

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

1. Call to Order

Mayor Merrifield called the meeting to order at 7:02 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: John Enns-Wind, Bruce Gault, Gary Clark, Troy Gautreau, Greg Yeomans, David Taylor, Broc Belding and Nicole Kelly

Guests (Virtual): Jennifer Brown, Dillion
Brenda Diaz, PRUDE Inc.

5. Agenda Approval

That the Council of the Town of Grand Bay-Westfield approve the Agenda of February 14, 2022 as presented.

Motioned by: Councillor Balcomb

Seconded by: Councillor Balemans

Carried

6. Disclosure of Conflict of Interest

None

ADOPTED
FEB 28 2022

7. Public Hearings/Presentations/Delegations/Petitions

a) Municipal By-Law Amendment – Jennifer Brown, Dillion

That the Council of the Town of Grand Bay-Westfield receive and file the information as presented.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence Carried

b) Prude's REAL Women project – Brenda Diaz, PRUDE Inc.

That the Council of the Town of Grand Bay-Westfield receive and file the information as presented.

Motioned by: Councillor Balemans

Seconded by: Councillor Day Carried

8. Minutes of Previous Meeting

a) Regular Council Minutes of January 24, 2022

That the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of January 24, 2022 as presented.

Motioned by: Councillor Balcomb

Seconded by: Councillor Day Carried

b) Email Poll – Sewerage Payment Plan

That the Council of the Town of Grand Bay-Westfield ratify the email poll: Sewerage Payment Plan.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Deputy Mayor Toole Carried

9. Unfinished Business

None

10. Bylaws

a) **Municipal By-Law #121 Amendment**

That Council of the Town of Grand Bay-Westfield establish the date of March 14, 2022, for a Public Presentation for a proposed Amendment to the Municipal Plan By-law #121, to remove Policy IS-1.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balcomb

Carried

11. New Business/Recommendations

a) **Mandate Letters - Communications**

That the Council of the Town of Grand Bay-Westfield approve the Communications Mandate Letter.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried

b) **Surplus Property: 473 Nerepis Road**

That Council of the Town of Grand Bay-Westfield advise the provincial Property Services Branch that the Town is not interested in acquiring PID 00113928.

Motioned by: Councillor Balemans

Seconded by: Councillor Balcomb

Carried

c) **Canada Games Aquatic Centre Appointment**

That the Council of the Town of Grand Bay-Westfield appoint Gillian Miller as the representative for the Town of Grand Bay-Westfield on the board for the Canada Games Aquatic Centre.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balcomb

Carried

d) **Regional Service Commission Enhancements Support**

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to engage GEMTEC to provide Regional Collaboration (Pillar 2) support on an hourly basis based on the CAO's request for an amount not to exceed \$10,000 in total.

Motioned by: Councillor Balemans

Seconded by: Councillor McIntosh Lawrence Carried

e) **Local Government Reform Update**

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

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balcomb Carried

12. Bills for Payment

- a) That the Council of the Town of Grand Bay-Westfield authorize the February 14, 2022 bills for payment as presented in the amount for \$343,315.73.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Deputy Mayor Toole Carried

13. Consent Agenda

- a) Thank You Letter – Donnie Myles, Shirley Myles & John Jarvis
- b) Confirmation of Approval of the 2019-2023 Capital Investment Plan (CIP) – Community Funding Branch
- c) Age Friendly Committee Appointment
- d) PAC Member Vacancy
- e) PAC Minutes of December 6, 2021
- f) PAC Newly Elected Officers 2022

That the Council of the Town of Grand Bay-Westfield receive and file the consent agenda items for February 14, 2022.

Motioned by: Councillor Balemans

Seconded by: Councillor Balcomb Carried

Consent Agenda Ends

14. Council Reports

15. Business Arising from Committee of the Whole

None

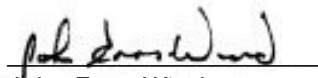
16. Adjournment

That the Council of the Town of Grand Bay-Westfield adjourned the meeting at 8:10 pm.

