

TOWN OF NACKAWIC
REGULAR COUNCIL MEETING
NOVEMBER 7, 2016

PRESENT: Mayor Kitchen
Deputy Mayor MacFarlane
Councillor Simpson
Councillor Edwards
Councillor Farnsworth
Councillor Toole

IN ATTENDANCE: Randy Wilson
Kathryn Clark

TO ORDER: Mayor Kitchen called the regular meeting to order at 7:00 pm.

APPROVAL OF AGENDA:

16-122 Motion: Councillor Farnsworth
Second: Deputy Mayor MacFarlane

“That the agenda be approved.”

DECLARATION OF CONFLICTS OF INTEREST:

There was no declaration of conflicts of interest.

APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2016 REGULAR COUNCIL MEETING:

16-123 Motion: Councillor Toole
Second: Deputy Mayor MacFarlane

“That the minutes of the regular meeting of October 17, 2016 be approved with the following amendments:

-on Page 4 under Public Works, fifth paragraph add “for the ditching on the west side of Route 105”

-on Page 5 under CAO Report, second paragraph – change to read “Deputy Mayor MacFarlane suggested that staff develop an ongoing planning tool to follow up on Town of Nackawic projects”.”

Motion carried.

BUSINESS ARISING:

There was no business arising.

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CORRESPONDENCE:

A) A letter from Rick Arsenault, Eastern Geotech regarding police presence at the shopping mall during lunch hour.

Mayor Kitchen stated that the high school has also requested more police presence at the mall and that the notice was read to all the students at the school. He noted that there was an improvement after the police were at the mall for a couple of days. He stated that he will discuss the issue at the next Police meeting.

Mayor Kitchen directed Randy Wilson to respond to Mr. Arsenault's letter.

B) A letter from Mayor Craig Melanson, Town of Hartland requesting a meeting with the Town of Nackawic to discuss fire equipment for the region.

Mayor Kitchen directed Randy Wilson to contact the Town of Hartland and invite them to attend a council meeting.

C) An email from Scott Kennie, Past President, MADD Greater Fredericton Area Chapter regarding a memorial bench they would like to install in town.

Randy Wilson stated that there is no cost to the town and an ideal location would be by the monument.

Mayor Kitchen stated that he would like the TADD group from the high school be invited to the unveiling ceremony.

D) A letter from the Nackawic Golf & Country Club (New Business)

E) A request from Amy Cronkhite, re: Toy Drive (New Business)

COMMITTEE REPORTS:

Finance –

Kathryn Clark reported on the financial statements for general operating and utility for the period ending September 30, 2016. She noted that general operating currently has a deficit of \$104,791.57 and utility currently has a surplus of \$60,887.67.

Deputy Mayor MacFarlane reviewed the draft terms of reference for the Finance and Audit Committee. One area for discussion is the number of members on the committee; how many should be from Council and how many should be residents. He noted that the Mayor is ex officio of every committee and that should be written in. He asked Council for their thoughts.

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Councillor Farnsworth stated that she felt either two Councillors or two community members should be included on the committee.

Councillor Simpson stated that he feels it is important to have two members of Council on the committee and if it is written that one is the Mayor who will attend all meetings, he is fine with only one other Councillor.

Mayor Kitchen stated that he has no issue with sitting on the committee as an active member. He noted that the committee would then consist of the Mayor, one Councillor, one community member, the CAO and Secretary/Treasurer.

Deputy Mayor MacFarlane asked Kathryn Clark how the budget process works and what needs to be done over the next few weeks.

Kathryn Clark stated that the process usually includes all department heads presenting their proposed budgets and capital requests for the upcoming year and that is considered round 1. Once information has been received regarding tax base figures, etc. and the revenue is known, then round 2 begins and that's when any cuts are made.

Kathryn Clark suggested if Council wants to understand the budget process and where money is spent, then Council should be completely involved.

Deputy Mayor MacFarlane asked if it was standard to have departments come in and if that is during council meetings.

Kathryn Clark replied that it was standard for each department head to present their proposed budget and that all meetings are budget meetings, separate from council meetings. The first step is to draft a schedule for November/December for budget meetings.

Mayor Kitchen stated that he felt it was important for Council to be involved as this is their first budget.

