

**TOWN OF GRAND BAY-WESTFIELD
REGULAR COUNCIL MEETING
MONDAY, April 26, 2021**

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Virtual Council Meeting at Centrum – Televised Meeting for the Public

1. **CALL TO ORDER**

Mayor Losier called the meeting to order at 7:30 pm.

2. **RECORD OF ATTENDANCE**

Mayor Losier, Councillor Balemans, Councillor Day, Deputy Mayor Likely, Councillor Evans and Councillor Snodgrass were in attendance.

Staff Attendance: John Enns-Wind, Nicole Kelly, Troy Gautreau

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 April 26, 2021 as presented.

CAO John Enns-Wind requested the addition of item 18.1 Special Council Meeting.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried Unanimously

4. **CONFLICT OF INTEREST**

None

5. **PUBLIC HEARING(S)**

None

6. **PUBLIC PRESENTATIONS VIA ZOOM**

6.1 **Cenotaph Upgrade – Cory Ryan**

Cory Ryan presented Council with an overview of the plan for the Cenotaph Upgrade.

7. **MINUTES**

7.1 Regular Meeting – April 12, 2021:

THAT the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of April 12, 2021 as presented with the spelling correction of Council.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans Carried

7.2 Minutes of PAC Meeting of April 6, 2021

THAT the Council of the Town of Grand Bay-Westfield receive and file minutes of PAC Meeting of April 6, 2021.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans 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 \$299,989.08.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans Carried

9. **CONSENT AGENDA**

None

10. BUSINESS ARISING FROM MINUTES

1) Regular Council Meeting Minutes of April 12, 2021 – Cenotaph Upgrade

THAT the Council of the Town of Grand Bay-Westfield approve the Phase 1 renewal of the Cenotaph with the following conditions:

- That concepts developed reflect past development of the Cenotaph.
- That the trees be retained if possible.
- That the integrity of the Peace Park be preserved.
- That Council approve any concepts developed through Phase 1.

Motioned by: Councillor Evans

Seconded by: Councillor Snodgrass

Carried

2) Regular Council Meeting Minutes of April 12, 2021 – RVCC Grant Request

THAT the Council of the Town of Grand Bay-Westfield authorize the immediate release of program funding to the River Valley Community Centre for Recreation Programming at the new River Valley Youth Centre. Up to \$25,800 is available for 2021 and is to be distributed on a quarterly basis, on the condition, per Section 102 of the Local Governance Act, that the Board of the River Valley Community Centre demonstrate that entirety of the Board is composed of Town of Grand Bay-Westfield residents.

Motioned by: Councillor Balemans

Seconded by: Deputy Mayor Likely

Defeated

THAT the Council of the Town of Grand Bay-Westfield authorize the immediate release of program funding to the River Valley Community Centre for Recreation Programming at the new River Valley Youth Centre. Up to \$25,800 is available for 2021 and is to be distributed on a quarterly basis, on the condition, per Section 102 of the Local Governance Act, that the Board of the River Valley Community Centre demonstrate that majority of the Board is composed of Town of Grand Bay-Westfield residents.

Motioned by: Councillor Evans

Seconded by: Deputy Mayor Likely

Carried

11. DELEGATIONS – VIA ZOOM

- 1) Shannon Road – Tracey Sewell, Malcolm Marwick & Kaleigh Lively
- 2) Shannon Road – Bryce Ward

THAT the Council of the Town of Grand Bay-Westfield carry this item forward to be addressed via item 15.7

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

12. PETITIONS

- 1) Shannon Road Subdivision

THAT the Council of the Town of Grand Bay-Westfield forward the petition provided by the residents of Shannon Road to item 15.7.

Motioned by: Deputy Mayor Likely

Seconded by: Councillor Evans

Carried

13. BY-LAWS

None

14. NOTICE OF MOTIONS

None

15. REPORTS

15.1 Town of Grand Bay-Westfield First Quarter Financial Report

THAT the Council of the Town of Grand Bay-Westfield receive and file the General Revenue Operating Fund 1st Quarter Financial Report as presented.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

15.2 Strategic Plan Review

THAT the Council of the Town of Grand Bay-Westfield receive and file the Strategic Plan Progress Report.

Motioned by: Councillor Snodgrass

Seconded by: Deputy Mayor Likely

Carried

15.3 Local Government Reform

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

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

15.4 TMR Radio Purchase

That the Council of the Town of Grand Bay-Westfield authorize the Fire Chief to purchase 2 mobile, 3 base and 21 portable TMR radios from the Provincial Department of Transportation and Infrastructure. Additionally, to purchase associated TMR radio accessories from the lowest cost vendor for a total cost not to exceed \$110,000.00, including applicable taxes and fees.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

15.5 Asphalt Services 2021

THAT the Council of the Town of Grand Bay-Westfield award the tender for Asphalt Services 2021 to Classic Construction Company Limited at a price of \$139.70 per tonne plus HST.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Balemans

Carried

15.6 Acquisition of property located at 4 Bayview Road

THAT the Council of the Town of Grand Bay-Westfield revise their offer of purchase of PID #30213037 from the Province to \$4,999.00, to maintain the property in the Land Registry System.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Balemans

Carried

15.7 Tentative Subdivision Douglas Estates (Shannon Road)

THAT the Council of the Town of Grand Bay-Westfield ACCEPT \$1,469.60 by (cash, money order, certified cheque, or debit) as money in lieu of Land for Public Purposes for Douglas Estates Subdivision Lot 17-4, Lot 17-5, Lot 17-6 and Lot 17-7, to create 3 new building lots out of PID #30331656, as shown on Tentative Subdivision Plan provided by JPW Holdings (Bryce Ward), subject to the following conditions before considering approval of a Final Subdivision Plan:

- i. recording of Civic Numbers on the Final Subdivision Plan;
- ii. recording 5 m wide Utilities Easement on the Shannon Road frontage, as required by Public Utilities.

