



**QUISPAMISIS TOWN COUNCIL
REGULAR MEETING
MINUTES**

**August 17, 2021, 7:00 pm
Council Chambers
Quispamsis Town Hall**

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

1. Approval of Agenda

Moved By Deputy Mayor Schryer
Seconded By Councillor Thompson

The Agenda be approved as prepared.

Motion Carried

2. Mayor's Comments

Mayor O'Hara acknowledged the successful NB Day event hosted by the Town in the Arts & Culture Park, which included performances by several local musicians. In addition, she recently attended Funding Announcements at both the Town of Rothesay,(funding for an upgrade to the waste water management system off Maliseet Drive), and the Town

of Hampton, (to build a new multipurpose community facility); noting these announcements in our region are to be celebrated. She further acknowledged her recent attendance at the first Atlantic Canada Pakistani Dinner in celebration of the Pakistani Day of Independence, and commended the organizers for a job well done.

3. Treaty Acknowledgement - Moment of Reflection

Councillor Biggar read the Treaty Acknowledgement and Moment of Reflection.

4. Disclosures of Interest

No disclosures were declared.

5. Presentations

5.1 Kennebecasis Regional Joint Board of Police Commissioners' Orientation – Chair Bob McLaughlin and Chief Wayne Gallant, In Attendance

Chief Gallant provided Council with an overview of the operations of the Kennebecasis Regional Police Force, noting the following:

- 39 Uniformed Officers; 6 Civilian Staff; 4 Part-time Support Employees; 7 Auxiliary Officers; and 1 Police Chaplain;
- 17 Police Vehicles, 2 ATVs and 1 Motorcycle;
- Total 2021 Budget - \$7,065,990; Total 2021 Salary Budget - \$5,640,255;
- Percentage of Municipal Budgets Allocated to Police Services – Quispamsis, 15.5% (2020); Rothesay, 17.6%, (2020);
- On average, 10,000 calls for service per year, with approximately 2,500 investigative files from those calls;
- Top calls for service include –
 - Driving/Traffic Complaints;
 - Suspicious Activity;
 - Criminal Code Investigations; and
 - Mental Health Calls
- The KRPF is governed by the Kennebecasis Regional Joint Board of Police Commissioners, which is funded by the two towns of Quispamsis and Rothesay, but operates as a separate entity. The Board consists of 4 members from each Town (2 elected), and 1 Provincial Government appointment.
- Highest rated strategic risks, ranked in order at present are:
 - Number of Police Resources;
 - Building Space;
 - Technology Change & Challenges;
 - Major Event Crisis;
 - Cyber Data Breach;

- Major Workplace Incident

Moved By Councillor Thompson

Seconded By Councillor Luck

Chief Gallant be thanked for his presentation, and his Orientation Report be received and filed.

Motion Carried

5.2 Kennebecasis Valley Fire Department Inc. Orientation - Chief Bill Ireland, In Attendance

Chief Ireland provided Council with an overview of the operations of the Kennebecasis Valley Fire Department, highlighted as follows:

- Governed by Regional Fire Agreement between the two Towns of Quispamsis and Rothesay;
- Both Towns have recently adopted new Fire Prevention/Protection By-laws;
- Two (2) Fire Stations;
- Fleet & Equipment;
- Personnel includes –
 - Fire Chief; Deputy Chief; Division Chief (2); Ex. Asst. (Part-time); Finance Clerk (Part-time); and 32 Full-time Fire Fighters & 8 Part-time Fire Fighters;
- Operating Budget - \$5,624,058 (2021); Capital Budget - \$333,000;
- Total Value of Capital Assets (2020) - \$7,654,420;
- Collective Agreement expired December 2020 – Average wage increase for firefighters – 2.25% per year;
- Strategic Plan completed in 2020;
- Station 2 Renovation – 2021 Capital budget includes Architectural Services of \$205,000; 2022 Capital Request to Complete Station 2 Renovation will be \$3,000,000;
- Response Profile
 - Fire Protection 13%
 - Fire Suppression 10%
 - Medical First Response 53%
 - Technical Rescue 10%
 - Public Safety 12%

Moved By Councillor Donovan

Seconded By Deputy Mayor Schryer

Chief Ireland be thanked for his presentation, and information presented be received and filed.

