

- 1. Call to Order**
- 2. Acknowledgement of Treaty Land**
- 3. Mayor's Comments**
- 4. Record of Attendance**
- 5. Agenda Approval**
- 6. Disclosure of Conflict of Interest**
- 7. Public Hearings/Presentations/Delegations/Petitions**
 - a) Overview of the 2023 Audit - Nik Malatestinic, Curry & Betts
 - b) Housing Accelerator Fund
- 8. Minutes of Previous Meeting(s)**
 - a) Regular Council Meeting Minutes of March 11, 2024
 - b) Email Poll: Records Management
- 9. Unfinished Business**
 - a) Housing Accelerator Fund
- 10. By-laws**
 - a) Third Reading – By-Law No. PS-006 Prosser Court Street Closing
- 11. New Business/Recommendations**
 - a) 2023 Audit Report
 - b) Digital Sign Policy
 - c) Pavement Marking Tender
 - d) Public Street, Smith Lane – Harrison Subdivision
 - e) Public Street, Smith Lane – Robillard Subdivision
 - f) Lions Club Renewal
- 12. Bills for Payment**
- 13. Consent Agenda**
 - a) Letter – UMN Property Tax Insert Reply
 - b) Letter – Town Property Tax Insert Reply to GNB
 - c) Letter – Regarding Electrical Wiring & Building Permits
 - d) CCBF 2023 Annual Report
 - e) Building Inspection Report: February 2024
 - f) Invitation – Triangle Awards

- 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 pm.

2. Acknowledgement of Treaty Land

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

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

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

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

3. Mayor's Comments

4. Record of Attendance

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

Regrets:

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

5. Agenda Approval

That the Council of the Town of Grand Bay-Westfield approve the Agenda of March 11, 2024, as presented.

Motioned by: Councillor Balcomb

Seconded by: Councillor Burpee

Carried

6. Disclosure of Conflict of Interest

None

7. Public Hearings/Presentations/Delegations/Petitions

None

8. Minutes of Previous Meeting

a) Regular Council Minutes of February 12, 2024

That the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of February 12, 2024, as presented.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor McIntosh Lawrence

Carried

b) Email Poll: UTV Replacement

That the Council of the Town of Grand Bay-Westfield ratify the email poll: UTV Replacement.

Motioned by: Councillor Burpee

Seconded by: Councillor Balmans

Carried

9. Unfinished Business

None

10. By-Laws

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

1) Third Reading (By Title)

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

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balcomb

Carried

b) **By-law PS-006 Prosser Court Street Closing**

1) **First Reading (By Title)**

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

Motioned by: Councillor Balemans

Seconded by: Deputy Mayor Toole

Carried

2) **Second Reading (By Title)**

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

Motioned by: Councillor Balcomb

Seconded by: Councillor Balemans

Carried

11. New Business/Recommendations

a) **Amendments to Centrum Digital Sign Policy**

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.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Deputy Mayor Toole

Carried

b) **Server Replacement**

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.

Motioned by: Councillor Balemans

Seconded by: Councillor Burpee

Carried

c) Dog Park Lighting Survey Results

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.

Table this item until after the Recreation study is completed in the fall.

d) 2024-2026 Vacuum Street Sweeping Tender

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).

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Burpee

Carried

e) Letter of Support RDC Funding – Veterans Peace Park

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.

Motioned by: Councillor Balemans

Seconded by: Deputy Mayor Toole

Carried

12. Bills for Payment

- a) That the Council of the Town of Grand Bay-Westfield authorize the March 11, 2024 bills for payment as presented in the amount for \$379,746.94.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

Carried

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

End Consent Agenda

That the Council of the Town of Grand Bay-Westfield receive and file the consent agenda items for March 11, 2024.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Burpee

Carried

14. Council Reports

15. Business Arising from Committee of the Whole

16. Adjournment

That the Council of the Town of Grand Bay-Westfield adjourned the meeting at 7:55pm.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

Carried

John Enns-Wind
CAO

Brittany Merrifield
Mayor

HOUSING ACCELERATOR FUND

Growing the Town



Grand Bay-Westfield

NEIGHBOURS BY NATURE

Agenda

- **Housing Accelerator Fund (HAF): What is it?**
- **HAF Achievements**
- **HAF Action Items**
- **Continued Housing Action Items**

HAF: What is It?

- **The Town has received funding for housing through the Housing Accelerator Fund of \$1,051,143. Our application was approved as received.**
- **The Government of Canada has introduced HAF to encourage local governments to implement initiatives that will speed up housing development and increase supply. The primary objective is to build new, affordable, housing faster. HAF has \$4 Billion and is to be distributed until 2026-2027. The minimum requirements that applicants must meet include:**

HAF: What is it? Continued

- **Develop an action plan;**
- **Commit to a housing growth target;**
- **Complete/update housing needs assessment; and**
- **Submit periodic reports.**
- **HAF Total New Units = 123**
- **Council's Strategic Goal is to increase the population by 1,000 people, and new building assessment by \$200 Million by 2032.**

HAF Achievements

- 1. Promoting high-density development without the need for rezoning;**
- 2. Allowed increased housing density on a single lot;**
- 3. Encouraging accessory dwelling units, a second smaller unit on the same property as a primary unit;**
- 4. Promoting infill developments;**
- 5. Implementing revised parking requirements such as reduced parking spaces;**

HAF Achievements: Continued

- 6. Ensuring that development and amenity charges are clear, transparent and predetermined;**
- 7. Waiving public hearings on all affordable housing project that conform to the official community plan;**
- 8. Implemented measures to address or prevent flood plain or climate change risk;**
- 9. Incorporated the climate adaptability plan into the Municipal Plan;**

HAF Achievements: Continued

- 10. Updates to subdivision guidelines including road standards;**
- 11. Implementing inclusionary zoning; and**
- 12. Implementing changes to decision making such as delegating development approval authority to municipal staff based on established thresholds or parameters.**

HAF Action Items: # 1

#1. Incentives, Costing and Fee Structures

- **Develop a new Residential Development Incentive By-law:**
- **Remove municipal permitting costs for developments with a minimum of 6 units and 2 bedrooms: Third Reading tonight**
- **Public relations and marketing of an ‘open for development’ attitude in Grand Bay-Westfield: Started & Ongoing**

HAF Action Items: #2

#2. Promote Increased Density

- **Develop a density incentive:**
- **Enhance Business Plan for the development of seniors affordable housing: Housing Hub of NB is reviewing it**
- **Sign Mutual Aid Agreement with the City of Saint John ensuring adequate fire suppression for increased densification: Underway**
- **Adopt a policy permitting mid rise apartment: 2025**
- **Cultivate Housing Partners with developers and non-profit agencies through open houses and marketing: Ongoing**

HAF Action Items: Incentive Program

Eligible Costs: Up to \$35,000

- 1. Breaking and removal of rock outcrops as part of site preparation;**
- 2. Environmental Impact Assessment;**
- 3. Hydrology studies;**
- 4. Installation of an elevator in a senior's multistorey development;**
- 5. Overland drainage;**
- 6. Water supply management; and**
- 7. Wetlands management.**

Development Approval and Building Permit Fees are waived for qualifying properties

HAF Action Items: Incentive Program

Post-Completion Incentive

6 Units of 2 bedrooms, or 12 independent senior living units = \$5K x 1yr

12 Units of 2 bedrooms, or 24 independent senior living units = \$10K x 2yr

24 Units of 2 bedrooms, or 48 independent senior living units = \$20K x 3yr

36 Units of 2 bedrooms, or 64 independent senior living units = \$30K x 4yr

48 Units of 2 bedrooms, or 96 independent senior living units = \$40K x 5yr

HAF Action Items: #3

#3. Infrastructure & Planning

- **Provide grant for Developers who need to complete an environmental impact assessment to comply with provincial regulations**
- **Update asset management plan to include new and anticipated development**
- **Develop a new Climate Change Action Plan ensuring environmental sustainability**
- **Complete a new Active Transportation Plan linking the community together**

HAF Action Items: #3 Continued

#3. Infrastructure & Planning

- **Develop a transit plan enabling immigrants, students and others to access other parts of Grand Bay-Westfield and the City of Saint John**
- **Provide a grant to developers who may need to complete a hydrology study or complete one by the Town to determine where to increase density**

HAF Action Items: #4

#4. Disposal of Town-Owned Land

- **Develop a process to dispose of Town land**
- **Market the land the Town has available for sale**

HAF Action Items: #5

#5. Process Enhancement

- **Amend Subdivision Agreement to ensure transparent fees, charges, and standards**
- **Delegate more authority to the CAO to increase approval times for permits.**
- **Enhance the Housing Needs Assessment**
- **Review the permit application process to determine effective and efficient means of streamlining the permitting process**
- **Increase Planning and Development Office ability to process permits**

Continued Housing Action Items

6. Well Water Advocacy

7. Water & Wastewater Systems Implementation

8. Environmental Reviews

9. Immigrant Housing Needs

#10. Property Tax Classes

#11. Enhance Housing Action Plan

#12. Acquire land for Affordable Housing



Grand Bay-Westfield

NEIGHBOURS BY NATURE



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 25, 2024

TITLE: RECORDS MANAGEMENT

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS

- N/A

BACKGROUND

Records management is a critical component of municipal administration, ensuring that records of significant activities and transactions are created, maintained, and disposed of in a manner that supports operational efficiency, compliance with legal and regulatory requirements, and historical preservation. Effective records management facilitates:

- Compliance and Governance: Adheres to legal obligations and standards.
- Operational Efficiency: Enhances retrieval times and reduces redundant records, leading to cost savings and improved productivity.
- Risk Management: Minimizes risks associated with data breaches, litigation, and non-compliance.
- Information Preservation: Ensures the integrity and preservation of essential historical and operational data.

Administration's initial direction was to utilize SharePoint and do the work in-house. Regrettably, Administration learned after the Budget was set, that we did not have the capacity in-house to do the work ourselves. Two (2) systems were reviewed including costs and in-house work. A more robust records management system is needed due to the increased flow of information and challenges to track the information in a timely manner.

COMMENT

Administration considered two (2) common records management systems.

Comparative Analysis: Laserfiche vs. SharePoint

Laserfiche

Key Features:

- Document Management: Robust capabilities for document storage, indexing, and retrieval.
- Process Automation: Offers tools for automating complex workflows, significantly improving operational efficiency.
- Security: Advanced security features, including granular access controls and audit trails.

Records Management

- Integration: Easily integrates with a wide range of applications and systems.

Advantages:

- Specializes in content management and workflow automation, making it ideal for processes that require strict compliance and complex workflows.
- Strong support for digital forms and process automation.
- It is commonly used by municipalities including Saint John and Quispamsis.

Potential Drawbacks:

- Could be perceived as more complex for users not familiar with enterprise content management systems.

SharePoint

Key Features:

- Collaboration: Designed to enhance team collaboration through shared workspaces, document libraries, and communication tools.
- Customization: Highly customizable to meet specific organizational needs.
- Integration: Seamless integration with Microsoft Office Suite and other Microsoft products.
- Content Management: Effective tools for document management, including storage, search, and version control.

Advantages:

- Strong collaboration features, making it suitable for projects and teams that require frequent collaboration and document sharing.
- Part of the Microsoft ecosystem, which may reduce learning curves for users familiar with Microsoft products.

Potential Drawbacks:

- Customization and advanced features may require dedicated IT support or additional resources.
- May not offer as robust workflow automation capabilities as specialized systems like Laserfiche.

Both Laserfiche and SharePoint offer strong capabilities for records management, however, their strengths cater to different organizational needs and preferences.

- For organizations prioritizing advanced document management, process automation, and regulatory compliance, Laserfiche could be the preferred choice. It offers extensive features tailored to manage complex workflows and ensure compliance, albeit with a potentially higher cost of implementation and training.
- For those emphasizing collaboration, integration with Microsoft products, and customization, SharePoint might be more suitable. It provides a flexible platform that supports collaboration and can be easily integrated into the Microsoft ecosystem, potentially offering a smoother transition for teams already using Microsoft products.

Based on the needs of Administration, cost, capabilities, and internal implementation effort, Administration prefers Laserfiche as implemented by Government Frameworks. Government

Records Management

Frameworks will be doing approximately 80% of the implementation rather than Administration doing 100% of the SharePoint records management implementation. Government Frameworks is able to implement the system in April and May. Given the schedule of upcoming work including Annual Report, Budget, HAF and more - April and May is the most opportune time for implementation of Laserfiche. This includes training for the Deputy CAO and the Executive Assistant.

FINANCIAL IMPLICATIONS

Pricing is broken down into three categories:

1. Implementation cost \$10,000.00, one-time cost
2. Monthly training costs for two staff (most likely will not be renewed at end of term) \$8,000.00 annually.
3. Licensing costs for records management and workflows \$9,340.00 annually

To help reduce upfront costs and to fit budget, Government Frameworks has agreed to spread the upfront one-time costs over the term of the agreement resulting in an annual fee of \$19,000.00.

While this is not a budgeted item, Administration is recommending the re-allocation of funds budgeted for meeting management software to this software and to refer the meeting management software to the 2025 budget process.

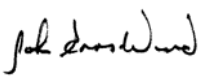
RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield authorize the CAO to enter into an agreement with Government Frameworks, to provide Laserfiche as a records management tool to the Town for five (5) years.

MOTION

That the Council of the Town of Grand Bay-Westfield authorize the CAO to enter into an agreement with Government Frameworks, to provide Laserfiche as a records management tool to the Town for five (5) years.

APPROVAL

CAO: 

March 13, 2024

From: [John Enns-Wind](#)
To: [Bev Day](#); [Brittany Merrifield](#); [Erin Toole](#); [Jim Balcomb](#); [John Balemans](#); [John Enns-Wind](#); [Keri Burpee](#); [Nicole Goddard](#); [Stephanie McIntosh Lawrence](#); [Troy Gautreau](#)
Subject: Email Poll: Records Management
Date: March 13, 2024 12:17:15 PM
Attachments: [logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[thumb_xformerlvtwittericon_36e11c8d-1ca5-4398-a0fd-fe4c69f8ce88.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[rainbowregistered_513fb1bc-7584-42bc-859b-63cf60ec8232.png](#)
[Administrative Report Records Management.pdf](#)

Hi Council, I hope you are having a good week.

We tried to get this item finished for Monday's Council meeting; however, we did not receive the final documents until Monday.

Records Management, both digitally and physically, have been an issue. Council provided funding to hire a student to assist with physical records management in 2024.

Please contact me if you have any questions.

Please 'reply all' if you approve or disapprove before 3:00 PM Friday, March 15th.

Thanks

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



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



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

From: [Jim Balcomb](#)
To: [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Erin Toole](#); [John Balemans](#); [Keri Burpee](#); [Nicole Goddard](#); [Stephanie McIntosh Lawrence](#); [Troy Gautreau](#)
Subject: Re: Email Poll: Records Management
Date: March 13, 2024 3:45:42 PM
Attachments: [logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[thumb_xformerlytwittericon_36e11c8d-1ca5-4398-a0fd-fe4c69f8ce88.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[rainbowregistered_513fb1bc-7584-42bc-859b-63cf60ec8232.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[thumb_xformerlytwittericon_aae56716-7c56-4466-bdca-e1e2e4de34dd.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[image001\(5\)_503448fd-6d62-4c88-9171-5d9219a783e3.png](#)

I Approve.
Jim

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



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



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

From: John Enns-Wind <john@towngbw.ca>
Sent: Wednesday, March 13, 2024 12:16:55 PM
To: Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; John Enns-Wind <john@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>; Troy Gautreau <tgautreau@towngbw.ca>
Subject: Email Poll: Records Management

Hi Council, I hope you are having a good week.

We tried to get this item finished for Monday's Council meeting; however, we did not receive the final documents until Monday.

Records Management, both digitally and physically, have been an issue. Council provided funding to hire a student to assist with physical records management in 2024.

Please contact me if you have any questions.

Please 'reply all' if you approve or disapprove before 3:00 PM Friday, March 15th.

Thanks

John Enns-Wind MDiv., MBA (He/Him/His)

CAO, Town of Grand Bay-Westfield



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



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

From: [Erin Toole](#)
To: [Keri Burpee](#); [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Jim Balcomb](#); [John Balemans](#); [Nicole Goddard](#); [Stephanie McIntosh Lawrence](#); [Troy Gautreau](#)
Subject: Re: Email Poll: Records Management
Date: March 15, 2024 10:27:05 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[thumb_xformerlytwittericon_aae56716-7c56-4466-bdca-e1e2e4de34dd.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[image001\(5\)_503448fd-6d62-4c88-9171-5d9219a783e3.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[thumb_xformerlytwittericon_aae56716-7c56-4466-bdca-e1e2e4de34dd.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[image001\(5\)_503448fd-6d62-4c88-9171-5d9219a783e3.png](#)

Approved

Get [Outlook for iOS](#)

Erin Toole (She/Her/Hers)

Councillor, Town of Grand Bay-Westfield



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



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

From: Keri Burpee <councillorburpee@towngbw.ca>

Sent: Friday, March 15, 2024 5:51:34 PM

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

Subject: RE: Email Poll: Records Management

I approve.

Keri Burpee
Councillor, Town of Grand Bay-Westfield



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



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

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

Sent: Wednesday, March 13, 2024 12:17 PM

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

Subject: Email Poll: Records Management

Hi Council, I hope you are having a good week.

We tried to get this item finished for Monday's Council meeting; however, we did not receive the final documents until Monday.

Records Management, both digitally and physically, have been an issue. Council provided funding to hire a student to assist with physical records management in 2024.

Please contact me if you have any questions.

Please 'reply all' if you approve or disapprove before 3:00 PM Friday, March 15th.

Thanks

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



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

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

www.grandbaywestfield.ca



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

From: [Stephanie McIntosh Lawrence](#)
To: [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Erin Toole](#); [Jim Balcomb](#); [John Balemans](#); [Keri Burpee](#); [Nicole Goddard](#); [Troy Gautreau](#)
Subject: Re: Email Poll: Records Management
Date: March 15, 2024 11:43:18 AM
Attachments: [logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[thumb_xformerlytwittericon_36e11c8d-1ca5-4398-a0fd-fe4c69f8ce88.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[rainbowregistered_513fb1bc-7584-42bc-859b-63cf60ec8232.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[thumb_xformerlytwittericon_aae56716-7c56-4466-bdca-e1e2e4de34dd.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[image001\(5\)_503448fd-6d62-4c88-9171-5d9219a783e3.png](#)

I approve

Get [Outlook for Android](#)

Stephanie McIntosh Lawrence (She/Her/Hers)

Councillor, Town of Grand Bay-Westfield



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



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

From: John Enns-Wind <john@towngbw.ca>
Sent: Wednesday, March 13, 2024 12:16:55 PM
To: Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; John Enns-Wind <john@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>; Troy Gautreau <tgautreau@towngbw.ca>
Subject: Email Poll: Records Management

Hi Council, I hope you are having a good week.

We tried to get this item finished for Monday's Council meeting; however, we did not receive the final documents until Monday.

Records Management, both digitally and physically, have been an issue. Council provided funding to hire a

student to assist with physical records management in 2024.

Please contact me if you have any questions.

Please 'reply all' if you approve or disapprove before 3:00 PM Friday, March 15th.

Thanks

John Enns-Wind MDiv., MBA (He/Him/His)

CAO, Town of Grand Bay-Westfield



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



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

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

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

Council Meeting:

March 25, 2024

TITLE: HOUSING ACCELERATOR FUND (HAF) ACTION PLAN

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Smart Growth, Organizational Capacity

ATTACHMENTS

BACKGROUND

The Town has received funding for housing through the Housing Accelerator Fund of \$1,051,143. Our application was approved as received.

The Government of Canada has introduced HAF to encourage local governments to implement initiatives that will speed up housing development and increase supply. The primary objective is to build new, affordable, housing faster. HAF has \$4 Billion and is to be distributed until 2026-2027. The minimum requirements that applicants must meet include:

- Develop an action plan;
- Commit to a housing growth target;
- Complete/update housing needs assessment; and
- Submit periodic reports.

Council's Strategic Goal is to increase the population by 1,000 people and new building assessment by \$200 Million by 2032.

COMMENT

A summary of Housing Needs Assessment includes:

The Town of Grand Bay-Westfield is a community in transition. What was once a more remote setting largely developed with summer cottages, has been changing to a growing community more fully integrated into – and experiencing the growth pressures of the Greater Saint John Region.

As noted above, Grand Bay-Westfield experienced a 4% increase in its households, from 1,940 to 2,011 households from 2016 to 2022. This included a 20% increase in its young workforce (20 Years – 29 Years) and a 22% increase in its aging population (60+ Years). While these changes are like those affecting the greater Saint John area, the effects are more pronounced in Grand Bay-Westfield due to the smaller starting population.

Grand Bay-Westfield also experienced a 5% increase in one-person households. This trend toward smaller household sizes may suggest that demand may increase for smaller housing units, such as apartments, should this trend continue in the future. Coupled with the increased

Housing Accelerator fund (HAF) Action Plan

senior population, this trend may also result in a need specifically for one-person seniors housing.

Net migration to the Town has increased by over 1,677% since 2016, from 26 to 462 residents migrating to Grand Bay-Westfield. While net migration has increased across the Saint John region, it has been growing at a faster rate in Grand Bay-Westfield (Saint John's net migration increased by 214% since 2016). Much of this net migration has been from individuals who are new to Canada and this also indicates that further research needs to be performed to better understand the needs of these new residents.

This unprecedented growth is resulting in a pressing housing cost problem. In 2021, Grand Bay-Westfield had a combined total of 75 households in "Core Housing Need," or roughly 4% of its households. Most of these households in "Core Housing Need" occupy dwellings that exceed their income levels to afford alternative, suitable, and adequate housing within Grand Bay-Westfield. Furthermore, 24% of tenant households are in "core housing need," another stark contrast to the 2% of owner households in "core housing need," suggesting a significant disparity between owner households and tenant households in Grand Bay-Westfield.

The physical form of development is also a concern in meeting these housing needs. The Town's traditional reliance on well-water and septic fields as basic infrastructure resulted in development on large lots, especially at the north end of town. The current housing cost crisis for renters a lower-end income residents will require some level of densification if housing needs are to be met. This in turn will require investments in water and wastewater infrastructure for selected areas in the Town.

HAF Action Items Achieved

Since the introduction of the new Municipal Plan and Zoning By-law in 2020, and their revision in 2023, many of the eligible funding action items have been completed by Administration. HAF Action Items completed in the last three years include:

1. Promoting high-density development without the need for rezoning;
2. Allowed increased housing density on a single lot;
3. Encouraging accessory dwelling units, a second smaller unit on the same property as a primary unit;
4. Promoting infill developments;
5. Implementing revised parking requirements such as reduced parking spaces;
6. Ensuring that development and amenity charges are clear, transparent and predetermined;
7. Waiving public hearings on all affordable housing project that conform to the official community plan;
8. Implemented measures to address or prevent flood plain or climate change risk;
9. Incorporated the climate adaptability plan into the Municipal Plan;

Housing Accelerator fund (HAF) Action Plan

10. Updates to subdivision guidelines including road standards;
11. Implementing inclusionary zoning; and
12. Implementing changes to decision making such as delegating development approval authority to municipal staff based on established thresholds or parameters;

The Town's application was approved as received with the following action items as seen in Table #1.

Housing Accelerator fund (HAF) Action Plan

Table #1: HAF Action Items

Total New Units per HAF = 123

Action Item	Description	Start	End
#1. Incentives, Costing and Fee Structures	Develop a new Residential Development Incentive By-law Third Reading Pending	2023/11/01	2024/05/31
	Remove municipal permitting costs for developments with a minimum of 6 units and 2 bedrooms Third Reading Pending	2023/11/01	2024/05/31
	Public relations and marketing of an 'open for development' attitude in GB-W	2024/01/01	2026/12/31
#2. Promote Increased Density	Develop a density incentive Third Reading Pending	2024/01/01	2025/12/31
	Enhance Business Plan for the development of seniors affordable housing Housing Hub of NB is reviewing it	2024/01/01	2025/12/31
	Sign Mutual Aid Agreement with the City of Saint John ensuring adequate fire suppression for increased densification Mutual Aid Agreements are in place with the rest of Fundy Region This is should be completed in the near future with the new Chief.	2024/01/01	2025/06/30
	Adopt a policy permitting mid rise apartment	2024/01/01	2025/06/30
	Cultivate Housing Partners with developers and non-profit agencies through open houses and marketing Presented to Exit Realty and invited the other regional real estate agencies	2024/01/01	2025/12/31
#3. Infrastructure & Planning	Provide grant for Developers who need to complete an environmental impact assessment to comply with provincial regulations	2024/01/01	2024/05/31
	Update asset management plan to include new and anticipated development	2024/06/01	2024/12/31
	Develop a new Climate Change Action Plan ensuring environmental sustainability	2024/01/01	2025/12/31
	Complete a new Active Transportation Plan linking the community together.	2024/04/01	2025/12/31
	Develop a transit plan enabling immigrants, students and others to access other parts of GBW and the City of Saint John	2024/04/01	2025/12/31
	Provide a grant to developers who may need to complete a hydrology study or complete one by the Town to determine where to increase density.	2024/01/01	2026/12/31
#4. Disposal of Town Owned Land	Develop a process to dispose of Town land	2024/02/01	2024/12/31
	Market the land the Town has available for sale Envision Saint John has been talking with developers interested the best land available for development. Another developer may be interested in land outside the incentive zone.	2024/02/01	2025/12/31

Housing Accelerator fund (HAF) Action Plan

#5. Process Enhancement	Amend Subdivision Agreement to ensure transparent fees, charges, and standards Further streamline permit application process	2024/02/01	2024/05/31
	Delegate more authority to the CAO to increase approval times for permits.	2024/02/01	2024/12/31
	Enhance the Housing Needs Assessment	2024/02/01	2024/12/31
	Review the permit application process to determine effective and efficient means of streamlining the permitting process	2024/02/01	2024/12/31
	Increase Planning and Development Office ability to process permits	2024/02/01	2026/12/31

Table #2: Other Action Items Not with HAF

Although HAF is a significant contribution, other action items are necessary.

Action Item	Description	Start – End Date
#6. Well Water Advocacy	Changes to density regulations for properties with wells.	2023/09/01 – 2026/12/31
#7 Water & Wastewater Systems Implementation	Collaborate with regional neighbours to advocate for funding from other orders of government.	2023/09/01 – 2026/12/31
	Update Class 'D' estimate for water distribution system	2023/09/01 – 2023/12/31
#8. Environmental Reviews	Advocate to the province for a streamlined and timely review process. UMNB adopted the GB-W's resolution at the last AGM.	2023/09/01 – 2026/12/31
#9. Immigrant Housing Needs	Partner with SJ & FRSC to better understand immigrant housing needs.	2023/09/01 – 2026/12/31
#10. Property Tax Classes	Advocate to GNB to permit different property tax classes.	2023/09/01 – 2026/12/31
#11. Enhance Housing Action Plan	Enhance the housing action plan incorporating new learnings and changes.	2024/09/01 – 2024/12/31
#12. Acquire land for Affordable Housing	Acquire land for affordable housing along Col. Nase Blvd.	2024/01/01 – 2024/05/01

HAF reporting to Council will be on a quarterly basis through the quarterly strategic plan reports.