Motioned by: Councillor Snodgrass

Seconded by: Deputy Mayor Likely

Carried

WHEREAS the Planning Advisory Committee has recommended that approval of Douglas Estates Subdivision Lot 17-4, Lot 17-5, Lot 17-6, and Lot 17-7 be subject to the requirement that there is compliance with and engineered water drainage plan;

AND WHEREAS, at the time of application for development of the lots, there will be a requirement on the site plan to show lot grading ensuring surface water is directed away from new construction;

AND WHEREAS the objective of the site plan, and construction, is to demonstrate that surface water will move down and then away from the foundation and should exit the property to be transferred to a storm drain system;

AND WHEREAS this is to be achieved without changing exterior grades around the perimeter of the property;

AND WHEREAS the Building Code of Canada requires storm drainage to be directed to a ditch, a storm drain or a dry well at least 5 m away from the structures;

AND WHEREAS the approval of the Douglas Estates Subdivision will not cause any further issues with respect to water drainage than may already exist;

That the Council of the Town of Grand BAY-Westfield NOT implement the recommendation from the Planning Advisory Committee concerning a requirement that there is compliance with an engineered water drainage plan.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

15.8 Tarps Off Rentals

THAT the Council of the Town of Grand Bay-Westfield enter into a licensing agreement with Tarps Off River Rentals to locate their business in the cove south of the River Centre parking lot for a fee of \$6.48 per day from May 20, 2021 to September 10, 2021 for a total of \$732.18 per the attached licensing agreement.

Motioned by: Councillor Snodgrass

Seconded by: Deputy Mayor Likely

Carried

16. Mental Health Week 2021 Proclamation

WHEREAS, mental health is an essential part of everyone's health and well-being;

WHEREAS, Mental Health Week has been hosted by the Canadian Mental Health Association in communities across Canada for 70 years;

WHEREAS, all people in Canada need to promote, protect and nurture their mental health; and

WHEREAS, promoting social connection is an important aspect of human life and an effective way to protect mental health

WHEREAS, in these days of the COVID-19 pandemic, our community members may be experiencing further difficulties maintaining their mental health; and

WHEREAS, in these days of social distancing, we as a community are experiencing great challenges to maintaining our social connections;

And WHEREAS, the municipality of Grand Bay-Westfield, has a responsibility to promote mental wellness particularly at a time of increased social distancing and social isolation;

NOW THEREFORE BE IT RESERVED THAT Grand Bay-Westfield hereby proclaims the week of May 3 to 9, 2021, as CMHA MENTAL HEALTH WEEK.

I encourage all citizens to join me in underlining the importance of social connection for mental health.

Motioned by: Councillor Evans

Seconded by: Councillor Balemans

Carried

17. Census 2021

THAT the Council of the Town of Grand Bay-Westfield supports and encourage all residents to complete their census questionnaire online at www.census.gc.ca accurate and complete census data support programs and services that benefit our community.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

18. Westfield Recreation Project Plan

THAT the Council of the Town of Grand Bay-Westfield refer the item to staff to report back to Council upon the completion of the Parks and Recreation Master Plan and at the conclusions of the local governance reforms that have been established.

Motioned by: Councillor Snodgrass

Seconded by: Councillor Evans

Carried

18.1 Special Meeting

THAT the Council of the Town of Grand Bay-Westfield hold a special meeting is set to be held Friday May 7, 2021 12:00pm via Zoom to award grants.

Motioned by: Councillor Evans

Seconded by:

Carried

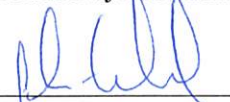
19. ADJOURNMENT

THAT the Council of the Town of Grand Bay-Westfield adjourned the meeting at 8:56pm.

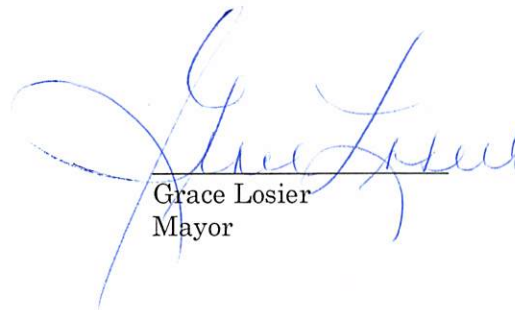
Motioned by: Councillor Evans

Seconded by: Councillor Balemans

Carried



John Enns-Wind
CAO



Grace Losier
Mayor

Council Meeting: April 26, 2021

Date: 04/26/21

TITLE: GENERAL REVENUE FUND OPERATING BUDGET FIRST QUARTER FINANCIAL REPORT

PREPARED BY: MARCIA MASON, JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Effectiveness

PREVIOUS REPORTS:

Attachments (List):

1. Financial Report
2. Schedule A
3. Schedule B

BACKGROUND

Financial Reports are typically done on a quarterly basis. However, if Council desire, they can be processed monthly. The Consulting Accountant would review the reports on a quarterly basis.

COMMENT

We have reviewed the Department Head's analysis and budgeted revenues and expenditures for the period ended April 14, 2021. It is expected at this time the smaller variances identified during our review will offset each other and not be significant to the overall budget. We have provided information on the larger variances and other items that we feel should be summarized in our report. Unidentified costs and savings will no doubt occur in the next several months as a result of the Covid-19 Pandemic and will have an effect on the overall Budget. The extra amount received from the province for Covid-19 has resulted in a large surplus at this time.

FINANCIAL IMPLICATIONS

The Town has received increased revenue due to Covid-19 Funding from the province.

RECOMMENDATION

That the Council of Grand Bay-Westfield receive and file the 2021 1st Quarter Financial Report as presented.

MOTION

That the Council of Grand Bay-Westfield Council receive and file the General Revenue Operating Fund 1st Quarter Financial Report as presented.



Administrative Report

Vision: Working together for our common good.

Mission: Serving our community.

