

- 1. Call to Order**
- 2. Acknowledgement of Treaty Land**
- 3. Mayor's Comments**
- 4. Record of Attendance**
- 5. Agenda Approval**
- 6. Disclosure of Conflict of Interest**
- 7. Public Hearings/Presentations/Delegations/Petitions**
 - a) Sculpture Saint John: Diana Alexander
 - b) Snow and Ice Control Review: Bruce Gault
- 8. Minutes of Previous Meeting(s)**
 - a) Regular Council Meeting Minutes of April 22, 2024
- 9. Unfinished Business**
- 10. By-laws**
- 11. New Business/Recommendations**
 - a) CCBF Funding Agreement 2024
 - b) Q1 General Revenue Projections
 - c) Q1 Sewer Utility Projections
 - d) Atlantic Mayors' Congress
 - e) Panoramic Estates
- 12. Bills for Payment**
- 13. Consent Agenda**
 - a) Minutes – RVCC Board Meeting November 2023
 - b) Minutes – RVCC Board Meeting January 2024
 - c) Minutes – RVCC Board Meeting February 2024
 - d) Big Brothers Big Sisters Bowl for Kids' Sake
 - e) Building Inspectors Report - April 2024
 - f) Letter – Provincial-Municipal Highway Partnership
 - g) Canada Games
- 14. Council Reports**
- 15. Business Arising from Committee of the Whole**

16. Adjournment

FIRST IN-HOUSE WINTER SEASON

SNOW AND ICE CONTROL
SUMMARY FOR 2023-2024



Grand Bay-Westfield

NEIGHBOURS BY NATURE

It began in 2023 with the fleet purchase



Contract vs In-House Comparison

A general comparison between the contractor and In-house service

Number of days plowing / salting activity which took place

Amount of salt used during the winter

Cost



Winter Event Activity Comparison



Month	Contractor (2022-2033)	Town (2023-2024)
November	2	4
December	5	9
January	14	13
February	8	10
March	5	9
April	2	0
Total	36	45

Salt Usage Comparison



Month	Contractor (2022-2023)	Town (2023-2024)
November	1.940	39.43
December	68.695	138.30
January	448.259	516.62
February	135.408	181.70
March	108.749	230.95
April	7.729	0
Total	770.78 metric tonnes	1,107 metric tonnes

Cost Comparison: 2023/2024 Season

Season	Cost
AVL (Contractor) 2022/2023	\$690,304
Town (In-House) 2023/2024	\$858,059
Proposed AVL Contract	\$1,050,000



Budget Comparison: 2024 Year-To-Date

Jan 1 – April 15, 2024	Cost
Budgeted cost	\$643,340
Actual cost	<u>\$586,935</u>
Savings*	\$56,405

*Savings in Labour, Diesel and Salt

Recommended that later in 2024 forecasted savings from snow and ice control, be transferred to a snow and ice control reserve fund for use in future years.

VIRTUAL ROAD WEATHER INFORMATION SYSTEM (VRWIS)

- **The Town recently won an ACEC-NB Engineering Excellence Award along with WSP Canada Inc. (Chris Innes), for their new Virtual Road Weather Information System (VRWIS)**
- **A virtual RWIS requires a meteorological study. They analyze the topography and microclimates in the area and compare them to existing RWIS stations in the area - to estimate the weather conditions in the desired location and create a forecast.**

VIRTUAL ROAD WEATHER INFORMATION SYSTEM (VRWIS)

- **The Town used this new VRWIS and the daily forecasts to plan and schedule resources.**
- **Forecasts came by email four times a day to the Public Works Commissioner, Public Works Superintendent and our Road Patrol employee - ensuring everyone had up-to-date information.**

Sample VRWIS Forecast

RWIS Forecast for River Valley & Epworth Park



Issued At: Tuesday 16 January 2024 0300 AST
Valid Until: Wednesday 17 January 2024 0500 AST

Forecast
 T stands for Trace

Date	Tue January 16 2024																							17			
Period	Morning							Afternoon							Evening												
Hour (AST)	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00	01	02	03		
Snow																											
Flurries																											
Rain																											
Liquid Rate (mm/h)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.5	3	4.6	2.8	2.7	2.6	0	0	0	0		
Freez. Rate (mm/h)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Snow Rate (cm/h)	0	0	0	0	0	0	0.1	0.1	0.2	0.2	0.3	0.4	0.7	1	1.3	0	0	0	0	0	0	0.4	0.8	1.1	0		
Liquid Accum. (mm)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.5	4.6	9.1	11.9	14.6	17.2	17.2	17.2	17.2	0		
Freez. Accum. (mm)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Snow Accum. (cm)	0	0	0	0	0	0	0.1	0.2	0.4	0.6	0.9	1.3	2	3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.7	5.5	6.6	6.6		
Pressure (hPa)	1022	1022	1022	1022	1021	1021	1021	1021	1020	1019	1017	1015	1014	1012	1010	1007	1004	1001	998	995	993	992	991	991	992		
Road Conditions																											
Dry																											
Melting Snow																											
Slush																											
Snow & Ice																											
Wet																											
Pavement Temp (°C)	-6	-5	-5	-5	-5	-5	-4	-1	2	2	3	2	1	-0	-0	0	0	0	0	0	0	1	1	-0	-0		
Temperature (°C)	-8	-7	-7	-6	-6	-5	-5	-4	-3	-2	-1	-0	0	-0	-0	0	1	1	3	5	6	5	5	3	1		
Dew Point Temp (°C)	-10	-10	-9	-9	-9	-8	-7	-6	-5	-4	-3	-2	-2	-1	-1	-1	-0	1	2	4	5	5	4	-1			
Humidity (%)	85	83	81	81	81	82	82	83	83	84	85	87	89	92	95	95	95	95	96	97	98	98	98	95	90		
Visibility (km)	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	12.1	8.0	3.7	2.3	1.6	6.6	3.3	2.2	3.6	3.7	3.9	5.0	2.3	1.4	14.4		
Wind Dir (true/from)	N	NE	NE	NE	NE	NE	NE	NE	NE	NE	E	SE	SE	E	E	E	E	E	SE	SE	S	S	SW	W	W		
Wind Speed (km/h)	2	3	3	4	4	5	5	5	5	6	8	10	12	13	14	15	16	16	16	15	15	16	18	19	20		
Gust Speed (km/h)	3	4	4	5	5	6	6	7	9	12	16	20	23	26	28	30	31	31	30	30	30	32	35	38	39		

Lessons Learned



Staff learns quickly and did a great job.

Different weather events require different tactics:

- Snow events
- Freezing rain or rain turning to ice
- Dewpoint / black ice

Lessons Learned: Continued



Not all truck sizes are suitable for all roadways. Turning radius is an issue on cul-de-sacs.

The service level time it takes to service a plow route in both directions; this is conditional on the weather event.

The snow rate (cm/hr) varies for different storm events. Some events have an hourly snow rate that exceeds the time it takes to service a plow route.

Servicing gravel roads is different than servicing asphalt roads.

There is still more to learn as we continue on this journey.

Appreciation is extended to:

Residents - for your patience and understanding

Council, Chief Administrative Officer and Senior Leadership - for your support

Administrative team for answering calls and payroll management

Experienced road patrol employee who passed on knowledge to Operators, and answered calls

Public Works Superintendent for managing the day-to-day operations

A special thank you to our Operators, for providing safe and efficient snow and ice control throughout the winter season

Community Centrum: Grand Bay Room – Broadcast for the Public

1. Call to Order

Mayor Merrifield called the meeting to order at 7:01 p.m.

2. Acknowledgement of Treaty Land

We respectfully acknowledge that Grand Bay-Westfield exists on the traditional Wolastoqey (WOOL-US-TOOK-WAY) land.

The lands of Wabanaki (WAH-BAH-NAH-KEE) people are recognized in a series of Peace and Friendship Treaties to establish an ongoing relationship of peace, friendship and mutual respect between equal nations.

The river that runs by our town is known as Wolastoq (WOOL-LUSS-TOOK), along which live Wolastoqiyik (WOOL-US-TOO-GWEEG) - the people of the beautiful and bountiful river.

We, the staff and elected representatives, pay respect to the elders, past and present, and descendants of this land.

3. Mayor's Comments

4. Record of Attendance

Mayor Merrifield, Deputy Mayor Toole, Councillor McIntosh Lawrence, Councillor Day, Councillor Balcomb, Councillor Balemans, and Councillor Burpee in attendance.

Regrets: None

Staff Attendance: John Enns-Wind, Troy Gautreau, James Barrington, Bruce Gault, Gary Clark, Broc Belding

Guests: Andrew Beckett, Envision Saint John
Stephanie Langlais and Bob Scott, NB Power

5. Agenda Approval

That the Council of the Town of Grand Bay-Westfield approve the Agenda of April 22, 2024, as presented.

Motioned by: Councillor Balemans

Seconded by: Councillor Burpee

Carried

6. Disclosure of Conflict of Interest

None

7. Public Hearings/Presentations/Delegations/Petitions

a) Envision Saint John: Members' Agreement

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to sign the Envision Saint John: The Regional Growth Agency revised Members' Agreement.

Motioned by: Councillor Balcomb

Seconded by: Deputy Mayor Toole

Carried

b) Smart Meter Program

That the Council of the Town of Grand Bay-Westfield receive and file the information as presented.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balemans

Carried

8. Minutes of Previous Meeting

- a) Regular Council Minutes of March 25, 2024

That the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of March 25, 2024, as presented.

Motioned by: Councillor Burpee

Seconded by: Councillor Balcomb

Carried

9. Unfinished Business

None

10. By-Laws

- a) By-law PD-0012 Respecting Development Incentives

That the Council of the Town of Grand Bay-Westfield approve the Third reading and enactment of the Residential Development Incentive Program.

Third Reading (By Title)

By-Law No. PD-012: Respecting Development Incentives

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Burpee

Carried

11. New Business/Recommendations

- a) Artificial Intelligence (AI) Use Policy

That the Council of the Town of Grand Bay-Westfield adopt the Draft AI Use Policy to guide the responsible and effective use of artificial intelligence technologies within the Town of Grand Bay-Westfield.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Deputy Mayor Toole

Carried

b) 2016 Pickup Truck Replacement

That the Council of the Town of Grand Bay-Westfield authorize Administration spend up to \$100,000 from the General Capital Reserve to replace the current 2016 F-150 SuperCrew with an electric powered vehicle that meets the required needs.

Motioned by: Councillor Balemans

Seconded by: Councillor Balcomb Carried

c) Route 177 Passing Zone Review

That the Council of the Town of Grand Bay-Westfield direct Administration to develop a plan to enhance safety along Route #177 including traffic calming to reduce speed and encourage active transportation.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence Carried

d) Purchase Of Off-Road Wildland Firefighting Trailer

That the Council of the Town of Grand Bay-Westfield authorize the purchase of a MUTS trailer and associated equipment to provide the Fire-Rescue Department the capacity to transport water to remote, off-road sites at a cost not to exceed \$8,500.00.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence Carried

e) DTI Surplus Land, PID 225391

That the Council of the Town of Grand Bay-Westfield advise DTI prior to May 16th that the Town is interested in acquiring the property.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence Defeated

- f) Envision Saint John: Members' Agreement

Item addressed via item 7.a.

12. Bills for Payment

- a) That the Council of the Town of Grand Bay-Westfield authorize the April 22, 2024 bills for payment as presented in the amount for \$479,994.48.

Motioned by: Councillor Burpee

Seconded by: Deputy Mayor Toole

Carried

13. Consent Agenda

- a) Quarterly Administrative Reports
- b) Building Permit Report – March 2024
- c) Earth Day – Mobilizing Municipalities
- d) Meeting Minutes – March 4, 2024
- e) PRUDE Inc. Report of Recommendations
- f) Invitation – 6th Annual Harm Reduction Symposium

End Consent Agenda

That the Council of the Town of Grand Bay-Westfield receive and file the consent agenda items for April 22, 2024.

Motioned by: Councillor Balemans

Seconded by: Deputy Mayor Toole

Carried

14. Council Reports

15. Business Arising from Committee of the Whole

16. Adjournment

That the Council of the Town of Grand Bay-Westfield adjourned the meeting at 8:25 p.m.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

Carried

John Enns-Wind
CAO

Brittany Merrifield
Mayor

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COUNCIL MEETING:

May 13, 2024

TITLE: 2024 CCBF FUNDING AGREEMENT

PREPARED BY: BRUCE GAULT

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Infrastructure Sustainability and Climate Adaptation

ATTACHMENTS

- NA

BACKGROUND

Historically, the Town has received funding jointly from the Federal Government and the Provincial Government, originally known as Gas Tax Funding and recently changed to Canada Community-Building Fund (CCBF). The last funding program was for four (4) years, which ended December 31, 2023.

Recent verbal communications the Chief Financial Officer (CFO) has had with the Province of New Brunswick, who administers the program, has been that the program will continue. However, the latest email from GNB reads:

I can't confirm any amount for 2024 yet as we are still in negotiation with the Feds for the next CCBF agreement and we are facing some difficulties or challenges that we are trying to resolve.

This negotiation has delayed the final execution of the agreement, thus delaying receiving funding under the new agreement. There is a lack of clarity over the level of funding that will be provided, and the requirements we must adhere to receive funding.

COMMENT

The original plan was to join both Street Improvements and Designated Highway projects together, to get better pricing with increased volume for unit pricing.

This has created a lot of uncertainty.