The HAF Action Plan is not able to be made public until the federal government announces that Grand Bay-Westfield is receiving funding.

FINANCIAL IMPLICATIONS

The Town is receiving \$1,051,143 from HAF to construct 123 housing units. assessment growth of \$200M over ten years. Should \$24.6M in assessment growth be realized, then revenue for the Town will grow approximately \$320,000.

Achieving preferred housing targets as part of the plan may boost the total awarded by HAF. The bonuses have not been factored into the calculations.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield receive and file the Housing Accelerator Fund Action Plan.

Housing Accelerator fund (HAF) Action Plan

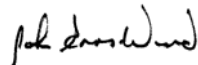
MOTION

That the Council of the Town of Grand Bay-Westfield receive and file the Housing Accelerator Fund Action Plan.

CAO COMMENTS

1. I am confident we can hit the housing target if we controlled more aspects of the initiative. Control is a significant issue regarding Smart Growth. The Town doesn't own land, or have the resources, to significantly influence development. Further, consulting engineers from two (2) different firms have indicated that an Environmental Impact Assessment (EIA) may be required on some property for development.
2. I am very concerned that the HAF Program is creating a labour bubble and shortage. Given the intensity of the project over three (3) years, the necessary material, trades and labourers may be in short supply. I am concerned that we do not have enough trades and labourers to take on such a significant build in the region. Should we not be able to achieve the Town's housing targets, one of the factors contributing to the deficiency may be lack of developers and their work crews.
3. For the new development to be successful, the Town will continue its narrative that we are committed to our Strategic Priority of Smart Growth and are open for business.
4. There are many systemic issues inhibiting development. Developers have been complimentary about the changes the Town has made, and the ease of working with the Development Officer.
5. This funding should be considered as part of the Town's journey to virtuous growth.

APPROVAL

CAO: 

March 20, 2024

From: [John Balemans](#)
To: [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Erin Toole](#); [Jim Balcomb](#); [Keri Burpee](#); [Nicole Goddard](#); [Stephanie McIntosh Lawrence](#)
Subject: RE: Confidential: Housing Accelerator Fund Email Poll
Date: January 11, 2024 7:08:13 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

I approve the proposed resolution.

John B

From: John Enns-Wind <john@towngbw.ca>
Sent: Thursday, January 11, 2024 4:54 PM
To: Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; John Enns-Wind <john@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>
Subject: Confidential: Housing Accelerator Fund Email Poll
Importance: High

Hi Council,

I am pleased to share with Council that the Town's HAF Application was approved as received for its full amount of \$1,051,143. This is confidential information until either the Government of Canada or CMHC makes the information available.

Administration was complimented on the 'very good quality' of the application.

In reviewing our minutes, we've realized that the application was approved in camera, August 14, 2023, for a different amount than this application was approved. The resolution at the time, August 14th was, and stands:

That the Council of the Town of Grand Bay-Westfield authorize the CAO to submit the Housing Needs Assessment, Housing Action Plan, and Audited Financial Statements in application to the Housing Accelerator Fund to increase housing in Grand Bay-Westfield.

Please approve the following email poll no later than Monday, January 15th at 9:00AM.

CMHC now needs the following resolution approved:

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to sign the Housing Accelerator Fund Contribution Agreement for the eligible amount of \$1,051,143.

Thanks and have a good day.

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



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



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

From: [Erin Toole](#)
To: [Brittany Merrifield](#); [Stephanie McIntosh Lawrence](#)
Cc: [John Enns-Wind](#); [Bev Day](#); [Jim Balcomb](#); [John Balemans](#); [Keri Burpee](#); [Nicole Goddard](#)
Subject: Re: Confidential: Housing Accelerator Fund Email Poll
Date: January 11, 2024 6:48:14 PM
Attachments: [logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)

Fantastic news! I approve the resolution :)

Get [Outlook for iOS](#)

Erin Toole (She/Her/Hers)

Councillor, Town of Grand Bay-Westfield



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



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

From: Brittany Merrifield <mayormerrifield@towngbw.ca>
Sent: Thursday, January 11, 2024 6:02:30 PM
To: [Stephanie McIntosh Lawrence](#) <councillormcintoshlawrence@towngbw.ca>
Cc: [John Enns-Wind](#) <john@towngbw.ca>; [Bev Day](#) <councillorday@towngbw.ca>; [Erin Toole](#) <councillortoole@towngbw.ca>; [Jim Balcomb](#) <councillorbalcomb@towngbw.ca>; [John Balemans](#) <councillorbalemans@towngbw.ca>; [Keri Burpee](#) <councillorburpee@towngbw.ca>; [Nicole Goddard](#) <nicole@towngbw.ca>
Subject: Re: Confidential: Housing Accelerator Fund Email Poll

There are turning points and moments of transformation in any journey. This is one of those for us. Congratulations to all who made this possible for the town. We should all be proud. I know I am.

Brittany Merrifield (She,Her,Hers)

Mayor, Town of Grand Bay-Westfield



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



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

On Jan 11, 2024, at 5:30 PM, Stephanie McIntosh Lawrence
<councillormcintoshlawrence@towngbw.ca> wrote:

WOW. This is amazing news and a big win for GBW. Congratulations to all staff involved for the hard work and dedication.

I approve the resolution

Get [Outlook for Android](#)

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

<logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png>

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

<facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png>

<twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png>

<yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png>

<insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png>

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

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

Sent: Thursday, January 11, 2024 4:53:57 PM

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

Subject: Confidential: Housing Accelerator Fund Email Poll

Hi Council,

I am pleased to share with Council that the Town's HAF Application was approved as received for its

full amount of \$1,051,143. This is confidential information until either the Government of Canada or CMHC makes the information available.

Administration was complimented on the 'very good quality' of the application.

In reviewing our minutes, we've realized that the application was approved in camera, August 14, 2023, for a different amount than this application was approved. The resolution at the time, August 14th was, and stands:

That the Council of the Town of Grand Bay-Westfield authorize the CAO to submit the Housing Needs Assessment, Housing Action Plan, and Audited Financial Statements in application to the Housing Accelerator Fund to increase housing in Grand Bay-Westfield.

Please approve the following email poll no later than Monday, January 15th at 9:00AM.

CMHC now needs the following resolution approved:

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to sign the Housing Accelerator Fund Contribution Agreement for the eligible amount of \$1,051,143.

Thanks and have a good day.

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

<logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png>

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

<facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png>

<twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png>

<yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png>

<insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png>

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

From: [Jim Balcomb](#)
To: [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Erin Toole](#); [John Balemans](#); [Keri Burpee](#); [Nicole Goddard](#); [Stephanie McIntosh Lawrence](#)
Subject: Re: Confidential: Housing Accelerator Fund Email Poll
Date: January 11, 2024 5:27:09 PM
Attachments: [logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)

I approve the proposed resolution.

I am very proud of all involved staff members, who, as a Team, worked tirelessly on the original submission and subsequently on the amended one based on the input received from CMHC.

BRAVO ZULU.

Jim

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



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



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

From: John Enns-Wind <john@towngbw.ca>
Sent: Thursday, January 11, 2024 4:53:57 PM
To: Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; John Enns-Wind <john@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>

Subject: Confidential: Housing Accelerator Fund Email Poll

Hi Council,

I am pleased to share with Council that the Town's HAF Application was approved as received for its full amount of \$1,051,143. This is confidential information until either the Government of Canada or CMHC makes the information available.

Administration was complimented on the 'very good quality' of the application.

In reviewing our minutes, we've realized that the application was approved in camera, August 14, 2023, for a different amount than this application was approved. The resolution at the time, August 14th was, and stands:

That the Council of the Town of Grand Bay-Westfield authorize the CAO to submit the Housing Needs Assessment, Housing Action Plan, and Audited Financial Statements in application to the Housing Accelerator Fund to increase housing in Grand Bay-Westfield.

Please approve the following email poll no later than Monday, January 15th at 9:00AM.

CMHC now needs the following resolution approved:

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to sign the Housing Accelerator Fund Contribution Agreement for the eligible amount of \$1,051,143.

Thanks and have a good day.

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



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



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

From: [Keri Burpee](#)
To: [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Erin Toole](#); [Jim Balcomb](#); [John Balemans](#); [Nicole Goddard](#); [Stephanie McIntosh Lawrence](#)
Subject: RE: Confidential: Housing Accelerator Fund Email Poll
Date: January 11, 2024 8:15:25 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)

GREAT NEWS!! I approve this resolution.

Congratulations to the team for the incredible effort in making this happen. Also, congrats on the positive feedback on the application. That kind of recognition is certainly something to be proud of too !!!
Keri

Keri Burpee
Councillor, Town of Grand Bay-Westfield



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



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

From: John Enns-Wind <john@towngbw.ca>
Sent: Thursday, January 11, 2024 4:54 PM
To: Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; John Enns-Wind <john@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>
Subject: Confidential: Housing Accelerator Fund Email Poll
Importance: High

Hi Council,

I am pleased to share with Council that the Town's HAF Application was approved as received for its full

amount of \$1,051,143. This is confidential information until either the Government of Canada or CMHC makes the information available.

Administration was complimented on the 'very good quality' of the application.

In reviewing our minutes, we've realized that the application was approved in camera, August 14, 2023, for a different amount than this application was approved. The resolution at the time, August 14th was, and stands:

That the Council of the Town of Grand Bay-Westfield authorize the CAO to submit the Housing Needs Assessment, Housing Action Plan, and Audited Financial Statements in application to the Housing Accelerator Fund to increase housing in Grand Bay-Westfield.

Please approve the following email poll no later than Monday, January 15th at 9:00AM.

CMHC now needs the following resolution approved:

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to sign the Housing Accelerator Fund Contribution Agreement for the eligible amount of \$1,051,143.

Thanks and have a good day.

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



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

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

www.grandbaywestfield.ca



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

From: [Stephanie McIntosh Lawrence](#)
To: [John Enns-Wind](#); [Bev Day](#); [Brittany Merrifield](#); [Erin Toole](#); [Jim Balcomb](#); [John Balemans](#); [Keri Burpee](#); [Nicole Goddard](#)
Subject: Re: Confidential: Housing Accelerator Fund Email Poll
Date: January 11, 2024 5:30:30 PM
Attachments: [logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)
[logo_ebbc5072-f2e3-43b8-8790-6d0a820b4f29.png](#)
[facebook_a98ca470-a962-4f38-834a-ada12e0025a1.png](#)
[twitter_2ba3c36c-cf64-4c5d-b0c7-573ab3ef3b7d.png](#)
[yt_12a2c15c-f258-498e-b7db-0efe20e4f199.png](#)
[insta_4dc36f84-d0cc-4a11-8c95-17db7fc97596.png](#)

WOW. This is amazing news and a big win for GBW. Congratulations to all staff involved for the hard work and dedication.

I approve the resolution

Get [Outlook for Android](#)

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



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



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

From: John Enns-Wind <john@towngbw.ca>
Sent: Thursday, January 11, 2024 4:53:57 PM
To: Bev Day <councillorday@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; Erin Toole <councillortoole@towngbw.ca>; Jim Balcomb <councillorbalcomb@towngbw.ca>; John Balemans <councillorbalemans@towngbw.ca>; John Enns-Wind <john@towngbw.ca>; Keri Burpee <councillorburpee@towngbw.ca>; Nicole Goddard <nicole@towngbw.ca>; Stephanie McIntosh Lawrence <councillormcintoshlawrence@towngbw.ca>
Subject: Confidential: Housing Accelerator Fund Email Poll

Hi Council,

I am pleased to share with Council that the Town's HAF Application was approved as received for its full amount of \$1,051,143. This is confidential information until either the Government of Canada or CMHC makes the information available.

Administration was complimented on the 'very good quality' of the application.

In reviewing our minutes, we've realized that the application was approved in camera, August 14, 2023, for a different amount than this application was approved. The resolution at the time, August 14th was, and stands:

That the Council of the Town of Grand Bay-Westfield authorize the CAO to submit the Housing Needs Assessment, Housing Action Plan, and Audited Financial Statements in application to the Housing Accelerator Fund to increase housing in Grand Bay-Westfield.

Please approve the following email poll no later than Monday, January 15th at 9:00AM.

CMHC now needs the following resolution approved:

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CAO to sign the Housing Accelerator Fund Contribution Agreement for the eligible amount of \$1,051,143.

Thanks and have a good day.

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



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



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

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

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

Council Meeting:

March 25, 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
- By-Law No. PS-006 Prosser Court Street Closing Schedule A

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 third reading and enactment of By-law No. PS-006: Prosser Court Street Closing.

MOTION

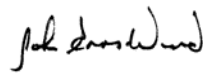
- 1) Third Reading (By Title)
By-Law No. PS-006: Prosser Court Street Closing

CAO COMMENTS

APPROVAL

Department Head: 

February 29, 2024

CAO: 

March 22, 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 11 day of March, 2024.

READ A SECOND TIME by this 11 day of March, 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.

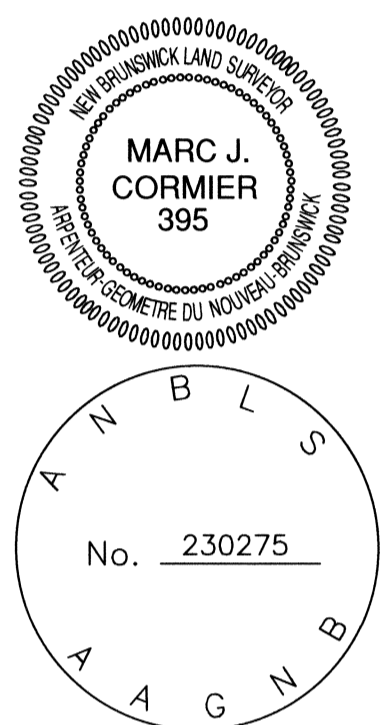
SIGNED AND APPROVED this _____ day of _____, 2024.

John Enns-Wind
CAO / Clerk

Brittany Merrifield
Mayor

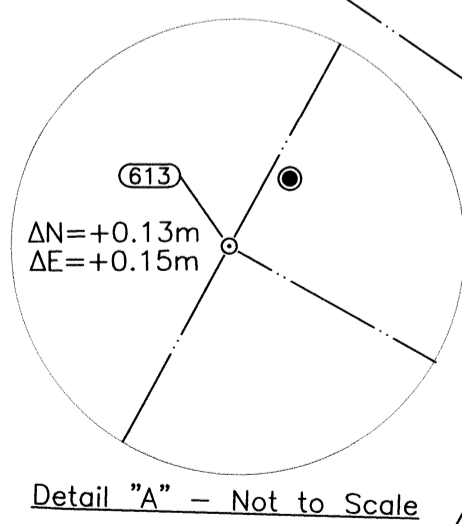
Seal

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 1.00013 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)

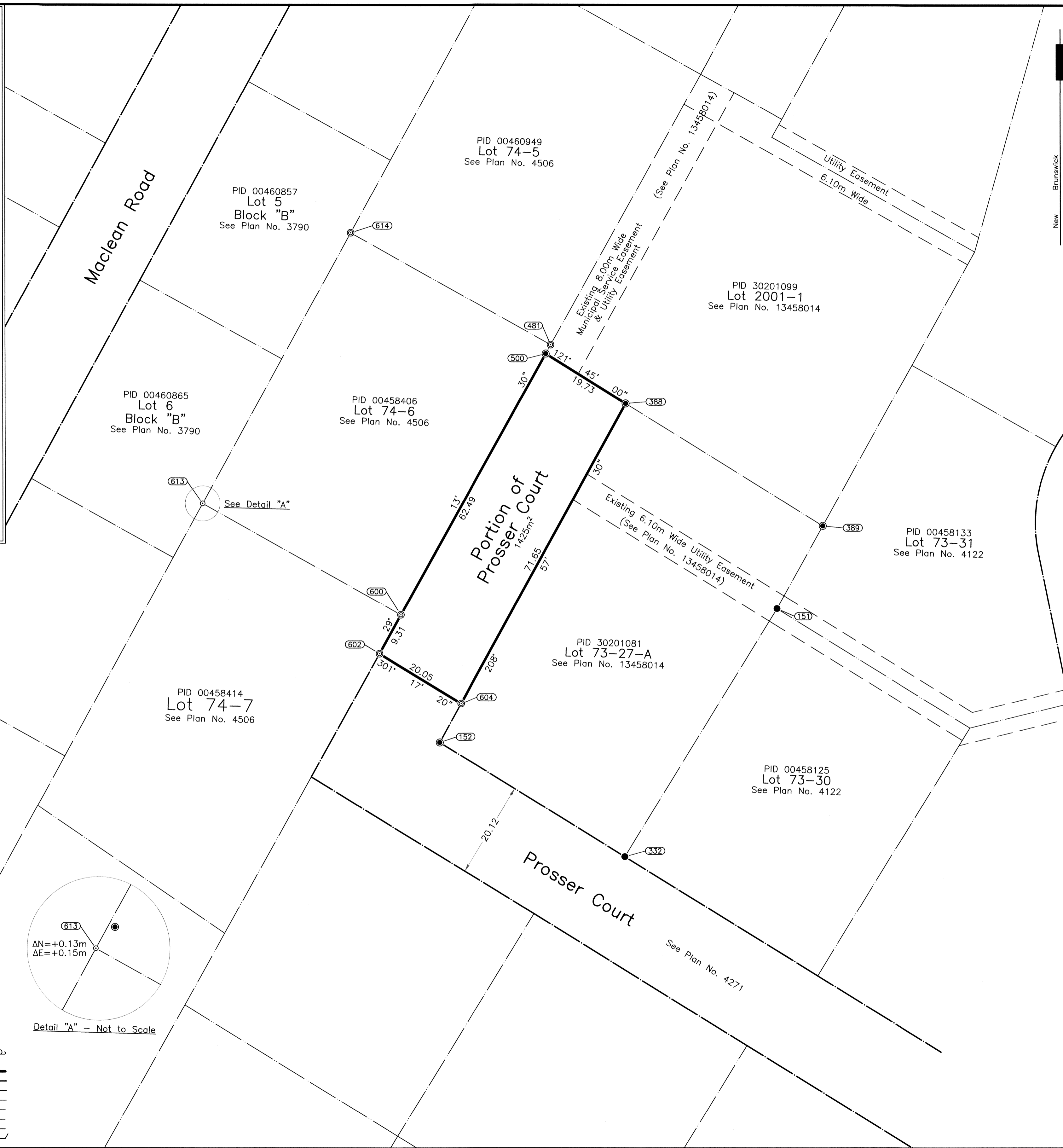
Plan of Survey
Showing portion of Prosser Court,
Town of Grand Bay-Westfield,
Parish of Westfield,
County of Kings,
Province of New Brunswick

Certified Correct
HUGHES SURVEYS & CONSULTANTS INC.

Surveyed by Date Feb. 05, 2024.
Marc J. Cormier
New Brunswick Land Surveyor # 395

1 : 500

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)



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 25, 2024

TITLE: 2023 AUDITED FINANCIAL STATEMENTS

PREPARED BY: JAMES BARRINGTON

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Organizational Capacity

ATTACHMENTS

- TGBW 2023 Consolidated Financial Statements
- TGBW 2023 Non-Consolidated Statements

BACKGROUND

Section 79 of the Local Governance Act, requires municipalities to complete an Audit of their financial statements on an annual basis. The Audit is to be completed by April 1 of each year, and submitted within 10 days to the Province. The 2023 Audit was conducted by Curry & Betts, Chartered Professional Accountants (CPA), led by Nik Malatestinic.

COMMENT

The purpose of the annual Audit is to provide an independent third-party examination of the financial statements of the Town. This examination is an objective evaluation of the statements and indirectly a test of the underlying accounting processes that Town Staff follow on a day-to-day basis.

While being a legislative requirement, the Audit provides the Town an opportunity to seek feedback on the integrity of the accounting processes and procedures that are conducted by administrative staff resulting in enhanced processes.

FINANCIAL IMPLICATIONS

The cost of the audit is \$15,000. This is a budgeted item.

RECOMMENDATION

That Council approve the 2023 Audited Financial Statements as presented, and appoint Curry & Betts as the Town's auditors for the fiscal year 2024.

MOTION

That the Council of the Town of Grand Bay-Westfield approve the Town of Grand Bay-Westfield Audit Report and Consolidated Financial Statements as at December 31, 2023 as prepared by Curry & Betts, CPA, and forward to the Province of New Brunswick for approval. And,
That the Town of Grand Bay-Westfield Council appoint Curry & Betts as the Town's auditors for the fiscal year 2024.

Strategic Priorities:

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

2023 Audited Financial Statements

CAO COMMENTS

The Audit this year went well, and the CAO and CFO appreciate the feedback and insight provided by the Auditor. The Auditor has noted in separate emails significant positive changes in the organization.

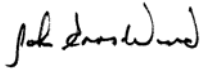
APPROVAL

Department Head:



February 27, 2024

CAO:



March 20, 2024

TOWN OF GRAND BAY - WESTFIELD

REPORT AND CONSOLIDATED

FINANCIAL STATEMENTS

DECEMBER 31, 2023

INDEPENDENT AUDITOR'S REPORT

To Her Worship The Mayor and Members of the Council
Town of Grand Bay - Westfield

REPORT ON THE AUDIT OF THE CONSOLIDATED FINANCIAL STATEMENTS

Opinion

We have audited the accompanying consolidated financial statements of the Town of Grand Bay - Westfield, which comprise the statement of financial position as at December 31, 2023 and December 31, 2022 and the statements of operations and accumulated surplus, change in net financial assets (debt) and cash flows for the years then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Grand Bay - Westfield as at December 31, 2023 and December 31, 2022, the results of its operations, change in net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of these financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the entity's financial reporting process

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Saint John, N.B.
March 18, 2024

Chartered Professional Accountants

TOWN OF GRAND BAY - WESTFIELD

CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Financial assets		
Cash - Note 3	\$ 2,940,444	\$ 3,309,375
Accounts receivable		
General	162,007	46,954
Federal government and its agencies - Note 4	135,379	111,462
Investment - Note 7	15,126	14,602
	<u>3,252,956</u>	<u>3,482,393</u>
Liabilities		
Accounts payable	\$ 405,339	\$ 563,526
Long-term debt - Note 5	3,791,269	2,868,096
Post employment benefits - Note 6	224,100	214,700
Deferred revenue	7,578	2,070
	<u>4,428,286</u>	<u>3,648,392</u>
Net debt	(1,175,330)	(165,999)
Non-Financial Assets		
Tangible capital assets - Note 11	56,205,050	53,224,554
Less accumulated amortization - Note 11	27,004,509	25,232,288
	<u>29,200,541</u>	<u>27,992,266</u>
Inventory of supplies	23,771	50,796
Prepaid expenses	81,465	87,373
	<u>29,305,777</u>	<u>28,130,435</u>
Accumulated surplus	\$ 28,130,447	\$ 27,964,436

APPROVED BY:

Mayor

Chief Administrative Officer

TOWN OF GRAND BAY - WESTFIELD

CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Annual surplus (deficit)	\$ 289,339	\$ 599,939
Acquisition of tangible capital assets	(3,013,985)	(1,208,979)
Prior Period Adjustment - tangible capital asset additions	(123,328)	-
Amortization of tangible capital assets	<u>1,805,710</u>	<u>1,687,827</u>
	<u>(1,042,264)</u>	<u>1,078,787</u>
Aquisition of inventories	(23,771)	(50,795)
Aquisition of prepaid assets	(81,465)	(87,372)
Consumption of prepaid assets	87,373	36,800
Consumption of inventories	<u>50,796</u>	<u>46,617</u>
	32,933	(54,750)
Decrease in net debt	(1,009,331)	1,024,037
Net debt, beginning of year	<u>(165,999)</u>	<u>(1,190,036)</u>
Net debt, end of year	<u>\$ (1,175,330)</u>	<u>\$ (165,999)</u>

TOWN OF GRAND BAY - WESTFIELD

CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023 Budget</u>	<u>2023</u>	<u>2022</u>
Revenue			
Warrant of assessment	\$ 6,934,139	\$ 6,934,139	\$ 5,966,534
Sales of services	90,983	91,533	195,709
Other revenue from own sources	73,333	261,939	152,437
Community funding and equalization grant	257,866	257,866	265,869
Sewerage user fees	635,350	642,636	588,345
Other government transfers	574,258	574,258	839,750
	<u>8,565,929</u>	<u>8,762,371</u>	<u>8,008,644</u>
Expenses			
General government services	\$ 1,531,388	\$ 1,490,501	\$ 1,351,220
Protective services	1,972,988	2,008,421	1,698,297
Transportation services	3,140,272	3,181,348	2,910,556
Environmental health services	73,887	73,797	1,008
Recreation and cultural services	674,319	612,633	549,358
Environmental development services	635,155	515,979	320,428
Sewerage collection and disposal	625,880	590,353	577,838
	<u>8,653,889</u>	<u>8,473,032</u>	<u>7,408,705</u>
Annual surplus (deficit)	<u>\$ (87,960)</u>	289,339	599,939
Prior period adjustment		(123,328)	-
Accumulated surplus - beginning of year		<u>27,964,436</u>	<u>27,364,497</u>
Accumulated surplus - end of year		<u>\$ 28,130,447</u>	<u>\$ 27,964,436</u>

TOWN OF GRAND BAY - WESTFIELD

CONSOLIDATED STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023

Operating transactions:	<u>2023</u>	<u>2022</u>
Annual surplus	\$ 289,339	\$ 599,939
Non-cash items included on annual surplus	(259,240)	(139,643)
Amortization of tangible capital assets	1,805,708	1,687,827
Change in accrued pension liability	<u>9,400</u>	<u>(27,100)</u>
Cash provided by operations	<u>1,845,207</u>	<u>2,121,023</u>
Capital transactions:		
Acquisition of capital assets	(3,013,985)	(1,208,979)
Prior period adjustment to capital assets	<u>(123,328)</u>	<u>-</u>
Cash used in capital transactions	<u>(3,137,313)</u>	<u>(1,208,979)</u>
Financing transactions:		
Long-term debt issues	1,339,000	-
Long-term debt retirement	<u>(415,827)</u>	<u>(401,797)</u>
Cash provided by financing transactions	<u>923,173</u>	<u>(401,797)</u>
Increase in cash and cash equivalents	(368,933)	510,247
Cash and cash equivalents, beginning of year	<u>3,309,375</u>	<u>2,799,128</u>
Cash and cash equivalents, end of year	<u>\$ 2,940,442</u>	<u>\$ 3,309,375</u>

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

1. Purpose of the Organization

The Municipality was incorporated as town by the Province of New Brunswick Municipalities Act on January 1, 1998. As a municipality, the Town of Grand Bay-Westfield is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act. The municipality has the following vision statement, "To be an efficient, effective and flexible organization responsible for the overall good of the community, enhancing quality of life by being sensitive to community needs in an ever-changing and complex environment."

