

**Town of Florenceville-Bristol**  
Regular Council Meeting  
April 12, 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 7:05pm.

**APPROVAL OF AGENDA:**

Deputy Mayor Nancy Whyte-McCauley asked Council to add David Hunter to the Presentation section of the night's Agenda.

**MOTION:** To add David Hunter to Presentations, and approve the balance of the April 12, 2022 Town Council Agenda. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Dan Guest.

CARRIED. #032-2022

**PRESENTATIONS:**

a. Fire Chief Update

The department attended 1 ambulance assist, 4 motor vehicle accidents, 1 mutual aid structure fire, 1 chimney fire, and 1 smoke in structure call since the last Regular Council Meeting. The department continued with its bi-weekly training. Two firefighters have completed the Firefighter Level 1 five blocks of theory. The department is planning a thank you and farewell event for Karen and Gordon Phippen on May 31.

b. Kin Club of Florenceville

Jody Foster gave an update to Council of the Kin Club projects throughout 2021, as well as upcoming projects for 2022. Jody thanked the Town for the use of the sliding hill behind NCCC for Family Day and the Kin National Day of Kindness with free hot chocolate and cotton candy. Through the Kin Care for Seniors Program, they delivered 100 meals every Saturday for 36 weeks free of charge. At Christmas time, they did 180 meals for seniors and had children do handmade Christmas cards to go along with it. Through their Christmas Miracle, they helped 186 families and 496 children including meals and gifts. The Cystic Fyrosis Walk in Bath will be supported again this year. Jody was excited to announce that they are hosting the Fall Leadership Council for 100-130 Kin delegates from around Atlantic Canada in October. As part of that they will be doing 5-10 projects in the community.

c. David Hunter, UNB Balloon Project

David Hunter gave a presentation on the progress made by the UNB Students working on the Balloon project for the 2024 Total Solar Eclipse.

**APPROVAL OF MINUTES:**

**MOTION:** To ratify approval of the March 8, 2022 Town Council Minutes as distributed. Moved by Councillor Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Dan Guest.

CARRIED. #033-2022

**BUSINESS ARISING FROM MINUTES:****a. Municipal Reform**

Mayor Curtis gave an overview and update on the Province's Municipal Reform progress. The Province plans to complete the municipal restructuring by December 31, 2022. Our area is known as Entity 76. It will include the Town of Florenceville-Bristol, Village of Bath, Village of Centreville, LSD Glassville, LSD Upper Kent, LSD Wicklow, LSD Wilmot, LSD Lakeville, and a portion of the LSDs of Kent, Simonds and Peel. It is basically the Carleton North High School catchment area. An Advisory Committee made up of current Mayors and LSD representatives have been working with the provincially appointed Transition Facilitator to determine the exact Entity 76 Boundaries and Council composition. There will be 5 Wards, with 1 Councillor elected per Ward, plus 2 Councillors elected at large, and a Mayor elected at large. The Transition Facilitator is waiting for the Ward boundary map. We will publish the map on our websites and social media once available. The Advisory Committee is working with the Transition Facilitator to determine the type of entity we should be (Village, Town, City, Rural Community, Regional Municipality). There are pros, cons, and population restrictions for each, so they are working to determine which would be most advantageous for our new municipality. Once that is determined, the public will be engaged to determine a name for Entity 76. The request for the type of municipality needs to be submitted to the Province by May 6, and the recommendation for the name needs to be submitted by May 16. The Province is working towards a municipal election in November, with the new Council being in effect January 1, 2023.

**b. Regional Service Commission (RSC) Reform**

As Chair of the Western Valley Regional Service Commission, Mayor Karl Curtis provided an update of the reform progress of the Service Commission. The RSCs will all have new mandates from the Province for things like regional Economic Development and Tourism, but the RSC reform timeline isn't keeping step with the municipal reform, so the process isn't aligned. Some Mayors have voiced concerns about trying to do budgets for the Entities without understanding how the RSC mandates will impact municipal staffing and service delivery. The Village of Perth-Andover shared the letter they sent to the Province asking to delay the RSC reform by a year. The Union of Municipalities of New Brunswick (UMNB) have also expressed concerns and called for municipalities to sign a letter to the province asking to delay the RSC reform to ensure the RSC transition receives the full attention it deserves.

