

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. Acknowledgement of Treaty Land

We respectfully acknowledge that Grand Bay-Westfield exists on the traditional Wolastoqey (WOOL-US-TOOK-WAY) land.

The lands of Wabanaki (WAH-BAH-NAH-KEE) people are recognized in a series of Peace and Friendship Treaties to establish an ongoing relationship of peace, friendship and mutual respect between equal nations.

The river that runs by our town is known as Wolastoq (WOOL-LUSS-TOOK), along which live Wolastoqiyik (WOOL-US-TOO-GWEEG) - the people of the beautiful and bountiful river.

We, the staff and elected representatives, pay respect to the elders, past and present, and descendants of this land.

3. Mayor's Comments

4. Record of Attendance

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

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

Guests: Ruth Carroll – Tiny Treasures Learning Centre
Sgt. Luc Samson – RCMP
John Stears – Robbin Court

5. Agenda Approval

That the Council of the Town of Grand Bay-Westfield approve the Agenda of October 12, 2021 as presented. Amend to include items 11.e & 13.f to the agenda.

Motioned by: Councillor Balcomb

Seconded by: Councillor Day

Carried

6. Disclosure of Conflict of Interest

None

ADOPTED
OCT 25 2021

7. Public Hearings/Presentations/Delegations/Petitions

a) Grand Bay-Westfield Daycare Representatives

1. Tiny Treasures Learning Centre – Ruth Carroll

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

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Day

Carried

b) RCMP

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

Motioned by: Councillor Balemans

Seconded by: Councillor Balcomb

Carried

c) Robbin Court – John Stears

That the Council of the Town of Grand Bay-Westfield address this when reviewing item 9.a.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

8. Minutes of Previous Meeting

That the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of September 27, 2021 as presented.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Deputy Mayor Toole

Carried

9. Unfinished Business

a) Robbin Court Lot #4

That the Council of the Town of Grand Bay-Westfield affirm that all developers, including the Oliver's, are responsible to develop public roadways to their properties per Zoning Bylaw Section 4.3.

Motioned by: Councillor Day

Seconded by: Councillor Balcomb

Carried

10. Bylaws

None

11. New Business/Recommendations

a) Traffic Memo River Valley Drive

That the Council of the Town of Grand Bay-Westfield approve the change to the DTI Capital priority list removing the left turn lane at the intersection of Epworth Park Road and River Valley Drive.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Day

Carried

b) Traffic Study Bayview Stop Sign

That the Council of the Town of Grand Bay-Westfield direct staff to proceed to enact an amendment to Traffic By-Law No. 80 to add the intersection of Bayview Road onto Beach Road/Ash Glen Lane as a stop intersection.

Motioned by: Councillor Balcomb

Seconded by: Councillor McIntosh Lawrence

Carried

c) Annual Grant Applications

- i) That the Council of the Town of Grand Bay-Westfield allocate;
River Valley Coins \$126.00;
Westfield School Louise Johnson \$200.00;
all others with the exception of Saint John Cycling Club will receive \$298.50 each.
Additionally, prior to funding residents James Losier and Jennifer Fox will be required to provide receipts as proof of purchase prior to funding being released.
- ii) Further, that the Council of the Town of Grand Bay-Westfield direct Administration to review Policy A#006 to ensure a policy that is clear and transparent serving the residents of Grand Bay-Westfield.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Day

Carried

d) Fundy Regional Services Commission Draft Budget 2022

That the Council of the Town of Grand Bay-Westfield approve the Fundy Regional Services Commission 2022 draft budget

Motioned by: Councillor McIntosh Lawrence

Seconded by: Deputy Mayor Toole

Carried

e) Community Funding Equalization Grant

- i) That the Council of the Town of Grand Bay-Westfield request that the Ministry of Finance meet with the Mayor and CAO to regarding the reduction of the equalization grant.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried

