

Town of Grand Bay-Westfield

(Incorporated 1st January, 1998)

Regular Council Meeting

Minutes

Tuesday, May 24, 2016

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1.a CALL TO ORDER - 7:30 PM

The Town of Grand Bay-Westfield Council met in a Regular Session on Tuesday, May 24, 2016 with Mayor Losier presiding.

1.b OATHS OF OFFICE

Sandra Gautreau, Town Manager/Clerk administered the Oaths of Office to Grace Losier, as Mayor, John Balemans, Beverley Day, Stephen Evans, and Ryan Snodgrass as Councillors for the Town of Grand Bay-Westfield.

1.c MOTION OF COUNCIL TO RECESS FOR RECEPTION

Councillor Day moved to recess for twenty minutes at 7:39 pm.

Seconded by Councillor Evans. Carried.

The meeting reconvened at 8:00 pm.

2.a CLERK'S STATEMENT RE: OATHS OF OFFICE

The Town Manager/Clerk read the following statement Re: Oaths of Office:

I, Sandra Gautreau, Town Manager/Clerk for the Town of Grand Bay-Westfield, hereby state, for the record, that Oaths of Office as required per Provincial Statue have been administered to the following duly elected officials on this date May 24, 2016 at the Council Chambers, 609 River Valley Drive:

Grace Losier for the Office of Mayor, John Balemans, Beverley Day, Stephen Evans, and Ryan Snodgrass for the Office of Councillor.

2.b RECORD OF ATTENDANCE

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

Deputy Mayor Likely was absent.

Councillor Day moved to pay Deputy Mayor Likely in his absence.

Seconded by Councillor Evans. Carried.

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

Councillor Day moved to approve the agenda of May 24, 2016 as presented.

Seconded by Councillor Snodgrass. Carried.

4. DISCLOSURE OF CONFLICT OF INTEREST

None

5. PUBLIC HEARINGS

None

6. PUBLIC PRESENTATIONS

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

Councillor Snodgrass moved to table the Presentation of RCMP Report for April 2016 - RCMP to the June 13, 2016 Council agenda.

Seconded by Councillor Evans. Carried.

7. MINUTES

7.1 MINUTES OF REGULAR COUNCIL MEETING OF APRIL 25, 2016

Councillor Snodgrass moved to adopt the Minutes of Regular Council Meeting of Monday April 25, 2016 as presented.

Seconded by Councillor Day. Carried.

7.2 MINUTES OF PLANNING ADVISORY COMMITTEE MEETING OF APRIL 18, 2016

Councillor Day moved to receive and file the Minutes of Planning Advisory Committee Meeting of April 18, 2016.

Seconded by Councillor Evans. Carried.

8. BILLS FOR PAYMENT

Councillor Day moved to pay Bills for Payment for \$1,223.06 and Bills for Ratification for \$146,328.35 for a total of \$147,551.41.

Seconded by Councillor Balemans. Carried.

9. CONSENT AGENDA

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

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

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

Seconded by Councillor Evans. Carried.

10. BUSINESS ARISING FROM MINUTES

a) Regular Council Meeting Minutes of April 25, 2016

None

11. DELEGATIONS

None

12. PETITIONS

None

13. BY-LAWS

None

14. NOTICE OF MOTIONS

None

15. REPORTS

None

**16. LETTER FROM THE MEDICINE SHOPPE PHARMACY RE:
GRAND BAY-WESTFIELD RELAY FOR LIFE - JUNE 11, 2016**

Councillor Day moved to receive and file the Letter of Thanks from The Medicine Shoppe Pharmacy Re: Grand Bay-Westfield Relay for Life - June 11, 2016.

Seconded by Councillor Snodgrass. Carried.

17. **EMAIL OF MAY 1, 2016 FROM CALVIN SEWARD RE:
AUXILIARY RCMP OFFICERS**

Councillor Day moved to refer the Email of May 1, 2016 from Calvin Seward Re: Auxiliary RCMP Officers to UMNb Zone 3 for consideration to determine support for maintaining the program.

Seconded by Councillor Evans. Carried.

18. **DEVELOPMENT OFFICER'S REPORT OF MAY 4, 2016 RE:
UNION OF MUNICIPALITIES OF NEW BRUNSWICK (UMNB)
CLIMATE CHANGE & ENERGY INITIATIVE PROJECT**

Councillor Snodgrass moved to approve signing authority to participate in the Federation of Canadian Municipalities (FCM) Partners for Climate Protection Program (Resolution attached), in support of a UMNb application to the Federation of Canadian Municipalities Green Municipal Fund, for a proposed \$350,000.00 Climate Change & Energy Initiative (CCEI) Project.