Motion Carried

5.3 KV Public Library Orientation - Ms. Norah Emerson, Acting Library Director

Ms. Emerson made presentation to Council, highlighted as follows:

- KPL –strong reading culture; one of the busiest libraries in the region;
- Programs and services include virtual offerings, cultural opportunities, accessible collections and collaborations with community partners;
- Services include
 - Virtual collection;
 - Books by mail;
 - Free annual tax clinics;
 - Accessible and multilingual collection;
 - Free summertime tutoring;
 - Volunteer and employment opportunities available to youth;
 - Free passes to NB cultural sites;
- Traffic – Up to 10,500 visitors monthly (106,166 annually)
- Arts & Culture Park home to the only official *Little Free Libraries* - a great way to utilize and distribute donated books.

Moved By Deputy Mayor Schryer

Seconded By Councillor Luck

Ms. Emerson be thanked for her presentation, and information presented be received and filed.

Motion Carried

5.4 Update on Town of Quispamsis' Accelerating Smart Energy Communities Project- Eddie Oldfield, QUEST Senior Lead, Projects & Advisory Services

Mr. Oldfield presented to Council an overview of the NB Smart Energy Communities Acceleration Pilot Program of which Quispamsis is a participant, highlighted as follows:

- Two Year Program – September 2020 – March 2023; Will help participants with both economic development and greenhouse gas emission reduction efforts;
- Funded by ACOA, NB Power, Stantec, NB ETF, and Liberty;

- Knowledge sharing and support for 10 NB communities;
- To help NB SECA participants assess their current achievements and next steps related to community energy planning;
- A refined SEC Accelerator Program that can be rolled out to other communities across Canada;
- Includes
 - Developmental Evaluation;
 - Land-based Renewable Energy & Mapping Assessment;
 - Community Energy Plan Economic Impact Assessment.
- Participant Types – SEC Seeker; SEC Doer; SEC Leader
- Quispamsis Considered a SEC Leader;
- All participants will receive an Accelerator Plan, Planning Workshops, Economic Impact Analysis, Navigation Services, and Webinar Series.

Moved By Councillor Donovan

Seconded By Councillor Luck

Mr. Oldfield be thanked for his presentation, and information be forwarded to the Climate Change Committee who will be working with QUEST on the Accelerating Smart Energy Communities Project.

Motion Carried

5.5 Budgeting Overview Presentation , Town Treasurer, Krista Brandon

Mr. Brandon provided an overview of the municipal budget process for Council's information, including –

- General Services – protective, transportation, community planning, Property Tax & Revenue Funded;
- Water and/or Sewerage Utility Services – User Funded;
- Annual Operating Budgets;
- General Fund Revenue Sources;
- Warrant – amount required to be raised through property taxes;
- Tax Rate – rate per \$100 applied to property assessments;
- Capital Fund Budget;
- Reserve Funds;
- Municipal Budget Process and Timeline.

Moved By Deputy Mayor Schryer

Seconded By Councillor Donovan

Ms. Brandon be thanked for her presentation and information be received and filed.

Motion Carried

HEALTH BREAK

Moved By Councillor Olsen

Seconded By Councillor Donovan

Regular Meeting adjourn for a 5 minute health break.

Motion Carried

BACK TO REGULAR MEETING SESSION

Moved By Councillor Miller

Seconded By Councillor Luck

Regular Meeting session resume.

Motion Carried

Moved By Councillor Thompson

Seconded By Deputy Mayor Schryer

Correspondence Items a. b. and c. be moved forward at this time as Item 6.