- ii) That the Council of the Town of Grand Bay-Westfield direct the Mayor and CAO to enter into discussions with Ministry of Finance to review the municipal group classification of the Town of Grand Bay-Westfield and determine if a change in groups should be warranted.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

12. Bills for Payment

- a) That the Council of the Town of Grand Bay-Westfield authorize the October 12, 2021 bills for payment as presented in the amount for \$95,540.18.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balcomb

Carried

13. Consent Agenda

- a) Letters of Thanks: Hospice Greater Saint John
- b) Age Friendly Committee Appointment Recommendations
- c) PAC Minutes September 7, 2021
- d) 3rd Quarter Sewerage Report 2021
- e) Town of Grand Bay-Westfield Reports for Council
- f) Age Friendly Committee Terms of Reference

That the Council of the Town of Grand Bay-Westfield receive and file the consent agenda reports of October 12, 2021.

Motioned by: Councillor Balcomb

Seconded by: Councillor McIntosh Lawrence

Carried

14. Council Reports

15. Business Arising from Committee of the Whole

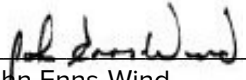
16. Adjournment

That the Council of the Town of Grand Bay-Westfield adjourned the meeting at 8:16 pm.

Motioned by: Councillor Balemans

Seconded by: Deputy Mayor Toole

Carried



John Enns-Wind
CAO



Brittany Merrifield
Mayor

Vision: A welcoming place to live, grow and thrive
Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting: October 12, 2021

Date: 10/07/21

TITLE: LOT #4 ROBBIN COURT

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure Sustainability & Climate Adaptation

ATTACHMENTS:

1. Admin Report Developer Requirements
2. Letter: Joe Oliver August 31, 2021
3. Letter: Gorman Nanson August 9, 2021
4. Letter: Lawson Creamer Reply July 22, 2021
5. Letter: Development Proposal Reply Gorman Nason May 17, 2021
6. Letter: Cathy Oliver April 2, 2021
7. Email: Joe Oliver December 11, 2020
8. Letter: Catherine Oliver January 14, 2020
9. Letter: Joe Oliver Brush Clearing September 1, 2021

BACKGROUND

Since 2011 Joe Oliver has been lobbying on behalf of the property owner, Catherine (Cathy) Oliver to build on Lot #4 Robbin Ct. To date they have increased the elevation of Lot #4 Robbin Ct.

COMMENT

The Town has consistently communicated with the Oliver's that a road needs to be constructed for a building permit to be issued. The CAO even had the Town's Solicitor send a letter with the same message.

Mr. Oliver has proposed three possible solutions.

1. Extend the driveway to the end of the existing asphalt.
 - a. This option is not feasible because of the need for emergency vehicles to access the property.
 - b. For snow removal purposes on Robbin Ct.
 - c. The property owner does not own the land the driveway would be built on; it is Town Right-of-Way (R-o-W)
2. The Town extend Robbin Ct. with gravel.
 - a. This option does not meet Town road standards.
 - b. The cost would be at Town expense and is estimated to cost more than \$200,000 per the R-o-W.
 - c. The Town offered to accept a road that is not the full length of the R-o-W provided it is built by the developer per the Zoning Bylaw 4.3:

4.3 Utilities And Infrastructure

This By-law prohibits the erection of any building in respect of which, in the opinion of Council, satisfactory arrangements have not been made for the supply of electric power, water, sewerage, street or other services or facilities.

- d. Final Approvals are still awaiting a digital file to be submitted to Dillon for review concerning slopes and extent of the new fill required to construct a shortened public street, suggested to be about 20 m along the frontage of their lot, resulting in extending the public street by approx. 40 m overall. Applications for variances have provide relief for lot frontages of 20 m for specific circumstances. In this case Council would be making this decision based on recommendations from staff and Dillon Consulting, based on the proximity to the wetlands.
- 3. Restoration of Robbin Ct.: combine Option #1 and #2 until the Town can construct a new public roadway.
 - a. Road construction is the responsibility of the developer, not the Town.

