

QUISPAMSIS TOWN COUNCIL

REGULAR MEETING

MINUTES

| **May 2, 2023, 6:00 pm**  **Council Chambers**  **Quispamsis Town Hall** |
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| Present: | Mayor Libby O’Hara |
|  | Councillor Mike Biggar |
|  | Councillor Noah Donovan |
|  | Councillor Kerrie Luck |
|  | Councillor Kirk Miller |
|  | Councillor Emil T. Olsen |
|  | Councillor Beth Thompson |
|  | Kennedy, Aaron; Acting CAO |
|  | Brandon, Krista; Town Treasurer  Colbourne: Dwight; Development Officer  Emmerson, Cheryl, Human Resources Manager  Losier, Gary, Director of Engineering and Works  MacInnis, Lisa; Assistant. Clerk |
|  | Purton Dickson, Dana; Director of Community Services |
|  | Roszell, Tim; Communications Manager  Snow, Catherine; Town Clerk |
|  |  |
| Absent: | Deputy Mayor Mary Schryer (vacation) |

# **1. Approval of Agenda**

**Moved By** Councillor Donovan  
**Seconded By** Councillor Olsen

The Agenda be approved as prepared.

**Motion Carried**

# **2. Mayor's Comments**

Mayor O’Hara acknowledged her appreciation to the Deputy Mayor for chairing the April 18, 2023 meeting on her behalf, and thanked everyone who reached out to her with kindness and support when she was unable to be here.

She announced the recent photo op just taken this evening to bring awareness to the Quispamsis Climate Change Committee’s newest community outreach program. In partnership with the Kennebecasis Public Library, and the two local bike shops, the Committee purchased and donated to the Library four new bicycles to promote active transportation and energy efficiency in the community. The bicycles are now available to the public on a seven-day loan as part of the Library’s Object Lending Program. She thanked both Millennium Cycle and Sport and Bikes and Beans bike shops for their partnership and support of the program.

Mayor O’Hara encouraged residents to visit the temporary link on the Town’s website to navigate through a series of short questions as an exercise to aid the Town in its development of a new and refreshed website.

Mayor O’Hara, Chair of the Fundy Regional Service Commission, announced the FRSC sub-Committees have been established under the four pillars identified by PNB. The are now considered the responsibility of the local governments under the auspices of the FRSC - the Economic Development and Tourism Committee - Envision Saint John, the Community Development Committee is Chaired by Saint John Deputy Mayor John MacKenzie, the Regional Transportation Committee is Chaired by Grand Bay-Westfield Mayor Brittney Merrifield, and the Regional Facilities Committee is Chaired by Rothesay Mayor, Nancy Grant. Each of these Committees has met once, when they had a Consultant lead them through a Strategic Plan process. The FRSC budget is expected to be ready for fall, and these Committees just met in April and are expected to roll out their budgets by July. Mayor O’Hara noted she will be meeting with the Minister of Local Government and Local Governance Reform over the coming week and will be discussing with him the challenges of the downloaded responsibilities along with the extremely tight timelines.

Mayor O’Hara extended congratulations to one current and one former Kennebecasis Regional Police Force Member who recently received the Order of Merit Award for their exemplary work, Corp Eugene Belliveau, and former Police Chief, Wayne Gallant.

Mayor O’Hara also congratulated Quispamsis resident, Kelly Lynch, founder of the KV Girls Softball Association in 2012 who has recently been inducted in the NB Softball Hall of Fame.

In closing, Mayor O’Hara acknowledged the purple lights at the Town Hall are in recognition of May being Huntington’s Disease Awareness month, a neurodegenerative disease that causes the progressive breakdown of nerve cells in the brain and presents symptoms similar to ALS, Parkinson’s, and Alzheimer’s. The purple light will also bring recognition on May 12th to Fibromyalgia Awareness Day, a diagnosis given to patients with unexplained widespread chronic pain that has inflicted over 500,000 Canadians.

