

- 1. Call to Order**
- 2. Acknowledgement of Treaty Land**
- 3. Mayor's Comments**
- 4. Record of Attendance**
- 5. Agenda Approval**
- 6. Disclosure of Conflict of Interest**
- 7. Public Hearings/Presentations/Delegations/Petitions**
 - a) RCMP: Annual Report – Acting. Sgt Jullie Rogers-Marsh
- 8. Minutes of Previous Meeting(s)**
 - a) Regular Council Meeting Minutes of January 8, 2024
 - b) Email Poll: Crane Mountain EIA Submission
- 9. Unfinished Business**
- 10. By-laws**
 - a) By-law GG-008 – Respecting Animal Control – Amendment
- 11. New Business/Recommendations**
 - a) Town Office Hours
 - b) High School Graduation Banners
 - c) Dog Park Lighting
 - d) Website Privacy Policy
 - e) Alternate Planning Director
 - f) Online Facility Booking System
 - g) Seniors Housing
- 12. Bills for Payment**
- 13. Consent Agenda**
 - a) Meeting Minutes – Age-Friendly Committee November 2, 2023
 - b) Meeting Minutes – Age-Friendly Committee December 4, 2023
 - c) Meeting Minutes – Community Vitality November 15, 2023
 - d) Meeting Minutes – PAC December 4, 2023
 - e) Memo – PAC Election of Officers 2024
 - f) Building Report – December 2023
 - g) Building Report – January 2024

- h) Fire-Rescue Department Annual Report 2023
- i) Email: Lorraine Gibson re Flex Service
- j) Flex Service Description

14. Council Reports

15. Business Arising from Committee of the Whole

16. Adjournment



RCMP – J DIVISION QUARTERLY REPORT

Southeast District – Fundy Regional Service Commission

GRC – DIVISION J RAPPORT TRIMESTRIEL

District du Sud-est – Commission de services régionaux de Fundy

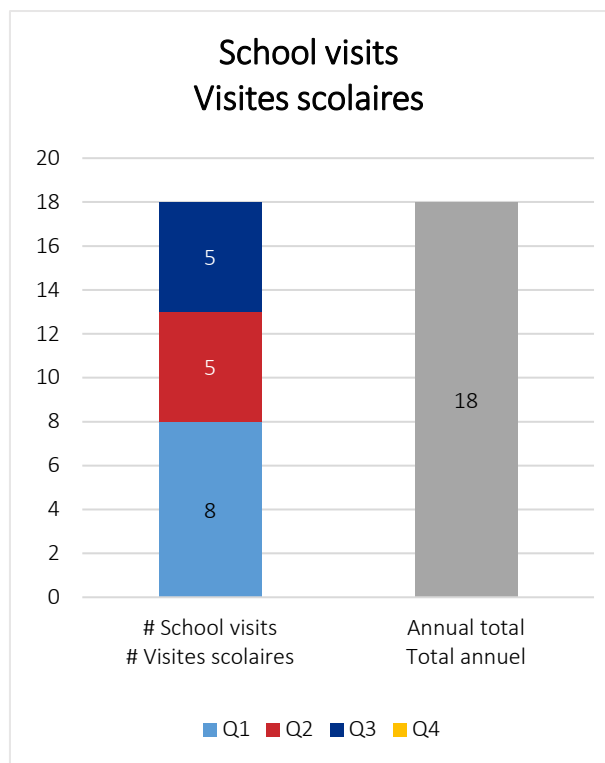
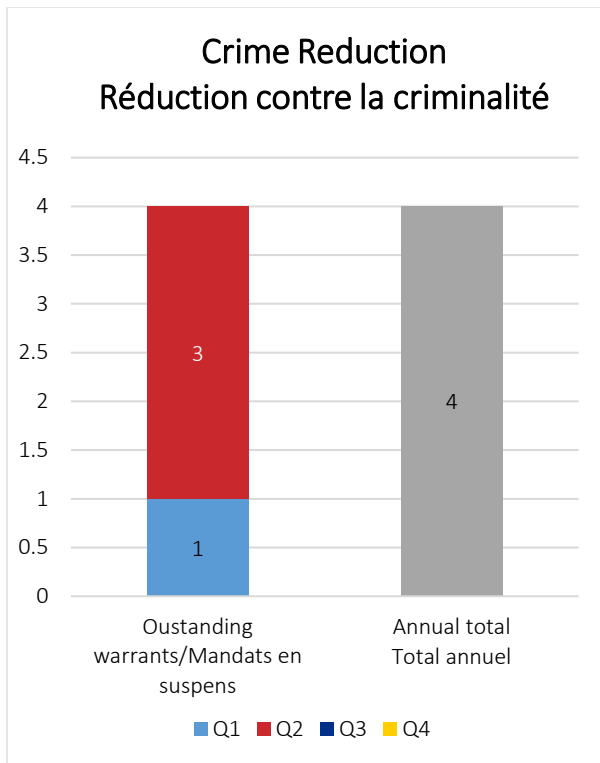
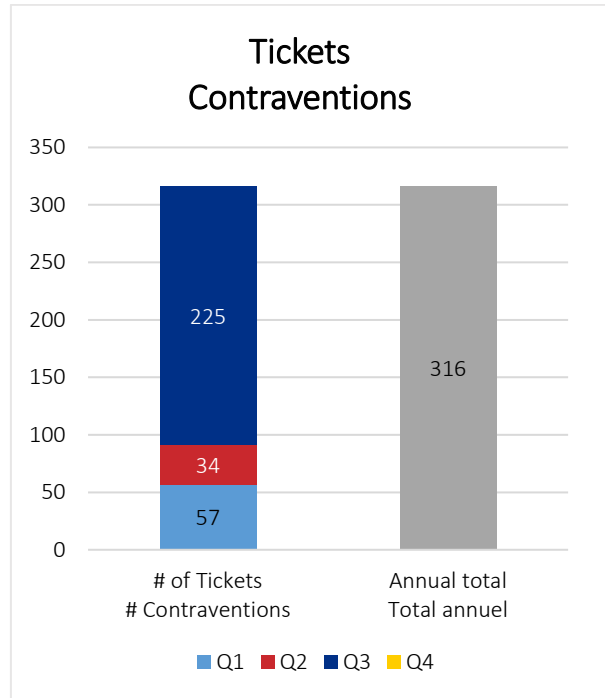
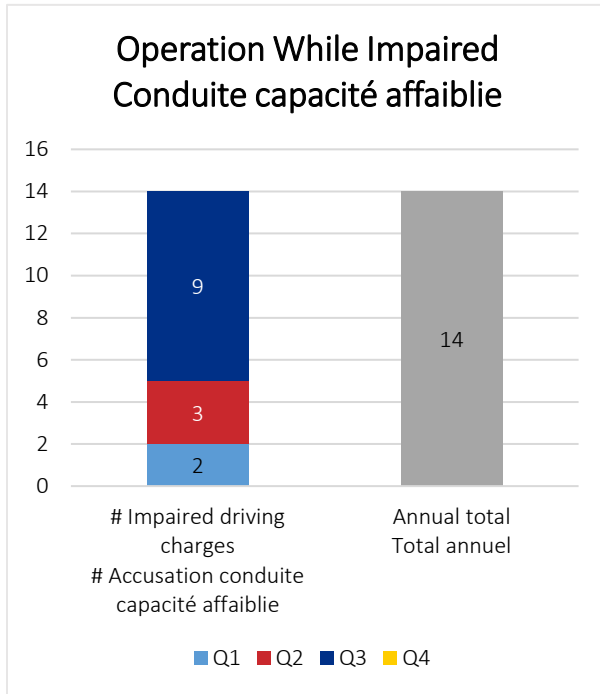


Contents – Table des matières

RSC Priorities (Cumulative Overview) – Priorités de la CSR (Sommaire cumulatif)	3
RSC Police Occurrences Overview – Sommaire des incidents de la CSR	4
Year to Year Comparison – Comparaison d’une année à l’autre	5
RSC Cumulative Occurrence Status – Statut d’incident cumulatif de la CSR	6
Collisions Overview – Aperçu des collisions	7
MVA Infractions Overview – Aperçu des infractions LVM	8
RSC School Patrols – Patrouilles scolaires de la CSR	9
Definitions – Définitions	10
Contact Information – Personnes-ressources	12

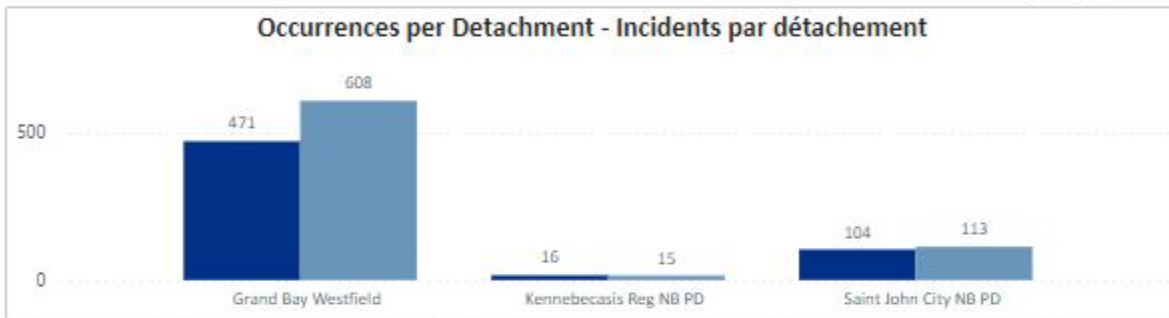


Fundy RSC Priorities (Cumulative Overview)
 Priorités de la CSR de Fundy (Sommaire cumulatif)



RSC Police Occurrences Overview – Sommaire des incidents de la CSR

■ 2022/2023 ■ 2023/2024



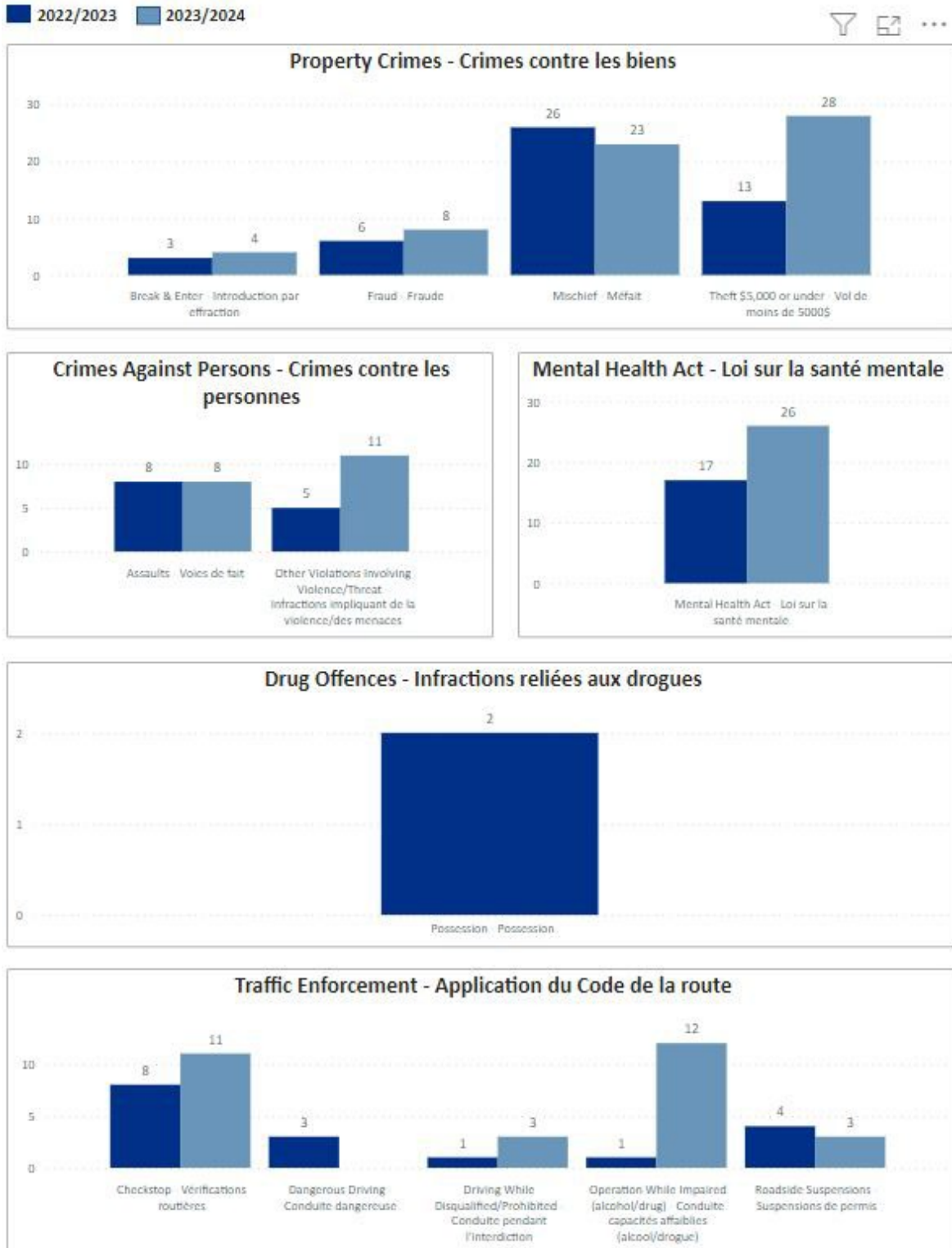
PD occurrences include RCMP work in or assistance to other jurisdictions - Les incidents "PD" comprennent le travail ou l'assistance de la GRC dans d'autres juridictions

Top 10 Occurrences - Top 10 incidents

Moving Traffic - Speeding Violations - Provincial/Territorial - Infractions relatives à la conduite - excès de vitesse - Provincial/territorial	135
Other Non-Moving Traffic - Provincial/Territorial - Autres infractions relatives à la circulation arrêtée (sauf le stationnement) - Provincial/territorial	75
Assistance to Canadian Police (non-RCMP) Agency - Assistance à une agence policière canadienne (sauf GRC)	58
Other Moving Traffic Violations - Provincial/Territorial - Autres infractions relatives à la conduite - Provincial/territorial	32
J & M Div Only - False/Abandoned 911 Call - Div. J & M seulement - Appel 911 faux/abandonné	30
Mental Health Act - Loi sur la santé mentale	30
Traffic Collision(s) - Property Damage - Reportable - Collisions - Dommages matériels - Déclarables	24
Suspicious Person/ Vehicle/ Property - Personne, véhicule ou bien suspect	23
Other theft under \$5000 334(b) CC - Autre vol de moins de 5000\$ 334(b) CC	20
Wellbeing Check - Vérification du bien-être d'une personne	16

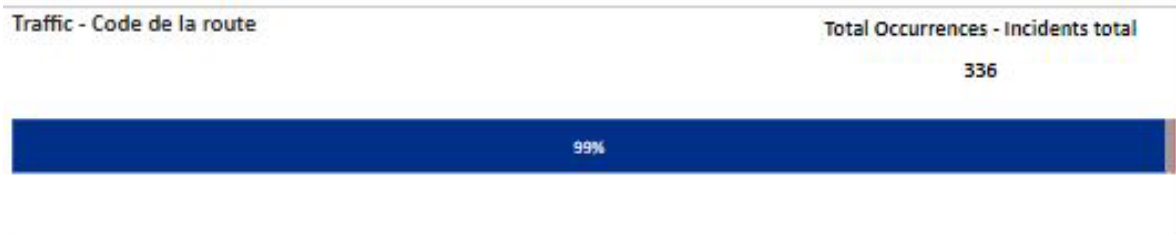
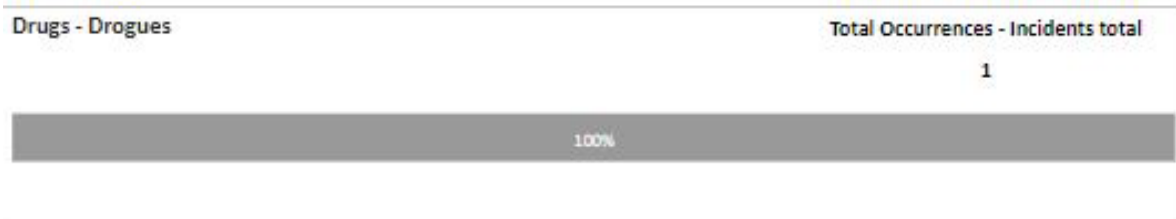
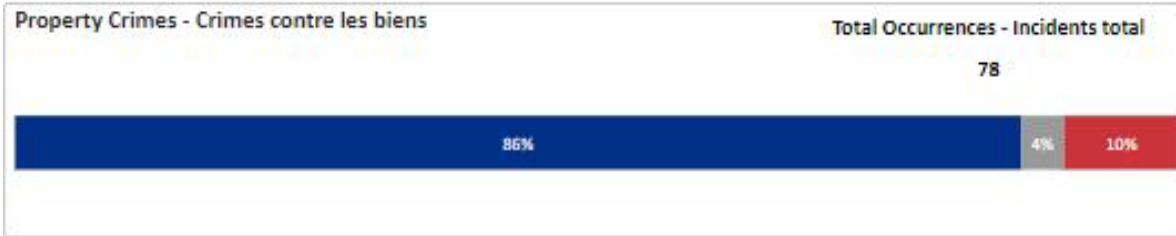


Year to Year Comparison – Grand Bay-Westfield Detachment
 Comparaison d’une année à l’autre – Détachement de Grand Bay-Westfield

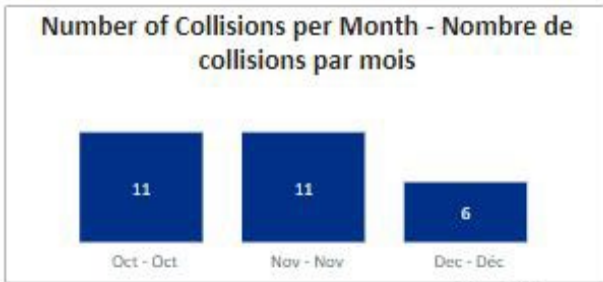
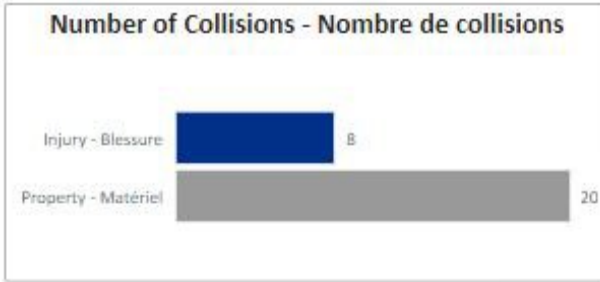


RSC Cumulative Occurrence Status – Statut d’incident cumulatif de la CSR

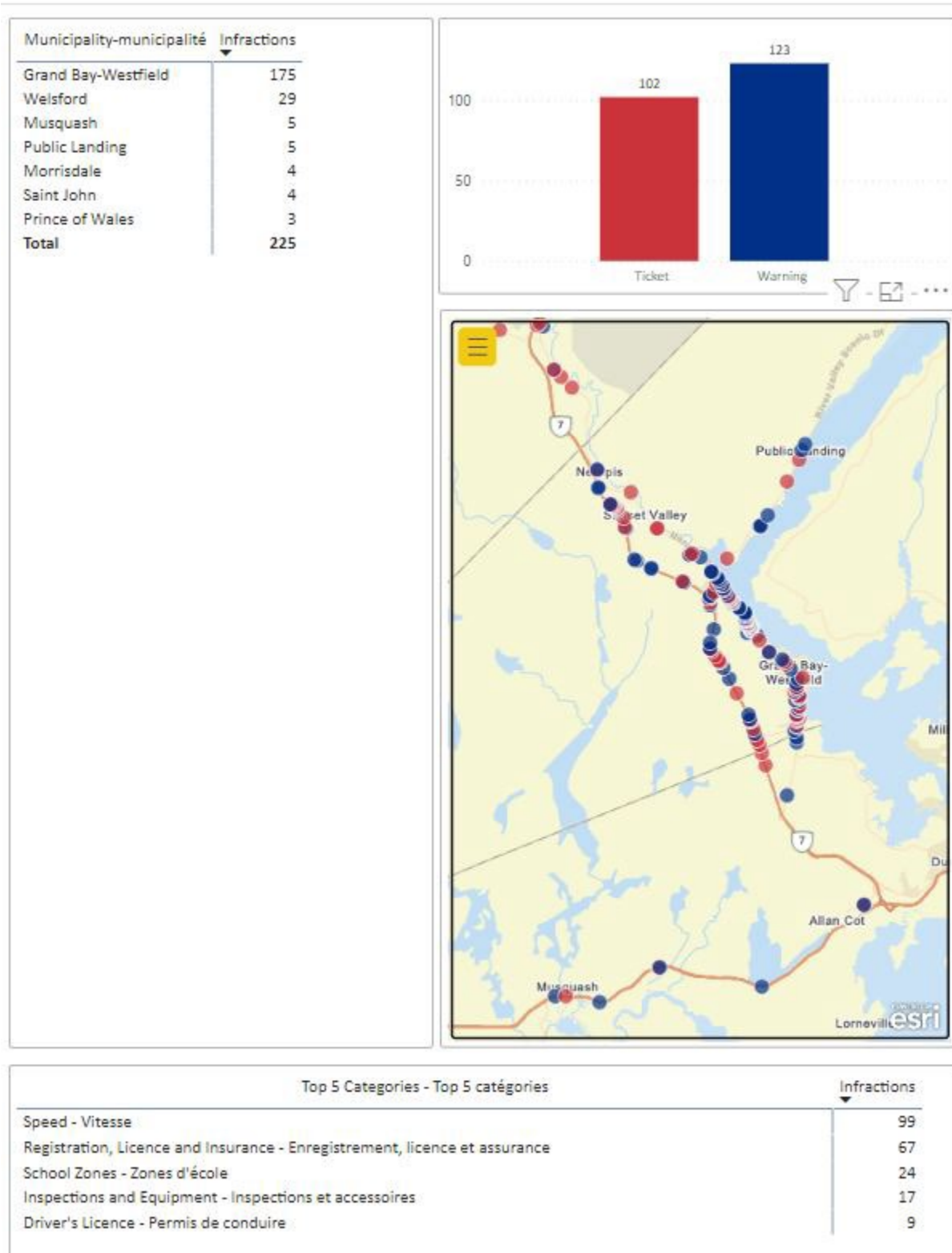
● Concluded - Conclue ● Open - Ouvert ● Unfounded - Non fondée



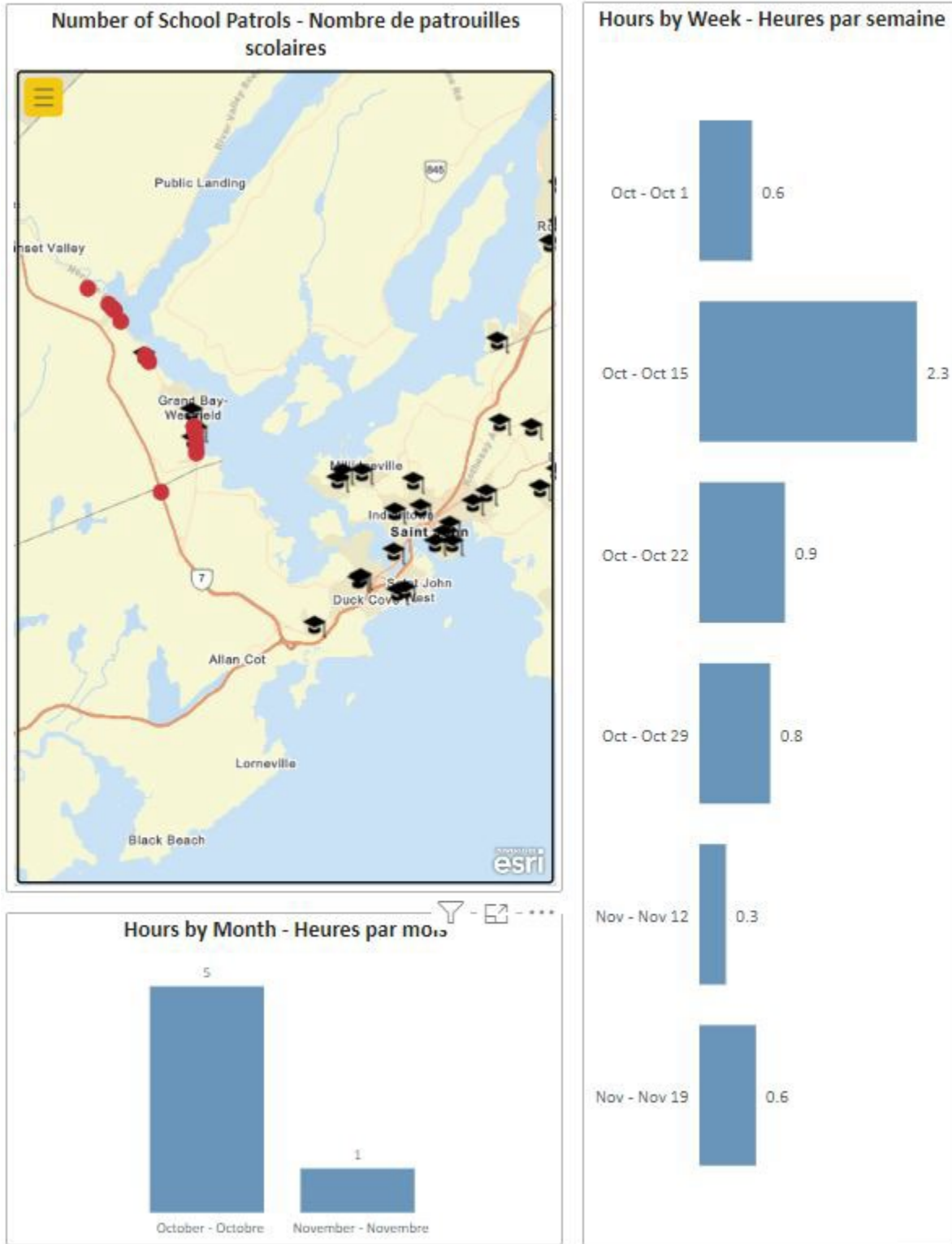
Collisions Overview – Grand Bay-Westfield Detachment
 Aperçu des collisions – Détachement Grand Bay-Westfield



MVA Infractions Overview – Grand Bay-Westfield Detachment Aperçu des infractions LVM – Détachement Grand Bay-Westfield



RSC School Patrols – Patrouilles scolaires de la CSR



Definitions – Définitions

Subtypes – Sous-types

Crimes against persons:

Assault – Aggravated Assault, Assault on Police Officer, Assault with Weapon or Causing Bodily Harm, Disarming a Police Officer, etc.