Motion Carried

6. Correspondence

6.1 Richard Burrell - Correspondence Concerning Council Compensation - Mr. Burrell, In Attendance to Expand Upon Letter

Mr. Burrell made presentation to Council proposing a transparent method of determining future raises for Council that are reflective of the citizens and taxpayers of the Town, eliminating outside consultants and Council's input or approval, once the initial plan is implemented.

Councillor Miller noted the previous Council implemented the remuneration increase to become effective for the new Council, which was done transparently,

acknowledging that while salaries were increased, the allowance component of the Council remuneration was significantly reduced.

Moved By Councillor Thompson

Seconded By Councillor Olsen

Mr. Burrell be thanked for his comments concerning Council Compensation, and the background information that was presented to Council at the March 16, 2021 Regular Meeting on this topic be issued to Mr. Burrell for information purposes; and his letter be received and filed.

Motion Carried

6.2 Mr. Derrick May - Request to Use Meenan's Cove Park Boat Launch - Tuesday, August 24, 2021 for John Wood Foundation Fund Raising Event - Jet Ski Rentals One Day Event to Rent Out Jet Skis (5)

Mr. May was in attendance and expanded upon his request to help raise funds for the John Wood Foundation to assist those living with physical disabilities. Mr. May has been walking 500 miles around Summerville, NB to raise awareness of the Foundation. He is asking Council for permission to use the Meenan's Cove Park boat launch on Tuesday, August 24, 2021 to permit Thrill Seekers Jet Ski Rentals to conduct a one day event making available 5 Jet Skis to rent out hourly with half the proceeds going to the John Wood Foundation. He noted it would cause a minor disruption in the use of the boat launch to the general public, Thrill Seekers Jets Ski Rentals will assume liability for the event and has \$2,000,000 in liability insurance.

The Community Services Director stated if it is the will of Council to permit the request, the applicant would be required to sign a Facilities Rental agreement and to also name the Town on their liability insurance policy.

Moved By Councillor Thompson

Seconded By Councillor Donovan

Council authorize Mr. May, on behalf of the John Wood Foundation, to proceed with his request for a One Day Event to Rent Out Jet Skis at the Meenan's Cove Park boat launch, and the details be worked out between him and the Director of Community Services.

Motion Carried

6.3 Sarah McCord, KVHS Art Teacher and Avery Milligan, KVHS Art Student, In Attendance - Proposed Mini Little Art Galleries Collaboration Project with KVHS

Ms. McCord and Ms. Milligan expanded upon their proposal to create a 'tiny art gallery' in various locations around Quispamsis to create a space for people of all ages to put their art out there, and exchange it for other creations. The exchange involves all members of the community who wish to participate, while giving Grade 10 students at KVHS a sense of ownership and path to connect with their community and make a difference through Art. There will be no costs to the Town, with the shop class building the boxes to display the art, and hopefully the school obtaining educational grants. They are looking for four spaces for the installation of the boxes, possibly the Arts & Culture Park, qplex, Ritchie Lake, Meenan's Cove Park and/or the Gondola Point Ferry Landing.

Moved By Councillor Donovan
Seconded By Deputy Mayor Schryer

Ms. McCord be thanked for presenting her proposed *Mini Little Art Galleries* Collaboration Project with KVHS, and the proposal be referred to the Community Services Director to review potential location options that could accommodate the request.

Motion Carried

7. Public Hearings (none)

8. Minutes of Previous Meetings

8.1 July 20, 2021 - Regular Meeting

Moved By Councillor Donovan
Seconded By Councillor Thompson

Minutes be approved as prepared.

Motion Carried

9. Unfinished Business

9.1 (May 4/21) Update on 48 Pettingill Road Re Online Plant & Garden Store and Apiary Operation - Staff Report from Municipal Planning Officer

A Staff Report from the Municipal Planning Officer informed Council on August 11, 2021 a Cease and Desist Order was served on the property owner prohibiting any further business activities on the property, requiring the removal of all displays associated with the Plant & Garden business activities and to advise the property owner to submit a formal request to the Town for consideration by Council or the PAC if their desire was to amend the property to permit business activities.

