

**Regular Council Meeting Agenda  
Community Centrum: Grand Bay Room  
July 11, 2022  
Page 1 of 2**

**1. Call to Order - 7:00 p.m.**

**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 June 27, 2022

**9. Unfinished Business**

**10. By-laws**

- a) Third Readings of each of the three By-laws: 121A, 122B and 124

**11. New Business/Recommendations**

- a) Cyr Subdivision, Valley View Drive
- b) Compensation Review
- c) Strengthening Municipalities
- d) 2023 Tentative Capital Street Improvements
- e) Digital Banking Services
- f) Financial Report: 2<sup>nd</sup> Quarter
- g) Appointment of Town's Planner
- h) Appointment of Additional Signing Officer
- i) Appointment of Assistant Clerk

**12. Bills for Payment**

**13. Consent Agenda**

- a) Cascade Reports

**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:**

**July 11, 2022**

**TITLE:** MUNICIPAL PLAN BY-LAW AMENDMENT NO. 121A, ZONING BY-LAW AMENDMENT NO. 122B AND SUBDIVISION BY-LAW NO. 124

**PREPARED BY:** DEVELOPMENT OFFICER

**DEPARTMENT:** PLANNING

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN:**

- Infrastructure Sustainability and Climate Adaptation / Community Vitality

**ATTACHMENTS:**

1. Copy of DRAFT Municipal Plan By-law amendment No. 121A
  2. Copy of DRAFT Zoning By-law amendment NO. 122B
  3. Copy of DRAFT Zoning By-law amendment NO. 124
  4. Subdivision By-law Schedule B
- 

**COMMENT**

A review has been requested by Council and received from the Planning Advisory Committee for the three proposed By-laws and the Public Notices have been published on the Town's website to proceed with readings of the By-laws by title only.

- The subject matter being considered under **Municipal Plan By-law No. 121 A** is as follows:
  - *Removal of Policy IS-1 concerning an Infrastructure Charge for subdivisions on Col. Nase Blvd.*
- The subject matter being considered under **Zoning By-law No. 122 B** is as follows:
  - *Revise definition of seasonal dwelling and change residential general provisions concerning mobile and mini homes.*  
*To add conditional uses in (R2) one & two unit residential or (MR) Multiple Residential Zones to permit garden suites, mobile home or mini homes subject to section 5.11 of the By-law.*  
*Amend statements in the (MU) Mixed Use Zone to remove \$451.21/m infrastructure charge.*  
*Amend section 14 (RR) Rural Resource Zone to permit one seasonal dwelling per lot; limited to 58.06 m2 (exempt of minimum frontage requirements) as exempted under the Building Code Administration Act.*
- The subject matter being considered under **Subdivision By-law No. 124** is as follows:  
*Interpretation and definitions.*

MUNICIPAL PLAN BY-LAW AMENDMENT NO. 121A, ZONING BY-LAW AMENDMENT NO. 122B AND SUBDIVISION BY-LAW NO. 124

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- *Scope of regulation of subdividing land and construction/extension of streets and services.*  
*Lots blocks and other parcels to be created.*  
*Land for public purposes.*  
*Municipal facilities.*  
*Responsibilities of the subdivider.*  
*Repeal of Subdivision By-law No. 113.*

**FINANCIAL IMPLICATIONS**

No costs at this time.

**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield proceed with third readings and enactment of the three By-laws.


**MOTION**

Third readings (by title):

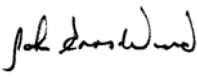
- MUNICIPAL PLAN BY-LAW #121A, AMENDMENT TO THE MUNICIPAL PLAN BY-LAW #121
- ZONING BY-LAW #122B, AMENDMENT TO THE ZONING BY-LAW 122
- SUBDIVISION BY-LAW #124

**CAO COMMENTS**

**APPROVAL**

Department Head: 

Date: 07/5/22

CAO: 

Date: 07/07/22

**Vision:** A welcoming place to live, grow and thrive

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**Council Meeting:**

**July 11, 2022**

**TITLE: CYR SUBDIVISION, VALLEY VIEW DRIVE**

**PREPARED BY:** DEVELOPMENT OFFICER

**DEPARTMENT:** PLANNING

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN:**

- Economic Development

**BY-LAWS/POLICIES:**

- Development Incentive Program

**PREVIOUS REPORTS:**

Attachments (List):

1. Memorandum from Planning Advisory Committee dated July 5, 2022
  2. Tentative Subdivision Plan, Cyr Subdivision, Valley View Drive
- 

**BACKGROUND**

Valley View Subdivision started in the 1970s, prior to the extension of sanitary sewer up the street. This application looks to assign Land for Public Purposes towards an existing land bank held at the end of Edgemount Drive.