**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 (May 2/23)  Kennebecasis Valley Food Basket - Proposed Building Expansion at 346 Hampton Road

In Attendance: Cathy Rignanesi (Treasurer), and Brian Rignanesi, Chair, Kennebecasis Valley Food Basket

Mr. Rignanesi made presentation to Council on the Kennebecasis Valley Food Basket’s history, needs, and expansion options. He noted the Food Basket was formed in 1985, is run by volunteers who are guided by a paid part-time coordinator and lease their current building at favourable rates from the town of Quispamsis. Their clientele is made up of 38% Quispamsis residents, 45% Rothesay, and 17% of outlying areas such as Golden Grove, French Village and the Kingston Peninsula. They serve an average of 98 families per month for a total of 282 clients. There need has grown to the point that they are looking at either a new building or, their preferred option - to expand the existing building for a cost of approximately $430,000. The KVFB has the financial ability to fund the costs of the expansion, as well as the increased operating costs going forward, and asked Council for its support of their plans, continuation of the Town's annual financial support; and, if all is satisfactory with the expansion, consideration of either gifting the property to them or entering into a long-term lease.

**Moved By** Councillor Donovan  
**Seconded By** Councillor Biggar

Cathy and Brian Rignanesi be thanked for their informative presentation, and Council support the Kennebecasis Valley Food Basket in its plans to expand and renovate the town-owned building at 346 Hampton Road, thereby granting permission for the KVFB to complete the necessary land surveys; ground and soil samples, including permission to encroach on additional land near the QMA as needed, agree to entertain any zoning changes required, continue to financially support the KVFB on an annual basis, and lastly, assuming favourable testing results and any zoning changes, the Town, at that time, consider either gifting the land and building to the KVFB, or entering into a long-term lease agreement for the use of the building and property.

**Motion Carried**

## 5.2 (May 2/23) Proposed Seasonal Watercraft Rentals Operation at Meenan's Cove and Gondola Point Beaches

Mr. John O'Brien made presentation to Council requesting permission and the appropriate licenses to operate a seasonal watercraft business at Meenan's Cove Beach. His proposal involved the hourly or all day rental of new jet skis and sun lounge chairs noting he would follow all by-law and environmental requirements, obtain liability insurance, and will review with each renter, who must be at least 18 years old, the Transport Canada’s Rent a Boat Safety Checklist, including the requirement for proof of drivers license.

A Staff Report from the Director of Community Services indicated in May of 2013 Council had denied a similar proposal to rent out jet skis at Meenan's Cove Beach based on concerns about safety, noise and liability issues associated with the operation. There was also concerns as the beaches are small, well attended and the parking lots are already at capacity, especially at Meenan's Cove. Ms. Purton Dickson stated if Council is considering the proposal, this item should be referred to Staff to seek more information from Mr. O'Brien on his proposed watercraft rental operation.

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

Council refer Mr. O’Brien’s proposal to operate a seasonal watercraft (jet skis) and lounge chair rental operation at Meenan’s Cove beach to Town Staff to discuss details of the proposal further with Mr. O’Brien and bring back more information and recommendations to Council.

**Motion Carried**

## 5.3 (June 15/21) Transportation Master Plan

Presenter: Mr. Andrew Northmore, P. Eng., Transportation Safety Engineer, and Ryan Esligar, M. Sc. E., P. Eng., Team Leader - Transportation Engineering; Englobe Engineering Consultants

The Director of Engineering and Works provided an introduction to the Transportation Master Plan, noting it is now being formally presented to Council, and Staff will then be looking for Council’s feedback, and will also then be putting it out for public review. This will also be a useful document to assist in the level of service review.

