

**Town of Florenceville-Bristol**  
Regular Council Meeting  
May 10, 2022 @ 7:00pm

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Council: Mayor Karl Curtis, Deputy Mayor Nancy Whyte-McCauley, Councillor Ryan Dickinson  
Councillor David Trafford, Councillor Nancy Giggie, Councillor Dan Guest, Councillor  
Andy Saunders

Staff: Sarah Pacey, CAO/Clerk, Michelle Derrah, Administrative Services  
Manager/Assistant Clerk

**REGRETS:** None

**CALL TO ORDER:**

Mayor Karl Curtis called the meeting to order at 7:00pm.

**APPROVAL OF AGENDA:**

**MOTION:** To approve the May 10, 2022 Town Council Agenda. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Andy Saunders.

CARRIED. #050-2022

**PRESENTATIONS:**

a. Fire Chief Update

The department attended 1 ambulance assist, 2 motor vehicle accidents, 2 structure fires, 3 mutual aid structure fires, 3 alarm calls, and 2 grass fires, since the last Regular Council Meeting. The department continued with its bi-weekly training and are planning a slope training event in the coming weeks. The department is completing a recruitment drive for new members and have one firefighter starting their Level 1 training this week.

**APPROVAL OF MINUTES:**

**MOTION:** To ratify approval of the April 12, 2022 Town Council Minutes as distributed. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Dan Guest.

CARRIED. #051-2022

**BUSINESS ARISING FROM MINUTES:**

a. Municipal Reform

The Advisory Committee selected "Town" as Entity 76's type of municipality, and the Transition Facilitator has submitted that to the province. Flyers were mailed to Entity 76 residents the end of April and beginning of May to give an update and ask for input on a new name for the municipality. People could submit online through a survey or complete ballots and return to several locations. The Advisory Committee will review the results and let the public know the outcome accordingly. The community's name must be finalized by May 16.

b. Regional Service Commission (RSC) Reform

The Town's letter was submitted to the Province last month, asking to delay the RSC Reform by one year. The RSC Board heard a presentation from Ignite about what they do and how they could deliver some of the newly mandated services such as economic development and tourism. The Board determined that we should get a more detailed proposal from Ignite for further consideration.

**ACCOUNTS PAYABLE:**

**MOTION:** To accept the Utility Operating Fund Financial Reports for May 2022 as presented and ratify paid bills in the amount of \$4,960.16 and approve unpaid bills in the amount of \$6,382.52 for a total of \$11,342.68. Moved by Councillor Andy Saunders, seconded by Councillor David Trafford.  
**CARRIED. #052-2022**

**MOTION:** To accept the General Operating Fund Financial Reports for May 2022 as presented and ratify paid bills in the amount of \$463,431.87 and approve payment of unpaid bills in the amount of \$130,956.10 for a total of \$594,387.97. Moved by Councillor Andy Saunders and seconded by Councillor David Trafford.

**CARRIED. #053-2022**

**CORRESPONDENCE:**a. Crime Prevention Guide

The NB Police Association requested an ad for their 35<sup>th</sup> Annual Crime Prevention Guide. The Town's last advertised in this publication in 2006, and since have felt focusing on local initiatives have been preferred.

b. Florenceville Royal Canadian Legion

The Florenceville Legion are raising funds to restore the Cenotaph at their branch location on Greenfield Road. They are estimating the cost to be \$40,000, but may be more, given the increase in cost of building materials.

**MOTION:** To donate \$1,000 to the Florenceville Royal Canadian Legion Cenotaph restoration project. Moved by Councillor Andy Saunders, seconded by Deputy Mayor Nancy Whyte-McCauley.  
**CARRIED. #054-2022**

c. NB Commissioner on Systemic Racism

Requested participation in a review of recommendations on how to create a more inclusive and anti-racist province. They asked the Town to provide a written submission on our community's work and thoughts on diversity and inclusion in New Brunswick by May 31. Staff will reach out to the Multicultural Association for their perspective and to see how the Town may be able to assist.

d. NB Fire Chiefs' Children's Fire Safety Journal

The NB Association of Fire Chiefs asked the Town to advertise in their 27<sup>th</sup> Annual Children's Fire Safety Journal. Council felt there were more local initiatives that would have a greater impact on Fire Safety.

e. Suicide Prevention banners

The River Valley Suicide Prevention Committee asked the Town to consider purchasing/displaying light pole banners to bring awareness to the cause during National Suicide Prevention Week in September.

