

- 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) Envision Saint John: Members' Agreement
 - b) Smart Meter Program – Bob Scott, NB Power
- 8. Minutes of Previous Meeting(s)**
 - a) Regular Council Meeting Minutes of March 25, 2024
- 9. Unfinished Business**
- 10. By-laws**
 - a) PD-012 Development Incentive Program
- 11. New Business/Recommendations**
 - a) Artificial Intelligence (AI) Use Policy
 - b) 2016 Pickup Truck Replacement
 - c) Route 177 Passing Zone Review
 - d) Purchase Of Off-Road Wildland Firefighting Trailer
 - e) DTI Surplus Land, PID 225391
 - f) Envision Saint John: Members' Agreement
- 12. Bills for Payment**
- 13. Consent Agenda**
 - a) Quarterly Administrative Reports
 - b) Building Permit Report – March 2024
 - c) Earth Day – Mobilizing Municipalities
 - d) PAC Meeting Minutes – March 4, 2024
 - e) PRUDE Inc. Report of Recommendations
 - f) Invitation – 6th Annual Harm Reduction Symposium
- 14. Council Reports**

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



Building tomorrow's grid to power your life



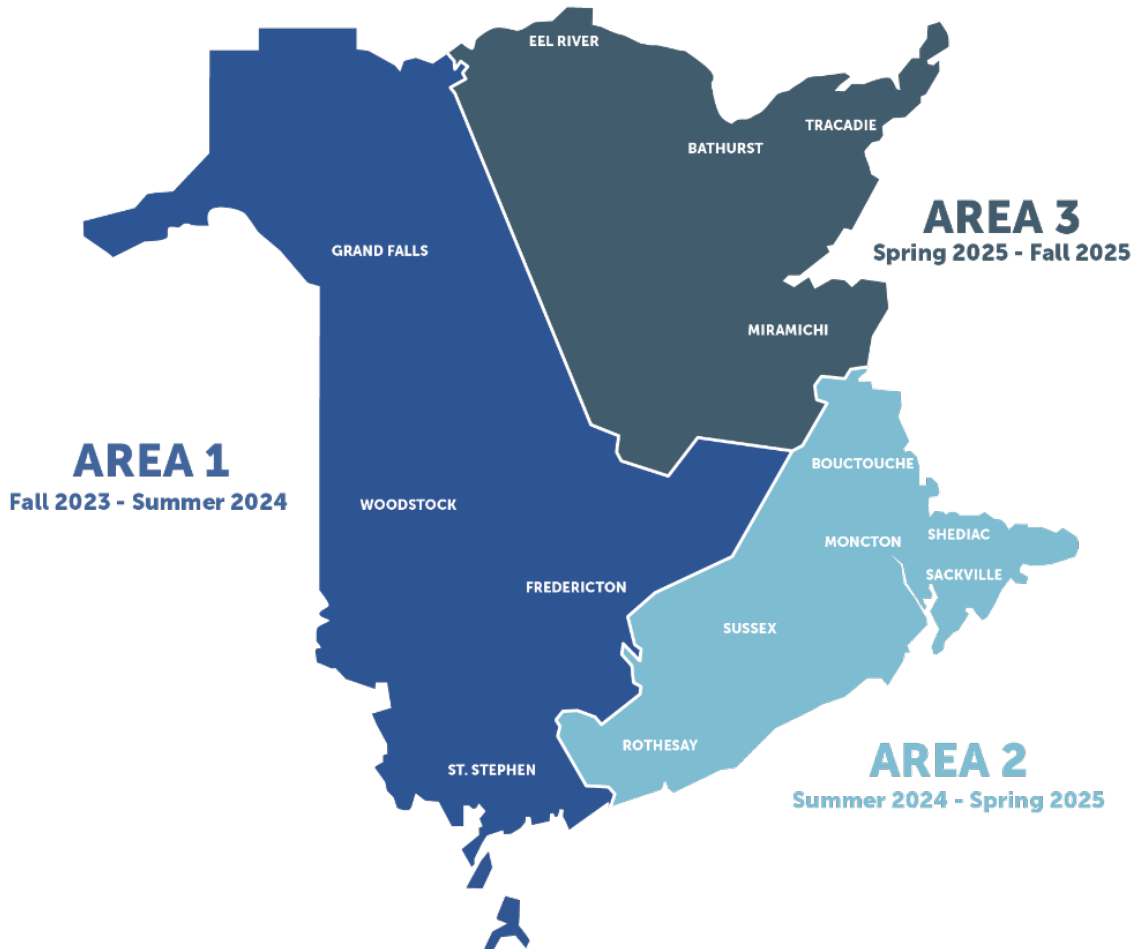
the power of possibility
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Smart Meter Deployment schedule

- Province-wide installations of smart meters began in the western half of the province (Area 1) on November 1, 2023.
- The meter upgrade will be divided into three installation areas and is expected to be completed within a 24-month period.
- Project end date December 2025.



Customer notification process

1-3 MONTHS PRIOR
Stakeholder engagement and consultation work takes place (through meetings, emails, presentations and updates at regular Community Liaison Committee meetings).

FEW WEEKS PRIOR
The customer receives an email or a letter with this brochure explaining the benefits of smart meters.

A FEW DAYS PRIOR
A friendly automated call reminds them of the upcoming installation.

ONCE THE METER UPGRADE OCCURS
Customer sees a door hanger notice confirming that the upgrade took place.

JUST PRIOR TO INSTALLATION
The installer knocks on the customer's door to let them know they've arrived and to expect a momentary outage.

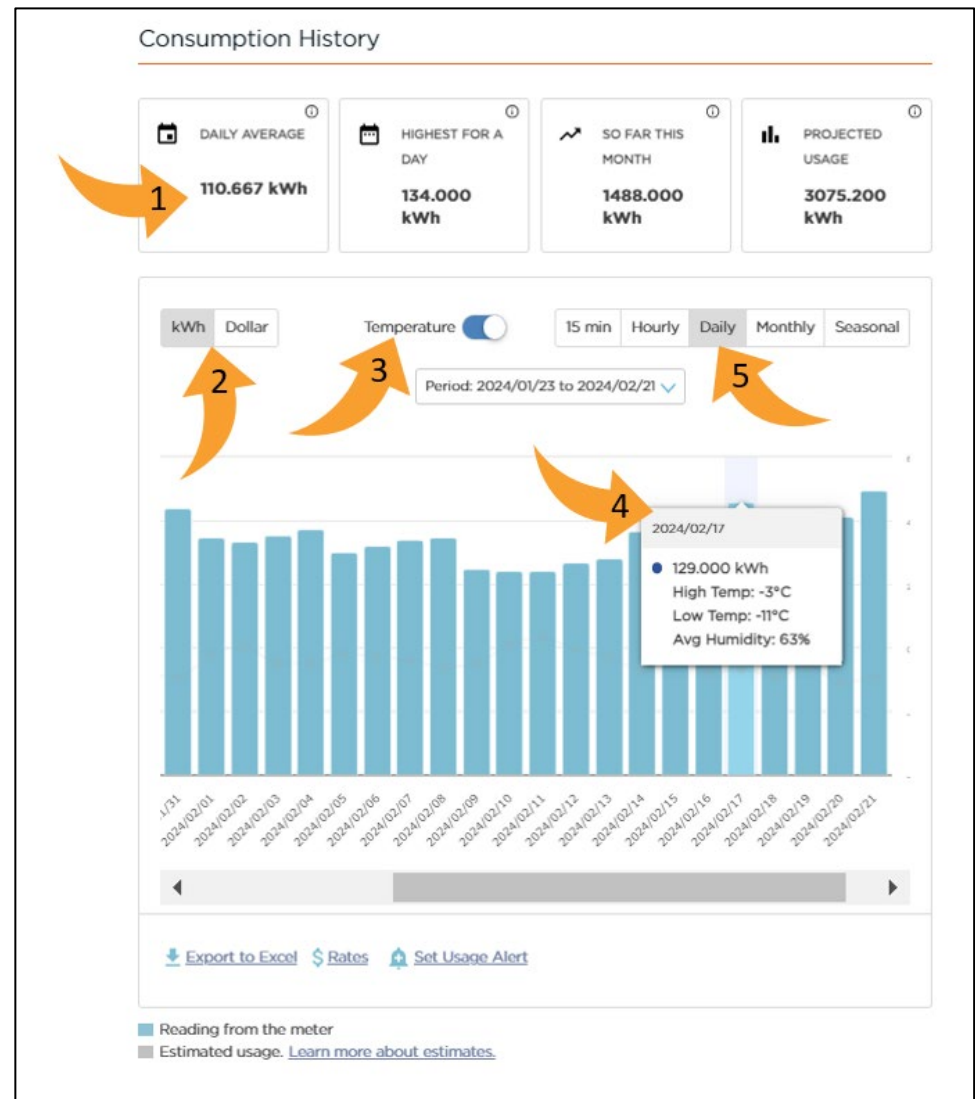
AFTER INSTALLATION
They receive a survey about their experience and the information they received.



