

- 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**  
None
- 8. Minutes of Previous Meeting(s)**
  - a) Regular Council Meeting Minutes of February 26, 2024
  - b) Email Poll: UTV Replacement
- 9. Unfinished Business**
- 10. By-laws**
  - a) By-law GG-008 Respecting Animal Control Amendment
  - b) By-law PS-006 Prosser Court Street Closing
- 11. New Business/Recommendations**
  - a) Amendments to Centrum Digital Sign Policy
  - b) Server Replacement
  - c) Dog Park Lighting Survey Results
  - d) 2024-2026 Vacuum Street Sweeping Tender
  - e) Letter of Support RDC Funding – Veterans Peace Park
- 12. Bills for Payment**
- 13. Consent Agenda**
  - a) Letter – Saint John Theatre Company Courthouse Project
  - b) Letter – NBBOA Sponsorship
  - c) Letter – EIA Response – Keri Burpee
  - d) Letter – EIA Response – Town of Grand Bay-Westfield
  - e) Minutes – PAC February 5, 2024
  - f) Monthly Report – Fire Rescue Department January 2024
  - g) Monthly Report – Fire Rescue Department February 2024
- 14. Council Reports**

- 15. Business Arising from Committee of the Whole**
- 16. Adjournment**

**Community Centrum: Grand Bay Room – Broadcast for the Public**

**1. Call to Order**

Mayor Merrifield called the meeting to order at 7:00 p.m.

**2. Acknowledgement of Treaty Land**

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

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

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

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

**3. Mayor's Comments**

**4. Record of Attendance**

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

**Regrets:** None

**Staff Attendance:** John Enns-Wind, Troy Gautreau, James Barrington, Broc Belding, Gary Clark and David Taylor

**Guests:** RCMP - Acting Sgt. Jullie Rogers-Marsh and Cst. Jerome Pelletier

**5. Agenda Approval**

That the Council of the Town of Grand Bay-Westfield approve the Agenda of February 12, 2024, as presented.

Motioned by: Councillor John Balemans

Seconded by: Councillor Keri Burpee

Carried

**6. Disclosure of Conflict of Interest**

**7. Public Hearings/Presentations/Delegations/Petitions**

- a) RCMP: Annual Report – Acting. Sgt Jullie Rogers-Marsh

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

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balcomb

Carried

**8. Minutes of Previous Meeting**

- a) **Regular Council Minutes of January 8, 2024**

That the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of January 8, 2024, as presented.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balemans

Carried

b) **Email Poll: Crane Mountain EIA Submission**

That the Council of the Town of Grand Bay-Westfield ratify the email poll: Crane Mountain EIA Submission.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Burpee Carried

**9. Unfinished Business**

**10. By-Laws**

a) By-law GG-008 – Respecting Animal Control – Amendment

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

**First Reading (By Title)**

By-Law GG-008 Respecting Animal Control

Motioned by: Councillor Balcomb

Seconded by: Councillor Balemans Carried

**Second Reading (By Title)**

By-Law GG-008 Respecting Animal Control

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence Carried

**11. New Business/Recommendations**

**a) Town Office Hours**

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.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Burpee

Carried

**b) High School Graduation Banners**

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.

Motioned by: Councillor Burpee

Seconded by: Councillor Balemans

Carried

**c) Dog Park Lighting**

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

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

Carried

**d) Website Privacy Policy**

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

Motioned by: Councillor Balcomb

Seconded by: Deputy Mayor Toole

Carried

e) **Alternate Planning Director**

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

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence Carried

f) **Online Facility Booking System**

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

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence Carried

g) **Seniors Housing**

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

Motioned by: Councillor Balemans

Seconded by: Councillor Balcomb Carried

**12. Bills for Payment**

- a) That the Council of the Town of Grand Bay-Westfield authorize the February 12, 2024 bills for payment as presented in the amount for \$414, 862.24.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence Carried

**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

**End Consent Agenda**

That the Council of the Town of Grand Bay-Westfield receive and file the consent agenda items for February 12, 2024.

Motioned by: Councillor Burpee

Seconded by: Deputy Mayor Toole

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 8:08 p.m.

Motioned by: Councillor Burpee

Seconded by: Deputy Mayor Toole

Carried

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John Enns-Wind  
CAO

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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:**

**March 11, 2024**

**TITLE: UTV REPLACEMENT**

**PREPARED BY: TROY GAUTREAU**

**DEPARTMENT: FIRE-RESCUE**

For Information

For Discussion

For Decision

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**RELATED TO STRATEGIC PLAN**

- Organizational Capacity

**ATTACHMENTS**

- N/A

**BACKGROUND**

The approved 2024 Capital Budget includes an allocation for the replacement of the Department's UTV, used for off-road rescue.

**COMMENT**

Deputy Chief Read and District Chief Matheson researched available units for consideration. Their results were brought to a monthly Officers' Meeting, where it was unanimous that the Yamaha Wolverine was best suited to the Department's needs.

While the cost of the unit itself falls within the allocated \$40,000.00 budget, there is a need for some modifications for it to safely carry the equipment used. This includes the fabrication of a patient transport slide in unit, lighting, conversion adapters for winter tracks, and other miscellaneous work.

**FINANCIAL IMPLICATIONS**

This was a 2024 Capital Budget item estimated at \$40,000.00. The Chief Financial Officer (CFO) has advised that funds received from the sale of the old Rescue unit (\$14,100.00) are able to be used towards Capital projects.

Additional costs will not exceed \$5,000.00.

**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield approve the additional costs not exceeding \$5,000.

**MOTION**

That the Council of the Town of Grand Bay-Westfield approve the additional funding up to \$5,000.00 for the replacement of the Fire-Rescue Department UTV.

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**Strategic Priorities:**

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

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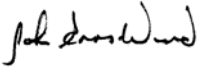
## UTV Replacement

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### APPROVAL

Department Head: 

February 14, 2024

CAO: 

February 28, 2024

**From:** [John Enns-Wind](#)  
**To:** [Town of Grand Bay-Westfield Council](#)  
**Cc:** [Nicole Goddard](#)  
**Subject:** Email Poll: UTV Replacement  
**Date:** February 28, 2024 1:36:37 PM  
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[Administrative Report - UTV Replacement.pdf](#)  
**Importance:** High

---

Hi Council,

The UTV ordered by the Fire Department has arrived early necessitating an email poll authorizing the Chief to ensure the UTV is properly outfitted. Please see the attached report for information.

Please reply all with your approval or disapproval by Friday at 2:00.

Thank you.

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



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**From:** [John Balemans](#)  
**To:** [John Enns-Wind](#); [Town of Grand Bay-Westfield Council](#)  
**Cc:** [Nicole Goddard](#)  
**Subject:** RE: Email Poll: UTV Replacement  
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[image005.png](#)  
[image006.png](#)  
[image007.png](#)

---

I approve.

John B

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**From:** John Enns-Wind <[john@towngbw.ca](mailto:john@towngbw.ca)>  
**Sent:** Wednesday, February 28, 2024 1:36 PM  
**To:** Town of Grand Bay-Westfield Council <[council2021@towngbw.ca](mailto:council2021@towngbw.ca)>  
**Cc:** Nicole Goddard <[nicole@towngbw.ca](mailto:nicole@towngbw.ca)>  
**Subject:** Email Poll: UTV Replacement  
**Importance:** High

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**From:** [Bev Day](#)  
**To:** [John Enns-Wind](#); [Town of Grand Bay-Westfield Council](#)  
**Cc:** [Nicole Goddard](#)  
**Subject:** RE: Email Poll: UTV Replacement  
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I approve

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**Sent:** Wednesday, February 28, 2024 1:36 PM  
**To:** Town of Grand Bay-Westfield Council <[council2021@towngbw.ca](mailto:council2021@towngbw.ca)>  
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**From:** [Jim Balcomb](#)  
**To:** [John Enns-Wind](#); [Town of Grand Bay-Westfield Council](#)  
**Cc:** [Nicole Goddard](#)  
**Subject:** Re: Email Poll: UTV Replacement  
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I approve.  
Jim

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



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PO Box 3001 | Grand Bay-Westfield | NB | E5K 4V3  
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**Cc:** Nicole Goddard <[nicole@towngbw.ca](mailto:nicole@towngbw.ca)>  
**Subject:** Email Poll: UTV Replacement

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Please reply all with your approval or disapproval by Friday at 2:00.

**From:** [Keri Burpee](#)  
**To:** [John Enns-Wind](#); [Town of Grand Bay-Westfield Council](#)  
**Cc:** [Nicole Goddard](#)  
**Subject:** RE: Email Poll: UTV Replacement  
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I approve.

Keri

**Keri Burpee**  
Councillor, Town of Grand Bay-Westfield



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**Cc:** Nicole Goddard <[nicole@towngbw.ca](mailto:nicole@towngbw.ca)>  
**Subject:** Email Poll: UTV Replacement  
**Importance:** High

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**From:** [Stephanie McIntosh Lawrence](#)  
**To:** [John Enns-Wind](#); [Town of Grand Bay-Westfield Council](#)  
**Cc:** [Nicole Goddard](#)  
**Subject:** Re: Email Poll: UTV Replacement  
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I approve

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Stephanie McIntosh Lawrence (She/Her/Hers)  
Councillor, Town of Grand Bay-Westfield



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**To:** Town of Grand Bay-Westfield Council <[council2021@towngbw.ca](mailto:council2021@towngbw.ca)>  
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**From:** [Erin Toole](#)  
**To:** [Keri Burpee](#); [John Enns-Wind](#); [Town of Grand Bay-Westfield Council](#)  
**Cc:** [Nicole Goddard](#)  
**Subject:** Re: Email Poll: UTV Replacement  
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---

I approve

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**Erin Toole (She/Her/Hers)**

Councillor, Town of Grand Bay-Westfield



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---

**From:** Keri Burpee <councillorburpee@towngbw.ca>  
**Sent:** Thursday, February 29, 2024 11:54:13 AM  
**To:** John Enns-Wind <john@towngbw.ca>; Town of Grand Bay-Westfield Council <council2021@towngbw.ca>  
**Cc:** Nicole Goddard <nicole@towngbw.ca>  
**Subject:** RE: Email Poll: UTV Replacement

I approve.

Keri

Keri Burpee

**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:**

March 11, 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 third reading and enactment of the Animal Control By-law.

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

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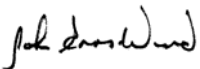
**MOTION**

- 1) Third 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**

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**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 m<sup>2</sup> 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 m<sup>2</sup> 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 m<sup>2</sup>; 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

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- (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 12 day of February, 2024.

**READ A SECOND TIME** by title this 12 day of February, 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**

<b>Fee</b>	<b>Amount</b>
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**

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

**Schedule "C"**  
**Penalties**

<b>Offence</b>	<b>Fine or Range or Fines</b>
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**

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### **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:**

March 11, 2024

**TITLE: BY-LAW NO. PS-006 PROSSER COURT STREET CLOSING**

**PREPARED BY: DAVID TAYLOR**

**DEPARTMENT: PLANNING**

For Information

For Discussion

For Decision

---

**RELATED TO STRATEGIC PLAN:**

- Community Vitality

**ATTACHMENTS**

- By-Law No. PS-006 Prosser Court Street Closing

**BACKGROUND**

An application from Anthony & Mary Lynn Cosman was received on October 25, 2023 with a request to close an undeveloped portion of Prosser Court, to be conveyed to them - where they own property on both sides of the road right of way, in order to facilitate the construction of a new garage next to their existing home. Council approved proceeding with the process of closing this portion of the road and transferring ownership, where all expenses would be covered by the applicant.

**FINANCIAL IMPLICATIONS**

Estimates for survey work by Hughes Surveys (\$2,000.00 + HST) and legal work for By-law review and transfer & consolidation of the new parcel with the two (2) adjoining parcels (\$1,739.13 + HST) has been proposed out of a Deposit of \$4,300.00 provided by the Cosman's.

**RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield approve the first and second readings of By-law No. PS-006: Prosser Court Street Closing.

**MOTION**

- 1) First Reading (By Title)  
By-Law No. PS-006: Prosser Court Street Closing
- 2) Second Reading (By Title)  
By-Law No. PS-006: Prosser Court Street Closing

**CAO COMMENTS**

**By-law PS:006 – Prosser Court Street Closing**

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**APPROVAL**

*Department Head:* 

**February 29, 2024**

**DEPUTY CAO:** 

**March 6, 2024**

## By-law No. PS-006: RESPECTING PROSSER COURT STREET CLOSING

The Council of the Municipality of Grand Bay-Westfield under authority vested in it by Section 10 of the *Local Governance Act, 2021*, c. 44 and amendments thereto enacts as follows:

### **SHORT TITLE**

1. This By-law may be cited as the Prosser Court Street Closing By-law.

All that certain portion of public street known as Prosser Court as described by the attached Schedule 'A', Plan of Survey, prepared by Hughes Surveys & Consultants, dated February 6, 2024 and more particularly described as follows will on the enactment of this by-law be closed to public use:

### PARCEL "A" PORTION OF PROSSER COURT TO BE CLOSED

All that certain lot, piece or parcel of land situate, lying and being in the Town of Grand Bay-Westfield, Parish of Westfield, County of Kings and Province of New Brunswick, and being more particularly described as follows:

Beginning at a survey marker at a northern corner of limits of Prosser Court, having an New Brunswick Grid Coordinate NAD83(CSRS) HPN value of 2,519,975.392 metres East and 7,373,208.408 metres North and being designated as Point No. 500 of a Plan of Survey "Showing Portion of Prosser Court", prepared by Hughes Surveys & Consultants Inc. dated, February 5, 2024.

Thence on a New Brunswick Grid azimuth of 121 degrees 45 minutes 00 seconds along the southwest boundary line of Lot 2001-1 as shown on Amending Subdivision Plan "Maryknoll Heights Subdivision" filed in the Kings County Registry Office as Plan No. 13458014 on December 20, 2001 a distance of 19.73 metres to a survey marker at the northeast corner of Lot 73-27-A as shown on said Plan No. 13458014.

Thence on an azimuth of 208 degrees 57 minutes 30 seconds along the northwest boundary line of the above-mentioned Lot 73-27-A a distance of 71.65 metres to a survey marker.

Thence on an azimuth of 301 degrees 17 minutes 20 seconds along a line of division between the lands herein described on the northeast and the remaining lands of the before-mentioned Prosser Court on the southwest a distance of 20.02 metres to a survey marker on the southeast boundary line of Lot 74-7 as shown on Subdivision Plan "Walter K. Lingley Subdivision, Extension 1" filed as Plan No. 4506 on March 29, 1974.

Thence on an azimuth of 29 degrees 13 minutes 30 seconds along the above-mentioned southeast boundary line of Lot 74-7 a distance of 9.31 metres to a survey marker at the southeast corner of Lot 74-6 as shown the above-mentioned Plan No. 4506.

**By-law No. PS-006: Respecting Prosser Court Street Closing**

Thence continuing on an azimuth of 29 degrees 13 minutes 30 seconds along the southeast boundary line of the above-mentioned Lot 74-6 a distance of 62.49 metres to the point of beginning.

The herein described lands having an area of 1,425 square metres and being labeled as “Portion of Prosser Court” on Plan of Survey “Showing portion of Prosser Court” prepared by Hughes Surveys & Consultants Inc. dated February 5, 2024 and being an undeveloped portion of Prosser Court as shown on Subdivision Plan “Maryknoll Heights Subdivision”, filed in the Kings County Registry Office as Plan No. 4122 and as Plan No. 4271 on June 6, 1973.

**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

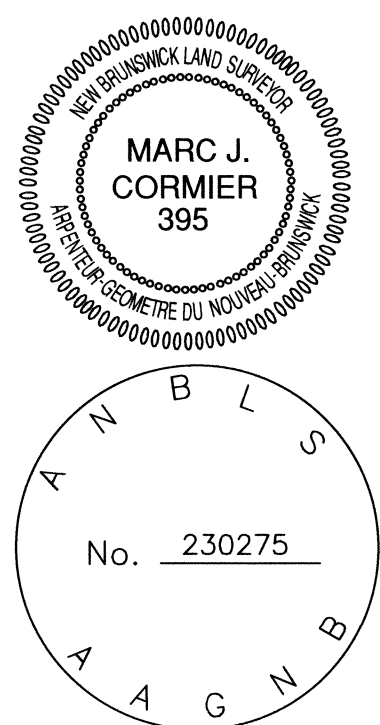
Seal

\_\_\_\_\_

Brittany Merrifield  
Mayor

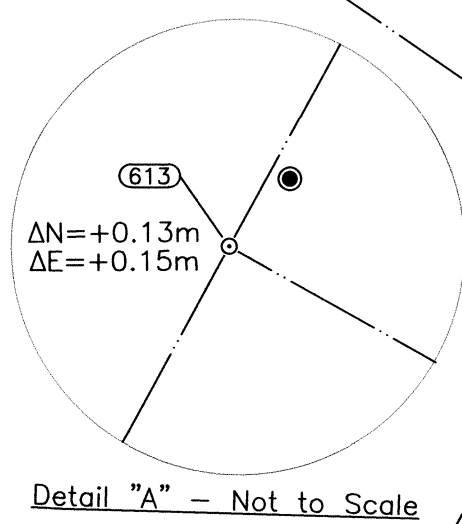


APPROVALS



LEGEND

- ROUND IRON BAR FOUND
- SQUARE IRON BAR FOUND
- IRON PIPE FOUND
- STANDARD SURVEY MARKER FOUND
- STANDARD SURVEY MARKER PLACED
- WOODEN POST PLACED
- CALCULATED POINT
- TABULATED POINT
- TRAVERSE CONTROL POINT
- N.B. GRID CO-ORDINATE MONUMENT
- HYDRO POLE / UTILITY WIRE
- FOUNDATION
- PROPERTY BOUNDARY
- STREET R.O.W.
- NEW PROPERTY LINE
- UTILITY EASEMENT
- ADJACENT PROPERTY LINE
- CENTRELINE
- FENCE
- STRUCTURE



Detail "A" - Not to Scale



Key Plan Scale 1:15,000

**Registration Data**  
 Public Street as per Section 55(5)(a) of the Community Planning Act, chapter C-12. See Plan 4271 registered September 21, 1973.

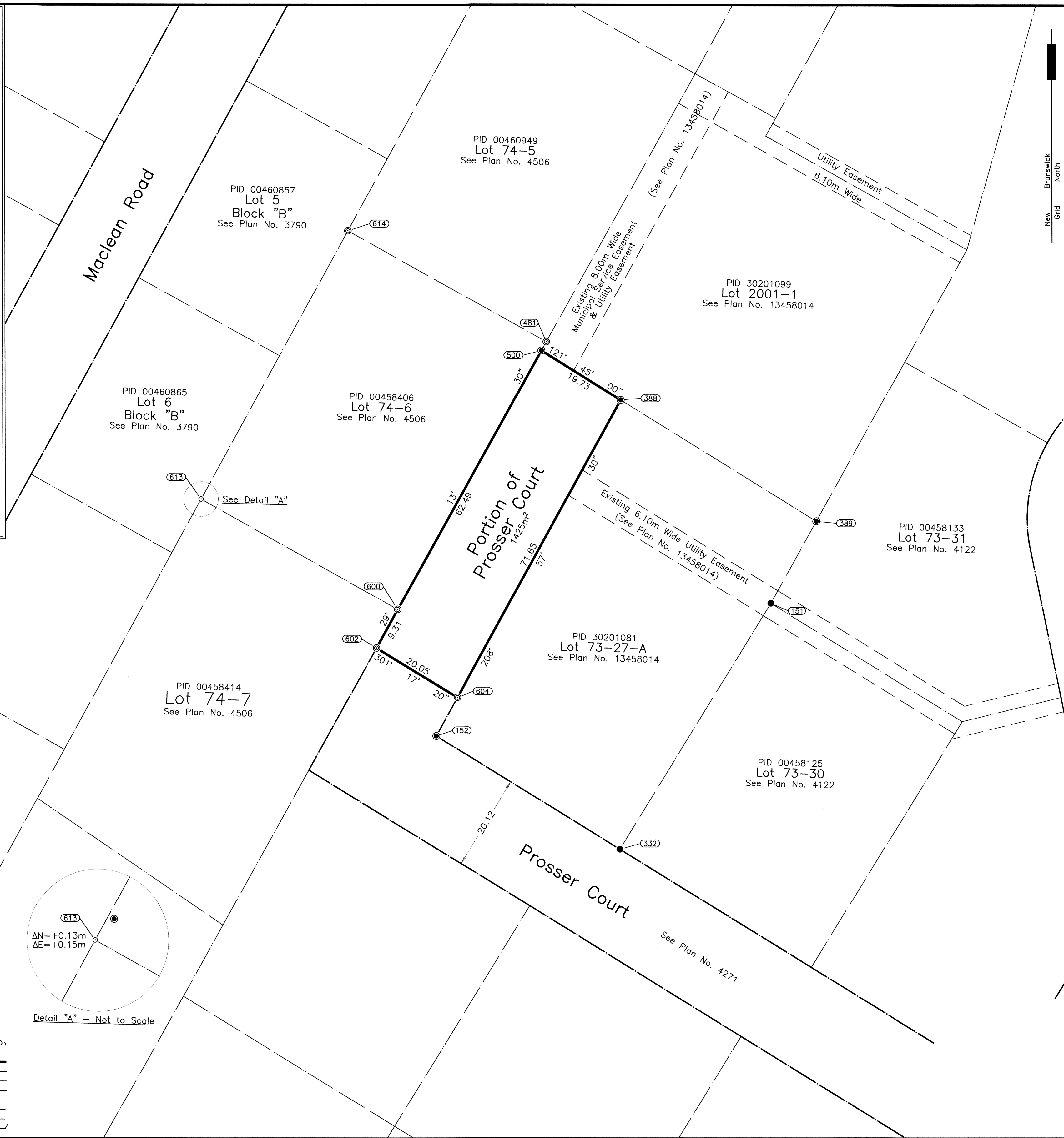
- NOTES**
1. Directions are New Brunswick Grid azimuths derived from GNSS observations from tabulated N.B. coordinate survey monuments.
  2. All distances are in metres and are grid distances, calculated using a combined scale factor of 1.000013 and using geoid mode HT2\_0; to convert to imperial equivalents divide by 0.3048.
  3. Area of survey outlined thus , peripheral information compiled from various sources.
  4. All document and plan references refer to the Registry Office for Kings County or the Land Titles District of New Brunswick.
  5. Field survey completed on January 9, 2024.
  6. All computations performed and coordinates shown on this plan are based on New Brunswick Stereographic Double Projection and the NAD83(CSRS) Reference System as realized by Service New Brunswick High Precision Network coordinate survey monuments.

