



## QUISPAMIS TOWN COUNCIL

### REGULAR MEETING

### MINUTES

February 7, 2023, 6:00 pm

Council Chambers

Quispamsis Town Hall

Present: Mayor Libby O'Hara  
Deputy Mayor Mary Schryer  
Councillor Mike Biggar  
Councillor Noah Donovan  
Councillor Kerrie Luck  
Councillor Kirk Miller  
Councillor Emil T. Olsen  
Kennedy, Aaron, Acting CAO  
Brandon, Krista, Town Treasurer  
Colbourne, Dwight; Development Officer  
Emmerson, Cheryl; Human Resources Manager  
Jarvis, Jennifer, Planning Technologist  
Levesque, Sherri; Administrative Services Coordinator  
Losier, Gary; Director of Engineering & Works  
Roszell, Tim; Communications Manager  
Snow, Catherine; Town Clerk  
Cheryl Emmerson, Human Resources Manager

Absent: Councillor Beth Thompson (illness)

**Massive Earthquake Disaster Turkey – Syria** – Council held a moment of silence to send thoughts to all affected by the tragic earthquakes that occurred February 6, 2023 in Turkey, leaving over 19,000 dead and many more injured, many of them Syrian Refugees who had escaped the war in Syria looking for a better, safer life.

#### 1. Approval of Agenda

**Moved By** Councillor Olsen

**Seconded By** Deputy Mayor Schryer

The Agenda be approved as prepared.

**2. Mayor's Comments**

Mayor O'Hara made the following comments:

- Thanked the emergency responders who helped keep everyone safe during the very cold frigid temperatures last week.
- Acknowledged February is Black History Month in Canada – a time to celebrate the many contributions of Black Canadians. The Kennebecasis Public Library has a Black History Month display including several books giving historic accounts of Black Maritimes and Black Canadians.
- Attended, along with Deputy Mayor Schryer, the Greater Saint John Chinese New Year Gala at Imperial Theatre – a celebration to mark the year of the Rabbit.
- Elected as the Chair for the Fundy Regional Service Commission, and is excited to work towards the implementation of all the mandates handed to local governments from the Department of Local Government and Local Governance Reform.
- Announced the Fundy Winterfest (Quispamsis, Rothesay, Hampton, Saint John, Grand Bay-Westfield and St. Martins) will have a series of events from February 1 – March 12, 2023 and is an opportunity for residents to connect across generations, communities, and classes and cultures. More information is available on the “Fundy Winterfest Facebook” page.

**3. Treaty Acknowledgement – Ukraine War - Moment of Reflection**

Councillor Biggar read the Moment of Reflection.

**4. Disclosures of Interest**

No disclosures were declared.

**5. Presentations (none)**

**6. Public Hearings (none)**

**7. Minutes of Previous Meetings**

7.1 January 17, 2023 - Regular Meeting

**Moved By** Deputy Mayor Schryer

**Seconded By** Councillor Donovan

Minutes be approved as prepared.

**Motion Carried**

**8. Unfinished Business (none)**

**9. Correspondence**

9.1 Summer Students Compensation 2023 - Staff Report from HR Manager

Ms. Emmerson expanded upon her Staff Report informing Council after the Town's 2023 budget was approved by Council, the Province of New Brunswick announced that on April 1, 2023 minimum wage will be increasing to \$14.75 per hour. She noted students play a critical role in aiding in operations with 27 students planned to be hired this spring and summer. The budgeted rate for 2023 for first year students was \$14.50. She suggested in efforts to secure talented students and remain competitive that the Town increase its base student rate to \$15.75 hourly, noting rates for non-technical summer student positions are currently in the range of \$14.75 to \$17.70. The increase to \$15.75 reflects an overall increase of 8.7%, or \$26,500; and this additional funding could come from the 2023 operating surplus or general operating reserve.

**Moved By** Councillor Donovan

**Seconded By** Councillor Olsen

Council approve a new base student rate of \$15.75 per hour, (an overall increase of 8.7% or \$26,500), for student wages with funding to come from any general operating surplus, and if there is none, to come from the Operating Reserve Fund.

**Motion Carried**

9.2 Appointment of Development Officer - Dwight Colbourne - Letter from Planning Director Stephen Stone and Staff Report from Planning Technologist

Correspondence from the Town's Planning Technologist referenced Sections 10(1) and 10(2) of the *Community Planning Act* which requires a Planning Director be appointed to oversee the development of new by-laws or amendments to bylaws under the *Community Planning Act*. Council appointed Stephen Stone of Dillon Consulting Ltd. as the Town's new Planning Director on a retainer basis at the December 20, 2022 Regular Meeting. The intent of employing the Planning Director was to meet the new minimum land use planning, development, and building services established by the province in response to changes initiated by Local Governance Reform.