2. Summary of Significant Accounting Policies

The consolidated financial statements of the Town of Grand Bay-Westfield have been prepared in accordance with Canadian generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

The Town adopted Public Sector Accounting standards as of January 1, 2011.

Significant aspects of the accounting policies adopted by the Town are as follows:

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cashflows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Town and which are owned or controlled by the Town.

Budget

The budget figures contained in these financial statements were approved by Council on November 16, 2021 and the Minister of Local Government on December 2, 2021.

Revenue Recognition

Revenues are recognized on the accrual basis and measurable as they are earned. Revenue received prior to being earned is recorded as deferred revenue until such time as the revenue is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis as they are incurred and are measurable based on receipt of goods and services and obligation to pay. Outstanding commitments for goods and services relating to the current year are accrued at the balance sheet date.

Use of Estimates

The preparation of the consolidated financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

2. Summary of Significant Accounting Policies (Cont'd)

Financial Instruments

The Town's financial instruments consist of cash, accounts receivable, bank loans, accounts payable and long-term debt. Unless otherwise noted, it is management's opinion that the Town is not exposed to significant interest, currency or credit risk arising from those financial instruments. The fair value of these financial instruments approximates their carrying values, unless otherwise noted.

The Town is subject to credit risk through its accounts receivable. The Town minimizes credit risk through ongoing credit management.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less.

Inventory of supplies

Inventory of supplies is valued at the lower of cost and net replacement cost with cost being determined on the first-in, first out basis.

Tangible Capital Assets

Effective January 1, 2011, the Town adopted the provisions of PSA section 3150 Tangible Capital Assets. Tangible capital assets are recorded at cost which includes all amounts directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital asset is amortized on a straight-line basis over the estimated useful life, as follows:

Land improvements	5-25 years
Buildings	25-40 years
Vehicles	3-5 years
Machinery and equipment	5-10 years
Heavy equipment	10-15 years
Computer hardware, software and communication equipment	3-5 years
Furniture and fixtures	3-5 years
Road surface	15-20 years
Road grade	30 years
Sidewalks and curbs	15 years
Water and wastewater networks	40-100 years

Assets under construction are not amortized until the asset is available for use.

Segmented Information

The Town of Grand Bay-Westfield is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with the special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

2. Summary of Significant Accounting Policies (Cont'd)

Segmented Information (Cont'd)

General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes council functions and general and financial management.

Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures and animal control.

Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services and other transportation-related functions.

Environmental Development Services

This department is responsible for planning and zoning, community development, tourism, beautification and other municipal development and promotion services.

Recreation and Culture

This department is responsible for the maintenance and operation of recreation and cultural facilities including the arena, parks and playgrounds and other recreational and cultural facilities.

Wastewater Systems

This department is responsible for the provision of wastewater services within the municipality including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

Post-Employment Benefits

The Town recognizes its obligations under post employment benefit plans and the related cost, net of plan assets. The Town has a defined benefit pension plan as documented in Note 7.

3. Cash and cash equivalents

	<u>2023</u>	<u>2022</u>
Cash - unrestricted	\$ 709,778	\$ 719,328
Cash - restricted	<u>2,230,666</u>	<u>2,590,047</u>
	<u>\$ 2,940,444</u>	<u>\$ 3,309,375</u>

4. Due from Federal Government and Agencies

	<u>2023</u>	<u>2022</u>
Canada Revenue Agency (HST refund)	<u>\$ 135,379</u>	<u>\$ 111,462</u>

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

5. Long-Term Debt

New Brunswick Municipal Financing Corporation

	<u>2023</u>	<u>2022</u>
Debtentures:		
4.512%-5.245% series, due 2038	\$ 1,339,000	\$ -
1.95%-2.80% series, due 2034	109,000	129,000
0.855% - 2.762% series, due 2036	350,000	374,000
1.20%-2.70% series, due 2027	244,000	302,000
0.90%-1.50% series, due 2025	50,000	75,000
1.65%-3./80% series, due 2027	62,000	76,000
1.35%-3.55% series, due 2027	118,000	145,000
1.35% - 3.70% series, due 2028	230,000	272,000
1.20% - 3.50% series, due 2029	186,000	214,000
2.55% - 3.55% series, due 2033	248,000	269,000
0.50% - 2.33% series, due 2035	342,000	368,000
0.30% -2.700% series, due 2036	167,000	191,000
<u>CMHC</u>		
3.92%, due 2026	<u>346,269</u>	<u>453,096</u>
	<u>\$ 3,791,269</u>	<u>\$ 2,868,096</u>

Principal payments required during the next five years are as follows:

2024	\$ 514,014
2025	515,366
2026	507,889
2027	382,000
2028	282,000
Thereafter	<u>1,590,000</u>
	<u>\$ 3,791,269</u>

6. Post-Employment Benefits Payable

Defined Benefit Pension Plan

The Town and its' employees participate in the New Brunswick Municipal Employees Pension Plan (NB MEPP). The NB MEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NB MEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NB MEPP. In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2021 and resulted in an overall NB MEPP accrued benefit obligation of \$140,299,800 based on the accounting basis.

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

6. Post-Employment Benefits Payable (Cont'd)

The actuarial valuation for accounting purposes was based on a number of assumptions about future events such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2022:

- the expected inflation rate is 2.10% per annum
- the discount rate used to determine the accrued benefit obligation is 6.15% per annum
- the expected rate of return on assets is 6.15% per annum
- retirement age varies by age and employment category
- estimated average remaining service life is 14.0 years

The actuarial valuation prepared as at December 31, 2021 indicated that the market value of the of the net assets available for the accumulated pan benefits were greater than the present value of these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan surplus of \$1,294,100, a change of \$2,127,600 from December 31, 2020 deficit of \$833,500. Based on the assumptions as at December 31, 2021, the actuary expected the level of employer and employee contributions to be sufficient to fund the current service cost and going concern special payments, as allowed by the Pensions Benefit Act.

As at December 31, 2021 the NB MEPP provides benefits for 310 retirees. Total benefit payments to retirees and terminating employees during 2023 are estimated to be approximately \$5,210,400 (actual 2022, \$6,836,300) in totality for the NB MEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.95%. Each participating body contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short-Term Securities, Bonds, Canadian Equities and Foreign Equities. Combined employees' and participating bodies' contributions for 2023 are estimated to be approximately \$7,978,000 (2022 actual, \$7,988,500 in totality for the NB MEPP).

The following summarizes the data as it relates to the Town of Grand Bay Westfield:

The average age of the 17 active employees covered by the NB MEPP is 50.2 (as at December 31, 2021)
Benefit payments were \$171,400 in 2022 and were estimated to be \$167,600 in 2023
Combined Contributions were \$181,400 in 2022 and were estimated to be \$186,800 in 2023.

In addition to determining the position of the NB MEPP as it relates to the Town of Grand Bay-Westfield as at December 31, 2021 and December 31, 2022, NB MEPP's actuary performed an extrapolation of the December 31, 2022 accounting valuation to determine the estimated position as at December 31, 2023. The extrapolation assumptions used as at December 31, 2023 remain unchanged from December 31, 2022. The extrapolation also assumes assets return 6.15% net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	Estimated <u>Jan 1- Dec 31, 2023</u>	Actual <u>Jan 1- Dec 31, 2022</u>
Accrued Benefit Liability (asset)		
Accrued benefit liability, beginning	\$ 201,700	\$ 231,700
Pension expense for the year	115,800	60,700
Less employer contributions	<u>(93,400)</u>	<u>(90,700)</u>
Accrued benefit liability, ending	<u>\$ 224,100</u>	<u>\$ 201,700</u>

These amounts are included in the Post-Employment Benefits Payable on the Consolidated Statement of Financial Position.

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

7. Investment

	<u>2023</u>	<u>2022</u>
Saint John Community Fund interest at 3%, due March 2025.	\$ <u>15,126</u>	\$ <u>14,602</u>

8. Contingencies

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2023 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect as the Town maintains insurance coverage in amounts considered appropriate.

9. Water and Sewer Fund Surplus

	<u>2023</u>	<u>2022</u>
2023 Surplus	\$ 34,958	\$ -
2022 Surplus	31,036	31,036
2021 Surplus	25,203	33,603
2020 Surplus	<u>14,240</u>	<u>21,359</u>
	\$ <u>105,437</u>	\$ <u>85,998</u>

10. Short-term borrowings compliance

Interim borrowing for capital

The Municipality has arranged a revolving operating facility bearing interest at prime less 0.25% for the General Operating Fund and the Sewerage Operating Fund. The facility is intended for interim financing for capital expenditures. As at December 31, 2023 this facility has not been used.

The Municipality has no outstanding ministerial authority for short-term borrowings.

Operating borrowing

As prescribed in the Local Governance Act, borrowing to finance General Fund operations is limited to 4% of the Municipality's operating budget or \$15,000 - whichever is greater. Borrowing to finance Sewerage Fund operations is limited to 50% of the operating budget for the year.

In 2023, the Municipality has complied with these restrictions for all borrowing.

Inter-fund borrowing

The Municipal Financial Reporting Manual requires that short-term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project.

The amounts payable between Funds are in compliance with the requirements.

TOWN OF GRAND BAY - WESTFIELD
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

11. Schedule of Tangible Capital Assets

	Land	Land improvements	Building and leasehold improvements	Vehicles	Machinery and Equipment	Assets Under Construction	Infrastructure			2023 Total	2022 Total
							Roads and streets	Treatment facilities	Water and sewer		
COST											
Balance, beginning of year	\$ 2,253,304	3,659,232	3,643,126	366,269	3,770,896	235,842	20,835,827	3,389,325	15,070,733	53,224,554	52,133,175
Add:											
Net additions during the year	-	-	244,134	67,782	2,268,239	-	482,312	-	43,794	3,106,261	1,222,015
Less:											
Disposals during the year	-	-	-	-	-	(92,276)	(33,489)	-	-	(125,765)	(130,636)
Balance, end of year	<u>2,253,304</u>	<u>3,659,232</u>	<u>3,887,260</u>	<u>434,051</u>	<u>6,039,135</u>	<u>143,566</u>	<u>21,284,650</u>	<u>3,389,325</u>	<u>15,114,527</u>	<u>56,205,050</u>	<u>53,224,554</u>
ACCUMULATED AMORTIZATION											
Balance, beginning of year	-	2,011,302	1,918,651	265,482	2,385,152	-	12,419,444	1,073,087	5,159,170	25,232,288	23,662,060
Add:											
Amortization during the year	-	145,146	85,446	52,954	295,900	-	885,642	75,074	265,548	1,805,710	1,687,828
Less:											
Accumulated amortization on disposals	-	-	-	-	-	-	(33,489)	-	-	(33,489)	(117,600)
Balance, end of year	<u>-</u>	<u>2,156,448</u>	<u>2,004,097</u>	<u>318,436</u>	<u>2,681,052</u>	<u>-</u>	<u>13,271,597</u>	<u>1,148,161</u>	<u>5,424,718</u>	<u>27,004,509</u>	<u>25,232,288</u>
NET BOOK VALUE	<u>\$ 2,253,304</u>	<u>\$ 1,502,784</u>	<u>\$ 1,883,163</u>	<u>\$ 115,615</u>	<u>\$ 3,358,083</u>	<u>\$ 143,566</u>	<u>\$ 8,013,053</u>	<u>\$ 2,241,164</u>	<u>\$ 9,689,809</u>	<u>\$ 29,200,541</u>	<u>\$ 27,992,266</u>
Consists of:											
General Fund Assets	\$ 2,171,487	\$ 1,493,469	\$ 1,863,281	\$ 115,615	\$ 3,289,922	\$ 129,173	\$ 8,013,053	\$ -	\$ 5,835,971	\$ 22,911,971	\$ 21,605,652
Water & Sewerage Fund Assets	81,817	9,315	19,882	-	68,161	14,393	-	2,241,164	3,853,838	6,288,570	6,386,614
	<u>\$ 2,253,304</u>	<u>\$ 1,502,784</u>	<u>\$ 1,883,163</u>	<u>\$ 115,615</u>	<u>\$ 3,358,083</u>	<u>\$ 143,566</u>	<u>\$ 8,013,053</u>	<u>\$ 2,241,164</u>	<u>\$ 9,689,809</u>	<u>\$ 29,200,541</u>	<u>\$ 27,992,266</u>

TOWN OF GRAND BAY - WESTFIELD
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

12. Schedule of Segment Disclosure

	General	Protective	Transportation	Environmental Health	Environmental development	Recreation and culture	Water and sewer	2023 Consolidated	2022 Consolidated
Revenues									
Warrant of assessment	\$ 1,519,415	\$ 1,977,506	\$ 2,073,394	\$ 84,141	\$ 658,221	\$ 621,462	\$ -	\$ 6,934,139	\$ 5,966,534
Sales of services	-	79,976	-	-	-	11,557	-	91,533	195,709
Other revenue from own sources	121,325	-	-	-	-	-	-	121,325	90,553
Community Funding and Equalization Grant	56,504	73,539	77,105	3,129	24,478	23,111	-	257,866	265,869
Sewerage user fees	-	-	-	-	-	-	642,636	642,636	588,345
Interest	125,343	-	-	-	-	-	15,271	140,614	61,884
Other government transfers	35,533	-	399,540	-	-	-	139,185	574,258	839,750
	<u>1,858,120</u>	<u>2,131,021</u>	<u>2,550,039</u>	<u>87,270</u>	<u>682,699</u>	<u>656,130</u>	<u>797,092</u>	<u>8,762,371</u>	<u>8,008,644</u>
Expenses									
Salaries and benefits	680,618	504,682	653,670	-	107,509	188,831	150,692	2,286,002	1,783,179
Goods and services	545,438	1,276,676	1,223,335	73,797	375,742	256,905	212,602	3,964,495	3,545,542
Amortization	58,704	163,104	1,242,628	-	32,728	105,535	203,011	1,805,710	1,687,828
Interest	86,902	-	-	-	-	-	24,048	110,950	86,620
Other	118,839	63,959	61,715	-	-	61,362	-	305,875	305,536
	<u>1,490,501</u>	<u>2,008,421</u>	<u>3,181,348</u>	<u>73,797</u>	<u>515,979</u>	<u>612,633</u>	<u>590,353</u>	<u>8,473,032</u>	<u>7,408,705</u>
Surplus (deficit) for the year	<u>\$ 367,619</u>	<u>\$ 122,600</u>	<u>\$ (631,309)</u>	<u>\$ 13,473</u>	<u>\$ 166,720</u>	<u>\$ 43,497</u>	<u>\$ 206,739</u>	<u>\$ 289,339</u>	<u>\$ 599,939</u>

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

13. Reconciliation of Annual Surplus

	General Operating Fund	General Capital Fund	Sewerage Operating Fund	Sewerage Capital Fund	General Operating Reserve Fund	General Capital Reserve Fund	Sewerage Operating Reserve Fund	Sewerage Capital Reserve Fund	Land for Public Purpose Reserve Fund	Total
2023 annual surplus (deficit)	638,607	(766,839)	264,439	214,540	19,970	51,405	-	(133,058)	275	289,339
Adjustment to annual surplus (deficit) for funding requirements										
Second previous year's surplus	187,750	-	15,519	-	-	-	-	-	-	203,269
Transfers between funds										
Transfer from General Operating Fund to General Capital Fund	(839,125)	839,125	-	-	-	-	-	-	-	-
Transfer from Sewerage Utility Fund to Sewerage Capital Reserve Fund	-	-	(75,000)	-	-	-	-	75,000	-	-
Transfer from Sewerage Utility Fund to Sewerage Operating Reserve Fund	-	-	(30,000)	-	-	-	30,000	-	-	-
Transfer from Sewerage Capital Reserve Fund to General Operating Fund	139,185	-	-	(139,185)	-	-	-	-	-	-
Transfer to General Operating Fund from General Capital Reserve Fund	1,012,147	-	-	-	-	(1,012,147)	-	-	-	-
Transfer to General Operating Fund from General Operating Reserve Fund	51,444	-	-	-	(51,444)	-	-	-	-	-
Transfer from General Operating Fund to General Operating Reserve Fund	(53,500)	-	-	-	53,500	-	-	-	-	-
Transfer from General Operating Fund to General Capital Reserve Fund	(600,000)	-	-	-	-	600,000	-	-	-	-
Long-term debt principal repayment	-	-	(140,000)	140,000	-	-	-	-	-	-
Long-term debt principal repayment	(275,827)	275,827	-	-	-	-	-	-	-	-
Increase in pension plan expenses	9,400	-	-	-	-	-	-	-	-	9,400
Amortization expense	-	1,602,699	-	203,011	-	-	-	-	-	1,805,710
Total adjustments to 2023 annual surplus (deficit)	(368,526)	2,717,651	(229,481)	203,826	2,056	(412,147)	30,000	75,000	-	2,018,379
2023 annual surplus (deficit)	270,081	1,950,812	34,958	418,366	22,026	(360,742)	30,000	(58,058)	275	2,307,718

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

14. Statement of Reserves

	General Capital Reserve Fund	General Operating Reserve Fund	Utility Capital Reserve Fund	Utility Operating Reserve Fund	Land for Public Purpose Reserve Fund	2023	2022
Assets							
Cash	1,472,321	524,883	185,110	30,000	6,695	2,219,009	2,585,508
Accumulated Surplus	1,472,321	524,883	185,110	30,000	6,695	2,219,009	2,585,508
Revenue							
Interest	51,405	19,970	6,127	-	275	77,777	38,808
Transfers from General and Sewerage Operating Funds	600,000	53,500	75,000	30,000	-	758,500	507,500
Other funds received	-	-	-	-	-	-	-
	651,405	73,470	81,127	30,000	275	836,277	546,308
Expenditures							
Interest and bank charges	-	-	-	-	-	-	-
Transfers to General and Sewerage Capital Funds	1,012,147	51,444	139,185	-	-	1,202,776	22,143
	1,012,147	51,444	139,185	-	-	1,202,776	22,143
Annual Surplus (Deficit)	(360,742)	22,026	(58,058)	30,000	275	(366,499)	524,165

c) General Revenue Fund: First Quarter Financial Report

That the Council of the Town of Grand Bay-Westfield receive and file the 2023 First Quarter Financial Report as presented.

Motioned by: Councillor Balcomb

Seconded by: Councillor Balemans

Carried

d) Sewerage Utility: First Quarter Financial Report

That the Council of the Town of Grand Bay-Westfield receive and file the Sewerage Utility 2023 First Quarter Financial Report as presented.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

Carried

e) Reserve Transfers

That the Council of the Town of Grand Bay-Westfield authorize the following transfers:

- Transfer \$900,000 from General Revenue Capital reserve into the General Revenue Fund for the purchase of winter fleet equipment; and,
- Transfer \$51,444.28 from the General Revenue Operating Reserves into General Revenue Fund to reimburse Operations for the purchase of the Fire Review Services; and,
- Transfer \$139,185.33 from the Sewerage Capital Reserve into the General Revenue Fund to pay for the solar array from the Utility Reserve per provincial regulations.

Motioned by: Councillor Balcomb

Seconded by: Councillor Burpee

Carried

That the Council of the Town of Grand Bay-Westfield direct Administration to amend the capital plan to:

- Add northbound right turn lanes with storage to the Brittain Rd., Epworth Park Rd., Station St. and Pamdenec Rd. in their next Road Ahead Plan for consideration under Designated Highway Capital Improvements.
- Improve shoulder conditions to allow for improved vehicle pull-off while waiting for trains.

Motioned by: Councillor Balcomb

Seconded by: Councillor Burpee

Carried

b) Town Fees 2024

That the Council of the Town of Grand Bay-Westfield adopt the Various 2024 Town Fees effective January 1, 2024.

Motioned by: Councillor Burpee

Seconded by: Deputy Mayor Toole

Carried

c) General Revenue Reserve Transfers 2023

That the Council of Grand Bay-Westfield Council authorize the following transfers:

- Transfer \$600,000 from the General Revenue Fund to the General Revenue Capital Reserve.
- Transfer \$112,147 from the General Revenue Capital Reserve to the General Revenue Fund.
- Transfer \$53,500 from the General Revenue Fund to the General Revenue Operating Reserve.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

Carried

d) Sewerage Revenue Reserve Transfers 2023

That the Council of Grand Bay-Westfield Council authorize the following transfers:

- Transfer \$30,000 from the Sewerage Utility Fund to the Sewerage Utility Operating Reserve
- Transfer \$75,000 from the Sewerage Utility Fund to the Sewerage Utility Capital Reserve

Motioned by: Councillor Balemans

Seconded by: Deputy Mayor Toole

Carried

e) Term Loan Repayment

That the Council of the Town of Grand Bay-Westfield authorize the Mayor and CFO to instruct Scotiabank to transfer \$1,062,925.25 from the operating account to pay off the amounts outstanding on the term loans.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balcomb

Carried

f) Council Calendar 2024

That the Council of the Town of Grand Bay-Westfield approve the calendar as presented.

Motioned by: Councillor Burpee

Seconded by: Councillor Balemans

Carried

12. Bills for Payment

- a) That the Council of the Town of Grand Bay-Westfield authorize the December 11, 2023 bills for payment as presented in the amount for \$119,566.53.

Motioned by: Deputy Mayor Toole

Seconded by: Councillor Balemans

Carried

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

14. Statement of Reserves (Cont'd)

Council Resolutions regarding transfers to and from reserves:

Moved by Councillor Balcomb, seconded by Councillor Burpee that \$900,000 be transferred from the General Revenue Capital Reserve Fund to the General Revenue Fund; \$51,444 be transferred from the General Revenue Operating Reserve Fund to the General Revenue Fund; and, \$139,185 be transferred from the Sewerage Capital Reserve Fund into the General Revenue Fund.

Moved by Councillor Burpee, seconded by Councillor McIntosh Lawrence that \$600,000 be transferred from the General Revenue Fund to the General Capital Reserve Fund; \$112,147 be transferred from the General Revenue Capital Reserve Fund to the General Revenue Fund; \$53,500 be transferred from the General Revenue Fund to the General Revenue Operating Reserve Fund.

Moved by Councillor Balemans, seconded by Deputy Mayor Toole that \$30,000 be transferred from the Sewerage Utility Fund to the Sewerage Utility Operating Reserve Fund; \$75,000 be transferred from the Sewerage Utility Fund to the Sewerage Utility Capital Reserve Fund

I hereby certify the above are true and exact copies of resolutions adopted at meetings of Council on March 28, April 24 and December 11, 2023.

Date

James Barrington, CPA, CMA
Chief Financial Officer
Town of Grand Bay-Westfield

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

15. Operating Budget to PSA Budget

	Operating Budget General	Operating Budget Sewerage	Amortization TCA	Transfers	Other	Total
Revenue						
Warrant of assessment	\$ 6,934,139	-	-	-	-	\$ 6,934,139
Sales of services	90,983	-	-	-	-	90,983
Other revenue from own sources	71,333	2,000	-	-	-	73,333
Community Funding and Equalization Grant	257,866	-	-	-	-	257,866
Sewerage user fees	-	635,350	-	-	-	635,350
Government transfer for special projects	-	-	-	-	574,258	574,258
Surplus (deficit) of second previous year	187,750	15,519	-	(203,269)	-	-
	<u>7,542,071</u>	<u>652,869</u>	<u>-</u>	<u>(203,269)</u>	<u>574,258</u>	<u>8,565,929</u>
Expenditures						
General government services	1,393,744	-	58,704	-	78,940	1,531,388
Protective services	1,809,884	-	163,104	-	-	1,972,988
Transportation services	1,897,644	-	1,242,628	-	-	3,140,272
Environmental health services	73,887	-	-	-	-	73,887
Recreation and cultural services	568,784	-	105,535	-	-	674,319
Environmental development services	602,427	-	32,728	-	-	635,155
Fiscal services					-	-
- Long-term debt repayment	275,827	140,000	-	(415,827)	-	-
- Interest	69,539	23,407	-	(92,946)	-	-
- Transfer to General Capital Fund	850,335	-	-	(850,335)	-	-
- Transfer to General Capital Reserve Fund	-	-	-	-	-	-
- Transfer to General Operating Reserve Fund	-	-	-	-	-	-
- Transfer to Sewerage Capital Reserve Fund	-	90,000	-	(90,000)	-	-
Sewerage collection and disposal	-	399,462	203,011	-	23,407	625,880
	<u>7,542,071</u>	<u>652,869</u>	<u>1,805,710</u>	<u>(1,449,108)</u>	<u>102,347</u>	<u>8,653,889</u>
Surplus (Deficit)	<u>-</u>	<u>-</u>	<u>(1,805,710)</u>	<u>1,245,839</u>	<u>471,911</u>	<u>(87,960)</u>

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

16. Revenue and Expense Support

Revenue	2023 <u>Budget</u>	2023 <u>Actual</u>	2022 <u>Actual</u>
<i>Services other governments</i>			
Recreation	\$ 11,500	\$ 11,557	\$ 12,901
Fire	79,483	79,976	182,808
	<u>\$ 90,983</u>	<u>\$ 91,533</u>	<u>\$ 195,709</u>
<i>Other own source</i>			
Licenses, permits and fines	\$ 22,433	\$ 30,254	\$ 35,498
Interest	6,000	53,693	61,884
Miscellaneous	44,900	177,992	55,055
	<u>\$ 73,333</u>	<u>\$ 261,939</u>	<u>\$ 152,437</u>
 Expenditures			
<i>General Government Services</i>			
Legislative			
Mayor	\$ 57,862	\$ 56,379	\$ 49,916
Council	126,812	116,196	97,535
Other	16,264	17,437	12,121
	<u>\$ 200,938</u>	<u>\$ 190,012</u>	<u>\$ 159,572</u>
Administrative			
Personnel and office	\$ 711,932	\$ 680,713	\$ 540,915
Buildings	68,048	64,277	66,231
Solicitor	35,000	80,395	33,857
Other	219,405	194,179	219,113
	<u>\$ 1,034,385</u>	<u>\$ 1,019,564</u>	<u>\$ 860,116</u>
Financial management			
External audit	\$ 12,500	\$ 13,000	\$ 10,000
 Other			
Public liability insurance	\$ 22,629	\$ 21,104	\$ 17,707
Grants to organizations	-	-	102,003
Economic development	132,693	101,215	83,460
Interest	69,539	86,902	60,468
Amortization	58,704	58,704	57,894
	<u>\$ 283,565</u>	<u>\$ 267,925</u>	<u>\$ 321,532</u>
	<u>\$ 1,531,388</u>	<u>\$ 1,490,501</u>	<u>\$ 1,351,220</u>

TOWN OF GRAND BAY-WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

16. Revenue and Expense Support - (Cont'd)

Protective Services

Fire

Forces	\$ 446,529	\$ 434,353	\$ 392,467
Fire alarm system	51,061	48,693	42,366
Training	24,050	19,134	13,615
Station and building	74,725	69,476	84,620
Fighting and equipment	145,095	166,718	133,254
Other	117,241	156,007	92,262
Amortization	163,104	163,104	146,939
	<u>\$ 1,021,805</u>	<u>\$ 1,057,485</u>	<u>\$ 905,523</u>

Police

Administration - RCMP	\$ 886,946	\$ 886,946	\$ 742,392
Traffic activities	14,460	14,422	12,620
	<u>\$ 901,406</u>	<u>\$ 901,368</u>	<u>\$ 755,012</u>

Emergency Measures

Disaster control	\$ 19,460	\$ 19,935	\$ 16,717
------------------	-----------	-----------	-----------

Other

Animal control	\$ 30,317	\$ 29,633	\$ 21,045
	<u>\$ 1,972,988</u>	<u>\$ 2,008,421</u>	<u>\$ 1,698,297</u>

Transportation Services

Common services

Administration	\$ 845,547	\$ 735,227	\$ 568,185
General equipment	183,222	279,128	122,467
Workshops and other buildings	39,232	61,715	39,574
	<u>\$ 1,068,001</u>	<u>\$ 1,076,070</u>	<u>\$ 730,226</u>

Roadway surfaces	\$ 239,594	\$ 259,757	\$ 289,190
Storm sewers	19,500	6,666	2,430
Snow and ice removal	388,271	429,673	595,016
Street lighting	121,723	122,012	116,766
Street signs	20,400	11,916	1,516
Transit service	38,405	31,072	32,467
Traffic signals	1,750	1,554	1,750
Amortizations	1,242,628	1,242,628	1,141,195
	<u>\$ 2,072,271</u>	<u>\$ 2,105,278</u>	<u>\$ 2,180,330</u>
	<u>\$ 3,140,272</u>	<u>\$ 3,181,348</u>	<u>\$ 2,910,556</u>

Environmental Health Services

Collection and disposal	\$ 73,887	\$ 73,797	\$ 1,008
-------------------------	-----------	-----------	----------

TOWN OF GRAND BAY-WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

16. Revenue and Expense Support - (Cont'd)

Recreation and Cultural Services

Administration	\$ 218,401	\$ 208,031	\$ 158,653
Parks and playgrounds	257,137	226,170	213,287
Buildings	90,846	71,308	72,186
Training and development	2,400	1,589	450
Amortization	105,535	105,535	104,782
	<u>\$ 674,319</u>	<u>\$ 612,633</u>	<u>\$ 549,358</u>

Environmental Development Services

Community planning	\$ 226,712	\$ 165,475	\$ 9,050
Community development	336,296	288,138	204,844
Tourism promotion	6,150	2,792	41,343
Beautification	11,720	6,204	11,700
Other	21,549	20,642	20,763
Amortization	32,728	32,728	32,728
	<u>\$ 635,155</u>	<u>\$ 515,979</u>	<u>\$ 320,428</u>

Sewerage

Collection and disposal			
Administration	\$ 116,487	\$ 111,408	\$ 98,393
Collection systems	114,408	87,498	86,275
Lift stations	106,411	114,461	114,786
Treatment and disposal	62,156	49,927	47,947
Interest	23,407	24,048	26,147
Amortization	203,011	203,011	204,290
	<u>\$ 625,880</u>	<u>\$ 590,353</u>	<u>\$ 577,838</u>

TOWN OF GRAND BAY - WESTFIELD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

17. Transfers to Reserves

Under New Brunswick regulation 97-145 for municipal reserve funds, municipalities are permitted to have a maximum accumulation in operating reserve funds of 5% of previous year's budgeted expenditures. For the previous year 2022, the Town had budgeted \$6,606,755 for its General Operating Fund. At the end of 2023, the Town had accumulated in its General Operating Reserve Fund \$524,833 thereby exceeding the limit of \$330,338 by \$194,495. Management's intention is to remedy the overcontribution by transferring the excess funds (a minimum of \$147,729 based on the 2023 budgeted expenditures) out of the General Operating Reserve prior to December 31, 2024. The maximum accumulated amount in the General Operating Reserve Fund for 2024 will be \$377,104 based on the 2023 budgeted General Revenue Fund expenditures.

