

Virtual Meeting – Zoom – Televised for the Public

**ADOPTED
FEB 14 2022**

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 (Virtual)

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, Greg Yeomans, David Taylor

Guests: Chris Steele - EBP Local Economic Development Plan

5. Agenda Approval

That the Council of the Town of Grand Bay-Westfield approve the Agenda of January 24, 2022 as presented.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried

6. Disclosure of Conflict of Interest

None

7. Public Hearings/Presentations/Delegations/Petitions (Virtual)

a) **EBP Local Economic Development Plan – Chris Steele**

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

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

8. Minutes of Previous Meeting

a) **Regular Council Minutes of January 10, 2022**

That the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of January 10, 2022 as presented.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence

Carried

b) **Email Poll – CAO Bonus**

That the Council of the Town of Grand Bay-Westfield ratify the email poll: CAO Bonus.

Motioned by: Councillor Balcomb

Seconded by: Councillor Day

Carried

9. Unfinished Business

a) **Westfield School Zone Speed Limit**

That the Council of the Town of Grand Bay-Westfield agree to leave the current speed reduction in the school zone in front of the Westfield School.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balcomb

Carried

b) **Snow Removal and Ice Control**

That the Council of the Town of Grand Bay-Westfield authorize Administration to adopt the Snow and Ice Plan 2023 – 2028 as presented and prepare the tender for snow and ice control services for the 2023-2028 winter seasons with the following levels of service.

- The plowing depth is to remain at 8cm on Local Streets
- Plowing depth for municipal properties in use during a storm event is to be 4cm.
- Change in the description of the service level on sidewalks and to clarify that sidewalks servicing during a storm events should not be considered safe until after the storm has stopped. This service level also applies during a storm event on a school day.

Administration to investigate site specific special applications, increasing the level of service within hilled areas. As well as looking into increasing the level of service to bus stop locations along the Nerepis Road.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried

10. Bylaws

None

11. New Business/Recommendations

a) **Human Resources Support**

That the Council of the Town of Grand Bay-Westfield authorize the CAO to enter into an agreement with HRDownloads.

Motioned by: Councillor Day

Seconded by: Councillor Balcomb

Carried

b) **Sculpture Saint John 2022 – Council Appointment**

That the Council of the Town of Grand Bay-Westfield appoint Maureen Boone as the representative on behalf of the Town of Grand Bay-Westfield for Sculpture Saint John 2022.

Motioned by: Councillor Day

Seconded by: Deputy Mayor Toole

Carried

c) Age Friendly Committee Terms of Reference

That the Council of the Town of Grand Bay-Westfield accept the Age Friendly Committee Terms of Reference as presented.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried

d) Junior Achievement Annual Request

That the Council of the Town of Grand Bay-Westfield donate \$300.00 to Junior Achievement NB.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence

Carried

e) Apple Hill Road

That the Council of the Town of Grand Bay-Westfield refer this back to administration to report back to Council for the meeting scheduled on February 28, 2022.

Motioned by: Councillor Day

Seconded by: Councillor Balcomb

Carried

f) Sewerage Utility Accounts Receivable: 4th Quarter 2021

That the Council of the Town of Grand Bay-Westfield receive and file Sewerage Utility Accounts Receivable as at December 31, 2021.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Deputy Mayor Toole

Carried

g) Local Economic Development Strategic Plan

That the Council of the Town of Grand Bay-Westfield adopt the Economic Development Action Plan.

