



**QUISPAMISIS TOWN COUNCIL  
REGULAR MEETING  
MINUTES**

**June 15, 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  
Kennedy, Aaron; Communications Manager  
MacInnis, Lisa; Assistant Clerk  
McGraw, Joanie; HR Manager  
Purton Dickson, Dana; Director of Community Services  
Snow, Catherine; Town Clerk

**1. Approval of Agenda**

**Moved By** Deputy Mayor Schryer

**Seconded By** Councillor Olsen

The Agenda be approved as prepared.

**Motion Carried**

**2. Mayor's Comments**

Mayor O'Hara asked those in attendance to rise and join together in a moment of silence in honour of the 215 children whose remains were discovered at the former residential school in Kamloops, BC.

Mayor O'Hara announced Canada Day festivities will be moving forward in Quispamsis this year with pandemic protocols in place. The Wave Pool opened last week, and the new heat exchanger has water temperatures now approaching 80 degrees.

Mayor O'Hara alluded to this is the first full meeting of the newly elected Council, a Council who is committed, enthusiastic and focused on continuing to grow and improve the community. As Mayor, she will work hard to ensure Quispamsis is recognized as a dependable, cooperative and trusted leader in the Saint John Region, and a collaborative player with Provincial and Federal governments. She acknowledged Premier Blaine Higgs and Environment and Climate Change Minister, Gary Crossman, are the Town's Provincial MLAs.

**3. Moment of Reflection**

Mayor O'Hara read the Moment of Reflection.

**4. Disclosures of Interest (none)**

**5. Presentations**

5.1 Wayne Arrowsmith, Presentation on Quispamsis Active Transportation Plan - Request for Update

Mr. Arrowsmith made presentation to Council stating the positive attributes of an Active Transportation (AT) Plan. He noted AT means using human- powered means, such as walking, running, cycling, etc., to get from place to place through safe connection of streets and trails. He acknowledged both the Town's 2011 Active Transportation Plan, as well as the Town's Climate Change Action Plan, call for widened road shoulders to create safer pathways for cyclists and pedestrians as collector roads are upgraded. Mr. Arrowsmith noted while some streets have widened shoulders on one side, cyclists must ride with traffic, and therefore need safe passage on both sides of the street.

Mr. Arrowsmith suggested each time a street is resurfaced, the additional cost of adding paved shoulders be accepted. He further recommended the Quispamsis Active Transportation Committee be re-established, including the addition of community members and subject matter experts, to update the AT Plan.

The Director of Community Services informed Council further along on the Agenda, there is a recommendation from the Director of Engineering & Works to award an RFP for the development of a Master Transportation Plan. This Plan will play an integral role on how people move through the Town, and will incorporate Active Transportation components in the overall Plan.

Ms. Purton Dickson further related the Town has been actively growing its Active Transportation infrastructure through ongoing trail development, focusing on

connectivity to local schools, parks and playgrounds, completion of the Q/R trail, as well as the development of a new Mountain Bike Trail between the Model Farm Road and the Hammond River Road. As major roadways are upgraded, road shoulders are widened to create safer passage for cyclists and pedestrians, although it was acknowledged, not necessarily on both sides of the road. The Town has been promoting Active Transportation over the past number of years, she said, reaching 1000s of young people, through an Awareness Program to educate them on the importance of human powered transportation. The Program focuses on the meaning of sharrows, and encourages making the healthy choice, the easy choice. She noted there is an internal Active Transportation Committee made up of Planning and Community Services personnel, who routinely consider potential connections as part of the subdivision development process.

The Director of Engineering & Works confirmed the current practice when main collector roads are being upgraded, an additional 1 meter of asphalt is being applied to widen the road shoulders for pedestrians and cyclists. If it is Council's desire to widen beyond the 1 m width, then this would need to be addressed as part of the Street Capital budget process.

**Moved By** Councillor Luck

**Seconded By** Councillor Donovan

Council establish an AT Working Group made up of community groups and subject matter experts to provide expertise and oversight in the development of an updated Active Transportation Plan with respect to the *cycling* infrastructure component of the Plan.

Against (3): Deputy Mayor Schryer, Councillor Biggar, and Councillor Thompson

**Motion Carried**

**6. Public Hearings (none)**

**7. Minutes of Previous Meetings**

7.1 May 18, 2021 - Regular Meeting

**Moved By** Councillor Thompson

**Seconded By** Councillor Miller

Minutes be approved as prepared.