TOWN OF GRAND BAY-WESTFIELD
SPECIAL REPORT - NON-CONSOLIDATED
AND UNAUDITED FINANCIAL STATEMENTS

DECEMBER 31, 2023

NON-CONSOLIDATED FINANCIAL STATEMENTS

On the basis of information provided by management, we have prepared this special report consisting of the balance sheets of the General, Sewerage and Reserve Funds of the Town of Grand Bay-Westfield as at December 31, 2023 and related statements of revenue, expenditure and source and application of capital financing for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Saint John, N.B.
March 18, 2024

Chartered Professional Accountants

TOWN OF GRAND BAY-WESTFIELD

GENERAL CAPITAL FUND
BALANCE SHEET

DECEMBER 31, 2023

ASSETS

	<u>2023</u>	<u>2022</u>
Capital assets	\$ <u>45,118,941</u>	\$ <u>42,138,445</u>

LIABILITIES & EQUITY

Long-term debt	\$ 2,859,270	\$ 1,796,097
Investment in capital assets	<u>42,259,671</u>	<u>40,342,348</u>
	\$ <u>45,118,941</u>	\$ <u>42,138,445</u>

TOWN OF GRAND BAY-WESTFIELD

GENERAL CAPITAL FUND
STATEMENT OF SOURCE AND APPLICATION OF CAPITAL FINANCING

FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Source		
Transfers from		
Province of New Brunswick	\$ -	\$ 135,381
Government of Canada	399,540	447,000
General Revenue Fund	839,125	496,842
General Capital Reserve Fund	<u>712,147</u>	<u>-</u>
	<u>\$ 1,950,812</u>	<u>\$ 1,079,223</u>
Application		
Debt repayment	\$ 275,827	\$ 266,797
Capital expenditures	<u>1,674,985</u>	<u>812,426</u>
	<u>\$ 1,950,812</u>	<u>\$ 1,079,223</u>

TOWN OF GRAND BAY-WESTFIELD
GENERAL CAPITAL FUND
STATEMENT OF INVESTMENT IN CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Balance - beginning of year	\$ <u>40,342,348</u>	\$ <u>38,983,725</u>
Add:		
Contributed from General Revenue Fund		
Capital expenditures	563,298	230,045
Debt repayment	275,827	266,797
Contributed from General Capital Reserve Fund		
Capital expenditures	712,147	-
Contributed from Province of New Brunswick		
Equipment	-	135,381
Transfer of debenture to Sewer Capital Fund	-	397,000
Contributed from Government of Canada		
Equipment	-	-
Engineering structures	399,540	447,000
	<u>1,950,812</u>	<u>1,476,223</u>
	<u>42,293,160</u>	<u>40,459,948</u>
Deduct:		
Cost of capital assets disposed of during the year	33,489	117,600
	<u>33,489</u>	<u>117,600</u>
Balance - end of year	\$ <u><u>42,259,671</u></u>	\$ <u><u>40,342,348</u></u>

TOWN OF GRAND BAY-WESTFIELD

GENERAL REVENUE FUND
BALANCE SHEET

DECEMBER 31, 2023

ASSETS

	<u>2023</u>	<u>2022</u>
Current		
Cash	\$ 643,328	\$ 658,562
Accounts receivable	283,409	150,030
Inventory	23,770	50,795
Prepaid expenses	81,464	87,372
Due from Sewerage Capital Fund	-	139,185
Investments	<u>15,126</u>	<u>14,602</u>
	<u>1,047,097</u>	\$ <u>1,100,546</u>

LIABILITIES

Current		
Accounts payable	\$ 390,265	\$ 555,892
Due to Sewerage Revenue Fund	28,431	19,945
Deferred revenue	<u>7,578</u>	<u>2,070</u>
	426,274	577,907

SURPLUS

Surplus - beginning of year	522,639	286,613
Add:		
Surplus of current year	270,081	350,742
Transfer of surplus from amalgamation	<u>15,853</u>	<u>-</u>
	808,573	637,355
Deduct:		
Surplus of second previous year	<u>(187,750)</u>	<u>(114,716)</u>
Surplus - end of year	<u>620,823</u>	<u>522,639</u>
	\$ <u>1,047,097</u>	\$ <u>1,100,546</u>

TOWN OF GRAND BAY-WESTFIELD
GENERAL REVENUE FUND
STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u>	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Revenue			
Warrant of assessment	\$ 6,934,139	\$ 6,934,139	\$ 5,966,534
Sales of services	90,984	91,533	195,709
Other revenue from own sources	71,333	210,551	109,952
Community funding and equalization grant	257,866	257,866	265,869
Other transfers			
Surplus of second previous year	187,750	187,750	114,716
	<u>7,542,072</u>	<u>7,681,839</u>	<u>6,652,780</u>
Expenditures			
General government services	1,261,052	1,234,279	1,179,404
Protective services	1,809,884	1,845,316	1,551,358
Transportation services	1,897,644	1,938,720	1,769,361
Environmental health services	73,887	73,797	1,008
Environmental development services	602,427	483,249	287,699
Recreation and cultural services	568,784	507,099	444,576
Economic development services	132,693	101,215	83,460
Fiscal services	1,195,701	926,027	557,310
Transfers			
General Operating Reserve Fund	-	2,056	-
General Capital Reserve Fund	-	300,000	427,862
	<u>7,542,072</u>	<u>7,411,758</u>	<u>6,302,038</u>
Surplus for the year	\$ <u>-</u>	\$ <u>270,081</u>	\$ <u>350,742</u>

TOWN OF GRAND BAY-WESTFIELD

GENERAL REVENUE FUND
SUPPLEMENTARY SCHEDULE OF REVENUE ACCOUNTS

DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u>	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Sale of Services			
Recreational	\$ 11,500	\$ 11,557	\$ 12,901
Fire - Local service district	<u>79,483</u>	<u>79,976</u>	<u>182,808</u>
	<u>\$ 90,983</u>	<u>\$ 91,533</u>	<u>\$ 195,709</u>
Other Revenue from Own Sources			
Licenses and permits			
Animal	\$ 2,800	\$ 2,544	\$ 2,638
Construction	<u>19,633</u>	<u>27,710</u>	<u>32,860</u>
	<u>22,433</u>	<u>30,254</u>	<u>35,498</u>
Operating Grants			
Federal	<u>-</u>	<u>35,533</u>	<u>-</u>
Return on investments			
Interest	<u>6,000</u>	<u>53,693</u>	<u>20,437</u>
Other	<u>42,900</u>	<u>91,071</u>	<u>54,017</u>
	<u>\$ 71,333</u>	<u>\$ 210,551</u>	<u>\$ 109,952</u>

TOWN OF GRAND BAY-WESTFIELD

GENERAL REVENUE FUND
SUPPLEMENTARY SCHEDULE OF EXPENDITURE ACCOUNTS

DECEMBER 31, 2023

	2023 <u>Budget</u>	2023 <u>Actual</u>	2022 <u>Actual</u>
General Government Services			
Legislative			
Mayor	\$ 57,862	\$ 56,379	\$ 49,916
Councillors	126,812	116,196	97,535
Other	16,264	17,437	12,121
	<u>200,938</u>	<u>190,012</u>	<u>159,572</u>
Administrative			
Personnel and office	702,532	680,713	548,780
Buildings	68,048	64,277	66,231
Solicitor	35,000	80,395	33,857
Other	219,405	159,942	241,254
	<u>1,024,985</u>	<u>985,327</u>	<u>890,122</u>
Financial Management			
External audit	12,500	13,000	10,000
Other General Government Services			
Public liability insurance	22,629	21,104	17,707
Grants to organizations	-	-	102,003
	<u>22,629</u>	<u>21,104</u>	<u>119,710</u>
	<u>\$ 1,261,052</u>	<u>\$ 1,209,443</u>	<u>\$ 1,179,404</u>

TOWN OF GRAND BAY-WESTFIELD

GENERAL REVENUE FUND
SUPPLEMENTARY SCHEDULE OF EXPENDITURE ACCOUNTS

DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u>	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Protective Services			
Police			
Administration - RCMP	\$ 886,946	\$ 886,946	\$ 742,392
Traffic activities	<u>14,460</u>	<u>14,422</u>	<u>12,620</u>
	<u>901,406</u>	<u>901,368</u>	<u>755,012</u>
Fire			
Firefighters	446,529	434,352	392,467
Fire alarm system	51,061	48,693	42,366
Training	24,050	19,134	13,615
Station and building	74,725	69,476	84,620
Fighting and equipment	145,095	166,718	133,254
Other	<u>117,241</u>	<u>156,007</u>	<u>92,262</u>
	<u>858,701</u>	<u>894,380</u>	<u>758,584</u>
Emergency Measures			
Disaster control	<u>19,460</u>	<u>19,935</u>	<u>16,717</u>
Other			
Animal control	<u>30,317</u>	<u>29,633</u>	<u>21,045</u>
	<u>\$ 1,809,884</u>	<u>\$ 1,845,316</u>	<u>\$ 1,551,358</u>

TOWN OF GRAND BAY-WESTFIELD

GENERAL REVENUE FUND
SUPPLEMENTARY SCHEDULE OF EXPENDITURE ACCOUNTS

DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u>	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Transportation Services			
Common services			
Administration	\$ 845,547	\$ 735,227	\$ 568,185
General equipment	183,222	279,128	122,467
Workshops and other buildings	39,232	61,715	39,574
	<u>1,068,001</u>	<u>1,076,070</u>	<u>730,226</u>
Roads and streets			
Roadway surfaces	239,594	259,757	289,189
Storm sewers	19,500	6,666	2,430
Snow and ice removal	388,271	429,673	595,017
	<u>647,365</u>	<u>696,096</u>	<u>886,636</u>
Street lighting	<u>121,723</u>	<u>122,012</u>	<u>116,766</u>
Traffic services			
Street signs	20,400	11,916	1,516
Transit service	38,405	31,072	32,467
Traffic signals	1,750	1,554	1,750
	<u>60,555</u>	<u>44,542</u>	<u>35,733</u>
	<u>\$ 1,897,644</u>	<u>\$ 1,938,720</u>	<u>\$ 1,769,361</u>

TOWN OF GRAND BAY-WESTFIELD

GENERAL REVENUE FUND
SUPPLEMENTARY SCHEDULE OF EXPENDITURE ACCOUNTS

DECEMBER 31, 2023

	2023 <u>Budget</u>	2023 <u>Actual</u>	2022 <u>Actual</u>
Environmental Health Services			
Dumps	\$ <u>73,887</u>	\$ <u>73,797</u>	\$ <u>1,008</u>
Environmental Development Services			
Community planning	\$ 226,712	\$ 165,475	\$ 9,050
Community development	336,296	288,136	204,844
Tourism promotion	6,150	2,792	41,343
Beautification	11,720	6,204	11,699
Other	<u>21,549</u>	<u>20,642</u>	<u>20,763</u>
	\$ <u>602,427</u>	\$ <u>483,249</u>	\$ <u>287,699</u>
Recreational and Cultural Services			
Administration	\$ 218,401	\$ 208,031	\$ 158,652
Parks and playgrounds	257,137	226,170	213,287
Buildings	90,846	71,308	72,186
Training and development	<u>2,400</u>	<u>1,589</u>	<u>450</u>
	\$ <u>568,784</u>	\$ <u>507,099</u>	\$ <u>444,576</u>
Economic Development Services			
Administration	\$ 47,865	\$ 46,654	\$ 20,327
Buildings	<u>84,828</u>	<u>54,562</u>	<u>63,133</u>
	\$ <u>132,693</u>	\$ <u>101,215</u>	\$ <u>83,460</u>
Fiscal Services			
Debt Charges			
Interest	\$ 69,539	\$ 86,902	\$ 60,468
Principal	275,827	275,827	266,797
Capital expenditures out of revenue	<u>850,335</u>	<u>563,298</u>	<u>230,045</u>
	\$ <u>1,195,701</u>	\$ <u>926,027</u>	\$ <u>557,310</u>

TOWN OF GRAND BAY-WESTFIELD

SEWERAGE CAPITAL FUND
BALANCE SHEET

DECEMBER 31, 2023

ASSETS

	<u>2023</u>	<u>2022</u>
Capital assets	\$ <u>11,083,198</u>	\$ <u>11,083,198</u>

LIABILITIES & EQUITY

Long-term debt	\$ 932,000	\$ 1,072,000
Due to General Revenue Fund	-	139,185
Investment in capital assets	<u>10,151,198</u>	<u>9,872,013</u>
	\$ <u>11,083,198</u>	\$ <u>11,083,198</u>

TOWN OF GRAND BAY-WESTFIELD
SEWERAGE CAPITAL FUND
STATEMENT OF INVESTMENT IN CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Balance - beginning of year	\$ <u>9,872,013</u>	\$ <u>9,876,644</u>
Add:		
Contributed from Sewerage Revenue Fund		
Debt repayment	<u>140,000</u>	<u>135,000</u>
Transfer of debenture from General Capital Fund	-	(397,000)
Transfers from		
Government of Canada	-	257,369
Sewerage Capital Reserve Fund	<u>139,185</u>	<u>-</u>
	<u>139,185</u>	<u>257,369</u>
Balance - end of year	\$ <u><u>10,151,198</u></u>	\$ <u><u>9,872,013</u></u>

TOWN OF GRAND BAY-WESTFIELD

SEWERAGE CAPITAL FUND
STATEMENT OF SOURCE AND APPLICATION OF CAPITAL FINANCING

FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Source		
Transfer from		
Sewerage Revenue Fund	\$ 140,000	\$ 135,000
General Revenue Fund		139,185
Sewerage Capital Reserve Fund	139,185	-
Government of Canada	-	257,369
	<u>\$ 279,185</u>	<u>\$ 531,554</u>
Application		
Debt repayment	\$ 140,000	\$ 135,000
Capital expenditures	-	396,554
General Revenue Fund repayment	139,185	-
	<u>\$ 279,185</u>	<u>\$ 531,554</u>

TOWN OF GRAND BAY-WESTFIELD

SEWERAGE REVENUE FUND
BALANCE SHEET

DECEMBER 31, 2023

ASSETS

	<u>2023</u>	<u>2022</u>
Current		
Cash	\$ 78,102	\$ 65,301
Receivables		
Sewerage rates and accrued interest (net of allowance for doubtful accounts of \$2,500; 2022- \$2,500)	13,977	8,387
Due from General Revenue Fund	<u>28,431</u>	<u>19,945</u>
	<u>\$ 120,510</u>	<u>\$ 93,632</u>

LIABILITIES

Current		
Accounts payable	\$ 15,073	\$ 7,634
	<u>15,073</u>	<u>7,634</u>

SURPLUS

Surplus - beginning of year	\$ 85,998	60,024
Add:		
Surplus of current year	<u>34,958</u>	<u>31,036</u>
	120,956	91,060
Deduct:		
Surplus of previous years	<u>15,519</u>	<u>5,062</u>
Surplus - end of year	<u>105,437</u>	<u>85,998</u>
	<u>\$ 120,510</u>	<u>\$ 93,632</u>

TOWN OF GRAND BAY-WESTFIELD
SEWERAGE REVENUE FUND
STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u> <u>Budget</u>	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>
Revenue			
Sewerage rates			
Residential	\$ 577,250	\$ 574,062	\$ 524,524
Commercial	25,550	25,900	24,050
Institutional	31,500	31,500	30,225
Other	1,050	2,550	975
Service charges	-	8,624	8,571
	<u>635,350</u>	<u>642,636</u>	<u>588,345</u>
Other revenue from own sources			
Interest on investments	<u>2,000</u>	<u>9,144</u>	<u>3,677</u>
Surplus of previous years	<u>15,519</u>	<u>15,519</u>	<u>5,062</u>
Total revenue	<u>652,869</u>	<u>667,299</u>	<u>597,084</u>
Expenditures			
Sewerage collection and disposal			
Administration	116,487	111,408	98,393
Collection systems	114,408	87,498	86,275
Lift stations	106,411	114,460	114,786
Treatment and disposal	<u>62,156</u>	<u>49,927</u>	<u>47,947</u>
	<u>399,462</u>	<u>363,293</u>	<u>347,401</u>
Fiscal services			
Debt charges			
Principal	140,000	140,000	135,000
Interest	<u>23,407</u>	<u>24,048</u>	<u>26,147</u>
	163,407	164,048	161,147
Transfers			
Utility Operating Reserve Fund	-	30,000	-
Utility Capital Reserve Fund	<u>90,000</u>	<u>75,000</u>	<u>57,500</u>
	<u>90,000</u>	<u>105,000</u>	<u>57,500</u>
	<u>253,407</u>	<u>269,048</u>	<u>218,647</u>
Total expenditures	<u>652,869</u>	<u>632,341</u>	<u>566,048</u>
Surplus for the year	<u>\$ -</u>	<u>\$ 34,958</u>	<u>\$ 31,036</u>

TOWN OF GRAND BAY-WESTFIELD

RESERVE FUNDS
BALANCE SHEET

DECEMBER 31, 2023

ASSETS

	<u>2023</u>	<u>2022</u>
Land For Public Purposes		
Cash	\$ 6,695	\$ 6,420
General Capital Reserve Fund		
Cash	1,472,321	1,833,063
Utility Capital Reserve Fund		
Cash	185,110	243,168
Utility Operating Reserve Fund		
Cash	30,000	-
General Revenue Fund	<u>524,883</u>	<u>502,857</u>
Cash	\$ <u>2,219,009</u>	\$ <u>2,585,508</u>

EQUITY - RESERVE FUNDS

Reserve Funds		
Land for Public Purposes	\$ 6,695	\$ 6,420
General Capital Reserve Fund	1,472,321	1,833,063
Utility Capital Reserve Fund	185,110	243,168
Utility Operating Reserve Fund	30,000	-
General Operating Reserve fund	<u>524,883</u>	<u>502,857</u>
	\$ <u>2,219,009</u>	\$ <u>2,585,508</u>

TOWN OF GRAND BAY-WESTFIELD

STATEMENT OF RESERVE FUNDS BALANCES

FOR THE YEAR ENDED DECEMBER 31, 2023

	2023					2022	
	General Capital Reserve Fund	General Operating Reserve Fund	Utility Capital Reserve Fund	Utility Operating Reserve Fund	Land For Public Purposes	Total	Total
Balance - beginning of year	\$ 1,833,063	\$ 502,857	\$ 243,168	\$ -	\$ 6,420	\$ 2,585,508	\$ 2,061,343
Add:							
Interest	51,405	19,970	6,127	-	275	77,777	38,808
Funds received	300,000	53,500	75,000	30,000	-	458,500	507,500
	<u>351,405</u>	<u>73,470</u>	<u>81,127</u>	<u>30,000</u>	<u>275</u>	<u>536,277</u>	<u>546,308</u>
	<u>2,184,468</u>	<u>576,327</u>	<u>324,295</u>	<u>30,000</u>	<u>6,695</u>	<u>3,121,785</u>	<u>2,607,651</u>
Deduct:							
Expenditures	712,147	51,444	139,185	-	-	902,776	22,143
Balance - end of year	\$ <u>1,472,321</u>	\$ <u>524,883</u>	\$ <u>185,110</u>	\$ <u>30,000</u>	\$ <u>6,695</u>	\$ <u>2,219,009</u>	\$ <u>2,585,508</u>

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 25, 2024

TITLE: DIGITAL SIGNAGE POLICY

PREPARED BY: BROCC BELDING

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Community Vitality
- Organizational Capacity

ATTACHMENTS

- Digital Signage Policy (DRAFT)

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.

At the Council meeting of March 11, 2024, the Council of the Town of Grand Bay-Westfield approved the recommendation to direct Administration to prepare a Draft update to the Centrum Sign Policy for Council's consideration.

The policy will be next reviewed in 2028.

COMMENT

This Policy required an update to the 2015 version.

Policy updates include:

Policy name: Digital Signage Policy.

The primary use of the Town's digital signage is for publishing Town-related/sponsored messages.

As space is available on the Town's digital signage, the Town may publish non-Town-related/sponsored messages based on the following priority guidelines:

First Priority	Town-related/sponsored messages
Second Priority	Free community events/activities
Third Priority	Fundraising community events/activities

Strategic Priorities:

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

Digital Signage Policy

Requests must be received within a minimum of five (5) business days in advance of the event/activity date.

Requests must be for events/activities taking place in Grand Bay-Westfield and/or where the primary organizer is a community group(s)/organization(s) based in Grand Bay-Westfield.

Recurring (daily, weekly, or monthly) events/activities are not eligible for publishing.

For-profit requests are not eligible for publishing.

Display of information does not constitute endorsement of the content by the Town.

Information requested for display must adhere to Town Policy P-GG-007: Diversity, Equity, Inclusion and Belonging.

Information promoting an individual political party or politician will not be permitted.

The Town reserves the right to deny requests.

FINANCIAL IMPLICATIONS

None.

RECOMMENDATION

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

MOTION

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

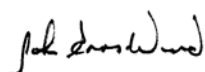
CAO COMMENTS

The updated Policy will be incorporated into the Communications Policy when it is amended, and brought before Council.

APPROVAL

Department Head: 

March 18, 2024

CAO: 

March 20, 2024

POLICY No. P-GG-012 Digital Signage Policy

Policy Title	Digital Signage Policy
Policy Number	P-GG-012
Effective Date	March 26, 2024
Revision Date	N/A

POLICY STATEMENT

The Town of Grand Bay-Westfield is committed to its strategic priority of community vitality, by striving to keep residents and visitors informed of community news and events.

PURPOSES

The purpose of this Policy is to set guidelines for Town Administration with regards to publishing information on the Town of Grand Bay-Westfield digital signage.

This Policy replaces the previous Centrum Sign Policy (2015).

POLICY DIRECTIVES

“Town” refers to the Town of Grand Bay-Westfield.

The primary use of the Town’s digital signage is for publishing Town-related/sponsored messages.

As space is available on the Town’s digital signage, the Town may publish non-Town-related/sponsored messages based on the following priority guidelines:

First Priority	Town-related/sponsored messages
Second Priority	Free community events/activities
Third Priority	Fundraising community events/activities

Requests must be received within a minimum of five (5) business days in advance of the event/activity date.

Requests must be for events/activities taking place in Grand Bay-Westfield and/or where the primary organizer is a community group(s)/organization(s) based in Grand Bay-Westfield.

Recurring (daily, weekly, or monthly) events/activities are not eligible for publishing.

For-profit requests are not eligible for publishing.

POLICY No. P-GG-012 Digital Signage Policy

Display of information does not constitute endorsement of the content by the Town.

Information requested for display must adhere to Town Policy P-GG-007: Diversity, Equity, Inclusion and Belonging.

Information promoting an individual political party or politician will not be permitted.

The Town reserves the right to deny requests.

RESPONSIBILITIES

The Town of Grand Bay-Westfield Administrative team is responsible for publishing information on the Town’s digital signage. In their absence, the Communications Manager or designate will publish information.

POLICY REVIEW

This Policy will be reviewed by the Council of the Town of Grand Bay-Westfield every four (4) years with the next review in 2028.

