

MEMO

TO: Department Heads
Brenda Lyons, Assistant City Clerk
Peggy Doyle, Executive Assistant

FROM: Mary Cameron, Legislative Assistant

DATE: March 8, 2011

SUBJECT: **Copies of Minutes**

Copies of minutes of the following committees are available on the portal and the City's web site:

- Public Hearing, February 7, 2011
- Community Development & Tourism Committee, February 7, 2011
- Economic & Business Development Committee, February 7, 2011
- Special Council Meeting, February 21, 2011
- General Committee, February 21, 2011
- Transportation & Utilities Committee, February 21, 2011
- Protective Services Committee, February 21, 2011
- Finance & Administration Committee, February 21, 2011
- Regular Council Meeting, February 24, 2011

Kindly review the package for directives that may require action by your department. No further memos will be sent concerning directives in the minutes.

**Public Hearing
February 7, 2011**

7:00 p.m.

**Council Chamber
Miramichi Place**

Present: Councillor Bill Treadwell, Chairman, Deputy Mayor Nancy Lordon; Councillors: Joan Cripps, Rupert Bernard, Jason Harris, Michael McCoombs, and Brian King.

Staff: Acting City Clerk – Rhonda Haining, City Manager - David Dick, City Solicitor - Michael Noel, Fire Chief – Ian Gavet, Director of Economic Development – Jeff MacTavish, Director of Community Development & Tourism – Peter Murphy, Director of Engineering – Csaba Kazamer and Legislative Assistant – Mary Cameron. Colleen Bawn, Senior Planner, Miramichi Planning District Commission was also in attendance.

Press: Daniel Martins, Miramichi Leader

Ian Jamieson, on behalf of Bryce Holdings Inc. and interested citizens

ACTION

1. Call Meeting to Order – The Chairman, Councillor Bill Treadwell, called the meeting to order at 7:00 p.m. A quorum was present.

2. Recording of Attendance – The Legislative Assistant recorded the attendance.

3. Welcome and Introductions – Councillor Treadwell welcomed those present to the meeting and introduced Colleen Bawn, Senior Planner, with the Miramichi Planning District Commission.

4. Purpose of Public Hearing – The City of Miramichi intends to consider to consider the following: Pursuant to Section 66(1)(b) of the *Community Planning Act*, it is the view of the Miramichi Planning District Commission that the City of Miramichi, subject to Subsection 74(1)(a) of the *Community Planning Act*:

a) That Schedule "1" of Zoning Amendment By-Law No. 62-16 pertaining to the property described as PID 40119406 (the "Subject Property") located on the south side of King George Highway, be amended to accommodate development of two twenty-unit apartment buildings.

5. Introduction of Proposed Amendments, Miramichi Planning District Commission - Colleen Bawn, Senior Planner with the Miramichi Planning District Commission gave power point presentation on the proposed amendments, a copy of which is on file in the Clerk's Department. Ms. Bawn made note of a \$10,000. performance bond in a form acceptable by the City which should be received before the by-law is adopted.

6. No objections have been received to date.

7. Input from the Applicant and the Public - The Chairman asked if Mr. Jamieson, representing the applicant, Bryce Holdings Inc., had any comments regarding the matter. Mr. Jamieson noted that the applicant intends to proceed with Phase 1 and Phase 2 in a timely matter. The Chairman asked if any members of the public had any questions. Mr. Doug Mills asked if these were 2 bedroom apartments and what the proposed rent would be. Mr. Jamieson fielded these questions.

8. Next Step in Process - The Chairman noted that the next step is to have second reading by title, reading in its entirety, third

City Clerk

**Public Hearing
February 7, 2011
- 2 -**

reading by title and enactment to be carried out at the February 24, 2011 Regular Council Meeting.

9. Adjournment - Councillor Treadwell adjourned the meeting at 7:20 p.m.

**Councillor Bill Treadwell
Chairman**

**Rhonda Haining
Acting City Clerk**

**Community Development & Tourism Committee
February 7, 2011**

7:22 p.m.

**Council Chamber
Miramichi Place**

Present: Chairperson – Councillor Joan Cripps, Deputy Mayor Nancy Lordon, Councillors: Bill Treadwell, Rupert Bernard, Jason Harris, Michael McCoombs, and Councillor King

Staff: Director of Community Development & Tourism – Peter Murphy, City Manager – David Dick, Acting City Clerk – Rhonda Haining, City Solicitor – Michael Noel, Fire Chief – Ian Gavet, Director of Economic Development – Jeff MacTavish, Director of Engineering – Csaba Kazamer and Legislative Assistant – Mary Cameron. Colleen Bawn, Senior Planner, Miramichi Planning District Commission was also in attendance.

Press: Daniel Martins, Miramichi Leader/Weekend

1. Call the Meeting to Order – The Chairperson, Councillor Joan Cripps called the meeting to order at 7:22 p.m. A quorum was present.

ACTION

2. Recording of Attendance – The Legislative Assistant recorded the attendance.

3. Approval of Agenda – **It was moved by Councillor McCoombs and seconded by Councillor Bernard that the agenda be approved as circulated. CARRIED.**

4. Conflict of Interest – There were no declarations of conflict of interest.

5. Appointment to W. S. Loggie Cultural Center - **It was moved by Councillor Bernard and seconded by Councillor Harris that the City of Miramichi appoint the following individuals to the W. S. Loggie Cultural Center Board of Directors:**

Mayor's Office

**Janice Carter
Maureen Connell
Lloyd Cameron
Barbara Trevors
Margaret Flett
Albertine Johnson. CARRIED.**

On the question, Councillor Cripps noted that the constitution of the W. S. Loggie Cultural Center calls for a board of directors of 10 to 12 members. Presently, there are four members who are Doris Tozer, Nina Gregan, Joan Cripps and Ken Cripps. These appointments will bring the board back to its full complement. She also noted that Doug Shanahan, is an honorary member of the Board.