**COMMENT**

Although typically accepting money in lieu of Land for Public Purposes has generally been the standard, this application is drawn on the remaining excess land held by the Town meant to be applied to future extensions of Valley View Estates.

**FINANCIAL IMPLICATIONS**

There is no Security or Subdivision Development's Agreement required for the creation of this new building lot.

**RECOMMENDATION**

The approval of the Land for Public Purpose requirement by Council will permit the completion of the Final Subdivision Plan and approval by the Development Officer to register the new lot.

**MOTION**

As recommended by the Planning Advisory Committee, the following motion is provided for Council's consideration.

## CYR SUBDIVISION, VALLEY VIEW DRIVE

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“That the Council of the Town of Grand Bay-Westfield accept 160.16 m<sup>2</sup> as Land for Public Purposes, to be applied to the existing Valley View Estates Land Bank (located off Edgemount Drive) for the creation of one new building lot out of PID #30003982 / 30217228 on Valleyview Drive, with Approval of the Final Subdivision Plan by the Development Officer to be subject to recording the new Civic Address of 36 Valleyview Drive, and a 5 m wide Public Utility Easement along the lot frontage in favour of Bell Aliant, Rogers Cable and NB Power, to be recorded on the final Subdivision Plan....”

## CYR SUBDIVISION, VALLEY VIEW DRIVE

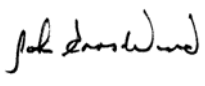
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### CAO COMMENTS

### APPROVAL

Department Head: 

Date: 07/05/2022

CAO: 

Date: 07/08/22

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**Council Meeting:**

**July 11, 2022**

**TITLE: COMPENSATION REVIEW**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN:**

- Organizational Capacity

**ATTACHMENTS:**

1. Knightsbridge Robertson Surette (KBR) Compensation Review Proposal
- 

**BACKGROUND**

A number of factors are driving the need for a review of employee compensation including:

1. Tightening labour market, and
2. Changing municipal dynamics due to local governance reform.

This compensation review is being completed in tandem with the Town of Hampton, due to mutual need for the compensation review and the desire for both municipalities to save money.

**COMMENT**

The purpose of the compensation review is to ensure that employees are receiving competitive salaries compared to the market, and that they are fairly compared to their colleagues. The second purpose is for transparency. demonstrating to residents of the Grand Bay-Westfield how Town employees are compensated compared to other municipalities.

The added value of a compensation review and receiving a participant report, is the analysis provided regarding roles and responsibilities along with compensation.

**FINANCIAL IMPLICATIONS**

This review is at a discounted rate due to partnering with the Town of Hampton to complete the work. Normally, this type of work would be approximately \$20,000. This contract, which is unbudgeted, is for \$11,800 plus HST. The money is being used from Council Discretion.

**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield support the motion.



## COMPENSATION REVIEW

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### MOTION

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to enter into a contract with KBRS to complete a compensation review for a cost not exceeding \$11,800.

### CAO COMMENTS

This review is important as it demonstrates integrity to our existing and new residents regarding the state of employee compensation in the market.

### APPROVAL

**CAO:** *John D. [Signature]*

**Date:** 07/08/22

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**Council Meeting:**

**July 11, 2022**

**TITLE: STRENGTHENING MUNICIPALITIES**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. UMN B Resolution: Strengthening Communities
  2. UMBN Resolution: Advocacy Resources
- 

## BACKGROUND

At each Annual General Meeting, Union of the Municipalities of New Brunswick (UMNB) has a call for resolutions to address issues municipalities are addressing.

During the past year due to local governance reform, it could be argued that municipalities' lobbying could have been more effective if municipalities were represented by one municipal association with adequate resources. Larger provinces with many types of municipalities are represented by one municipal association, as are municipalities represented by one effective association, the Federation of Canadian Municipalities.

The purpose of unification is to:

Advocate for strong, sustainable communities throughout the province;

Represent members' interests and concerns and ensure local priorities are on the provincial agenda;

Connect municipal leaders to exchange knowledge and solutions: and

Inform members and government through research, professional development, and insider analysis.