**MOTION:** To submit the letter to the Department of Environment and Local Government asking to delay the Regional Service Commission reform process. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor David Trafford. One nay vote by Councillor Ryan Dickinson.

CARRIED. #034-2022

**ACCOUNTS PAYABLE:**

**MOTION:** To accept the Utility Operating Fund Financial Reports for April 2022 as presented and ratify paid bills in the amount of \$5,995.43 and approve unpaid bills in the amount of \$2,020.07 for a total of \$8,015.50. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Dan Guest.

CARRIED. #035-2022

**MOTION:** To accept the General Operating Fund Financial Reports for April 2022 as presented and ratify paid bills in the amount of \$302,067.89 and approve payment of unpaid bills in the amount of \$255,406.62 for a total of \$557,474.51. Moved by Councillor Dan Guest and seconded by Councillor Ryan Dickinson.

CARRIED. #036-2022

**CORRESPONDENCE:**

a. Dog Report

There was one call for Animal Control in March. It was for some dogs running at large. The Animal Control Officer attended, but the dogs were no longer there.

b. Apraxia Day

Apraxia Kids Canada have asked that the Town of Florenceville-Bristol proclaim May 14 as Apraxia Day to raise awareness for the speech disorder. Apraxia Kids is the leading non-profit that strengthens the support systems in the lives of children with apraxia of speech. Please visit [www.apraxia-kids.org](http://www.apraxia-kids.org) for more information.

**WHEREAS**, childhood apraxia of speech is a challenging speech disorder that affects nearly 1-in-1,000 children.

**WHEREAS**, children with childhood apraxia of speech will not learn to speak without frequent, intensive and appropriate speech therapy.

**WHEREAS**, a lack of appropriate speech therapy intervention may impact not only communication but also individual outcomes in education, independence, mental wellness, and employment.

**WHEREAS**, public awareness about childhood apraxia of speech in the Town of Florenceville-Bristol is essential for families of children with childhood apraxia of speech and the professionals who support them to best advocate for needed services for children learning to use their own voice.

**WHEREAS**, our highest respect goes to children with childhood apraxia of speech and to their families for their effort, determination and resilience in the face of obstacles.

**THEREFORE**, the Town of Florenceville-Bristol hereby proclaims May 14<sup>th</sup>, 2022 as Apraxia Awareness Day.

Moved by Councillor Dan Guest, seconded by Deputy Mayor Nancy Whyte-McCauley.

CARRIED. #037-2022

c. Carleton County Flyball Club

The Club will be hosting their 5<sup>th</sup> annual flyball tournament August 27 and 28 and asked if the Town would reduce the rate for renting the arena to \$300 per day instead of the regular rate of \$600 per day. The Club will clean the facility after the event.

**MOTION:** To rent the arena floor to the Carleton County Flyball Club on August 27 and 28 at a rate of \$300.00 + HST per day, with the Club arranging to clean the arena floor following the event. Campers behind the Civic Centre will be allowed for this event. Moved by Councillor Ryan Dickinson, seconded by Deputy Mayor Nancy Whyte-McCauley.

CARRIED. #038-2022

d. Designated Highway Letter from Province

The Department of Transportation and Infrastructure (DTI) approved the Town's initial request to mill and pave Route 103 Riverview Drive from Airport Road to the municipal boundary in 2023. The estimated cost of the project would be \$611,000 plus tax, with the Town contributing 25% of the cost. The letter specifies it will be the Town's responsibility to tender and supervise the project, and to submit to have the Province's 75% reimbursed at the end of the construction season. Staff will be reaching out to DTI to ask to change the project to Route 105 Main Street in the Bristol Ward, as requested last month. Staff will also be working with UMNb to express concerns with the new responsibility of tendering, supervising and submitting for reimbursement.

e. Operation Smile Canada (OSC)

OSC asked to proclaim June 19, 2022 as the Longest Day of SMILES in the Town, which encourages community ambassadors to raise awareness and funds to help a child born with a cleft condition smile and change their life with free, safe, cleft surgery and comprehensive care. OSC is a global charity.

