

Town of Grand Bay-Westfield

(Incorporated 1st January, 1998)

Regular Council Meeting

Minutes

Tuesday, October 11, 2016

1. CALL TO ORDER - 7:35 P.M.

The Town of Grand Bay-Westfield Council met in a Regular Session on Tuesday, October 11, 2016 with Mayor Losier presiding.

2. RECORD OF ATTENDANCE

Deputy Mayor Likely, Councillor Balemans, Councillor Evans, Councillor Day, 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 October 11, 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 RCMP REPORT FOR SEPTEMBER 2016/LETTER FROM DISTRICT POLICING ADVISORY RE: INLAND WATER BOATING IN CANADA - RCMP REPRESENTATIVE ATTENDING

Councillor Day moved to receive and file the RCMP Report for September 2016/Letter from District Policing Advisory Re: Inland Water Boating in Canada.

Seconded by Councillor Evans. Carried.

It was noted the matter of water rescues will be addressed by the RCMP District Commander in January 2017.

6.2 GRAND BAY-WESTFIELD ACTIVE TRANSPORTATION PLAN REPORT, SEPTEMBER 2016 - JIM SCOTT, CSLA, TRACE PLANNING AND DESIGN PRESENTER

Jim Scott of Trace Planning presented the Active Transportation Plan and advised the Plan would be listed on their firm's website and residents are encouraged to submit their comments on the content of the Plan.

Councillor Snodgrass moved to receive the Grand Bay-Westfield Active Transportation Plan Report dated September 2016 and to forward the Plan to 2017 budget deliberations.

Seconded by Councillor Evans. Carried.

7. MINUTES

7.1 MINUTES OF REGULAR COUNCIL MEETING OF SEPTEMBER 26, 2016

Councillor Snodgrass moved to adopt the Minutes of Regular Council Meeting of September 26, 2016 as presented.

Seconded by Deputy Mayor Likely. Carried.

7.2 MINUTES OF PLANNING ADVISORY COMMITTEE MEETING OF SEPTEMBER 19, 2016

Councillor Snodgrass moved to receive and file the Minutes of Planning Advisory Committee Meeting of September 19, 2016.

Seconded by Councillor Evans. Carried.

Councillor Day departed the meeting.

8. BILLS FOR PAYMENT

Councillor Day rejoined the meeting.

Councillor Snodgrass moved to pay Bills for Payment as presented (\$18,218.88 and Bills for Ratification for \$321,308.52) for a total of \$339,527.40.

Seconded by Councillor Evans. Carried.

9. CONSENT AGENDA

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

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

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

Seconded by Councillor Snodgrass. Carried.

10. BUSINESS ARISING FROM MINUTES

- a) Regular Council Meeting Minutes of September 26, 2016**

None

11. DELEGATIONS

None

12. PETITIONS

None

13. **BY-LAWS**

None

14. **NOTICE OF MOTIONS**

None

15. **REPORTS**

None

15.1 **TOWN OF GRAND BAY-WESTFIELD SEWERAGE UTILITY
ACCOUNTS RECEIVABLE REPORT AS AT SEPTEMBER 30,
2016**

Councillor Day moved to receive and file the Town of Grand Bay-Westfield Sewerage Utility Accounts Receivable Report as at September 30, 2016.

Seconded by Councillor Evans. Carried.

15.2 **GENERAL REVENUE FUND OPERATING BUDGET
FINANCIAL REPORT AS AT SEPTEMBER 30, 2016**

Councillor Evans moved to receive and file the General Revenue Fund Operating Budget Financial Report as at September 30, 2016.

Seconded by Councillor Snodgrass. Carried.

16. **LETTER OF SEPTEMBER 22, 2016 FROM MARC MACLEOD,
EXECUTIVE DIRECTOR, FUNDY REGIONAL SERVICE
COMMISSION RE: 2017 DRAFT BUDGET**

Councillor Day moved to advise the Town's representative of Council's support Re: 2017 Draft Budget per the letter of September 22, 2016 from Marc MacLeod, Executive Director, Fundy Regional Service Commission.

Seconded by Councillor Snodgrass. Carried.

17. **LETTER OF SEPTEMBER 26, 2016 FROM CHURCH OF THE RESURRECTION RE: PROJECT OUTLINE FOR PLAY PARK PROJECT - REQUEST FOR LETTER OF SUPPORT**

Councillor Day moved to provide a letter of support as per letter of September 26, 2016 from Church of the Resurrection Re: Project Outline for Play Park Project.

Seconded by Councillor Snodgrass. Carried.

