

Town of Grand Bay-Westfield

(Incorporated 1st January, 1998)

Regular Council Meeting

Minutes

Monday, December 9, 2013

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ADOPTED

JAN 13 2014

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

The Town of Grand Bay-Westfield Council met in a Regular Session on Monday, December 9, 2013 with Mayor Losier presiding.

2. **RECORD OF ATTENDANCE**

Deputy Mayor Likely, Councillor Calvin, Councillor Day, Councillor Evans 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 Monday, December 9, 2013 as presented.

Seconded by Councillor Calvin. Carried.

4. **DISCLOSURE OF CONFLICT OF INTEREST**

Councillor Calvin stated a Conflict of Interest with Item #2 on Bills for Payment - Firemed.

5. **PUBLIC HEARINGS**

None

6. **PUBLIC PRESENTATIONS**

6.1 **PRESENTATION OF RCMP STATISTICAL REPORT FOR NOVEMBER 2013 - RCMP REPRESENTATIVE ATTENDING**

Sgt. Bernard provided information to Council regarding the RCMP Statistical Report for November 2013.

Councillor Snodgrass moved to receive and file the RCMP Statistical Report for November 2013.

Seconded by Councillor Evans. Carried.

7. **MINUTES**

7.1 **MINUTES OF REGULAR COUNCIL MEETING OF NOVEMBER 25, 2013**

Councillor Calvin moved to adopt the minutes of the Regular Council Meeting of November 25, 2013 as presented.

Seconded by Councillor Snodgrass. Carried.

7.2 **MINUTES OF TOURISM COMMITTEE MEETINGS OF JUNE 20, 2013 AND SEPTEMBER 19, 2013**

Councillor Snodgrass moved to receive and file minutes of Tourism Committee Meetings of June 20, 2013 and September 19, 2013.

Seconded by Councillor Day. Carried.

7.3 **MINUTES OF PLANNING ADVISORY COMMITTEE MEETING OF OCTOBER 21, 2013**

Councillor Day moved to receive and file minutes of Planning Advisory Committee Meeting of October 21, 2013.

Seconded by Councillor Calvin. Carried.

8. **BILLS FOR PAYMENT**

Councillor Calvin departed the meeting due to a stated conflict of interest with item number 2 on Bills for Payment.

Councillor Day moved to pay Item #2 on Bills for Payment to Firemed Training Solutions in the amount of \$1,553.75.

Seconded by Councillor Snodgrass. Carried.

Councillor Calvin rejoined the meeting.

Councillor Day moved to pay Bills for Payment in the amount of \$26,768.02 and Bills for Ratification in the amount of \$58,629.29; Grand Total of \$85,397.31.

Seconded by Deputy Mayor Likely. Carried.

9. **CONSENT AGENDA**

- a) **BUILDING INSPECTOR'S REPORT FOR NOVEMBER 2013**
- b) **GRAND BAY-WESTFIELD VOLUNTEER FIRE RESCUE DEPARTMENT REPORT FOR NOVEMBER 2013**
- c) **DOG CONTROL REPORT FOR NOVEMBER 2013**
- d) **RIVER CENTRE CO-ORDINATOR'S REPORT FOR NOVEMBER 2013**
- e) **WORKS COMMISSIONER'S REPORT FOR NOVEMBER 2013**
- f) **RECREATION DIRECTOR'S REPORT FOR NOVEMBER 2013**

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

- a) Building Inspector's Report for November 2013
- b) Grand Bay-Westfield Volunteer Fire Rescue Department Report for November 2013
- c) Dog Control Report for November 2013
- d) River Centre Co-ordinator's Report for November 2013
- e) Works Commissioner's Report for November 2013
- f) Recreation Director's Report for November 2013.

Seconded by Councillor Snodgrass. Carried.

10. **BUSINESS ARISING FROM MINUTES**

- a) Regular Council Meeting Minutes of November 25, 2013

None

11. **DELEGATIONS**

None

12. **PETITIONS**

None

13. **BY-LAWS**

None

14. **NOTICE OF MOTIONS**

None

15. **REPORTS**

15.1 **TOWN MANAGER'S REPORT OF DECEMBER 5, 2013 RE:
SEWERAGE REVENUE FUND OPERATING BUDGET - 2014**

Councillor Day moved to adopt the 2014 Sewerage Revenue Fund Operating Budget as per document attached to the Town Manager's report of November 26, 2013 reflecting total revenues of \$465,794 and total expenditures of \$465,794; the sewerage user fee shall be \$270.00 per user unit effective January 1, 2014 with a \$15.00 discount for residential units **only**, if full payment is received by the Town Office by 5:00 p.m. on Tuesday, April 1, 2014; discount applicable where there are no arrears or penalties payable in respect of the annual user charge.