**Motion Carried**

7.2 June 7, 2021 - Special Meeting (Swearing-In Ceremony of the 7th Session of the Amalgamated Quispamsis Council)

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

The June 7, 2021 Special Meeting – Swearing-In Ceremony minutes be approved as prepared.

**Motion Carried**

**8. Unfinished Business**

8.1 (Sept.1/2020) Dangerous & Unsightly Premises - 106 Parkside Drive - Correspondence from Councillor Mike Biggar - Request for Update

A Staff Report from the Director of Engineering & Works, written in response to Councillor Biggar's request for an update, provided Council with background information on the current status of 106 Parkside Drive. Mr. Losier noted the By-law Enforcement Department have been monitoring this property since 2016. Minor improvements were made in 2017 and 2018, however, the improvements stopped in 2019, and 2020 has resulted in the owner accumulating more debris on the property. Discussions with the owner to return the property to compliance with municipal by-laws has not been successful, and the Town Solicitor has recently provided notice to the owner that the Town is considering proceeding with enforcement under the Dangerous and Unsightly Premises By-law. There has been no further response from the owner to date.

Mr. Losier further informed Council the Province has established a defined process for enforcement and enactment and this has been adopted under the Dangerous and Unsightly Premises By-law No. 039. At this point, Staff are requesting Council's approval to proceed with issuing a formal Notice to Comply to the property owner to have the property brought into compliance with the Dangerous and Unsightly By-law. Should the property owner not act on this notice, or appeals the notice, the Town would then be able to engage the services of a contractor through the standard Purchasing Policy to enforce the Notice to Comply.

**Moved By** Councillor Olsen  
**Seconded By** Councillor Thompson

That staff meet with the Town Solicitor with instructions to proceed with issuing a *Notice to Comply* against the property owner of 106 Parkside Road in accordance with the provisions of Bylaw #39, A Bylaw Respecting Dangerous or Unsightly Premises; and, further that prior to enforcement, Council review and approve any budgetary implications.

**Motion Carried**

8.2 (Dec.15/20) Comex Public Transit Service - Request to Cancel Route 53 and Increase Stops to Route 52 - Councillor Miller's Request for Update

In response to Councillor Miller's request for an update on the Town's request to combine Comex Routes 52 and 53 to make the public transit service more sustainable, the Communications Manager related Route 53 will be replaced with additional stops on Route 52. Timing will change slightly, and the revised route will begin at Parkside Drive, travel to the qplex stop, then back up the Gondola Point Arterial down the Hampton Road to the Kennebecasis Baptist Church stop, then Lila Court stop and continue its route down through Rothesay.

**Moved By** Councillor Donovan

**Seconded By** Councillor Miller

Mr. Kennedy be thanked for his update, acknowledging the Town's requested changes to the KV Routes 52 and 53 are in the process of being implemented by Saint John Transit, and Councillor Miller's correspondence be received and filed.

**Motion Carried**

8.3 (May 18/21) Department of Transportation and Infrastructure - Provincially Designated Highways Program 2022-2026

Staff Report from Director of Engineering & Works – Mr. Losier's Staff Report identifies as the 2022 priority, the resurfacing of the Palmer Brook Road from its intersection with Route 1 to its intersection with Route 100.

**Moved By** Deputy Mayor Schryer

**Seconded By** Councillor Thompson

The Town submit to the Department of Transportation and Infrastructure the proposed priority list for Quispamsis' Five Year Designated Highways Program 2022-2026 identifying the resurfacing of the Palmer Brook Road as the town's priority for 2022; and further, the Designated Highway Program for future years be referred to staff to incorporate future infrastructure planning such as water mains along the Hampton Road so that the town may be able to make a cost share proposal to DTI for subsequent years.

**Motion Carried**

8.4 (May 18/21) Ratification of Email Poll - Award of Tender 2021TQ03-19 - Street Upgrading 2021

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

Council ratify the Email Poll conducted May 20, 2021 authorizing the award of Tender No. 2021TQ03-19, Street Upgrading 2021 to the low bidder, NRB Construction Company Ltd., for the bid price of \$ 1,919,374.26 (exclusive of HST). Council also approves the addition of extra project limits on Hammond River Road, Bradley Lake Road, and the addition of a portion of Model Farm Road for an adjusted tender estimate of \$2,592,967 exclusive of HST, and, further, Council approved reallocation of the remaining Street Capital portion of the budget to the following:

- \$40,000 - Geotechnical Engineering 2021 Street Capital Program;
- \$20,000 – Completion of the Municipal Subdivision specifications document; and,
- \$370,503 (or unexpended budget remaining) – Brook Street Storm Sewer & Road Resurfacing.