New Brunswick Grid Co-Ordinate Values			
Sta.	X	Y	Rmks.
151	2 520 023.834	7 373 155.137	FD. I.B.
152	2 519 952.965	7 373 127.187	FD. S.M.
332	2 519 991.760	7 373 103.293	FD. I.B.
388	2 519 992.167	7 373 198.027	FD. S.M.
389	2 520 033.495	7 373 172.453	FD. S.M.
481	2 519 976.435	7 373 210.272	S.S.M.
500	2 519 975.392	7 373 208.408	FD. S.M.
600	2 519 944.882	7 373 153.872	S.S.M.
602	2 519 940.336	7 373 145.747	S.S.M.
604	2 519 957.473	7 373 135.333	S.S.M.
613	2 519 903.265	7 373 177.129	CALC. PT.
614	2 519 934.469	7 373 233.713	S.S.M.
28160	2 535 354.190	7 363 188.696	N.B. MON. (HPN)

**Plan of Survey**  
 Showing portion of Prosser Court,  
 Town of Grand Bay-Westfield,  
 Parish of Westfield,  
 County of Kings,  
 Province of New Brunswick

Certified Correct  
**HUGHES SURVEYS & CONSULTANTS INC.**  
 Surveyed by Date Feb. 05, 2024.  
 Marc J. Cormier  
 Surveyor # 395

Dwg. No. S23383	Disk No. 2023	Topos 23383	Disk No. 2023
Dwn. by M.R.E.B.	Job No. Y23383	Rev. No.	Map Ref. G/08-V(2C)



H:\ACTIVE\_2024\2023\085\S23383\DWG\S23383.dwg February 7, 2024 3:45:45 PM

**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:**

**March 11, 2024**

**TITLE: UPDATES TO CENTRUM SIGN POLICY**

**PREPARED BY: BROCC BELDING**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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## RELATED TO STRATEGIC PLAN

- Organizational Capacity

## ATTACHMENTS

- Centrum Sign Policy (2015)

## BACKGROUND

A Centrum Sign Policy was created in 2015 to provide guidance to the Town when considering requests for use of the Community Centrum sign by community groups, Town Departments and Town Committees in Grand Bay-Westfield.

This Policy requires updating, and Administration is seeking Council's direction on potential changes to the Policy.

## COMMENT

There is limited space on the digital sign in front of the Community Centrum, with eleven (11) spots for messages. Two (2) of those messages never change which include the temperature and a reminder for residents to register for emergency alerts.

The Town's Administrative staff members have been receiving a significant increase in the amount of requests for the sign. In addition to the limited space on the sign, it is becoming very difficult to accommodate requests, with some not being able to be accommodated.

A secondary issue is the Staff time required to review the requests to ensure they meet the Policy. This can include the need to contact the requestor for additional details. Many requests are for events which are for-profit and/or private business related.

Whereas the Town-related/sponsored items meet the capacity of the sign and as per the current Policy, Town-related/sponsored items have priority over all other requests.

Staff are requesting the following updates:

The digital sign be used for Town related/sponsored items and, as space permits, free community events only.

## FINANCIAL IMPLICATIONS

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### Strategic Priorities:

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

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## Updates to Centrum Sign Policy

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None.

### **RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield support Administration's request to update the Centrum Sign Policy to reflect use of the sign for Town-related/sponsored items and, as space permits, free community events only.

### **MOTION**

That the Council of the Town of Grand Bay-Westfield direct Administration to prepare a Draft update to the Centrum Sign Policy for Council's consideration reflecting use of the sign for Town-related/sponsored items and, as space permits, free community events only.

### **CAO COMMENTS**

The Policy requires updating as soon as possible. The updated Policy will then be incorporated into the Communications Policy when it is amended, and brought before Council.

### **APPROVAL**

Department Head:



**February 28, 2024**

DEPUTY CAO:



**March 6, 2024**

## CENTRUM SIGN POLICY

### Purpose

To provide guidance to the Recreation Director and the Municipality when considering requests for use of the Community Centrum Sign by Community Groups, Town Departments, and Town Committees in Grand Bay-Westfield.

### Rationale

The permanent sign across from the Centrum was erected to eliminate the need for temporary low level signs on all Town right-of-ways. The Town recognizes that advertising is needed for Community Special Events and Town Public Notices to assist in making residents aware of activities. However, it is also recognized that the use of the Centrum sign alone may not be conclusive notice for advertising events and that many other forms of promotion are required to get the word out.

It is not the intent of this policy to have the sign used for regular ongoing weekly, bi-monthly or monthly events announcements, however, such notices may be permitted on occasion. It is the intent of this policy to only permit sign use for events held in Grand Bay-Westfield unless a notice is deemed to be in the best interest of the Municipality.

### General Principles:

1. requests will be considered on a first come first serve basis; as a general rule, information respecting commercial activities will not be displayed;
2. municipal requirements shall have priority over any other requests;
3. special events being held at the Community Centrum shall have priority over events located in other facilities;
4. requests should be submitted a week in advance of date of event;
5. display of information does not constitute endorsement of the content by the Town;

## CENTRUM SIGN POLICY

6. display will attempt to identify the name of the event, day, date, time, location and, if space allows, a contact name and number however, the Town reserves the right to edit as needed;
7. display time for information will be considered for a maximum of two weeks;
8. display will be considered on one side or both sides of sign depending on other requests and available lettering;
9. information requested for display must not present demeaning or derogatory portrayals of individuals or groups or exploit violence, sexuality, children, the customs, conviction of characteristics of religious or ethnic-cultural groups, persons with disabilities or any other person, group or institution in a manner which is offensive;
10. advertising is governed by the *Human Rights Act* which provides that no person shall be discriminated against “because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of the person or that group or class of persons”;
11. information promoting an individual political party or politician will not be permitted;
12. information of a commercial nature or for the buying or selling of a product and not directly related to renting the Centrum for this purpose will not be permitted; an exception to this would be the example of a trade show renting the Centrum.

### Disclaimer

The use of the Community Centrum sign is provided “as is” without warranty of any kind, either express or implied on the part of the Town of Grand Bay-Westfield.

The sign could include technical inaccuracies or abbreviated spelling and any reliance on the information is at the complete risk of the user. The information which is contained on the sign is not in its original form.

**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:**

**March 11, 2024**

**TITLE: SERVER REPLACEMENT**

**PREPARED BY: TROY GAUTREAU**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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## RELATED TO STRATEGIC PLAN

- Organizational Capacity

## ATTACHMENTS

- N/A

## BACKGROUND

The existing server has passed its service life and has had the warranty extended several times. It is currently out of warranty. Its replacement has been allocated for in the 2024 General Capital Budget.

## COMMENT

The server is a critical piece of equipment for Town operations. Accounting and Payroll, Public Works Department management and Fire-Rescue Department are three (3) examples of systems which rely on the server.

## FINANCIAL IMPLICATIONS

In the fall, the Town's Managed Service Provider, iSpire, prepared a cost estimate to replace the server and \$11,500.00 was allocated in the General Capital Budget. The replacement cost has been updated, and is now at \$14,925.50. The cost increase is due to three (3) factors;

1. The original estimate included an older operating system. It has since been determined that moving to a newer operating system is in the best interest of the Town.
2. Additional user access licensing.
3. General inflationary cost increases.

## RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the funding to replace the server.

## MOTION

That the Council of the Town of Grand Bay-Westfield approve the replacement of the Town's server as per the quote from iSpire, for \$14,925.50 plus applicable taxes.

## APPROVAL

Department Head:



**February 28, 2024**

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### Strategic Priorities:

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

---

Server Replacement

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CAO: *John D. Wood*

February 28, 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:**

**March 11, 2024**

**TITLE: SURVEY RESULTS: DOG PARK LIGHTING**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information  For Discussion  For Decision

**RELATED TO STRATEGIC PLAN:**

- Community Vitality

**ATTACHMENTS**

- N/A

**BACKGROUND**

Councillor Balemans requested via email to add Dog Park Lighting to the agenda of the February 12, 2024 Council meeting.

*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**

A survey was posted with a Quick-Response (QR) code at the Town’s Big Paw Little Paw Dog Park from February 16, 2024 until March 6, 2024 requesting feedback from Park users regarding lighting.

The survey asked Park users:

- Do you feel lighting is required at the Dog Park?

Data	Response	%
Yes	12	80.00%
No	3	20.00%

**Strategic Priorities:**

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



## Survey Results: Dog Park Lighting

- I confirm that I have a dog registered with a dog license (tag) with the Town of Grand Bay-Westfield.

Data	Response	%
Yes	12	80.00%
No	3	20.00%

- Town of Grand Bay-Westfield dog license number (Optional)

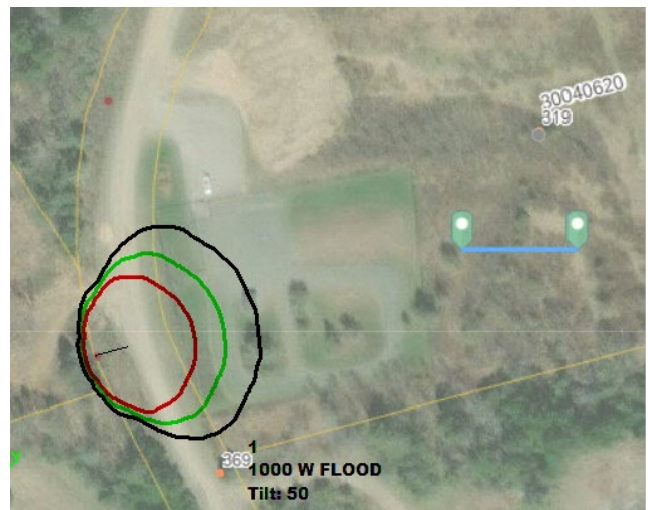
Data	Responses
061	1
Rural license nbspca	1
070	1
From saint john west	1

Lighting options from original Administrative Report:

**Illustration #1**



**Illustration #2**

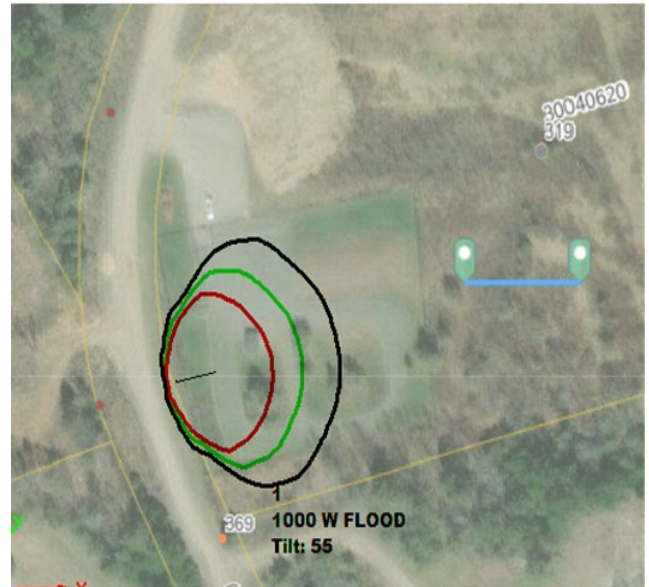


## Survey Results: Dog Park Lighting

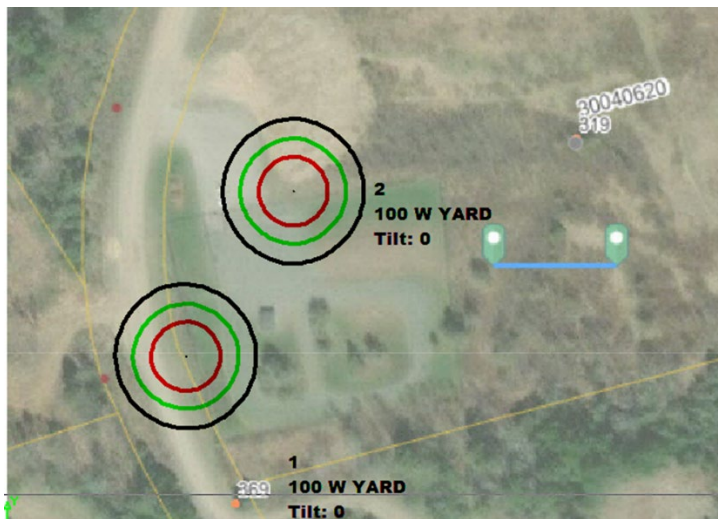
**Illustration #3**



**Illustration #4**



**Illustration #5**



### **FINANCIAL IMPLICATIONS**

The cost has not been set and is expected to be nominal.

