



**QUISPAMISIS TOWN COUNCIL  
REGULAR MEETING  
MINUTES**

**April 5, 2022, 7:00 pm  
Council Chambers  
Quispamsis Town Hall**

Present:

Mayor Libby O'Hara  
Deputy Mayor Mary Schryer (virtual)  
Councillor Mike Biggar  
Councillor Noah Donovan  
Councillor Kerrie Luck  
Councillor Kirk Miller  
Councillor Emil T. Olsen  
Councillor Beth Thompson  
Brandon, Krista; Town Treasurer  
Emmerson, Cheryl; Human Resources Manager  
Kennedy, Aaron; Acting CAO  
Losier, Gary; Director of Engineering & Works  
MacInnis, Lisa; Assistant. Clerk (virtual)  
Purton Dickson, Dana; Director of Community Services  
Snow, Catherine; Town Clerk

**1. Approval of Agenda**

**Moved By** Councillor Biggar  
**Seconded By** Councillor Miller

The Agenda be approved as prepared.

**Motion Carried**

**2. Mayor's Comments**

Mayor O'Hara commented on the following items:

- Comex Public Transit Service – Encouraged people travelling in and out of the City of Saint John to consider using the Comex Bus Service as an alternate mode of transportation, particularly at this time during escalating fuel costs.

- Homestar Dog Park – Lights have been installed for those frequenting the dog park in the evenings; and acknowledged children 12 and under are to remain outside the enclosed dog kennels for safety reasons.
- Energy Saving Kits – The Quispamsis Climate Change Committee and NB Power have partnered in the promotion and distribution of kits full of energy saving products. The kits are available at the town hall for pickup to seniors, tenants, and homeowners who are not able at this time to participate in other NB Power energy efficiency programs. The town is also involved in a Community Outreach Program with local schools, with the elected officials on the Committee offering to meet with the students to promote climate change actions.
- Saint John Food Bank – Mayor O’Hara acknowledged the 40<sup>th</sup> Anniversary of the Saint John Food Bank, and in particular, the late Carolyn McNulty, who established and operated West Side Food Bank for years. Her daughter, Evelyn, has now assumed that role, and continues to run the Food Bank and help those in need.

**3. Treaty Acknowledgement - Moment of Reflection – Solidarity with Ukrainian People**

Councillor Donovan read the Moment of Reflection.

**4. Disclosures of Interest**

The Director of Engineering & Works declared a disclosure on Item 9. 2. Rezoning Application – 160 Pettingill Road.

**5. Presentations**

5.1 Request from Canada Games Aquatic Centre - Covid Relief Funding; and Staff Report from Town Treasurer, Krista Brandon

In Attendance: Saint John Aquatic Center Commission Representatives: Shalene Losier, Chair & Quispamsis Commission Member; Lloyd Foote, Finance Committee Chair, and Amy McLennan, General Manager

Shalene Losier expanded upon her letter of March 7, 2022 relating the toll the pandemic has taken on the Canada Games Aquatic Centre over the past two years. Revenues have suffered due to forced shutdowns, restrictions on capacity, people working from home and not being at their uptown offices and a general apprehension to be around others. Over time, it became evident there was not sufficient cashflow to continue to operate.

The SJACC, at its January 18 meeting, passed a resolution that the Aquatic Centre remain closed indefinitely beyond the current COVID related imposed closure unless sufficient relief funding can be secured. The City of Saint John were advised the next day of the Commission’s decision, and the City accepted the

significant revenue losses are related to the pandemic and agreed that \$250,000 in COVID relief funding was needed to get through 2022. The City has accessed funding from their Safe Restart Reserves, and requested that the other communities also be asked to provide COVID relief funding based on their proportionate share.

A brief discussion ensued concerning additional information has come to light from the Regional Facilities Commission re their 2022 Budget request. The CGAC had a \$325,000 deficit related to CRA liability for Wage Subsidy that was received but that the Aquatic Centre did not qualify for, and the Commission had decided not to fund the deficit at that time hoping the CRA would reverse its decision and the liability would be removed. This is not the case and this liability is now due and payable with interest starting to accrue. It was noted a formal request on this item has not yet been received, and perhaps the Saint John MP could be approached to see if the CRA, with the upcoming federal budget announcement, might reverse their decision.

Mr. Lloyd Foote approached the Podium and acknowledged the outstanding efforts that have been put forth by the CGAC Chair, Shalene Losier, noting she has served the CGAC, and the residents of Quispamsis well in her capacity as Quispamsis' rep on this Commission.

**Moved By** Councillor Olsen

**Seconded By** Councillor Luck

Council approve the request for COVID Relief Funding from the Canada Games Aquatic Centre in the amount of \$43,342 with funding coming from any 2022 surplus or the General Operating Reserve.