Motioned by: Councillor Balcomb

Seconded by: Councillor Balemans

Carried

12. Bills for Payment

- a) That the Council of the Town of Grand Bay-Westfield authorize the January 24, 2022 bills for payment as presented in the amount for \$534, 958.47.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

Carried

13. Consent Agenda

- a) Entity 51 Transition Facilitator Restructuring
- b) Entity 51 Transition Facilitator Regional Service Commission
- c) Entity 51 Map
- d) AFC November Minutes
- e) AFC December Minutes
- f) AFC Resignation
- g) Portage Atlantic
- h) NB Legion Advertising
- i) Cascade Admin Reports
 - i. Monthly Council Report
 - ii. CAO Progress Report
 - iii. Council Resolutions/Directions

That the Council of the Town of Grand Bay-Westfield receive and file the consent agenda items for January 24, 2022.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balemans

Carried

14. Council Reports

15. Business Arising from Committee of the Whole

None

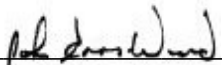
16. Adjournment

That the Council of the Town of Grand Bay-Westfield adjourned the meeting at 9:01 pm.

Motioned by: Councillor Day

Seconded by: Councillor McIntosh Lawrence

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 24, 2022

Date: 101/21/22

TITLE: SCHOOL ZONE SPEED REMOVAL

PREPARED BY: BRUCE GAULT

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure Sustainability & Climate Adaptation

ATTACHMENTS:

1. 2107728 Westfield School Zone
 2. Administrative Report School Zone Speed Removal dated December 6, 2021
 3. Email from Louise Johnson Principal Westfield School dated January 18, 2022
-

BACKGROUND

Council asked that Westfield School be contacted for their option. Principal Louise Johnson was able to discuss the proposed speed reduction in front of the Westfield School with school staff, members of the Parent School Support Committee of Westfield School and local District Education Council members.

COMMENT

There was over whelming support front those contacted to leave the reduced speed limit in front of the school for the safety of the children.

FINANCIAL IMPLICATIONS

Not applicable.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield agree to leave the current speed reduction in the school zone in front of the Westfield School.

MOTION

Move to receive and file.

CAO COMMENTS

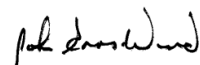
APPROVAL

Department Head:



Date: 01/20/22

CAO:



Date: 01/20/22

Vision: A welcoming place to live, grow and thrive

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

Council Meeting: December 13, 2021

Date: 11/25/21

TITLE: DRAFT SNOW & ICE CONTROL PLAN

PREPARED BY: BRUCE GAULT

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure Sustainability and Climate Adaptability

ATTACHMENTS:

1. DRAFT Snow & Ice Control Plan, 3 versions, original, marked up copy and a draft final
2. DRAFT Snow & Ice Control and Other Winter Maintenance Services Scope of Work 2023-2028

BACKGROUND

Snow and Ice Control services for the Town of Grand Bay-Westfield has always been provided by contract. The current contract has been extended for 2 years. This 2-year window provides the Town with enough time to tender, award and allow time for the next successful bidder to purchase equipment, hire employees and provide snow fighting training.

COMMENT

Before being able to create a tender for a service, the level of service needs to be defined so bidders are all bidding on the same service. The service level is described in the Draft Snow & Ice Plan. Once the Plan is finalized a tender can be created to match the service level. Draft documents are attached as working copies showing the revisions proposed to the new document using the current plan as a template. Edits and deletions are both shown for comparison.

The Town has received confirmation that per the LG White Paper, the Department of Transportation and Infrastructure will continue to service all roads in the LSD both summer and winter.

Group email any questions or clarifications to the Works Commissioner.

FINANCIAL IMPLICATIONS

The current contract is for ~\$620,000 per annum.

RECOMMENDATION

Council reviews the draft Snow & Ice Control Plan between December 13th and January 10th, 2022, when the draft Snow & Ice Plan will be presented to Council for formal approval.

Draft Snow & Ice Control Plan

MOTION

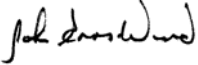
There is no motion at this time.

APPROVAL

Department Head:



Date: 12/08/21

CAO: 

Date: 12/09/21

Vision: A welcoming place to live, grow and thrive

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

Council Meeting:

January 24, 2022

TITLE: HUMAN RESOURCE SUPPORT

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. HRDownloads Products
 2. HRDownloads Training List
-

BACKGROUND

Many of the Town's policies relating to human resources need refreshing. Also, staff access to training resources related to customer service, safety, regulations and more are very limited.