Regarding the email from Mr. Pelkey dated 2011 and who has since retired: regarding Watercourse and Wetland Alteration Permit: there is no permit or permission from Environment except they state that

“provided that the portion ... is outside the 30m regulated buffer...you are exempt from the requirement to obtain a Watercourse and Wetland Alteration Permit.”

It should also be noted that the regulations have changed since 2011.

FINANCIAL IMPLICATIONS

Currently, Developers are responsible for developing public roadways. The cost for the Town to develop the remaining portion of Robbin Ct. is estimated to be more than \$200,000. Further, other property owners on undeveloped roadways may ask for the same privilege resulting in significant future costs due to precedence.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield affirm that all developers, including the Oliver’s, are responsible to develop public roadways to their properties.

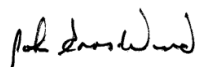
MOTION

That the Council of the Town of Grand Bay-Westfield affirm that all developers, including the Oliver’s, are responsible to develop public roadways to their properties per Zoning Bylaw Section 4.3.

CAO COMMENTS

This decision will set precedence for future development.

APPROVAL

CAO: 

Date: 10/07/21

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Council Meeting: September 27, 2021

Date: September 13, 2021

TITLE: UNDEVELOPED STREET RIGHT-OF-WAY ON ROBBIN COURT

PREPARED BY: DEVELOPMENT OFFICER

DEPARTMENT: PLANNING

FOR INFORMATION

FOR DISCUSSION

FOR DECISION

RELATED TO STRATEGIC PLAN:

- Population Growth to Achieve Financial Sustainability
- Infrastructure Sustainability and Climate Adaptation

BACKGROUND

Two lots remain as vacant lots beyond the extent of the paved street on Robbin Court. At that time the Subdivision was approved in 1971 it was outside of the limits of the Village of Westfield and therefore Approved by the Province. The Developer did not complete the infrastructure required to service all the lots, however, as a condition of extension of Village boundary limits in 1976 the Province completed paving streets in front of all existing homes. Vacant lots beyond serviced portions of these streets remained UNDEVELOPED. Other examples are still found at the end of Douglas Street, Mallard Drive, and Sunnyside Drive. Other Subdivisions registered as early as the beginning of the 20th century either did not provide public access and services and remain undeveloped.

COMMENT

Definition of developer: A real estate developer is an entity or person who improves raw land. Real estate developers undertake an entrepreneurial role in creating the built environment in response to the needs of the community and the market.

A Developer can create new lots by constructing new Public Streets. A developer can also develop lots whether it is a single home or larger commercial property. In the case of a single-family dwelling a homeowner may act as the developer.

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

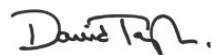
No recommended actions are required at this time

MOTION

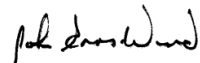
CAO COMMENTS

APPROVAL

Department Head:



Date: 09/08/21

CAO: 

Date: 09/08/21

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Council Meeting: October 12, 2021

Date: 10/05/21

TITLE: TRAFFIC MEMO RIVER VALLEY LEFT TURN LANE

PREPARED BY: BRUCE GAULT

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure Sustainability and Climate Adaptability

ATTACHMENTS:

1. Traffic Memo River Valley Left Turn Lane Warrant
2. GBW Des HWY 5 Yr Plan 2022 to 2026

BACKGROUND

In April of 2005 a Traffic and Pedestrian Study was conducted along River Valley Drive. One of the recommendations was to follow up on Future Levels of Service: this was a review of the need for a left turn lane at River Valley Drive and Epworth Park Road. The review was included in the 2021 Transportation Budget to determine if traffic warrants had changed.

