

**Regular Council Meeting Minutes**  
**Monday, June 28, 2021**

Page 1 of 7

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

1. **Call to Order**

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

2. **Record of Attendance**

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

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

**Guests:** Hon. Bill Oliver Speaker of the Legislative Assembly, Brandon Carr, Jon Taylor

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 June 28, 2021 as presented.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried unanimously

4. **Conflict of Interest**

None

5. **Public Hearing(s)**

None

6. **Public Presentations**

6.1 **Bursary Presentations 2021 – Laura Legere (attending) & Amy Leblanc**

THAT the Council of the Town of Grand Bay-Westfield defer this item to the next council meeting.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

6.2 **Jon Taylor - Representative Regionalization: Toward More Equitable, Democratic, Responsive, and Efficient Local Government in New Brunswick (20 minutes)**

THAT the Council of the Town of Grand Bay-Westfield receive and file Jon Taylor's presentation on Representative Regionalization.

Motioned by: Councillor Balcomb

Seconded by: Councillor Balemans

Carried

**7. Minutes**

**7.1 Regular Meeting – June 14, 2021:**

THAT the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of June 14, 2021 as presented.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

**7.2 Email Poll of June 16, 2021 RE: Harmony Road Closure for Neighbourhood Street Party**

THAT the Council of Grand Bay-Westfield move to approve the request for a Road Closure from residents of Harmony Road to hold a Canada Day event between the hours of 6 and 8 p.m., for a neighbourhood street dance, following Provincial Covid 19 protocols requiring 2 m distancing between groups in Outdoor informal gatherings and notification to the RCMP and Fire Department to ensure continuity of emergency services.

Motioned by: Councillor MacIntosh Lawrence

Seconded by: Councillor Balcomb

Carried

**7.3 Email Poll of June 24, 2021 RE: Local Government Reform Submission**

THAT the Council of the Town of Grand Bay-Westfield move to accept the submission as presented and that it be submitted to the province for consideration.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Day

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 \$271,005.51.

Motioned by: Councillor MacIntosh Lawrence

Seconded by: Councillor Balcomb

Carried

**9. Consent Agenda**

None

**10. Business Arising from Minutes**

**10.1 RVCC Committee List 2020/2021**

THAT the Council of the Town of Grand Bay-Westfield receive and file the RVCC Committee List 2021.

Motioned by: Councillor Day

Seconded by: Councillor Balemans

Carried

**11. Delegations**

None

**12. Petitions**

None

**13. By-Laws**

**13.1 Council Procedural Bylaw**

THAT the Council of the Town of Grand Bay-Westfield approve first reading of the Council Procedure Bylaw.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence

Carried

**14. Notice of Motions**

None

**15. Reports**

**15.1 Chief Financial Officer**

THAT the Council of the Town of Grand Bay-Westfield allocate funding for the position of CFO with the imperative to hire a CFO as soon as reasonably possible. And,  
That the Council of the Town of Grand Bay-Westfield appoint the Mayor and a Councillor to be on the hiring committee for the CFO.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Day

Carried

**15.2 AVL Winter Holdback**

THAT the Council of the Town of Grand Bay-Westfield approve the release of the \$5,000 holdback for AVL.

Motioned by: Councillor Balcomb

Seconded by: Councillor McIntosh Lawrence

Carried

**15.3 JCB Backhoe Repair**

THAT the Council of the Town of Grand Bay-Westfield authorize the repair, and related expenses, of the backhoe with the costs to be found through operational savings if possible up to \$5000.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence

Carried

**15.4 Development Incentive Grants, Millennium Estates, River Valley Drive**

THAT the Council of the Town of Grand Bay-Westfield approve this agreement in principle between the Town of Grand Bay-Westfield and 697800 NB Corp., for a Residential Property Improvement Grant under the Town's Development Incentives Program, with the development of 24 residential units on a portion of PID no. 221218. Based on the current estimate (to be determined post construction by Service New Brunswick), the grant would equal \$193,725 with annual grant payments between \$49,815 and \$27,675 over 5 years, and if qualified by completion of NB Power New Home Energy Savings Program, re-imbursement of building permit fees.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Day

Carried

**15.5 Town of Grand Bay-Westfield Procurement Policy**

THAT the Council of the Town of Grand Bay-Westfield approve the Procurement Policy.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

**15.6 Town of Grand Bay-Westfield Annual Report 2020**

THAT the Council of the Town of Grand Bay-Westfield receive and file the report; the report is to be made available per Local Governance Act, 2017 Section 105 and Regulation 2018-54 on [www.grandbaywestfield.ca](http://www.grandbaywestfield.ca) and at the Town Office.

Motioned by: Councillor Day

Seconded by: Councillor Balcomb

Carried

**15.7 Community Centrum Reallocation of Capital**

THAT the Council of the Town of Grand Bay-Westfield reallocate up to \$22,000 of the capital for new siding for the front of the Community Centrum to a structural condition assessment with the remaining amount of \$108,000 to be transferred to reserves and dedicated to new siding for the Community Centrum in 2022.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balemans

Carried

**15.8 Council Resolution Reports**

THAT the Council of the Town of Grand Bay-Westfield receive and file the Council Resolution Reports.

