



## QUISPAMIS TOWN COUNCIL

### SPECIAL MEETING

### MINUTES

**November 13, 2014**

**5:30 P.M.**

### Council Chambers

**Members Present:**

Mayor G. Murray Driscoll  
Deputy Mayor Libby O'Hara  
Councillor Gary Clark  
Councillor Lisa Loughery  
Councillor Kirk Miller  
Councillor Emil T. Olsen  
Councillor Pierre Rioux  
Councillor Beth Thompson

**Staff Present:**

Deuville, Susan; Acting CAO  
Losier, Gary; Director of Engineering & Works  
McGraw, Jo-Anne; Town Treasurer  
Purton Dickson, Dana; Director of Community Services  
Snow, Catherine; Town Clerk

- 1. Moment of Reflection** — Mayor Driscoll led the meeting in prayer.
- 2. Proposed Community Services Department's 2015 Budget Presentation (Copy of Presentation Attached) - In Attendance: Dana Purton Dickson, BPE, Director of Community Services, Debbie Allen, qplex/QMA Manager & Barry Brown, Parks & Facilities Manager**

Mayor Driscoll noted Council is committed to open budget deliberations, acknowledging that this is the first of a series of five council meetings that will culminate with the final presentation of the Town's 2015 budget on December 16, 2014. The other meetings will be held on November 18,

November 20, and December 2, 2014. He noted the Town has not yet received confirmation from the Province on the Community Funding and Equalization Grant for 2015, nor been advised of the Town's tax base.

Ms. Purton Dickson presented the proposed 2015 Community Services Budget Presentation in full, followed by a question and answer period of Council, with the following points noted:

- Community Services is a service provider that is labour intensive with 25 full-time employees who operate and maintain the Town's Parks, Playgrounds, Trails, Beautification, Events, and maintains all Town facilities, including the operations of the qplex and QMA.
- A discussion on the proposed 2015 QMA Refurbishing Project, was held, (\$353,700) which includes new siding, insulation and exterior doors with the Architect Assessment estimating the repairs will extend the life of the Arena for another 20 – 25 years. Roof replacement will be included in a future capital budget, and is estimated at \$100,000. The tender specifications will request project completion to be done in the off-season to not interfere with ice-time operations.
  - Some interest was expressed in expanding the QMA dressing rooms as part of this project. Ms. Purton Dickson stated it would cost an estimated \$275,000 to add additional dressing rooms at the QMA. She stated if it is Council's desire, the scope of the project could be amended to include this addition, and she can request more detailed information from the Architect on how this change could be integrated into the total scope of the project. Further Staff will investigate if there are any Energy Efficiency grants available to help finance this project.
- Favourable comments were made concerning the four new styled bench combinations & concrete Pads (\$16,000) proposed for the Pettingill Road. There will also be 24 new lamp posts installed along the newly upgraded portion of the Pettingill Road.
- A discussion ensued re the proposed purchase of 14 bench combinations, (\$38,000) to replace benches along the Hampton Road. Staff noted the concrete material deteriorates quickly, with approximately six benches having to be replaced each year. The 14 will replace those needed, and some of the benches currently located along the Vincent Road will be spread out to other areas of the community. The establishment of a Bench Placement Guideline was suggested to set criteria to strategically place benches throughout the community, with it being noted pedestrians, in particular, seniors, appreciate having the benches to rest.
- Council discussed the proposed top seal coat, (\$78,000), proposed for the qplex upper main parking lot and Randy Jones Way to complete the basecoat that was applied in 2011. Further requests in 2016 will be made for the overflow parking and in 2017 the player's entrance parking lots, which all require the asphalt seal coat. Ms. Purton Dickson noted it had been deferred from the past few budgets due to budget restraints, however, if the seal coat is not soon applied to protect the road base, the soil disturbances will result in cracking and deterioration of the road base. It was noted the pricing also includes line painting.