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

APPROVAL

Department Head: *Marcia Mason*

Date: 04/22/21

CAO: *John Stone*

Date: 04/23/21

Administrative Report: Strategic Plan Progress

<i>Priority</i>	<i>Objectives</i>	<i>Goal</i>	<i>Due Date</i>	<i>YTD Actual</i>	<i>Notes</i>
Economic Development	<i>To ensure the ongoing socio-economic vitality of GB-W.</i>	Growth Strategy	Q3/21	on target	Seeking approval from new Council & budget allocation
		Draft Strategic Plan	Q3/21	on target	A new one will be developed with the new Council
		Local Economic Development Plan	Q3/22	on target	Partner with Envision Saint John and awaiting initial strategic plan due August 2021.
		Tourism Program	Q3/23	on target	Partner with Envision Saint John and awaiting initial strategic plan due August 2021.
		Meet with Regional real estate agencies and developers	Q2/21	delayed	Have met with one and will meet with others as schedule eases
		Economic Development KPIs	Q3/21	on target	Waiting for Envision Strategic plan and the resultant KPI. Base line metrics are being developed.
		Water Security Study	Q4/21	on target	MITACS grant awarded, waiting for MITACS to appoint grad student
		Envision Saint John: The Regional Growth Agency participation	ongoing		Members, Funding Agreement completed, strategic planning process started. Appointed to LSD Committee and Strategic Planning RFP Committee.

<i>Priority</i>	<i>Objectives</i>	<i>Goal</i>	<i>Due Date</i>	<i>YTD Actual</i>	<i>Notes</i>
Quality of Life	<i>The Town of GB-W facilitates opportunities for individuals & groups to be fulfilled</i>	Parks & Rec Master Plan	Q3/21	on target	Surveys are behind due to website delay
		RVCCF Programming Funding	Q2/21	on target	For approval on the April 26th Council Meeting

<i>Priority</i>	<i>Objectives</i>	<i>Goal</i>	<i>Due Date</i>	<i>YTD Actual</i>	<i>Notes</i>
Organizational Effectiveness	<i>The corporation of the Town is managed effectively and efficiently working with and for residents.</i>	Candidate Information Session	Q1/21	complete	Well received
		Council Orientation	Q2/21	complete	Date is uncertain due to health regulations
		Communication Plan	Q1/21	on target	Student interviewed April 22nd
		Communication Policy	Q1/21	complete	Implemented
		Leadership Team Mandate Letters	Q1/21	complete	Used for performance evaluations
		Finance Department Organizational Review	Q1/21	on target	New Council to approve recommendations
		Government Framework Software	Q3/21	delayed	Developer upgraded software resulting in training being delayed; first training completed week of April 19th
		Performance Evaluations	Q2/21	complete	Last PE scheduled for 4/28
		Corporate Identity	Q1/21	delayed	Waiting for new website to be finalized
		New Website	Q1/21	delayed	Vendor observed there is much more content than anticipated
		Long Term Capital Plan	Q3/21	on target	A UNBSJ MBA student has been engaged
		Fire Department Strategic Plan	Q2/21	approved	Implementation has begun
Fire Department Levels of Service	Q4/22	on target	Determining level of service through department review and research		

Priority	Objectives	Goal	Due Date	YTD Actual	Notes
Organizational Effectiveness	<i>The corporation of the Town is managed effectively and efficiently working with and for residents.</i>	FD: Continue development of Officer Handbook and formal Officer Development Program	Q2/21	delayed	Being coordinated and led by a volunteer
		FD: Implement a scheduled review program for standard operating guidelines, policies, and plans.	Q3/21	on target	This is done on an ongoing basis with incident debriefs outcomes incorporated into the process
		FD: Evaluate capacity to meet Fire Underwriters Survey (FUS) superior tanker shuttle accreditation.	Q3/21	on target	Initial assessments indicate the FD will succeed
		FD: Research and implement asset management software.	Q4/21	on target	Will depend on municipal information software and budget deliberations for 2022
		FD: Promote rental and/or mutual use opportunities with other Departments in region.	ongoing		Initiated preliminary discussions regarding rental of facilities or sharing equipment/facilities
		UNBSJ Partnership	Q2/21	on target	This has been a good experience but it is entirely dependent on Town needs & student availability.
		Community Newsletters	Q2/21	on target	Communications student
		Press Releases	Q2/21	on target	Communications student
		Refresh Town Signs	ongoing	on target	Decals for street signs have been purchased, south entrance sign will be renewed
		Multi-Media Contest	Q4/21	on target	Waiting for Communications student
		Annual Work Plans	Q4/21	on target	Requirements vary by department
		Increase facility utilization	Q4/21	on target	COVID-19 has hindered this effort
		Review Zoning Bylaw	Q3/21	on target	Recommendations for upgrades are waiting for new Council
Facility Structural Review	Q4/22	on target	For the next budget year		

Priority	Objectives	Goal	Due Date	YTD Actual	Notes
Infrastructure	<i>To ensure sustainable infrastructure for today and the future.</i>	Develop Expropriation Policy	Q2/21	complete	Council decided against the policy
		Upgrade Grand Bay Room for Council Broadcasts	Q2/21	complete	Finished early
		Centrum Siding	Q3/21	on target	Waiting for grant funding to complete whole building
		Centrum Generator	Q2/21	on target	June installation date with award at special meeting of Council May 7th to ensure there is no disruption
		Capital Spending	Q4/21	on target	Awarding of contracts to be completed at May 7th special meeting of Council to ensure there is no disruption

Priority	Objectives	Goal	Due Date	YTD Actual	Notes
Environment	<i>Ensuring good stewardship of the local environment and its impact on the Town.</i>	Lagoon Solar Array Pilot Project	Q2/21	complete	Monitoring data to determine efficacy & Return On Investment
		Climate Change Adaptation Plan	Q1/21	complete	Some is being implemented and others need budget allocation

Council Meeting: April 26, 2021

Date: 04/15/21

TITLE: LOCAL GOVERNMENT REFORM

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. Working Together for Vibrant and Sustainable Communities: A Green Paper
2. Admin Report Local Government Reform January 21, 2021

BACKGROUND

Since the fall, the GNB has been discussing the need for local government reform. As part of the process Council met with the Minister of Local Government and Local Government Reform Minister Allain January 28th.