Other Violation Involving Violence / Threat – Criminal Harassment, Uttering threats against a person, Harassing communications, Intimidation, etc.

Crimes contre les personnes :

Voies de fait – Voies de fait graves, voies de fait contre un policier, agression armée ou infliction de lésions corporelles, désarmer un policier, etc.

Infractions impliquant de la violence / des menaces – Harcèlement criminel, Proférer des menaces contre une personnes, Communications harcelantes, Intimidation - Violence, menaces, etc.

Drug Offences (*Cannabis and Controlled Drugs and Substances Acts*):

May include – Cannabis, Heroin, Methamphetamine, Cocaine, etc.

Infractions en matière de drogue (*Loi sur le cannabis et Loi réglementant certaines drogues et autres substances*):

Peut inclure – Cannabis, Opioïde, Méthamphétamine, Cocaïne, etc.

Property Crimes:

Break & Enter – Being unlawfully in a dwelling house, Break and Enter to Steal Firearm, Break and Enter to Steal Firearm from a Motor Vehicle, etc.

Fraud – Fraud (money / property / security) less than or equal to \$5000, Unauthorized use of computer, Theft, forgery, misuse of credit card, Fraud (money / property / security) greater than \$5000, etc.

Mischief – Mischief - Damage to property, Mischief - Obstruct enjoyment of property, Mischief - data (includes trojan horses, worms and viruses), etc.

Theft \$5,000 or under – Theft of bicycle under or equal to \$5000, Theft under or equal to \$5000 From a motor vehicle, Theft under or equal to \$5000 - Shoplifting, etc.

Crimes contre la propriété :

Introduction par effraction – Présence illégale dans une maison d'habitation, Introduction par effraction pour voler une arme à feu, Introduction par effraction pour voler une arme à feu dans un véhicule à moteur, etc.

Fraude – Fraudes (bien / argent / valeur) de moins de 5000\$, Utilisation non autorisée d'ordinateur, Vol, falsification ou fabrication de cartes de crédit, Fraudes (bien / argent / valeur) de plus de 5000 \$, etc.

Méfait – Méfait - Détruit un bien, Méfait - Empêcher la jouissance d'un bien, Méfait concernant des données (y compris les virus de type cheval de Troie, les vers et autres virus), etc.

Vol de moins de 5000\$ – Vol de moins de 5000\$ - Bicyclette, Vol de moins de 5000\$ - A l'intérieur de véhicules à moteur, Vol de moins de 5000\$ - Vol à l'étalage, etc.

Traffic Enforcement:

Dangerous Operation – Dangerous Operation of Motor Vehicle Causing Death, Dangerous operation of vessel / aircraft / railway, Dangerous operation of motor vehicle while street racing, etc.



Driving While Disqualified / Prohibited – Operation while prohibited, Driving While Disqualified or License Suspension - Provincial / Territorial, etc.

Operation While Impaired (alcohol and / or drug) – May include operation of a motor vehicle, vessel, aircraft, railway, etc.

Roadside Suspensions – Alcohol and / or drug.

Infractions au Code de la route :

Conduite dangereuse – Conduite dangereuse d'un véhicule à moteur causant la mort, Conduite dangereuse d'un bateau / aéronef / matériel ferroviaire, Conduite dangereuse d'un véhicule à moteur lors d'une course de rue, etc.

Conduite lors de l'interdiction / suspension / disqualification – Conduite durant l'interdiction, Conduite pendant l'interdiction, etc.

Conduite avec capacité affaiblie (alcool et / ou drogue) – Peut inclure conduite d'un véhicule à moteur, bateau, aéronef, matériel ferroviaire, etc.

Suspensions de permis – Alcool et / ou drogue.

Cumulative Occurrence Status – Statut d'incident cumulatif

Concluded – Includes cleared by charge / charge recommended, charges recommended but all declined by Crown, cleared other: (ALL), complete – solved (non-criminal), insufficient evidence to proceed and victim / complainant declines to proceed (no CSC identified).

Conclus - Inclut classé par mise en accusation / accusation recommandée, accusation recommandée mais la Couronne refuse de porter toute accusation, classé autre : (TOUT), terminé – activité non criminelle, preuves insuffisantes pour procéder, affaire où la victime ou le plaignant refuse de collaborer (aucun ASI identifié).

Fiscal Year Range – Période d'année fiscale

2022/2023: April 1st, 2022 to March 31st, 2023

2023/2024: April 1st, 2023 to March 31st, 2024

2022/2023: 1^{er} avril 2022 au 31 mars 2023

2023/2024: 1^{er} avril 2023 au 31 mars 2024

Quarterly Period – Période trimestrielle

Q1: April 1st to June 30th

Q2: July 1st to September 30th

Q3: October 1st to December 31st

Q4: January 1st to March 31st

T1: 1^{er} avril au 30 juin

T2: 1^{er} juillet au 30 septembre

T3: 1^{er} octobre au 31 décembre

T4: 1^{er} janvier au 31 mars



Contact Information – Personnes-ressources

Grand Bay-Westfield Detachment
Détachement de Grand Bay-Westfield

A/Sgt. Jullie Rogers-Marsh
(506) 757-1060
jullie.rogers-marsh@rcmp-grc.gc.ca

Community Program Officer
Agente de programmes communautaires

Meghan Wells
(506) 433-7795
meghan.wells@rcmp-grc.gc.ca

Planning Analyst – Southeast District
Analyste de la planification – District du Sud-Est

Lisette Robichaud-Gallant
(506) 851-6434
lisette.robichaud@rcmp-grc.gc.ca

Billing Information
Information sur la facturation

Greg McIntyre
Acting Manager - Policing Standards & Contract Management - N.B. Department of
Justice & Public Safety
Gérant par intérim - Direction des normes de police & de la gestion des contrats -
Ministère de la Justice et de la Sécurité publique du N.-B.
(506) 470-7156
Gregory.McIntyre@gnb.ca



Community Centrum: Grand Bay Room – Broadcast for the Public

1. Call to Order

Mayor Merrifield called the meeting to order at 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

Mayor Merrifield, Deputy Mayor Toole, Councillor McIntosh Lawrence, Councillor Balcomb, Councillor Balemans, and Councillor Burpee in attendance.

Regrets: Councillor Day

Staff Attendance: John Enns-Wind, James Barrington, Troy Gautreau, David Taylor, Bruce Gault, Gary Clark, Broc Belding, and Nicole Kelly

5. Agenda Approval

That the Council of the Town of Grand Bay-Westfield approve the Agenda of January 8, 2024, as presented.

Motioned by: Councillor Balcomb

Seconded by: Councillor McIntosh Lawrence

Carried

6. Disclosure of Conflict of Interest

None

7. Public Hearings/Presentations/Delegations/Petitions

None

8. Minutes of Previous Meeting

a) **Regular Council Minutes of December 11, 2023**

That the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of December 11, 2023, as presented.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Burpee

Carried

9. Unfinished Business

None

10. By-Laws

None

11. New Business/Recommendations

a) Annual Bonding

That the Council of the Town of Grand Bay-Westfield receive and file the Annual Bonding - Town Employees of January 8, 2024.

Motioned by: Councillor Burpee

Seconded by: Councillor Balcomb

Carried

b) Planning Director Appointment

That the Council of the Town of Grand Bay-Westfield appoint Frank Flanagan, RPP, as a Planning Consultant to fulfill the role of the Town's Planning Director, under authority of Section 10(1)(b) of the Community Planning Act.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence

Carried

c) Mandate Letters

That the Council of the Town of Grand Bay-Westfield accept and refer the Mandate Letters to be used as part of the CAO and Leadership Team's performance evaluations.

Motioned by: Councillor Burpee

Seconded by: Deputy Mayor Toole

Carried

d) Year End 2023

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

Motioned by: Councillor Balcomb

Seconded by: Councillor Burpee

Carried

e) Incentives Program

That the Council of the Town of Grand Bay-Westfield repeal the incentive program of November 14, 2019 effective January 8, 2024.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

Carried

f) Communications Plan

That the Council of the Town of Grand Bay-Westfield approve the Communications Plan, for immediate effect.

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 January 8, 2024 bills for payment as presented in the amount for \$676,770.21.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Burpee

Carried

13. Consent Agenda

- a) Letter – Drydocking of the MV Madeleine II
- b) Letter – Communities in Bloom
- c) Letter – Rainbow Registered
- d) Letter – UMN Member Update
- e) Letter – Minister of Public Safety re policing boundaries
- f) Letter – Nature Trust NB
- g) Minutes – RVCC September 19, 2023
- h) Minutes – RVCC October 17, 2023
- i) Monthly Report – Fire Rescue Department November 2023
- j) Monthly Report – Fire Rescue Department December 2023
- k) Junior Achievers

End Consent Agenda

That the Council of the Town of Grand Bay-Westfield receive and file the consent agenda items for January 8, 2024.

Motioned by: Councillor Burpee

Seconded by: Councillor Balcomb

Carried

14. Council Reports

15. Business Arising from Committee of the Whole

16. Adjournment

That the Council of the Town of Grand Bay-Westfield adjourned the meeting at 7:28pm.

Motioned by: Councillor Burpee

Seconded by: Deputy Mayor Toole

Carried

John Enns-Wind
CAO

Brittany Merrifield
Mayor

Vision: A welcoming place for all to live, grow and thrive

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

Council Meeting:

February 12, 2024

TITLE: CRANE MOUNTAIN EIA SUBMISSION

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure and Climate Adaptation

BACKGROUND

Fundy Regional Service Commission (FRSC) has submitted an application to raise the height of Crane Mountain Landfill to extend its life for approximately another forty years. FRSC is accepting submissions in response to its EIA application.

It is understood that the application was made because two other similar requests have been approved within New Brunswick.

The first public hearing held October 3, 2023 was virtual with minimal attendance due to a lack of awareness. At the Public Hearing held January 18, 2024, at St. Matthews Church, approximately 125 people attended with all speakers voicing opposition to the project.

COMMENT

The opposition to the lifespan extension and height increase is based on a number of items which, seemingly, haven't been sufficiently addressed. Issues include:

1. **Project's Magnitude:** The vertical expansion of the landfill will double the thickness of the garbage and increase the height by 27.5 meters, from 90 to 117.5 meters. This significant change demands a thorough Environmental Impact Assessment (EIA).
2. **Reliance on Outdated Data:** The project's justification relies heavily on a desktop study and outdated EIA from 1994. Given the project's scope, a full EIA is necessary to address potential impacts of the increased volume and height, particularly on the original design parameters and liner system. This could lead to downstream water contamination. At the January 18 Public Hearing, the lead engineer indicated that other recent measurements carried out as part of other studies were used.
3. **Leachate and Environmental Concerns:** The risk of leachate leakage towards communities east of the St. John River/Wolastoq River needs rigorous investigation, requiring field studies and additional data collection for accurate hydrogeological modeling.
4. **Quality of Life and Economic Development:** Another issue of ongoing concern is the worsening years long odour being endured in Morna, Ketepec, Martinon and Grand Bay, leading to issues surrounding airborne particles. Further, as both Grand Bay-Westfield and Saint John grow, what will be the impact on growth and the development of public spaces due to the negative connotation that goes with 'landfill'?
5. **Financial and Social Implications:** Potential financial benefits could be negated if well fields are contaminated, leading to property value loss and the need for alternative water

sources for affected communities. The renderings of the landfill seem disingenuous given that operational landfills don't have a covering. There is a social cost due to the loose refuse along the highway and regional road.

Aside from the cost savings and inconvenience of siting a new landfill, no other merits were presented to increase the height of the landfill.

Finally, a commitment was made in 1997 to a finish date for the landfill in the 2040s. This commitment is now being broken.

FINANCIAL IMPLICATIONS

The virtue of the increased height is a regional savings of approximately \$22M at current value. It should be noted that the funding set aside for post closure seems insufficient.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the following resolution and that it be submitted to EIA@gemtec.ca no later than January 31, 2024.

MOTION

That the Council of the Town of Grand Bay-Westfield is against increasing the height of the Crane Mountain Landfill to extend its life. And

That the Council of the Town of Grand Bay-Westfield supports extending life of the landfill through a comprehensive plan including, as is reasonable, but not limited to:

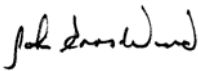
1. **Increase Recycling and Composting Programs:** Encourage and facilitate higher rates of recycling and composting among residents and businesses.
2. **Promote Waste Reduction Initiatives:** Implement community education programs that encourage waste reduction at the source.
3. **Implement Advanced Waste Sorting Technologies:** Utilize technology to sort and remove recyclable or compostable materials from the waste stream entering the landfill.
4. **Enhance Waste Compaction:** Improve the compaction of waste in the landfill to reduce the volume it occupies.
5. **Enhance Waste-to-Energy Technologies:** Explore and potentially implement more efficient and effective waste-to-energy solutions, where appropriate, to reduce the volume of waste.
6. **Restructure Waste Acceptance Policies:** Revise policies to limit the types of waste accepted at the landfill, particularly focusing on materials that are non-recyclable or take up significant space.
7. **Improve Landfill Gas Management:** review the efficacy of the capture and utilization landfill gases to ensure greenhouse gas reductions and to develop an alternative energy source.
8. **Regularly Review and Adapt Technology and Practices:** Stay current with the latest advancements in waste management and landfill technologies.
9. **Collaborate with Other Landfills:** Consider partnerships with nearby landfills for waste management solutions such as some shared waste processing that may be specialized.

10. **Leachate Management Improvements:** Enhance the treatment and handling of leachate to reduce environmental impacts and manage the space within the landfill more effectively.
11. **Regular Audits and Monitoring:** Conduct regular continuous improvement audits of landfill operations to identify areas for improvement and ensure that waste reduction strategies are effectively implemented.
12. **Community Engagement and Incentives:** Engage the community through incentives for reducing waste, participating in recycling programs, and proper waste segregation.
13. **Regulatory Compliance and Environmental Monitoring:** Ensure all strategies comply with local, regional, and national regulations, and regularly monitor the environmental impact of the landfill.

CAO COMMENTS

APPROVAL

Department Head:

CAO: 

Date: 1/30/24

From: [Erin Toole](#)
To: [Stephanie McIntosh Lawrence](#); [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Jim Balcomb](#); [John Balemans](#); [Keri Burpee](#); [Nicole Goddard](#); [Troy Gautreau](#)
Subject: Re: Email Poll: Crane Mountain EIA
Date: January 31, 2024 7:51:16 AM
Attachments: [logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)

I support this

Get [Outlook for iOS](#)

Erin Toole (She/Her/Hers)

Councillor, Town of Grand Bay-Westfield



Office: 506-738-6400 | Fax: 506-738-6424
PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3
www.grandbaywestfield.ca



Any correspondence with the employees, agents, or elected officials of the Town of Grand Bay-Westfield may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

From: Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>
Sent: Tuesday, January 30, 2024 11:03:28 PM
To: John Enns-Wind <john@towngbw.ca>; Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Troy Gautreau <tgautreau@towngbw.ca>
Subject: Re: Email Poll: Crane Mountain EIA

I approve

Stephanie McIntosh Lawrence (She/Her/Hers)

Councillor, Town of Grand Bay-Westfield



Office: 506-738-6400 | Fax: 506-738-6424
PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3
www.grandbaywestfield.ca



Any correspondence with the employees, agents, or elected officials of the Town of Grand Bay-Westfield may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

From: John Enns-Wind <john@towngbw.ca>

Sent: Tuesday, January 30, 2024 3:35 PM

To: Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; John Enns-Wind <john@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>; Troy Gautreau <tgautreau@towngbw.ca>

Subject: Email Poll: Crane Mountain EIA

Hi Council, attached is a report and motion regarding the Crane Mountain EIA.

Please respond 'all' to this email as soon as possible and no later than tomorrow at lunch. My apologies for the rush but the deadline is tomorrow.

In your email please reply approve or against.

Thanks and have a good night.

John Enns-Wind MDiv., MBA (He/Him/His)
CAO, Town of Grand Bay-Westfield



Office: 506-738-6420 | Fax: 506-738-6424
PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3
www.grandbaywestfield.ca



Any correspondence with the employees, agents, or elected officials of the Town of Grand Bay-Westfield may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

From: [John Balemans](#)
To: [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Erin Toole](#); [Jim Balcomb](#); [Keri Burpee](#); [Nicole Goddard](#); [Stephanie McIntosh Lawrence](#); [Troy Gautreau](#)
Subject: RE: Email Poll: Crane Mountain EIA
Date: January 31, 2024 9:22:03 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

I approve .

John B

From: John Enns-Wind <john@towngbw.ca>
Sent: Tuesday, January 30, 2024 3:35 PM
To: Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; John Enns-Wind <john@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>; Troy Gautreau <tgautreau@towngbw.ca>
Subject: Email Poll: Crane Mountain EIA
Importance: High

Hi Council, attached is a report and motion regarding the Crane Mountain EIA.

Please respond 'all' to this email as soon as possible and no later than tomorrow at lunch. My apologies for the rush but the deadline is tomorrow.

In your email please reply approve or against.

Thanks and have a good night.

John Enns-Wind MDiv., MBA (He/Him/His)
CAO, Town of Grand Bay-Westfield



Office: 506-738-6420 | Fax: 506-738-6424
PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3
www.grandbaywestfield.ca



Any correspondence with the employees, agents, or elected officials of the Town of Grand Bay-Westfield may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

From: [Jim Balcomb](#)
To: [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Erin Toole](#); [John Balemans](#); [Keri Burpee](#); [Nicole Goddard](#); [Stephanie McIntosh Lawrence](#); [Troy Gautreau](#)
Subject: Re: Email Poll: Crane Mountain EIA
Date: January 30, 2024 8:28:34 PM
Attachments: [logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)

I approve.
Jim

Sent from [Outlook for Android](#)
Jim Balcomb (He/Him/His)
Councillor, Town of Grand Bay-Westfield



Office: 506-738-6400 | Fax: 506-738-6424
PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3
www.grandbaywestfield.ca



Any correspondence with the employees, agents, or elected officials of the Town of Grand Bay-Westfield may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

From: Jim Balcomb <councillorbalcomb@towngbw.ca>
Sent: Tuesday, January 30, 2024 8:27:41 PM
To: John Enns-Wind <john@towngbw.ca>; Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>; Troy Gautreau <tgautreau@towngbw.ca>
Subject: Re: Email Poll: Crane Mountain EIA

I support the resolution.
Jim

Sent from [Outlook for Android](#)

From: John Enns-Wind <john@towngbw.ca>
Sent: Tuesday, January 30, 2024 3:35:26 PM

To: Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; John Enns-Wind <john@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>; Troy Gautreau <tgautreau@towngbw.ca>

Subject: Email Poll: Crane Mountain EIA

Hi Council, attached is a report and motion regarding the Crane Mountain EIA.

Please respond 'all' to this email as soon as possible and no later than tomorrow at lunch. My apologies for the rush but the deadline is tomorrow.

In your email please reply approve or against.

Thanks and have a good night.

John Enns-Wind MDiv., MBA (He/Him/His)
CAO, Town of Grand Bay-Westfield



Office: 506-738-6420 | Fax: 506-738-6424
PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3
www.grandbaywestfield.ca



Any correspondence with the employees, agents, or elected officials of the Town of Grand Bay-Westfield may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

From: [Keri Burpee](#)
To: [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Erin Toole](#); [Jim Balcomb](#); [John Balemans](#); [Nicole Goddard](#); [Stephanie McIntosh Lawrence](#); [Troy Gautreau](#)
Subject: RE: Email Poll: Crane Mountain EIA
Date: January 30, 2024 9:29:58 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)

I Approve
Keri

Keri Burpee
Councillor, Town of Grand Bay-Westfield



PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3
www.grandbaywestfield.ca



Any correspondence with the employees, agents, or elected officials of the Town of Grand Bay-Westfield may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

From: John Enns-Wind <john@towngbw.ca>
Sent: Tuesday, January 30, 2024 3:35 PM
To: Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; John Enns-Wind <john@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>; Troy Gautreau <tgautreau@towngbw.ca>
Subject: Email Poll: Crane Mountain EIA
Importance: High

Hi Council, attached is a report and motion regarding the Crane Mountain EIA.

Please respond 'all' to this email as soon as possible and no later than tomorrow at lunch. My apologies for the rush but the deadline is tomorrow.

In your email please reply approve or against.

Thanks and have a good night.

John Enns-Wind MDiv., MBA (He/Him/His)
CAO, Town of Grand Bay-Westfield



Office: 506-738-6420 | Fax: 506-738-6424

PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3

www.grandbaywestfield.ca



Any correspondence with the employees, agents, or elected officials of the Town of Grand Bay-Westfield may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

Vision: A welcoming place for all to live, grow and thrive

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

Council Meeting:

February 12, 2024

TITLE: BY-LAW GG-008: RESPECTING ANIMAL CONTROL BY-LAW AMENDMENT

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Community Vitality

ATTACHMENTS

- By-Law GG-008: Respecting Animal Control By-Law

BACKGROUND

The Animal Control By-law was presented to Council for final reading June 6, 2023. Since that time, it has been noted that there were edits that were necessary. The newly amended By-law will replace the previous version of By-law GG-008: Respecting Animal Control By-Law.

The edits were as follows:

- A new Schedule “B” has been included in the amending By-law.
- There was a typo in section 5(3) it read “Dogs ten (10) years and older are eligible to purchase a one (10) year license annually” which we have now removed. Even if the typo was corrected within this amendment, it had not been properly reflected in the fee schedule. It would also have to be reflected via the 2024 Various Fees that had been taken to Council December 8, 2023 and communicated to the front office staff prior to issuing the licenses.
- Section 8(1) was missing a comma between “more than 3 cats” and “more than 3 rabbits”.
- Addition of Section 24 which reads “Amendment and Restatement - This By-law is an amendment and restatement of Town of Grand Bay-Westfield By-Law GG-008: Respecting Animal Control, enacted on 6 June 2023, which is hereby replaced in its entity by this By-law.” suggested upon review by Cox & Palmer.

FINANCIAL IMPLICATIONS

The fee for the amendments was a nominal amount.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the first and second reading of the Animal Control By-law.

By-law Amendment: By-law GG-008 Respecting Animal Control

MOTION

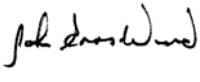
- 1) First Reading (By Title)
By-Law GG-008 Respecting Animal Control By-Law

- 2) Second Reading (By Title)
By-Law GG-008 Respecting Animal Control By-Law

CAO COMMENTS

APPROVAL

Department Head:

CAO: 

February 7, 2024

By-law No. GG-008: RESPECTING ANIMAL CONTROL

A BY-LAW TO PROVIDE FOR THE CARE, CONTROL AND PROTECTION OF ANIMALS

Table of Contents

1. Citation	2
2. Application	2
3. Definitions	2
4. Animals in Residential Zones	6
5. Licensing of Dogs	6
6. Bees, Livestock, and Poultry	8
7. Prohibited Animals	9
8. Maximum Number of Animals Allowed	9
9. Animal Runs	10
11. Restraints	11
12. Defecation	12
13. Animal Bites and Rabies	13
14. Threatening and Nuisance Behavior Offences	13
15. Dangerous Animals	14
16. Seizure and Impounding	14
17. Removal of Nuisance Wildlife	16
18. Communicable Disease, Grave Injuries, and Euthanasia	16
19. General Violations	16
20. Offences	17
21. Administrative Penalties	17
22. Inspections	18
23. Repeal	18
Schedule "A" Dog Licence Fees	20
Schedule "B" Costs Of Impounding And Maintaining Animals	21

Schedule "C" Penalties 22
Schedule "D" Prohibited Animals..... 23

WHEREAS the *Local Governance Act*, SNB 2017, c.18 authorizes the Town to make by-laws for municipal purposes respecting animal control activities; and

WHEREAS the *Fish and Wildlife Act*, SNB 1980 c.F-14.1 authorizes the appointment of conservation officers by the Province of New Brunswick to carry out certain duties, and regulates certain other matters in respect of fish and wildlife, in the Province of New Brunswick, including within the Town;

NOW THEREFORE the Council of the Town of Grand Bay-Westfield, in the Province of New Brunswick, under authority vested in it by Sections 10 (1) (k) and 11 of the *Local Governance Act*, SNB 2017, c.18 and amendments thereto enacts as follows:

1. Citation

This By-law may be cited as the *Animal Control By-law*.