**MOTION:** To display a sign in Ward 1 and Ward 2 to bring awareness to Suicide Prevention instead of the light pole banners requested by River Valley Suicide Prevention Committee. Moved by Councillor Dan Guest, seconded by Councillor Ryan Dickinson.

**CARRIED. #055-2022**

f. CNHS Turnaround Award

The Mayor and a guest have been invited to the 2022 ASD-W Central Cluster Turn Around Awards being held at CNHS May 26.

g. Centreville Tractor Pull

The Centreville Truck & Tractor Power Pull will be taking place July 1 and 2 at the Western Valley Multiplex. They are looking for sponsors for their program.

**MOTION:** To sponsor a small ad in the Centreville Truck & Tractor Power Pull's program at a cost of \$500. Moved by Councillor Dan Guest, seconded by Councillor Ryan Dickinson.

CARRIED. #056-2022

h. Bristol Elementary School (BES) Thank you card

BES thanked Council for the donation to their Breakfast program.

i. River View Manor

River View Manor's Administrator, Ann Miskimen asked Council for a small donation to help provide recognition to their staff during National Nursing Home Week June 5-12.

j. CNHS Safe Grad

The parents of Carleton North High School's 2022 Graduating Class are planning a Safe Grad event on June 23 from 9pm to 6am, and asked Council for a donation towards their event. The Town will donate in-kind items and Town swag to the CNHS Class of 2022 for their Prom and Safe Grad activities.

k. Dog Report

There were no calls for Animal Control in April.

**COUNCILLOR REPORTS:**

Deputy Mayor Nancy Whyte-McCauley:

Attended several meetings with the Andrew & Laura McCain Art Gallery including a Board Meeting and Annual General Meeting, an interview to hire a new bookkeeper, and to attend an exhibit opening for "With the Grain: James Buxton's Carving Students with Frank D. Allison. Kevin Flanagan has stepped down as the Chair of the Board and Karen Bernie is the new Chair. The Andrew & Laura McCain Library is having a Book Sale on June 4 at the Community Hall. Upcoming Carleton Victoria Art Council Shows include Laila Biali on May 14 and Rum Ragged on May 21.

Councillor Ryan Dickinson:

Nothing to report.

Councillor David Trafford:

Nothing to report.

Councillor Nancy Giggie:

Nothing to report.

Councillor Andy Saunders:

Nothing to report.

Councillor Dan Guest:

Nothing to report.

Mayor Karl Curtis:  
Nothing to report.

**NEW BUSINESS:**

a. 2021 Audited Financial Statements

A review of the Town's 2021 Audited Financial Statements provided by Oulton Parkinson Walker Derrah showed that the General Operating Fund had a deficit for 2021 of \$2,005 and the Utility Operating Fund showed a surplus for 2021 of \$4,362.

**MOTION:** To adopt the 2021 Audited Financial Statements as presented. Moved by Councillor Dan Guest, seconded by Councillor Andy Saunders.

CARRIED. #057-2022

b. Appoint Auditor for 2022

Oulton Parkinson Walker Derrah were our auditors for 2021, and have changed their name to Nicholson & Beaumont.

**MOTION:** To appoint Nicholson & Beaumont as the 2022 Florenceville-Bristol Town auditors. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Ryan Dickinson.

CARRIED. #058-2022

c. Main Street Paver Bids

One bid was received to replace the section of pavers from McCain Produce to the driveway by Pizza Delight. It was from Sticks & Stones, who was the contractor who did the work on the Main Street Paver Project in 2020 and 2021.

**MOTION:** To award the 2022 Main Street Paver Project to Sticks & Stones at a cost of \$116,250 plus HST. Moved by Councillor Ryan Dickinson. seconded by Councillor Andy Saunders.

CARRIED. #059-2022

d. NCCC Advertising Policy No. 09 Proposed Amendment

Staff reviewed the policy and recommended to include the ice resurfacing vehicle advertising in the policy, along with clarifying when advertisers would be contacted for any advertising renewals, and responsibilities for the advertisers and the NCCC.

**MOTION:** To approve amendments to the NCCC Advertising Policy No. 09 as presented. Moved by Councillor Ryan Dickinson, seconded by Councillor David Trafford.

