

# *Town of Grand Bay-Westfield*

(Incorporated 1<sup>st</sup> January, 1998)

Regular Council Meeting

Minutes

Monday, November 22, 2010

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**ADOPTED**  
**DEC 13 2010**

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

The Town of Grand Bay-Westfield Council met in a Regular Session on Monday, November 22, 2010 with Mayor Losier presiding.

2. **RECORD OF ATTENDANCE**

Deputy Mayor McGowan, Councillor Calvin, Councillor Day and Councillor Murphy were in attendance.

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

Councillor Day moved to approve the agenda of November 22, 2010 and add item 34.a - Appointment of Alternate Representative to Enterprise Saint John.

Seconded by Deputy Mayor McGowan. Carried unanimously.

4. **DISCLOSURE OF CONFLICT OF INTEREST**

None

5. **PUBLIC HEARINGS**

None

6. **PUBLIC PRESENTATIONS**

6.1 **PRESENTATION ON RCMP COMMUNITY PROGRAMS BY TANYA WARREN, COMMUNITY PROGRAMS OFFICER, DISTRICT 3, HAMPTON, NB PRESENTER**

Councillor Day moved to table Presentation on RCMP Community Programs by Tanya Warren, Community Programs Officer, District 3, Hampton to a meeting in the new year.

Seconded by Councillor Murphy. Carried.

6.2 **PRESENTATION ON TRADE & CONVENTION OPERATIONS - ED BETTS, CA, TOWN REPRESENTATIVE PRESENTER**

Councillor Day moved to defer Presentation on Trade & Convention Operations - Ed Betts, CA, Town Representative Presenter until Mr. Betts arrives.

Seconded by Deputy Mayor McGowan. Carried.

7. **MINUTES**

7.1 **MINUTES OF REGULAR COUNCIL MEETING OF OCTOBER 25, 2010**

Councillor Murphy moved to adopt the minutes of the Regular Council Meeting of October 25, 2010 as presented.

Seconded by Councillor Day. Carried.

7.2 **MINUTES OF TOURISM COMMITTEE MEETING OF SEPTEMBER 16, 2010**

Councillor Day moved to receive and file minutes of Tourism Committee Meeting of September 16, 2010.

Seconded by Councillor Calvin. Carried.

7.3 **PLANNING ADVISORY COMMITTEE MEETING MINUTES OF OCTOBER 18, 2010**

Councillor Murphy moved to receive and file Planning Advisory Committee Meeting minutes of October 18, 2010.

Seconded by Deputy Mayor McGowan. Carried.

7.4 **TENDER NOTES OF NOVEMBER 12, 2010 RE: RETAINING WALLS - WALKING TRAIL, PROJECT NO. 09-2797(A)**

Councillor Murphy moved to receive and file Tender Notes of November 12, 2010 Re: Retaining Walls - Walking Trail, Project No. 09-2797(A).

Seconded by Councillor Day. Carried.

8. **BILLS FOR PAYMENT**

Councillor Day moved to pay Bills for Payment in the amount of \$19,383.76 and Bills for Ratification in the amount of \$158,074.56; Grand Total \$177,458.32.

Seconded by Councillor Calvin. Carried.

9. **CONSENT AGENDA**

- a) **DOG CONTROL REPORT FOR OCTOBER 2010**
- b) **BUILDING INSPECTOR'S REPORT FOR OCTOBER 2010**
- c) **RIVER CENTRE COORDINATOR'S REPORT FOR OCTOBER 2010**
- d) **GRAND BAY-WESTFIELD VOLUNTEER FIRE/RESCUE DEPARTMENT REPORT FOR OCTOBER 2010**
- e) **RECREATION DIRECTOR'S REPORT FOR OCTOBER 2010**
- f) **WORKS DEPARTMENT REPORT FOR OCTOBER 2010**

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

- a) Dog Control Report for October 2010
- b) Building Inspector's Report for October 2010
- c) River Centre Coordinator's Report for October 2010
- d) Grand Bay-Westfield Volunteer Fire/Rescue Department Report for October 2010
- e) Recreation Director's Report for October 2010

f) Works Department Report for October 2010.