2. Application

This By-law applies to the ownership and other custody of all Animals within the Town of Grand Bay-Westfield. The purpose of the Animal Control By-law is to ensure the health and safety of the residents or, and other persons temporarily within the boundaries of, Grand Bay-Westfield as they interact with Animals.

3. Definitions

In this By-law, the following definitions apply:

- (1) **"ANIMAL"** means a non-human living being with a developed nervous system;
- (2) **"ANIMAL CONTROL OFFICER"** means the Animal Control Officer (ACO) or By-law Enforcement Officer or designate, as appointed by Council for the Town, including Police Officers;
- (3) **"ANIMAL HOSPITAL"** means a place used for the care and treatment of small and large Animals involving out-patient care, medical procedures

- involving hospitalization and keeping of Animal in outdoor pens;
- (4) **"ANIMAL RUN"** means an enclosure or structure outside of a residential dwelling unit used for the harbouring or containment of a Dog, rabbits, pigs, goats or any other small household pets;
 - (5) **"BOARDING KENNEL"** means a temporary accommodation for Dogs and other Domestic Animals operated for commercial purposes;
 - (6) **"COUNCIL"** means the Council of the Town of Grand Bay-Westfield;
 - (7) **"DOG"** means any dog, male or female, neutered or spayed, of the canine family over the age of six (6) months;
 - (8) **"DOMESTIC ANIMAL"** means any Animal that is kept under human control or by habit or training lives in association with man;
 - (9) **"EXOTIC ANIMAL"** means an Animal not indigenous to Canada, and either is of a species or subspecies that in its natural habitat is usually wild by nature or is not commonly kept as a Household Pet in Canada;
 - (10) **"HOUSEHOLD PET"** means a Domestic Animal that by nature of its temperament or appearance is taken into the care of one (1) or more persons for the purpose of personal enjoyment which customarily (i) is kept within the dwelling of its Owner or Keeper, (ii) spends time in the dwelling unit of its Owner or Keeper or (iii) is kept in an outside pen or accessory building, and shall include specifically, caged birds, caged rodents or rabbits, cats, Dogs, tropical fish, and non-poisonous indigenous reptiles, provided that the Animal is not raised for profit, is not customarily raised for human consumption and is not used for the purpose of transportation;
 - (11) **"JUDGE"** means a judge of the Provincial Court of New Brunswick;
 - (12) **"KENNEL"** means a building or structure used for the enclosure of Animals kept for a commercial purpose, and may include premises used for the breeding, raising, training, sheltering, or boarding, or the overnight accommodation of Dogs, cats, or other Household Pets, including a "doggie daycare", but shall not include a Veterinary Clinic;

- (13) **"KEEPER"**, in respect of a Dog, means a person or persons, partnership, or corporation, other than the Owner, that (i) is in possession or was in possession of the Dog, (ii) harbours the Dog, (iii) suffers the Dog to habitually remain on property owned by or under the control of that person, partnership, or corporation, or (iv) habitually and regularly provides food and shelter for the Dog, and **"KEEPS"**, **"KEEPING"**, and **"KEPT"** have the corresponding meaning, but the following persons shall not be considered a Keeper of a Dog:
- (a) a veterinarian licensed under the *Veterinarians Act*, SNB 1965 c.106 who is keeping or harbouring an Animal for the prevention, diagnosis, or treatment of a disease or of an injury to the Dog; or
 - (b) the SPCA with respect to an Animal shelter or impoundment facility operated by it;
- (14) **"LEASH"** means a chain, rope or strap attached to the collar or harness of an Animal and used to lead it or hold it in check;
- (15) **"LIVESTOCK"** means cattle, goats, horses, sheep, swine and all other fur bearing Animals, but does not include Household Pets;
- (16) **"MEDICAL HEALTH OFFICER"** means the applicable district medical health officer for the health district of the Province of New Brunswick in which the Town of Grand Bay-Westfield is situate or designate, and shall include anyone under the instructions of such district medical health officer;
- (17) **"MICROCHIP"** means an identifying integrated circuit placed under the skin of a Dog or other Animal by a licensed technician, usually a veterinarian, which is sometimes known as a Passive Integrated Transponder (PIT) tag;
- (18) **"NUISANCE ANIMAL"** means an Animal that has repeatedly exhibited any of the threatening and nuisance behaviors referred to in Section 14;
- (19) **"OWNER"**, in respect of a Dog, means a person or persons, partnership, or corporation that (i) owns or is or was in possession of the Dog, (ii)

harbours the Dog, (iii) suffers the Dog to habitually remain on property owned by or under the control of that person, partnership, or corporation, (iv) habitually and regularly provides food and shelter for the Dog, (v) registers and licences the Dog under this By-law or (vi) is a principal owner of any corporation that registers and licences the Dog under this By-law, and, in respect of any Animal other than a Dog, means the person or persons, partnership, or corporation that has custody or control of the Animal, and "**OWNS**" and "**OWNED**" have the corresponding meaning;

- (20) "**PET GROOMING**" means an establishment where Animals are groomed and washed, and may include the ancillary sale of products related to this service, but does not include any associated outdoor Kennel or overnight accommodation;
- (21) "**POLICE OFFICER**" means a police officer as defined in the *Provincial Offences Procedure Act*, SNB 1987, c.P-22.1 who is employed by or engaged to perform policing services on behalf of the Town;
- (22) "**POUND**" means such premises and facilities as may be designated by Council for the purpose of safely lodging and securing Animals;
- (23) "**PROHIBITED ANIMAL**" means (i) any Exotic Animal and (ii) any Animal listed in Schedule "D";
- (24) "**RESIDENTIAL ZONE**" means any lands designated under the Zoning By-Law as being with one of the several designated residential zones;
- (25) "**SPCA**" means The New Brunswick Society for the Prevention of Cruelty to Animals or Saint John SPCA Animal Rescue;
- (26) "**TOWN**" means the Town of Grand Bay-Westfield in the Province of New Brunswick; and
- (27) "**VETERINARY CLINIC**" means an establishment within a building where Domestic Animals or Household Pets are treated by a licensed veterinarian, and includes temporary indoor accommodation related to such treatment and/or recovery of Animals after a surgical procedure, but does not include any outdoor facilities such as a Kennel, Anima Run or

other similar enclosure.”

4. Animals in Residential Zones

Subject to the provisions of this By-law that permit other Animals to be kept in certain circumstances, no Animals other than Household Pets may be kept in any Residential Zone.

5. Licensing of Dogs

- (1) Obtaining a License.
 - (a) Every Owner of a Dog that is six (6) months old or older shall obtain a Town issued license.
 - (b) The provisions of this Section 5 shall not apply to any Dog owned or kept in the ordinary course of business by the proprietors of the following premises:
 - (i) an Animal Hospital, Veterinary Clinic, Boarding Kennel or grooming parlor;
 - (ii) an Animal Pound;
 - (iii) any incorporated business that includes the sale of Household Pets;
 - (iv) a shelter operated by the SPCA; or
 - (v) a Animal show or obedience training.
 - (c) When issuing a license for a Dog, the Town shall supply the applicant Owner with a license tag, the form of which and lettering or numbers inscribed or imprinted thereon as may be determined by the Town, and a receipt for payment of the license.
 - (d) The annual fee for a license shall be as set out in Schedule “A”.
 - (e) Any license issued pursuant to the provisions of this By-law shall not be transferable to any other Dog.
 - (f) If a license tag is lost or becomes illegible, it shall be replaced pursuant to this By-law at a cost outlined in Schedule “A”.

- (g) A Dog owned by a sightless person and used as a guide, or “seeing eye” Dog, shall be licensed as provided by this By-law, but without charge.
 - (h) The Owner and any Keeper of a Dog shall ensure that it wears a collar to which is attached a current license tag whenever the Dog is off the premises of the Owner or the Keeper. This provision shall not apply while a Dog is participating in an Animal show, obedience trial or field trial.
 - (i) Every Owner and any Keeper of a Dog within the Town shall, on demand by the Animal Control Officer or a Police Officer, produce and show the license receipt or other evidence that the applicable Owner holds has a license in respect of the Dog for the current year.
- (2) Information Required to Obtain a License.

When applying for a license the applicant shall provide the Town with:

- (a) a physical description of the Dog;
- (b) the breed or type of the Dog;
- (c) the sex, and information regarding whether the Dog is spayed/neutered with the appropriate veterinarian record;
- (d) the name of the Dog;
- (e) any other relevant information with the appropriate veterinarian record such as a tattoo, Microchip (if any), unique markings, or medical conditions required with respect to the Dog;
- (f) the Dog’s history documented in the veterinarian record of rabies vaccinations; and
- (g) the name, street address, and telephone number(s) of the Owner of the Dog.

(3) Duration of the License.

The license shall be in effect for a period of three (3) years from the date in which the license was purchased.

6. Bees, Livestock, and Poultry

(1) No person shall keep bees, livestock or poultry within the Town except in accordance with all applicable federal and provincial regulations and, in the case of chickens, in accordance with Section 6(2).

(2) The keeping of chickens shall comply with the following:

(a) A maximum of 6 hens shall be kept;

(b) Roosters are prohibited;

(c) The Owner of the chickens shall reside on the lot where the chickens are kept;

(d) The sale of eggs or meat and the slaughter of Animals on the lot is prohibited;

(e) Manure is not to be stored on-site unless in a sealed container; and

(f) A roofed enclosure consisting of a chicken coop connected to a chicken run shall be provided in the rear yard of the main building and shall:

(i) Be fully enclosed by wire fencing and impermeable to predators;

(ii) Be visually screened from a public street and neighbouring properties; and

(iii) Be no closer than two metres to any side lot line or rear lot line, and shall have a minimum separation distance of 7.5 metres from a main building on an adjoining lot and 30 metres from any existing well on an adjoining lot.

(3) On its own initiative, or after having reviewed a report from the Medical

Health Officer or the Animal Control Officer, Council may revoke the privilege of any person to keep bees, livestock or poultry on the person's property.

- (4) Where Council revokes the privilege to keep bees, livestock or poultry, the Animal Control Officer shall serve the person by registered mail or in person, a notice notifying the Owner of the revocation and stating the reason for Council's decision. The Owner shall have 30 days from the notice to comply.
- (5) Sections 6(3) and 6(4) do not apply to the following places or circumstances:
 - (a) in a Veterinary Clinic under the care of a licensed veterinarian;
 - (b) in respect of any person holding a license under any statute of the Legislature of New Brunswick or the Government of Canada, which permits the keeping of Animals under stated conditions, provided that the person is in compliance with such conditions; or
 - (c) a zoo or travelling circus, provided they hold a valid license from the Province of New Brunswick or the Government of Canada.

7. Prohibited Animals

- (1) No person shall own or keep any Prohibited Animal within the Town.
- (2) No person shall operate a pet shop that buys, sells, trades, exhibits or harbours any Prohibited Animal or hybrid of any Prohibited Animal within the Town.

8. Maximum Number of Animals Allowed:

- (1) Unless otherwise permitted by this By-law, no person shall keep more than 3 dogs, more than 3 cats, more than 3 rabbits, any small birds that are not caged or any rodents that are not caged within the Town.
- (2) If a lot or parcel of land has, or two or more contiguous lots or parcels of land owned by the same person collectively have, at least 12,000 square metres plus 455 square metres for each horse and each cow to be kept on

such lot or parcel of land or such lots or parcels of land, such Animals may be kept on such property or properties in accordance with all applicable federal and provincial regulations.

9. Animal Runs

- (1) Where an unattended Animal is kept in an Animal Run, the Owner and, in respect of a Dog, its Keeper, shall ensure that the Animal Run is kept in a sanitary and structurally sound condition protecting the health and safety of the Animal.
- (2) The following should be taken into consideration for the construction of an Animal Run;
 - (a) Light
 - (b) Ventilation;
 - (c) protection from the elements including adequate roofing and flooring (if used) that is secured firmly to the sides of the enclosure to ensure stability;
 - (d) use of weather resistant wood or materials; and
 - (e) a latch or fastener with a lock to prevent the Animal from escaping, and which may prevent the entry of unauthorized persons and young children.
- (3) An Animal Run enclosure for Domestic Animals shall be permitted as an accessory use provided that only one kennel enclosure is permitted on any one residential property, and no part of the kennel enclosure is:
 - (a) located less than 1.0 metre from a side or rear property line; and
 - (b) located less than 12.0 metres from a front property line.

10. Exceptions to keeping Livestock in Residential Zones

Any lot in a Residential Zone containing a dwelling unit consisting of a lot area greater than 12,000 m² and with a frontage greater than 55 m, may be used for the keeping of up to a maximum of 6 horses, or 6 cows, or up to 36 birds, where each horse or cow or poultry consisting of not more than 6 birds is provided with

at least an additional 500 m² above the minimum lot size; and where the housing of these Animals, a stable, barn or other building used for the keeping of the Animals may be provided in conjunction with the permitted dwelling unit and any other permitted accessory building where the following shall apply:

- (a) not be located in front of the main building;
- (b) have a minimum rear or side yard of 7.5 m;
- (c) be located a minimum of 30 m from a dwelling or potable water supply;
- (d) be located a minimum of 60 m from any open watercourse;
- (e) be no more than 120 m²; and
- (f) have a height of no more than 9 m.
- (g) maintain the same setbacks for open storage or spreading of manure.

11. Restraints

- (1) Animal Restraint Specifications:
 - (a) An unattended Animal which is restrained on private property by Leash, electronic fencing or means other than an approved Animal Run shall be restrained in the following manner:
 - (i) the restraint shall be of sufficient strength and no less than five (5) times the length of the dog,
 - (ii) kept it in a state of good repair so that the Animal will not escape; and
 - (iii) that it cannot be chewed through,
 - (b) The restraint shall be securely situated in the yard such that it will not allow the Animal to approach closer than two (2) metres of any street or lane.
 - (c) An unattended Animal shall be on the lead no longer than 12 continuous hours and not left outside between 11:00 PM and 6:00

AM.

- (d) An unattended Animal shall have access to protection from the elements including adequate roofing and flooring (if used) that is secured firmly to the sides of the enclosure to ensure stability; using weather resistant wood or materials.
 - (e) Unattended Animals are not allowed in any wading pool area, splash park area, swimming area, play structure area, golf course, or cemetery.
- (2) Leash Specifications:
- Dogs shall be on a Leash at all times when in any public area, unless it is a designated off-leash dog park.
- (3) Running at Large
- (a) The Owner or any other person having care or control of an Animal, including, in respect of a Dog, its Keeper, shall at no time allow the Animal to run at large.
 - (b) When not on the Owner's or, in respect of a Dog, its Keeper's, private property, Animals shall be on a leash at all times.
 - (c) The Animal will be considered to be at large when:
 - (i) the Animal is beyond the boundaries of the land occupied by the Owner, its Keeper or any other person without a leash;
 - (ii) beyond the boundaries of any lands where it may be with the permission of the Owner, its Keeper or occupant of the said land not securely confined within an enclosure; or
 - (iii) not securely fastened or leashed, thereby enabling it to roam at will.

12. Defecation

- (1) Any person having care of an Animal shall immediately remove any defecation left by it on public or private property other than the private property of the Animal's Owner or, in respect of a Dog, its Keeper, and

dispose of it in a sanitary fashion.

- (2) The Owner or any other person having care or control of an Animal, including, in respect of a Dog, its Keeper, shall ensure that defecation on the property of the Owner or the Keeper does not accumulate to such an extent that it may cause a health risk to others.

13. Animal Bites and Rabies

- (1) If an Animal has bitten an individual or another Animal, the individual shall provide the full details of the Animal(s) and its Owner(s) to the Animal Control Officer.
- (2) When an Animal is suspected of being rabid or has been in contact with a rabid Animal, the Owner of the Animal and, in respect of a Dog that is in the care of its Keeper, the Keeper, shall immediately report the suspected case of rabies or the incident, as applicable, to the Medical Health Officer, Animal Control Officer, a provincial conservation officer or a Veterinary Clinic.

14. Threatening and Nuisance Behaviours

- (1) No Owner shall permit the Owner's Animal to, and no Keeper of a Dog shall permit the Dog to, without provocation:
 - (a) bite a person or other Animal, regardless whether the Animal is on the property of the Owner or the Keeper;
 - (b) engage in an act that injures a person or other Animal, regardless whether the Animal is on the property of the Owner or the Keeper;
 - (c) chase or otherwise threaten a person or other Animal, regardless whether the Animal is on the property of the Owner or the Keeper, unless the person or Animal being chased or threatened is a trespasser on the property of the Owner or, in respect of a Dog, its Keeper;
 - (d) bark at, or chase people or other Animals, bicycles, automobiles, or other vehicles;

- (e) bark, howl, growl or hiss in such a manner or duration that disturbs any person acting reasonably;
- (f) cause damage to property;
- (g) habitually or regularly, defecate, urinate or spray on private property, except with respect to the private property of the Animal's Owner or, in respect of a Dog, its Keeper;
- (h) habitually or regularly, dig in flowerbeds and gardens or waste receptacles that are not that of the Owner or, in respect of a Dog, its Keeper; or
- (i) upset waste receptacles or scatters the contents thereof.

15. Dangerous Animals

- (1) If a person is convicted of a violation of this By-law, a Judge may, in addition to or instead of imposing a fine, order that the Animal in respect of which the offence was committed be disposed of or destroyed.
- (2) If a complaint has been made to a Judge alleging that an Animal has bitten or attempted to bite a person, the judge may summon the Owner of the Animal to appear and show cause why the Animal should not be destroyed and may, if from the evidence produced it appears that the Animal has bitten a person, make an order directing:
 - (a) that the Animal be destroyed; or
 - (b) that the Owner or keeper of the Animal keep the Animal under control.

16. Seizure and Impounding

- (1) Authority to Seize and Impound
 - (a) If any Animal, its Owner or, in respect of a Dog, its Keeper has acted in contravention, or if the Animal Control Officer believes on reasonable grounds that the Animal, the Owner or the Keeper has acted in contravention of this By-law, then that Animal may be seized and impounded.

By-law No. GG-008: Respecting Animal Control

- (b) The Animal Control Officer may enter onto any land surrounding any building in pursuit of any Animal observed behaving contrary to the provisions of this By-law.
- (2) No person, whether or not they are the Owner of an Animal or, in respect of a Dog, its Keeper, shall:
 - (a) interfere with, or attempt to obstruct, the Animal Control Officer who is attempting to seize or has seized any Animal in accordance with the provisions of this By-law;
 - (b) intentionally allow any Animal to escape by opening any vehicle or facility in which an Animal has been seized or impounded under this By-law;
- (3) When an impounded Dog is wearing a license tag, the Animal Control Officer shall make every reasonable effort to contact the Owner registered in the Town licensing records.
- (4) It shall be the duty of the Animal Control Officer to provide each impounded Animal with an adequate supply of food, fresh water, and shelter from the elements during confinement in the Pound.
- (5) Any Animal seized pursuant to this By-law shall be impounded until such time that any fines are paid. Impoundment fees will be charged to the Owner as set forth in Schedule "B".
- (6) Any unlicensed Dog which is impounded shall not be released until the outstanding fees and fines are paid and the Owner meets the requirements set out in Section 5, Licensing of Dogs.
- (7) Any Animal seized pursuant to this By-law shall be impounded for a period of up to seventy-two (72) hours excluding the day of impoundment, weekends, and statutory holidays.
- (8) Where an Animal has not been reclaimed within seventy-two (72) hours, or where the Owner of the Animal has failed or refused to comply with Section 16(5) and, if applicable, Section 16(6), the Animal shall be transferred to the SPCA to be impounded, handled and otherwise dealt

with in accordance with the laws and regulations applicable to it and its policies.

17. Removal of Nuisance Wildlife

A property owner wishing to have nuisance wildlife removed from their property shall engage the services of a wildlife control operator duly licenced under the *Fish and Wildlife Act*, and the property owner and the wildlife control operator shall comply in all respects with the provisions of the *Fish and Wildlife Act*.

18. Communicable Disease, Grave Injuries, and Euthanasia

- (1) If an Animal is suspected to have a communicable disease, the Owner of the Animal shall:
 - (a) isolate the Animal in a manner that will prevent further spread of the disease;
 - (b) seek an assessment by a veterinarian; and
 - (c) follow the orders of such veterinarian, the Animal Control Officer and any government officials who have authority to issue such orders.
- (2) The Animal Control Officer or veterinarian may take immediate action to euthanize any sick or gravely injured Animal found within the Town where, in their opinion, immediate euthanizing of the Animal is required in order to avoid unnecessary suffering of the Animal.
- (3) Reasonable efforts shall be made to contact the Owner of an Animal before it is euthanized.

19. General Violations

- (1) Teasing and Enticing Animals
No person shall tease, entice, bait or throw objects at an Animal confined within its Owner's property or, in respect of a Dog, the property of its Keeper.
- (2) Unsanitary Conditions

No person shall keep an Animal in an unsanitary condition. Conditions shall be considered unsanitary where the keeping of the Animal results in an accumulation of fecal matter, an odor, insect infestation or rodent attractants which endanger the health of the Animal or any person, or which disturb or are likely to disturb the enjoyment, comfort or convenience of any person in or about any dwelling, office, hospital or commercial establishment.

(3) Cruelty

No person shall exhibit cruelty upon an Animal within the Town by causing the Animal to be in distress, or fail to act to cause a circumstance of distress for an Animal to end by seeking appropriate veterinary care or other attention, in each case whether willfully or by negligence. A circumstance of distress shall be deemed to exist where an Animal is:

- (a) Deprived of adequate food, water, care, or shelter;
- (b) Injured, sick, in pain, or suffering;
- (c) Abused or neglected;
- (d) Failure to provide care;
- (e) Abandoned; or
- (f) Neglected.

20. Offences

- (1) Any person who contravenes any of the provisions of this By-law or fails to comply herewith or with any notice given hereunder commits an offence.
- (2) Where a person commits an offence, the offence is punishable by the applicable fine, or a fine within the applicable range of fines, listed in Schedule "C".

21. Administrative Penalties

- (1) The Town may require an administrative penalty to be paid with respect to a contravention of a provision of this By-law as set out in Section 21(2).

- (2) A person who contravenes a provision of this By-law may pay to the Town an administrative penalty in the amount of:
 - (a) where the person has not previously contravened this By-law, \$100.00, and
 - (b) where the person has previously contravened this By-law, the sum of the amount paid or to be paid by the person in respect of the most recent contravention and \$100.00, provided that in no event shall a person be required to pay an administrative penalty in an amount exceeding \$1,500.00,and, upon such payment, the person who committed the contravention is not liable to be prosecuted therefor.
- (3) A person who may pay to the Town an administrative penalty in accordance with this By-law may pay the administrative penalty in accordance with the Administrative Penalty By-law.

22. Inspections

- (1) The Town may, in accordance with the *Local Governance Act*, inspect any land, building or structure within the Town or partly within the Town to ensure compliance with this By-law.
- (2) Any by-law enforcement officer, including the Animal Control Officer if appointed by-law enforcement officer, may carry out any inspection authorized by this By-law.

23. Repeal

Town of Grand Bay-Westfield By-law No. 119 Dog Control By-law, enacted on 27 November 2017, is hereby repealed.

24. Amendment and Restatement

This By-law is an amendment and restatement of Town of Grand Bay-Westfield By-Law [GG-008: Respecting Animal Control](#), enacted on 6 June 2023, which is hereby replaced in its entity by this By-law.

By-law No. GG-008: Respecting Animal Control

READ A FIRST TIME by title this ____ day of ____, 2024.

READ A SECOND TIME by title this ____ day of ____, 2024.

READ A THIRD TIME by title and ENACTED on this ____ day of ____, 2024. This

By-law comes into force on the date of final passing thereof.

SIGNED AND APPROVED this ____ day of ____, 2024.

