

Community Centrum: Grand Bay Room – Televised Meeting for the Public

1. Call to Order

Mayor Merrifield called the meeting to order at 7:00 pm.

**ADOPTED
OCT 12 2021**

2. Acknowledgement of Treaty Land

We respectfully acknowledge that Grand Bay-Westfield exists on the traditional Wolastoqey (WOOL-US-TOOK-WAY) land.

The lands of Wabanaki (WAH-BAH-NAH-KEE) people are recognized in a series of Peace and Friendship Treaties to establish an ongoing relationship of peace, friendship and mutual respect between equal nations.

The river that runs by our town is known as Wolastoq (WOOL-LUSS-TOOK), along which live Wolastoqiyik (WOOL-US-TOO-GWEEG) - the people of the beautiful and bountiful river.

We, the staff and elected representatives, pay respect to the elders, past and present, and descendants of this land.

3. Mayor's Comments

4. Record of Attendance

Mayor Merrifield, Councillor Balemans, Deputy Mayor Toole, Councillor Balcomb, Councillor Day and Councillor McIntosh Lawrence in attendance.

Staff Attendance: Bruce Gault, David Taylor, Gary Clark, Troy Gautreau, John Enns-Wind, Greg Yeomans and Nicole Kelly

Guests: Katie Bacon – Regional Facilities: TD Station Representative
Michele Flarow – Regional Facilities: Imperial Theatre Representative
Joe Oliver – Robbin Court
Jennifer Brown – Zoning Bylaw #122 Amendment

5. Agenda Approval

That the Council of the Town of Grand Bay-Westfield approve the Agenda of September 27, 2021 as presented.

Motioned by: Councillor Day

Seconded by: Councillor Balcomb

Carried

6. Disclosure of Conflict of Interest

None

7. Public Hearings/Presentations/Delegations/Petitions

a) Regional Facilities Committee Representatives

1. TD Station – Katie Bacon

That the Council of the Town of Grand Bay-Westfield accept this information as presented.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence Carried

2. Imperial Theatre – Michele Flarow

That the Council of the Town of Grand Bay-Westfield accept this information as presented.

Motioned by: Councillor Balemans

Seconded by: Councillor Balcomb Carried

b) Lot #4 Robbin Court – Joe Oliver

That the Council of the Town of Grand Bay-Westfield accept this information as presented and refer to staff for further information a decision will be made at the next Council meeting set for October 12, 2021.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence Carried

c) Zoning Bylaw #122 Amendment – Jennifer Brown, Dillion Consulting

That the Council of the Town of Grand Bay-Westfield accept the information as presented.

Motioned by: Councillor Day

Seconded by: Councillor Balcomb Carried

8. Minutes of Previous Meeting

That the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of September 13, 2021 as presented.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Deputy Mayor Toole Carried

9. Unfinished Business

None

10. Bylaws

a) Zoning Bylaw #122: Amendments

That the Council of the Town of Grand Bay-Westfield establish October 25, 2021 at 7:00 pm, as the date for a Public Hearing of Objections under Section 111(1)(b)(ii) of the Community Planning Act, for consideration of Draft By-law #122A, Amendment to the Zoning By-law #122, to be held in the Grand Bay Room, in the Centrum Building located at 609 River Valley Drive; The Draft Bylaw #122A may be inspected between the hours of 9 am and 5 pm, Monday through Friday inclusive, excepted.

Written Objections to the proposed By-law Amendments may be made to Town Council, in care of the COA John Enns-Wind, by Wednesday October 20th, 2021. Persons wishing to speak for or against written objections, may be made at the Public Hearing to be held on October 25, 2021.

And

That the Council of the Town of Grand Bay-Westfield request written recommendations from the Planning Advisory Committee on the proposed Zoning By-law Amendments.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried

11. New Business/Recommendations

a) Greater Saint John Regional Facilities Commission 2022 Budget

That the Council of the Town of Grand Bay-Westfield approve the contribution to the Greater Saint John Regional Facilities Commission 2022 Budget.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence

Carried

b) Scotiabank Commitment Letter

- i. That the Council of the Town of Grand Bay-Westfield approve signatures on the attached document to procure a line of credit in the amount of \$257,293 for the General Operating Fund and a line of credit in the amount of \$255,475 for the Sewerage Operating Fund and a Demand Loan in the amount of \$297,778 (Build Canada Fund, Debenture for the Loan in process).