Putting the Power in Your Hands

Gain access to new insights through your NB Power online account

1. Key info about your energy usage at a glance
2. Choose to view your usage in kilowatt-hours (kWh) or dollars
3. Temperature overlay
4. Additional information about time periods will pop up by clicking bar
5. View your daily, hourly and 15-minute energy use (for the previous day)



Energy Usage Alerts

Énergie NB Power

ENERGY USAGE ALERT

Account number: *****27-2
Service address: 123 Anywhere Street

From January 5 to January 25, 2024, your energy usage was

1000 kilowatt-hours

This is 30% higher
than your usage for the same period last year.

There are **10 days** left in your billing period.

[Discover common reasons](#) for a higher-than-normal bill and steps you can take to reduce your energy usage.

[Log in to your online account](#) to see your personalized energy use data and manage your alerts.

Énergie NB Power

Énergie NB Power

ENERGY USAGE ALERT

Account number: *****22-9
Service address: 123 Anywhere Street

On **January 1, 2024**, your energy usage was

101 kilowatt-hours

This EXCEEDS the

100 kilowatt-hours

you set as your daily threshold.

There are **21 days** left in your billing period.

[Discover common reasons](#) for a higher-than-normal bill and steps you can take to reduce your energy usage.

[Log in to your online account](#) to see your personalized energy use data and manage your alerts.

Énergie NB Power

Trending – Automatically opted in

Threshold – Create your own custom alerts

Misinformation about smart meters

- There is a lot of misinformation circulating about smart meters on social media and by word of mouth
- We know that many of your constituents have questions and concerns
- NB Power would like to offer an information session in your community to help address these concerns
- We do not expect Mayor and council to endorse smart meters, however we would like your support in coordinating and promoting the information session

Q & A



the power of possibility
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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

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

Regrets: Mayor Merrifield

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

Guests: Nik Malatestinic, Curry & Betts

5. Agenda Approval

That the Council of the Town of Grand Bay-Westfield approve the Agenda of March 25, 2024, with the addition of item 11.g Federal infrastructure funding not keeping pace with population growth. HAF to be addressed under items 8.c and 8.d.

Motioned by: Councillor Balemans

Seconded by: Councillor Balcomb

Carried

6. Disclosure of Conflict of Interest

None

7. Public Hearings/Presentations/Delegations/Petitions

a) Overview of the 2023 Audit - Nik Malatestinic, Curry & Betts

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.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Burpee

Carried

b) Housing Accelerator Fund – John Enns-Wind

8. Minutes of Previous Meeting

a) Regular Council Minutes of March 11, 2024

That the Council of the Town of Grand Bay-Westfield adopt the Minutes of the Regular Meeting of March 11, 2024, as presented.

Motioned by: Councillor Burpee

Seconded by: Councillor Balemans

Carried

b) Email Poll: Records Management

That the Council of the Town of Grand Bay-Westfield ratify the email poll: Records Management.

Motioned by: Councillor Balcomb

Seconded by: Councillor McIntosh Lawrence

Carried

c) Email Poll: Housing Accelerator Fund

That the Council of the Town of Grand Bay-Westfield ratify the email poll: Housing Accelerator Fund.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence Carried

d) Email Poll: Housing Accelerator Fund (HAF) Action Plan

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

Motioned by: Councillor Burpee

Seconded by: Councillor Balcomb Carried

9. Unfinished Business

None

10. By-Laws

a) Third Reading – By-Law No. PS-006 Prosser Court Street Closing

Third Reading (By Title)

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

Motioned by: Councillor Balemans

Seconded by: Councillor McIntosh Lawrence Carried

11. New Business/Recommendations

a) 2023 Audit Report

Item addressed via item 7.a Audit Presentation

b) Digital Sign Policy

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

Motioned by: Councillor Burpee

Seconded by: Councillor Balcomb Carried

c) Pavement Marking Tender

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).

Motioned by: Councillor Balcomb

Seconded by: Councillor McIntosh Lawrence Carried

d) Public Street, Smith Lane – Harrison Subdivision

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.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Burpee Carried

e) Public Street, Smith Lane – Robillard Subdivision

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.

Motioned by: Councillor Balemans

Seconded by: Councillor Burpee Carried

f) Lions Field Renewal

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.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Balcomb

Carried

g) Federal infrastructure funding not keeping pace with population growth

WHEREAS, Canada is experiencing record population growth, having welcomed 1.25 million new Canadians last year alone; and

WHEREAS, According to the Canada Mortgage and Housing Corporation (CMHC) we need to build at least 3.5 million additional homes by 2030, and municipalities need to build or expand the infrastructure to accommodate this growth; and

WHEREAS, FCM has estimated that the cost of the municipal infrastructure required support housing development is, on average, in the range of \$107,000 per unit; and

WHEREAS, According to Statistics Canada the cost of upgrade existing municipal infrastructure so that it is in a state of good repair is in the range of \$170 billion; and

WHEREAS, Non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure project without a corresponding growth in revenue; and

WHEREAS, Unlike federal and provincial revenue, municipal tax revenue has not increased in recent years along with inflation, economic growth or population growth; and

WHEREAS, Municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end, the Canada Community-Building Fund is being renegotiated and the Permanent Public Transit Fund is set to start in 2026;

WHEREAS, The Canada Community-Building Fund (CCBF), which was formerly known as the federal Gas Tax Fund, provides more than \$2.4 billion in annual

capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities; now therefore be it

RESOLVED, That the federal government work with agreement signatories and municipalities to maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities; and be it further;

RESOLVED, That the federal government commit, in Budget 2024, to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund; and be it further;

RESOLVED, That the federal government convene provinces, territories and municipalities to negotiate a “Municipal Growth Framework” to modernize the way that municipalities are funded in order to enable Canada’s long-term growth.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

Carried

12. Bills for Payment

- a) That the Council of the Town of Grand Bay-Westfield authorize the March 25, 2024 bills for payment as presented in the amount for \$93,630.54.

Motioned by: Councillor Balemans

Seconded by: Councillor Burpee

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

End Consent Agenda

That the Council of the Town of Grand Bay-Westfield receive and file the consent agenda items for March 25, 2024.

Motioned by: Councillor Burpee

Seconded by: Councillor McIntosh Lawrence

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 7:53pm.

Motioned by: Councillor McIntosh Lawrence

Seconded by: Councillor Burpee

Carried

John Enns-Wind
CAO

Brittany Merrifield
Mayor

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

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

Council Meeting:

April 22, 2024

TITLE: RESIDENTIAL DEVELOPMENT INCENTIVE PROGRAM

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Smart Growth

ATTACHMENTS

- Draft Residential Development Incentive Program
- Schedule A
- Schedule B

BACKGROUND

Along with the rest of Canada, the province, and the region, Grand Bay-Westfield is experiencing a housing shortage. The housing shortage has a broad range of consequences ranging from inflating the value of property to creating homelessness, to discouraging people from moving to the region.

As a result of the Housing Accelerator Fund and reflections on the existing program, a new program is needed.

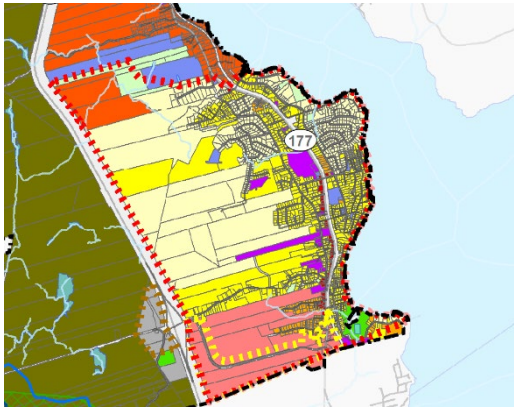
The program in brief:

- The Program implemented in 2019 has been repealed notwithstanding those still in it.
- The purpose of the Incentive Program is to encourage developers to build in Grand Bay-Westfield - to increase the housing inventory in Grand Bay-Westfield that addresses the missing-middle and seniors.
- There are three (3) components:
 - Up-front capital cost grant, or
 - Post completion incentive grant, or
 - Both, if 24 or more units

Strategic Priorities:

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

Residential Development Incentive Program



To be eligible for the incentive, the developer must meet requirements:

- Missing middle housing or seniors housing
- Located in the Residential Stable Intensification Area;
- A minimum of six (6) living units of at least two (2) bedrooms for missing-middle; or
- A minimum of 12 independent seniors living units.

COMMENT

What has been learned is that developers need assistance up front. This program, when able, will address the barriers to development.

