



English

Français

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## **Frequently asked questions**

### **Do I need to own property in Quispamsis to run for Town Council?**

No.

To be a candidate in a Quispamsis municipal election or by-election, a person must be:

- 18 years of age on or before election day;
- a Canadian citizen;
- a resident of the province and the municipality for at least 6 months before election day.

### **How much time commitment is required?**

There are 19 regularly scheduled meetings annually: on the first and third Tuesday in February, April, May, September, October, November and December, and on the third Tuesday only in January, March, June, July and August.

Council generally meets in Committee of the Whole at 5 pm with the public meeting to follow at 7 pm. The length of the public meeting varies depending upon the agenda.

Elected members of Council will serve a four-year term until the next election in May, 2025.

### **What other expectations are placed upon a councillor?**

In addition to attendance at the regular meetings, councillors may be asked to represent the Town at various events when the mayor and/or deputy mayor are unavailable. All members of Council, including the mayor and deputy mayor, are expected to represent the Town on one of the various committees, boards and commissions, such as PRO Kids, the Kennebecasis Regional Board of Police Commissioners, Kennebecasis Public Library Board, and Kennebecasis Valley Fire Department. As required under provincial law, Council has instituted a Code of Conduct By-Law #056. More information is attached.

### **How many people are elected to Quispamsis Town Council?**

Council consists of eight individuals: the mayor and seven councillors. One member of council is elected deputy mayor at the first meeting following the election.

### **How does one become deputy mayor?**

The deputy mayor is elected by Council at the first meeting following the election. In Quispamsis, by tradition, the councillor receiving the highest number of votes is elected unanimously to the position of deputy mayor.

### **What salaries are paid to elected officials?**

That information can be found in the town's remuneration by-law.

### **What are the important dates to remember?**

- Nominations papers can be filed beginning Monday, March 22;
- Nominations close Friday, April 9 at 2 pm;
- Advance polls: Saturday, May 1 and Monday, May 3 from 10 am – 8 pm;
- Election Day: Monday, May 10 from 10 am – 8 pm.

*For more information, please visit: [www.electionsnb.ca](http://www.electionsnb.ca)*

**TOWN OF QUISPAMISIS**  
**Council / Planning Advisory Committee Calendar 2021**

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
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29	30	31				

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 Planning Advisory Committee (PAC) Meetings  
 Council Meetings

**BY - LAW NO. 018**

**A BY-LAW OF THE MUNICIPALITY OF QUISPAMISIS RESPECTING THE  
REMUNERATION OF COUNCIL**

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## **BY-LAW NO. 018**

### **A BY-LAW OF THE MUNICIPALITY OF QUISPAMISIS RESPECTING THE REMUNERATION OF COUNCIL**

The Council of the town of Quispamsis, pursuant to the authority granted under Section 36(3) of the Municipalities Act of New Brunswick, enacts as follows:

#### **1. TITLE**

A. This by-law may be cited as the Remuneration of Council By-law.

#### **2. DEFINITIONS**

A. In this by-law:

- i. "Annual" means each consecutive twelve (12) month period commencing from the date a Member is sworn into office and does not refer to a calendar year;
- ii. "Council" means the Council of the town of Quispamsis, and includes the Mayor, the Deputy Mayor, and all the Councillors;
- iii. "Councillor" means a Member of the Council other than the Mayor and Deputy Mayor;
- iv. "Deputy Mayor" means the Deputy Mayor of the town of Quispamsis;
- v. "Mayor" means the Mayor of the town of Quispamsis;
- vi. "Member" means a person elected to the Council and includes the Mayor, the Deputy Mayor, and all of the Councillors;
- vii. "Treasurer" means the Treasurer appointed by the Council of the town of Quispamsis;

### 3. SALARIES OF MEMBERS

A. Effective June 1, 2012, salaries of Members shall be as follows:  
[AMENDMENT # 7, DATED 2011-12-06] NOTE: SECTIONS i, ii, & iii., below replaced with  
Sections iv. (a) (b) & (c) [AMENDMENT # 8, DATED 2018-12-18]