Mayor Kitchen asked Council to continue to review the terms and reference document and offer suggestions with a goal of the new year for implementation. He would like to see terms set for the length of time members sit on the committee.

Library – No Report

Fire –

Mayor Kitchen reported on the minutes of October 18, 2016 meeting.

Recreation –

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Randy Wilson reported that everything is going well with ice operations at the arena. He stated that the Run the River race took place and everything went very well.

Councillor Simpson stated that he would like to see Greg and Anna MacFarlane's efforts and hard work for Run the River be acknowledged.

Mayor Kitchen directed Randy Wilson to send a letter to Greg and Anna MacFarlane.

Public Works – No Report

Special Reports –

Regional Service Commission 11 –

Mayor Kitchen reported on the November 2, 2016 board notes. He noted that there is a program that allows the Town to join outlying areas and share a recreation programmer at a reduced cost. The outlying areas will have to agree to this cost but the majority of the Town's recreation facilities are used by the outlying areas. He stated that the individual would be hired by RSC 11 and be their employee and the Town would cost share at 25%. He stated that Don Fitzgerald is willing to make a presentation to Council.

Tourism Promotion Meeting –

Councillor Simpson reported on the meeting held in Perth Andover on October 19, 2016 with municipalities from the Saint John River valley. In the past there was the Saint John River Valley Tourism Association and Tobi Pirie was the person who coordinated everything. Discussion was held on the re-vitalization of the organization.

Councillor Farnsworth asked what the cost was when the Town was a part of this organization in the past.

Kathryn Clark stated approximately \$5,000 per year.

Councillor Simpson stated that he felt Council's efforts regarding tourism and the waterfront were consistent with things they felt were important. It would be nice to have the re-vitalization of that organization and have the Town participate in it. A system of representatives from the communities to provide guidance to the association.

Mayor Kitchen asked if they were looking to form a group to re-vitalize the organization at this meeting.

Councillor Simpson stated that they were not but several municipalities recognized the value of a valley tourism association for coordination purposes. There was nothing conclusive but good discussions with lots of support for the re-vitalization.

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Mayor Kitchen stated that he feels it's worth looking into and asked Councillor Simpson to investigate further.

Economic Development –

Councillor Simpson reported on the meeting Randy Wilson, Jeff Wilson and himself attended with representatives from the Department of Tourism regarding the annual bass fishing tournament held every May. He stated that Jeff Wilson explained in detail how the event would work and the infrastructure needed to bring the quality of the event to a higher level. There is a potential for making the event the first leg of a national small mouth bass circuit. He stated that they were receptive and asked for a vision statement and plan. They can help with the advertising and marketing of the event and steer the Town to the appropriate government department for additional funds.

Councillor Simpson stated that he feels if the Town wants to pursue this; a document should be drafted and submitted by mid-January.

Mayor Kitchen asked if anyone was opposed to the Economic Development Committee drafting a document to bring back to Council for review prior to submission. There were no objections.

CAO Report

Randy Wilson reviewed the weekly update from Lonnie Forbes, RSC 11 regarding the town hall/fire hall construction.

Randy Wilson reported that:

- on October 27th he met with Luke Cain, Cain Insurance, re: policy renewal.
- the Public Works truck is being repaired.
- on October 21st he met with Rory MacDonald, Dillon Consultants, re: Route 105 ditch and left turn lane. The engineering cost estimates were received and it will be \$2800 for the ditching and the left hand turn has two phases \$2800 for phase 1 – needs analysis and \$1200 for phase 2 – construction feasibility.

16-124 Motion: Deputy Mayor MacFarlane
 Second: Councillor Toole

“That Dillon Consultants be engaged to complete the engineering for the ditching on route 105 for drainage improvements at a cost of \$2800 plus tax.”

Motion carried.

Councillor Edwards entered the meeting at 8:25 pm.