Since that meeting working groups have been established that include Ministry Officials, Elected Officials, and Appointed Officials. To assist with the discussions the Ministry has released their promised Green Paper. A Green Paper is a document that explains the issues that need to be addressed and provides options to address them. The GNB's premises include:

- Modernize local government,
- Local governance system no longer meets the needs of many residents,
- There are too many municipal entities, and
- Almost 30% residents don't have local government representation.

The goal is to have an empowered local governance system that meets the needs of residents and ensures their well-being by creating vibrant and sustainable communities that work together to enhance the quality of life.

The Green Paper states that individuals and stakeholders should ask: is the province organized locally and regionally in a way that best serves the needs and interest of New Brunswickers and their communities?

Summary of “Working Together for Vibrant and Sustainable Communities: A Green Paper”

There are three principles the GNB will uphold:

- The Government of New Brunswick will uphold the principles of the Equal Opportunity Program for fairness and equity throughout the province, as well as efficiency and accountability.
- Local governance capacity will be strengthened through increased collaboration and cooperation.
- The identity of communities will be respected, including their language, culture, sense of place and history, while reducing the number of local governance entities. This includes respecting the important principles established in the Act Recognizing the Equality of the Two Official Linguistic Communities in New Brunswick.

Table #1: Municipal Entities in New Brunswick and their Population

Entity	Number of Entities*	Total Population	% of Total Population
City	8	276,381	37%
Town	26	128,746	17%
Village	61	70,855	10%
Rural Community	8	24,394	3%
Regional Municipality	1	16,114	2%
LSDs	236	222,448	30%
Total	340	738,938	99%
First Nations**	16	9,922	1%

Population data source: Statistics Canada, 2016 Census of Population.
 *As of January 2021
 **Source: Indigenous and Northern Affairs Canada's Indian Registry System as of December 31, 2020

Concern is expressed in the Green Paper about the migration from small rural communities to larger centres with most growth occurring in Fredericton, Moncton and Saint John. With the changing demographics questions arise about the fiscal and human capacity to ensure the ongoing sustainability of small rural municipalities. Because of this, the GNB is concerned with the differing levels of service between communities. For example, municipalities are not required to have fire departments. Further, there is direct reference to the challenges of bedroom communities.

“The bedroom communities across the province highlight part of this challenge. A bedroom community is a residential area (includes both local governments and LSDs) in which many people reside but do not work or access services.”¹

Throughout Canada there are 30 different types of local government structures. An example cited is Nova Scotia with a larger population and many less municipal entities.

Pillar #1: New Brunswick’s Current Structure

Options for Community Restructuring

A. Opportunity: Focus on recognizing and strengthening service hubs

- this opportunity would merge smaller local governments such as villages and/or rural communities and LSDs with immediately adjacent cities and towns. Such restructuring would be reflective of larger communities of interest and of important linkages that have developed over time between communities.

B. Opportunity: Create rural regional local governments

- An opportunity would be to create large rural regional local governments that would include merging LSDs and possibly some small local governments such as villages.

C. Opportunity: Restructure the province into regional municipalities

- An option could be to redraw the existing boundaries and establish new regional municipalities that cover the entire province (and eliminate all existing LSDs, municipalities and rural communities).

D. Opportunity: Establish new or reconfigured local governance entities

- The province could establish new or reconfigured local governance entities that would be based on minimum tax base and population criteria and would reflect larger communities of interest. This would involve merging existing LSDs and local governments and reducing the total number of entities to bring the province in line with other Canadian jurisdictions.

E. Opportunity: Combine LSDs into local government entities

- Combine LSDs only into larger local government entities, with the Rural Community being the preferred model.

F. Opportunity: Establish a regional form of local governance and administration for LSDs through the current regional service commissions

- LSD representatives would be elected by the general population to serve on the boards of the RSCs.

G. Opportunity: Design service level benchmarks for locally and/or regionally-delivered services

- In some jurisdictions outside New Brunswick, performance measurement at the local level has been introduced and developed over several years.

¹ Working Together for Vibrant and Sustainable Communities: A Green Paper, pg. 10

Pillar #2: Regional Collaboration

Opportunities for New Brunswick

Another pillar of reform is regional collaboration in such areas as water treatment, tourism, recreational and cultural facilities and other services.

A. Opportunity: Increase inter-community and regional collaboration

- By working together, communities could pool their human and financial resources and reduce duplication.

B. Opportunity: Strengthen the regional service commissions

- One option is to strengthen the mandate of RSCs to provide additional services, such as tourism, economic development, climate change adaptation, solid waste collection, and recreation.

C. Opportunity: Develop provincial and locally relevant service standards and metrics

- While local governments in New Brunswick do not consistently measure or track the levels of service offered or achieved, there is a willingness to adopt performance objectives if they would improve service delivery.

Pillar #3: Land Use Planning in the Province

Some provinces, such as Ontario, Nova Scotia, and Saskatchewan, are using “statements of provincial interest.” In some provinces they are called provincial policy statements or provincial planning policies. The intent of the statements are to provide direction, support, and coordination at the provincial, regional, and local level on topics like climate change, flooding, housing, water management, and agricultural land protection. All planning documents must be consistent with the statements of provincial interest and this helps ensure that everyone is addressing a specific type of land use (e.g., development of quarries) the same way.

Opportunities for New Brunswick

A. Opportunity: Provide land use planning tools

- Providing land use planning tools that are flexible and able to address planning issues such as inclusionary zoning.

B. Opportunity: Better coordinate the planning of urban, suburban, and rural communities with enhanced collaboration between regional service commissions and local governments

- Improved coordination between land use plans and future development could assist in addressing urban sprawl and rural subdivisions, managing industrial development, protecting natural resources and farms.

C. Opportunity: Provide a more consistent approach to land use planning across the province by establishing a minimum delivery standard

- Establishing minimum standards, would result in a more consistent approach to land use.

D. Opportunity: Provide provincial direction for specific land use planning matters by using Statements of Provincial Interest

- Providing provincial direction on specific land uses would help ensure a consistent approach from community to community on a specific matter, for example, on how to address flooding, and climate change adaptation.