Mr. Andrew Northmore presented the Transportation Action Plan to Council noting its focus was on the Town's road network, active transportation, local transit opportunities and policies/infrastructure that support broader network objectives. Factors considered included -

* Anticipated Growth -
  + - * Modest Growth will lead to increased demand on collectors and arterials;
      * Aging Population will lead to shift from commuting to social/community trips;
      * Commuting likely to remain personal vehicle based;
      * Predict over the next 10 - 20 years, most development will be located on Hampton Road, Pettingill Road and Meenan's Cove Road.
* Road Network Future Needs -
  + - * Hampton Road at Campbell Drive/Pettingill Road.
* Infrastructure Condition Review - Road condition and Culvert condition.
  + - * Gondola Point Arterial @ Millennium Drive;
      * Gondola Point Arterial @ Hampton Road;
      * Accommodating improved Active Transportation;
      * Expanding the water system and other utilities to support increased development;
      * Access to Parkside & French Village;
      * Additional Hampton/Pettingill Road Connector to be considered by 2042;
      * Speed limits should be addressed on a case-by-case basis, as road network is not suited to a blanket speed limit reduction.
* Active Transportation Improvements -
  + - * Creating an effective AT Network means designing with a 'people centric' focus and not all roads need to have the same focus. Cost estimates range from $11.5 million to $33.1 million with approximately $554,000 in trail operation/maintenance and line painting annually.
* Local Transit Opportunities -
  + - * Collaboration with the Dial A Ride - Fundy Regional Transportation Program,
      * Implementing a demand-response transit program.
* Road Infrastructure Policies - Updated/created - Traffic Calming, Rural Paved Shoulder Policy and Road Surface Policy

The Director of Engineering and Works informed Council the full Transportation Master Plan study will also be made available to Council and he encouraged Members to review in greater detail and provide their feedback.

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

Andrew Northmore be thanked for his presentation on the Transportation Master Plan - titled "Re-envisioning Mobility in Quispamsis" and it be referred to the Engineering Department to seek public consultation, and any comments and/or input from Council Members also be referred to the Town's Engineering Department.

**Motion Carried**

## 5.4 (Aug.17/21) Proposed Gondola Point Road Corridor - Scenic Road Designation

Presenter: Mr. Ryan Esligar, M.Sc.E., P.Eng., Team Leader – Transportation Engineering and Andrew Northmore, P.Eng., Transportation Safety Engineer - Englobe Engineering Consultants (20 Minutes)

The Director of Engineering and Works introduced the Gondola Point Road Corridor Study, noting this is one of the Transportation items that warranted a detailed review as a specific request based on the scenic route concept. He noted the specifics of this area that needed to be examined, the proximity of the Kennebecasis River, the Gondola Point sewer lift station connections, the narrowness of the roadway area and the desire to make it a safe passage for pedestrians and cyclists.

Mr. Esligar presented the results of Englobe Engineering Consultant’s review of the Gondola Point Road Corridor Study to Council noting the project goals were to create space for active transportation, reducing vehicle speeds and maximizing scenic potential. Cross-Section Alternatives initially included 8 options with varying Active Transportation (trails, bike lanes, shoulders), lane widths and number of lanes. These were narrowed down to the following four by the Project Team and Steering Committee for a more in-depth view:

* Option 1 - Bicycle Accessible Shoulders, Two-Way Traffic; (Least Cost option, maintains character of existing roadway).
* Option 2 – Advisory Bike Lanes, narrower profile, more uban feel and shared facility and separate sidewalk – eliminated due to current vehicle speeds making it unsafe for cyclists.
* Option 4 - Multi-Use Path, One-Way Traffic heading East; and two-way or one way from North of Quispamsis Road if had connection onto Gondola Point Arterial -.
* Option 7 - Multi-Use Path - Two Way Traffic (Preferred Option) – Middle cost option and provides narrower profile for urban feel and reduced speeds, scenic and safe separated path on the riverside for pedestrians and cyclists.