18. **LETTER OF JULY 25, 2016 FROM LOUISE LOGAN, PRESIDENT & CEO, PARACHUTE RE: CANADA'S NATIONAL TEEN DRIVER SAFETY WEEK - OCTOBER 16 - 22, 2016**

Councillor Day moved to receive and file the Letter of July 25, 2016 from Louise Logan, President & CEO, Parachute Re: Canada's National Teen Driver Safety Week - October 16 - 22, 2016.

Seconded by Councillor Snodgrass. Carried.

19. **PROJECT INVOICE CLAIM NO. 1 - NEW BRUNSWICK DESIGNATED HIGHWAYS PROGRAM, PROJECT NO. 16-3985**

Councillor Evans moved to approve and forward Project Invoice Claim No. 1 - New Brunswick Designated Highways Program, Project No. 16-3985 to the Department of Transportation & Infrastructure for payment.

Seconded by Councillor Snodgrass. Carried.

20. **PROJECT INVOICE CLAIM NO. 2 - NEW BRUNSWICK DESIGNATED HIGHWAYS PROGRAM, PROJECT NO. 16-3985**

Councillor Evans moved to approve and forward Project Invoice Claim No. 2 - New Brunswick Designated Highways Program, Project No. 16-3985 to the Department of Transportation & Infrastructure for payment.

Seconded by Councillor Snodgrass. Carried.

21. **LETTER OF SEPTEMBER 12, 2016 FROM GREG MACCALLUM, DIRECTOR, NEW BRUNSWICK EMERGENCY MEASURES ORGANIZATION RE: DISASTER FINANCIAL ASSISTANCE FUNDING**

Councillor Evans moved to receive and file the Letter of September 12, 2016 from Greg MacCallum, Director, New Brunswick Emergency Measures Organization Re: Disaster Financial Assistance Funding.

Seconded by Councillor Day. Carried.

It was noted the Town has received \$162,473.84 in Disaster Funding regarding the September 30, 2015 Rain Storm.

22. **DEVELOPMENT OFFICER'S REPORT OF SEPTEMBER 30, 2016 RE: SUBDIVISION PLAN, MYRTLE & TERENCE PAULIN SUBDIVISION, PARCEL "B" (PUBLIC), AND PARCEL "C" (PUBLIC) THOMPSON ROAD, ASSENT OF PUBLIC STREETS**

Councillor Day moved under section 56(1) of the *Community Planning Act*, assent to the Plan for vesting Public Streets as shown on Subdivision Plan, Myrtle & Terrence Paulin Subdivision, Parcel "B" (Public) & Parcel "C" (Public), situate 41 Thompson Road, as prepared by DeSaulniers Surveys Inc., dated September 20, 2016, out of property identified by PID Nos. 00217513 & 00087379.

Seconded by Councillor Snodgrass. Carried.

23. **LETTER OF SEPTEMBER 28, 2016 FROM LAURIE FLOOD, EXECUTIVE DIRECTOR - ST. JOSEPH'S HOSPITAL FOUNDATION RE: THANK YOU FOR DONATION TO 2016 SAINT JOHN DRAGON BOAT FESTIVAL**

Councillor Evans moved to receive and file the Letter of September 28, 2016 from Laurie Flood, Executive Director - St. Joseph's Hospital Foundation Re: Thank You for Donation to 2016 Saint John Dragon Boat Festival.

Seconded by Deputy Mayor Likely. Carried.

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

Councillor Day moved to award the following funding requests:

Westfield Elementary School (Intramural program) - \$250.00

Westfield Elementary School (Wellness program) - \$250.00

River Valley Lions (50th Charter night) - \$200.00

U14 Lancaster Pirates (Eastern Championship) - \$200.00

1st Westfield Scouts (Int'l Scouting Jamboree) - \$200.00

Harbour Skating Club (One night of ice time) - \$50.00.

Seconded by Deputy Mayor Likely. Carried.

25. DEVELOPMENT OFFICER'S REPORT OF OCTOBER 4, 2016 RE: NB LUNG ASSOCIATION, WOODSTOVE CHANGE OUT PROGRAM

Deputy Mayor Likely moved to approve signing authority on a Memorandum of Agreement for the Town's participation in the NB Lung Association's Community Woodstove Change out Program, proposed to run Province-wide between January 15, 2017 and March 31, 2017, with a \$50.00 municipal monetary incentive provided by the Town for residents who participate in the program included in the 2017 Operational Budget considerations.

Seconded by Councillor Snodgrass. Carried.

26. TOWN MANAGER'S REPORT OF OCTOBER 3, 2016 RE: DOG CONTROL SERVICES

Councillor Snodgrass moved to renew the contract for Dog Control Services with Ann Savoy for a one year period from January 1, 2017 to December 31, 2017 subject to all terms and conditions of Bid No. 012D-006 for an annual contract rate of \$15,000.00 plus HST plus cost for contractor's insurance.