Pillar #4: Financing New Brunswick's Local Governance System

Property taxes are the financial foundation of municipalities accounting for almost than 90% of the Town's budget. The Community Funding and Equalization Grant is about 10% of the Town's budget. Municipalities are separated into seven categories for the purpose of allocating the Grant. Almost 5% of the Town's revenue is derived from services provided such as building permits. The Town is limited in its taxing powers given the legislated mandate that non-residential tax is set at 1.5 times the residential rate.

The Green Paper clearly states that if municipalities have greater financial flexibility it may result in additional costs for the province, property owners, or both.

Opportunities for New Brunswick

A. Opportunity: Lower the provincial property taxes on non-owner occupied residential and non-residential properties

- The provincial government has previously identified a reduction in provincial property tax rates as an important step towards making the system more competitive.
- Property tax reform that includes reductions in provincial property tax rates could be an opportunity to lower the tax burden of property owners. Provincial rate reductions could also be combined with other local property tax reform options and serve to offset or reduce the overall financial impact on property owners.

B. Opportunity: Transfer tax room from provincial to local governments

- The government could transfer property tax room to local governments.
- The province would experience a revenue loss, with a corresponding revenue gain for local governments.

C. Opportunity: Local flexibility on rates and classification

- Local governments could be offered increased flexibility in terms of the rates applied to existing or new property classifications.
- A similar concept would be the creation of a separate industrial classification for assessment and local taxation purposes, with local governments given the ability to levy a higher rate on this new industrial classification.
- Given the different composition of tax bases among local governments, providing greater local flexibility would benefit some communities more than others.

D. Opportunity: Ensure all property types in LSDs contribute to the costs of local roads through property taxation

- To address concerns relating to the imbalance between incorporated areas and unincorporated areas, the cost of local/regional roads could be extended to all property types in LSDs. This could be accomplished by adding the cost of local roads to the local rate in LSDs, along with a corresponding reduction to the special provincial property tax rate on homeowners in the LSDs.

E. Opportunity: Improve the use of technology and information sharing to make the system simpler and clearer

- Increasing the data-sharing capabilities between local governments, RSCs and the provincial government would create opportunities for improved decision making.

Roles and Responsibilities

The Green Paper outlines the roles and responsibilities of the province and municipality. For the most part this is clear; however, in practice, there are times that Council must advocate for the Town in areas for which it has no responsibility such as education and health.

Table #2: Services Offered in New Brunswick Communities by Jurisdiction

Services offered in New Brunswick communities		
Service	Provincial Government	Local Governments
Health Care	■	Advocacy Role
Education	■	Advocacy Role
Social Services	■	Advocacy Role
Justice	■	
Economic Development	■	■
Police and Fire Services		■
Roads	■	■
Public Transportation		■
Drinking Water and Wastewater		■
Solid Waste Management		■
Emergency Measures	■	■
Tourism	■	■
Recreation, Culture and Community Centres		■
Land Use Planning and Building Inspection		■

Next Steps

There will be a lot of discussion and review of submissions with province wanting to move from the status quo to something new and relevant.

Table #3: Moving From the Status Quo – To Vibrant Sustainable Communities

Move From	To
a complex and fragmented structure that promotes individualistic behaviours at the expense of cost-sharing and collaboration	a complex and fragmented structure that promotes individualistic behaviours at the expense of cost-sharing and collaboration
an inconsistent level of service	an established framework that defines sustainable service levels that reflect community needs
an eroding financial and human resource capacity	an increased financial and human resource capacity that supports the evolving needs of residents and businesses
a property tax system that is perceived as unfair and lacking transparency	a well-understood and equitable system

COMMENT

There is broad agreement across the political spectrum that the province could be reorganized locally and regionally that better serves the needs and interests of New Brunswickers and their communities. What the change is will be the subject of debate.

Of concern for GB-W is its status as a bedroom community. During the discussion about demographics and levels of service, the GNB seems to be suggesting that the status of bedroom communities may need to change or aligned differently with the major centre hosting jobs and services.

The Green Paper does seem to cover many of the recommendations contained in the Admin Report of accepted by Council earlier this year though framed differently. This is a good starting point.

Here are some points to consider:

- The Green Paper suggests four problems that need to be addressed:
 - The number of municipal entities,
 - It is clear that some sort of amalgamation will be occurring,
 - Is level of service an issue?
 - Diminishing municipalities have challenges but should their sustainability be at the expense of healthy and growing municipalities?
 - It is clear that many municipalities, including Grand Bay-Westfield, are effectively, efficiently, and sustainably delivering their programs.
 - Bigger is not always better just as small may be too small, there needs to be a strong aspect of prudence that accompanies amalgamation.
 - The lack of regional collaboration,

- The GNB is exploring how to best utilize assets and resources,
- There are tiered systems in other jurisdictions that may be appropriate,
- GB-W is participating in the new regional economic development agency,
- There is always the ongoing issue about which resident of which municipality is utilizing which facility in which Town; there is room for improvement here because most stakeholders want the facility and may not be aware, or care, who funds it,
- GB-W does not own and operate its own arena but allocates an annual amount to its operations.
- Land use planning, primarily in LSDs,
 - This is an issue for GB-W to the extent it infringes on the Town's ability to grow and provide fire protection services.
- Financing local governments,
 - GB-W is sustainable and actively and progressively managing its issues such as economic development, infrastructure, recreation and more.
 - The current system isn't working as effectively as it could, especially regarding property tax classes and the legislative limits imposed on municipalities with commercial classes.

FINANCIAL IMPLICATIONS

The costs are unknown at this time, but they are expected to be significant. The cost of not changing is also expected to be significant.