John Enns-Wind
CAO / Clerk

Brittany Merrifield
Mayor

Seal

Schedule "A"
Dog Licence Fees

Fee	Amount
A licence for a spayed female or neutered Male dog	\$12.00
A licence for a non-spayed female or non-neutered male dog	\$30.00
Licence issued to replace a lost licence	\$6.00

Schedule "B"
Costs Of Impounding And Maintaining Animals

Fee	Amount
Impounding and maintaining an animal, per calendar day or part thereof	\$25.00

Schedule "C"
Penalties

Offence	Fine or Range or Fines
For the first occasion of an offence during any calendar year	\$70.00
For the second occasion of an offence during any calendar year	Not less than \$70.00 and not more than \$250.00
For the third and subsequent occasions during any calendar year	Not less than \$70.00 and not more than \$500.00

Schedule "D"
Prohibited Animals

Prohibited Mammals

- Cattle, goats, sheep, pigs – and other Artiodactyla – unless otherwise permitted by this By-law
- Coyotes, wolves, foxes, hybrid wolf dogs – and other Canidae except Dogs
- Bats such as fruit bats, myotis, flying foxes – and other Chiroptera
- Anteaters, sloths, armadillos – and other Edentates
- Tigers, leopards, cougars – and other Felidae except domestic cats
- Hyenas – and other Hyaenidae
- Hares, pikas – and other Lagomorpha except domestic rabbits
- Kangaroos, opossums, wallabies – and other Marsupials except sugar gliders derived from self-sustaining captive populations
- Mink, skunks, weasels, otters, badgers – and other Mustelidae except domestic ferrets
- Chimpanzees, gorillas, monkeys, lemurs – and other non-human primates
- Horses, donkeys, jackasses, mules – and other Perissodactyla – unless otherwise permitted by this By-law
- Elephants – and other Proboscidae
- Coatimundi, cacomistles, raccoons – and other Procyonidae
- Porcupines, prairie dogs – and other Rodentia except rodents which do not exceed 1,500 grams and are derived from self-sustaining captive populations
- Bears – and other Ursidae
- Mongooses, civets, genets – and other Viverridae

Prohibited Birds

- Ducks, geese, swans, screamers – and other Anseriformes – unless otherwise permitted by this By-law
- Pheasants, grouse, guinea fowls, turkeys – and other Galliformes – unless otherwise permitted by this By-law
- Cranes, rails – Gruiformes
- Flamingos
- Penguins
- Flightless ratites such as ostriches, rheas, cassowaries, emus, kiwis – and other Struthioniformes
- Chickens – unless otherwise permitted by this By-law

By-law No. GG-008: Respecting Animal Control

Prohibited Reptiles

- Alligators, crocodiles, gavials – and other Crocodylia
- All snakes that reach an adult length larger than 3 metres
- All lizards that reach an adult length larger than 2 metres
- Boa constrictors

Other Prohibited Animals

- All venomous and poisonous animals

Vision: A welcoming place for all to live, grow and thrive

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

COUNCIL MEETING:

February 12, 2024

TITLE: TOWN OFFICE HOURS

PREPARED BY: JAMES BARRINGTON

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Organizational Capacity

ATTACHMENTS

- None

BACKGROUND

Currently, the Town Office is open to the public between 9:00 a.m. – 5:00 p.m., Monday to Friday. Typically, members of the public come into the Office for a variety of reasons such as payment for sewer bills, facility bookings, dog tags or for general enquiries.

COMMENT

Administration is recommending changing the hours to Town Office is open to 8:30am – 4:30pm, Monday to Friday. There are a number of factors driving this change:

1. The demographics of Town employees has changed in recent years, and the proposed hours align better with childcare requirements that employees experience.
2. Community groups often utilize the Community Centrum earlier than 9:00 a.m. and access is an issue.
3. With the increased utilization of online payment options, we have seen fewer residents coming into the Office between 4:30 p.m. and 5:00 p.m.

The change would occur after a three-week period of ongoing public notices.

FINANCIAL IMPLICATIONS

There is no cost impact to this change.

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 approve changing the hours that the Town Office is open from 9:00 a.m. - 5:00 p.m., Monday to Friday to 8:30 a.m. - 4:30 p.m. Monday to Friday, excluding statutory holidays.

Town Office Hours

CAO COMMENTS

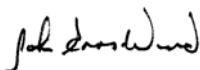
APPROVAL

Department Head:



January 19, 2024

CAO:



February 4, 2024

Vision: A welcoming place for all to live, grow and thrive

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

Council Meeting:

February 12, 2024

TITLE: HIGH SCHOOL GRADUATION BANNERS

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Community Vitality

ATTACHMENTS

- Letter – Grad Banners Proposal 2024

BACKGROUND

Since 2020, local high school graduates have had their portraits displayed on the power poles with the use of the hardware provided by the Legion for their Veterans Banner program. Council has approved previous requests and directed the Organizing Committee to apply for a grant through the Community Grant program.

COMMENT

The Organizing Committee has made three (3) requests:

1. Will Council support the initiative?
2. Is Council supportive of including those graduates from neighboring communities, as in past years, and adding those students who went to Morna Heights School and then River Valley Middle School, and still live in the area?
3. Will Council provide financial support? The suggested amount is the estimated installation cost of \$1,200. In 2021, this cost was \$1,800.

FINANCIAL IMPLICATIONS

The amount provided to the Organizing Committee will come from the Community Grant program, and depends on how the Committee scores the application.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield support the initiative, including the display of graduates from the surrounding area who graduated from River Valley Middle School. And, That that the Organizing Committee apply for the Community Grant when the next intake opens.

MOTION

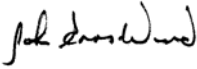
That the Council of the Town of Grand Bay-Westfield approve the installation of the 2024 high school graduation banners, including those graduates from River Valley Middle School. And, Council encourages the Organizing Committee to apply for the annual Community Grant program in the spring.

Strategic Priorities:

Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

High School Graduation Banners

APPROVAL

CAO: 

February 7, 2024

Feb 5, 2024

Town of Grand Bay-Westfield
Post office Box 3011
Grand Bay-Westfield, NB
E5K 4V3

Dear Mayor Merrifield and Town Councillors,

My name is Krista Hawkes . I am putting together a working committee that has a few other long time community families.

We are hoping to have the graduation banners available again this year. We feel that this has been a great addition to our community and something we look forward to seeing every June to celebrate our community's high school graduates.

We would like to put this proposal out for your consideration.

Plan/Proposal

-Each graduate to have an individualized banner made and mounted on our town's power poles. The banner would include the graduate's photo, year, name and high school. (as well as the crest for any of the organizations who have sponsored.). These banners would be identical in size as those currently displayed for our veterans.

-We would leverage the existing mounts and rods used for the veteran flags. I have confirmed with Cory Ryan that the Legion Committee is in agreement to allow us to use the existing mounts they have installed.

-These flags would be mounted in late May and remain up through the summer months.

The asks of the Town Council are:

1. Are you supportive of allowing this initiative to move forward?
2. Are you supportive to include those graduates from neighboring communities as in past years and adding those students who went to Morna Heights and then River Valley middle school and still live in the area?
3. Is there any financial support the Town would like to provide for this initiative? A suggestion from the last committee was maybe the cost of the installation or the banners (approx. 1200\$)

We would like to thank the Town Council for reviewing and considering the above proposal. As time is of the essence, we do appreciate any feedback or questions at your earliest convenience.

For any questions or concerns, please feel free to reach out to me at the contact details below.

Sincerely,
Krista Hawkes
Krista's cell 506-333-1281 email kristahawkes@gmail.com

Vision: A welcoming place for all to live, grow and thrive

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

Council Meeting:

February 12, 2024

TITLE: DOG PARK LIGHTING

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Community Vitality

ATTACHMENTS

- Policy D001 – Streetlight Policy

BACKGROUND

Councillor Balemans requested via email to add Dog Park Lighting to the agenda.

I was up to the Highland road a few times where I see people after dark with their cars running with there lights on to use the dog park after dark and it gets dark around 5 pm or before on the shortest days of the year. This is a year-round dog park that is used by a lot of our residents. I would like to put this on the agenda for the next council meeting to discuss if putting a streetlight at the dog park is something we can do for our residents. Thanks

COMMENT

The process to install streetlights is found in Policy D0001 – Streetlight Policy. The Councillor is encouraged to ask users to follow the Policy, which is attached, to have a streetlight(s) installed. Administration is willing to work with the Dog Park users to support the collection of signatures for the petition.

A request was made to NB Power to understand how the light would reflect on the Dog Park and the costs.

The following diagrams illustrate how the light will fall on the area.

Dog Park Lighting

Illustration #1



Illustration #2

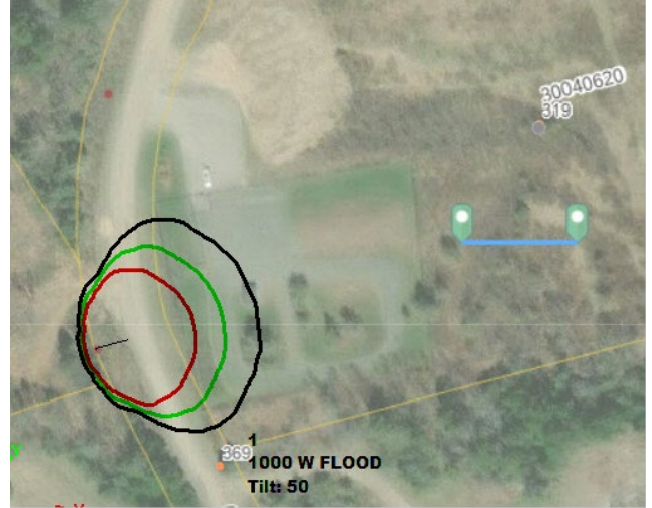
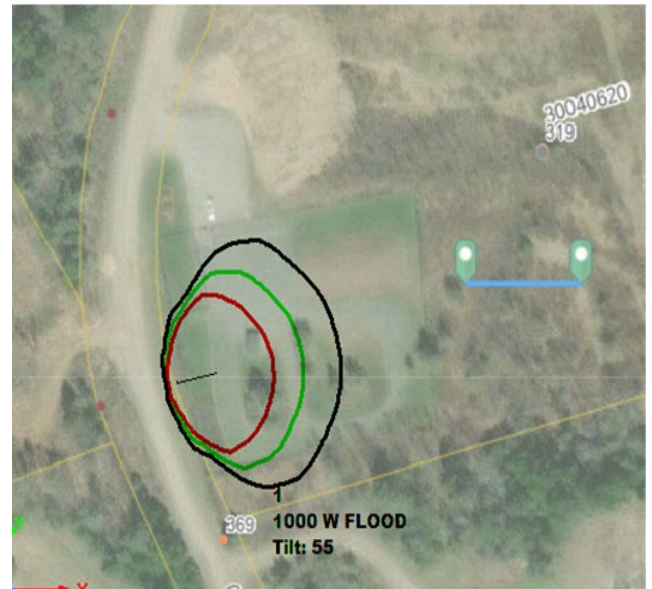


Illustration #3

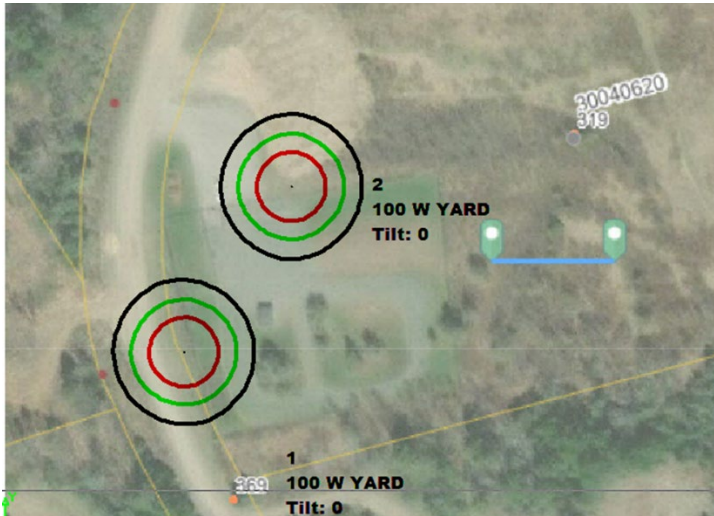


Illustration #4



Dog Park Lighting

Illustration #5



FINANCIAL IMPLICATIONS

The cost will depend on how many poles and streetlights are installed. The cost is negligible.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield support the Policy and request Councillor Balemans to contact the user to start the process.

MOTION

That the Council of the Town of Grand Bay-Westfield receive and file this report.

CAO COMMENTS

Councillors who receive requests from residents for an increase in a level of service, such as a streetlight from residents, are strongly encouraged to ask them to contact the CAO.

Councillors who have requests of the CAO in passing, are also strongly encouraged to follow-up any discussions with an email reiterating their request.

APPROVAL

Department Head:

CAO: *John Danvers*

February 7, 2024

EFFECTIVE DATE: JULY 24, 2000

STREET LIGHTING

2.01 Purpose

To provide a minimum standard for street lighting throughout the entire Town of Grand Bay-Westfield effective July 24, 2000 subject to available funds.

2.02 Standard for Placement

The following standard is adopted by the municipality as a minimum standard for lighting of municipal streets:

- a) all public road intersections with power lines and poles located on the road right-of-way shall be illuminated with a street light from dusk to dawn with a 100 watt high pressure sodium (HPS) light fixture;
- b) all collector roads and municipal streets with sidewalks or substantial pedestrian traffic shall be illuminated with street lights, from dusk to dawn with a 100 watt HPS light fixture positioned on every second pole;
- c) in areas not covered under subsections “a” or “b” and where a light is requested by a resident and poles and power lines are in place to service a street light the following procedure shall apply:
 - i) residents within 30m of the proposed light shall be contacted and their replies shall be recorded;
 - ii) in the event a reply is requested and none is received within 14 days it will be assumed to be a reply in favour of the light;
 - iii) after the 14 day waiting period the replies shall be tallied and interpreted as follows:

EFFECTIVE DATE: JULY 24, 2000

- where the majority of the contacted residents reply in favour of the street light, a Town work order shall be issued to NB Power;

- where an equal number of replies are received in favour and against the light, a town work order shall be issued to NB Power to install a new street light;
 - where the majority of the affected residents are against the street light a street light will not be installed;
 - in the event a request for a street light is denied a new request for street light on the same pole will not be processed for 1 year from the date of denial by the town;
- d) where there are no poles or power lines on the road right-of-way to service a street light, a light and pole would only be installed if:
- i) a request for a light is received from an area resident;
 - ii) NB Power can obtain the required easements;
 - iii) sub-sections a, b or c are followed.
- e) where it is deemed necessary by the Works Commissioner additional street lights (outside of the street light on every second pole policy) may be approved for installation due to safety hazards such as: blind knolls, sharp corners, dangerous curves, site line restrictions, or road hazards; in such cases residents within 30m of the light will be advised of the new installation prior to the work order being issued by the Town.

2.03 Installation

Following the standard placement criteria, when a new street is approved, a Work Order from the Town will be forwarded to NB Power supplying location information (civic address, pole number or both).

EFFECTIVE DATE: JULY 24, 2000

2.04 Requests

Requests for street lights shall be made directly to the Works Commissioner either by regular mail, e-mail, or by phone providing the individual's name, address, and pole location. Required information must be received before any request for a street light is processed.

2.05 Maintenance

Upon receiving notification that a street light is not working properly, the Town will notify NB Power and provide the civic address or pole number of the street light.

Vision: A welcoming place for all to live, grow and thrive

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

COUNCIL MEETING:

January 19, 2024

TITLE: WEBSITE PRIVACY POLICY

PREPARED BY: BROCC BELDING

DEPARTMENT: COMMUNICATIONS

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Organizational Capacity

ATTACHMENTS

- Website Privacy Policy
- Website Terms and Conditions of Use

BACKGROUND

In alignment with the Town of Grand Bay-Westfield value of transparency, the Communications Manager worked with the Town's General Counsel, Cox & Palmer, to develop a Website Privacy Policy. The Town of Grand Bay-Westfield respects the privacy of its website visitors, and developed this Policy as part of our commitment to protecting their privacy by complying with this Policy.

COMMENT

The Policy describes:

- How the Town collects, uses, discloses and protects the personal information of our website users
- The types of information we may collect from users or that users may provide when they visit our website
- Our practices for collecting, using, maintaining, protecting, and disclosing that information

FINANCIAL IMPLICATIONS

This was a 2023 Budget item.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the Website Privacy Policy, for immediate effect.

MOTION


That the Council of the Town of Grand Bay-Westfield approve the Website Privacy Policy, for immediate effect.

Strategic Priorities:

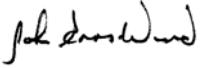
Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

Website Privacy Policy

APPROVAL

Department Head: 

January 19, 2024

CAO: 

February 7, 2024

POLICY P-GG-011: Website Privacy Policy

Policy Title	Website Privacy Policy
Policy Number	P-GG-011
Effective Date	February 13, 2024
Revision Date	

PRIVACY STATEMENT

The Town of Grand Bay-Westfield (the “**Town**”) respects your privacy and is committed to protecting it by complying with this policy.

This policy describes:

- How we collect, use, disclose, and protect the personal information of our website users (“**you**”).
- Describes the types of information we may collect from you or that you may provide when you visit the website grandbaywestfield.ca (our “**Website**”).
- Our practices for collecting, using, maintaining, protecting, and disclosing that information.

We will only use your personal information in accordance with this policy unless otherwise required by applicable law. We take steps to ensure that the personal information that we collect about you is adequate, relevant, not excessive, and used for limited purposes. Our practices have been designed to ensure compliance with the privacy provisions of the *Right to Information and Protection of Privacy Act* (RTIPPA).

Please read this policy carefully to understand our policies and practices for collecting, processing, and storing your information. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using this Website, you indicate that you understand, accept, and consent to the practices described in this policy. This policy may change from time to time. Your continued use of this Website after we make changes indicates that you accept and consent to those changes, so please check the policy periodically for updates.

This privacy statement applies to interactions with the Town of Grand Bay-Westfield’s web server. It does not apply to any other website.

PERSONAL INFORMATION

When you visit the Town of Grand Bay-Westfield website, you do so anonymously. If you direct an enquiry to a Town division, we may ask you to provide personal information for the purpose of responding to your enquiry. This may include your name, address, email address, phone number, account number, or other information used to identify or contact

POLICY No. P-GG-011: Website Privacy Policy

you (the “**personal information**”). Only those who “need to know” will have access to the personal information provided.

Any Town site where personal information is requested will contain a notice outlining our legal authority to collect it and include the following information:

- the purpose for which the information is collected;
- how it will be used and who will have access to it; and
- the title, business address and telephone number of an officer or employee of the public body who can answer questions regarding the collection thereof.

Personal information is only disposed of according to a records schedule established by the Provincial Archivist under the *Archives Act*.

ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes. By law you have the right to request access to and to correct the personal information that we hold about you.

If you want to review, verify, correct, or withdraw consent to the use of your personal information, you may send us an email at administration@towngbw.ca to request access to, correct, or delete any personal information that you have provided to us.

We may request specific information from you to help us confirm your identity and your right to access, and to provide you with the personal information that we hold about you or make your requested changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the personal information that we hold about you, or we may have destroyed, erased, or made your personal information anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

COOKIE AND OTHER AUTOMATIC DATA COLLECTION TECHNOLOGY

As you navigate through and interact with our Website, we may use cookies or other automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your visits to our Website, including traffic data, location data, logs, and other communication data and the resources that you access and use on the Website.

POLICY No. P-GG-011: Website Privacy Policy

- Information about your computer and internet connection, including your IP address, operating system, and browser type.

The information we collect automatically is statistical data and does not include personal information, and we may maintain it or associate it with personal information we collect in other ways, that you provide to us, or receive from third parties. It helps us to improve our Website and to deliver a better and more personalized service, including by enabling us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing us to customize our Website according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our Website.

You have the ability to accept or decline cookies. All Web browsers automatically accept cookies, but you can modify your browser settings to decline cookies if you prefer.

By declining cookies, use of interactive features or online services that depend on cookies will not function as intended. If you choose to accept cookies, all browsers offer the ability to later delete cookies that you have accepted. If you choose to delete cookies, any settings and preferences controlled by those cookies will be deleted and may need to be automatically recreated upon a return visit.

LOGGING PRACTICES

The Town logs HTTP requests to the Town's Web server. These logs record the IP address of site visitors. An IP address is the number automatically assigned to the computer or to the ISP (Internet Service Provider) requesting a URL. The Town cannot identify you from this information. The Town archives and uses log files for systems analysis, maintenance and site evaluation.

We do not link information with the identity of individuals visiting our sites unless an attempt to damage our site has been detected.

DATA SECURITY

The security of your personal information is very important to us. We use physical, electronic, and administrative measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure.

POLICY No. P-GG-011: Website Privacy Policy

Unfortunately, the transmission of information via the Internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our Website. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Website.

CHANGES TO OUR PRIVACY POLICY

It is our policy to post any changes we make to our privacy policy on this page. If we make material changes to how we treat our users' personal information, we will notify you through a notice on the Website home page.

We include the date the privacy policy was last revised at the top of the page. You are responsible for periodically visiting our Website and this privacy policy to check for any changes.

COMMENTS

If you have any questions about the Town's website collection, use and disclosure practices, please email us at administration@towngbw.ca or call us at [\(506\) 738-6400](tel:5067386400).

APPROVAL

Signed this ___ day of _____, 2024.

John Enns-Wind
CAO

Brittany Merrifield
Mayor

WEBSITE TERMS AND CONDITIONS OF USE

ACCEPTANCE OF THE WEBSITE TERMS AND CONDITIONS OF USE

These website terms and conditions of use for <https://grandbaywestfield.ca/> constitute a legal agreement and are entered into by and between you and the Town of Grand Bay-Westfield (the "**Town**," "**we**," "**us**," "**our**"). The following terms and conditions, together with any documents and/or additional terms they expressly incorporate by reference (collectively, these "**Terms and Conditions**"), govern your access to and use of, including any content, and functionality, offered on or through <https://grandbaywestfield.ca/> (the "**Website**").

BY USING THE WEBSITE, YOU ACCEPT AND AGREE TO BE BOUND AND COMPLY WITH THESE TERMS AND CONDITIONS AND OUR PRIVACY POLICY, FOUND AT [\[INSERT LINK\]](#), INCORPORATED HEREIN BY REFERENCE.

MODIFICATIONS TO THE TERMS AND CONDITIONS AND TO THE WEBSITE

We reserve the right in our sole discretion to revise and update these terms and conditions from time to time. Any and all such modifications are effective immediately upon posting and apply to all access to and continued use of the Website. You agree to periodically review the terms and conditions in order to be aware of any such modifications and your continued use shall be your acceptance of these.

The information and material on this Website may be changed, withdrawn, or terminated at any time in our sole discretion without notice. We will not be liable if, for any reason, all or any part of the Website is restricted to users or unavailable at any time or for any period.

INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP

You understand and agree that the Website and its entire contents, features, and functionality, including, but not limited to, all information, software, code, data text, displays, graphics, photographs, images, video, audio, music, broadcast, design, presentation, website layout, selection, and arrangement, are owned by the Town, its licensors, or other providers of such material and are protected in all forms by intellectual property laws including, without limitation, copyright, trademark, patent, trade secret, and any other proprietary rights.

The Town name, the Town logo, and all related names, logos, product and service names, designs, images, and slogans are trademarks of the Town or its affiliates or licensors. You must not use such marks without the prior written permission of the Town. Other names, logos, product and service names, designs, images, and slogans mentioned, or which appear on this Website are the trademarks of their respective owners. Use of any such property, except as expressly authorized, shall constitute an infringement or violation of the rights of the property owner and may be a violation of federal or other laws and could subject the infringer to legal action.

You may only use the Website for your personal and non-commercial use. You shall not directly or indirectly reproduce, compile for an internal database, distribute, modify, create derivative works of,

publicly display, publicly perform, republish, download, store, or transmit any of the material on our Website, in any form or medium whatsoever except:

- (a) your computer and browser may temporarily store or cache copies of materials being accessed and viewed;
- (b) a reasonable number of copies for personal use only may be printed keeping any proprietary notices thereon, which may only be used for non-commercial and lawful personal use and not for further reproduction, publication, or distribution of any kind on any medium whatsoever; and
- (c) in the event social media platforms are linked to certain content on our Website, you may take such actions as our Website and such third-party social media platforms permit.

Users are not permitted to modify copies of any materials from this Website nor delete or alter any copyright, trademark, or other proprietary rights notices from copies of materials from this site. You must not access or use for any commercial purposes any part of the Website or any services or materials available through the Website.

If you print off, copy, or download any part of our Website in breach of these Terms and Conditions, your right to use the Website will cease immediately and you must, at our option, return or destroy any copies of the materials you have made. You have no right, title, or interest in or to the Website or to any content on the Website, and all rights not expressly granted are reserved by the Town. Any use of the Website not expressly permitted by these Terms and Conditions is a breach of these Terms and Conditions and may infringe or violate copyright, trademark, and other intellectual property or other proprietary laws.

NO RELIANCE

The content on our Website is provided for general information purposes only. It is not intended to amount to advice on which you should rely. You must obtain more specific or professional advice before taking, or refraining from, any action or inaction on the basis of the content on our site.

Although we make reasonable efforts to update the information on our Website, we make no representations, warranties, or guarantees, whether express or implied, that the content on our Website is accurate, complete, or up to date. Your use of the Website is at your own risk and the neither the Town, nor its directors, officers, employees, agents, service providers, contractors, licensors, licensees, suppliers, or successors have any responsibility or liability whatsoever for your use of this Website.

This Website includes content provided by third parties, including from other users and third-party licensors. All statements and/or opinions expressed in any such third-party content, other than the content provided by the Town, are solely the opinions and the responsibility of the person or entity providing those materials. Such materials do not necessarily reflect the opinion of the Town. Neither the Town nor its directors, officers, employees, agents, service providers, contractors, licensors, licensees,

suppliers, or successors have any responsibility or liability whatsoever to you, or any third party, for the content or accuracy of any third-party materials.

PRIVACY

By submitting your personal information and using our Website, you consent to the collection, use, reproduction, hosting, transmission, and disclosure of any such user content submissions in compliance with our Privacy Policy, found at [\[LINK TO PRIVACY POLICY\]](#), as we deem necessary for use of the Website and provision of services.