Seconded by Councillor Evans. Carried.

27. RECREATION DIRECTOR'S REPORT OF OCTOBER 4, 2016 RE: JANITORIAL SERVICES RENEWAL

Councillor Day moved to approve the renewal with Brandon Laskey for Janitorial Services for the amount of \$46,083 + \$6,912.48 HST = \$52,995.48 for the period of January 1, 2017 to December 31, 2018.

Seconded by Deputy Mayor Likely. Carried.

28. DEVELOPMENT OFFICER'S REPORT OF OCTOBER 5, 2016 RE: SIGNAGE GRANT PROGRAM - HOME HARDWARE, 277 RIVER VALLEY DRIVE, PID NOS. 219089/3026712

Councillor Snodgrass moved to approve a grant application up to \$1,000.00 for eligible costs exceeding \$2,000.00 for replacement signs on the exterior of the Home Hardware, located at 277 River Valley Drive as per Signage Grant Program Guidelines.

Seconded by Councillor Evans. Carried.

29. DEVELOPMENT OFFICER'S REPORT OF OCTOBER 4, 2016 RE: SUBDIVISION PLAN, STEPHANIE MAE THORNTON SUBDIVISION, PARCEL "D" (PUBLIC), THOMPSON ROAD, ASSENT OF PUBLIC STREETS

Councillor Snodgrass moved under section 56(1) of the *Community Planning Act*, assent to the Plan for vesting Public Streets as shown on Subdivision Plan, Stephanie Mae Thornton Subdivision, Parcel "D" (Public), situate 35 Thompson Road, as prepared by DeSaulniers Surveys Inc., dated October 3, 2016, out of property identified by PID No. 00217539.

Seconded by Councillor Evans. Carried.

30. WORKS COMMISSIONER'S REPORT OF OCTOBER 5, 2016 RE: 2013 FORD ESCAPE LEASE EXPIRATION

Councillor Day moved to authorize Staff to:

- purchase the 2013 Ford Escape per the end of lease purchase option;
- sell the 2013 Ford Escape to Downey Ford for \$15,000 plus tax or more;

- enter into a 48 month lease agreement with Downey Ford for a 2017 Ford Escape at the lowest quote of \$357.07/month, less down payment of \$2,300 minimum plus all administration fees.

Seconded by Deputy Mayor Likely. Carried.

31. MEMORANDUM OF OCTOBER 5, 2016 FROM PLANNING ADVISORY COMMITTEE RE: TERM EXPIRATIONS

Councillor Snodgrass moved under provisions of the *Community Planning Act* to appoint Chyann Kirby and Ron Daigle for new three year terms from January 2, 2017 to January 1, 2020.

Seconded by Councillor Evans. Carried.

32. MEMORANDUM OF OCTOBER 5, 2016 FROM PLANNING ADVISORY COMMITTEE (PAC) RE: 2017 PAC OPERATING BUDGET

Councillor Day moved to receive the Memorandum of October 5, 2016 from the Planning Advisory Committee (PAC) Re: 2017 PAC Operating Budget and forward to 2017 Budget deliberations.

Seconded by Councillor Balemans. Carried.

33. FIRE CHIEF'S REPORT OF OCTOBER 5, 2016 RE: 2013 FORD EXPLORER LEASE EXPIRATION

Councillor Evans move to authorize Staff to:

- purchase the 2013 Ford Explorer per the end of lease purchase option;
- sell the 2013 Ford Explorer to Downey Ford for \$22,000 plus tax or more;
- enter into a 48 month lease agreement with Downey Ford for a 2017 Ford Explorer at the quote of \$614.10/month or lower, less down payment of \$5,400.00 minimum plus all taxes and administration fees.

Seconded by Deputy Mayor Likely. Carried.

34. LETTER OF OCTOBER 5, 2016 FROM DOUG HARTFORD, P. ENG., DILLON CONSULTING RE: STORM SEWER & STREET IMP. 2016, PROJECT NO. 163595B, CERTIFICATE NO. 2,

Councillor Snodgrass moved to pay \$119,644.06 to Debly Enterprises

Ltd. as per Letter of October 5, 2016 from Doug Hartford, P. Eng., Dillon Consulting Re: Storm Sewer & Street Imp. 2016, Project No. 163595B, Certificate No. 2.

Seconded by Deputy Mayor Likely. Carried.

35. ADJOURNMENT

Councillor Day moved adjournment.

Seconded by Councillor Evans. Carried.

Time 8:50 pm

Respectfully submitted,

Sandra Gautreau
Town Manager/Clerk

Grace Losier
Mayor

Lynn Campbell
Assistant Clerk/Treasurer