

Town of Grand Bay-Westfield

(Incorporated 1st January, 1998)

Regular Council Meeting Minutes

March 12, 2018

Page 1 of 9

ADOPTED

MAR 26 2018

1. **CALL TO ORDER – 7:30 P.M.**

The Town of Grand Bay-Westfield Council met in a Regular Session on Monday, March 12, 2018 with Mayor Grace Losier presiding.

2. **RECORD OF ATTENDANCE**

Councillor Balemans, Councillor Day, Councillor Evans, and Councillor Snodgrass were in attendance.

Deputy Mayor Likely was absent.

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

Councillor Day moved to approve the agenda of March 12, 2018 as presented.

Seconded by Councillor Evans. Carried.

4. **DISCLOSURE OF CONFLICT OF INTEREST**

None

5. **PUBLIC HEARINGS**

None

6. **PUBLIC PRESENTATIONS**

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

Cpl. Bigger presented the February 2018 RCMP report and responded to inquiries from Council.

It was noted Council appreciates the recent monitoring of speeding on Inglewood Drive.

A request was made for the RCMP to look at speeding on Woolastook Drive and the parking of vehicles on sidewalks on Woolastook Drive.

Councillor Snodgrass moved to receive and file the RCMP Report for February 2018.

Seconded by Councillor Evans. Carried.

6.2 **PRESENTATION OF A PROPOSAL FOR ANNUAL TRADE TOKEN PROGRAM IN GRAND BAY-WESTFIELD – CORY RYAN, THE MEDICINE SHOPPE PRESENTER**

Cory Ryan provided information on a proposal for an Annual Trade Token Program in Grand Bay-Westfield. It is intended that any profits from the Program would be used to repair/restore historic monuments in Grand Bay-Westfield.

Councillor Snodgrass moved to refer the proposal for an Annual Trade Token Program to Staff for a recommendation regarding the use of the Town Crest and related matters for the March 26, 2018 Council meeting.

Seconded by Councillor Evans. Carried.

7. **MINUTES**

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

Councillor Day moved to adopt the Minutes of Regular Council Meeting of February 26, 2018 as presented.

Seconded by Councillor Evans. Carried.

7.2 **MINUTES OF EMO MEETINGS OF OCTOBER 17, 2017 AND MINUTES OF EMO MEETING OF NOVEMBER 21, 2017**

Councillor Snodgrass moved to receive and file the Minutes of EMO Meetings of October 17, 2017 and Minutes of EMO Meeting of November 21, 2017.

Seconded by Councillor Day. Carried.

7.3 **EMAIL POLL OF FEBRUARY 26, 2018 RE: SUBMISSION OF AN APPLICATION FOR A GRANT FROM THE FEDERATION OF CANADIAN MUNICIPALITIES (FCM)**

Councillor Day moved to ratify the Email Poll of February 26, 2018 to have Dillon Consulting Limited submit an application for a grant from the Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program for the Town of Grand Bay-Westfield's Capital Asset Management Plan; the Town of Grand Bay-Westfield commits to:

- Collect and examine data of assets; and
- Create an asset management plan document;

and further moved that the Town of Grand Bay-Westfield commits \$4,600 from its budget towards the cost of this project to have Dillon Consulting Limited submit an application for a Grant from the Federation of Canadian Municipalities (FCM).

Seconded by Councillor Snodgrass. Carried.

7.4 MINUTES OF PLANNING ADVISORY COMMITTEE MEETING OF DECEMBER 4, 2017

Councillor Day moved to receive and file the Minutes of Planning Advisory Committee Meeting of December 4, 2017.

Seconded by Councillor Snodgrass. Carried.

8. BILLS FOR PAYMENT

Councillor Day moved to pay Bills for Payment as presented for \$\$2,377.65 and Bills for Ratification for \$100,666.44 for a total of \$103,044.09.

Seconded by Councillor Evans. Carried.

