



**QUISPAMISIS TOWN COUNCIL  
REGULAR MEETING  
MINUTES**

**March 16, 2021, 7:00 pm  
Electronic Meeting**

Present:

- Mayor Gary Clark
- Deputy Mayor Libby O'Hara
- Councillor Sean Luck
- Councillor Lisa Loughery
- Councillor Kirk Miller
- Councillor Emil T. Olsen
- Councillor Pierre Rioux
- Councillor Beth Thompson
- Deville, Susan; CAO
- Brandon, Krista; Town Treasurer
- Kennedy, Aaron; Communications Manager
- Losier, Gary; Director of Engineering & Works
- MacInnis, Lisa; Assistant. Clerk
- Purton Dickson, Dana; Director of Community Services
- Snow, Catherine; Town Clerk

**1. Approval of Agenda**

**Moved By** Councillor Luck

**Seconded By** Councillor Miller

The Agenda be approved as prepared.

**Motion Carried**

**2. Mayor's Comments**

Mayor Clark announced Council meetings are expected to return to in-person in April with a newly upgraded audio and video system that is presently being installed. The new

system will allow automated streaming of meetings, a popular feature amongst residents that will continue long after the pandemic.

Mayor Clark stated the Homestar Dog Park will be closed March 17 and 18 to allow for the installation of the new lighting, which should be operational within the next few weeks, and will allow use of the dog park later in the evenings.

The qplex, Mayor Clark noted, is in its 10<sup>th</sup> year of operation, and this milestone will be commemorated over the coming weeks. He encouraged everyone to share their favourite memories of the qplex on social media.

### **3. Moment of Reflection**

Councillor Miller read the Moment of Reflection.

### **4. Disclosures of Interest**

No disclosures were declared.

### **5. Presentations**

#### **5.1 ACAP Saint John - Presentation of Town of Quispamsis' Climate Change Adaptation Plan**

Presenters: Bailey Brogan & Jamy-lynn McDonald, Climate Change Coordinators, ACAP Saint John

Ms. Bailey informed Council ACAP Saint John have been working on the Town of Quispamsis' Climate Change Adaptation Plan over the past year through funding from a Provincial Environment Trust Fund grant. In preparing the Plan, a review was conducted of the Town's Planning Documents, Development Scheme, EMO Plan, Asset Management Strategy, Corporate & Community GHG Action Plans, Flood Damage Reports, Water Supply and Distribution as well as the Town's Zoning, Subdivision, Sewer and Water By-laws. In addition, ACAP Saint John worked with a Steering Committee made up of town representatives on vulnerability and risk assessment, and solicited public input through on-line surveys and public events.

The Risk Analyses indicates the Town does not have any Extreme or High Risk Rating items, and recommends the Town should prioritize the Medium-High Climatic Change ratings. For Quispamsis this included Riverine Flooding and Increased Storm Events as a result of changes in precipitation and changes in temperature. ACAP SJ developed a list of 48 action items the Town can implement to increase its resiliency to climate change impacts – some of which include-

- Alert the public to extreme temperatures;
- Integrate green infrastructure;

- Protect natural buffers;
- Engage public in emergency preparedness;
- Education on reducing water usage;
- Upgrades along Gondola Point Road;
- Increase availability of flood mapping;
- Update zoning in flood prone areas;
- Watershed and stormwater planning.

Adaptation Strategies include –

1. Modifying policies, plans and procedures;
2. Building or infrastructure upgrades;
3. Improving community awareness and public education;
4. Building resilience to climate impacts.

Next steps include –

- Adoption of the Plan by Quispamsis Town Council;
- Refer the Plan to the Climate Change Committee to address implementation; and
- Include adaptation in municipal updates and development planning.

