

Town of Grand Bay-Westfield

(Incorporated 1st January, 1998)

Regular Council Meeting Minutes

December 10, 2018

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ADOPTED

JAN 14 2018

1. **CALL TO ORDER - 7:30 PM**

The Town of Grand Bay-Westfield Council met in a Regular Session on Monday, December 10, 2018 with Mayor Losier presiding.

2. **RECORD OF ATTENDANCE**

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

3. **APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

Councillor Day moved to approve the Agenda of December 10, 2018 with the addition of Item 25.a : Sculpture Project.

Seconded by Deputy Mayor Likely. Carried unanimously.

4. **DISCLOSURE OF CONFLICT OF INTEREST**

None

5. **PUBLIC HEARINGS**

None

6. **PUBLIC PRESENTATIONS**

6.1 **RCMP REPORT FOR NOVEMBER 2018 - RCMP REPRESENTATIVE ATTENDING**

Cpl. Bigger answered questions regarding the RCMP Report for November 2018.

Deputy Mayor Likely moved to receive and file the RCMP Report for November 2018.

Seconded by Councillor Evans. Carried.

6.2 **PRESENTATION OF SAINT JOHN TRADE AND CONVENTION CENTRE RE: OPERATIONS - JOHN KELLOCK, TOWN REPRESENTATIVE PRESENTER**

John Kellock, Town Representative, Trade and Convention Centre presented Council with an overview of Financials and Operations of the Trade and Convention Centre.

Councillor Day moved to receive and file presentation by John Kellock, Town Representative, Trade and Convention Centre.

Seconded by Councillor Snodgrass. Carried.

7. **MINUTES**

7.1 **MINUTES OF REGULAR COUNCIL MEETING OF NOVEMBER 26, 2018**

Deputy Mayor Likely moved to adopt the minutes of the Regular Council Meeting of November 26, 2018 as presented.

Seconded by Councillor Evans. Carried.

7.2 **MINUTES OF PLANNING ADVISORY COMMITTEE MEETING OF NOVEMBER 5, 2018**

Councillor Evans moved to receive and file minutes of Planning Advisory Committee Meeting of November 5, 2018.

Seconded by Councillor Day. Carried.

8. **BILLS FOR PAYMENT**

Councillor Day moved to pay Bills for Payment as presented for \$8,865.71 and Bills for Ratification for \$135,088.62 for a grand total of \$143,954.33.

Seconded by Deputy Mayor Likely. Carried.

9. **CONSENT AGENDA**

- a) **BUILDING INSPECTOR'S REPORT FOR NOVEMBER 2018**
- b) **GRAND BAY-WESTFIELD VOLUNTEER FIRE/RESCUE REPORT FOR NOVEMBER 2018**
- c) **DOG CONTROL REPORT FOR NOVEMBER 2018**
- d) **RIVER CENTRE COORDINATOR'S REPORT FOR NOVEMBER 2018**
- e) **WORKS DEPARTMENT REPORT FOR NOVEMBER 2018**
- f) **RECREATION DEPARTMENT REPORT FOR NOVEMBER 2018**

Councillor Snodgrass moved to receive and file the following Consent Agenda items:

- a) Building Inspector's Report for November 2018
- b) Grand Bay-Westfield Volunteer Fire/Rescue Report for November 2018
- c) Dog Control Report for November 2018
- d) River Centre Coordinator's Report for November 2018
- e) Works Department Report for November 2018
- f) Recreation Department Report for November 2018.

Seconded by Councillor Day. Carried.

10. **BUSINESS ARISING FROM MINUTES**

- a) **REGULAR COUNCIL MEETING MINUTES OF NOVEMBER 26, 2018**

None

11. **DELEGATIONS**

None

12. **PETITIONS**

None

13. **BY-LAWS**

13.1 **FIRST READING, BY TITLE, OF BY-LAW NO. 112D, TOWN OF GRAND BAY-WESTFIELD BY-LAW, AMENDMENT TO BY-LAW NO. 112 TOWN OF GRAND BAY-WESTFIELD ZONING BY-LAW**

Councillor Day moved First Reading, by Title, of By-law No. 112D, Town of Grand Bay-Westfield By-law, Amendment to By-law No. 112 Town of Grand Bay-Westfield Zoning By-law.