## COMMENT

To accommodate the differences between the respective associations, there are models to address concerns. A potential solution is the use of 'caucuses.' A caucus is a small group of entities within an organization with a lot in common. The new unified municipal advocacy association could have three or four caucuses and may look like the following:

1. Large Urban Centres – population above 12,000 (an example)

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**Strategic Priorities:** Population Growth to Achieve Financial Sustainability | Organizational Capacity | Infrastructure Sustainability and Climate Adaptation | Community Vitality

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## Strengthening Municipalities

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- a. Consider that Quispamsis, the sixth largest municipality in NB, is not affiliated with the Cities of New Brunswick Association, however, with UMNB.
2. Urban Centres – population 1,000 – 11,999
3. Rural Municipalities – population less than 1,000 and rural districts
4. Francophone – municipalities with French heritage

### FINANCIAL IMPLICATIONS

Many municipalities are currently undertaking their own research, professional development and insider analysis to better understand issues and chart their own path forward. This is costly at the local level and may be redundant. Through the pooling of resources, the unified provincial association may have more resources while lessening the burden on many municipalities while ensuring alignment for the members.

It is likely that some municipalities may see an increase in fees while others a decrease.

However, the return on the investment is:

Advocacy for strong, sustainable communities throughout the province;

Representation of members' interests and concerns and ensure local priorities are on the provincial agenda;

Connection of municipal leaders to exchange knowledge and solutions: and

Informing members and government through research, professional development and insider analysis.

### RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield support the UMNB Resolution titled Strengthening Communities.

### MOTION

That the Council of the Town of Grand Bay-Westfield approve the Strengthening Communities resolution and that it be forwarded to the Zone 7 meeting for approval.

### CAO COMMENTS

### APPROVAL

## Strengthening Municipalities

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**CAO:** *John D. Wood*

**Date:** 07/08/22

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**Council Meeting:**

**July 11, 2022**

**TITLE: 2023 TENTATIVE CAPITAL STREET IMPROVEMENTS**

**PREPARED BY: BRUCE GAULT**

**DEPARTMENT: TRANSPORTATION**

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure Sustainability and Climate Adaptation

ATTACHMENTS:

1. 2021 Street Condition Report

#### BACKGROUND

Included in the 2022 Capital Budget is funding for engineering design work on projects proposed for 2023 to occur in 2022. The reason design work is done in the prior year is to allow early tendering and construction in 2023, in an effort to receive lower tendering prices by going to tender early in the year.

#### COMMENT

The selection of projects is derived from the street condition report as the primary source and local drainage issues to prevent property damage and safety items. Selected streets are also considered for upgrades and associated infrastructure improvements while in the area. The Street Condition Report was last completed in 2020 and is due to be reassessed in 2023, on a 3-year cycle.

#### FINANCIAL IMPLICATIONS

The draft list of streets recommended for work in 2023 is below:

Street	Amount
Entrance to Fire Station No. 2, asphalt resurfacing	\$13,000
Ononette Road (Nerepis Road to NB Southern tracks)	\$28,000
Prosser Court, asphalt resurfacing	\$48,000
Tilsley Place, asphalt resurfacing	\$23,000
Rosemere Drive, asphalt resurfacing	\$109,000
Lacroix Drive (Route 102 to Windsor Court) asphalt resurfacing	\$136,000
Maple Row, asphalt resurfacing	\$20,000
Andrew Court, asphalt resurfacing	\$18,000
Majestic Drive (Inglewood Drive to Baycrest Drive), asphalt resurfacing	\$76,000

## 2023 Tentative Capital Street Improvements

Estimate from 2021 (\$471,000) plus 35% increase (\$164,888)	\$635,888
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This list is in order of ranking on the Street Condition Report. The purpose of the review and design now allows for better estimating especially in the current climate and for budgeting in October/November. The design and estimate are to be submitted before the budgeting process for next year.

The funding breakdown for Capital Street Improvements is as follows:

2023	Gas Tax Funding	\$373,167
2023	Estimated Capital Budget allotment	\$196,833
2023	Capital for Engineering design and estimate for 2024 projects (5%)	<u>\$30,000</u>
		<b>Total for 2023 \$600,000</b>

### RECOMMENDATION

The tentative list of streets be forwarded to Dillon Consulting to prepare the design and 2023 cost estimate for the capital projects proposed for asphalt resurfacing. Design review to include review of existing infrastructure incorporating condition assessment to determine as to whether any additional improvements are recommended. The Street Condition Report (last completed in 2020), is due to be reassessed in 2023. Design and estimates to be submitted to the Town prior to the 2023 Budget review in October. At that time, Council will confirm the streets identified for capital improvements which meet the funding available for 2023.