**Moved By** Deputy Mayor O’Hara

**Seconded By** Councillor Olsen

Council thank Bailey Brogan and Jamy-lynn McDonald of ACAP Saint John for preparing, on behalf of the Town, the "Climate Change Adaptation Plan for Quispamsis", and Council adopt the Adaptation Plan, in principle, and refer it to the Climate Change Committee to review an implementation strategy to ensure actions from the Adaption Plan are being implemented; and further, the Adaptation Plan be copied to the Town’s applicable Departments, including the recommendations contained in the Action Register, (Appendix F), for information purposes.

**Motion Carried**

5.2 PRO Kids Update - Summary of 2020 PRO Kids Events, Fundraisers and Staffing Structure

Presenters: Holly Knight, Quispamsis Representative & Amy McLennan, PRO Kids Manager, City of Saint John

Ms. Knight and Ms. McLennan provided to Council an update on PRO Kids recent activities. Ms. Knight noted the municipalities of the greater Saint John area, including Quispamsis, financially support the administrative costs of the program,

while funds raised through sponsorships and fundraising events support the placements of approximately 1000 children each year in various recreational and cultural activities. In 2020 the program saw more first time applicants whose families' financial situations had been negatively impacted by job losses due to the pandemic.

Mayor Clark turned the Chair over to the Deputy Mayor and received clarification from Ms. McLennan confirming that the City of Saint John's funding contribution has not changed from previous years. She noted the program's main challenge associated with COVID is many activities have not been happening due to mandatory orders, but once the pandemic is over, a truer impact of poverty related to COVID will become more evident.

Mayor Clark resumed the Chair.

**Moved By** Deputy Mayor O'Hara  
**Seconded By** Councillor Loughery

The Town's Representative on PRO Kids, Ms. Holly Knight, and Amy McLennan, PRO Kids Manager, be thanked for their enthusiastic Presentation summarizing PRO Kids 2020 events, and recent staff restructuring, and consideration of funding for PRO Kids for the 2022 year, be referred to the Town's 2022 Sponsorship Program.

**Motion Carried**

**6. Public Hearings (none)**

**7. Minutes of Previous Meetings**

7.1 February 16, 2021 - Regular Meeting

**Moved By** Councillor Rioux  
**Seconded By** Councillor Miller

Minutes be approved as prepared.

**Motion Carried**

**8. Unfinished Business**

8.1 Council Resolution Required - Order in Council for 2021 Borrowing - General

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

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:

<b>PURPOSE</b>	<b>AMOUNT</b>	<b>TERM</b>
<b><u>Transportation Services</u></b>		
2021 Street Capital - Paving	\$2,081,000	15 years

**Motion Carried**

8.2 Ratification of Email Poll – Reallocation of Funding from 2020 General Surplus Fund to Cover Kennebecasis Regional Joint Board of Police Commissioners’ 2020 Extraneous Budget Expense

**Moved By** Councillor Miller  
**Seconded By** Councillor Luck

Council ratify the Email Poll conducted February 23, 2021 authorizing the Town Treasurer to reallocate \$80,327.11 from the Town’s 2020 General Surplus to cover the Town’s portion of the Kennebecasis Regional Joint Board of Police Commissioner’s 2020 extraneous budget expense.

**Motion Carried**

8.3 Local Improvement By-law No. 011-2020 - Levying of Costs on Property Owners for 2020 Drainage Work

**Moved By** Councillor Luck  
**Seconded By** Deputy Mayor O’Hara

*NOTICE OF WARRANT OF ASSESSMENT*

*WHEREAS pursuant to By-law No. 011-20, passed on the 18<sup>th</sup> day of August, 2020, the Council of the town of Quispamsis has completed as a local improvement the Installation of Storm Sewer Works, at a cost of \$32,011.79 within the twelve months preceding the 31st day of March, 2021.*

*AND WHEREAS pursuant to By-law No. 011-2020 of the town of Quispamsis, the owner’s portion of the costs of the work to be raised by special frontage assessment is \$24,008.84;*

*AND WHEREAS such frontage assessment is payable in either one lump sum or ten (10) annual installments;*

*The Town Treasurer is THEREFORE requested to assess and levy the sum of \$24,008.84 on the several parcels of land abutting on the said work and cause the same to be collected and paid by either one lump sum or ten (10) annual installments by the owner of such parcels in accordance with the provisions of the By-laws of the town of Quispamsis.*