6. Department Updates - The Director reviewed the attached department updates.

It was moved by Councillor McCoombs and seconded by Deputy Mayor Lordon that the department updates for the Community Development and Tourism Department be accepted. CARRIED.

7. Adjournment – **It was moved by Councillor Harris and seconded by Deputy Mayor Lordon that the meeting be adjourned at 7:29 p.m. CARRIED.**

Community Development & Tourism Committee
February 7, 2011
- 2 -

Councillor Joan Cripps,
Chairperson

Peter Murphy,
Director of Community
Development & Tourism

**Community Development & Tourism
Committee of Council Meeting
Monday, February 7, 2011**

#5 Department Updates

- a) **Work has begun on the redesign of the city web site. On January 24 Project Manager Debbie Ekins was here to meet with us. She explained the process and estimates the project will be complete in approximately 12 weeks.**

Dawn Waye who acts as our webmaster was in Toronto February 2-5 attending a social media seminar. Social media is becoming an important part of tourism marketing and increasingly so as sites such as Facebook, You Tube and Twitter are being developed.

On January 20 I attended a TAP/Cities meeting in Fredericton. These meetings are held on a regular basis to discuss concerns between the provincial tourism department and the DMO's (Destination Marketing Organizations). Most of the discussions centered around Coop marketing opportunities and the new Explorer Quotient program which the province is using to research tourism markets.

On January 26 Dawn Waye and I attended an Explorer Quotient seminar in Moncton. The Explorer Quotient is based on the "why" people travel. It identifies 9 explorer types of travelers or market segments. New Brunswick has chosen to focus on the Authentic experience, Cultural Explorer and No Hassle traveler. These 3 types make up 36% of the world's population. This type of market segmentation is based on psychographics rather than demographics. This means the explorer types are not essentially made up of people of particular gender, age or income brackets as most traditional marketing campaigns were based on.

The science behind the EQ program, developed by Environics, will allow us to delve into the data to determine where these explorers live, what marketing channels influence them and what messages will appeal to them. Destinations and operators acting as hosts should treat the visitors as guests by responding to their social values. They must strive to help the guest connect with the why they traveled to that destination. Moving forward, product development and marketing will be focused on creating and promoting experiences that allow the guests to fulfill their purpose of traveling.

We have had requests for information from three cruise companies. These requests came as a result of our involvement with Cruise Atlantic Canada. Representatives attended the Seatrade Med Cruise Convention that was held in Cannes France.

We are currently working on our marketing plan for 2011. As a result of the information in the recently completed MRTA Strategic Business and Marketing Plan we are going to concentrate more on the regional and in province market.

**Economic & Business Development Committee
February 7, 2011**

7:30 p.m.

**Council Chamber
Miramichi Place**

Present: Chairman – Councillor Michael McCoombs, Deputy Mayor Nancy Lordon, Councillors: Rupert Bernard, Joan Cripps, Jason Harris, Brian King, and Bill Treadwell.

Staff: Director of Economic Development - Jeff MacTavish, City Manager – David Dick, Acting City Clerk – Rhonda Haining, City Solicitor – Michael Noel, Fire Chief – Ian Gavet, , Director of Engineering – Csaba Kazamer and Legislative Assistant – Mary Cameron. Colleen Bawn, Senior Planner, Miramichi Planning District Commission was also in attendance.

Member of the Press – Daniel Martins

1. Call the Meeting to Order – The Chairman, Councillor McCoombs, called the meeting to order at 7:30 p.m. A quorum was present.
2. Recording of Attendance – The Legislative Assistant recorded the attendance.
3. Approval of Agenda – **It was moved by Councillor Bernard and seconded by Councillor Harris that the agenda be approved as circulated. CARRIED.**
4. Conflict of Interest – There were no declarations of conflict of interest.
5. Correspondence
 - a) Correspondence from Wilson Bell, Director of the Miramichi Planning District Commission - A memo was received from Wilson Bell, Director, Miramichi Planning District Commission, regarding the City of Miramichi Municipal Development Plan By-Law and Zoning By-Law, noting that the next key step in the process is to get feedback and direction from Council on these two planning documents. He provided a general outline of the steps in the process to adopt these two municipal by-laws. He further noted that if substantial changes occur after the public hearing is advertised, then the adoption process starts over, at step 3. Therefore, it is important that Council is satisfied with the two by-laws before the formal adoption process starts.

Councillor Cripps stated that there is a lot of information contained in these documents and requested that Council receive a copy of the old by-laws to compare with the new proposed by-laws and that the changes be highlighted. She would like Council to set aside a few nights meet with the Clerk, Manager and Solicitor to review the whole thing. The City Manager suggested that the Planning Commission staff be requested to attend to provide more information to Council. Councillor Cripps noted that this was a very good suggestion. Councillor Cripps requested that the meetings take place as soon as possible.

City Clerk

At this point, Colleen Bawn, left the meeting.

6. Management Report – Contribution Agreement – Department of Foreign Affairs and International Trade (2011) – The Director of Economic Development, Jeff MacTavish, reviewed the management report on this item. Discussion took place.

Economic & Business Development Committee

February 7, 2011

- 2 -

It was moved by Councillor King and seconded by Councillor Cripps that the City of Miramichi commit \$12,125.00 from the Economic Development Department's budget and sign the Contribution Agreement for Invest Canada – Communities Initiative to be returned to the Department of Foreign Affairs and International Trade. CARRIED.

**Dir. of Economic
Development**

7. Department of Economic Development Marketing Plan (2011) - The Director made a power point presentation regarding Miramichi Creative Technologies Initiative, Communication Tools consisting of website, e-mail, media and generating ongoing momentum. He also reviewed the presentation regarding Green Investment Communication Tools which include the same four communication tools listed previously. The Director provided comments regarding how his department has used these tools. A copy of the presentation is on file in the Clerk's Department.

