

**Regular Council Meeting Agenda
Community Centrum: Grand Bay Room
October 24, 2022
Page 1 of 3**

- 1. Call to Order - 7:00 pm**
- 2. Acknowledgement of Treaty Land**

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

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

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

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

- 3. Mayor's Comments**
- 4. Record of Attendance**
- 5. Agenda Approval**
- 6. Disclosure of Conflict of Interest**
- 7. Public Hearings/Presentations/Delegations/Petitions**
- 8. Minutes of Previous Meeting**
 - a) Regular Council Meeting Minutes of September 26, 2022
 - b) Fundy Regional Service Commission Budget Email Poll

9. Unfinished Business

10. Bylaws

- a) Building Bylaw
- b) Municipal Plan By-law Amendment No. 80 1A, Amendment to the Traffic By-law

11. New Business/Recommendations

- a) Strategic Plan
- b) Community Grants
- c) Planning Advisory Committee Budget
- d) Third Quarter Financial Report
- e) Third Quarter Sewerage Report
- f) Westfield & District Recreation Association Budget Request
- g) Remembrance Day Road Closure

12. Bills for Payment

13. Consent Agenda

- a) Canada Community Building Fund Email
- b) Grand Bay-Westfield 2023 Municipal Report
- c) Greater Saint John Regional Facilities Commission
- d) RDC Peace Park Funding
- e) Weighted Voting
- f) GNB Memo Policing Services
- g) Declaration of 2022 Municipal Election
- h) Council Restrictions during Municipal Election
- i) PAC Appointment of Officers
- j) PAC Minutes
- k) 2022 Rotary Gala Sponsor Packages
- l) Email – Marigolds/Murals – Our Children and Community
- m) Expert Panel Report Sept 2022
- n) Grand Bay-Westfield Map
- o) Angus Reid – Impact of Inflation
- p) Letter – The War Amps

- q) LGA – Entities regulation 2022 – 50
- r) Nature of the Balance Sheet Exec Summary
- s) Number of Publicly Owned Facilities
- t) Rec – Operational Capital Budget Comparison 2023
- u) Saint John Sports Hall of Fame
- v) Letter – Greater Saint John Regional Facilities 2023 Operating Budget
- w) Tax Growth Base 2023
- x) Thank-You note – Sunrise Play Park
- y) Thank You Port Community – 100,000 TEU milestone

14. Council Reports

15. Business Arising from Committee of the Whole

16. Adjournment

Vision: A welcoming place to live, grow and thrive

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

Council Meeting:

October 24, 2022

TITLE: BUILDING BY-LAW NO. 114

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.

COMMENT

The Building By-law has been reviewed as one of the By-laws that will need to be amended with the expanded extent of the Municipal Boundaries in January 2023. With the enactment of the new *Building Code Administration Act*, all municipal Building By-laws presently enacted under Section 62 of the *Community Planning Act* will only remain in effect until Dec. 31, 2022. Our By-law is grandfathered at this point under section 59 of the previous *Community Planning Act*. New Building By-laws will be enacted under the Building Code Administration Act, rather than the Community Planning Act.

As of September, I have not found any examples within the province for new Building By-laws enacted under the new Act. Some existing municipal By-laws still reference the 2010 Building Code which was replaced by the province in 2017.

In my discussion with Mike Lewis, Director of Justice & Public Safety, he indicated that the structure of the *Act* was intentionally set up to provide a simple transition within the *Act and Regulations* as of January 1, 2023, without having to adopt a new By-law. Should the Town consider adopting a separate building By-law in the future, section 5(3) of the *Building Code Administration Act* retains the option for the municipality to do so.

General Regulations under the Building Code Administration Act provides the following changes to our present Building By-law practices:

Section 5 Exemptions (currently in effect even with our existing by-law and adopted into our Zoning By-law):

- An accessory Building that is not intended for overnight accommodation **(to be reduced to a maximum of 55 m² on January 1 2023)**;
- A building on a construction site that is intended to be use only during the course of construction on the site, not intended for overnight accommodation);

BUILDING BY-LAW No. 114

- A building not greater than 56.08 m² that is intended for overnight accommodation **(to be increased to 58.6 m² on January 1, 2023)**;
- A temporary building which is not intended to remain where it is erected or located for more than 28 days.

Section 9 Stages of Construction at least one inspection following each stage:

- Completion of footings and foundations, prior to backfill;
- Substantial completion of framing;
- Completion of construction or before occupation.

Section 11 Retention of all documents for no less than 7 years from the date of completion of the work.

The largest difference is in the fee schedule:

Section 15 The Regulation fee schedule would charge \$25 plus \$5/\$1000 of estimated value of work; AND \$25 for a demolition permit.