**Motion Carried**

## **9. Correspondence**

### **9.1 Canadian Transplant Association - New Brunswick - Request for "Green Shirt Day" April 7, 2021 and Request to "Light the Town Green" the Week of April 18 in Recognition of National Organ & Tissue Donation Awareness Week**

In Attendance: Ms. Nichole Elizabeth, Provincial Director

Ms. Elizabeth expanded upon her requests for the April 7 *Green Shirt Day*, and the April 18 – 24, 2021 *Light Up the Town Green Week*, both in recognition of Organ & Tissue Donations. In New Brunswick, people can register to be an organ and tissue donor through NB Medicare, noting it is also important to share these wishes with loved ones. The Canadian Transplant Association has long partnered with organizations like Canadian Blood Services and the Kidney Foundation in these efforts. In addition, following the tragic Humboldt Broncos bus crash in 2018, the CTA has also teamed up with the Boulet family in their efforts to raise awareness of organ donation. The family honoured their late son, Logan's wishes to be an organ donor, and because of this, six lives lived on. Ms. Elizabeth noted there is no age restriction for organ donations, noting the donated organs receive rigorous testing to ensure they are in a healthy state before being transplanted.

**Moved By** Councillor Olsen

**Seconded By** Councillor Loughery

In response to Ms. Elizabeth's request, Council accept Town Staff's recommendation to leave the green lights up from the St. Partick's Day's - "An Emerald Town" for the week of April 18 - 24, 2021 in recognition of "National Organ & Tissue Donor Awareness Week"; and also Town employees and residents be encouraged to wear green shirts on April 7, 2021 to raise awareness for Organ & Tissue Donations.

**Motion Carried**

### **9.2 Resignation Letter from Richard Arbeau as Quispamsis Representative on Kennebecasis Regional Joint Board of Police Commissioners**

Correspondence from Mr. Richard Arbeau tendered his resignation as one of the Town of Quispamsis' representatives on the KRJBPC due to other commitments.

Councillor Miller suggested the Nominating Committee incorporate a process for exit interviews when representatives resign and/or complete their terms on Town Committees.

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Luck

A letter be forwarded to Mr. Richard Arbeau accepting his resignation and thanking him for his many hours of dedicated service to the Kennebecasis Regional Joint Board of Police Commissioners, and the Nominating Committee be asked to provide Council with recommendations to fill the current vacancy on this Commission.

**Motion Carried**

**10. By-laws**

10.1 Proposed Remuneration By-law Amendment No. 018-09

In Attendance: Ms. Joanie McGraw, HR Manager, Town of Quispamsis

Ms. McGraw noted the Town had done a full review and implementation of a new pay structure for all non bargaining employees in 2016, utilizing the median to determine salaries. This included a balance between internal equity, external competitiveness, and fiscal responsibility. In 2019, a full Compensation Review for Council Remuneration was conducted by an independent consultant, Karen Gordon and Associates. She reviewed Council's remuneration in comparison with 12 other Maritime municipalities that were in the \$33m annual revenue category.

The results of Ms. Gordon's review indicated Quispamsis Council compensation is under market and close to the 25<sup>th</sup> percentile. Further, survey results indicated that Council's current Professional Development Budget is over market and close to the 75<sup>th</sup> percentile. With this in mind, the Consultant recommended the following recommendations, to become effective with the newly elected Council, in June of 2021:

**Professional Development**

	Current	Proposed PD decrease	New PD account	Total
Mayor	\$11,898	\$7,898	\$4,000	\$4,000
Deputy Mayor	\$6,072	\$2,572	\$3,500	\$3,500
Council	<u>\$5,555</u>	<u>\$2,055</u>	\$3,500	<u>\$3,500</u>
Total	\$51,300	\$22,800		\$28,500

And, the Annual Council Compensation be increased as follows:

**Council Compensation**

	Current	Proposed Increase	Salary	New Salary	Total
Mayor	\$40,342	\$11,408		\$51,750	\$51,750
Deputy Mayor	\$21,432	\$3,174		\$24,606	\$24,606
Council	<u>\$18,109</u>	<u>\$3,380</u>		\$21,489	<u>\$128,934</u>
Total	\$170,428	\$34,862			\$205,290

The overall change to the combined budget of Salary and Professional Development is an annual increase of \$12,062 to the total Council Compensation Budget.