APPROVAL:

Signed this _____ day of _____, 2024.

John Enns-Wind
CAO

Brittany Merrifield
Mayor

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

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

COUNCIL MEETING:

March 25, 2024

TITLE: 2024 PAVEMENT MARKINGS 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
- Bidder Letter 2024 Pavement Markings
- 2024-2026 Pavement Markings
- Tender submission from Four Seasons Sports Ltd.

BACKGROUND

Past practice has been to go to public tender every three (3) years for pavement markings. The tender has an annual renewal clause allowing the award to extend out for an additional two (2) years beyond 2024.

Attached is the tender and bid submission received from the only bidder, Four Seasons Sports 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

The Four Seasons Sports Ltd. has been painting our pavement markings for the last six (6) years. There are no issues or concerns about awarding this tender to Four Seasons Sports Ltd. again for 2024.

FINANCIAL IMPLICATIONS

The 2024 Operating Budget allotted \$53,550.20 for pavement markings. The bid received from Four Seasons Sports Ltd. is for \$55,019.25. Accepting the bid submission will result in budget overage of \$1,469.05. This overage should be easily covered under the operating budget with little to no impact to operations.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield award Four Seasons Sports Ltd. the 2024 Pavement Markings tender.

2024 Pavement Markings Tender

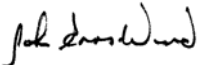
MOTION

That the Council of the Town of Grand Bay-Westfield award tender T02-2024 Pavement Markings to Four Seasons Sports Ltd. for the tender price of \$55,019.25 plus HST for the year 2024, with renewal opportunities for the next two (2) years (2025 and 2026).

APPROVAL

Department Head: 

March 20, 2024

CAO: 

March 20, 2024



TENDER NOTES

Pavement Markings
Project: T02-2024
Closing – March 19, 2024
3:00 pm

RECORD OF ATTENDANCE

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

<u>TENDERS RECEIVED</u>	\$	HST	TOTAL
1. Four Seasons Sports Ltd.	\$55,019.25	\$8,252.89	\$63,272.14

Respectfully submitted,

Heather Shannon
Administrative Assistant

Bidder Letter

Bidders:

Having examined the Scope of Work and Specifications, and having familiarized ourselves with the labour, materials and equipment requirements, the undersigned does hereby submit the following bid for and in accordance with Tender No. T02-2024 Pavement Markings and all attachments thereto.

Tenders will be received until 3:00 p.m. local time Tuesday, March 19, 2024, at the Town Office, 609 River Valley Drive, Grand Bay-Westfield, NB E5K 4V3. All bids shall be binding for 21 days thereafter.

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.

Attached hereto is the following information:

1. Bid form including Terms and Conditions and Form of Tender.
2. Material specifications for Non-Coning Traffic Paint.
3. Material specifications for Traffic Marking Paint Dual Coated Glass Beads.

The executed Form of Tender is to be submitted with your bid. All bids are itemized as noted on the Form of Tender.

The Town of Grand Bay-Westfield reserves the right to reject any and all Tenders or to waive irregularities therein. The Town of Grand Bay-Westfield reserves the right to evaluate each and every Tender in its absolute discretion and to accept any particular Tender even though the price or delivery date, or both, may not be as favourable as some other Tender. ***Tender submissions by facsimile will not be accepted.***

Bidders requesting additional information are advised to address their written inquiries by mail, courier, email or by fax to:

Town Grand Bay-Westfield, 609 River Valley Drive, PO Box 3001

Grand Bay-Westfield, NB E5K 4V3

Attention: Bruce Gault, P. Eng.
(506) 738-6422

Sincerely,

Bruce Gault, P. Eng.,

Public Works Commissioner

Town of Grand Bay-Westfield

TENDER
T02-2024
2024 PAVEMENT MARKINGS

Sealed quotations addressed to:

Town of Grand Bay-Westfield
PO Box 3001
609 River Valley Drive
Grand Bay-Westfield, NB
E5K 4V3
Attention: Bruce Gault, P. Eng.,
Public Works Commissioner

And marked on the envelope:

Tender for 2024 Pavement Markings

Tender Bid Forms will be received until Tuesday, March 19, 2024 at 3:00 p.m. Local Time.

Specifications and Tender forms are available from the Town Office, 609 River Valley Drive, Grand Bay-Westfield, NB. Tenders will be publicly opened immediately following the 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.

Tender submissions by Facsimile WILL NOT BE ACCEPTED.



TERMS AND CONDITIONS

1. TENDER PRICE IS TO INCLUDE ALL OTHER APPLICABLE TAXES, LICENSES AND FEES, **EXCLUDING HST.**

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. **REJECTION OF TENDERS**

Tender submitted for this work shall be rejected and shall not be considered if it:

- a) is not properly signed by a representative authorized to sign for the bidding company;
- b) does not contain the bid price, unit price or fixed price written in words;
- c) does not have the words "dollars" and where applicable, "cents" set out in the written item;
- d) tender, contains any form of qualification unless the tender documents otherwise provides for 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) is not contained in an envelope having on the face of it the name of the quotation company and identification of the contract for which the quotation is submitted, does not contain all addenda issued to prospective quotation companies, each signed by the bidding company;
- h) is the second tender submitted by the same company, in which case all bids submitted by that company shall be rejected;
- i) is made by a company not listed as having received tender documents;
- j) contains a change in a written bid price not signed by the company;.
- k) omits any document required by or fails to comply with any provisions of the tender documents, or otherwise materially deviates from accepted tendering practices.



4. **PROVINCIAL LEGISLATION**

This Tender will follow the *Procurement Act*, if applicable.

5. **ISSUE OF ADDENDA**

The Town shall issue all addenda to all companies on the official list of companies which have received tender packages. The Town shall issue all changes in writing for review by each company, by ensuring that a letter or facsimile, clearly identified on its face the Tender number and the Tender name being amended. All tender submissions at tender closing time must contain all addenda issued and be signed by the Town.

6. **AMENDMENTS TO TENDER**

The person who has signed an original tender bid may amend it after it has been submitted to the Town of Grand Bay-Westfield by ensuring that a letter, or facsimile clearly identified on its face the Bid Number and the Tender Name being amended before the time stipulated for tender opening. An amendment of tender shall not disclose the amended total quotation price but shall show:

- a) the revised bid price per items to be amended in the case of a unit price contract;
- b) the amount to be added to or subtracted from the contract price in the case of a lump sum contract, or the information that is missing from the original tender submission.

7. **NOTIFICATION OF SUCCESSFUL BIDDER**

The Town of Grand Bay-Westfield shall, within twenty-one days of the public opening of the tender for the work notify the successful company that they are the successful bidder.

A Tender bid submission shall be considered binding on the person submitting the bid until such time as they receive formal notification by facsimile, email, or registered mail of the rejection of his bid, but in no case shall it be binding for more than twenty-one days from the date of the public tender opening.

8. **GENERAL REQUIREMENTS**

The Town of Grand Bay-Westfield reserves the right to inspect any equipment to be used as a result of this tender, before, during, or after the work is completed and shall be the sole judge as to whether labour, materials and/or equipment supplied meets the specifications.



All contact and questions concerning any part of the tender submission shall be submitted in writing by mail, courier, email or by fax to Bruce Gault, P. Eng.

Contact with any elected or other administrative officials from Grand Bay-Westfield or any government department involved with the tender is absolutely prohibited and may be considered as grounds for disqualification from the evaluation process.

9. EXAMINATION OF THE SITE(S)

The Bidder shall examine and become familiar with the job and site condition. He may wish to conduct or furnish himself with those tests so required to complete the tender submission. The responsibility for all such costs will be the sole responsibility of the Bidder. The Bidder may request a meeting with the Town's representatives or agent to discuss the scope of work, prior to submitting a bid.

10. ACCEPTANCE

The Town of Grand Bay-Westfield will be the sole judge of the acceptability of the work and shall do so promptly after pavement marking are complete and/or delivered to the Town of Grand Bay-Westfield, Grand Bay-Westfield, New Brunswick, Canada.

Any changes to this tender or specifications shall be stated in writing. Verbal statements made by or to Town of Grand Bay-Westfield employees, whether or not they appear to have the proper authority, will have no consequence.

11. WARRANTY

The work furnished under these specifications is to carry the standard warranty, if any, which is offered to the general public.

Any and all questions related to this quotation are to be directed in writing to:

Bruce Gault, P. Eng.,
Public Works Commissioner

Phone: 1 (506) 738-6422
Facsimile: 1 (506) 738-6424 or
Email: bgault@towngbw.ca

Any and all inquiries may not be answered directly over the telephone.



1. DESCRIPTION

1.1. This Item consists of the supply and application of Pavement Markings.

2. MATERIALS

2.1. All materials shall be supplied by the Contractor.

3. Traffic Paint – Waterborne

3.1. General

3.1.1. Traffic paint shall be homogeneous waterborne paint, and shall be well ground to a uniform smooth consistency. It shall be free from skin, dirt and other foreign particles, and shall be capable of being sprayed at the temperature intended for the paint. The waterborne traffic paint shall flow evenly and smoothly and cover solidly when applied to pavements.

3.1.2. The materials used in the manufacture of the waterborne traffic paint shall be of a quality and consistency such that the appearance will not change in service to impair the colour or visibility of the markings. The waterborne traffic paint film shall be flat in finish, and the white and yellow markings shall be visible under daylight and artificial light after the addition of the overlay glass beads.

3.2. Chemical Composition

3.2.1. The chemical composition of the Waterborne traffic paint shall be determined by the paint manufacturer but shall comply with properties outlined in Table 1.

Town of Grand Bay-Westfield

Table 1 Chemical Properties

Test	Requirements		Test Method		
	Min	Max	CGSB ¹	ASTM ²	Other
Chemical Properties					
Pigment Content (% by mass) ³	56	62		D3723	
Volatile matter (% by mass)		24		D2369	
Non-Volatile Vehicle (% by mass)	16.75		Method 19.1		
Coalescing Agent (2,2,4-trimethyl – 1,3 pentanediol monoisobutyrate) (% by weight on solid polymer)	10				
Type of Binder	Rohm & Haas Rhoplex Fastrack 3427 Emulsion or Dow Chemical DT-250NA Emulsion or Engineer approved equivalent				
White Paint					
Titanium Dioxide (g/L) ⁴	150				
Yellow Paint					
Titanium Dioxide (g/L) ⁴	75				
Medium Chrome Yellow (g/L) (Lead Chromate Content – min 87%)	100				

Notes for table 2.1

1 CGSB refers to the Canadian General Standards Board – Specification 1-GP-71

2 ASTM refers to the American Society of Testing and Materials

3 20% of the pigment content to be talc that meets ASTM D-605 with a photovolt green filter reflectance of 90% minimum

4 Titanium Dioxide pigment shall meet ASTM D-476 type II



3.3. Physical Properties

3.3.1. Waterborne traffic paints shall be supplied ready-mixed for use without any addition of water.

3.3.2. The handling and storage qualities shall be acceptable with respect to degree of settling, uniform consistency, absence of skinning and thixotropic properties. The Waterborne traffic paint shall be capable of being sufficiently atomized to produce a uniformly applied paint stripe without side splatter and overspray within the limitation imposed by conventional striping equipment.

3.3.3. Waterborne traffic paint shall comply with properties outlined in Table 2.

Table 2
Physical Properties

Test	Requirements		Test Method		
	Min	Max	CGSB ¹	ASTM ²	Other
Physical Properties					
No Pickup Time, minutes		8		D 711	
Non-tracking Time, seconds ³		60			Note 3
Volatile Organic Compound Content (VOC) excluding water, g/L		150		D 3960	
Freeze-Thaw Resistance	Pass			D 2243	
Viscosity, Krebs Unit (KU) @ 25 Celsius	80	100		D 562	
Viscosity Change after heat-shear Stability Test @ 25 celcius KU		10			Caltrans 8010-61G-30
Skinning Properties	Nil	Nil	1-GP-71 Method 10.1		
Coarse Particles					



#60 sieve – 250 um	nil	nil		D 185&	
#100 sieve – 150 um		0.01% by weight		D 2205	
Settling Rate (Up to 6 months)	8.0			D 869	
	6.0			D1309	
Bleeding	4			D868 & D969	
Hiding Power (m2/l)	8.4				Pfund cryptometer with #3.5 wedge
	4.0				1-GP-71 Method 14.2
Reflectance (color difference)%				E1347	
Yellow	50				
White	80				

Notes

1 CGSB refers to the Canadian General Standards Board – Specification 1-GP-71

2 ASTM refers to the American Society of Testing and Materials

3 Non-tracking time based upon 375 um (15 mils) wet film thickness applied when pavement temperature is greater than 10 degrees Celsius and humidity conditions of 80% or less on dry pavement.

3.4. Color Requirements

3.4.1. The Waterborne traffic paint shall conform to the following colour requirements:

White – As per white paint chip supplied by Owner upon request

Yellow – As per yellow paint chip supplied by Owner upon request



4. Dual Coated Overlay Glass Beads

4.1. General

- 4.1.1. Beads shall be true smooth, lustrous spheres manufactured from glass of a composition designed to be resistant to the effects of traffic wear and weathering. No foreign material shall be contained in or among the beads.
- 4.1.2. Glass beads shall meet the gradation requirements of Table 3 when tested in accordance with ASTM D1214 on sample sizes of 50 to 100 g.

Table 3
Grading Limits for Glass Beads

ASTM Sieve Size (µm)	Percent Passing
850	100
600	80 – 100
300	20 – 35
150	0 – 8
75	0 – 2

- 4.1.3. Glass beads shall be colourless to the extent that they do not impart a noticeable hue to the paint.
- 4.1.4. The refraction index of the glass beads shall not be less than 1.50 when tested in accordance with CGSB Specification 1-GP-71, Method 49.1.

4.2. Roundness

- 4.2.1. A minimum of 75% by mass of the glass beads shall be true spheres.



- 4.2.2. The percentage of true spheres shall be determined by ASTM D 1155, or, on a sample of approximately 1000 beads contained loosely in a culture dish, by counting the number of true spheres under reflected light and magnification as follows:
- Retained on the 300 um sieve size, under 50x magnification;
 - Passing the 300 um sieve size, under 100x magnification.

4.2.3. Failure to meet roundness requirements will be cause for rejection.

4.3. Imperfections

4.3.1. The surface of the beads shall be smooth, lustrous and free of film, pits, cavities or scratches. Not more than 25% of the true spheres shall have imperfections in the form of milkiness, air inclusions, dark specks and incipient fractures.

4.3.2. Testing for imperfections will be performed in accordance with CGSB Specification 1-GP-71, Method 149.1.

4.4. Moisture Resistance

4.4.1. Beads shall be treated so as to overcome the effect of water (vapour or liquid) on the beads before the beads are added to the painted marking.

4.4.2. Beads shall not agglomerate during storage and application, and shall flow freely from dispensing equipment whenever surface and atmospheric conditions are satisfactory for painting.

4.4.3. Moisture resistance will be tested on a 100 g sample of beads placed in a 500 mL beaker, to which an equivalent volume of distilled water shall be added. After standing for 5 minutes the water shall be decanted and the glass beads transferred to a clean dry beaker.

4.4.4. After standing for 5 minutes the beads shall be poured slowly via a funnel into a standard stem of 125 mm length and 10 mm inside diameter.

4.4.5. The beads shall flow through the stem without stoppage. Slight initial agitation to start the flow at the beginning of the test is permissible.



4.5. Dual Coating

4.5.1. The beads shall have both a moisture resistance silicone coating, and an adhesion promoting silane coating. The beads shall pass the moisture resistance test and the adherence coating test.

4.5.2. The adherence coating test is outlined as follows:

- Prepare a solution by weighing 0.2 grams of dansyl chloride and dissolving in 25 ml of acetone. This solution can be used for several tests during the day, but must be kept refrigerated in a closed dark container between uses. Make a fresh solution daily.
- Weigh 10 grams of beads and place in aluminum trays.
- Saturate the glass beads sample with dansyl chloride solution using an eyedropper.
- Dry the beads in an oven at 60C (140F) for 15 minutes. Beads will be yellow and agglomerated.
- Rinse the beads by placing them in funnel containing new filter paper and pouring 100 ml of acetone over them. Use suction during the step.
- Remove the beads from funnel and place in aluminum trays.
- Dry the beads in the oven until free flowing.
- Place the glass beads on filter paper and inspect them under ultra-violet light. Inspection must be in a dark room. A yellow-green fluorescence will be observed if adherence coating is present.
- If all beads have a yellow-green fluorescence, the beads are properly coated with adherence coating. If only some of the beads have a yellow-green fluorescence, the beads are not properly coated and this is a cause for rejection. If no yellow-green fluorescence is seen, adherence coating was not applied and this is a cause for rejection.

4.6. Chemical Stability

4.6.1. Exposure of glass beads to paint film constituents, humidity, atmospheric conditions or diluted acid or alkali solutions shall not result in dulling of the surface that would adversely affect reflective properties of the beads.

4.6.2. Glass beads shall be resistant to deterioration by calcium chloride, as determined on a 10 g sample of beads placed in a 1000 mL beaker, covered with 500 mL of a calcium chloride solution (1.0 normal solution), left to soak for three hours, rinsed with 100 mL of distilled water three times and air dried.



- 4.6.3. The beads will be examined under a microscope and compared with an untreated sample. Dulling of the surface of the beads or other detrimental effects shall constitute failure of this test.

5. SUBMITTALS

- 5.1. The Contractor shall submit in writing, along with the tender, the names of the suppliers of paint and glass beads.
- 5.2. The Contractor may be required to submit to the Town, confirmation from each supplier, certification that the materials supplied conform to the requirements of this Item and instructions on the proper storage and use of the materials.
- 5.3. The Contractor may be required to submit to the Town, certification that the equipment proposed for the Work is capable of applying the Pavement Markings as outlined in the Tender.
- 5.4. The Contractor may be required to submit to the Town, a report detailing the number of metres of Pavement Marking applied daily, the number of litres of yellow and/or white Pavement Marking paint applied daily, the number of kilograms of overlay glass beads applied daily, the temperature and humidity readings twice daily and any other pertinent information at the Town's request.

6. CONSTRUCTION

6.1. General

- 6.1.1. The Work shall be performed in accordance with Part C of the Transportation Association of Canada (TAC) Manual of Uniform Traffic Control Devices for Canada (MUTCDC), and Department of Transportation Work Area Traffic Control Manual (WATCM).

- 6.1.2. The Work shall conform to the Occupational Health and Safety Act and associated regulations.

6.2. Equipment

6.2.1. General



- 6.2.1.1. The Contractor shall supply all Equipment needed for applying Pavement Markings, as recommended by the manufacturer of the Pavement Marking paint products. Equipment shall not contaminate the paint or other Pavement Marking materials or cause damage to the Pavement.

6.2.2. Line Painting Equipment

- 6.2.2.1. Line Painting Equipment shall be capable of applying centre, lane and edge line markings to the required thicknesses and widths as a uniform stripe with sharp edges.
- 6.2.2.2. The Line Painting Equipment shall have a glass bead dispenser and shall be capable of applying the beads to the wet painted line uniformly at the recommended rate by means of a pressurized overlay glass bead gun.
- 6.2.2.3. The Line Painting Equipment shall have a heater capable of heating the paint to any temperature up to 60°C and maintaining a constant temperature during the spraying operation.
- 6.2.2.4. The Line Painting Equipment shall have a meter to measure the amount of paint applied in litres.

6.2.3. Equipment for Other Pavement Markings

- 6.2.3.1. The Contractor shall supply Equipment for Other Pavement Markings capable of applying paint at the required thickness and dispensing glass beads to the wet paint uniformly at the required rates.
- 6.2.3.2. The Contractor shall provide Equipment for the removal of Pavement Markings as specified or ordered by the Town, or as required to correct markings applied in error by the Contractor. The Equipment shall remove the markings minimizing damage to the Pavement.



6.3. Surface Preparation

- 6.3.1. Pavement Markings shall be applied only on clean and dry surfaces. Any contaminants such as dirt, loose particles and oily residue **shall be removed before painting by the Contractor.**

6.4. Application

- 6.4.1. The Contractor shall accurately place as premarked, all Pavement Markings, ensuring that the Pavement Markings present a crisp, uniform appearance in daylight and darkness.
- 6.4.2. All markings shall be retraced by the Contractor as existing, unless a change is directed by the Engineer.
- 6.4.3. The applied markings shall be as specified in the Tender with respect to paint thickness, retro-reflectivity, straightness and spacing of lines, accuracy of dimensions and positioning of other markings and to the satisfaction of the Town.
- 6.4.4. Overlay glass beads shall be applied at an application rate of 0.8 kg/L of paint.
- 6.4.5. Paint shall be applied to the Pavement surface to ensure a dry thickness of 255 $\mu\text{m} \pm 25 \mu\text{m}$.
- 6.4.6. Pavement Markings shall be applied only on dry surfaces and when surface temperature is 10°C or warmer and rising and relative humidity no higher than 80%.
- 6.4.7. The Contractor shall record outside ambient temperature and humidity twice per day; once at mid morning (approximately 10:00am) and once at mid afternoon (approximately 3:00pm).
- 6.4.8. Retroreflectivity shall meet the following minimum requirements based upon a 15-metre geometry retroreflectometer measured no earlier than two weeks after application of markings:
 - Yellow Paint: 225 mcd/m²/lx
 - White Paint: 275 mcd/m²/lx



- 6.4.9. Pavement Markings shall be applied in a manner that reduces tracking by the wheels of vehicles that cross over the painted markings.

6.5. Quality Control / Inspection

- 6.5.1. **All Pavement Markings must be approved prior to acceptance. Pavement Markings that do not conform to the requirements of the Tender and/or as specified by the Town, will be rejected and the Pavement Markings removed and/or replaced as directed by the Town at the CONTRACTORS EXPENSE within 14 days of notification of rejected markings.**

7. BASIS OF PAYMENT

- 7.1. Payment for Work under this Item will include a separate Unit Price for each type of Pavement Marking as identified under the Contract.
- 7.2 The Town shall pay to the Contractor in lawful money of Canada for the performance of the Contract, the amounts determined for each of the items of work completed at the unit price stated, subject to the adjustments provided herein.
- 7.3 The quantities contained in the Schedule of Prices are approximate only, and the final payment shall be made for the actual quantities that are incorporated in or made necessary by the Work covered by the Contract.

8. FINAL CONTRACT AMOUNT

- 8.1 The Town and the Contractor may by agreement in writing amend the Final Contract Amount if the Final Contract amount varies by twenty-five percent (25%) or more over the Tender Amount.
- 8.2 If the Final Contract Amount increases by (25%) or more over the Tender Amount the Owner may request a decrease in the Final Contract Amount. If the Final Contract Amount decreases by twenty-five percent (25%) or more the Tender Amount the Contractor may request an increase in the Final Contract Amount.
- 8.3 The Final Contract Amount will be revised for changes in Contractor's overhead only. In the case of under-run the Contractor shall not claim for loss of anticipated profits. Both parties agree that under such condition an equitable revision of the Final Contract Amount shall be made. If the parties fail to agree upon the revision to be made, the dispute may, by mutual agreement, be determined by arbitration.



9. **METHOD OF MEASUREMENT**

All quantities shall be measured and paid for on a unit bases as described on the Form of Tender for the supply and application of the pavement lane and highway markings of the size, kind and type specified by the Town which price shall be full compensation for the supply of all materials, equipment and labour and incidentals necessary to complete the work described in this request for quotation.

10. **TIME PENALTY**

All pavement markings are to be completed before the scheduled dates below. Failure to complete before the required deadline will result in a charge of \$1,000 per week (Monday to Friday) or any portion thereof, will be deducted from the submitted invoice for pavement markings for each application deadline:

- a) All truck painted lines to be completed before July 15, 2024;
- b) All “hand work” painted lines to be completed before August 15, 2024.

11. **RENEWAL**

The Town reserves the right to extend this contract for an additional two years (2025, 2026) to be renewed annually before February 1st, 2025 and February 1st, 2026 respectfully and upon mutual consent and agreement of the Town and the vendor for each renewal year. The renewal will be subject to the same tendered unit prices and Terms and Conditions.



Form of Tender

THE UNDERSIGNED HAS CAREFULLY EXAMINED THE FORM OF TENDER T02-2024 AND THE TOWN OF GRAND BAY-WESTFIELD'S SPECIFICATIONS TO FURNISH AND INSTALL THE PAVEMENT MARKINGS LISTED BELOW AND DESCRIBED IN THE SPECIFICATION AND WILL ACCEPT THE PAYMENT PRICE IN FULL.

THE UNDERSIGNED HEREBY AGREES TO SUPPLY THE ITEMS AWARDED, AT THE PRICES QUOTED AND IN ACCORDANCE WITH THE SPECIFICATIONS AND THE TERMS AND CONDITIONS OF THIS REQUEST FOR TENDER.

No.	Item Description	Estimated Quantity	Unit Price (Excluding HST)	Item Total Price (Excluding HST)
1.0	Longitudinal Single Solid, Yellow	18.00 km	_____/km	
2.0	Longitudinal Combination, Yellow	3.92 km	_____/km	
3.0	Longitudinal Double Solid, Yellow	0.59 km	_____/km	
4.0	Longitudinal Single Broken, Yellow	0.60 km	_____/km	
5.0	Longitudinal Single Solid, White	38.1 km	_____/km	
6.0	Longitudinal Single Broken, White	0.57 km	_____/km	
7.0	Traffic Arrows a) Straight b) Curved	2 35	_____ _____ each _____ each	
8.0	Cross-hatched Islands	500 m ²	_____ m ²	



No.	Item Description	Estimated Quantity	Unit Price (Excluding HST)	Item Price (Excluding HST)
9.0	Stop Lines, one per approach	9	_____each	
10.0	Crosswalks a) zebra markings b) parallel lines c) rainbow crosswalk (see page 10)	2 8 1	_____each _____each _____each	
11.0	Bike Lane Symbols Includes bike symbol and double arrow, see sample picture on page 10.	48	_____each	
12.0	Sharrow Bike Lane Symbols includes both the diamond pattern and the double arrow, see sample picture on page 10.	108	_____each	
13.	Parking lot line painting			
13.1	Community Centrum. 609 River Valley Drive, Front Lot, Rear Lot, and Vehicle Door Markings and special emergency responders parking area	Existing Markings	lump sum	



No.	Item Description	Estimated Quantity	Unit Price (Excluding HST)	Item Price (Excluding HST)
13.2	Community Express Bus Parking Lot located south of Arena at 749 River Valley Drive	Existing Markings	lump sum	
13.3	River Centre, 4 Ferry Road Parking Lot	Existing Markings	lump sum	
13.4	Fire Station No. 2, 293 Nerepis Road, Parking Lot and special emergency responders parking areas	Existing Markings	lump sum	
13.5	Westfield Wharf, yellow hatch area	Existing Markings	lump sum	
13.6	James Ready Parking lot	Existing markings	lump sum	
14.	Lakeview Road, 2 Speed Humps	2	_____ each	
			Total	



SUPPLIER NAMES

PAINT: _____

GLASS BEADS: _____

2024 TOTAL TENDER PRICE FOR PAVEMENT MARKINGS \$ _____ plus HST.

2024 TENDER PRICE OF _____ THOUSAND _____ HUNDRED

AND _____ DOLLARS AND _____ CENTS plus HST.

