

**Community Centrum: Grand Bay Room – Televised Meeting for the Public**

**1. Call to Order**

Mayor Merrifield called the meeting to order at 7:08 pm.

**2. Record of Attendance**

Mayor Merrifield, Councillor Balemans, Deputy Mayor Toole, Councillor Balcomb, Councillor McIntosh Lawrence and Councillor Day in attendance.

**Staff Attendance:** Bruce Gault, Gary Clark, Troy Gautreau, John Enns-Wind and Nicole Kelly

**Guests:** Dr. Petra Hauf and Michael Roma

**3. Approval of the Order of Business and Approval of Additions and Deletions**

THAT the Council of the Town of Grand Bay-Westfield approve the Agenda of July 26, 2021 as presented.

Motioned by: Councillor Balcomb

Seconded by: Councillor Day

Carried

**4. Conflict of Interest**

None

**5. Public Hearing(s)**

**1) Council Procedural Bylaw #123**

THAT the Council of the Town of Grand Bay-Westfield address this item during item 13.1.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried

**6. Public Presentations**

**6.1 UNB SJ Integrated Health Initiative – Dr. Petra Hauf**

THAT the Council of the Town of Grand Bay-Westfield accept the information as presented.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balemans

Carried

**6.2 Parks & Recreation Comprehensive Master Plan - Michael Roma**

THAT the Council of the Town of Grand Bay-Westfield accept the update as presented and refer this to the Steering Committee for input prior to the next update to Council.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Day

Carried

**7. Minutes**

**7.1 Regular Meeting – July 12, 2021:**

THAT the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of July 12, 2021 as presented.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balcomb

Carried

**8. Bills for Payment**

THAT the Council of the Town of Grand Bay-Westfield authorize the bills for payment as presented in the amount for \$ 194,268.65.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

**9. Consent Agenda**

THAT the Council of the Town of Grand Bay-Westfield approved the CAO Report.

That the Council of the Town of Grand Bay-Westfield approved the Council Resolution Report.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balcomb

Carried

**End of Consent Agenda**

**10. Business Arising from Minutes**

None

**11. Delegations**

None

**12. Petitions**

None

**13. By-Laws**

**13.1 Council Procedural Bylaw – Third Reading**

THAT the Council of the Town of Grand Bay-Westfield approve the Third Reading of the Council Procedure Bylaw #123 and repeal Bylaw #106 in its entirety.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Deputy Mayor Toole

Carried

**14. Notice of Motions**

None

**15. Reports**

**15.1 Truth & Reconciliation Article #43: UNDRIP**

THAT the Council of the Town of Grand Bay-Westfield adopt Article #43 of the Truth and Reconciliation Commission's Calls to Action.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

**15.2 Inglewood Drive: Speeding**

THAT the Council of the Town of Grand Bay-Westfield authorize staff to implement Recommendation No. 2 in the Final Report – Inglewood Drive Speed Study November 13, 2018 in 2022 to reflect 1.5m wide shoulder on both the east and west side and the driving lane be reduced in width to 3.0m.

Motioned by: Councillor Day

Seconded by: Councillor Balcomb

Carried

Councillor Day exited the room at 8:36pm

Councillor Day returned at 8:38pm

**15.3 Credit Card Policy**

THAT the Council of the Town of Grand Bay-Westfield approve the credit card policy and that it be reviewed in one year.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Day

Carried

**15.4 Draft Strategic Plan**

THAT the Council of the Town of Grand Bay-Westfield adopt the Strategic Plan in principle.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried

**15.5 GNB Surplus Land PID 225391**

THAT the Council of the Town of Grand Bay-Westfield purchase the surplus land.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Day

Defeated

**16. Correspondence:**

**16.1 Letter re Municipal Designated Highway Program 2022-2026**

THAT the Council of the Town of Grand Bay-Westfield receive and file the letter of July 6, 2021 from Raymond Brun Municipal Engineer Government of New Brunswick.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balcomb