The Provincial fee structure has been higher than the Town rates for over a decade. The Town rates have not changed since 2009, when the top tier of rates for building value was raised from \$3 to \$4 (which had been in place since 1981). We currently charge \$10 for the first \$1000; \$5/\$1000 for the next \$4000; and \$4/\$1000 for the remaining value of the work (including materials and labour).

The following examples show the relative change in permit fees compared to the existing By-law and the fees already charged in the LSDs:

Example 1

A \$50,000 project currently has a Building Permit fee of \$210.00, vs. a fee of \$250.00 in the LSDs.

Example 2

A \$200,000 project currently has a Building Permit fee of \$810.00, vs. a fee of \$1,025.00 in the LSDs.

Example 3

A \$400,000 project currently has a Building Permit fee of \$1,610.00, vs. a fee of \$2,025.00 in the LSDs.

FINANCIAL IMPLICATIONS

No costs at this time.

RECOMMENDATION

Move that the Council of the Town of Grand Bay-Westfield leave the existing By-law No. 114 in place, to transition under Section 23 of the *Act* to cease to have effect on January 1, 2023.

BUILDING BY-LAW No. 114

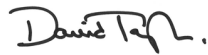
As a result, the initial transition of Ward 2 into the amalgamated Town would maintain the same fee structure as currently exists in the Local Service District.

MOTION

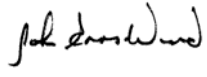
That the Council of the Town of Grand Bay-Westfield maintain the use of the Building By-law No. 114 until December 31, 2022, when it will cease to be in effect. Building Permit services will continue under provisions of the Building Code Administration Act and Regulations thereto, as of January 1, 2023.

APPROVAL

Department Head:



Date: 10/14/22

CAO: 

Date: 10/18/22

Vision: A welcoming place to live, grow and thrive

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

Council Meeting:

October 24, 2022

TITLE: MUNICIPAL PLAN BY-LAW AMENDMENT NO. 80 1A, AMENDMENT TO THE TRAFFIC BY-LAW

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. Copy of DRAFT Traffic By-law amendment No. 80-1
 2. Copy of letter received from the Registrar of Motor Vehicles
-

COMMENT

Do to repeated removals of one of the stop signs at this intersection, a traffic review confirmed that public safety would not be impacted by the change from the previous 3-way stop interchange. A review has been requested by Council and received from the Planning Advisory Committee for the proposed By-law and the public notices have been published on the Town's website to proceed with readings of the By-laws to be read by title only.

FINANCIAL IMPLICATIONS

No costs at this time.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield may proceed with final reading and enactment of the By-law.

COMMENT

Works Department will remove the existing sign and pole in conformance with the revised By-law.

MOTION

Third Readings (by title and enactment):

TRAFFIC BY-LAW NO. 80-I, AMENDMENT TO THE TRAFFIC BY-LAW NO. 80

CAO COMMENTS

APPROVAL

DRAFT BY-LAW #80 I, AMENDMENT TO TRAFFIC BY-LAW #80

Department Head *David T. R.*

Date: 10/20/2022

CAO: *John Stone*

Date: 10/21/2022

Vision: A welcoming place to live, grow and thrive

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Council Meeting:

October 24, 2022

TITLE: COMMUNITY GRANT ALLOCATION

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Community Vitality

ATTACHMENTS:

1. Policy A006 Grants
 2. List of Annual Grants
 3. City of Saint John Grant Policy
 4. Kindersley Grant Opportunities
 5. Kindersley Community Grant Application and Guidelines
-

BACKGROUND

Since 2006, funding has been set aside for Community Grants from Council equal to \$1 per person per year. The limit for miscellaneous grant awards is \$200 and annual grants is \$500. For this intake, ending September 30, ten (10) applications were received. More than half of the applications, six (6), were from schools totaling more than \$1,960 because one application didn't submit a dollar amount. The other four (4) applications include two (2) from recreation groups, and a Veterans group requesting a total of \$1,361.79.

It should be noted that three (3) applications were incomplete.

In the period 2017–2022, the Town provided financial assistance or in-kind support to all of the schools for a total of almost \$40,000 or about \$8,000 per year including Community Grants.

COMMENT

Three (3) of the school applications are for what may be considered capital purchases for the schools: speaker system for the gym, a picnic table and furniture for a learning commons. The other school requests include material for a Winter Holiday event, basketballs, and material for students to develop skills.

Administration is supposed to review Policy A006 Grants and develop a corresponding scorecard. Included in the process is a public review session for February of 2023. Sample policies are attached.

Community Grant Allocation

FINANCIAL IMPLICATIONS

There is a total of \$2,539.51 available to community groups.