8. Department of Economic Development Update Format (2011) - The Director of Economic Development, Jeff MacTavish, reviewed the department update draft template which he was presenting for the Committee's consideration. The template is broken down to demonstrate the targeted sectors or industries being pursued by the City of Miramichi and the activities conducted by the Department to attract the targeted companies. The Director stated that he is open to suggestions and should Mayor and Council require additional information, he will attempt to incorporate these requests into the reporting mechanism. The intention of presenting this information to the Committee is to receive approval on the required format and to submit a formal report every quarter, beginning March 2011.

**Dir. of Economic
Development**

It was moved by Councillor Cripps and seconded by Deputy Mayor Lordon to move to Committee of the Whole (at 7:50 p.m.) to discuss items 9. Property Matters and Contractual Matter (the Solicitor recommended Committee of the Whole, as per sections 10.2 (4) (d) and 10.2(4) (c) of the *Municipalities Act*). CARRIED.

It was moved by Councillor Cripps and seconded by Councillor Harris to call the meeting back to order at 9:36 p.m. and to rise without reporting. CARRIED.

11. Adjournment – **It was moved by Councillor Bernard and seconded by Councillor Harris that the meeting be adjourned at 9:37 p.m. CARRIED.**

Councillor Michael McCoombs,
Chairman

Jeff MacTavish
Director of Economic Development

**Special Council Meeting
February 21, 2011**

7:00 p.m.

**Council Chamber
Miramichi Place**

Present: Chairperson – Mayor Gerry Cormier, Deputy Mayor Nancy Lordon; Councillors: Mike McCoombs, Jason Harris, Brian King, Bill Treadwell, Joan Cripps, Rupert Bernard and Michael Malley.

Staff: Manager David Dick, Acting Clerk Rhonda Haining, Treasurer Darlene O’Shea, Solicitor Michael Noel, Police Chief Earl Campbell, Deputy Police Chief Paul Flander, Fire Chief Ian Gavet; Directors Frank Duffy, Suzanne Watters, and Executive Assistant Peggy Doyle

Press: Daniel Martins, Miramichi Leader; Kris McDavid, Times-Transcript

ACTION

1. Call Meeting to Order – Mayor Gerry Cormier called the meeting to order at 7:00 p.m., a quorum was present.

2. Recording of Attendance – Executive Assistant Peggy Doyle recorded the attendance

3. Approval of Agenda – **It was moved by Councillor Bernard and seconded by Councillor Cripps that the agenda be approved with the following change, item 6 Labour and Employment Matter - be removed from agenda and placed on Finance and Administration agenda as item 8. CARRIED.**

4. Disclosure of Conflict of Interest – There was no conflict declared.

5. Management Report

a) By-Law No., 55-13, a By-Law to Amend By-Law No. 55, A By-Law of the City of Miramichi to Regulate Traffic, Parking and the Use of Street

It was moved by Councillor Malley and seconded by Councillor King that *By-Law Number 55-13, A By-Law to Amend By-Law Number 55, A By-Law of the City of Miramichi to Regulate Traffic, Parking and the Use of Streets*, be now read for a second time by title in both official languages. CARRIED.

Clerk

By-Law 55-13 was read by title in both official languages.

It was moved by Councillor Malley and seconded by Councillor Harris that *By-Law Number 55-13, A By-Law to Amend By-Law Number 55, A By-Law of the City of Miramichi to Regulate Traffic, Parking and the Use of Streets*, be now read in its entirety in both official languages. CARRIED.

Clerk

By-Law 55-13 was read in its entirety in both official languages.

It was moved by Councillor Malley and seconded by Councillor King that *By-Law Number 55-13, A By-Law to Amend By-Law Number 55, A By-Law of the City of Miramichi to Regulate Traffic, Parking and the Use of Streets*, be now read for a third time by title in both official languages and enacted. CARRIED.

Clerk

By-Law 55-13 was read by title in both official languages and enacted.

Special Council Meeting
February 21, 2011
- 2 -

ACTION

b) Miramichi Seniors Housing

It was moved by Councillor King and seconded by Councillor Treadwell that the City transfer title to the property identified by New Brunswick Property Identification Number 40402992 to Newcastle Housing Corporation Inc. CARRIED.

**Clerk
Solicitor**

6. Adjournment

It was moved by Councillor Harris and seconded by Deputy Mayor Lordon that the meeting adjourn, the time being 7:20 p.m. CARRIED.

**Gerry Cormier
Mayor**

**Rhonda Haining
Acting City Clerk**

**General Committee
February 21, 2011**

ACTION

7:20 p.m.

**Council Chamber
Miramichi Place**

Present: Chairperson, Councillor Michael Malley; Mayor Gerry Cormier; Deputy Mayor Nancy Lordon; Councillors: Jason Harris, Brian King, Bill Treadwell, Rupert Bernard, Michael McCoombs, Joan Cripps

Staff: Manager David Dick, Acting Clerk Rhonda Haining, Solicitor Michael Noel, Treasurer Darlene O'Shea, Police Chief Earl Campbell, Deputy Police Chief Paul Fiander, Fire Chief Ian Gavet, Directors Frank Duffy, Csaba Kazamer, Suzanne Watters and Executive Assistant Peggy Doyle

1. Call Meeting to Order- Chairman Deputy Mayor Nancy Lordon called the meeting to order at 7:21 p.m. A quorum was present.
2. Recording of Attendance – Executive Assistant Peggy Doyle recorded attendance.
3. Approval of Agenda – **It was moved by Councillor Cripps and seconded by Deputy Mayor Lordon that the agenda be approved as presented. CARRIED.**
4. Conflict of Interest – There were no conflicts of interest declared.
5. Management Report
 - a) Deadline for Agenda Items

Acting Clerk Rhonda Haining circulated a report to Council regarding Policy 67-1, Availability of Municipal Documents & Information which results in Council receiving committee meeting packages on Thursday prior to the Monday meeting, therefore the deadline to have items added to the agenda is noon on Wednesday.

