Edward Island. Over 1700 businesses of these businesses completed an opinion survey about business challenges and opportunities.

This year the 2024 Downtowns Conference will take place in Moncton May 22-24, 2024.

For more information visit their website: <u>https://www.downtownsatlantic.com/</u>

FCM's Annual Conference and Trade Show

Get ready for the launch of FCM's highly anticipated Annual Conference and Trade Show in Calgary from June 6 to 9, 2024. Join FCM to network with over 1,000 elected officials from across the country, discovering valuable insights and best practices to tackle your municipality's challenges.

The dynamic program will feature capacity-building workshops, insightful panels, inspiring keynote speeches and the ever-popular trade show. Stay tuned for more organisations à but non lucratif, aux chercheurs et aux entreprises qui travaillent en étroite collaboration avec les municipalités à la mise en œuvre de solutions d'infrastructure pour faire face aux effets du changement climatique. Pour plus d'informations et pour s'inscrire, consulter le site

https://nben.ca/en/rki-nature-based-climate-ch ange-solutions/municipal-engagement.html

PROGRAMME

Saint John – 9 janvier Fredericton – 18 janvier Tantramar – 25 janvier Beaurivage –30 janvier Shippagan – 1 février Moncton – 8 février En ligne, en français – 15 février En ligne, en anglais – 20 février

L'avenir des centres-villes et des rues principales des Maritimes

Ce rapport est disponible en anglais et en français et contient les résultats d'une étude menée au début de l'année auprès de 4 300 entreprises dans quinze districts d'amélioration des affaires (BID) ou zones d'amélioration des affaires (BIA) au Nouveau-Brunswick, en Nouvelle-Écosse et à l'Île-du-Prince-Édouard. Plus de 1 700 de ces entreprises ont répondu à un sondage d'opinion sur les défis et les opportunités commerciales.

Cette année, la conférence 2024 Downtowns aura lieu à Moncton du 22 au 24 mai 2024.

Pour plus d'informations, visitez leur site web : <u>https://www.downtownsatlantic.com/</u>

Conférence annuelle et salon professionnel de la FCM

Préparez-vous au lancement du très attendu Congrès annuel et salon professionnel de la FCM, qui se tiendra à Calgary du 6 au 9 juin 2024. Joignez-vous à la FCM pour réseauter avec plus de 1 000 élus de partout au pays et découvrir des idées précieuses et des pratiques exemplaires pour relever les défis de votre municipalité.

Le programme dynamique comprendra des ateliers de renforcement des capacités, des groupes d'experts perspicaces, des discours

information, including travel, accommodation and study tours during their official registration launch in the coming weeks.

FCM Website: HERE

UMNB IN THE NEWS

3 JANUARY - ACADIE NOUVELLE - <u>N.B.</u> <u>Cities Association goes belly-up (in</u> <u>French)</u>

15 JANUARY - TELEGRAPH JOURNAL -<u>Most NBers facing much higher property</u> taxes in 2024

"There's a challenge for local governments because they're responsible for delivering local services on policing, roads, recreation and all these other services that have gone up significantly in price these last number of years," said Dan Murphy, the executive director of the Union of the Municipalities of New Brunswick, which represents most local governments, including all eight cities in the province.

"We're so reliant on property tax assessments."

His municipal association and the francophone municipal group have been demanding fiscal changes since the Higgs Progressive Conservative government amalgamated local governments across the province, eliminating about two-thirds of the total in 2023.

"We need other revenues to offset some of the pressure on the taxpayer," Murphy said. "We're still waiting for the date for the province to start working on the 'bold fiscal reform' that was promised as part of local governance changes."

16 JANUARY - GLOBAL NEWS - <u>Saint</u> John homeowner 'shocked' as property assessment skyrocket for many in N.B. d'ouverture inspirants et le toujours populaire salon professionnel. Restez à l'écoute pour plus d'informations, y compris sur le voyage, l'hébergement et les voyages d'étude, lors de l'ouverture officielle des inscriptions dans les semaines à venir.

Site web de la FCM : ICI

L'UMNB DANS LES NOUVELLES

3 JANVIER - ACADIE NOUVELLE -L'Association des cités du N.-B. se saborde

15 JANUARY - TELEGRAPH JOURNAL - <u>La</u> plupart des Néo-Brunswickois devront faire face à des impôts fonciers beaucoup plus élevés en 2024

"Les collectivités locales sont confrontées à un défi, car elles sont chargées de fournir des services locaux tels que la police, les routes, les loisirs et tous les autres services dont le prix a considérablement augmenté ces dernières années", a déclaré Dan Murphy, directeur général de l'Union des municipalités du Nouveau-Brunswick, qui représente la plupart des collectivités locales, y compris les huit villes de la province.

"Nous sommes tellement dépendants de l'impôt foncier".

Son association municipale et le groupe des municipalités francophones réclament des changements fiscaux depuis que le gouvernement progressiste-conservateur de M. Higgs a fusionné les administrations locales de la province, éliminant ainsi environ deux tiers du total en 2023.

"Nous avons besoin d'autres revenus pour compenser la pression exercée sur les contribuables", a déclaré M. Murphy. Nous attendons toujours la date à laquelle la province commencera à travailler sur la "réforme fiscale audacieuse" promise dans le cadre des changements de gouvernance locale.

16 JANVIER - GLOBAL NEWS - <u>Un</u> propriétaire de Saint John est "choqué" par la montée en flèche des évaluations foncières au N.-B. 16 JANUARY - GLOBAL NEWS - <u>Several</u> <u>N.B. coastal communities battered by</u> <u>storms</u>

17 JANUARY - CBC INFO AM MONCTON -<u>Property assessments jump for many</u> <u>New Brunswickers</u>

17 JANUARY - CBC INFO AM FREDERICTON - <u>Dan Murphy of the</u> <u>Union of the Municipalities of New</u> <u>Brunswick on the new assessments.</u>

NEWS

January 11: Investment in affordable housing project in Saint John

The provincial, federal and municipal governments are making a combined investment of more than \$7 million to build 39 affordable homes in Saint John.

Barrack Green Residences, a four-storey apartment building with a mix of one-, twoand three-bedroom units, will be constructed at 67 Broadview St. It will be geared toward women-led families recovering from mental health and addiction issues.

The Department of Social Development is investing \$2,730,000 in the project, the federal government is contributing \$4,513,028 through its Rapid Housing Initiative, the City of Saint John is giving \$200,000, and Kaleidoscope Social Impact is investing \$100,000.

The project is expected to be completed by November.

January 15: Property assessment notices mailed

Property assessment notices for the 2024 taxation year have been mailed to property owners. Property tax notices, or bills, showing the amount owing for provincial and local taxes will be mailed March 1.

New Brunswick's overall assessment base – the total value of property assessments in

16 JANVIER - GLOBAL NEWS - <u>Plusieurs</u> communautés côtières du N.-B. frappées par des tempêtes

17 JANVIER - CBC INFO AM MONCTON -Les évaluations foncières augmentent pour de nombreux Néo-Brunswickois

17 JANVIER - CBC INFO AM FREDERICTON - <u>Dan Murphy de l'Union des municipalités</u> <u>du Nouveau-Brunswick sur les nouvelles</u> <u>évaluations.</u>

NOUVELLES

Le 11 janvier: <u>Investissement dans un</u> projet de logements abordables à Saint John

Les gouvernements provincial, fédéral et municipal investissement conjointement une somme de plus de 7 millions \$ dans la construction de 39 logements abordables à Saint John.

Le projet Barrack Green Residences – un immeuble d'habitation de quatre étages offrant un mélange d'appartements avec une, deux et trois chambres à coucher – sera construit au 67, rue Broadview. Il sera destiné aux familles ayant une femme à leur tête et qui se rétablissent de problèmes de santé mentale et de dépendance.

Le ministère du Développement social investit 2 730 000 \$ dans le projet; la contribution du gouvernement fédéral, par l'entremise de son Initiative pour la création rapide de logements, s'élève à 4 513 028 \$; la Ville de Saint John accorde 200 000 \$; et Kaleidoscope Social Impact investit 100 000 \$.

Le projet devrait être achevé d'ici novembre 2024.

Le 15 janvier: <u>Les avis d'évaluation</u> foncière envoyés par la poste

Les avis d'évaluation foncière pour l'année d'imposition 2024 ont été mis à la poste et parviendront bientôt aux propriétaires fonciers. Les avis (ou factures) d'impôt foncier indiquant les montants exigibles d'impôt provinciaux et municipaux seront postés le 1er mars. the province – is \$89.4 billion, an increase of 10.4 per cent, or \$8.4 billion, since last year.

Service New Brunswick is responsible for the assessment of all real property in the province.

A spike protection mechanism is in place for eligible owner-occupied residential properties with an assessment increase greater than 10 per cent. It excludes properties with new construction or major improvements, those that have been recently sold, and vacant land. Beginning in the 2025 taxation year, the mechanism will be expanded to all properties, excluding recently sold properties and those with new construction or major improvements.

A temporary property tax relief program for non-residential properties and apartment buildings with four units or more was available for the 2022 and 2023 taxation years. The program, which excludes recent sales, new construction and major improvements, has been extended to all properties for 2024 and applies to the provincial and local taxation portion. The program includes a tax credit to be issued by the Department of Finance and Treasury Board in March. No application is required.

To further help property owners manage recent property tax increases due to rising assessments, a reduction in provincial property tax rates was introduced in the 2022 taxation year. This features a 50 per cent reduction for non-owner-occupied residential properties and a 15 per cent reduction for non-residential and other residential properties.

A property owner who disagrees with an assessment may file a request for review, free of charge, online or by calling 1-888-762-8600. The deadline to file this request for the 2024 taxation year is Feb. 14.

More information about property assessments is available online.

L'assiette fiscale globale du Nouveau-Brunswick, c'est-à-dire la valeur totale des évaluations foncières dans la province, est de 89,4 milliards \$, ce qui représente une hausse de 10,4 pour cent, ou 8,4 milliards \$, par rapport à l'an dernier.

Service Nouveau-Brunswick est responsable de l'évaluation de tous les biens réels dans la province.

Un mécanisme de protection contre les hausses marquées de l'évaluation est en place pour les biens résidentiels admissibles qui sont occupés par le propriétaire et dont l'évaluation augmente de plus de 10 pour cent. Il exclut les nouvelles constructions, les propriétés ayant fait l'objet d'améliorations majeures, celles qui ont été vendues récemment, ainsi que les terrains vacants. Au début de l'année d'imposition 2025, ce mécanisme s'appliquera à toutes les propriétés, à l'exception de celles qui ont été vendues récemment, des nouvelles constructions et des propriétés ayant fait l'objet d'amélioration majeures.

Un programme temporaire d'allègement de l'impôt foncier pour les propriétés non résidentielles et les immeubles de quatre appartements ou plus était offert pour les années d'imposition 2022 et 2023. Ce programme, qui exclut les propriétés qui ont été vendues récemment. les nouvelles constructions et les propriétés ayant fait l'objet d'améliorations majeures, a été élargi pour inclure toutes les propriétés en 2024 et il s'applique aux parties provinciale et locale de l'impôt foncier. Le programme comprend un crédit d'impôt qui sera versé par le ministère des Finances et du Conseil du trésor en mars. Il n'est pas nécessaire de présenter une demande.

Pour aider davantage les propriétaires à gérer les récentes augmentations de l'impôt foncier attribuables à la hausse des évaluations, une réduction des taux d'impôt foncier provincial a été mise en œuvre au cours de l'année d'imposition 2022. Cette mesure comprend une réduction de 50 pour cent pour un bien résidentiel non occupé par son propriétaire et de 15 pour cent pour un bien non résidentiel et tout autre bien résidentiel.

January 16: <u>REVISED / Location finalized</u> for St. Stephen housing initiative

Phase one of a temporary housing initiative in St. Stephen will be located at 24 Happy Valley Rd.

It is expected to be operational by late next month. Details related to site plans, preparation, utilities and delivery of mobile units (trailers) will be finalized in the coming weeks following discussions with immediate neighbours.

The announcement follows a presentation to municipal council on the services and support that will accompany the project.

The location was chosen after research and evaluation by the working group, which was made up of members of the community. This will be a temporary facility to help ensure unhoused people have a place to go during extreme weather.

Anyone facing homelessness can get information on services by calling 211.

