



QUISPAMISIS TOWN COUNCIL

REGULAR MEETING

MINUTES

May 15, 2018, 7:00 pm

Council Chambers

Quispamsis Town Hall

Present: Mayor Gary Clark
Deputy Mayor Libby O'Hara
Councillor Lisa Loughery
Councillor Sean Luck
Councillor Kirk Miller
Councillor Emil T. Olsen
Councillor Pierre Rioux
Deville, Susan; CAO
Kennedy, Aaron; Communications Manager
McGraw, Jo-Anne; Town Treasurer
Purton Dickson, Dana; Director of Community Services
Snow, Catherine; Town Clerk

Absent: Councillor Beth Thompson (medical)
Losier, Gary; Director Engineering & Works (out of town conference)

1. Approval of Agenda

Moved By Councillor Rioux

Seconded By Councillor Olsen

The Agenda be approved with the addition of Cross Walk Safety being added to New Business as Item (d).

Motion Carried

2. **Mayor's Comments**

Mayor Clark addressed the unprecedented and historic 2018 Spring Freshet flooding that occurred over the past few weeks along the Saint John, Kennebecasis and Hammond River systems that saw the high water mark rise to just below six meters; well above the flood stage of 4.2 meters. He noted Quispamsis and other southern NB communities were forced to deal with one of the worst natural disasters the area has ever seen. People rallied to support those directly impacted by the rising waters. Hundreds of volunteers assisted at the sand bag station, with complete strangers aiding homeowners along the Gondola Point Road, eager to lend a hand. On May 5th, the Mayor welcomed to Quispamsis Canadian Coast Guard Minister Dominic LeBlanc, Premier Brian Gallant, Fundy Royal MP Alaina Lockhart and Public Safety Deputy Minister Mike Comeau.

While no road or bridge closures were required, the Town did have many homes impacted by the flood. Now, in the recovery phase, there are dumpsters placed along Gondola Point Road, and curbside collection of flood damaged materials will take place on the next two Thursdays. Sandbags are not to be placed in the dumpsters due to their weight, and those needing help removing debris or sandbags from their yards are asked to register with the Town. Additionally, the Province is providing free testing for water from private wells that have been directly affected by the flood. He thanked everyone involved acknowledging

3. **Moment of Reflection** – Deputy Mayor O’Hara read the Moment of Reflection.

4. **Disclosures of Interest** - No disclosures were declared.

5. **Presentations**

5.1 2017 Financial Audit - Mr. Peter Logan, CA - Teed Saunders Doyle & Co.

Mr. Peter Logan presented the 2017 Financial Audited Statements to Council noting the consolidated statements of operations, changes in net debt and cash flows for the year ended December 31, 2017 represent a clean audit with no issues. Total revenues amounted to \$29,342,518 and expenditures, \$26,704,611. The consolidated annual surplus of \$2,637,907 is not a funding surplus but accounts for conditional capital grants that were received to fund capital projects. The 2017 annual surplus for funding requirements amounted to \$2,239 for the General Operating Fund and \$18,416 for the Utility Operating Fund. The statements include, in addition to the Town of Quispamsis’ financial statements, the pro-rated shares of the Kennebecasis Regional Joint Board of Police Commissioners, the Kennebecasis Valley Fire Department and the Kennebecasis Public Library. Under the PSAB Accounting principles, the

tangible capital assets are recorded at a cost which includes amounts directly attributable to acquisition, construction, development or betterment of the asset and are amortized on a straight line basis over the estimated useful life of the asset. The consolidated NET Book value of assets for the Town of Quispamsis as at December 31, 2017 is \$114,221,940.

Mr. Logan advised Council the Debt Service Ratio to budget in the General Fund is 8.3%, (Provincial threshold 20%); and Utility Fund, 41.8%, (Provincial threshold, 50%). The bulk of the 2018 Utility Fund Capital was allocated towards the Ritchie Lake Wastewater Collector project.

Mr. Logan thanked the Town's Finance Department for their continued cooperation in working with Teed Saunders and Doyle in their preparation of the Town's Annual Financial Audit, and extended a special thank you and best wishes to Town Treasurer, Jo-Anne McGraw, in recognition of her upcoming retirement.

Moved By Councillor Olsen
Seconded By Councillor Miller

Mr. Logan be thanked for his presentation and the 2017 Audited Financial Statements be approved as presented.

Motion Carried

6. Public Hearings

7. Minutes of Previous Meetings

7.1 May 1, 2018 - Regular Meeting

Moved By Councillor Rioux
Seconded By Deputy Mayor O'Hara

Minutes are approved as prepared.

Motion Carried

8. Unfinished Business

8.1 (Apr.17/18) Performance Audit - Staff Report from CAO Deuille

Ms. Deauville's Staff Report requested further direction on Council's motion of April 17th concerning her drafting of a RFP for a performance audit. She requested clearer direction on the elements Council wishes to be included in the

scope and approach of the audit noting Performance Audits can be as basic as an internal control to as broad as evaluating all functions of the organization, with overall costs reflecting the extent of the work to be undertaken, and can range from \$40,000 upwards to \$200,000.