9. CONSENT AGENDA

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

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

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

Seconded by Councillor Evans. Carried.

10. **BUSINESS ARISING FROM MINUTES**

- a) Regular Council Meeting Minutes of February 26, 2018

None

11. **DELEGATIONS**

None

12. **PETITIONS**

None

13. **BY-LAWS**

None

14. **NOTICE OF MOTIONS**

None

15. **REPORTS**

None

16. **TWO APPLICATIONS FOR PLANNING ADVISORY COMMITTEE VACANCY FOR COUNCIL CONSIDERATION**

Councillor Day moved to appoint Brittany Merrifield to fill the vacancy on the Planning Advisory Committee effective immediately to expire January 1, 2019.

Seconded by Councillor Balemans. Carried.

17. LETTER FROM JILL RUSSELL, ACTING DIRECTOR DEVELOPMENT NEW BRUNSWICK – CANADIAN CANCER SOCIETY RE: SUPPORT FOR SPRING DINNER AND SILENT AUCTION HELD BY THE MEDICINE SHOPPE CURE SEEKERS

Councillor Day moved to support the Spring Dinner and Silent Auction held by The Medicine Shoppe Cure Seekers by purchasing a gift certificate in the amount of \$50.

Seconded by Councillor Evans. Carried.

18. LETTER OF DECEMBER 1, 2017 FROM DARREN MCLEOD, SAINT JOHN REGIONAL HOSPITAL FOUNDATION RE: FUNDING REQUEST/RELATED DATA BROUGHT FORWARD FROM OCTOBER 23, 2017

Councillor Day moved to receive and file the Letter of December 1, 2017 from Darren McLeod, Saint John Regional Hospital Foundation Re: Funding Request and to provide a one-time donation of \$1,000 to “The Give”.

Seconded by Councillor Snodgrass. Carried.

19. THANK YOU CARD AND OFFICIAL RECEIPT FROM THE CORPORATION OF THE ANGLICAN PARISH OF THE NEREPIS AND ST. JOHN FOR CONTRIBUTION TO THE PLAY PARK PROJECT

Councillor Snodgrass moved to receive and file the thank you card and official receipt from the Corporation of the Anglican Parish of the Nerepis and St. John regarding a contribution to the Play Park Project.

Seconded by Councillor Evans. Carried.

20. LETTER OF MARCH 2, 2018 FROM KEVIN PERRY, CEO – HABITAT FOR HUMANITY RE: REQUEST FOR PARTNERSHIP WITH THE TOWN OF GRAND BAY-WESTFIELD

Councillor Day moved to table the Letter of March 2, 2018 from Kevin Perry, CEO – Habitat for Humanity Re: Request for Partnership with the Town of Grand Bay-Westfield to the March 26, 2018 meeting for additional information.

Seconded by Councillor Evans. Carried.

21. LETTER OF MARCH 2, 2018 FROM MARC MACLEOD, EXECUTIVE DIRECTOR – FUNDY REGIONAL SERVICE COMMISSION RE: MOTION ADOPTED BY BOARD AT FEBRUARY 26, 2018 MEETING

Councillor Snodgrass moved to advise our representative on the Fundy Regional Service Commission of the Town's support for the borrowing motion adopted by the Board at their February 26, 2018 meeting.

Seconded by Councillor Evans. Carried.

22. LETTER OF MARCH 5, 2018 FROM ALAN KERR, DISTRICT ENGINEER – DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE RE: IMPROVEMENTS TO PROVINCIALY DESIGNATED HIGHWAYS

Councillor Day moved to receive and file the letter of March 5, 2018 from Alan Kerr, District Engineer – Department of Transportation and Infrastructure Re: Improvements to Provincially Designated Highways with a thank you letter to be sent to the Minister for his favourable consideration of the Town's funding request for 2018.

Seconded by Councillor Snodgrass. Carried.