Seconded by Councillor Evans. Carried.

19. **DEVELOPMENT OFFICER'S REPORT OF MAY 5, 2016 RE:
SIGNAGE GRANT PROGRAM - VILLAGE SQUARE**

Councillor Day moved to approve a grant application up to \$1,000.00 for eligible costs exceeding \$2,000.00 for repairs to signage at Village Square, including new signage for Bakery and General Supplies Ltd., located at 271 River Valley Drive as per Signage Grant Program Guidelines.

Seconded by Councillor Snodgrass. Carried.

20. **LETTER OF APRIL 28, 2016 FROM HEALTH PROTECTION
BRANCH RE: FOOD PREMISES LICENSING AT PUBLIC
MARKETS**

Councillor Day moved to refer the Letter of April 28, 2016 from Health Protection Branch Re: Food Premises Licensing at Public Markets to the River Centre staff.

Seconded by Councillor Snodgrass. Carried.

21. EMAIL OF MAY 6, 2016 FROM PAULA SEWARD RE: RESIGNATION FROM THE TOURISM COMMITTEE

Councillor Evans moved to receive and file with regret the Email of May 6, 2016 from Paula Seward Re: Resignation from the Tourism Committee.

Seconded by Councillor Balemans. Carried.

22. TOWN OF GRAND BAY-WESTFIELD REQUESTS FOR FUNDING SUMMARY INFORMATION SHEET FOR APRIL 30, 2016 GRANTS DEADLINE/RELEVANT DATA

Councillor Day moved approval of the following grants:

1. NB Coalition for Pay Equity - \$500.00 under Council Discretion;
2. Westfield Elementary School, Intramurals Program - \$250.00
3. Westfield Elementary School - Grade 5 Advancement Ceremony - \$250.00
4. Harbour View High School - Safe Grad Organizer - \$200.00.

Seconded by Councillor Evans. Carried.

23. EMAIL OF MAY 5, 2016 FROM FEDERATION OF CANADIAN MUNICIPALITIES RE: SUPPORT FOR OUR COLLEAGUES IN FORT MCMURRAY, ALBERTA

Councillor Evans moved to donate \$1,000.00 to the Red Cross as per Email of May 5, 2016 from Federation of Canadian Municipalities Re: Support for our Colleagues in Fort McMurray, Alberta.

Seconded by Councillor Snodgrass. Carried.

24. LETTER OF APRIL 11, 2016 FROM DAVID SHIELDS - RACE DIRECTOR RE: 12TH ANNUAL RAVE RUN, RVMS

Councillor Day moved to approve the proposed "River Valley Middle School Rave Run" to be held on Saturday June 4th, 2016, beginning at the school at 11:00 am and following a course along Epworth Park

Road, Inglewood Drive, and River Valley Drive, as per letter received from David Shiels dated April 11, 2016, subject to permission of the Team Leader of the RCMP and the District Engineer of the New Brunswick Department of Transportation, and confirmation from NB Southern Railway that the rail schedule will not conflict with the event; **and** further move to provide financial support for the event as a Kilometer Sponsor in the form of a \$100.00 donation in support of the fundraising efforts to promote physical fitness in and around the community.

Seconded by Councillor Snodgrass. Carried.

25. TOWN MANAGER'S REPORT OF MAY 10, 2016 RE: APPOINTMENT OF DEPUTY MAYOR

Councillor Snodgrass moved to appoint Michael Likely as Deputy Mayor of Grand Bay-Westfield as per Town Manager's Report of May 10, 2016.

Seconded by Councillor Evans. Carried.

26. DEVELOPMENT OFFICER'S REPORT OF MAY 6, 2016 RE: COOPER LANE, FUTURE ROAD IMPROVEMENTS

Councillor Snodgrass moved to refer the Cooper Lane item to the 2017 General Capital Budget process for consideration of money to be set aside for preliminary engineering design work, legal and survey costs for acquiring public ownership of Right-of-Way for the future redevelopment of Cooper Lane as a Public Street.

Seconded by Councillor Evans. Carried.