Seconded by Councillor Calvin. Carried.

15.2 **TOWN MANAGER'S AND FINANCIAL CONSULTANT'S
REPORT OF DECEMBER 5, 2013 RE: GENERAL REVENUE
FUND OPERATING BUDGET FINANCIAL REPORT AS AT
NOVEMBER 30, 2013**

Councillor Snodgrass moved to receive and file Town Manager's and Financial Consultant's Report of December 5, 2013 Re: General Revenue Fund Operating Budget Financial Report as at November 30, 2013.

Seconded by Councillor Evans. Carried.

16. **TOWN OF GRAND BAY-WESTFIELD MARKETING
COMMUNICATIONS STRATEGY OF NOVEMBER 18, 2013 PER
DOUG HANSON**

Councillor Snodgrass moved to refer Town of Grand Bay-Westfield Marketing Communications Strategy of November 18, 2013 per Doug Hanson to Town Staff for input and to the budget session with a copy to be forwarded to Enterprise Saint John requesting available assistance with Mr. Hanson's recommendations.

Seconded by Councillor Day. Carried.

17. **EMAIL OF DECEMBER 3, 2013 FROM DEPUTY MAYOR
LIKELY RE: TAX RATE AND CONSULTANTS**

Deputy Mayor Likely moved to refer email of December 3, 2013 from Deputy Mayor Likely Re: Tax Rate and Consultants to Town staff to provide historical costs of contractual work prior to the 2015 Budget Process.

Seconded by Councillor Snodgrass. Carried.

18. **LETTER OF OCTOBER 16, 2013 FROM CLAUDE DAUPHIN, PRESIDENT, FEDERATION OF CANADIAN MUNICIPALITIES (FCM) RE: ANNUAL MEMBERSHIP RENEWAL**

Councillor Day moved to approve payment of the 2014 FCM Annual Membership Renewal per letter of October 16, 2013 from Claude Dauphin, President, Federation of Canadian Municipalities (FCM).

Seconded by Councillor Calvin. Carried.

19. **LETTER OF NOVEMBER 25, 2013 FROM JIM W. SCOTT, CSLA, TRACE PLANNING & DESIGN RE: PHASE ONE CLOSE OUT - MULTI-USE COURT PLAY PARK**

Deputy Mayor Likely moved to approve payment to Spectrum Enterprises Inc. in the amount of \$84,804.14 per letter of November 25, 2013 from Jim W. Scott, CSLA, Trace Planning & Design Re: Phase One Close Out - Multi-Use Court Play Park.

Seconded by Councillor Day. Carried.

20. **EMAIL OF NOVEMBER 30, 2013 FROM ANGELA MCLEAN, SAINT JOHN AIRPORT INC. RE: LETTER OF THANKS**

Councillor Snodgrass moved to receive and file email of November 30, 2013 from Angela McLean, Saint John Airport Inc. Re: Letter of Thanks.

Seconded by Councillor Calvin. Carried.

21. **DEVELOPMENT OFFICER'S/WORKS COMMISSIONER'S REPORT OF DECEMBER 4, 2013 RE: STATION STREET PROPERTY PID NO. 30129753**

Councillor Day moved to advise the Province prior to the deadline of December 16, 2013 that the Town is interested in pursuing the acquisition of property identified as PID No.30129753 "as is, where is", for an estimated value of \$800.00 plus HST, registration fees and any required survey costs.

Seconded by Councillor Calvin. Carried.

22. **DEVELOPMENT OFFICER'S REPORT OF DECEMBER 4, 2013
RE: VALLEYVIEW ESTATES, PHASE 10, FINAL COMPLETION
OF THE WORK ESTABLISHING A 1-YEAR WARRANTEE
PERIOD**

Councillor Snodgrass moved to accept the recommendation from Dillon Consulting Limited, acting as the Town Engineer, dated December 3, 2013, to accept the Final Completion of the work to construct Emma Avenue as set out in the Subdivision Developer's Agreement, Valleyview Estates Subdivision, Phase 10, as Registered by Instrument #30528088 dated August 29, 2011 and approve the release of \$6,250.00 out of the Security held under the terms of the Developer's Agreement, leaving a minimum 15% holdback in the amount of \$18,750.00 for a one-year Warrantee period.