Motioned by: Councillor Day

Seconded by: Councillor Balcomb

Carried

**15.9 Committee Appointments**

That the Council of the Town of Grand Bay-Westfield appoint:

- Councillor Jim Balcomb as Chair and Councillor John Balemans Deputy Chair responsible for the strategic priority of Population Growth to Achieve Fiscal Sustainability.
- Councillor Beverley Day to the Age Friendly Committee
- CAO John Enns-Wind to Envision Saint John: The Regional Growth Agency
- Deputy Mayor Erin Toole to the Greater Saint John Regional Facilities Commission
- Deputy Mayor Erin Toole as Chair and Councillor Beverley Day as Deputy Chair of the strategic priority Organizational Capacity
- Mayor Brittany Merrifield, Deputy Mayor Erin Toole, Councillor Stephanie McIntosh Lawrence, Councillor Beverley Day, Councillor John Balemans, and Councillor Jim Balcomb to the Emergency Management Committee
- Deputy Mayor Erin Toole to the Municipal Advisory Corporation Committee
- Councillor Jim Balcomb to the New Brunswick Municipal Employees Pension Plan
- Councillor Jim Balcomb and Kelly Thompson to the Planning Advisory Committee
- The Works Commissioner, Bruce Gault, and the CAO, John Enns-Wind, to the Safety Labour Management Committee
- Continue the appointments of the Substandard Property Appeals Committee consisting of P.Gallagher Jette, Bill Watts, Nadia MacPhee, and Maria Henheffer
- Councillor Beverley Day as Chair and Councillor John Balemans as Deputy Chair of the strategic priority Infrastructure Sustainability and Climate Adaptation
- Appoint Mayor Brittany Merrifield to the Fundy Regional Services Commission per legislation
- Councillor Stephanie McIntosh Lawrence as Chair and Councillor Beverley Day as Deputy Chair of the strategic priority Community Vitality.
- Councillor John Balemans to PROKids
- Councillor Stephanie McIntosh Lawrence to the River Valley Community Center
- And Councillor John Balemans as Councillor at Large supporting, communicating, liaison each of the strategic priorities and additional support to the Event Planning Committees

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balemans

Carried

**15.10 Coalition of Communities for Inclusion**

Given that:

1 The Canadian Commission for UNESCO (United Nations Educational, Scientific and Cultural Organization) is calling on municipalities to join a Coalition of Inclusive Municipalities and to be part of UNESCO's international Coalition launched in 2004; and

2. The Federation of Canadian Municipalities (FCM) endorses the Call for a Coalition of Inclusive Municipalities and encourages its members to join; and

Whereas:

3. Municipal governments in Canada, along with other levels of government, have responsibilities under Canada's Charter of Rights and Freedoms as well as federal, provincial and territorial human rights codes, and therefore have an important role to play in combating racism and discrimination and fostering equality and respect for all citizens;

Be it resolved that:

4. The Town of Grand Bay-Westfield agrees to join the Coalition of Inclusive Municipalities and, in joining the Coalition, endorses the Common Commitments and agrees to develop or adapt its own unique Plan of Action accordingly.

5. These Common Commitments and the Municipality's unique Plan of Action will be an integral part of the Municipality's vision, strategies and policies.

6. In developing or adapting and implementing its own unique Plan of Action toward progressive realization of the Common Commitments, the Municipality will cooperate with other organizations and jurisdictions, including other levels of government, Indigenous peoples, public and private sector institutions, and civil society organizations, all of whom have responsibilities in the area of human rights.

7. The Municipality will set its priorities, actions and timelines and allocate resources according to its unique circumstances, and within its means and jurisdiction. The Municipality will exchange its expertise and share best practices with other municipalities involved in the Coalition and will report publicly on an annual basis on actions undertaken toward the realization of these Common Commitments.

Town of Grand Bay-Westfield (June 28, 2021) authorize the Mayor to sign the Coalition of Communities for Inclusion Declaration.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

**15.11 Truth and Reconciliation Commission Calls to Action**

THAT the Council of the Town of Grand Bay-Westfield adopt Articles 47, 55, 57, 75, and 77 of the Truth and Reconciliation Commission's Calls to Action with Article 57 to be implemented as soon as reasonably possible.

Motioned by: Councillor Day

Seconded by: Councillor Balcomb

Carried

**15.12 Act of Reconciliation**

THAT the Council of the Town of Grand Bay-Westfield move to proceed with providing new indigenous naming on Street signs for both Woolastook Drive and Nerepis Road in recognition of traditional Maliseet languages.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Day

Carried

**16. Correspondence:**

**16.1 Diabetes Canada**

That the Council of the Town of Grand Bay-Westfield receive and file the request.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balcomb

Carried

**16.2 MP Peter Julian Seeking Municipality Endorsement**

That the Council of the Town of Grand Bay-Westfield receive and file the request.

Motioned by: Councillor Day

Seconded by: Councillor Balcomb

Carried

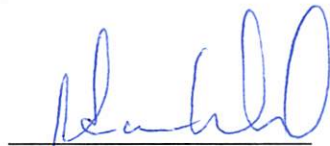
**20. Adjournment**

THAT the Council of the Town of Grand Bay-Westfield adjourned the meeting at 9:09 pm.

Motioned by: Councillor Day

Seconded by: Councillor Balemans

Carried



John Enns-Wind  
CAO



Brittany Merrifield  
Mayor

**Council Meeting:** June 28, 2021

**Date:** 06/23/21

**TITLE: CHIEF FINANCIAL OFFICER**

**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. Admin Report Organizational Review (March 22, 2021)
2. TSI Finance Department Review
3. Motion from previous council meeting held April 12, 2021

---

**BACKGROUND**

TSI Inc. performed a review of the Finance Department during the winter of 2021. As a result of their review, their first recommendation is for the position of Chief Financial Officer (CFO) be added to the Town. With an annual budget in excess of \$8 million, a staff person with financial expertise and experience in a municipal finance ought to be brought inhouse.

**COMMENT**

The Town is experiencing generational change with a change to the CAO and a new Mayor and Council. Further change is occurring in its relations in the region and provincially. With all of that the Town needs expertise as it also navigates the changes anticipated by local government reform.