Seconded by Deputy Mayor McGowan. Carried.

10. **BUSINESS ARISING FROM MINUTES**

a) Regular Council Meeting Minutes of October 25, 2010

None

11. **DELEGATIONS**

None

12. **PETITIONS**

None

13. **BY-LAWS**

13.1 **FIRST READING BY TITLE OF BY-LAW NO. 32A, TOWN OF GRAND BAY-WESTFIELD BY-LAW RESPECTING THE LICENSING AND CONTROL OF DOGS IN THE TOWN OF GRAND BAY-WESTFIELD**

Deputy Mayor McGowan moved First Reading by Title of By-law No. 32A, Town of Grand Bay-Westfield By-law Respecting the Licensing and Control of Dogs in the Town of Grand Bay-Westfield.

Seconded by Councillor Calvin. Carried.

By law No. 32A was Read by Title.

13.2 **SECOND READING BY TITLE OF BY-LAW NO. 32A, TOWN OF GRAND BAY-WESTFIELD BY-LAW RESPECTING THE LICENSING AND CONTROL OF DOGS IN THE TOWN OF GRAND BAY-WESTFIELD**

Deputy Mayor McGowan moved Second Reading by Title of By-law No. 32A, Town of Grand Bay-Westfield By-law Respecting the Licensing and Control of Dogs in the Town of Grand Bay-Westfield.

Seconded by Councillor Day. Carried.

By-law No. 32A was Read by Title.

Councillor Murphy departed the meeting.

14. **NOTICE OF MOTIONS**

None

Councillor Murphy rejoined the meeting.

15. **REPORTS**

None

15.1 **GENERAL REVENUE FUND FINANCIAL REPORT AS AT SEPTEMBER 30, 2010**

Councillor Murphy moved to receive and file General Revenue Fund Financial Report as at September 30, 2010 and further moved to approve Centrum Public Washroom Renovations and upgrades to Town Kiosk Panels.

Seconded by Councilor Day. Carried.

16. **LETTER OF OCTOBER 19, 2010 FROM MICHEL CÔTÉ, PRESIDENT, ORGANIZING COMMITTEE OF THE 31<sup>ST</sup> FINALE DES JEUX DEL'ACADIE OF SAINT JOHN - RE: THANK YOU**

Councillor Day moved to receive and file letter of October 19, 2010 from Michel Côté, President, Organizing Committee of the 31<sup>st</sup> Finale des Jeux del'Acadie of Saint John - Re: Thank You.

Seconded by Councillor Calvin. Carried.

17. **LETTER RECEIVED OCTOBER 25, 2010 FROM RON GODIN, PRESIDENT, NEW BRUNSWICK CRIME STOPPERS RE: THANK YOU**

Councillor Day moved to receive and file letter received October 25, 2010 from Ron Godin, President, New Brunswick Crime Stoppers Re: Thank You.

Seconded by Deputy Mayor McGowan. Carried.

18. **LETTER OF OCTOBER 28, 2010 FROM KENNETH W. HANNAH, P. ENG., DILLON CONSULTING RE: SECURITY DEPOSIT RELEASE FOR SITE CLEARING, COLONEL NASE BOULEVARD, GRAND BAY-WESTFIELD, NB, PROJECT NO. 09-2712 (A)**

Councillor Murphy moved to approve Security Deposit release in the amount of \$5,000 to Matt Harris & Sons per letter of October 28, 2010 from Kenneth W. Hannah, P. Eng., Dillon Consulting Re: Colonel Nase Boulevard, Grand Bay-Westfield, NB, Project No. 09-2712(A).

Seconded by Councillor Calvin. Carried.