- i. ~~The Mayor shall receive an annual salary of twenty thousand eight hundred eighteen dollars (\$20,818.00);~~
- ii. ~~The Deputy Mayor shall receive an annual salary of eleven thousand sixty dollars (\$11,060.00);~~
- iii. ~~Each Councillor shall receive an annual salary of nine thousand four hundred eighty four hundred dollars (\$9,484.00).~~
- iv. Effective January 1, 2019: [AMENDMENT # 8, DATED 2018-12-18]
  - (a) The annual salary of the Mayor set out in subsection i. above shall increase to thirty nine thousand six hundred sixty seven dollars (\$39,667.00);
  - (b) The annual salary of the Deputy Mayor set out in subsection ii. above shall increase to twenty one thousand seventy four dollars (\$21,074.00);
  - (c) The annual salary of each Councillor set out in subsection iii. above shall increase to seventeen thousand eight hundred six dollars (\$17,806.00);
  - (d) The Allowances for Expenses for the Mayor, Deputy Mayor and each Councillor set out in Sections 4.A.i., ii., and iii., shall be discontinued and these sections shall be deemed to be deleted;
  - (e) The maximum annual reimbursement for expenses for the Mayor set out in Section 4.B.v.a. shall decrease to eleven thousand eight hundred ninety eight dollars (\$11,898.00);
  - (f) The maximum annual reimbursement for expenses for the Deputy Mayor set out in Section 4.B.v.b. shall decrease to

six thousand seventy-two dollars (\$6,072.00);

- (g) The maximum annual reimbursement for expenses for each Councillor set out in Section 4.8.v.c . shall decrease to five thousand five hundred fifty four dollars and fifty cents (\$5,554.50);
- (h) The words “and allowance for expenses” shall be deemed to be removed from Sections 5.A.i.,ii and iii.;
- (i) The word ‘allowances’ shall be deemed to be deleted from Section 5.1.A; and
- (j) The section reference, “4.A.”, shall be deemed to be deleted from Section 5.1.A.

#### 4. ALLOWANCES FOR EXPENSES

A. This section deleted. ([AMENDMENT # 8, DATED 2018-12-18])

B. [AMENDMENT # 6, DATED 2009-10-06] Additionally each Member may claim reimbursement for travel expenses incurred while on Town business, including but not limited to:

- i. For use of a personal automobile used for the Town’s business when travelling outside the Town, the per kilometre rate as set by resolution of Council;
- ii. Meals at cost to a maximum of sixty dollars (60.00) per day, plus tax and gratuity;
- iii. Air fare, registration fees, lodging, parking, taxi cabs, telephone charges, and other expenses at cost;
- iv. The cost of meals for their spouse/partner at functions attended by that member pursuant to his or her duties as a member of Council and in accordance with the current policy of Council regarding same.



- v. The total maximum annual reimbursement for expenses incurred under Subsection 4.B. shall be limited to: [AMENDMENT #7, DATED 2011-12-06] ([AMENDMENT # 8, DATED 2018-12-18])
  - a. Eleven thousand eight hundred ninety eight dollars, (\$11,898.00) for the Mayor;
  - b. Six thousand seventy-two dollars (\$6,072.00); for the Deputy Mayor;
  - c. Five thousand five hundred fifty four dollars and fifty cents (\$5,554.50) for each Councillor.

C. The following are ineligible expenses:

- i. Per diem allowances shall not be paid to any Member of Council.
- ii. Members shall not be paid for expenses incurred by, or on behalf of, their partner/spouse, nor any other family member except for those expenses claimed pursuant to Section 4.B.iv.
- iii. Members shall not be paid for expenses which will be reimbursed to them by other parties.