RECOMMENDATIONS

1. The goal of municipal reform is the socio-economic growth of the province:
 - a) Increase the wealth of the province.
 - b) Increase the population of the province.
 - c) Increase immigration into the province.
 - d) Create a competitive and sustainable socio-economic environment for socio-economic growth.
 - e) Ensure the effective, efficient and sustainable use of taxpayer money.
 - f) Ensure the effective, efficient and sustainable use and management of municipal assets.
2. Property tax incentives, and any such incentive that is residential in nature, and that does not have a clear economic goal to live in LSDs, be discontinued.
3. That the rural areas of LSDs be incorporated as rural municipal entities with the intent to reduce the 236 LSDs.
4. That LSDs contribute, out of their property tax assessment, their fair share for regional infrastructure, facilities, and growth such as economic development. The LSDs share is to be determined by the LSD's proportional share of the assessment in the region given the current funding methodology.

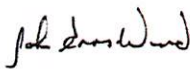
5. That small, incorporated municipalities with less than 1,500 people, surrounded by LSD's be incorporated into a larger rural municipality as a first step, with subsequent steps to come as the new community gains a better understanding of the growth possibilities.
6. That greater flexibility be provided to Towns to create more property tax classes to achieve local and regional economic development goals.
7. That a municipal revenue sharing system be developed, with a fair and transparent formula, to ensure cost certainty for the province and revenue certainty for municipalities based on a portion of the HST.
8. That the SNB Assessment Agency adopt a new approach to governance.
 - a. That the Assessment Agency be governed by provincial and municipal appointments. Further, that the municipal appointments be made through Union of Municipalities of New Brunswick and representation from AMANB.
 - b. That the Assessment Agency's formula's be transparent and fair.
 - c. That all assessments be applied the same to all properties.
9. That the GNB facilitate regional discussions to determine if greater regionalization, beyond the current practices of existing regional service commissions, may be effective, efficient and sustainable.
 - a. That the GNB provide incentives and penalties to achieve provincial and regional goals.
10. That the GNB invest in municipal infrastructure to ensure socio-economic growth.
11. That the GNB facilitates regional land use planning.
12. That the GNB provides seed funding for the development of a municipal insurance reciprocal for the purpose of price stability, greater service levels and the mitigation of risk.
13. That the GNB hire more staff with municipal experience into the Department of Local Government and Local Government Reform.

MOTION

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

CAO COMMENTS

APPROVAL

CAO: 

Date: 04/23/21

Council Meeting: April 26, 2021

Date: 04/20/2021

TITLE: PURCHASE OF TMR RADIOS

PREPARED BY: FIRE CHIEF

DEPARTMENT: FIRE

For Information For Discussion For Decision

RELATED TO STRATEGIC PLAN:

- Organization Effectiveness

BACKGROUND

The 2021 General Capital budget has an allocation of \$110,000.00 towards the third and fourth phases of the changeover to the Provincial TMR radio system. This represents completion of the phased project.

COMMENT

The Province has introduced a new Trunked Mobile Radio (TMR) system province wide. This new radio system is significantly more advanced and reliable than traditional radio systems currently in place. One of the primary advantages of TMR is interoperability between various agencies. A more in-depth overview of the system and its advantages can be made available to Council at any time. Of note, as part of their rollout of this new system the Province, in 2019, has provided the Fire Department, at no cost, 4 portable and 3 mobile radios. These were installed in Town Fire vehicles. This represents a value of \$20,000.00.

The network is currently the primary (and in some cases the only) means of radio communications with other emergency response agencies.

FINANCIAL IMPLICATIONS

The radios are only available for purchase directly from the Province (Department of Transportation and Infrastructure), who manages the system and has previously completed tender processes for best pricing. The associated accessories (batteries, shoulder mics and chargers) are available for purchase from other vendors. Pricing for accessories will be sought from available vendors.

RECOMMENDATION

The purchase of the radios and accessories to complete the transition of Fire Department communications to the TMR network through the draft motion below is recommended by staff.

Vision: Working together for our common good.

Mission: Serving our community.

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

MOTION

That the Council of the Town of Grand Bay-Westfield authorize the Fire Chief to purchase 2 mobile, 3 base and 21 portable TMR radios from the Provincial Department of Transportation and Infrastructure. Additionally, to purchase associated TMR radio accessories from the lowest cost vendor for a total cost not to exceed \$110,000.00, including applicable taxes and fees.

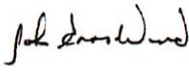
CAO COMMENTS

APPROVAL

Department Head:



Date: 04/21/21

CAO: 

Date: 04/21/21

Council Meeting: April 26, 2021

Date: 04/22/21

TITLE: ASPHALT SERVICES 2021

PREPARED BY: BRUCE GAULT

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Effectiveness

PREVIOUS REPORTS:

Attachments (List):

1. Asphalt Services 1A Galbraith grand bay patching tender
2. Asphalt Services 1B Galbraith grand bay patching add 1
3. Asphalt Services 2 NRB Grand Bay Westfield Asphalt Services 2021
4. Asphalt Services 3 Classic Construction 2021

BACKGROUND

Attached are the bids received from Galbraith Construction Ltd., Classic Construction and NRB Construction Company Limited received April 21, 2021.

Every year the Works Department is in need of asphalt services which is beyond our normal scope of operations due to a number of reasons such as, area, quantity, and resource assignments. To streamline the process of tendering every area requiring paving throughout the year, a single tender by invitation to the 4 major asphalt suppliers is done. Bidders submit a single price per tonne for asphalt used. At the beginning of the year, we do not know exactly what will require asphalt repair. There is a set budget amount which is used to limit/control and prioritize what can receive asphalt and stay within budget. The budget allotment for contracting out of asphalt services in 2021 is \$100,000. This figure includes the asphalt services below and the cost for asphalt milling if required. Asphalt milling is performed by the company who receives the asphalt servicing tender. And the milling is stockpiled for use by the Town at a later date.

COMMENT

The Town has used Classic Construction for the past two years with no issues or concerns about their work and service.

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FINANCIAL IMPLICATIONS

Three bids were received, and pricing is listed below:

1. Galbraith Construction \$155.00 per tonne
2. NRB Construction \$144.00 per tonne
3. Classic Construction \$139.70 per tonne

For a comparison, the price per tonne for the last 2 years was \$141.50 per tonne.

RECOMMENDATION

The Town award the asphalt services contract to Classic Construction.