- The amount of funding we may receive is unknown.
- The timing of receipt of funding is unknown.
- The conditions and requirements of funding is unknown.
- The types of projects approved for use of the funding is unknown.

The Capital Budget approved for 2024 assumed we would receive \$475,000 in CCBF funding, and this was to be used for street improvements. The Budget included topping this up by \$150,000 for a total Budget of \$625,000 including engineering and construction costs.

There are three (3) options for consideration:

Strategic Priorities:

Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

CCBF Funding Agreement

1. Find additional funds within the Budget, and complete as many of the scheduled projects as possible with the available funds.
2. Delay tendering until later in the year, when there is may be more clarity over the CCBF funding.
3. Defer all 2024 street improvements to 2025 (except Designated Highway work).

FINANCIAL IMPLICATIONS

The 2024 Transportation Capital Budget is broken down as follows:

Transportation: Capital	Budget
Street Improvements	625,000
Works Garage	300,000
Ferry/Nerepis Road Crosswalk	150,000
Facility Upgrades - Shannon Rd	50,000
Designated Highways	45,000
Vehicle Lease Buyout	16,000
Hillandale Cross Culvert	7,500
Total	\$1,193,500

Street Improvements planned for 2024:

Street Name	Improvement	Budget
Valley View Drive	Partial curbing north side	220,360
Florence Drive	Asphalt resurfacing June to Boyd	156,882
Ononette Road	Storm relocation off private property	95,218
Tilsley Place	Asphalt resurfacing	78,468
Engineering	Design & Construction Admin	94,118
Total		\$645,047

Of the budgeted \$625,000, \$475,000 was from CCBF. If CCBF is removed, it leaves \$150,000 available for Street Improvements.

Analysis of available options

Option 1: Find additional funds from within the Budget

- a. Public Works Garage project: Funding to come from debentures. No savings possible.
- b. Ferry Road/Nerepis Road Crosswalk: It is unlikely that the \$150,000 for this project will be needed this year. \$150,000 can be reallocated to 2024 Street Improvements. Funds will need to be allocated to this project in the 2025 Capital Budget.
- c. Facility Upgrades Shannon Road: There are structural issues with the salt shed, design and tendering has been scheduled for 2024. No savings possible.

CCBF Funding Agreement

- d. Designated Highway Project – This funding is committed as part of the designated highway program in 2024. No savings possible.
- e. Vehicle Lease buyout at end of term committed for 2024. No savings possible.
- f. Hillandale Cross Culvert: Perform the design to allow for construction in 2025. No savings possible – culvert is at end of life.

Available funding without the CCBF for 2024 Street Improvements could be:

Street Improvements	\$625,000
Less CCBF	\$475,000
Plus Ferry Road crosswalk	\$150,000
Total Available	\$300,000

With \$300,000 in available funds, it would be possible to perform the curbing work on Valley View Drive.

There would be synergies in tendering this work in conjunction with the Designated Highway Project as they are both curb and gutter projects. And, there are possible savings with the increased volume. Public Works Capital in 2025 would be reduced \$150,000.

Option 2: Delay tendering for later in the year

Waiting until later in the year may provide more clarity around the level of CCBF funding we will receive. However, there will be challenges finding a contractor to perform the work within the budget we have. Once contractors fill their schedules for the construction season, we will be required to pay a premium to have them take on additional work.

Option 3: Move all projects to 2025

Move all Capital Street Improvement projects to 2025, with the exception of the approved Designated Highway Project. There are synergies between the curbing project on Valley View Drive and the Designated Highway Project on Route 177. If the Valley View Drive work is tendered separately, there will be a higher per unit cost.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve Option 1:

- Authorize the reallocation of \$150,000 from Ferry Road/Nerepis Road Crosswalk project to the 2024 Street Improvements Project
- Adjust the 2024 Street Improvements to have the Valley View Drive project tendered in conjunction with the Designated Highway Road Ahead Plan

MOTION

That the Council of the Town of Grand Bay-Westfield authorize the following:

CCBF Funding Agreement

- Reallocation of \$150,000 from Ferry Road/Nerepis Road Crosswalk project to the 2024 Street Improvements Project
- Adjust the 2024 Street Improvement to have the Valley View Drive project tendered in conjunction with the Designated Highway Road Ahead Plan.
- Public Works capital in 2025 is to be reduced \$150,000.

CAO COMMENTS

APPROVAL

Department Head:



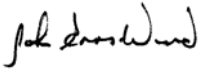
May 10, 2024

Reviewed by:



May 10, 2024

CAO:



May 10, 2024

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COUNCIL MEETING:

May 13, 2024

TITLE: GENERAL REVENUE – FIRST QUARTER FINANCIAL REPORT

PREPARED BY: JAMES BARRINGTON/HANNAH CHEN

DEPARTMENT: FINANCE

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Organizational Capacity

ATTACHMENTS

- General Revenue First Quarter 2024 Financial Report
- Q1 2024 Council Spending Report

BACKGROUND

Financial Reports are prepared at the completion of each quarter during the year. This process provides Council and Administration with insights to the financial position of the general fund as the year progresses and to assist with the decision-making process. This is the first report prepared for 2024. Each Department Head has reviewed the costs for their department and advised of any potential savings or possible expenditures more than budgeted amounts.

COMMENT

After the first three (3) months of 2024, there is a projected surplus of \$59,263 in the General Revenue Fund.

Revenues are higher than budgeted amounts by \$82,100 due to an increase in interest earned, and the receipt of several grants.

Expenditures are higher than budgeted for by \$22,800. While savings in insurance have been realized, there are anticipated cost increases due to planning and development activities and equipment repairs in the Public Works Department.

It is estimated that snow and ice control costs were \$50,000 lower than expected. The transfer of these funds to a snow and ice control reserve has been incorporated into this forecast.

The net result is a projected surplus of \$59,263 (0.7% of total budgeted expenditures).

FINANCIAL IMPLICATIONS

While a small surplus is projected, it is early in the year and many of the Town's activities have not yet begun (Recreation programming, Public Works summer maintenance). Administration and Council will need to demonstrate discipline in operating within the boundaries of the Budget, as we progress through 2024.

Strategic Priorities:

Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

General Revenue – First Quarter Financial Report

RECOMMENDATION


That the Council of the Town of Grand Bay-Westfield receive and file the General Revenue 2024 First Quarter Financial Report as presented.

MOTION

That the Council of the Town of Grand Bay-Westfield receive and file the General Revenue 2024 First Quarter Financial Report as presented.

CAO COMMENTS

APPROVAL

Department Head:		May 1, 2024
Reviewed by:		May 9, 2024
Deputy CAO:		May 9, 2024

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OPERATING BUDGET VARIANCES MARCH 31, 2024

	March 31 Actual	2024 Forecast	2024 Budgeted	Projected Variance	% Variance
Revenue					
Taxation	1,886,657	7,546,629	7,546,629	-	
Community Grant	58,307	233,229	233,229	-	
Surplus - 2nd Previous Yr.	-	359,207	359,207	-	
1 Other	67,259	405,997	323,897	82,100	
	2,012,224	8,545,062	8,462,962	82,100	
Expenditures					
Legislative	63,319	231,219	234,603	3,384	
2 General Government	280,894	1,196,749	1,199,541	2,792	
Policing	228,389	913,555	913,555	-	
Traf. Activities	4,545	16,188	16,188	-	
Fire	232,527	896,745	899,161	2,416	
Emergency Measures	2,902	24,105	24,105	-	
Animal Control	9,832	43,788	43,788	-	
3 Transportation	456,849	1,948,393	1,972,377	23,984	
4 Environmental Development	72,479	365,988	356,826	(9,162)	
Environmental Health	-	92,169	92,154	(15)	
5 Cultural Development	17,009	171,069	148,199	(22,870)	
6 Recreation	169,242	751,911	776,102	24,191	
7 Fiscal Services	125,384	1,833,921	1,786,363	(47,558)	
Sub-total expenditures	1,663,371	8,485,800	8,462,962	(22,838)	

Projected Surplus (Deficit)

59,263 * 0.7%

* 1% of Total Budgeted Expenditures

Notes

- 1 Grants \$35K, Interest \$20K, LGR funding \$23K
- 2 Savings of \$16K in insurance, Legal costs higher by \$13K
- 3 Snow control saving \$50K, repairs higher by \$20K, Insurance higher by \$10K
- 4 Planning costs higher due to ROW acquisitions
- 5 Increased spend related to programming
- 6 Savings related to RVCC insurance coordination
- 7 Includes \$50K for proposed snow control reserve allocation

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Council Expenses YTD, March 31, 2024

	Mar 31 Actual	2024 Budgeted	% of Budget Incurred
Council - Remuneration/ Emp. Costs	33,932	137,399	25%
Council - Per Diem/Travel/Meals	4,499	43,983	10%
Association Fees	7,865	8,221	96%
Insurance	1,043	4,655	22%
Community Grants	-	12,000	0%
Bursaries	-	2,000	0%
Other	15,979	26,345	61%
Total	63,319	234,603	27%

Council Discretion YTD, March 31, 2024

	Mar 31 Actual	2024 Budgeted	% of Budget Incurred
Junnior Achievement NB	300		
Total	300	26,075	1%

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Council Remuneration & Expenses YTD, March 31, 2024

Elected Official	Remuneration	Per Diems	Expenses	Total
Mayor Merrifield	\$8,686	\$2,185	\$1,750	\$12,621
Deputy Mayor Toole	\$4,289	\$230	\$158	\$4,677
Councillor Balcomb	\$3,725	\$345	\$23	\$4,093
Councillor Balemans	\$3,725	\$0	\$0	\$3,725
Councillor Burpee	\$3,725	\$115	\$35	\$3,876
Councillor Day	\$3,725	\$0	\$0	\$3,725
Councillor McIntosh Lawrence	\$3,725	\$0	\$0	\$3,725
Total	\$31,601	\$2,875	\$1,966	\$36,442

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COUNCIL MEETING:

May 13, 2024

TITLE: SEWERAGE UTILITY – FIRST QUARTER FINANCIAL REPORT

PREPARED BY: JAMES BARRINGTON/HANNAH CHEN

DEPARTMENT: FINANCE

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Organizational Capacity

ATTACHMENTS

- Sewerage Utility First Quarter 2024 Financial Report

BACKGROUND

Financial Reports are prepared at the completion of each quarter during the year. This process provides Council and Administration with insights to the financial position of the Utility as the year progresses, and to assist with the decision-making process. This is the first report prepared for 2024. The Public Works Commissioner has reviewed the costs for the Utility and advised of any potential savings or possible expenditures in excess of budgeted amounts.

COMMENT

After the first three (3) months of 2024, there is a projected deficit of \$13,000 in the Sewerage Utility. Revenues are lower than budgeted amounts by \$1,800 due to fewer new connections than anticipated.

Expenditures are \$11,200 higher than budgeted for, due to increased costs for Insurance, Power, Collections, Banking and Supplies.

The net result is a projected deficit of \$13,000 (1.9% of total budgeted expenditures).

FINANCIAL IMPLICATIONS

Staff will be working collaboratively to ensure that savings can be found without compromising the integrity of the Utility's operations.

Additional revenue from new connections may be realized, however, this is dependent on the timing and location of new housing starts.

There are contingency amounts included in the budget. As the year progresses, the likelihood of needing to utilize the contingency funds is reduced.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield receive and file the Sewerage Utility 2024 First Quarter Financial Report as presented.

Strategic Priorities:

Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

Sewerage Utility – First Quarter Financial Report

MOTION

That the Council of the Town of Grand Bay-Westfield receive and file the Sewerage Utility 2024 First Quarter Financial Report as presented.

CAO COMMENTS

APPROVAL

Department Head: 

May 1, 2024

Reviewed by: 

May 9, 2024

Deputy CAO: 

May 9, 2024

Vision: A welcoming place for all to live, grow and thrive
Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

UTILITY BUDGET VARIANCES MARCH 31, 2024

	March 31 Actual	2024 Forecast	2024 Budgeted	Projected Variance	% Variance
Revenue					
Sewerage Rates	672,691	674,561	676,380	(1,819)	
Interest and Other Income	2,434	33,279	33,279	-	
	675,125	707,840	709,659	(1,819)	
Expenditures					
Administration	68,193	230,148	223,085	(7,063)	
Collection	-	73,008	73,008	-	
Lift Stations	9,977	97,787	95,858	(1,929)	
Treatment and Disposal	4,089	58,173	57,413	(760)	
Fiscal	753	262,095	260,295	(1,800)	
Sub-total expenditures	83,011	721,211	709,659	(11,552)	

Projected Surplus (Deficit)

(13,371) * -1.88%

* 1.50% of Total Budgeted Expenditures

Sewerage Accounts Receivable

As of April 29, 2024

	Amount	# of users
2023 user rates owing	\$ 9,317.44	23
2024 user rates owing	\$ 95,339.72	256
Total	\$ 104,657.16	

Vision: A welcoming place for all to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

COUNCIL MEETING:

May 13, 2024

TITLE: ATLANTIC MAYORS' CONGRESS

PREPARED BY: JAMES BARRINGTON/HANNAH CHEN

DEPARTMENT: FINANCE

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Smart Growth

ATTACHMENTS

BACKGROUND

The Atlantic Mayors' Congress meets twice per year. The organization is committed to improving municipal government and developing a strong, unified voice to advocate for municipalities in the Atlantic Region. As an organization spanning the Atlantic provinces, the Atlantic Mayors' Congress helps solve problems affecting municipalities of all sizes.