There are many projects needing to be done to ensure good decisions as Council prepares for the future. Some of the projects include:

- Determining if a new municipal information system is needed and, if necessary, implementing a program.
- Cost benefit analysis of snow and ice for 2022.
- Cost benefit analysis of contracted services compared to inhouse delivery as part of an operational review.
- Fiscal analysis of Col. Nase Blvd to help determine how best to move forward.
- Development of a three-year operating budget.
- Overseeing a comprehensive Five-Year Capital plan started by an UNB MBA student in July.
- Monthly financial reports.
- Long-Term Financial Plan.
- Debenture management.
- Budget development leadership.



As part of their ongoing responsibilities the new CFO would:

- Provide leadership to the Front Desk.
- Make all financial presentations to Council.
- Lead and consolidate the operating and capital budget process.
- Develop monthly budgets for financial reporting and variance analysis.
- Prepare monthly operating and capital financial reports.
- Manage the year end audit.
- Manage the Town's banking and investing.
- Manage the Town's insurance.
- Manage the Town's reserves and reporting.
- Manage the Town's grant applications and reporting.
- Manage the Town's loan and debentures.
- Manage the Town's tangible capital asset reporting and annual amortization.
- Calculate and present the annual property tax rate.
- Manage the Town's tenders and RFPs.
- Manage the Town's financial software and training.

## **FINANCIAL IMPLICATIONS**

The cost of a CFO is between \$70,000 - \$90,000 plus benefits and more if someone with a CPA is retained. Hampton's salary range is \$78,576 - \$88,825 with the incumbent earning \$77,300 as a new hire with no municipal experience.

Every reasonable effort will be made to recruit a CFO without the assistance of a recruitment firm. Should it prove necessary to use a recruitment firm, the CAO will come before Council with a request.

## **RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield support the hiring of a CFO and the projects described.

## **MOTION**

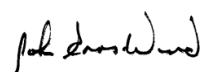
That the Council of the Town of Grand Bay-Westfield allocate funding for the position of CFO with the imperative to hire a CFO as soon as reasonably possible. And,

That the Council of the Town of Grand Bay-Westfield appoint the Mayor and a Councillor to be on the hiring committee for the CFO.

## **CAO COMMENTS**

The CFO is a critical human resource component to the ongoing success and sustainability of the Town.

## **APPROVAL**

CAO: 

Date: 06/23/21

**Council Meeting:** June 28, 2021

**Date:** 06/23/21

**TITLE:** WINTER HOLDBACK

**PREPARED BY:** BRUCE GAULT

**DEPARTMENT:** TRANSPORTATION

For Information

For Discussion

For Decision

---

## RELATED TO STRATEGIC PLAN:

- Infrastructure

## PREVIOUS REPORTS:

Attachments (List):

1. AVL Holdback Release Invoice

## BACKGROUND

Article 11 in the Snow & Control contract has the following section:

### ARTICLE 11 - CONTRACTOR'S LIABILITY INSURANCE

The Contractor agrees that the Town shall hold Five Thousand Dollars (\$5,000.00) by way of holdback from the payment due for the month of April; such holdback to be retained by the Town in an account and to be accessible by the Town and used to cover loss, expense and property damage sustained by any person or the Town by reason of the operation, handling, transportation, and use of the Contractor's equipment during the preceding contract period.

Such holdback or such portion of it shall be used for the above uses and the balance or so much thereof remaining shall be paid to the Contractor on the 15th of July without interest. Such holdback shall be in addition to and not in lieu of any other remedy that the Town may have against the Contractor for damages or indemnity arising from performance of his obligations under this Agreement....

## COMMENT

To date all the reported snowplow damages have been repaired.

## FINANCIAL IMPLICATIONS

The security is held from the April payment so there is no cost as we are releasing funds.

## RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the release of the \$5,000 holdback from the April 2021 invoice.

## MOTION

That the Council of the Town of Grand Bay-Westfield approve the release of the \$5,000 holdback for AVL.

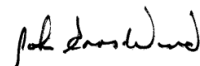
## APPROVAL

Department Head:



Date: 06/23/21

CAO:



Date: 06/23/21

**Council Meeting:** June 28, 2021

**Date:** 06/23/21

**TITLE:** JCB BACKHOE REPAIR

**PREPARED BY:** BRUCE GAULT

**DEPARTMENT:** TRANSPORTATION

For Information

For Discussion

For Decision

---

## RELATED TO STRATEGIC PLAN:

- Equipment Assets

## PREVIOUS REPORTS:

Attachments (List):

## BACKGROUND



2015 JCB backhoe showing the rear excavating portion.

A repair to the 2015 JCB backhoe is required after the lower king pin fell out. The crew was able to get the pin back in upside down. In communications with A.L.P.A the licensed service dealer for JCB in Fredericton, they advise the machine can still be used easily but continued use will aggravate the problem.

## COMMENT



A closer look at where the excavating arm and machine are connected and pivot.

The Town only has one backhoe which is used for a number of tasks and is considered a vital piece of equipment especially in the summer months. For reference below are 3 pictures locating the lower king pin on our backhoe.

## FINANCIAL IMPLICATIONS



The lower king pin in between the two chrome swing pistons.

The direct cost is estimated at \$3,150 plus tax, plus float charges to take the backhoe to and from Fredericton. The budgeted money for repairs to the backhoe are already over budget in the account by \$1,300. This additional amount will cause the account to be further over. As this is early in the year other accounts may have some savings which will offset the overage.

Another issue is without our backhoe the normal work of the department will change and different tasks will need to be scheduled which do not require a backhoe. However, in the event of work which requires immediate action and cannot be rescheduled, the Town will need to hire a backhoe to assist in performing the work. Again, currently there are funds in the operating budget for equipment rentals and any rentals should not place the account in a deficit.

## RECOMMENDATION

That Council approve the expenditure for the repair of the backhoe and staff inform Council when the backhoe is taken out of service.