- A discussion ensued on the proposed concrete replacement to repair the cracks in the qplex player and upper sidewalk entrances (\$36,000). Ms. Purton Dickson stated the cracks resulted from the geothermal piping underneath the sidewalk melting the ice, and possibly the sidewalk infrastructure not having mesh installed in spots beneath the concrete. Staff have tried, unsuccessfully, several times to repair the cracks, however to properly repair, the existing concrete will need to be replaced including the installation of the proper mesh. The chipping of the concrete around the high trafficked areas around the pool will also need to be repaired. Council Members expressed their disappointment with these deficiencies in a facility that is only four years old.
- A discussion ensued on the feasibility of retaining the three vehicles that will be replaced in 2015 for use by summer students, rather than leasing vehicles for this purpose. Ms. Purton Dickson noted a cost analyses would need to be done to see what would best serve the Town, noting the older vehicles have higher repair costs and insurance costs.
- The QR (Quispamsis/Rothesay) Trail, section from Selkirk to Pettingill will be paved,(\$60,000), with new construction developed from the Pettingill Road alongside the railway to the Old Coach Road, (\$130,000). This trail system, Ms. Purton Dickson stated, is being developed in conjunction with the Utility Department's Ritchie Lake Sanitary Sewer Project. She noted it will provide a key link running right through the community and down to Rothesay, with its next phase connecting the Old Coach Road to the Hampton Road, near the Junction Driving Range area. It will connect to Rothesay just past the Longwood Lagoon area. Rothesay is also planning to pave portions of their trails.
- The TransCanada trail begins at the Rothesay border on the Gondola Point Road, and will go to the ferry landing.
- Ice rate increase proposed at QMA from \$175 to \$189 Prime Rate; \$110 to \$120 minor rates and \$190 - \$195 at the qplex.
- General Parks \$15,000 for study and preliminary design of sports field needs. Will include public engagement process with field user groups, current needs and future trends. Possibly clustering of fields having soccer fields all in one area, and softball fields in another, which provides an attractive venue for hosting tournaments.
- Kings Way Care/Squire Drive Playground Group will present their revised playground proposal to Council at the November 18, 2014 Regular Meeting, to fall within the \$25,000 Council allocated for this purpose.

In closing Mayor Driscoll stated Council appreciates the hard work and dedication of Staff, and recognizes that preparing the annual budget is a difficult task, and on behalf of Council, thanked the Community Services Department for their very informative budget presentation. He noted the next Budget Sessions will be held at the November 18, 2014 Regular Meeting, November 20, 2014 Special Meeting, and December 2, 2014 Regular Meeting.

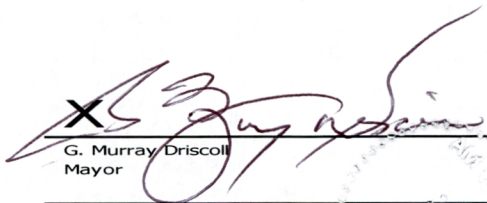
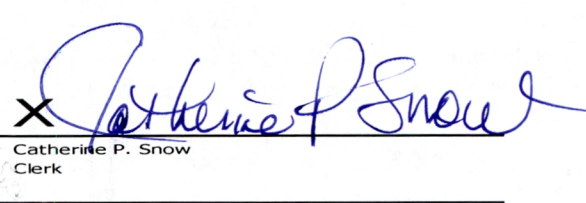
### 3. Adjournment

**Moved by** Councillor O'Hara  
**Seconded by** Councillor Olsen

Meeting adjourn.

Motion Carried.

The meeting adjourned at 8:15 p.m.

 X G. Murray Driscoll Mayor	 X Catherine P. Snow Clerk
-----------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------

Attachment – Community Services Department Proposed 2015 Operating & Capital Budget