### MOTION

That the Council of the Town of Grand Bay-Westfield authorize Dillon Consulting to perform detailed designs for the following list of streets proposed for 2023 Capital Improvements:

Entrance to Fire Station No. 2;  
Ononette Road (Nerepis Road to NB Southern tracks);  
Prosser Court;  
Tilsley Place;  
Rosemere Drive;

## 2023 Tentative Capital Street Improvements

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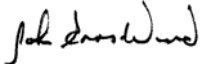
Lacroix Drive (Route 102 to Windsor Court);  
Maple Row;  
Andrew Court;  
Majestic Drive (Inglewood Drive to Baycrest Drive).

### CAO COMMENTS

APPROVAL Department Head:



**Date:** 06/30/22

**CAO:** 

**Date:** 07/07/22

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**Council Meeting:**

**July 11, 2022**

**TITLE: BANKING SERVICES – DIGITAL BANKING SERVICES**

**PREPARED BY: JAMES BARRINGTON**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN:**

- Organizational Capacity

**ATTACHMENTS:**

**BACKGROUND**

Current trends in banking are moving to increasing use of digital forms of payment. Examples of digital forms of payment are Electronic Fund Transfers (EFT), Direct Deposit and e-Transfers. Electronic payment methods offer increased security and functionality over paper-based payment methods such as cheque and cash.

Currently the Town pays all employees and vendors via cheque, our bank, Scotiabank can provide us the ability to process weekly payroll, payments to vendors and statutory tax payments to the Canada Revenue Agency through their online banking platform ScotiaConnect.

**COMMENT**

By utilizing the functionality offered in the ScotiaConnect platform we will be able offer employees, vendors and residents greater efficiency in receiving and making payments to the Town. For example, our accounting system is able to integrate with the Scotiabank to process weekly payroll, where required we will be able to make electronic payments to a suppliers and residents will have the option of utilizing e-Transfers when making payments for Town services.

**FINANCIAL IMPLICATIONS**

There will be an increase in bank fees, however, this will be offset with reduced costs for cheques, envelopes and postage. The net cost increase will be approximately \$500 per year.

**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to sign the services agreement with Scotiabank to provide electronic banking services.



## Banking Services – Digital Banking Services

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### MOTION

That the Council of the Town of Grand Bay-Westfield sign the Electronic Banking Service Request, Integrated Payments Service Request and Government Tax Payment & Filing Service Enrollment forms to allow for the use of digital payment methods through Scotiabank.

### CAO COMMENTS

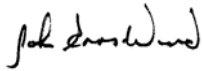
### APPROVAL

**Department Head:**



**Date:** 07/05/22

**CAO:**



**Date:** 07/07/22

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**Council Meeting:**

**July 11, 2022**

**TITLE: GENERAL REVENUE FUND OPERATING BUDGET 2<sup>ND</sup> QUARTER FINANCIAL REPORT**

**PREPARED BY: JAMES BARRINGTON**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN:**

- Organizational Capacity

**ATTACHMENTS:**

1. 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 April 30 2022. This Report has been prepared at the end of the second quarter, June 30, 2022.

**COMMENT**

Current market conditions caused by labour scarcity, supply chain issues, political tensions in Europe and petroleum prices have continued to strain budget allocations through quarter 2 of 2022. All Department Heads have shown sound financial judgment in making purchasing decisions and have managed to mitigate these challenges as much as possible. We have reviewed the Department Heads analysis and budgeted revenues and expenditures for the period ended June 30, 2022. Also provided, is information on the larger variances in the Report attached.

Specific factors affecting the Town's budget include:

- Increases
  - Early start of the Communications Officer position;
  - 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 2<sup>nd</sup> Quarter Financial Report

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- 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 distributed until 2023.

### FINANCIAL IMPLICATIONS

Inflationary pressures and supply constraints is causing pressure on the budget. Administration will continue working to mitigate these pressures. 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 2<sup>nd</sup> Quarter Financial Report as presented.

### MOTION

That the Council of Grand Bay-Westfield Council receive and file the 2022 2<sup>nd</sup> Quarter Financial Report as presented.

### CAO COMMENTS

### APPROVAL

**Department Head:** 

**Date:** 07/07/22

**CAO:** 

**Date:** 07/07/22

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**Council Meeting:**

**July 11, 2022**

**TITLE: APPOINTMENT OF TOWN'S PLANNER**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN:**

- Organizational Capacity

**ATTACHMENTS:**

1. Offer of Services: Planning Services from Jennifer Brown of Dillon Consulting
- 

**BACKGROUND**

The Province's Local Governance Reform initiative is introducing changes to how municipalities administer their development process. Similar to many other municipal jurisdictions across the Province, the Town is seeking options to fulfill its legislative requirement to have a *Registered Professional Planner (RPP)* as Planning Director.