COMMENT

The 2024 spring meeting is being held in Summerside, Prince Edward Island, with the focus being housing challenges. Discussions will be focused on housing, homelessness, climate change, sustainability, and economic development. The Atlantic Premiers, along with Provincial and Federal Ministers, are expected to be in attendance.

There will be a second meeting in fall of 2024, most likely held in Halifax.

FINANCIAL IMPLICATIONS

A membership fee of \$750 is required for all municipalities. Travel and accommodation will be additional costs. For the meeting in June, the cost should be no more than \$2,500 which will include mileage, accommodations, and meals.

This is not a budgeted item for 2024. Funds from Council's Discretionary Fund will be required if they wish for the Mayor to attend.

Administration will include future meetings in the 2025 Budget for consideration, during the Budget process.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the use of Council Discretionary Fund for the Mayor to join the Atlantic Mayors Congress and attend up to two (2) meetings.

MOTION

That the Council of the Town of Grand Bay-Westfield approve the Town joining the Atlantic Mayor's Congress, and authorize the Mayor to attend up to two (2) events.

Strategic Priorities:

Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

CAO COMMENTS

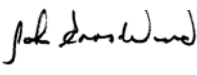
APPROVAL

Department Head: 

May 9, 2024

Reviewed by: 

May 10, 2024

CAO: 

May 9, 2024

Vision: A welcoming place for all to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

COUNCIL MEETING:

May 13, 2024

TITLE: PANORAMIC ESTATES SUBDIVISION - PHASE 7C & 7D

PREPARED BY: DAVID TAYLOR

DEPARTMENT: PLANNING DEPARTMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Smart Growth
- Infrastructure & Climate Change

ATTACHMENTS

- Subdivision Plan: Panoramic Estates Phase 7D: Dated April 16, 2024, prepared by Don-More Surveys & Engineering Ltd.;
- EXP Services Inc. Letter of Substantial Completion: Dated February 6, 2024;
- Dillon Consulting Ltd. Letter of Recommendation: Dated May 8, 2024.

BACKGROUND

Phase 7C

An initial Plan for a single lot subdivision was approved and registered for Lot G-6 (75 June Avenue) on December 20, 2020. A Subdivision Developer's Agreement is in place for the 23 m street extension fronting this lot. Final completion of the work has not been accepted by the Town, where the intent was to hold the Security in place for completion of Phase 7D.

Phase 7D

Tentative Subdivision Approval was provided by the Development Officer following Council's April 6, 2021 acceptance of Money in Lieu of Lands for Public Purposes (paid in 2021), and an Approval in Principle for a Vacant Lot Grant to be applied to the four new lots. A new Subdivision Developer's Agreement for Phase 7D will be registered along with Security to be held for the 1-Year Warrantee period for Phase 7C and 7D. The approval in principle for a Vacant Lot Grant will be processed once the lots are registered and a value is established by SNB for the vacant lot values. The Incentive Program adopted in November 2019 has been repealed by Council as of January 8, 2024 - with a new By-law to include incentives for residential developments of 6 or more units. However, the existing Agreement in Principle, from April 8, 2021 will be honoured. There will be no tax bills for the new lots in 2024, however, we will process the Grant in July 2025 (for up to 5-years), for any of the four (4) lots that remain vacant or unsold.

COMMENT

The Town currently holds \$32,600 as Security in the completion of Phase 7C. A Letter of Substantial Completion has been provided by EXP Services Inc., along with cost estimates determining the relative value of the work completed, to establish the Warrantee holdback. Dillon Consulting Ltd. has reviewed the submission and has provided a Letter of Recommendation to

Strategic Priorities:

Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

PANORAMIC ESTATES SUBDIVISION - PHASE 7C & 7D

Council. The Public Works Commissioner has also reviewed the Letter of Recommendation being provided to Council. The Public Works Commissioner has ordered street sign blades for the intersection of June Avenue and Maplecrest Drive, and will bill the Developer once they are installed.

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield accept the recommendation from Dillon Consulting Ltd. for acceptance of the work constructed under Panoramic Estates Phase 7C and 7D as substantially complete. Noted deficiencies are identified for completion during the 1-year warrantee period.

MOTION

That the Council of the Town of Grand Bay-Westfield accept the recommendation from Dillon Consulting Ltd. acting as the Town Engineer, dated May 8, 2024, for Substantial Completion of the Work under Panoramic Estates Subdivisions Phase 7C and 7D. Maintaining the existing Security held in the value of \$32,600 for a 1-year Warrantee period, and authorizing signatures on a Subdivision Developer's Agreement to be completed through the Town's Solicitor.

CAO COMMENTS

APPROV

Department Head:  May 8, 2024

Reviewed by:  May 10, 2024

CAO:  May 10, 2024

Approvals

NB Grid Coordinate Values

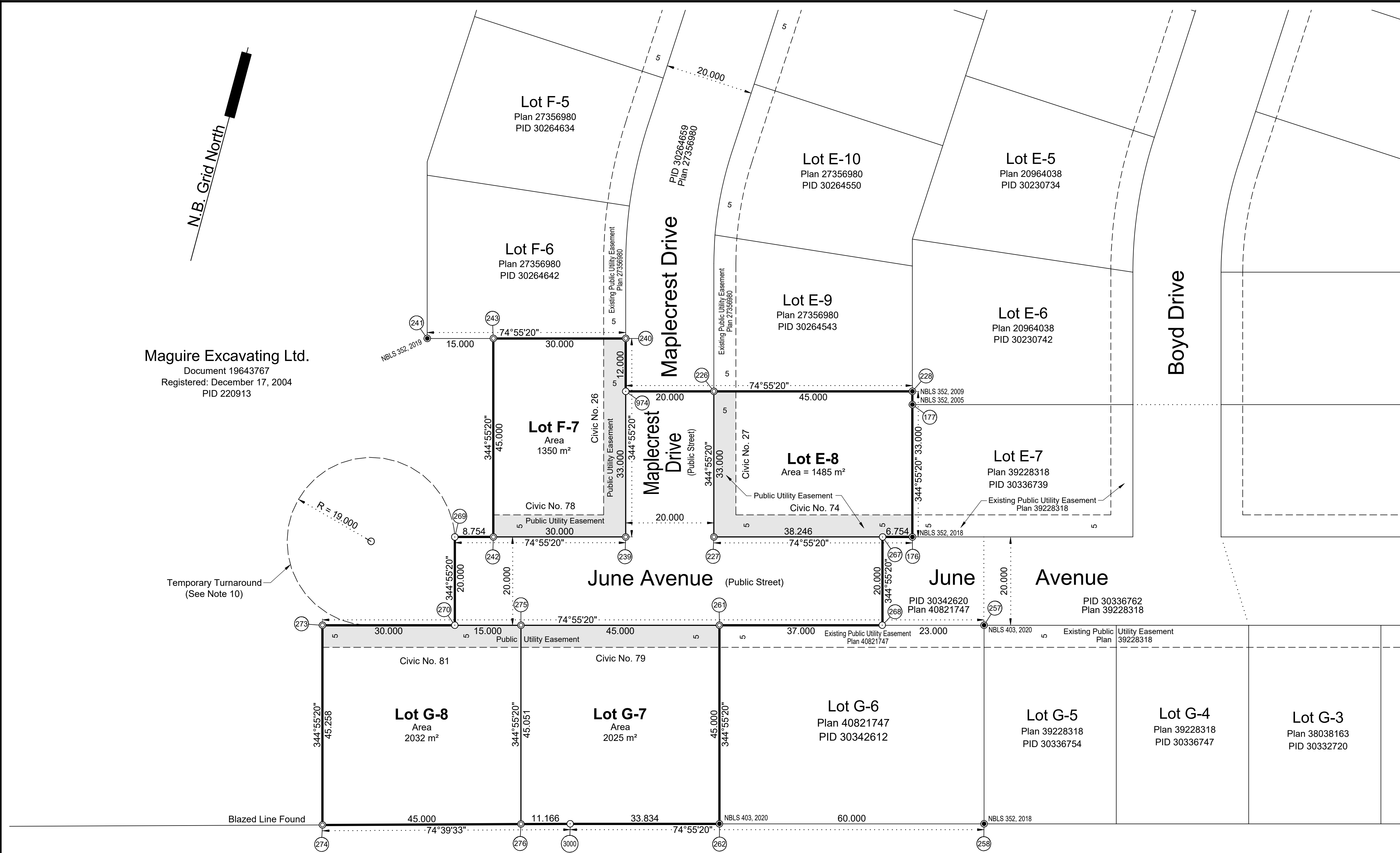
Point	Easting	Northing	Remarks
175	2523372.868	7368305.456	SMF
176	2523324.589	7368292.450	SMF
226	2523272.554	7368312.608	SMF
227	2523281.139	7368280.744	SMF
228	2523316.005	7368324.313	SMF
239	2523261.827	7368275.541	SMS
240	2523250.121	7368318.992	SMF
241	2523206.671	7368307.286	SMF
242	2523232.860	7368267.737	SMS
243	2523221.154	7368311.188	SMS
257	2523345.479	7368277.364	SMF
258	2523357.184	7368233.913	SMF
261	2523287.544	7368261.756	SMF
262	2523299.250	7368218.305	SMF
267	2523318.068	7368290.693	Plan 40821747
268	2523323.270	7368271.381	Plan 40821747
269	2523224.407	7368265.460	CALC
270	2523229.610	7368246.149	CALC
273	2523200.643	7368238.345	SMS
274	2523212.415	7368194.645	SMS
275	2523244.093	7368250.050	SMS
276	2523255.813	7368206.550	SMS
974	2523253.243	7368307.405	Plan 27356980
1545	2524002.407	7368013.753	NBCM
14195	2523837.269	7369023.391	NBCM
28156	2534232.573	7362095.001	NBCM

Title Data

PID 220913
 Owner: Maguire Excavating Ltd.
 Document: 19643767
 Registered: December 17, 2004

Signature of Owners

Sam Maguire, President - Maguire Excavating Ltd.



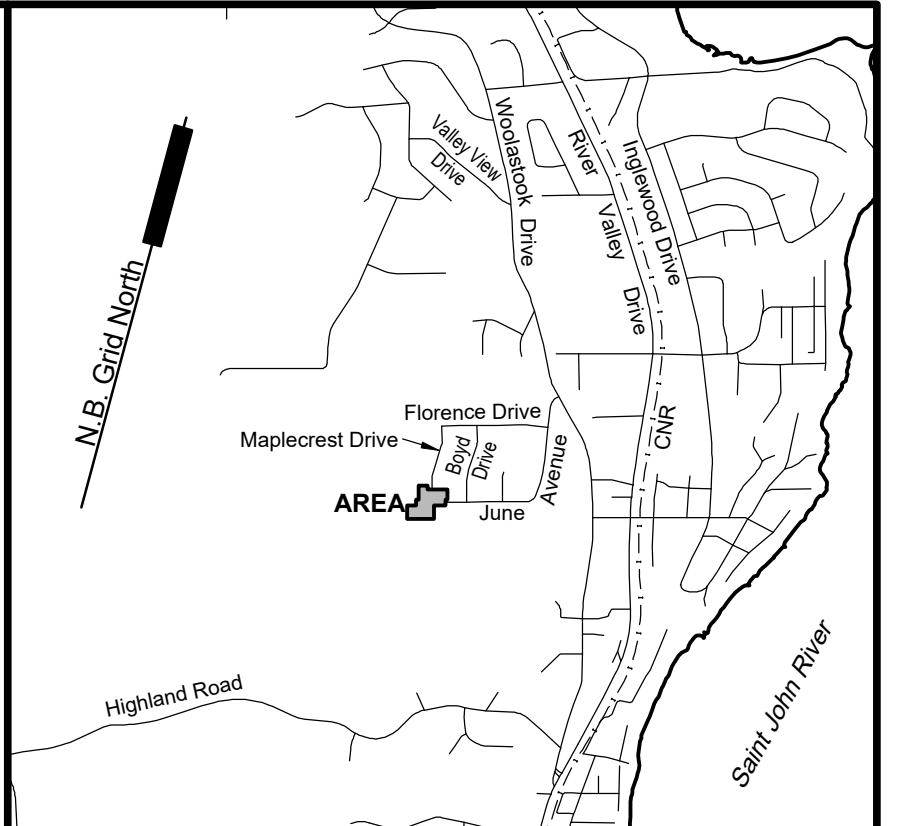
602112 N.B. Inc.
 Document 24474653, Registered 2007-09-11
 PID 218768

Public Utility Easements

Pursuant to Section 5 of "Designated Easements" Regulation 2021-83 and Section 88(7)(b) of the Community Planning Act the Public Utility Easements on the plan vest in the New Brunswick Power Corporation, Bell Canada, and Rogers Communications Inc. with the filing of this plan.

Public Streets

These streets vest in the Town of Grand Bay-Westfield pursuant to Section 88(6)(a) of the Community Planning Act.