Carried

**16.2 Letter re Local Governance Reform and the Green Paper**

THAT the Council of the Town of Grand Bay-Westfield receive and file the letter of July 15, 2021 from Daniel Allain Minister of Local Government and Local Governance Reform.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

**16.3 Greeting Card – YMCA of Greater Saint John**

THAT the Council of the Town of Grand Bay-Westfield receive and file the thank you card of July 22, 2021 from YMCA of Greater Saint John.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Deputy Mayor Toole

Carried

**20. Adjournment**

THAT the Council of the Town of Grand Bay-Westfield adjourned the meeting at 9:04 pm.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

  
\_\_\_\_\_  
John Enns-Wind  
CAO

  
\_\_\_\_\_  
Brittany Merrifield  
Mayor

**Council Meeting:** July 26, 2021

**Date:** 07/23/21

**TITLE: COUNCIL PROCEDURAL BYLAW**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN:**

- Organizational Effectiveness

**BYLAWS/POLICIES:**

- Council Procedural Bylaw

**PREVIOUS REPORTS:**

Attachments (List):

1. Council Procedural Bylaw
- 

**BACKGROUND**

Section 15 Agenda of the procedural bylaw has been slightly amended permitting the use of the Consent Agenda. The Consent Agenda permits items to be grouped together for which decisions are routine and discussion minimal. Items to be included in the consent agenda are monthly Administrative Reports and correspondence for which no decision or direction is required.

Should a member of Council disagree with an item in the consent agenda, or wish further discussion, then that member, with the agreement of Council, removes the item from the consent agenda and place in the regular agenda.

All items in the consent agenda are attached to the minutes including resolutions.

**COMMENT**

The Consent Agenda is designed to focus Council on decision making through packing routine items together. The result is a smoother meeting with a focus on decision items.

**FINANCIAL IMPLICATIONS**

There is no financial implication beyond the completed legal review.

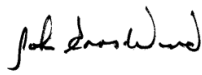
**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield accept the amendment and approve the Third Reading of the Procedural Bylaw.

**MOTION**

That the Council of the Town of Grand Bay-Westfield approve the Third Reading of the Council Procedure Bylaw #123 and repeal Bylaw #106 in its entirety.

**APPROVAL**

CAO: 

Date: 07/23/21

**Council Meeting:** July 26, 2021

**Date:** 07/16/21

**TITLE: TRUTH & RECONCILIATION CALLS TO ACTION: ARTICLE #43 UNDRIP**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN:**

- Quality of Life

**PREVIOUS REPORTS:**

Attachments (List):

1. Calls to Action
  2. United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
  3. UNDRIP Act Summary
  4. <https://www.youtube.com/watch?v=yD7NSM1q6k4>
  5. Best Practice: Sacichawasihc Relationship Agreement
  6. Confederation of Tomorrow: Indigenous Relations and Reconciliation
- 

**BACKGROUND**

September 13, 2007 the United Nations (UN) adopted the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). The vote was almost unanimous with Australia, Canada, New Zealand and the United States voting against the declaration. The approval was based on the recommendation of the United Nations Human Rights Council.

The Commission on Truth and Reconciliation, Article #43 calls on all levels of government to adopt and implement UNDRIP. The adoption and implementation has been haphazard across the country with Canada passing the legislation June 21, 2021 and immediately receiving Royal Assent.

UNDRIP has 46 articles covering a broad array of human rights including the right to the full enjoyment, as a collective or as individuals, of all human rights and fundamental freedoms as recognized in the Charter of the United Nations, the Universal Declaration of Human Rights and international human rights law to self-determination to maintenance of their distinct institutions to spirituality and more.