Updates to the original document that had been brought to Council November 14, 2023 for first and second reading Include:

Schedule A

Item 3.5 updated:

If the project is proposed to be a mix of Missing Middle Housing and Senior Housing, the project must consist of a sufficient number of Missing Middle Housing and a sufficient number of Senior Housing units such the project will consist of units having, in the aggregate, at least twelve (12) bedrooms and, for the purposes of that calculation, a Senior Housing unit that is a studio unit shall be counted as having one (1) bedroom.

Item 5.2 updated:

For clarity, a capital cost grant is intended to reimburse a developer for up-front costs actually paid by the developer, provided that all program criteria and requirements have been met. A capital cost grant is not a grant paid prior to the completion of a project.

Items 5.3.1 through to 5.3.6 (5.3.7 has been removed and Schedule B added)

5.3.1 For a development consisting of at least six (6) living units of at least two (2) bedrooms per unit or at least twelve (12) independent senior living units, a grant of \$5,000 for one (1) year;

5.3.2 For a development consisting of at least twelve (12) living units of at least two (2) bedrooms per unit or at least twenty-four (24) independent senior living units, a grant of \$10,000 per year for two (2) years;

Residential Development Incentive Program

5.3.3 For a development consisting of at least twenty-four (24) living units of at least two (2) bedrooms per unit or at least forty-eight (48) independent senior living units, a grant of \$20,000 per year for three (3) years;

5.3.4 For a development consisting of at least thirty-six (36) living units of at least two (2) bedrooms per unit or at least sixty-four (64) independent senior living units, a grant of \$30,000 per year for four (4) years; and

5.3.5 For a development consisting of at least forty-eight (48) living units of at least two (2) bedrooms per unit or at least ninety-six (96) independent senior living units, a grant of \$40,000 per year for five (5) years.

A post-completion incentive grant may be approved for a project notwithstanding any incentive program granted by the Province of New Brunswick in respect of the project.

For clarity, a post-completion incentive grant is intended to be paid to a developer provided that all program criteria and requirements have been met and prior not to the completion of a project.

5.3.6 For a development approved under the program consisting of at least six (6) two (2) bedroom units qualifies for participation in the Development Approval and Building Permit Fee Discount Program as more particularly described in Schedule "B".

Item 7.2 updated:

7.2 No capital cost grant shall be approved or paid under this program in an amount exceeding \$35,000.

Original items 7.4 & 7.6 removed.

Item 7.4 now reads:

7.4 The total value of grants for projects approved under this program shall not exceed \$140,000 annually.

Item 7.5 now reads:

7.5 If the total value of grants approved in a given year is less than the threshold set out in Section 7.4 the unused allocations may be carried forward to the applicable program allocations for the following year. Unused allocations shall not be carried over to a third year.

Schedule B

Development Approval and Building Permit Fee Discount Program

The program is set to expire December 31, 2026.

Residential Development Incentive Program

FINANCIAL IMPLICATIONS

The program is a refocusing of the incentive and is expected to cost as much as the current program or less.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the Third reading and enactment of the Residential Development Incentive Program.

MOTION

Third Reading (By Title)

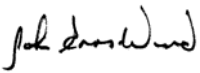
By-Law No. PD-012: Respecting Development Incentives

CAO COMMENTS

APPROVAL

Reviewed by:  

April 19, 2024

CAO: 

March 20, 2024

By-law No. PD-012: RESPECTING DEVELOPMENT INCENTIVES

The Council of the Municipality of Grand Bay-Westfield under authority vested in it by Section 10 of the *Local Governance Act*, S.N.B. 2017 c.18 and amendments thereto enacts as follows:

SHORT TITLE

1. This by-law may be cited as the Development Incentive Program By-law.

DEFINITIONS

2. In this By-law, unless the context requires otherwise:
 - (a) “Council” means the Council of the Town of Grand Bay-Westfield;
 - (b) “Missing Middle Housing” means ground-oriented housing types that exist between single-detached and mid-rise apartments, including garden suites, secondary suites, duplexes, triplexes, fourplexes, row houses, courtyard housing and apartments;
 - (c) "Municipality" means the Town of Grand Bay-Westfield;
 - (d) “Programs” means the following development incentive programs attached to this By-law:
 - i) Schedule “A”, Residential Development Incentive Program;
 - ii) Schedule “B”, Development Approval and Building Permit Fee Discount Program; and
 - (e) “Senior Housing” means multi-unit housing primarily intended for persons aged fifty-five (55) and older.

DEVELOPMENT INCENTIVE PROGRAMS

3. The Programs are hereby approved.

REVIEW

4. The By-law and the Programs hereunder shall be reviewed by Council in 2026, to be included in budget deliberations held that year for 2027.
5. A review of this By-law and the Programs hereunder shall consider the return on investment including new property assessment growth resulting from projects approved under the Program and whether the program objectives of promoting the development of Missing Middle Housing, Senior Housing within the Municipality

REPEAL, REVOCATION AND TRANSITION

6. All prior development incentive programs approved by the Municipality are hereby repealed and revoked.
7. Notwithstanding section 6, any prior development incentive program approved by the Municipality under which a project remains active, the applicable prior development incentive program shall continue to apply to that project

By-law No. PD-012: RESPECTING DEVELOPMENT INCENTIVES

READ A FIRST TIME by title this 14th day of November, 2023.

READ A SECOND TIME by title this 14th day of November, 2023.

READ A THIRD TIME by title and ENACTED on this ___ day of _____, 2024.

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

SIGNED AND APPROVED this #### day of , 2024.

John Enns-Wind
CAO / Clerk

Seal

Brittany Merrifield
Mayor

**SCHEDULE “A”
TOWN OF GRAND BAY-WESTFIELD
RESIDENTIAL DEVELOPMENT INCENTIVE PROGRAM**

1. PROGRAM DESCRIPTION

The Town of Grand Bay-Westfield’s development incentive program focuses on encouraging developers to build in the Town of Grand Bay-Westfield, to increase the housing inventory in Grand Bay-Westfield that addresses a shortage of Missing Middle Housing and Senior Housing, which will in turn strengthen the community’s profile through the attraction of new residents and businesses. Property owners seeking to develop housing supported through the program are eligible to apply for participation.

There are three (3) paths in this program, depending on the developers’ choices and eligibility: (a) a capital cost grant; (b) a post-completion incentive grant; and (c) a combination of items (a) and (b), as more particularly described in section 5.1.

2. DEFINITIONS

In this program description:

- 2.1 “CAO” means the Chief Administrative Officer of the Town of Grand Bay-Westfield appointed under the *Local Governance Act*, SNB 2017, c.18;
- 2.2 “Council” means the Council of the Town of Grand Bay-Westfield;
- 2.3 “HAF Program” means the Housing Accelerator Fund Program of the Canada Mortgage and Housing Corporation;
- 2.4 “Missing Middle Housing” means ground-oriented housing types that exist between single-detached and mid-rise apartments, including garden suites, secondary suites, duplexes, triplexes, fourplexes, row houses, courtyard housing and apartments of at least two (2) bedrooms per living unit;
- 2.5 “Municipality” means the Town of Grand Bay-Westfield; and
- 2.6 “Senior Housing” means multi-unit housing primarily intended for independent persons aged fifty-five (55) and older serving individual seniors per living unit.

3. ELIGIBILITY

To be eligible for an incentive grant under this program, the following criteria must be met.

General Conditions

- 3.1 The project must consist of a proposal to build either Missing Middle Housing, Senior Housing or a combination thereof.
- 3.2 The property must be located in the Municipality’s Residential Stable Intensification Area.

- 3.3 If the project is proposed in respect of Missing Middle Housing, the project must consist of a minimum of six (6) living units of at least two (2) bedrooms per unit.
- 3.4 If the project is proposed in respect of Senior Housing, the project must consist of a minimum of twelve (12) independent senior living units, each such unit having one (1) bedroom or being a studio unit.
- 3.5 If the project is proposed to be a mix of Missing Middle Housing and Senior Housing, the project must consist of a sufficient number of Missing Middle Housing and a sufficient number of Senior Housing units such the project will consist of units having, in the aggregate, at least twelve (12) bedrooms and, for the purposes of that calculation, a Senior Housing unit that is a studio unit shall be counted as having one (1) bedroom.
- 3.6 The property must be zoned for residential use.
- 3.7 All necessary development approvals must have been obtained from the Municipality.
- 3.8 The property owner must not be in arrears or have amounts owing to the Municipality for any reason.
- 3.9 The property owner must not be in arrears in respect of real property taxes.
- 3.10 The property must not be subject to any foreclosure or mortgage sale proceedings.
- 3.11 The property owner must be in compliance with any applicable development agreement affecting the property, this program and any other incentive program of any nature granted by the Municipality at any time through the term of the incentive program.
- 3.12 A property owner wishing to be considered for a grant under the development incentive program must complete and submit an application form to the Town of Grand Bay-Westfield in a form prescribed by the CAO from time to time prior to the commencement of any work and prior to applying for a building permit. Grant applications do not apply retroactively to previously approved development projects. No revisions to an application are permitted after the project has been started.