A discussion of Council ensued with the following points noted:

* The favoured Option 7, if ultimately chosen, the final design plan would need to adjust, shift and/or reduce the width of the multi-use path and/or roadway to avoid encroachment upon private lawns and/or driveways.
* Need for vehicle parking, lookout area, preferably on the pedestrian side. Potential available land on wastewater pumphouse station sites.
* Many priorities in the Town, the less expensive Option 1 would still provide an AT area via the bike accessible road shoulders that could be delineated with markers.
* As part of the study’s scope, property owners will be consulted for their input.
* Cost estimates will be provided for the final options.
* The Gondola Point Road Corridor options can be used as a template for future road considerations, such as the Hampton Road.

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

Mr. Esligar be thanked for Englobe's presentation on the 'Gondola Point Road Corridor - Preliminary Design Options, and it be referred to the Engineering Department to seek public consultation, and any comments and/or input from Council Members be referred to the Town's Engineering Department.

**Motion Carried**

# **6. Public Hearings** (none)

# **7. Minutes of Previous Meetings**

## 7.1 April 18, 2023 - Regular Meeting

**Moved By** Councillor Donovan  
**Seconded By** Councillor Biggar

Minutes be approved as prepared.

**Motion Carried**

# **8. Unfinished Business**

## 8.1 (Sept.7/21) Purchasing Policy Update – Tendering Process - Staff Report from Town Treasurer

Ms. Brandon expanded upon her Staff Report noting Administration has been working to update the purchasing policy to be in alignment with the Town's Strategic Plan and all applicable legislation and agreements. The full policy has been reviewed by the legal team and their feedback has been incorporated into the updated policy. In February of this year, Council had approved the updated purchasing limits contained in the document. One of the changes is the elimination of public tender openings. There is no requirement for this, and most tender documents take some time to review and analyze. Another change is differentiating the requirements for RFP’s and Tenders as there is more flexibility with RFPs such as adding a statement re: preferential treatment to New Brunswick suppliers (in alignment with NB First Procurement Strategy) and the town's ability to select proposals that we deem to be in the town’s best interests.

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

Council approve the updated new Purchasing Policy No. 075 that aligns with the Town's Strategic Plan and all applicable legislation and agreements, thus rescinding the current Purchasing Policy No. 068.

**Motion Carried**

# **9. Correspondence**

## 9.1 Paula Copeland - Resignation from Imperial Theatre Board of Directors

Ms. Copeland's correspondence tendered her resignation as the Town's representative on the Imperial Theatre Inc.'s Board of Directors, effective April 30, 2023 as she is moving out of Town and will no longer be a resident of Quispamsis.

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

Ms. Paula Copeland be thanked for her dedicated service and her valuable contributions made to the Imperial Theatre Board of Directors over the past 8 years; and the vacancy on the Imperial Theatre Board be referred to the Nominating Committee for review and recommendation.

**Motion Carried**

# **10. By-laws** (none)

# **11. New Business** (none)

# **12. Reports**

12.1 Quispamsis Planning Advisory Committee – March 28, 2023 Meeting Minutes

12.2 Fundy Regional Service Commission – April 27, 2023 Meeting Agenda Package

12.3 UMNB Bulletin – April 24, 2023

12.4 Kennebecasis Valley Fire Department Inc. – 2022 Audited Financial Statements

**Moved By** Councillor Donovan  
**Seconded By** Councillor Biggar

Reports be received and filed.

**Motion Carried**

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

## 13.1 Tender No. 2023TQ04-8; Street Upgrades -Verbal Update from Director of Engineering and Works

The Director of Engineering and Works informed Council the three tenders received for the 2023 Street Capital Works were all in excess of $1 million over the Town’s $2 million budget for this project. Staff are recommending the bids be rejected and will be making further recommendations to Council to either carry over planned street upgrades to 2024, and/or looking at specific streets separately.

**Moved By** Councillor Olsen  
**Seconded By** Councillor Donovan

All 2023 Street Capital Tenders identified as 2023TQ04-8 that were received be rejected by Council as the lowest tender package came in approximately $1.3 over budget, and this item be referred back to staff.

**Motion Carried**

# **14. Adjournment**

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

Meeting adjourn.

**Motion Carried**

Meeting adjourned at 8:10 p.m.