27. TOWN MANAGER'S REPORT OF MAY 10, 2016 RE: SIGNING OFFICERS

Councillor Snodgrass moved to appoint any two, one appointed and one elected of the following persons to sign cheques on behalf of the Town and to appoint the following persons as signing authorities for all banking and other documents on behalf of the Town:

Grace Losier, Mayor, Michael Likely, Deputy Mayor, and Beverley Day, Councillor and Sandra Gautreau, Town Manager/Treasurer and Lynn Campbell, Assistant Clerk-Treasurer....

and further moved,

1. That the Mayor/Town Manager and/or other elected official(s) as appointed are hereby authorized to borrow on behalf of the Town of Grand Bay-Westfield (the "Corporation") from THE BANK OF NOVA SCOTIA (the "Bank") from time to time by way of promissory note a sum or sums not exceeding at any one time Two Hundred Thirty Two Thousand Seven Hundred dollars (\$232,700) to meet current expenditures of the Corporation for the year 2016 related to the 2016 Sewerage Revenue Operating Budget Line of Credit;

2. That the Mayor/Town Manager and/or other elected official(s) as appointed are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank from time to time a promissory note or notes sealed with the corporate seal for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine;

3. The Mayor/Town Manager and/or other elected official(s) as appointed is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements under the seal of the Corporation providing for payment to the Bank of all amounts required to be paid by the Bank pursuant to each promissory note of the Corporation guaranteed by the Bank with interest at such rate as the Bank may from time to time determine and of a guarantee fee in respect of each such promissory note at such rate as the Bank may from time to time determine;

4. That the Mayor/Town Manager and/or other elected officials as appointed are hereby authorized to borrow on behalf of the Town of Grand Bay-Westfield (the "Corporation") from THE BANK OF NOVA SCOTIA (the "Bank") from time to time by way of promissory note a sum or sums not exceeding at any one time Two Hundred and Thirty Four Thousand One Hundred Forty Five dollars (\$234,145) to meet current expenditures of the Corporation for the year 2016 related to 2016 General Revenue Operating Budget Line of Credit.

Seconded by Councillor Evans. Carried.

28. LETTER OF MAY 4, 2016 FROM BARBARA KEIR, ANGLICAN CHURCH OF THE RESURRECTION RE: CLOTHING EXCHANGE FOR THOSE IN NEED

Councillor Snodgrass moved to receive and file the Letter of May 4, 2016 from Barbara Keir, Anglican Church of the Resurrection Re: Clothing Exchange for Those in Need.

Seconded by Councillor Evans. Carried.

29. DEVELOPMENT OFFICER'S REPORT OF MAY 18, 2016 RE: BUILDING AND ZONING BY-LAW VIOLATION, 8 BAYSONG BLUFF PID NO. 30046874/DEVELOPMENT OFFICER'S REPORT OF MAY 13, 2016 RE: BUILDING AND ZONING BY-LAW VIOLATION, 8 BAYSONG BLUFF/RELATED DATA

Councillor Day moved to advise the owner of 8 Baysong Bluff, PID No. 30046874 that the structure which is currently under a Stop Work Order is required to be removed within 30 days, or relocated as per submitted Site Plan dated May 17, 2016, under proper Development Permit Approvals and a Building Permit, meeting the provisions of the Town's Zoning By-law and Building By-law.

Seconded by Councillor Evans. Carried.

30. TOWN MANAGER'S REPORT OF MAY 16, 2016 RE: RE-APPOINTMENT OF TOWN REPRESENTATIVE TO THE TRADE & CONVENTION OVERSIGHT COMMITTEE

Councillor Snodgrass moved to re-appoint John Kellock as the Town's representative on the Trade & Convention Oversight Committee for May of 2016 - April of 2019.

Seconded by Councillor Evans. Carried.

31. EMAIL OF MAY 17, 2016 FROM JENNIFER COUGHLAN OF SAINT JOHN ENERGY RE: SPONSORSHIP FOR THE CHAMBER'S GOLF TOURNAMENT

Councillor Evans moved to contribute \$750.00 for a Bronze Sponsorship in The Chamber's Golf Tournament.

Seconded by Councillor Snodgrass. Carried.

**32. TOWN MANAGER'S REPORT OF MAY 17, 2016 RE:
APPOINTMENT OF A MEMBER TO THE EMERGENCY
MEASURES ORGANIZATION**

Councillor Day moved to appoint Elizabeth Chisholm to the Town Emergency Measures Organization effective May 24, 2016.