In addition, the Municipal Planning Officer advised Council he has discussed beekeeping activities with the Provincial Apiary Inspector, Fletcher Colpitts, who is familiar with the beekeeping at 48 Pettingill Road. Mr. Colpitts advised that based on inspections of the property, the beekeeping activity appears to be following provincial requirements – mainly health of the bees, the hives and disease prevention. Compliance with the land use by-law requirements would be under municipal jurisdiction.

Correspondence Update from Jocelyn Smith – Ms. Smith’s correspondence indicated the spring flush is by far the worse time of year that they experience the issues with the bee poop, but that it still persists throughout the summer season. They also expressed their concerns about the garden centre, with respect to the traffic hazard it presents at the Pettingill Road property, noting the graded curve at this location.

A letter from the owners of 48 Pettingill Road, Shawn Mallet, written to the Municipal Planning Officer in response to the Cease & Desist Order, stated their growing of plants and connecting with members of the community is a hobby, and their plants set out on a cart are self-served and sold on the Honor system, as most days he and his partner are at work. This past year, Mr. Mallet stated, the hobby grew to a size that is well beyond what they would like or had imagined. They are trying to sell off the plants which they had grown this year, and have no plans of an operation this size in future, and are unsure of their future plans for this hobby.

Moved By Deputy Mayor Schryer

Seconded By Councillor Olsen

Council direct Town Staff to draft an amendment to the Town’s Zoning By-law to regulate apiary operations including the number of bee hives permitted on a property, minimum lot size requirements, the land use zone(s) where beekeeping would be permitted, bee cleansing water devices required; best practices, and legal ramifications; and further, analyzing for best practices those apiary operations already in place within the Town.

Motion Carried

10. Correspondence (Cont’d. from Item 6.)

10.4 Deputy Mayor Mary Schryer - Proposed Scenic Road Designation - Gondola Point Road, Cedar Grove Drive, and Model Farm Road

Deputy Mayor Schryer expanded upon her proposal to have the Gondola Point Road, Cedar Grove Drive and Model Farm Road designated as Scenic Roads in

the Town's upcoming Master Transportation Plan to provide plans for upgrades that enhance and maintain the rich history of these roads. She noted, as shared by the Honourable Graydon Nicholas at the July 20, 2021 meeting, the Mi'kmaq translation for 'Kennebecasis' is 'little long bay place', and 'Quispamsis' the Wolastoquiyik/Maliseet Tribe word meaning, 'little lake' referring to present day Ritchie Lake.

Moved By Deputy Mayor Schryer
Seconded By Councillor Miller

That the Scenic Road Designation suggestion be referred to the Director of Engineering and Works to be included in the Town of Quispamsis' Master Transportation Plan and Strategic Plan for consideration.

Motion Carried

10.5 Kennebecasis Valley Fire Department - Invitation to Strategic Planning Session - September 20, 2021 - 7:00 pm at Bill McGuire Centre, Rothesay

As indicated earlier in the evening by Chief Bill Ireland, the September 20th date will be changed due to the date conflicting with the recently called federal election.

10.6 Minister Daniel Allain - Local Government and Local Governance Reform Announcement Re Canada Community-Building Fund 2020 - 21 Top Up Allocation and Program Changes - (\$1,274,469) (Formerly Gas Tax Fund)

Minister Allain's letter informed Council effective June 29, 2021; the program known as the Gas Tax Fund has been renamed the Canada Community-Building Fund to better reflect the evolution of the program. Fire halls and fire station infrastructure are now eligible investments under the new fund. In addition, under the Canada Community-Building Fund a one time 2020-21 top up allocation of \$1,274,469 is earmarked for the Town of Quispamsis.