It was moved by Councillor McCoombs and seconded by Councillor Cripps the report on deadline for agenda items be accepted as presented. CARRIED. Nay vote Councillor Malley.

Clerk

6. Policies
 - a) # 67-1 – Availability of Municipal Documents & Information to the Public (item was referred from the January 27th, 2011 Regular Council Meeting).

It was moved by Councillor Harris and seconded by Councillor McCoombs that Policy Number 67 entitled "Availability of Municipal Documents and Information to the Public" be repealed and Policy Number 67-1 entitled "Access to Municipal Records by the Public and the Media" be adopted.

There was much discussion on this item.

It was moved by Councillor Bernard and seconded by Councillor Cripps that this policy be tabled until the Province of New Brunswick expands their Right to Information and Protection of Privacy Act in the fall of 2011, so as to avoid further amendment to this policy. DEFEATED.

Nay votes, Mayor Cormier, Deputy Mayor Lordon, Councillors Harris, Treadwell and McCoombs. Yea votes, Councillors Bernard, King, Cripps and Malley

The vote was then taken on the original motion.

It was moved by Councillor Harris and seconded by Councillor McCoombs that Policy Number 67 entitled "Availability of Municipal Documents and Information to the Public" be repealed and Policy Number 67-1 entitled "Access to Municipal Records by the Public and the Media" be adopted. CARRIED. Nay votes Councillors Bernard, Cripps & Malley.

Clerk
Solicitor

Councillor King advised that he would be seeking clarification on certain aspects of the policy, prior to voting at the Regular Council Meeting.

b) # 42 – Disposition of Surplus Property – Councillor Michael Malley

The Manager and Solicitor fielded questions from Councillor Malley on item 6 of the Policy. It was noted that item 5, the words " Category Band C" will be deleted.

7. By-Law

a) By-Law No. 84 – A By-Law Relating to the Election of Members of Council within the City of Miramichi

Acting Clerk Rhonda Haining circulated a draft of By-Law 84, which would see a reduction in the number of Councillors reduced from 10 to 8.

It was moved by Councillor Cripps and seconded by Councillor McCoombs that first reading by title of By-Law No. 84, A By-Law Relating to the Election of Members of Council within the City of Miramichi take place at the next Regular or Special Council Meeting. CARRIED. Nay vote Councillor Malley.

Clerk

8. By-Election 2011 – Councillor Joan Cripps

It was moved by Councillor Cripps and seconded by Deputy Mayor Lordon that a By-Election not be held in May 2011. CARRIED. Nay votes Councillor King, Treadwell, Malley and Bernard.

Clerk

On the question, Councillor Cripps explained that this is a cost saving measure and with the reduction of the number of Councillors in the next election, and the decreasing population in the City, all citizens can be served with the current compliment.

9. Traffic Lights at Boston Pizza Entrance – Councillor Michael Malley

This is for information only at this time and staff is currently gathering information and will provide Council with a Management Report in the near future.

**General Committee
February 21, 2011
- 3 -**

ACTION

10. Adjournment

It was moved by Councillor King and seconded by Councillor Bernard that the meeting adjourn, the time being 8:40 p.m. CARRIED.

**Councillor Michael Malley
Chairman**

**Rhonda Haining
Acting City Clerk**

**Transportation & Utilities Committee
February 21, 2011**

ACTION

8:40 p.m.

**Council Chamber
Miramichi Place**

Present: Chairperson, Councillor Brian King; Mayor Gerry Cormier, Deputy Mayor Nancy Lordon; Councillors: Jason Harris, Rupert Bernard, Bill Treadwell, Joan Cripps, Mike McCoombs, Michael Malley

Staff: Director of Public Works Frank Duffy, Manager David Dick, Treasurer Darlene O'Shea, Solicitor Michael Noel, Acting Clerk Rhonda Haining, Police Chief Earl Campbell, Deputy Police Chief Paul Fiander, Fire Chief Ian Gavet, Directors Csaba Kazamer, Suzanne Watters and Executive Assistant Peggy Doyle

Press: Daniel Martins, Miramichi Leader

1. Call Meeting to Order- Chairman Councillor King called the meeting to order at 8:40 p.m. and attendance was taken. A quorum was present.
2. Recording of Attendance – The Executive Assistant Peggy Doyle recorded the attendance.
3. Approval of Agenda – **It was moved by Deputy Mayor Lordon and seconded by Councillor Treadwell that the agenda be approved as presented. CARRIED.**

4. Declaration of Conflict of Interest

There was no conflict of interest declared.

5. Delegation

There was no delegation.

6. Northumberland Solid Waste Commission Report

Deputy Mayor Nancy Lordon reported that the Technical Advisory Committee of the NSWC have met twice over the last couple of months. A consultant has prepared a presentation to be given to all Municipalities and LSDs within Northumberland County relative to the potential construction of a Materials Recovery Facility. It was agreed that this item will be placed on the next Transportation & Utilities Committee Meeting under "Delegation".

7. New Business

a) Plowing of City Streets (Contractor's Responsibilities)

This was a request from Councillor Malley. Director Duffy explained the process for plowing of streets etc.

b) Maintenance of Railway Crossings

This was a request from Councillor Malley. Director Duffy explained that he has been in contact with officials from CNR on repairs and maintenance to railway crossings in the City and will continue to do so.