Table 1: Community Grant Requests

Community Grants			
	Request	Item	Group
	\$ 286.79	banners	Honour our Veterans
	\$ 250	molding	River Valley Coins
	\$ 400	craft supplies for winter event	Grand Bay Home & School
	\$ 500	picnic table	Grand Bay Primary
	\$ 425	jerseys	Grand Bay Community Hockey
	\$ 360	basketballs	Inglewood School
	\$ 400	pinnies	RVBA
	\$ 500	gym sound system	Westfield Elementary Home & School
		furniture for learning commons	River Valley Middle School
	\$ 200	materials for fine motor skills development	Westfield Elementary School
Total	\$ 2,785.00		
School Requests	\$ 1,960.00		
Community Requests	\$ 1,361.79		
Grant Available	\$ 2,539.51		

Based on community access to the grants, Administration is suggesting that Council allocate the grants based on following.

Community Grant Allocation

Table 2: Community Grant Allocation

Community Grant Allocation			
	Request	Item	Group
	\$ 286.79	banners	Honour our Veterans
	\$ 250.00	molding	River Valley Coins
	\$ 500.00	picnic table	Grand Bay Primary
	\$ 425.00	jerseys	Grand Bay Community Hockey
	\$ 500.00	sound system for gym	Westfield Elementary Home & School
Total	\$ 400.00	pinnies	RVBA
Community Requests	\$ 1,361.79		
School Requests	\$ 1,000.00	picnic table & sound system may be used by residents	
Total Allocated	\$ 2,361.79		
Grant Available	\$ 2,539.51		
Remaining	\$ 177.72		

Community groups are awarded 100% of their ask and Grand Bay Primary and Westfield Elementary be awarded 100% of their ask because the public may use the picnic table and the sound system.

RECOMMENDATION

That Council support the resolution.

MOTION

That the Council of the Town of Grand Bay-Westfield award the Community Grants as follows:

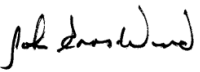
- Honour our Veterans \$289.79 for the purchase of banners;
- River Valley Coins \$250 for the purchase of molding for their molds;
- Grand Bay Primary School \$500 for the purchase of a picnic table that may be used by residents when the school is closed;
- Grand Bay Community Hockey \$425 for the purchase of jerseys;
- River Valley Basketball Association \$400 for the purchase of pinnies;
- Westfield Elementary School \$500 for the purchase of a sound system to be installed in the gym and may be used by community groups using the gym; and

Community Grant Allocation

- That the remaining \$177.72 be distributed per the Mayor's discretion as stated in the Policy or added to the total grant money available in 2023.

CAO COMMENTS

APPROVAL

CAO: 

Date: 10/18/22

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

Planning Advisory Committee Meeting date:

October 3, 2022

TITLE: PLANNING ADVISORY COMMITTEE BUDGET 2023

PREPARED BY: DEVELOPMENT OFFICER

DEPARTMENT: PLANNING

For Information

For Discussion

For Decision

The following budget estimate is based on an Honorarium (established by Council) of \$75 per member (6 MEMBERS) and \$100 for the Chair for each meeting and \$150 per meeting for the Recording Secretary up to a maximum of 12 meetings per year. Amounts have been set aside for supplies and legal expenses.

Maximum Honorarium for P.A.C. Membership Including Secretarial Honorarium	\$ 9,500.00
Consultants, Legal Advice, contingency Including miscellaneous Supplies	\$ 5,000.00
	<hr/>
TOTAL	\$ 14,500.00

RECOMMENDATION FOR MEETING OF OCTOBER 3, 2021:

The following draft resolution is provided for the Committee's consideration:

...move that the Planning Advisory Committee submit the following budget figure of \$14,500.00 for expenses of the Committee for the year 2023

Respectfully submitted,



David Taylor
Development Officer

Vision: A welcoming place to live, grow and thrive

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Council Meeting:

October 24, 2022

TITLE: GENERAL REVENUE FUND OPERATING BUDGET - 3RD QUARTER FINANCIAL REPORT

PREPARED BY: JAMES BARRINGTON/HANNAH CHEN

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. 3rd Quarter Financial Report
-

BACKGROUND

Financial Reports are typically prepared each quarter of the year. This process provides Council and Administration with insights to the financial position of the Town as the year progresses and to assist with the decision-making process. The previous Report was prepared as of June 30, 2022. This Report has been prepared at the end of the third quarter, September 30, 2022.

COMMENT

Inflation and supply chain issues have strained budget allocations during 2022. Despite higher than anticipated prices of fuel and supplies Administration has shown sound financial judgment in making purchasing decisions which has resulted in projected expenditures being lower than originally budgeted for by \$28K. It is anticipated that additional revenue of \$30K will be realized in 2022 due to an increase in building permits issued and interest earned on Town held deposits. Administration has managed to mitigate many of the financial challenges that 2022 has produced while still providing excellent levels of service to residents.