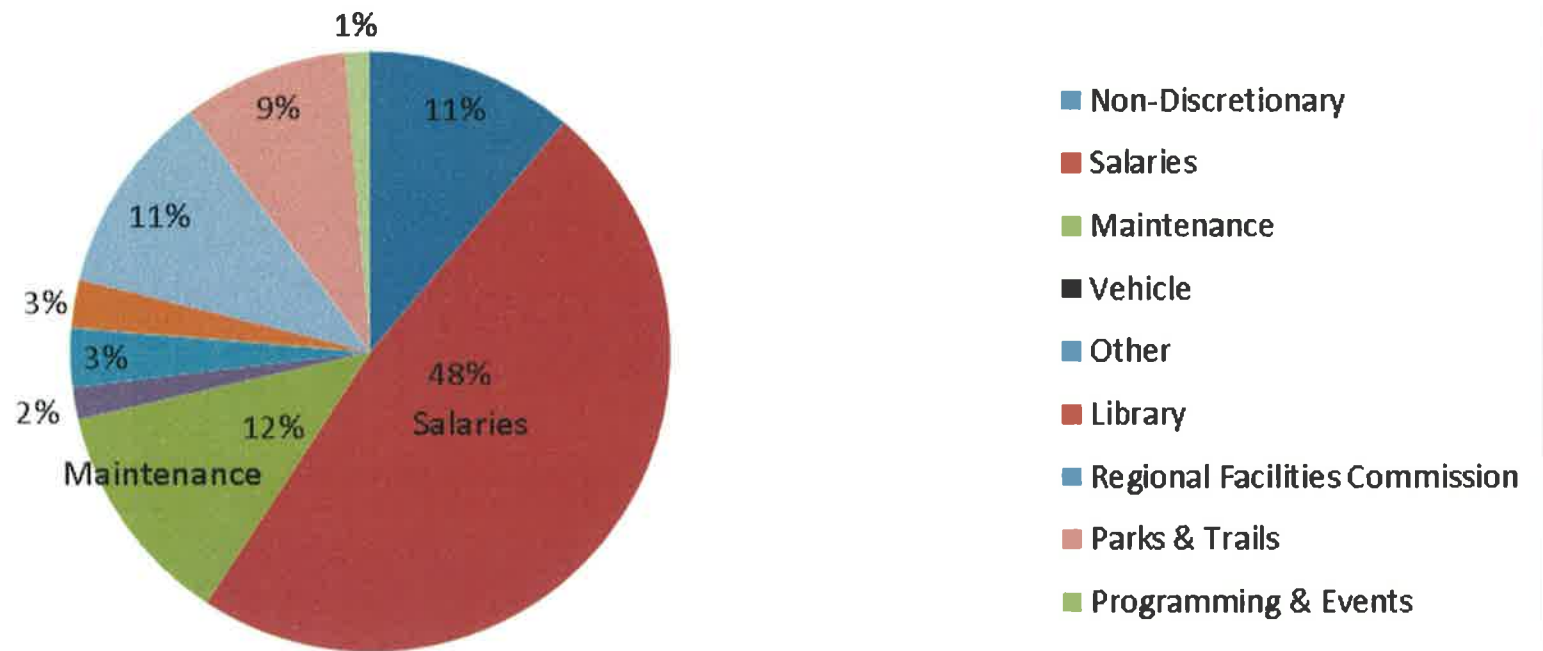
# COMMUNITY SERVICES DEPARTMENT 2015 OPERATING AND CAPITAL BUDGET

---





## Community Services



# Staffing

- **25 fulltime** – reduction of one fulltime and two seasonals from 2014

## Parks and Facilities

- 7 union fulltime positions
- 3 union seasonal positions
- 3 fulltime admin and management positions
- 13 summer students