**Motion Carried**

**6. Public Hearings (none)**

**7. Minutes of Previous Meetings**

7.1 March 15, 2022 - Regular Meeting

**Moved By** Councillor Donovan

**Seconded By** Councillor Olsen

Minutes be approved as prepared.

**Motion Carried**

**8. Unfinished Business**

8.1 Ratification of Email Poll – Request for Support Letter – Point Lepreau Generating Station’s Application for Operating License Renewal

**Moved By** Councillor Biggar

**Seconded By** Councillor Olsen

Council ratify the email poll conducted March 22, 2022 by the Town Clerk authorizing the Town to send a letter, under the signature of the Mayor, in support to Point Lepreau’s application to renew its Operating License for another 25 year term.

**Motion Carried**

**9. Correspondence**

9.1 Rezoning Application - Maple Ridge Estates - Rob Viger, Owner, Rugged Residential Inc., and Andrew Toole, P. Eng., - Proposed Bare Land Condo Cluster Development off Corduroy Road - Rural Residential to Multiple Residential

In Attendance: Joe Roberts, NBLS, Project Manager; and Gregory Moran, Don-More Surveys & Engineering; Representing Rugged Residential Inc.

Mr. Roberts and Mr. Moran expanded upon Rugged Residential Inc.’s application to rezone 8.1 hectares of the 13 hectare parcel of land identified as PID No. 231928. The proposed rezoning from Rural to Multiple Residential will allow for the development of a Bare Land Condo clustered development off Corduroy Road, (which is off Elliot Road). The proposal includes construction of 19 dwelling units on 19.9 acres, but clusters the dwellings in the more developable area of the site. The remainder of the property will be developed as typical one acre lot single dwelling units. The development will contain shared wells and shared septic treatment systems, as outlined in the documents presented to Council.

Staff Report from Municipal Planning Officer, Dwight Colbourne – Mr. Colbourne’s Staff Report indicated Rugged Residential Inc. has been developing the Maple Ridge Estates residential subdivision for the past five years as a residential development, (1 acre lot), and is now looking to undertake a different approach to develop the more topographically challenging part of the land. The proposed layout for Maple Ridge is referred to as a ‘Cluster’ development based on the Sustainable Community Design as promoted by the Province. He noted Council, through the Municipal Plan, established policies aimed at fostering more sustainable development through innovative approaches for mixed and compact developments, diversification of house styles and options for all ages and family types while continuing a sense of community and neighbourhoods. The proposed

development aims to achieve that goal in a Rural setting based on proven and acceptable land development practices.

**Moved By** Councillor Donovan

**Seconded By** Councillor Biggar

Council refer the application requesting the rezoning of a portion of PID 00231928 from Rural (RU) to Multiple Residential (R2) to the Planning Advisory Committee for its written views, set a Public Hearing date for May 3, 2022 at 7:00 p.m., and notify all property owners within 100 metre radius of the property proposed for rezoning.

**Motion Carried**

Gary Losier left the meeting as per Item 4.

9.2 Rezoning Application - Andrew Dunn - George Queen Property - 160 Pettingill Road - PID No. 00251462- Single and Two Family Residential (R1) to Multiple Residential (R2) - Proposed Mixed Use Development – Single and Two Family and Low Rise Apartment Buildings

Mr. Andrew Dunn, In Attendance.

Mr. Dunn expanded upon his application requesting the rezoning of 160 Pettingill Road for a proposed mixed use residential development consisting of 18 Single Detached Dwelling Units, and four low rise multiple dwelling buildings having 12 units in each building. Phase I of the proposed development would be the four low rise apartment buildings.

Staff Report from Municipal Planning Officer – Dwight Colbourne – In total, Mr. Colbourne wrote, the development proposes 66 units on 8.9 hectares (21.9 acres) of land, which is approximately 3 units/acre. The same lands have been considered for conventional subdivision development, proposing 43 units or 2 units/ acre. While the proposed Dunn development is slightly higher density, it is still considered low density development. The proposed location is currently zoned Single or Two Family Residential Dwelling (R1); therefore, to allow a mixed-use development of multiple residential and single detached dwellings unit, the property must be rezoned from R1 to R2, as per the Municipal Plan By-law and the Community Planning Act (CPA).

Access to the developments will be public streets for the single detached dwelling units and private lanes for the multi-unit buildings. The public streets will connect to the Pettingill Road and Windsor Boulevard, off Heritage Way, as well as a cul-de-sac to provide access to the single detached dwellings along the rear of the Pettingill Road properties. The street design will need to incorporate traffic calming

measures to create a sense of neighbourhood, reduce vehicle speeds and the volume of cut through traffic from adjacent subdivisions. The road development and access will require a traffic study to determine the impacts at the Southwood Drive and Pettingill Road intersection.