CARRIED. #060-2022

e. NCCC Canteen Rent

When the Bread Rack submitted their proposal to operate the NCCC Canteen last summer, we thought longer hours of operation would be available because the addition would have been completed. However, with the delays in the supply chain, the addition won't be opening until next year. Therefore, a reduction in the rent proposed for the summer months would be suitable for 2022.

**MOTION:** To reduce the rent for the Bread Rack Canteen until the end of September 2022 to \$450 per month plus HST. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Dan Guest.

CARRIED. #061-2022

f. NCRC Aluminum Windows and Doors tender

Two bids were received. The Construction Manager recommended it be awarded to Trans-Canada Glazing Inc. based on the lowest bid and their previous experience with the supplier.

**MOTION:** To award the NCRC Aluminum Windows and Doors tender to Trans-Canada Glazing Inc. at a cost of \$739,950 plus HST. Moved by Councillor Dan Guest, seconded by Councillor David Trafford.

CARRIED. #062-2022

g. NCRC Masonry tender

Three bids were received. The Construction Manager recommended it be awarded to E. Cummings Contracting Inc. based on the lowest bid and their previous experience with the supplier.

**MOTION:** To award the NCRC Masonry tender to E. Cummings Contracting Inc. at a cost of \$274,600 plus HST. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Andy Saunders.

CARRIED. #063-2022

h. NCRC Electrical tender

Three bids were received by the deadline, and one came in 42 minutes after the deadline, so it was not opened. The Construction Manager recommended it be awarded to Carl's Electric Ltd. based on the lowest bid and their previous experience with the supplier.

**MOTION:** To award the NCRC Electrical Tender to Carl's Electric Ltd. at a cost of \$725,000 plus HST. Moved by Councillor Ryan Dickinson, seconded by Councillor Dan Guest.

CARRIED. #064-2022

i. NCRC Doors, Frames & Hardware Quotes

Two quotes were received for the NCRC Doors, Frames & Hardware. The Construction Manager recommended it be awarded to Coastal Entrance Solutions based on the lowest quote and their previous experience with the supplier.

**MOTION:** To award the NCRC Doors, Frames & Hardware contract to Coastal Entrance Solutions at a cost of \$110,527 plus HST. Moved by Councillor Andy Saunders, seconded by Councillor Ryan Dickinson.

CARRIED. #065-2022

j. Festivals & Events Grant Application

An application was received from Potato World for a National French Fry Day event planned for July 13, 2022. The request was for \$4,000 plus in-kind use of the Town's tables, chairs, staging, tents, garbage cans, electrical cords, fire department volunteers for parking, 4 Town maintenance staff for set up and take down.

**MOTION:** To approve Potato World's Festivals & Events Grant Application for \$2,500 plus in-kind support as per the Town 2022 budget. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Guest.

CARRIED. #066-2022

k. Staff Mileage Rate

The mileage rate for Town Staff was last updated in 2011 to 43¢ per km.

**MOTION:** To amend the staff mileage rate to 50¢ per km effective May 11, 2022. Moved by Councillor Andy Saunders, seconded by Councillor Ryan Dickinson.

CARRIED. #067-2022

**OLD BUSINESS:**

a. Beautification Grant Applications

Two applications were received since the last Council meeting with total project costs of \$9,000. After these requests, there will be no more funds allocated to the Beautification Grants for 2022.

**MOTION:** To approve the two beautification Grant Applications as recommended at a total \$1,250 in grant reimbursements. Moved by Councillor Dan Guest, seconded by Councillor Ryan Dickinson.

CARRIED. #068-2022

b. Culvert issue on Riverview Drive

A property owner at 514 Riverview Drive asked Council in October to have the culvert that crosses Route 103 in front of their property modified to a catch basin, and Council determined they would wait to see if the Route 103 Designated Highway project got approved by the province. Since the Route 105 project in the Bristol Ward has moved up the list of priorities, Council wanted to revisit to determine if the culvert work should be completed in 2022 instead.

**MOTION:** To get estimates for work needed to replace the culvert near 514 Riverview Drive. Moved by Councillor David Trafford, seconded by Deputy Mayor Nancy Whyte-McCauley.

CARRIED. #069-2022

**ADJOURNMENT:**

**MOTION:** Being no further business the meeting was adjourned to a closed session at 8:18pm. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Andy Saunders.

CARRIED. #070-2022

NEXT MEETING DATE: June 14, 2022

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MAYOR

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CLERK

**CLOSED MEETING:**

Section 68 (1) (c) of the Local Governance Act: Information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract.

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MAYOR

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CLERK