## MOTION

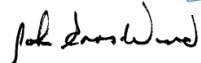
That the Council of the Town of Grand Bay-Westfield authorize the repair, and related expenses, of the backhoe with the costs to be found through operational savings if possible.

## CAO COMMENTS

### APPROVAL

Department Head: 

Date: 06/23/21

CAO: 

Date: 06/23/21

**Council Meeting:** June 28, 2021,

**Date:** 06/18/2021

**TITLE:** DEVELOPMENT INCENTIVE GRANTS, MILLENNIUM ESTATES, RIVER VALLEY DRIVE

**PREPARED BY:** DEVELOPMENT OFFICER

**DEPARTMENT:** PLANNING

For Information

For Discussion

For Decision

**RELATED TO STRATEGIC PLAN:**

- Economic Development

**BYLAWS/POLICIES:**

- Development Incentive Program

**PREVIOUS REPORTS:**

Attachments (List):

1. Millennium Estates Application for Residential Property Improvement Grant

**BACKGROUND**

This application represents the development of a portion of an existing property subdivided by exemption of the Subdivision By-law by virtue of being divided by a public street (River Valley Drive). The 6-acre parcel will create a new driveway entrance to the property servicing 24 residential units.

**COMMENT**

Confirmation of the assessed value of the vacant land will be provided by Service New Brunswick prior to development and post development the assessed value will again be determined to provide the increased value of the development.

**FINANCIAL IMPLICATIONS**

The proposed value of the project is estimated to be \$2.7 million, making it eligible for a 5-year grant. Completion of NB Power's New Home Energy Savings Program for individual residential units with individual heating and ventilation systems would make the project eligible for the Sustainable Residential Development Grant, equal to the value of the Building Permit Fee.

**PROPERTY IMPROVEMENT & MUNICIPAL INFRASTRUCTURE GRANT FORMULA (EXAMPLE)**

Less than

**5,000,000**

Post-Project Assessed Amount = \$2,700,000

Total Grant Amount (7.175%) = \$193,725

YR	Incremental %	Grant %	
1	90%	0.0185	\$49,815
2	80%	0.0164	\$44,280
3	70%	0.0144	\$38,745
4	60%	0.0123	\$33,210
5	50%	0.0103	\$27,675
<b>TOTAL</b>		<b>0.07175</b>	<b>\$193,725</b>

## RECOMMENDATION

The application meets the criteria established to receive the grants. In keeping with the Town's Development Incentive Program, the following motion is provided for Council's consideration:

## MOTION

That the Council of the Town of Grand Bay-Westfield approve this Agreement in Principle between the Town of Grand Bay-Westfield and 697800 NB Corp., for a Residential Property Improvement Grant under the Town's Development Incentives Program, with the development of 24 Residential units on a portion of PID no. 221218. Based on the current estimate (to be determined post construction by Service New Brunswick), the Grant would equal \$193,725 with annual Grant payments between \$49,815 and \$27,675 over 5 years, and if qualified by completion of NB Power New Home Energy Savings Program, re-imbusement of Building Permit fees.

## CAO COMMENTS

## APPROVAL

Department Head: *David T. R.*

Date: 06/18/2021

CAO: *John D. W.*

Date: 06/23/2021

**Council Meeting:** June 28, 2021

**Date:** 06/23/21

**TITLE: PROCUREMENT POLICY**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

---

**RELATED TO STRATEGIC PLAN:**

- Organizational Effectiveness

**BYLAWS/POLICIES:**

- Council Procedural and Organizational Bylaw #106

**PREVIOUS REPORTS:**

Attachments (List):

1. Procurement Policy

---

**BACKGROUND**

A policy gap the Town has is a procurement policy. The Council Procedural Bylaw of 2004 provided some caps on expenditures.

The proposed policy was provided by the Town of Hampton.

**COMMENT**

The Town of Hampton updated their policy in April 2021. Highlights of the policy include:

- Clear control of expenditures while allowing flexibility,
- Expectations during an emergency,
- The tendering process is clear,
- Spending limits are defined for both budgeted and unbudgeted purchases
  - Budgeted:
    - CAO: no limits,
    - Department Heads: \$25,000
  - Unbudgeted
    - CAO: no limits,
    - Department Heads: \$10,000
- There is a firm verification process in the policy to prevent abuse that includes both elected and appointed officials,
- The policy articulates that the Town will move away from cheques to EFT,
- Refunds to residents are an expense and the process is outlined how it will occur,
- Credit cards will now be allocated to Department Heads:
  - This will allow for easier tracking of some expenses.

*Vision: Working together for our common good.*

*Mission: Serving our community.*

*Strategic Priorities: Economic Development, Quality of Life, Organizational Effectiveness, Communications, Environment*

## **FINANCIAL IMPLICATIONS**

No expenses are expected.

## **RECOMMENDATION**

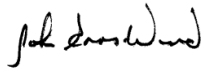
That the Council of the Town of Grand Bay-Westfield approve the Procurement Policy.

## **MOTION**

That the Council of the Town of Grand Bay-Westfield approve the Procurement Policy.

## **CAO COMMENTS**

## **APPROVAL**

CAO: 

Date: 06/23/21



**Council Meeting:** June 28, 2021

**Date:** 06/24/21

**TITLE: ANNUAL REPORT 2020**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

---

**RELATED TO STRATEGIC PLAN:**

- Organizational Effectiveness

**BYLAWS/POLICIES:**

- Local Governance Act, 2017 Section 105
- Local Governance Act, Regulation 2018-54

**PREVIOUS REPORTS:**

Attachments (List):

1. Annual Report 2020

---

**BACKGROUND**

Each municipality in New Brunswick is required to submit before June 30<sup>th</sup> of each year a report outlining the services it delivers and their costs. The report is to be posted on the municipalities website and made available in the Clerk's Office during business hours.