**MOTION:** To proclaim June 19, 2022 as the Longest Day of SMILES in the Town of Florenceville-Bristol. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Ryan Dickinson.

CARRIED. #039-2022

f. Order of New Brunswick

Lieutenant Governor of New Brunswick, Brenda Murphy asked to encourage community members to submit nominations for people they believe qualify for the Order of New Brunswick. The deadline for nominations was April 1, but staff already shared the post on March 10.

g. Green Shirt Day

Horizon Health's NB Organ and Tissue Program asked to join in raising awareness for organ and tissue donation on Green Shirt Day on April 7, and during National Organ and Tissue Donation Awareness Week from April 24-30. Although Green Shirt Day had already happened, staff shared a post on April 6 to spread awareness of Green Shirt Day.

h. Carleton North Breakfast Program

Mayor Curtis read a Thank You note from the Breakfast program for the recent donation through the Town's Community Grant. With the Town's help, they will continue to provide healthy breakfasts to over 90 students on a daily basis.

**COUNCILLOR REPORTS:**

Deputy Mayor Nancy Whyte-McCauley:

Attended a couple of Art Gallery meetings and they are looking to hire a bookkeeper. CV Arts brought band, Pretty Archie, to the Weldon Matthews Theatre on April 10. CV Arts will have the band, Rum Ragged, at the Weldon Matthews Theater on May 27.

Councillor Ryan Dickinson:

Attended a UMNb Councillor Media Relations webinar that discussed best practices in working with reporters and understanding the evolving media landscape.

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:

Attended a Western Valley Regional Service Commission meeting.

**NEW BUSINESS:**

a. NCRC Insulated Wall Panels, Aluminum Panels & Metal Siding tender

Two bids were received. The Construction Manager recommended it be awarded to the lowest bidder, Paneltech Exteriors Inc. based on the lowest cost and their previous experience with the supplier. The Construction Manager also recommended the Town accept two options to eliminate Batch 6 aluminum panels on the south elevation of the building, which would not be visible to the public, as well as changing the exterior and interior faces to 26 gauge instead of 22 gauge. These options reduced the cost by an extra \$68,000.

**MOTION:** To award the NCRC Insulated Wall Panels, Aluminum Panels & Metal Siding tender to Paneltech Exteriors Inc. at a cost of \$469,000 plus HST, which includes the elimination of Batch 6 aluminum panels on the south elevation and changing the exterior and interior faces to 26 gauge. Moved by Councillor Dan Guest, seconded by Councillor David Trafford.

CARRIED. #040-2022

b. NCRC Ventilation & Controls tender

Four bids were received. The Construction Manager recommended it be awarded to Beaulieu Plumbing and Mechanical Inc. based on the lowest bid and their previous experience with the supplier.

**MOTION:** To award the NCRC Ventilation & Controls tender to Beaulieu Plumbing and Mechanical Inc. at a cost of \$679,800 plus HST. Moved by Councillor Ryan Dickinson, seconded by Councillor Dan Guest.

CARRIED. #041-2022

c. NCRC Sprinkler System tender

Two bids were received. The Construction Manager recommended it be awarded to Vipond Fire Protection based on the lowest bid and their previous experience with the supplier.

**MOTION:** To award the NCRC Wet Pipe Sprinkler System tender to Vipond Fire Protection at a cost of \$151,000 plus HST. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor Ryan Dickinson.

CARRIED. #042-2022

d. NCRC Roofing Tender

Two bids were received. The Construction Manager recommended it be awarded to Northwest Roofers based on the lowest bid and their previous experience with the supplier.