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- he spoke with John Bowles, re: relining on Pugsley Street and the new date is Nov. 14th.
- the Clean Water & Wastewater applications are still being reviewed and a decision is expected in December.
- he has created a spreadsheet to track requests/jobs and will be included in council packages.
- he received an email from Kevin Larlee, AV Nackawic, re: waterfront proposal and an answer is expected by mid December.
- on October 21st he had a meeting with the fire department, re: T4's, fire hall, capital items, purchasing policy, review of assets and improving relations.
- he spoke with Dallas Gillis, RSC 11, re: community engagement meetings to be scheduled for January with businesses and residents. An initial meeting with members of Council and staff to discuss approach and outcome should be scheduled.
- EMO disaster plan is completed and under New Business for approval.
- he drafted a response letter to the Fredericton Playhouse and is under New Business.
- on October 20th Mayor Kitchen, Councillor Edwards and himself met to prepare for negotiations with the union. The first meeting with the union is scheduled for November 10th.
- the sea containers have been moved to the Town Hall parking lot.
- fall hydrant flushing went well.
- Public Works Department connected the floor drains to the storm sewer at town hall.
- Fire Department driveway has been cut out and more work needs to be done as paving is not an option for this year.
- on November 3rd he attended an AMANB regional meeting in Florenceville.
- on November 7th he, along with Councillor Simpson and Jeff Wilson attended a meeting with the Department of Tourism, re: annual bass tournament.
- Sani-way has completed the fall clean out of the wastewater treatment plant and trickle filter.

Mayor's Report

Mayor Kitchen reported that:

- on October 20th he met with Councillor Edwards and Randy Wilson, re: contract negotiations.
- on October 25th he attended a RSC 11 policing meeting and budget meeting.
- on October 27th he attended a Planning Committee meeting with RSC 11.
- on November 1st he attended the RSC 11 monthly meeting.

Mayor Kitchen extended congratulations to Anna and Greg MacFarlane on the success of this year's Run the River race that took place on November 5th.

Mayor Kitchen reported that he attended the Soccer Provincial Finals where Nackawic High School girls won the Provincial title for the first time in the history of Nackawic High. He directed that letters of congratulations be sent to each member of the team.

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NEW BUSINESS:

A) Nackawic Golf & Country Club

Mayor Kitchen stated that he attended a Golf Club board meeting and the letter was given to him and he forwarded it to Randy to investigate. There is a clause that states "if the property ever stops being a golf course, the Town of Nackawic is obligated by the deed to reimburse the Nackawic Golf Club for all improvements, including buildings, made to the property" and that concerns him.

Deputy Mayor MacFarlane suggested the Town request all the documentation from the Golf Club regarding ownership and obtain a legal opinion.

Mayor Kitchen directed Randy Wilson to look in to the matter.

B) Amy Cronkhite Toy Drive Request

Randy Wilson stated that a public skating time could be used for this event.

16-125 Motion: Deputy Mayor MacFarlane
 Second: Councillor Farnsworth

"That the request from Amy Cronkhite to hold a Community Toy Drive be approved."

Motion carried.

C) NB Wildlife Trust Fund

16-126 Motion: Councillor Farnsworth
 Second: Councillor Edwards

"That the Town of Nackawic submit an application to the NB Wildlife Trust Fund for funding to upgrade the docks and boat launch on the waterfront."

Motion carried.

D) Medical Trust Fund

16-127 Motion: Councillor Simpson
 Second: Councillor Toole

"That the Town of Nackawic approve up to \$10,000 from the Medical Trust Fund to go towards the purchase of medical equipment at the Nackawic

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Health Centre, upon request.”

Motion carried.

E) Fredericton Playhouse Request

16-128 Motion: Councillor Toole
 Second: Councillor Edwards

“That the request for financial assistance for the new performing arts centre from the Fredericton Playhouse Inc. be denied at this time.”

Motion carried.

F) EMO – Municipal Emergency Response Plan

16-129 Motion: Councillor Toole
 Second: Deputy Mayor MacFarlane

“That the EMO Municipal Emergency Response Plan be accepted and submitted to the Province.”

Motion carried.

16-130 Motion: Councillor Farnsworth
 Second: Councillor Edwards

“That Council move to closed session.”

Motion carried.

Council moved to closed session at 8:50 pm and Kathryn Clark left the meeting.

CLOSED SESSION:

- A) Personnel Issue
- B) Administration Issue
- C) Insurance Issue

16-131 Motion: Councillor Toole
 Second: Councillor Farnsworth

“That Council move back to regular session.”

Motion carried.

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Council moved back to open session at 9:30 pm.

16-132 Motion: Councillor Farnsworth
 Second: Councillor Edwards

“That the meeting be adjourned.”

Motion carried.

The meeting adjourned at 9:31pm.

Ian Kitchen
Mayor

Randy Wilson
CAO