**COMMENT**

UNDRIP is about basic human rights with no direct consequences for municipalities other than to respect the rights of indigenous peoples, consult with them and partner with them if the opportunity arises. However, there is an obligation to partner with indigenous peoples through “free, prior and informed consent.” (FPIC)

*FPIC is about working together in partnership and respect. In many ways, it reflects the ideals behind the relationship with Indigenous peoples, by striving to achieve consensus as parties work together in good faith on decisions that impact Indigenous rights and interests. Department of Justice UNDRIP Act Summary*

A tool to accomplish FPIC is a relationship agreement outlining how and when municipalities and the local indigenous groups may work. The Sacichawasihc Relationship Agreement is an

example of how to develop those relationships leading to effective partnerships addressing a variety of issues and opportunities.

### **FINANCIAL IMPLICATIONS**

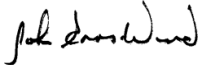
There is no known cost.

### **RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield accept UNDRIP and adopt Article #43 of the Calls to Action in the report provided by the Truth and Reconciliation Commission.

### **MOTION**

That the Council of the Town of Grand Bay-Westfield adopt Article #43 of the Truth and Reconciliation Commission's Calls to Action.

CAO: 

Date: 07/17/21

**Council Meeting:** July 26, 2021

**Date:** 07/20/21

**TITLE: SPEEDING COMPLAINTS INGLEWOOD DRIVE**

**PREPARED BY: BRUCE GAULT**

**DEPARTMENT: TRANSPORTATION**

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN:**

- Infrastructure Sustainability and Climate Adaptation
- Community Vitality

**PREVIOUS REPORTS:**

Attachments (List):

1. Final Report – Inglewood Drive Speed Study November 13, 2018

**BACKGROUND**

The issue of speeding on Inglewood Drive was studied back in 2018 at which time Council passed the following motion:

**INGLEWOOD DRIVE SPEED STUDY - FINAL REPORT PREPARED BY PETER ALLABY, P. ENG., CRANDALL ENGINEERING LTD.**

Councillor Evans moved to proceed with the recommendations provided by Peter Allaby, P. Eng., Crandall Engineering Ltd. regarding Inglewood Drive Speed Study with the exception of Item #2:

Item #1: It is recommended that the Town install two additional 40 Km/h speed limit signs on Inglewood Drive to reinforce the speed limit. The recommendation locations are northbound near Civic #209 and southbound near Civic #256.

Item #3: It is recommended that the Town keep vegetation trimmed back at curves on the roadway to maintain good sight lines and visibility.

Seconded by Councillor Day. Carried.

**COMMENT**

Additional speed signs have been installed per recommendation 1 and annually the Town trims the corners to improve sight lines per recommendation 3.

To implement recommendation 2, to install a white shoulder line on the east side of Inglewood Drive the following activities need to occur. The recently painted Sharrow symbols need to be blacked out. The existing white line and yellow line also need to be blacked out allowing new lines to be painted to reflect the 1.5m shoulder and 3.0m driving lane. The sharrow symbols on the west side of Inglewood are no longer required and can be allowed to fade and wear off.

Going forward the Sharrow symbols no longer need to be painted annually. The Share the road sign can stay or can be removed.



## FINANCIAL IMPLICATIONS

Per the current tender price for pavement markings both a single solid yellow or white line is \$300/km and Inglewood is 2.6 kms in length. There are some unknown costs for painting over the Sharrow symbols and the existing white and yellow lines so they can be repainted in the correct position on the roadway. There are also 48 Sharrow symbols which would no longer be required, resulting in an annual savings of 48 @ \$80, \$3,840 less \$780 for the new single solid white line.

The contractor for pavement marking has advised the price to paint the line black is \$0.90 per foot. 2.6km for the white line and 2.6km for the yellow line translate into 17,060 ft at \$0.90 equals \$15,354. Plus the painting of the sharrow symbols.

The contractor will be asked not to paint the yellow and white lines on Inglewood Drive this year to allow them to fade more before the new lines at painted next year.

## RECOMMENDATION


That the Council authorize staff to implement Recommendation No. 2 in the Final Report – Inglewood Drive Speed Study November 13, 2018 in 2022 when pavement marking are applied to reflect 1.5m wide shoulder on both the east and west side and the driving lane be reduced in width to 3.0m, allowing for additional budget funding to be requested in 2022 to paint the sharrow symbols and the first time marking out of the new pavement markings alignment.