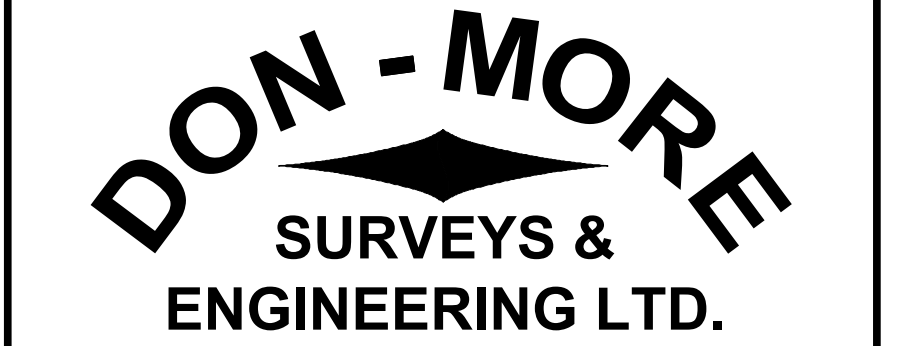
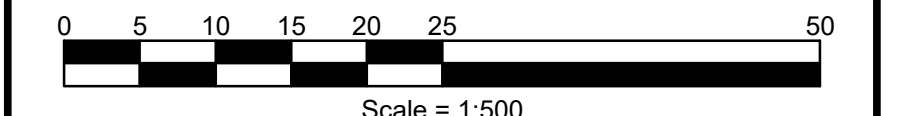
Key Plan Scale = 1:25,000

- Legend**
- SMF - Standard survey marker found
 - ⊙ SMS - Standard survey marker set
 - ⊙ RIBF - Round iron bar found
 - IBF - Square iron bar found
 - IPF - Iron pipe found
 - CALC - Calculated point
 - ▲ NBCM - N.B. Co-ordinate Monument
 - ⊙ - Tabulated co-ordinate reference
- Lands dealt with by this plan are bounded thus
- Civic Numbers are assigned by the Town of Grand Bay-Westfield

- Notes**
- All computations performed and coordinates shown are based on the New Brunswick stereographic double projection and the NAD83(CSR) ellipsoid as realized by Service New Brunswick's Active Control System.
 - All distances shown are in metres and are grid distances calculated using a combined scale factor utilizing geoid model CCG2013a.
 - All directions are New Brunswick grid azimuths established using GNSS.
 - Document and plan numbers referred to are those of the land titles or county registry office.
 - Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning & setback bylaws or regulations, being the domain of a Development Officer.
 - Certification is not made as to covenants set out in the document(s) and the location of any underground services and/or fixtures permanent or otherwise.
 - Peripheral information and adjacent owner information was derived from Service New Brunswick records unless otherwise noted.
 - Field survey was completed in April, 2024.
 - Survey markers not set at road deflections to avoid landowner confusion.
 - Temporary turnaround is for the purpose of public turning and municipal maintenance equipment turning until such time as the public street is extended.

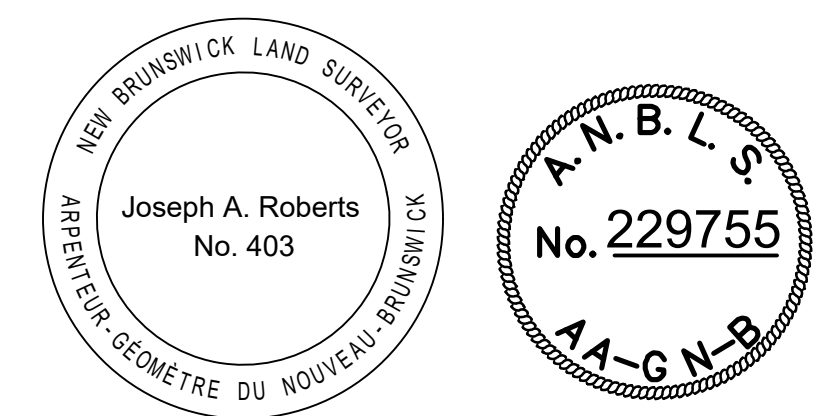
- Purpose of Plan**
- To create 4 new residential lots.
 - To vest 2 Public Streets, extensions of June Avenue and Maplecrest Drive.
 - To create Public Utility Easements.

Subdivision Plan
Panoramic Estates
Subdivision-Phase 7D
 Town of Grand Bay-Westfield
 Westfield Parish
 Kings County, NB



Dated: 16 April 2024
 Joseph A. Roberts, NBS #403

Dwg: 21076SDF-Ph7D





February 6, 2024

Sam Maguire
Maguire Excavating
315 King William Road
Saint John NB

Re: Panoramic Estates Phase 7D – Letter of Substantial Completion

Dear Mr. Maguire,

I am writing to officially notify you that the construction work for the project Panoramic Estates Phase 7D has reached a state of substantial completion. The project has achieved the following milestones:

1. Description of Completed Work:
 - Installation of water, sewer and storm infrastructure and curb and asphalt paving as per the design drawings. Attached to this letter are the following records:
 - o Asphalt Mix Test Results
 - o Asphalt Compaction Test Results
 - o Concrete Testing Results
 - o Granular Compaction Test Results
 - o Sanitary Air Test Results
2. Remaining Items:
 - The only item remaining is the completion of landscaping within the right of way of approximately 1,250 square meters (150mm topsoil and hydroseed), with an estimated value of \$10,000. This work is to be completed in 2024.
3. Warrantee Holdback:
 - The value for the 4 lots for the purpose of determining warrantee holdback is \$340,000.
4. Intended Use:
 - The project is now ready for its intended use as a residential street.

Please feel free to contact us if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sarah Young".

Sarah Young P.Eng.
Municipal Manager
EXP Services Inc.

CLIENT Galbraith Construction Ltd.
ATTENTION Mr. John Miller, P.Tech.
CC

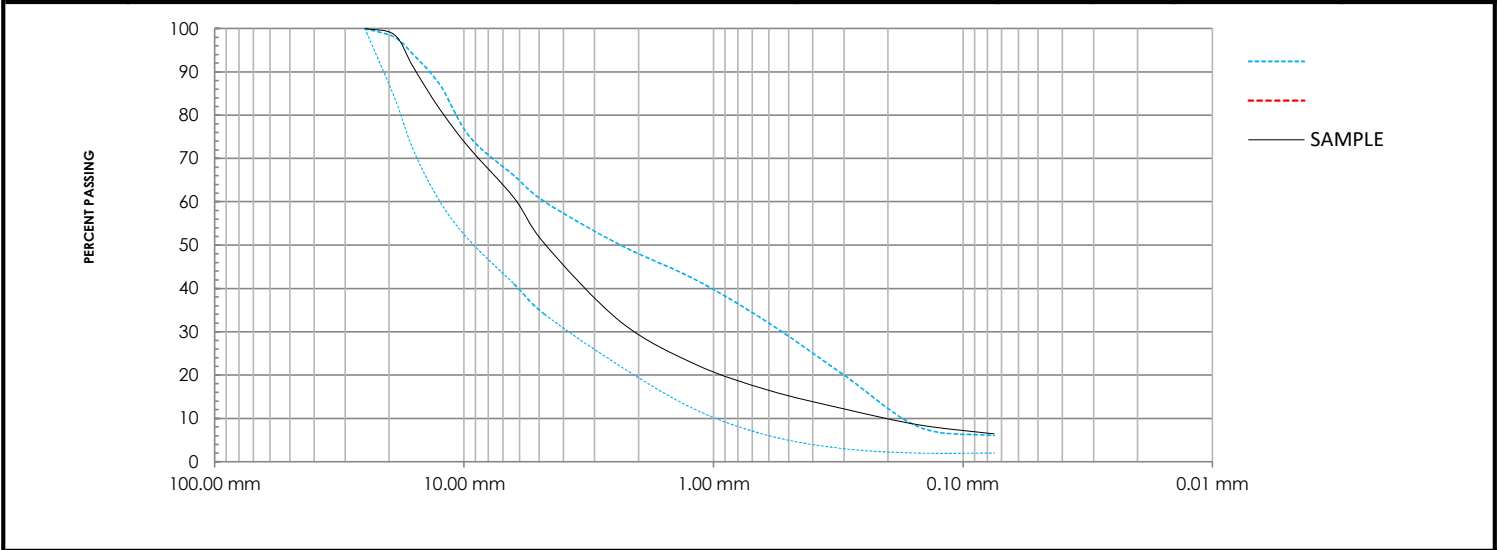
PROJECT NO. 100100.000
LABORATORY SAMPLE ID A-2023-336
JOB MIX FORMULA NO. 001

PROJECT NAME June Ave
SAMPLE LOCATION June Ave

CIVIC / STN. No.

CONTRACTOR Galbraith Construction Ltd.	AC SUPPLIER/GRADE McAsphalt 58S-28
MIX DESIGN BY MWM	DATE SAMPLED 2023.Nov.20
PROJECT SPECIFICATION NBDT1 (261 Spec.)	COURSE Lower
MIX SPECIFICATION Superpave	SAMPLED BY M Chase, TGIT
MIX TYPE B 75 Gyration	DATE TESTED 2023.Nov.20
	TESTED BY B Miller, P.Tech.

SUPERPAVE PROPERTIES	ACTUAL	SPECIFICATIONS	SIEVE SIZES	SAMPLE	JMF	SPECIFICATIONS	
BULK DENSITY, kg/m ³	2413						
MAXIMUM RELATIVE DENSITY, kg/m ³	2510		25.000 mm	100.0		100 - 100	
AIR VOIDS, %	3.9	2.5 - 5	19.000 mm	98.6		84 - 98	
VOIDS IN MINERAL AGGREGATE, %	15.5	min 13.5	16.000 mm	91.0		72 - 94	
VOIDS FILLED WITH ASPHALT, %	75	70 - 75	12.500 mm	81.3		60 - 87	
AGGREGATE A.C. ABSORPTION, %	0.6		9.500 mm	72.3		51 - 75	
AGGREGATE RELATIVE DENSITY, kg/m ³	2698		6.300 mm	60.9		41 - 66	
EFFECTIVE AC CONTENT, %	4.9		4.750 mm	50.3		34.0 - 60.0	
FILM THICKNESS, μm	9.1		2.360 mm	32.3		22.0 - 50.0	
DUST TO BINDER RATIO	1.3	0.6 - 1.2	1.180 mm	22.4		12 - 42	
			0.600 mm	16.5		6.0 - 32.0	
			0.300 mm	12.2		3 - 20	
ROAD TEMPERATURE: °C		SAMPLE TEMP: 136 °C	0.150 mm	8.5		2 - 8	
COMPACTION TEMP: 135 °C		TONNAGE 105 t	0.075 mm	6.40		2.0 - 6.0	
COMMENTS:			AC, % of TOTAL MIX	5.49			





126 Duke St
Saint John, NB
E2L 1N6

SUPERPAVE MIX REPORT

CLIENT Galbraith Construction Ltd.
ATTENTION Mr. John Miller, P.Tech.
CC

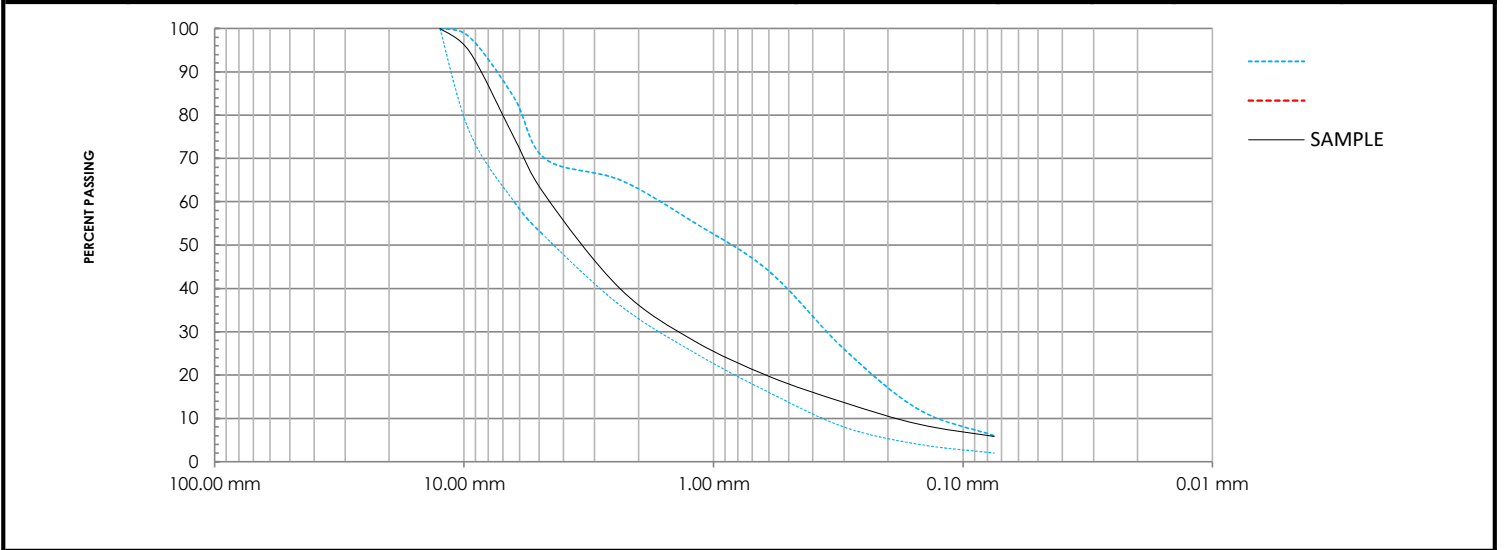
PROJECT NO. 100100.000
LABORATORY SAMPLE ID A-2023-338
JOB MIX FORMULA NO. 001

PROJECT NAME June Ave
SAMPLE LOCATION June Ave

CIVIC / STN. No.

CONTRACTOR Galbraith Construction Ltd.	AC SUPPLIER/GRADE McAsphalt 58S-28
MIX DESIGN BY MWM	DATE SAMPLED 2023.Nov.20
PROJECT SPECIFICATION NBDT1 (261 Spec.)	COURSE Upper
MIX SPECIFICATION Superpave	SAMPLED BY M Chase, TGIT
MIX TYPE D	DATE TESTED 2023.Nov.20
75 Gyration	TESTED BY B Miller, P.Tech.