Lorsqu'un propriétaire conteste une évaluation, il peut demander une révision de l'évaluation, sans frais, par l'entremise du site Web ou en composant le 1-888-762-8600. La date limite pour présenter cette demande pour l'année d'imposition 2024 est le 14 février.

De plus amples renseignements sur les évaluations foncières sont disponibles en ligne.

Le 16 janvier: <u>RÉVISÉ / L'emplacement</u> pour le projet de logements de St. Stephen est choisi

La première phase du projet de logements temporaires à St. Stephen sera située au 24, chemin Happy Valley.

Elle devrait être opérationnelle d'ici la fin du mois prochain. Les détails relatifs aux plans du site, aux préparatifs, aux services publics et à la livraison d'unités mobiles seront finalisés dans les semaines à venir, à la suite de discussions avec les voisins immédiats.

Cette annonce a été faite à la suite d'une présentation organisée à l'intention du conseil municipal, qui portait sur les services et les mesures de soutien qui accompagneront le projet.

L'emplacement a été choisi au terme de recherches et d'évaluations effectuées par le groupe de travail, qui était composé de membres de la communauté. Les installations serviront d'abri temporaire pour veiller à ce que les gens qui n'ont pas de logement aient un endroit où aller lors de conditions météorologiques extrêmes.

Toute personne en situation d'itinérance peut se renseigner sur les services offerts en composant le 211.

FINANCEMENT

d'informations et de liens.

Possibilités de financement de la FCM Tenez-vous au courant des possibilités de financement offertes par la Fédération canadienne des municipalités. Visitez le site https://fcm.ca/fr/financement pour obtenir plus

FUNDING

FCM Funding Opportunities

Stay up-to-date with funding opportunities through the Federation of Canadian Municipalities. Visit <u>https://fcm.ca/en/funding</u> to find more information and links.

Enabling Accessibility Fund – Mid-sized projects

Small municipalities of less than 50,000 in population, as per the 2021 census, offering more than one program and/or service targeted for persons with disabilities are eligible to apply. The details and application process can be found on this Government of Canada web page: Enabling Accessibility Fund – Mid-sized projects – What this program offers - Canada.ca

Preconstruction and Infrastructure Fund to Support Housing

Last week, the provincial government announced a new funding program under the Housing for All Strategy to support local governments and non-profits in building more housing. This was one of five asks UMNB advocated for during the housing strategy consultation. The Preconstruction and Infrastructure Fund to Support Housing being offered through the Regional Development Corporation combines two *Housing for All* initiatives to make \$22.5 million available each year through two streams: preconstruction funding, and small community housing infrastructure funding.

Preconstruction funding supports upfront work to demonstrate the viability of a proposed housing development, and to secure financing for the construction and operation phases.

Small community housing infrastructure funding is available to communities with a population of less than 25,000 to help with the cost of building or enhancing infrastructure (water and wastewater services, roads, etc.) to serve new housing developments.

NRC Aging in Place new funding opportunity

NRC launched a new funding opportunity that aligns with the program's mission to

Fonds pour l'accessibilité – Projets de moyenne envergure

Les petites municipalités de moins de 50 000 habitants, selon le recensement de 2021, et qui offrent plusieurs programmes ou services destinés aux personnes en situation de handicap sont éligibles à présenter une demande. Les détails et le processus pour soumettre une demande se retrouvent sur le site suivant du Gouvernement du Canada : Le Fonds pour l'accessibilité - projets de moyenne envergure – Ce qu'offre le programme - Canada.ca.

Fonds de préconstruction et les infrastructures de logement

La semaine dernière, le gouvernement provincial a annoncé un nouveau programme de financement dans le cadre de la stratégie du logement pour tous afin d'aider les administrations locales et les organismes à but non lucratif à construire davantage de logements. Il s'agissait de l'une des cinq demandes que l'UMNB a défendues lors de la consultation sur la stratégie du logement. Le Fonds pour la préconstruction et les infrastructures de logement, mis en place par la Société de développement régional, combine deux initiatives de la stratégie de logement. Il est doté d'un financement de 22,5 millions \$ par année, réparti en deux volets : le financement pour la préconstruction et le financement pour les infrastructures de logement dans les petites collectivités.

Le financement pour la préconstruction est offert pour soutenir le travail en amont nécessaire pour démontrer la viabilité d'un projet de logement et pour garantir le financement des phases de construction et d'exploitation.

Le financement pour les infrastructures de logement dans les petites collectivités est offert aux collectivités de moins de 25 000 habitants pour les aider à couvrir les coûts liés à la construction ou à l'amélioration des infrastructures afin de desservir de nouveaux lotissements (eau, eaux usées, routes, etc.).

Nouvelle possibilité de financement du programme Défi "Vieillir chez soi" du CNRC

empower and support Canadians in their choice to age in place with technologies developed and evaluated through healthy aging community living labs.

This funding opportunity is open to innovative projects that address one or more of the program's 3 focus areas:

- 1. Preventing transitions in care
- 2. Enabling older adults and caregivers to live well
- 3. Creating age friendly communities and social structures

For more information on the Healthy ageing community living labs initiative and funding opportunity, please visit:

Aging in Place Challenge program -National Research Council Canada

Call for Applications - Infrastructure Canada's Rural Transit Solutions Fund: Planning and Design Projects Stream Infrastructure Canada is now accepting applications for the Planning and Design Projects stream of Infrastructure Canada's Rural Transit Solutions Fund.

The Rural Transit Solutions Fund is the first federal fund to target the development of transit solutions in rural and remote communities. Since 2021, it is making federal funding available to support the development of locally-driven transit solutions that will help people living in these communities get to work, school and appointments, and visit loved ones. A minimum of 10% of the total fund amount is allocated to projects that benefit Indigenous populations and communities.

Under the Planning and Design Projects stream, eligible applicants can seek a grant of up to \$50,000 to support communities' projects to plan and design new or expanded transit solutions for their communities (e.g., public engagement, needs assessments, Le CNRC a lancé une nouvelle possibilité de financement qui s'aligne sur la mission du programme visant à habiliter et à soutenir les Canadiens dans leur choix de vieillir sur place grâce à des technologies développées et évaluées dans le cadre de laboratoires d'intégration communautaire sur le vieillissement en santé.

Cette possibilité de financement s'adresse aux projets novateurs qui portent sur un ou plusieurs des trois domaines d'intérêt du programme :

- 1. Prévenir les transitions dans les soins
- 2. Permettre aux personnes âgées et aux aidants de bien vivre
- Créer des communautés et des structures sociales adaptées aux personnes âgées

Pour plus d'informations sur l'initiative des laboratoires vivants pour des communautés vieillissantes en santé et la possibilité de financement liée à cette initiative, rendez-vous au :

Programme Défi « Vieillir chez soi » -Conseil national de recherches Canada

Appel de propositions - Fonds pour des solutions de transport en commun en milieu rural d'Infrastructure Canada : Volet des projets de planification et de conception

Infrastructure Canada a le plaisir d'annoncer l'acceptation des demandes pour le volet des projets de planification et de conception du Fonds pour les solutions de transport en commun en milieu rural.

Le Fonds pour les solutions de transport en commun en milieu rural est le premier fonds fédéral à cibler l'élaboration de solutions de transport en commun dans les collectivités rurales et éloignées. Depuis 2021, il met à disposition des fonds fédéraux pour soutenir le développement de solutions de transport en commun locales qui aideront les personnes vivant dans ces communautés à se rendre au travail, à l'école, à leurs rendez-vous et à rendre visite à leurs proches. Un minimum de 10 % du montant total du fonds est alloué à des projets qui bénéficient aux populations et aux communautés autochtones.

Dans le cadre du volet projets de planification et de conception, les candidats éligibles

feasibility or viability studies, surveys and assessments of routes or modes of travel).

Applications for the Planning and Design Projects stream will now be accepted on a rolling intake basis through the Applicant Portal, which can be accessed on Infrastructure Canada's <u>webpage</u>, along with other useful information to assist with the application process. The <u>Applicant Guide</u>, as well as the <u>Step-by-Step Guide</u>, which can also be found on the website, provides detailed information on the Rural Transit Solutions Fund, including applicant and project eligibility requirements, as well as guidance for completing applications.

Applications for the Capital Projects stream continue to be accepted through the Infrastructure Canada's Applicant Portal. While there is currently no set submission deadline, Infrastructure Canada will notify potential applicants in advance via the web page and applicant portal should funding no longer be available. Infrastructure Canada encourages applicants to submit their application as soon as possible to increase the likelihood of securing available funding. Before applying, applicants are encouraged to review the information in the Capital Project Stream Application Guide and follow the Step-by-Step Guide for Applications to the Capital Stream of the Rural Transit Solutions Fund. The RTSF webpage is also an excellent reference.

Additionally, over the coming months Infrastructure Canada will be hosting a series of webinars for potential applicants.

Dates are:

English sessions

Tuesday, December 12, 2023, 1:00 p.m. – 2:00 p.m. EDT (**Planning and Design Stream**)

Thursday, December 14, 2023, 1:00 p.m. – 2:00 p.m. EDT (**Capital Stream**) Tuesday, January 16, 2024, 1:00 p.m. – 2:00 p.m. EDT (**Planning and Design Stream**) Tuesday, January 24, 2024, 1:00 p.m. – 2:00 p.m. EDT (**Planning and Design Stream**)

French sessions

Wednesday, December 13, 2023, 1:00 p.m. – 2:00 p.m. EDT (**Planning and Design Stream)** peuvent demander une subvention allant jusqu'à 50 000 dollars pour soutenir les projets de planification et de conception de nouvelles solutions de transport en commun d'expansion pour leurs communautés (par exemple, la participation du public, les évaluations des besoins, les études de faisabilité ou de viabilité, les enquêtes et les évaluations des itinéraires ou des modes de déplacement).

Les demandes dans le cadre du volet projets de planification et de conception seront maintenant acceptées sur une base d'admission continue par l'entremise du portail des candidats en ligne. Vous pouvez y accéder à partir du site web d'Infrastructure Canada, ainsi que d'autres informations utiles pour faciliter le processus de demande. Le guide du demandeur, ainsi que le guide étape par étape, qui se trouvent également sur le même site web, fournissent des renseignements détaillés sur le Fonds pour les solutions de transport en commun en milieu rural, y compris les critères d'admissibilité des demandeurs et des projets, ainsi que des directives pour compléter les demandes.

Les demandes pour le volet des projets d'immobilisations continuent d'être acceptées par l'entremise du portail des candidats d'Infrastructure Canada. Bien qu'il n'y ait pas de date limite de soumission, Infrastructure Canada informera les candidats potentiels à l'avance via la page web et le portail des candidats en cas où il n'y a plus de fonds de disponible. Infrastructure Canada encourage les candidats à soumettre leur demande le plus tôt possible afin d'augmenter les chances d'obtenir du financement. Avant de déposer leur demande, les candidats sont encouragés à examiner les informations contenues dans le Guide de demande pour le volet des projets d'immobilisations et à suivre le Guide étape par étape pour les demandes au volet des immobilisations du Fonds de solutions pour le transport en commun en milieu rural. La page web du RTSF est également une excellente référence.

Au cours des prochains mois, Infrastructure Canada organisera une série de webinaires à l'intention des candidats potentiels. Les dates sont les suivantes :

Sessions en français

 Mercredi 13 décembre 2023, 13:00 – 14:00 HAE (volet Projets de planification et de conception)

January 17 / Le 17 janvier

Friday, December 15, 2023, 1:00 p.m. – 2:00 p.m. EDT (**Capital Stream**) Wednesday, January 17, 2024, 1:00 p.m. – 2:00 p.m. EDT (**Planning and Design Stream**)

Wednesday, January 25, 2024, 1:00 p.m. – 2:00 p.m. EDT (**Planning and Design Stream)**

You can register for our <u>webinars</u> on the RTSF <u>webpage</u>.

Any inquiries related to the Rural Transit Solutions Fund may be submitted to: rtsf-fstcr@infc.gc.ca via email, or 1-833-699-2280 for the toll-free number.

RESOURCES PETROSERVICE LIMITED

Don't let your organization run on empty.

Your organization's fleet is always expected to be ready for anything. Is your fuelling solution upholding its end of the bargain? Through the Canoe Fuel Management Program, you can get your setup evaluated by professionals, with any upgrades pre-tendered on your behalf and designed with top-tier value in mind.

HOW IT WORKS

 Post a notice on your recognized electronic bid notification system to use the Canoe cooperative purchasing program.