By using this Website you are consenting to the use of cookies which allow a server to recall previous requests or registration and/or IP addresses to analyze website use patterns. You can set your browser to notify you before you receive a cookie, giving you the chance to decide whether to accept it. You can also set your browser to turn off cookies. If you do, however, some areas of the Website may not function adequately.

THIRD-PARTY WEBSITES

For your convenience, this Website may provide links or pointers to third-party sites. We make no representations about any other websites that may be accessed from this Website. If you choose to access any such sites, you do so at your own risk. We have no control over the contents of any such third-party sites and accept no responsibility for such sites or for any loss or damage that may arise from your use of them. You are subject to any terms and conditions of such third-party sites.

You may link to our homepage, provided you do so in a way that is fair and legal and does not damage our reputation or take advantage of it. You must not establish a link in such a way as to suggest any form of association, approval, or endorsement on our part where none exists.

GEOGRAPHIC RESTRICTIONS

The owner of the Website is based in New Brunswick in Canada. We provide this Website for use only by persons located in Canada. This Website is not intended for use in any jurisdiction where its use is not permitted. If you access the Website from outside Canada, you do so at your own risk and you are responsible for compliance with local laws of your jurisdiction.

DISCLAIMER OF WARRANTIES

YOU UNDERSTAND AND AGREE THAT YOUR USE OF THE WEBSITE, ITS CONTENT, AND ANY SERVICES OR ITEMS FOUND OR ATTAINED THROUGH THE WEBSITE IS AT YOUR OWN RISK. THE WEBSITE, ITS CONTENT, AND ANY SERVICES OR ITEMS FOUND OR ATTAINED THROUGH THE WEBSITE ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, WITHOUT ANY WARRANTIES OR CONDITIONS OF ANY KIND, EITHER EXPRESS OR IMPLIED INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. THE FOREGOING DOES NOT AFFECT ANY WARRANTIES THAT CANNOT BE EXCLUDED OR LIMITED UNDER APPLICABLE LAW.

NEITHER THE TOWN NOR ITS DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, SERVICE PROVIDERS, CONTRACTORS, LICENSORS, LICENSEES, SUPPLIERS, OR SUCCESSORS MAKE ANY WARRANTY, REPRESENTATION, OR ENDORSEMENT WITH RESPECT TO THE COMPLETENESS, SECURITY, RELIABILITY, SUITABILITY, ACCURACY, CURRENCY, OR AVAILABILITY OF THE WEBSITE OR ITS CONTENTS. WITHOUT LIMITING THE FOREGOING, NEITHER THE TOWN NOR ITS PARENT, SUBSIDIARIES, AFFILIATES OR THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, SERVICE PROVIDERS, CONTRACTORS, LICENSORS, LICENSEES, SUPPLIERS, OR SUCCESSORS REPRESENT OR WARRANT THAT THE WEBSITE, ITS CONTENT, OR ANY SERVICES OR ITEMS FOUND OR ATTAINED THROUGH THE WEBSITE WILL BE ACCURATE, RELIABLE, ERROR-FREE, OR UNINTERRUPTED, THAT DEFECTS WILL BE CORRECTED, THAT OUR WEBSITE OR THE SERVER THAT MAKES IT AVAILABLE ARE FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS.

WE CANNOT AND DO NOT GUARANTEE OR WARRANT THAT FILES OR DATA AVAILABLE FOR DOWNLOADING FROM THE INTERNET OR THE WEBSITE WILL BE FREE OF VIRUSES OR OTHER DESTRUCTIVE CODE. YOU ARE SOLELY AND ENTIRELY RESPONSIBLE FOR YOUR USE OF THE WEBSITE AND YOUR COMPUTER, INTERNET, AND DATA SECURITY. TO THE FULLEST EXTENT PROVIDED BY LAW, WE WILL NOT BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED BY DENIAL-OF-SERVICE ATTACK, DISTRIBUTED DENIAL-OF-SERVICE ATTACK, OVERLOADING, FLOODING, MAILBOMBING, OR CRASHING, VIRUSES, TROJAN HORSES, WORMS, LOGIC BOMBS, OR OTHER TECHNOLOGICALLY HARMFUL MATERIAL THAT MAY INFECT YOUR COMPUTER EQUIPMENT, COMPUTER PROGRAMS, DATA, OR OTHER PROPRIETARY MATERIAL DUE TO YOUR USE OF THE WEBSITE OR ANY SERVICES OR ITEMS FOUND OR ATTAINED THROUGH THE WEBSITE OR TO YOUR DOWNLOADING OF ANY MATERIAL POSTED ON IT, OR ON ANY WEBSITE LINKED TO IT.

LIMITATION ON LIABILITY

Except where such exclusions are prohibited by law, under no circumstance will the town nor its directors, officers, employees, agents, service providers, contractors, licensors, licensees, suppliers, or successors be liable for negligence, gross negligence, negligent misrepresentation, fundamental breach, damages of any kind, under any legal theory, including any direct, indirect, special, incidental, consequential, or punitive damages, including, but not limited to, personal injury, pain and suffering, emotional distress, loss of revenue, loss of profits, loss of business or anticipated savings, loss of use, loss of goodwill, loss of data, and whether caused by tort, breach of contract, breach of privacy, or otherwise, even if the party was allegedly advised or had reason to know, arising out of or in connection with your use, or inability to use, or reliance on, the website, any linked websites or such other third-party websites, nor any website content, materials, posting, or information thereon.

INDEMNIFICATION

To the maximum extent permitted by applicable law, you agree to defend, indemnify, and hold harmless the Town, its directors, officers, employees, agents, service providers, contractors, licensors, suppliers, successors, and assigns from and against any claims, liabilities, damages, judgments, awards, losses, costs, expenses, or fees (including reasonable legal fees) arising out of or relating to your breach of these Terms and Conditions or your use of the Website, including, but not limited to third-party sites, any use

of the Website's content, services, and products other than as expressly authorized in these Terms and Conditions.

GOVERNING LAW AND CHOICE OF FORUM

The Website and these Terms and Conditions will be governed by and construed in accordance with the laws of the Province of New Brunswick and the federal laws of Canada applicable therein, without giving effect to any choice or conflict of law provision, principle, or rule and notwithstanding your domicile, residence, or physical location.

Any action or proceeding arising out of or relating to this Website and under these Terms and Conditions will be instituted in the courts of the Province of New Brunswick and/or the Federal Court of Canada, and each party irrevocably submits to the exclusive jurisdiction of such courts in any such action or proceeding. You waive any and all objections to the exercise of jurisdiction over you by such courts and to the venue of such courts.

WAIVER

No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from these Terms and Conditions operates, or may be construed, as a waiver thereof; and no single or partial exercise of any right, remedy, power, or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

SEVERABILITY

If any term or provision of these Terms and Conditions is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of these Terms and Conditions or invalidate or render unenforceable such term or provision in any other jurisdiction.

CONTACT

This website is operated by the Town of Grand Bay-Westfield, 609 River Valley Drive, Grand Bay-Westfield, NB E5K 1B3.

Any feedback, comments, requests for technical support, and other communications relating to the Website should be directed to administration@towngbw.ca.

[DATE]:

Vision: A welcoming place for all to live, grow and thrive

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

Council Meeting:

February 12, 2024

TITLE: ALTERNATE PLANNING DIRECTOR

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS

- Stantec Planning Support Services

BACKGROUND

Recently the Town appointed a Registered Planner as the Town's Planning Director. The Planner is a sole proprietor. To ensure organizational capacity, including good customer service, and an effective and efficient Department.

COMMENT

To ensure organizational capacity, including good customer service and an effective and efficient Department, Stantec has been contacted to provide additional support as a secondary Planning Director and assist the Department ensuring it is effective and efficient.

FINANCIAL IMPLICATIONS

The services from Stantec will be on as needed basis.

RECOMMENDATION

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

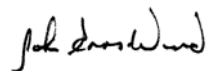
MOTION

That the Council of the Town of Grand Bay-Westfield appoint Jamie Burke as the Town's alternate Planning Director.

CAO COMMENTS

APPROVAL

Department Head:

CAO: 

February 4, 2024

Strategic Priorities:

Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation



Stantec Consulting Ltd.
350-1133 St. George Boulevard
Moncton, NB E1E 4E1

January 29, 2024

File: 1035908

Attention: John Enns-Wind MDiv., MBA
Chief Administrative Officer
Town of Grand Bay-Westfield
609 River Valley Drive
Grand Bay-Westfield NB E5K 1B3

Dear John,

Reference: Planning Services Support

Stantec is pleased to provide this proposal for professional planning support services to the Town of Grand Bay-Westfield.

Project Understanding

It's our understanding that you are looking to retain the services of a professional planner in New Brunswick, on an as-needed basis. A planner is defined by the Community Planning Act as follows:

"planner" means a member in good standing with the New Brunswick Association of Planners who is authorized to use the designation "Registered Professional Planner" or "RPP".

The Community Planning Act requires specific planning documents to be certified by the planner and currently, the Town does not have a planning professional on staff.

Scope of Work

Stantec would provide professional planning support to the Town's existing development staff by offering the following services:

- Reviewing and certifying planning documents as required under the Community Planning Act.
- Reviewing development and subdivision applications, Planning Advisory Committee (PAC) and rezoning applications on behalf of the Town, including when necessary, working and communicating directly with applicants, coordinating internal development review meetings and comments from Town departments, and writing staff reports as required.
- When needed, attending and presenting at monthly PAC or Council meetings.
- Assisting with other Long Range Policy Planning projects as directed.
- Assisting with public consultation or other engagement activities if necessary.
- Provide expert and strategic planning advice on other complex projects or appeal hearings, if necessary.

Reference: Planning Services Support

- Assisting with the subdivision process, including the review and/or analysis of subdivision plans.
- Issuing and/or reviewing Zoning Compliance Letters.

Hours of Work

The Stantec team is committed to being available to offer planning support during the Town's regular office hours, Monday to Friday Atlantic Time, 8:30 am to 4:30 pm. Stantec is pleased to be available outside of these hours according to the Town's needs as prescribed in the scope of work above.

Stantec Team

The Stantec team consists of the following members:

Jamie Burke, RPP, MCIP
Senior Planner

Jamie Burke is the Atlantic Lead for Urban Planning with Stantec's Ottawa and Atlantic Community Development Team based in Moncton. Jamie recently joined Stantec and was the former Chief Administrative Officer of the Town of Sackville, New Brunswick. Jamie has held several senior roles in municipal government, including Senior Manager of Corporate Projects, Senior Planner in Moncton and the Greater Moncton Planning District Commission and planning roles with the Scottish Environmental Protection Agency and the Eastern District Planning Commission. Jamie has considerable experience planning for orderly growth and dealing with the challenges of building stakeholder buy-in and implications to municipal operations and finance. Jamie has a Master of Environmental Studies (Planning) from York University, a Bachelor of Science from Mount Allison University, and has undertaken training in Urban Design with the American Planning Association. Jamie is on the Board of Directors for the Atlantic Planners Institute, is the former President of the New Brunswick Association of Planners, and has served on several committees with the Canadian Institute of Planners. He is also a part-time lecturer at Mount Allison University. Jamie is a Registered Professional Planner in New Brunswick and is a member of the Canadian Institute of Planners.

On this project, Jamie will be the overall Project Lead. He will be the main point of contact for the Town and will coordinate all resources. He will also be the main lead for all stakeholder engagement on the project.

André Frenette, RPP, MCIP
Senior Planner

If Jamie Burke is unavailable, the André Frenette is also available to provide planning support.

André holds a master's degree in urban planning and a bachelor's degree in geography. He is a member of the Canadian Institute of Planners (MICU) and a Registered Professional Planner in New Brunswick. These years working in the municipal field have led him to specialize in regulations by participating, among other things, in research, writing, analysis, public consultations and presentations of various draft planning by-laws. He has the experience required in the municipal sector to support municipalities in the development of development projects that contribute to building more inclusive cities on a human scale, vectors of vitality and urban health.

Reference: Planning Services Support

His extensive knowledge of regulatory tools and adoption and amendment processes makes Mr. Frenette an excellent advisor for developers wishing to be represented before municipal and government authorities. His interests include urban morphology, urban design, tactical urban planning, sustainable development, active transportation and affordable housing.

Fees

Stantec will carry out the scope of work on an hourly rate basis, excluding applicable taxes and disbursements. Mileage, meals and other miscellaneous expenses necessary to complete assigned work will be reimbursed by the Town. Stantec will regularly keep the Town informed on the hours worked.

The 2024 hourly rates for this contract shall be based on the following rates for assigned staff:

- Senior Planner - **\$194.00/hr**
- Administrative Support - **\$150.00/hr**
- Senior Strategic/Urban Planning Expertise (based on specific request) - **\$271.00/hr**

Excluded Services

All services that are not specifically described above are not part of our service offering. At your request, we will be happy to provide additional services upon prior agreement.

Billing and Payment Terms

Stantec will issue a monthly invoice based on the progress of the work payable within 30 days of receipt. Please note that applicable taxes (HST) are in addition to the amounts indicated in this proposal and will be added to our fee invoices.

Termination and Changes

It is understood that Stantec's professional planning services to the Town will be based on time and materials utilized, and therefore, can be terminated by either party with 30-days' written notice.

Confidentiality

The Parties acknowledge that any oral or written information exchanged between the Parties in connection with the preparation and performance this Agreement that are not publicly available, or part of the planning process, are regarded as confidential information.

Closing

By signing below, the client acknowledges that it has read, accepts and agrees to the terms and conditions attached hereto and that the terms and conditions, together with this proposal, constitute the contract, and further the client hereby authorizes Stantec to proceed with the services herein described.

Reference: Planning Services Support

Should you have any questions or concerns with the proposal, please don't hesitate to reach out to the undersigned at your earliest convenience. Thank you for the opportunity to submit this proposal. The Stantec team looks forward to working with you.

Respectfully,

STANTEC CONSULTING LTD.



Digitally signed by Burke,
Jamie (Moncton)
Date: 2024.01.29
10:53:07 -04'00'

Jamie Burke

Atlantic Lead – Urban Planning
Phone: (506) 800-7064
jamie.burke@stantec.com

Reference: Planning Services Support

By signing this proposal, Town of Grand Bay-Westfield authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the _____ day of _____, 2024.

Per: Town of Grand Bay-Westfield
(client name)

Print Name & Title

Signature

Attachments: Stantec Professional Services Terms and Conditions



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

DESCRIPTION OF CLIENT: The Client confirms and agrees that the Client has authority to enter into this Agreement on its own behalf and on behalf of all parties related to the Client who may have an interest in the Project.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

PROFESSIONAL RESPONSIBILITY: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

INDEMNITY: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

LIMITATION OF LIABILITY: It is agreed that the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

Liability of Consultant shall be further limited to such sum as it would be just and equitable for Consultant to pay having regard to the extent of its responsibility for the loss or damage suffered and on the assumptions that all other consultants and all contractors and sub-contractors shall have provided contractual undertakings on terms no less onerous than those set out in this Agreement to the Client in respect of the carrying out of their obligations and have paid to the Client such proportion of the loss and damage which it would be just and equitable for them to pay having regard to the extent of their responsibility.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be



used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

ASSIGNMENT: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

FORCE MAJEURE: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

COVID-19: The parties acknowledge the ongoing COVID-19 pandemic and agree that the fee and schedule in the proposal does not include any schedule or cost impact that may occur as a result thereof. To the extent that there are cost or schedule impacts resulting from the COVID-19 pandemic, Stantec shall be entitled to an equitable change order.

CONTRA PROFERENTEM: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

Vision: A welcoming place for all to live, grow and thrive

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

COUNCIL MEETING:

February 4, 2024

TITLE: ONLINE BOOKING SYSTEM SELECTION

PREPARED BY: RICK ADAMS

DEPARTMENT: RECREATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Community Vitality

ATTACHMENTS

- None

BACKGROUND

As part of the Parks and Recreation Comprehensive Master Plan, it was a goal of the Recreation Department to use technology to improve residents' interactive experience with the Town and increase efficiency within the office administration. Currently, the facility booking process is run through a basic web form, followed by numerous manual steps that involve: phone calls, email, spreadsheets, shared calendars and Word documents.

Beginning early 2023, the Recreation Director and Recreation Program Coordinator started reviewing facility booking software options through consultation with like-minded municipalities, and directly with providers. During this process, it was brought up by the River Valley Community Center (RVCC), that they would be looking into booking platform software later in 2023. Before making a selection, the Recreation Program Coordinator and General Manager of the RVCC agreed to review some potential partnership options on platforms, to assess whether it would improve the overall product options and pricing by selecting the same platform. It was also agreed that having one platform would make it simpler for any residents interacting with both organizations.

After reviewing five (5) platforms independently, and three (3) more in partnership with the RVCC, a selection of a platform was agreed. By partnering with the RVCC on selecting a platform, there was savings of over 25% on cost.

The provider selected was RecTimes, a Canadian Company based out of Ontario, with founding roots in the Maritimes.

COMMENT

The selection of a booking software provider like RecTimes will increase efficiency and improve resident experience. The efficiency improvements include reduced staff time on booking process, and accounting processing. We also expect improved process for facility booking internally and externally, through private and public shared calendars with real time availability.

Strategic Priorities:

Smart Growth | Organizational Capacity | Community Vitality | Infrastructure and Climate Adaptation

Online Booking System Selection

Residents will be able to determine availability directly, rather than after a booking request has been submitted to the Town. Staff will be able to view all available rooms (internal and external), through simple system access.

The partnership with the RVCC will result in approximately 25% (\$1,000) savings for the Town on booking software, and approximately 20% savings for the RVCC. By using the same platform, we also expect residents to have a simplified experience through platform learning on both organizations' websites.

FINANCIAL IMPLICATIONS

This is a budgeted item for \$5,000 annually.

The overall cost through partnering with the RVCC is \$2,750 annually.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield receive this as information.

MOTION

N/A

CAO COMMENTS

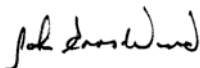
APPROVAL

Department Head:



January 19, 2024

CAO:



February 4, 2024

Vision: A welcoming place for all to live, grow and thrive

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

Council Meeting:

February 12, 2024

TITLE: SENIORS HOUSING

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Smart Growth

ATTACHMENTS

- Letter - Seniors Housing

BACKGROUND

On February 5, a meeting was held to discuss the development of a seniors housing complex on land owned by the Church of the Resurrection on MacDonald Ave. Attending the meeting were members of the Church including the Priest, the Housing Hub of NB, Envision Saint John and Administration.

COMMENT

The meeting was encouraging, and next steps were agreed upon. The Church is to form an ad hoc committee to champion seniors housing, and the Housing Hub will work with the Church and the Town to develop the concept and, if warranted, develop the facility.

The first step is a feasibility study of which 75% of \$15K is covered through the Housing Hub. The remaining amount is to be paid by parties initiating the project. In this case, it would be the Town.

FINANCIAL IMPLICATIONS

The Town's share is \$3,750. The amount falls well within the spending permissions of the CAO. Further, the project aligns with the Strategic Plan and builds on the business plan developed during the summer of 2023.

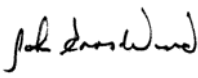
RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield be informed that the CAO intends to pay \$3,750 to launch the project on behalf of the Town.

MOTION

There is no motion.

APPROVAL

CAO: 

February 8, 2024

ANGLICAN PARISH OF THE NEREPIS AND ST. JOHN

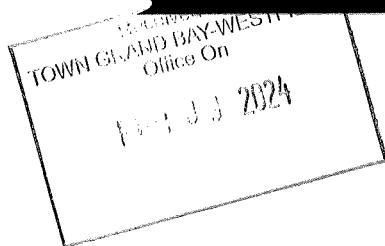
PARISH OFFICE | 20 MACDONALD AVE., GRAND BAY-WESTFIELD, NB E5K 0B3 | 506 738.3474

www.reznb.ca



Church of the Resurrection
St. Paul's
St. Peter's

Grand Bay-Westfield
Oak Point
Wickham



Feb. 8, 2024

Dear Mayor Merrifield and Town Council,

The Church of the Resurrection wishes to become part of the municipality's initiative to bring more housing to the Grand Bay Westfield area, specifically mixed affordability seniors' apartments.

Please see attached letter of engagement from the Housing Hub of N.B. Note that we will be applying to RDC (Regional Development Corporation) for 75% of the \$15,000 fee. This letter is to request that the Town of Grand-Bay-Westfield cover the remaining 25%, which is \$3750.00 and any HST incurred.

We would be grateful for this help in getting the dream of affordable seniors' housing in Grand Bay - Westfield started.

Respectfully yours,



The Rev'd Michael Caines

February 7, 2024

Rev. Michael Caines
Anglican Church of the Resurrection
20 MacDonald Ave, Grand Bay-Westfield, NB
E5K 0B3

Subject: Letter of Engagement, Development Consulting Services for a housing feasibility study

Dear Michael,

The Housing Hub of New Brunswick (the Housing Hub) is pleased to partner with the Anglican Church of the Resurrection (the Client) to support your efforts in developing lands adjacent to your current operations for mixed-affordability, rental housing purposes.

This letter of engagement reflects the next stage of work in the process of developing the lands to fill the existing and future housing needs within your community. In this letter of engagement, we outline the scope of work to be delivered, the timeframe and the fee schedule. We also outline next steps and some initial milestone dates. Should you find this agreeable, please sign where indicated, keep one copy for your files and return one copy to us.

Scope of Work

The Housing Hub will work under the direction of Client representatives to deliver a complete feasibility study for a proposed project proposal to its Committee.

The Housing Hub will support the Client in engaging other required professional services to achieve the objectives of the project proposal as required, including:

- Architectural design services
- Planning services
- Environmental and soil testing services
- Boundary and topographical surveying services
- Civil design services (as appropriate)

All materials, reports and concept plans will become the property of the Client.

The final report will be presented in a slide deck format and will include:

- An overview of the lands and summary of requirements for the site to be considered suitable for development. This may include zoning and infrastructure requirements, as well as any other such requirements for development;

- An overview of project objectives;
- A review of organizational and financial capacity, including any recommendations to the structure, to facilitate proposed growth
- A proposed management plan for rental units, including identification of any management or support services partners
- An initial full-cycle financial feasibility study, including identification of potential funding programs that might be leveraged for units aimed at low- and moderate-income families.
- An overview of next steps and high level full-cycle project plan to occupancy

Key tasks and milestone dates are as follows:

Task	Date
1. Hold visioning session with community stakeholders	April 2024
2. Report back on visioning	2 weeks post visioning
3. Prepare needs analysis	4 weeks post visioning
4. Commission survey of lands, as appropriate	April 2024
5. Prepare organizational capacity or governance review	May 2024
6. Prepare project blocking and site suitability analysis	June 2024
7. Prepare project financial analysis and financial viability	July 2024
8. Draft report to be presented with Client leadership	July 2024
9. Update and present final feasibility study to broader group	August 2024

The Housing Hub will meet with the Client at least on a monthly basis to advise of progress and next steps, obtain feedback on progress. The professional team may also attend occasional meetings, as appropriate.

Project Fee

The total project fee for Housing Hub services will be \$15,000 plus all applicable taxes and excluding third party professional fees. The Housing Hub will support the Client in securing funding to cover the costs of the services, as required.

Next Steps

As per the timetable shown above, the next steps include scheduling a visioning session, and engaging a surveyor as appropriate. Once the target unit count for the project is known, we will prepare applications to the Regional Development Corporation for funding for the work as outlined in this scope.

Should either party to this agreement wish to terminate the agreement for any reason, they would inform the other party in writing two weeks before the date of termination. Fees for work up to the date of termination would be determined to the satisfaction of both parties and paid within 30 days of termination.

Should you find this letter of engagement agreeable, please sign below as indicated and return one copy to our office. We look forward to a most successful project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mylène Vincent', written over a horizontal line.