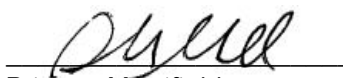
Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balemans

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:

January 10, 2022

TITLE: STRATEGIC PLANNING PROCESS: MANDATE LETTERS

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. Mandate Letter: Communications
-

BACKGROUND

In the governance of the Town, Council is responsible for: budget, bylaws, policies, linkage between Administration and residents, and relations with other local governments and other levels of government.

To accomplish its goals and objectives, and realize the Town's future state, Council uses a Strategic Plan that is aligned with the Municipal Plan. The Strategic Plan drives Administration in the short, middle and long term from operations to relations with other jurisdictions. Since Council's swearing in, a number of tasks have been completed by both Council and Administration to fulfill Council's goals and objectives to achieve Council's vision of the Town's future state.

The following chart outlines the process that has been undertaken and will be undertaken on an annual basis.

Strategic Planning Process: Mandate Letters

Chart #1: Strategic Plan Process



Strategic Plan

The Strategic Plan is completed at the beginning of Council's term and is effective for the duration of the term. It will be amended if there is a new Councillor to reflect their goals and objectives.

Tactical Plan

The Tactical Plan is a direct result of the Strategic Plan; it is how vision is translated turned into reality. The Tactical Plan directly influences the Budget.

Budget

The Budget is the fiscal tool used by Council to establish and fund their priorities. This is done through establishing Levels of Service, such as how high is the grass before it is cut to how the Fire Department approaches fire suppression.

Work Plans

Work Plans are the outcomes for each department based on the budget. If a strategic priority doesn't receive funding, then it is not a part of a Work Plan. The Work Plan is the detail of how a task from the Strategic Plan is completed or undertaken.

Mandate Letters

The Mandate Letter is a directive to all departments from the CAO outlining the values to be followed, based on the strategic plan. The Mandate Letter also has high level goals/objectives related to the Strategic Plan and is a high-level summary of the Tactical Plan.

Strategic Planning Process: Mandate Letters

Goals/Objectives

The Goal/Objectives are those tasks that are to be undertaken, or completed, that fulfill Council's Strategic Plan. These are undertaking or completions that are to be fulfilled within the fiscal year.

Performance Evaluations

Performance Evaluations are the CAO's tools to ensure that each Direct Report is working as part of the Leadership Team to fulfill Council's Strategic Plan. There are fourteen categories with the current performance evaluation tool encompassing a broad base of values contributing to a strong department head. Further, two questions need to be asked:

1. If the Direct Report easily fulfilled their Work Plan and Goals/Objectives, were expectations too low or can the Direct Report accept increased responsibilities?
2. If the Direct Report failed to fulfill the Work Plan and Goals/Objectives, were the expectations unrealistic or does the Direct Report have too much responsibility?

Strategic Plan Review

This is the first step in the Budget preparation process. Are the Work Plans on track? Are the Goals/Objectives of Department Heads on track? Was the plan successful? Does the Strategic Plan have to be tweaked or amended?

COMMENT

The Strategic Plan process is a foundational pillar of good governance. Through the process, resources are allocated and measurements are established allowing Council to track progress on their goals/objectives. Administration uses Government Frameworks Cascade software to track progress.

Over the coming year more work will be done to better understand the Level of Service Council wants in a variety of operational areas.

FINANCIAL IMPLICATIONS

Because this process is new to Grand Bay-Westfield the initial launch of the process has been labour intensive. As our culture adjusts to it, the labour investment will recede resulting in a Council that is moving its agenda forward and controlling expenditures.

RECOMMENDATION

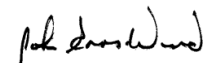
That Council approve the Mandate Letters.

MOTION

That the Council of the Town of Grand Bay-Westfield approve the Mandate Letters.

