

Town of Grand Bay-Westfield

(Incorporated 1st January, 1998)

Regular Council Meeting Minutes

January 13, 2020

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ADOPTED
FEB 10 2020

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

The Town of Grand Bay Westfield Council met in a Regular Session on Monday, January 13, 2020 with Mayor Losier presiding.

2. **RECORD OF ATTENDANCE**

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

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

Councillor Snodgrass moved to approve the Agenda of January 13, 2020 as presented.

Seconded by Councillor Day. Carried.

4. **DISCLOSURE OF CONFLICT OF INTEREST**

None

5. **PUBLIC HEARINGS**

None

6. **PUBLIC PRESENTATIONS**

6.1 **RCMP REPORT FOR DECEMBER 2019 - RCMP REPRESENTATIVE ATTENDING**

Cst. James MacKinnon presented Council with an overview of the RCMP Report for December 2019.

Councillor Evans moved to request information from A/Sgt. White regarding a school bus accident in 2019 that has not shown up on the monthly RCMP reports.

Seconded by Councillor Day. Carried.

Deputy Mayor Likely moved to receive and file the RCMP Report for December 2019.

Seconded by Councillor Evans. Carried.

It was noted that graffiti has occurred at certain locations in the Town and an inquiry is to be made to Sgt. White to determine the status of the investigation on damage to Town property.

7. **MINUTES**

7.1 **MINUTES OF REGULAR COUNCIL MEETING OF DECEMBER 9, 2019**

Councillor Day moved to adopt the Minutes of the Regular Council meeting of December 9, 2019 as presented.

Seconded by Councillor Balemans. Carried.

7.2 **EMAIL POLL OF DECEMBER 10, 2019 TO ENGAGE KNIGHTSBRIDGE ROBERTSON SURRETTE PER EXECUTIVE SEARCH PROPOSAL DATED NOVEMBER 29, 2019**

Councillor Snodgrass moved to ratify email poll of December 10, 2019 to engage Knightsbridge Robertson Surette (KBRS) per Executive Search Proposal dated November 29, 2019 – Recruitment of Chief Administrative Officer of the Town of Grand Bay-Westfield (for vacancy due to retirement).

Seconded by Councillor Evans. Carried.

8. **BILLS FOR PAYMENT**

Councillor Day moved to pay Bills for Payment as presented for \$171,265.50 and Bills for Ratification for \$276,090.75 for a grand total of \$447,356.25.

Seconded by Councillor Snodgrass. Carried.

9. **CONSENT AGENDA**

- a) **GRAND BAY-WESTFIELD VOLUNTEER FIRE/RESCUE DEPARTMENT REPORT FOR DECEMBER 2019**
- b) **BUILDING INSPECTOR'S REPORT FOR DECEMBER 2019**
- c) **DOG CONTROL REPORT FOR DECEMBER 2019**
- d) **RECREATION DEPARTMENT REPORT FOR DECEMBER 2019**
- e) **WORKS DEPARTMENT REPORT FOR DECEMBER 2019**
- f) **RIVER CENTRE COORDINATOR'S REPORT FOR DECEMBER 2019**

Deputy Mayor Likely moved to receive and file the following Consent Agenda Items:

- a) Grand Bay-Westfield Volunteer Fire/Rescue Department Report for December 2019
- b) Building Inspector's Report for December 2019
- c) Dog Control Report for December 2019
- d) Recreation Department Report for December 2019
- e) Works Department Report for December 2019
- f) River Centre Coordinator's Report for December 2019.

Seconded by Councillor Day. Carried.

Congratulations were extended to Adam Read on his promotion to Deputy Chief of the Town Volunteer Fire Department.

10. **BUSINESS ARISING FROM MINUTES**

- a) Regular Council Meeting Minutes of December 9, 2019

None

11. **DELEGATIONS**

None

12. **PETITIONS**

None

13. **BY-LAWS**

None

14. **NOTICE OF MOTIONS**

None

15. **REPORTS**

15.1 **TOWN OF GRAND BAY-WESTFIELD SEWERAGE UTILITY
ACCOUNTS RECEIVABLE REPORT AS AT JANUARY 9, 2020**

Councillor Evans moved to receive and file Town of Grand Bay-Westfield Sewerage Utility Accounts Receivable Report as at January 9, 2020.

Seconded by Councillor Snodgrass. Carried.

