



**QUISPAMISIS TOWN COUNCIL
REGULAR MEETING
MINUTES**

**May 3, 2016, 7:00 pm
Council Chambers
Quispamsis Town Hall**

- Members Present:** Mayor G. Murray Driscoll
Deputy Mayor Libby O'Hara
Councillor Gary Clark
Councillor Emil T. Olsen
Councillor Pierre Rioux
Councillor Beth Thompson
- Members Absent:** Councillor Lisa Loughery (out of town)
Councillor Kirk Miller (out of town)
- Staff Present** Deville, Susan; CAO
Kennedy, Aaron; Communications Manager
Losier, Gary; Director of Engineering & Works
McGraw, Jo-Anne; Town Treasurer
Purton Dickson, Dana; Director of Community Services
Snow, Catherine; Town Clerk

1. Approval of Agenda

Moved by Councillor Thompson
Seconded by Councillor Olsen

The agenda be approved, as prepared.

Motion Carried

2. Mayor's Comments

2.1 Telus Cup 2016 Event - Congratulations to Saint John Vito's - Silver Medal Placement - April 18 - 24, 2016 at qplex, Quispamsis, NB

Mayor Driscoll thanked everyone associated with the Telus Cup tournament that was hosted the week of April 18, 2016 at the qplex. He noted the tremendous success of the event, and congratulated the Major Midget Vito's hockey team and their head coach, Ken Dobson, for an excellent season, winning the Provincial title, the Atlantic Championship and then an unprecedented silver medal at the national Telus Cup, the first ever medal for a team from New Brunswick in this national tournament.

Mayor Driscoll acknowledged the highly attended Telus Cup tournament saw the largest crowds ever at the qplex, noting the full house gold medal game was televised nationally on TSN and RDS. The Vito's and the Telus Cup were discussed by Ron MacLean and Don Cherry on Hockey Night in Canada, MP, Alaina Lockhart, presented a glowing tribute on the event at the House of Commons May 2, 2016; and Premier Brian Gallant showed his support as a marvelous guest speaker at the Awards Banquet.

In closing, Mayor Driscoll noted that he was very proud to represent Quispamsis on the national stage, and extended a special thank you to the Organizing Committee – Aaron Kennedy, Dana Purton Dickson, Jo-Anne McGraw, Bruce Roberts, as well as the many Staff and community volunteers who all helped make the Telus Cup a memorable event.

3. Moment of Reflection

Councillor Thompson read the Moment of Reflection.

4. Disclosures of Interest

No disclosures were declared.

5. Presentations

5.1 Presentations to Mr. Michael F. Brennan

5.1.1 Retirement Presentation

Mayor Driscoll extended his congratulations to Mr. Brennan and presented to him a long service award pin in appreciation of his many contributions to the Town over his 24 year tenure. He noted Mr. Brennan began his employ with Quispamsis in 1992, initially hired as the Town Treasurer and was appointed as CAO in 1998. He wished Mr. Brennan and his wife, Denise, and family all the best for a long and healthy retirement.

Mayor Driscoll also extended his congratulations to the Town's newly appointed CAO, Ms. Susan Deuille, on her new position.

5.1.2 Association of Municipal Administrators of NB - Ms. Heather Chase, CAO, Village of Blacks Harbour & AMANB Region 4 Representative, In Attendance

Ms. Chase, on behalf of AMANB President, Melanie MacDonald, congratulated Mr. Brennan on his retirement. She expressed the Association's appreciation of Mr. Brennan's many contributions to the profession of Municipal administration over the years, including his membership on AMANB's Education Committee and the Municipal Advisory Corporation.

5.2 Presentation of the Town of Quispamsis' 2015 Audited Financial Statements

Mr. Peter Logan, CA, Teed, Saunders, Doyle & Co. presented the Audited 2015 Consolidated Financial Statements to Council. He noted he presented in more detail the financial statements to the Finance Committee last week, which indicated a clean audit in accordance with the Canadian Public Sector Accounting standards. Mr. Logan informed Council, under the converted PSAB Accounting standards, the Town's audited financial statements now include all of the Town's assets and

liabilities, revenues, expenditures, changes in net debt, cash flows as well as the Town's financial contributions to the regional entities of the Kennebecasis Regional Joint Board of Police Commissioners, the Kennebecasis Valley Fire Department Inc., and the Kennebecasis Public Library. The Town's share of these entities, he noted, is approximately 59%.

