

Brundage Point River Centre – Televised Meeting for the Public

ADOPTED

JUN 14 2021

1. Call to Order

Mayor Losier called the meeting to order at 7:30 pm.

2. Record of Attendance

Mayor Losier, Councillor Balemans, Deputy Mayor Likely, Councillor Evans and Councillor Snodgrass were in attendance.

Staff Attendance: John Enns-Wind, Troy Gautreau and Nicole Kelly

Regrets: Councillor Day

3. Approval of the Order of Business and Approval of Additions and Deletions

THAT the Council of the Town of Grand Bay-Westfield approve the Agenda of May 25, 2021 as presented.

John Enns-Wind requested the addition of item 15.3 Annual Municipal Grant Applications.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried unanimously

4. Conflict of Interest

None

5. Public Hearing(s)

None

6. Public Presentations

6.1 RCMP Mayoral Report Presentation – Jullie Rogers-Marsh

Sgt Jullie Rogers-Marsh presented Council with an overview of the RCMP Report for April 2021.

THAT the Council of the Town of Grand Bay-Westfield receive and file the RCMP Report for April 2021.

Motioned by: Councillor Evans

Seconded by: Deputy Mayor Likely

Carried

7. Minutes

7.1 Regular Meeting – April 26, 2021:

THAT the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of April 26, 2021 as presented.

Motioned by: Councillor Evans

Seconded by: Deputy Mayor Likely

Carried

7.2 Special Meeting Minutes of May 7, 2021

THAT the Council of the Town of Grand Bay-Westfield adopt the minutes of the Special Meeting of May 7, 2021.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

7.3 River Valley Community Centre Minutes of March 16, 2021

THAT the Council of the Town of Grand Bay-Westfield receive and file minutes of the River Valley Community Centre Meeting of March 16, 2021.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

7.4 PAC Meeting Minutes of April 6, 2021

THAT the Council of the Town of Grand Bay-Westfield receive and file minutes of the PAC Meeting of April 6, 2021.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

8. Bills for Payment

THAT the Council of the Town of Grand Bay-Westfield authorize the bills for payment as presented in the amount for \$226,862.52.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

9. Consent Agenda

- 1) Grand Bay-Westfield Volunteer Fire/Rescue Department Report
- 2) Building Inspector's Report
- 3) Dog Control Report
- 4) Works Department Report
- 5) Capital Projects Tracking Sheet
- 6) River Centre Coordinators Report
- 7) Recreation Department Report
- 8) Seniors' Resource Centre Report

THAT the Council of the Town of Grand Bay-Westfield receive and file the Consent Agenda Reports for April 2021.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

10. Business Arising from Minutes

None

11. Delegations

None

12. Petitions

None

13. By-Laws

None

14. Notice of Motions

None

15. Reports

15.1 COVID-19 Operational Plan Update

That the Council of the Town of Grand Bay-Westfield adopt the amendment regarding Grand Bay-Westfield entering into the Red Phase or Lock Down which supports working from home and enables the Assistant Clerk/Treasurer and CAO to ensure cheques are prepared for employees and distributed accordingly.

Motioned by: Councillor Snodgrass

Seconded by: Deputy Mayor Likely

Carried

15.2 Municipal Kilometrage Maintenance Responsibility

That the Council of the Town of Grand Bay-Westfield approve the kilometrage as presented in DTI's letter of May 7th regarding Municipal Kilometrage Maintenance Responsibility. DTI is responsible for summer and winter maintenance of 65.048 LnKm and the Town is responsible for summer and winter maintenance of 44.238 per LnKm of provincially designated highways and 0.717 LnKm of regional kilometrage.

Motioned by: Councillor Evans

Seconded by: Councillor Snodgrass

Carried

15.3 Annual Municipal Grant Applications

That the Council of the Town of Grand Bay-Westfield approve the following grants:

- 1) Grand Bay Home and School – Amanda Hamm
Request: \$400.00 for Bouncy Castle
- 2) Grand Bay Primary School – Rosalyn Nickerson
Request: \$500.00 for Springy School Bus
- 3) Inglewood School – Pamela Burt
Request: \$350.00 for STEAM Supplies
- 4) River Valley Middle School – Steve Lavoie
Request: \$400.00 for Indoor Recess Games
- 5) River Valley Middle School – Steve Lavoie
Request: \$300.00 for New Soccer Uniforms
- 6) Westfield Elementary School – Louise Johnson
Request: \$300.00 for Picnic Tables for Outdoor Learning

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

16. Letter of April 21, 2021 from Dillion Consulting Re: Storm Sewer and Street Improvements 2018 Project No. 18-7635B

THAT the Council of the Town of Grand Bay-Westfield pay \$7,300.00 to cover the work done on Project No. 18-7635B.