## Survey Results: Dog Park Lighting

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### **RECOMMENDATION**

That the Council of the Town of Grand Bay-Westfield support the majority of the votes collected who have dogs and use the Park, and direct Administration to arrange for the installation of a 1,000-Watt flood light as per illustration #4.

### **MOTION**

That the Council of the Town of Grand Bay-Westfield direct Administration to have a 1,000-Watt flood light installed as per illustration #4 of the associated Administrative Report.

### **CAO COMMENTS**

### **APPROVAL**

*Department Head:*

DEPUTY CAO:



**March 6, 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:**

**March 11, 2024**

**TITLE: 2024-2026 VACUUM STREET SWEEPING TENDER**

**PREPARED BY: BRUCE GAULT**

**DEPARTMENT: TRANSPORTATION**

For Information

For Discussion

For Decision

---

## RELATED TO STRATEGIC PLAN

- Infrastructure Sustainability and Climate Change

## ATTACHMENTS

- Tender Notes
- Street Sweeping Tender submission from Phillip Bros Excavating Ltd.

## BACKGROUND

Past practice has been to go to public tender every three (3) years for vacuum street sweeping services. The 3-year term is under an annual renewal clause included in the tender. Attached is the tender and bid submission received from the only bidder, Phillips Bros. Excavating Ltd. The tender was posted on the New Brunswick public tendering system and emailed directly to companies who had expressed interest in this tender in the past.

## COMMENT

New last year was the deletion of streets to reduce the price to stay within budget, a number of streets were swept by the Public Works Department with the new purchase of a new trackless with sweeping attachments and snow removal attachments for the winter. The streets were all swept with no complaints received for either the contractor or the Public Works Department. With this new ability, the tender package listing the streets to be swept by the contractor was reduced to reflect the Public Works Department sweeping the remaining streets.

The company that submitted the bid has provided the Town with street sweeping service for the last six (6) years. There are no issues or concerns about awarding this tender to Phillips Bros. Excavating Ltd. again for 2024.

## FINANCIAL IMPLICATIONS

The 2024 Operating Budget allotted \$27,143.00 for annual street sweeping services. The bid received from Phillips Bros. Excavating Ltd. was for \$23,259.30. Accepting the bid submission will result in budget savings of \$3,884.00.

## RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield award Phillips Bros. Excavating Ltd. the street sweeping contract.

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### Strategic Priorities:

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

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## 2024-2026 Vacuum Street Sweeping Tender

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### **MOTION**

That the Council of the Town of Grand Bay-Westfield award tender T01-2024 for Vacuum Street Sweeping Services to Phillips Bros. Excavating Ltd. for the tender price of \$23,259.30 plus HST for the year 2024, with renewal opportunities for the next two (2) years (2025 and 2026).

### **CAO COMMENTS**

### **APPROVAL**

Department Head:



March 6, 2024

DEPUTY CAO:



March 6, 2024



**TENDER NOTES**

**Project: T01-2024**  
**Closing – March 5, 2024**  
**11:00 am**

**RECORD OF ATTENDANCE**

Bruce Gault, P. Eng – Works Commissioner - Town of Grand Bay-Westfield

<b><u>TENDERS RECEIVED</u></b>	<b>\$</b>	<b>HST</b>	<b>TOTAL</b>
1. Phillips Bros. Excavating Ltd.	\$23,259.30	\$3,488.90	\$26,748.20

Respectfully submitted,

Heather Shannon  
Administrative Assistant



# Grand Bay-Westfield

NEIGHBOURS BY NATURE

**TOWN OF GRAND BAY-WESTFIELD**

**VACUUM STREET SWEEPING**

**SERVICES**

**2024-2026**

**Town of Grand Bay-Westfield**

PO Box 3001, Grand Bay-Westfield, NB E5K 4V3 | 609 River Valley Drive, Grand Bay-Westfield, NB E5K 1B3  
[www.grandbaywestfield.ca](http://www.grandbaywestfield.ca) | T 506-738-6400 | F 506-738-6424

## SCOPE OF WORK

The Contractor shall, at its own expense and at such times as set out, provide street sweeping services in accordance with the following provisions:

1. The Contractor shall provide street sweeping services beginning no earlier than April 22, 2024 without prior approval from the Public Works Commissioner and ending before Friday May 31, 2024. **Work may be performed on all days of the week EXCLUDING Sunday.**
2. **Equipment is not allowed to operate between the hours of 11:00 p.m. and 7:00 a.m.**
3. All sand from shoulder to shoulder, curb to curb, or curb to shoulder shall be **picked up by a vacuum sweeper** and removed from the roadway and disposed at a designated disposal site listed in Section 8.
4. Street sweeping services provided by the contractor will be provided on all streets listed in Schedule "A" attached.

The contractor shall submit to the Town a list of streets swept on the previous day which the contractor considers completed. Submission to be by fax or email. The Town will inspect the streets and advise whether they are acceptable or require additional sweeping.

5. Street sweeping services shall start on Route #177 (River Valley Drive/Nerepis Road) from Southern Boundary (Saint John Boundary) heading north to the Northern Boundary, then the Contractor will proceed to Colonel Nase Boulevard then to other streets as listed in Schedule "A" from the Southern Boundary to the Northern Boundary of Grand Bay-Westfield Ward 1.

In addition to all streets listed in Schedule "A" the following areas are included for sweeping services and considered incidental and included in the tender pricing:

- a. paved parking areas front and back at 609 River Valley Drive, (Town Office).



- b. paved parking areas across from the Town office on east side of Route 177 (River Valley Drive).
  - c. paved parking areas and access road to 293 Nerepis Road, (Fire Station No. 2).
  - d. paved parking areas at 4 Ferry Road, (River Centre).
  - e. Saint John Transit / Tailwhip Skate Park, paved parking lot just south of Arena and west of River Valley Drive.
6. **The Public Works Commissioner will have the authority to add or remove any street or area from the tender.**
7. Street sweeping services may be required to other streets not listed in Schedule "A" or special areas as designated by the Works Commissioner under section 6 and will be considered extra work at the tendered price per lane kilometer or hourly rate for areas not described as a street.
8. The Contractor will dispose of winter sand at the following designated disposal sites:
1. Municipal disposal area on Highland Road just south of the Dog Park.
  2. Parking area(s) at Fire Station #2, 293 Nerepis Road.
  3. or any other area designated by the Public Works Commissioner.
9. The Contractor shall submit on the attached form to the Town a description of each piece of equipment including license number, and proposed use of each piece of machinery in carrying out the terms of this work as part of the tender submission.
10. If the Contractor experiences difficulty or problems which prevent the terms of this contract from being fulfilled, the Contractor shall notify the Town immediately.
11. **The Contractor shall be responsible to provide dust control, and safety signage or flagging as required. The Contractor will be responsible to provide its own water supply for dust control. Noting that the municipality has no public water system meaning brooks or the St. John River are the only local water supplies.**
12. **The duration of the contract is for one term as described below with an option to renew annually for 2 additional terms:**
1. April 22, 2024, to May 31, 2024.
  2. **RENEWAL:** The Town reserves the right to extend this contract for up to an additional two years (2025 and 2026) upon mutual consent and agreement of the Town and the contractor for each term renewal. The renewal will be subject to the same Terms and

Conditions and includes a resubmission of a certified cheque in the amount of \$3,000 per original tender submission for each renewal period and proof of insurance coverage. Renewal to be agreed to before February 1st, 2025 for the first renewal year with corresponding start date of April 21, 2025, and finish date of May 30, 2025.

Renewal for the second year to be agreed to before February 1st, 2026, with corresponding start date of April 22, 2026, and finish date of May 29, 2026.

**BID NUMBER T01-2024**

**T E N D E R**

Sealed tenders addressed to:

John Enns-Wind  
Chief Administrative Officer  
Town of Grand Bay-Westfield  
609 River Valley Drive  
PO Box 3001  
Grand Bay-Westfield, NB  
E5K 4V3

and marked on the envelope:

**"TENDER VACUUM STREET SWEEPING SERVICES"**

**BID NO. T01-2024**

Will be received until 11:00 am Tuesday March 5, 2024, FOR VACUUM STREET SWEEPING SERVICES IN THE TOWN OF GRAND BAY-WESTFIELD, Ward 1.

Tender Documents and Specifications are available by contacting the Town Office, 609 River Valley Drive, Grand Bay-Westfield, NB (506) 738-6400.

Tender submissions will be opened in the Town Office immediately following the tender closing time. Bidders will be contacted via email supplied in their bid shortly after the closing with the list of bidders and their respective bid price.

**The lowest or any tender not necessarily accepted.**

Bruce Gault, P. Eng.

Public Works Commissioner

**WARNING: ELECTRONICALLY TRANSMITTED BIDS WILL NOT BE ACCEPTED**

**BID NUMBER T01-2024**

**TENDER**

**TERMS AND CONDITIONS:**

1. TENDER PRICE IS TO **EXCLUDE** H.S.T. IF YOU ARE NOT REGISTERED FOR PURPOSES OF H.S.T. THEN YOUR SUBMITTED QUOTE WILL INCLUDE ALL TAXES INCLUDING H.S.T., IF APPLICABLE.
2. THE TOWN DOES NOT LIMIT ITSELF TO ACCEPTING THE LOWEST OR ANY TENDER SUBMITTED AND THE TOWN DOES RESERVE THE RIGHT TO AWARD IN ANY MANNER DEEMED TO BE IN THE TOWN'S BEST INTEREST.
3. WITHIN 10 DAYS OF NOTIFICATION OF AWARD THE SUCCESSFUL BIDDER SHALL SUBMIT TO THE TOWN OF GRAND BAY-WESTFIELD A SECURITY DEPOSIT IN THE FORM OF A CERTIFIED CHEQUE IN THE AMOUNT OF \$3,000 PAYABLE TO THE TOWN OF GRAND BAY-WESTFIELD. IN THE EVENT THE SUCCESSFUL TENDERER FAILS TO ACCEPT THE ORDER OR DOES NOT EXECUTE OR COMPLY WITH THE WORK AS DESCRIBED IN THE SCOPE OF WORK WITHIN THE TIME(S) STATED IN THE TENDER, THE BID DEPOSIT WILL BE **FORFEITED IN WHOLE** TO THE TOWN OF GRAND BAY-WESTFIELD.
4. THE TOWN WILL ISSUE A WORK ORDER TO THE SUCCESSFUL BIDDER TO PERFORM THE WORK DESCRIBED IN THE SCOPE OF WORK.
5. BID DEPOSIT SUBMITTED BY THE SUCCESSFUL BIDDER WILL BE HELD BY THE TOWN OF GRAND BAY-WESTFIELD UNTIL THE COMPLETION OF THE CONTRACT OBLIGATIONS.
6. **REJECTION OF TENDERS:** A tender submitted for this contract shall be rejected and the tender shall not be considered if the tender is:
  - a) not properly signed by the tenderer;
  - b) does not contain the tender price, written in words;

**BID NUMBER T01-2024**

**TENDER**

- c) does not have the words "dollars" and, where applicable, "cents" set out in the written item bid;
  - d) contains any form of qualification, unless the tender documents otherwise provide, or any unsolicited alternative to the tender;
  - e) does not contain a bid for each item required to be bid;
  - f) contains a bid on an item not included in the bid form;
  - g) not contained in an envelope having on the face of it the name of the tenderer and identification of the contract for which the tender is submitted;
  - h) does not contain all addenda issued to prospective tenderers, each signed by the tenderer;
  - i) the second one submitted by the same tenderer, in which case all tenders submitted by that tenderer shall be rejected;
  - j) made by a tenderer not listed as having received tender documents;
  - k) contains an amendment in the tender not in accordance with paragraph 8 hereinafter;
  - l) omits any document required by or fails to comply with any provisions of the tender documents;
  - m) otherwise materially deviates from accepted tendering practices;
  - n) electronically submitted.
7. EXAMINATION OF THE SITE: The Contractor shall examine and become familiar with the job and site conditions. He may wish to conduct or furnish himself with those tests so required to complete and tender the project and to satisfy himself of the local site conditions. The responsibility for all such costs will be the sole responsibility of the Contractor. The Contractor may request a meeting with the Town's representatives or agent to discuss the scope of work, prior to submitting his tender.