Mylène Vincent
Chief Development Officer, Housing Hub of New Brunswick

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

**BILLS FOR RATIFICATION
February 12, 2024**

	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
1	4 IMPRINT	COMMUNICATIONS	612.89	Swag
2	ABLE WINDOW SHINE LTD.	TRANS.	40.25	Window Cleaning
3	ALWARD, JACK	TRANS.	16.22	Expenses
4	ALWARD, JACK (2)	TRANS.	172.48	Clothing Allowance
5	ANIMAL RESCUE LEAGUE	PROT.SVCS.	345.00	Shelter Service
6	APPLIED PRESSURE INC.(3)	TRANS.	8,317.33	Replace Bearings
7	APPLIED PRESSURE INC.	TRANS.	173.43	Hose
8	ATLANTIC WINDOOR LTD.	BLDG.	1,052.25	Service O/H Door
9	ATLANTIC WINDOOR LTD.	BLDG.	597.14	Service O/H Door
10	ATLAS COPCO	SEW.REV.	1,092.50	Replace Fan
11	BAIRD, DAVID	FIRE	20.00	Reimbursement - Abstract
12	BARTER SIGNS	TRANS.	1,204.63	Install/Remove Xmas Bells
13	BELL ALIANT - monthly (1)	BLDG.	28.17	Telephone
14	BELL ALIANT - monthly (2)	GEN.GOV./REC.	457.43	Telephone
15	BELL ALIANT - monthly (2)	BLDG./TRANS./SEW.	1,151.73	Telephone
16	BELL ALIANT - monthly (1)	BLDG.	29.84	Telephone
17	BELL ALIANT - monthly (1)	EMO	555.94	Telephone
18	BELL MOBILITY INC. - monthly	TRANS.	164.39	Wireless
19	BELL MOBILITY INC. - monthly (2)	FIRE	391.10	Wireless
20	BELL MOBILITY INC. - monthly (5)	VARIOUS	376.92	Wireless
21	BELL MOBILITY INC. - monthly (2)	EMO/ENV.DEV.	86.76	Wireless
22	BELL MOBILITY INC. - monthly	TRANS.	74.56	Wireless
23	BLIZZARD SAFETY PRODUCTS	TRANS.	487.60	Safety Gloves
24	CAMA	GEN.GOV.	3,271.35	Registration
25	CANADA POST	GEN.GOV.	1,058.00	Stamps
26	CANADA POST	GEN.GOV.	1,058.00	Stamps
27	CANADIAN ASSOC. OF FIRE CHIEFS	FIRE	356.50	24 Annual Membership
28	CHANDLER SALES	GEN.GOV.	4,964.83	Install Radios
29	CHANDLER SALES	COMMUNICATIONS	424.01	Navy Toques
30	CHANDLER SALES (3)	BLDGS.	2,491.89	Janitorial Supplies/Pagers
31	CINTAS CANADA LIMITED	BLDGS.	207.18	Medical Supplies
32	CITY OF SAINT JOHN	FIRE	9,479.60	Dispatch Services
33	CONNECTING FIRST AID SOLUTIONS	FIRE	1,449.00	CPR Level with AED Recerts
34	CONNORS BREATHING AIR SYSTEMS	FIRE	1,611.23	Bi-annual Compressor Service
35	CONTROLS & EQUIPMENT LTD.	BLDG.	1,157.54	Replace Motor- Heatpump
36	CONTROLS & EQUIPMENT LTD.	BLDG.	1,098.31	Preventative Maintenance- HVAC
37	COX & PALMER (5)	GEN.GOV.	6,032.67	Professional Services
38	CRABBE, CHRISTOPHER	TRANS.	202.40	Snow Plow Harness
39	DENIS OFFICE SUPPLIES (2)	GEN.GOV.	1,506.23	Office Supplies
40	DENIS OFFICE SUPPLIES	GEN.GOV.	183.92	Office Supplies
41	DH INDUSTRIAL MARINE INC.	TRANS.	2,276.20	Rebuild Plow
42	DH INDUSTRIAL MARINE INC.	TRANS.	3,333.79	Rebuild Plow
43	DOWNEY FORD SALES	TRANS.	102.95	Part- Wiper Arm
44	EBP US, INC	GEN.GOV.	5,200.00	Application- HAF
45	FCM	LEGIS.	1,501.66	Membership Dues
46	FLEETREADY	FIRE	282.38	Cabinet Handle
47	FLEWWELLING PRESS LTD.	GEN.GOV.	90.13	Name Plate
48	FLUENT IMS	FIRE	1,495.00	Annual Subscription
49	FORWARD ACCOUNTING SOLN'S	GEN.GOV.	129.38	Adagio/AP Updates
50	FORWARD ACCOUNTING SOLN'S	GEN.GOV.	452.81	PO Plan Renewal
51	FORWARD ACCOUNTING SOLN'S	GEN.GOV.	603.75	Set up - New Work Station
52	FUNDY REGIONAL SERVICE COMMISSION	GEN.GOV.	5,207.61	Cooperative/Regional Planning
53	FUNDY REGIONAL SERVICE COMMISSION	TRANS.	220.05	Refuse
54	FUNDY TACTICAL	FIRE	529.64	Uniforms
55	GENERATIONS SEPTIC	SEW.REV.	1,380.00	Pump Lift Stations
56	GB WESTFIELD VOL. FF ASSOC.(2)	FIRE	12,779.25	Services Rendered
57	GB WESTFIELD VOL. FF ASSOC.	FIRE	2,640.00	Dues
58	GRAND BAY GUARDIAN DRUGS	BLDG.	41.93	Water
59	GRAND BAY GUARDIAN DRUGS	BLDG.	53.91	Water
60	HARBOURVIEW HIGH SCHOOL	ENV.DEV.	400.00	Live Music
61	HUB INSURANCE	TRANS.	3,235.00	Automobile Adjustment 2023
62	HUMAN PERFORMANCE CENTRE	FIRE	630.00	Membership

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

BILLS FOR RATIFICATION				
February 12, 2024				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
63	INGRAHAM, DAVID	TRANS.	14.36	Expenses
64	IRVING BLENDING & PACKAGING (2)	TRANS.	780.97	Hydraulic /DEF Fluid
65	IRVING ENERGY (2)	FIRE	2,012.98	Propane/Diesel Delivery
66	ISPIRE-INSPIRED TECHNOLOGIES (4)	VARIOUS	7,254.88	IT Services
67	ISPIRE-INSPIRED TECHNOLOGIES	GEN.GOV.	5,523.46	IT Services
68	JA NEW BRUNSWICK	GEN.GOV.	300.00	Program Contribution
69	JO-AT SERVICES	BLDG.	1,495.00	Build Lockers/Ins. Blinds
70	KEEL CONSTRUCTION LTD.	GEN.CAP.	16,594.50	Install Water Tank
71	LINDE CANADA INC.	FIRE	84.86	Cylinder Rental
72	LOYALIST CITY TOWING	TRANS.	287.50	Tow Unit 16-03 to Downey Ford
73	LSW WEAR PARTS LTD.	TRANS.	6,134.10	Cutting Edge/Curb Runners
74	MADD	GEN.GOV.	343.85	Advertisement
75	MAGUIRE EXCAVATING LTD.	TRANS.	3,421.25	Salt - Trucking
76	MAGUIRE EXCAVATING LTD.	TRANS.	8,452.50	Salt - Trucking
77	MARITIME PEAK APPAREL (2)	TRANS.	736.00	Aprons
78	METALFAB	GEN.GOV.	38,000.00	Apparatus Refurbishment
79	MINISTER OF FINANCE	FIRE	618.91	Radio Communications
80	MYATT, ALEX	FIRE	20.00	Reimbursement - Abstract
81	MYLES HOME HARDWARE	TRANS.	18.39	Supplies
82	NAVALOGIC	GEN.GOV.	954.50	Consulting Services
83	NBBOA	ENV.DEV.	345.00	24-25 Membership Renewal
84	NB POWER - monthly (1)	TRANS.	11,843.65	Power
85	NB POWER - monthly (3)	BLDG./SEW.REV.	2,457.79	Power
86	NB POWER - monthly (16)	SEW.REV.	2,455.60	Power
87	NB POWER - monthly (15)	VARIOUS	3,311.43	Power
88	NB POWER - monthly (9)	VARIOUS	5,539.13	Power
89	NB POWER - monthly (4)	BLDG./FIRE	1,760.88	Power
90	NORTHERN BUSINESS INTELLIGENCE	TRANS.	577.88	GPS Monitoring
91	NORTHERN BUSINESS INTELLIGENCE	TRANS.	3,145.25	Cables
92	NORTHERN BUSINESS INTELLIGENCE	TRANS.	577.88	GPS Monitoring
93	NOSE & GRINDSTONE	REC.	862.50	Parks & Rec Guide
94	NOVA FIRE EQUIPMENT	FIRE	1,265.00	Helmets
95	PARTS FOR TRUCKS	TRANS.	44.85	Anti-freeze
96	PARTS FOR TRUCKS	TRANS.	80.21	Sorbal
97	PARTS FOR TRUCKS	TRANS.	1,567.51	Install Roadwatch Temp. Sensor
98	PARTS FOR TRUCKS	TRANS.	343.11	Cutting Edge for Plow
99	PARTS FOR TRUCKS (2)	TRANS.	2,410.88	Repairs - Spreader Motor/bearings
100	PCS SALES LTD. (14)	GEN.GOV.	27,646.99	Salt
101	PCS SALES LTD. (4)	GEN.GOV.	7,520.39	Salt
102	PERRY, MATTHEW	TRANS.	300.00	Professional Services
103	PERRY, MATTHEW	TRANS.	400.00	Professional Services
104	PROMO HEROES	SEW.REV.	172.50	Stuff Envelopes - Sewer Inv's
105	QLAB SYSTEMS LTD.(3)	GEN.GOV.	327.75	Year End Training
106	QUALITY SOUND ALARM	BLDG.	468.51	Monthly Monitoring
107	READY RENTALS LTD.	FIRE	258.75	Scissor Lift Rental
108	RECTIMES INC.	REC.	3,162.50	Booking Software
109	REGIONAL PETROLEUM PRODUCTS RECY.	TRANS.	143.75	Disposal Fees
110	RIVER VALLEY COMMUNITY CENTER	REC.	24,102.43	Quarterly Funding
111	ROGERS CABLE INC.(2)	BLDG.	432.55	Cable/Internet/Phone
112	SAFETY SOURCE	FIRE	757.85	Ice Rescue Helmets
113	SAFETY SOURCE	FIRE	111.23	Battery
114	SAINT JOHN FIRST CLASS CLEANERS	BLDGS.	4,955.79	Janitorial Services
115	SAINT JOHN FIRST CLASS CLEANERS	BLDGS.	4,956.49	Janitorial Services
116	SAINT JOHN LABORATORY SERVICES LTD.	SEW.REV.	247.25	Water Testing
117	SAINT JOHN SPRINGWORKS LIMITED	TRANS.	218.50	Repair Right Spring
118	SAINT JOHN SPRINGWORKS LIMITED	TRANS.	2,425.31	Repairs - 16-02
119	SAINT JOHN TRANSIT	TRANS.	7,236.85	Transit Services
120	SAKO INDUSTRIAL SUPPLY	TRANS.	751.76	Citra Blast
121	SAUNDERS EQUIPMENT LTD.	TRANS.	11,061.28	Repair Trackless
122	SAVOY, ANN	PROT.SVCS.	3,163.31	Dog Control/Insurance
123	SAVOY, ANN	PROT.SVCS.	2,479.23	Dog Control
124	SCHOLTENS GB LTD.	FIRE	85.83	Supplies

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

BILLS FOR RATIFICATION				
February 12, 2024				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
125	SCHRICK'S PLUMBING LTD.	SEW.REV.	487.70	Install UV Sleeve
126	SCOTIABANK VISA	VARIOUS	14,872.14	Supplies
	- Fairmont Chateau- \$1054.14- Reservations			
	-Gahan Port City- \$1436.24- food- Christmas			
	-Woodchucks - \$1520.50- Axe Throwing			
	-College of Continuing Education- \$1,045.00			
127	SCOTIABANK VISA	VARIOUS	15,719.82	Supplies
	-Costco - \$1,264.99- Recliner			
	-Staples- \$1,156.03 Printer			
	-Amazon- \$1,409.04- Printer (2)			
	-Air Canada- \$1,255.90- Flights- FCM			
128	SERVICE NB	FIRE/TRANS.	573.00	Fleet Registration
129	SOURCE ATLANTIC LIMITED	FIRE	402.50	Replacement Hose
130	SOURCE ATLANTIC LIMITED	TRANS.	299.62	Shackles
131	STAR-KEY ENTERPRISES LTD.	FIRE	47.84	MVI- Trailer
132	STAR-KEY ENTERPRISES LTD.	TRANS.	84.85	MVI- 19-01
133	STAR-KEY ENTERPRISES LTD.	FIRE	102.22	Oil Change
134	STAR-KEY ENTERPRISES LTD.	TRANS.	283.03	Oil Change/Tire Rotation
135	STAR-KEY ENTERPRISES LTD. (2)	TRANS.	856.79	Oil Change/Repairs
136	STAR-KEY ENTERPRISES LTD (2)	FIRE	1,311.75	Oil Change/Repairs
137	TELUS	VARIOUS	818.81	Telephone
138	THE CRITTER GITTER	BLDG.	172.50	Pest Control
139	THE CRITTER GITTER	BLDG.	51.75	Pest Control
140	THE CRITTER GITTER	FIRE	51.75	Pest Control
141	THE ROYAL CANADIAN LEGION	GEN.GOV.	305.00	Advertisement
142	THE WESTFIELD STORE & EATERY	FIRE	183.54	Supper - Officer's Meeting
143	THOMAS INDUSTRIAL SALES LIMITED	SEW.REV.	920.00	Check Valves
144	TOWN OF GRAND BAY-WESTFIELD (5)	SEW.REV.	7,030.00	Sewerage Fees
145	UMNB	LEGIS.	6,503.55	Membership 2024
146	UNIVERSAL SALES	FIRE	223.18	Truck Wash/Brush
147	UNIVERSAL SALES	TRANS.	796.39	Service Call
148	UNIVERSAL SALES (2)	TRANS.	2,975.19	Repairs- Steering/Engine Light
149	WEX CANADA	FIRE/TRANS.	11,247.29	Fuel
150	WEX CANADA	FIRE/TRANS.	14,021.24	Fuel
151	YELLOW PAGES	GEN.GOV.	35.77	Advertising
152	YETI CANADA LIMITED	ENV.DEV.	2,875.00	Volunteer Appreciation Gifts
	BILLS FOR RATIFICATION		414,862.24	
	TOTAL BILLS FOR PAYMENT		414,862.24	



GRAND BAY – WESTFIELD AGE FRIENDLY COMMUNITY COMMITTEE

MEETING NOTES

November 2, 2023

Attendance: Dave Sheaves (Chair), Debbie, Searle, Bev Day, Frances Duffie, Rick Adams (staff)

Regrets: Elva Rose Arsenault

1. Call to order
 - 1.1. 10:05 am.
 2. Reading of the previous minutes
 - 2.1. The June 2023 minutes were reviewed by the committee.
 3. Letters and Correspondence
 - 3.1. N/A
 4. Business Arising out of Minutes
 - 4.1. RVCC Age Friendly Space Update
 - 4.1.1. The initial materials for the benches / tables have arrived and have been placed around the RVCC / RVMS space. The garden space will not be developed until the spring of 2024.
 - 4.2. Distribution / Contact List Update
 - 4.2.1. The committee agreed that waiting any longer on the town to decide on a distribution system will negatively impact the committee meeting strategic goals.
 - 4.2.2. The committee would like to start collecting information for a basic distribution for Age Friendly specific information, events and presentations.
 - 4.2.2.1. Emails will be collected via groups using the River Valley Room, through a letter to the worship sites and communication with the local pharmacies.
- A14 Action: R. Adams to refine the communication message from early 2023 to be ready for distribution through the worship sites and pharmacies.
- 4.3. Grant Updates

- 4.3.1. New Horizons for Seniors Program Grant
 - 4.3.1.1. No update since submission.
 - 4.3.2. Community Infrastructure Fund
 - 4.3.2.1. The committee agreed that applying for the funds, up to \$5,000 in 2024 would make sense. The committee will review potential funding ideas leading into early 2024.
- A15 Action: Committee members to develop grant ideas for the Community Infrastructure Fund for early 2024.
- 4.4. Nursing Home Without Walls Update
 - 4.4.1. The presentation to the community was well attended and there is interest in the community in a second presentation.
 - 4.4.2. Committee member Debbie Searle is a member of the Loch Lomond Villa NHWW advisory board and will be keeping the committee updated on the progress of the program.
 - 4.5. 50+ Friendship Games Update
 - 4.5.1. The games will be running from June 1 – 8, 2024. We have offered to host various activities but will wait to hear if there is uptake on our offer.
 - 4.6. Canadian Health Solutions
 - 4.6.1. They have started their weekly sessions with program volunteers on Wednesday in the River Valley Room. They have not requested any further pushes to call for volunteers.
 - 4.7. Intergenerational Programming
 - 4.7.1. ASD-S is partnering with local daycares to run a program in March / April of 2024. The Committee will support the program through promotion and offers of space in the River Valley Room.
 - 4.8. Horizon Health
 - 4.8.1. Urban Driving Program
 - 4.8.1.1. This program will be replacing the Dial-a-ride program in the community. There is limited usage to date but it was a soft launch and more drivers are needed before a larger launch in services.
 - 4.8.2. Food Purchasing Club
 - 4.8.2.1. There is interest in this program expanding into the Grand Bay – Westfield area but increased usage would be required. A centralized space would be needed for distribution if they expand but the general thought is that the River Valley Room and/or a worship site would be used as a location.
5. New Business
- 5.1. Needle Pulling Thread
 - 5.1.1. There is some interest in running a “learn to” program to promote this hobby. Bev Day and Frances Coffie will be meeting to discuss next steps on the development of the program.

A16 Action: B. Day and F. Duffie to report back to the committee on next steps for the needle pulling thread program.

6. Next Meeting Date

6.1. December 7, 2023

6.1.1. 10:00 AM

6.1.1.1. River Valley Room

7. Adjournment

7.1. 11:30 AM

Summary of Action Items

- A14 Action: R. Adams to refine the communication message from early 2023 to be ready for distribution through the worship sites and pharmacies.
- A15 Action: Committee members to develop grant ideas for the Community Infrastructure Fund for early 2024.
- A16 Action: B. Day and F. Duffie to report back to the committee on next steps for the needle pulling thread program.



GRAND BAY – WESTFIELD AGE FRIENDLY COMMUNITY COMMITTEE

MEETING NOTES

November 2, 2023

Attendance: Debbie, Searle, Bev Day, Frances Duffie, Rick Adams (staff)

Guest: Brenda Lee (Age Friendly Community Coordinator - GNB)

Regrets: Dave Sheaves

1. Call to order
 - 1.1. 10:05 am.
 2. Reading of the previous minutes
 - 2.1. November 2, 2023 Meeting Notes Reviewed
 3. Letters and Correspondence
 - 3.1. N/A
 4. Age Friendly Community Coordinator
 - 4.1. Will be hosting monthly virtual sessions to connect active age friendly communities
 - 4.2. Primary focus is to engage new communities and will lean on active communities to help simplify the application process for new groups.
 - 4.3. Will be a resource for all current communities to help keep them at the age friendly standard.
 5. Business Arising out of Minutes
 - 5.1. Distribution / Contact List Update
 - 5.1.1. Initial distribution of the poster for information has been distributed. The committee agreed that this could get lost in the holiday shuffle and should be distributed again in the new year to contacts, including worship sites.
- A17 Action: The committee to do a wide distribution of the poster in the new year.
- 5.2. Nursing Home Without Walls Update

- 5.2.1. The Loch Lomond Villa has already engaged 100 clients and will be continuing to work through those assessments into the new year. They appear on target to meet the initial project goals to keep funding into 2024 / 25.
 - 5.2.2. The GNB Age Friendly Coordinator is exploring synergies between this growing program and helping communities meet the standards for Age Friendly status.
 - 5.3. Canadian Health Solutions
 - 5.3.1. Weekly sessions are continuing on Wednesdays.
 - 5.3.2. R. Adams to confirm if new clients are needed.
- A18 Action: R. Adams to follow-up with CHS about client recruitment.
- 5.4. Intergenerational Programming
 - 5.4.1. ASD-S is partnering with local daycares to run a program in March / April and will be using the Grand Bay Baptist Church. The town will help advertise the program through our channels.
 - 5.5. Needle Pulling Thread
 - 5.5.1. The first session ran with 5 participants, 2 from the Loch Lomond Villa.
 - 5.5.2. The second session was cancelled due to weather but another session will be set for January 16 and 23 in 2024.
6. New Business
- 6.1. Speaker Series
 - 6.1.1. The committee would like to organize a set-time speaker series in the new year. Suggestions on specific needs will be collected over the next month through various channels to narrow down topics.
- A19 Action: Committee members to collect speaker series suggestions and the committee to decide on monthly or bi-weekly timing in the new year.
7. Next Meeting Date
- 7.1. January 11, 2023
 - 7.1.1. 10:00 AM
 - 7.1.1.1. River Valley Room
8. Adjournment
- 8.1. 11:30 AM

Summary of Action Items

- A17 Action: The committee to do a wide distribution of the poster in the new year.
- A18 Action: R. Adams to follow-up with CHS about client recruitment.
- A19 Action: Committee members to collect speaker series suggestions and the committee to decide on monthly or bi-weekly timing in the new year.

Community Vitality Committee Meeting Notes

November 15, 2023 – 6:30 PM

1. Outstanding Actions
 - a. Young Entrepreneurs Market
 - i. No action at this time
 - b. Solar Eclipse
 - i. April 8
 1. Schools will be contacted for timing of an event but consideration should still be given to the town hosting on April 8th at Brundage Point.
2. Event Recap
 - a. Fall Fest
 - i. Feedback
 1. Timing & Advertising
 - a. Pushback 1 more week to give a gap between thanksgiving and the event, it will also allow for leading the event into Halloween and small business week.
 - b. Key facebook events should be created to focus community on key timing.
 2. Shop Local Ballots
 - a. The ballot form needs to be improved to avoid confusion over how it can submitted.
 - b. Boxes at local vendors to leave ballots is worth considering.
 3. Events
 - a. Pie Contest
 - i. Attempts should be made to tie this to a local business for 2024.
 - b. Cask & Kettle
 - i. Attendance is still lower than expected but is a nice event for the community. Adding a facebook event is worth considering.
 - c. Trivia Contest
 - i. Cask & Kettle / Highlands are both interested but Cask & Kettle has just announced starting an event in the winter. Duplication will not be necessary but a trivia night could be sponsored during this week.
 - b. Halls of Terror
 - i. \$2850 collected and approximately 1000 were in attendance. \$2000 will be donated to the RVMS school fund to help with the outdoor gazebo build.
 - ii. Feedback
 1. Kid volunteers

- a. More engagement with the students in the lead up to the event will be necessary in 2024 to help build the excitement for the event within the school.
 - b. Meetings should be held in early September with student leaders during ASAP to develop and theme.
 - 2. Setup
 - a. The engagement with the students early should aid in having more students available for set-up, including set-up starting during the schools hours on the Friday.
 - 3. Scare to Care
 - a. The section by Scare to Care was well done and the feedback was generally positive. The issues with visitors returning multiple times and causing trouble for the actors should be considered on moving through the halls multiple times in future years.
- 3. Upcoming Events
 - a. Mayor's Tree Lighting
 - i. December 2 from 6 PM to 7 PM
 - 1. Santa
 - a. Will arrive at 640 after the choir has begun the joint singing.
 - 2. HVHS Choral Ensemble
 - a. 6 to 630 carols
 - b. 630 to 7 joint singing
 - 3. Hot chocolate / cookies
 - a. Tim Horton's for the hot chocolate
 - b. Foodland for the Cookies
 - 4. Post-office mailbox will be collected on the Saturday morning.
 - b. Christmas Lights / Decorations Hunt
 - i. There will be an official scavenger hunt for 2023 that will run from December 11 until January 8.
 - ii. Prizes will be local business gift cards.
 - c. Winterfest
 - i. Family Day
 - 1. February 19
 - ii. Westfield District Winter Event
 - 1. February 24
- 4. Long Term
 - a. Sciencefest
 - i. March 5
 - b. Volunteer Appreciation
 - i. April 16
 - c. Bike Rodeo
 - i. June 22



- d. Canada Day
 - i. Grant Application Complete
- 5. Community Vitality
 - a. Volunteer(s)
- 6. Next meeting
 - a. January 10, 2024



**Planning Advisory Committee Meeting
Minutes
December 4, 2023**

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

The Town of Grand Bay-Westfield Planning Advisory Committee conducted a meeting on Monday, December 4, 2023, with Chair Jim Burke presiding. The meeting was livestreamed on the Town's You Tube channel.

2. RECORD OF ATTENDANCE

Members in attendance were Chair Jim Burke, Vice-Chair Theresa Gordon, Andrew Miller, Phillip Reeves, Kelly Thompson, Darrel Short, and Development Officer David Taylor.

"...moved by Kelly Thompson to excuse Councillor Jim Balcomb and Cathy Fawcett with cause..."

Seconded by Philip Reeves.

Carried.

3. MINUTES OF PREVIOUS PAC MEETING

A) PAC MINUTES OF: NOVEMBER 6, 2023

"...moved by Philip Reeves to accept as present the PAC meeting minutes of November 6, 2023..."

Seconded by Andrew Miller.

Carried.

4. MINUTES OF PREVIOUS COUNCIL MEETING

A) REGULAR COUNCIL MEETING MINUTES OF: OCT. 23, 2023 & NOV. 14, 2023

"...moved by Darrel Short to receive and file the Regular Council meeting minutes of October 23, 2023 and November 14, 2023..."

Seconded by Vice-Chair Theresa Gordon.

Carried.

5. CHAIRMAN'S REMARKS

Happy Holidays to all.

The members appointed to a new 3-year term beginning January 1, 2024, were Chair Jim Burke, Vice-Chair Theresa Gordon and Councillor Jim Balcomb.

**6. BUILDING PERMIT REPORTS:
A) BUILDING PERMIT REPORTS: NOVEMBER 2023**

“...moved by Andrew Miller to receive and file the Building Report for November 2023...”

Seconded by Kelly Thompson. Carried.