Other Conditions

- 3.13 Each approved developer will be required to enter into an agreement with the Municipality that sets out the conditions of the grant.
- 3.14 The Town of Grand Bay-Westfield reserves the right to refuse any application for an incentive if it determines that it does not meet the objectives of this policy or that it is unreasonable. There will be no negotiations between any applicant and the Municipality on the interpretation of this incentive program.
- 3.15 If a project enters into real property tax arrears, is no longer operational or fails to reach the agreed upon requirements under any agreement entered into with the Municipality, the incentive will be placed on hold until the requirements are met. Should the requirements not be met, the grant may be cancelled at the discretion of the CAO. A developer whose grant has been cancelled in accordance with the foregoing may appeal the CAO's decision to Council.

4. GRANT APPLICATION REVIEW AND APPROVAL

- 4.1 All applications must be submitted, together with all supporting materials, online in the manner prescribed by the CAO from time to time.
- 4.2 The CAO shall review and assess all applications and award any grant that may be approved in accordance with the terms and conditions of the program. The CAO must approve any and all grant applications prior to being awarded. A developer whose application has been denied may appeal the CAO's decision to Council.
- 4.3 Nothing in this program description shall bind the CAO or Council to approve an incentive for any particular applicant, and all decisions made concerning the application will be at CAO's discretion.

5. GRANTS

- 5.1 The incentive shall be paid directly to developers for developing a qualifying project. A grant may consist of:
 - 5.1.1 a capital cost grant valued at up to \$35,000 to offset eligible capital costs actually incurred by the developer;
 - 5.1.2 a post-completion incentive grant, ranging from one (1) to five (5) years depending on the number of units constructed; or
 - 5.1.3 for the construction of projects consisting of at least twenty-four (24) units, a combination of grants identified in sections 5.1.1 and 5.1.2.
- 5.2 A capital cost grant may be approved to assist the developer in paying for any of the following project costs or any combination thereof:
 - 5.2.1 Breaking and removal of rock outcrops as part of site preparation;
 - 5.2.2 Environmental Impact Assessment;
 - 5.2.3 Hydrology studies;
 - 5.2.4 Installation of an elevator in a senior's multistorey development;
 - 5.2.5 Overland drainage;
 - 5.2.6 Water supply management; and
 - 5.2.7 Wetlands management.

For clarity, a capital cost grant is intended to reimburse a developer for up-front costs actually paid by the developer, provided that all program criteria and requirements have been met. A capital cost grant is not a grant paid prior to the completion of a project.
- 5.3 A post-completion incentive grant may be approved in an amount determined as follows, subject to any other limitations set out in this program description:
 - 5.3.1 For a development consisting of at least six (6) living units of at least two (2) bedrooms per unit or at least twelve (12) independent senior living units, a grant of \$5,000 for one (1) year;
 - 5.3.2 For a development consisting of at least twelve (12) living units of at least two (2) bedrooms per unit or at least twenty-four (24) independent senior living units, a grant of \$10,000 per year for two (2) years;
 - 5.3.3 For a development consisting of at least twenty-four (24) living units of at least two (2) bedrooms per unit or at least forty-eight (48) independent senior living units, a grant of \$20,000 per year for three (3) years;

5.3.4 For a development consisting of at least thirty-six (36) living units of at least two (2) bedrooms per unit or at least sixty-four (64) independent senior living units, a grant of \$30,000 per year for four (4) years; and

5.3.5 For a development consisting of at least forty-eight (48) living units of at least two (2) bedrooms per unit or at least ninety-six (96) independent senior living units, a grant of \$40,000 per year for five (5) years.

A post-completion incentive grant may be approved for a project notwithstanding any incentive program granted by the Province of New Brunswick in respect of the project.

For clarity, a post-completion incentive grant is intended to be paid to a developer provided that all program criteria and requirements have been met and prior not to the completion of a project.

5.3.6 For a development approved under the program consisting of at least six (6) two (2) bedroom units qualifies for participation in the Development Approval and Building Permit Fee Discount Program as more particularly described in Schedule "B".

6. GRANT PAYMENTS

6.1 An approved project must be completed and in receipt of a final occupancy permit issued by the Municipality prior to the payment of a grant.

6.2 A project with an estimated construction cost below \$2,000,000 must be completed by November 1 of the first year following the submission of the grant application in order to qualify for the payment of the grant.

6.3 A project with an estimated construction cost of at least \$2,000,000 must be completed by November 1 of the second year following the submission of the grant application in order to qualify for the payment of the grant.

6.4 A project in respect of which a capital cost grant has been approved shall submit, within thirty (30) days of fifty percent (50%) of the construction having been completed or fifty percent (50%) of the units having been leased or sold, whichever shall occur earlier, all receipts for eligible costs, in order to qualify for the payment of the grant.

6.5 A project in respect of which a grant under this program has been approved shall be subject to inspection by the CAO or their designate to confirm completion of the project prior to payment of the grant.

6.6 Any timeline under this Section 6 may be extended by the CAO in their absolute discretion. A developer who has been denied an extension under this Section 6.6 may appeal the CAO's decision to Council.

7. BUDGETARY ALLOCATIONS

7.1 Annually, Council shall establish a budgetary allocation for grants to be made under this program. Applications received after the value of grants for projects approved under the program in a given year has met or exceeded the annual budgetary allocation shall not be eligible to participate in the program for that year, but may

apply for participation in a subsequent year, subject to the terms and conditions of the program in effect for that subsequent year and the budgetary allocation for that subsequent year. For clarity, a new application must be submitted for the subsequent year.

- 7.2 No capital cost grant shall be approved or paid under this program in an amount exceeding \$35,000.
- 7.3 No post-completion incentive grant shall be approved or paid under this program in an amount exceeding \$40,000 per year.
- 7.4 The total value of grants for projects approved under this program shall not exceed \$140,000 annually.
- 7.5 If the total value of grants approved in a given year is less than the threshold set out in Section 7.4 the unused allocations may be carried forward to the applicable program allocations for the following year. Unused allocations shall not be carried over to a third year.

**SCHEDULE “B”
TOWN OF GRAND BAY-WESTFIELD
DEVELOPMENT APPROVAL AND BUILDING PERMIT FEE DISCOUNT PROGRAM**

1. PROGRAM DESCRIPTION

All applicable Development Approval and Building Permit Fees of the Town of Grand Bay-Westfield shall be waived for a development that qualifies for the Development Approval and Building Permit Fee Discount Program.

2. ELIGIBILITY

A development approved under the Residential Development Incentive Program consisting of at least six (6) two (2) bedroom units qualifies for participation in the Development Approval and Building Permit Fee Discount Program, regardless whether the approved grant under that program consists of a capital cost grant, a post-completion incentive grant or a combination of a capital cost grant and a post-completion incentive grant, qualifies for the Development Approval and Building Permit Fee Discount Program.

3. APPLICABLE DEVELOPMENT APPROVAL AND BUILDING PERMIT FEES

3.1 The applicable Development Approval and Building Permit Fees for the purposes of this program are:

1. Fees as set out in the By-law PD-011, Building By-law;
2. Fees as set out by Council in connection with a Planning Advisory Committee Application;
3. Fees as set out under By-law PD-010, Subdivision By-law.

3.2 The total value of Development Approval and Building Permit Fees waived for developments qualifying under this program shall not exceed \$70,000 annually.

3.3 If the total value of grants approved in a given year is less than the threshold set out in Section 3.2, the unused allocations may be carried forward to the applicable program allocations for the following year. Unused allocations shall not be carried over to a third year.

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:

April 22, 2024

TITLE: ARTIFICIAL INTELLIGENCE (AI) USE POLICY

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS

- Draft AI Use Policy
- City of Boston Interim Guidelines for Using Generative AI
- MIABC Memorandum: Temporary AIP Use Policy (Confidential)
- Dispelling Myths for AI Success in Local Government

BACKGROUND

The emergence of Generative AI in governmental operations signifies a shift towards a potentially more intelligent and responsive public services. These technologies promise to enhance efficiency and revolutionize engagement with citizens. However, leveraging this potential requires careful consideration to avoid unrealistic expectations or fears. The Draft AI Use Policy is a cautious step towards ensuring AI's ethical application in enhancing productivity and solution-oriented approaches within municipal operations.

COMMENT

The Draft AI Use Policy underscores the need for responsible AI use, balancing innovation with risk management. It highlights how AI can support equitable services, ensuring that our approach to technology remains inclusive, transparent, and respectful of privacy and security norms.

FINANCIAL IMPLICATIONS

Purchasing access to an AI platform will be part of the budget discussions for 2025. Currently, a subscription with ChaptGPT is \$30 per month.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield adopt the Draft AI Use Policy to guide the responsible and effective use of artificial intelligence technologies within the Town of Grand Bay-Westfield emphasizing data accuracy, bias prevention, and the security of personal information. The goal is to have a balanced approach to innovation, aligning with our commitment to provide superior municipal services while safeguarding integrity and fostering public trust.