SUPERPAVE PROPERTIES	ACTUAL	SPECIFICATIONS	SIEVE SIZES	SAMPLE	JMF	SPECIFICATIONS	
BULK DENSITY, kg/m ³	2390						
MAXIMUM RELATIVE DENSITY, kg/m ³	2475						
AIR VOIDS, %	3.4	2.5 - 5					
VOIDS IN MINERAL AGGREGATE, %	16.8	min 15.5					
VOIDS FILLED WITH ASPHALT, %	80	70 - 77	12.500 mm	100.0		100 - 100	
AGGREGATE A.C. ABSORPTION, %	0.4		9.500 mm	94.6		76 - 98	
AGGREGATE RELATIVE DENSITY, kg/m ³	2698		6.300 mm	74.8		60 - 84	
EFFECTIVE AC CONTENT, %	5.7		4.750 mm	61.6		52.0 - 70.0	
FILM THICKNESS, μm	10.2		2.360 mm	39.8		36.0 - 65.0	
DUST TO BINDER RATIO	1.0	0.6 - 1.2	1.180 mm	27.7		25 - 55	
			0.600 mm	19.7		16.0 - 44.0	
			0.300 mm	13.7		8 - 26	
ROAD TEMPERATURE: °C		SAMPLE TEMP: 136 °C	0.150 mm	8.6		4 - 12	
COMPACTION TEMP: 135 °C		TONNAGE 105 t	0.075 mm	5.82		2.0 - 6.0	
COMMENTS:			AC, % of TOTAL MIX	6.10			





ASPHALT CORE COMPACTION REPORT

CLIENT Galbraith Construction
ATTENTION John Miller
CC
PROJECT June Ave

PROJECT NO: 100100.100
MIX DESIGN BY: MWM
STREET: June Ave

SUPPLIER Galbraith Construction

TESTED BY B. Miller

MATERIAL TYPE B

SPECIFICATION Superpave 75 Gyration

DATE CORED	LOCATION	OFFSET (m)	LIFT	CORE THICKNESS (mm)	MTRD (g/cm³)	BRD (g/cm³)	PERCENT COMPACTION
22-Nov-2023	Maplecrest Dr, 7m from June Ave RL	1.7	Base	62	2.510	2.426	96.7
22-Nov-2023	20m West of Maplecrest Dr, RL	2.3	Base	60	2.510	2.425	96.6
22-Nov-2023	20m East of Maplecrest Dr, LL	2.0	Base	45	2.510	2.448	97.5
AVERAGE				55.7			96.9



ASPHALT CORE COMPACTION REPORT

CLIENT Galbraith Construction
ATTENTION John Miller
CC
PROJECT June Avenue

PROJECT NO: 100100.100
MIX DESIGN BY: MWM
STREET: June Avenue

SUPPLIER Galbraith Construction

TESTED BY B. Miller

MATERIAL TYPE D

SPECIFICATION Superpave 75 Gyration

DATE CORED	LOCATION	OFFSET (m)	LIFT	CORE THICKNESS (mm)	MTRD (g/cm³)	BRD (g/cm³)	PERCENT COMPACTION
22-Nov-2023	Maplecrest Dr, 7m from June Ave RL	1.7	Surface	48	2.475	2.381	96.2
22-Nov-2023	20m West of Maplecrest Dr, RL	2.3	Surface	42	2.475	2.396	96.8
22-Nov-2023	20m East of Maplecrest Dr, LL	2.0	Surface	35	2.475	2.417	97.7
AVERAGE				42			96.9

To: John Miller
Galbraith Construction

From: Amanda Lacey
Saint John, New Brunswick

File: 100100.100

Date: December 7, 2023

Reference: Concrete Compressive Strength Test Results – June Ave, Grand Bay, New Brunswick

Please find attached the compressive strength test results for concrete cylinder set No. 176 cast at the above noted site.

Based on the 28 day compressive strength test results, the concrete cast for set No. 176 has met the minimum project specified strength of 35MPa at 28 days.

I trust this meets with your requirements at this time. If you have questions or concerns, please do not hesitate to contact me at your convenience.

MWM Consulting Inc.



Amanda Lacey
Civil Engineering Technologist
Phone: 1-506-898-0478
Amanda.Lacey@mwmconsult.ca

Attachment: Concrete Compressive Strength Results – Set No. 176

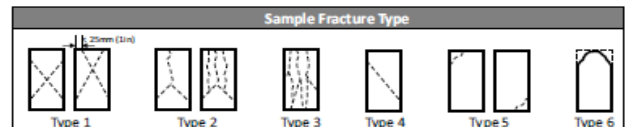
Client: Galbraith Construction Project No.: 100100.100
 Project: 2023 Miscellaneous Testing Report No.: 176
 Date Cast: November 9, 2023 Date Rec'd: November 10, 2023

Cylinder No.	Age In Days	Date Tested	Average Diameter (mm)	Unit Mass (kg/m ³)	Type of Fracture	Compressive Strength (MPa)
176 A	7	November 16, 2023	101.0	2423	2	46.3
176 B	28	December 7, 2023	101.0	2454	2	47.8
176 C	28	December 7, 2023	101.5	2438	2	49.4
Average @ 28 Days						48.6

Contractor:	<u>Galbraith</u>	Load Volume:	<u>6</u> m ³
Concrete Supplier:	<u>Osco</u>	Cumulative Volume:	<u>6</u> m ³
Mix Type / Name:	<u>32 Mpa</u>	Specified Strength	
Truck No.:	<u>51811</u>	at 28 Days:	<u>35</u> MPa
Ticket No.:	<u>27518</u>	Max. Size of Aggregate:	<u>20</u> mm
Time Batched:	<u>7:21 AM</u>	Air (Specified):	<u>5 to 8</u> %
Time Cylinders Cast:	<u>8:31 AM</u>	Air (Actual):	<u>5.0</u> %
Cast By:	<u>J. Lynch</u>	Slump (Specified):	<u>40 +/- 20</u> mm
Type of Mould:	<u>Plastic 100mm x 200mm</u>	Slump (Actual):	<u>50</u> mm
Admixtures:	<u>N/A</u>	Initial Curing Conditions:	
Water Added on Site:	<u>N/A</u>	Ambient Temperature:	<u>-1.0</u> °C
Quantity of Water:	<u>-</u> litres	Concrete Temperature:	<u>15.5</u> °C
Authorized By:	<u>N/A</u>	Initial Curing Temp: Min.	<u>15.0</u> °C
Mass Density:	<u>N/A</u> kg/m ³	Initial Curing Temp: Max.	<u>21.0</u> °C
Compressive Strength Tested By: _____			

Location on Structure: June Ave, Grand Bay - Curb from Civic #23 Maplecrest Dr to June Ave
 Initial Storage Location: Insulated cooler on site
 Remarks: _____

Cylinder Pick Up Time	<u>8:30 AM</u>
Cylinder Delivered Time	<u>9:00 AM</u>
Cylinder Demoulding Time	<u>9:15 AM</u>



Reviewed by: *[Signature]*

PVC SANITARY AND STORM SEWER MAIN TEST

LOCATION PANORAMIC Estates
 CONTRACTOR Maguire Excavation
 DATE 2023.03.14

SECTION TESTED: FROM STRUCTURE SAMH 19
 TO STRUCTURE TO STOB

LENGTH 72m m NOM. DIAMETER 200 mm

REQUIRED INTERNAL PRESSURE AT START
 = 24 kPa (3.5 psig) = 3.5

MINIMUM INTERNAL PRESSURE AFTER TEST PERIOD
 = 17 kPa (2.5psig) = 3.5

REQUIRED TEST TIME (FROM TABLE) 3:47

PRESSURE AFTER REQUIRED TIME 3.5

IS TEST SATISFACTORY? (Please Circle) YES NO
[Signature] FOREMAN FOR CONTRACTOR [Signature] INSPECTOR FOR TOWN

REMARKS: _____

Diameter mm	Mimumum Time min:s	Length for Minimum Time, m	Time for Longer Lengths, s
100	1:53	182	0.623 x length (m)
150	2:50	121	1.40 x length (m)
200	3:47	91	2.49 x length (m)
250	4:43	73	3.89 x length (m)
300	5:40	61	5.61 x length (m)
375	7:05	48	8.76 x length (m)
450	8:30	41	12.6 x length (m)
525	9:55	35	17.2 x length (m)
600	11:20	30	22.4 x length (m)



May 8, 2024

Town of Grand Bay-Westfield
609 River Valley Drive
P.O. Box 3001
Grand Bay-Westfield, NB
E5K 4V3

Attention: Mr. David Taylor, Development Officer

*Panoramic Estates Subdivision, Phase 7C and 7D
Establishing Substantial Completion and Holdback Values*

Dear David,

As per your request, Dillon reviewed the Panoramic Estates Phase 7D - Letter of Substantial Completion from EXP Services Inc. dated February 06, 2024, which also included laboratory test results for the asphalt mix, asphalt compaction, granular compaction and concrete compressive strength as well as the pressure testing results for approximately 72 metres of new PVC sanitary sewer main. The Town also provided Dillon with a digital copy of EXP's Preliminary Record Drawing Sheet 4-1 dated December 04, 2023.

EXP's letter of substantial completion indicates substantial completion of all Work, with only one deficiency in Phase 7D, whereby approximately 1250 square metres of landscaping (supply and placement of 150mm thickness of top soil and hydroseed) within the right-of-way remains outstanding.

Dillon reviewed the laboratory test results provided by EXP and noted the following:

- a) Type B and Type D asphalt concrete core located 20m east of Maplecrest does not meet the minimum specified thicknesses.
- b) Package is missing granular compaction results for sub-base aggregate.
- c) Package is missing records for video inspection of storm and sanitary mains.
- d) Record drawing set and does not include storm extension from phase 7C.
- e) Package is missing sealed letter from licenced testing firm confirming conformance and acceptance of all materials.

Dillon reviewed the Preliminary Record Drawing Sheet 4-1 and provided comments on the drawings. The following notes to be acknowledged:

- a) The new storm sewer installation extends beyond CB 24 to the West. This does not conform with the design drawings. Further, the drainage area from Maplecrest westward, was not included in the stormwater modeling analysis as the existing downstream storm sewer is surcharging during the

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Canada
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506.633.5000
Fax
506.633.5110



- 10-year rain event. The additional inputs from June Avenue up to Station 0+340 should not significantly change the surcharging effects downstream; however, the addition of any new flows from future cul-de-sac and any flows beyond Station 0+340 must be redirected to the west, or managed with an engineered solution to ensure net zero pre/post runoff is achieved for any future development. (See attached post development 10-year storm output from EXP provided in August of 2014 for reference.)
- b) The finished Grade of June Avenue west of Maplecrest does not conform with the design drawings and is directing runoff from the west side of Maplecrest into the existing June Avenue storm system. The additional inputs from June Avenue up to Station 0+340 should not significantly increase the existing surcharging effects downstream; however, the addition of any new flows from the future cul-de-sac and any flows from June Avenue beyond Station 0+340 must be redirected to the west, or managed with an engineered solution to ensure net zero pre/post runoff is achieved for any future development.
 - c) Phase 7C is not shown as record, and Town does not have record drawings for this portion of the Work. The record information should be updated to reflect Phases 7C and 7D.

On May 7, 2024, Dillon staff performed a drive through of the site to verify substantial completion of the work. At that time, Dillon observed the following items that should be addressed as deficiencies in addition to the landscaping noted by EXP:

- a) The temporary granular turnaround area is still filled with debris, equipment and materials. Further, the west backslopes within the turn around area are too steep and must be adjusted a 3:1 or be protected with jersey barriers.
- b) The street must be swept clean of granular debris following placement of topsoil and hydroseed.
- c) Missing videos and lateral drawings.

Other than where noted above, the Work conducted generally appears to align with that proposed in the subdivision plan and has been accepted by EXP Services Inc. as Substantially Complete.

Dillon reviewed the detailed estimates provided by EXP for Phase 7C. The unit prices for this estimate are outdated with the market and the current market value of the work is approximately \$61,000. Dillon was not provided a detailed estimate for 7D, but using the drawings to approximate quantities, the estimate of \$340,000 appears reasonable, leading to a total combined estimated cost of \$401,000 for Phases 7C and 7D to be used as the basis for the holdback calculations.



EXP's estimated cost for the outstanding landscaping appears low, and in our opinion the market value to supply and place 1250 square metres of topsoil and hydroseed is approximately \$20,000. As of our site visit, topsoil has now been placed on the north side, and as a result, a holdback of \$15,000 for the deficient work would be more appropriate.

The Town may also want to consider an additional deficiency amount of \$2,000 for regrading of the backslopes in the temporary cul-de-sac, and additional \$2,000 to account for outstanding record drawings, video inspections, and missing test results.

After review, it appears the Work is Substantially Complete, and ready for intended use, understanding there are outstanding deficiencies as noted herein.

Please advise if we can provide further assistance in this matter.