**7. VARIANCE – 29 YOUNG STREET – PID 220376 / 106021 / 106013
RE: APPLICATION – ROY MCALPINE & DANIELLE CHARBONNEAU-
MCALPINE
a) PLANNING OFFICER’S REPORT DATED NOVEMBER 9, 2023**

Variance- height of foundation, Section 8.1.8
Required 0.75 m above street grade
Proposed 2.74 m below street grade

Roy McAlpine was present along with his wife Danielle. They are requesting a variance for the height of foundation to be 2.74 m below grade of Young Street.

There was no one present to speak in opposition.

“...moved by Philip Reeves that the Planning Advisory Committee Grant an approval for the following Variance to By-law No. PD-009: Zoning By-law, for the development of 29 Young Street (PID 220376/106021/106013) for the construction of a new Dwelling:

a) grant a variance of 3.49 m to reduce required height of the top of foundation, from 0.75 m above street grade to 2.74 m below street grade...”

Seconded by Kelly Thompson. Carried.

**8. STATEMENT OF PUBLIC INTEREST
a) PLANNING OFFICER’S REPORT DATED NOVEMBER 9, 2023
b) REGULATION 2023-53, STATEMENT OF PUBLIC INTEREST
REGULATION – COMMUNITY PLANNING ACT.**

“...moved by Kelly Thompson to receive and file the Memo on Statements of Provincial Interests...”

Seconded by Andrew Miller.

Carried.

9. **ADJOURNMENT**

“...moved by Philip Reeves to adjourn at 7:36 pm and seconded by Andrew Miller...”

Respectfully Submitted,


Jim Burke
PAC Chair


Heather Shannon
PAC Secretary



MEMORANDUM

DATE: February 8, 2024
TO: Mayor and Council
FROM: Planning Advisory Committee
SUBJECT: Election of Officers - 2024

This is to advise that the Planning Advisory Committee addressed the above subject matter during their February 5, 2024 meeting.

The newly elected Officers for the Planning Advisory Committee for 2024 are:

Chair - Jim Burke
Vice-Chair - Theresa Gordon

Respectfully submitted,



Jim Burke
PAC Chair

JB/hs



**Building Inspector's Report
DECEMBER 2023
File No. 186-B1-2023**

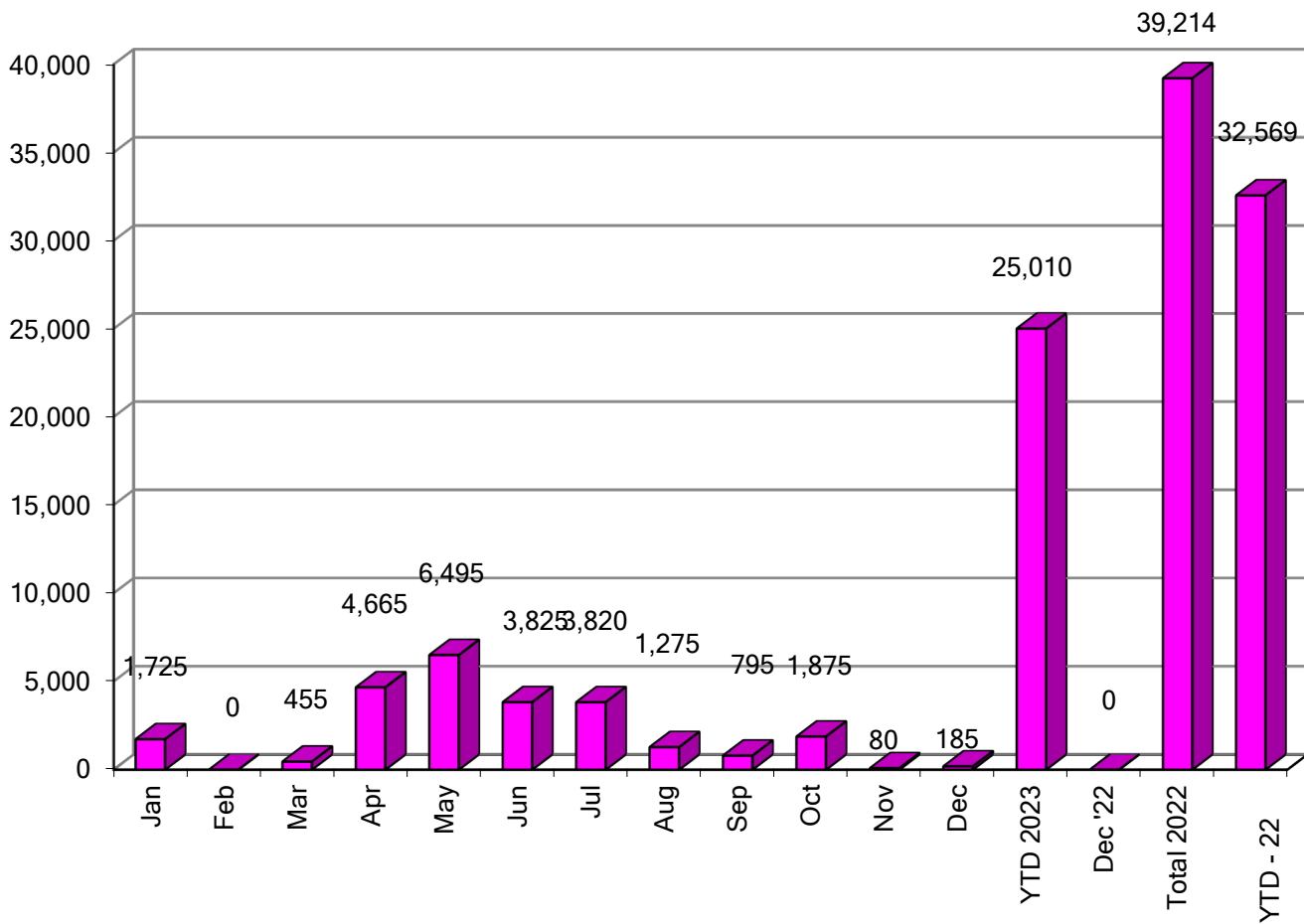
	CIVIC #	STREET	\$ VALUE	\$ REVENUE	PID #	SEWER	TYPE	DATE ISSUED	BUILDING PERMIT #
	309	River Valley Drive	25,000	150	429/217364/217380/2	existing	SUBWAY renovations	14-Dec-23	5521
	18	Brookdale Avenue	2,000	35	210716	existing	renovations	21-Dec-23	5522
December 2023			27,000	185					
Year to Date 2023			4,529,261	25,195					

Submitted By: 
 David Taylor, Building Inspector

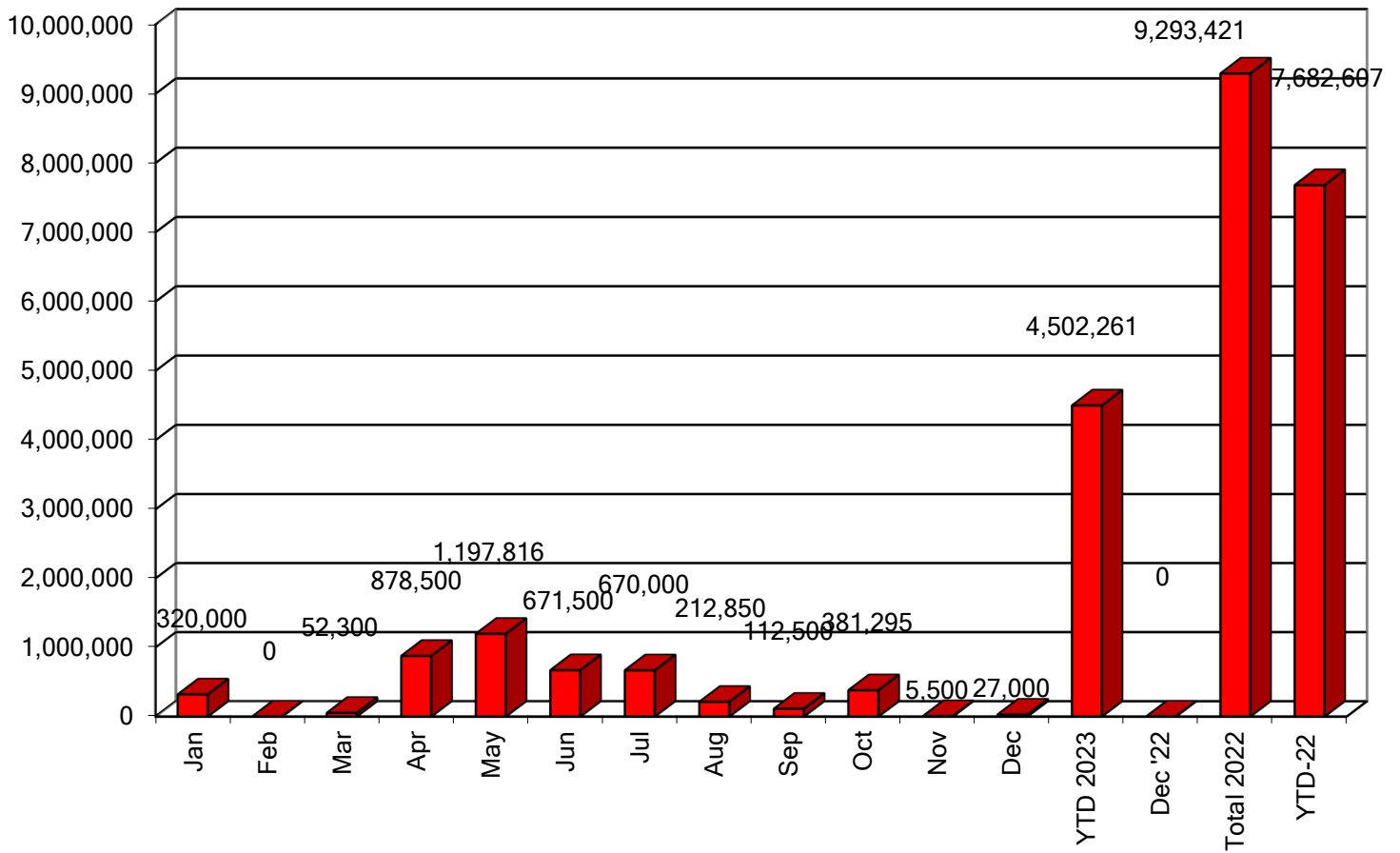
*(12) new dwelling units in 2023
 **(6) new Sanitary Sewer User Units in 2023

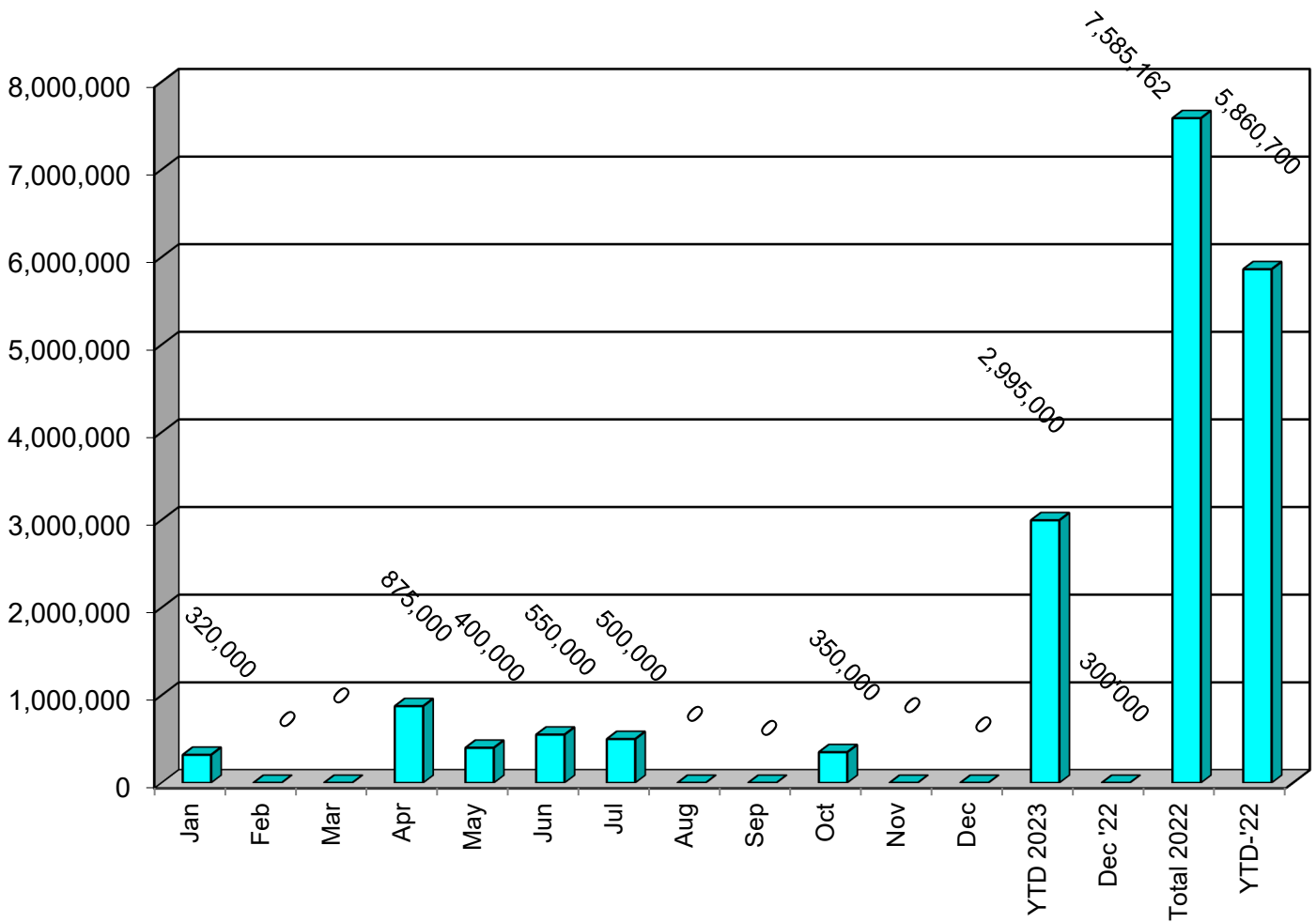
[https://towngbw.sharepoint.com/sites/LIBRARY_2023/Shared Documents/ENVIRONMENTAL DEVELOPMENT/2023 SPREADSHEETS/2023 BUILDING REPORT \(no name\).xlsx](https://towngbw.sharepoint.com/sites/LIBRARY_2023/Shared Documents/ENVIRONMENTAL DEVELOPMENT/2023 SPREADSHEETS/2023 BUILDING REPORT (no name).xlsx)

TOWN OF GRAND BAY-WESTFIELD
BUILDING INSPECTOR'S REPORT
DECEMBER 2023
File no. 186-B1-2023



TOWN OF GRAND BAY-WESTFIELD
BUILDING INSPECTOR'S REPORT
DECEMBER 2023
File no. 186-B1-2023






*(12) indicates the cumulative total of new dwelling units issued Building Permits during the current year
23: ENVDEV: SPREAD: Building Report

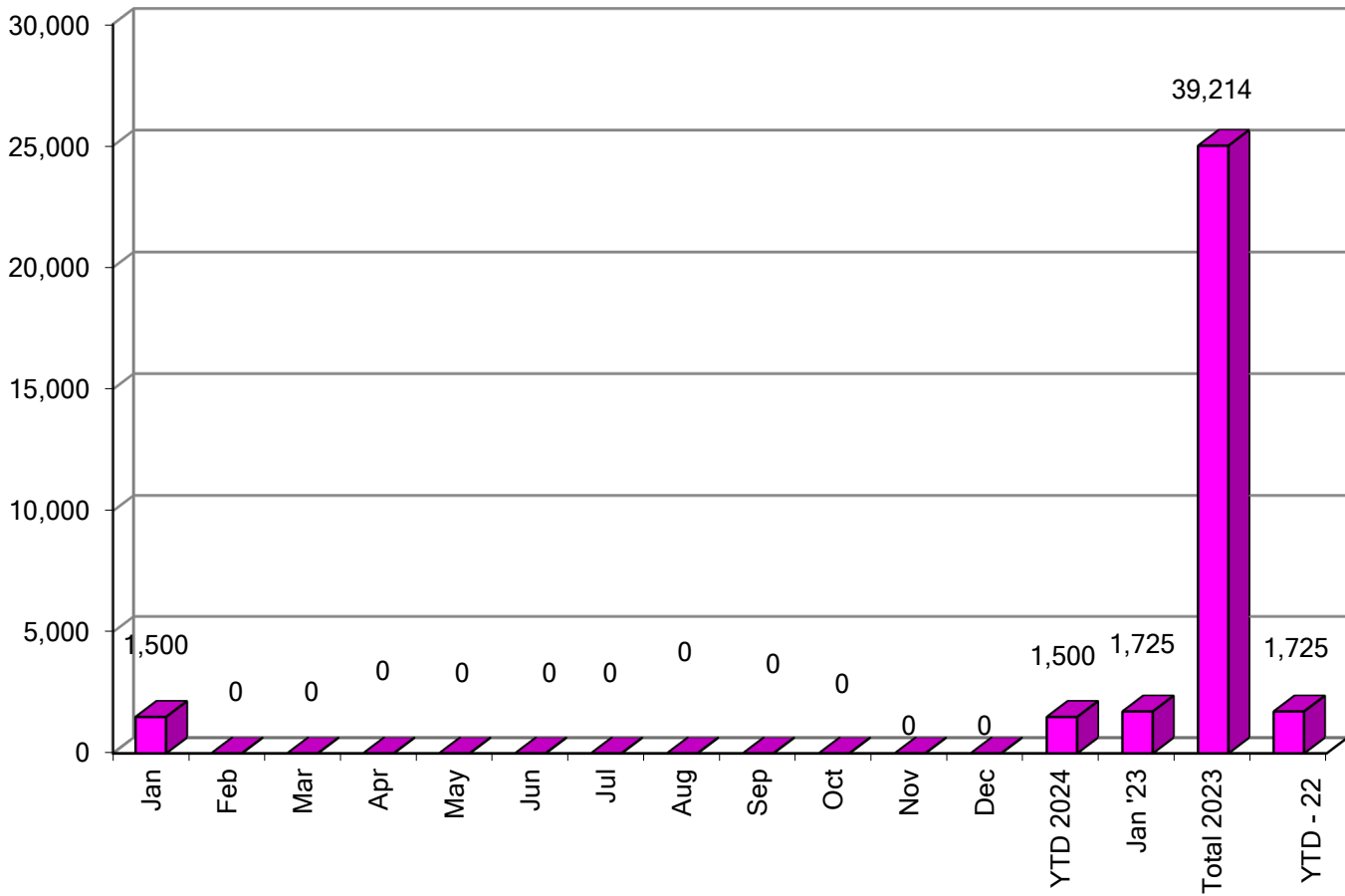


**Building Inspector's Report
JANUARY 2024
File No. 186-B1-2024**

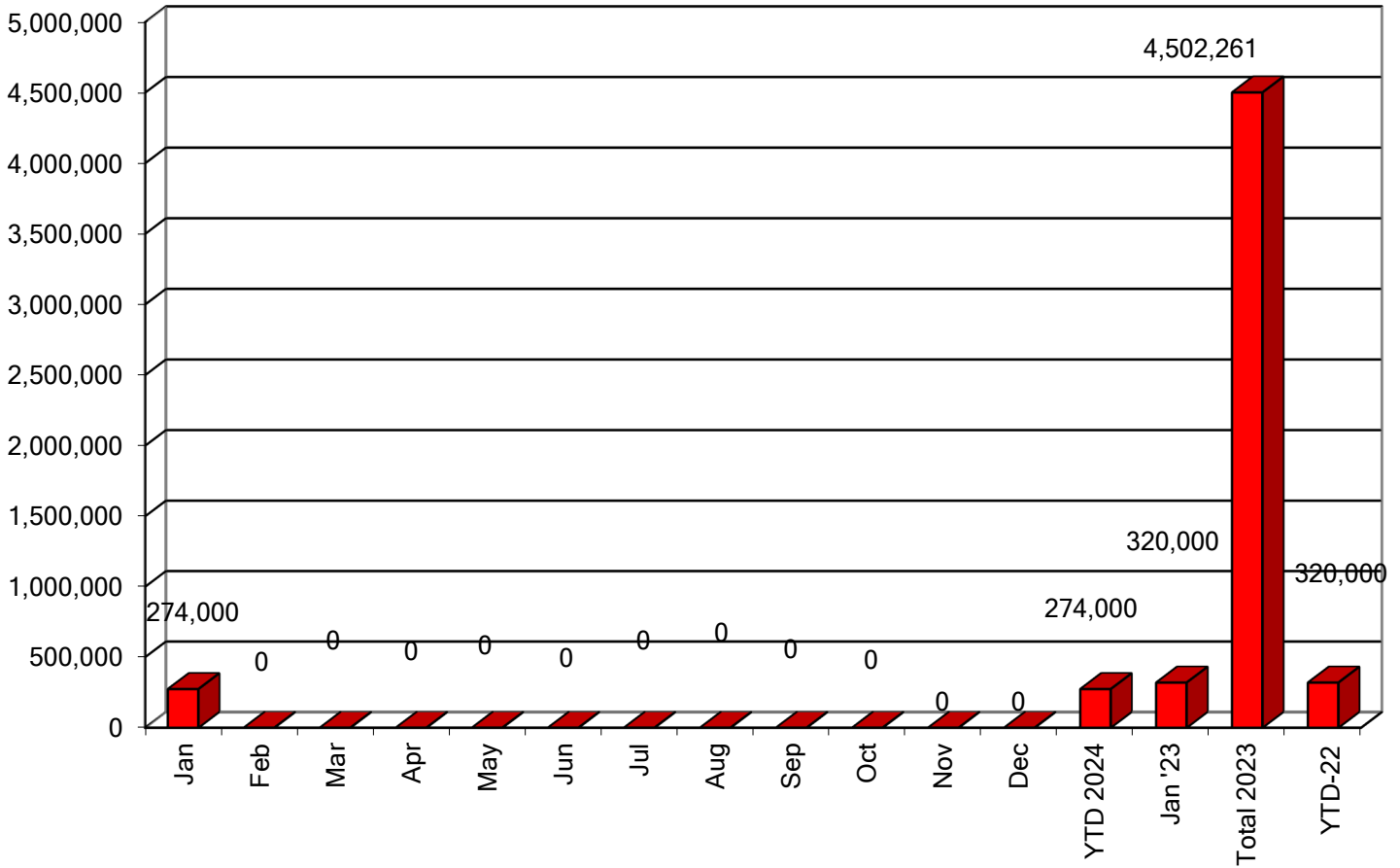
	CIVIC #	STREET	\$ VALUE	\$ REVENUE	PID #	SEWER	TYPE	DATE ISSUED	BUILDING PERMIT #
	220	Highland Road	4,000	25	30021554	capped	demolition	02-Jan-24	D-141
	192	River Valley Drive	60,000	375	219329	existing	reno- (1-2)	12-Jan-24	5523
	3701	Westfield Road	200,000	1075	55024228	existing	renovations	22-Jan-24	5524
	226	River Valley Drive	10,000	25	219139	capped	demolition	24-Jan-24	D-142
January 2023			274,000	1500					
Year to Date 2023			274,000	1500					

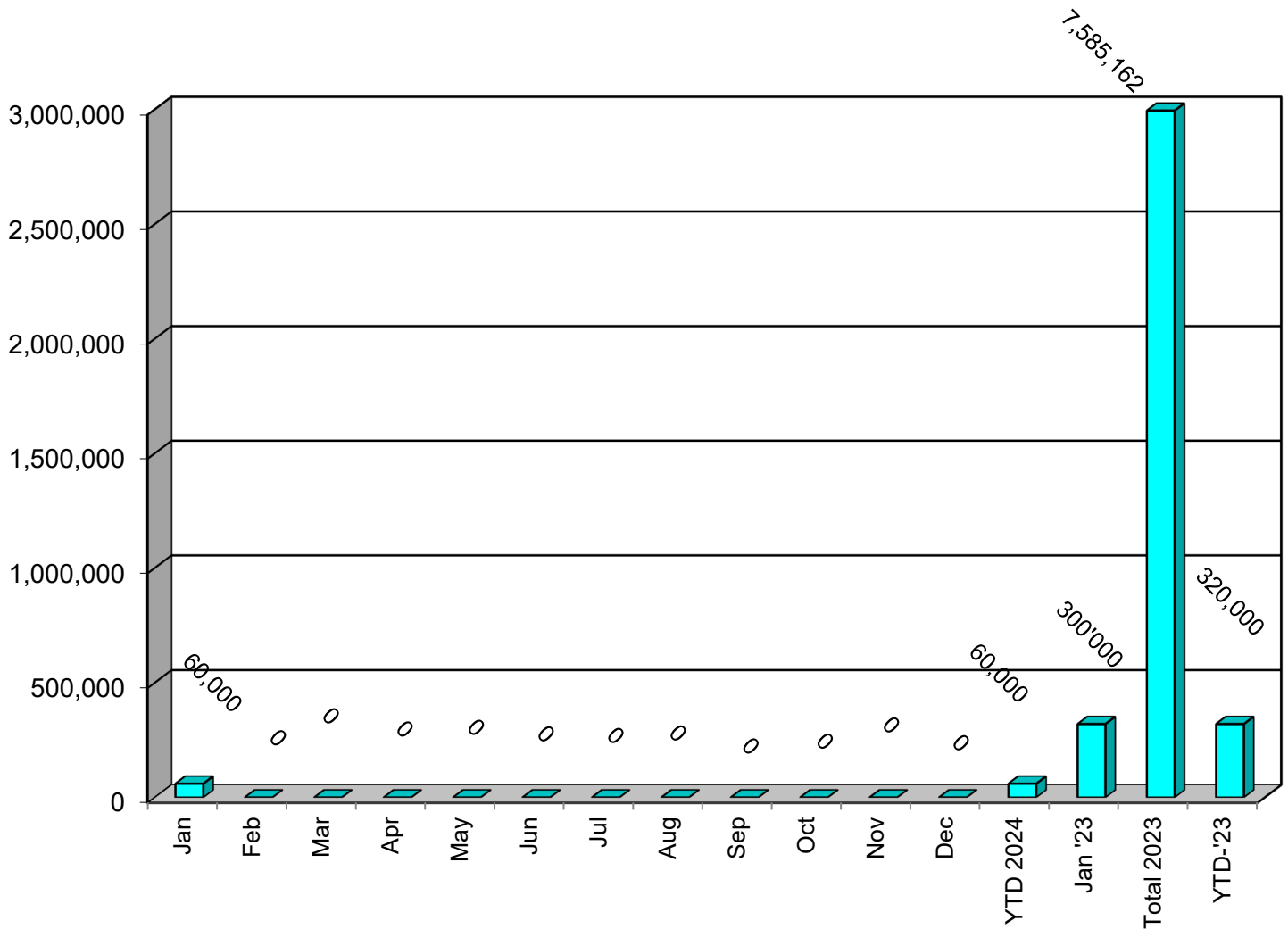
Submitted By:

 David Taylor, Building Inspector

TOWN OF GRAND BAY-WESTFIELD
BUILDING INSPECTOR'S REPORT
January 2024
File no. 186-B1-2024



**TOWN OF GRAND BAY-WESTFIELD
BUILDING INSPECTOR'S REPORT
January 2024
File no. 186-B1-2024**





*(12) indicates the cumulative total of new dwelling units issued Building Permits during the current year
23: ENVDEV: SPREAD: Building Report

GRAND BAY-WESTFIELD FIRE-RESCUE
DEPARTMENT

ANNUAL REPORT

2023



Table of Contents

Message from the Fire Chief	3
Mission, Vision, and Values Statement	4
Present Organization	5
Services Provided	6
Organizational Chart	7
Response Districts	8
2023 Accomplishments and Highlights	9
Emergency Responses	10
Training	11
Awards	12
Special Events	13
Conclusion	16



MESSAGE FROM THE FIRE CHIEF

On behalf of the Grand Bay-Westfield Fire-Rescue Department, I am pleased to present the 2023 Annual Report.