19. **LETTER OF OCTOBER 29, 2010 FROM VIC AUCOIN RE: RESIGNATION AS DIRECTOR FROM EMERGENCY MEASURES ORGANIZATION**

Councillor Day moved to accept the resignation from Vic Aucoin as Director from Emergency Measures Organization (EMO) and to send him a letter of thanks for his many years of service as Director noting the Council's appreciation for him remaining a member of EMO and further moved to appoint Deputy Mayor McGowan as the new Director of EMO effective immediately.

Seconded by Councillor Murphy. Carried.

20. **TOWN OF GRAND BAY-WESTFIELD MUNICIPAL EMERGENCY HEALTH RESPONSE PLAN - PLACED ON AGENDA FOR AUTHORIZATION FOR SIGNATURES**

Councillor Murphy moved to approve authorization for appropriate signatures on the Town of Grand Bay-Westfield Municipal Emergency Health Response Plan.

Seconded by Councillor Calvin. Carried.

21. **RECREATION DIRECTOR'S REPORT OF NOVEMBER 1, 2010 RE: JANITORIAL SERVICES - RENEWAL**

Councillor Murphy moved to approve renewal with Liam Beddow Cleaning for Janitorial Services for the amount of \$2,340.00 plus applicable taxes per month for the period of January 1, 2011 to December 31, 2011 with an option to renew for one further year at the same price.

Seconded by Deputy Mayor McGowan. Carried.

22. **TOWN MANAGER'S REPORT OF OCTOBER 28, 2010 RE: BREMNER & ASSOCIATES REPORT DATED SEPTEMBER 30, 2010**

Councillor Day moved to bring forward a costing to the 2011 budget process to add power and insulation to a kiosk to accommodate Visitor Information Centre operations on an as needed basis;

to increase the rental rate structure for the River Centre effective January 1, 2011 per Appendix A, copy attached;

to assume an operational structure whereby the River Centre Coordinator attends committee meetings regarding special events hosted at the River Centre and on occasion those portions of Tourism Committee meetings that require input from the Coordinator;

to assume an operational structure whereby the Tourism Committee Chair will provide Committee items requiring the Town's assistance to the Town Manager for delegation to the appropriate Town Staff;

to bring forward the development of *Heritage Tourism* and the development of *Blueberry Hill* to future Operating and Capital Budgets;

to explore all available opportunities for additional parking at the River Centre;

and further to have an RFP created to engage a firm to develop and implement a sales and marketing strategy for the River Centre, develop a database of potential companies for rentals, develop and execute a communication plan to ensure awareness of the River Centre, develop e-solutions as needed for sales promotion, develop creative promotion of the River Centre, seek entrepreneurial operations for the facility/site, engage likeminded organizations to increase marketing opportunities, and identify additional tourism opportunities for the municipality.

Seconded by Deputy Mayor McGowan. Carried.

23. **BANK OF NOVA SCOTIA ADDENDUM TO CLIENT PRICING PROPOSAL - PLACED ON AGENDA FOR AUTHORIZATION FOR SIGNATURES**

Councillor Murphy moved to approve appropriate signatures on Bank of Nova Scotia Addendum to Client Pricing Proposal effective November 25, 2010.

Seconded by Deputy Mayor McGowan. Carried.

24. **LETTER OF NOVEMBER 3, 2010 FROM STEPHANIE B. PATTERSON, P. ENG., DILLON CONSULTING LTD. RE: COMMERCIAL CORE COLLECTOR ROADWAY (COLONEL NASE BOULEVARD) GRAND BAY-WESTFIELD, NB, RDC PROJECT NOS. 4253.037.013 AND 9135.200.001, PROJECT NO. 010-149, CLAIM NO. 14**

Councillor Day moved to authorize payment of relevant invoices for Commercial Core Collector Roadway (Colonel Nase Boulevard) Grand Bay-Westfield, NB, RDC Project Nos. 4253.037.013 and 9135.200.001, Project No. 010-149, Claim #14 per letter of November 3, 2010 from Stephanie B. Patterson, P. Eng., Dillon Consulting.



Seconded by Councillor Murphy. Carried.