Strategic Priorities:

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

Artificial Intelligence (AI) Use Policy

MOTION

That the Council of the Town of Grand Bay-Westfield adopt the Draft AI Use Policy to guide the responsible and effective use of artificial intelligence technologies within the Town of Grand Bay-Westfield.

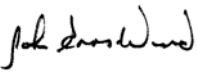
CAO COMMENTS

Since the Christmas holidays of 2023, I have been experimenting with ChatGPT. I have been using it to develop LinkedIn posts, edit personal material, vacation planning and to summarize material. Experience has taught me that vigilance is needed for a variety of reasons including information accuracy, biases and voice. I have used ChatGPT to summarize provincial legislation regarding the fiscal relationship between various provinces and their municipalities. Further, the Policy was developed in partnership with ChatGPT.

APPROVAL

Reviewed by: 

April 17, 2024

CAO: 

April 5, 2024

POLICY ###: Artificial Intelligence Use Policy: The AI Use Policy

Policy Title	Artificial Intelligence Use Policy: The AI Use Policy
Policy Number	##
Effective Date	April 23, 2025
Revision Date	

INTRODUCTION

This policy provides rules and guidelines for the appropriate and responsible use of artificial intelligence programs (AIPs) by employees of the Town of Grand Bay-Westfield and all of the Town’s service providers. It establishes a framework to ensure that AIPs such as language models and generative AI tools are used in a manner that enhances the efficiency, effectiveness, and quality of municipal services while safeguarding the integrity, confidentiality, and security of information.

PURPOSE

The purpose of this policy is to:

- Outline the acceptable and responsible use of AIPs within municipal operations.
- Encourage innovation and improvement of municipal services through the use of AIPs.
- Ensure compliance with existing IT, privacy, and security policies.
- Protect the municipality from potential risks associated with AIP use, including copyright infringement, data privacy breaches, and the propagation of inaccurate or biased information.

SCOPE

This policy applies to all municipal employees and service providers who use AIPs for municipal-related purposes, whether on municipal-owned devices or personal devices used for municipal business.

POLICY No. ###: Artificial Intelligence Use Policy: The AI Use Policy

PRINCIPLES

The Town of Grand Bay-Westfield is guided by the following principles in the course of using or permitting the use of AIPs in connection with the delivery of municipal services and operations:

1. Empowerment: Enhancing our workforce's ability to deliver superior municipal services and operations.
2. Inclusion and Respect: Ensuring use of AIPs supports equitable services and respects all community members.
3. Transparency and Accountability: Maintaining openness in our AI initiatives to foster public trust.
4. Innovation and Risk Management: Balancing the pursuit of new technologies with responsible risk assessment.
5. Privacy and Security: Prioritizing the security of our digital environment and the privacy of our constituents.

ACCEPTABLE USE

Employees are authorized to use AIPs for tasks including, but not limited to:

- Research and data analysis.
- Drafting and reviewing documents.
- Enhancing internal workflows.
- Supporting decision-making processes.

MANDATORY REQUIREMENTS

To ensure the responsible use of AIPs:

- Employees shall use AIPs solely for work-related activities during business hours.
- Employees shall review and validate all AIP-generated content for accuracy, bias, and sensitivity.
- Employees shall ensure manual transfer of content to and from AIPs (i.e. by copying and pasting information from AIPs into a Microsoft Word document or email) without enabling direct integration of the AIP into work applications, such as Microsoft Word.
- Employees shall not input or generate confidential or personally identifiable information through AIPs.

POLICY No. ###: Artificial Intelligence Use Policy: The AI Use Policy

- Employees shall disclose to the Town the use of AIPs in any public-facing or official documents. Where a public-facing or official document was prepared with the assistance of an AIP, the document shall include an appropriate citation or notation indicating that it was prepared with the assistance of an AIP.
- When entering into contracts for the delivery of services, the Town shall seek appropriate covenants, representations, warranties, and indemnities from its service providers relating to their use of AIPs in providing the contracted services, including, at a minimum, requirements that service providers disclose to the Town the use of AIPs in the provision of services to the Town and that such use of AIPs is in a manner consistent with this policy as amended from time to time.

SECURITY

Employees must adhere to municipal IT, privacy, and security policies when using AIPs, including the use of strong passwords, multi-factor authentication, and regular software updates.

MONITORING AND COMPLIANCE

The Town of Grand Bay-Westfield reserves the right to monitor AIP use by employees to ensure policy compliance. Violations may result in disciplinary action, consistent with existing municipal policies.

POLICY REVIEW AND UPDATE

This policy is subject to review and update as AIP technologies evolve and new applications are identified. Employees are encouraged to provide feedback and share their experiences with AIPs to inform policy improvements. This initial policy is to be reviewed no later than April 30, 2025.

CONCLUSION

By adopting and ensuring compliance with this policy, the objective of the Town of Grand Bay-Westfield is to leverage the benefits of AIPs to enhance municipal services and operations while upholding our commitment to security, privacy, and ethical standards.

POLICY No. ###: Artificial Intelligence Use Policy: The AI Use Policy

SUPERVISORY RESPONSIBILITIES

The CAO is responsible for the supervision and review of this policy.

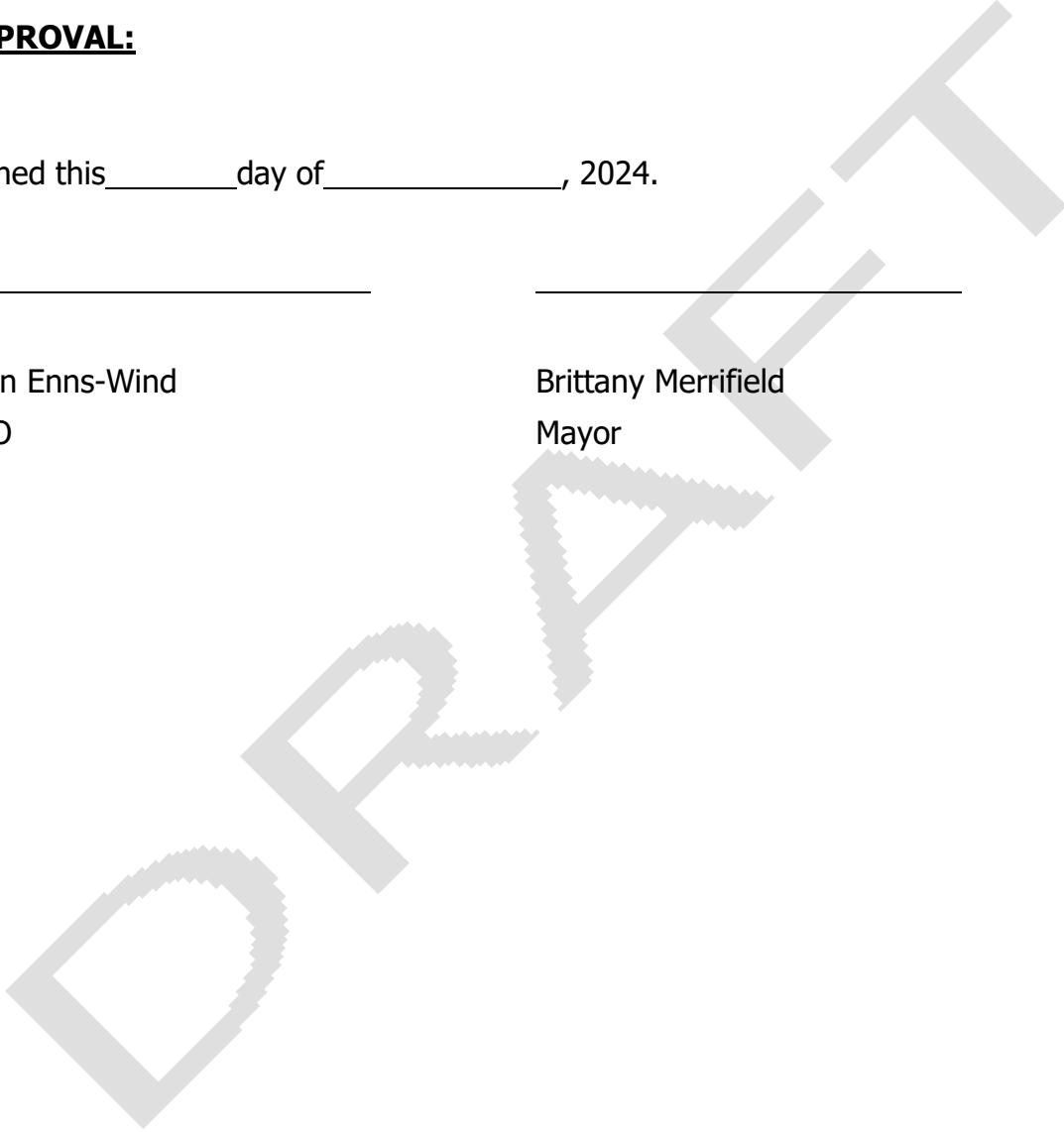
This policy was prepared with the assistance of an artificial intelligence program.