COMMENT

The proposed intersection re-alignment for a left turn lane is included in our 5 Year Designated Highway Plan and scheduled for 2024, see attached Designated Highway 5 Year Plan. The intersection review was included in the 2021 Transportation Budget to determine if traffic warrants had changed. If the study provided confirmation the warrants were met, engineering could occur in anticipation of receiving funding in coming years.

With the warrants still not being met since 2005, the intersection will not need a re-alignment in the foreseeable future, unless there is a major change which would impact vehicle patterns and volumes. This is not anticipated as most of the land east and west of River Valley Drive accessed from Epworth Park Road is already developed.

FINANCIAL IMPLICATIONS

Not Applicable

RECOMMENDATION

That the 2024 Priority to construct a left turn lane on River Valley Drive at Epworth Park Road be removed from the 5 Year Designated Highway Plan.

MOTION

That the Council of the Town of Grand Bay-Westfield approve the change to the DTI Capital priority list removing the left turn lane at the intersection of Epworth Park Road and River Valley Drive.

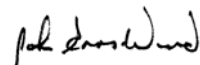
APPROVAL

Department Head:



Date: 10/05/21

CAO:



Date: 10/07/21

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Council Meeting: October 12, 2021

Date: 10/05/21

TITLE: TRAFFIC STUDY REVIEW BAYVIEW STOP SIGN

PREPARED BY: BRUCE GAULT

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure Sustainability and Climate Adaptation

ATTACHMENTS:

1. Traffic Study Review Bayview Stop Sign 09-22-2021

BACKGROUND

On August 19, 2021 a request was received from a resident inquiring how one would get a stop sign installed as she has been experiencing some near misses at the intersection of Bayview Road and Beach Road.

COMMENT

The request was sent to our Traffic Consultants to review the intersection to determine how it conforms to TAC (Transportation Association of Canada). The recommendation is that a Stop sign be installed.

The installation of a NEW stop sign will also require an amendment to our Traffic By-Law No. 80 to include the new stop control in Schedule "B" which lists all the stop intersections in the Town.

By-law Officer, David Taylor advises the procedure for adding the stop intersection is to forward a draft by-law to the Motor Vehicle Register for approval before going to Council for 1st, 2nd and 3rd readings.

Upon passing of the by-law amendment the stop sign will be installed. Note, as this approval may not occur until winter and the ground is frozen, the post will be installed within the next month in anticipation of the bylaw approval. This allows the stop sign to be attached to the existing post once approval is received.

FINANCIAL IMPLICATIONS

The cost for installing a new stop sign and post is estimated at \$400 which includes labor, equipment, and materials.

RECOMMENDATION

Council concur with the recommendation of Jill DeMerchant P.Eng, Transportation Engineer with Englobe that a stop sign on Bayview Road approach to Beach Road be installed to improve intersection overall safety and direct staff to proceed to enact an amendment to Traffic By-Law No. 80 to add the intersection of Bayview Road onto Beach Road/Ash Glen Lane as a stop intersection.

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MOTION

That the Council of the Town of Grand Bay-Westfield direct staff to proceed to enact an amendment to Traffic By-Law No. 80 to add the intersection of Bayview Road onto Beach Road/Ash Glen Lane as a stop intersection.

APPROVAL

Department Head: 

Date: 10/05/21

CAO: 

Date: 10/07/21

Vision: A welcoming place to live, grow and thrive
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Council Meeting: October 12, 2021

Date: October 7, 2021

TITLE: ANNUAL GRANTS

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Community Vitality

ATTACHMENTS:

1. Annual Grant Applications and Summary
 2. Policy #A006 – Annual Grants
-

BACKGROUND

Twice each year grant applications are received per Policy #A006. The intake dates are April 30th and September 30th. Each year \$1 per resident per the previous Census is set aside for grants for a total of \$4,964.