This Annual Report outlines the activities and accomplishments for the Grand Bay-Westfield Fire-Rescue Department for 2023.

2023 was an eventful and productive year for the Department. It saw the highest call volume in 5 years, the delivery of a new fire apparatus, completion of a Fire Service Review and Strategic Plan, as well as the implementation of a new Records Management System.

The activities listed in this Report represent the outstanding commitment of the volunteers and staff as they continue to meet the Department's mission.

I would like to extend appreciation to the Department Members for providing high quality emergency response services through responsible and professional leadership, continuous development, training, and volunteer dedication.

Thank you, for taking the time to review our Annual Report.

Troy Gautreau
Fire Chief





Mission Statement

Provide high quality emergency response services through responsible and professional leadership, continuous development, training, and volunteer dedication.

Vision Statement

We strive to be a leading emergency response department with a consistent focus on improvement and evolving to meet the needs of the communities we serve.

Values Statement

Service with respect, integrity and professionalism.

PRESENT ORGANIZATION

Department membership is maintained between 40 and 50 members, including a full time Fire Chief, Deputy Fire Chief and Training Officer. The 3 full time staff work weekdays from 8:00 a.m. to 5:00 p.m. out of Fire Station # 1. For 2023, Fire Station # 1 included 24 volunteer officers and Firefighters and Fire Station # 2 included 15 Officers and Firefighters.

Grand Bay-Westfield Fire-Rescue is currently comprised of 2 fire stations housing 9 response units as follows:

Apparatus	Model	Primary Use	Pump Capacity	Water Capacity (Gallons)
Engine 1	2024 Spartan Metrostar, manufactured by Metalfab Fire Trucks.	First due response Engine for District 1	1,050 GPM pump with compressed air foam system	1,200
Engine 2	2014 Spartan Metrostar, manufactured by Carl Thibault Fire Trucks	First due response Engine for District 2	1,050 GPM pump with compressed air foam system	1,200
Engine 3	2021 Freightliner M2-106 manufactured by Carl Thibault Fire Trucks	Water supply tanker and back-up to Engines 1 & 2	1,050 GPM pump	1,500
Tanker 2	2007 Sterling Acterra, manufactured by Metalfab Fire Trucks	Water supply tanker	420 GPM pump	1,500
Rescue 1	2012 Spartan Metrostar, manufactured by Carl Thibault Fire Trucks	Heavy Rescue with basic firefighting support	1,050 GPM pump with compressed air foam system	800
Command 1 / Rescue 5	2015 Dodge Ram 2500	Command and utility service	N/A	N/A
Rescue 5 trailer	2012 American Hauler	Ice and Off-Road Rescue	N/A	N/A
Fire 3	2019 Dodge Ram 1500	Deputy Chief / Utility	N/A	N/A
Fire 1	2017 Ford Explorer	Fire Chief	N/A	N/A

SERVICES PROVIDED

FIRE SUPPRESSION

- Structural
- Wildland

HAZMAT

- Response to the Operations level (2nd of 3 levels)

MEDICAL FIRST RESPONSE

- Firefighters trained to First Responder level

TECHNICAL RESCUE

- Auto extrication
- Ice rescue
- Off road rescue

MUTUAL AID

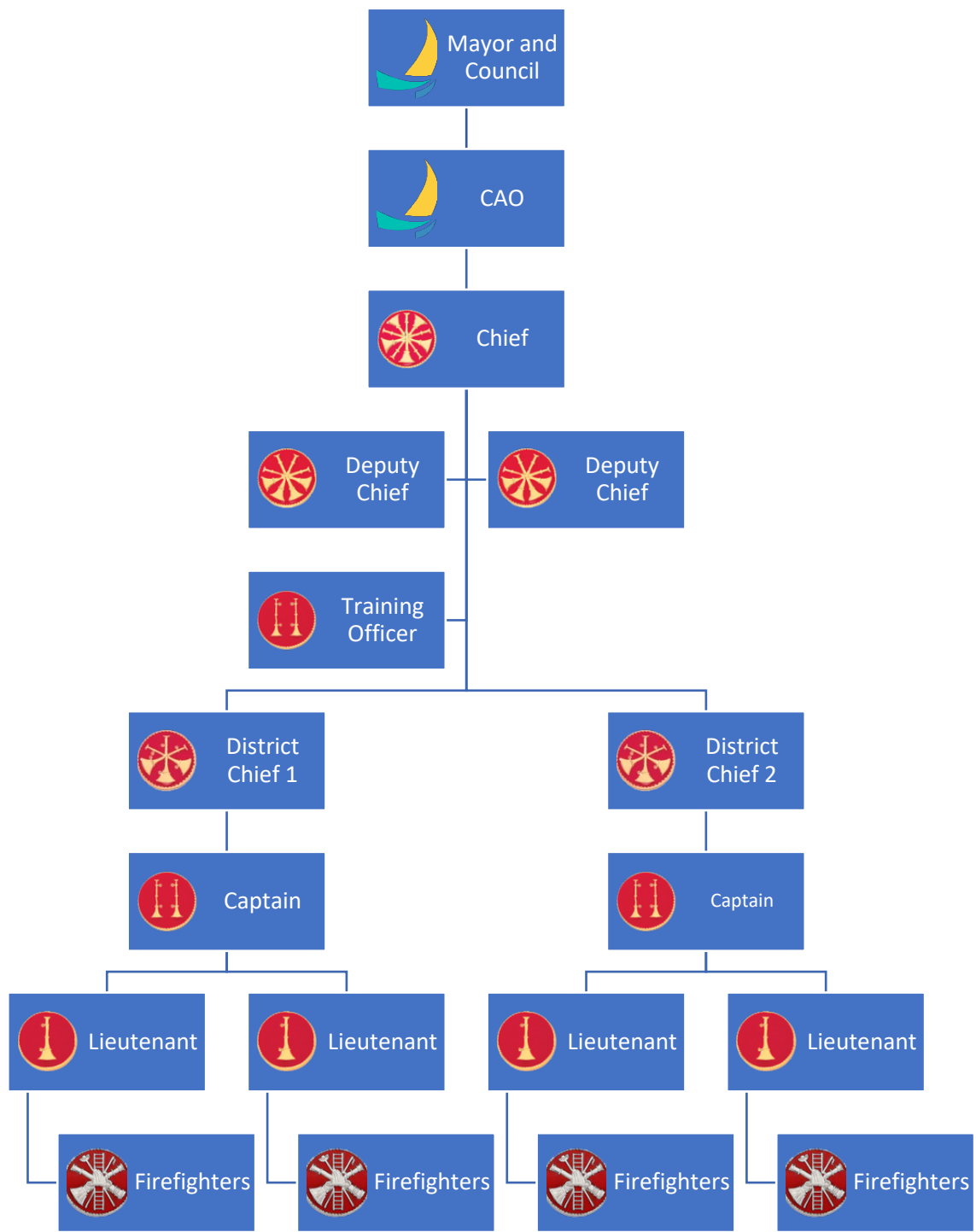
- Greenwich
- Saint John
- Welsford
- Peninsula
- Long Reach
- Zone 2

COMMUNITY SERVICE

- Open house
- Station tours
- School visits
- Special events
- Operation Christmas Miracle

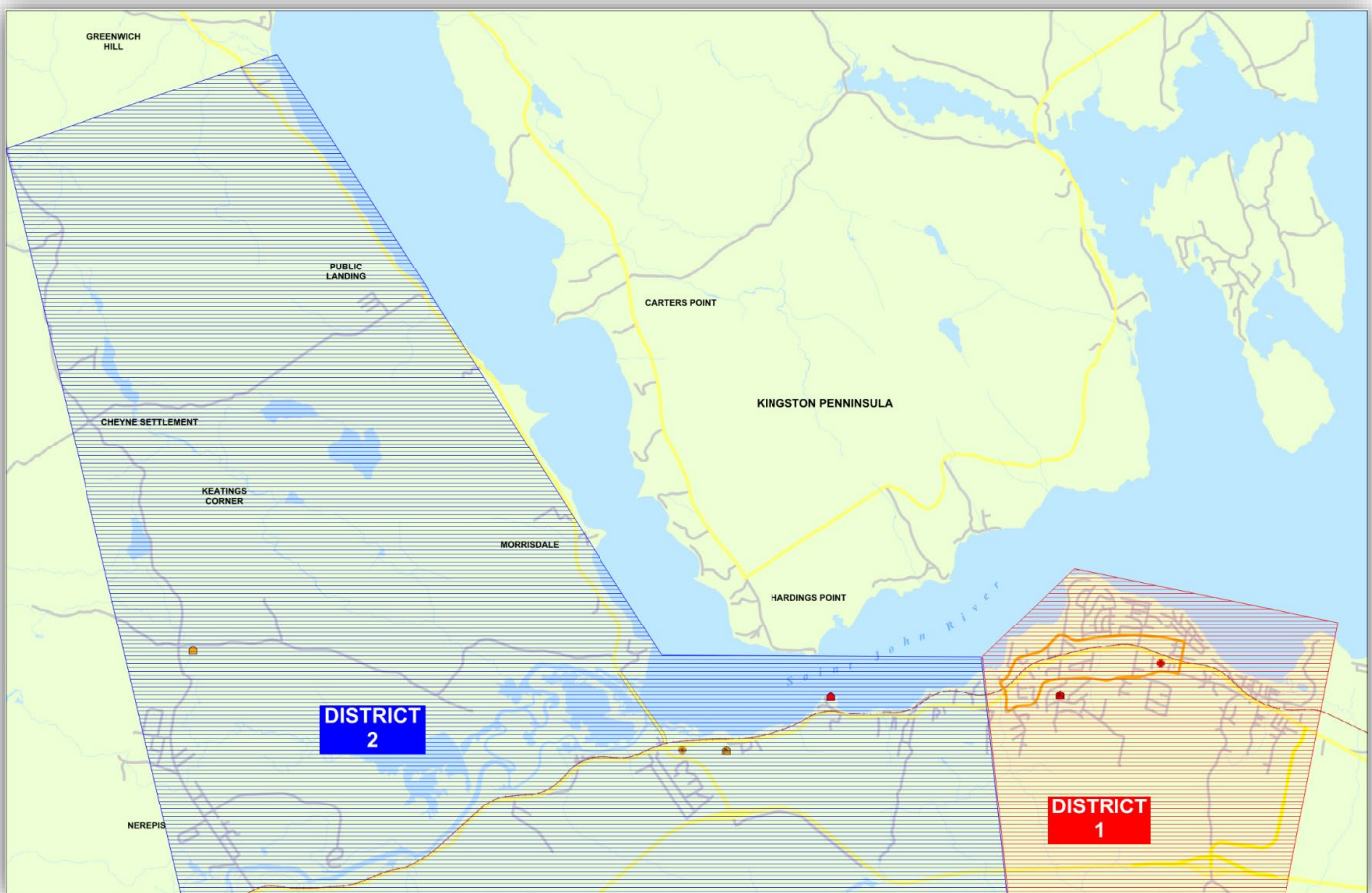


2023 ORGANIZATIONAL CHART




RESPONSE DISTRICTS

Grand Bay-Westfield Fire-Rescue provides emergency response service to the Town of Grand Bay-Westfield and a portion of the Fundy Rural District under contract with the Province of New Brunswick. The total coverage area includes a population of 7,400 residents and 126 square KM of land. This is broken into 2 Districts. District 1 covers from the Saint John border to the Northern intersection of River Valley Drive and Woolastook Drive. District 2 covers the remaining Northern portion of the Town as well as the portion of the Rural District.



2023 ACCOMPLISHMENTS AND HIGHLIGHTS

<p>Fire Service Review and Strategic Plan</p>	<p>2023 saw the completion of a comprehensive review of the Department and the development of a Strategic Plan by Transitional Solutions Inc. The Review and the Strategic Plan can be viewed at www.grandbaywestfield.ca/fire</p>
<p>Delivery of new Engine</p>	<p>In October 2023, the Department took delivery of a new Fire Engine. The unit is a 2023 Spartan Custom Chassis with the fire body manufactured by Metalfab Fire Trucks in Centreville New Brunswick. The Engine carries 1,200 gallons of water and has a 1,050 gallon per minute pump which features a Compressed Air Foam System (CAFS). This system significantly decreases the amount of water needed to extinguish a fire.</p> 
<p>Implementation of new Record Management System</p>	<p>To better address asset management, incident reporting, maintaining training records and managing incident preplanning data, the Department purchased a new Records Management System. The new system is provided by First Due and provides one platform for all types of Department records.</p>
<p>Mutual Aid</p>	<p>2023 saw significant activity regarding Mutual Aid:</p> <ul style="list-style-type: none"> • Renewal of the Zone Two Mutual Aid Agreement. While this agreement has been in place for many years, in 2023 it was reviewed, revised and enhanced to better represent the fire service of today and the future. • There was a notable increase in training with the Departments Mutual Aid partners, specifically the Welsford and Greenwich Fire Departments. • Increase efforts towards regional collaboration. As part of local governance reform, a Regional Public Safety Committee has been formed. This brings emergency service providers from across the region together in a formal setting to collaborate on issues that may better be addressed from a regional perspective than from a local one.
<p>Water Supply Site Established</p>	<p>An 8,000 gallon underground water storage tank was installed at the intersection of Britain and Cambell Roads. This enhances firefighting capacity for Ward 2.</p>

EMERGENCY RESPONSES

The Department responded to 227 emergency calls in 2023, an increase from 199 in 2022.

The average response time was 9 minutes and 7 seconds, meeting the goal of the National Fire Protection Association (NFPA) 1720 standard as recommended in the Fire Service Review conducted by TSI.

Firefighters committed a total of 1,105 person hours responding to calls in 2023.

Calls by apparatus:

Apparatus	Number of Responses
Engine 1	162
Engine 2	83
Engine 3	42
Rescue 1	52
Tanker 2	20
Command 1	25

Calls by type:

Call Type	# of Calls	Call Type	# of Calls
Chimney Fire	2	Mutual Aid	13
Electrical Problem	2	Non-Medical Rescue	4
Fire Alarm Activated	18	Odour/Fumes	0
General Service	2	Off Road Rescue	1
Grass/Woods Fire	3	Outside Fire	5
Level 1 HAZMAT	1	Power Line Down	18
Medical	125	Structure Fire	3
Mobile Property Fire	1	Water Rescue	2
Motor Vehicle Accident	27		
Total			227



TRAINING

In 2023 Firefighters committed 5,674 person hours to training with the following accomplishments:

- 11 Additional members certified in Ice Rescue, bringing total number of certified to conduct Ice Rescue to 29
- 2 Firefighters completed the Firefighter I training bringing the membership to 37 of 43 Firefighters being frontline status (i.e. have received required training to respond to all call types and conduct interior fire and rescue operations)
- 28 Firefighters were trained to ICS 100 level
- 2 Firefighters were trained to ICS 200 level
- 2 Firefighters were trained to ICS 300 level
- The Training Officer was certified as an instructor for ICS 200
- 2 Firefighters completed the Fire Service Instructor course, bringing the total number of in house instructors to 6
- 8 Firefighters completed the Firefighter II training
- 2 Firefighters completed Medical First Responder training, bringing the membership to 39 of 43 members certified Medical First Responders

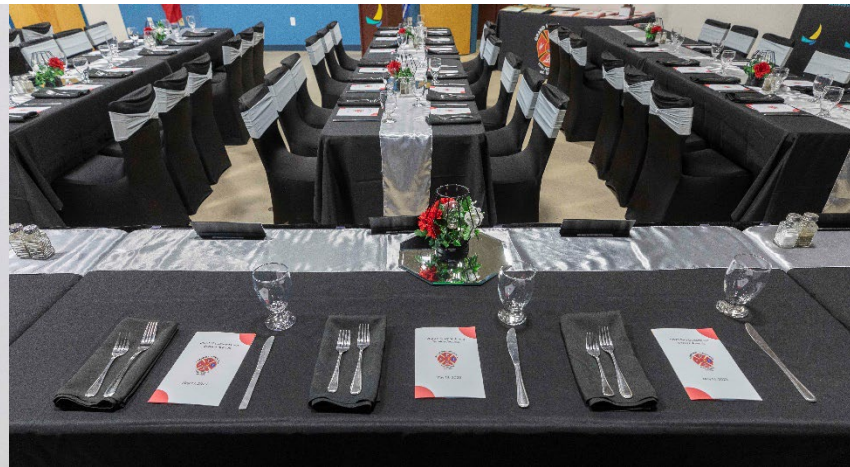


AWARDS

On Saturday, May 13, 2023 the Department held its annual Fire Service Awards Ceremony. Awards and recognitions included:

- Completion of Firefighter II certificates were presented to 9 Firefighters
- Completion of Fire Service Instructor certificates were presented to 2 Firefighters
- Completion of Certificate in Fire Service Leadership was presented to 1 Firefighter
- 4 Firefighters advanced to Class 1
- 2 Firefighters advanced to Senior Firefighter
- One member was promoted from Lieutenant to Captain
- Chief's Special Service Award for Training was presented to 10 Firefighters
- 8 Firefighters received the Chief's Special Service Award for shifts
- The Chief's Special Service Award for Extraordinary Service was presented to 4 Firefighters
- Years of service awards were presented:

5 Years Service	2 Firefighters
15 Years Service	1 Firefighter
20 Years Service	1 Firefighter
45 Years Service	1 Firefighter



SPECIAL EVENTS

The Department took part in numerous special events throughout the year, these included but are not limited to:

On March 4, the Department joined Wesford Fire Department for the first annual Pond Hockey Tournament in Welsford.



Firefighters held a fundraising car wash on June 11. \$750.00 was raised in support of the Compassionate Grief Centre.



Firefighters took part in 3 end of year fun days for local schools.



On June 28, the Department supported Chad Kennedy on his "Sea to Sea for PTSD" walk across Canada



Firefighters took part in the annual Canada Day Celebrations.



On August 12, the Department hosted a softball game between Grand Bay-Westfield and Welsford Fire.



On August 12, the Department participated in the annual Saint John Pride Parade.



On October 14, the Department held an Open House at the Fire Training Facility. The event included tours of the facility and various demonstrations.



In November, the Department took part in 2 Christmas Parades. The first was the KV Santa Claus Parade, followed by the Dirt Road Christmas Parade.



On November 23-25, the Department held its Operation Christmas Miracle.



In December, the Department took part in the first Grand Bay-Westfield Christmas Parade.



On December 16, the Chief Officers held their annual Chief's breakfast for Firefighters and their families.



CONCLUSION

As the Department looks forward to 2024 and beyond, it does so building on the successes of 2023. These successes support the goals of the Strategic Plan and the approved Level of Service Policy.

In their Fire Service Review Report, TSI referred to the Department as a strong, healthy Department. These types of accolades are a result of the extraordinary dedication of the Firefighters and Officers of the Department.

The Department also acknowledges the support from Town Council and Town Administration. A Fire Department's success is directly related to the support it receives from Council and Administration.





Grand Bay-Westfield Fire-Rescue Department
Town of Grand Bay-Westfield
PO Box 3001
Grand Bay-Westfield, NB
E5K 4V3

John Enns-Wind

From: Keri Burpee
Sent: January 30, 2024 9:09 AM
To: John Enns-Wind; Brittany Merrifield
Subject: FW: Lorraine Gibson

Good morning, here is an email from Lorraine Gibson. I did reply and said, "Thank you for the email, I will forward it along."

I'm not sure what I should do here, if anything.

Thank you

Have a great day.

Keri

Keri Burpee
Councillor, Town of Grand Bay-Westfield



PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3
www.grandbaywestfield.ca



Any correspondence with the employees, agents, or elected officials of the Town of Grand Bay-Westfield may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

From: Lorraine Gibson <lorgibson@gmail.com>
Sent: Thursday, January 25, 2024 1:56 AM
To: Keri Burpee <councillorburpee@towngbw.ca>
Subject:

CAUTION: External sender

To Councilor Burpee,

Hi Keri,

Would you be able to submit this request to Council -

We need thi Flex bus service around here - Welsford, Grand Bay-Westfield, Nerepis etc

<https://saintjohn.ca/en/transit/flex-service>

There are many people that don't drive, or can't drive.

Thank you,
Lorraine Gibson



FLEX Service



Saint John Transit is pleased to offer FLEX on demand service in certain areas in the City. FLEX service replaces routes with low ridership and limited schedules and frequency.

FLEX service offers riders a much more flexible approach to transit service. FLEX service **does not operate on a fixed route or schedule. It operates within a zone.** Riders download an app to use on their phones or tablets, or call a dispatcher at 506-652-3539 (FLEX) to schedule a ride. Riders can travel from stop to stop within the zone, or transfer at common stops on fixed routes in the zone. The app or the dispatcher will let the rider know when to meet the bus at the requested stop.

FLEX service areas

- [West zone information](#)
- [Millidgeville zone information](#)
- [East zone information](#)

FLEX service and booking hours

Riders who live in the FLEX zones will have service available throughout the day.

Riders can ride stop to stop within the zone or transfer at any common stops that serve fixed routes in their area. A transfer is required to board a fixed route bus.

Hours of Service

FLEX Millidgeville and FLEX West

- Monday to Friday 6:30 am until 6:30 pm
- Saturday from 10 am until 6 pm

Hours of Service -- FLEX East

- Monday to Friday 8:30 am until 4:00 pm
- Saturday from 10 am until 6 pm

Telephone booking hours (all zones)

- Monday to Friday 6:30 am to 5 pm
- Saturday 10 am to 5 pm

Tips

- FLEX on demand **does not mean 'immediate'** service. The goal is to have the bus arrive at your requested stop **within half an hour** of your booking.

- You may be presented with a few trip options to pick from, and depending on the time of day, you may incur a wait time.
- We recommend that you schedule your trip **as much in advance** as possible and that you choose the "**Arrive By**" feature to ensure that you reach your destination when you want to.
- You can schedule rides **up to six days in advance**.
- The bus does not drive a regular route. The app on board the bus determines the best route to take you to your destination. This means the trip to your destination might always be different. Your bus may pick up other riders enroute.
- Riders who use book via the app will receive status updates on their phones.
- We appreciate your patience as we work to implement this new system.

Saint John Transit -- booking a ride using the FLEX app



Visit the AppStore or Google Play to download onto your smartphone or tablet



Stops

Residents in areas where this service is offered will notice green FLEX signs at stops with a bus stop number. They may also notice that some stops have been removed.

[FLEX West Stops](#)

[FLEX Millidgeville Stops](#)

[FLEX East Stops](#)

Twenty foot electric buses

Saint John Transit began piloting six new leased Karzan electric buses in January 2023 to serve the FLEX routes.

In 2023, further service enhancements will roll out across the system. Find out more about the latest enhancements [here](#).

Sign up for Transit news and notifications [here](#).