**Motion Carried**

## 9. Correspondence

### 9.1 Correspondence from Councillor Mike Biggar - Indigenous Land Use Acknowledgement

Councillor Biggar expanded upon his request for an Indigenous Land Use Acknowledgement, noting his request comes in the context of inclusion, equality, community and respect. He applauded Mayor O'Hara for introducing a Moment of Silence at the beginning of the meeting in honour of the 215 Indigenous children whose remains were recently found in Kamloops at the site of a former residential school.

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

Councillor Biggar's proposal to institute an acknowledgement of the Town of Quispamsis operating on unceded First Nations' territories be referred to Staff to develop the appropriate language to incorporate into Council's *Moment of Reflection* to be read at each Regular Meeting.

**Motion Carried**

9.2 Correspondence from Councillor Mike Biggar - Request for Installation of Rainbow Crosswalk on Randy Jones Way at qplex

Councillor Biggar's correspondence proposed a rainbow crosswalk be painted on Randy Jones Way at the qplex, a central gathering point for culture and recreation in Quispamsis. This location makes it an optimal location as it allows maximum visibility and effectiveness as a statement of inclusion in the community year round. He noted June is celebrated internationally as Pride Month, and in talking to staff, the crosswalk can be completed by June 25, 2021 allowing it to be officially revealed in time for upcoming Quispamsis school prom events.

**Moved By Councillor Biggar**

**Seconded By Councillor Donovan**

Council authorize the development of a permanent rainbow crosswalk on Randy Jones Way at the qplex by June 25, 2021 in recognition of June being celebrated as Pride Month and to express support, inclusion and equality for members of the LGBTQ+ community.

**Motion Carried**

9.3 Correspondence from Councillor Noah Donovan - Acknowledging Pride Month

Councillor Donovan read his letter acknowledging June is Pride month, and the LGBTQ+ communities across the country and the world will be celebrating to raise awareness in hopes of furthering equality and reducing discrimination and prejudice. Everyone deserves to be treated equally he stated, regardless of who they are or who they love. Councillor Donovan concluded by encouraging people to live their lives authentically and for themselves.

**Moved By Councillor Luck**

**Seconded By Deputy Mayor Schryer**

Councillor Donovan be thanked for his correspondence, acknowledging, as per Item 9. 2., the Town plans to establish a Rainbow Crosswalk at the qplex this month in time for Pride Month, and his letter be received and filed.

**Motion Carried**

9.4 Correspondence from Councillor Kerrie Luck - Enhancing Communication in the Council Chambers - Seating Arrangement

Councillor Luck read her correspondence, acknowledging the importance of body language for effective communication and teamwork. Published literature on the subject, she noted, even suggests non-verbal communication helps maintain

attention, supports motivation, and enhances concentration. In light of this, and with a new Council underway, she suggested the layout of the council chambers be reviewed with the view towards having members seated so that they can see each other during discussion. This could be, she said, as simple as spreading the Council chairs out so that the councillors sit further out on the horseshoe that runs perpendicular to the Mayor's seat.

A discussion ensued with other Council Members noting the current layout best serves the public and the new video/camera system, members tend only to speak once or twice to each item, and that once the masks and plexi-glass between seats are removed, post-COVID; visibility should improve.

Councillor Luck noted she is happy to wait but would like to revisit this matter once the masks and plexi-glass are removed. Councillor Miller offered to change seats with Councillor Luck if that would help.

**Moved By** Councillor Donovan

**Seconded By** Deputy Mayor Schryer

Council support having a further discussion on the seating arrangement around the Council Table once the plexi-glass and masks are removed.

Against (1): Councillor Olsen

**Motion Carried**

9.5 Proposed 2022 Budget Schedule - Staff Report from Town Treasurer

Ms. Brandon's Staff Report noted the 2022 Budget Timelines have been drafted based on last year's schedule. The deadline from the Province to submit the Approved Budget is the middle of November and the submission is scheduled for November 17 based on Council's meeting schedule. When the Province releases the assessment information around the middle of October, she said, they will give the municipalities this year's deadline. She noted if Council would like to meet the middle of November deadline, then a Special Meeting may need to be prior to, November 15, 2022 date.