To continue to allow for the day-to-day operations of the Planning Department, a letter from the Planning Director, Stephen Stone, indicated he has appointed under

his authority in sections 55(5), 77(1) and 108(6) of the *Community Planning Act*, the powers of the Development Officer to Dwight Colbourne.

**Moved By** Councillor Donovan

**Seconded By** Councillor Biggar

Council support the Planning Director, Mr. Stephen Stone, in appointing Mr. Dwight Colbourne as Development Officer for the town of Quispamsis.

**Motion Carried**

## 10. By-laws

Councillor Miller left the meeting as he was not in attendance for the Public Hearing on Item 10.1 pursuant to Section 18.A of Procedural By-law No. 033.

- 10.1 (Nov.15/22) Proposed Municipal Plan By-law Amendment No. 054-05 and Zoning By-law Amendment No. 038-42 - 247 Hampton Road, PID No. 0091827 - Rezoning Application - Proposed Medical Clinic - Residential (R1) to Central Commercial (CC) -

Dr. Monica Graves and Dr. Natalie Graves, Virtual Attendance

The Planning Staff confirmed a Section 59 *CPA* development agreement has been finalized and signed by the applicants which sets forth the terms and conditions of the proposed rezoning of 247 Hampton Road from Single and Two Family Residential to Central Commercial.

**Moved By** Councillor Biggar

**Seconded By** Councillor Olsen

Third and final reading be given to proposed Municipal Plan By-law Amendment No. 054-05; A By-law that will re-designate PID No. 0091827, with Civic No. 247 Hampton Road from Residential to Commercial on the Future Land Use Plan that is attached to Municipal Plan By-law No. 054.

**Motion Carried**

On the question, Councillor Biggar read Municipal Plan By-law Amendment No. 054-05 in its entirety.

**Moved By** Councillor Luck

**Seconded By** Councillor Donovan

Third and final reading be given to proposed Zoning By-law Amendment No. 038-42 which will rezone PID No. 0091827 and Civic No. 247 Hampton Road from Single & Two Family Residential (R1) to Central Commercial (CC), subject to the terms and conditions of a Section 59 *Community Planning Act* Agreement.

**Motion Carried**

On the question, Councillor Luck read Municipal Plan By-law Amendment No. 054-05 in its entirety.

Councillor Miller returned.

10.2 (Feb.15/22) Review of Proposed Changes to Council Code of Conduct By-law No. 056 - Staff Report from Town Clerk

A Staff Report from the Town Clerk informed Council the Mayor, Deputy Mayor, CAO and herself, in conjunction with the Town Solicitor, have reviewed the Council Code of Conduct By-law, and are recommending the following proposed changes:

1. A more detailed description in the “Conflict of Interest” Section - the proposed new language mirrors the wording used in the *Local Governance Act*.
2. Adds a new “*Informal Complaint Process*” as an option under the ‘Complaints’ Section, which is commonly used in other Local Government’s Code of Conduct By-laws, and provides for the option to potentially resolve the complaint through an informal process.
3. More clearly defines the process to be used when Council is addressing Formal Complaints, and
4. Proposes that the Council Review of the Code of Conduct By-law take place within the first 12 months of a municipal election vs every four years.

On the question, a discussion ensued concerning the language on p. 4, section 3.e. 5. With respect to use of communication tools and social media as it relates to decisions of Council.

**Moved By** Councillor Luck

**Seconded By** Councillor Olsen

Council supports the recommended changes, with the inclusion of the language in Section 3.e. 5. being further reviewed for more clarity; and the proposed changes be incorporated into a By-law Amendment format for Council’s review and consideration at an upcoming meeting.