A discussion ensued on this matter. Deputy Mayor O'Hara circulated a draft RFP for a municipal organization/performance audit for consideration. Comments of Council included a request initially for a global level review that would provide objective advice on the stewardship of the Town's public assets, acknowledgement of the Town's significant growth since the last Performance Review approximately 24 years ago, examination of current practices and efficiencies, potential risk factors, matrix to compare what is working, what can be improved, with an opportunity for companies to propose what services they offer and what the associated cost of these services would be.

It was the consensus of Council the CAO, based on Council's discussion, will proceed with drafting a RFP for a Town Performance Audit for Council's review at the June 19, 2018 Regular Meeting. Once approved, the final RFP will be issued, and Council can then review proposals as part of the 2019 Budget Deliberation process.

9. Correspondence

9.1 Rezoning Application – Dr. Caley McNamara Crowdis , KV Psychology & Wellness Clinic - 224 Hampton Road –Residential (R1) to Central Commercial (CC) - Proposed Two Storey Professional Office Building

Dr. McNamara Crowdis, Licensed Provisional Psychologist, expanded upon her application requesting the rezoning of 224 Hampton Road from Residential to Central Commercial to construct a 6000 square foot commercial office building with the top level being used for a Psychology Clinic and the lower level being rented out for other professional businesses.

A Staff Report from the Municipal Planning Officer informed Council Dr. McNamara Crowdis' application will require both a Municipal Plan By-law Amendment and a Zoning By-law Amendment. The property, PID No. 251825, consisting of 1.3 acres, fronts on the Hampton Road, serviced by municipal sanitary sewerage and a drill well for potable water. The initial Site Plan will require review and possible revisions with respect to reducing the number of parking spaces to allow for more green space. The existing trees will be retained for buffers along the adjacent residential property.

Moved By Deputy Mayor O'Hara
Seconded By Councillor Rioux

In response to the application to rezone 224 Hampton Road from Residential (R1) to Central Commercial (CC), a Public Presentation date be established for June 19, 2018 at 7 p.m.

Motion Carried

9.2 Thank You Letter to Mayor Clark - John and Donna Dobbin - Flood Volunteers

Correspondence from John and Donna Dobbin of Gondola Point Road thanked Mayor Clark and all volunteers for helping them secure their home to minimize damage from the recent flood. Witnessing men, women and children rolling up their sleeves to help impacted homeowners was heartwarming, they wrote, and noted a special shout out to Mayor Clark who worked relentlessly throughout the disaster helping those in need.

Fellow Council Members acknowledged the community spirit that came together to help with the flood and expressed their appreciation to Mayor Clark, Town Staff, Local Churches, Business Owners and Volunteers who all worked tirelessly to mitigate damages to those impacted by the flood.

Moved By Councillor Olsen

Seconded By Councillor Miller

The letter from Mr. and Mrs. Dobbin be received and filed, with thanks.

Motion Carried

10. By-laws

10.1 (Feb.20/18) Proposed Procedural By-law Amendment No. 033 - 05

The proposed Procedural By-law Amendment No. 033-05 would amend the By-law to reflect the following changes:

1. Holding of one (1) Regular Meeting in March, (3rd Tuesday), rather than two (2);
2. Authorizing the Clerk to poll Council to advertise the postponement of a regularly scheduled meeting to the date of the next regular meeting if it is known at least 48 hours in advance that there will not be a quorum;
3. Establishing the parameters to permit a Council Member to attend a Council Meeting electronically pursuant to the conditions outlined as per authority granted under the new *Local Governance Act*; and;

4. Deleting reference to the old EMO By-law No.009 and replaces it with reference to the new EMO By-law No. 051, (Section 8B).

Moved By Councillor Loughery

Seconded By Councillor Luck

First reading be given to Proposed Procedural By-law Amendment No. 033-05.

Motion Carried

Moved By Deputy Mayor O'Hara

Seconded By Councillor Rioux

Second reading be given to Proposed Procedural By-law Amendment No. 033-05.

Motion Carried

10.2 Proposed Traffic By-law No. 027 - 29 - Re Fines for Illegal Parking in Disabled Spaces

Proposed Traffic By-law Amendment No. 027-29 will increase the voluntary penalty for individuals charged with an offence under the Traffic By-law from \$25 to \$75, and if the voluntary penalty is not paid, then the Court can impose a fine of up to \$125 which is the maximum allowed under the *Motor Vehicle Act* for by-law convictions.

On the question, Deputy Mayor O'Hara read Traffic By-law No. 027-29 in its entirety.

Moved By Deputy Mayor O'Hara

Seconded By Councillor Olsen

Third and final reading be given to Traffic By-law Amendment No. 027-29.