APPROVAL

Department Head:

CAO: 

Date: 12/15/21

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

Council Meeting: February 14, 2022

Date: 02/01/22

TITLE: DTI SURPLUS PROPERTY OFF NERPIS RD, PID 00113928

PREPARED BY: DEVELOPMENT OFFICER

DEPARTMENT: PLANNING

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

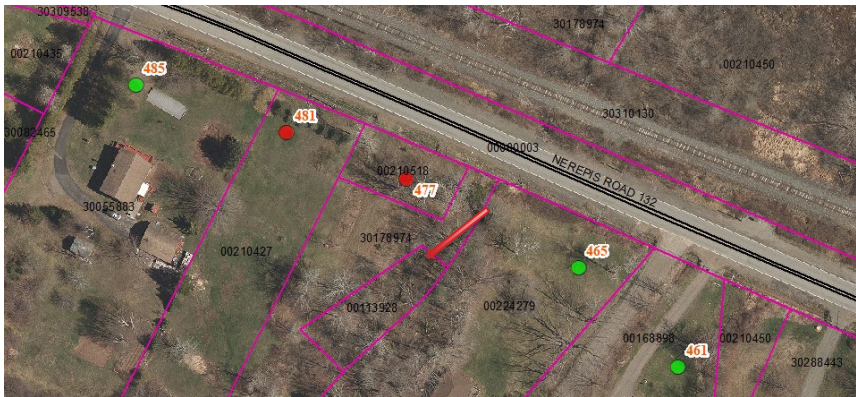
- Infrastructure Sustainability and Climate Adaptation / Community Vitality

ATTACHMENTS:

1. Letter from DTI re surplus property

BACKGROUND

This parcel has been identified by the province as being surplus, either by tax sale or other means.



COMMENT

It is located 30 m back from the edge of the right of way on Nerepis Road and is aligned with a ravine although not noted as a regulated watercourse.

FINANCIAL IMPLICATIONS

The province is asking \$600 plus costs for the property as is where is and with consultation with the Works Commissioner, there is no identifiable benefits to the Town to acquire this parcel.

MOTION

That Council of the Town of Grand Bay-Westfield advise the provincial Property Services Branch that the Town is not interested in acquiring PID 00113928.

CAO COMMENTS

APPROVAL

Department Head: *David Tefl*

Date: 02/01/22

CAO: *John Shaw-Ward*

Date: 02/08/22

Vision: A welcoming place to live, grow and thrive

Mission: Facilitating growth, wellness, and prosperity through effective and forward-thinking leadership.

Council Meeting:

February 14, 2022

TITLE: REGIONAL SERVICE COMMISSION SUPPORT

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. Regional Service Commission Support
-

BACKGROUND

Local Government Reform is a complex process with a broad range of issues. Of particular note is the complexity surrounding the proposed changes in the *Working Together for Vibrant and Sustainable Communities White Paper* regarding Regional Collaboration (Pillar 2). Issues to be addressed include, but not limited to:

- Expanding the role and mandate of the regional service commissions.
- Changing the governance structure.
- Realigning commission boundaries.
- Enhancing leadership capacity by expanding the executive team.
- The development of a comprehensive regional strategy to establish priorities and actions.
- Establishing standards and norms.
- Determining the best method to deliver the new functions of the Regional Service Commission.

Decisions will need to be made across a diverse range of mandatory functions including:

- Economic Development/Tourism Promotion
 - Currently delivered by Envision Saint John: The Regional Growth Agency
- Community Development
 - Affordable housing
 - Newcomer settlement services and diversity promotion
 - Social inclusion
 - Healthy communities
 - Integration of the Community Inclusion Network
 - Inclusion of the Economic and Social Inclusion Corporation
 - Addition of the Regional Resiliency Teams
- Regional Transportation (community transit)
- Recreational infrastructure cost sharing
- Additional social focus

Local Government Reform White Paper

- Establishment of a Public Safety Committee
 - Policing
 - Fire Protection
 - Emergency Measures Planning
- Additional voluntary services such as
 - Airports
 - Local by-law enforcement
 - Engineering or geographic information systems services
 - Recreational and cultural planning
 - Solid waste collection
 - Governance

COMMENT

Municipal reform is a significant effort on the part of the province and municipal staff over significant functions affecting the daily lives of our residents. Compounding the complexity is a compressed time frame. In this environment it is possible that potential solutions may be overlooked, unintended consequences missed or mistakes.