23. REPORT OF MARCH 1, 2018 FROM TOWN MANAGER RE: 2018 GENERAL CAPITAL PROJECTS

Councillor Evans moved to engage Dillon Consulting to prepare public tenders for 2018 General Capital and Designated Highway work as follows:

Street Upgrading

- Leila Extension (re-construction)
- Mallard Drive (asphalt resurfacing)
- Sunnyside Drive (asphalt resurfacing)
- Asset Management Policy/Procedures
- Station Street (drainage)
- Bayview Road (resurfacing) (north of Station St.)
- Crystal Court (resurfacing and storm)
- Large Cross Culvert replacement and storm sewer extension

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* no later than April 18, 2018 (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;

RECREATION

to allocate funding for Water Play Park - benches, outdoor washroom and dressing room;
to allocate funding for Active Transportation Plan - Phase 2;
to allocated funding for two Dugout Shelters with Roofs;

ENVIRONMENTAL DEVELOPMENT

to allocate funding for Pamdenec Road (River Valley Drive - Inglewood Drive), Kirtley Avenue, Maple Row, Timberlee Manor, and Birchee Drive - Land Acquisition;

VOLUNTEER FIRE/RESCUE DEPARTMENT

to allocate funding for Self-Contained Breathing Apparatus;
to allocate funding for 4500 psi SCBA Bottles;

TRANSPORTATION

to allocate funding for Aerial Photos;
to allocate funding for Fleet Replacements for 2010 Ford Ranger 4 x 4,
2011 GMC Sierra, 2007 Toro Walk Behind Mower, and 2012 Craftsman
Ride on Mower;
to allocate funding for a New Works Garage Study;
to allocate funding for Two Traffic and Speed Data Collectors;

TOURISM

to allocate funding for Town's portion of costs for Revised Outdoor Room
at Tailwhip Park;
to allocate funding for Extension of River Centre Storage Shed and River
Centre Deck Upgrade - Deck Upgrade to be considered by Council in
conjunction with other Possible Projects for the River Centre;
to allocate funding for Completion of Downtown Project - Antique Clock
and Antique Lights with Self-Watering System;

BUILDINGS

to allocate funding for Exterior Siding Improvements to Centrum;
to allocate funding for Exterior Building Improvements on Station 2;
to allocate funding for a Generator for the Centrum;

GENERAL GOVERNMENT

to allocated funding for Purchase of Computer System Upgrades for
Municipal Services.

Seconded by Councillor Day. Carried.

**24. REPORT OF MARCH 7, 2018 FROM FIRE CHIEF RE: FIRE LOUNGE
KITCHEN**

Councillor Snodgrass moved to authorize the purchase and installation
of kitchen cabinetry for the Fire Department lounge at Station #1 from
Grand Bay Home Hardware at a cost of \$5,352.00 plus incidentals and
applicable taxes.

Seconded by Councillor Day. Carried.

25. REPORT OF FEBRUARY 28, 2018 FROM RIVER CENTRE COORDINATOR RE: RIVER CENTRE RENTAL GUIDE – PROPOSED AMENDMENT

Councillor Day moved to amend the Brundage Point River Centre Rental Guide as enacted on January 4, 2011 to reflect a 15% discount for all rentals for five (5) consecutive days or more, discount effective immediately.

Seconded by Councillor Snodgrass. Carried.

26. MEMORANDUM OF MARCH 7, 2018 FROM PLANNING ADVISORY COMMITTEE RE: INDEX LIST OF PAC ITEMS FOR 2017

Councillor Evans moved to receive and file the Memorandum of March 7, 2018 from Planning Advisory Committee Re: Index List of PAC Items for 2017.

Seconded by Councillor Day. Carried.

27. ADJOURNMENT

Councillor Balemans moved adjournment.


Seconded by Councillor Snodgrass. Carried.

Time: 8:09 pm

Respectfully submitted,



Sandra Gautreau
Town Manager/Clerk



Grace Losier
Mayor



Heather Shannon
Confidential Secretary