Highlighted Points from the 2015 Audited Financial Statements:

- Revenue, \$26,301,463
- Expenditures, \$25,621,101
- Surplus, \$680,362 (due mostly to capital grants)
- Property tax warrant increased by 4%
- Debt Ratio, General Fund 10.8%
- Debt Ratio, Utility Fund 44%

In response to Mayor Driscoll, Mr. Logan stated the Town's practice of moving surplus monies into reserve funds is a wise decision, as it allows the Town to undertake capital projects without having to borrow money, thus eliminating further interest expense. It also proves beneficial when unexpected costs are incurred, resulting from unforeseen storms, unanticipated building maintenance issues, etc. In closing, Mr. Logan acknowledged the healthy working relationship his firm has with the Town's staff, noting the Town's financial records are in very good shape.

Moved By Councillor Olsen

Seconded By Councillor Rioux

The audited 2015 Financial Statements be accepted as presented by Mr. Peter Logan of Teed Saunders & Doyle.

Motion Carried

6. Public Hearings (none)

7. Minutes of Previous Meetings

7.1 April 5, 2016 - Regular Meeting

Moved By Deputy Mayor O'Hara

Seconded By Councillor Clark

Minutes be approved as prepared.

Motion Carried

8. Unfinished Business (none)

9. Correspondence

9.1 Ascension Elevating Devices Ltd. – In Attendance – Mr. Dave McKenzie, Owner - Request to Amend Section 39 CPA Developer's Agreement - 355 Hampton Road – PID No. 00250787 and 30220644

Mr. McKenzie expanded upon Ascension Elevating Devices Ltd.'s application to amend the current developer's agreement, (All Sorts for All Sports), at 355 Hampton Road. The small, family owned, full service elevator company has been in business for the past seven years and supplies, services and maintains business elevators. The elevators are shipped directly to the location at which they are being installed, and would not be stored at the 355 Hampton Road office. A limited inventory of commonly required spare parts for elevator repairs will be kept on site, with hours of operation from 9 a.m. to 5 p.m. The proposed office will employ one staff person, with the downstairs portion of the building being used to host team safety meetings and board meetings on occasion.

A Staff Report from the Municipal Planning Officer, Dwight Colbourne, stated, the current business, All Sorts for All Sports, is being sold. Based on the information provided, the proposed use by Mr. McKenzie would be less intrusive to the adjacent residential properties than the current use. The proposed use of an office space and service repair shop is a permitted use under the current Neighbourhood Commercial zone.

Moved By Deputy Mayor O'Hara

Seconded By Councillor Olsen

Refer Mr. Dave McKenzie of Ascension Elevating Devices Ltd.'s request to amend the Development Agreement to change the use of the business at 355 Hampton Road from the existing sporting goods store to an elevator service and repair office/shop to the Planning Advisory Committee, notify residents within a 100 meter radius of the proposed change, and set a Public Hearing date for June 21, 2016.

Motion Carried

9.2 Canadian Association of Municipal Administrators (CAMA) - Long Service Recognition Awards Program in Recognition of Town Treasurer, Jo-Anne McGraw's 15 Years of Service with the Town of Quispamsis

Correspondence from CAMA acknowledged their long service recognition awards program recognizes and celebrates the dedication to public service and municipal management of their members. In this regard, CAMA asked the Town to join them in recognizing Ms. Jo-Anne McGraw for her 15 years of municipal service as Quispamsis' Town Treasurer, and her ongoing support of the municipal profession.

Moved By Deputy Mayor O'Hara

Seconded By Councillor Clark

The Town Treasurer be congratulated on receiving her 15 Year Long Service Award by the Canadian Association of Municipal Administrators, (CAMA).