- Vendredi 15 décembre 2024, 13:00 – 14:00 HAE (volet Projets d'immobilisations)
- Mercredi 17 janvier 2024, 13:00 14:00 HAE (volet Projets de planification et de conception)
- Mercredi 24 janvier 2024, 13:00 14:00 HAE (volet Projets de planification et de conception)

Sessions en anglais

- Mardi 12 décembre 2023, 13:00 14:00 HAE (volet Projets de planification et de conception)
- Jeudi 14 décembre 2023, 13:00 14:00 HAE (volet Projets d'immobilisations)
- Mardi 16 janvier 2024, 13:00 14:00 HAE (volet Projets de planification et de conception)
- Mardi 24 janvier 2024, 13:00 14:00 HAE (volet Projets de planification et de conception)

Vous pouvez vous inscrire à nos <u>webinaires</u> en visitant la page webinaire du <u>site web</u> du FSTCR.

Toute demande de renseignements relative au Fonds pour les solutions de transport en commun en milieu rural peut être soumise à l'adresse courriel suivante : rtsf-fstcr@infc.gc.ca_ou au 1-833-699-2280 (sans frais).

RESSOURCES PETROSERVICE

Ne laissez pas votre organisation tourner à vide.

La flotte de votre organisation doit toujours être prête à faire face à toute éventualité. Votre solution de ravitaillement en carburant remplit-elle sa part du marché ? Grâce au Programme de gestion du carburant de Canoë, vous pouvez faire évaluer votre installation par des professionnels, et toute mise à niveau sera commandée à l'avance en votre nom et conçue dans le but d'offrir une valeur de premier ordre.

COMMENT CELA FONCTIONNE-T-IL ?

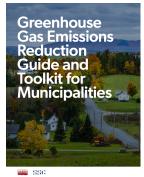
1. Affichez un avis sur votre système électronique d'avis d'appel d'offres

- 2. Contact the supplier of your choice, requesting Canoe pricing.
- 3. Confirm your purchase with the contract number.

For more information: <u>Fuel Management</u> <u>Program - Canoe Procurement Group of</u> <u>Canada</u>

Canoe Procurement Group Solutions by Gasboy

GREENHOUSE GAS REDUCTION GUIDE & TOOLKIT



Visit our website to download the guide! Recreation NB Policy Template: <u>Gender</u> Equity in the Allocation of Public <u>Recreation Spaces</u> for municipalities and organizations looking to develop their own

equitable access policy with respect to recreation facilities and programming.

Watch FCM's video series on climate resilience and asset management

Check out FCM's series of three videos exploring how municipalities across Canada are making climate action a part of their municipal asset management practices and decision-making.

Take four minutes to watch each video and learn more about:

- Understanding climate impacts on service delivery
- Responding to climate change with asset management
- Leadership in climate and asset management
 WATCH THE VIDEOS NOW

reconnu pour utiliser le programme d'achat coopératif de Canoë.

- 2. Communiquez avec le fournisseur de votre choix et demandez-lui les prix de Canoë.
- 3. Confirmez votre achat en indiquant le numéro de contrat.

Pour plus d'information : <u>Programme de</u> <u>gestion du carburant - Groupe</u> <u>d'approvisionnement Canoë du Canada</u>

Solutions du Groupe d'approvisionnement Canoë par Gasboy

GUIDE ET TROUSSE D'OUTILS SUR LA RÉDUCTION DES ÉMISSIONS DE GES



Visitez notre site web pour télécharger le guide! Modèle de politique de Récréation NB sur L'équité entre les sexes dans l'attribution des espaces récréatifs publics pour les municipalités et les organismes qui souhaitent élaborer leur

SSG

propre politique d'accès équitable aux installations et aux programmes de loisirs.

Visionnez la série de vidéos de la FCM sur la résilience climatique et la gestion des actifs

Regardez la série de trois vidéos de la FCM sur la façon dont les municipalités du Canada intègrent l'action climatique à leurs pratiques de gestion des actifs municipaux et à leur processus décisionnel.

Prenez quatre minutes pour regarder chaque vidéo et en apprendre davantage sur les sujets suivants :

- Comprendre les effets du climat sur la prestation de services
- Répondre au changement climatique par la gestion des actifs
- Leadership en matière de gestion du climat et des actifs

REGARDEZ LES VIDÉOS MAINTENANT

MEMBER BENEFITS



BrokerLink is proud to offer exclusive discounts on personal home and auto insurance to members. Their dedicated group insurance advisors will compare your coverage options and help get you the most comprehensive coverage at the best value.

BrokerLink is excited to announce the 2024 Grand Group Giveaway!

Contest Period: January 1 - December 31, 2024

Get a quote on home or auto insurance with BrokerLink, and you could win 1 of 4 cash prizes of \$5,000. Don't miss your chance to save on insurance and win some cash in the Grand Group Giveaway! **The first draw will be held in April!**

As a member, enjoy exclusive discounts on BrokerLink home and auto insurance. Bundle your policies to be eligible for additional savings*.

To learn more and for your free, no-obligation quote, contact **BrokerLink** today:

Call 1.833.998.3798,

atlanticgroups@brokerlink.ca, or visit us at BrokerLink.ca/UMNB

*Conditions and restrictions apply to all offers. No purchase required. Must be an active BrokerLink group member at time of entry. Offer ends December 31, 2024. Draws held quarterly at the BrokerLink Woodbridge office. Offers may change without notice. The four prizes are valued at \$5,000 each. For full contest details please

visit <u>BrokerLink.ca/contest-rules</u>. ©2024 Brokerlink Inc. ™BrokerLink & Design is a

AVANTAGES DES MEMBRES

BrokerLink est fière d'offrir à ses membres des rabais exclusifs sur les assurances personnelles habitation et automobile. Ses conseillers dédiés en assurances collectives compareront vos options de couverture et vous aideront à obtenir la couverture la plus exhaustive possible, au meilleur prix.

BrokerLink a le plaisir d'annoncer le Grand Group Giveaway 2024!

Durée du concours : 1^{er} janvier au 31 décembre 2024

Obtenez un devis pour vos assurances habitation et automobile avec BrokerLink et vous pourriez gagner l'un de quatre prix en espèces de 5 000 \$. Ne manquez pas votre chance d'économiser sur vos assurances et de gagner un prix en espèces dans le cadre du Grand Group Giveaway! Le premier tirage aura lieu en avril!

En tant que membre, profitez de rabais exclusifs sur vos assurances habitation et automobile. Regroupez vos polices pour bénéficier d'économies additionnelles*.

Pour en apprendre davantage et pour recevoir un devis gratuit, sans obligation, contactez **BrokerLink** aujourd'hui.

Appelez 1.833.998.3798, atlanticgroups@brokerlink.ca, or visit us at BrokerLink.ca/UMNB

*Des conditions et restrictions s'appliquent à toutes les offres. Aucun achat requis. Doit être un membre actif du groupe BrokerLink au moment de la participation. L'offre prend fin le 31 décembre 2024. Les tirages auront lieu chaque trimestre dans les bureaux de BrokerLink à Woodbridge. Les offres peuvent être modifiées sans préavis. Les quatre prix sont d'une valeur de 5 000 \$ chacun. Pour obtenir le règlement complet du concours, veuillez visiter le

site BrokerLink.ca/contest-rules.

© 2024 Brokerlink Inc. ™ BrokerLink et Design sont des marques déposées de Brokerlink Inc. Tous droits réservés. trademark of Brokerlink Inc. All rights reserved.

EXTERNAL EVENTS

The Future of Atlantic Canada's Downtowns & Main Streets

This report is available in English and French and contains the results of research carried out earlier this year with 4300 businesses in fifteen Business Improvement Districts [BIDs] or Business Improvement Areas [BIAs] in New Brunswick, Nova Scotia, and Prince Edward Island. Over 1700 businesses of these businesses completed an opinion survey about business challenges and opportunities.

This year the 2024 Downtowns Conference will take place in Moncton May 22-24, 2024. For more information visit their website: https://www.downtownsatlantic.com/

ABOUT UMNB

The Union of the Municipalities of New Brunswick (UMNB) is a bilingual association of 55 local governments of all sizes, representing over half of New Brunswick's population. Since 1994, UMNB has advocated for strong, sustainable communities throughout the province. Our members decide UMNB's policies & priorities through member resolutions, at regional Zone meetings, and at our Annual General Meeting. Together, our members tackle local challenges and share solutions to make life better for their citizens.

The land on which we work and gather is the traditional unceded territory of the Wolastoqiyik (Wəlastəkewiyik / Maliseet), Mi'kmaq and Peskotomuhkati Peoples, whose ancestors signed "Treaties of Peace and Friendship" with the British Crown in the 1700s. The treaties recognized Mi'kmaq and Wolastoqiyik title and established the rules for what was to be an ongoing relationship between nations.

Acknowledging the land is Indigenous protocol. To recognize the land is an expression of our gratitude and appreciation to those whose territory we are on, and a way of honouring the Indigenous people who

ÉVÉNEMENTS EXTÉRIEURS

L'avenir des centres-villes et des rues principales des Maritimes

Ce rapport est disponible en anglais et en français et contient les résultats d'une étude menée au début de l'année auprès de 4 300 entreprises dans quinze districts d'amélioration des affaires (BID) ou zones d'amélioration des affaires (BIA) au Nouveau-Brunswick, en Nouvelle-Écosse et à l'Île-du-Prince-Édouard. Plus de 1 700 de ces entreprises ont répondu à un sondage d'opinion sur les défis et les opportunités commerciales.

Cette année, la conférence 2024 Downtowns aura lieu à Moncton du 22 au 24 mai 2024. Pour plus d'informations, visitez leur site web : <u>https://www.downtownsatlantic.com/</u>

À PROPOS DE L'UMNB

L'Union des municipalités du Nouveau-Brunswick (UMNB) est une association bilingue de 55 gouvernements locaux de toutes tailles, représentant plus de la moitié de la population du Nouveau-Brunswick. Depuis 1994, I'UMNB milite pour des collectivités fortes et durables à la grandeur de la province. Nos membres déterminent les politiques et les priorités de l'UMNB au moyen de résolutions adoptées par les membres, lors des réunions régionales de zones et de notre assemblée générale annuelle. Nos membres unissent leurs efforts pour relever les défis locaux et échangent des solutions visant à améliorer la vie de leurs citoyens.

La terre sur laquelle nous travaillons et nous nous rassemblons est le territoire traditionnel non cédé des peuples Wolastoqiyik (Wəlastəkewiyik / Maliseet), Mi'kmaq et Peskotomuhkati, dont les ancêtres ont signé des « traités de paix et d'amitié » avec la Couronne britannique dans les années 1700. Ces traités reconnaissaient les titres ancestraux des peuples Mi'kmaq et Wolastoqiyik et établissaient les règles de ce qui allait devenir une relation continue entre diverses nations. have been living and working on the land from time immemorial.

Follow us on <u>Twitter @MunicipalNB</u> and on <u>Facebook @MunicipalNB</u>.

La reconnaissance de la terre est un protocole autochtone. La reconnaissance de la terre est un moyen d'exprimer notre gratitude et notre appréciation à l'endroit des peuples sur le territoire desquels nous nous trouvons, et aussi d'honorer les peuples autochtones qui vivent et travaillent sur ces terres depuis des temps immémoriaux.Suivez-nous sur <u>Twitter</u> @MunicipalNB et sur <u>Facebook</u> @MunicipalNB.

UMNB BULLETIN

To engage and collaborate with all New Brunswick municipalities to build vibrant and sustainable communities via advocacy and the provision of valuable services for members.

S'engager et collaborer avec toutes les municipalités du Nouveau-Brunswick afin de bâtir des communautés dynamiques et durables par le biais de la défense des intérêts et de la prestation de services utiles aux membres.

OFFICE REPORT

Save the Dates:

UMNB Advocacy Days: March 20 - 21

- More information and registration will be open in the coming weeks.

UMNB 30th Annual Conference and AGM: October 4 - 6

- Registration will open in late spring.

Cultural Policy Pilot Project 2024-2025

UMNB is pleased to announce a new partnership for a pilot project to support and train municipalities in the development of cultural asset-mapping skills.

Communities that integrate arts and culture strengthen their sense of belonging and community identity, and contribute to the regional vision of tourism and community development, while continuing to improve the quality of life of citizens. UMNB is currently seeking one anglophone community who would be interested in playing a leadership role for the pilot project. In francophone communities this project is being led by AFMNB and AAPNB.