The Town currently has a Planning Officer, however, this designation is being eliminated through changes to the Act. Planning Officers are not certified planners. The path to certification is four years of school plus up to two years in the field being mentored.

**COMMENT**

Engagement of Ms. Brown is critical to ensure the Town is compliant with new legislation effective in 2023. Due to a shortage of professional planners who are certified, the appointment needs be made as soon as possible

**FINANCIAL IMPLICATIONS**

The cost is a \$4,000 retainer which includes administrative fees and on-demand access. There is a cap of \$10,000 for services based on past use.

**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield support the motion.

**MOTION**

That the Council of the Town of Grand Bay-Westfield appoint Jennifer Brown of Dillon Consulting as the Town's Planner.

## Appointment of Town's Planner

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### CAO COMMENTS

### APPROVAL

**Development Officer:**

*Daniel T. L.*

**Date:** 07/08/22

**CAO:**

*John D. Wood*

**Date:** 07/08/22

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**Council Meeting:**

**July 11, 2022**

**TITLE: BANKING SERVICES – APPOINTMENT OF ADDITIONAL SIGNING OFFICER**

**PREPARED BY: JAMES BARRINGTON**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN:**

- Organizational Capacity

**BACKGROUND**

The Town of Grand Bay-Westfield as a corporation requires Signing Officers for documents such as cheques issued by the Town, Bank Commitment Letters etc. The procedure currently followed by the municipality, is such that documents and cheques are executed by one elected official and one appointed official. There is a requirement under Section 77 of the *Local Governance Act* with respect to cheques issued by the Town.

**Note:** Currently the following election officials have signing authority:

Mayor	Brittany Merrifield
Deputy Mayor	Erin Toole
Councillor	James Balcomb

Appointed officials having signing authority includes John Enns-Wind, CAO (Clerk) and Marcia Mason, Assistant Clerk/Treasurer.

**COMMENT**

The addition of the Treasurer, James Barrington, to this list will increase the Town's organizational capacity by helping to ensure appropriate approvals are available to issue payments on a timely basis to suppliers and employees. Further, with the pending retirement of the Assistant Treasurer, another elected official with signing authority is required.

## Banking Services – Appointment of Additional Signing Officer

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### FINANCIAL IMPLICATIONS

There is no cost to change the individuals who have signing authority.

### RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield direct the Bank of Nova Scotia to add the Treasurer, James Barrington, to the list of persons with signing authority on all accounts held with the Bank of Nova Scotia.

### MOTION

That the Council of the Town of Grand Bay-Westfield direct the Bank of Nova Scotia to add the Treasurer, James Barrington, to the list of persons with signing authority on all accounts held with the Bank of Nova Scotia.

### CAO COMMENTS

### APPROVAL

**Department Head:** 

**Date:** 07/08/22

**CAO:** 

**Date:** 07/08/22

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**Council Meeting:**

**July 11, 2022**

**TITLE: ASSISTANT CLERK**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

---

**RELATED TO STRATEGIC PLAN:**

- Organizational Capacity

**ATTACHMENTS: NONE**

**BACKGROUND**

Due to retirement and as part of an ongoing organizational change, the Assistant Clerk's position is being reassigned. The current assignment is temporary until the permanent Administrative Assistant returns. The Communications Officer, who has experience working in a Clerk's Office, is to be the temporary Assistant Clerk.

Section 74(2) states, regarding the Assistant Clerk

**74(2)** The Assistant Clerk is subject to the directions of the Clerk and, in the absence or disability of the Clerk or when there is no Clerk, has all the powers and duties of the Clerk.

**COMMENT**

The Assistant Clerk has responsibilities added to their existing responsibilities.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield support the resolution.

**MOTION**

That the Council of the Town of Grand Bay-Westfield thank Marcia Mason for her many years of service as Assistant Clerk and repeal her appointment due to retirement. And, that the Council of the Town of Grand Bay-Westfield temporarily appoint Broc Belding as Assistant Clerk until June 2023.

**CAO COMMENTS**

Marcia Mason has faithfully and truly served as the Town's Assistant Treasurer and Assistant Clerk for many years. On behalf of our staff, I want to thank her for dedication to the Town



## Local Government Reform White Paper

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and her willingness to provide her experience, knowledge, and insight to everyone on staff.  
Thank you, Marcia!

APPROVAL

**CAO:** Handwritten signature of John D. ...

**Date:** 07/08/22