Motioned by: Councillor Balcomb

Seconded by: Councillor Balemans

Carried

- ii. That the Council of the Town of Grand Bay-Westfield authorize the Town to borrow by way of a Scotiabank VISA Business Card.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence

Carried

c) Speed Study: MacLean Road & Beverley Hills Drive

That the Council of the Town of Grand Bay-Westfield direct the Works Commissioner to remove all of the old Children Playing signs.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Day

Carried

d) Council Expense Policy

That the Council of the Town of Grand Bay-Westfield approve the Council Expense Policy.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

e) UMNB 2021 AGM Resolutions

That the Council of the Town of Grand Bay-Westfield support the UMNB 2021 AGM Resolutions.

Motioned by: Councillor Balcomb

Seconded by: Deputy Mayor Toole

Carried

f) Remembrance Day Road Closure

That the Council of Grand Bay-Westfield approve the request for a Road Closure of Woolastook Drive between River Valley Drive and Highland Road between the hours of 10 am and noon for Remembrance Day Services, following Provincial Covid 19 protocols requiring 2 m distancing between groups in Outdoor informal gatherings with Confirmation, approvals from notifications to the RCMP, DTI, Ambulance NB and the Fire / Rescue Department, to ensure continuity of emergency services.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balcomb

Carried

12. Bills for Payment

- a) That the Council of the Town of Grand Bay-Westfield authorize the September 27, 2021 bills for payment as presented in the amount for \$276,610.41.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

13. Consent Agenda

a) Letter: Decoding Dyslexia NB

That the Council of the Town of Grand Bay-Westfield receive and file the letter received September 13, 2021 from Decoding Dyslexia NB.

b) Letter: Diabetes Canada

That the Council of the Town of Grand Bay-Westfield receive and file the letter received September 17, 2021 from Diabetes Canada.

c) Veterans Peace Park Concept Drawings

That the Council of the Town of Grand Bay-Westfield receive and file the concept drawings received of the Veterans Peace Park.

d) Brundage Point Thursday Night Market Proposal

That the Council of the Town of Grand Bay-Westfield receive and file the Brundage Point Weekly Market move to Thursdays including changes to increase attendance and participation.

End of Consent Agenda

14. Council Reports

15. Business Arising from Committee of the Whole

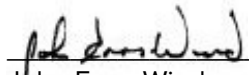
16. Adjournment

That the Council of the Town of Grand Bay-Westfield adjourned the meeting at 8:45pm.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried



John Enns-Wind
CAO



Brittany Merrifield
Mayor

Vision: A welcoming place to live, grow and thrive
Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting: September 27, 2021

Date: 09/21/21

TITLE: SCOTIABANK AGREEMENT

PREPARED BY: MARCIA MASON

DEPARTMENT: FINANCE

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

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ATTACHMENTS:

1. Scotiabank Commitment Letter

BACKGROUND

The Town of Grand Bay-Westfield requires authorization for loans and credit cards with the Bank of Nova Scotia.

COMMENT

This is a standard operating procedure and is to comply with the new Procurement Policy. The Town will now have 5 credit cards.

FINANCIAL IMPLICATIONS

The potential cost of borrowing.
Credit cards are paid in full monthly.

RECOMMENDATION

To sign the attached document to procure a line of credit in the amount of \$257,293 for the General Operating Fund and a line of credit in the amount of \$255,475 for the Sewerage Operating Fund and a Demand Loan in the amount of \$297,778 (Build Canada Fund, Debenture for the Loan in process). And
That Council authorize the Town to borrow by way of a Scotiabank VISA Business Card.

MOTION

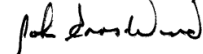
That the Council of the Town of Grand Bay-Westfield approve signatures on the attached document to procure a line of credit in the amount of \$257,293 for the General Operating Fund and a line of credit in the amount of \$255,475 for the Sewerage Operating Fund and a Demand Loan in the amount of \$297,778 (Build Canada Fund, Debenture for the Loan in process).
That the Council of the Town of Grand Bay-Westfield authorize the Town to borrow by way of a Scotiabank VISA Business Card.