Entity 51 will be one of the smallest entities in the Regional Service Commission. As a result, other Entities are able to provide a broad range of support and expertise to the reform efforts of the CAO and City Manager.

The contract with GEMTEC is to support Administration to ensure that the interests of Grand Bay-Westfield are protected and the best possible options are considered in the development of the enhanced Regional Service Commission. The team members at GEMTEC providing support include:

- Murray Jamer with 32 years of municipal experience as Deputy Chief Administrative Officer and City Engineer for Fredericton
- Chris MacPherson has 45 years of municipal experience with ten years of CAO experience with the City of Fredericton
- Jeff Trail with 30 years of municipal experience including 3 years as City Manager for Saint John
- Jihad El Zamer with 20 years of municipal experience over a broad range of functions.

FINANCIAL IMPLICATIONS

The cost of the support is capped at \$10,000 and completed on an hourly basis on a request basis.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve Administration's request for support.

Local Government Reform White Paper

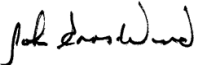
MOTION

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to engage GEMTEC to provide Regional Collaboration (Pillar 2) support on an hourly basis based on the CAO's request for an amount not to exceed \$10,000 in total.

CAO COMMENTS

APPROVAL

Department Head:

CAO: 

Date: 02/11/22

Vision: A welcoming place to live, grow and thrive

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Council Meeting:

February 14, 2022

TITLE: LOCAL GOVERNMENT REFORM UPDATE

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Legislative

ATTACHMENTS:

1.

BACKGROUND

The process to implement the proposed changes in the *Working Together for Vibrant and Sustainable Communities White Paper* has begun with the Transition Facilitator, Bill Thompson. The first meeting was held February 4 over Zoom. Items on the Agenda included:

- Boundary Alignment
- Size of Council
- Type of Council
- Legal Name

COMMENT

The meeting was constructive with consensus reached on all items.

- Boundary Alignment
 - The boundary was agreed upon in principle with some PID details to be determined.
- Size of Council
 - The size of Council was agreed upon with the addition of one member of Council representing the area around Brittain Road and Campbell Road.
- Type of Council
 - The new Council, effective after the election of November 28, 2022 will be a hybrid Council with 5 at large Councillors from the former Town of Grand Bay-Westfield and one Ward representative for the area along Brittain Road and Campbell Road.
- Legal Name
 - Each member of the Transition Agreement agreed that Entity 51 name should not be Grand Bay-Westfield.

FINANCIAL IMPLICATIONS

No cost was associated with the meeting. The cost of implementing the decisions has not yet been determined.

Local Government Reform White Paper

RECOMMENDATION

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

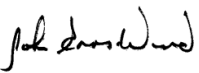
MOTION

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

CAO COMMENTS

APPROVAL

Department Head:

CAO: 