QUOTATION SUBMITTED BY:

SIGNED: _____

COMPANY: _____

ADDRESS: _____

DATE: _____

PHONE:() _____ FAX: () _____

EMAIL: _____



Bike Lane Symbol Combination



Sharrow Bike Lane Combination



Rainbow Crosswalk reinstate existing rainbow crosswalk next to the parrallel line crosswalk at Epworth Park Road.



ITEMS AWARDED, AT THE PRICES QUOTED AND IN ACCORDANCE WITH THE SPECIFICATIONS AND THE TERMS AND CONDITIONS OF THIS REQUEST FOR TENDER.

No.	Item Description	Estimated Quantity	Unit Price (Excluding HST)	Item Total Price (Excluding HST)
1.0	Longitudinal Single Solid, Yellow	18.00 km	350 /km	\$ 6300. ⁰⁰
2.0	Longitudinal Combination, Yellow	3.92 km	550 /km	\$ 2156. ⁰⁰
3.0	Longitudinal Double Solid, Yellow	0.59 km	600 /km	\$ 354. ⁰⁰
4.0	Longitudinal Single Broken, Yellow	0.60 km	315 /km	\$ 189. ⁰⁰
5.0	Longitudinal Single Solid, White	38.1 km	350 /km	\$ 13335. ⁰⁰
6.0	Longitudinal Single Broken, White	0.57 km	325 /km	\$ 185.25
7.0	Traffic Arrows			
	a) Straight	2	75 each	\$ 150. ⁰⁰
	b) Curved	35	75 each	\$ 2625. ⁰⁰
8.0	Cross-hatched Islands	500 m ²	3.00 m ²	\$ 1500. ⁰⁰
No.	Item Description	Estimated Quantity	Unit Price (Excluding HST)	Item Price (Excluding HST)
9.0	Stop Lines, one per approach	9	65 each	\$ 585. ⁰⁰
10.0	Crosswalks			
	a) zebra markings	2	400 each	\$ 800. ⁰⁰
	b) parallel lines	8	275 each	\$ 2200. ⁰⁰
	c) rainbow crosswalk (see page 10)	1	2900 each	\$ 2900. ⁰⁰
11.0	Bike Lane Symbols Includes bike symbol and double arrow, see sample picture on page 10.	48	100 each	\$ 4800. ⁰⁰
12.0	Sharrow Bike Lane Symbols includes both the diamond pattern and the double arrow, see sample picture on page 10.	108	105 each	\$ 11340. ⁰⁰
13.	Parking lot line painting			
13.1	Community Centrum. 609 River Valley Drive, Front Lot, Rear Lot, and Vehicle Door Markings and special emergency responders parking area	Existing Markings	lump sum	\$ 1400
No.	Item Description	Estimated Quantity	Unit Price (Excluding HST)	Item Price (Excluding HST)
13.2	Community Express Bus Parking Lot located south of	Existing Markings	lump sum	\$ 800

	Arena at 749 River Valley Drive			
13.3	River Centre, 4 Ferry Road Parking Lot	Existing Markings	lump sum	\$ 1500.00
13.4	Fire Station No. 2, 293 Nerepis Road, Parking Lot and special emergency responders parking areas	Existing Markings	lump sum	\$ 800.00
13.5	Westfield Wharf, yellow hatch area	Existing Markings	lump sum	\$ 550.00
13.6	James Ready Parking lot	Existing markings	lump sum	\$ 300.00
14.	Lakeview Road, 2 Speed Humps	2	_____ each	\$ 250
			Total	\$ 5509.25

SUPPLIER NAMES

PAINT: Ennis Flynt

GLASS BEADS: Potters Industries

2024 TOTAL TENDER PRICE FOR PAVEMENT MARKINGS \$ 5509.25 plus HST.

2024 TENDER PRICE OF fifty five THOUSAND zero HUNDRED

AND nineteen DOLLARS AND twenty five CENTS plus HST.

QUOTATION SUBMITTED BY:

SIGNED: [Signature]

COMPANY: Four Seasons Sports Ltd

ADDRESS: 66 Valley Ranch Road
Irishtown, N.B.
E1H 2P9

DATE: March 19, 2024

PHONE: (506) 546-0002 FAX: (506) 204-7657

EMAIL: fourseasonsports@outlook.com

Bike Lane Symbol Combination



Sharrow Bike Lane Combination



Rainbow Crosswalk reinstate existing rainbow crosswalk next to the parrallel line crosswalk at Epworth Park Road.



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 25, 2024

TITLE: PUBLIC STREET, SMITH LANE, HARRISON SUBDIVISION

PREPARED BY: DAVID TAYLOR

DEPARTMENT: PLANNING

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Community Vitality

ATTACHMENTS

- Harrison Subdivision, 44 Central Avenue & 26-30 Smith Lane, as prepared by DeSaulniers Surveys dated, 8 March 2024
- Smith Lane Roadway Alignment Plan & Profile, Sheet 3, dated October 2022

BACKGROUND

An initial request for street improvements on Smith Lane was made in 2018, with only 2 out of 9 property owners in agreement to proceed. Further efforts in 2022 produced drawings for each of the properties which were provided with letters in January 2023. Dillon met individually with the property owners in Feb/March. The Development Officer met with Mr. & Ms. Harrison in October 2022. Mr. & Mrs. Harrison own four separate properties along Smith Lane, with the Subdivision Plan showing four new 2.1 m deep parcels to be vested as “public street”.

FINANCIAL IMPLICATIONS

This is a budgeted project for survey and legal work to vest as public, four new parcels as Public Street along Smith Lane.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield assent to the Subdivision Plan creating new public street parcels on Smith Lane.

MOTION

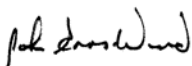
That the Council of the Town of Grand Bay-Westfield assent to the Public Street parcels as shown on Subdivision Plan, Harrison Subdivision, as prepared by DeSaulniers Surveys Inc., dated March 8, 2024.

CAO COMMENTS

APPROVAL

Department Head: 

March 18, 2024

CAO: 

March 21, 2024

APPROVAL & REGISTRATION STAMPS

NEW BRUNSWICK GRID NORTH

The Public Utility Easements shown on this plan vest in New Brunswick Power Corporation, Bell Canada and Rogers Communication Inc. pursuant to Regulation 2021-83 of the Community Planning Act - CHAPTER 2017, c.19

Upon filing of this plan, as per 88(6)(a) of the Community Planning Act, Smith Lane (Public) vests in The Town of Grand Bay-Westfield as a local government street.



KEY PLAN: SNB MAPPING SCALE 1:10,000

LEGEND

- SURVEY MARKER SET
- SURVEY MARKER FOUND
- ROUND IRON BAR FOUND
- SQUARE IRON BAR FOUND
- IRON PIPE FOUND
- △ TRAVERSE CONTROL POINT
- CALCULATED POINT
- △ NB GRID MONUMENT
- LAND DEALT WITH BY THIS PLAN SHOWN THUS
- - - FENCE
- - - EASEMENT
- - - CENTRE LINE
- ANCHOR / POLE
- - - POWER WIRE

NOTES

- All computations performed and coordinates shown on this plan are based on the New Brunswick Stereographic Double projection and the NAD83(CSRS) ellipsoid, as realized by SNB's high precision monuments.
- Directions are NB grid azimuths established using GNS.
- Distances shown are grid distances calculated using a combined scale factor utilizing geoid model HT2_0.
- All peripheral information was derived from various sources and should be verified.
- All document and plan references refer to the County Registry Office and or the Provincial Land Registration Office for the District of New Brunswick.
- Field observations completed on February 23, 2024.

PURPOSE OF PLAN

- To create Lots 2024-51 to 2024-54 and Public Street "Smith Lane".
- To create Public Utility Easement as shown.

SIGNATURES OF OWNERS

ETHEL HARRISON

PAUL HARRISON

SUBDIVISION PLAN

HARRISON SUBDIVISION

SITUATE

44 Central Avenue, 26-30 Smith Lane, Town of Grand Bay-Westfield, County of Kings, Province of New Brunswick.

DeSaulniers
Surveys Inc.
www.dsisurveys.com

NEW BRUNSWICK LAND SURVEYOR
382 EDWARD L. DESAULNIERS
SIGNATURE
March 8, 2024
DATE

Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning by-laws or regulations being the domain of a development officer.

I do hereby certify to the correctness of this plan and that I have satisfied all the requirements of the surveys act.



SCALE 1:250

Drawn by: ELD

Job No.: 5854

R0

REGISTRATION INFORMATION

PID 225466
PID 116954
PID 116962
PID 116970
ETHEL HARRISON
PAUL HARRISON
DEED 211369
BOOK 452, PAGE 670
REGISTERED 1982-08-06

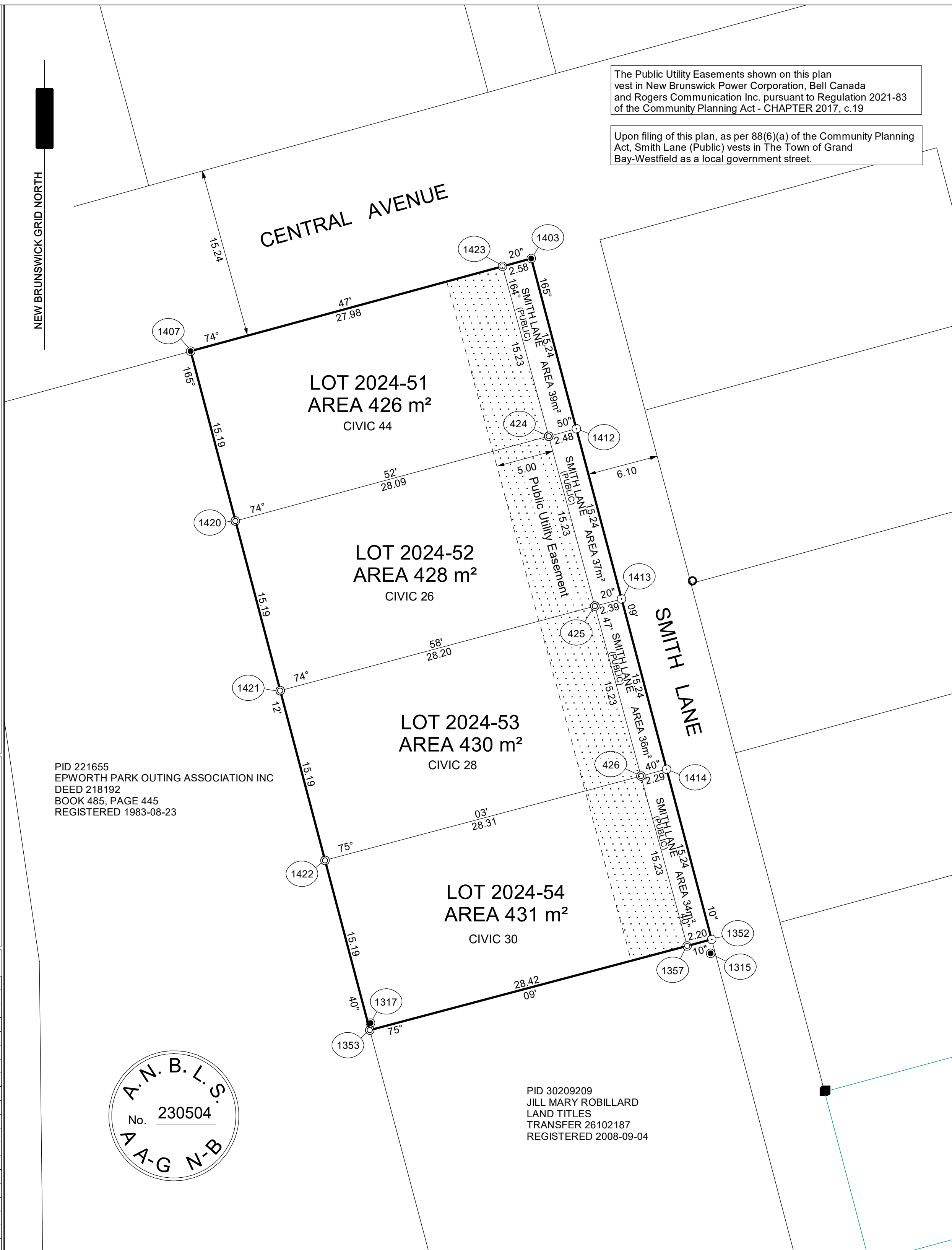
NEW BRUNSWICK GRID COORDINATE VALUES (HPN)

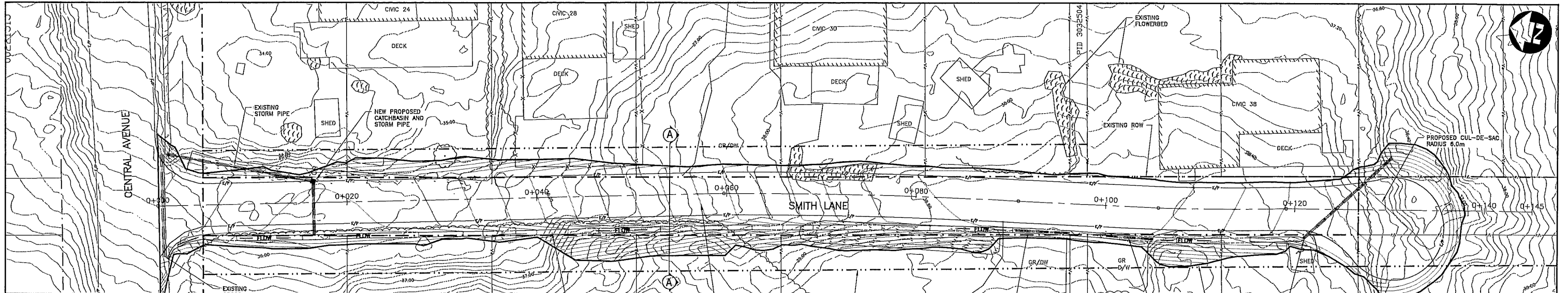
Point	Easting	Northing	Code
424	2524226.514	7369170.177	SURVEY MARKER SET
425	2524230.509	7369155.478	SURVEY MARKER SET
426	2524234.504	7369140.779	SURVEY MARKER SET
1315	2524240.533	7369125.436	HUGHES 1977
1317	2524211.093	7369119.407	HUGHES 1977
1352	2524240.626	7369126.644	CALCULATED POINT
1353	2524211.028	7369118.798	SURVEY MARKER SET
1357	2524238.500	7369126.080	SURVEY MARKER SET
1403	2524225.009	7369185.552	HUGHES 1977
1407	2524195.521	7369177.534	ILLEGIBLE
1412	2524228.913	7369170.825	CALCULATED POINT
1413	2524232.818	7369156.098	CALCULATED POINT
1414	2524236.722	7369141.371	CALCULATED POINT
1420	2524199.398	7369162.850	SURVEY MARKER SET
1421	2524203.275	7369148.166	SURVEY MARKER SET
1422	2524207.152	7369133.482	SURVEY MARKER SET
1423	2524222.519	7369184.875	SURVEY MARKER SET
14195	2523837.261	7369023.381	NB GRID MONUMENT (OBS)
28156	2524232.573	7362095.001	NB GRID MONUMENT (HPN)

PID 221655
EPWORTH PARK OUTING ASSOCIATION INC
DEED 218192
BOOK 485, PAGE 445
REGISTERED 1983-08-23

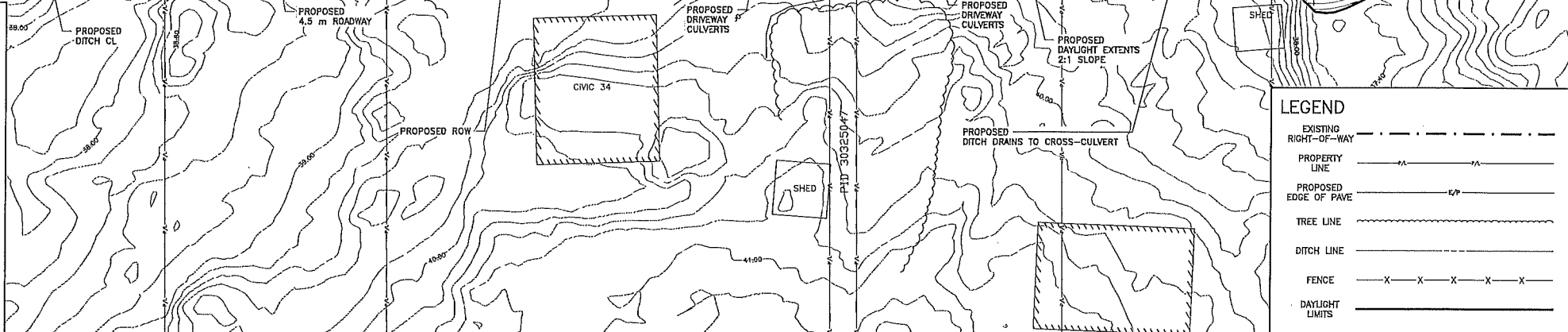
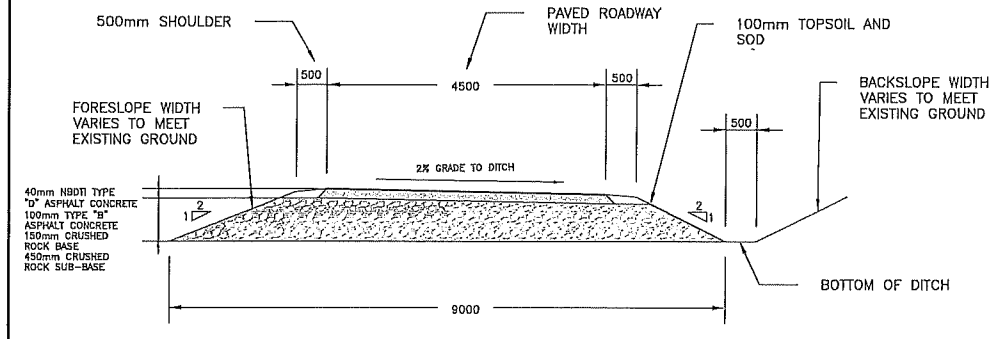


PID 30209209
JILL MARY ROBILLARD
LAND TITLES
TRANSFER 26102187
REGISTERED 2008-09-04





TYPICAL ROADWAY SECTION
NOT TO SCALE



PROFILE - EXISTING AND DESIGN - SMITH LANE
H 1:200 V 1:40

LEGEND

- EXISTING RIGHT-OF-WAY
- PROPERTY LINE
- PROPOSED EDGE OF PAVE
- TREE LINE
- DITCH LINE
- FENCE
- DAYLIGHT LIMITS

Saint John

REVISED AS PER WORKING DRAWINGS REFERENCE TO 2017 DILLON CONSULTING SUPPLY AND DELIVERY SCHEDULE 09/27/22-02 SMITH LANE ROAD-WEST-FINAL-OLDING PLOTTED BY: PRICE, TAYLOR
PLOT DATE: 2022-10-20 6:35:10 AM E:\PROJECTS\2022\09\01\SMITH LANE ROAD-WEST-FINAL-OLDING\02 SMITH LANE ROAD-WEST-FINAL-OLDING.DWG

Conditions of Use
Verify elevations and/or dimensions on drawing prior to use.
Report any discrepancies to Dillon Consulting Limited.
Do not scale dimensions from drawing.
Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

PRELIMINARY



DESIGN	KCE	REVIEWED BY	JDH
DRAWN	KCE	CHECKED BY	
DATE	OCTOBER 2022		
SCALE	1:200		
A	PRELIMINARY REVIEW	DATE	12/10/21
M	ISSUED FOR	DATE	JDH

SMITH LANE TOWN OF GRAND BAY-WESTFIELD		PROJECT NO.	09-2797
TYPICAL ROADWAY ALIGNMENT PLAN AND PROFILE		SHEET NO.	03

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 25, 2024

TITLE: PUBLIC STREET, SMITH LANE, ROBILLARD SUBDIVISION

PREPARED BY: DAVID TAYLOR

DEPARTMENT: PLANNING

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Community Vitality

ATTACHMENTS

- Robillard Subdivision, 34 Smith Lane, as prepared by DeSaulniers Surveys dated, 8 March 2024
- Smith Lane Roadway Alignment Plan & Profile, Sheet 3, dated October 2022

BACKGROUND

An initial request for street improvements was made in 2018, with only 2 out of 9 property owners in agreement to proceed. Further efforts in 2022 produced drawings for each of the properties which were sent out in January 2023. Dillon met individually with the property owners in Feb/March. The Works Commissioner and Development Officer met with Mr. & Mrs. Robillard in September with letters once again sent out in October. Ms. Robillard owns a property on Smith Lane, with a Subdivision Plan showing a new 2.1 m deep parcel to be vested as “public street”.

FINANCIAL IMPLICATIONS

This is a budgeted project for survey and legal work to vest as public, new parcels as Public Street along Smith Lane.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield assent to the Subdivision Plan creating a new public street parcel on Smith Lane.

MOTION

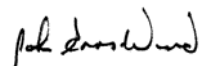
That the Council of the Town of Grand Bay-Westfield assent to the Public Street parcel as shown on Subdivision Plan, Harrison Subdivision, as prepared by DeSaulniers Surveys Inc., dated March 8, 2024.

CAO COMMENTS

APPROVAL

Department Head: 

March 18, 2024

CAO: 

March 21, 2024

APPROVAL & REGISTRATION STAMPS

NEW BRUNSWICK GRID NORTH

LOT 53-S
PLAN 313

LOT 54-S
PLAN 313

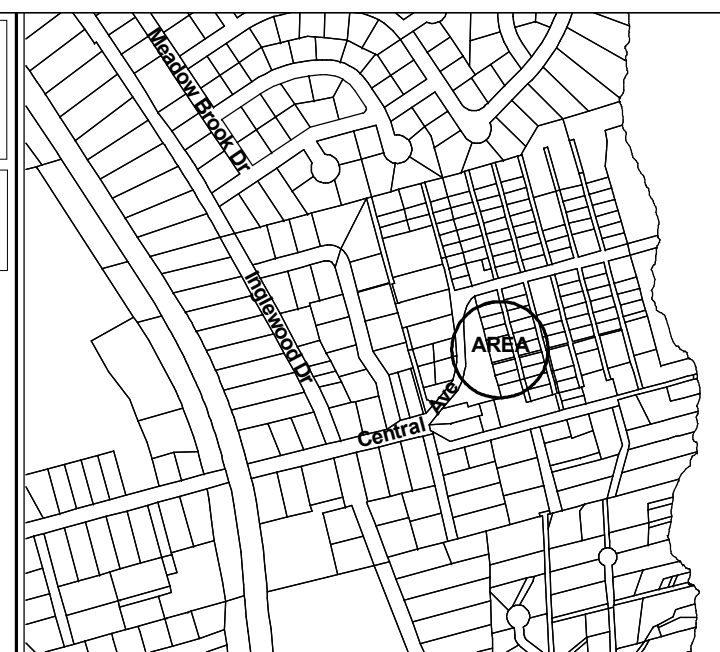
PID 116954
ETHEL HARRISON
PAUL HARRISON
DEED 211369
BOOK 452, PAGE 670
REGISTERED 1982-08-06

LOT 2024-1
AREA 868 m²
CIVIC 34

PID 221655
EPWORTH PARK OUTING ASSOCIATION INC
DEED 218192
BOOK 485, PAGE 445
REGISTERED 1983-08-23

The Public Utility Easements shown on this plan vest in New Brunswick Power Corporation, Bell Canada and Rogers Communication Inc. pursuant to Regulation 2021-83 of the Community Planning Act - CHAPTER 2017, c.19

Upon filing of this plan, as per 88(6)(a) of the Community Planning Act, Smith Lane (Public) vests in The Town of Grand Bay-Westfield as a local government street.



KEY PLAN: SNB MAPPING SCALE 1:10,000

LEGEND

- SURVEY MARKER SET
- SURVEY MARKER FOUND
- ROUND IRON BAR FOUND
- SQUARE IRON BAR FOUND
- IRON PIPE FOUND
- △ TRAVERSE CONTROL POINT
- CALCULATED POINT
- △ NB GRID MONUMENT
- LAND DEALT WITH BY THIS PLAN SHOWN THUS
- - - FENCE
- - - EASEMENT
- - - CENTRE LINE
- ANCHOR / POLE
- - - POWER WIRE

NOTES

- All computations performed and coordinates shown on this plan are based on the New Brunswick Stereographic Double projection and the NAD83(CSRS) ellipsoid, as realized by SNB's high precision monuments.
- Directions are NB grid azimuths established using GNSS.
- Distances shown are grid distances calculated using a combined scale factor utilizing geoid model HT2_0.
- All peripheral information was derived from various sources and should be verified.
- All document and plan references refer to the County Registry Office and or the Provincial Land Registration Office for the District of New Brunswick.
- Field observations completed on February 23, 2024.

PURPOSE OF PLAN

- To create Lot 2024-1 and Public Street "Smith Lane".
- To create Public Utility Easement as shown.