# Community Services Department Staffing

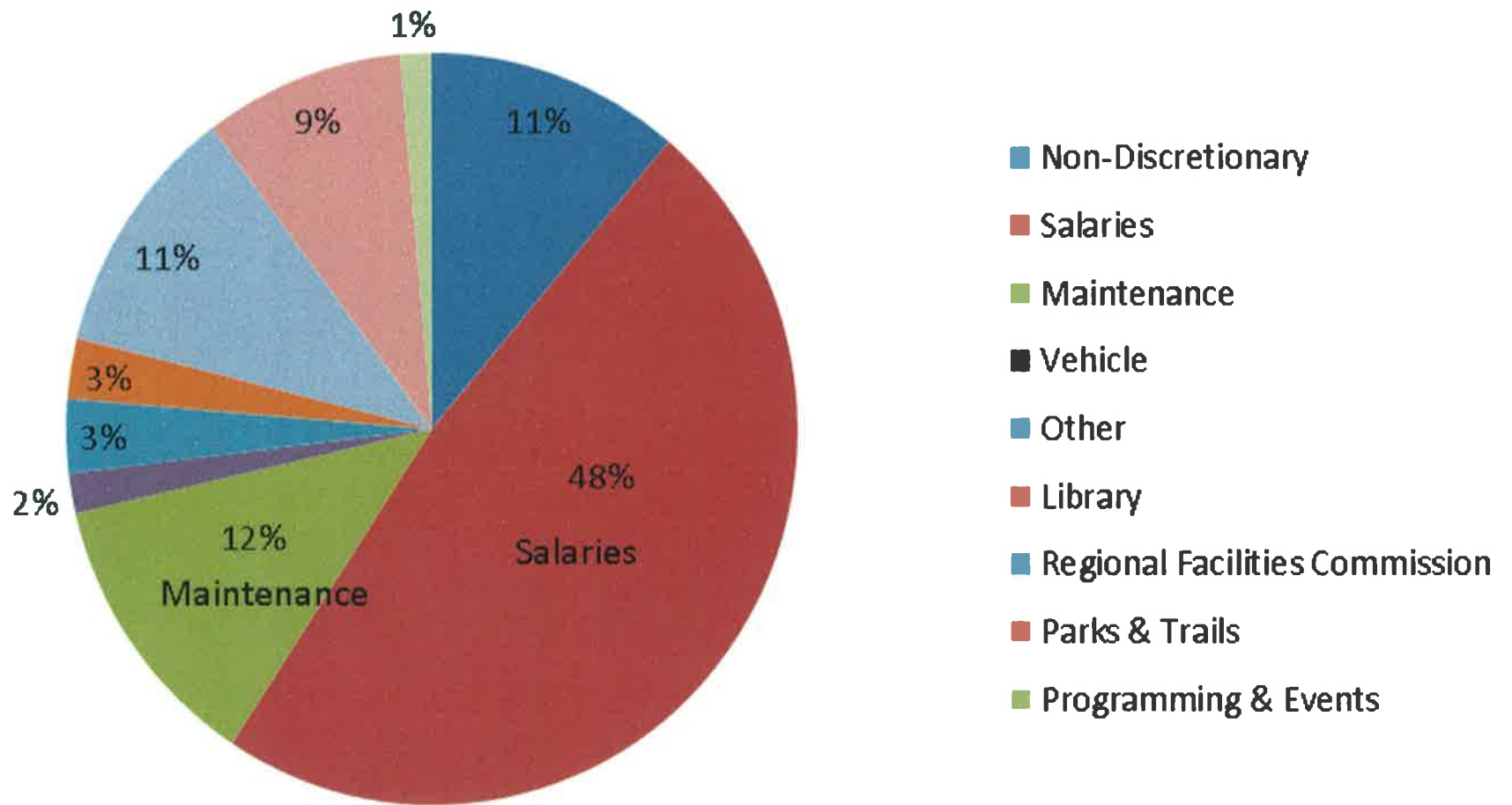
## **qplex/QMA**

- 10 fulltime union
  - 3 admin/management
  - 1 part time admin
- 
- **Outdoor Pool**
  - 5 part time aquatic clerks
  - 21 lifeguards and instructors (f/t & p/t)
- 
- **Rec Admin and Programming**
  - 2 fulltime staff
  - 2 summer students





## Parks and Facilities



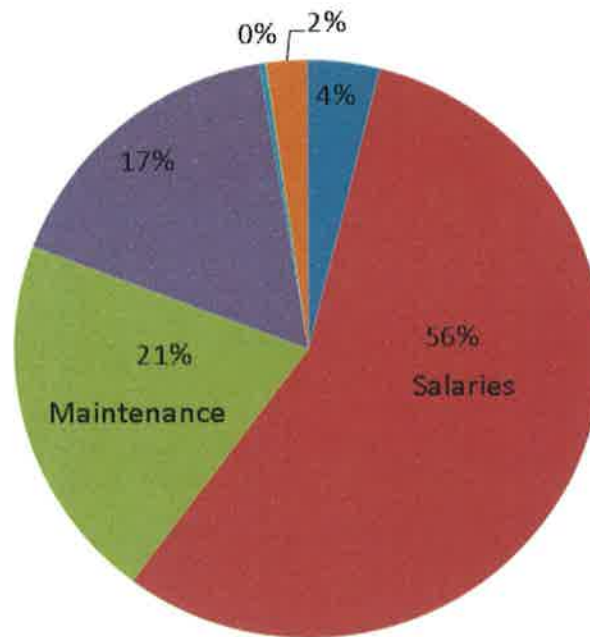
# Parks & Facilities Department

- Beautification
- Trails
- Ball fields (4)
- Soccer Fields (2)
- Beaches (3)
- Parks (4)
- Green spaces
- Playgrounds (7)
- Tennis Courts
- Dog Parks (2)
- Outdoor skating rink
- Skateboard Park
- Boat launch
- BMX Park
- Christmas light display
- Active Transportation Plan, events, education promotion
- Christmas Tree Mulch
- Community Litter Pick Up
- StreetScape Program
- Marigold Program
- Comex Bus Shelters
- Responsible for all municipal facilities (7)