25. LETTER OF NOVEMBER 3, 2010 FROM STEPHANIE B. PATTERSON, P. ENG., DILLON CONSULTING RE: STORM SEWER IMPROVEMENTS 2010, INGLEWOOD DRIVE - WOOLASTOOK DRIVE, PROJECT NO. 10-3270, CERTIFICATE NO. 3

Councillor Murphy moved to approve payment of Certificate No. 3 per letter of November 3, 2010 from Stephanie B. Patterson, P. Eng., Dillon Consulting Re: Storm Sewer Improvements 2010, Inglewood Drive - Woolastook Drive, Project No. 10-3270.

Seconded by Deputy Mayor McGowan. Carried.

26. TOWN MANAGER'S REPORT OF NOVEMBER 3, 2010 RE: SECOND COUNCIL SESSION FOR DECEMBER 2010

Deputy Mayor McGowan moved to cancel the second regular Council meeting of December 27, 2010 with a Special Council Meeting(s) to be called as required.

Seconded by Councillor Calvin. Carried.

27. LETTER OF NOVEMBER 16, 2010 FROM CLAYTON ROGERS, P. ENG. DILLON CONSULTING LTD. RE: RETAINING WALLS, WALKING TRAIL, GRAND BAY-WESTFIELD, NB PROJECT NO. 09-2797(A)

Councillor Day moved to award the contract to the low tenderer, L. Halpin Excavating Limited, for the Tender Price of \$34,687.00 HST included per letter of November 16, 2010 from Clayton Rogers, P. Eng., Dillon Consulting Ltd. Re: Retaining Walls, Walking Trail, Grand Bay-Westfield, NB Project No. 09-2797(A).

Seconded by Councillor Murphy. Carried.

28. LETTER OF NOVEMBER 1, 2010 FROM MELISSA MCLELLAN, MISS TEEN SAINT JOHN INTERNATIONAL RE: THANK YOU

Deputy Mayor McGowan moved to receive and file letter of November 1, 2010 from Melissa McLellan, Miss Teen Saint John International Re: Thank You.

Seconded by Councillor Murphy. Carried.

29. **LETTER OF NOVEMBER 17, 2010 FROM STEPHANIE B. PATTERSON, P. ENG., DILLON CONSULTING LTD. RE: COMMERCIAL CORE COLLECTOR ROADWAY (COLONEL NASE BOULEVARD) GRAND BAY-WESTFIELD, NB, RDC PROJECT NOS. 4253.037.013 AND 9135.200.001, PROJECT NO. 010-149, CLAIM NO. 15**

Councillor Day moved to authorize payment of relevant invoices for Commercial Core Collector Roadway (Colonel Nase Boulevard) Grand Bay-Westfield, NB, RDC Project Nos. 4253.037.013 and 9135.200.001, Project No. 010-149, Claim #15 per letter of November 17, 2010 from Stephanie B. Patterson, P. Eng., Dillon Consulting.

Seconded by Councillor Calvin. Carried.

30. **LETTER OF NOVEMBER 15, 2010 FROM JENNIFER DUGUAY, ACTING-CHAIR LRP MARKETING COOPERATIVE RE: ANNUAL REPORT AND AMENDMENT**

Councillor Murphy moved to refer letter of November 15, 2010 from Jennifer Duguay, Acting-Chair LRP Marketing Cooperative Re: Annual Report and Amendment to the 2011 Budget process.

Seconded by Councilor Day. Carried.

31. **LETTER OF NOVEMBER 17, 2010 FROM KEN HANNAH, P. ENG., DILLON CONSULTING LTD. RE: CONCRETE CURB & GUTTER AND SIDEWALK, RIVER VALLEY DRIVE, PROJECT NO. 10-3348, CERTIFICATION NO. 3 – PARTIAL HOLDBACK**

Councillor Murphy moved to approve payment of Certificate No. 3 – Partial Holdback to Morin Curbing per letter of November 17, 2010 from Ken Hannah, P. Eng., Dillon Consulting Ltd. Re: Concrete Curb & Gutter and Sidewalk, River Valley Drive, Project No. 10-3348.