Seconded by Councillor Evans. Carried.

Councillor Day, Councillor Evans, and Councillor Snodgrass voted in favour of the motion

Deputy Mayor Likely voted Nay noting support for maintaining R1 zones for single family homes and noting other vacant lots are available for the proposed development related to the by-law amendment.

Councillor Balemans voted Nay.

Councillor Evans noted support for the by-law amendment as the proposed development fits in with community values and will result in an increase in the Town's tax base.

Councillor Day noted she would not want the by-law amendment to set a precedent for future R1 zoning amendments.

Councillor Snodgrass noted support for the amendment as he does not believe there will be a negative impact on property values and traffic flow.

By-law No. 112D Town of Grand Bay-Westfield By-law, Amendment to By-law No. 112 Town of Grand Bay-Westfield Zoning By-law was Read a First Time by Title.

13.2 **SECOND READING, BY TITLE, OF BY-LAW NO. 112D, TOWN OF GRAND BAY-WESTFIELD BY-LAW, AMENDMENT TO BY-LAW NO. 112 TOWN OF GRAND BAY-WESTFIELD ZONING BY-LAW**

Councillor Day moved Second Reading, by Title, of By-law No. 112D, Town of Grand Bay-Westfield By-law, Amendment to By-law No. 112 Town of Grand Bay-Westfield Zoning By-law.

Seconded by Councillor Evans. Carried.

Councillor Day, Councillor Evans and Councillor Snodgrass voted in favour of the Motion

Deputy Mayor Likely and Councillor Balemans voted Nay.

By-law No. 112D Town of Grand Bay-Westfield By-law, Amendment to By-law No. 112 Town of Grand Bay-Westfield Zoning By-law was Read a Second Time by Title.

13.3 **FIRST READING, BY TITLE, OF BY-LAW NO. 104D, TOWN OF GRAND BAY-WESTFIELD BY-LAW RESPECTING THE REMUNERATION OF THE MAYOR AND COUNCIL OF THE TOWN OF GRAND BAY-WESTFIELD, AMENDMENT TO BY-LAW NO. 104**

Councillor Evans moved First Reading, by Title, of By-law No. 104D, Town of Grand Bay-Westfield By-law Respecting the Remuneration of the Mayor and Council of the Town of Grand Bay-Westfield, Amendment to By-law No. 104.

Seconded by Councillor Day. Carried.

By-law No. 104D Town of Grand Bay-Westfield By-law Respecting the Remuneration of the Mayor and Council of the Town of Grand Bay-Westfield, Amendment to By-law No. 104 was Read a First Time by Title.

13.4 **SECOND READING, BY TITLE, OF BY-LAW NO. 104D, TOWN OF GRAND BAY-WESTFIELD BY-LAW RESPECTING THE REMUNERATION OF THE MAYOR AND COUNCIL OF THE TOWN OF GRAND BAY-WESTFIELD, AMENDMENT TO BY-LAW NO. 104**

Councillor Day moved Second Reading, by Title, of By-law No. 104D, Town of Grand Bay-Westfield By-law Respecting the Remuneration of the Mayor and Council of the Town of Grand Bay-Westfield, Amendment to By-law No. 104.

Seconded by Councillor Evans. Carried.

By-law No. 104D Town of Grand Bay-Westfield By-law Respecting the Remuneration of the Mayor and Council of the Town of Grand Bay-Westfield, Amendment to By-law No. 104 was Read by a Second Time by Title.

14. **NOTICE OF MOTIONS**

None

15. **REPORTS**

15.1 **TOWN MANAGER'S REPORT OF DECEMBER 3, 2018 RE: SEWERAGE REVENUE FUND OPERATING BUDGET - 2019**

Councillor Day moved to adopt the 2019 Sewerage Revenue Fund Operating Budget as per December 6, 2018 Excel Document reflecting total revenues of \$485,190 and total expenditures of \$485,190 with the sewerage user fee to be \$270.00 per user unit effective January 1, 2019 with a \$15.00 discount for residential units only, if full payment is received by the Town Office by 5:00 pm on Monday, April 1, 2019; discount applies where there are no arrears or penalties in respect of the annual user charge.

Seconded by Deputy Mayor Likely. Carried.

Councillor Balemans departed the meeting at 8:06 pm and returned at 8:08 pm.