APPROVAL

Department Head:



Date: 09/21/21

CAO: 

Date: 09/21/21

Vision: A welcoming place to live, grow and thrive
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Council Meeting: September 27, 2021

Date: 09/22/21

TITLE: TRAFFIC MEMO MACLEAN ROAD & BEVERLEY HILLS DRIVE

PREPARED BY: BRUCE GAULT

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure Sustainability

ATTACHMENTS:

1. Grand Bay-Westfield Speed Studies 2021.09.03
2. Children at Play Not Approved.pdf
3. MacLean Road Children Signage Types

BACKGROUND

In June the Town received a complaint from a resident through Cllr. Balemans regarding speeding on MacLean Road. The Town also received a request from Mark Anderson on Beverley Hills Drive asking for a “Children Playing” sign because of speeding. The Works Commissioner explained to Mr. Anderson that Children Playing signs are no longer being approved but the speed concerns could be reviewed. Attached is an article explaining why Children Playing signs are not being approved for installation.

The Town owns 2 speed radar speed/count signs which were being used at the time when the complaints were received. When the signs became available, they were placed on MacLean Road and then Beverley Hills Drive.

COMMENT

MacLean Road

There is some confusion in the report which I have discussed with the author, Jill DeMerchant. The confusion is about the two different children playing signs.

1. The Children Playing sign on the west end of MacLean Road was installed 20 plus years ago to warn of children on the street.
2. The second type of children playing sign with the 30 km/hr tab is identifying the playground on MacLean Road, these signs need to remain.

To avoid future confusion, I recommend that the Children Playing sign at the west end of MacLean Road be removed to eliminate confusion for motorists.

Beverley Hills Drive

From the original complaint of excessive speeding, “The results indicate that there is very good compliance with the 50 km/h speed limit in both directions on Beverley Hills Drive. The majority of vehicles travel at or below the speed limit and only a very minimal amount of excessive speeding was observed.”

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FINANCIAL IMPLICATIONS

The cost for both studies was \$1,747.50, MacLean Road \$855.00, Beverley Hills Drive \$892.50, all prices HST is extra. The estimated cost for the removal of the existing Children Playing sign is \$200 for labor & equipment.

RECOMMENDATION

Council direct staff to remove the old Children Playing sign at the west end of MacLean Road.

MOTION

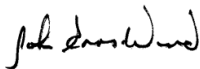
That the Council of the Town of Grand Bay-Westfield direct the Works Commissioner to remove the old Children Playing sign at the west end of MacLean Road...

CAO COMMENTS

APPROVAL

Department Head: 

Date: 09/22/21

CAO: 

Date: 09/22/21

Vision: A welcoming place to live, grow and thrive
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Council Meeting: September 27, 2021

Date: September 22, 2021

TITLE: COUNCIL EXPENSE POLICY

PREPARED BY: JOHN ENNS-WIND/NICOLE KELLY

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. Draft Council Expense Policy
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BACKGROUND

There isn't a comprehensive Council Expense Policy. References to Council Expenses are found in a variety of places. The policy is designed to ensure accountability and transparency of Council's activities.

COMMENT

The purpose of the policy is to ensure members of Council are appropriately reimbursed for expenses they incur as they fulfill their responsibilities. Highlights of the policy include:

- Each expense form submission must be signed by at least two members of Council of which one is the Mayor and in her absence the Deputy Mayor.
- The Mayor's expenses are to be signed by the Deputy Mayor and a Councillor; in the absence of the Deputy Mayor another Councillor may sign the expense form.
- Reimbursements are tied to GNB rates for travel and meals.
- Receipts are required for all expenses including those in excess of allowances.
- The Mayor to be allocated \$75 for the use of a cell phone.

FINANCIAL IMPLICATIONS

The policy is designed to ensure accountability and transparency.

RECOMMENDATION

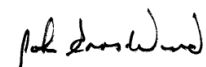
That the Council of the Town of Grand Bay-Westfield approve the Council Expense Policy.

MOTION

That the Council of the Town of Grand Bay-Westfield approve the Council Expense Policy.