For more information or to request an application, please contact UMNB's Policy and Research Officer, Amy Anderson (amy.anderson@umnb.ca)

RAPPORT DU BUREAU

Réservez les dates :

Journées de représentation des intérêts de l'UMNB : 20 et 21 mars

 Plus d'informations et d'inscriptions seront disponibles dans les semaines à venir.

30e conférence annuelle et AGA de l'UMNB : 4 - 6 octobre

- Les inscriptions seront ouvertes à la fin du printemps.

Projet pilote de politique culturelle 2024-2025

L'UMNB a le plaisir d'annoncer un nouveau partenariat pour un projet pilote visant à soutenir et à former les municipalités dans le développement de compétences en matière de cartographie des actifs culturels.

Les communautés qui intègrent les arts et la culture renforcent leur sentiment d'appartenance et leur identité communautaire, et contribuent à la vision régionale du tourisme et du développement communautaire, tout en continuant à améliorer la qualité de vie des citoyens. L'UMNB est actuellement à la recherche d'une communauté anglophone qui serait intéressée à jouer un rôle de leadership pour le projet pilote. Dans les communautés francophones, ce projet est mené par l'AFMNB et l'AAPNB.

Pour plus d'informations ou pour demander un dossier de candidature, veuillez contacter Amy Anderson, responsable des politiques et de la

Transition Funding

The Department of Local Government still has not received applications from all communities who are eligible for Local Government Reform funding, which includes two funding streams: Transition Funding as well as Promotion and Marketing. Please make sure to follow up with an application early in 2024 to ensure that your request will be considered. Note that each municipality can submit an application under both of the two separate funding areas. Please submit completed forms to cf.fc@gnb.ca as soon as possible to earmark this allocation for your local government.

If you have any questions, please contact Jillian Beals, Project Manager, at jillian.beals@gnb.ca.

UMNB seeking financial data

Preparations are beginning for discussions around fiscal reform in 2024. As part of the process, UMNB is asking municipalities to send us publicly available financial information so we can create an accurate picture of financial trends and challenges facing municipalities.

At your earliest convenience, we would deeply appreciate it if you could send us your:

- Budget 2024
- Audits 2021, 2022, (2023 audit when it becomes available)

PDF or XLS document formats are welcome, thank you in advance for helping us prepare for this important process. We hope 2024 will be a year of positive changes for municipalities. This information can be sent to Amy Anderson, Policy and Research Officer at <u>amy.anderson@umnb.ca</u>.

Thank you to all those who have sent in your information so far!

recherche à l'UMNB (amy.anderson@umnb.ca).

Financement de la transition

Le ministère des collectivités locales n'a pas encore reçu les demandes de toutes les collectivités éligibles au financement de la réforme des collectivités locales, qui comprend deux volets de financement : Financement de la transition et Promotion et marketing. Veillez à présenter une demande au début de l'année 2024 pour vous assurer que votre demande sera prise en compte. Veuillez noter que chaque municipalité peut soumettre une demande dans le cadre des deux domaines de financement distincts. Veuillez soumettre les formulaires de demande remplis dès que possible afin d'affecter ce financement à votre gouvernement local à cf.fc@gnb.ca.

Pour toutes questions, veuillez communiquer avec Jillian Beals, gestionnaire des projets, à jillian.beals@gnb.ca.

L'UMNB à la recherche de données financières

Les préparatifs commencent pour les discussions sur la réforme fiscale en 2024. Dans le cadre de ce processus, l'UMNB demande aux municipalités de lui envoyer des informations financières accessibles au public afin qu'on puisse nous faire une idée précise des tendances financières et des défis auxquels les municipalités sont confrontées. Nous vous serions très reconnaissants de bien vouloir nous faire parvenir, dans les plus brefs délais, les documents suivants:

- Budget 2024
- Audits 2021, 2022, (audit de 2023 lorsqu'il sera disponible)

Les formats de document PDF ou XLS sont les bienvenus. Merci d'avance de nous aider à préparer cet important processus. Nous espérons que 2024 sera une année de changements positifs pour les municipalités.Ces informations peuvent être envoyées à Amy Anderson, responsable des politiques et de la recherche, à l'adresse suivante : <u>amy.anderson@umnb.ca</u>.

Merci à tous ceux qui ont envoyé leurs informations jusqu'à présent !

WEBINAR: Building equitable and sustainable communities with AREI+R

Confront climate change with equity and inclusivity at our next GMF webinar. On January 25, 2024 from 1 to 2 p.m. ET, join us for *Shaping the future: Integrating Anti-racism, Equity and Inclusion and Reconciliation (AREI+R) in GMF initiatives.* This session, integral to our 2023-26 Three-Year Plan, addresses how environmental strategies can be both innovative and just. Don't miss this chance to contribute to a sustainable, equitable future.

Still time to register: HERE

WEBINAR: Municipalities as 2SLGBTQI+ allies

FCM invites you to join them on January 30, 2024 at 1 p.m. ET to learn how municipalities can implement initiatives that promote inclusivity, with a focus on the specific needs of 2SLGBTQIA+ community members. The panelists will share best practices in inclusive policies and how municipalities can facilitate networking opportunities between municipal representatives, 2SLGBTQI+ organizations, and local activists.

Sign up: HERE

WEBINAR : Construire des communautés équitables et durables avec AREI+R

Affrontez le changement climatique avec équité et inclusivité lors de notre prochain webinaire du FMV. Le 25 janvier 2024, de 13 à 14 heures (heure de l'Est), rejoignez-nous pour Shaping the future (Façonner l'avenir) : Intégrer l'antiracisme, l'équité, l'inclusion et la réconciliation (AREI+R) dans les initiatives du FMV. Cette session, qui fait partie intégrante de notre plan triennal 2023-26, aborde la manière dont les stratégies environnementales peuvent être à la fois innovantes et justes. Ne manquez pas cette occasion de contribuer à un avenir durable et équitable.

Il est encore temps de s'inscrire : ICI

WEBINAR : Renforcer les municipalités en tant qu'alliées des communautés 2ELGBTQI+

La FCM vous invite à vous joindre à elle le 30 janvier 2024 à 13 h HE pour apprendre comment les municipalités peuvent mettre en œuvre des initiatives qui favorisent l'inclusion, en mettant l'accent sur les besoins spécifiques des membres de la communauté 2SLGBTQIA+. Les panélistes partageront les meilleures pratiques en matière de politiques inclusives et la façon dont les municipalités peuvent faciliter les opportunités de réseautage entre les représentants municipaux, les organisations 2SLGBTQI+ et les activistes locaux.

Inscrivez-vous : ICI

UMNB IN THE NEWS

16 JANUARY - TELEGRAPH JOURNAL -Searching for answers in coastal communities

17 JANUARY - CBC INFO AM MONCTON -<u>Property assessments jump for many</u> <u>New Brunswickers</u>

17 JANUARY - CBC INFO AM FREDERICTON - <u>Dan Murphy of the</u> <u>Union of the Municipalities of New</u> <u>Brunswick on the new assessments.</u>

18 JANUARY - TELEGRAPH JOURNAL -Small cuts fail to shield city residents, businesses from tax attack

"The backbone of our revenues come from property taxes, and we rely on it to cover the costs of services and infrastructure provided to our citizens," said Lordon, who's also the mayor of Miramichi and soon-to-be-chair of the urban municipal caucus within the Union of the Municipalities of New Brunswick, once the cities association formally merges with it next month.

We continue to call for a modern fiscal framework for municipalities and the completion of provincial fiscal reforms that the province started."

NEWS

January 16: <u>REVISED / Location finalized</u> for St. Stephen housing initiative

Phase one of a temporary housing initiative in St. Stephen will be located at 24 Happy Valley Rd.

It is expected to be operational by late next month. Details related to site plans, preparation, utilities and delivery of mobile units (trailers) will be finalized in the coming weeks following discussions with immediate neighbours.

The announcement follows a presentation to the municipal council on the services and support that will accompany the project.

L'UMNB DANS LES NOUVELLES

16 JANVIER - TELEGRAPH JOURNAL -<u>A la recherche de réponses dans les</u> <u>communautés côtières</u>

17 JANVIER - CBC INFO AM MONCTON -Les évaluations foncières augmentent pour de nombreux Néo-Brunswickois

17 JANVIER - CBC INFO AM FREDERICTON - <u>Dan Murphy de l'Union des municipalités</u> <u>du Nouveau-Brunswick sur les nouvelles</u> <u>évaluations.</u>

18 JANVIER - JOURNAL TÉLÉGRAPHIQUE -Les petites coupures ne protègent pas les résidents et les entreprises de la ville contre les attaques fiscales

"L'essentiel de nos revenus provient de l'impôt foncier et nous comptons sur lui pour couvrir les coûts des services et de l'infrastructure fournis à nos citoyens ", a déclaré M. Lordon, qui est également maire de Miramichi et qui sera bientôt président du caucus des municipalités urbaines au sein de l'Union des municipalités du Nouveau-Brunswick, une fois que l'association des villes aura officiellement fusionné avec elle le mois prochain.

Nous continuons à demander un cadre fiscal moderne pour les municipalités et l'achèvement des réformes fiscales provinciales que la province a entamées.

NOUVELLES

Le 16 janvier: <u>RÉVISÉ / L'emplacement</u> pour le projet de logements de St. Stephen est choisi

La première phase du projet de logements temporaires à St. Stephen sera située au 24, chemin Happy Valley.

Elle devrait être opérationnelle d'ici la fin du mois prochain. Les détails relatifs aux plans du site, aux préparatifs, aux services publics et à la livraison d'unités mobiles seront finalisés dans les semaines à venir, à la suite de discussions avec les voisins immédiats.

Cette annonce a été faite à la suite d'une présentation organisée à l'intention du conseil municipal, qui portait sur les services et les The location was chosen after research and evaluation by the working group, which was made up of members of the community. This will be a temporary facility to help ensure unhoused people have a place to go during extreme weather.

Anyone facing homelessness can get information on services by calling 211.

FUNDING

FCM Funding Opportunities

Stay up-to-date with funding opportunities through the Federation of Canadian Municipalities. Visit <u>https://fcm.ca/en/funding</u> to find more information and links.

Enabling Accessibility Fund – Mid-sized projects

Small municipalities of less than 50,000 in population, as per the 2021 census, offering more than one program and/or service targeted for persons with disabilities are eligible to apply. The details and application process can be found on this Government of Canada web page: <u>Enabling Accessibility</u> <u>Fund – Mid-sized projects – What this</u> <u>program offers - Canada.ca</u>

Preconstruction and Infrastructure Fund to Support Housing

Last week, the provincial government announced a new funding program under the Housing for All Strategy to support local governments and non-profits in building more housing. This was one of five asks UMNB advocated for during the housing strategy consultation. The Preconstruction and Infrastructure Fund to Support Housing being offered through the Regional Development Corporation combines two *Housing for All* initiatives to make \$22.5 million available each year through two streams: preconstruction funding, and small community housing infrastructure funding. mesures de soutien qui accompagneront le projet.

L'emplacement a été choisi au terme de recherches et d'évaluations effectuées par le groupe de travail, qui était composé de membres de la communauté. Les installations serviront d'abri temporaire pour veiller à ce que les gens qui n'ont pas de logement aient un endroit où aller lors de conditions météorologiques extrêmes.

Toute personne en situation d'itinérance peut se renseigner sur les services offerts en composant le 211.

FINANCEMENT

Possibilités de financement de la FCM Tenez-vous au courant des possibilités de financement offertes par la Fédération canadienne des municipalités. Visitez le site <u>https://fcm.ca/fr/financement</u> pour obtenir plus d'informations et de liens.

Fonds pour l'accessibilité – Projets de moyenne envergure

Les petites municipalités de moins de 50 000 habitants, selon le recensement de 2021, et qui offrent plusieurs programmes ou services destinés aux personnes en situation de handicap sont éligibles à présenter une demande. Les détails et le processus pour soumettre une demande se retrouvent sur le site suivant du Gouvernement du Canada : Le Fonds pour l'accessibilité - projets de moyenne envergure – Ce qu'offre le programme - Canada.ca.