15.2 **TOWN MANAGER'S REPORT OF DECEMBER 3, 2018 RE: 2019 GENERAL REVENUE FUND OPERATING BUDGET**

Councillor Snodgrass moved that the sum of \$6,139,645 be the total operating budget of the local government of Grand Bay-Westfield and that the sum of \$5,148,442 be the Warrant of the local government for the ensuing year, and that the tax rate for the local government be \$1.3700 and further that the Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the local government of Grand Bay-Westfield.

Seconded by Deputy Mayor Likely. Carried.

15.3 TOWN MANAGER'S REPORT OF NOVEMBER 29, 2018 RE: 2019 GENERAL CAPITAL PROJECTS/EMAILS OF DECEMBER 6,7, 2018 FROM DILLON CONSULTING RE: WASHROOM /CHANGING FACILITY

TRANSPORTATION SERVICES

Councillor Day moved to engage Dillon Consulting to prepare public tenders for 2019 General Capital and Designated Highway work as follows:

TRANSPORTATION SERVICES

Street Upgrading

Shannon Road (resurfacing)
Southwest Street (resurfacing)
Allingham Terrace (resurfacing)
Points Road (resurfacing)
Sandlewood Crescent (resurfacing)
Timberlee Manor Rd. (storm & curb from Nerepis Rd.)
Hoyt Street (resurfacing)
Balsam Drive (curb & storm & resurfacing)
Evergreen Drive (resurfacing)
Station Street (resurfacing)
Irvin Lane (resurfacing)
Hillside Road (gravel section – surfacing)
Pamdenec Rd. (Hillside Rd to River St. – resurfacing)
Riverdale Court (resurfacing)
Birchwood Court (resurfacing and 1 new storm manhole)

Designated Highway Project (Provincial funding approval outstanding for 2019 as at this date.)

Cross Culvert Replacement 585 Nerepis Rd.
(Town's Cost)
Carry Forward from 2018 (Town Cost)

subject to: 1) a requirement for pre-job meeting(s) with the successful contractor(s), 2) provision for necessary flaggers, 3) the successful contractor(s) not commencing project work prior to execution of the project contract, 4) fill disposal to be the responsibility of the contractor(s), 5) a provision in the tender documents for addition and/or deletion of project work, 6) a provision in the tender documents that the contractor is

responsible for any costs related to digging up underground wires in error, 7) provisions to ensure timely and acceptable restoration work, 8) an early notice being sent to property owners that have items, shrubs, etc. on the right-of-way stating that the property owners need to remove items before upcoming capital work commences, 9) all tenders to be advertised on Tenders on Line to provide for early start to project work (advertisements not to be placed in the newspaper unless so required by the Province of New Brunswick), 10) a timeline for each tendered project being provided to the Town with the Town to be notified in writing in a timely manner of any changes to project work and original timeline, and any legal issues that may arise, 11) successful contractor(s) being notified at the first job meeting that the \$1,000 penalty for late completion will be enforced, 12) NBCSA COR Certification shall be mandatory for all tender submissions having a bid price greater than \$99,999, a letter of "Good Standing" or "Letter of Good Standing - Equivalency" issued by NBCSA shall be included in all tender packages having a bid price greater than \$99,999; failure to include a letter of "Good Standing" or "Letter of Good Standing - Equivalency" shall be grounds for rejection, 13) residents are to be notified in writing of projects occurring in their area and requests for any available project fill are to be addressed with the project contractor; 14) tracking sheet for all Dillon Consulting projects to be submitted monthly.

RECREATION

to allocate funding for Water Play Park - sun shade, outdoor washroom and dressing room;
to allocate funding for Active Transportation Plan - Phase 3;

ENVIRONMENTAL DEVELOPMENT

to allocate funding for Municipal Plan Review;

VOLUNTEER FIRE/RESCUE DEPARTMENT

to allocate funding for replacement of Tanker 2;
to allocate funding for Inflatable Fire Safe House for School Safety events and special events - grant application to be made;

TRANSPORTATION

to allocate funding for Fleet Replacements for 2010 F250 half ton and F550 one-ton Works Vehicles
to allocate funding for Completion of a New Works Garage Study;

TOURISM

to allocate funding for Outdoor Room Installation at Unity Park;
to allocate funding for Extension of River Centre Storage Shed and River Centre Building Exterior Upgrades;

BUILDINGS

to allocate funding for a Generator for the Centrum;

GENERAL GOVERNMENT

to allocated funding for Purchase of a Smart Board for use in Council Boardroom and Grand Bay Room.