APPROVAL:

Signed this _____ day of _____, 2024.

John Enns-Wind
CAO

Brittany Merrifield
Mayor





City of Boston Interim Guidelines for Using Generative AI

Version 1.1

Prepared by Santiago Garces, Chief Information Officer, City of Boston

Published: 5/18/2023

Applies to: *all City agencies and departments with the exception of Boston Public Schools*

Purpose

Generative AI is a set of relatively new technologies that leverages large (very large) volumes of data along with some machine learning (ML) techniques to produce content based on inputs from the users known as prompts. The new content can be written (e.g. ChatGPT or Bard), or visual (e.g. Dall-E). These tools are evolving rapidly, and are still the subject of active research: improving our understanding of how they actually work, and the impacts of their use in society. These tools are not actual intelligence in the human sense, rather, they are very sophisticated models that predict what the language, text, or video that satisfies the prompt should be. **Because of their impact and potential usefulness, as well as the risks and dangers, these guidelines serve as an interim resource for employees of the City of Boston.**

Generative AI is a tool. We are responsible for the outcomes of our tools. For example, if autocorrect unintentionally changes a word - changing the meaning of something we wrote, we are still responsible for the text. Technology enables our work, it does not excuse our judgment nor our accountability.

These guidelines should be replaced in the future with policies and standards. But we want to encourage responsible experimentation and we encourage you to try these tools for yourselves to understand their potential. The Department of Innovation and Technology will support events and workshops that can support people and teams interested in learning more about these technologies. For the time being we encourage you to watch this video from Innovate.US about how to get started with generative AI in government:

<https://bit.ly/InnovateUS-AI>

You can also share your experiences, thoughts, and concerns via this online form:

<https://forms.gle/BptUcVhRdnTwHdxJ7>



Sample Use Cases

These are some of the types of uses that could be beneficial. Additional good practices and examples can be found at the end of this document.

1. Writing a memo. In government we often have to write short documents that present an argument why a policy should be adopted or a decision should be made. For instance try the prompt in ChatGPT, Bard, and other generative text tools:

Unset

```
Write a memo to the Chief Innovation Officer about the potential benefits of the use of generative AI in city government.
```

2. Writing a job description. Generative AI can produce job descriptions that aggregate and average parts of similar job descriptions, giving you a very good generalized version of a job description. For instance try the prompt in ChatGPT, Bard, and other generative text tools:

Unset

```
Write the job description for a Chief Information Officer of a large city
```

Principles

Empowerment

- The use of AI should support the work of our workforce to deliver better, safer, more efficient and equitable services and products to our residents.
- We rely and trust in our public sector professionals to do the right thing given the right tools and guidance. You will need to exercise your judgment to make sure we



get the benefits from the tools while avoiding the negative impacts for the City and its constituents.

Inclusion and Respect

- The use and development of AI should support the development of work that repairs damage done to racial and ethnic minorities, people of all genders and sexual orientations, people of all ages, people with disabilities, and others. Our work should uplift these communities and connect them more effectively with the resources they need to thrive.
- Everything we do, regardless of the tools, are a reflection of the City and ourselves. We are stewards of the public, and we will use tools respectfully and responsibly.

Transparency and accountability

- We embrace the possibilities of technology and community. We acknowledge that we do not have all the answers nor can we foresee all consequences. But when we act transparently, we build trust and we gain the ability to learn collectively.
- We also acknowledge that experimentation might have costs and impacts in of itself including the usage of power, greenhouse gas emissions. Being purposeful and accountable to these impacts is important.

Innovation and Risk Management

- We understand that there is value to be had in the use of technology, particularly new generative AI, but there are also risks, some of which will not be apparent or fully understood upfront.
- We embrace a culture of responsible experimentation, where we maintain control and understanding of the use of new tools while we develop new uses that drive efficiency, delight, civic dialogue or other outcomes in service of our residents.

Privacy and Security

- Every technology tool that we use has an impact on the security of our overall environment, and the privacy and digital rights of our constituents.

Public Purpose

- The best known of these new tools are developed for commercial purposes. While they can be adapted for mission-driven work by public professionals, it is important to maintain service to the public at the center of our work.



Guidelines

Fact Check and review all content generated by AI, especially if it will be used in public communication or decision making.

- **Why:** While Generative AI can rapidly produce clear prose, the information and content might be inaccurate, outdated, or simply made up. It is your responsibility to verify that the information is accurate by independently researching claims made by the AI.
- **What to look for:**
 - Inaccurate information including links and references to events or facts.
 - Bias in the positions or information. We want to make sure that vulnerable populations are not harmed by these technologies. Think about how racial and ethnic minorities, women, non-binary, people with disabilities or others could be portrayed or impacted by the content.

Disclose that you have used AI to generate the content. You should also include the version and type of model you used (e.g, [Open AI's GPT 3.5](#) vs [Google's Bard](#)). You should include a reference as a footer to the fact that you used generative AI:

- **Why:** even when you use AI minimally, disclosure builds trust through transparency and it might help others catch errors.
- **Suggestions:** document how you used the model, the prompts you used etc. it could be helpful to you and your colleagues to better understand how you can use these technologies better and more safely.
- **Sample credit line:** “This description was generated by ChatGPT 3.5 and edited by Santiago Garces”
- **Sample credit line:** “This text was summarized using Google Bard”

Do not share sensitive or private information in the prompts

- **Why:** data including prompts used in generative AI might be used by the companies that power these systems. Any information that includes personally identifying information about our residents, other public servants, etc. could inadvertently be shared with others. Basically if you wouldn't share with other people or want to put the prompt in a public place, avoid sharing the information in the prompt. *If you have an application that requires sensitive information to be used with a generative*



AI, contact DoIT so we can help you provision access to enterprise secure resources to do so.

More Examples, Do's and Don'ts:

These are some suggestions on the kinds of uses that seem to be particularly useful for City uses. By encouraging responsible experimentation we are hoping to expand the potential uses, while minimizing risks.

Drafting documents or letters:

Generative AI provides a great opportunity to get started on a memo, letters, job descriptions. Note that when creating a prompt for ChatGPT for this context, it can consider including any specific format preferences such as essay, bullet points, outline or dialogue. Additionally, you can request the use of specific keywords or phrases, or technical terms to be included or avoided in the response. This will help ChatGPT provide you with a more tailored and efficient response to your request.

- Example: generate guidelines for the use of ChatGPT at the City of Boston
- Example: write a letter requesting support for funding digital equity initiatives in the next budget session.
- Example: you can ask Chat GPT to generate letters that express points of view specified in the prompt. This might allow you to understand an issue from different perspectives.
- Example: **You can ask Generative AI to help you write a more effective version of a prompt. You can say “ help me write a better prompt to [insert the initial objective of the prompt].**

Do's:

1. Try to be specific in the prompt. If you give more context, the answer becomes more relevant.
2. Edit and review the content. Regardless of how the content was authored, you and the City will bear responsibility over its use in the public.

Don'ts:

1. Do not include confidential information in the prompt.
2. Do not rely on generative AI to provide accurate answers.

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3. Do not use generative AI to create communication regarding sensitive topics. For instance, a renowned institution was criticized for using generative AI to write a press release regarding a shooting.

Drafting Content In Plain Language

Generative AI can help you write clearer and simpler language. You can use the prompt to indicate the reading level or audience for a text.

- Example: use ChatGPT or Bard to write a version of the Declaration of Independence of the United States for a person in elementary school.
- Example: use tools such as AISEO, Wordtune or others to modify a sentence. These tools are similar to a thesaurus but for sentences and often allow you to optimize for the length of the sentence, or the audience.

Do's:

1. Specify in the prompt if you have a specific audience in mind.
2. Try different prompts, or request different versions of the same sentence until you find what works best.
3. You can pass the output of the text by a readability app that can identify challenging sentences, as well as the reading level for the text.

Don'ts:

1. Do not include confidential information in the prompt.
2. Review the text to ensure that the language is inclusive and respectful. The models might use language or patterns that appear regularly, but that might exclude some people. For instance, a model might suggest: "Dear Sir/Ma'am" does not include non-binary people, and could be replaced with "Dear Colleague" or "Dear neighbor".

Drafting Content In Other Languages

AI can help you draft communications in another language. It is not well documented the extent to which ChatGPT and other models can use other languages, but users report over 50 languages being available for ChatGPT, including some native american languages.

- Example: use ChatGPT to translate these guidelines into Spanish and French, just ask "translate [your text] into Spanish and French."
- Example: you can ask generative AI in what language some text is written in, just ask "what language is [original language] written in?"