15.2 **REVISED 2018 TOWN OF GRAND BAY-WESTFIELD
FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018**

Councillor Snodgrass moved to adopt the revised 2018 Town of Grand Bay-Westfield Financial Statements as at December 31, 2018 per email of December 6, 2019 from Nik Malatestinic, Curry & Betts.

Seconded by Councillor Evans. Carried.

16. **LETTER OF DECEMBER 6, 2019 FROM WAYNE STURGEON, PRESIDENT, UMN B RE: 2019 REVIEW AND INITIATIVES FOR 2020**

Councillor Day moved to renew the membership with UMN B for 2020 per letter of December 6, 2019 from Wayne Sturgeon, President, UMN B Re: 2019 Review and Initiatives for 2020 with authorization for payment of the related invoice.

Seconded by Councillor Evans. Carried.

17. **REPORT OF DECEMBER 10, 2019 FROM TOWN MANAGER RE: SECOND COUNCIL MEETINGS FOR JANUARY 2020 AND FEBRUARY 2020**

Councillor Evans moved to cancel the second regular Council meetings of Monday, January 27 and February 24, 2020 with a Special Council Meeting(s) to be called as required.

Seconded by Councillor Snodgrass. Carried.

18. **EMAIL OF DECEMBER 12, 2019 FROM CAROLE CUNNINGHAM, THE CHAMBER SJ RE: 2019 HIGHLIGHTS AND RENEWAL INVOICE FOR 2020 MEMBERSHIP**

Councillor Day moved to renew the 2020 membership per email of December 12, 2019 from Carole Cunningham, The Chamber SJ Re: 2019 Highlights with authorization for payment of the related invoice.

Seconded by Councillor Evans. Carried.

Councillor Snodgrass noted for the record he was disappointed with certain positions taken by the Chamber as the Chamber represents all area communities and their views should be taken into consideration for positions taken by the Chamber.

It was noted residents should be encouraged to send letters to all District Education Council (DEC) members in support of a new School in Grand Bay-Westfield.

19. **LETTER OF NOVEMBER 27, 2019 FROM DOUGLAS HARTFORD, P. ENG., DILLON CONSULTING RE: DESIGNATED HIGHWAY 2019, RTE 177 - CULVERT REPLACEMENT, PROJECT NO. 19-1192, CERTIFICATE NO. 1, COMPLETION CERTIFICATE**

Deputy Mayor Likely moved to approve payment in the amount of \$186,609.74 to Gulf Operators Ltd. Inc. per letter of November 27, 2019 from Douglas Hartford, P. Eng., Dillon Consulting Re: Designated Highway 2019, Rte 177 - Culvert Replacement, Project No. 19-1192, Certificate No. 1, Completion Certificate.

Seconded by Councillor Evans. Carried.

20. **LETTER OF NOVEMBER 13, 2019 FROM CORY RYAN, HONOUR OUR VETERANS GRAND BAY-WESTFIELD RE: PROPOSAL TO DISPLAY BANNERS ON EXISTING VETERAN BANNER BRACKETS - BROUGHT FORWARD FROM NOVEMBER 25, 2019**

Councillor Snodgrass moved to support the request for Grant Funding to the NB Community Investment Fund per letter of November 13, 2019 from Cory Ryan, Honour Our Veterans Grand Bay-Westfield Re: Proposal to Display Banners on Existing Veteran Banner Brackets, with the final proof of the Town Banner crest to return to Council prior to ordering.

Seconded by Councillor Day. Carried.

21. **REPORT OF JANUARY 6, 2020 FROM TOWN MANAGER RE: ANNUAL BONDING - TOWN OF GRAND BAY-WESTFIELD**

Councillor Day moved to receive and file Town Manager's report of January 6, 2020 Re: Annual Bonding.

Seconded by Deputy Mayor Likely. Carried.

22. **REPORT OF JANUARY 6, 2020 FROM TOWN MANAGER RE:
PROCEDURES - CASH FLOW MANAGEMENT - 2020**

Councillor Evans moved the Town Manager be authorized to establish a 2020 line of credit for the Town with respect to the Sewerage Utility Operating Fund as per section 100(2) of the *Local Governance Act* for an amount not to exceed \$248,584 and further a 2020 line of credit with respect to the General Revenue Operating Fund as per section 117(13) of the *Local Governance Act* for an amount not to exceed \$254,059 at a competitive rate.