## MOTION

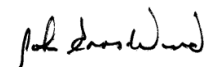
That the Council of the Town of Grand Bay-Westfield authorize staff to implement Recommendation No. 2 in the Final Report – Inglewood Drive Speed Study November 13, 2018 in 2022 to reflect 1.5m wide shoulder on both the east and west side and the driving lane be reduced in width to 3.0m.

## CAO COMMENTS

### APPROVAL

Department Head: 

Date: 07/20/21

CAO: 

Date: 07/21/21

**Council Meeting:** July 26, 2021

**Date:** 07/22/21

**TITLE: CREDIT CARD POLICY**  
**PREPARED BY: JOHN ENNS-WIND**  
**DEPARTMENT: GENERAL GOVERNMENT**

For Information  For Discussion  For Decision

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**RELATED TO STRATEGIC PLAN:**

- Organizational Effectiveness

**BYLAWS/POLICIES:**

- Procurement Policy

**PREVIOUS REPORTS:**

Attachments (List):

1. Credit Card Policy
- 

**BACKGROUND**

The Town currently has one credit card. The card is used by all of the departments. With the new procurement policy the Town will be using more credit cards. The purpose of the Credit Card Policy is to outline the responsibilities and expectations of the Town of Grand Bay-Westfield credit card holders.

**COMMENT**

The policy applies to all employees of the Town who are granted and assigned a corporate credit card. The conditions set forth in this policy govern the responsible use of, and procedures for, credit cards belonging to the Town of Grand Bay-Westfield for the purpose of conducting Town business.

The majority of business expenses under \$5,000, which cannot be invoiced to the Town, are to be purchased by the cardholder and paid for with the corporate credit card.

Cardholders are responsible for ensuring that they adhere to this Corporate Credit Card Policy in order to enforce adequate controls to minimize the risk of corporate credit cards being used for fraudulent purposes.

Should an employee not comply with the policy then discipline may include all actions up to and including termination.

Each department head is expected to sign Schedule "A" acknowledging that they have read and understand the policy.

**FINANCIAL IMPLICATIONS**

The change is expected to be neutral: no new revenue or expenses.

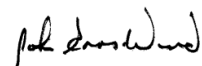
**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield approve the credit card policy.

**MOTION**

That the Council of the Town of Grand Bay-Westfield approve the credit card policy and that it be reviewed in one year.

**APPROVAL**

CAO: 

Date: 07/22/21

**Council Meeting:** July 26, 2021

**Date:** 07/23/21

**TITLE:**

**PREPARED BY:** JOHN ENNS-WIND

**DEPARTMENT:** GENERAL GOVERNMENT

For Information

For Discussion

For Decision

**RELATED TO STRATEGIC PLAN:**

- Organizational Effectiveness

**PREVIOUS REPORTS:**

Attachments (List):

1. Draft 2021-2025 Strategic Plan

**BACKGROUND**

Council, along with the Leadership Team, has been developing a strategic plan for their term of office. Community input into the strategic plan was gained in April and May leading up to the municipal election; this information has been incorporated into the proposed strategic plan.

The strategic priorities have been agreed upon. Outstanding elements of the strategic plan include the vision and mission statements.

Once Council has agreed on the priorities then the Leadership Team can start developing an implementation plan to be used in the development of the department plans and the budget.

**COMMENT**

The strategic plan will guide Council and Administration in their decision making to ensure that Council's term is successful.

**FINANCIAL IMPLICATIONS**

The cost of the development of the strategic plan was budgeted. The cost of implementing the strategic plan is unknown and will be funded through the budget deliberation process.

**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield determine the vision and mission statement that best reflects the Town.

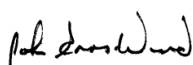
**MOTION**

There is no motion at this time.

**CAO COMMENTS**

With Council's permission, development of the implementation plan will begin

**APPROVAL**

CAO: 

Date: 07/23/21