Fonds de préconstruction et les infrastructures de logement

La semaine dernière, le gouvernement provincial a annoncé un nouveau programme de financement dans le cadre de la stratégie du logement pour tous afin d'aider les administrations locales et les organismes à but non lucratif à construire davantage de logements. Il s'agissait de l'une des cinq demandes que l'UMNB a défendues lors de la consultation sur la stratégie du logement. Le Fonds pour la préconstruction et les infrastructures de logement, mis en place par la Société de développement régional, combine deux initiatives de la stratégie de

logement. Il est doté d'un financement de 22,5

Preconstruction funding supports upfront work to demonstrate the viability of a proposed housing development, and to secure financing for the construction and operation phases.

Small community housing infrastructure funding is available to communities with a population of less than 25,000 to help with the cost of building or enhancing infrastructure (water and wastewater services, roads, etc.) to serve new housing developments.

NRC Aging in Place new funding opportunity

NRC launched a new funding opportunity that aligns with the program's mission to empower and support Canadians in their choice to age in place with technologies developed and evaluated through healthy aging community living labs.

This funding opportunity is open to innovative projects that address one or more of the program's 3 focus areas:

- 1. Preventing transitions in care
- 2. Enabling older adults and caregivers to live well
- 3. Creating age friendly communities and social structures

For more information on the Healthy ageing community living labs initiative and funding opportunity, please visit:

Aging in Place Challenge program -National Research Council Canada millions \$ par année, réparti en deux volets : le financement pour la préconstruction et le financement pour les infrastructures de logement dans les petites collectivités.

Le financement pour la préconstruction est offert pour soutenir le travail en amont nécessaire pour démontrer la viabilité d'un projet de logement et pour garantir le financement des phases de construction et d'exploitation.

Le financement pour les infrastructures de logement dans les petites collectivités est offert aux collectivités de moins de 25 000 habitants pour les aider à couvrir les coûts liés à la construction ou à l'amélioration des infrastructures afin de desservir de nouveaux lotissements (eau, eaux usées, routes, etc.).

Nouvelle possibilité de financement du programme Défi "Vieillir chez soi" du CNRC

Le CNRC a lancé une nouvelle possibilité de financement qui s'aligne sur la mission du programme visant à habiliter et à soutenir les Canadiens dans leur choix de vieillir sur place grâce à des technologies développées et évaluées dans le cadre de laboratoires d'intégration communautaire sur le vieillissement en santé.

Cette possibilité de financement s'adresse aux projets novateurs qui portent sur un ou plusieurs des trois domaines d'intérêt du programme :

- 1. Prévenir les transitions dans les soins
- 2. Permettre aux personnes âgées et aux aidants de bien vivre
- Créer des communautés et des structures sociales adaptées aux personnes âgées

Pour plus d'informations sur l'initiative des laboratoires vivants pour des communautés vieillissantes en santé et la possibilité de financement liée à cette initiative, rendez-vous au :

Programme Défi « Vieillir chez soi » -Conseil national de recherches Canada Call for Applications - Infrastructure Canada's Rural Transit Solutions Fund: Planning and Design Projects Stream Infrastructure Canada is now accepting applications for the Planning and Design Projects stream of Infrastructure Canada's Rural Transit Solutions Fund.

The Rural Transit Solutions Fund is the first federal fund to target the development of transit solutions in rural and remote communities. Since 2021, it is making federal funding available to support the development of locally-driven transit solutions that will help people living in these communities get to work, school and appointments, and visit loved ones. A minimum of 10% of the total fund amount is allocated to projects that benefit Indigenous populations and communities.

Under the Planning and Design Projects stream, eligible applicants can seek a grant of up to \$50,000 to support communities' projects to plan and design new or expanded transit solutions for their communities (e.g., public engagement, needs assessments, feasibility or viability studies, surveys and assessments of routes or modes of travel).

Applications for the Planning and Design Projects stream will now be accepted on a rolling intake basis through the Applicant Portal, which can be accessed on Infrastructure Canada's <u>webpage</u>, along with other useful information to assist with the application process. The <u>Applicant Guide</u>, as well as the <u>Step-by-Step Guide</u>, which can also be found on the website, provides detailed information on the Rural Transit Solutions Fund, including applicant and project eligibility requirements, as well as guidance for completing applications.

Applications for the Capital Projects stream continue to be accepted through the <u>Infrastructure Canada's Applicant Portal</u>. While there is currently no set submission deadline, Infrastructure Canada will notify potential applicants in advance via the web page and applicant portal should funding no longer be available. Infrastructure Canada encourages applicants to submit their application as soon as possible to increase the likelihood of securing available funding. Before applying, applicants are encouraged to review the information in the <u>Capital</u>

Appel de propositions - Fonds pour des solutions de transport en commun en milieu rural d'Infrastructure Canada : Volet des projets de planification et de conception

Infrastructure Canada a le plaisir d'annoncer l'acceptation des demandes pour le volet des projets de planification et de conception du Fonds pour les solutions de transport en commun en milieu rural.

Le Fonds pour les solutions de transport en commun en milieu rural est le premier fonds fédéral à cibler l'élaboration de solutions de transport en commun dans les collectivités rurales et éloignées. Depuis 2021, il met à disposition des fonds fédéraux pour soutenir le développement de solutions de transport en commun locales qui aideront les personnes vivant dans ces communautés à se rendre au travail, à l'école, à leurs rendez-vous et à rendre visite à leurs proches. Un minimum de 10 % du montant total du fonds est alloué à des projets qui bénéficient aux populations et aux communautés autochtones.

Dans le cadre du volet projets de planification et de conception, les candidats éligibles peuvent demander une subvention allant jusqu'à 50 000 dollars pour soutenir les projets de planification et de conception de nouvelles solutions de transport en commun d'expansion pour leurs communautés (par exemple, la participation du public, les évaluations des besoins, les études de faisabilité ou de viabilité, les enquêtes et les évaluations des itinéraires ou des modes de déplacement).

Les demandes dans le cadre du volet projets de planification et de conception seront maintenant acceptées sur une base d'admission continue par l'entremise du portail des candidats en ligne. Vous pouvez y accéder à partir du site web d'Infrastructure Canada, ainsi que d'autres informations utiles pour faciliter le processus de demande. Le quide du demandeur, ainsi que le quide étape par étape, qui se trouvent également sur le même site web, fournissent des renseignements détaillés sur le Fonds pour les solutions de transport en commun en milieu rural, y compris les critères d'admissibilité des demandeurs et des projets, ainsi que des directives pour compléter les demandes.

Les demandes pour le volet des projets d'immobilisations continuent d'être acceptées

<u>Project Stream Application Guide</u> and follow the <u>Step-by-Step Guide for Applications to</u> <u>the Capital Stream of the Rural Transit</u> <u>Solutions Fund</u>. The RTSF <u>webpage</u> is also an excellent reference.

Additionally, over the coming months Infrastructure Canada will be hosting a series of webinars for potential applicants.

Dates are:

English sessions

Tuesday, January 24, 2024, 1:00 p.m. – 2:00 p.m. EDT (**Planning and Design Stream**)

French sessions

Wednesday, January 25, 2024, 1:00 p.m. – 2:00 p.m. EDT (**Planning and Design Stream)**

You can register for our <u>webinars</u> on the RTSF <u>webpage</u>.

Any inquiries related to the Rural Transit Solutions Fund may be submitted to: rtsf-fstcr@infc.gc.ca via email, or 1-833-699-2280 for the toll-free number.

RESOURCES PETROSERVICE LIMITED

Don't let your organization run on empty. Your organization's fleet is always expected to be ready for anything. Is your fuelling par l'entremise du portail des candidats d'Infrastructure Canada. Bien qu'il n'y ait pas de date limite de soumission, Infrastructure Canada informera les candidats potentiels à l'avance via la page web et le portail des candidats en cas où il n'y a plus de fonds de disponible. Infrastructure Canada encourage les candidats à soumettre leur demande le plus tôt possible afin d'augmenter les chances d'obtenir du financement. Avant de déposer leur demande, les candidats sont encouragés à examiner les informations contenues dans le Guide de demande pour le volet des projets d'immobilisations et à suivre le Guide étape par étape pour les demandes au volet des immobilisations du Fonds de solutions pour le transport en commun en milieu rural. La page web du RTSF est également une excellente référence.

Au cours des prochains mois, Infrastructure Canada organisera une série de webinaires à l'intention des candidats potentiels. Les dates sont les suivantes :

Sessions en français

Mercredi 24 janvier 2024, 13:00 – 14:00 HAE (volet Projets de planification et de conception)

Sessions en anglais

Mardi 24 janvier 2024, 13:00 – 14:00 HAE (volet Projets de planification et de conception)

Vous pouvez vous inscrire à nos <u>webinaires</u> en visitant la page webinaire du <u>site web</u> du FSTCR.

Toute demande de renseignements relative au Fonds pour les solutions de transport en commun en milieu rural peut être soumise à l'adresse courriel suivante : rtsf-fstcr@infc.gc.ca_ou au 1-833-699-2280 (sans frais).

RESSOURCES PETROSERVICE LIMITED

Ne laissez pas votre organisation tourner à vide.

solution upholding its end of the bargain? Through the Canoe Fuel Management Program, you can get your setup evaluated by professionals, with any upgrades pre-tendered on your behalf and designed with top-tier value in mind.

HOW IT WORKS

- Post a notice on your recognized electronic bid notification system to use the Canoe cooperative purchasing program.
- 2. Contact the supplier of your choice, requesting Canoe pricing.
- 3. Confirm your purchase with the contract number.

For more information: <u>Fuel Management</u> <u>Program - Canoe Procurement Group of</u> <u>Canada</u>

Canoe Procurement Group Solutions by Gasboy

La flotte de votre organisation doit toujours être prête à faire face à toute éventualité. Votre solution de ravitaillement en carburant remplit-elle sa part du marché ? Grâce au Programme de gestion du carburant de Canoë, vous pouvez faire évaluer votre installation par des professionnels, et toute mise à niveau sera commandée à l'avance en votre nom et conçue dans le but d'offrir une valeur de premier ordre.

COMMENT CELA FONCTIONNE-T-IL ?

- Affichez un avis sur votre système électronique d'avis d'appel d'offres reconnu pour utiliser le programme d'achat coopératif de Canoë.
- 2. Communiquez avec le fournisseur de votre choix et demandez-lui les prix de Canoë.
- 3. Confirmez votre achat en indiquant le numéro de contrat.

Pour plus d'information : <u>Programme de</u> <u>gestion du carburant - Groupe</u> <u>d'approvisionnement Canoë du Canada</u>

Solutions du Groupe d'approvisionnement Canoë par Gasboy

GUIDE ET TROUSSE D'OUTILS SUR LA RÉDUCTION DES ÉMISSIONS DE GES



Visitez notre site web pour télécharger le guide!

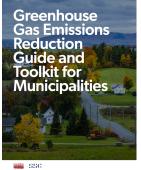
Modèle de politique de Récréation NB sur L'équité entre les sexes dans l'attribution des espaces récréatifs publics pour les municipalités et les organismes qui souhaitent élaborer leur

propre politique d'accès équitable aux installations et aux programmes de loisirs.

Visionnez la série de vidéos de la FCM sur la résilience climatique et la gestion des actifs

Regardez la série de trois vidéos de la FCM sur la façon dont les municipalités du Canada intègrent l'action climatique à leurs pratiques de gestion des actifs municipaux et à leur processus décisionnel.

GREENHOUSE GAS REDUCTION GUIDE & TOOLKIT



Visit our website to download the

guide! Recreation NB Policy Template: <u>Gender</u> Equity in the <u>Allocation of Public</u> <u>Recreation Spaces</u> for municipalities and organizations looking to develop their own

equitable access policy with respect to recreation facilities and programming.

Watch FCM's video series on climate resilience and asset management

Check out FCM's series of three videos exploring how municipalities across Canada are making climate action a part of their municipal asset management practices and decision-making. Take four minutes to watch each video and learn more about:

- Understanding climate impacts on service delivery
- Responding to climate change with asset management
- Leadership in climate and asset
 management

WATCH THE VIDEOS NOW

MEMBER BENEFITS



Canoe Procurement Member Procurement Guide

Contacts: Jesse Patenaude, Member Outreach Representative – Procurement Email: Jesse@canoeprocurement.ca Phone: 587-671-0124

Andy Saxby Member Outreach Representative – Procurement Email: Andy@canoeprocurement.ca Phone: 902-818-7397

eScribe

We have partnered with eScribe. eScribe is a cloud-based meeting management software that makes public meetings hassle - free for everyone involved - from city clerks to meeting participants to the public. With simple navigation and a suite of tools that save time, simplify collaboration, and improve accessibility, you'll never have to dread tedious meeting-related work again.