MOTION

That the Council of the Town of Grand Bay-Westfield award the tender for Asphalt Services 2021 to Classic Construction Company Limited at a price of \$139.70 per tonne plus HST.

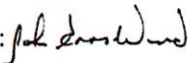
CAO COMMENTS

APPROVAL

Department Head:



Date: 04/22/21

CAO: 

Date: 04/23/21

Council Meeting: April 26, 2021

Date: 04/19/21

TITLE: SURPLUS PROPERTY STATION ST & BAYVIEW ROAD PID #30213037

PREPARED BY: DEVELOPMENT OFFICER

DEPARTMENT: PLANNING

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:
INFRASTRUCTURE

BYLAWS/POLICIES:

- Acquisition & Disposal of Property Policy A009

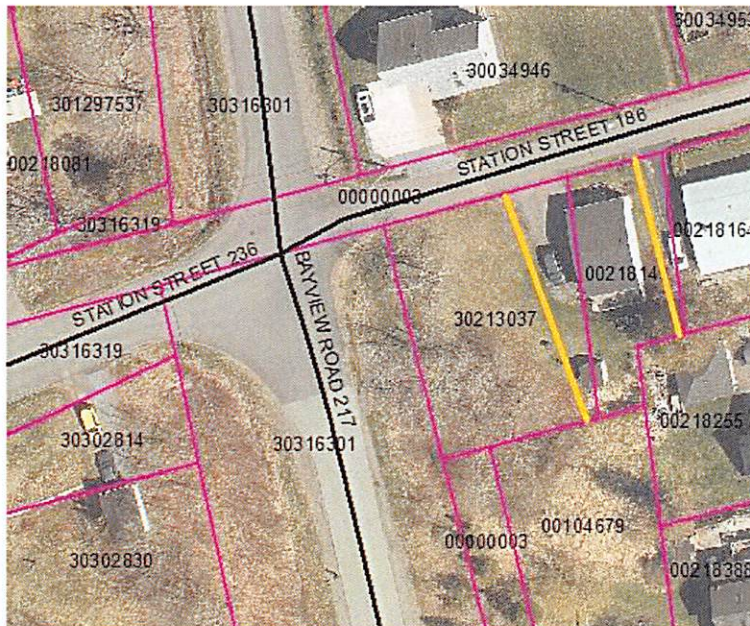
PREVIOUS REPORTS:

Attachments (List):

1. Administration Report for November 9, 2020 Council meeting.
2. Administration Report for November 23, 2020 Council meeting.

BACKGROUND

On November 23rd Council gave direction to proceed with the acquisition of this property, if the proposed price of \$18,000.00 could be negotiated lower. Following review by the Property Services Branch, a revised offer of \$12,000.00 was made and Gorman Nason was directed to proceed with the property transfer. The aerial view below shows encroachments on & by Civic #4 Station Street.



COMMENT

Concerns raised by Solicitor Steve Veniot: (PID 30213037) has an encroachment where PID 218149 has part of its house, shed and driveway on the lot. (PID 30213037) is not on land titles and therefore it would need to be converted to land titles in order to complete the purchase. To do this, someone from the Town or Province would need to swear in an affidavit that "there is no person having any claim or interest in the land adverse to or inconsistent with our title, except as specified in the Application". Since there is an encroachment from the neighbouring lot, this statement cannot be attested to. As a way to rectify the issue, I would propose approaching the land owner of 4 Bayview (PID 30213037) – Barbara Jean LeBlanc - and request that she enter into an encroachment agreement with the Town. This way, there would be no adverse claim and the property could be converted to land titles. Alternatively, the Town could offer to convey the part of PID 218149 that is encroaching, but this would require a survey to be completed and be an additional cost.

Because there is this additional burden on the property to bring it into Land Titles, there is additional costs to the Town. An alternative solution would be to approach the Province to request a sale price of \$4,999.00 to keep the property in the Land Registry system.

FINANCIAL IMPLICATIONS

There will be costs to bring the property into Land Titles plus negotiations with the abutting land owner.

RECOMMENDATION

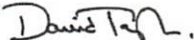
That the Council of the Town of Grand Bay-Westfield revise their offer to the province from \$12,000 to \$4,999 to avoid the extra burdens with the neighbours and legal costs.

MOTION

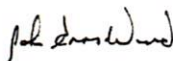
That the Council of the Town of Grand Bay-Westfield revise their offer of purchase of PID #30213037 from the Province to \$4,999.00, to maintain the property in the Land Registry System.

CAO COMMENTS

APPROVAL

Department Head: 

Date: 04/21/21

CAO: 

Date: 04/23/21

Council Meeting: April 26, 2021

Date: 04/21/21

TITLE: TENTATIVE SUBDIVISION APPROVAL, DOUGLAS ESTATES SUBDIVISION

PREPARED BY: DEVELOPMENT OFFICER

DEPARTMENT: PLANINING

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure

BYLAWS/POLICIES:

- Subdivision By-law #113
- Zoning Bylaw #122

PREVIOUS REPORTS:

Attachments (List):

1. Recommendation from Planning Advisory Committee dated April 20, 2021;
2. Development Officer's Report dated April 1, 2021;
3. Presentation provided by Bryce Ward to the Committee on April 6, 2021;
4. Development Officer's Memo dated April 15, 2021
5. Tentative Subdivision Plan Douglas Estates Subdivision Lot 17-4; 17-5; 17-6; 17-7; (Shannon Road)

BACKGROUND

This Tentative Subdivision Application is for an 8-acre parcel to create 3 new lots on Shannon Road. No public Easements or Streets are being vested by this Plan. Land for Public Purposes is required on the present value of the three new proposed lots. The Subdivision By-law requires Council approval of Land for public Purposes.

DEPARTMENTAL INPUT

Works: Improvements to infrastructure on Shannon Road includes 2004 addition of Sanitary Sewer service in 2005 and upgrades to road surface in 2019.