Seconded by Councillor Evans. Carried.

**33. DEVELOPMENT OFFICER'S REPORT OF MAY 16, 2016 RE:
FERN AVENUE, PUBLIC STREET AND DRAINAGE
EASEMENT PID NOS. 105122, 105130, 105114 AND 220483**

Councillor Snodgrass moved to advise Mr. Cornfield of the Town's interest in proceeding to acquire a portion of Public Street and Municipal Drainage Easement, with all costs of the Amending Subdivision Plan to be borne by the Town for the vesting of a 2.78 m wide Public Street parcel along PID Nos. 220483, 105114, 105122, and 105130 and payment of \$1.00/m² for the creation of a new 4.8 m wide Municipal Drainage Easement running along the north property line of PID No. 105106.

Seconded by Councillor Evans. Carried.

**34. MEMORANDUM OF MAY 4, 2016 FROM PLANNING ADVISORY
COMMITTEE RE: RECOMMENDATION TO COUNCIL RE:
TENTATIVE SUBDIVISION PLAN, PAULIN SUBDIVISION
LOTS 2016-1 AND 2016-2 - 10 NEREPIS ROAD/DEVELOPMENT
OFFICER'S REPORT OF MAY 17, 2016**

Councillor Snodgrass moved to accept **\$1,608.81** Money in Lieu of Land for Public Purposes (cash, money order, certified cheque or debit) for the purposes of creating one new building lot out of PID No. 228817 on Nerepis Road, as shown on the Subdivision Plan, Paulin Subdivision, Lot 2016-1 as prepared by DeSaulniers Surveys Inc., dated May 16, 2016, subject to payment of:

\$ 1,608.81 (cash, money order, certified cheque or debit).

Seconded by Councillor Evans. Carried.

**35. TOWN MANAGER'S REPORT OF MAY 10, 2016 RE:
APPOINTMENT OF STANDING COMMITTEES, LIAISONS, AD
HOC COMMITTEE(S), AND APPOINTMENT OF MEMBERS TO
VARIOUS COMMITTEES, ETC.**

Councillor Day moved to appoint the following per section 81 of Town By-law No. 106:

Tourism Committee;

Safety/Labour Management Committee;

Emergency Measures Committee;

Beautification Committee;

Grants Committee;

Special Events Committee;

Town Promotion Committee;

and to appoint the following Ad hoc Committee:

Summer Stage Committee;

and to appoint the following liaisons:

a Senior Citizens Liaison;

a Chamber of Commerce Liaison;

a Transit Services Liaison;

and further to appoint Chairpersons and Vice Chairpersons for the Standing Committees as appropriate,

Seconded by Councillor Snodgrass. Carried.

Councillor Day further moved the following appointments:

Councillor Evans to the Tourism Committee;

Councillor Day as Director to the Town Emergency Measures Organization (EMO) per Section 9 (a) of the *Emergency Measures Act*;

full Council as the Emergency Measures Committee;

full Council as the Town Promotion Committee;

Mayor Losier to the Beautification Committee;

the Assistant Works Commissioner, the Town Manager, and Pierre Bertrand as management members to the Safety/Labour Management Committee;

full Council to the Grants Committee;

full Council to the Special Events Committee;

Councillor Evans as Liaison to The Chamber, Saint John Region;

Councillor Balemans as Liaison to the River Valley Senior Citizens;

Councillor Evans as Liaison for Transit Service;

Mayor Losier as Media Contact and Councillor Snodgrass as Alternate Media Contact;

Deputy Mayor Likely as the Town's representative on the Regional Facilities Commission and to appoint Mayor Losier to act as Alternate;

Deputy Mayor Likely as the Employer Representative for the New Brunswick Municipal Employees Pension Plan;

Deputy Mayor Likely as the Employer Representative to the Municipal Advisory Corporation Inc. Committee;

Councillor Snodgrass and Councillor Balemans as Town's representatives on the River Valley Community Center (Arena) Board;

Mayor Losier and Ryan Snodgrass to the Summer Stage Committee.

Seconded by Councillor Balemans. Carried.

36. ADJOURNMENT

Councillor Day moved adjournment.

Seconded by Councillor Evans. Carried.

Time: 8:38 pm

Respectfully submitted,

Sandra Gautreau
Town Manager/Clerk

Grace Losier
Mayor

Lynn Campbell
Assistant Clerk/Treasurer