Seconded by Deputy Mayor Likely. Carried.

16. **LETTER OF NOVEMBER 15, 2018 FROM MIKE HUGENHOLTZ, CHAIR - CANADA GAMES AQUATIC CENTRE RE: THANK YOU FOR SUPPLEMENTAL FUNDING FOR 2018 FISCAL YEAR**

Councillor Evans moved to receive and file letter of November 15, 2018 from Mike Hugenholtz, Chair - Canada Games Aquatic Centre Re: Thank You for Supplemental Funding for 2018 Fiscal Year.

Seconded by Councillor Day. Carried.

17. **INGLEWOOD DRIVE SPEED STUDY - FINAL REPORT PREPARED BY PETER ALLABY, P. ENG., CRANDALL ENGINEERING LTD.**

Councillor Evans moved to proceed with the recommendations provided by Peter Allaby, P. Eng., Crandall Engineering Ltd. regarding Inglewood Drive Speed Study with the exception of Item #2:

Item 1: It is recommended that the Town install two additional 40 Km/h speed limit signs on Inglewood Drive to reinforce the speed limit. The

recommendation locations are northbound near Civic #209 and southbound near Civic #256.

Item 3: It is recommended that the Town keep vegetation trimmed back at curves on the roadway to maintain good sight lines and visibility.

Seconded by Councillor Day. Carried.

18. **EMAIL OF DECEMBER 2, 2018 FROM CORY RYAN, THE MEDICINE SHOPPE RE: REQUEST FOR CONSIDERATION OF TOWN FLAG BANNERS**

Councillor Snodgrass moved to proceed with the request for Town Flag Banners per email of December 2, 2018 from Cory Ryan, The Medicine Shoppe and to coordinate with the Beautification Committee for placement of the flags.

Seconded by Councillor Evans. Carried.

19. **RIVER VALLEY COMMUNITY CENTER - RESPONSE TO RECOMMENDATIONS FROM OPERATIONAL REVIEW**

Councillor Day moved to accept the report from the River Valley Community Center (RVCC) regarding their Operational Review and to pay the 2018 \$5,000 holdback to the RVCC.

Seconded by Councillor Snodgrass. Carried.

It was noted the RVCC Operational Review document would be emailed to Council and be listed on the January 14, 2019 Council agenda for consideration of additional items to be provided to the RVCC for completion in 2019; Elected Officials will email the Town Manager items for consideration.

20. **REPORT OF NOVEMBER 30, 2018 FROM DEVELOPMENT OFFICER RE: 2019 BALLENTINE PIT EXCAVATION PERMIT KEEL CONSTRUCTION LTD., PID NOS. 00093088, 00227546, 00227595, 30042899**

Councillor Snodgrass moved:

1. to accept the digital plan "Ultimate Rehabilitation of Ballentine Pit", issued July 2018 by Dillon Consulting Limited, as it relates to the **2019 Ballentine Pit Excavation Permit** for excavation of material from Ballentine Pit, lands identified by PID Nos. 00093088, 00227546, 00227595, 30042899 as required under section 16(4)(f) of the Zoning By-law No. 112,
2. and accept the Guarantee Company of North America Continuation **Certificate for Bond of Indemnity #HM0003001013, Endorsement #24 and Endorsement #25**, reflecting the increased security amount to \$60,000.00 for the **2019 Ballentine Pit Excavation Permit**, affecting property identified by PID Nos. 00093088, 00227546, 00227595, 30042899, effective from December 31, 2018 to December 31, 2020 inclusive, as security required by clause 16.4 (h) of the Zoning By-law No. 112,
3. and approve conditions for the operation of the **2019 Ballentine Pit Excavation Permit** as set out in section 16.9 and that the excavation site and rehabilitated as provided under section 16.10 and 16.11 of the Town's Zoning By-law No. 112, **with additional requirements**,
 - to provide street sweeping on Ballentine Place, once per week during the months of June through October, and provide to the Town within 5 working days of the end of each month written records of the dust control measures undertaken;
 - additional dust control measures may be requested by the Building Inspector as required, subject to special and or unreasonable dust conditions;
 - no blasting to occur in 2019 without prior approval of Town Council.