**5. METHOD OF PAYMENT AND PROCEDURES**

[AMENDMENT # 2, DATED 2003-05-20]

- A. i. Payment of a Member's annual salary [AMENDMENT # 8, DATED 2018-12-18] incident to the discharge of their duties shall commence with the first regular scheduled payroll after taking the oath of office and continuing until the earliest of:
  - a. The expiration of the members term in office; or
  - b. Upon his/her seat being declared vacant pursuant to Sections 34 and 35 of the Municipalities Act of New Brunswick.
- ii. Subject to Section 5.A.(iii), commencing June 1, 2003, a Member's annual salary [AMENDMENT # 8, DATED 2018-12-18], shall be paid by

consecutive bi-weekly (direct deposit) payments, each equal to 1/26<sup>th</sup> of the annual salary and allowance less any statutory deductions.

iii. If a Member's term starts or ends other than at the start or end of a regular scheduled pay period, the Member's salary [AMENDMENT # 8, DATED 2018-12-18] paid in accordance with Section 5.A.(ii) shall be prorated in accordance with the actual number of days in the pay period.

B. All claims for reimbursement for expenses under Subsection 4(B) must be submitted to the Treasurer on the forms as may be required by the Treasurer, along with such receipts [AMENDMENT # 8, DATED 2018-12-18].. All claims must be signed by the claimant.

C. No advance payment of such salary or allowance as authorized in Sections 3. or 4. shall be permitted except as follows:

Members may obtain advance working funds from the Treasurer to cover the estimated travel expenses for out of town travel for a specific event. The funds for travel purposes will be in the form of electronic funds transfer [AMENDMENT # 8, DATED 2018-12-18] issued by the Treasurer.

a. If the Member does not reconcile his/her advance working funds by completing and signing an Expense Statement, and submitting it to the Treasurer, along with such receipts as required by the Treasurer together with any excess working funds advanced, within three (3) weeks after the event for which the advance working funds were paid out, the amount of the advance working funds shall be deducted in full from the Member's next regular scheduled payment [AMENDMENT # 3, DATED 2003-09-02].

**5.1.A.** On the first day of June 2013 and on the first day of June in each and every year thereafter, the salaries, [AMENDMENT # 8, DATED 2018-12-18] and expenses set out in Sections 3.A., 4.A., and 4.B. shall be adjusted by an amount equal to the average increase in the Consumer Price Index (CPI) for New Brunswick recorded for the immediately preceding fiscal year ending April 30.

**6. BY-LAW REPEALED**

- a. Section 7. of By-law Number 001 “*A By-law of the Municipality of Quispamsis Respecting the Procedure, Organization and Remuneration of the Council*” is hereby repealed.

**7. EFFECTIVE DATE**

- a. This by-law comes into effect on May 28, 2001.

**READ FIRST TIME: December 5, 2000**

**READ SECOND TIME: December 5, 2000**

**READ THIRD TIME AND ENACTED: December 19, 2000**

**AMENDMENT NO. 1 READ THIRD TIME AND ENACTED: September 18, 2001**

**AMENDMENT NO. 2 READ THIRD TIME AND ENACTED: May 20, 2003**

**AMENDMENT NO. 3 READ THIRD TIME AND ENACTED: September 2, 2003**

**AMENDMENT NO. 4 READ THIRD TIME AND ENACTED: January 18, 2005**

**AMENDMENT NO. 5 READ THIRD TIME AND ENACTED: February 19, 2008**

**AMENDMENT NO. 6 READ THIRD TIME AND ENACTED: October 6, 2009**

**AMENDMENT NO. 7 READ THIRD TIME AND ENACTED: December 6, 2011**

**AMENDMENT NO. 8 READ THIRD TIME AND ENACTED: DECEMBER 18, 2018**

**SEAL**

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Mayor

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Clerk

**BY-LAW No. 056;  
A BYLAW OF THE MUNICIPALITY OF QUISPAMISIS  
RESPECTING COUNCIL CODE OF CONDUCT**

**PURPOSE:** A Bylaw of Town of Quispamsis, in the Province of New Brunswick, for the purpose of establishing a Code of Conduct for Councillors.