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Do's:

1. Try different languages. ChatGPT, Bard and other models were trained using text from many languages. ChatGPT told me it didn't speak Quechua in Quechua!
2. You can also ask generative AI to perform similar tasks as the ones in this document in other languages, such as summarizing text, etc.

Don'ts:

1. Do not include confidential information in the prompt.
2. Do not use content generated in a language you do not understand before consulting someone with proficiency in the language. You still need to check for accuracy, bias, etc.
3. Language generated in other languages might be confusing to people who speak different regional dialects. Do not assume that some text will be easily understood by all speakers. Use the prompt to get regional diction.

Summarizing Text

Generative AI does a great job of summarizing longer pieces of text into summaries. If you have a few pages that you want to condense into a few bullet points, or you have been struggling with converting a long set of notes into a paragraph, these tools could be very helpful.

- Example: copy notes taken from a meeting to generate a short summary of the meeting.
- Example: summarize citizen comments in response to an engagement
- Example: write a paragraph summary of a 5 page report.
- Example: use Fathom, Wudpecker, or the transcript tools in Google Hangouts to transcribe audio into text. You can then summarize the text further using generative AI. This summarization is included in some of these tools.

Don'ts:

1. Do not include confidential information in the prompt: make sure you have deleted confidential information from your notes or other inputs.
2. If you plan on making a decision based on the summary, you should read the entire document(s) to make sure you did not miss or miss characterized the original document.

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3. Be aware that the resulting summary might have biases as it will tend to present language that is more frequent in the data used to train the model. You can use changes to the prompt to enhance the results by suggesting that the result incorporates perspectives from marginalized groups. Even better, you can engage with some individuals in these communities to better understand their perspectives on the text generated.

Summarizing Audio

Coding/Programming

Generative AI can be great at producing snippets or even help you build more complex components of code.

- Example: write code in Python that extracts tables in a PDF into a Pandas data frame.
- This can make it possible for less technical people, including interns and student workers, to get to work on technical projects.

Do's:

1. Explore new languages and libraries - but you should understand the code and read the documentation of the relevant components before using it.
2. You might have to adjust parameters, and your environment to make the suggestions from the AI model work. Generative AI can help you get started, but often you will have to edit before the code works.

Don'ts:

1. Do not include confidential information in the prompt. As in development best practices: do not include passwords, confidential keys, or other proprietary information in your code or in the prompts.
2. You should understand what the code is doing before using it in production.
3. You should understand the use of new libraries and dependencies, and become familiar with vulnerabilities and other security considerations of using a language or a library.

Images, Audio, and Videos

Generative AI can produce images, audio, and videos based on prompts. This can support the creation of appealing or insightful communication resources.

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- Example: make an image in a medieval style of residents connecting to the wifi in order to create appealing collateral for a digital equity campaign.
- Example: create a training video that walks residents on how to schedule a bulky item pick up, by providing the script of the video.
- Example: write a jingle or song to remind them to switch to Boston's Community Choice Electricity to switch to 100% renewable energy.

Do's:

1. Visual, audio and video communication can be a powerful tool to communicate with others and get across a message. Generative AI can empower you to use these tools beyond your artistic skills.
2. Use generative AI as a tool to create drafts or mock ups that allow you to communicate more effectively with graphic designers, videographers, and other creative workers.
3. Contact your department or agency's public information officer about the image, audio, or video before publishing or using it. They have expertise on best practices in accessibility, branding, etc.
4. Engaging with members of the Equity Cabinet, or community organizations that represent groups that might be referenced or impacted by this content. Getting their perspective, in a respectful way, can help you identify when content might be hurtful, discriminatory, or misinterpreted.

Don'ts:

1. Do not include confidential information in the prompt: make sure you have deleted confidential information from your notes or other inputs. Some confidential information could include: people's faces, people's voices, their identifications, license plates, etc. Particularly, those who have not provided their consent.
2. Make sure the outputs of the generative AI will not be offensive or harmful towards people, particularly vulnerable residents that are susceptible to harm including ethnic and racial groups, diverse gender individuals, and others.
3. Make sure that any content adheres to the [City's Brand Guidelines](#)

Resources

You can contact the Department of Innovation and Technology [doit@boston.gov] to learn more about generative AI.

You can also contact the Mayor's Office of Arts and Culture [arts@boston.gov] or to the Mayor's Office of New Urban Mechanics [newurbanmechanics@boston.gov] if you want to

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discuss important questions about the impact of generative AI on the arts and on our society.

The following resources include external links. We do not endorse any one of these resources.

Reddit, ChatGPT sub reddit: <https://www.reddit.com/r/ChatGPT/>

A great explanation on the mathematical principles behind generative language models:

Stephen Wolfram (2023), "What Is ChatGPT Doing ... and Why Does It Work?," Stephen Wolfram Writings.

writings.stephenwolfram.com/2023/02/what-is-chatgpt-doing-and-why-does-it-work.

AI Principles from Microsoft:

<https://www.microsoft.com/en-us/ai/responsible-ai?activetab=pivot1%3aprimar6>

AI Principles from Google:

<https://ai.google/principles/>

NIST AI Risk Framework:

<https://nvlpubs.nist.gov/nistpubs/ai/NIST.AI.100-1.pdf>

A critical analysis of large language models (major paper that predicted much of the harms/risks we are experiencing now)

<https://dl.acm.org/doi/10.1145/3442188.3445922>

Acknowledgements

The development of these guidelines has benefited from the contributions of academic, community, and City of Boston team members.

Special thanks to Beth Noveck, Director of the Burnes Center for Social Change at Northeastern University; Saiph Savage, Director of the Civic AI Lab at Northeastern University; Catherine D'Ignazio, Director of the Data + Feminism Lab at MIT; Kimberly Lucas, Professor of the Practice at Northeastern University; Mitch Weiss, Professor at Harvard Business School; Alejandro Jimenez Jaramillo; Michael Evans from the Mayor's Office of New Urban Mechanics; Jerry Kelley, project manager at the Department of Innovation and Technology, Kerry Jordan, Chief of Staff at the Department of Innovation and Technology.

Dispelling Myths for AI Success in Local Government

Helping to address the risks and concerns, as well as the optimizations and real-world problems that AI can help solve.

by [Kerry Hansen](#), Apr 12, 2024 | ARTICLE - ARTICLE



So many cities, towns, and counties have a strong desire to move beyond the status quo and embrace opportunities for AI to make their services more efficient, to connect with residents more easily, and to work toward resolving ongoing wicked problems.

But the narrative around AI is sometimes laced with confusion, hesitation, and negativity. When we talk about dispelling myths of AI, the common thread is fear.

“Dispelling Myths and Optimizing Outcomes of AI Solutions” was an education session at ICMA’s [Local Government Reimagined \(LGR\) Conference](#) in Boston. Moderated by Lean Geraghty (founder of Data Spark Consulting and former director of sustainability and innovation at National League of Cities), the session addressed those fears and reframed them as opportunities for local government.

The presenters kicked off the session by establishing a common definition of what we mean when we talk about AI. Melanie McDonough, chief innovation officer of Lebanon, New Hampshire, said, “It’s an assistant that’s there to help guide you along the path of the work you already do – to enhance your work, to fill in gaps, and to help you be more efficient.” It’s one of many tools that we can use in local government to help us do our jobs.

Brianna Sunryd, who leads the Public Innovation Design Studio at the Collins Center for Public Management at the University of Massachusetts Boston, added, “AI is a support player, a collaborator, something that can generate a first draft to get you closer to the finished product.”

Melanie and Brianna highlighted the top myths they hear on a regular basis and how to talk through those myths with their organization and addressing the fear head on. Unfounded fear comes from a lack of education or knowledge in an area, and training is your biggest way to combat that fear.

Myth #1: AI Is a New Thing.

Or rather, a new thing to most people. It’s been around longer than we realize; it’s just now more in the mainstream and grew in popularity very quickly. We’ve been using forms of AI for years (e.g., virtual assistants like Siri and Alexa, predictive text in emails and texts, spam filters). It’s important to remind your AI-reticent employees of these examples. When we talk about it being new, it’s really Generative AI that’s new, and it’s our responsibility to inform our staff of its potential.

Melanie said, “As leaders, we should never make decisions from a place of fear. Leaders seek to understand. Once we understand it, we need to decide what’s right for our organization and set parameters or procedures. We train our staff and then after some time, we stop and review: How is our work being enhanced through AI? Is it helpful? Has anything come up that we need to address?”

Myth #2: AI Will Replace Local Government Jobs.

“More than anything, AI is a collaborator,” said Brianna. A better way of saying it is that AI will *impact* local government jobs, not eliminate them. She emphasized that when talking with staff, it’s important to reiterate the value and unique experience that people bring to the organization, like their understanding of the community or being able to adapt in emergency situations. “It all goes back to public trust. Your residents trust the people in city hall.” The distinctly human elements of being in the public service field and interacting with the public are what make our jobs safe.