**BID NUMBER T01-2024**

**TENDER**

8. ISSUE OF ADDENDA: The Town shall issue all addenda to this contract to all tenderers on the official list of tenderers. The Town shall issue all changes in writing for review by each contractor, by ensuring that a letter, or facsimile telecopier copy, clearly identified on its face, the Bid Number and the tender being amended. The tender submitted by the contractor at closing time must contain all addenda issued and be signed by the tenderer.
  
9. AMENDMENTS TO TENDERS: The person who has signed an original tender may amend it after it has been submitted to the Town of Grand Bay-Westfield by ensuring that a letter, or facsimile telecopier copy, clearly identified on its face, the Bid Number and the tender being amended before the time stipulated for tender opening. An amendment of tender shall not disclose the amended total tender price but shall show:
  - a) the amount to be added to or subtracted from the tender price in the case of a lump sum contract; or
  - b) the information that is missing from the original tender submission.
  
10. NOTIFICATION OF SUCCESSFUL TENDERER: The Town of Grand Bay-Westfield shall, within twenty-one days of the public opening of the tenders for the work, notify the successful tenderer by mail or a hand delivered letter that he is the successful tenderer and issue a work order for Street Sweeping Services to be completed for the Town of Grand Bay-Westfield per the scope work.

The successful tenderer notified in accordance with this section shall, within ten days of notification; provide proof of insurance coverage of the type and in the amount of \$1,000,000 minimum.

11. A tender is binding on the person submitting the tender until such time as he receives formal notification by facsimile, personal service, or registered mail of the rejection of his tender, but in no case shall a tender be binding on an unsuccessful Tenderer for more than 21 days from the date of the Public Tender Opening.

**BID NUMBER T01-2024**

**TENDER**

12. **ALL QUESTIONS RELATED TO THIS TENDER ARE TO BE DIRECTED TO BRUCE GAULT, WORKS COMMISSIONER, PHONE 1-506-738-6422.** All inquiries are to be made in writing. Any and all inquiries may not be answered directly.
  
13. **RENEWAL:** The Town reserves the right to extend this contract for up to an additional two years (2025 and 2026) upon mutual consent and agreement of the Town and the contractor for each renewal year. The renewal will be subject to the same Terms and Conditions and pricing and includes a resubmission of a certified cheque in the amount of \$3,000 per original tender submission for each renewal period and proof of insurance coverage.

Renewal to be agreed to before February 1st, 2025, for the first renewal year with corresponding start date of April 21, 2025, and finish date of May 30, 2025.

Renewal for the second year to be agreed to before February 1st, 2026, with corresponding start date of April 20, 2026, and finish date of May 29, 2026.

BID NUMBER T01-2024

TENDER

Item No.	Description	Quantity Lane Kilometers	Price per Lane Kilometers	Total (Excluding HST)
1.	Vacuum Street Sweeping Services, inclusive of all Equipment, Labour and Materials for year 2024	61.024	\$ <u>381.15</u>	\$ <u>23 259.30</u>

2. Hourly Rate for non-street related extra sweeping \$ 300.00

2024 TENDER PRICE \$ 23 259.30

TENDER PRICE OF Twenty Three THOUSAND Two  
HUNDRED AND Fifty Nine DOLLARS AND Thirty  
CENTS.

THE UNDERSIGNED HEREBY AGREES TO SUPPLY THE SERVICES AWARDED, AT THE PRICE QUOTED AND IN ACCORDANCE WITH THE SPECIFICATIONS AND THE TERMS AND CONDITIONS OF THIS TENDER.

SIGNED: [Signature]  
COMPANY: Phillips Bros Excavating Ltd  
ADDRESS: 119 Edinburgh Dr. Moncton NB E1K 2K8



TITLE/POSITION: President

DATE: March 4, 2024

H.S.T. REGISTRATION NO: 897 717666AT0001

EMAIL ADDRESS: jodi@phillipsbros.ca

BID NUMBER T01-2024

TENDER

The following is a list of work of a similar nature completed by the tenderer.

<u>1. Vacuum Street Sweeping</u>	<u>2021-2023</u>	<u>\$23500.00 Annually</u>
Job	Year	Value

<u>Town of Grand Bay Westfield</u>	<u>Bruce Gault</u>	<u>506-738-6422</u>
Owner	Contact	Phone

<u>2. Town of Ouspamsis Sweeping</u>	<u>2023</u>	<u>\$24750.00</u>
Job	Year	Value

<u>Town of Ouspamsis</u>	<u>Jason McCarthy</u>	<u>506-849-5778</u>
Owner	Contact	Phone

<u>3. Village of Minto Sweeping</u>	<u>2022</u>	<u>\$12,748.42</u>
Job	Year	Value

<u>Village of Minto</u>	<u>Andrea Mazerolle</u>	<u>506-327-3383</u>
Owner	Contact	Phone

The following is a list of vacuum sweeping equipment which the tenderer agrees to provide, to complete the work in an efficient manner and within the time allowed.

<u>Make and Description</u>	<u>Year</u>	<u>Capacity</u>	<u>Condition</u>
Freightliner FC80	2005	10 Cu. Yards	Very Good.
Freightliner FC80	2005	10 Cu. yard	Very Good.
Freightliner FC80	2006	10 Cu Yard	Very Good.
Freightliner M2106	2007	10 Cu Yard	Very Good
Freightliner FC80	2005	10 Cu Yard	Very Good
Broce Broom	2012		Very Good.

**BID NUMBER T01-2024**

**TENDER**

The following is a list of Addenda that has been received by the tenderer:

<u>Addendum No.</u>	<u>Dated</u>	<u>Date Received</u>
	<i>None</i>	<i>Received</i>

**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:**

**March 11, 2024**

**TITLE: LETTER OF SUPPORT FOR REGIONAL DEVELOPMENT CORPORATION (RDC)**

**FUNDING: VETERANS PEACE PARK**

**PREPARED BY: JOHN ENNS-WIND**

**DEPARTMENT: GENERAL GOVERNMENT**

For Information

For Discussion

For Decision

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## RELATED TO STRATEGIC PLAN

- Community Vitality

## ATTACHMENTS

- Letter of Support for Regional Development Corporation (RDC) Funding: Veterans Peace Park

## BACKGROUND

In early 2021, the Veterans Peace Park Committee applied for a grant from Crane Mountain Enhancement Inc. (CMEI) to develop a concept for an updated and revitalized Veterans Peace Park. Since then, the Park has

Phase 1: Creation of the Veterans Peace Park begin in 2021 with the design stage

Phase 2: In 2022 saw the addition of: two (2) additional flag poles, two (2) decorative lamp standards, a wooden carved entrance gate, recognition banners and new LED lighting to recognize special occasions throughout the year.

Phase 3: Transformation of the aging walkway and Cenotaph into a wider, modern “Peace Walk” and “Peace Plaza.”

Phase 4: Most costly Phase with the installation of five (5) new granite monuments, a stone block retaining wall, as well as a raised flowerbed with landscaping. The Veterans Peace Park Committee has applied for Crane Mountain Enhancement Inc. (CMEI) funding via their annual grant program.

## COMMENT

The efforts of the Veterans Peace Park Committee directly align with the Town’s Strategic Priority of Community Vitality. Town Council and Administration fully support the Veteran’s Peace Park Committee’s Vision of: To create an atmosphere of peace and reflection, for the community of Grand Bay-Westfield and visitors, year-round.

The Committee is seeking Council’s support by way of a Letter of Support for Royal Development Corporation (RDC) funding, to assist with the costs associated to the final Phase of this revitalization project.

## FINANCIAL IMPLICATIONS

None.

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### Strategic Priorities:

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

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**Letter of Support for RDC funding: Veterans Peace Park**

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**RECOMMENDATION**


That the Council of the Town of Grand Bay-Westfield support Royal Canadian Legion Bayview Branch #22 efforts to obtain funding from the Development Corporation (RDC) for the Grand Bay-Westfield Veterans Peace Park.

**MOTION**

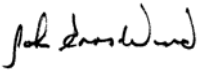
That the Council of the Town of Grand Bay-Westfield support Royal Canadian Legion Bayview Branch #22 efforts to obtain funding from the Development Corporation (RDC) for the Grand Bay-Westfield Veterans Peace Park.

**CAO COMMENTS**

**APPROVAL**

Department Head: 

**February 28, 2024**

CAO: 

**February 28, 2024**

March ##, 2024

Cory Ryan  
Grand Bay-Westfield Veterans Peace Park Committee Chair  
Royal Canadian Legion Bayview Branch 22  
22 Woolastook Drive  
Grand Bay-Westfield, NB E5K 1R4

**RE: Grand Bay-Westfield Veterans Peace Park Committee Application for Regional Development Corporation (RDC)**

On behalf of the Town of Grand Bay-Westfield, I am sending you this letter of support for the Grand Bay-Westfield Veterans Peace Park Committee's Application for Regional Development Corporation (RDC) funding.

For the purposes of the application review, the efforts of the Grand Bay-Westfield Veterans Peace Park Committee directly align with the Town's Strategic Priority of Community Vitality. RDC funding would assist with the final phase of this revitalization project including the installation of monuments, a retaining wall, a raised flowerbed and landscaping.

Town Council and Administration fully support the Veteran's Peace Park Committee's Vision of: To create an atmosphere of peace and reflection, for the community of Grand Bay-Westfield and visitors, year-round.

We trust the Regional Development Corporation will conduct usual due diligence in reviewing your application, and at the end of the process, will find that approving the Grand Bay-Westfield Veterans Peace Park Committee's Application for RDC funding, is the appropriate course to follow.