**MOTION:** To award the NCRC Roofing tender to Northwest Roofers Ltd. at a cost of \$496,000 plus HST. Moved by Councillor Dan Guest, seconded by Councillor Ryan Dickinson.

CARRIED. #043-2022

e. 2022 Capital Plan

Mayor Curtis reviewed the Town's 2022 Capital Plan, which included the Main Street Paver Replacement Project, Outdoor Pool replacement, Bristol Park Splash Pad replacement, new trails, repairs to Bristol Park walkways, sidewalk repairs, Riverside Park Revitalization, and Tourism projects. Some projects would be dependent on funding application outcomes. The Town's total investment would be more than \$1,500,000 if they can all be carried out in 2022.

**MOTION:** To approve the 2022 Capital Projects Plan as presented. Moved by Deputy Mayor Nancy Whyte-McCauley, seconded by Councillor David Trafford.

CARRIED. #044-2022

f. Advancing Travel Costs Policy No. 07 Proposed Amendment

Staff reviewed the policy and recommended it be amended to clarify the requirement for "detailed" receipts to align with our Human Resource Manual.

**MOTION:** To accept the proposed changes to the Advancing Travel Costs Policy No. 07 as presented. Moved by Councillor David Trafford, seconded by Deputy Mayor Nancy Whyte-McCauley.

CARRIED. #045-2022

g. Helmet Policy No. 16 Proposed Amendment

Staff and the Safety Committee reviewed the policy and recommended some amendments to reflect what their practice is, which includes those 19+ to be recommended but not required to wear a helmet when taking part in non-hockey on-ice activities, that bicycle helmets are approved for under 19 at public skating, and that ice grippers are provided to participants for ceremonies on the ice.

**MOTION:** To accept the proposed changes to the Helmet Policy No. 16 as presented. Moved by Councillor Dan Guest, seconded by Deputy Mayor Nancy Whyte-McCauley.

CARRIED. #046-2022

Councillor Andy Saunders joined the meeting (9:04pm).

h. Plowing Fuel Surcharge

Requests were received from the Town's two plowing contractors to receive a 10% Fuel Surcharge for March and April due to the unexpected significant increase in fuel costs.

**MOTION:** To pay Ray G. Ebbett Inc. and Carleton Enterprises Ltd. a 10% Fuel Surcharge for their March and April 2022 payments. Moved by Councillor Dan Guest, seconded by Deputy Mayor Nancy Whyte-McCauley.

CARRIED. #047-2022

i. Beautification Grant Applications

Council reviewed 24 applications received for 2022, totalling \$84,670 in project costs with a recommended \$10,771 in grant reimbursements. Staff recommended to exclude portions of projects that were not visible from the road, and wages for property staff to carry out the work.

**MOTION:** To approve the Beautification Grant applications as recommended by staff at a total of \$10,771 in grant reimbursements. Moved by Councillor Ryan Dickinson, seconded by Councillor Dan Guest.

CARRIED. #048-2022

j. 2021 Audited Financial Statements

The Finance Committee was not able to meet with the Auditor yesterday as planned, so this will be discussed at the May Council meeting.

**OLD BUSINESS:**

a. NB Trail Blocks

Council reviewed correspondence from Crown Lands and the Town of Woodstock's Off-Road Vehicle Strategic Review. The only way for the Town to place blocks on the trail would require a License of Occupation, and the Town does not have a municipal police force to help with enforcement. Council did not have an appetite to enter into a License of Occupation to enable placement of the cement barricades.

**ADJOURNMENT:**

**MOTION:** Being no further business the meeting was adjourned to a closed session at 9:18pm. Moved by Councillor Ryan Dickinson, seconded by Councillor Dan Guest.

CARRIED. #049-2022

NEXT MEETING DATE: May 10, 2022

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
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.

Section 68 (1) (h) of the Local Governance Act: The access to or security of buildings and other structures occupied or used by the local government or access to or security of systems of the local government, including computer or communications systems.

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MAYOR

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CLERK