SIGNATURE OF OWNER

JILL MARY ROBILLARD

SUBDIVISION PLAN

ROBILLARD SUBDIVISION

SITUATE

34 Smith Lane, Town of Grand Bay-Westfield, County of Kings, Province of New Brunswick.

REGISTRATION INFORMATION

PID 30209209
JILL MARY ROBILLARD
LAND TITLES
TRANSFER 26102187
REGISTERED 2008-09-04

NEW BRUNSWICK GRID COORDINATE VALUES (HPN)

Point	Easting	Northing	Code
1315	2524240.533	7369125.436	HSL 1977
1317	2524211.093	7369119.407	HSL 1977
1351	2524248.381	7369097.167	CALCULATED POINT
1352	2524240.626	7369126.644	CALCULATED POINT
1353	2524211.028	7369118.798	SURVEY MARKER SET
1354	2524218.870	7369089.344	SUR No. 304
1355	2524219.341	7369087.575	SUR No. 304
1356	2524246.438	7369096.652	SURVEY MARKER SET
1357	2524238.500	7369126.080	SURVEY MARKER SET
14195	2523837.261	7369023.381	NB GRID MONUMENT (OBS)
28156	2534232.573	7362095.001	NB GRID MONUMENT (HPN)



PID 30325047
GERTRUDE MARY CRISP
DEED 219823
BOOK 493, PAGE 554
REGISTERED 1983-11-09

LOT 57-S
PLAN 313

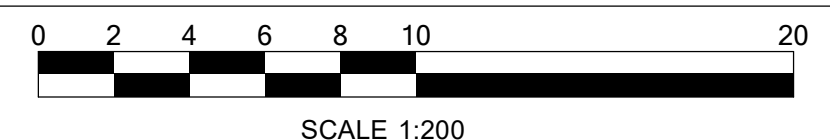
LOT 58-S
PLAN 313

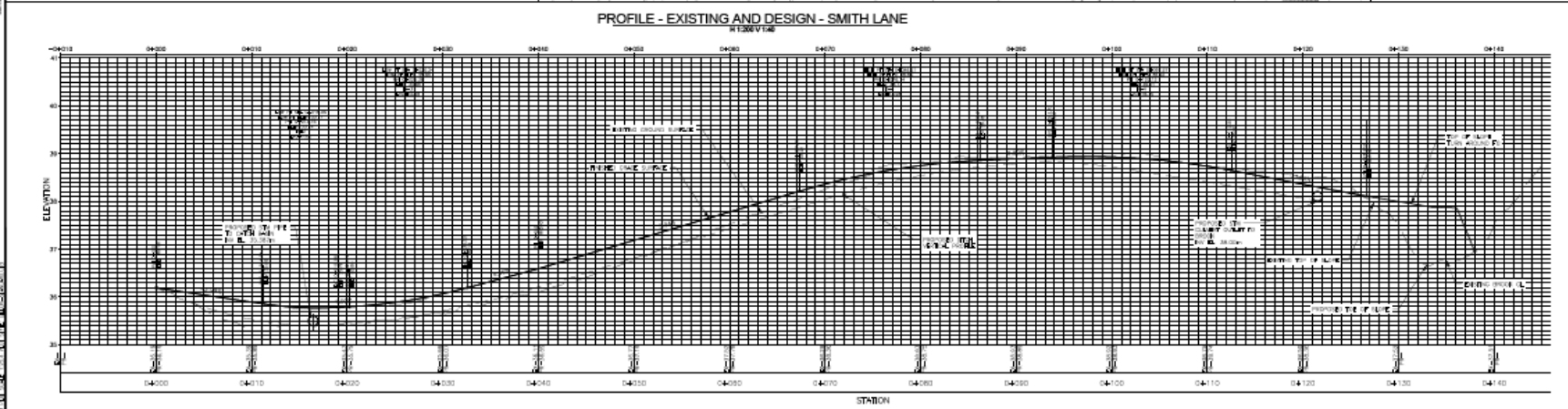
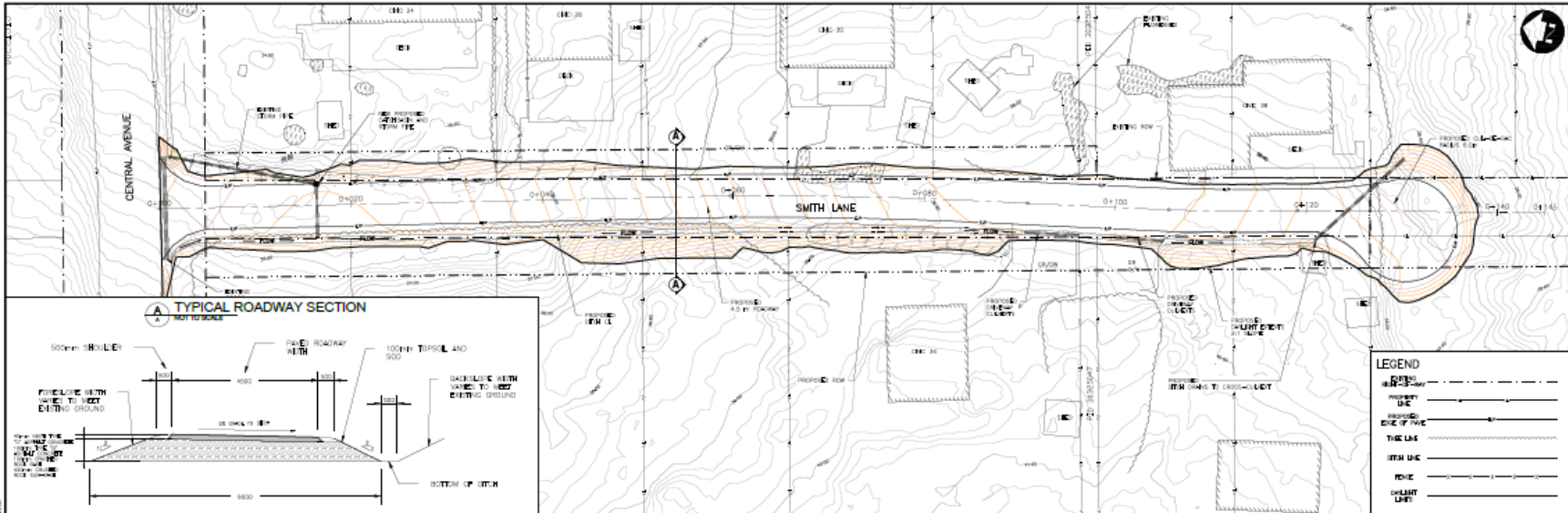
DeSaulniers
Surveys Inc.
www.ds-surveys.com



Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning by-laws or regulations being the domain of a development officer.

I do hereby certify to the correctness of this plan and that I have satisfied all the requirements of the surveys act.





<p>Conditions of Use</p> <p>Verify elevations and/or dimensions on drawing prior to work. Report any discrepancies to Dillon Consulting Limited.</p> <p>Do not scale dimensions from drawing.</p> <p>Do not modify drawing, or use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.</p>	<p>PRELIMINARY</p>	<p>DILLON CONSULTING</p>	<p>DATE: _____</p> <p>BY: _____</p> <p>SCALE: _____</p>	<p>PROJECT: _____</p> <p>CLIENT: _____</p> <p>DATE: _____</p> <p>SCALE: _____</p>	<p>SMITH LANE TOWN OF GRAND BAY-WESTFIELD</p> <p>TYPICAL ROADWAY ALIGNMENT PLAN AND PROFILE</p>	<p>98-2787</p> <p>03</p>
			<p>DATE: _____</p> <p>BY: _____</p> <p>SCALE: _____</p>	<p>PROJECT: _____</p> <p>CLIENT: _____</p> <p>DATE: _____</p> <p>SCALE: _____</p>		

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 25, 2024

TITLE: LIONS CLUB RENEWAL

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Community Vitality

ATTACHMENTS

- RC Strategies Recreation Hub Memo

BACKGROUND

Council has been exploring how to enhance the Town's quality of life. One such way is to renew the Lions Field to establish an outdoor recreation hub. This initiative aims to enrich the Town's recreational offerings, promoting a vibrant, active, and connected community.

The Lions Park Recreation Hub project is conceived as a continuation and realization of the goals set in the Parks and Recreation Comprehensive Master Plan (2021). This initiative aligns with the Framework for Recreation in Canada (2015), emphasizing individual and community well-being and environmental stewardship. It seeks to:

- Foster individual and community well-being through meaningful, accessible recreational experiences.
- Enhance the public good by ensuring inclusivity, accessibility, and sustainable development.
- Promote lifelong participation in recreational activities.

COMMENT

RC Strategies proposes a project plan, organized into four phases: Project Initiation, Community Context Understanding, Contributor Engagement, and Concept Development. Key aspects include:

- **Community Demographics and Policy Review:** To tailor the project to current and future needs, reflecting on demographic shifts and policy directions.
- **Contributor Engagement:** Engaging with community members and stakeholders through discussions and feedback sessions, ensuring the project is community-driven and inclusive.
- **Concept Development:** Crafting up to three conceptual designs based on community input, best practices, and strategic objectives, addressing both current and anticipated needs.

The Lions Park Recreation Hub represents an opportunity to enhance the quality of life in Grand Bay-Westfield through thoughtful, inclusive, and sustainable community development. By

Lions Field Renewal

moving forward with this concept plan, the Town Council will take a significant step towards realizing a vision of a more active, connected, and well community.

FINANCIAL IMPLICATIONS

The cost is \$20,600 with flexibility to add or reduce services.

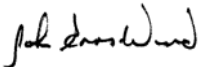
RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield engage RC Strategies to develop a concept plan for the purpose of renewing the Lions Field.


MOTION

That the Council of the Town of Grand Bay-Westfield authorize the CAO to engage RC Strategies to develop a concept plan for the purpose of renewing the Lions Field.

APPROVAL

CAO: 

Date: March 21, 2024

A dark blue L-shaped graphic is located in the top left corner of the page.

John Enns-Wind, CAO
Town of Grand Bay – Westfield
P O Box 3001
Grand Bay-Westfield, NB
E5K 4V3

December 7, 2023

RE: Lions Park Recreation Hub Concept Plan Project

John,

Thank you for our recent discussions on the potential changes to the Town's Lions Park to create an outdoor recreation hub for residents that would accommodate a variety of activities. We are pleased to provide this proposal memo, which outlines a work plan for the above noted project for your consideration. We understand and appreciate the importance of this planning work for the Town of Grand Bay – Westfield Council and Administration, and for your communities' residents. We view this project as an exciting opportunity to continue our work with the Town and build on the objectives set out in the Parks and Recreation Comprehensive Master Plan (2021) to optimize the use of existing facilities and spaces and maximize the potential benefits of recreation opportunities for residents.

We have recently worked with communities of similar size and context throughout Canada to set direction for the planning of outdoor recreation spaces and would welcome the opportunity to work with the Town again if selected to do so. The development of a concept plan for Lions Park will need to be reflective of residents' activity preferences and consider future population growth and demographic changes the Town may experience. Spaces like Lions Park provide important opportunities for residents to physically and socially active, leading to positive health and wellness outcomes and a community that is connected with each other.

The Parks and Recreation Comprehensive Master Plan highlights how the strategic themes and recommendations align with the Framework for Recreation in Canada (2015). The stated vision for recreation in Canada contained in the Framework for Recreation is:

We envision a Canada in which everyone is engaged in meaningful, accessible recreation experiences that foster:

- *Individual wellbeing*
- *Community wellbeing*
- *The wellbeing of our natural and built environments.*

We view this project as an opportunity to support meeting that vision in Grand Bay – Westfield by renewing this community space in a manner that aligns with the values set out in the Framework for Recreation including public good, inclusion and access, sustainability and fostering lifelong participation. Values that are also articulated in the Town’s Parks and Recreation Comprehensive Master Plan.

For this project, we would deploy both Meaghan Carey and Mike Roma as project managers and Holly Meese in a project support role. We will also be engaging others in our firm for research support, creative design, and geo-spatial analysis as needed. The following work plan outlines the tasks we believe are required to deliver a Recreation Hub Concept Plan that will support Council in future decision-making related to Lions Park.

We have organized the project into four phases:

- Project Initiation
- Understanding Community Context and Parks Leading Practices
- Contributor Engagement
- Concept Development

The descriptions contained for each phase of the workplan indicate our initial understanding of the project, the Town’s expectations, and our experience. Prior to outlining our proposed workplan, we would like to note the use of the word ‘contributor’. Our firm is committed to furthering equity in our work and in our practices, part of that is becoming more aware of the language we use (please see our firm [Equity Statement](#)). Therefore, we have adopted the term ‘contributor’ to replace ‘stakeholder’ after learning more about the context of the word in Canadian history.

Please note that should this approach not meet the expectations of the Town of Grand Bay – Westfield we would be happy to adjust accordingly.

Work Plan

Task	Description	Project Management (\$175 / HR)	Project Support (\$125 / HR)	Design / GIS (\$100 / HR)
Phase 1: Project Initiation				
Project Team Initiation Meeting	Project kick-off meeting between the Town project team and the consulting team with a focus on reviewing the work plan, outlining project expectations, and identifying	2	2	2

Task	Description	Project Management (\$175 / HR)	Project Support (\$125 / HR)	Design / GIS (\$100 / HR)
	background documents (such as local and provincial policy and planning documents). An information request memo will be shared.			
Phase 2: Understanding Community Context and Parks Leading Practices				
Community Demographics	Review of key population demographics, and growth characteristics will be undertaken to better understand the community context.		4	2
Policy and Planning Direction	Review of relevant policy and planning materials as identified by the project team in Phase 1 including previous strategic and tactical planning related to, but not limited to, recreation and parks, equity and inclusion, active transportation, and community services.	2	2	
Leading Practices Review	The consulting team will identify key leading practices in the parks sector, along with physical activity and activity participation trends.	2	8	
Phase 3: Contributor Engagement				
Engagement Plan	The Engagement Plan will outline the overarching engagement goals and objectives, as well as further identify and refine the engagement tactics. The plan will be designed by IAP2 certified professionals, guided by ARECCI project ethics and aligned with relevant Town policies and engagement processes.	4		
Community Discussion Sessions	Community discussions will be facilitated with key contributors to discuss current outdoor recreation	8	6	


Task	Description	Project Management (\$175 / HR)	Project Support (\$125 / HR)	Design / GIS (\$100 / HR)
	opportunities, potential challenges and opportunities for enhancement. It is anticipated up to six (6) small group or one on one discussions will be conducted. The identification of participants, and the structure of the discussion sessions (in-person / virtual) will be determined collaboratively with the project team.			
Analysis and Reporting	A summary of engagement activities and analysis of findings will be presented in a graphically produced memo. The findings will be formally presented to the project team and potentially Council.	4	4	2
Phase 4: Concept Development				
Planning Foundations	Development of philosophical rationale to guide space planning which fosters physical activity and community connections, including purpose statement, values and intended outcomes, building upon existing Town plans and policies.	4	2	
Planning Context and Use Analysis	Description of existing and potential recreation and community uses of Lions Park and municipal planning context which must inform the development of a concept plan.	8	6	4
Recreation Hub Concept Development	Creation of up to three program options, based on community input, analysis of existing utilization, growth factors and sector leading practices. The options will outline potential enhancements and site configurations to meet the current and future needs of the community. Site configurations	12	8	4

Task	Description	Project Management (\$175 / HR)	Project Support (\$125 / HR)	Design / GIS (\$100 / HR)
	will consider the surrounding residential uses and may be informed by further discussions with relevant parties.			
Draft Documentation Development	Development of draft Recreation Hub Concept Plan document in Word format. It is anticipated that up to two (2) rounds of revisions will be completed.	8	6	
Final Report and Presentation to Council	Finalization and design of the Concept Plan document and presentation to Council, as well as the development of associated materials to share findings with consulted community contributors.	4	6	8
Sub-Total Hours		58	54	22
Sub-Total Fees		\$10,150	\$6,750	\$2,200
Project Administration (i.e., travel, meetings, facilitation materials)		\$1,500		
Total Project Upset Value (excluding taxes)		\$20,600		

Fee Notes:

- *Project Administration: This is an allocation for project administration fees such as printing of materials and consultant travel. This amount assumes approximately one trip for one senior project team member to the community for engagement, in-person meetings / workshops, and / or presentations. While our team assumes facilitation of virtual meetings and engagement sessions throughout the course of the project, we value spending time in the communities that we work in and look forward to visiting in Grand Bay – Westfield.*
- *RCS will design all public facing materials and the document deliverables.*

We look forward to further discussing how to proceed with completing this important planning work for the Town of Grand Bay – Westfield, please note if the outlined workplan or fee does not meet

A large, dark blue graphic element on the left side of the page, consisting of a vertical bar and a horizontal bar that intersect to form a cross-like shape.

your expectations we are open to adjusting our approach as needed. If required, we would also be happy to provide references regarding our past project work.

Thank you for providing us the opportunity to provide this memo and please don't hesitate to reach out with any questions or comments at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Roma', with a long horizontal flourish extending to the right.

Michael Roma, Partner
RC Strategies
#235, 450 Ordze Road
Sherwood Park, AB T8B 0C5
roma@rcstrategies.ca

A handwritten signature in black ink, appearing to read 'Meaghan Carey', with a long horizontal flourish extending to the right.

Meaghan Carey, Partner
RC Strategies
#235, 450 Ordze Road
Sherwood Park, AB T8B 0C5
carey@rcstrategies.ca

TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT

BILLS FOR RATIFICATION
March 25, 2024

	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
1	ABLE WINDOW SHINE LTD.	TRANS.	40.25	Window Cleaning
2	ABSOLUTE TRAFFIC & SIGN SOLUTIONS LTD.	TRANS.	4,305.31	Speed Monitor Sign
3	ANIMAL RESCUE LEAGE, SPCA SJ	PROT.SVCS.	345.00	Shelter Services
4	BELL MOBILITY INC.-monthly	TRANS.	36.78	Wireless Phone
5	BELL MOBILITY INC.(3)- monthly	VARIOUS	178.45	Wireless Phone
6	BELL MOBILITY INC.- monthly	FIRE	277.12	Wireless Phone
7	BELL MOBILITY INC- monthly	TRANS.	35.62	Wireless Phone
8	BOURQUE INDUSTRIAL LTD.	FIRE	488.75	Aluminum Flange
9	BRUNSWICK FYR & SAFETY ACC LTD.	BLDG.	775.56	Fire Extinguisher Inspection
10	BRUNSWICK FYR & SAFETY ACC LTD.	TRANS.	675.05	Fire Extinguisher Inspection
11	CANADA POST CORPORATION	GEN.GOV.	17.14	Shipping
12	CARQUEST	SEW.REV.	29.95	Parts
13	CITY OF SAINT JOHN	REC.	2,200.00	Pro-Kids Contribution
14	DESAULNIERS SURVEYS INC. (2)	ENV.DEV.	8,625.00	Surveys to Widen Streets
15	DOCTOR FOUNDATION REPAIR	BLDG.	891.25	Repair Foundation Cracks
16	EASTERN CREDIT MANAGEMENT SVCS.	SEW.REV.	379.95	Collection Services
17	FIRESAFE HEADQUARTERS INC.	FIRE	194.33	NY Roof Hook
18	FORWARD ACCOUNTING SOLN'S	GEN.GOV.	215.63	Adagio Performance Issue
19	FUNDY REGIONAL SERVICE COMMISSION	TRANS.	173.10	Refuse
20	FUNDY REGIONAL SERVICE COMMISSION	ENV.DEV.	33,525.25	Infrastructure - Cost Sharing
21	GB PHARMACY	BLDG.	35.94	Water
22	GREEN LEE SHOES	FIRE	155.20	Dress Shoes
23	HOMWOOD HEALTH INC.	VARIOUS	1,638.75	Pathfinder Comprehensive
24	INTAC PUBLIC ENTITIES INC.	ENV.DEV.	1,419.10	Third Party & Accident Deductible
25	INTERMAX WATER GROUP INC.	BLDG.	440.45	Service Water System/Change UV
26	MARITIMES EVENT RENTALS INC.	SPEC. EVENTS	2,161.10	Bouncy Castles
27	MCNUTT, ROBERT	FIRE	60.00	Medical/Driver Abstract
28	MEGA-LAB MANUFACTURING CO. LTD.	FIRE	279.45	Lubricant
29	MPWWA (Annual)	SEW.REV.	1,811.25	Training Seminar
30	NAVALOGIC	GEN.GOV.	954.50	CIO Services
31	NBBOA	ENV.DEV.	575.00	Conference Sponsorship
32	NB POWER (4)- monthly	VARIOUS	4,006.73	Power
33	NB POWER - monthly	TRANS.	11,935.64	Power
34	NORTHERN BUSINESS INTELLIGENCE	TRANS.	577.88	GPS Monitoring- monthly
35	NORTHEAST EQUIPMENT LIMITED	FIRE	107.12	Fitting for Training Centre
36	PERRY, MATTHEW	TRANS.	300.00	Professional Services
37	QUALITY AGGREGATES	TRANS.	23.23	Gravel
38	RFS CANADA- (quarterly)	GEN.GOV.	473.15	Lease
39	RICOH CANADA INC.	GEN.GOV.	639.57	Photocopies
40	RIVER VALLEY COMMUNITY CENTRE	SPEC. EVENTS	196.55	Disco Skate
41	SAFETY SOURCE	FIRE	712.43	Boots
42	SANSOM EQUIPMENT LIMITED (2)	TRANS.	1,234.01	Service Generators
43	SANSOM EQUIPMENT LIMITED	SEW.REV.	778.40	Annual Generator Maintenance
44	SCHOLTENS GB LTD.	FIRE	99.33	Supplies
45	SOURCE ATLANTIC LIMITED	TRANS.	433.43	Step Ladder
46	SJ FIRST CLASS CLEANERS- monthly	VARIOUS	4,955.79	Janitorial Services
47	SJ LABORATORY SERVICES LTD.	SEW.REV.	247.25	Water Tests
48	STAR-KEY ENTERPRISES LTD.	FIRE	259.44	Oil Change
49	TELUS	TRANS./BLDG./GENGOV	621.00	Telephone
50	THE CRITTER GITTER (2)	FIRE	103.50	Pest Control
51	THE CRITTER GITTER	BLDG.	172.50	Replace Baits
52	UNIVERSAL TRUCK AND TRAILER (2)	TRANS.	2,813.36	Repair Starting Issue/block heater
	BILLS FOR RATIFICATION		93,630.54	
	TOTAL BILLS FOR PAYMENT		93,630.54	



March 7th, 2024

Hon. Mary Wilson, Minister
Service New Brunswick
Lincoln Place
P.O. Box 1998
Fredericton, NB E3B 5G4

Minister Wilson:

Despite our best efforts at creating a mutually beneficial working partnership, it is clear to the UMNB and our municipal members that you and your department do not understand nor acknowledge the critical role you play in municipal revenue generation nor the impact your public statements on such matters have on the overall public perception of the New Brunswick property tax system. We raise this point as a result of the insert that our residents found in their municipal property tax bills sent out by your department last week and the ads your department took out in local newspapers. In our opinion, the insert and ads omit key information. Municipalities only have control over the millrate. **Every other aspect** of the property tax system in New Brunswick including assessment, property tax classifications, and the tethering of the rates, is controlled by the provincial government yet the SNB insert and ad neglects to raise these important points giving residents of the province the mistaken impression that municipalities alone are responsible for the bills they have received. This is even more true for many of the amalgamated communities who continue to have rates set by the province in the areas of roads and public safety.

In seeking clarity on these matters, our members want a better understanding of why the insert was included in the mailout and why the decision was made to purchase ads in daily newspapers across the province. We ask that you advise UMNB and our municipal members across the province on what your government's objectives were in these actions, and what kinds of outcomes were you hoping to achieve? If the goal was to educate citizens on property taxes, then we believe you have grossly missed the mark by omitting the fundamental role of the provincial government in the property tax system. It appears that this was done less with the goal of educating citizens, and more with the idea of passing blame to municipalities due to the restrictive nature of New Brunswick's property tax system. We hope this opens an opportunity for discussion on changes to the system as a whole, as it continues to be evident that we need a significant reform.

Inflationary pressures and the downloading of new responsibilities are also outside of our control. Municipalities are increasingly taking on or dealing with



issues of provincial jurisdiction such as housing and homelessness, tourism and economic development. The insert and the public comments of government officials do not take into consideration the declining fiscal capacity of our communities due to many factors including the reduction of core funding to municipalities through municipal reform and the downloading of new responsibilities via the regional service commissions. Unfortunately, these pressures will remain challenging to us until the provincial government meets its obligations to municipalities by establishing meaningful fiscal reform as laid out in the White Paper on Local Government Reform. Municipalities are meeting what is essentially an unfunded mandate by delivering services we do not receive funding for. Where do tax dollars for municipalities go? Increasingly, the answer is towards issues of provincial responsibility at the expense of our local priorities.

The provincial government has downloaded more responsibilities to municipalities, presumably because our members have a track record of strong service delivery and close ties to the residents of our communities. However, we have not addressed the clear issue that services have to be funded. The public comments, inserts and ads are extremely problematic to our members because they ignore the challenges and limited capacity that we have. Unlike the provincial government, we have limited revenue generating capability. Unlike the provincial government, we are mandated to produce balanced budgets each and every year, with no flexibility. Directing residents to take up challenges on property tax bills with local governments ignores inflationary pressures, the cost increases, and provincial service delivery that our communities are least prepared to address.

It is abundantly clear to every municipality that meaningful assessment reform and municipal fiscal reform must begin in short order. It is also clear from the comments made recently by the provincial government, that there's a fundamental misunderstanding about what we do in municipal government. It should be mandatory for the leadership and staff of the provincial government to spend time in municipalities to understand the challenges we are facing. There is a clear disconnect between political and policy approaches from the provincial government to the realities faced by local government. Those need to be addressed in short order and that process begins with a willingness to address the ongoing financial challenges municipalities are facing due to provincial policy inaction. Until the fiscal reform process is completed, our municipalities will continue to rely almost exclusively on residential property tax and this issue will continue to be present in our public dialogue.

In closing, to help build better understanding of the local government, we have encouraged our members to reach out directly to you to ensure you have a full picture of the realities on the ground. Our communities are critical to



maintaining and further stimulating the growth we have experienced as a province; however until municipalities are both treated and funded as full partners, we (municipalities AND our province) will be unable to meet our true potential. Help us help you! We want to work with you, but comments like those noted above are not productive. We would ask that you reflect on the messaging of your government and the impact of your actions with your community partners. Collaboration becomes difficult when both partners fail to recognize their responsibilities.

Sincerely,

A handwritten signature in black ink that reads "Andrew Black". The signature is written in a cursive, flowing style.

Andrew Black, President
Union of Municipalities of New Brunswick

CC: Premier Blaine Higgs
Minister Ernie Steeves, Minister of Finance and Treasury Board
Minister Glen Savoie, Minister of Local Government
Susan Holt, Leader of the Official Opposition
David Coon, Leader of the Green Party
Charbel Awad, Deputy Minister, Environment and Local Government
Cheryl Hansen, Deputy Minister, Finance and Treasury Board
Jennifer Wilkins, Assistant Deputy Minister, Local Government
Lisa Dionne, Executive Director, Property Assessment
UMNB members
AFMNB

March 15, 2024

Hon. Mary Wilson, Minister Service New Brunswick
Lincoln Place
P.O. Box 1998
Fredericton, NB E3B 5G4

Dear Minister Wilson,

I am writing on behalf of the Town of Grand Bay-Westfield to express our concerns and align with the Union of Municipalities of New Brunswick's (UMNB) recent correspondence about the explanatory insert Service New Brunswick (SNB) included in the property tax bills. We are disheartened by your department's decision to deflect responsibility onto our community and neglect to recognize the significant role the provincial government plays in municipal financial management.

Local governments are limited to setting the municipal tax rate, while your department and the provincial government oversee every other aspect of municipal finance. Unlike the province, municipalities are mandated to balance their budgets and primarily rely on residential assessments for revenue—a system unchanged since confederation. This outdated fiscal framework is inadequate for addressing the complex challenges of the 21st century.

Our community has faced several challenges recently, including:

1. Fluctuating property assessments on Brittain Road, with inconsistent annual changes and uniform rate adjustments that fail to reflect true property values. Notably, disparities in assessment increases between rural and urban areas of the Town have caused significant concern.