Motioned by: Deputy Mayor Likely

Seconded by: Councillor Snodgrass

Carried

17. Letter of May 3, 2021 from Intact Public Entities Inc. formerly known as Frank Cowan Company Ltd. Re: Name & Address Change

THAT the Council of the Town of Grand Bay-Westfield receive and file letter of May 3, 2021 from Intact Public Entities Inc. formerly known as Frank Cowan Company Ltd. Re: Name & Address Change.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

18. Letters of May 18, 2021 from Brittany Merrifield Re: Age Friendly Committee & Planning Advisory Committee Resignation

THAT the Council of the Town of Grand Bay-Westfield receive and file the letters received from Britany Merrifield May 18, 2021 re: Age Friendly Committee & Planning Advisory Committee Resignation.

Motioned by: Councillor Evans

Seconded by: Deputy Mayor Likely

Carried

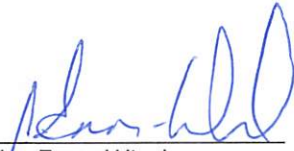
19. ADJOURNMENT

THAT the Council of the Town of Grand Bay-Westfield adjourned the meeting at 8:05 pm.

Motioned by: Councillor Evans

Seconded by: Deputy Mayor Likely

Carried



John Enns-Wind
CAO



Brittany Merrifield
Mayor

Council Meeting: May 25, 2021

Date: 05/18/2021

TITLE: COVID-19 OPERATIONAL PLAN UPDATE

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Effectiveness

BYLAWS/POLICIES:

PREVIOUS REPORTS:

Attachments (List):

1. Town of Grand Bay-Westfield COVID-19 Operational Plan version May 26, 2021

BACKGROUND

The COVID-19 Public Health emergency is constantly evolving. Recently, a gap in the Town's COVID-19 Operational plan was identified. The issue identified is what happens if the Town Office is required to close due to Staff exposure and the requirement for self-isolation resulting in the closing of the Office.

COMMENT

To address this gap the following amendment has been made to the operational plan.

WORK FROM HOME AND ITS LIMITS

In the event of a reversion to the Red Phase, or Lock Down, as per Public Health, and at the discretion of the CAO, staff may be requested to work from home. All Department Heads have portable computers with VPN access to the Town server and can work remotely with ease. Front office staff are limited in the ability to work from home, however staggered shifts limiting one staff person at a time may be implemented should it be warranted. Works and Fire Department staff are unable to work from home. Senior leadership shall be responsible to continually evaluate tasks assigned are able to be completed in accordance with this plan. At the discretion of the CAO (or Council in the case of the CAO) staff, who are able to do so, may be permitted to work from home following a directive to self-isolate resulting from personal travel related to childcare and/or critical family needs.

Should there be Staff exposure to the virus and Staff are ordered to self-isolate at home due to a Public Health order, then the Town Office will be required to close. Department Heads may be able to continue with some of their responsibilities by working remotely. The regular course of business will cease as Administered by the Assistant Clerk/Treasurer, Confidential Secretary and Administrative Assistant; they do not have the tools to work remotely nor access to information.

Further, Administration does not have the tools to pay staff while the Office is closed. To provide this essential service the Assistant Clerk/Treasurer would require two hours in the office to provide two weeks pay to all Town employees. This would be completed through the Assistant Clerk/Treasurer staying for two hours prior to self-isolation. If there is an outbreak in Grand Bay-Westfield and the numbers are trending towards a Lock Down, Administration can prepare cheques ahead of time. The cheques will be delivered to employees residences.

FINANCIAL IMPLICATIONS

Providing employees their pay is an essential service.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield adopt the amendment to be a part of the operational plan.