Seconded by Deputy Mayor Likely. Carried.

21. **LETTER OF NOVEMBER 16, 2018 FROM HON. JEFF CARR, MINISTER, ENVIRONMENT AND LOCAL GOVERNMENT RE: SMALL COMMUNITIES FUND CONTRIBUTION AGREEMENT, REFERENCE NO. 6920-1082 - AMENDMENT TO INCLUDE SEWERAGE FLOW METERS FOR AUTHORIZATION OF SIGNATURES**

Councillor Snodgrass moved authorization for signatures per letter of November 16, 2018 from Hon. Jeff Carr, Minister, Environment and Local Government Re: Small Communities Fund Contribution Agreement, Reference No. 6920-1082 - Amendment to Include Sewerage Flow Meters.

Seconded by Councillor Evans. Carried.

22. **REPORT OF DECEMBER 4, 2018 FROM DEVELOPMENT OFFICER RE: LICENSE AGREEMENT DOUGLAS STREET AND MALLARD DRIVE**

Councillor Day moved to receive and file the proposed License Agreement from the Department of Transportation and Infrastructure concerning Douglas Street and Mallard Drive.

Seconded by Councillor Evans. Carried.

23. **MEMORANDUM OF NOVEMBER 30, 2018 FROM LAUREEN LENNAN, RIVER CENTRE COORDINATOR RE: REQUEST FOR PAINTING RIVER CENTRE INTERIOR**

Councillor Snodgrass moved to proceed with painting the River Centre interior and to engage NU-leaf Painting Ltd. at the lowest quoted price of \$8,234.00 including HST per memorandum of November 30, 2018 from Lauren Lennan, River Centre Coordinator.

Seconded by Councillor Evans. Carried.

24. **2019 SEWERAGE CAPITAL REQUEST/APPLICATION FOR AUTHORIZATION TO BORROW**

Councillor Snodgrass moved to approve the 2019 Sewerage Capital Budget as follows:

1. Repair 5 manholes on Pamdenec Road and install new service lateral to property at 6 South Street,
2. Replace service lateral at 107 Woolastook Drive,
3. Replace Service lateral for 17 Murray Street,
4. Replace Trickling Filter Plants mechanical distribution arm;

and further moved that the Municipality of Grand Bay-Westfield submit to the Municipal Capital Borrowing Board an application for authorization to borrow money in an amount not to exceed \$135,000 for a term not to exceed 15 years for the following purposes:

Environmental Health Services:

1. Repair 5 manholes on Pamdenec Road and install new service lateral to property at 6 South Street,
2. Replace service lateral at 107 Woolastook Drive,
3. Replace Service lateral for 17 Murray Street,
4. Replace Trickling Filter Plants mechanical distribution arm.

Seconded by Councillor Evans. Carried.

25. **REPORT OF DECEMBER 4, 2018 FROM TOWN MANAGER RE: PROPOSED 2018 TRANSFERS TO/FROM RESERVE FUNDS**

Councillor Evans moved to transfer \$10,558.42 from the Sewerage Capital Reserve Fund to the Sewerage Revenue Operating Fund related to the replacement of Lift Station No. 6 pump and further moved to transfer \$150,000 from the General Revenue Operating Fund to the General Capital Reserve Fund.

Seconded by Councillor Day. Carried.

25a. **SCULPTURE PROJECT**

Councillor Day moved to participate in the 2020 Sculpture Symposium for a 5th and final sculpture for the community.

Seconded by Deputy Mayor Likely. Carried.

Deputy Mayor Likely, Councillor Day, Councillor Evans, and Councillor Balemans voted in favour of the motion.

Councillor Snodgrass voted Nay noting although he supports the Sculpture Symposium initiative most municipalities have one sculpture and the 2020 Sculpture Project would provide a fifth sculpture for the Town.


26. ADJOURNMENT


Councillor Day moved adjournment.


Seconded by Councillor Snodgrass. Carried.

Time: 8:44 pm

Respectfully submitted,


Sandra Gautreau
Town Manager/Clerk


Grace Losier
Mayor


Marcia Mason
Assistant Clerk Treasurer