**Motion Carried**

## 11. New Business

### 11.1 Recommendations of Nominating Committee - Town Committee Appointments and Reappointments - Staff Report from Town Clerk

A Staff Report from the Town Clerk informed Council the Nominating Committee met on January 17, 2023 to review upcoming vacancies. The Nominating Committee are recommending PAC appointments be staggered for continuity purposes, and felt shorter extensions could be provided to some of the longer-term members to give them advance notice that their terms will be concluded at the end of this extension, to allow new members who have indicated an interest in serving on town committees, an opportunity to do so. The Nominating Committee recommended the following extensions to PAC –

- Kendall Mason – 8 month extension to September 30, 2023;
- Darren Bishop – 2 year extension January 31, 2025;
- Marc Gosselin – 8 month extension to September 30, 2023; and
- Darin Lamont – 1 year extension to January 31, 2024

And further, the following extensions to the Unsightly & Dangerous Premises Appeals Committee (made up of PAC Members):

- Kendall Mason – 8 month extension to September 30, 2023
- Darren Bishop – 2 year extension January 31, 2025

Further, the Nominating Committee recommends the following extension and the following new appointment to the Kennebecasis Public Library Board –

- Amy Watling – 2 year extension – expiring January 31, 2025;
- Crystal Collette – 3 year appointment, (replacing Kevin Winchester) – expiring January 31, 2026

**Moved By** Councillor Donovan

**Seconded By** Councillor Luck

Council accept the Nominating Committee's recommendations as presented on the Town Committee Listing dated *As at February 7, 2023* and as expanded upon in the Town Clerk's Staff Report of January 18, 2023; and outgoing Kennebecasis Public Library Board Member, Kevin Winchester, be thanked for his many years of service to the Kennebecasis Public Library Board.

**Motion Carried**

11.2 Award of Tender No. 2023TQ01-2 - Supply of Four New Half Ton Super Crew Cabs - Staff Report from Director of Engineering and Works

A Staff Report from the Director of Engineering and Works informed Council the tendered price for each truck is \$58,007.00 exclusive of HST, licensing and Tire Levy. The budget for each truck is \$55,000. The funding for three trucks will come out of the General Fund while one of the trucks is funded on the Utility Budget. The trucks have come in over the anticipated budget and to accommodate the overage, staff are recommending the extra cost come from any 2023 surplus in the General budget side or the Utility budget side. If there is no surplus, then there would be a reallocation from reserve as required from the respective budgets

**Moved By** Councillor Olsen

**Seconded By** Councillor Luck

Council award tender No. 2023TQ01-2 for four new half ton super crew cab trucks to Dobson Chrysler for the bid price of \$267,135.72 (inclusive of HST, licensing & Tire Levy). Three trucks to be funded under the General Capital budget with the over budget cost funded from any potential 2023 year-end surplus. If no surplus is realized, then the over budget amount be funded from General Capital reserve funds. One truck for Utility to be funded from the Utility Capital budget with the over budget cost funded from any potential 2023 year-end surplus in the Utility Budget. If no surplus realized, then the over budget amount be funded from Utility Capital reserve funds.

**Motion Carried**

11.3 Application for Borrowing - Order in Council - Staff Report from Town Treasurer

A Staff Report from the Town Treasurer informed Council as part of the 2023 General Capital Budget, the town budgeted borrowing of \$500,000 as part of the funding related to the 2023 Street Capital Program. The General Fund long term debt will increase by \$500,000 and the estimated annual interest and principal payment will be \$41,435.

**Moved By** Councillor Biggar

**Seconded By** Councillor Miller

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:

PURPOSE TERM	AMOUNT
<u>Transportation Services</u>	
2023 Street Capital - Paving 15 years	\$500,000

**Motion Carried**

## 12. Reports

- 12.1 Planning Advisory Committee Meeting Minutes of January 17, 2023
- 12.2 NB Environmental Network Engagement Session at qplex - March 3, 2023 from 10 am - 12 noon - Nature Based Climate Solutions in NB
- 12.3 PRUDE Inc. Black History Month Activities
- 12.4 NB & PEI Girl Guides - "Guiding Lights Campaign" in Support of Girl Empowerment - February 22, 2023 - Quispamsis Town Hall will be Lit in "Blue"
- 12.5 Town of Quispamsis Building Inspection Services As at January 2023
- 12.6 Department of Social Services - Age Friendly New Brunswick Program

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

The Town work towards being recognized as an Age Friendly Community in New Brunswick.

Against (1): Councillor Miller

**Motion Carried**

- 12.7 Kennebecasis Regional Joint Board of Police Commissioners November 23, 2022 Meeting Minutes and Associated Documents

**Moved By** Councillor Donovan  
**Seconded By** Deputy Mayor Schryer

Reports be received and filed.



**Motion Carried**

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

**14. Adjournment**

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

Meeting adjourn.

**Motion Carried**

Meeting adjourned at 6:50 p.m.

**X**

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Elizabeth (Libby) O'Hara  
Mayor

**X**

Catherine Snow  
Town Clerk