Motion Carried

11. New Business

11.1 Award of Capital Street Tender - 2018

A Staff Report from the Director of Engineering & Works informed Council four bids were received for the 2018 Street Capital Tender which includes approximately 6 km of roadway, consisting of portions of the following streets:

1. French Village Road (800 m near Stable Downs End)
2. Colton Brook Road
3. Charity Lane/Kenneth Drive
4. Lionel Drive
5. Parkside Road
6. Clyde Drive
7. Foal Drive
8. Bernard Court

Mr. Losier wrote the current budget allocation for this project is \$1,247,000. The low bid from Debly Enterprises is \$1,031,835. The non-refundable HST adjusts the value of this tender amount to \$1,075,863.40; which reflects additional budget capacity of approximately \$171,000 which will be directed towards additional work to Colton Brook and Phinney Lane project limits. The Town will also want to take advantage of this tender to ensure a predictable asphalt price, he wrote, for the second phase of the Gondola Boulevard project, proposing to add it to the scope of work under the 2018 street capital tender as an additional asphalt work under the terms and prices of the bid documents. He noted the asphalt pricing has dropped from \$103 per ton in 2017 to \$85 per ton this year.

Council Members requested the 2018 Street Capital Program be placed on the June 19, 2018 Regular Meeting agenda for clarification on the extent of work included in the current tender package, (Colton Brook and Phinney Lane) and further, to discuss with the Director of Engineering & Works the opportunity to take advantage of the low asphalt prices by potentially expanding this year's Capital Streets Program to include additional streets.

Moved By Councillor Luck

Seconded By Deputy Mayor O'Hara

Council award Tender 2018TQ04-04, 2018 Street Capital Upgrade to the low bidder, Debly Enterprises Ltd, for the low bid price of \$1,031,835 (exclusive of HST).

Further that staff coordinate with the low bidder to re-introduce to the tender limits those sections of paving for Phinney Lane and Colton Brook Road that were recently removed from the tender limits by previous motion of council at their March 20, 2018 meeting.

And, Council approve these tender prices so they can be extended to Phase 2 Gondola Boulevard project to enable project costing and scheduling.

Motion Carried

11.2 Award of Truck Tender - One Ton Truck

A Staff Report from the Director of Engineering & Works informed Council two bids were received for a new Heavy Duty 4 x 4 Truck with a 9 foot dump to be used in the Town's Asphalt Program.

Moved By Councillor Rioux

Seconded By Councillor Olsen

Council award tender No 2018TQ04-5 for one new 2018/2019 Heavy Duty 19,500 GVWR 4x4 truck complete with 9 ft. dump to the low bidder Downey Ford Sales Ltd. For the bid price of \$61,315.00 (plus HST).

Motion Carried

11.3 A. E. McKay (Old Neck Road) Subdivision Plan - Assent of Council - Land for Public Purposes

A Staff Report from the Municipal Planning Officer requested Council's assent to the A. E. McKay Subdivision Plan on the Old Neck Road for the development of two lots on the former Thomas Johnson Architect Inc. Property. The Subdivision By-law Mr. Colbourne noted requires the dedication of Land for Public Purposes for any subdivision of land bordering the Kennebecasis River. A. E. McKay is proposing the creation of 710 square metres of LPP that will provide both access to the river and location of an engineered drainage channel to convey the storm water to the river. The LPP must be approved by Council prior to final plan approvals and the execution of a developer's agreement.

Moved By Councillor Olsen

Seconded By Councillor Miller

Council grant assent to the A.E. McKay Builders Ltd. Subdivision Plan with signing by the Town Clerk and Municipal Planning Officer, subject to the execution of a Development Agreement.

Motion Carried

11.4 Crosswalk Safety - Hampton Road & Millennium Drive

Moved By Deputy Mayor O'Hara

Seconded By Councillor Olsen

The Director of Engineering & Works be requested to provide information re potential safety improvements that can be made to the crosswalks located on

Hampton Road; and, as the road is a Provincially Designated Highway, inform Council on actions required to prompt the Province to assist the Town with safety measures such as overhead crossing lights, particularly near QES and KVHS schools.

Motion Carried

Moved By Deputy Mayor O'Hara

Seconded By Councillor Olsen

The Director of Engineering and Works be requested to provide recommendations on the installation of a crosswalk on Millennium Drive in the area between the Shannex and the McEsso in consideration that there are many people who are crossing the street in this area without the aid of a proper crosswalk.

Motion Carried

12. Reports

- 12.1 Kennebecasis Public Library Inc. – Financial Statements As At December 31, 2017
- 12.2 Kennebecasis Public Library March Meeting Minutes & Associated Documents
- 12.3 AMANB Resiliency Playbook for NB Municipalities
- 12.4 Finance Committee – Record of Proceedings – May 9, 2018 Meeting

Moved By Councillor Rioux

Seconded By Councillor Luck

Reports be received and filed.

Motion Carried

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

14. Adjournment

Moved By Councillor Rioux

Seconded By Councillor Olsen

Meeting adjourn. Meeting adjourned at 8:35 pm

Motion Carried

X

Gary Clark
Mayor

X

Catherine P. Snow
Clerk