Moved By Councillor Thompson
Seconded By Councillor Olsen

Minister Allain be thanked for his correspondence indicating Quispamsis will receive a one time 2020-21 top-up allocation of \$1,274,469 under the Canada Community-Building Fund, (formerly called the Gas Tax Fund), and the additional funding amount be referred to Staff to review and prioritize the Town's infrastructure and/or capacity building projects and bring back recommendations to Council in September as to resubmitting a revised 2019-2023 Capital Investment Plan which includes the top up allocation, as required in order to access the additional funding.

Motion Carried

10.7 Councillor Kerrie Luck - Proposed Q-Map Suggestion to Promote Recreational Facilities/Infrastructure and Local Businesses

Correspondence from Councillor Luck requested a Council discussion on how the Town can improve/build awareness of all its great offerings as well as how to make them easier to find, noting she had difficulty finding the Hammond River Park trail recently. She suggested the Town create a modified Q-map, showing main streets for context and the Town's recreational facilities and infrastructure could be made available both electronically and in hard copies. This, she noted, may also be an opportunity to involve local businesses in the area. She proposed additional signage be installed to improve locating trails/parks, ex. at Reynar Drive directing people to the Hammond River Park.

Moved By Councillor Luck

Seconded By Deputy Mayor Schryer

Councillor Luck be thanked for her correspondence and her suggestion for the development of a Q-Map to promote the Town's recreational offerings as well as to promote local businesses be referred to the Strategic Plan discussions, and in the interim, a trail directional sign be erected at corner of Reynar and Neck Road denoting direction to Hammond River Park.

Motion Carried

10.8 Councillor Noah Donovan - Request for Update on Sidewalks - Quispamsis Road Hill

Councillor Donovan's letter related he has been receiving requests from residents as to why sidewalks do not continue on the Quispamsis Road, noting it leads into Woodleigh Park off Cambridge Avenue, a large subdivision that have many families with children, especially given its close proximity to the qplex.

Councillor Donovan referenced the Director of Engineering & Works' Staff Report dated July 7, 2021 which noted during the 2019 budget consideration, staff had proposed the continuation of sidewalk along the Quispamsis Road as an extension of the sidewalk from the Pettingill Road towards eventually the qplex. However, the project at the time was approximately \$400m and the sidewalk portion was another \$190,000. Council, at that time, decided to opt for a widened shoulder, that could be added for \$20,000 and the area could be plowed with main road snowplows winging off the surface.

Moved By Councillor Donovan
Seconded By Deputy Mayor Schryer

Councillor Donovan's correspondence be referred to the 2022 Budget Deliberation process for further review and discussion at that time.

Motion Carried

11. By-laws

11.1 Proposed Sign By-law Amendment No. 036-04; A By-law of the Municipality of Quispamsis Respecting Signs

A Staff Report from Jennifer Jarvis, Planning Technologist, informed Council the Town has received a request from Leisure Time Sales to amend the Sign By-law to allow the erection of a second freestanding sign as a third party sign at 8 Leisure Drive (PID 250886). The sign would advertise for both the Kennebecasis Rentals Outdoor Equipment Store and Leisure Time. Both businesses, she stated, are owned and operated by the Dobson Group of Companies. The current Sign By-law prohibits third party signs within the Town, thus the reason why the By-law would need to be amended to permit this use at this location as a notwithstanding clause.

Moved By Councillor Thompson
Seconded By Deputy Mayor Schryer

Council give first reading to Amendment No. 04 to By-law No. 036; A By-law of the Municipality of Quispamsis Respecting Signs.

Motion Carried

Moved By Councillor Thompson
Seconded By Deputy Mayor Schryer

Council give second reading to Amendment No. 04 to By-law No. 036; A By-law of the Municipality of Quispamsis Respecting Signs.