**Dir. of
Public
Works**

**Transportation & Utilities Committee
February 21, 2011
- 2 -**

ACTION

c) Crosswalks

Requests have been received from the Department of Justice for a crosswalk on King George Highway at Miramichi Law Courts and from Councillor Malley for a crosswalk on Douglastown Boulevard at Boston Pizza.

Dir. of Public Works

Director Duffy advised that a Management Report regarding the above will be forthcoming at a future meeting.

d) Request for Street Name Change from Sylvain Melancon, Director general, Carrefour Beausoleil.

This request was received by the Public Works Department on February 9th, 2011 and is being circulated at this time for information only. A Management Report will be completed and placed on the next scheduled Transportation & Utilities Committee meeting.

Dir. of Public Works

8. Departmental Report

It was moved by Councillor Harris and seconded by Councillor Bernard that the Departmental Report for the month of January 2011 be accepted as presented. CARRIED.

9. Adjournment

It was moved by Deputy Mayor Lordon and seconded by Councillor Cripps that the meeting adjourn, the time being 9:04 p.m. CARRIED.

Councillor Brian King
Chairman

Frank Duffy
Director of Public Works

Protective Services Committee
February 21, 2011

ACTION

9:04 p.m.

Council Chamber
Miramichi Place

Present: Chairman Councillor Bill Treadwell; Mayor Gerry Cormier; Deputy Mayor Nancy Lordon; Councillors: Jason Harris, Michael Malley, Joan Cripps, Rupert Bernard, Michael McCoombs, Brian King

Staff: Police Chief Earl Campbell, Deputy Chief Paul Fiander, Acting Fire Chief ^{Jan Gayer} Les-Lewis, Solicitor Mike Noel, Acting City Clerk Rhonda Haining, and Executive Assistant Peggy Doyle.

Press: Daniel Martins, Miramichi Leader; Kris McDavid, Times-Transcript

1. Call Meeting to Order- Chairman Councillor Bill Treadwell called the meeting to order at 9:04 p.m. A quorum was present.
2. Recording of Attendance – Executive Assistant Peggy Doyle recorded the attendance.
3. Approval of Agenda – **It was moved by Councillor Harris and seconded by Deputy Mayor Lordon that the agenda be approved as presented. CARRIED.**
4. Conflict of Interest – There was no conflict of interest declared
5. Fire Department
 - a) Monthly Activity Report/Fire Prevention Report – January 2011

It was moved by Councillor McCoombs and seconded by Councillor Harris that the Monthly Activity Report for the month of January 2011, be accepted as presented. CARRIED.

It was moved by Councillor Harris and seconded by Deputy Mayor Lordon that the Fire Prevention Report for the month of January 2011 be accepted as presented. CARRIED.

6. Police Department
 - a) Management Report – Leasing Four Police Vehicles

It was moved by Councillor Harris and seconded by Councillor Malley that the City Council tender for the lease of four (4) mid sized vehicles for a lease period of three (3) years. CARRIED.

- b) Monthly Update/Animal Control Monthly Report – January 2011

It was moved by Councillor Malley and seconded by Councillor Bernard that the monthly update/Animal Control Monthly Report update for the month of January 2011 be accepted as presented. CARRIED.

7. Adjournment

It was moved by Councillor Bernard and seconded by Councillor Cripps that the meeting adjourn, the time being 9:10 p.m. CARRIED.

*amended
at Regular
Council Meeting
Feb. 24, 2011*

Clerk
Police Chief

**Protective Services Committee
February 21, 2011
- 2 -**

ACTION

Councillor Bill Treadwell
Chairman

Earl Campbell
Police Chief

Ian Gavet
Fire Chief

**Finance & Administration Committee
February 21, 2011**

ACTION

9:12 p.m.

**Council Chamber
Miramichi Place**

Present: Vice-Chairman Deputy Mayor Lordon; Mayor Gerry Cormier; Councillors: Jason Harris, Rupert Bernard, Bill Treadwell, Joan Cripps, Michael Malley, Brian King, Michael McCoombs.

Staff: Manager David Dick, Treasurer Darlene O'Shea, Solicitor Michael Noel, Police Chief Earl Campbell, Deputy Police Chief Paul Fiander, Fire Chief Ian Gavet, Acting Clerk Rhonda Haining; Directors Csaba Kazamer, Frank Duffy, Suzanne Watters and Executive Assistant Peggy Doyle.

Press Daniel Martins, Miramichi Leader

1. Call Meeting to Order- Vice Chairman Deputy Mayor Nancy Lordon called the meeting to order at 9:12 p.m. A quorum was present.
2. Recording of Attendance – Executive Assistant Peggy Doyle recorded the attendance.
3. Approval of Agenda – **It was moved by Councillor Cripps and seconded by Councillor McCoombs that the agenda be approved with the following addition, Item 8 Labour and Employment Matter. CARRIED.**
4. Conflict of Interest – There was no conflict of interest.
5. Monthly Budget Analysis/Overtime Report

It was moved by Councillor McCoombs and seconded by Councillor Bernard that the Monthly Budget Analysis and Overtime Report for the month of January 2011 be accepted as presented. CARRIED.

6. Management Reports
 - a) F-2011-01 – Cities Association Membership

It was moved by Councillor Bernard and seconded by Councillor Malley that the City of Miramichi re-establish its membership with the Cities of New Brunswick Association with the funding coming from the Annual Dues account and the shortfall from the Mayor & Councillors expense budget. CARRIED.

Treasurer

It was moved by Councillor Cripps and seconded by Councillor Harris that the City of Miramichi cease its membership with the Union of Municipalities of New Brunswick. CARRIED.

Clerk
Treasurer

The Manager advised that the budgeted amount for dues to the UMNB is \$7,050 and that the \$1,279.12 will be taken from this budget.