**COMMENT**

The report has been changed from previous years and will change again next year as it complies with provincial regulations.

**FINANCIAL IMPLICATIONS**

The cost is Administration's time. Council may decide to have the report produced more professionally next year.

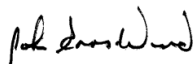
**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield receive and file the report with the report to be made available per Local Governance Act, 2017 Section 105 and Regulation 2018-54.

**MOTION**

That the Council of the Town of Grand Bay-Westfield receive and file the report; the report is to be made available per Local Governance Act, 2017 Section 105 and Regulation 2018-54 on [www.grandbaywestfield.ca](http://www.grandbaywestfield.ca) and at the Town Office.

**APPROVAL**

CAO: 

Date: 06/24/21

21  
GOALS

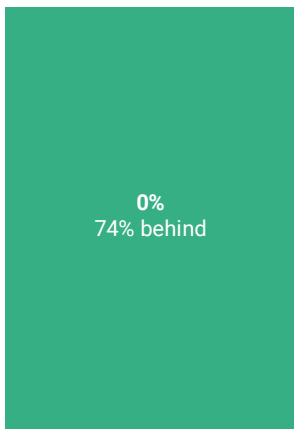
62%  
GOAL COMPLETION

TOWN OF GRAND BAY-WESTFIELD PLAN  
SUSTAINABLE INFRASTRUCTURE

Current Completion	Goal	Details	Monthly Update	Owner	Start Date	Due Date
71% 3% behind	The town of Grand Bay-Westfield has reliable infrastructure that is in good condition		<p><b>Key Accomplishments:</b> this includes ongoing training, operational review</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	CAO	01/01/2020	01/01/2022
100% -	→ Ensure all streets and roads are owned by the Town		<p><b>Key Accomplishments:</b></p> <p>1. completed on time</p> <p><b>Challenges:</b></p> <p>1. council changed their mind</p> <p><b>Next Steps:</b></p> <p>1. revisit with new Council in 2022</p>	Development Officer	01/01/2020	01/01/2022
63% 12% behind	→ Ensure Town infrastructure is prepared for climate change		<p><b>Key Accomplishments:</b> Climate Change Adaptation Plan has been adopted operational items have been implemented</p> <p>items have been identified for the 2022 budget</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Works Commissioner	01/01/2020	01/01/2022

# ECONOMIC DEVELOPMENT

Current Completion	Goal	Details	Monthly Update	Owner	Start Date	Due Date
0% 74% behind	To ensure the ongoing socio-economic vitality of Grand Bay-Westfield		<p><b>Key Accomplishments:</b> aspects of the growth strategy have been implemented in the process of developing a strategic plan for Council's term that addresses these challenges</p> <p><b>Challenges:</b> a significant issue requiring collaboration between the Town and a variety of partners</p> <p><b>Next Steps:</b> <i>No value</i></p>	CAO	01/01/2020	01/01/2022
22% 52% behind	→ To facilitate the recruitment, retention and expansion of businesses/talent for the prosperity of Grand Bay-Westfield and the region			CAO	01/01/2020	01/01/2022
0% 74% behind	→ To diversify the local tax base by increasing the commercial and industrial businesses in Grand Bay-Westfield	<p>Director of Envision Saint John</p> <p>This is being handled by the Regional Economic Development Agency (Envision Saint John)</p> <p>KPIs to be used as target when available</p>	<p><b>Key Accomplishments:</b> integrated three agencies into one most governance issues such as Members Agreement, Funding Agreement, Associate Agreement w/St Martins, Committee Terms of Reference, and Bylaws are completed. Bylaws are only outstanding item</p> <p>strategic plan is on track along with KPIs</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	CAO	01/01/2020	01/01/2022
69% 5% behind	→ To strengthen the Town's position as a tourist destination		<p><b>Key Accomplishments:</b> Envision SJ are marketing members through summer booklets part of the Electric Summer Social Tour</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	CAO	01/01/2020	01/01/2022



↳ **To strengthen the Town's position supporting the regional economy**

Meet with regional real estate agencies & developers. Envision Saint John

KPIs to be used as target when available

**Key Accomplishments:** internal efforts have been made how to move forward including identifying barriers to entry, public perception, developing regional and provincial relationships to work collaboratively  
Mayor's Op-Ed outlined our willingness to do business

**Challenges:** many challenges won't be resolved overnight

**Next Steps:** *No value*

CAO

01/01/2020

01/01/2022

## QUALITY OF LIFE

Current Completion	Goal	Details	Monthly Update	Owner	Start Date	Due Date
73% 1% behind	<b>The town of Grand Bay-Westfield facilitates opportunities for individuals and groups to be fulfilled</b>			CAO	01/01/2020	01/01/2022
75% 0.75 / 1 Plan(s) 1 Plan(s) ahead	↳ <b>To ensure residents have access to good health, education, and environment for a healthy lifestyle: 1 Plan(s)</b>	Parks and Rec Master Plan	<b>Key Accomplishments:</b> RC Strategies has completed the Resident Surveys 339 received.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> The Community Group surveys now be completed. The Group focus groups are now being planned and the individual interviews will be set up by RC Strategies by end of June 2021.	Recreation Director	01/01/2020	09/01/2021
71% 17 / 24 Review(s)	↳ <b>To ensure residents have access to healthy leisure and social activities: 24 Review(s)</b>		<b>Key Accomplishments:</b> Updates to signage to reflect public health alert levels in both indoor and outdoor facilities and update the facility status  <b>Challenges:</b> Many changes to the alert levels  <b>Next Steps:</b> Continue to monitor public health alert levels changes	Recreation Director	01/01/2020	01/01/2022