The proposed development will be serviced by municipal sewage and the Developer will be responsible for all design and construction cost to extend the system through the lands. Potable water to the single detached dwellings will be private drilled wells. The multi-unit buildings will be serviced by a communal water system – an onsite pump and well system. This style of water servicing will require approval from the province through the completion of an Environment Impact Assessment as per the provincial Clean Water Act. The communal water system will be the responsibility of the property owner (Andrew Dunn), with operation subject to the terms of approval of the province.

The development will require a comprehensive stormwater management plan to control the site runoff, the street drainage and mitigate downstream impacts. The site plan provided shows an onsite stormwater attenuation pond next to the QR trail, which is a sloped area and raises concerns about the design of the pond, its capacity, and the construction practices to be employed to ensure slope stability.

Mr. Colbourne concluded his Staff Report stating that the submitted site plan requires more information to determine the most suitable location for the lands and the land area must be shown on the plans prior to review by the Planning Advisory Committee and the public.

**Moved By** Councillor Thompson

**Seconded By** Councillor Biggar

Council defer the application to the April 19, 2022 Regular Meeting, and provide the applicant with the opportunity to revise the supporting documentation with more specific details and information prior to setting a public hearing date and referring the proposed R2 development to the PAC.

**Motion Carried**

Gary Losier returned.

9.3 UMNB's Request for Municipalities to Send Draft Letter to Minister Daniel Allain - Local Government and Local Governance Reform Asking to Delay the Regional Service Commission Reform until After the Reform of the New Local Entities

UMNB Ex. Director, Dan Murphy, informed Member NB Municipalities the Board of Directors passed a resolution calling on the government to delay RSC reform until the municipal entities are complete. There's a lot of concern regarding the

unknown costs, how the services will be delivered, as well as the amount of work for many of the municipal officials and councils. A draft letter was included with Mr. Murphy's request.

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

Council support UMNB's efforts by authorizing the draft letter, under the Mayor's signature, to be sent to Minister Allain requesting a delay in the implementation of the Regional Service Commission Reform until after the new entities are completed to ensure the RSC transition receives the full attention it deserves and needs to achieve its full mandate.

**Motion Carried**

9.4 KVFD Inc. Chairman Miller - Letter Introducing New Kennebecasis Valley Fire Department Chief, Mike Boyle, and Deputy Chief, Shawn White

Correspondence from Chairman Miller of the KVFD Inc.'s Board of Directors, introduced the new Fire Chief Mike Boyle, who was a KVFD Division Chief and has been with the Department for the past 20 years, bringing a variety of training and experience to the position. In addition, the new Deputy Chief succeeding the retiring Deputy Dan McCoy, is Division Chief Shawn White.

**Moved By** Councillor Miller  
**Seconded By** Councillor Biggar

As Mayor O'Hara has already issued Congratulatory letters to the new Fire Chief, Mike Boyle, and Deputy Fire Chief Shawn White, Chairman Miller's letter be received and filed, with thanks.

**Motion Carried**

**10. By-laws**

10.1 (Dec.7/21) Proposed Revised Sign By-law Amendment No.36-05 - In Attendance, (Virtually): Jennifer Jarvis, Planning Technologist

Ms. Jarvis expanded upon her Staff Report, highlighting the proposed changes to the Sign By-law to regulate placement of political signs; feather signs, civic numbering on freestanding signs; and to improve the provisions for sandwich board signs. In addition, she noted, legal counsel have recommended that Council rescind the first and second reading motions given at the December 7, 2021 Regular Meeting to the initial draft amendment No. 036-05; as the latest version reflects substantial changes.

**Moved By** Councillor Thompson

**Seconded By** Councillor Olsen

As recommended by the Town Solicitor, Council rescind the motions passed at the December 7, 2021 Regular Meeting giving 1st and 2nd readings to Proposed Amendment No. 036-05 due to the significant changes that are being proposed in the revised Sign By-law Amendment No. 036-05.

**Motion Carried**

**Moved By** Councillor Donovan

**Seconded By** Councillor Olsen

First reading be given to Proposed By-law Amendment No. 036-05, Revised Version; A By-law of the Municipality of Quispamsis Respecting Signs, in order to provide definitions for traffic control devices and feather signs; to restrict the location of political signs in relation to any traffic control device; to make civic numbering on freestanding signs mandatory; to provide provisions regarding the use of feather signs within the municipal boundary; to improve the provisions to regulate the display of sandwich boards; and to restrict the placement of all signs within one (1) metre of any Town owned property, except for signs placed by or for the Town.

**Motion Carried**

**Moved By** Councillor Thompson

**Seconded By** Councillor Biggar

Second reading be given to Proposed By-law Amendment No. 036-05, Revised Version; A By-law of the Municipality of Quispamsis Respecting Signs, in order to provide definitions for traffic control devices and feather signs; to restrict the location of political signs in relation to any traffic control device; to make civic numbering on freestanding signs mandatory; to provide provisions regarding the use of feather signs within the municipal boundary; to improve the provisions to regulate the display of sandwich boards; and to restrict the placement of all signs within one (1) metre of any Town owned property, except for signs placed by or for the Town.