Motion Carried

11.2 Proposed Traffic By-law Amendment No. 027-34 - (Section for No U-Turns); A By-law of the Municipality of Quispamsis Respecting Traffic

The Director of Engineering & Works expanded upon his Staff Report noting to ensure proper enforcement of posted traffic control signage, the Traffic By-law No. 027 must include specific schedules. In this instance, Staff are proposing an amendment to the Traffic By-law to create a new Schedule "K" to list "No U-Turn"

areas. In addition, Staff are further recommending one area, Old Coach Road, near its intersection with the Hampton Road, be identified as one of the “No U-Turn” areas. Mr. Losier noted complaints have been received about traffic dropping off students at QES, then turning right onto Hampton Road, and then turning left onto the nearby Old Coach Road and doing U-turns as a short cut to get back on the Hampton Road. Some motorists are turning on private property and are creating safety risks for those pedestrians walking to school in that area.

Moved By Councillor Thompson

Seconded By Councillor Olsen

First reading be given to Proposed Traffic By-law Amendment No. 027-34.

Motion Carried

Moved By Councillor Olsen

Seconded By Councillor Donovan

Second reading be given to Proposed Traffic By-law Amendment No. 027-34.

Motion Carried

12. New Business

12.1 Proposed Town of Quispamsis Safety Policy No. 073 and Associated Safety Program Manual 2021

A Staff Report from the Human Resources Manager, Joanie McGraw, informed Council the Joint Health and Safety Committee has been actively working on a revised Safety Program for the Town to promote a safety culture within all departments. The Policy before Council will be the introduction statement of the operational document, The Safety Program Manual, which is a fluid document, reviewed annually in accordance with provincial legislation.

Moved By Councillor Olsen

Seconded By Councillor Biggar

Council approve Proposed Safety Policy Statement No. 073; the introduction statement for the Town's Operational Safety Program Manual.

Motion Carried

13. Reports

13.1 Town of Quispamsis - May 2021 Unaudited Financial Statements - Town Treasurer

- 13.2 Kennebecasis Public Library - June 16, 2021 Meeting Agenda, Minutes & Librarian's Report
- 13.3 UMNB July Newsletter
- 13.4 Planning Advisory Committee Meeting Minutes of June 22, 2021
- 13.5 Town of Quispamsis Building Report As At July 31, 2021
- 13.6 Portage Atlantic Center - Pregnant Women with Addictions
- 13.7 FASD NL - Fetal Alcohol Spectrum Disorder - September 6 - 10, 2021 FASD Awareness Week

Moved By Councillor Donovan
Seconded By Councillor Olsen

Reports be received and filed.

Motion Carried

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

- 14.1 (Aug.17/21) Proposed Revision to Policy No. 012 - Appointment of Additional Financial Signing Officers and Appointment of Assistant Town Treasurer

Moved By Deputy Mayor Schryer
Seconded By Councillor Donovan

Acting CAO, Aaron Kennedy, be added to *Policy No. 012 - Financial Signing Officers* as an additional Banking Signing Officer in the absence of CAO Deuille.

Motion Carried

Moved By Deputy Mayor Schryer
Seconded By Councillor Olsen

Senior Accountant, Nancy Young, be appointed as the Assistant Town Treasurer and also be added to *Policy No. 012 – Financial Signing Officers*, as an additional Financial Signing Officer in CAO/Asst. Treasurer, Susan Deuille's absence.

Motion Carried


15. **Adjournment**

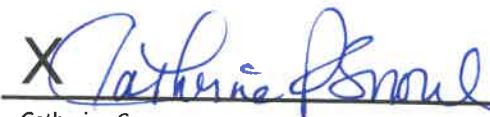
Moved By Councillor Biggar
Seconded By Councillor Olsen

Regular Meeting adjourn.

Motion Carried

Meeting adjourned at 10:30 p.m.

X 
Elizabeth O'Hara
Mayor

X 
Catherine Snow
Town Clerk