COMMENT

This is an application for Subdivision following the requirements of the Subdivision By-law and the Zoning By-law. Where the property currently fronts the road at two locations, no new road infrastructure is required. Sanitary sewer laterals are proposed to be extended into the lots by the developer for connection to the Municipal Sanitary Wastewater Service. Portions of the new lots will be within the city of Saint John. Approval of the Subdivision by the City will also be recorded before registration affecting both Saint John County and Kings County. Any buildings constructed within the boundary of the City will require Saint John to issue the building permits, although the intent of the

developer is to provide sufficient area of each lot to permit construction within Grand Bay-Westfield, which will maintain tax assessment to the Town at the Town tax rate. There is no Municipal Easements or public street being vested to the Town by this plan, which will not require additional approval by Council.

Concerns raised by neighbouring property owners for control of surface water has prompted the Planning Advisory Committee to make a recommendation to Council to require an Engineered Grading Plan. This is typical of applications within the City Permit purposes, but not for the Town. The primary goal of a grading plan is to ensure the development of new structures on the lot will be graded so as to direct water away from the structure(s). This is also a requirement of the National Building Code and therefore part of the Building Permit process. To a lesser degree, grading plans intend to reduce impacts of the new development on the existing grades. These properties may not be developed at the same time and will need to show grading and storm management around the new homes and along the driveways out to the street. Development of the lots within the town boundary will require management of water flowing across the lot from Blueberry Hill Nature Preserve. Without knowing how the lots are planned to be developed, a drainage plan is not effective until development is proposed to be built. In consultation with Dillon Consultants Ltd., the issue of water management on lots to be developed, should be part of the regular Development approval checklist as a result of an application for Approval of the Development/Building Permit.

This should not be a condition of approval of Land For Public Purposes.

FINANCIAL IMPLICATIONS

Land for Public Purposes is calculated on the 3 new lots and new sewer units will be added to the sanitary sewer system once construction of the individual homes begins.

RECOMMENDATION

The following Motion is provided for acceptance of money in Lieu of Land for Public Purposes.

MOTION

That the Council of the Town of Grand Bay-Westfield ACCEPT **\$1,469.60** by (cash, money order, certified cheque, or debit) as money in lieu of Land for Public Purposes for Douglas Estates Subdivision Lot 17-4, Lot 17-5, Lot 17-6 and Lot 17-7, to create 3 new building lots out of PID #30331656, as shown on Tentative Subdivision Plan provided by JPW Holdings (Bryce Ward), subject to the following conditions before considering approval of a Final Subdivision Plan:

- i) recording of Civic Numbers on the Final Subdivision Plan;
- ii) recording 5 m wide Utilities Easement on the Shannon Road frontage, as required by Public Utilities.

MOTION

WHEREAS the Planning Advisory Committee has recommended that approval of Douglas Estates Subdivision Lot 17-4, Lot 17-5, Lot 17-6, and Lot 17-7 be subject to the requirement that there is compliance with and engineered water drainage plan;

AND WHEREAS, at the time of application for development of the lots, there will be a requirement on the site plan to show lot grading ensuring surface water is directed away from new construction;

AND WHEREAS the objective of the site plan, and construction, is to demonstrate that surface water will move down and then away from the foundation and should exit the property to be transferred to a storm drain system;

AND WHEREAS this is to be achieved without changing exterior grades around the perimeter of the property;

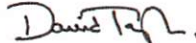
AND WHEREAS the Building Code of Canada requires storm drainage to be directed to a ditch, a storm drain or a dry well at least 5 m away from the structures;

AND WHEREAS And whereas the approval of the Douglas Estates Subdivision will not cause any further issues with respect to water drainage than may already exist;

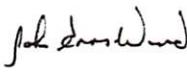
That the Council of the Town of Grand BAY-Westfield NOT implement the recommendation from the Planning Advisory Committee concerning a requirement that there is compliance with an engineered water drainage plan.

CAO COMMENTS

APPROVAL

Department Head: 

Date: 04/23/21

CAO: 

Date: 04/23/21

Council Meeting: April 26, 2021

Date: April 22, 2021

TITLE: TARPS OFF RIVER RENTALS LICENSING AGREEMENT

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Economic Development

PREVIOUS REPORTS:

Attachments (List):

1. Tarps Off Licensing Agreement
2. Tarps Off Proposal
3. Tarps Off River Rental
4. Tarps Off Risk Management Considerations
5. Tarps Off Electric Shock Drowning Explained

BACKGROUND

Tarps Off is looking to establish a business at the Brundage Point River Centre. The business would rent Seadoos and small Aluminium boats to individuals. The owner believes his business would be complimentary to the Outdoors NB business rather than a competitor.

Tarps Off River Rentals will open May 20th and close for the season September 10th. The rental location is in the cove south of the River Centre parking lot. Tarps Off River Rentals will install their own dock facilities to provide for a maximum of 6 Seadoos and 3 small aluminium boats rentals. Two employees will maintain the trail, beach and docks as a part of a License Agreement.

COMMENT

Tarps Off River Rentals has attempted to launch their business in the past. With Outdoors NB on the north side of the River Centre and Tarps Off River Rentals on the south, Brundage Point may become a destination point offering complimentary outdoor activities to both residents of and visitors to Grand Bay-Westfield. This new activity may drive new business to local businesses such as the Westfield General Store, the restaurant at WG&CC, and others.

FINANCIAL IMPLICATIONS

The impact on the Town's finances is negligible. The proposed rental fee is the same as for Outdoors NB at \$6.48 per day for a total fee of \$732.18. The obtaining of power, phone line, or internet services are the responsibility of the Tarps Off River Rentals.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to sign the licensing agreement with Tarps Off River Rentals.

Administrative Report

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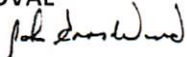
Mission: Serving our community.

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

MOTION

That the Council of the Town of Grand Bay-Westfield enter into a licensing agreement with Tarps Off River Rentals to locate their business in the cove south of the River Centre parking lot for a fee of \$6.48 per day from May 20, 2021 to September 10, 2021 for a total of \$732.18 per the attached licensing agreement.

APPROVAL

CAO: 

Date: 04/23/21