- b) F-2011-02 Grant to Non-Profit Organizations

It was moved by Councillor McCoombs and seconded by Councillor Malley that the following resolution be adopted: That the City of Miramichi approves the following grants to non-profit organizations totaling \$67,413 for 2011:

Treasurer

Irish Festival	\$5,100
Miramichi Folksong Festival	\$3,400
Rock 'n Roll Festival	\$3,400

Finance & Administration Committee
February 21, 2011

- 2 -

ACTION

Conseil Communautaire Beausoleil Inc. (Miramichi CCB)	\$1,020
Miramichi Physically Disabled & Hand.	\$9,000
Miramichi Scottish Festival	\$1,360
Friends of Beaubear Island	\$5,250
Middle Island	\$4,500
University Programs	\$3,750
Downtown Miramichi Business Network	\$6,375
Miramichi Tourism Association	\$5,250
Caring Friends Activity Centre	\$1,020
Big Brothers Big Sisters Youth Village	\$5,738
Camp Sheldrake	\$ 340
The John Howard Society	\$ 170
Schizophrenia Society NB – Miramichi	\$ 340
Miramichi Youth House	\$9,000
SPCA***	\$ 900
Special Recognition Grant/Youth Awards	\$1,500
CARRIED.	

c) Eng-2011-02 – Project 10-004 Former CFB Chatham Lift Station and Sanitary Sewer Renewals

It was moved Councillor Bernard and seconded by Councillor Cripps that Project 10-004 – Former CFB Chatham Lift Station and Sanitary Renewals be awarded to Rockwood Transportation Co. Ltd. in the amount of \$467,761.24 (HST included). CARRIED.

City Clerk

It was moved by Councillor Bernard and seconded by Councillor Malley that surplus funding from Project 10-004 be allocated to inflow and infiltration remediation initiatives for the King Street sewer shed. CARRIED.

Dir. of Eng.
City Clerk
Treasurer

d) PW-2011-04 – Vehicle Replacement

It was moved by Councillor Treadwell and seconded by Councillor King that the 1998 Chev 350 series, S.N. 1GBJK34F4WF01003, identified by the Fire Department in 2010 be transferred to the Public Works Department Fleet and that the 2001 Chev C15 Pickup, S.N. 1GCEC14W41Z329279, currently listed in the Public Works Department Fleet be identified as surplus and disposed of. CARRIED.

City Clerk
Dir. of PW
Fire Chief

e) PW-2011-05 – Vehicle Replacement

It was moved by Councillor McCoombs and seconded by Councillor Harris that the City of Miramichi call tender for a 2011 3-Ton Single Axle Truck to replace the 1997 MC 3-ton, S.N. 1GDP7H1J8VJ506494, which has been identified as surplus by the Public Works Department. CARRIED.

City Clerk
Dir. of PW

f) Pol – 2011-2 – Capital Purchase of New Patrol Vehicles

It was moved by Councillor Treadwell and seconded by Councillor Bernard that the City of Miramichi tender for three (3) new police cars and one (1) SUV as per tender specifications. CARRIED.

City Clerk
Police Chief

7. Federation of Canadian Municipalities (FCM) – Councillor Cripps

The FCM is being held this year, June 3-6 2011 in Halifax.

Finance & Administration Committee
February 21, 2011
- 3 -

ACTION

It was moved by Councillor Cripps and seconded by Councillor Bernard that as a result of the proximity of the FCM as many Councillors as possible should consider attending. CARRIED.

Council

8. Labour and Employment Matter (Manager recommends Committee of the Whole as per Section 10.2(j) of the *Municipalities Act*)

It was moved by Councillor Harris and seconded by Councillor Treadwell that the meeting go to Committee of the Whole. CARRIED.

It was moved by Councillor Cripps and seconded by Councillor Harris that the meeting revert back to regular session and rise without report. CARRIED.

9. Adjournment

It was moved by Councillor Bernard and seconded by Councillor Harris that the meeting adjourn, the time being 10:10 p.m. CARRIED.

**Deputy Mayor Nancy Lordon
Vice-Chairman**

**Darlene O'Shea
Treasurer**

**Regular Council Meeting
February 24, 2011**

7:00 p.m.

**Council Chamber
Miramichi Place**

Present: Mayor Gerry Cormier, Deputy Mayor Nancy Lordon, Councillors: Rupert Bernard, Derek Burchill, Joan Cripps, Jason Harris, Brian King, Michael Malley, Michael McCoombs and Bill Treadwell.

Staff: Acting City Clerk – Rhonda Haining, City Manager – David Dick, City Solicitor – Michael Noel, Director of Public Works – Frank Duffy, Fire Chief – Ian Gavet, City Treasurer – Darlene O’Shea, Police Chief – Earl Campbell, Director of Community Development & Tourism – Peter Murphy, Recreation Director – Suzanne Watters, Director of Economic Development – Jeff MacTavish (joined the meeting at 7:07 p.m.), Director of Engineering – Csaba Kazamer (joined the meeting at 7:20 p.m.), and Legislative Assistant – Mary Cameron.

Members of the Press – Matt Maher, Kris McDavid and Daniel Martins

Interested citizens.

Prayerful Reflection – Mayor Cormier requested that all those present stand for a moment of prayerful reflection.

1. Call Meeting to Order – Mayor Cormier called the meeting to order at 7:00 p.m. A quorum was present.
2. Recording of Attendance – The Legislative Assistant recorded the attendance.
3. Approval of Agenda – **It was moved by Councillor Bernard and seconded by Councillor McCoombs that the agenda be approved as amended – remove item 11. a) First Reading by Title of By-Law No. 82, A By-Law Relating to the Election of Members of Council within the City of Miramichi, in both official languages. CARRIED.**
4. Disclosure of Conflict of Interest – Councillor Burchill declared a conflict of interest on item 12. a) Management Report, General Liability Insurance.
5. Delegations
 - a) Rotary Club of Chatham Re: Dragon Boat Festival - Iris Sullivan, Veronique Arsenault and Kelly Sherrard were in attendance for the presentation by the Rotary Club of Chatham. Ms. Sullivan gave a brief run down on the history of the Rotary Club of Chatham and advised that their Rotary Club are hosting a Dragon Boat Festival. They anticipate close to a thousand people having an opportunity to paddle on the river and thousands of people watching. The event will take place on August 19th and 20th at Waterford Green. Veronique Arsenault made a power point presentation regarding the event. A copy is on file in the Clerk’s Department.