Council members expressed their views concerning the proposed change to the Council Remuneration By-law. The majority of members spoke in support of the recommendation, acknowledging there has not been an increase in five years, Quispamsis is the 6<sup>th</sup> largest municipality in the Province, the proposed amendment is transparent for those looking to run in the upcoming election, and it represents fair market value, utilizing the 50<sup>th</sup> percentile market median for the new Council. Councillor Rioux, and Mayor Clark, (handed Chair over to Deputy Mayor), spoke against the proposed amendment, stating during a Pandemic, when many people have experienced financial hardship, is not the time to be considering an increase to Council's compensation. Mayor Clark resumed the Chair.

**Moved By** Councillor Luck

**Seconded By** Councillor Miller

First reading be given to Proposed Remuneration By-law Amendment No. 018-09.

**Motion Carried 6 – 1**  
**Nay: Councillor Rioux**

**Moved By** Councillor Olsen

**Seconded By** Councillor Thompson

Second reading be given to Proposed Remuneration By-law Amendment No. 018-09

**Motion Carried 6 – 1**  
**Nay: Councillor Rioux**



## 11. New Business

### 11.1 New Regional Economic Development Agency for Greater Saint John

#### 11.1.1 New Name - "Envision Saint John - The Regional Growth Agency"

Correspondence from the REDAGSJ noted the new name represents –

- The word “Envision” is a call to action to envision a more prosperous and inclusive future for the Greater Saint John Region.
- It invites residents to envision a brighter tomorrow in a community that is attracting investment, tourists and residents.
- When speaking to external markets, it is a direct encouragement to consider the Greater Saint John region as a place to invest, visit and live.
- It speaks to the Growth Mindset the agency will bring to the region.
- It is short, declarative and aspirational, speaking to the potential of the region.
- The tagline – The Regional Growth Agency – provides context and underscores the regional nature of the agency’s mandate.

**Moved By** Councillor Rioux

**Seconded By** Councillor Loughery

Council congratulate the Regional Economic Development Agency for Greater Saint John on the selection of their new name - "Envision Saint John - The Regional Growth Agency".

**Motion Carried**

#### 11.1.2 Funding Agreement - Quispamsis and REDAGSJ

**Moved By** Deputy Mayor O’Hara

**Seconded By** Councillor Loughery

Council authorize the Mayor and Clerk to sign on the Town's behalf the Regional Economic Development Agency of Greater Saint John's Funding Formula Agreement, (Envision Saint John - A Regional Growth Strategy).

**Motion Carried**

#### 11.1.3 Members Agreement - Saint John, Grand Bay-Westfield, Hampton, Quispamsis, Rothesay and REDAGSJ

**Moved By** Councillor Olsen

**Seconded By** Deputy Mayor O'Hara

Council authorize the Mayor and Clerk to sign the New Regional Economic Development Agency for Saint John, (Envision Saint John - A Regional Growth Agency)'s *Members' Agreement* along with the City of Saint John, the Towns of Grand Bay-Westfield, Hampton, Rothesay, Quispamsis, and the new REDAGSJ.