A brief summary of the applications:

- 11 applications
- Total funding requests \$4,538.02
- Grant money available is \$2,714
- The largest ask was \$1,500
- The smallest was \$126
- One request did not specify an amount
- Local schools submitted 6 applications

Some policy highlights:

- ...generally, no grants shall be made to other than registered charitable organizations,
- ...no grants shall be made to teams and individuals travelling to sanctioned age-class tournaments, or other events excepting national or international events of importance
- ...generally, Council will not consider submissions that are the responsibility of other levels of government.

COMMENT

Most of the applications do not qualify for funding as the policy as written. However, the policy is clear that grants shall be awarded at Council's discretion based on submissions. An example of this is the applications by the schools. They are a government entity and generally, should not be considered. Yet, they receive funding on a regular basis and form the largest application base.

It would be prudent to review the policy and that a scoring matrix be developed for future intakes.

FINANCIAL IMPLICATIONS

The grant money has been budgeted.

Annual Grants

RECOMMENDATION

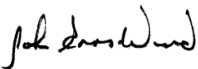
That the Council of the Town of Grand Bay-Westfield determine how the money is to be distributed.

MOTION

That the Council of the Town of Grand Bay-Westfield allocate grant money per their discretion. Further, that the Council of the Town of Grand Bay-Westfield direct Administration to review Policy A#006 to ensure a policy that is clear and transparent serving the residents of Grand Bay-Westfield.

CAO COMMENTS

APPROVAL

CAO: 

Date: 10/07/21

**TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT**

BILLS FOR PAYMENT				
October 12, 2021				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
1	RC STRATEGIES INC.	GEN.CAP.	5,750.00	Professional Services
			5,750.00	
BILLS FOR RATIFICATION				
October 12, 2021				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
2	ABLE WINDOW SHINE LTD.	TRANS.	40.25	Window Cleaning
3	BARTER SIGNS & INSTALLATIONS	TRANS.	218.50	Remove Flower Baskets
4	BELL ALIANT	BLDG.	28.08	Telephone
5	BELL ALIANT	EMO	252.08	Telephone
6	BRUNSWICK FYR & SAFETY ACC. LTD.	FIRE	218.44	Fire Extinguisher
7	CHANDLER SALES	TRANS.	283.36	Supplies
8	DENIS OFFICE SUPPLIES	GEN.GOV.	91.99	Office Supplies
9	DENIS OFFICE SUPPLIES	GEN.CAP.	321.99	Office Furniture (CFO)
10	DILLON CONSULTING LIMITED	TRANS.	1,251.32	Professional Services
11	DILLON CONSULTING LIMITED	SEW.REV.	934.61	Professional Services
12	ENSGLOBE CORP.	TRANS.	1,725.00	Professional Services
13	ERNIE'S POOLS (monthly)	REC.	3,123.40	Winterize Splash Pad
14	FERNO CANADA	FIRE	227.50	Medical Gloves
15	FIRST LINE SAFETY AND TRAINING SERVICES	TRANS.	920.00	CPR Refresher
16	FLEET READY LTD.	FIRE	565.17	Part
17	FORWARD ACCOUNTING SOLUTIONS	GEN.GOV.	251.56	Professional Services
18	FUNDY REGIONAL SERVICE COMMISSION	TRANS.	142.84	Refuse
19	GALBRAITH CONSTRUCTION LTD.	TRANS.	2,875.00	Sidewalk Repair
20	GAUTREAU, TROY	FIRE	297.67	Supplies
21	GORMAN NASON	GEN.GOV.	10,224.56	Professional Services
22	GRAND BAY PHARMACY	BLDG.	44.91	Water
23	HERRITT, SHELDON	FIRE	22.45	BBQ Supplies
24	KEEL CONSTRUCTION LTD.	TRANS.	2,932.97	Inspect/Video/Flush Pipe
25	LINDE CANADA INC.	FIRE	108.71	Cylinder Rental
26	M5 MARKETING COMMUNICATIONS	GEN.GOV.	3,638.60	Website Re-design
27	MCINTOSH-LAWRENCE, STEPHANIE	REC.	284.33	Decorating-Unity Park
28	MERRIFIELD, BRITTANY	LEGIS.	240.65	Cell/Lunch Meetings
29	MINISTER OF FINANCE	LEGIS./GEN.GOV.	315.00	Municipal Orientation
30	MYLES HOME HARDWARE	SEW.REV.	20.40	Spray Paint
31	MYLES HOME HARDWARE	FIRE	71.43	Supplies
32	NB POWER (monthly) 6	SEW.REV./TRANS.	3,621.60	Power
33	NB POWER (monthly) 5	SEW.REV./TRANS.	218.65	Power
34	NB POWER (monthly) 3	SEW.REV./TRANS.	186.46	Power
35	NB POWER (monthly) 7	SEW.REV.	559.30	Power
36	NB POWER (monthly) 7	SEW.REV./TRANS.	1,039.94	Power
37	NB POWER (monthly) 3	BLDG./SEWER	236.89	Power
38	NB POWER (monthly) 9	REC./BLDG.	2,598.03	Power
39	NB POWER (monthly)	BLDG.	37.59	Power
40	NB POWER (monthly) 2	FIRE	55.82	Power
41	NORTHERN BUSINESS INTELLIGENCE	TRANS.	339.25	GPS Monitoring
42	NRB CONSTRUCTION COMPANY LIMITED	TRANS.	441.70	Asphalt
43	PERRY, MATTHEW	TRANS.	340.00	Professional Services
44	PETTY CASH	GEN.GOV.	318.00	Replenish Float
45	QUALITY AGGREGATES 2	TRANS.	282.81	Gravel
46	QUALITY AGGREGATES	TRANS.	116.04	Gravel
47	RELIABLE OVERHEAD DOORS LTD.	BLDG.	115.00	Repairs to Lock
48	RIVER VALLEY COMMUNITY CENTRE	REC.	25,750.00	Quarterly Funding
49	ROGERS CABLE INC. (monthly)	BLDG.	159.76	Internet/TV/Phone
50	SAINT JOHN TRANSIT COMMISSION (quarterly)	TRANS.	7,236.85	Transit Services

**TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT**

BILLS FOR RATIFICATION October 12, 2021				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
51	SAVOY, ANN (monthly)	PROT.SVCS.	1,241.72	Dog Control
52	SELECT PRINTING & SIGNS	PROT.SVCS.	299.00	Dog Tag Books
53	SHADES OF GREEN LTD. (monthly) 2	TRANS.	1,144.25	Monthly Landscaping
54	SHADES OF GREEN LTD. (monthly) 2	REC./ENV.DEV.	1,251.20	Monthly Landscaping
55	SHARP ELECTRONICS OF CANADA	GEN.GOV.	1,198.30	Photocopies
56	SOBEYS- FOODLAND	GEN.GOV.	11.12	Water
57	SOBEYS- FOODLAND	GEN.GOV.	26.95	Water
58	SOBEYS- FOODLAND	BLDG.	76.89	Water/detergent
59	SQUEAKY KLEEN - 4	REC.	2,518.50	Fall Maintenance
60	STAR-KEY ENTERPRISES LTD.	TRANS.	69.08	Oil Change
61	STAR-KEY ENTERPRISES LTD.	TRANS.	98.82	Oil Change
62	TRANSITIONAL SOLUTIONS INC.	GEN.GOV.	5,750.00	Professional Services
63	UNIVERSAL SALES LIMITED	FIRE	385.53	Repair Oil Leak
64	WELSHMAN, RHODA	REC.	196.00	Professional Services
65	WILSON'S SECURITY	REC.	196.36	Service Call
	BILLS FOR PAYMENT		5,750.00	
	BILLS FOR RATIFICATION		89,790.18	
	TOTAL BILLS FOR PAYMENT		95,540.18	