CAO COMMENTS

APPROVAL

CAO: 

Date: 09/22/21

Vision: A welcoming place to live, grow and thrive
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Council Meeting: September 27, 2021

Date: 09/21/21

TITLE: REMEMBRANCE DAY ROAD CLOSURE

PREPARED BY: DEVELOPMENT OFFICER

DEPARTMENT: PLANNING

FOR INFORMATION

FOR DISCUSSION

FOR DECISION

RELATED TO STRATEGIC PLAN:

- Community Vitality

BACKGROUND

A request has been made by email dated Sept 15, 2021, from Corey Ryan, coordinator for the Remembrance Day Ceremony including a march from the Medicine Shoppe to the Cenotaph. The Town has dealt with requests for events held on public streets which could affect traffic flow on public streets under section 6 of the Traffic By-law No. 80, where Council approves temporarily closure of streets for the specified periods.

COMMENT

Notification to the RCMP, DTI, Ambulance New Brunswick and the Fire / Rescue Department must be made to ensure emergency services are aware of the potential obstacle. The Email request has been forwarded by the Town.

FINANCIAL IMPLICATIONS

None.

RECOMMENDATION


That the Council for the Town of Grand Bay-Westfield authorize the road closure request for Woolastook Drive between River Valley Drive and Highland Road for a 2-hour period between 10 am and noon on Remembrance Day.

MOTION

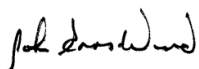
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CAO COMMENTS

APPROVAL

Department Head: 

Date: 09/21/21

CAO: 

Date: 09/21/21

TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT

BILLS FOR PAYMENT
September 27, 2021

	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
1	ENGLOBE CORP.	TRANS.	3,157.68	Professional Fees
2	GENERATIONS SEPTIC SOLUTIONS INC.	SEW.REV.	2,760.00	Flush Truck
3	MINISTER OF FINANCE	PROT.SVCS.	180,630.00	RCMP Policing Services
			186,547.68	