**Motion Carried**

11.2 Nominating Committee's Recommendations - Climate Change Committee Appointments

A recommendation from the Nominating Committee acknowledged there are currently three projects underway as part of the Town's Climate Change initiatives –

1. QUEST Smart Communities Benchmarking Report; (Scores the Town's Community Energy Plan, what has been completed, and what remains to be done);
2. ACAP Saint John's – Preparation of Quispamsis' Adaptation Plan; (to address risk management in response to climate change impacts); and ,
3. QUEST Sustainable Energy Community Acceleration Program, (will offer a range of services customized to the Town's needs including an economic impact assessment of the Community Energy plan)

The Town has been fortunate to participate in these projects at little cost to the municipality due to QUEST and ACAP being able to access government funding on the Town's behalf. While projects like these compile and analyze a large amount of useful data and will be used to move the Town's Community Energy Plan forward; it is important to have staff with expertise and technical skillsets on the Climate Change Committee to assist in the implementation of these recommended actions.

**Moved By** Deputy Mayor O'Hara

**Seconded By** Councillor Loughery

Council endorse the Nominating Committee's recommendation to appoint Gary Losier, Director of Engineering & Works, Mark Morrison, Engineering Manager, and Steve Cross, Utility Superintendent to the Climate Change Committee.

**Motion Carried**

11.3 Cedar Ridge Boulevard - Stormwater Analysis Approval to Proceed to Part "C" - Tender Period

Staff Report from Director of Engineering & Works – Mr. Losier’s report noted the Town proposed a three-part format for the RFP, Part A was Preliminary Design Costing and Phasing; Part B was Detailed Design; and Part C is Tender Period Services and Contract Administration. The Town is now prepared to proceed to the tender period for summer construction. The 2020 Budget identified \$200,000 to address the initial design and there is an additional \$200,000 from the 2021 budget that will be added to the previous year’s budget.

**Moved By** Councillor Luck

**Seconded By** Councillor Miller

Council authorize RFP #2019TQ07-20 Engineering Services –Cedar Ridge Boulevard Drainage Basin Analysis – Stormwater Review, which was awarded to CBCL proceed with Part C for an upset fee identified as \$73,700 (plus HST).

**Motion Carried**

11.4 Award of RFP No. 2021TQ02-8 - qplex Pool Heat Exchanger

Staff Report from Director of Community Services – Ms. Purton Dickson’s report noted the pool temperature has been an issue for the past 10 years. The Town has added to the current heat exchanger and purchased a cover for the deep end of the pool, yet the temperatures remain lower than desired. The proposed unit is nearly six (6) times larger than the current unit and has been specified to achieve a temperature range of 78.82 degrees Fahrenheit or 25-27 Celsius.

**Moved By** Deputy Mayor O’Hara

**Seconded By** Councillor Loughery

To award the qplex Pool Heat Exchanger RFP 2021TQ02-8 to Select Mechanical Incorporated for the price of \$ 99,266 (excluding HST) with the additional funding coming from the 2021-year end surplus and the general capital reserve fund if needed.

**Motion Carried**

11.5 2021 Application for Refinancing - qplex

**Moved By** Councillor Luck  
**Seconded By** Deputy Mayor O'Hara

Resolved that the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Quispamsis a debenture in the principal amount of \$4,637,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of Quispamsis agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

**Motion Carried**

## **12. Reports**

- 12.1 Criminal Intelligence Service Canada - 2020 Public Report on Organized Crime
- 12.2 Planning Advisory Committee – February 23, 2021 Meeting Minutes
- 12.3 Temporary Hampton Road Closure Near CN Rail Overpass at Model Farm Road and Franklin Drive Intersections
- 12.4 Quispamsis Climate Change Committee – February 18, 2021 Meeting Notes
- 12.5 Junior Achievement NB – Thank You
- 12.6 Lt. Governor of New Brunswick – Call for Nominations for the Order of New Brunswick Award
- 12.7 Bud Brothers Ventures – Notice Re Issuance of Micro-Cultivation License by Health Canada
- 12.8 Town of Quispamsis Building Report As At February 29, 2021

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

Reports be received and filed.

**Motion Carried**

## **14. Adjournment**

**Moved By** Councillor Olsen  
**Seconded By** Councillor Luck

Meeting adjourn.

**Motion Carried**

Meeting adjourned at 8:45 pm

X

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Gary Clark  
Mayor

X

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Catherine P. Snow  
Clerk

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