COMMENT

HRDownloads is a Canadian human resource platform offering a variety of products that will enhance the Town's organizational capacity. Having used HRDownloads in the past, I have been able to quickly update job descriptions, provide and track training through half hour to hour long video sessions on safety, human resource practices, customer service training, receive consulting support during difficult incidents and develop a human resource manual and handbook.

FINANCIAL IMPLICATIONS

The cost for a two-year term is \$7,400.

RECOMMENDATION

That Council authorize the CAO to contract HRDownloads for a two-year term.

MOTION

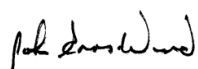
That the Council of the Town of Grand Bay-Westfield authorize the CAO to enter into an agreement with HRDownloads

CAO COMMENTS

This human resource platform has been a significant resource for me and my previous organization.

APPROVAL

Department Head:

CAO: 

Date: 01/21/221

Vision: A welcoming place to live, grow and thrive

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

Council Meeting:

January 24, 2022

TITLE: LOCAL ECONOMIC DEVELOPMENT ACTION PLAN

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Population Growth to Achieve Financial Stability

ATTACHMENTS:

1. Economic Development Action Plan
 2. Economic Development Tactical Plan 2022
-

BACKGROUND

Since my first interviews with Council in spring of 2020, economic development has been emphasized. Economic development has also been emphasized by this Council in their strategic plan making it a priority.

EBP, who also completed the economic development strategic plan for Envision Saint John, led by Chris Steele, began the work in the fall of 2021. Some of his initial findings in the fall resulted in some preliminary recommendations. These recommendations made it into the tactical plan and budget for 2021.

COMMENT

Perhaps the first, and most important, recommendation is: “The Town of Grand Bay-Westfield must dedicate energy to this Economic Development Action Plan for at least five years, if not indefinitely.”¹

To complete the report, EBP’s methodology included:

- Literature Review,
- Data Analyses, and
- Interviews.

Some of the key findings include:

- The employment base isn’t growing fast enough to remain competitive with the rest of the country.
- Some industries, such as construction and wholesale trade, are stronger in Grand Bay-Westfield than the rest of region.
- The five major industry employers in the town are:
 - Construction,

¹ Economic Development Action Plan: Town of Grand Bay-Westfield, December 2021. Pg. 1

Local Government Reform White Paper

- Finance,
- Professional services,
- real estate, and
- retail trade.

An interesting finding is that 85 percent of businesses are self-employed businesses or small businesses in Grand Bay-Westfield.² These businesses typically don't have employees or less than four. It should be noted that there is a perception that the Town is not in favour of development.

There are three action areas of the plan with associated action items.

- Business Support
 - Networking organization
 - Support program
 - Web presence
 - Direct outreach
- Place Making and Branding
 - Brand positioning
 - Brand messaging
 - Web presence
 - Thematic map
- Development Support
 - Incentive and fee evaluation
 - Opportunity brochure
 - Direct outreach

FINANCIAL IMPLICATIONS

The cost of the project was less than \$30,000. To implement the plan in 2022, up to \$6,800 for the projects and there will be overlap for some items.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield adopt the Economic Development Action Plan.

² Ibid pg. 7

Local Government Reform White Paper

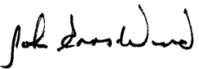
MOTION

That the Council of the Town of Grand Bay-Westfield adopt the Economic Development Action Plan.