**Moved By** Councillor Miller

**Seconded By** Councillor Thompson

That the draft 2022 Budget Schedule be approved as prepared by the Town Treasurer, and Ms. Brandon be asked to provide clarification concerning her reference to a November 12<sup>th</sup> Special Meeting.

**Motion Carried**



**10. By-laws**

10.1 Proposed Local Improvement By-law No. 011-2021

**Moved By** Councillor Thompson

**Seconded By** Councillor Olsen

First reading be given to Proposed Local Improvement By-law No. 011-2021.

**Motion Carried**

**Moved By** Councillor Olsen

**Seconded By** Councillor Miller

Second reading be given to Proposed Local Improvement By-law No. 011-2021.

**Motion Carried**

**11. New Business**

11.1 IT Policies - Staff Report from IT and Administrative Services Coordinator, Sherri Levesque, In Attendance – Ms. Levesque provided an overview on the following four (4) IT Policies, noting an IT Security Policy Review was completed in 2020 to determine the Town’s cyber resiliency. The proposed policies before Council align with current standards and practices as it relates to Information and Communications Technology and Cybersecurity, and, can help mitigate potential damage resulting from policy violations.

11.1.1 Information Technology Acceptable Use Policy No. 069

**Moved By** Councillor Donovan

**Seconded By** Councillor Luck

Council adopt *Information Technology Acceptable Use Policy No. 069*, and rescind Policy No. 035; Network Internet Acceptable Use Policy.

**Motion Carried**

11.1.2 Mobile Device Policy No. 070

**Moved By** Councillor Miller

**Seconded By** Councillor Luck

Council adopt *Mobile Device Policy No. 070*; and rescind Hand Held Operated Electronic Devices Policy No. 034.

**Motion Carried**

11.1.3 Remote Access Policy No. 071

**Moved By** Councillor Luck

**Seconded By** Councillor Thompson

Council adopt *Remote Access Policy No. 071*; and rescind Remote Access Policy No. 046.

**Motion Carried**

11.1.4 Council Members' Communications Technology Policy No. 072

**Moved By** Councillor Donovan

**Seconded By** Councillor Thompson

Council adopt *Communications Technology Policy No. 072*; and rescind Council Members' Communication Policy No. 039.

**Motion Carried**

11.2 Municipal Election - Campaign Issues - Each Council Member to Bring Forth Two (2) Items

- Councillor Kirk Miller –1) More sidewalks for safer walkability especially near schools; 2) speeding motorists.
- Councillor Mike Biggar – 1) Deer Management (noted this was already addressed at May 4, 2021 Regular Meeting, when Council confirmed its interest in continuing the KV Nuisance Deer Management Program for the 2021 Season with Department of Natural Resources and Energy Development); and, 2) 106 Parkside Drive – Unsightly Premises – (noted this was addressed earlier in the meeting, Item 8. a.).
- Councillor Kerrie Luck – 1) Active Transportation – particularly along the Gondola Point Road – safety concerns for cyclists due to deteriorating road shoulder; and 2) Council communication: need for better communication on decisions made and the rationale behind them.
- Councillor Emil Olsen – 1) More sidewalks, and 2) Additional speed bumps/pavement.

- Deputy Mayor Mary Schryer – 1) Concerns about the impact on the 2022 Property Assessments as a result of the current surge in housing prices; and 2) Respecting the environment in a safe manner when developing the Town.
- Councillor Thompson – No new items to add.
- Councillor Donovan – 1) Younger population is looking for enhancements to recreational Town Infrastructure such as skateboard park, basketball court, splash pads; and 2) How Council can better connect with the youth of the community.

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

The Municipal Election Campaign issues be noted, and referred to the appropriate Staff Departments to provide background information and recommendations to Council for the July 20, 2021 Regular Meeting.

**Motion Carried**

11.3 Town Committee Appointments - Recommendations from Nominating Committee

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

Council endorse the Nominating Committee's recommendations, effective June 15, 2021, as proposed for Committee appointments, reappointments, and associated terms; including the disbandment of the Personnel Committee.

**Motion Carried**

11.4 Local Improvements 2021 - RFP 2021TQ06-16 - Staff Recommendation

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

Council accept the Director of Engineering & Works' recommendation that the Town award the Local Improvements 2021 Projects, 2021TQ05-16 to the low bidder, Steele Trucking Ltd. for the bid price of \$25,137.50 (plus HST).