Mayor Cormier thanked them for the presentation and committed to the City putting a team in the Dragon Boat Festival.
6. Adoption of Minutes
 - a) Regular Council Meeting, January 27, 2011 - **It was moved by Councillor Bernard and seconded by Councillor Harris that the minutes of the Regular Council Meeting held January 27, 2011 be adopted as circulated. CARRIED.**

Mayor

b) Special Council Meeting, February 21, 2011 - **It was moved by Councillor Cripps and seconded by Deputy Mayor Lordon that the minutes of the Special Council Meeting held February 21, 2011 be adopted as circulated. CARRIED.**

7. Correspondence – Correspondence was dealt with at the committee level.

8. Committee Reports

a) Community Development & Tourism Committee, February 7, 2011 - **It was moved by Councillor Cripps and seconded by Councillor Treadwell that the minutes of the Community Development & Tourism Committee Meeting held February 7, 2011 be adopted as circulated. CARRIED.**

Councillor Cripps reviewed the minutes.

It was moved by Councillor Cripps and seconded by Councillor Bernard that the recommendations and directions contained in the minutes of the Community Development & Tourism Committee Meeting held February 7, 2011 be approved. CARRIED.

Mayor's Office

b) Economic & Business Development Committee, February 7, 2011 - **It was moved by Councillor McCoombs and seconded by Deputy Mayor Lordon that the minutes of the Economic & Business Development Committee Meeting held February 7, 2011 be adopted as circulated. CARRIED.**

Councillor McCoombs reviewed the minutes.

It was moved by Councillor McCoombs and seconded by Councillor Cripps that the recommendations and directions contained in the minutes of the Economic & Business Development Committee Meeting held February 7, 2011 be approved. CARRIED.

City Clerk
Dir. of Econ.
Development

c) General Committee, February 21, 2011 - **It was moved by Councillor Malley and seconded by Councillor King that the minutes of the General Committee Meeting held February 21, 2011 be adopted as circulated. CARRIED.**

Councillor Malley reviewed the minutes.

It was moved by Councillor Malley and seconded by Councillor King that the recommendations and directions contained in the minutes of the General Committee Meeting held February 21, 2011 with the exception of items 5. a) Deadline for Agenda Items, 6. a) Policy 67-1 – Availability of Municipal Documents & Information to the Public, and 8. By-Election, be approved. CARRIED.

City Clerk

5. a) Deadline for Agenda Items - **It was moved by Councillor McCoombs and seconded by Councillor Cripps that the report on deadline for agenda items be accepted as presented. CARRIED. Nay – Councillor Malley.**

On the question, Councillor Malley provided comments regarding deadlines for agenda items and advised that he felt the deadline should be Friday at 11 a.m.

Regular Council Meeting

February 24, 2011

- 3 -

6. a) Policy No. 67-1 – Availability of Municipal Documents & Information to the Public - **It was moved by Councillor Harris and seconded by Councillor McCoombs that Policy Number 67 entitled "Availability of Municipal Documents and Information to the Public" be repealed and Policy 67-1 entitled "Access to Municipal Records by the Public and the Media" be adopted. CARRIED. Nay votes – Councillor Malley and Councillor Bernard.**

City Clerk

On the question, Councillor Bernard, Councillor Harris, Councillor King and Councillor Malley provided comments. Councillor Malley made note of information he has requested but has not received.

8. By-Election 2011 - **It was moved by Councillor Cripps and seconded by Deputy Mayor Lordon that a By-Election not be held in May 2011. CARRIED. Nay votes – Councillors: Malley, Treadwell, King and Bernard.**

City Clerk

On the question, members of Council provided comments regarding this item. Councillor Burchill advised that he was out of town when the matter was discussed but indicated he was supporting the motion. Councillor King, Councillor Treadwell and Councillor Malley provided comments regarding why they would not be supporting the motion.

d) Transportation & Utilities Committee, February 21, 2011 - **It was moved by Councillor King and seconded by Councillor Treadwell that the minutes of the Transportation & Utilities Committee Meeting held February 21, 2011 be adopted as circulated. CARRIED.**

Councillor King reviewed the minutes.

It was moved by Councillor King and seconded by Councillor Treadwell that the recommendations and directions contained in the minutes of the Transportation & Utilities Committee Meeting held February 21, 2011 be approved. CARRIED.

Dir. of PW

On the question, Councillor Malley provided comments regarding snow removal in the Harper Road, Douglasfield, Jackson Street and Craigville areas of the City. He thanked the Director of Public Works for scarifying these roads to remove ice buildup. He also provided comments regarding the salt/sand mixture in locations around the City which aren't in the core areas. He thanked the Public Works crews and also provided comments regarding the contractors.

Mayor Cormier thanked the Director of Public Works and members of the department for the great job they are doing. He noted it has been a rough winter.

e) Protective Services Committee, February 21, 2011 - Mayor Cormier noted that under staff attendance it should read Fire Chief – Ian Gavet.

It was moved by Councillor Treadwell and seconded by Councillor Harris that the minutes of the Protective Services Committee Meeting held February 21, 2011 be adopted as amended. CARRIED.

**Regular Council Meeting
February 24, 2011
- 4 -**

Councillor Treadwell reviewed the minutes.