Sincerely,

DILLON CONSULTING LIMITED

J. Douglas Hartford, P.Eng.
Partner

JDH:mhc

Our file: 09-2797, Ph. 4100

TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT

BILLS FOR RATIFICATION
May 13, 2024

	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
1	A TO Z RENTALS	FIRE	74.75	Replacement Chains
2	ABLE WINDOW SHINE LTD.	TRANS.	40.25	Window Cleaning
3	AMANB	GEN.GOV.	230.00	Clerk Seminar
4	APPLIED PRESSURE INC.	TRANS.	139.15	Inspect Cylinder
5	ATLANTIC EMERGENCY MED. TRAINING SOL.	FIRE	862.50	Fit Testing
6	ATLANTIC WINDOOR LTD.	BLDG.	1,998.13	Service Overhead Door
7	ATLANTIC WINDOOR LTD.	BLDG.	1,056.28	Replace Broken Spring - ANB Door
8	BLIZZARD SAFETY PRODUCTS	TRANS.	1,298.06	Safety Supplies
9	BRUNSWICK FYR & SAFETY ACC. LTD.	FIRE	517.50	Fire Extinguisher Inspection
10	BRUNSWICK FYR & SAFETY ACC. LTD.	FIRE	205.28	Service 20lb Extinguisher
11	CANADA POST	GEN.GOV.	1,058.00	Stamps
12	CARQUEST	TRANS.	687.60	Rust Proofing
13	CHILDS CATERING	CUL.DEV.	764.75	Catering - Volunteer Event
14	CITY OF SAINT JOHN	FIRE	9,479.60	Dispatch Services
15	CLEAN HEROES INC.	FIRE	312.27	Inspect/Clean Bunker Gear
16	CODIAC PRINTING INC.	TRANS.	1,572.62	Signs
17	COLE, MORGAN	TRANS.	20.00	Driver's Abstract
18	CONNECTING FIRST AID SOLUTIONS	FIRE	828.00	MFR Recerts
19	CONTROLS & EQUIPMENT LTD.	BLDG.	1,408.70	Repair Baseboard Heat
20	CRABBE, CHRISTOPHER	TRANS.	30.00	Clothing Allowance
21	DENIS OFFICE SUPPLIES	GEN.GOV.	715.28	Office Supplies
22	DENIS OFFICE SUPPLIES	GEN.GOV.	127.51	Office Supplies
23	DIRECT CHAIRS CANADA	BLDG.	883.09	Banquet Style Chairs
24	DONALD, JAMIE	TRANS.	98.84	Clothing Allowance
25	DOWNEY FORD	GEN.CAP.	72,772.55	Truck - F150
26	ENGLOBE CORP.	TRANS.	910.46	Professional Services
27	ENTANDEM (3)	VARIOUS	577.51	Performance Rights- Music
28	ESRI CANADA	TRANS.	4,243.50	License Renewal
29	FISHER SCIENTIFIC CO.	SEW.REV.	204.45	Parts
30	FLEWWELLING PRESS LTD.	GEN.GOV.	72.22	Name Badge
31	FORWARD ACCOUNTING SOLUTIONS	GEN.GOV.	86.25	Adagio/Paydirt Install
32	FUNDY REGIONAL SERVICE COMM.- March	ENV.DEV.	5,207.61	Regional Planning Services
33	FUNDY REGIONAL SERVICE COMM.-April	ENV.DEV.	5,207.61	Regional Planning Services
34	FUNDY REGIONAL SERVICE COMM - Monthly	TRANS.	267.95	Refuse-April
35	GAULT, BRUCE	TRANS.	438.79	Supplies - BBQ
36	GB PHARMACY	BLDG.	35.94	Water
37	IRON MOUNTAIN	GEN.GOV.	454.27	Shredding
38	ISPIRE-INSPIRED TECHNOLOGIES LTD.	GEN.GOV.	5,696.26	ITServices
39	KIM, BENJAMIN	TRANS.	20.00	Driver's Abstract
40	LACEY, ADAM	TRANS.	20.00	Driver's Abstract
41	MACVAC ENVIRONMENTAL	TRANS.	1,437.50	Clean CB's
42	MEGA-LAB MANUFACTURING CO. LTD.	TRANS.	520.49	Case- Lubriflex/Kreep Spray
43	MINISTER OF FINANCE (83)- Annually	VARIOUS	56,368.65	Property Taxes
44	MINISTER OF FINANCE - Quarterly	ENV.HEALTH	19,939.74	Garbage Collection/Disposal- Ward 2
45	MPWWA	SEW.REV.	69.00	Annual Training - Tour
46	MYLES HOME HARDWARE	TRANS.	90.77	Supplies
47	MYLES HOME HARDWARE	FIRE	43.67	Supplies
48	MYLES HOME HARDWARE(2)	TRANS.	159.02	Supplies
49	MYLES HOME HARDWARE	TRANS.	243.75	Supplies
50	MYLES HOME HARDWARE	FIRE	160.92	Supplies
51	MYLES HOME HARDWARE	TRANS.	412.69	Supplies
52	MYLES HOME HARDWARE	TRANS.	230.05	Supplies
53	NB POWER (2)- monthly	BLDG./FIRE	1,426.44	Power
54	NB POWER - monthly	BLDG.	504.17	Power
55	NB POWER - (14) monthly	TRANS./SEW.REV.	2,036.29	Power
56	NB POWER - monthly	SEW.REV.	2,399.10	Power
57	NB POWER - (8) monthly	BLDG./REC.	5,131.49	Power
58	NB POWER - monthly	BLDG.	1,235.58	Power
59	NB POWER - (2) monthly	TRANS./BLDG.	636.70	Power
60	NB POWER - (13) monthly	TRANS./SEW.REV.	2,068.82	Power
61	NB POWER - monthly	REC.	41.95	Power
62	NB POWER - (2) monthly	FIRE	94.91	Power
63	NB POWER - (2) monthly	BLDG./SEW.REV.	947.01	Power

TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT

BILLS FOR RATIFICATION				
May 13, 2024				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
64	PARTS FOR TRUCKS	TRANS.	526.39	Parts
65	PARTS FOR TRUCKS	TRANS.	13.73	Bulbs
66	PARTS FOR TRUCKS	TRANS.	608.03	Parts
67	QUALITY AGGREGATES	TRANS.	269.96	Gravel
68	RECREATION NB	REC.	603.75	Registration - Conference
69	ROGERS	BLDG./FIRE	243.42	Internet/TV/Phone
70	SAUNDERS EQUIPMENT LTD.	TRANS.	12,222.90	Replace Radiator
71	SAUNDERS EQUIPMENT LTD.	TRANS.	3,498.96	Boxes- Poly Convuluted Wafers
72	SAVOY, ANN	PROT.SVCS.	2,479.23	Animal Control
73	SCOTIABANK VISA	VARIOUS	6,440.76	Supplies
	-CPA - Renewal Fees - \$1,092.50			
	- Dalhousie University - Course Enrollment - \$1,045.00			
74	SIGNS BY ANDREW (2)	FIRE	844.00	Labels/Install/Remove Decals
75	SOBEYS- FOODLAND	TRANS.	184.39	Water/Detergent
76	SOBEYS- FOODLAND	FIRE	92.34	Supplies - BBQ
77	SQUEAKY KLEEN	REC.	3,323.50	Drag/Repair Trail
78	SQUEAKY KLEEN	REC.	1,132.75	Spring Fertilizer - Ballfields
79	STAR-KEY ENTERPRISES	TRANS.	902.07	Replace Transmission Lines
80	STRESCON LIMITED	TRANS.	841.80	Concrete Pipe
81	SUBWAY	GEN.GOV.	67.78	Meals
82	THE CRITTER GITTER	BLDG.	172.50	Pest Control Services
83	THE ESTEY GROUP	TRANS.	91.95	Safety Vests
84	TOMILSON, BAILLIE	TRANS.	20.00	Driver's Abstract
85	UNIVERSAL SALES (2)	TRANS.	6,370.12	Repairs- Freightliner Not Starting
86	VILLAREAL, EVAN CRUZ	TRANS.	20.00	Driver's Abstract
87	YELLOW PAGES	GEN.GOV.	35.77	Advertising
88	WEX	TRANS./FIRE	8,313.90	Fuel
	BILLS FOR RATIFICATION		266,122.08	
	TOTAL BILLS FOR PAYMENT		266,122.08	

River Valley Community Center Foundation Inc.
Regular Board of Directors Meeting Agenda

Tuesday, Nov. 21, 2023

Held in-person in the downstairs conference room of the RVCC

1. Call to order: Call to order by Tanya 6:34 pm

2. Record of Attendance: Alex Clark, John Webber, Stephanie McIntosh Lawrence, Tanya Oliver, Margaret Gillan, Katherine d'Entremont, Lori Williams, Town of Grand Bay-Westfield Chief Administrative Officer John Enns-Wind, Town of Grand Bay-Westfield Chief Financial Officer James Barrington.

Regrets: Kelly Robson, Amanda Hamm

3. Approval of the Order of Business & Approval of Additions & Deletions:

Motion to approve the order of business made by Lori Williams, second by John Webber. Carried.

4. Disclosure of Conflict of Interest - None

5. Presentations

John Enns-Wind CAO of the Town of Grand Bay-Westfield presents information about a new insurance initiative the Town is entering into, noting why it would be in the best interest of the RVCC to come onboard as well. He notes that if there are any policy questions, the insurer is on the phone.

- The cost of insurance has gone up \$70,000-\$80,000 over the past three budgets – driven by market hardening due to natural catastrophes and some companies moving out of the market.
- Genesis is a reciprocal insurance exchange and by the Town moving to this model, it will save about \$100,000 in insurance costs.

Rick Adams joins at 6:40 pm

- John explains that many universities, hospitals, egg farmers for example, are part of reciprocal insurance, putting all their risks together, and getting reduced rates from big companies, and municipalities are doing the same thing.
- By going this route, there are also some gaps being covered now that weren't before – employment liability, wrongful dismissal, sexual abuse, crisis management, to name a few.
- Once you join, you are automatically in for two years, and if you want to exit, you have to give two years notice (for membership stability).
- Currently starting January 1, it would be about \$8,800 total a year for the RVCC. In 2025 it will go up 7%
- Regardless of how the RVCC votes to proceed, the town will be claiming the difference in savings. The RVCC currently pays about \$35,000 for insurance, equalling a savings of about \$23,000.
- The board noted that the RVCC's current contract expires in May 2024 and there may be a penalty to exit early.
- The \$6.5-million value of the facility will be reviewed by the insurer – and if the premium goes up because of this, the RVCC and the Town will continue to analyze the numbers, with John noting that the Town will not leave the RVCC short regarding the savings in the cost of the insurance.
- While the budget is approved by town council, it needs final approval from the Government of New Brunswick.
- Regarding items that are not currently in the new plan (cyber and crime coverage), this can be added.

Presentation completed at 7:12 pm. John Enns-Wind and James Barrington leave the meeting.

Motion to accept the reciprocal insurance policy through an agreement with the Town of Grand Bay-Westfield, to come into effect in January or May 2024, contingent on the opt-out penalty from our current insurance provider. – made by Katherine, second by Stephanie. Carried.

6. New Business:

7. Minutes:

7.1. Minutes from the Board of Directors Meeting of Oct. 17, 2023

Motion to accept the minutes from the Board of Directors Meeting of Oct. 17, 2023, made by Margaret Gillan, second by Lori Williams. Carried.

8. Reports:

8.1. General Manager's Report

- Alex Clark speaks to looking at new scheduling software for the facility, with his research process coming to an end – which included demonstrations from certain software used in the region, and looking into how much it would cost if the RVCC went in on software on its own vs. joining in with the town.
 - RecTimes is what the Town is using and what Alex is recommending we go with. It's user friendly, the invoicing and financing abilities are good, and it allows the facility to take payments through an online portal. He can also get data reports of the usage of the ice surface as well. Alex notes it will help us maximize revenue and make it way more accessible for the users.
 - The cost is just under \$5,000 – split with the town it is \$2,460 for the RVCC.
 - The plan is to go live in the new year for room rentals, followed by floor rentals a few months later, and launch ice rentals next year.
- Regarding the 50 pairs of snowshoes through the community grant, the plan is to put them up at the Westfield Golf Course, which will store them, and the Cask & Kettle will facilitate the program of renting them. We are in the process of working out a system to facilitate the sign-out sheets with Cask.
- Chase the Ace is still going. We're at \$6,600. Overall, we've raised \$11,122 for all groups combined, and our profit so far is \$1,300.

Motion to accept the General Manager's Report made by Margaret Gillan, second by John Webber. Carried.

9. Business arising from Minutes:

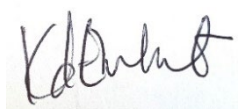
- Operational Review - monthly update – Tanya notes we have discussed portions of the review recently, and with us moving forward with scheduling, we are moving in the right direction.

10. Adjournment: Motion made by 8 pm

Motion to adjourn the meeting made by Stephanie McIntosh-Lawrence, second by Katherine d'Entremont, Carried.

Next meeting: Tuesday, January 16, 2024, at 6:30 pm

Signed by:



Date:

January 16, 2024

RVCC Board Secretary

River Valley Community Center Foundation Inc.
Regular Board of Directors Meeting Agenda
Tuesday, January 16, 2024
Held on Microsoft Teams due to inclement weather

1. Call to order: Call to order by Tanya Oliver

2. Record of Attendance: Alex Clark, Stephanie McIntosh Lawrence, Tanya Oliver, Amanda Hamm, Margaret Gillan, Katherine d'Entremont, Lori Williams, Kelly Robson.

Regrets: John Webber and Rick Adams

3. Approval of the Order of Business & Approval of Additions & Deletions:

Motion to approve the order of business made by Stephanie McIntosh Lawrence, second by Katherine d'Entremont. Carried.