Sincerely,

Brittany Merrifield  
Mayor  
Town of Grand Bay-Westfield

TOWN OF GRAND BAY-WESTFIELD  
BILLS FOR PAYMENT

BILLS FOR RATIFICATION  
March 11, 2024

	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
1	ABLE WINDOW SHINE LTD.	TRANS.	40.25	Window Cleaning
2	ANIMAL RESCUE LEAGUE, SPCA SJ	PROT.SVCS.	345.00	Shelter Services
3	ATLANTIC WINDOOR LTD.	FIRE	388.13	Repair O/H Door
4	BELL ALIANT- monthly	REC.	59.72	Telephone
5	BELL ALIANT - monthly	GEN.GOV./TRANS.	1,066.96	Telephone
6	BELL ALIANT- (3) monthly	EMO/BLDGS.	713.89	Telephone
7	BELL MOBILITY INC.- (2) monthly	FIRE/COMM.	327.04	Wireless Phone
8	BELL MOBILITY INC. - (3) monthly	TRANS.	332.12	Wireless Phone
9	BELL MOBILITY INC. - (5)-monthly	VARIOUS	164.18	Wireless Phone
10	BERRN CONSULTING LTD./AED4LIFE.CA	BLDG.	211.60	Battery
11	BOURQUE INDUSTRIAL LTD.	ENV.DEV.	805.00	Fire Pits
12	CANOE INSURANCE (17)- annual	VARIOUS	121,466.87	Insurance Policy
13	CAPITAL SAFE & LOCK SERVICE LTD.	GEN.GOV.	524.77	Install New Lock - Safe
14	CHANDLER SALES (2)	FIRE/TRANS.	4,041.23	Pagers/Supplies
15	CITY OF SAINT JOHN	TRANS.	953.56	Painting Crosswalk
16	CODIAC PRINTING INC.	FIRE	320.85	911 Civic Signs
17	CRABBE, CHRISTOPHER	TRANS.	899.60	Tools
18	DENIS OFFICE SUPPLIES	GEN.GOV.	252.92	Office Supplies
19	DENIS OFFICE SUPPLIES	GEN.GOV.	57.49	Office Supplies
20	DENIS OFFICE SUPPLIES	GEN.GOV.	552.36	Office Supplies
21	DESIGN ART SIGNS	COMMUNICATIONS	761.88	Signage Repairs
22	DH INDUSTRIAL MARINE INC.	TRANS.	2,412.23	Repair Broken Sprockets-spreader
23	DILLON CONSULTING LIMITED (2)	ENV.DEV.	1,140.23	Professional Services
24	DOWNEY FORD SALES	TRANS.	1,084.89	Repair Truck- 17-Ford F350
25	FASTENAL CANADA LTD.	TRANS.	186.04	Lock Nuts
26	FERGUSON, CHRIS	COMM.VITALITY	400.00	Entertainment- Family Day
27	FUNDY REGIONAL SERVICE COMMISSION	ENV.DEV.	5,207.61	Cooperative/Regional Services
28	FUNDY TACTICAL & UNIFORMS LTD.	FIRE	1,983.18	Uniforms
29	GALBRAITH CONSTRUCTION LTD.	WORKS	16,998.63	Holdback Release
30	GB PHARMACY	BLDG./FIRE/TRANS.	41.93	Water
31	GB PHARMACY	BLDG.	55.20	Kleenex
32	GRAYBAR CANADA	SEW.REV.	1,067.09	Fuses
33	IRVING ENERGY	FIRE	1,340.68	Propane
34	ISPIRE-INSPIRED TECHNOLOGIES LTD.	GEN.GOV.	5,546.91	IT Services
35	J.W. BIRD AND COMPANY LIMITED	TRANS.	3,036.00	Asphalt Patching
36	KEAN, TINA	FIRE	20.00	Re-imbusement- Drivers Abstract
37	KEEL CONSTRUCTION LTD.	TRANS.	5,433.75	Trucking- Salt
38	KEEL CONSTRUCTION LTD.	TRANS.	4,571.25	Trucking- Salt
39	L.E. WHITTAKER CO. LTD.	FIRE	193.20	SCBA Inspections
40	LINDE CANADA INC. (2)	FIRE	137.80	Cylinder Rental
41	LOYALIST CITY TOWING LTD.	TRANS.	402.50	Tow Truck
42	LSW WEAR PARTS LTD.	TRANS.	2,449.50	Cutting Edge for Plow
43	M&C (PIZZA DELIGHT)	LEGIS.	170.99	Council Meals
44	M&C (PIZZA DELIGHT)	FIRE	49.21	Meals - Training
45	MAGUIRE EXCAVATING LTD.	TRANS.	7,647.50	Trucking- Salt
46	MEGA-LAB MANUFACTURING CO. LTD.	TRANS.	3,076.25	Supplies
47	MOTOSPORT PLUS NB INC.(3)	GEN.CAP.	44,180.70	24 Yamaha Side by Side ATV/Access.
48	MYLES HOME HARDWARD (2)	TRANS.	147.71	Supplies
49	MYLES HOME HARDWARE	GEN.GOV.	111.54	Space Heater
50	MYLES HOME HARDWARE	FIRE	76.90	Supplies - Training Tower
51	NB ASSOC. OF FIRE CHIEFS ASSOC.	FIRE	225.00	Membership
52	NBDOA	ENV.DEV.	100.00	Membership
53	NB POWER (1) yearly festive lights	TRANS.	36.75	Power
54	NB POWER (1) - monthly	TRANS.	11,935.64	Power
55	NB POWER (31) -monthly	TRANS./SEW.REV.	5,550.36	Power
56	NB POWER (3) - monthly	BLDG.	3,292.58	Power
57	NB POWER (2) - monthly	BLDG./SEW.REV.	1,239.70	Power
58	NB POWER (9)- monthly	REC./BLDG.	5,961.00	Power
59	NB POWER (2) - monthly	FIRE	96.71	Power
60	NB SOUTHERN RAILWAY	TRANS.	287.50	Land Lease
61	2049587 ONTARIO INC.	GEN.GOV.	954.50	Consulting Services
62	PARTS FOR TRUCKS (4)	TRANS.	2,138.28	Parts
63	PARTS FOR TRUCKS	TRANS.	754.58	Torque Wrench, Floor Jack/stands
64	PARTS FOR TRUCKS (3)	TRANS.	863.48	Parts
65	PAUL EQUIPMENT & SONS	TRANS.	4,054.13	1000 Hr Service - Dooson Loader



TOWN OF GRAND BAY-WESTFIELD  
BILLS FOR PAYMENT

<b>BILLS FOR RATIFICATION</b>				
March 11, 2024				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
66	PCS SALES INC. (2)	GEN.GOV.	4,310.30	Salt
67	PCS SALES INC. (3)	GEN.GOV.	5,279.05	Salt
68	PCS SALES INC. (11)	GEN.GOV.	19,623.68	Salt
69	PERRY, MATTHEW	TRANS.	300.00	Professional Services
70	PERRY, MATTHEW	TRANS.	300.00	Professional Services
71	QUALITY SOUND ALARM	BLDG.	468.51	Monthly Monitoring- Alarm System
72	READ, ADAM	FIRE	30.16	Coffee/Breakfast S/W
73	RECEIVER GENERAL - INNOVATION, SCIENCE	TRANS.	585.32	Radio License
74	RECEIVER GENERAL - INNOVATION, SCIENCE	FIRE	356.23	Radio License
75	ROGERS CABLE	BLDG.	154.56	Cable TV
76	SAFETY SOURCE	FIRE	2,903.75	Leather Boots
77	SAINT JOHN LABORATORY SERVICES LTD.	SEW.REV.	247.25	Water Tests
78	SAINT JOHN SPRING WORKS LIMITED	FIRE	10,005.00	Repair Trailer
79	SAVOY, ANN	PROT.SVCS.	2,490.00	Animal Control
80	SCHOLTEN'S GB LTD.	FIRE	106.18	Supplies
81	SCOTIABANK VISA	VARIOUS	13,897.00	Supplies
	- Adobe - Renewal - \$1,710.65			
	- Webinar - Finance - \$1,575.00			
	- PPE Solutions - FF Boots- \$2,361.60			
82	SELECT MECHANICAL INC.	FIRE	3,891.31	Repair Heating System- Stn. 1
83	SIGNS BY ANDREW (2)	TRANS.	841.00	Signs
84	SOBEYS- FOODLAND	TRANS.	127.80	Water
85	SOBEYS- FOODLAND	LEGIS.	44.11	Pop/Water
86	SOURCE ATLANTIC LIMITED (2)	TRANS./SEW.REV.	767.44	Parts
87	STAR-KEY ENTERPRISES LTD. (2)	TRANS.	746.42	Change Oil/MVI
88	STAR-KEY ENTERPRISES LTD.	TRANS.	819.38	Install Window Regulator/battery
89	STAR-KEY ENTERPRISES LTD.	TRANS.	5,875.84	Repairs - 2016 F250
90	TELUS	BLDG./FIRE/TRANS.	621.00	Telephone-Office
91	THE CRITTER GITTER	FIRE	51.75	Pest Control
92	THE CRITTER GITTER	BLDG.	172.50	Replace 8 Bait Stations
93	THE CRITTER GITTER	BLDG.	51.75	Pest Control
94	THOMAS INDUSTRIAL SALES LIMITED (3)	SEW.REV.	2,709.71	Parts for Pumps
95	UMNB	LEGIS.	200.00	Registration
96	UNIVERSAL TRUCK & TRAILER	TRANS.	451.14	Repair Brakes
97	UNIVERSAL TRUCK & TRAILER (2)	TRANS.	451.15	Repair Brakes/Engine Light
98	UNIVERSAL TRUCK & TRAILER	TRANS.	568.84	Repair Brakes/ABS Light
99	UNIVERSAL TRUCK & TRAILER	TRANS.	4,808.18	Brake Inspection/Repair
100	UNIVERSAL TRUCK & TRAILER	FIRE	415.84	Diagnose Engine Light
101	WEX CANADA	TRANS./FIRE	14,093.97	Fuel
102	YELLOW PAGES	GEN.GOV.	35.77	Advertising
	<b>BILLS FOR RATIFICATION</b>		<b>379,746.94</b>	
	<b>TOTAL BILLS FOR PAYMENT</b>		<b>379,746.94</b>	

# SAINT JOHN THEATRE COMPANY

February 7, 2024

From: Stephen Tobias  
The Saint John Theatre Company Inc.

To: The Mayor and Council  
Town of Grand Bay - Westfield

Re: Update on Progress of the Sydney Street Courthouse Theatre Development

It was a great pleasure to meet on February 6 with the assembled mayors, hosted by Andrew Beckett and his team at Envision Saint John. I was pleased to report on the status and recent progress of our project.

As we discussed, the SJTC began working on the Courthouse development in 2016 when it was clear we were on track to outgrow our current facilities. When we opened the Princess Street facility in 2007, the Company was a volunteer organization with just one part-time staff member. We typically produced three plays presented at Imperial Theatre and the occasional work at venues such as the Mary Oland Theatre at the New Brunswick Museum.

Today, the Company has twelve permanent staff and manages over forty cultural events annually for an audience that has grown to 20,000 - 25,000 annual attendees. Our audience and our local theatre-makers are drawn from all communities in the greater Saint John region, and the organization's impact is felt province-wide.

The Company is now focused on further growth. In 2019, the SJTC launched the Atlantic Repertory Company (ARC), designed to be a fully professional theatre production company tasked with creating opportunities for emerging theatre makers from across Atlantic Canada. From the beginning of the ARC project, it was clear that this new branch of the Company would need a home to accommodate additional staff and work, which led our team to consider the vacant Sydney Street Courthouse. Since then, the SJTC has:

- acquired the Sydney Street property
- completed all design and construction drawings (by EXP Architects)
- completed rear excavation and site preparation
- completed interior site preparation
- secured heritage approvals and building permits
- gained significant private-sector support
- confirmed major support from the City of Saint John
- tentatively secured significant federal funding, which would require construction to begin by mid-2024.

# SAINT JOHN THEATRE COMPANY

We are now focused on securing a significant investment in the project from the Province of New Brunswick. In 2017, the provincial government agreed to transfer ownership of the Sydney Street property to the SJTC and pledged \$500,000 to support its initial development. The provincial process took time, and SJTC did not assume ownership until March of 2020 – exactly one week prior to the province's first COVID-19 lockdown.

The impacts of the pandemic on the project have been significant, delaying the entire process and necessitating advanced building re-designs to future-proof the facility against future pandemics. We have also seen the cost of building materials and construction increase exponentially due to post-COVID inflation. The project budget now is \$35 million.

Despite these challenges, we have emerged with a ready-to-implement project and confirmed support from the City, and the possibility of major financial support from the federal government is imminent.

We are requesting that the Province consider all means of providing financial support in the range of \$8 million, considering the cultural and historical significance of the Courthouse Theatre and its development. This proposed investment would effectively launch the project from the preparation stage, now complete, into active construction.

## **Our request of you:**

We respectfully ask you to consider two actions: first that your community will voice support for the project by writing a formal letter encouraging the Province of New Brunswick to invest in the Courthouse project; and, second, that you will discuss our project with your MLA.

If you wish it, I would welcome an opportunity to give your Council a more detailed, confidential update in a closed session. There are aspects of the project that for now cannot be made public, but which would be relevant and of interest to you and your Council colleagues.

Thank you so much for your time, your continued support, and your consideration.

Kind regards,

*Stephen Tobias*

Stephen Tobias  
Executive Director  
The Saint John Theatre Company Inc.