# Arenas and Pools

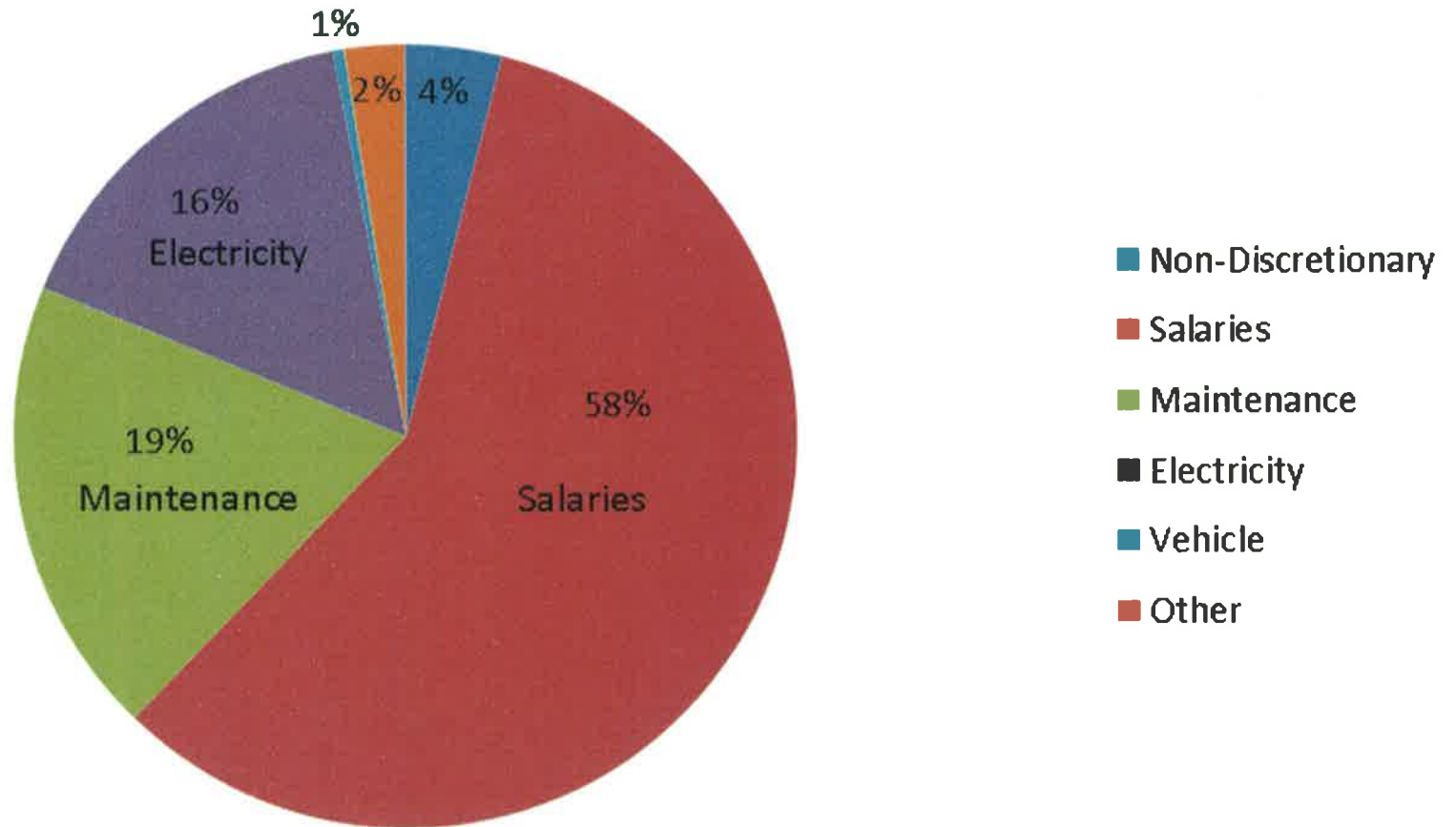
qplex & QMA



- Non-Discretionary
- Salaries
- Maintenance
- Electricity
- Vehicle
- Other



## qplex



# Arenas and Pools

- QMA – open October – April 3pm -1 am M-F
- Off season lacrosse, trailer show and flea market, community groups usage in mezzanine
- qplex open 20 hours 360 days per year
- 656 conference centre bookings (133 were not charged)
- 6 hockey tournaments, Skate Canada Comp, speed skating school, 3 weeks of hockey school
- 4 arena floor events
- Free walking track
- YMCA Community Centre
- Catering and concession stands
- Outdoor Pool – June – Labour Day



# Programs and Special Events

- Warm Up to Winterfest and Winterfest
- Town Wide Yard Sale
- Community Litter Pick Up
- Easter Egg Hunt
- Volunteer Recognition
- Beach Volleyball League
- Movies and Music in The Park
- Canada Day
- Community Expo
- Harvest Hoe Down
- Christmas Parade
- Christmas Tree Lighting
- New Year's Eve Family Event
- Senior's Games – new
- Seniors' Christmas Dinner - new
- Comedy Night - new





# 2014 Accomplishments

- Dog Friendly Swim Area
- Chelsea Drive Park
- BMX Park
- Trans Canada Trail
- QR Trail
- New Programs – Senior Games, Dinner, Comedy night, Open mic, Old Time Movie
- Run for Wellness
- 2016 TELUS Cup
- Increased qplex revenues and efficiencies by renting conference centre to the Y and increasing off season ice rentals