Motion Carried

9.3 Invitation to 527 Simonds Annual Ceremonial Review - May 29, 2016 at Simonds High School

Correspondence from Captain Sarah Craig invited Council Members to attend the 65th Annual Ceremonial Review to be held on May 29, 2016 at Simonds High School. Their Reviewing Officer, the letter informed, will be the Honourable Joselyn Roy Vienneau Lieutenant Governor of New Brunswick.

Moved By Councillor Clark
Seconded By Councillor Olsen

Council Members wishing to attend the May 29th Ceremonial event to do so, and invitation be received and filed.

Motion Carried

- 9.4 2016 MS Bike - Sussex to Saint John - June 25 & 26, 2016 – Correspondence from Alan Kerr, P. Eng., Department of Transportation & Infrastructure In Response to MS Society of Canada – Atlantic Division's Request for Route Approval

The Department of Transportation & Infrastructure approved the Annual MS Bike Ride scheduled for the weekend of June 25 & 26, 2016 subject to the affected Towns' being notified of the event and confirming there is no planned road construction along the route in question, and notifying the Kennebecasis Regional Police Force of this planned event. It was noted in Quispamsis, the route will travel along Route 100, near the Potting Shed); Route 119 - near Gondola Point Ferry, and the Gondola Point Road towards Rothesay.

Moved By Councillor Clark
Seconded By Deputy Mayor O'Hara

The Town of Quispamsis approve the MS Bike Route through Quispamsis subject to the Town's Engineering Department confirming that there is no planned road construction on the route proposed, and the Town notifying the Kennebecasis Regional Police Force of this upcoming event.

Motion Carried

10. By-laws (none)

11. New Business

- 11.1 Tender No. 2016TQ04-7 – Quispamsis Memorial Arena Wall Stabilization - Murdock & Boyd Architects' Recommendation of Award

Correspondence from Malcolm Boyd stated the tender results have been reviewed, and he would recommend acceptance of the low bid as submitted by Heron Enterprises Inc., in the amount of \$117,600 plus HST.

The Director of Community Services informed Council this project is expected to begin shortly and will be finished by summer's end. The Consultants expect that the wall stabilization project will increase the lifespan of the QMA by another 25 years.

Moved By Councillor Thompson

Seconded By Councillor Olsen

Council accept Murdock & Boyd's recommendation to award the Quispamsis Memorial Arena - Wall Stabilization Tender to Heron Enterprises Inc. for the low bid of \$117,600.

Motion Carried

11.2 Tender No. 2016TQ04-8 - Capital Street Upgrade Project – Director of Engineering & Works' Recommendation of Award

A Staff Report from Mr. Losier informed Council three (3) tenders were received for the 2016 Capital Street Upgrade Project, ranging in price from \$1,436,453 to \$1,581,185,30 to resurface 15 streets, along with some sidewalk and crosswalk upgrades. Unfortunately, he stated, the asphalt prices did not follow the anticipated trend and have risen in comparison to previous years rather than staying stable, with tenders exceeding the budgeted amount of \$1,024,000. He noted, in the last four years, asphalt averaged \$85 per ton, however, in this tender, it has come in at \$94 per ton. In addition, asphalt pulverizing costs have increased from \$2 sq m to \$3 sq m, which is significant when you consider this makes up over \$110,000 of the project.

Mr. Losier's Staff Report noted the consideration for Council is to decide whether to eliminate approximately \$400,000 worth of streets from the 2016 program (5 streets), or, alternately, to examine the Town's remaining three years of Gas Tax Funds and bring forward the necessary budget to address these shortfalls. In addition, he noted, the Town has the option of not finalizing the reallocation until the end of the year which will allow the

Town to take advantage of any budget surplus or Capital Reserve before it is determined the final amount to be reallocated.

Moved By Councillor Thompson

Seconded By Councillor Olsen

Council select the option that sees a reallocation of Gas Tax Capital Funding rather than the elimination of streets, and Council award Tender No. 2016TQ04-8 - 2016 Street Capital Upgrade Project to the low bidder, NRB Construction Company Limited, for the bid price of \$1,436,453.00 (plus HST), and further that Gas Tax funds be reallocated to this project at year end after any possible surplus or reserve funds are taken into account.