BILLS FOR RATIFICATION
September 27, 2021

	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
4	ACTION CAR AND TRUCK ACCESSORIES	FIRE	1,428.23	Install Inverter
5	ANIMAL RESCUE LEAGUE, SPCA	PROT.SVCS.	345.00	Shelter Fee
6	ARMSTRONG'S COMMUNICATION LTD.(mon.)	BLDG.	69.00	Alarm System
7	AUDIO CINE FILMS INC.	TOURISM	1,210.16	Movies - River Centre
8	BELL ALIANT	TRANS.	761.02	Telephone
9	BELL ALIANT (4)	VARIOUS	480.46	Telephone
10	BELL MOBILITY INC. (1) monthly	CUL.DEV.	21.82	Telephone
11	BELL MOBILITY INC. (3) monthly	VARIOUS	137.85	Telephone
12	BELL MOBILITY INC. (3) monthly	TRANS.	75.81	Telephone
13	BELL MOBILITY INC. (1) monthly	SEW.REV.	289.21	Telephone
14	BELL MOBILITY INC. (1) monthly	FIRE	399.22	Telephone
15	BREAU, PAUL	REC.	4,980.75	Splash Pad Maintenance
16	CANADA POST	GEN.GOV.	290.82	Mailout
17	CANOPS	FIRE	1,749.67	Fire Prevention Kits
18	CINTAS CANADA LIMITED	BLDG.	120.29	Medical Supplies
19	CITY OF SAINT JOHN -annually	REC.	2,200.00	PRO-Kids Funding
20	CLEVELAND, DIANE	GEN.GOV.	63.15	Training
21	CODIAC PRINTING INC.	TRANS.	860.74	Street Signs
22	CONTROLS & EQUIPMENT LTD.	BLDG.	1,098.31	HVAC- Preventative Main.
23	DELUXE CANADA	GEN.GOV.	642.01	Cheques
24	DENIS OFFICE SUPPLIES	GEN.CAP.	2,897.91	Office Furniture - CFO
25	DENIS OFFICE SUPPLIES	GEN.CAP.	172.49	Office Furniture - CFO
26	DENIS OFFICE SUPPLIES	GEN.GOV.	126.46	Office Supplies
27	DENIS OFFICE SUPPLIES	GEN.GOV.	939.44	Office Supplies
28	DILLON CONSULTING	GEN.CAP.	12,075.00	Professional Fees
29	FRAMING FACTORY	FIRE	351.04	MDF Photo Boards
30	FUNDY FENCING LTD.	REC.	451.95	Repair Gate Posts
31	FUNDY REGION SER. COMM. - Monthly	TRANS.	175.60	Refuse
32	FUNDY REGION SER. COMM. - Quarterly	ENV.DEV.	461.75	Funding
33	GAUTREAU, TROY	FIRE	58.04	Halloween Candy
34	HOSPICE OF GREATER SJ	LEGIS.	25.00	Donation
35	ISPIRE-INSPIRED TECHNOLOGIES LTD.-monthly	GEN.GOV.	1,254.54	IT Services
36	ISPIRE-INSPIRED TECHNOLOGIES LTD.	GEN.CAP.	2,467.77	Computer- CFO
37	KOOTENAY MURPHY HOLDING LTD.	FIRE	909.94	Training
38	LIGHTNING EQUIPMENT SALES INC.	GEN.CAP.	9,815.25	Bumper Crane
39	LINDE CANADA LTD.	FIRE	138.24	Cylinder Rental
40	MALONEY, RON	BLDG.	200.00	Entertainment - RC
41	MAXSYS STAFFING & CONSULTING INC..	ENV.DEV.	405.72	Staffing- NB Day
42	MURPHY FOOD SERVICE LTD.	PAC./TRANS.	129.01	Donuts,Cookies, Coffee
43	MYLES HOME HARDWARE	FIRE	65.52	Supplies
44	NBBOA	ENV.DEV.	316.25	Registration
45	NB POWER	TRANS.	10,254.01	Power
46	NB POWER	FIRE/BLDG.	1,428.78	Power
47	NORTHERN BUSINESS INTELLIGENCE	TRANS.	339.25	GPS Monitoring
48	QUALITY AGGREGATES	TRANS.	411.76	Gravel
49	RC STRATEGIES INC.	GEN.CAP.	2,875.00	REC. Master Plan
50	READY JOHN (3) monthly	REC.	517.50	Toilet Rentals
51	RELIABLE OVERHEAD DOORS LTD.	REC.	276.00	Repair Door-Splash Pad
52	SAFETY SOURCE LTD.	FIRE	54.05	Laundry Detergent
53	SAFETY SOURCE LTD.	FIRE	1,092.50	Foam
54	SAINT JOHN LABORATORY SERVICES LTD.	SEW.REV.	204.70	Water Testing
55	SCHOLTENS GRAND BAY LTD.	FIRE	79.80	Supplies
56	SCOTT, FLOYD	ENV.DEV.	400.00	Mowing/Trimming
57	SCOTIABANK VISA	VARIOUS	2,934.91	Supplies/Equipment
58	SELECT MECHANICAL INCORPORATED	SEW.REV.	697.76	Repair Pump
59	SHADES OF GREEN LTD.(3)	TRANS.	2,119.45	Monthly Landscape

TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT

BILLS FOR PAYMENT			
September 27, 2021			
	ACCOUNT NAME	DEPARTMENT	\$ DESCRIPTION
60	SHADES OF GREEN LTD.(2)	BLDG.	1,023.50 Monthly Landscape
61	SHADES OF GREEN LTD. (1)	BLDG.	276.00 Monthly Landscape
62	SIGNS BY ANDREW	FIRE	112.50 Window Decals
63	SOBEYS FOODLAND	CAN.DAY	258.30 Supplies
64	SOBEYS FOODLAND	GEN.GOV.	37.63 Coffee Supplies
65	SQUEAKY KLEEN LAWN CARE (2)	REC.	3,122.00 Field Maintenance
66	SQUEAKY KLEEN LAWN CARE (1)	VARIOUS	3,835.76 Monthly Mowing
67	THE WESTFIELD STORE & EATERY	FIRE	125.07 Supper
68	ULINE CANADA CORPORATION	REC.	1,570.84 Picnic Table
69	YELLOW PAGES	GEN.GOV.	36.13 Advertising
70	WEX CANADA LTD.	TRANS./FIRE	5,319.09 Fuel
	BILLS FOR PAYMENT		186,547.68
	BILLS FOR RATIFICATION		90,062.73
	TOTAL BILLS FOR PAYMENT		276,610.41