<p>71% 17 / 24 Review(s)</p>	<p>→ <b>That the Town of Grand Bay-Westfield is clean and beautiful: 24 Review(s)</b></p> <p>Beautification Efforts</p>	<p><b>Key Accomplishments:</b> Westfield Elementary School planted their Marigolds on Thurs June 17/21 out in front of the school.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> Works (Dave Ingraham) will water as part on his ongoing watering list.</p>	<p>Recreation Director</p>	<p>01/01/2020</p>	<p>01/01/2022</p>
<p>75% 0.75 / 1 Plan(s)</p>	<p>→ <b>That Grand Bay-Westfield is accessible for vehicles, cyclists, and pedestrians: 1 Plan(s)</b></p> <p>Parks &amp; Rec Master Plan</p>	<p><b>Key Accomplishments:</b> Key Accomplishments: RC Strategies has completed the Resident Surveys 339 received.</p> <p><b>Challenges:</b> No value</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> Next Steps: The Community Group surveys now be completed. The Group focus groups are now being planned and the individual interviews will be set up by RC Strategies by end of June 2021.</p>	<p>Recreation Director</p>	<p>01/01/2020</p>	<p>09/01/2021</p>

## ENVIRONMENT

Current Completion	Goal	Details	Monthly Update	Owner	Start Date	Due Date
<p>75% 1% ahead</p>	<p><b>Ensuring good stewardship of the local environment and its impact on the Town</b></p>			<p>Development Officer</p>	<p>01/01/2020</p>	<p>01/01/2022</p>
<p>80% 80 / 100% 6% ahead</p>	<p>→ <b>Ensure the Town is able to adapt to climate change: 100%</b></p>	<p>Lagoon Solar Array</p>	<p><b>Key Accomplishments:</b> Pilot project is installed to review monitoring for future planning full build out to meet Corporate Climate Change targets</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> Report due in September</p>	<p>Development Officer</p>	<p>01/01/2020</p>	<p>01/01/2022</p>

44% 30% behind	→ Ensure the environment is conserved for the use of future generations	<b>Key Accomplishments:</b> Looking for funding for the groundwater sustainability study.	Development Officer	01/01/2020	01/01/2022
		<b>Challenges:</b> <i>No value</i>			
		<b>Next Steps:</b> <i>No value</i>			
100% -	→ Prepare to mitigate the risks of climate change	<b>Key Accomplishments:</b> Completion of Adaption Plan and ongoing work on GHG reductions under the Climate Change Action Plan.	Development Officer	01/01/2020	01/01/2022
		<b>Challenges:</b> <i>No value</i>			
		<b>Next Steps:</b> <i>No value</i>			

## ORGANIZATIONAL EFFECTIVENESS

Current Completion	Goal	Details	Monthly Update	Owner	Start Date	Due Date
78% 4% ahead	The corporation of the Town is managed effectively and efficiently working with and for residents			CAO	01/01/2020	01/01/2022
71% 3% behind	→ Ensure property tax revenue is stewarded responsibly			CAO	01/01/2020	01/01/2022
63% 12% behind	→ Ensure Council's goals and objectives are achieved	<b>Key Accomplishments:</b> engaged with Council for orientation and strategic planning		CAO	01/01/2020	01/01/2022
		<b>Challenges:</b> <i>No value</i>				
		<b>Next Steps:</b> <i>No value</i>				
100% -	→ Ensure the corporation is effective and efficient providing goods and services to businesses and residents			CAO	01/01/2020	01/01/2022

**Council Meeting:** June 28, 2021

**Date:** 06/23/21

**TITLE: COMMITTEE APPOINTMENTS**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

---

**RELATED TO STRATEGIC PLAN:**

- Organizational Effectiveness

**BYLAWS/POLICIES:**

- Council Procedural and Organizational Bylaw #106

**PREVIOUS REPORTS:**

Attachments (List):

1. Committee List 2021
- 

**BACKGROUND**

The Council Procedural and Organizational Bylaw requires Council to appoint members of Council and public to committees. The Bylaw dates to 2004.

The appointments suggested are for Committees that are active and align with Council's tentative strategic priorities or are legislatively mandated.

**COMMENT**

Committees have been aligned with Council's strategic priorities. Council liaisons are appointed at the request of a community committee and at the pleasure of Council. Council may also strike their own committees to address issues or to ensure the progression of their strategic plan and priorities. The reorganization of committees is below.

1. Population Growth to Achieve Fiscal Sustainability
  - Chair: Councillor Jim Balcomb
  - Deputy Chair: Councillor John Balemans
  - Strategic Priority Committee
  - Other
    - Age Friendly Committee: Councillor Beverley Day
    - Envision Saint John: The Regional Growth Agency: CAO
    - Greater Saint John Regional Facilities Commission: Deputy Mayor Erin Toole
      - Canada Games Aquatic Centre: Erin Toole
      - Imperial Theatre: Michele Flarow
      - Saint John Arts Centre: Vacant
      - Saint John Trade & Convention Centre: Vacant
      - TD Station: Katie Bacon

## 2. Organizational Capacity

- Chair: Deputy Mayor Erin Toole
- Deputy Chair: Beverley Day
- Strategic Priority Committee
- Other
  - Emergency Management Committee: Council
  - Municipal Advisory Corporation Committee: Deputy Mayor Erin Toole
  - New Brunswick Municipal Employees Pension Plan: Deputy Mayor Erin Toole
  - Planning Advisory Committee: Councillor Jim Balcomb, Kelly Thompson
  - Safety Labour Management Committee: Works Commissioner, CAO
  - Substandard Property Appeals Committee: P. Gallagher Jette, Bill Watts, Nadia MacPhee, Maria Henheffer

## 3. Infrastructure Sustainability and Climate Adaptation

- Chair: Councillor Beverley Day
- Deputy Chair: Councillor John Balemans
- Strategic Priority Committee
- Other
  - Fundy Regional Service Commission: Mayor Brittany Merrifield