Seconded by Councillor Snodgrass. Carried.

23. **REPORT OF JANUARY 6, 2020 FROM WORKS COMMISSIONER
RE: 2020 CAPITAL PURCHASE - EMO**

Councillor Day moved to authorize the purchase of a 4 chute motorized sandbagger for approximately \$33,681.93.

Seconded by Councillor Snodgrass. Carried.

It was noted the Town would piggyback with KV in the purchase of sandbags at a price of .23 cents per bag.

24. **EMAIL OF JANUARY 8, 2020 FROM DOUGLAS HARTFORD RE:
OFFER OF SERVICES PACKAGE/OFFER OF SERVICES -
STORM SEWER AND STREET IMPROVEMENTS 2020**

Councillor Day moved to approve Offer of Services per email of January 8, 2020 from Douglas Hartford Re: Offer of Services Package/Offer of Services - Storm Sewer and Street Improvements 2020.

Seconded by Councillor Evans. Carried.

25. **REPORT OF JANUARY 8, 2020 FROM WORKS COMMISSIONER
RE: 2020 CAPITAL PURCHASE UTILITY TRAILER**

Councillor Day moved to authorize the purchase of a 2020 galvanized Dump Trailer from Scott Mfg. Ltd. per estimate including ramps for \$12,765.00 plus HST.

Seconded by Councillor Snodgrass. Carried.

26. **EMAIL OF JANUARY 7, 2020 FROM PETER ALLABY, P. ENG., CIVIL AND TRANSPORTATION ENGINEERING RE: TRAFFIC STUDY ESTIMATE**

Councillor Snodgrass moved to proceed with a Traffic Study per email of January 7, 2020 from Peter Allaby, P. Eng., Civil and Transportation Engineering at an estimated cost of \$5,000 plus HST.

Seconded by Deputy Mayor Likely. Carried.

27. **EMAIL OF JANUARY 6, 2020 FROM THERESA BLACKBURN, PUBLISHER RE: DAYTRIPPIN NB TOURISM GUIDE**

Councillor Day moved to approve an ad in Daytrippin NB Tourist Guide per Email of January 6, 2020 from Theresa Blackburn, Publisher Re: Daytrippin NB Tourism Guide.

Seconded by Councillor Evans. Carried.

28. **LETTER OF JANUARY 6, 2020 FROM DOUGLAS HARTFORD, P. ENG., DILLON CONSULTING RE: ACTIVE TRANSPORTATION PLAN - IMPLEMENTATION, PROJECT NO. 19-9142 A/B, CERTIFICATE NO. 3, COMPLETION CERTIFICATE**

Councillor Day moved to approve payment in the amount of \$81,599.95 to Maguire Excavating Ltd. per letter of January 6, 2020 from Douglas Hartford, P. Eng., Dillon Consulting Re: Active Transportation Plan - Implementation, Project No. 19-9142 A/B, Certificate No. 3, Completion Certificate.

Seconded by Councillor Evans. Carried.

29. **REPORT OF JANUARY 8, 2020 FROM WORKS COMMISSIONER
RE: 2020 EQUIPMENT PURCHASE - SECONDARY SALT
SPREADER**

Councillor Day moved to authorize purchase of a Next Gen Poly Caster Sprd 7ft 1.5cuyd FleetFlex Spreader from Parts for Trucks in the amount of \$6,296 plus \$790 installation plus HST.

Seconded by Councillor Evans. Carried.

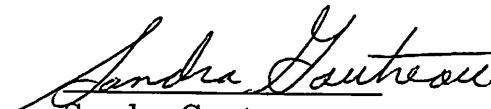
30. **ADJOURNMENT**

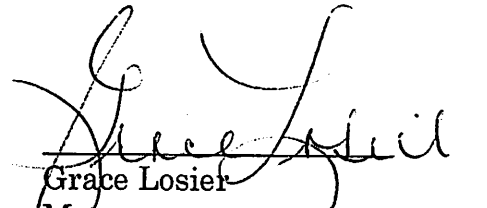
Councillor Day moved adjournment.


Seconded by Councillor Balemans. Carried.

Time: 8:16 pm

Respectfully submitted,


Sandra Gautreau
Town Manager/Clerk


Grace Losier
Mayor


Marcia Mason
Assistant Clerk/Treasurer