**WHEREAS,** pursuant to Section 10 of the Local Governance Act, a Council shall pass a bylaw establishing a code of conduct for Councillors;

**WHEREAS,** the citizens and the taxpayers of the Town have the right to be served by a Council committed to conducting its service in an ethical, impartial, businesslike, and professional manner;

**WHEREAS,** Quispamsis Council deems it necessary to establish a Council Code of Conduct to guide members of Council, reflecting the values of Quispamsis, its commitment to professional, accountable and lawful conduct, and its desire to provide strong local governance and leadership; and

**NOW THEREFORE,** the Council for Quispamsis, duly assembled, enact as follows:

**1. TITLE**

- a. This Bylaw will be cited as the “Council Code of Conduct”.

**2. DEFINITIONS**

- a. “CAO” means the Chief Administrative Officer for the Town of Quispamsis;
- b. “Town” means the Town of Quispamsis;
- c. “Council” means all members of Council duly elected and holding office;
- d. “Councillor” means any member of Council including the Mayor and Deputy Mayor;
- e. “Town Property” means the Town’s financial and non-financial assets including but not limited to land, vehicles, equipment, electronic devices and documents;
- f. “Confidential” or “Confidential Information” means any aspect of in-camera deliberations; information identified as confidential within the provisions of

the Right to Information and Protection of Privacy Act ; and information subject to solicitor-client privilege;

g. “Officer” means an employee of the Town that reports directly to the CAO and may carry some delegated or designated duties of the CAO.

### **3. CODE OF CONDUCT**

#### **a. Representing the Town**

i. All Councillors shall:

1. Work for the common good of the Town’s citizens and taxpayers while promoting the public interest and advancing the mandate and long term interests of the Town;
2. Conduct Council business in an open and transparent manner that promotes public confidence and trust, recognizing that an individual Councillor cannot exercise individual authority over the Town;
3. Exercise their duties with care, diligence and skills that a reasonably prudent person would exercise in comparable circumstances;
4. Exercise their duties by placing the interests of the Town ahead of their personal interests; and
5. Exercise their duties in an impartial manner, making decisions based on objective criteria, rather than on the basis of bias or prejudice.

#### **b. Communicating on Behalf of the Town**

- i. The Mayor, or in his/her absence the Deputy Mayor, is the official spokesperson for the Town;
- ii. All Councillors acknowledge that official information related to the decisions of Council will be communicated to the community and the media on behalf of the Council as a whole.

#### **c. Respecting the Decision Making Process**

i. All Councillors shall:

1. Foster respect for the democratic decision making process; and
2. Work towards effective and consistent implementation of the positions and/or decisions of Council.

**d. Adherence to Policies, Procedures And Bylaws**

- i. As the Town's stewards and decision makers, all Councillors shall respect, and adhere to, the established policies, procedures and bylaws of the Town, showing commitment to performing their duties and functions with care and diligence.

**e. Respectful Interaction with Councillors, Staff, the Public and Other Members of Society**

- i. All Councillors shall:

1. Treat fellow Councillors, Administration/Staff and the public with respect, concern and courtesy and not engage in discrimination, bullying, harassment or use of derogatory language towards others in their roles as Councillors;
2. Demonstrate the highest standards of personal integrity and honesty;
3. communicate and work with all fellow Councillors in an open and honest manner promoting a spirit of cooperation by listening to and respecting those opinions that may differ;
4. Avoid forming "cliques" with other Councilors for the purpose of controlling Council meetings, agendas or outcomes; and
5. Use communication tools and social media in a professional and appropriate manner only to promote the approved objects of Council and not to attempt to reflect on Council decisions or disparage or criticize other Councilors or Town staff. Derogatory, defamatory, discriminatory, indecent, obscene or false comments shall not be posted.

#### **f. Confidential Information**

i. All Councillors shall hold in strict confidence all information concerning matters deemed confidential and shall not, either directly or indirectly, release, make public or in any way divulge any information which is deemed to be confidential unless expressly authorized by Council or required by law to do so.

#### **g. Conflict of Interest**

i. No Councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. These activities include but are not limited to:

1. Use any influence of the office for any purpose other than official duties;
2. Use any information gained in the execution of the office that is not available to the general public for any purpose other than for official duties;
3. Place themselves in a position of obligation to any person or organization who might reasonably benefit from special consideration or may seek preferential treatment; and
4. Influence any Council decision or decision-making process involving or affecting any person or organization in which a Councillor or Councillors have a financial interest.