CAO COMMENTS

APPROVAL

Department Head:

CAO: 

Date: 01/19/22



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**TOWN OF GRAND BAY-WESTFIELD
SEWERAGE UTILITY
ACCOUNTS RECEIVABLE
AS AT DECEMBER 31, 2021**

	\$
Residential Fees Prior 2021	0
Residential Fees 2021	1,765.45
Commercial Fees Prior 2021	0
Commercial Fees 2021	262.97
Institutional Fees Prior 2021	0
Institutional Fees 2021	0
Service Prior 2021	0
Service 2021	0
TOTAL ACCOUNTS RECEIVABLE	<u>12,028.42</u>

Notes:

1. Please note the number of sewerage user units changes from year to year - generally there is an increase in user units each year.
2. The initial 2021 Sewerage Utility Billing total was \$499,605.00
3. Collection Services are provided by Eastern Collection Services Ltd. for accounts in arrears.
4. Collections are also being addressed through Disconnection Notices.
5. The accounts receivable balance as at December 31, 2020 was **\$18,691.46.**

Respectfully submitted,

Marcia Mason
Assistant Clerk/Treasurer

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

BILLS FOR PAYMENT				
January 24, 2022				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
1	CITY OF SAINT JOHN - quarterly	GEN.GOV.	25,500.75	Regional Facilities Funding
2	CITY OF SAINT JOHN - quarterly	FIRE	7,740.00	Dispatch Services
			33,240.75	

BILLS FOR RATIFICATION				
January 24, 2022				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
2	ABLE WINDOW SHINE LTD.	TRANS.	40.25	Window Cleaning
3	ALZHEIMERS SOCIETY OF NB	LEGIS.	25.00	Donation
4	ATLANTIC WINDOOR LTD.	BLDG.	424.49	Repair Seal
5	ATLAS COPCO COMPRESSORS CANADA (2)	SEW.REV.	5,279.09	Service - Blower at Lagoon
6	AVL CONSTRUCTION GROUP INC.	TRANS.	139,477.99	Snow Control
7	AVL CONSTRUCTION GROUP INC.	TRANS.	417.12	Salt Usage
8	BARTER SIGNS & INSTALLATIONS	TRANS.	218.50	Bucket Truck Rental
9	BELL ALIANT - monthly	BLDG.	28.08	Telephone
10	BELL ALIANT - monthly	EMO	257.83	Telephone
11	BELL ALIANT -monthly (4)	VARIOUS	983.14	Telephone
12	BELL MOBILITY INC.- monthly	SEW.REV./TRANS.	359.75	Telephone
13	BELL MOBILITY INC. - monthly	VARIOUS	104.29	Telephone
14	BELL MOBILITY INC. - monthly	FIRE/EMO	320.03	Telephone
15	CANADA POST CORPORATION	GEN.GOV.	7.49	Postage
16	CHANDLER SALES (2)	GEN.GOV.	2,805.31	Jackets/hats
17	COMMISSIONAIRES	ENV.DEV.	547.31	Commissionaire's
18	CUMINGS FIRE & SAFETY EQUIP. LTD.	FIRE	265.66	Repair Bunker Pants
19	DENIS OFFICE SUPPLIES	GEN.GOV.	947.42	Office Supplies
20	DENIS OFFICE SUPPLIES	GEN.GOV.	211.53	Office Supplies
21	DUKE CREATIVE COLLECTIVE	GEN.GOV.	1,438.65	Professional Services
22	EASTERN CREDIT MANAGEMENT SERV.	SEW.REV.	95.48	Collection Services
23	ENGLOBE CORP.	TRANS.	1,819.88	School Zone Review
24	FLEWWELLING PRESS LTD.	GEN.GOV.	106.26	Stamp
25	FORWARD ACCOUNTING SOLUTIONS	GEN.GOV.	35.94	Payroll Software Update
26	FRONTLINE OUTFITTERS	FIRE	3,901.26	Uniforms
27	FUNDY REGIONAL SERVICE COMMISSION	TRANS.	135.80	Refuse
28	GB PHARMACY	FIRE	47.99	Glucose Monitoring Strips
29	GREEN LEE SHOE LTD.	FIRE	413.78	Boots
30	HUB INTERNATIONAL ATLANTIC LIMITED	GEN.GOV.	5,750.00	Cyber Insurance
31	IRON MOUNTAIN CANADA CORP.- monthly	GEN.GOV.	110.94	Shredding
32	ISPIRE-INSPIRED TECHNOLOGIES LTD.	GEN.GOV.	2,561.23	IT Services
33	ISPIRE-INSPIRED TECHNOLOGIES LTD.	GEN.CAP.	4,541.37	IT Services
34	JOHNSTON, WAYNE	BLDG.	1,500.00	Moorings
35	LINDE CANADA INC.	FIRE	65.69	Cylinder Rental
36	LOOK & TEL AUTO	TRANS.	1,035.08	Bucket Truck Rental
37	M&C FOODS INC. (PIZZA DELIGHT)	FIRE	104.31	Lunch
38	MEGA-LAB MANUFACTURING CO. LTD.	SEW.REV.	686.78	Degreaser
39	MINISTER OF FINANCE	PROT.SVCS.	180,630.00	RCMP - Policing Services
40	MINISTER OF FINANCE - annually	TRANS./FIRE	421.00	Registrations
41	MINISTER OF FINANCE	GEN.CAP.	80,096.30	Radio Communications
42	MPWWA -annually	TRANS.	273.84	Membership Renewal
43	NB POWER- monthly (2)	SEW.REV./TRANS.	170.90	Power
44	NB SOUTHERN RAILWAY (2)	TRANS.	1,150.00	Pipe/Roadway Agreement
45	NEREPIS ELECTRIC LTD.	SEW.REV.	2,245.26	Replace Heater
46	NORTHERN BUSINESS INTELLIGENCE	TRANS.	339.25	GPS Monitoring
47	PCS SALES (CANADA) LTD.	TRANS.	2,065.70	Salt
48	PCS SALES (CANADA) LTD.	TRANS.	2,059.03	Salt
49	PCS SALES (CANADA) LTD. (2)	TRANS.	4,090.72	Salt
50	PCS SALES (CANADA) LTD. (2)	TRANS.	2,051.69	Salt
51	PERRY, MATTHEW	TRANS.	400.00	Professional Services
52	PERRY, MATTHEW	TRANS.	200.00	Professional Services
53	RIVER VALLEY COMMUNITY CENTRE-quarterly	REC.	27,000.00	Funding
54	SAINT JOHN LABORATORY SERVICES LTD. (3)	TRANS./SEW.REV.	1,539.90	Water Sampling
55	SAUNDERS EQUIPMENT LTD.	TRANS.	1,527.44	Troubleshoot/Repair Gear
56	SAUNDERS EQUIPMENT LTD.	TRANS.	1,986.15	Troubleshoot Brake Switch