Seconded by Councillor Calvin. Carried.

32. **MEMORANDUM OF NOVEMBER 16, 2010 FROM PLANNING ADVISORY COMMITTEE RE: APPLICATION FOR TENTATIVE SUBDIVISION APPROVAL RE: DEBORAH & JOSEPH YOUNG SUBDIVISION LOT 2010-1, COL. NASE BLVD./DEVELOPMENT OFFICER'S REPORT OF NOVEMBER 12, 2010**

Councillor Murphy moved that Council accept **\$2,204.32** Money in Lieu of Land for Public Purposes and **\$91,800.00** for payment as a deposit to cover the Infrastructure Charge for development of Col. Nase Blvd. (cash, money order, certified cheque or debit) for the purposes of creating one new building lot out of PID No. 30197867 to be located on Col. Nase Blvd. as shown on the Tentative Subdivision Plan, Deborah & Joseph Young Subdivision, Lot 2010-1, as prepared by DeSaulniers Surveys Inc. dated October 28, 2010; with approval of final Subdivision Plan to be subject to:

- a) payment of **\$91,800.00** (cash, money order, certified cheque or debit), and subject to the completion of an Agreement to the satisfaction of the Town Solicitor to provide a refund to the developer based on the actual project costs to be calculated at the end of the construction project;
- b) payment of **\$2,204.32** (cash, money order, certified cheque or debit) as Money in Lieu of Land for Public Purposes;
- c) any additional utility easements as required by NB Power & Bell Aliant for servicing the lots to be recorded and signed on the Final Plan;
- d) recording of Civic Number(s) on the Final Subdivision Plan;
- e) review and approval of the Tentative Subdivision Plan by the Manager, Project Assessment Section, Department of Environment, prior to final municipal approval.

Seconded by Deputy Mayor McGowan. Carried.

33. **TOWN MANAGER'S REPORT OF NOVEMBER 17, 2010 RE: PHOTOCOPIER AGREEMENT**

Deputy Mayor McGowan moved to approve a three year photocopier agreement with Think Imaging Solutions for a Sharp MX5001 Photocopier for \$5,353/year, plus taxes and per copy costs.

Seconded by Councillor Calvin. Carried.

The Town Manager departed the meeting.

34. **LETTER OF NOVEMBER 17, 2010 FROM MAYOR GRACE LOSIER RE: CONFIRMATION**

Councillor Day moved to approve the recommendation per letter of November 17, 2010 from Mayor Grace Losier in that Troy Gautreau be confirmed in the position of Fire Chief effective November 1, 2010.

Seconded by Councillor Murphy. Carried.

The Town Manager rejoined the meeting.

34.a **APPOINTMENT OF ALTERNATE REPRESENTATIVE TO ENTERPRISE SAINT JOHN (ESJ)**

Councillor Day moved to appoint Danielle Timmons as an Alternate Town Representative to Enterprise Saint John (ESJ).

Seconded by Deputy Mayor McGowan. Carried.

6.2 **PRESENTATION ON TRADE & CONVENTION OPERATIONS - ED BETTS, CA, TOWN REPRESENTATIVE PRESENTER**

Deputy Mayor McGowan moved to defer the Presentation on Trade & Conventions Operations by Ed Betts, CA, Town Representative to a future Council agenda.

Seconded by Councillor Day. Carried.

35. **ADJOURNMENT**

Councillor Calvin moved adjournment.

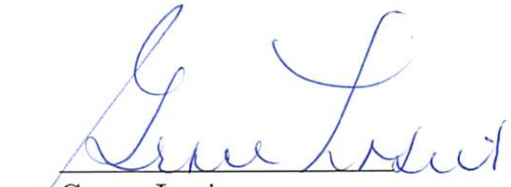
Seconded by Councillor Day. Carried.

Time: 7:58 pm

Respectfully submitted,



Sandra Gautreau  
Town Manager/Clerk



Grace Losier  
Mayor



Marcia Mason  
Assistant Clerk





*[Faint handwritten text, possibly a signature or address]*