CC: Saint John Theatre Company Board

**From:** [Stephen Tobias](#)  
**To:** [administration](#)  
**Cc:** [Jessica Raven](#)  
**Subject:** SJTC Courthouse Project  
**Date:** February 7, 2024 7:10:45 PM  
**Attachments:** [Letter to Town of Grand Bay Westfield.pdf](#)

---

**CAUTION:** External sender

Hello,

Yesterday, I had the privilege to address the various regional mayors in a meeting at Envision Saint John.

There was a request that I send along a formal request for support.

I have enclosed a letter, and below is a link to the video walk-through of the designs for our proposed Courthouse Theatre development.

<https://vimeo.com/556265462/76b2e4d125>

Please let me know if there is anything more I can send along at this time.

The support of your community is vitally important to the success of this project.

Thank you so much.

Regards,

Stephen

**Stephen Tobias**  
Executive Director/Artistic Director

The Saint John Theatre Company Inc.  
The Atlantic Repertory Company (ARC)

[www.saintjohntheatrecompany.com](http://www.saintjohntheatrecompany.com)

[www.atlanticrep.ca](http://www.atlanticrep.ca)

*My work day may look different than your work day. Please do not feel obligated to respond out of your normal working hours.*



**NEW BRUNSWICK BUILDING OFFICIALS' ASSOCIATION**

P.O. Box 30033  
Prospect Plaza  
Fredericton, NB  
E3B 0H8

January 25, 2024

We, at the New Brunswick Building Official Association (NBBOA), are very excited to announce we will be hosting our annual conference and AGM in Saint John, NB. This event is typically attended by building officials from the Maritimes as well as other construction professionals (engineers, interior designers, architects, etc.) from all over Canada. We are a non-profit organization that exists to ensure the highest standards with regard to building health, safety and accessibility in the province of New Brunswick.

Please take this letter as our official request for sponsorship for our 2024 conference and AGM. Sponsorship tiers vary and ask that you pick one that best suits your needs as a company. This year will mark the 48th annual conference and AGM for the association and we are looking to grow the event by heavily involving the host community and increasing both individualized and corporate membership. The event will be held at the Delta Saint John from April 10<sup>th</sup>-12<sup>th</sup>, 2024.

Thank you in advance for your consideration on this matter. Your support would truly aid in the growth of our association and its success.

Sincerely,

Tracy Battilana  
Executive Assistant

February 26, 2024

File: 100018.012-LTR

Keri Burpee

Via email: kburpee801@gmail.com

**Re: Response to Feedback and Questions  
Crane Mountain Landfill Capacity Augmentation EIA, Saint John, NB**

---

Thank you for taking the time to provide feedback and questions regarding the Crane Mountain Landfill Capacity Augmentation and Life Extension Project Environmental Impact Assessment (EIA), which has been registered with the New Brunswick Department of Environment and Local Government (NBDELG) under EIA # 4561-3-1617. Public involvement is a fundamental part of the EIA process, and all comments and questions that were collected over the course of the public consultation period are being carefully considered as the Project progresses.

A copy of your correspondence is attached. We are pleased to present our responses which address concerns and correct some misunderstandings presented in your email. Responses to your specific questions and comments are detailed below.

**Comment 1: New Brunswick needs to reduce greenhouse footprint by efforts including recycling and composting.**

**Response:** Since the opening of Crane Mountain Landfill, FRSC has been committed to waste diversion. FRSC is one of two New Brunswick regional landfills to offer composting, recycling and household hazardous waste year-round and during all operating hours. Other waste diversion initiatives include public education activities such as tours for schools and FRSC attendance at other community events. Please visit their website at <https://fundyregion.ca/> for more information on programs.

This commitment is demonstrated by the effective historical extension of the landfill life that was accomplished without changing the landfill footprint or approved height. Based on the *Crane Mountain Landfill Preliminary Design Report* by Dillon dated March 1997, Crane Mountain Landfill was designed to accept solid waste produced in the Fundy Region for a minimum of 25 years.

The approved landfill footprint was sized based on an average of 85,000 tonnes of waste being accepted each year, with waste placed up to a maximum elevation of +90 metres above mean sea level (geodetic).

The estimated 85,000 tonnes of waste accepted per year used for estimating the life of the landfill in 1997 did not consider composting, waste reduction, or recycling. Thanks to FRSC's commitment to several measures like a voluntary organics diversion, recycling, enhanced compaction efforts, the establishment of a construction and demolition area, among other efforts, the actual amount of waste deposited into containment cells at Crane Mountain Landfill on an annual basis is less than 70,000 tonnes. These measures have allowed FRSC to extend the life of the approved landfill, without expanding the landfill footprint.

As noted in your comment, composting as implemented at Crane Mountain Landfill is an effective way to reduce greenhouse gas emissions at a landfill facility. Organics produce methane as the biodegrade in a landfill, which is a very potent greenhouse gas. Alternatively, the breakdown of organics in a composting facility produces carbon dioxide, which is significantly less potent than methane as a green house gas.

**Comment 2: Was money for the EIA well spent?**

**Response:** As detailed in Section 5.5.4 of the EIA registration document, it is estimated that raising the approved elevation will save FRSC \$22 million (2023 dollars) over the extended life of the landfill. If this project is approved and implemented, the savings generated will allow FRSC to enhance existing diversion programs, explore new waste diversion opportunities, as well as look for other operational improvements for the Landfill, while limiting the financial burden of such enhancements on the residents and communities in the Fundy Region.

It should also be noted that funding used for conducting the EIA was not taken from funding allocated for waste diversion initiatives.

**Comment 3: Crane Mountain Landfill should implement a program that converts organic waste to energy.**

**Response:** As detailed in Section 2.5.3 of the EIA Registration document, Crane Mountain landfill has a landfill gas (LFG) collection and control system (GCCS) and LFG utilization system (LFGUS) that combusts the LFG collected at the landfill to produce electricity using a generator. The Crane Mountain GCCS consists of 56 LFG collection wells, 21 of which were drilled in the spring of 2023 and were connected via new collection pipes to the collection system in the fall of 2023. Please see the FRSC website for more information about their waste to energy initiatives:

<https://fundyregion.ca/solid-waste/crane-mountain-landfill/energy-production/>

**Comment 4: Commentary regarding blue bins no longer being available.**

**Response:** The blue recycling bins were decommissioned by the FRSC in consultation with participating communities (including Grand Bay-Westfield). It was decided that the blue bins were beyond their service life and that replacement bins were cost prohibitive. Some FRSC communities elected to go with roadside collection (Saint John, Rothesay, Quispamsis) while other instituted their own blue bins (Hampton).

It should be noted that New Brunswick as province will be adopting an Extended Producer Responsibility program for packaging and paper products (PPP). A province-wide PPP program would include most plastics, packaging and paper that are not already covered in another recycling program (e.g. beverage containers). Examples of designated materials include all types of cardboard, paper, magazines, plastic containers, plastic wrap, egg cartons, tin cans and glass jars.

This change will alter the recycling programs offered to New Brunswickers and this is being imposed provincially and the FRSC will be required to conform to this program.

Please see the link below for additional information on this new system that is still being implemented.

<https://www.country94.ca/2023/11/02/n-b-launches-new-provincewide-recycling-program/>

**Comment 5: The EIA concerning increasing the landfill height and raising the landfill can be deferred.**

**Response:** The increasing of height at landfills has become a regular solid waste industry consideration and practice as a sustainable solution for disposal. In New Brunswick, two of the six landfills have successfully undergone recent EIAs to expand their overall capacity by increasing height. Before the FRSC will pursue creating another landfill, due diligence requires all reasonable options be explored.

The approval for siting of a new landfill area will be an expensive multi-year undertaking. Based on experience, locating and developing a new landfill would take several years, based environmental regulatory legislation and other factors related to finding an appropriate site. For reference, Crane Mountain Landfill opened in 1997 after over 5 years of studies and assessment. An EIA for an increasing the height and utilizing all available current space would take place before this significant investment of time and taxpayer money.

Considering local expertise has been developed in industry and government regarding this matter, it makes sense to review the option now while the experienced experts are available. Additionally, consideration of this EIA now best incorporates sustainability into the decision. Truly sustainable options provide the best combination of financial, environmental and social benefits.



If raising Crane Mountain Landfill is approved, there are immediate financial benefits for FRSC 15 years sooner than delaying the project by 15 years, which results in benefits for all FRSC member communities that can be taken advantage of now. As detailed in Section 5.5.4 of the EIA registration document, it is estimated that raising the approved elevation will save FRSC \$22 million (2023 dollars) over the extended life of the landfill. If this undertaking is approved, FRSC is planning on utilizing additional space on top of existing containment cells before building new containment cells. This will postpone the construction of new containment cells by more than 15 years. The short-term savings from raising the approved elevation will allow FRSC to make additional investments sooner that will benefit the region such as new landfill gas utilization opportunities and leachate treatment systems.

With every landfill cell built, more natural habitat is destroyed. Crane Mountain Landfill has seven cells remaining to construct. The more waste a cell footprint holds, the less land altered, and less habitat destroyed. By approving a move higher, the area of a cell will hold more waste making it more efficient.

An immediate approval will allow for:

1. New technologies to be adopted, resulting in a smaller footprint being impacted. If a new technology removes the need for a landfill, it is best to have a smaller footprint at that point in time so that less land is impacted.
2. Enhanced diversion programs will best utilize land by fully utilizing the current, smaller footprint size and only adding cells as needed. This is preferable over delaying the height EIA to the end of current life and filling the whole footprint to elevation +90 m above mean sea level, and then going higher. FRSC is one of two landfills in New Brunswick to offer composting, recycling and household hazardous waste year-round and during all operating hours.
3. Raising the landfill will reduce the expansive, relatively flat area on top of the cells and improve drainage of future final covers. There will also be more vegetated surface area to absorb water and sloped sides will promote good drainage during precipitation events, which will minimize water ponding on top of the cover. Less water ponding means less infiltration through final covers, reducing leachate production.

When Crane Mountain landfill is eventually at capacity, it is likely, despite technology, that a new landfill will need to be sited and constructed. This will result in additional habitat destruction and other environmental impacts to nature. We should do what we can to minimize further waste footprints since it has been demonstrated that the Crane Mountain Landfill infrastructure and ground conditions can support the additional loads of having the waste up to 49.5 metres thick (an increase of 27.5 metres over the current maximum waste thickness of 22 meters).

Landfill Gas technologies are relatively new to the industry and new technology will be developed to increase efficiency and to meet new regulations moving forward. Moving higher now will allow FRSC to implement these improvements into old solid waste to maximize capture of landfill gas, and reduce odours. Without going higher, there are no plans to expand LFG capture in the previously capped landfill areas.

Crane Mountain Landfill is also one of the largest employers in the area and having the security of long-term jobs with members of the community ensures dedication of FRSC to doing the best for the community, because our staff live here.

From the FRSC point of view, this clearly demonstrates the importance of sustainability into determining why the EIA should be considered at this point in time.

**Comment 6: The EIA registration document is a desktop study and is insufficient.**

**Response:** Where applicable, GEMTEC did conduct field studies for this EIA, including wetland delineations and other assessments over several site visits.

The EIA registration document is not simply a desktop study, but rather a comprehensive report that relies on and is informed by data that has been collected since the initial development of Crane Mountain Landfill in the 1990s. The EIA registration document was developed to comply with the EIA Determination Review process administered by the NBDELG through the application of the *Environmental Impact Assessment Regulation* under the *Clean Environment Act*.

The Determination Review is a major project planning process which is initiated after the submission of a registration document. The registration document includes a both a description of the existing environment in the area where the project is proposed and a detailed description of the proposed project. Potential related interactions with or impacts on the environment, both positive and negative, resulting from the project, are identified, and described in the registration document. Potential impacts to the environment are evaluated through the identification of all features of the environment possibly effected by the project interactions with environment.