It was moved by Councillor Treadwell and seconded by Councillor King that the recommendations and directions contained in the minutes of the Protective Services Committee Meeting held February 21, 2011 be approved. CARRIED.

**City Clerk
Police Chief**

f) Finance & Administration Committee, February 21, 2011 - **It was moved by Councillor Burchill and seconded by Deputy Mayor Lordon that the minutes of the Finance & Administration Committee Meeting held February 21, 2011 be adopted as circulated. CARRIED.**

Councillor Burchill reviewed the minutes.

It was moved by Councillor Burchill and seconded by Councillor Cripps that the recommendations and directions contained in the minutes of the Finance & Administration Committee Meeting held February 21, 2011 be approved. CARRIED.

**Treasurer
City Clerk
Dir. of Eng.
Dir. of PW
Fire Chief
Police Chief
Council**

On the question, Councillor Bernard noted that review of applications for grants to non-profit organizations is a difficult job and extended congratulations to the committee. He stated he felt it was too bad that the funding for University Programs on the Miramichi had to be reduced when it is on the cusp of realizing its objectives.

9. Department Reports - There were no department reports.

10. Other Reports

a) Public Hearing (Bryce Holdings), February 7, 2011 - Councillor Treadwell reviewed the minutes. It was noted that readings of the by-law would take place on March 1 at the Special Council Meeting.

City Clerk

b) Multi-Use Facility Update – Councillor Treadwell made a power point presentation regarding multi-use facilities that the committee had visited in Bathurst, Campbellton, Charlottetown and Summerside. A copy is on file in the Clerk's Department.

Councillor Treadwell advised that this is the first step in the process. The city has recently awarded a tender for assessment of our existing facilities. The process toward building a new multi-use facility for the City will be a long process, with some citizens in favour and some against. There will have to be town hall meetings, etc.

Councillor thanked Suzanne Watters and Keith Daley for their assistance in preparing this presentation.

It was moved by Councillor Treadwell and seconded by Councillor King to adopt this verbal report as presented. CARRIED.

11. By-Laws - There were no by-laws for presentation.

12. Other – New Business

Councillor Burchill had declared a conflict of interest on this item and left the Council Chamber.

Regular Council Meeting

February 24, 2011

- 5 -

a) Management Report, General Liability Insurance -

i) **It was moved by Deputy Mayor Lordon and seconded by Councillor Harris that the City rescind its motion of November 22, 2010 and approved at the Regular Council Meeting held November 25, 2010 "that the City of Miramichi contract Risk Smart Consulting Inc. to assist the City of Miramichi with an Expression of Interest for Insurance Broker Services. From the submissions received a short list would then be completed. The proponents on the short list will be asked to complete a Request for Proposal. The consultant will then recommend the successful proponent to Council." CARRIED.**

ii) **It was moved by Deputy Mayor Lordon and seconded by Councillor Cripps that the City issue a Request for Proposals for General Liability Insurance, said insurance to become effective January 1, 2012 and to continue for a period not exceeding five (5) years. CARRIED.**

**City Clerk
Solicitor**

On the question, Councillor Bernard asked who would be reviewing the proposals submitted. The Solicitor fielded this question and advised he would be contacting Risk Smart Consulting with respect to this issue and he would be bringing it back to Council.

Councillor McCoombs also provided comments, noting it has been a long process and felt it would be beneficial to have something in place prior to January 1, 2012.

Councillor Burchill rejoined the meeting at this point.

b) Mayor's Updates

Mayor Cormier provided the following highlights:

Congratulations was extended to Beverly Jones, Accounting Clerk in the Finance Department, who has recently received her National Advanced Certificate in Local Authority, Level II.

Congratulations was extended to the Rotary Club of Newcastle for hosting another very successful Rotary Pond Hockey Tournament. The 2012 tournament will be held February 3rd to 5th.

Congratulations to the Newcastle Curling Club for hosting the New Brunswick Tankard Molson Curling Bonspiel.

The Sports Wall of Fame Induction Ceremony was held recently and thanks were extended to the Organizing Committee. Mayor Cormier also thanked Councillor Brian King for taking his place at this event.

Statistics Canada has advised that they will be conducting the census and the new national household survey in May 2011. Census information is important for all communities and is highly valued for the planning of services such as schools, daycares, police and fire protection. The national household survey is needed for the implementation of community services such as housing, roads, public transportation, skills training for employment and family services. It is very important that everyone completes and returns their questionnaires. Stats Canada is hiring crew leaders and enumerators in the months of February and March. If you are interested in either of

**Regular Council Meeting
February 24, 2011**

- 6 -

these positions, please contact the hotline at 1-866-773-2011 or visit the website at www.census2011.gc.ca

An Open House was hosted by Saint Thomas University at the Bishop's Palace.

Mayor Cormier advised that he and Deputy Mayor Lordon had attended the School District 16 CUTE (Creative Use of Technology in Education) Awards held at the James M. Hill Theatre. Congratulations to all the award winners.

Mayor Cormier attended a luncheon with the Federal Minister of Public Safety, Hon. Vic Toews. He extended thanks to MP Tilly O'Neill-Gordon for bringing Minister Toews to Miramichi.

He also attended a special announcement today by the Rotary Club of Chatham, regarding the 1st Annual Miramichi Dragon Boat Festival to be held August 20, 2011.

Finally, Mayor Cormier advised that he attended a client appreciation reception with Rodd President, Mark Rodd. He also extended a thank you to Jim Gertrige for all his years service on the Miramichi.

13. Adjournment – **It was moved by Councillor Bernard and seconded by Councillor Harris that the meeting be adjourned at 8:27 p.m. CARRIED.**

**Gerry Cormier,
Mayor**

**Rhonda Haining,
Acting City Clerk**