## 4. Community Vitality

- Chair: Councillor Stephanie McIntosh Lawrence
- Deputy Chair: Councillor Beverley Day
- Strategic Priority Committee
- Other
  - PROKids: Councillor John Balemans
  - River Valley Community Centre: Councillor Stephanie McIntosh Lawrence
  - River Valley Seniors: Councillor John Balemans
  - Youth Citizenship Awards Panel

## 5. Councillor at Large: Councillor Balemans

There are committees that are not being carried forward for a variety of reasons. The purpose of these non-legislated committees are to be reviewed and become part of the strategic priority committee if they are still relevant. Committees not receiving appointments at this meeting include:

- Beautification
- Emergency Measures Organization
- Grants
- NB Day Canada 150
- Regional Ice Strategy



- Saint John Region Chamber of Commerce
- Special Events
- Summer Stage
- Tourism
- Town Promotion
- Canada Games Aquatic Centre
- Saint John Arts Centre
- Saint John Trade & Convention Centre

## **FINANCIAL IMPLICATIONS**

The appointments are the cost of doing business and are negligible.

## **RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield accept the early version of the committee restructure and approve the appointments that need to be made at this time.

## **MOTION**

That the Council of the Town of Grand Bay-Westfield appoint:

- Councillor Jim Balcomb as Chair and Councillor John Balemans Deputy Chair responsible for the strategic priority of Population Growth to Achieve Fiscal Sustainability.
- Councillor Beverley Day to the Age Friendly Committee
- CAO John Enns-Wind to Envision Saint John: The Regional Growth Agency
- Deputy Mayor Erin Toole to the Greater Saint John Regional Facilities Commission
- Deputy Mayor Erin Toole as Chair and Councillor Beverley Day as Deputy Chair of the strategic priority Organizational Capacity
- Mayor Brittany Merrifield, Deputy Mayor Erin Toole, Councillor Stephanie McIntosh Lawrence, Councillor Beverley Day, Councillor John Balemans, and Councillor Jim Balcomb to the Emergency Management Committee
- Deputy Mayor Erin Toole to the Municipal Advisory Corporation Committee
- Deputy Mayor Erin Toole to the New Brunswick Municipal Employees Pension Plan
- Councillor Jim Balcomb and Kelly Thompson to the Planning Advisory Committee
- The Works Commissioner, Bruce Gault, and the CAO, John Enns-Wind, to the Safety Labour Management Committee
- Continue the appointments of the Substandard Property Appeals Committee consisting of P. Gallagher Jette, Bill Watts, Nadia MacPhee, and Maria Henheffer
- Councillor Beverley Day as Chair and Councillor John Balemans as Deputy Chair of the strategic priority Infrastructure Sustainability and Climate Adaptation
- Appoint Mayor Brittany Merrifield to the Fundy Regional Services Commission per legislation
- Councillor Stephanie McIntosh Lawrence as Chair and Councillor Beverley Day as Deputy Chair of the strategic priority Community Vitality.

*Vision: Working together for our common good.*

*Mission: Serving our community.*

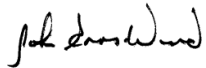
*Strategic Priorities: Economic Development, Quality of Life, Organizational Effectiveness, Communications, Environment*

- Councillor John Balemans to PROKids
- Councillor Stephanie McIntosh Lawrence to the River Valley Community Center
- Councillor John Balemans to River Valley Seniors
- And Councillor John Balemans as Councillor at Large supporting, communicating, liaison each of the strategic priorities and additional support to the Event Planning Committees

### **CAO COMMENTS**

A more comprehensive report about Committees will be forthcoming to Council after the approval of Council's strategic plan.

### **APPROVAL**

CAO: 

Date: 06/23/21

**Council Meeting:** June 28, 2021

**Date:** 06/23/21

**TITLE: CAPITAL REALLOCATION**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

---

**RELATED TO STRATEGIC PLAN:**

- Organizational Effectiveness

---

**BACKGROUND**

The 2021 Capital Budget has allocated \$130,000 to replace the siding at the front of the Community Centrum at 609 River Valley Drive. Money was also allocated should the Town be successful in its application for a grant to side the whole building.

There has been no indication from the GNB about the status of the grant application. It is also doubtful that the siding could be completed this year.

The Community Centrum is about 40 years old.

**COMMENT**

There is a lot of uncertainty regarding the immediate and near future of municipalities in general and Grand Bay-Westfield in particular due to Local Government Reform discussions and anticipated changes.

Given the uncertainty, it is wise to reconsider if the spend on the Community Centrum siding is a wise investment this year.

Due to the building's age and questions around its future use, a good investment would be to complete a structural condition assessment to ensure that any future repurposing of the building is viable.

**FINANCIAL IMPLICATIONS**

The cost of the structural condition assessment is estimated to be \$12,000 with a further allotment of \$10,000 needed should an invasive assessment be required.

The capital money not spent this year on siding be transferred to the Community Centrum siding project in 2022.

**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield reallocate up to \$12,000 of the new siding for the front of the Community Centrum for a non-intrusive structural condition assessment with a further \$10,000 available should an intrusive inspection be required. And

That the Council of the Town of Grand Bay-Westfield allocate the remaining the remaining amount of \$108,000 to be transferred to reserves and dedicated to new siding for the Community Centrum in 2022.

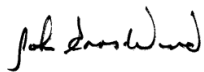
## **MOTION**

That the Council of the Town of Grand Bay-Westfield reallocate up to \$22,000 of the capital for new siding for the front of the Community Centrum to a structural condition assessment with the remaining amount of \$108,000 to be transferred to reserves and dedicated to new siding for the Community Centrum in 2022.

## **CAO COMMENTS**

There is too much uncertainty due to local government reform to be able to make the investment in the Community Centrum this year.