4. Disclosure of Conflict of Interest - None

5. Presentations

6. New Business:

7. Minutes:

7.1. Minutes from the Board of Directors Meeting of Nov. 21, 2023

Motion to accept the minutes from the Board of Directors Meeting of Nov. 21, 2023, made by Margaret Gillan, second by Lori Williams. Carried.

8. Reports:

8.1. General Manager's Report

- We initially estimated that the insurance policy premium was going to be over \$8,000, however it came in under that – at \$7,609.
 - James Barrington, Town of Grand Bay-Westfield CFO, and Alex broke down the savings that the town receives by the RVCC switching insurance policies, and our funding from the town is now \$96,409.72 for 2024.
 - To note, when the policy renews in November, any increase to the policy will be covered by the town.
- Snowshoe program: The snowshoes are now up at the golf course and racks are installed. Great job to Amanda who spearheaded this project.
- We had our Christmas skate with Santa and over 100 people attended. Lots of positive feedback.
- By working with Fundy Lacrosse, the RVCC will be hosting lacrosse for the East Coast Games again for 2024 – teams from across NB, NS and PEI. Taking place June 21-23.
- Our booking system RecTimes is up and running – will soon be available to book rooms, holding on ice at this time.
- School skates: RVMS came over Christmas break and Westfield will be using the rink in February.
 - RVMS booked the next 5-6 weeks to come in after school for a school program for an hour.
- Alex hosted a training session recently with the Grand Bay-Westfield Fire Department, showing them around the ice plant and facility, went over the alarms and what to do in case of emergency.
- Chase the Ace: It's taking off, expecting it to be over \$15,000. We have cleared \$3,000 in profit.

- RVCC logo refresh: A big goal of Alex's was to create a sense of identity for the community centre, and this includes a visual brand refresh. Reached out to Meagan Kozak of MK Media – who gave some great starter ideas for a new logo. Select members of local community provided feedback. Sharing preliminary design here today.
 - Warm lettering, showcasing that we are a rink and also a community centre.
 - Katherine flagged that we could leverage this rebranding opportunity to change the spelling of "Center" to the Canadian "Centre." Alex said there are processes to change names legally or change the operating name which might not be a big lift. He will look into this.
 - Stephanie asked if it was discussed to state "RVCC" vs. spelling it out. Alex said spelling the name out lets people know who we are, and also the acronym didn't work well with the design.

The group discussed the temperature at the facility being quite warm in June during the East Coast Games. We can consider renting some larger industrial fans.

- Amanda said if there are solutions we find regarding fans and ventilation and we needed some additional funding, the provincial budgets will reset in March, and we can look into funding opportunities/grants.

Motion to accept the General Manager's Report made by Lori Williams, second by Stephanie McIntosh Lawrence. Carried.

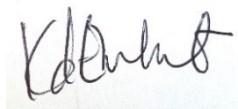
9. Business arising from Minutes:

- Operational Review - monthly update – No updates, although Tanya notes many items in Alex's GM report ticks boxes for our review. Tanya says she will set up a meeting with Alex to look at the review and see where we are with it. Noted we are appreciative of the work Alex has done in the past few months.

10. Adjournment: Motion to adjourn the meeting made at 7:10 pm by Lori Williams, second by Stephanie McIntosh Lawrence. Carried.

Next meeting: Tuesday, February 20, 2024, at 6:30 pm

Signed by:



RVCC Board Secretary

Date:

February 20, 2024

River Valley Community Center Foundation Inc.
Regular Board of Directors Meeting Agenda
Tuesday, Feb. 20, 2024
Held in the downstairs meeting room

1. Call to order: Call to order by Tanya Oliver at 6:36 pm

2. Record of Attendance: Alex Clark, Stephanie McIntosh Lawrence, Tanya Oliver, Margaret Gillan, Katherine d'Entremont, Kelly Robson.

Regrets: John Webber, Rick Adams, Lori Williams, Amanda Hamm

3. Approval of the Order of Business & Approval of Additions & Deletions:

Kelly R. requested to add the recruitment recommendation put forward by Tanya to the agenda.

Stephanie McIntosh Lawrence requested the added agenda item of painting lines in the lower parking lot.

Motion to approve the order of business made by Kelly R second Stephanie McIntosh Lawrence. Carried.

4. Disclosure of Conflict of Interest - None

5. Presentations

6. New Business:

Kelly R. said she received a note from Tanya about not planning to reoffer in the role of president, and was looking for clarification on this – if it was an HR item or a board item.

- Tanya noted she was thinking about being strategic and proactive about recruiting – as we are often wondering if we will have enough board members present to reach quorum.
 - We have some time to be a little strategic to be able who and what skills we should recruit for.
 - As far as the role of president, Tanya was initially in the role for two years which has lasted much longer. She is hoping to recruit for the role and find someone to shadow her for the next year before taking over in 2025. Amanda is in the role of vice-president, so there is another option to see if there is an interest in the president role.
 - Tanya said the goal would be to put the word out that we are recruiting and see what interest we get back.

Stephanie wondered if there were any plans to paint the lines in the lower parking lot. Alex said it will be done in the near future when the town gets its parking lots painted. We'll get a reduced rate since we'll be piggybacking on that job by the town.

- It was noted that it should be done more frequently (ie: biannually).

Treasury item: Consideration to switch accounting firms from Ascend to Cumming and Associates. – Brought forward by Margaret Gillan.

- John Webber used to work for Ascend and he is now doing some seasonal work for Cumming and Associates. The cost of Cumming and Associates is cheaper than the current firm. All the services are the same and we would be working with the same person who is also moving to Cumming and Associates.

Motion that we move to Cumming and Associates for our annual accounting services made by Kelly R., second by Stephanie. Carried.

7. Minutes:

7.1. Minutes from the Board of Directors Meeting of Jan. 16, 2023

Motion to accept the minutes from the Board of Directors Meeting of Jan. 16, 2023, made by Margaret, second by Stephanie. Carried.

8. Reports:

8.1. General Manager's Report

Crane Mountain grant was submitted. Typically, we've used this grant for singular major upgrade purposes.

- Applied for: Auger on our Zamboni needs to be replaced; condenser water treatment system for the cooling tower – application was for the cool pack unit; overhang was beaten up by the recent windstorms, so we are looking to upgrade the overhang with new lighting.

Confirming we're moving forward with the new logo and the name change, including the change in spelling from "center" to "centre."

Booking system going well; a lot easier to manage.

- Alex will plan to go public with it for summer rentals and then for hockey in fall; might go early in April since we're not super busy - as an opportunity for testing.

Rock the Rink – we're looking at June this year (the 8th or 15th at this time). Depends on performance options.

- East Coast Games is the weekend of June 21.

Chase the Ace

- Jackpot is at \$23,514; 22 cards left.

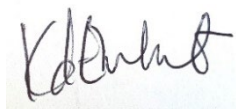
Motion to accept the General Manager's Report made by Katherine, second by Margaret. Carried.

Ratification of our email vote on the logo.

10. Adjournment: Motion to adjourn the meeting made at 7:14 pm by Katherine, second by Kelly R. Carried.

Next meeting: Tuesday, March 19, 2024, at 6:30 pm

Signed by:



Date:

April 19, 2024

RVCC Board Secretary

John Enns-Wind

From: Big Brothers Big Sisters <laurie.collins@bigbrothersbigsisters.ca>
Sent: May 1, 2024 8:03 AM
To: John Enns-Wind
Subject: Making a Difference

CAUTION: External sender

MAY 2024

Making a Difference One Young Person at a Time!

At Big Brothers Big Sisters, we take our involvement seriously in helping young people succeed. Every volunteer in-school mentor and every volunteer Big receives training and support throughout the life of their match with their mentee or Little.

Only with your support is it possible for us to provide these life-changing mentoring relationships that help ignite the power and potential already within young people. Our **partner schools** and **community supporters** are vital to our vision of all young people realizing their potential. **Your participation in, and support of, Bowl for Kids' Sake is one way to help us help kids succeed!**

If you'd like some information about how you can support or participate in Bowl for Kids' Sake this year, fill out a short form at the link below and someone will contact you. You can also find out more by clicking on the Bowl poster below.

[Find out More](#)





"I have had the absolute privilege of working closely with the Big Brothers Big Sisters program for the last two years. As a teacher, I have been able to see the positive impact the program has on my kiddos. The BBBS program impacts these students in many ways, giving them a safe, caring, nurturing, and positive environment to explore in.

Students need to feel connected, cared for, and loved, that is what this program provides. I have seen my students become more confident in their personal skills and become very proud of the work they accomplished. I have seen my students learning critical life skills (like cooking) that they will need at home, long before they should.

The Big Brothers Big Sisters program is an absolute blessing to these students, it gives them time to build community and have another safe connection at school. All the matches I have met are so giving and truly care about the

"As a High School Cricket Together eMentoring facilitator I see joy and nostalgia in my students when they open up their letters from their little buddies. So much of writing these days in school doesn't have a real-world connection or direct purpose.

This program has my students writing to a real person and making a difference in someone's life, a valuable learning experience at any age. They write regularly and have to make decisions about what to include or exclude based on a very different audience than they are used to. The students discuss many of the funny details that arrive in the letters and I hear them telling stories that remind them of their own childhood to one another.

Connection is so important in this ever-changing world. I would definitely do this again."

Sarah McCord- Grade.10 Teacher- KVHS

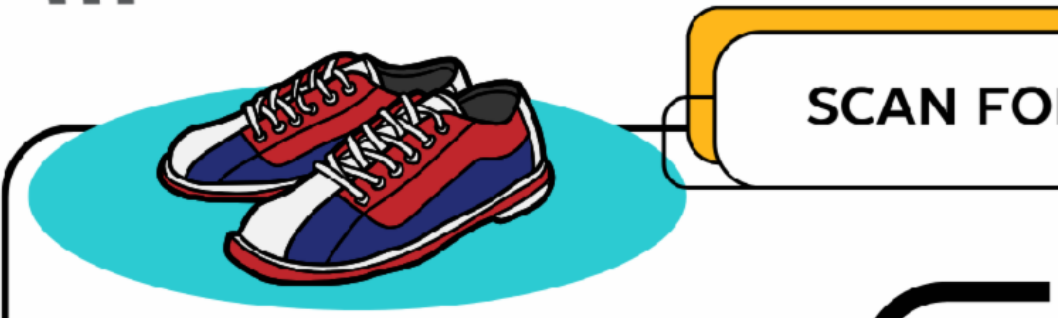
connection they make with their student. I am very grateful for the services provided by BBBS and truly wish that all students had a chance to participate. Thank you BBBS for all you do, for how much you care, and all the love you provide these kiddos."

***Danika Sorel, Vincent Massey
Elementary***



S
A
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Building Inspector's Report
April 2024
File No. 186-B1-2024

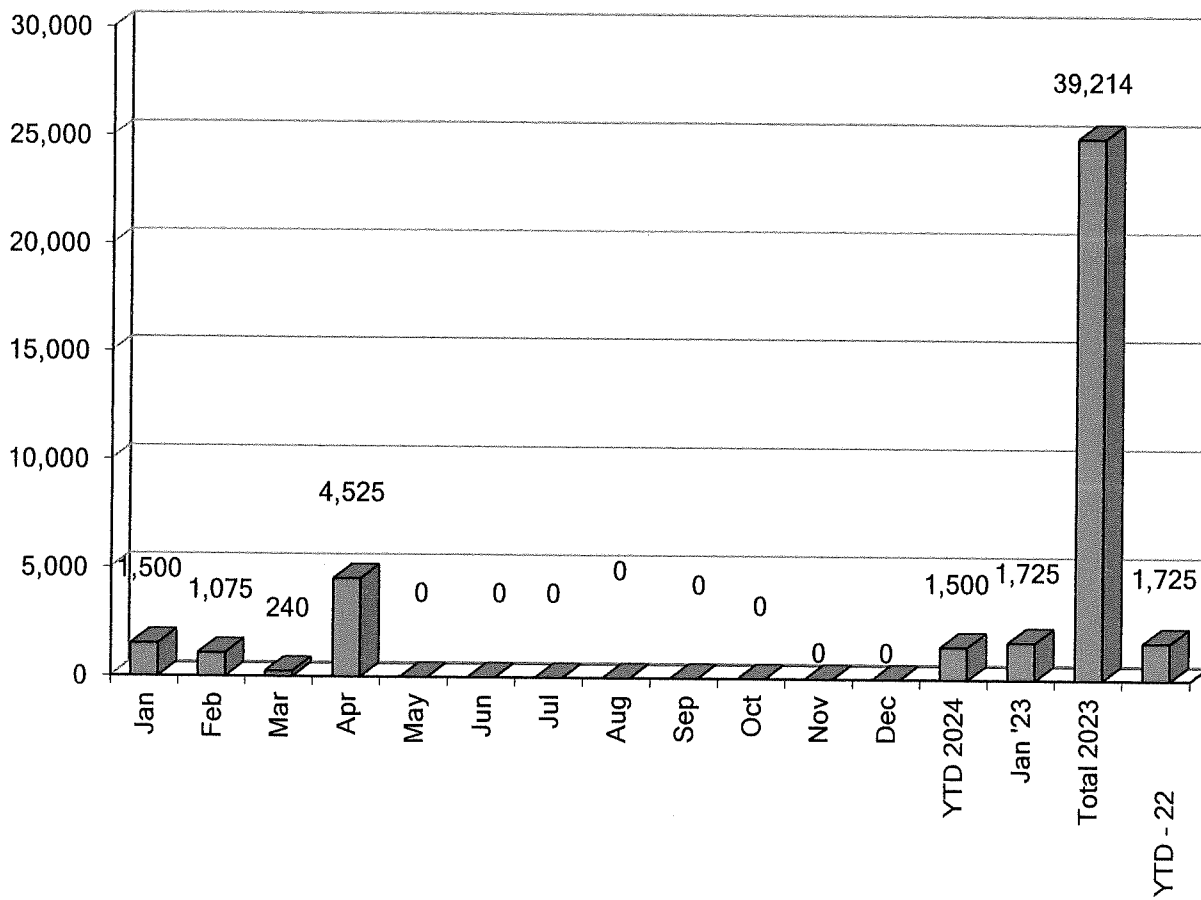
CIVIC #	STREET	\$ VALUE	\$ REVENUE	PID #	SEWER	TYPE	DATE ISSUED	BUILDING PERMIT #
19	Timberlee Manor Road	20,000	50	229336	ex.septic	accessory bldg	03-Apr-24	5530
11	Crestwood Drive	6,800	105	30046668	existing	deck	05-Apr-24	5531
30	Thompson Road	5,800	100	217307	existing	deck	05-Apr-24	5532
163	George Street	75,000	215	227090	existing	deck/garage	08-Apr-24	5533
55	Mallard Drive	14,700	145	460733	ex. Septic	deck	10-Apr-24	5534
126	River Valley Drive	0	50	219378	existing	change of use	10-Apr-24	5535
129	Sunset Valley Road	350,000	1,825	30312953	septic	dwelling (4)	17-Apr-24	5536
6	Harmony Road	27,381	210	30352686	existing	garage	16-Apr-24	5537
16	Beverly Hills Drive	325,000	1,700	30003842	new	dwelling (5)	17-Apr-24	5538
10	Hillandale Drive	20,000	175	228072	ex. septic	deck	30-Apr-24	5539
April 2024		824,681	4525					
Year to Date 2024		1,336,181	7340					