UMNB members will get **15% off the Annual fee and 20% off the implementation fee.** For more information, click <u>HERE</u>

Contact: James Coulen Senior Account Executive jcoulen@escribemeetings.com Prenez quatre minutes pour regarder chaque vidéo et en apprendre davantage sur les sujets suivants :

- Comprendre les effets du climat sur la prestation de services
- Répondre au changement climatique par la gestion des actifs
- Leadership en matière de gestion du climat et des actifs

REGARDEZ LES VIDÉOS MAINTENANT

AVANTAGES DES MEMBRES

Canoe Procurement Guide des achats des membres

Contacts: Jesse Patenaude, Représentant pour la sensibilisation des membres -Approvisionnement Courriel : <u>Jesse@canoeprocurement.ca</u> Téléphone : 587-671-0124

Andy Saxby, représentant de la sensibilisation des membres - Approvisionnement Courriel : <u>Andy@canoeprocurement.ca</u> Téléphone : 902-818-7397



eScribe

Nous avons établi un partenariat avec eScribe. eScribe est un logiciel de gestion de réunions basé sur le cloud qui rend les réunions publiques sans problème pour toutes les personnes impliquées - des secrétaires municipaux aux participants aux réunions, en passant par le public. Avec une navigation simple et une suite d'outils qui permettent de gagner du temps, de simplifier la collaboration et d'améliorer l'accessibilité, vous n'aurez plus jamais à redouter les tâches fastidieuses liées aux réunions.

Les membres de l'UMNB bénéficieront d'une réduction de 15 % sur les frais annuels et de 20 % sur les frais de mise en œuvre. Pour plus d'informations, cliquez <u>ICI</u>



BrokerLink is proud to offer exclusive discounts on personal home and auto insurance to members. Their dedicated group insurance advisors will compare your coverage options and help get you the most comprehensive coverage at the best value.

BrokerLink is excited to announce the 2024 Grand Group Giveaway!

Contest Period: January 1 - December 31, 2024

Get a quote on home or auto insurance with BrokerLink, and you could win 1 of 4 cash prizes of \$5,000. Don't miss your chance to save on insurance and win some cash in the Grand Group Giveaway! **The first draw will be held in April!**

As a member, enjoy exclusive discounts on BrokerLink home and auto insurance. Bundle your policies to be eligible for additional savings*.

To learn more and for your free, no-obligation quote, contact **BrokerLink** today:

Call 1.833.998.3798, atlanticgroups@brokerlink.ca, or visit us at BrokerLink.ca/UMNB

*Conditions and restrictions apply to all offers. No purchase required. Must be an active BrokerLink group member at time of entry. Offer ends December 31, 2024. Draws held quarterly at the BrokerLink Woodbridge office. Offers may change without notice. The four prizes are valued at \$5,000 each. For Contact : James Coulen Chargé de clientèle senior jcoulen@escribemeetings.com

BrokerLink est fière d'offrir à ses membres des rabais exclusifs sur les assurances personnelles habitation et automobile. Ses conseillers dédiés en assurances collectives compareront vos options de couverture et vous aideront à obtenir la couverture la plus exhaustive possible, au meilleur prix.

BrokerLink a le plaisir d'annoncer le Grand Group Giveaway 2024!

Durée du concours : 1^{er} janvier au 31 décembre 2024

Obtenez un devis pour vos assurances habitation et automobile avec BrokerLink et vous pourriez gagner l'un de quatre prix en espèces de 5 000 \$. Ne manquez pas votre chance d'économiser sur vos assurances et de gagner un prix en espèces dans le cadre du Grand Group Giveaway! Le premier tirage aura lieu en avril!

En tant que membre, profitez de rabais exclusifs sur vos assurances habitation et automobile. Regroupez vos polices pour bénéficier d'économies additionnelles*.

Pour en apprendre davantage et pour recevoir un devis gratuit, sans obligation, contactez **BrokerLink** aujourd'hui.

Appelez 1.833.998.3798, atlanticgroups@brokerlink.ca, or visit us at BrokerLink.ca/UMNB

*Des conditions et restrictions s'appliquent à toutes les offres. Aucun achat requis. Doit être un membre actif du groupe BrokerLink au moment de la participation. L'offre prend fin le 31 décembre 2024. Les tirages auront lieu chaque trimestre dans les bureaux de BrokerLink à Woodbridge. Les offres peuvent être modifiées sans préavis. Les quatre prix sont d'une valeur de 5 000 \$ chacun. Pour obtenir le règlement complet du concours, veuillez visiter le

site BrokerLink.ca/contest-rules.

full contest details please

visit BrokerLink.ca/contest-rules. ©2024 Brokerlink Inc. ™BrokerLink & Design is a trademark of Brokerlink Inc. All rights reserved.

EXTERNAL EVENTS

FCM's Annual Conference and Trade Show

Get ready for the launch of FCM's highly anticipated Annual Conference and Trade Show in Calgary from June 6 to 9, 2024. Join FCM to network with over 1,000 elected officials from across the country, discovering valuable insights and best practices to tackle your municipality's challenges.

The dynamic program will feature capacity-building workshops, insightful panels, inspiring keynote speeches and the ever-popular trade show. Stay tuned for more information, including travel, accommodation and study tours during their official registration launch in the coming weeks.

FCM Website: HERE

The Future of Atlantic Canada's Downtowns & Main Streets

This report is available in English and French and contains the results of research carried out earlier this year with 4300 businesses in fifteen Business Improvement Districts [BIDs] or Business Improvement Areas [BIAs] in New Brunswick, Nova Scotia, and Prince Edward Island. Over 1700 businesses of these businesses completed an opinion survey about business challenges and opportunities.

This year the 2024 Downtowns Conference will take place in Moncton May 22-24, 2024. For more information visit their website: https://www.downtownsatlantic.com/

WEBINAR: How Municipalities Can Get Started with Biogas & RNG Projects

Municipalities can create new revenue streams, generate renewable energy, and support local sustainability goals by © 2024 Brokerlink Inc. ™ BrokerLink et Design sont des marques déposées de Brokerlink Inc. Tous droits réservés.

ÉVÉNEMENTS EXTÉRIEURS

Conférence annuelle et salon professionnel de la FCM

Préparez-vous au lancement du très attendu Congrès annuel et salon professionnel de la FCM, qui se tiendra à Calgary du 6 au 9 juin 2024. Joignez-vous à la FCM pour réseauter avec plus de 1 000 élus de partout au pays et découvrir des idées précieuses et des pratiques exemplaires pour relever les défis de votre municipalité.

Le programme dynamique comprendra des ateliers de renforcement des capacités, des groupes d'experts perspicaces, des discours d'ouverture inspirants et le toujours populaire salon professionnel. Restez à l'écoute pour plus d'informations, y compris sur le voyage, l'hébergement et les voyages d'étude, lors de l'ouverture officielle des inscriptions dans les semaines à venir.

Site web de la FCM : ICI

L'avenir des centres-villes et des rues principales des Maritimes

Ce rapport est disponible en anglais et en français et contient les résultats d'une étude menée au début de l'année auprès de 4 300 entreprises dans quinze districts d'amélioration des affaires (BID) ou zones d'amélioration des affaires (BIA) au Nouveau-Brunswick, en Nouvelle-Écosse et à l'Île-du-Prince-Édouard. Plus de 1 700 de ces entreprises ont répondu à un sondage d'opinion sur les défis et les opportunités commerciales.

Cette année, la conférence 2024 Downtowns aura lieu à Moncton du 22 au 24 mai 2024. Pour plus d'informations, visitez leur site web : https://www.downtownsatlantic.com/

WEBINAR: Aider les municipalités à entreprendre des projets de biogaz et de GNR

Les municipalités peuvent exploiter de nouvelles sources de revenus et favoriser la réalisation de

incorporating biogas & renewable natural gas (RNG) into municipal waste management. Biogas & RNG are proven technologies for municipal landfills, wastewater treatment facilities, and as an option to manage green bin waste.

The CBA will introduce a new Municipal Biogas Self-Assessment tool that enables municipalities to explore the requirements for successful projects and identify what type of information they need to gather to start the assessment for a project. There will be a moderated discussion related to real world municipal projects and an introduction to possible funding streams for municipalities looking to pursue biogas & RNG projects.

Date: January 31, 2024 Time: 1:00 pm Registration: <u>HERE</u>

FREE TRAINING SESSIONS: Cost-benefit Analyses for Nature-based Solutions

Join the New Brunswick Environmental Network for the launch of our nature-based solutions cost-benefits analysis tool and participate in a hands-on training workshop to learn how to apply the tool in your community. This workshop will take participants through the decision making process to compare a nature-based and a grey infrastructure solution for coastal and in-land flooding and illustrate the relevance of the tool to municipal and community decision-making and climate change adaptation.

These free workshops are oriented towards municipal decision-makers, staff, and non-profit organizations, researchers, and enterprises that work closely with municipalities on implementing infrastructure solutions to the impacts of climate change. More information and registration can be found here

https://nben.ca/en/rki-nature-based-climate-c hange-solutions/municipal-engagement.html leurs objectifs de développement durable en intégrant la captation de biogaz et la production de gaz naturel renouvelable (GNR) dans la gestion municipale des déchets. Les technologies d'extraction et de production de biogaz et de GNR ont fait leurs preuves pour maximiser l'exploitation des sites d'enfouissement municipaux et des installations de traitement des eaux usées, ou en tant que solution de gestion des déchets verts.

Vous y découvrirez un nouvel outil d'auto-évaluation proposé par l'ACB pour aider les municipalités à évaluer ce dont elles ont besoin et à recueillir les informations nécessaires pour réaliser de tels projets avec succès. Le webinaire comportera également une discussion dirigée sur des projets municipaux existants, en plus d'aborder les sources de financement possibles pour les municipalités qui souhaitent se lancer dans des projets de biogaz et de GNR.

Date d'entrée en vigueur : 31 janvier 2024 Heure : 13h00 Inscription : <u>ICI</u>

SESSIONS DE FORMATION GRATUITES: Analyses coûts-avantages pour les solutions basées sur la nature

Rejoignez le Réseau environnemental du Nouveau-Brunswick pour le lancement de notre outil d'analyse coûts-avantages des solutions basées sur la nature et participez à un atelier de formation pratique pour apprendre à appliquer l'outil dans votre communauté. Cet atelier guidera les participants à travers le processus de prise de décision pour comparer une solution basée sur la nature et une solution d'infrastructure grise pour les inondations côtières et terrestres et illustrera la pertinence de l'outil pour la prise de décision municipale et communautaire et l'adaptation au changement climatique.

Ces ateliers gratuits s'adressent aux décideurs et au personnel des municipalités, ainsi qu'aux organisations à but non lucratif, aux chercheurs et aux entreprises qui travaillent en étroite collaboration avec les municipalités à la mise en œuvre de solutions d'infrastructure pour faire face aux effets du changement climatique. Pour plus d'informations et pour s'inscrire, consulter le site

SCHEDULE

Tantramar – January 25th Beaurivage – January 30th Shippagan – February 1st Moncton – February 8th Online, in French – February 15th Online, in English – February 20th

ABOUT UMNB

The Union of the Municipalities of New Brunswick (UMNB) is a bilingual association of 56 local governments of all sizes, representing over half of New Brunswick's population. Since 1994, UMNB has advocated for strong, sustainable communities throughout the province. Our members decide UMNB's policies & priorities through member resolutions, at regional Zone meetings, and at our Annual General Meeting. Together, our members tackle local challenges and share solutions to make life better for their citizens.

The land on which we work and gather is the traditional unceded territory of the Wolastoqiyik (Wəlastəkewiyik / Maliseet), Mi'kmaq and Peskotomuhkati Peoples, whose ancestors signed "Treaties of Peace and Friendship" with the British Crown in the 1700s. The treaties recognized Mi'kmaq and Wolastoqiyik title and established the rules for what was to be an ongoing relationship between nations.

Acknowledging the land is Indigenous protocol. To recognize the land is an expression of our gratitude and appreciation to those whose territory we are on, and a way of honouring the Indigenous people who have been living and working on the land from time immemorial.