Motion Carried

11.3 Tender No. 2016TQ04-9 - Replace Boat Launch at Meenan's Cove Park - Recommendation of Award

Correspondence from Jonathan Sabeau of Dillon Consulting Ltd. stated four tenders were received in response to the public tender for the Meenan's Cove Boat Launch Upgrade. All tenders conform to the requirements of the tender documents, and it is their recommendation that the tender be awarded to the low tenderer, Clearview Trucking & Excavating Ltd.

Moved By Councillor Olsen

Seconded By Councillor Rioux

Accept the Engineer Consultant's recommendation to award the Boat Launch Upgrade tender to the low tenderer, Clearview Trucking & Excavating Ltd. for their tender price of \$284,326.97 plus HST.

Motion Carried

11.4 Tender No. 2016TQ04-10 - Lights at Meenan's Cove Ballfield – Letter of Recommendation from RSEI Electrical Consulting Engineers

Correspondence from RSEI stated eight (8) tenders were received for the lights at Meenan's Cove Ballfield, and it is recommended that the tender be awarded to the low bidder, Dobbelsteyn Service & Maintenance.

Moved By Councillor Clark

Seconded By Deputy Mayor O'Hara

Council accept the Consultant's recommendation to award the Meenan's Cove Ballfield Light Tender to Dobbelsteyn Service & Maintenance Ltd. for the low tender price of \$199,280 plus HST.

Motion Carried

11.5 Land For Public Purposes (LPP) – Ritchie Lake Collector

11.5.1 A. E. McKay Builders Limited Subdivision Plan

Moved By Deputy Mayor O'Hara

Seconded By Councillor Olsen

Council grant assent to the A.E. McKay Builders Limited Subdivision Plan, in order to create Land for Public Purposes as delineated and described on the plans.

Motion Carried

11.5.2 Woodleigh Development Limited

Councillor Rioux informed Council the Planning Advisory Committee recently approved approximately 75 new building lots in this area for A. E. McKay Builders and Woodleigh Development Limited.

Moved By Councillor Thompson

Seconded By Councillor Clark

Council grant assent to Woodleigh Developments Limited Subdivision Plan for the necessary stamping and registration of the final plans in order to create Land for Public Purposes as delineated and described on the plans.

Motion Carried

11.5.3 Province of New Brunswick

Moved By Deputy Mayor O'Hara

Seconded By Councillor Olsen

Council grant assent to the Province of New Brunswick Subdivision Plan for the necessary stamping and registration of the final plans in order to create Land for Public Purposes as delineated and described on the plans.

Motion Carried

12. Reports

- 12.1 Kennebecasis Valley Fire Department – 2015 Audited Financial Statements
- 12.2 Kennebecasis Valley Fire Department Annual Report 2015
- 12.3 Kennebecasis Regional Joint Board of Police Commissioners' Audited Financial Statements
- 12.4 Kennebecasis Regional Joint Board of Police Commissioners Minutes of February 24, 2016 Meeting
- 12.5 Royal Canadian Navy's HMCS Brunswicker Battle of the Atlantic – May 1, 2016
- 12.6 Animal Control Monthly Report
- 12.7 Town of Quispamsis – Building Report – March 2016
- 12.8 Planning Advisory Committee Minutes – April 12, 2016
- 12.9 Telus Cup – Congratulations from MLA Gary Crossman
- 12.10 Unaudited Financial Statements As At March 31, 2016

Moved By Councillor Olsen

Seconded By Councillor Thompson

Reports be received and filed.

Motion Carried

13. Business Arising from Committee of the Whole

14. Adjournment

Moved By Deputy Mayor O'Hara

Seconded By Councillor Clark

Regular Meeting adjourn.

Motion Carried

The meeting adjourned at 7:50 p.m.


G. Murray Briscoe
Mayor


Catherine P. Snow
Clerk