

Town of Grand Bay-Westfield

(Incorporated 1st January, 1998)

Regular Council Meeting

Minutes

Monday, March 14, 2016

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1. CALL TO ORDER - 7:30 PM

The Town of Grand Bay-Westfield Council met in a Regular Session on Monday, March 14, 2016 with Mayor Losier presiding.

2. RECORD OF ATTENDANCE

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

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

Councillor Day moved to approve the agenda of March 14, 2016 as presented.

Seconded by Deputy Mayor Likely. Carried.

4. DISCLOSURE OF CONFLICT OF INTEREST

None

5. PUBLIC HEARINGS

None

6. PUBLIC PRESENTATIONS

6.1 PRESENTATION OF RCMP REPORT FOR FEBRUARY 2016 - RCMP REPRESENTATIVE ATTENDING

Sgt. Desrosiers was in attendance for the February 2016 RCMP report.

Councillor Evans moved to receive and file the RCMP Report for February 2016.

Seconded by Councillor Calvin. Carried.

6.2 RECOGNITION OF 1ST WESTFIELD GIRL GUIDES - DEBBIE CHILDS, LEADER - PRESENTER

Mayor Losier recognized the 1st Westfield Girl Guides noting their attendance was related to badge work and Council entertained their questions.

7. MINUTES

7.1 MINUTES OF REGULAR COUNCIL MEETING OF FEBRUARY 8, 2016

Councillor Calvin moved to adopt the Minutes of Regular Council Meeting of Monday, February 8, 2016 as presented.

Seconded by Councillor Snodgrass. Carried.

7.2 MINUTES OF RIVER VALLEY COMMUNITY CENTER FOUNDATION INC. OF TUESDAY, OCTOBER 20, 2015

Councillor Snodgrass moved to receive and file the Minutes of River Valley Community Center Foundation Inc. of Tuesday, October 20, 2015.

Seconded by Councillor Evans. Carried.

It was noted that Council wishes to receive Foundation minutes on a more timely basis.

7.3 EMAIL POLL OF FEBRUARY 15, 2016 RE: AMENDMENT OF SUBDIVISION PLAN - LESTER, R. AND MARY NIGHTINGALE

Councillor Day moved to ratify the Email Poll of February 15, 2016 to authorize, under section 56(1) of the *Community Planning Act*, assent to the Plan for vesting Municipal Service Easement MSE 12-AGL as shown on Amending Subdivision Plan, Lester R. and Mary Nightingale Subdivision, Lot 2016-1 & Lot 2016-2, Situate, as prepared by

DeSaulniers Surveys Inc., dated February 3, 2016, affecting Civic No. 12 Ash Glen Lane.

Seconded by Councillor Evans. Carried.

7.4 EMAIL POLL OF FEBRUARY 18, 2016 RE: AGREEMENT FOR 2016 SCULPTURE PROJECT

Councillor Day moved to ratify the Email Poll of February 18, 2016 to authorize appropriate signatures from Staff and the Mayor regarding the Sculpture Saint John 2016 Community Partner Agreement.

Seconded by Deputy Mayor Likely. Carried.

7.5 EMAIL POLL OF FEBRUARY 18, 2016 RE: RECOMMENDATION OF THE INSURANCE ADJUSTER - PROPERTY PID NO. 30116834

Councillor Evans moved to ratify the Email Poll of February 18, 2016 to approve the recommendation of the Insurance Adjuster per Works Commissioner's email of February 18, 2016 regarding property PID No. 30116834.

Seconded by Councillor Calvin. Carried.

8. BILLS FOR PAYMENT

Councillor Day moved to pay Bills for Payment for \$1,293.14 and Bills for Ratification for \$160,390.19 for a total of \$161,683.33.

Seconded by Councillor Evans. Carried.