Follow us on <u>Twitter @MunicipalNB</u> and on <u>Facebook @MunicipalNB</u>.

https://nben.ca/en/rki-nature-based-climate-ch ange-solutions/municipal-engagement.html

PROGRAMME

Tantramar – 25 janvier Beaurivage –30 janvier Shippagan – 1 février Moncton – 8 février En ligne, en français – 15 février En ligne, en anglais – 20 février

À PROPOS DE L'UMNB

L'Union des municipalités du Nouveau-Brunswick (UMNB) est une association bilingue de 56 gouvernements locaux de toutes tailles, représentant plus de la moitié de la population du Nouveau-Brunswick. Depuis 1994, I'UMNB milite pour des collectivités fortes et durables à la grandeur de la province. Nos membres déterminent les politiques et les priorités de l'UMNB au moyen de résolutions adoptées par les membres, lors des réunions régionales de zones et de notre assemblée générale annuelle. Nos membres unissent leurs efforts pour relever les défis locaux et échangent des solutions visant à améliorer la vie de leurs citoyens.

La terre sur laquelle nous travaillons et nous nous rassemblons est le territoire traditionnel non cédé des peuples Wolastoqiyik (Wəlastəkewiyik / Maliseet), Mi'kmaq et Peskotomuhkati, dont les ancêtres ont signé des « traités de paix et d'amitié » avec la Couronne britannique dans les années 1700. Ces traités reconnaissaient les titres ancestraux des peuples Mi'kmaq et Wolastoqiyik et établissaient les règles de ce qui allait devenir une relation continue entre diverses nations.

La reconnaissance de la terre est un protocole autochtone. La reconnaissance de la terre est un moyen d'exprimer notre gratitude et notre appréciation à l'endroit des peuples sur le territoire desquels nous nous trouvons, et aussi d'honorer les peuples autochtones qui vivent et travaillent sur ces terres depuis des temps immémoriaux.Suivez-nous sur Twitter @MunicipalNB et sur Facebook @MunicipalNB.

Training Report November 2023

P			
	Course	Location	Member
Oct 30 – Nov 1	ACE Training (Part 2)	KRPF	Sgt. Evan Scott
			Sgt. Kim Bennett
			Sgt. Colin Flynn
			Sgt. Mark Ivey
			A/Sgt. Tom White
Oct 31-Nov 2	ETS Training	Saint John	Cpl. Mark Roberts
Nov 8	CAPG Police Executive	Halifax, NS	A D/C Anika Becker
	Mentorship Program –		Insp. Mary Henderson
	Atlantic Leadership Forum		
Nov 14-17	Atlantic Women In Law	Halifax, NS	Cpl. Krystal Daley
	Enforcement Conference		Cpl. Kelley McIntyre
Nov 27-Dec 1	SFST (Instructor)	Miramichi NB	A/Sgt. Tom White
Nov 27-Dec 1	ETS Training	Saint John	Cpl. Mark Roberts
			Cpl. Aaron Haines

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS STATEMENT OF FINANCIAL POSITION As at November 31, 2023

Page 1

	<u>2023</u>	<u>2022</u>
Financial Assets		
Cash - General	944,540	734,495
Sick Pay/ Retirement Investments	934,910	986,755
Accounts Receivable	98,844	227,445
Sales tax recoverable	51,590	91,709
	2,029,884	2,040,404
Liabilities		
Accounts payable and accrued	555,549	860,161
Vested sick leave/retirement accrual	939,676	874,731
Sick leave replacement	17,299	15,299
Accrued pension benefit liability	-90,100	56,000
Debenture payable	396,000	539,000
	1,818,424	2,345,190
NET ASSETS (DEBT)	211,460	-304,786
Non-Financial Assets		
Tangible capital assets (see page 2)	4,745,729	4,126,117
Accumulated amortization	-2,475,780	-2,230,154
	2,269,949	1,895,963
Unamortized Debenture costs	2,008	3,180
Prepaid expenses	78,224	70,624
	2,350,181	1,969,768
		.,000,100
ACCUMULATED SURPLUS	2,561,641	1,664,981
	<u> </u>	<u> </u>

Assets	4,380,065	4,010,171
Liabilities	4,380,065	4,010,171

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS SCHEDULE OF TANGIBLE CAPITAL ASSETS November 30, 2023

		2023			2022
		IGIBLE CAPIT	AL ASSETS		
	Balance beginning of year	Additions	Disposals	Balance end of year	
Millennium Drive	beginning of year	Additions	Dispusais	end of year	
Land	194,248	0	0	194,248	194,248
Edito	104,240	Ŭ	0	104,240	104,240
Building - Roof	42,677	0	0	42,677	42,677
Mechanical	250,628	0	0	250,628	250,628
Electrical	331,646	0	0	331,646	331,646
Other	623,230	0	0	623,230	581,281
Structure	1,106,997	0	0	1,106,997	1,106,997
	2,355,178	0	0	2,355,178	2,313,229
Accumulated amortization	-1,157,050	0	0	-1,157,050	-1,089,004
Net book value of Building	1,198,128	0	0	1,198,128	1,224,225
3	, , -			, , -	, , -
Paving	52,600	0	0	52,600	52,600
Accumulated amortization	-46,025	0	0	-46,025	-43,395
Net book value of paving	6,575	0	0	6,575	9,205
1 0					
Parking lot expansion	110,532	0	0	110,532	0
Accumulated amortization	-2,763	0	0	-2,763	0
Net book value of paving	107,769	0	0	107,769	0
Landscaping	3,268	0	0	3,268	3,268
Accumulated amortization	-3,268	0	0	-3,268	-3,268
Net book value of landscaping	0	0	0	0	0
Furnishings	198,387	0	0	198,387	198,387
Accumulated amortization	-162,006	0	0	-162,006	-152,087
Net book value of furnishings	36,381	0	0	36,381	46,300
Machinery & equipment	80,043	0	0	80,043	80,043
Accumulated amortization	-57,937	0	0	-57,937	-51,949
Net book value of equipment	22,106	0	0	22,106	28,094
Information technology equipment	706,075	0	0	706,075	505,102
Accumulated amortization	-474,189	0	0	-474,189	-418,583
Net book value of IT equipment	231,886	0	0	231,886	86,519
Vehicles	1,045,398	0	0	1,045,398	779,239
Accumulated amortization	-572,542	0	0	-572,542	-471,867
Net book value of vehicles	472,856	0	0	472,856	307,372
		-	-	1 7 1 7 7 7 7 7	
Total Tangible Capital assets	4,745,729	0	0	4,745,729	4,126,117
Total Accumulated amortization	-2,475,780	0	0	-2,475,780	-2,230,153
Net Book Value	2,269,949	0	0	2,269,949	1,895,963

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS STATEMENT OF OPERATIONS ELEVEN MONTHS ENDING NOVEMBER 30, 2023

						I	PRIOR YEA	R
	YTD Actual	YTD Budget	\$ Diff	% Diff	2023 Total Budget	2022 YTD Actual	2022 YTD Budget	2022 Total Budget
REVENUE:								
Fees	179,922	114,583	65,338	57.0%	125,000	181,430	114,583	125,000
Taxi & Traffic Bylaw	1,850	1,742	108	6.2%	1,900	2,550	3,667	4,000
Interest income	41,259	1,833	39,425	2150.5%	2,000	18,849	917	1,000
Retirement Invest Income	51,270	20,167	31,104	154.2%	22,000	34,857	14,667	16,000
Funding for canine vehicle	25,000		25,000					
PNB - Traffic safety funding	10,000		10,000					
NB IEU	116,784	105,417	11,368	10.8%	115,000	76,667		
Secondments	225,529	223,667	1,862	0.8%	244,000	242,359	250,433	273,200
	651,614	467,408	184,206		509,900	556,712	384,267	419,200
EXPENDITURE:								
CRIME CONTROL								
Salaries	3,853,012	4,244,191	-391,180	-9.2%	4,630,027	3,449,849	3,898,520	4,252,931
Benefits	858,488	1,010,357	-151,869	-15.0%	1,102,208	787,715	872,658	951,990
Training	108,162	73,333	34,829	47.5%	80,000	75,851	47,667	52,000
Equipment	45,696	19,250	26,446	137.4%	21,000	158,261	19,250	21,000
Equip Repairs & IT support	0	9,167	-9,167	-100.0%	10,000	4,416	9,167	10,000
IT Equip & Svcs	66,170	93,958	-27,788	-29.6%	102,500	77,251	74,107	80,844
Communications	96,995	75,350	21,645	28.7%	82,200	82,088	75,350	82,200
Office function	16,816	13,750	3,066	22.3%	15,000	20,810	13,750	15,000
Leasing	11,394	11,458	-64	-0.6%	12,500	9,583	14,208	15,500
Policing-general	82,970	36,667	46,303	126.3%	40,000	58,584	36,667	40,000
Insurance	65,337	68,200	-2,863	-4.2%	74,400	59,305	46,658	50,900
Uniforms	68,343	55,000	13,343	24.3%	60,000	99,615	43,083	47,000
Prevention/p.r.	8,614	11,000	-2,386	-21.7%	12,000	8,380	6,417	7,000
Investigations	50,607	50,417	190	0.4%	55,000	59,978	41,250	45,000
Detention	26,289	28,990	-2,701	-9.3%	31,625	26,300	28,990	31,625
Taxi & Traffic Bylaw	65	458	-393	-85.8%	500	80	917	1,000
Auxillary	3,279	3,667	-388	-10.6%	4,000	467	3,667	4,000
Public Safety (PIMITS)	43,187	38,275	4,912	12.8%	41,755	33,692	33,692	36,755
	5,405,423	5,843,489	-438,066	-7.5%	6,374,715	5,012,226	5,266,016	5,744,745
VEHICLES								
Fuel	90,635	110,000	-19,365	-17.6%	120,000	96,756	82,500	90,000
Maint/Repairs	61,489	66,000	-4,511	-6.8%	72,000	50,589	61,417	67,000
Insurance	32,940	34,558	-1,618	-4.7%	37,700	30,051	32,542	35,500
New vehicles	26,302	36,667		-28.3%	40,000	265,121	80,667	88,000
Equipment	979	5,500	-4,521	-82.2%	6,000	5,470	5,500	6,000
	212,345	252,725		-16.0%	275,700	447,987	262,625	286,500

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS STATEMENT OF OPERATIONS ELEVEN MONTHS ENDING NOVEMBER 30, 2023

						F	PRIOR YEA	R
EXPENDITURE continued:	YTD Actual	YTD Budget	\$ Diff	% Diff	2023 Total Budget	2022 YTD Actual	2022 YTD Budget	2022 Total Budget
BUILDING								
Maintenance	67,072	44,000	23,072	52.4%	48,000	111,993	36,667	40,000
Cleaning	39,361	41,250	-1,889	-4.6%	45,000	37,058	38,500	42,000
Electricity	40,248	43,083	-2,835	-6.6%	47,000	38,097	43,083	47,000
Property Taxes	41,145	45,308	-4,163	-9.2%	49,427	43,846	46,948	51,216
Insurance	7,389	8,014	-624	-7.8%	8,742	6,969	7,883	8,600
Expansion & Parking Lot Upgrades	161,919	91,667	70,253	76.6%	100,000	110,532	27,500	30,000
Grounds	16,043	16,500	-457	-2.8%	18,000	19,316	11,000	12,000
Interest on Debenture	11,999	10,743	1,256	11.7%	11,720	15,502	14,300	15,600
Debenture Principal	133,833	133,833	0		146,000	131,083	131,083	143,000
	519,010	434,398	84,612	19.5%	473,889	514,395	356,965	389,416
ADMINISTRATION								
Salaries	894,887	845,873	49,015	5.8%	922,770	804,720	811,996	885,814
Benefits	220,434	217,437	2,997	1.4%	237,204	220,196	196,675	214,555
KV Fire Share IT & HR Staff	-15,127	-18,487	3,361	-18.2%	-20,168	-14,667	-14,670	-16,004
Professional Fees	79,853	73,333	6,519	8.9%	80,000	71,531	76,083	83,000
Travel/Training	28,098	27,500	598	2.2%	30,000	38,896	22,000	24,000
Board Expenses	9,115	4,583	4,532	98.9%	5,000	6,946	4,583	5,000
Insurance	6,570	6,857	-287	-4.2%	7,480	5,962	4,675	5,100
Labour Relations	21,905	13,750	8,155	59.3%	15,000	13,199	13,750	15,000
Sick Pay/Retirement	67,189	67,189	0		73,297	0	0	
Retirement Int & Dividends	51,270	20,167	31,104	154.2%	22,000	62,933	63,115	68,853
2nd Prior Year (Surplus) Deficit	-91,920	-91,920	0		-100,276	34,857	14,667	16,000
	1,272,275	1,166,281	105,993	9.1%	1,272,307	1,244,573	1,192,875	1,301,318
TELECOM/DISPATCH								
Dispatch Centre Annual Fee	258,342	250,916	7,427	3.0%	273,726	241,991	242,957	265,044
Data/networking Charges	10,856	9,785	1,071	10.9%	10,675	9,786	9,785	10,675
	269,198	260,701	8,497	3.3%	284,401	251,777	252,742	275,719
Total Expenditures	7,026,637	7,490,186	-463,549	-6.2%	8,171,112	6,914,245	6,946,957	7,578,498
CONTRIBUTED BY MEMBER TOWNS	7,490,184	7,490,186	0		8,171,112	6,946,953	6,946,957	7,578,498
SURPLUS (DEFICIT)	463,547	0	463,549		0	32,708	0	0