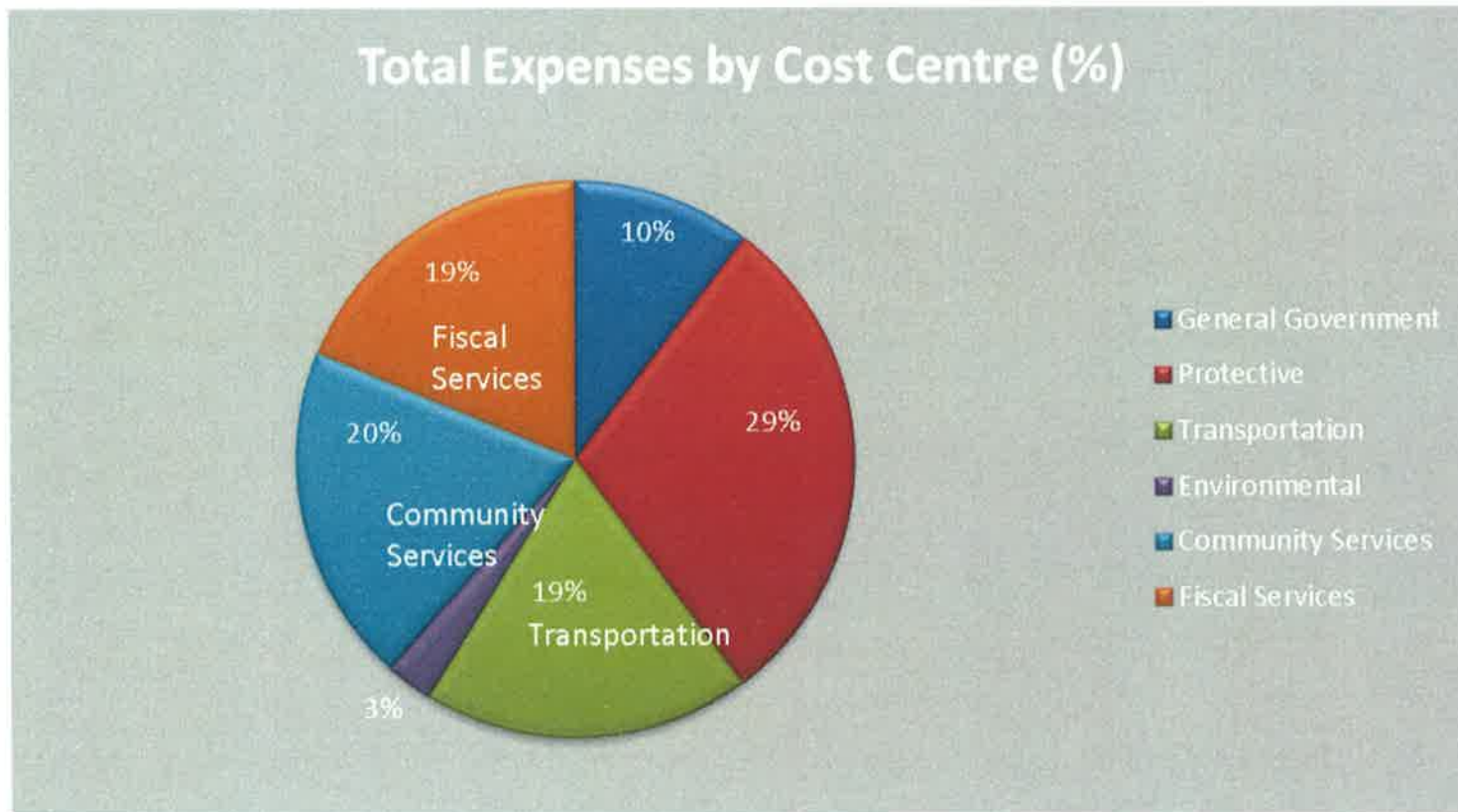


# Community Service Department

## 2015 Goals

- Construct 800m of the Trans Canada Trail (Chelsea Park to Grant Drive)
- Pave and open the Selkirk/Pettingill section of the QR Trail (1.2km)
- Develop sport tourism fund and assist improving community collaboration in sports tourism sector
- Create special event application form
- TELUS Cup preparations
- Study and Preliminary Design of Sports Fields
- Update Active Transportation Plan for inclusion into the Municipal Plan
- Create New Brunswick Day Special Event
- Capital Project Work at QMA and qplex

# Percentage of Overall Budget





# 2015 Community Services Operating Budget

- currently \$4.2 million – increase of 2.7% (\$112,000) from 2014 budget
- Obligated to pay \$1,045,000 or 25% of the total Community Services Department budget to:
- \$460,000 Regional Facilities Commission (\$51,000 increase)
- \$110,000 KV Library (\$1,200 decrease)
- \$475,000 non-discretionary (\$25,000 increase)
- Out of the \$112,000 increase we are obligated to pay 67% or \$74,800

# 2015 Arenas and Pools Revenue

- Ice rate increase at QMA \$175 to \$180 Prime rate, \$110 to \$120 minor rate and \$190- \$195 at the qplex
- QMA revenue decrease - \$31,000 due to 3pm opening Monday thru Friday (50 hours), opening October 1<sup>st</sup>, decrease in lacrosse floor time
- qplex – revenue net increase \$24,000 due to increase in off season ice rentals (\$27,000), conference centre (\$10,000), swimming lesson revenue (\$3,800) and Y lease (\$10,000)
- decrease in qplex pool revenue (\$13,000) and floor rentals (\$12,000),

# Decreases in QMA Expenses

- Total decrease of \$55,000 in expenses
- \$35,000 due to reallocation of staffing as arena is not open until 3pm Mon- Fri
- \$13,700 in Maintenance and Repair
- \$4,500 in Grounds Maintenance
- \$3,000 in travel and training
- \$8,600 Zamboni maintenance repairs



# Increases 2015 qplex Budget Expenses

- \$4,000 in staff training due to staff changes
- \$15,500 in arena maintenance and repairs – electrical upgrades for hosting events
- \$10,500 in pool maintenance and repair – windscreen, inspection & repairs, pool chemicals
- \$16,500 in pool grounds – concrete repairs
- \$24,600 in union salaries
- \$6,400 in admin salaries
- \$7,700 in office equipment Maintenance and Repairs – HDMI in conference centre, POS system replacement
- \$11,000 in building Maintenance and Repairs – repairs and painting
- \$18,000 in electricity

# Decreases in qplex Budget Expenses

- \$36,800 decrease in pool salaries
- \$3,800 decrease in pool program supplies and expenses
- \$4,800 decrease in phone costs
- \$4,400 decrease in marketing and promotion
- \$1,500 decrease in vehicle fuel