9. CONSENT AGENDA

- a) **Building Inspector's Report for February 2016**
- b) **Grand Bay-Westfield Volunteer Fire Rescue Department Report for February 2016**
- c) **Recreation Department Report for February 2016**
- d) **Dog Control Report for February 2016**
- e) **Works Department Report for February 2016**
- f) **River Center Coordinator's Report for February 2016**

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

- a) Building Inspector's Report for February 2016
- b) Grand Bay-Westfield Volunteer Fire Rescue Department Report for February 2016
- c) Recreation Department Report for February 2016
- d) Dog Control Report for February 2016
- e) Works Department Report for February 2016
- f) River Center Coordinator's Report for February 2016.

Seconded by Councillor Calvin. Carried.

10. BUSINESS ARISING FROM MINUTES

a) Regular Council Meeting Minutes of February 8, 2016

None

11. DELEGATIONS

None

12. PETITIONS

None

13. BY-LAWS

None

14. NOTICE OF MOTIONS

None

15. REPORTS

None

16. **DEVELOPMENT OFFICER'S MEMORANDUM OF JANUARY 19, 2016 RE: SIGNAGE GRANT PROGRAM**

Councillor Calvin moved to adopt the Signage Grant Program as per the Development Officer's Memorandum of January 19, 2016 Re: Signage Grant Program, subject to related guidelines.

Seconded by Councillor Snodgrass. Carried.

17. **LETTER OF JANUARY 27, 2016 FROM DOUGLAS HARTFORD, P. ENG., DILLON CONSULTING RE: STORM SEWER & STREET IMPROVEMENTS 2015, VARIOUS LOCATIONS, PROJECT NO. 151954B, CERTIFICATE NO. 3, FINAL COMPLETION**

Councillor Snodgrass moved to authorize release of the holdback amount of \$37,418.17 and pay to Classic Construction (2012) Ltd. as per Letter of January 27, 2016 from Douglas Hartford, P. Eng., Dillon Consulting Re: Storm Sewer & Street Improvements 2015, Various Locations, Project No. 151954B, Certificate No. 3, Final Completion.

Seconded by Deputy Mayor Likely. Carried.

18. **LETTER OF FEBRUARY 24, 2016 FROM SETH ASIMAKOS, SAINT JOHN COMMUNITY LOAN FUND RE: INVESTMENT**

Deputy Mayor Likely moved to reinvest principal and interest (\$11,940.52) for another term with the Saint John Community Loan Fund.

Seconded by Councillor Evans. Carried.

19. **EMAIL OF FEBRUARY 24, 2016 FROM KEVIN GOULD, ACTING DIRECTOR, DEPARTMENT OF HEALTH ENVIRONMENT BRANCH RE: TRANSFER OF SERVICES**

Councillor Snodgrass moved to receive and file the Email of February 24, 2016 from Kevin Gould, Acting Director, Department of Health Environment Branch Re: Transfer of Services.

Seconded by Councillor Evans. Carried.

20. DEVELOPMENT OFFICER'S REPORT OF MARCH 4, 2016 RE: UNION OF MUNICIPALITIES OF NEW BRUNSWICK CLIMATE CHANGE & ENERGY INITIATIVE (CCEI) PROJECT

Councillor Snodgrass moved to approve signing authority to support a UMNb application to the Federation of Canadian Municipalities Green Municipal Fund, for a proposed \$350,000.00 Climate Change & Energy Initiative (CCEI) Project, with a commitment up to a maximum of \$6,000.00, reflecting the Town of Grand Bay-Westfield's proportionate share of 10% project cost being contributed by New Brunswick Municipal Partners.

Seconded by Councillor Evans. Carried.

21. LETTER OF MARCH 3, 2016 FROM AMI CAIL, CAMPUS DIRECTOR, EASTERN COLLEGE RE: ELIGIBILITY FOR TOWN BURSARY

Councillor Day moved to refer the Letter of March 3, 2016 from Ami Cail, Campus Director, Eastern College Re: Eligibility for Town Bursary to the Town Manager and report back to Council.

Seconded by Deputy Mayor Likely. Carried.