Seconded by Councillor Calvin. Carried.

23. **TOWN MANAGER'S REPORT OF DECEMBER 5, 2013 RE:
PROPOSED 2013 TRANSFER TO RESERVE FUNDS**

Councillor Day moved to transfer \$145,000.00 from the General Revenue Fund to the General Capital Reserve Fund for future Capital expenditures and further moved to transfer \$7,000.00 from, the Sewerage Revenue Operating Fund to the Sewerage Capital Reserve Fund.

Seconded by Councillor Snodgrass. Carried.

24. **LETTER OF DECEMBER 5, 2013 FROM GEORGE W. FISK, CIP
CAIB, HUB INTERNATIONAL RE: MUNICIPAL INSURANCE
PROGRAM RENEWAL - EFFECTIVE JANUARY 1, 2014**

Councillor Calvin moved to approve the 2014 Insurance Renewal per letter of December 5, 2013 from George W. Fisk, CIP CAIB, Hub International Re: Municipal Insurance Program Renewal - effective January 1, 2014 for \$103,523.

Seconded by Deputy Mayor Likely. Carried.

25. **LETTER OF NOVEMBER 25, 2013 FROM LINDA ESTABROOKS, VICE CHAIRMAN, PLANNING ADVISORY COMMITTEE (PAC) RE: LETTER OF RESIGNATION/MEMORANDUM OF DECEMBER 4, 2013 FROM PAC**

Councillor Day moved to receive and file letter of November 25, 2013 from Linda Estabrooks, Vice Chairman, Planning Advisory Committee Re: Letter of Resignation/Memorandum of December 4, 2013 from PAC.

Seconded by Councillor Snodgrass. Carried.

It was noted a letter of thanks had been forwarded to Linda Estabrooks.

26. **DEVELOPMENT OFFICER'S REPORT OF DECEMBER 6, 2013 RE: 2014 EXCAVATION PERMIT - KEEL CONSTRUCTION LTD., BALLENTINE PIT, PID NOS. 00093088, 00227546, 00227595, 30042899**

Councillor Evans moved to approve the Rehabilitation Plan as presented by Hobart Realty Ltd. dated May 15, 1998 and revised May 16, 2006 by Murdock Lingley Ltd. as it relates to the **2014 Excavation Permit** for excavation of material from Ballentine Pit, lands identified by PID Nos. 00093088, 00227546, 00227595, 30042899 and further moved to approve the Bond of Indemnity Bond #HM0003001013, **Endorsement #19**, in the amount of \$50,000.00 issued by the Guarantee Company of North America, to be held as security for the Rehabilitation of the Ballentine Pit, located at lands identified by PID Nos. 00093088, 00227546, 00227595, 30042899 for the **2014 Excavation Permit**, being effective from December 31, 2013 to December 31, 2015 inclusive and further moved to approve conditions for the operation of the **2014 Excavation Permit** as set out in section 16.9 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.

Seconded by Councillor Snodgrass. Carried.


27. **ADJOURNMENT**

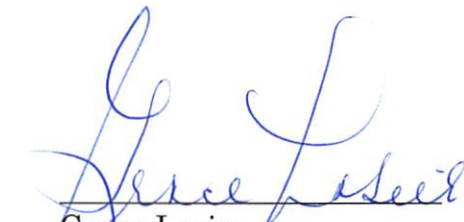
Councillor Calvin moved adjournment.


Seconded by Councillor Evans. Carried.

Time 8:12 pm

Respectfully submitted,


Sandra Gautreau
Town Manager/Clerk


Grace Losier
Mayor

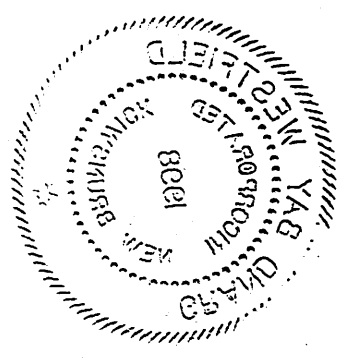

Marcia Mason
Assistant Clerk



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