# Parks and Facilities Revenue

- \$7,400 decrease in revenue due to mostly to the planned sale of house on Pettingill
- 2 % increase in facility rental rates

# Increases in Parks and Facilities Budget Expenses

- No changes in Town Hall, Civic Center, and Beach House
- Beaches due to contract with CGAC of \$8,600 and \$1,900 in Maintenance and Repairs at Gondola Point Beach for Dog Friendly Swim area fencing install, removal and grading
- Wages: \$.25/hr for summer students \$2,800
- Parks and Facilities Management and Admin \$5,100
- Facilities Salaries Union \$55,000 (conversion of 2 seasonals to fulltime, reallocation of one person from Parks)
- General Parks \$15,000 for study and preliminary design of sports field needs
- \$4,900 increase at Walter Jewett
- \$4,000 at the Arts and Culture Park
- \$12,000 at Meenan's Cove for new back stop



# Decreases in Parks and Facilities Budget Expenses

- Reduction in spending for 2015 at Centennial (\$2,600), Saunders (\$2,000) , Matthews Cove Park (\$2,000), Skateboard Park (\$2,500), Ritchie Lake (\$1,800), Beach Volleyball Courts (\$2,500) Meenan's Cove (\$5,500), Tennis Courts (\$2,500)
- Additional decreases \$16,700 due to reduction in vehicle leasing if trucks are purchased via Capital
- Decrease of \$3,000 in Facilities Vehicle Maintenance due to in house work

# Administration Budget Expenses

- \$1,500 decrease in Advertising
- \$1,000 decrease in training
- \$9,000 increase due to:
  - \$4,000 reallocation of travel and training from qplex marketing and promotion budget for development of Sport Tourism
  - \$5,000 for creation of new sport tourism hosting fund

# 2015 Capital

- Replace 14 Bench Combinations – Hampton Road  
\$38,000 with new more durable fixtures



# 2015 Capital

- Install 4 Bench Combinations and Concrete Pads –  
Pettingill Road \$16,000





# 2015 Capital

- qplex upper sidewalk entrance repairs \$36,000



# 2015 Capital

## **Complex Paving/Seal Coat:**

- Current request for complex west (upper main) parking lot and Randy Jones Way repairs and paving - \$78,000
- Future requests (2016) South (overflow) and (2017) east (player's entrance) parking lots which also require paving/seal coat
- These items have been proposed each year in the Capital budget since 2012 and has been deferred each year to date.
- It was a decision of Council at the time that these expenses were removed in order to meet budget targets and that the work would be done at a later date.

# 2015 Capital

QR Trail – paving and finishing Selkirk to  
Pettingill - \$60,000 total

\$40,000 paving

\$20,000 signage, guard rails and  
benches/garbage cans



# 2015 Capital

## ACTIVE TRANSPORTATION 2015

Item	Quantity	Unit Price	Price
Trail Route Signage			\$10,000.00
<b>Bike Racks</b>			
Install 6 Bike Racks (Concrete Pads)	6	\$600.00	\$3,600.00
<b>Trail Development</b>			
Chelsea Park thru to Grant Drive 760 meters			\$40,000.00
QES Access Points			\$10,000.00
Chelsea Park thru to Jenkins Drive			\$10,000.00
Summer student			\$10,000.00
Promotional Material			\$3,200.00
Works Shops & Special Events			\$3,200.00
		<b>Subtotal</b>	\$90,000.00
		<b>HST 3.5%</b>	\$3,150.00
		<b>Total</b>	\$93,150.00