**Motion Carried**

## **11. New Business**



11.1 2022 General Fund Reserve Transfers - 2021 Carry forward Projects - Staff Report from Town Treasurer

Councillor Olsen left the meeting.

A Staff Report from the Town Treasurer expanded upon the reasons for the recommended 2022 Transfers from Reserve Funds.

**Moved By** Councillor Biggar

**Seconded By** Councillor Miller

BE IT RESOLVED that \$605,000 be transferred from the General Capital Reserve Fund to the General Capital Fund to complete financing of 2021 Capital projects and one 2021 carry forward project now completed in 2022.

BE IT FURTHER RESOLVED that \$535,000 be transferred from the Utility Capital Reserve Fund to the Utility Capital Fund to partially fund the new Utility Building

**Motion Carried**

Councillor Olsen returned.

11.2 Award of Tender 2022-TQ03-9 - Tennis and Pickle Ball Courts- Staff Report from Director of Community Services

A Staff Report from the Director of Community Services expanded upon the results of Tender No. 2022-TQ03-9 for the qplex Tennis Court Rehabilitation and new Pickle Ball Courts.

**Moved By** Councillor Donovan

**Seconded By** Councillor Miller

Council award Tender 2022-TQ03-9 to Deby Enterprises Limited for the low bid price of \$243,732.05 plus HST with any additional funds needed to come from 2022 General Operating surplus or General Capital Reserves.

**Motion Carried**

11.3 Assent of Council - Highlands of Queensbury, Phase 6

A Staff Report from the Municipal Planning Officer expanded upon the Highlands of Queensbury, Phase 6 subdivision plan proposing to create 11 new lots, an extension of the existing public street Galmorgan Drive, two new public streets – Dunraven Drive and Abbeywood Close; and 3038 square meters of Land for Public Purposes.

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

Council grant assent to the Highlands of Queensbury Phase 6 final subdivision plan, subject to execution of a standard Subdivision Development Agreement with the Town, so the plan can be stamped and signed by the Town Clerk and Development Officer for registration in the provincial land registration system.

**Motion Carried**

11.4 RFP 2022TQ01-5 Gondola Point Road Corridor - Consulting Engineering Recommendation

A Staff Report from the Director of Engineering & Works expanded upon the results of RFP 2022TQ01-5 – Gondola Point Road Corridor – Consulting Engineering Services.

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

Council award RFP No.2022TQ01-5 Engineering Services – Gondola Point Road Corridor – Traffic Analysis and Street Network Upgrades to Englobe Corp; and further, authorized that Englobe Corp. proceed with Part A; Preliminary Design, Costing and Phasing, for an upset fee of \$58,137.85 (plus HST).

**Motion Carried**

## 12. Reports

12.1 Acting CAO - Town of Quispamsis Four Day Work Week with Extended Hours - A discussion ensued on Acting CAO Kennedy's Staff Report concerning the Town's implementation of a Four Day Work Week Pilot Program. Employees' hours of work will be condensed from five days to four days for a period of 24 weeks, effective May 2 to October 14, 2022. Hours of operation will be 7:30 a.m. – 5:30 p.m. for four days; with one team working Monday – Thursday and the other from Tuesday – Friday, rotating shifts every four weeks. The public hours at the Town Hall and the qplex administration office will be increased to 7:30 a.m. – 5:00 pm daily, (Monday – Friday), giving the public an additional five hours per week to access front-facing municipal services.

12.2 Town Treasurer - January and February 2022 Unaudited Financial Statements

- 12.3 Quispamsis Climate Change Committee and NB Power Partnership - Free Energy Saving Kits Promo
- 12.4 Information Only - 2 Clarwood Drive - PAC - Notice of Decision
- 12.5 Disability Awareness Week - May 29 - June 4, 2022 - "Adapt - Improve - Overcome!"
- 12.6 UMNB Bulletin - 2022\_03\_21
- 12.7 UMNB – Provincial Budget 2022 – 23 – Municipal Highlights
- 12.8 KV Kings to Host U15 AAA Atlantic Championship in Quispamsis - May 5 - 8, 2022

**Moved By** Councillor Donovan

**Seconded By** Councillor Olsen

Reports be received and filed.

**Motion Carried**

**13. Business Arising from Committee of the Whole (none)**

**14. Adjournment**

**Moved By** Councillor Olsen

**Seconded By** Councillor Donovan

Meeting adjourn. Meeting adjourned at 8:55 p.m.

**Motion Carried**

<b>X</b>	<b>X</b>
Elizabeth (Libby) O'Hara Mayor	Catherine Snow Town Clerk