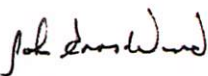
MOTION

That the Council of the Town of Grand Bay-Westfield adopt the amendment regarding Grand Bay-Westfield entering into the Red Phase or Lock Down which supports working from home and enables the Assistant Clerk/Treasurer and CAO to ensure cheques are prepared for employees and distributed accordingly.

CAO COMMENTS

The Town does not have the tools in place to pay employees through Direct Deposit.

APPROVAL

CAO: 

Date: 05/18/21

Council Meeting: May 25, 2021

Date: 05-11-21

TITLE: MUNICIPAL KILOMETRAGE MAINTENANCE RESPONSIBILITY

PREPARED BY: WORK COMMISSIONER

DEPARTMENT: WORKS

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure

PREVIOUS REPORTS:

Attachments (List):

1. Letter - May 7, 2021 - NB DOT re Municipal Kilometrage Maintenance Responsibility
-

BACKGROUND

Provincial highways are managed through the Municipalities Manual of December 2017. The Municipalities Manual describes how Provincial Designated Highways within the Town will be handled when dealing with D.T.I. regarding provincially designated highway concerns.

The Letter of May 7th from DTI regarding Municipal Kilometrage Maintenance Responsibility is a summary of the kilometrage of provincially and regionally designated highways within Town limits. The letter is also asking for the Town to confirm to D.T.I that the Town is in agreement with the official kilometrage.

COMMENT

Summary sheet A and B describe what areas are to be serviced by D.T.I and the Municipality during the coming year.

FINANCIAL IMPLICATIONS

D.T.I reimburses the Town at a province wide government rate for summer and winter maintenance services the Town provides to designated highways within the town boundary. The current rates are:

- Summer Rate for 6 months, \$101.50 per Lane Kilometer (LnKm)
- Winter rate for 6 months, \$331.00 per LnKm
- Regional rate is 50% of summer and winter rates

For a comparison, the current winter rate per LnKm the Town pays for snow & ice control is \$976.25 per LnKm. We have not determined our total summer maintenance cost, a rough estimate would be \$1,200 per LnKm.

DTI reimburses the Town annually and the money is incorporated into the Town's Transportation Operating budget as revenue, \$26,940 for summer and \$88, 569 for winter maintenance.

RECOMMENDATION

This is an annual agreement detailing who is responsible for maintenance on provincial and regional roadways during the year, the roadway lengths are the same as last year as there was no change in length or width. I recommend the agreement be approved for signatures.

MOTION

That the Council of the Town of Grand Bay-Westfield approve the kilometrage as presented in DTI's letter of May 7th regarding Municipal Kilometrage Maintenance Responsibility. DTI is responsible for winter maintenance of 65.048 LnKm and the Town is responsible for summer maintenance of 44.238 per LnKm of provincially designated highways and 0.717 LnKm of regional kilometrage.

CAO COMMENTS

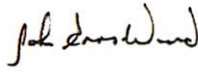
APPROVAL

Department Head:



Date: 05-11-21

CAO:



Date: 05/19/21

ANNUAL GRANT APPLICATIONS
SUMMARY
APRIL 30, 2021

1. Grand Bay Home and School – Amanda Hamm
Request: \$400.00 for Bouncy Castle.
Grant form completed as required by Town Policy
2. Grand Bay Primary School – Rosalyn Nickerson
Request: \$500.00 for Springy School Bus.
Grant form completed as required by Town Policy
3. Inglewood School – Pamela Burt
Request: \$350.00 for STEAM Supplies.
Grant form completed as required by Town Policy
4. River Valley Middle School – Steve Lavoie
Request: \$400.00 for Indoor Recess Games.
Grant form completed as required by Town Policy
5. River Valley Middle School – Steve Lavoie
Request: \$300.00 for New Soccer Uniforms.
Grant form completed as required by Town Policy
6. Westfield Elementary School – Louise Johnson
Request: \$300.00 for Picnic Tables for Outdoor Learning
Grant form completed as required by Town Policy

TOTAL FUNDING REQUESTS FOR APRIL 30, 2021 \$2,250.00

NOTES:

- (1) The 2021 Budget allocation for grants to individuals and organizations is 4900.00 and the current balance available is 4900.00.
- (2) A public notice for grant applications was placed on the Town Website and mailed out to residents prior to the April 30, 2021 deadline.