22. TOWN MANAGER'S REPORT OF MARCH 1, 2016 RE: GENERAL/SEWERAGE CAPITAL PROJECTS FOR 2016

Councillor Evans moved to engage Dillon Consulting to prepare public tenders for 2016 General Capital work as follows:

Street Upgrading

Mersereau Road (asphalt resurfacing)

William Street (asphalt resurfacing)

Hillandale Dr. (Timberlee Manor west to end) (asphalt resurfacing)

MacLean Rd. (gravel section, rock excavation, base asphalt)

Park Ave. (Woolastook to Leila) (asphalt resurfacing)

Westfield Crescent (asphalt - replacing chip seal)

Baycrest Drive (Majestic to 90 degree corner) (asphalt resurfacing)

Dog Park (asphalt - parking area)

Gas Tax Projects

Epworth Park Rd. (curb and storm sewer improvements)
MacLean Road (cross culvert double inlet structure)
69 Morningside Cres. (catch basin redesign construction)
First Street (cross culvert relocation to Harris Rd.)
Brookdale/Mersereau Rd. (storm sewer upgrade & install)

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 4, 2016 (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 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,

and further moved to engage Dillon Consulting for Designated Highway work as specified for 2016 in the Town Designated Highway Plan dated December 2015, copy attached, **subject to approval of related funding under the Designated Highway Program** and

to allocate funding for related sidewalk installation Garden Road to Allingham Terrace and the Town's share of project costs,

and further move to authorize the following projects:

RECREATION

to allocate funding for Dog Park - Completion;
to allocate funding Electronic Messaging Sign;
to allocated funding for Splash Pad Design, Site Selection, etc.;
to allocated funding towards lighting for the Running Track;
to allocate funding for Active Transportation Plan - Completion;

ENVIRONMENTAL DEVELOPMENT

to allocate funding Re: Brandy Point Road Design and Land Acquisition;
to allocate funding Re: Pamdenec Road R.O.W. Land Acquisition;

VOLUNTEER FIRE/RESCUE DEPARTMENT

to allocate funding for a dry hydrant - Brundage Point Location;
to allocate funding for Compressor and Cascade system;
to allocate funding for Conversion of Hard Suction;

TRANSPORTATION

to allocate funding for Aerial Photos;
to allocate funding for 2015 JCB Backhoe Plow Attachment;

TOURISM

to allocated funding to relocate Rowing Docks/Change Mooring System at the River Centre;
to allocate funding for a Charging Station at the River Centre;
to allocate funding for an Outdoor Room at the River Centre;
to allocate funding for Replacing Damaged Sign at the River Centre/Additional Signage;

BUILDINGS

to allocate funding for Study/Engineering/Related Services for Construction of a New Municipal Works Garage;
to allocate funding for installation of a Generator for the Centrum for Emergency Services;

and further move to engage Dillon Consulting to proceed with the following Sewerage Capital Projects:

Sewerage System Project

- Inflow & Infiltration Reduction Plan;
- CCME Effluent Characterization Testing;
- CCME Modeling and Risk Environmental Assessment,

and further move to engage Dillon Consulting for approved New Build Canada projects as follows with tenders to be advertised no later than March 21, 2016, with authorization for the related Demand Loan per authority of Ministerial Approval No.15-0082, copy attached:

Highland Road Wet well Replacement;
Lift Station # 4 Removal;
Floatable Removable - Various Locations;

Overflow Monitoring - Various Locations;
Lift Station Backup Power Supply*;
Lift Station Control Panel Replacements.

(*Dillon Consulting intends to issue a tender for both the diesel and propane options for backup generators and bring forward the results to a separate agenda for consideration by Council.)

23. ADJOURNMENT

Councillor Calvin moved adjournment.

Seconded by Councillor Snodgrass. Carried.

Time 7:51 pm

Respectfully submitted,

Sandra Gautreau
Town Manager/Clerk

Grace Losier
Mayor

Lynn Campbell
Assistant Clerk/Treasurer