## **APPROVAL**

CAO: 

Date: 06/23/21



The Coalition of Inclusive Municipalities is endorsed by



Canadian Association of  
Statutory Human Rights Agencies  
Association canadienne des  
commissions et conseil des droits de la personne



Canadian Race  
Relations  
Foundation

Fondation  
canadienne des  
relations raciales

## Declaration to Join the Coalition of Inclusive Municipalities

### *Given that:*

- 1 The Canadian Commission for UNESCO (United Nations Educational, Scientific and Cultural Organization) is calling on municipalities to join a Coalition of Inclusive Municipalities and to be part of UNESCO's international Coalition launched in 2004; and
- 2 The Federation of Canadian Municipalities (FCM) endorses the Call for a Coalition of Inclusive Municipalities and encourages its members to join; and

### *Whereas:*

- 3 Municipal governments in Canada, along with other levels of government, have responsibilities under Canada's *Charter of Rights and Freedoms* as well as federal, provincial and territorial human rights codes, and therefore have an important role to play in combating racism and discrimination and fostering equality and respect for all citizens;

### *Be it resolved that:*

- 4 The Town of Grand Bay-Westfield agrees to join the Coalition of Inclusive Municipalities and, in joining the Coalition, endorses the Common Commitments and agrees to develop or adapt its own unique Plan of Action accordingly.
- 5 These Common Commitments and the Municipality's unique Plan of Action will be an integral part of the Municipality's vision, strategies and policies.
- 6 In developing or adapting and implementing its own unique Plan of Action toward progressive realization of the Common Commitments, the Municipality will cooperate with other organizations and jurisdictions, including other levels of government, Indigenous peoples, public and private sector institutions, and civil society organizations, all of whom have responsibilities in the area of human rights.
- 7 The Municipality will set its priorities, actions and timelines and allocate resources according to its unique circumstances, and within its means and jurisdiction. The Municipality will exchange its expertise and share best practices with other municipalities involved in the Coalition and will report publicly on an annual basis on actions undertaken toward the realization of these Common Commitments.

Town of Grand Bay-Westfield (June 28, 2021)

Her Worship Brittany Merrifield

SIGNATURE OF THE MAYOR



**Council Meeting:** June 28, 2021

Date: 06/25/21

**TITLE: TRUTH AND RECONCILIATION COMMISSION CALLS TO ACTION**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

---

**RELATED TO STRATEGIC PLAN:**

- Quality of Life

**PREVIOUS REPORTS:**

Attachments (List):

1. Truth and Reconciliation Commission Calls to Action

---

**BACKGROUND**

Since 2015 the Truth and Reconciliation Commission 94 Calls to Action have been erratically implemented across Canada and across all levels of Government.

**COMMENT**

Given the national exposure of the 'open secrets' and oral history of our Indigenous Neighbours, now is the time to implement the six Calls to Action relevant to municipalities.

**FINANCIAL IMPLICATIONS**

These costs should be considered the cost of doing business. The first cost, street signs, is \$3,000 plus training and reporting. The sum, unknown, is expected to more than \$10,000.

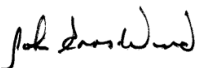
**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield adopt five Calls to Action with the sixth, Article 43, be tabled pending more information until the second meeting in July.

**MOTION**

That the Council of the Town of Grand Bay-Westfield adopt Articles 47, 55, 57, 75, and 77 of the Truth and Reconciliation Commission's Calls to Action with Article 57 to be implemented as soon as reasonably possible.

**APPROVAL**

CAO: 

Date: 06/25/21

**Council Meeting:** June 28, 2021,

Date: 06/25/2021

**TITLE:** AN ACT OF RECONCILIATION, TRUTH & RECONCILIATION CALL TO ACTION

**PREPARED BY:** DEVELOPMENT OFFICER

**DEPARTMENT:** PLANNING

For Information

For Discussion

For Decision

---

## RELATED TO STRATEGIC PLAN:

- Quality of life

## BYLAWS/POLICIES:

- Development Incentive Program

## PREVIOUS REPORTS:

Attachments (List):

1. St Thomas University Land Acknowledgement Backgrounder written by Graydon Nicholas.

---

## BACKGROUND

In an initial action under the Truth and Reconciliation Commission Call to Action, the Town has adopted a land recognition to be acknowledged at the beginning of public meetings. We have been in consultation with The Honorable Graydon Nicholas, former Lieutenant Governor for the Province and on staff at ST. Thomas University, Native Studies.

## COMMENT

Administration proposed a project to recognize the indigenous names of our two rivers which define our community both as a boundary and as important street names: "Woolastook and Nerepis". Historic spellings have been consulted and the Maliseet dictionary written by Montague Chamberlain in 1899 provides the spellings "Wolastoq" and "Na.li'pits".

Mr. Nicholas has indicated that the Town's proposal to begin land acknowledgements and recognizing the indigenous names as an excellent idea, noting "the more aware that NBERs are about our history is good." With his permission, I have also proposed posting the Backgrounder on our Website to provide this basic historical information.

## FINANCIAL IMPLICATIONS

An initial cost estimate for additional signage to complement the street signs with Nerepis and Woolastook would be in the order of \$3000.00

## RECOMMENDATION

In recognition of the National process of understanding current discoveries at Residential Schools, in honor of Indigenous History month, and in lieu of Canada Day Celebrations this year,

## MOTION

That the Council of the Town of Grand Bay-Westfield move to proceed with providing new indigenous naming on Street signs for both Woolastook Drive and Nerepis Road in recognition of traditional Maliseet languages.

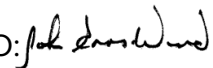
## CAO COMMENTS

## APPROVAL

Department Head:



Date: 06/25/2021

CAO: 

Date: 06/25/2021