Specific factors affecting the Town's budget include:

- Increases
 - Labour costs for new positions;
 - Legal costs for a variety of issues including billing for 2021 in 2022;
 - Unplanned financial analysis regarding snow control, parks and recreation, and review of local governance reform;
 - The development of a strategic plan and organization review of River Valley Community Center;

General Revenue Fund Operating Budget - 3rd Quarter Financial Report

- Cost increases for diesel, gasoline and propane affecting all operations; and
- Increase in asphalt for paving along designated highway, Route 177.
- Savings
- Labour savings related to efficient use of resources; and
- Development incentives not being realized this year.

FINANCIAL IMPLICATIONS

Administration has worked hard during the year to mitigate the budgetary pressures encountered with high energy prices and increased costs of key supplies i.e. Asphalt. While the current projection is for a small surplus (less than 1% under budget), the Town will need to show appropriate fiscal restraint for the remainder of the year.

RECOMMENDATION

That the Council of Grand Bay-Westfield Council receive and file the 2022 3rd Quarter Financial Report as presented.

MOTION

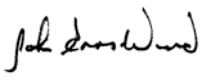
That the Council of the town of Grand Bay-Westfield receive and file the 2022 3rd Quarter Financial Report as presented.

CAO COMMENTS

APPROVAL

Department Head: 

Date: 10/17/22

CAO: 

Date: 10/20/22

Vision: A welcoming place to live, grow and thrive

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Council Meeting:

October 24, 2022

TITLE: SEWERAGE UTILITY REVENUE FUND - JULY 31 FINANCIAL REPORT

PREPARED BY: JAMES BARRINGTON

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. Financial Report Sewerage Utility – September 30th 2022
-

BACKGROUND

Financial Projection Reports are prepared periodically during the year. This process provides Council and Administration with insights to the financial position of the Town as the year progresses and to assist with the decision-making process.

COMMENT

Due to additional sewer connections and an increase in interest earned on deposits held, the anticipated revenue for 2022 will be higher than budgeted for by \$7,691. It is anticipated that expenditures will be \$11,737 lower than budgeted. The savings realized are due to reduced repair costs and the deferral of some preventative maintenance due to contractor availability. Funds for this work has been allocated in the 2023 budget.

There is \$22,873.29 in accounts receivable not yet collected, this amount represents 3.95% of billing for the year. Final collection notices have been sent to all residents informing them that any amounts outstanding at the end of October will be sent to our collection agency.

FINANCIAL IMPLICATIONS

The net result of the increased revenue and decreased expenses is a forecasted surplus of \$19,428 (3.3% of budgeted expenditures). This small projected surplus will be dependent on no unforeseen circumstances arising during the remainder of 2022.

RECOMMENDATION

That the Council of Grand Bay-Westfield receive and file the Sewerage Utility Revenue Fund September 30th Financial Report as presented.

Financial Report

MOTION

That the Council of Grand Bay-Westfield receive and file the Sewerage Utility Revenue Fund September 30th Financial Report as presented.

APPROVAL

Department Head:



Date: 10/20/22

CAO:

Date: 08/11/22

Vision: A welcoming place to live, grow and thrive

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Council Meeting:

October 24, 2022

TITLE: REMEMBRANCE DAY ROAD CLOSURE

PREPARED BY: DEVELOPMENT OFFICER

DEPARTMENT: PLANNING

FOR INFORMATION **FOR DISCUSSION** **FOR DECISION**

RELATED TO STRATEGIC PLAN:

- Community Vitality

BACKGROUND

A request has been made by email dated October 12, 2022 from Cory Ryan, Coordinator for the Remembrance Day Ceremony for a march from The Medicine Shoppe to the Cenotaph. The Town has had requests for events held on public streets which could affect traffic flow on public streets under Section 6 of the Traffic By-law No. 80, where Council approves temporarily closure of streets for the specified periods. This is similar to a request made in 2021.

COMMENT

Notification to the RCMP, DTI, Ambulance New Brunswick and the Fire-Rescue Department must be made to ensure emergency services are aware of the potential obstacle. The email request has been forwarded by the Town.

FINANCIAL IMPLICATIONS

None.

RECOMMENDATION

That the Council for the Town of Grand Bay-Westfield authorize the road closure request for Woolastook Drive between River Valley Drive and Highland Road for a 1.5 hour period between 10:00 a.m. and 11:30 a.m. on Remembrance Day.

MOTION

That the Council of Grand Bay-Westfield approve the request for a temporary road closure of Woolastook Drive between River Valley Drive and Highland Road between the hours of 10:00 a.m. and 11:30 a.m. on November 11, 2022, for Remembrance Day Services. Under provisions of the Traffic By-law No. 80, the organizers are to notify RCMP, DTI, Ambulance NB and the Fire- Rescue Department, to ensure continuity of emergency services.

CAO COMMENTS

APPROVAL

Report: Remembrance Day Road Closure

Department Head:

David T. L.

Date: 10/13/22

CAO: *John Stone*

Date: 10/18/22