Date: 02/11/22

TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT

BILLS FOR PAYMENT				
February 14, 2022				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
1	MINISTER OF FINANCE	GEN.CAP.	80,096.30	Radio Communications
			80,096.30	
BILLS FOR RATIFICATION				
February 14, 2022				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
2	ABLE WINDOW SHINE LTD.- monthly	TRANS.	40.25	Window Cleaning
3	ALWARD, JACK	TRANS.	96.48	Clothing Allowance
4	ANIMAL RESCUE LEAGUE, SPCA- monthly	PROT.SVCS.	345.00	Shelter Service
5	A-ONE PUMPING SERVICE LTD. (2)	TRANS./SEW.REV.	1,435.20	Jetrodder Services
6	AVL CONSTRUCTION GROUP INC.	TRANS.	114,226.84	Snow Control
7	BDI, DIVISION OF BELL MOBILITY INC.	GEN.GOV.	805.00	Apple Phone
8	BELL ALIANT- monthly	BLDG.	28.08	Telephone
9	BELL ALIANT - monthly	EMO	266.21	Telephone
10	BELL MOBILITY INC. - monthly	GEN.GOV.	32.86	Telephone
11	BELL MOBILITY INC. - monthly	SEW.REV.	290.88	Telephone
12	CANADA POST CORPORATION	GEN.GOV.	7.54	Postage
13	CHANDLER SALES	GEN.GOV.	170.15	Town Swag
14	CINTAS CANADA LIMITED	BLDGS.	338.64	Medical Supplies
15	CONNORS BREATHING AIR SYSTEMS	FIRE	1,311.58	Cascade System Maint.
16	CRABBE, CHRISTOPHER	TRANS.	43.68	Clothing Allowance
17	CUMING'S FIRE & SAFETY	FIRE	1,210.95	Supplies
18	DILLON CONSULTING LTD.	GEN.CAP.	862.50	Professional Services
19	DILLON CONSULTING LTD.	TRANS.	3,102.13	Professional Services
20	ENVISION SJ- quarterly	ENV.DEV.	12,000.00	Funding
21	FASTENAL CANADA	TRANS.	1,394.02	Supplies
22	FLEWWELLING PRESS LTD.	GEN.GOV.	79.90	Stamps
23	FLEWWELLING PRESS LTD.	GEN.GOV.	85.80	Stamp
24	FLUENT IMS- Annual	FIRE	1,495.00	Annual Subscription
25	FORWARD ACCOUNTING SOLUTIONS	GEN.GOV.	86.25	IT Services
26	FUNDY FENCING LTD.	REC.	439.30	Adjust Gates
27	FUNDY REGIONAL SERVICE COMM.	TRANS.	115.10	Refuse
28	GB PHARMACY	BLDG.	39.92	Water
29	GOODYEAR CANADA INC.	FIRE	1,302.95	Tires
30	HR DOWNLOADS	GEN.GOV.	7,754.57	Human Resources Access
31	HUMAN PERFORMANCE CENTER-annually	FIRE	630.00	Membership
32	IRVING ENERGY DISTRIBUTION	BLDG.	1,633.10	Propane
33	IRVING ENERGY DISTRIBUTION	BLDG.	2,221.29	Propane
34	ISPIRE-INSPIRED TECHNOLOGIES LTD.	GEN.GOV.	2,610.88	IT Services
35	LINDE CANADA LTD.	FIRE	53.76	Cylinder Rental
36	LOYALIST CITY TOWING (2012) LTD.	FIRE	575.00	Winch Truck
37	MYLES HOME HARDWARE	BLDG.	55.17	Supplies
38	MYLES HOME HARDWARE	FIRE	609.14	Supplies
39	NB ASSOC. OF FIRE CHIEFS INC.	FIRE	175.00	Membership
40	NB POWER- monthly (2)	FIRE/BLDG.	2,513.61	Power
41	NB POWER- monthly (7)	SEW.REV.	967.46	Power
42	NB POWER- monthly (7)	SEW.REV.	1,686.88	Power
43	NB POWER- monthly (7)	SEW.REV.	941.39	Power
44	NB POWER- monthly (6)	VARIOUS	1,321.44	Power
45	NB POWER- monthly (9)	VARIOUS	5,276.77	Power
46	NB POWER- monthly (3)	VARIOUS	242.97	Power
47	NB POWER- monthly (3)	SEW.REV.	2,675.20	Power
48	NB POWER- monthly (2)	FIRE	229.94	Power
49	NB POWER- monthly (1)	TRANS.	10,254.01	Power
50	NB POWER- monthly (1)	TRANS.	10,254.01	Power
51	NB SOUTHERN RAILWAY	TRANS.	287.50	UGP Agreement
52	NORTHERN BUSINESS INTELLIGENCE- monthly	TRANS.	339.25	GPS Monitoring
53	NOSE & GRINDSTONE	ENV.DEV.	86.25	Family Day Poster
54	OUTWIT ADVENTURES INC.	REC.	115.00	Service Fee - APP
55	PARENT FLOOR SANDING	BLDG.	1,400.00	Re-coat Wood Floors
56	PARTS FOR TRUCKS	TRANS.	163.33	Plow Marker/Gear Oil
57	PARTS FOR TRUCKS	TRANS.	32.43	Supplies
58	PCS SALES LTD. (2)	TRANS.	4,120.72	Salt