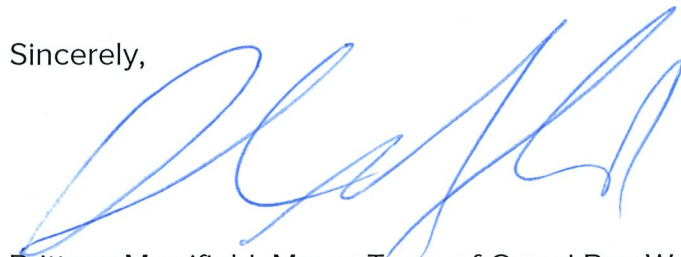
2024	14%
2023	0%
2022	5%
2021	0%

2. A substantial reduction in core funding by approximately \$400K over three years, with a significant cut of about \$350K announced just a month before the 2022 budget deadline.
3. The redirection of funds to the Fundy Regional Service Commission (FRSC) without a clear and replicable formula for the Town. Further, these funds are used to fulfill provincial responsibilities delegated to the Commissions.

4. Penalization for municipalities experiencing assessment base growth exceeding 3%, which unfairly impacts transfers from the province without accounting for the differences between market-based growth and new construction assessment growth.
5. Restricted property tax classes constrain our ability to implement nuanced and strategic tax policies that may support our socio-economic growth, economic diversification, housing affordability, and strategic urban development.

It is imperative for all levels of government to collaborate effectively for the benefit of our citizens. We kindly request that future communications from your department provide a comprehensive narrative that avoids potential misinterpretations. We appreciate your attention to these matters and look forward to constructive dialogue.

Sincerely,



Brittany Merrifield, Mayor Town of Grand Bay-Westfield

CC: Glen Savoie, Minister of Local Government

Ernie Steeves, Minister of Finance

Bill Oliver, MLA

Union of Municipalities of New Brunswick



March 25, 2024

Hon. Bill Oliver, MLA
227 River Valley Drive
Grand Bay-Westfield, NB
E5K 1A5

Subject: Electrical Wiring and Building Permits

Dear Mr. Oliver,

I am reaching out to you today because I am concerned about a significant public safety issue resulting from a change following the introduction of the Building Code Administration Act. This change has created a situation where some new constructions are bypassing inspection and/or permitting requirements illegally. This created a significant danger for the public as well as a heavy financial and legal burden on local governments.

With the introduction of the *Building Code Administration Act* in 2021, section 62 of the *Community Planning Act* has been repealed. Within that section, subsection 62 (5) stated the following: *“If a building by-law is in effect, no wiring permit under a regulation under the Electrical Installation and Inspection Act may be issued in respect of a development, unless the applicant for the permit delivers a copy of the building permit for the development.”* No section of the BCAA has replaced that requirement.

Prior to the introduction of the act, electricians were required to provide proof of the issue of a building permit in order to obtain an electrical permit. This measure lent an additional layer of oversight on projects. This process ensured that no illegal constructions were connected to the electrical system without a building permit. As a result of the changes, it has become easier for delinquent constructions to occur without our knowledge. This situation not only creates a climate where buildings may be constructed without following the National Building Code (NBC), but also a situation where local governments that wish to enforce proper building procedures must take legal action after the fact. As you can imagine, this causes an additional financial and legal burden on local governments, which are already under strain following the changes related to the local governance reforms of recent years and many of which do not have the capacity to do this.

While there is no way to track how many illegal constructions are occurring, I have reason to suspect that there are significantly more than prior to the changes in legislation.

Furthermore, the issues caused by this change result in less reliable tracking of new developments, which may result in an incongruence with the statistics submitted to SNB. This affects tax-base calculations, which is yet another financial impact on local governments and the provincial government.

Some have recommended that reports of the issued electrical permits would be sent to the RSC or local governments, however, these measures would not stop the constructions

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 | T 506-738-6400 | F 506-738-6424

before they are inspected and would still put the burden of the enforcement on local governments.

I would instead make the following recommendations:

- Amend the *Building Code Administration Act* and the *Electrical Installation and Inspection Act* to include a requirement to show proof of either a building permit or electrical waiver from the authority having jurisdiction before issuing an electrical permit.
- Set a system that would allow the authority having jurisdiction to either approve or refuse the electrical waiver in a reasonable time which could be pre-defined. This would allow the building inspector to look over the construction project and determine if a building permit is required under the BCAA without hindering the project.

I would be grateful if you would consider this matter a priority and we would be delighted to provide any further information you may require.

Yours sincerely,

David Taylor
Development Officer
Town of Grand Bay-Westfield



Canada Community-Building Fund (CCBF) Municipal Attestation

In the matter of the *Agreement on the Gas Tax Fund with Local Governments* (the Agreement) between the Province of New Brunswick, as represented by the Minister of Environment and Local Government, and the Local Government, as represented by the Mayor of Town of Grand Bay-Westfield:

We, Brittany Merrifield, Mayor of Town of Grand Bay-Westfield and James Barrington, Treasurer of Town of Grand Bay-Westfield attest as follows:

1. That we hold the positions of Mayor of Town of Grand Bay-Westfield and Treasurer of Town of Grand Bay-Westfield respectively.
2. We are duly authorized by Town of Grand Bay-Westfield to give this Attestation.
3. We attest that the financial information included in the 2023 CCBF Annual Expenditure Report (AER) of Town of Grand Bay-Westfield was presented fairly, in all material respects, and in accordance with the Agreement and accounting standards.
4. We attest that Town of Grand Bay-Westfield has respected and followed all terms and conditions of the Agreement, which includes the content of all Annexes and Schedules.
5. We attest that all expenditures reported in the AER were for eligible projects that were part of our CCBF Capital Investment Plan and authorized by the Department of Environment and Local Government before the end of the 2023 calendar year.
6. We attest that Town of Grand Bay-Westfield has a distinct bank account for the CCBF transfers received from the Department of Environment and Local Government.
7. We attest that Town of Grand Bay-Westfield has spent any money or interest earned from those transfers on eligible projects only and not on administrative costs of the program.
8. We have made such examinations or investigations as are necessary to give this attestation and to ensure the fair presentation of the information submitted in the AER.

Dated, this 15 day of March 2024

Signature

[BRITTANY MERRIFIELD, MAYOR]

Signature

[JAMES BARRINGTON, TREASURER]



**Canada Community-Building Fund (CCBF)
Town of Grand Bay-Westfield
2023 Annual Expenditure Report (Part I)**

2014-2018 CCBF Capital Investment Plan

	<u>2023</u>
<u>CCBF Allocation (before interest)</u>	
1) Opening balance of unspent CCBF allocation	\$0.00
2) Amount received/due from Province under the CCBF in 2023	\$0.00
3) Amount spent on approved projects under the CCBF in 2023	\$0.00
4) Closing balance of CCBF allocation	\$0.00
<u>Interest Earned</u>	
5) Opening balance of unspent CCBF interest earned	\$0.00
6) Interest earned in 2023 from amounts received under the CCBF	\$0.00
7) Interest spent on approved projects under the CCBF in 2023	\$0.00
8) Closing balance of unspent interest earned	\$0.00

2019-2023 CCBF Capital Investment Plan

	<u>2023</u>
<u>CCBF Allocation (before interest)</u>	
1) Opening balance of unspent CCBF allocation	\$0.00
2) Amount received/due from Province under the CCBF in 2023	\$373,167.00
3) Amount spent on approved projects under the CCBF in 2023	\$368,191.50
4) Closing balance of CCBF allocation	\$4,975.50
<u>Interest Earned</u>	
5) Opening balance of unspent CCBF interest earned	\$4,538.41
6) Interest earned in 2023 from amounts received under the CCBF	\$2,143.25
7) Interest spent on approved projects under the CCBF in 2023	\$0.00
8) Closing balance of unspent interest earned	\$6,681.66
9) Annual base amount specific to 2023 [1]	\$2,614,445.28

[1] The total of all ordinary capital investments made by the municipality for the year reported on. Only the municipal share of any capital investments made during the year should be part of the calculation. Please note that the CCBF contribution must be excluded of the calculation when CCBF projects are included. All extraordinary capital expenditures must be excluded from the calculation.

I, *James Barrington*, certify that the figures indicated in Part I and Part II of this Annual Expenditure Report are accurate and final for the year in question.

(Signature) *James Barrington*
 (title) *Chief Treasurer*

March 15, 2024
 Date

To be signed by the employee in charge of financial reporting



**Canada Community-Building Fund (CCBF)
Town of Grand Bay-Westfield
2023 Annual Expenditure Report (Part II)**

<u>Fiscal Year</u>	<u>Sources of Funding</u>									
Project Name	Civic Address, Street Names or Closest Intersection	Total Project Cost	CCBF Contribution 2014-2018	CCBF Contribution 2019-2023	Municipal	Private Sector	Interest Earned and Other	Sources for Other	Total	Project Complete (Yes / No)
<u>2023 Projects</u>										
Storm Sewer Upgrades	Various Locations	\$1,155,119.98	\$0.00	\$31,117.31	\$4,033.08				\$35,150.39	No
Street Upgrades	Various Locations	\$2,439,090.10	\$0.00	\$337,074.19	\$12,339.82				\$349,414.01	No
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
	2023 TOTAL		\$0.00	\$368,191.50	\$16,372.90		\$0.00	\$0.00	\$384,564.40	



**Canada Community-Building Fund (CCBF)
TOWN OF GRAND BAY-WESTFIELD
2023 Annual Outcome Report**

Project Name	Progress Update	Results Achieved (Measurables)	Start Date (yyyy-mm-dd) [1]	End Date (yyyy-mm-dd) [2]	% of Work Completed
2023 Projects					
2014-2018 Capital Investment Plan					
2019-2023 Capital Investment Plan					
Storm Sewer Improvements					
Project – 21-2708 Capital Street Improvements 2023	Design, tender and construction of new storm sewer and drainage systems to improve drainage conditions throughout the Town. Construction work was completed in August 2023. Locations and measurable are noted below.		2019-01-01	2023-08-31	89%
	Lacroix Drive	450 mm Diameter Storm Sewer – 29.5 Lineal Metres			
Street Improvements					
Project – 21-2708 Capital Street Improvements 2023	Design, tender and construction of street upgrades at various locations throughout the Town. Construction for this phase of work was completed in August 2023. Locations and measurable are noted below.		2019-01-01	2023-08-31	76%
	Lacroix Drive	459 Lineal Metres			
	Prosser Court	170 Lineal Metres			

**Canada Community-Building Fund (CCBF)
Town of Grand Bay-Westfield**

Yes / No

Is at least one project expected to start or end this year?

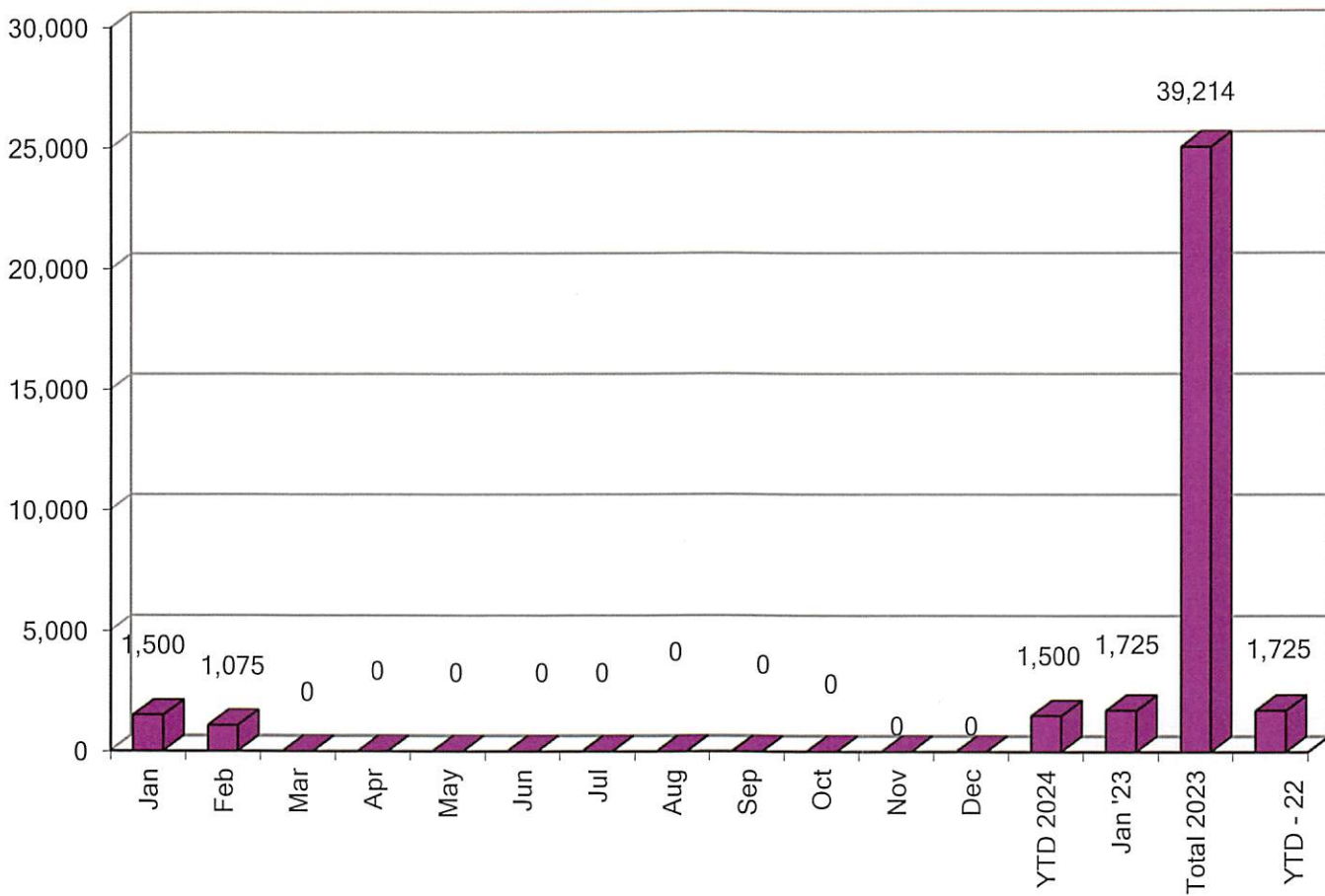
Yes

When "yes", please fill the table below:

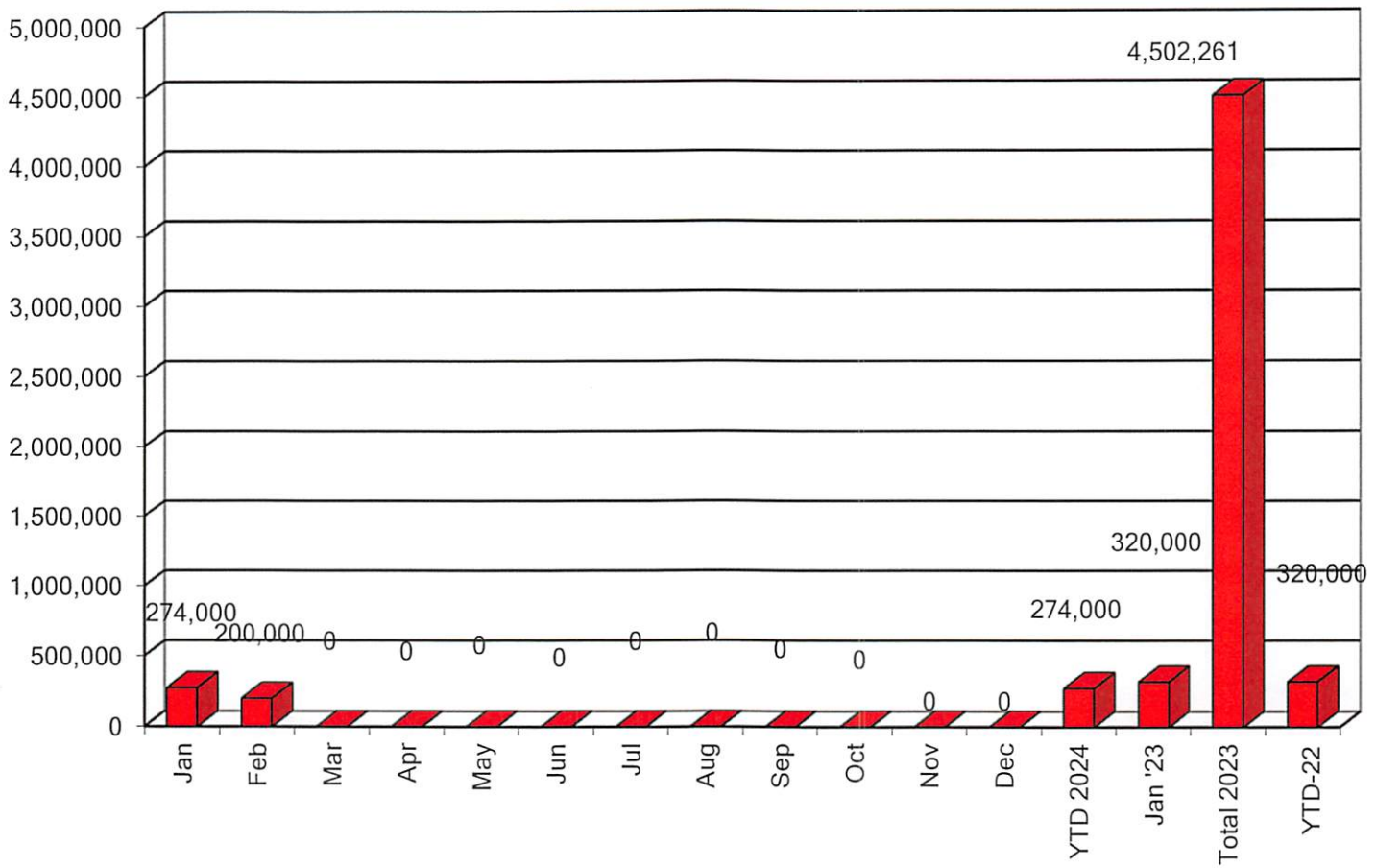
Project Name ^[1]	Project Status	Start Date (yyyy-mm-dd) ^[2]	End Date (yyyy-mm-dd) ^[3]	CCBF Costs this Year ^[4]	Overall Project Cost ^[5]
Storm Sewer Upgrades	Continuing	2019-01-01		\$0	\$1,155,120
Street Upgrades	Continuing	2019-01-01		\$0	\$2,439,090

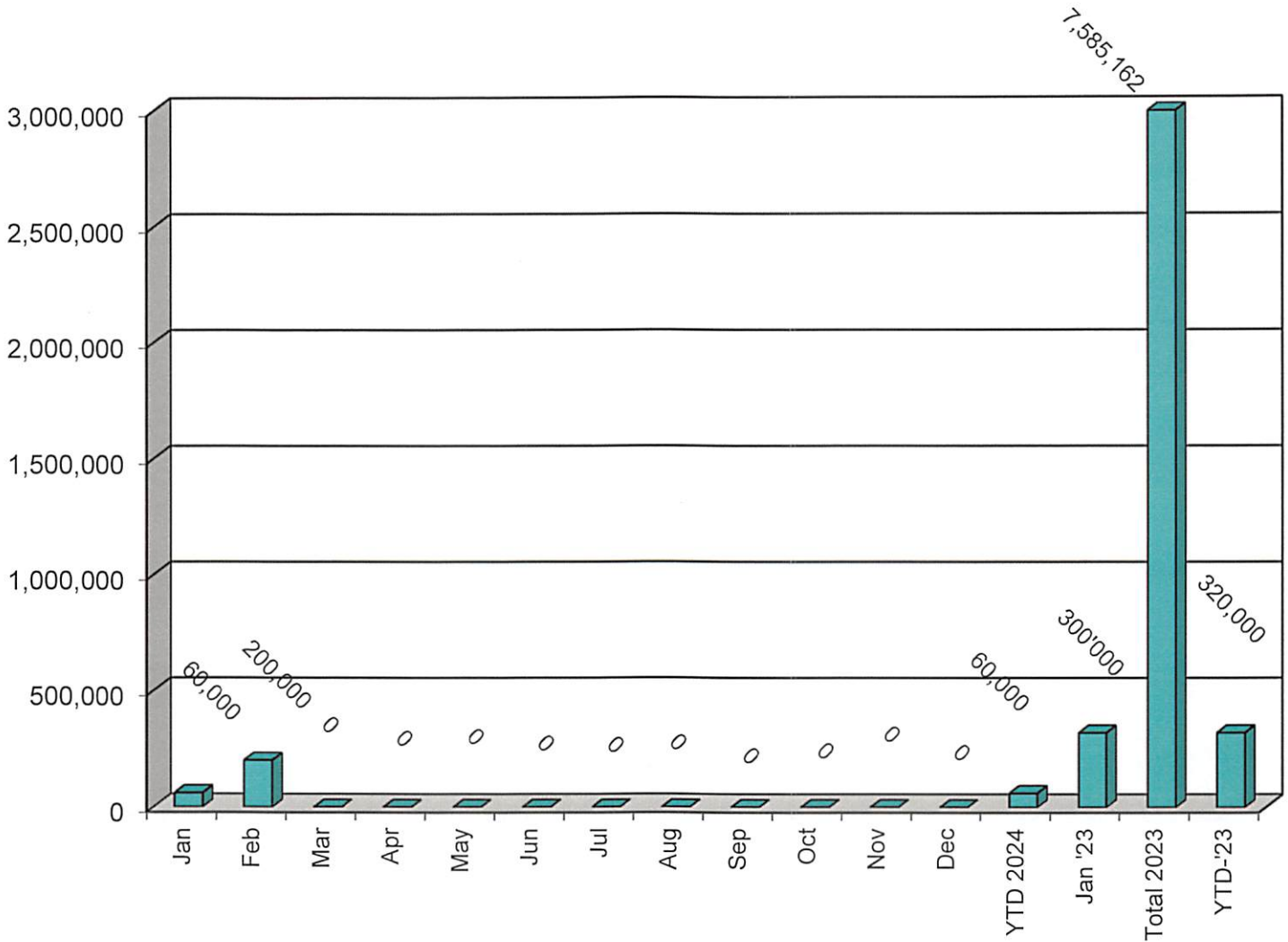
^[1] Only indicate projects that are active during this calendar year.
^[2] Date when equipment is expected to break ground or when workers are first expected to be on site. If the project was started before this year, leave this space empty.
^[3] Date when a project is expected to reach substantial completion (ex: Constructed water main is operational). Minor work may still be required at that time. If the project will still not be substantially completed this year, leave the space empty.
^[4] Estimated CCBF money to be spent on the project this year.
^[5] Estimated total cost of the project, including funds from all sources.

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



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





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

John Enns-Wind

From: Shilo Boucher <s.boucher@saintjohny.ca>
Sent: March 18, 2024 8:31 AM
To: John Enns-Wind
Subject: FW: You're Invited: 34th Annual YMCA Red Triangle Awards

CAUTION: External sender

See if this works, if not, follow the link:

[Red Triangle Award – YMCA of Southwestern New Brunswick](#)

Shilo Boucher, CPA, CA, ICD.D (She/Her)
President & CEO
YMCA Southwestern New Brunswick
191 Churchill Blvd. Saint John, NB E2K 3E2
T: 506-646-2109
swnb.ymca.ca [Facebook](#) [Twitter](#)



We recognize and respectfully acknowledge that the YMCA of Southwestern New Brunswick operates on the unceded and unsundered homelands of the Wolastoqiyik, Peskotomuhkati and Mi'kmaq peoples. These lands are recognized in a series of Peace and Friendship Treaties to establish an ongoing relationship of peace, friendship and mutual respect between equal nations.

From: Jennifer Yeomans - YMCA of Southwestern New Brunswick <j.yeomans@yswnb.ca>
Sent: March 14, 2024 4:15 PM
To: Shilo Boucher <s.boucher@saintjohny.ca>
Subject: You're Invited: 34th Annual YMCA Red Triangle Awards



YMCA of Southwestern New Brunswick *Red Triangle Awards*



Get ready to celebrate our 2024 recipients!

Good afternoon,

We invite you to join us as we celebrate the 34th Annual YMCA Red Triangle Awards in support of the Strong Communities Campaign, by purchasing a ticket to this year's awards gala.

The Red Triangle and Leader to Watch Awards have been bestowed in the past upon outstanding community leaders and role models.

This year as we celebrate **34 years** of recipients, we are thrilled to honour **Julie Dingwell** as the **Red Triangle Award** recipient and **Laura Oland** as the recipient of the **Leader to Watch Award**.

Julie Dingwell is a dedicated and influential community leader, transitioning from environmental advocacy to spearheading Avenue B Harm Reduction in 1999. Through pioneering initiatives, collaborative partnerships, and relentless advocacy for evidence-based policies, she has reshaped responses to HIV/AIDS and substance use locally, nationally, and internationally. Julie's commitment to equity and social justice has woven a robust fabric of support across Saint John and beyond, embodying resilience, compassion, and unwavering dedication to her community.

Laura Oland is a valued member of our community, recognized for her dedication to various social causes and initiatives. Laura's extensive community involvement, evident in her role as Board Secretary for "Just Us" Clinical Therapy Non-Profit Organization and her participation in various cultural and artistic initiatives, underscores her commitment to uplifting others. She demonstrates a strong commitment to fostering positive change and creating a more inclusive environment for all members. Laura's contributions embody empathy, resilience, and a genuine desire to make a difference within our community.

All funds raised will support the community through our Annual Strong Communities Campaign, Providing access to Y programs and services.

Date and Time: Thursday, May 16th, 2024 at 6:30pm

Location: Saint John Regional YMCA

Tickets: \$125

Group Rate: 10 tickets for \$1,000 contact Suha Hammad
s.hammad@yswnb.ca

Tickets can be purchased online at the link below or at the Welcome Desk at the Saint John Regional YMCA. We look forward to seeing you on May 16th.

Purchase Tickets

About Strong Communities

The **YMCA Strong Communities Campaign** raises funds to improve and enrich the lives of thousands of children, adults, seniors and families in southwestern New Brunswick.

Through the **generosity of donors**, thousands of people who face financial barriers will have access to Y programs and services such as licensed child care, youth mental health support, recreational programs, digital literacy for seniors, and health and fitness memberships for all ages.

In 2023, your YMCA raised more than \$655,000 to support our community and ensure everyone has access to the Y.

At the Y we are building healthy communities through the power of belonging. We hope you will join us in supporting a healthier and stronger southwestern New Brunswick. [Learn More Here](#)



PRESENTING SPONSOR

Our presenting sponsor is [Emera New Brunswick](#). Thank you to Ryan O'Hara and the team at Emera New Brunswick for their continued support and for helping to make this year's Red Triangle Awards possible.

Contact

Saint John Regional Y

191 Churchill Boulevard
Saint John, NB E2K 3E2

Irving Oil Field House

129 McAllister Drive
Saint John, NB E2J 2S7

Phone: +1-506-693-YMCA

Phone: +1-506-717-4080



Shine On

 Share

 Tweet

 Share

 Forward

YMCA of Southwestern New Brunswick

You're receiving this because you have signed up manually through our website or other distribution materials or have given verbal or written permission to be submitted to this list. If you no longer wish to receive these emails you can unsubscribe instantly below.

[Preferences](#) | [Unsubscribe](#)