#### **h. Improper Use of Influence**

i. All Councillors shall, at all times, conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration, and shall:

1. Refrain from giving direction to any municipal employee or contracted resource, except through the CAO;
2. Convey all concerns or requests for action or information directly to the CAO or, where appropriate, and as agreed by the CAO, communicate with an officer without committing the Town to any specific course of action, expenditure, or use of

municipal resources outside of the Town's established policies, procedures, or budget, or otherwise;

3. Not solicit, demand or accept the services of any municipal employee;

4. Avoid any situation in which a friendship, social relationship or social interaction with a member of staff may be seen to create undue influence, access to information, conflict of interest, or to undermine the authority of the CAO; and

5. Not express any opinion on the performance of any municipal employee with exception of the formal CAO performance evaluation as specifically required by Town policy, or in good faith, as may be deemed necessary;

6. Not advocate for the promotion, sanction, or termination of any municipal employee.

**i. Use of Municipal Assets and Services**

i. No Councillor shall use or attempt to use the Town's property, funds, services, or information for personal benefit or the benefit of any other individual.

ii. No Councillor shall use Town assets including Town cell phones or Town email accounts for provincial or federal political activity.

**j. Orientation and Other Training Attendance**

i. All new Councillors must attend the local orientation sessions. All Councilors are encouraged to attend training opportunities that may be provided during their term.

**4. COMPLAINTS**

a. Any person, in good faith, may report perceived wrongdoing or make a complaint alleging a breach of the Council Code of Conduct by a Councillor. All reasonable attempts shall be made to keep the reports and complaints confidential until full investigation is completed in order to protect a Councillor and a complainant.



b. The report or complaint shall be in writing outlining the nature and specifics, be dated, include a name of the complainant, signed, addressed to the Mayor (or in the case of perceived wrongdoing of the Mayor, to the Deputy Mayor), and marked “confidential”. The complaint may be mailed, emailed, or hand-delivered to the Town’s office. All received complaints shall be included in the in-camera session of a regular Council meeting for Council’s perusal upon receiving it.

c. An anonymous report or complaint shall not be considered valid.

d. Depending on the nature of the complaint, Council may:

i. Authorize the Mayor and Deputy Mayor (or in the case of perceived wrongdoing by the Mayor, the Deputy Mayor and one Councillor), to investigate the complaint and report to Council;

ii. Dismiss the report or complaint as invalid;

iii. Request legal opinion regarding the report or complaint;

iv. Request the Town’s legal counsel to investigate the complaint and report to Council through the Mayor (or in the case of perceived wrongdoing by the Mayor, through the Deputy Mayor).

e. If the complaint is determined to be valid by the majority of Council or through independent legal advice, Council may impose sanctions, defining the specific action to be taken by a motion.

## **5. SANCTIONS**

a. Council may impose sanctions on a Councillor who contravenes the Council Code of Conduct in the following forms:

i. A letter of reprimand;

ii. Requesting a letter of apology;

iii. Requesting to attend training;

iv. Suspension or removal of the Mayor or Deputy Mayor as official spokesperson for the Council;

v. Suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;

vi. restricting the privileges of attending conferences and workshops at the Town's expense;

vii. reduction or suspension of remuneration as Council may deem appropriate .

## **6. REVIEW**

- a. The Council Code of Conduct Bylaw must at a minimum be reviewed every four (4) years, following the general municipal election.

## **7. ENACTMENT**

This Bylaw shall come into effect upon the date of the final passage thereof.

**READ FIRST TIME:** October 16, 2018

**READ SECOND TIME:** October 16, 2018

**READ THIRD TIME AND ENACTED:** November 6, 2018

**S E A L**

**X**

\_\_\_\_\_  
Gary Clark  
Mayor

**X**

\_\_\_\_\_  
Catherine P. Snow  
Clerk