STATEMENT OF FINANCIAL POSITION

Bank Balance Accounts Receivable		944,540 at November 31, 2023 98,844
Accrued Liabilities Accounts Payable Balance Debenture costs to be paid in June & December (post dated cheques)	278,119 277,431 -138,799	
Current Accounts Payable		416,750
Extra (Shortfall) in bank account		626,634

Prepaids include insurance, it & equipment services agreement, property tax, and dispatch

STATEMENT OF OPERATIONS

Crime Control:			
* Benefits Health insurance Retirees health insurance	<u>2023</u> 232,083 8,182	<u>2022</u> 196,174 13.623	<u>Variance</u> 18.3% -39.9%
Administration:	2023	2022	Variance
* Benefits Health Insurance Retirees health insurance	79,640 0	94,560 233	-15.8%

* Benefits include - employer share of CPP, EI, Worksafe NB, Health insurance, counselling & pension

OVERTIME	OT Court OT	<u>Nov 2023</u> 176,450 14,010	<u>Nov 2022</u> 74,301 12,391	<u>Variance</u> 137.5% 13.1%
	Court of	<u> </u>	86,692	13.170

Included in professional fees:	<u>2023</u>	<u>2022</u>	Variance
Record check online ordering system fees (Forrest Green)	22,716	20,945	8.5%
Bank & credit/debit card payment fees	3,783	3,064	23.5%



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS BOARD MEETING OF NOVEMBER 30, 2023 @ 10:00am

MINUTES REGULAR MEETING

Held by Zoom

PROTECTED "A" THIRD PARTY RULE APPLIES Page 164 of 171 1 | Page

In Attendance:

BOARD MEMBER	POSITION
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling	Vice Chair/Provincial Representative
Kerrie Luck	Quispamsis Representative
Donald Shea	Rothesay Representative
John Buchanan	Rothesay Representative
Vibhuti Harquail	Quispamsis Representative
Robert (Bob) McLaughlin	Quispamsis Representative
Tanya Cyr	KRJBPC Secretary
Chief Steve Gourdeau	KRPF Chief of Police
Insp. Mary Henderson	KRPF OIC Operations
Insp. Anika Becker	KRPF Acting Deputy Chief (A/DC)

Absent:

One Rothesay representative and one Quispamsis representative.

Chairperson Mackay French calls the meeting to order at 10:00am and opened the regular meeting.

1. APPROVAL OF AGENDA:

Chairperson Mackay French asked for an approval of the agenda.

It was moved by Bob McLaughlin and seconded by Don Shea that the Agenda for the Regular Meeting of November 30, 2023 be approved as presented. **MOTION CARRIED.**

2. LAND ACKNOWLEDGEMENT:

Acting Deputy Chief Becker read the Land Acknowledgement.

3. APPROVAL OF MINUTES OF OCTOBER 25, 2023 MEETING:

Chairperson Tiffany Mackay French asked for a motion to approve the Minutes of the October 25, 2023 Regular Meeting.

It was moved by Kerrie Luck and seconded by Kevin Darling to accept the Minutes of the October 25, 2023 Regular Meeting as presented. **MOTION CARRIED**.

PROTECTED "A" THIRD PARTY RULE APPLIES Page 165 of 171

4. DECLARATION OF CONFLICT OF INTEREST:

None.

5. CHIEFS REPORT:

The Chief let his report stand as presented and highlighted the e-mail received from the Delta Police Force re: Equity Diversity and Inclusion work A/DC Becker has been working on. The Chief asked if there was any questions or comments? Nothing was brought forth.

It was moved by Bob McLaughlin and seconded by Vibhuti Harquail to receive and file the Chiefs Report as presented. **MOTION CARRIED**.

6. COMMITTEE REPORTS:

<u>Finance</u>

Kevin Darling advised:

- The Finance Committee did not meet as there were no issues to deal with.
- Libby O'Hara is no longer a committee/board member.
- Mike Biggar will replace Libby O'Hara and is due to start in January.
- Financial statements were in order.
- Budget approvals from both towns were received.
- Will appear before Municipal Borrowing Board on January 8, 2024.

It was moved by John Buchanan and seconded by Don Shea to receive and file the Finance Report as presented. **MOTION CARRIED**.

Policy

Tiffany Mackay French advised:

- The policy committee did not meet as there were no issues to deal with.
- Derrick Stanford is no longer a committee/board member.
- The Rothesay representative should be identified soon.

PROTECTED "A" THIRD PARTY RULE APPLIES Page 166 of 171

Building & Grounds/Transportation

Bob McLaughlin advised:

- The Building & Grounds/Transportation committee has not met.
- The parking lot lights are due to be installed next week, weather permitting.
- Data conduit is in the ground for future use.
- He has been receiving calls from contractors inquiring when the tender documents will come out.
- We are hoping to get tenders out by end of February.
- There will be a committee meeting in the new year once financing has been approved.

Don Shea asked that Bob McLaughlin send a list of the contractors for the tender process. Kevin Darling advised that there would also be a notice published in the newspaper as part of the tender process.

It was moved by Kevin Darling and seconded by Bob McLaughlin to receive and file the Building & Grounds/Transportation report as presented. **MOTION CARRIED**.

7. CORRESPONDENCE:

Nothing to report.

8. OLD BUSINESS:

Nothing to report.

9. NEW BUSINESS:

Nothing to report.

IN CAMERA SESSION:

Nothing to report.

PROTECTED "A" THIRD PARTY RULE APPLIES Page 167 of 171

10. MOTION TO ADJOURN:

There being no further business to discuss, Chairperson Mackay French called for a motion to adjourn the Regular Meeting.

It was moved by Don Shea and seconded by Kevin Darling to adjourn the Regular Meeting. **MOTION CARRIED.**

Respectfully Submitted,

9 Di. Chairperson

Tiffany Mackay French

Executive Assistant to the Board Tanya Cyr

PROTECTED "A" THIRD PARTY RULE APPLIES Page 168 of 171

Communiqué du LIFPA Don Bosco Saint John

Nous avons l'immense regret de vous informer que le Lycée International Français des Provinces Atlantiques – Don Bosco Saint John – ne s'installera pas à Market Square, à Saint John, à la rentrée de septembre 2024. Le choix du LIFPA était d'investir deux des trois niveaux de Market Square (ancien Musée du Nouveau Brunswick). Malheureusement, le montant total des travaux à réaliser dépasse de 50% les estimations transmises en janvier 2023. Les administrateurs du LIFPA doivent donc renoncer à ce projet et souhaitent remercier tous les partenaires locaux et français, d'avoir soutenu ce projet ambitieux et porteur de sens. Le LIFPA qui souhaite toujours ouvrir un Lycée International Français dans les Provinces Atlantiques étudie actuellement toutes les pistes possibles.

Sylvain OLIVIER Président du LIFPA

LIFPA DON Bon Bosco Saint John communiqué

We deeply regret to inform you that the *Lycée International Français des Provinces Atlantiques – Don Bosco Saint John –* will not be in Market Square, Saint John, next September. The choice of the LIFPA was to use two of the three levels of Market Square (the former New Brunswick Museum). Unfortunately, the total amount of work to be carried out exceeds the estimates transmitted in January 2023 by 50%. The administrators of the LIFPA must therefore abandon this project and would like to thank all the local and French partners for their support in this ambitious and meaningful project. The LIFPA, which still wishes to open a French International school in the Atlantic Provinces, is currently studying all possibilities.

Sylvain OLIVIER CEO of the LIFPA

From: To:	Emerson, Norah (NBPLS/SBPNB) Snow, Cathy; Mary Jane E. Banks; Allison Maxwell; Watling, Amy (HorizonNB); Cindy Millican; crystalhansenky@gmail.com; Don Shea; Jamie Clarke; Donovan, Noah; Patrick Smith
Subject: Date:	NBPLS Strategic Plan: 2024-26 January 30, 2024 10:43:57 AM
Attachments:	NBPLS_StrategicPlan.pdf

CAUTION: External Email- Check before you click!

Hi all,

The New Brunswick Public Library System has just released our new Strategic Plan for the next 3 years. We had been operating using strategic priorities for the years 2021-2023, and have now returned to a full plan – please see the attached.

If you'd like to review our previous strategic priorities and annual reports, you can do so here: <u>https://www2.gnb.ca/content/gnb/en/departments/nbpl/about-us/publications.html</u>

Best,

Norah Emerson

[she/her/elle] Library Director / Directrice de bibliothèque Kennebecasis Public Library / Bibliothèque publique de Kennebecasis 1 Landing Court, Quispamsis NB E2E 4R2 Phone / Téléphone : 506-849-5316 E-mail / Courriel: norah.emerson@gnb.ca

Town of Quispamsis Building Inspection Services - 2023

12 Landing Court, Quispamsis, NB E2E 4R2

Telephone: 506.849.5741 Fax: 506.849.5799

Month	Permits Issued	New Single Family Dwelling	New Two Family Dwelling		esidential dings # of Units	New Commercial or Industrial Building	New Government & Institutional	Addit Renova Demo Residential	tions &	Accessory Structures (Detached Garage, Shed, Pool, Deck, Fence, Sign)	Construction Value of all permits	Building Permit Fees
January	3									3	\$12,745	\$5,259
February	8	2						2	1	3	\$906,286	\$4,003
March	17	5				1		4	1	6	\$2,152,166	\$13,332
April	28	7				2	1	3	2	13	\$3,229,442	\$22,633
May	36	4				0	0	3		29	\$5,182,188	\$10,918
June	42	5		4	16	1		1	1	30	\$5,331,592	\$6,077
July	44	10						4	4	26	\$4,407,397	\$18,896
August	54	11		1	3			8	2	32	\$6,009,024	\$23,742
September	31	8	1			1		3		18	\$3,859,055	\$34,332
October	16	7						5		4	\$3,144,700	\$18,883
November	12	8	1					2		1	\$2,948,900	\$22,666
December	2			1	36					1	\$7,702,765	\$42,815
Year to Date	293	67	2	6	55	5	1	35	11	166	\$44,886,260	\$223,556
10 Year Average	256.2	48.8	2.1	0.9	12.6	4.9	0.8	36.6	8.4	153.6	\$23,273,030	\$127,012
YTD % of 10 Year Average	114%	137%	96%	660%	435%	102%	122%	96%	132%	108%	193%	176%
2022 To Date	304	68	3	0	0	5	1	38	11	178	\$28,938,263	\$124,558
2021 To Date	329	79	3	0	0	7	0	43	12	185	\$31,433,386	\$186,018
2020 To Date	293	52	4	2	42	5	0	35	8	187	\$28,504,384	\$158,751
2019 To Date	226	41	1	2	42	4	1	34	13	130	\$16,526,448	\$111,522
2018 To Date	233	36	3	0	0	3	0	45	9	137	\$18,426,655	\$86,851
2017 To Date	261	36	0	0	0	2	1	41	11	170	\$11,751,359	\$70,136
2016 To Date	222	28	3	0	0	9	0	37	4	141	\$13,817,931	\$75,847
2015 To Date	236	47	2	0	0	1	1	38	6	141	\$14,342,512	\$75,220
2014 To Date	215	40	0	0	0	2	2	31	4	136	\$19,708,249	\$117,135
2013 To Date	206	43	2	0	0	11	2	26	3	119	\$27,667,879	\$167,539
2012 To Date	210	49	5	0	0	1	3	29	1	122	\$11,582,181	\$91,120