Submitted By: 
David Taylor, Building Inspector

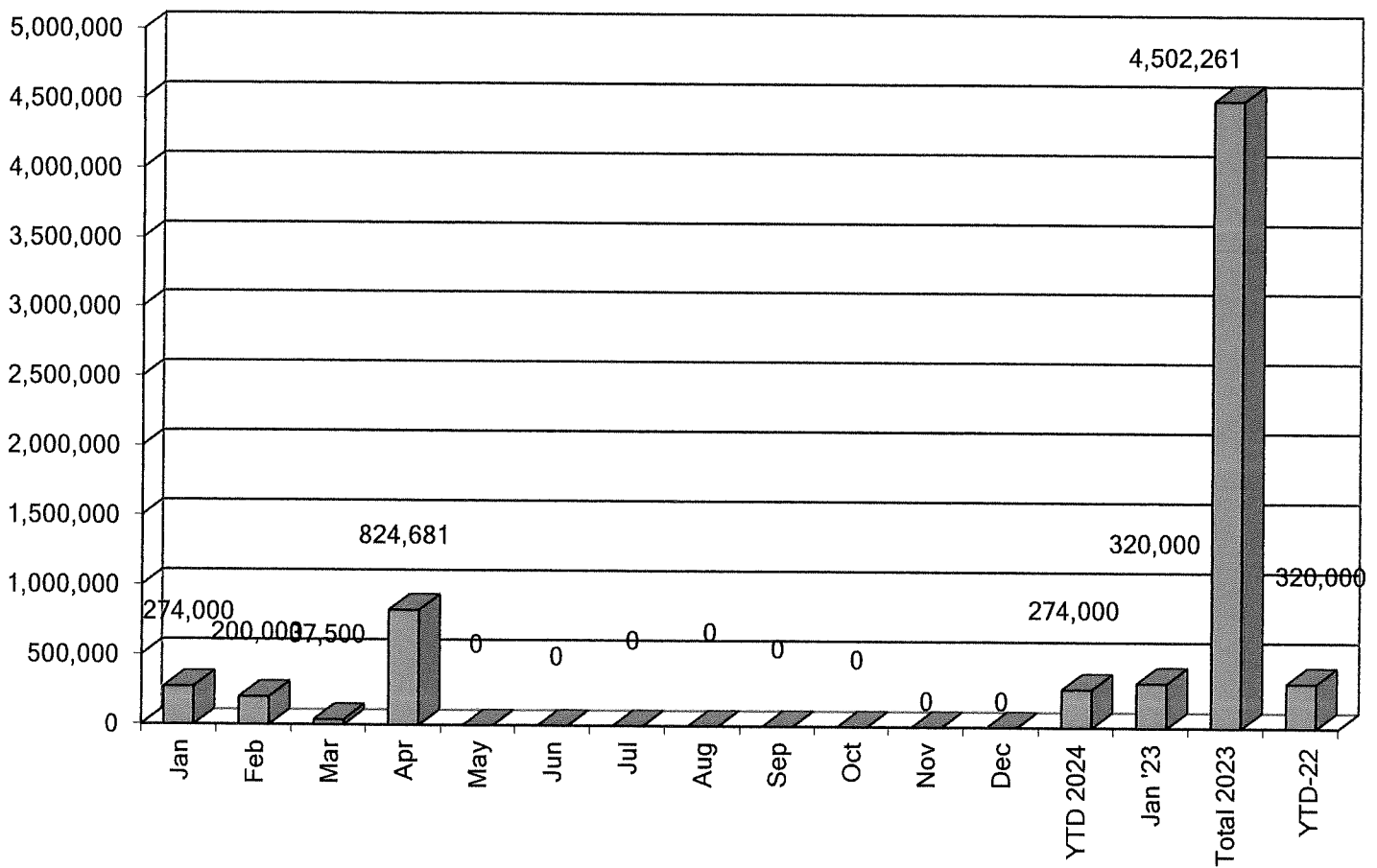
* (3) new dwelling units in 2024
** (1) new Sanitary Sewer User Units in 2024

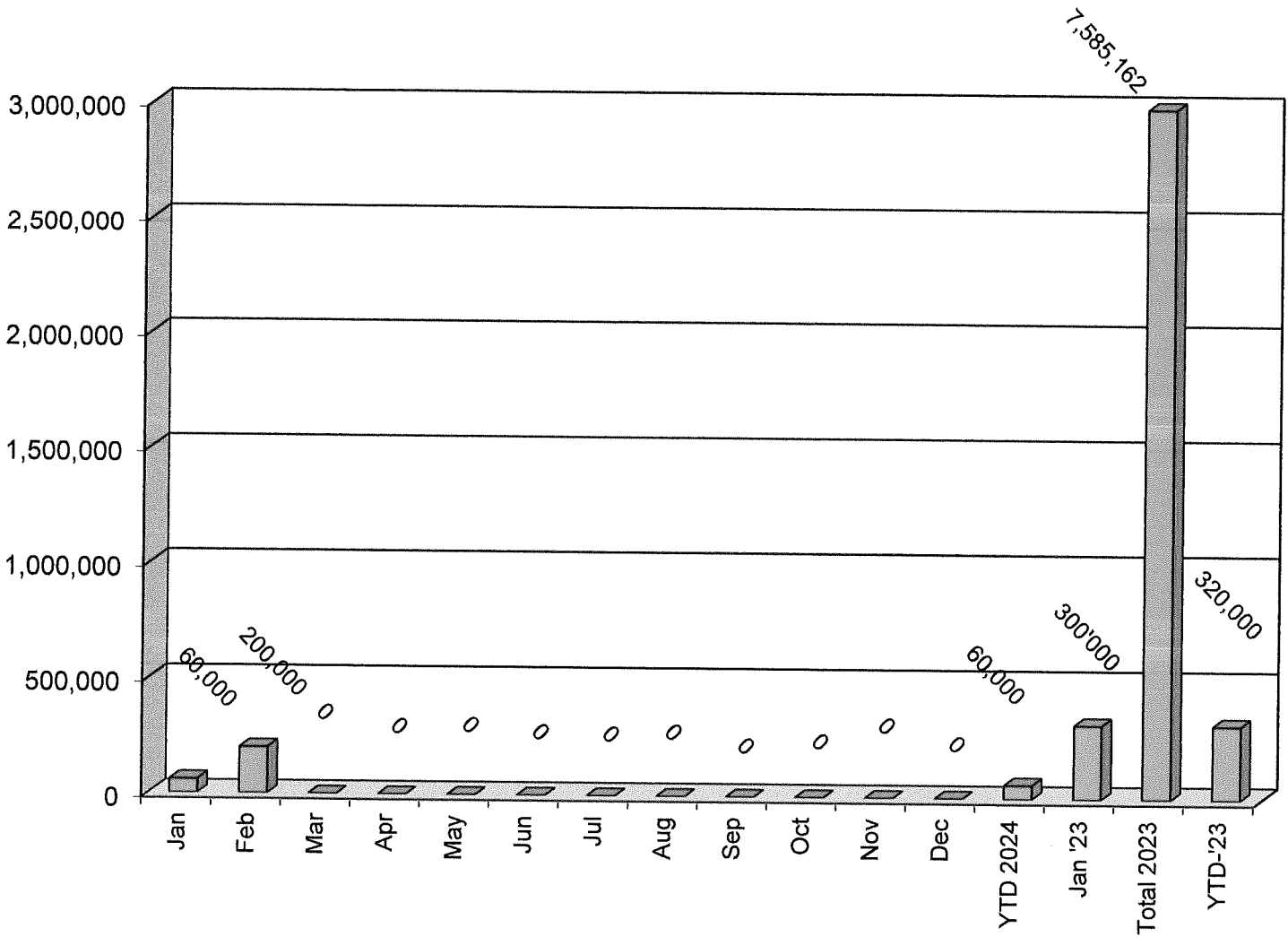
April 2024

File no. 186-B1-2024



TOWN OF GRAND BAY-WESTFIELD
BUILDING INSPECTOR'S REPORT
April 2024
File no. 186-B1-2024





*(12) indicates the cumulative total of new dwelling units issued Building Permits during the current year
23: ENVDEV: SPREAD: Building Report

File No. 32-205-2

April 15, 2024

Brittany Merrifield
Mayor of Grand Bay-Westfield
P.O. Box 3001
609 River Valley Drive
Grand Bay-Westfield NB E5K 4V3

Mayor Merrifield:

This is a follow-up to my letter to you dated June 27, 2023, regarding your approved project under the Provincial-Municipal Highway Partnership (PMHP) Program for **2024**.

Route 177 (River Valley Drive), Milligan Brook to Ononette Road, curb & gutter, a distance of approximately 0.4 km.

The Department of Transportation and Infrastructure (DTI) has recognized that construction costs have increased significantly since the project received approval in 2023. Therefore, I am pleased to advise you that the Department is prepared to increase its contribution to up to a maximum of **\$221,000** plus non-recoverable HST for its 80.9% share of eligible items on this project.

The proposed allocation is conditional on the approval of the DTI budget appropriation at Main Estimates in the Legislative Assembly.

This project will be tendered and supervised by the municipality.

The municipality will invoice DTI for its share of the costs.

The municipality's tender package for construction shall be submitted to the following email address for our records: **PMHP-PRPM@gnb.ca**.

The tender advertisements must identify provincial partnership/grant. The funds are being provided with the understanding and agreement that the municipality must follow the spirit of the Procurement Act and Regulations, and that audits will be carried out by the Province from time to time.

Brittany Merrifield
April 15, 2024
Page 2

No public announcements pertaining to this project can be made without the written consent of the Minister of Transportation and Infrastructure.

If required, DTI Engineers from our Saint John office are available to discuss the particulars regarding this work with your municipality.

I hope that this initiative will be well received and thank you for your continued cooperation.

Sincerely,



Honorable Richard Ames
Minister

c.c. Mike Rosehart, Acting District Engineer – Saint John
Hon. Bill Oliver, Speaker of the Legislative Assembly
Clerk



April 4, 2024

Ms. Amélie Proulx
Senior Advisor, Sport & Games
Canada Games Council
2451 Riverside Drive
Ottawa, ON, K1H 7X7

Ms. Proulx,

We are delighted to inform you that the City of Moncton and the Fundy Region Service Commission are aligned in their support of a Moncton and Saint John Region joint bid to host the Canada Games in 2029. This decision represents a strategic partnership between two vibrant communities in New Brunswick, united in our commitment to deliver an exceptional event that celebrates sport, culture, and community spirit.

Saint John, past host of the 1985 Canada Games, and Moncton, recent co-host of the 2023 IIHF World Junior Championship, possess a wealth of experience in hosting world-class events and boast significant infrastructure, passionate volunteers, and a rich cultural heritage. By combining our strengths and resources, we believe we can offer an unparalleled experience for athletes, spectators, and participants alike.

We recognize the influential power of sport in fostering community pride, promoting physical activity, and inspiring future generations, which is why our bid will not only outline the logistical and operational aspects of hosting the Canada Games but will also articulate our WHY - the foundational reasons driving our desire to host this prestigious event.

We are deeply grateful for the opportunity to showcase the best of what Moncton and the Saint John Region have to offer, and we are committed to working closely with the Canada Games Council to ensure a successful bid process.

Furthermore, we look forward to communicating further with the Canada Games Council with respect to future public announcements, ensuring transparency and collaboration throughout this exciting journey.

On behalf of Moncton and the Saint John Region, we thank you for your consideration and look forward to the possibility of welcoming the nation to our beautiful province in 2029.

Yours sincerely,

Dawn Arnold
Mayor, City of Moncton

Andrew Becket
Interim CEO, Envision Saint John