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

BILLS FOR RATIFICATION				
January 24, 2022				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
57	SAVOY, ANN - monthly	PROT.SVCS.	1,241.72	Dog Control
58	SAVOY, ANN - annually	PROT.SVCS.	1,317.00	Insurance
59	SCHOLTENS GB LTD.	FIRE	185.35	Supplies
60	SCOTIABANK VISA - monthly	VARIOUS	7,023.05	Supplies/Equipment
61	STAR-KEY ENTERPRISES LTD.	FIRE	168.84	MVI/Repair
62	STAR'S SEWING	FIRE	295.00	Sewing/Repairs
63	TAYLOR, DAVID	GEN.GOV.	34.49	Office Supplies
64	TELUS - monthly	GEN.GOV.	841.96	Telephone
65	THE CRITTER GITTER	BLDG.	51.75	Pest Control
66	ULINE CANADA CORPORATION	GEN.GOV.	119.32	Office Supplies
67	UNIVERSAL SALES	FIRE	1,203.55	MVI/Repair
68	UNIVERSAL SALES	TRANS.	3,813.02	Vehicle Service
69	WILSONS SECURITY	BLDG.	69.00	Alarm Monitoring
70	YELLOW PAGES - monthly	GEN.GOV.	35.77	Advertising
	BILLS FOR PAYMENT		33,240.75	
	BILLS FOR RATIFICATION		501,717.72	
	TOTAL BILLS FOR PAYMENT		534,958.47	