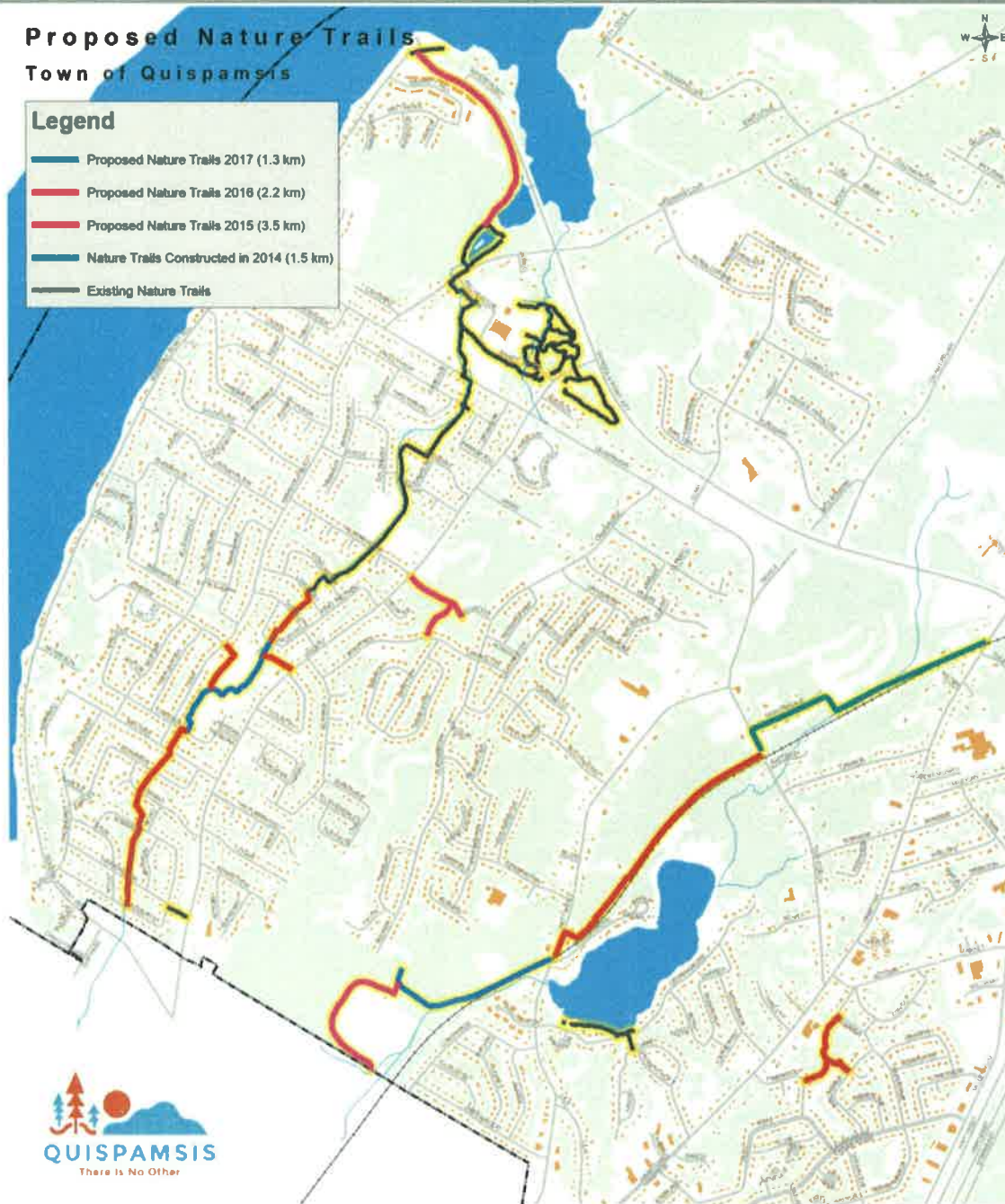
# 2015 Capital

- QR Trail – new construction Pettingill to Old Coach  
\$130,000
  - Upgrade Utility access Road as part of sewer capital project
  - QR Trail part of Active Transportation Plan
  - Paved trail artery with spurs into key nodes of community such as school, subdivision, business district
  - Connects two communities

## Proposed Nature Trails Town of Quispamsis

### Legend

- Proposed Nature Trails 2017 (1.3 km)
- Proposed Nature Trails 2016 (2.2 km)
- Proposed Nature Trails 2015 (3.5 km)
- Nature Trails Constructed in 2014 (1.5 km)
- Existing Nature Trails



# 2015 Capital

- QMA Siding, Insulation and Exterior Doors \$353,700



# 2015 Capital

- Parks and Facilities Truck Replacement
- #100 2006 Dodge Ram 1500 - \$25,00
- #102 2006 Dodge Ram 2500 - \$40,000
- #103 2006 GMC 1500 due in 2013 - \$25,000
- All were due to be replaced in 2013 upon lifecycle analysis from Fleet Operations Supervisor
- Savings of \$16,700 will be realized in the operating budget by not renting three vehicles
- \$9,000 is budgeted as revenue for the sale of these vehicles





# 2015 Capital

- Zamboni overhaul - \$25,000
- Ten years old
- Will extend the life of the Zamboni 5 - 10 years
- Recommended industry practice
- Savings of \$8,600 in QMA operation

# 2015 Capital Request from Community Services Department

• Replace 14 bench combinations on the Hampton Road	\$38,000
• Install 4 bench combinations on the Pettingill Road	\$16,000
• qplex player and upper NE entrance concrete replacement	\$36,000
• qplex upper main parking lot & Randy Jones Way top seal coat	\$78,000
• QR Trail – paving and finishing of Selkirk to Pettingill	\$60,000
• QR Trail – new construction Pettingill to Old Coach	\$130,000
• Active Transportation – Trans Canada Trail and trail expansion	\$90,000
• QMA new siding, exterior doors, structural and concrete repairs	\$353,700
• Replace vehicle 100 – 2006 Dodge Ram 1500, due 2013	\$25,000
• Replace vehicle 102 – 2006 Dodge Ram 2500 due 2013	\$40,000
• Replace vehicle 103 – 2006 GMC 1500 due in 2013	\$25,000
• QMA Zamboni (Model 520) Overhaul	\$25,000
• <b>Total Community Services Capital Budget Request</b>	<b>\$916,700</b>