This proposed Project is limited to placing MSW in an approved, active facility, within the approved footprint, the only change that will occur is the height (or elevation) to which waste will be deposited. The Project scope limited the requirement for new sampling or new information to support the Project proposal, as clearly articulated in the EIA registration document. Existing geotechnical (soil), hydrogeological (groundwater), and other environmental studies and reports that have been conducted since the landfill was sited in 1997 were reviewed and utilized in our analysis for this EIA. These samples (for example, over 90 borehole and test pit logs within the landfill footprint that is no longer accessible to sample) remain valid, since the hydrogeological, geotechnical, and other site conditions will not change as a result of this Project being

implemented, should a determination be issued allowing it to proceed. The only change occurring is the elevation of MSW deposition.

Careful analysis was conducted using existing information to ensure potential effects on the environment were identified and mitigated. This analysis, identified potential effects, and proposed mitigative measures are all detailed in the EIA Registration document and TRC responses (two submitted and one pending submission to date).

**Comment 7: Divert garbage now and maybe the landfill can last longer than expected.**

**Response:** The waste diversion measures taken by FRSC have already significantly extended the life of Crane Mountain Landfill and this project will not prevent diversion being expanded moving forward. Even with diversion, the raising of the landfill is an important project.

See our response to Comment 1 regarding extending the landfill life through diversion. See response to Comment 5 regarding why it should be done now.

**Closure**

We trust this letter addresses the main concerns contained in your email dated January 29, 2024.

FRSC will be posting a copy of their summary report for public engagement (including responses) on the FRSC project specific website. Please visit this website for project updates and additional information regarding this project.

<https://fundyregion.ca/solid-waste/crane-mountain-landfill/eia/>

Thank you again for your input. If you have any further questions or concerns, please contact Marco Sivitilli by email at [marco.sivitilli@gemtec.ca](mailto:marco.sivitilli@gemtec.ca).

**From:** [Marco Sivitilli](#)  
**To:** [Keri Burpee](#)  
**Cc:** [EIA](#)  
**Subject:** Re: Landfill Expansion  
**Date:** Wednesday, January 31, 2024 8:39:10 AM

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Good morning Keri,

Thank you for this correspondence. We will integrate your input as part of the Commission's EIA investigation, and it will be included in the public consultation report as part of the submission to the Department of Environment.



We at GEMTEC are currently working on responding to all questions received from the public and we will send a response to your correspondence by mid-February, once the public comment period is closed on January 31, 2024.

Let us know if you have any questions.

Thanks,

Marco

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 	<b>Marco Sivitilli, P. Eng.</b> Associate VP Operations, Atlantic Fredericton, NB tel: 506.453.1025 / toll-free: 1.877.243.6832 mobile: 506.343.2188
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**From:** Keri Burpee <kburpee801@gmail.com>  
**Sent:** Tuesday, January 30, 2024 8:34 PM  
**To:** EIA <eia@gemtec.ca>; Marco Sivitilli <marco.sivitilli@gemtec.ca>  
**Subject:** Landfill Expansion

Some people who received this message don't often get email from kburpee801@gmail.com. [Learn why this is important](#)

Please see attached Letter.  
Thank you

**CAUTION:** This email is not from someone with an @gemtec.ca email address. Do not click links or open attachments that you do not trust.

Jan 29/2024

Fundy Regional Service Commission  
PO Box 3032  
Grand Bay-Westfield NB  
E5K 4V3

Subject: Crane Mountain Landfill Capacity Augmentation & Life Extension Project

To Whom it concerns,

I am writing in response to the proposed increase in height to the existing cells at the landfill. It is time for New Brunswick to take serious responsibility to reduce our greenhouse footprint. New Brunswick is behind in these efforts and needs to catch up to other provinces in its diversion tactics including recycling and composting efforts. We need to work on projects to build a path to net zero.

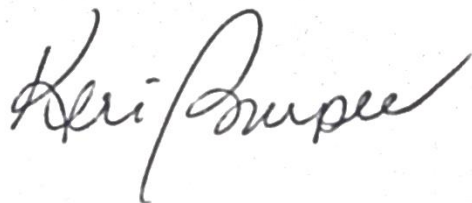
With the recent success of Saint John diverting material from the landfill, was the money used for the EIA well spent? Would it not be more effective to develop a plan to implement programs to convert organic waste to energy, re-install the Blue recycle bins to areas where there is no curbside pick up, adding recycling for glass (just to name a few). The need is critical, and the time is now to increase these efforts. The need to re-visit the height can be deferred until the efficacy of the diversion tactics have been established.

The report suggests the existing system can handle adding another 40-ish years to its life, and that, the risk of leakage into local lakes, streams and wells is low. However, the desk top study seems to have insufficient data to support the risk assessment. We need to take every effort to divert the garbage now, and maybe the landfill could safely last longer than expected.

Please re-consider the option to add more garbage and take responsible action to reduce.

Sincerely,

Keri Burpee

A handwritten signature in black ink that reads "Keri Burpee". The signature is written in a cursive style with a large, sweeping initial "K".

March 6, 2024

File: 100018.012-LTR

John Enns-Wind, CAO Town of Grand Bay-Westfield, ([john@towngbw.ca](mailto:john@towngbw.ca))  
Nicole Goddard, Assistant Clerk/Executive Assistant, Town of Grand Bay-Westfield  
([nicole@towngbw.ca](mailto:nicole@towngbw.ca))

**Re: Response to Feedback and Questions  
Crane Mountain Landfill Capacity Augmentation EIA, Saint John, NB**

---

Thank you for taking the time to provide feedback regarding the Crane Mountain Landfill Capacity Augmentation and Life Extension Project Environmental Impact Assessment (EIA), which has been registered with the New Brunswick Department of Environment and Local Government (NBDELG) under EIA # 4561-3-1617. Public involvement is a fundamental part of the EIA process, and all comments and questions that were collected over the course of the public consultation period are being carefully considered as the review progresses.

A copy of your communications to us are attached. These communications will be included in the summary of public engagement report submitted to NBDELG for review and acceptance as a part of the EIA process.

FRSC developed and is maintaining a project-specific website with resources including copies of the presentations made at public information sessions, visual resources like renderings depicting the proposed new landfill configuration, and the complete EIA registration document. FRSC will also be posting a copy of the summary report for public engagement (including responses) on the FRSC project specific website. Please visit this website for project updates and additional information regarding this project.

<https://fundyregion.ca/solid-waste/crane-mountain-landfill/eia/>

Thank you again for your input. If you have any further questions or concerns, please contact Marco Sivitilli by email at [marco.sivitilli@gemtec.ca](mailto:marco.sivitilli@gemtec.ca).

1. **CALL TO ORDER / LAND ACKNOWLEDGEMENT**

The Town of Grand Bay-Westfield Planning Advisory Committee conducted a meeting on Monday, February 5, 2024, with Chair Jim Burke presiding. The meeting was livestreamed on the Town's YouTube channel.

2. **RECORD OF ATTENDANCE**

Members in attendance were Chair Jim Burke, Vice-Chair Theresa Gordon, Andrew Miller, Philip Reeves, Kelly Thompson, Darrel Short, Councillor Jim Balcomb & Cathy Fawcett

3. **PAC MEETING MINUTES OF: DECEMBER 4, 2023**

moved by Philip Reeves...

**“to accept as presented the PAC meeting minutes of December 4, 2023...”**

Seconded by Vice-Chair Theresa Gordon. Carried.

4. **REGULAR COUNCIL MEETING MINUTES OF: NOVEMBER 27, 2023, AND DEC. 11, 2023**

moved by Cathy Fawcett...

**“to receive and file the Regular Council meeting minutes of November 27, 2023, and December 11, 2023...”**

Seconded by Kelly Thompson. Carried.

5. **CHAIRMAN'S REMARKS**

None.

6. **ELECTION OF OFFICERS FOR 2024**

Councillor Balcomb took the floor for the election of Chair and Vice-Chair Officers for 2024.

The election of officers proceeded.

Jim Burke agreed to stand for the office of PAC Chair.

Nominations for the position of Chair was called for three times. There being no other nominations, **Jim Burke was acclaimed PAC Chair for 2024.**

Theresa Gordon agreed to stand for the office of PAC Vice-Chair.

Nominations for the position of Vice-Chair was called for three times. There being no other nominations, **Theresa Gordon was acclaimed PAC Vice-Chair for 2024.**

- 7. **DECLARATION OF CONFLICT OF INTEREST**
- 7. A. **DEVELOPMENT OFFICER'S MEMORANDUM OF JANUARY 17, 2024**
- 7. B. **LOCAL GOVERNANCE ACT SECTIONS 86-98, CONFLICT OF INTEREST**

moved by Darrel Short...

**"to receive and file Development Officer's Memorandum of January 17, 2024, and Local Governance Act Sections 86-98..."**

Seconded by Cathy Fawcett.

Carried.

- 8. **BUILDING PERMIT REPORTS: DECEMBER 2023 & JANUARY 2024**

...moved by Councillor Jim Balcomb...

**" to receive and file Building Permit Reports: December 2023 and January 2024..."**

Seconded by Philip Reeves.

Carried.

- 9. **VARIANCE APPLICATION – 8 CALVIN LANE, PID 30246912**  
**RE.: FRONT YARD & REAR YARD SETBACKS**
- 9. A. **GEORGE LOUTSOS APPLICATION DATED DECEMBER 18, 2023**
- 9. B. **PLANNING OFFICER'S REPORT DATED JANUARY 31, 2024**

George Loutsos was present to speak on behalf of the application to reduce the front and rear yard setbacks for 8 Calvin Lane. There were no questions and no one to speak in opposition to the application.

It was noted that the Town did receive two phone calls enquiring about the application. Neither call was in opposition to the proposal.

moved by Vice-Chair Theresa Gordon...

**"that the Planning Advisory Committee Grant approvals for the following Variances to the Town of Grand Bay-Westfield Zoning**



By-law No. PD-009, for the development of 8 Calvin Lane (PID 30246912) to construct a new single-family Dwelling:

- a) grant a variance of 0.6 m to reduce required rear yard setback from 7.5 m to 6.9 m;
- b) grant a variance of 2.32 m to reduce the front yard setback from 7.5 m to 5.1.8 m to accommodate a portion of covered veranda, along the front face of the building.....”

Seconded by Cathy Fawcett.

Carried.

10. **ADJOURNMENT**

moved by Philip Reeves...

**“to adjourn at 7:38 pm...”**

Respectfully submitted

  
Jim Burke  
PAC Chair

  
Heather Shannon  
PAC Secretary

**Monthly Report for January 2024**

**Emergency Responses:**

4 Medical Rescue  
6 Motor Vehicle Accidents

**Training:**

Regular Weekly Training  
Firefighter I Course

**356 Hours**

**Shifts:**

722 shifts

**4,332 Hours**

**Ancillary Activities:**

Officers meeting

**20 Hours**

**Highlights:**

Refurbished Rescue – 1 placed in service.



Troy Gautreau  
Fire Chief/Deputy CAO



## Monthly Report for February 2024

### Emergency Responses:

12 Medical Rescue  
1 Motor Vehicle Accident  
1 General Service (flooded basement)

1 Structure Fire  
4 Fire Alarm Activated

### Training:

Regular Weekly Training  
Firefighter I Course

**414 Hours**

### Shifts:

693 shifts

**4,158 Hours**

### Ancillary Activities:

Officers meeting

**20 Hours**

### Highlights:

Four new members were welcomed to the Department



Firefighters took part in the second annual Pond Hockey Tournament with Wesford Fire Department





Medicine Shoppe Grand Bay-Westfield  
donated doses of Narcan valued at \$1,000.



Troy Gautreau  
Fire Chief/Deputy CAO