**Motion Carried**

11.5 2021 General Capital Fleet Replacement Schedule Adjustment – Wheeled Excavator

**Moved By** Councillor Olsen

**Seconded By** Deputy Mayor Schryer

Staff proceed with the tender for a Wheeled Excavator using the revised specifications and an adjusted General Capital fleet replacement schedule for 2021 as proposed.

**Motion Carried**

11.6 2021 Drainage Improvement Projects - Tender 2021TQ05-23 Staff Recommendation

**Moved By** Deputy Mayor Schryer

**Seconded By** Councillor Olsen

Council accept Staff's recommendation to award the Drainage Improvement tender 2021TQ05-23 to the low bidder, Steele Trucking Ltd., for the bid price of \$47,135.40 (plus HST).

**Motion Carried**

11.7 RFP 2021TQ05-22 Transportation Master Plan - Recommendation for Consulting Engineering Services

**Moved By** Councillor Biggar

**Seconded By** Councillor Thompson

Council award RFP #2021TQ05-22 Engineering Services – Development of Transportation Master Plan to Englobe Corp and that they proceed with Part A for an upset fee identified as \$26,370 (plus HST).

**Motion Carried**

11.8 Aucoin Subdivision – 28 Nightingale Lane – Council Assent for Land for Public Purposes (PID 30004048)

**Moved By** Deputy Mayor Schryer

**Seconded By** Councillor Luck

Council grant assent to the Aucoin Subdivision Plan and approve the allocation of \$1,500.00 plus HST from the Land Trust reserve fund to acquire the additional LPP land.

**Motion Carried**

11.9 Fernwood Park Subdivision – Phase 4B – Council Assent (PID 30338925)

**Moved By** Councillor Miller

**Seconded By** Councillor Donovan

Council grant assent to the Fernwood Park Subdivision Phase 4B final 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**

11.10 Fernwood Park Subdivision – Phase 5A – Council Assent (PID 30327258)

**Moved By** Councillor Donovan

**Seconded By** Deputy Mayor Schryer

Council grant assent to the Fernwood Park Subdivision Phase 5A final 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**

11.11 Highlands of Queensbury Subdivision Phase 5 Stage 2 – Council Assent (PID 248534)

**Moved By** Deputy Mayor Schryer

**Seconded By** Councillor Olsen

The Council grant assent to the Highlands of Queensbury Subdivision Phase 5 Stage 2 final 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**

11.12 Woodleigh Park Subdivision – Phase 28B – Council Assent

**Moved By** Councillor Miller

**Seconded By** Deputy Mayor Schryer

The Council grant assent to Woodleigh Park Subdivision Phase 28B, subject to execution of a standard Subdivision Development Agreement, 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**

## **12. Reports**

- 12.1 2021 Council and PAC Meeting Calendar
- 12.2 2021 - 06 - 01 UMN Bulletin
- 12.3 Green Paper GNB Virtual Session - June 23, 2021 - Working Together for Vibrant and Sustainable Communities

**Moved By** Deputy Mayor Schryer

**Seconded By** Councillor Miller

The Town Clerk coordinate scheduling of a Special Meeting of Council on GNB's Green Paper, "Working Together for Vibrant and Sustainable Communities", to provide Members an opportunity to discuss and potentially submit input on the Green Paper.

**Motion Carried**

- 12.4 Gas Tax Report - Town Treasurer
- 12.5 Kennebecasis Regional Police Force - Audited Financial Statements As At December 31, 2020
- 12.6 Town Treasurer - Unaudited Financial Statements as at April 2021

**Moved By** Councillor Thompson

**Seconded By** Councillor Olsen

Reports be received and filed.

**Motion Carried**

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

- 13.1 Scholarship Committee Recommendations

**Moved By** Councillor Luck  
**Seconded By** Councillor Donovan

The two Town of Quispamsis Scholarships be awarded as recommended by the Scholarship Committee, with names of recipients being kept confidential until the graduation ceremonies.

**Motion Carried**

**14. Adjournment**

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

Meeting adjourn.

**Motion Carried**

Meeting adjourned at 9:20 p.m.

 X  
Elizabeth (Libby) O'Hara  
Mayor

 X  
Catherine Snow  
Town Clerk