When Melanie’s town decided they would move forward with establishing an AI policy, she wanted to conduct a survey to see how employees were feeling about AI and what issues the policy should address. In the survey results, a comment that came up over and over was “AI won’t be able to do [this part of my job, that part of my job].” She said, “You need to tell employees that AI is not coming for their job; it’s going to enhance their job and make them a lot better at their job.” Specific tasks may change over time, but the human element will not. In fact, AI often allows staff to focus on the parts of their job they enjoy most.

Myth #3: AI Is Too Big of a Security Risk for Us to Use.

Many communities say that because they don't have AI expertise in house, they're worried about cybersecurity. The presenters were quick to say that yes, AI can pose security risks, but so do all the other technology tools we use. With emerging technologies, there is always inherent risk, but with careful consideration, you can go about it strategically. Go back to the policies that your organization already has in place — for social media, email use, data privacy — and start there to craft your guidelines for AI implementation and usage. Consider limiting staff to certain tools, certain instances in which to use AI, or times in which department head approval is needed.

Make a list of your concerns and partner with your IT/cyber services staff. Consider establishing a technology review committee to evaluate AI tools that would be a good fit for your organization. And don't be afraid to bring in outside help if needed. Then set your policies and train your staff. The presenters agreed that it all goes back to education. Training your employees is the best way to prevent most cybersecurity issues, and it's the same with AI.

Generally, a good rule of thumb when it comes to sensitive data: If you wouldn't put it in an email or a message on Teams or Slack, don't put it in Generative AI. Municipalities are already getting right-to-know requests for ChatGPT prompts. That's why it's important for your AI tools to be organization-wide and to not allow personal accounts.

Myth #4: AI is Approaching the Same Level of Human Intelligence.

Many folks incorrectly assume that AI never gets anything wrong. But as Melanie said, "Once you start using generative AI, your first thought may be 'this thing is so dumb.'" AI output still needs to be double checked for accuracy. AI hallucinations — incorrect or misleading information — happen all the time. A robot with capabilities closely rivaling that of a human is artificial general intelligence (AGI), which most researchers believe is decades if not centuries away. Where we are now is considered "weak AI."

Ultimately, what is incumbent upon us now is deciding how best to use the AI tools available to us in this day and age to better serve our communities.

Learn more about AI for local government on [ICMA's Generative AI resource page](#) or by attending the [Local Government Reimagined Conference, June 5-7, 2024](#), in Palm Desert, California.

Topics

[Generative AI](#) [Technology](#) [Innovation](#) [Cybersecurity](#) [Process Improvement](#)

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A new, reduced dues rate is available for CAOs/ACAOs, along with additional discounts for those in smaller communities, has been implemented. Learn more and be sure to join or renew today!

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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:

April 22, 2024

TITLE: 2016 PICKUP TRUCK REPLACEMENT

PREPARED BY: BRUCE GAULT/JAMES BARRINGTON

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Infrastructure and Climate Adaptation

ATTACHMENTS

- None

BACKGROUND

The Air Conditioner (AC) on the 2016 F-150 SuperCrew is not working and received an estimate of over \$8,000 to replace the air conditioning system to make the AC work from Downey Ford.

COMMENT

The vehicle is used a lot in the summertime to transport students as a single crew, towing the mowing trailer to various mowing areas. The truck has been a place for the students to take a break and cool down. With no AC in the current truck, the ability to cool down is no longer available. The investment of \$8,000 into an 8-year-old vehicle provides an opportunity for the Town to advance its commitment to reduce Greenhouse Gas (GHG) emissions per the Strategic Priorities by replacing the 2016 F-150 SuperCrew with an electric truck replacement.

As this is an unplanned vehicle replacement which is recommended to be replaced soon - the option of going to a custom tender for delivery in the next two (2) months is not available, leaving purchasing straight off the lot from the dealer's current inventory as the available option. Some of the disadvantages of purchasing off the lot are mainly cosmetic, in that the colour may not match our current blue or white fleet colour. A vehicle on the lot may have extra options not necessarily needed in a Public Works vehicle.

The urgency of this request for approval to purchase off the lot is being driven by the fact that dealers are now trying to get rid of their 2023-24 stock to make room for the incoming 2025 models.

FINANCIAL IMPLICATIONS

This purchase is not a budgeted item in the 2024 Capital Budget.

As part of the 5-Year Capital Plan, this unit was scheduled to be replaced in 2026. With the cost of required repairs and anticipated maintenance costs over the next two (2) years, it is more economical to replace this vehicle now.

Strategic Priorities:

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

2016 Pickup Truck Replacement

The upfront cost for an Electric Truck could be up to \$100,000 which includes all modifications necessary for operation. This is approximately \$15,000 more than a traditional gasoline powered vehicle.

To offset this increase in Capital cost there will be savings in operational costs. Currently, we spend approximately \$9,500 per year in gasoline on the vehicle being replaced. To travel a similar distance a Ford F150 Lightning (EV) would cost approx. \$1,500 per year in electricity charges. The additional cost of the Electric Vehicle (\$15,000) would be recovered before two (2) years of operations.

Maintenance costs are expected to be lower on Electric Vehicles as you can go longer between regular maintenance generating additional savings.

The installation of a Level 2 Charger at the Public Works would be required. This would cost approximately \$1,500. NB Power offers a rebate program which provides a grant of up to \$750 for the installation of the Charger.

By replacing this vehicle with an electric one, it helps to reinforce the Town's commitment to reducing its carbon footprint. It is anticipated that fleet conversion to electric will form part of the Town's revised Climate Change Action Plan currently being developed. This acquisition would help accelerate the Town's progress towards its climate goals.

Based on the timing of this purchase, and the short lead time, it is recommended that funds be used from the General Capital Reserve to fund the acquisition. Any proceeds from the sale of the existing vehicle will be used to offset the amount needed from reserves.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield authorize Administration spend up to \$100,000 from the General Capital Reserve to replace the current 2016 F-150 SuperCrew with an electric powered vehicle that meets the required needs.

MOTION

That the Council of the Town of Grand Bay-Westfield authorize Administration spend up to \$100,000 from the General Capital Reserve to replace the current 2016 F-150 SuperCrew with an electric powered vehicle that meets the required needs.

2016 Pickup Truck Replacement

APPROVAL

Department Head:



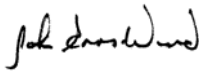
April 16, 2024

Reviewed by:



April 17, 2024

CAO:



April 16, 2024

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

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

COUNCIL MEETING:

April 22, 2024

TITLE: ROUTE 177 PASSING ZONE REVIEW

PREPARED BY: BRUCE GAULT

DEPARTMENT: TRANSPORTATION

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Infrastructure and Climate Adaptation

ATTACHMENTS

- Email from Bill Cameron dated April 11, 2024
- Report prepared by Jill DeMerchant with Englobe Corp. dated November 18, 2022 titled Route 177 Passing Zone Review
- Email from Bill Cameron dated August 24, 2022
- Email from Councillor Jim Balcomb dated September 4, 2022

BACKGROUND

In 2022, two (2) requests for a review of passing zones on River Valley Drive and Nerepis Road were received. Englobe Corp. was engaged to complete a review of the passing zones at two (2) locations along Route #177. There is one (1) which a resident is still dissatisfied:

1. Nerepis Road near the intersection with Hall Road and Westfield Crescent.

COMMENT

Based on the report from Englobe Corp., the passing zone at Nerepis Road and Hall Road is recommended to remain as it meets all criteria for safe passing.

Should Council decide that changes to passing zone(s) are appropriate, it would be recommended the changes not take place until the annual street line painting contract is fulfilled. This is primarily due to the low temperatures negatively impacting painting.

FINANCIAL IMPLICATIONS

Should there be a change, the cost may be negligible to convert the passing marking to a non-passing marking.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield concur with the recommendation in the Englobe Report as follows:

The passing permitted zone on Nerepis Road near Westfield Crescent meets the minimum passing sight distance recommended in the Manual of Uniform Traffic Control Devices for Canada (MUTCDC) and the available sight distance to the northbound left turning movement

Strategic Priorities:

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

Route #177 Passing Zone Review

at Westfield Crescent meets minimum sight distance requirements for southbound passing vehicles. No changes to the passing permitted zone in this area are recommended.

MOTION

That the Council of the Town of Grand Bay-Westfield direct Administration to develop a plan to enhance safety along Route #177 including traffic calming to reduce speed and encourage active transportation.

CAO COMMENTS

Mr. Cameron's email has been shared with the RCMP.

APPROVAL

Department Head:		April 16, 2024
Reviewed by:		April 19, 2024
Deputy CAO:		April 16, 2024

From: camera@nbnet.nb.ca
To: [administration](#)
Subject: Neripis Road Westfield Crescent Area Passing Lanes
Date: April 11, 2024 11:36:36 AM

CAUTION: External sender

Open letter to Council.

Good morning:

Once again, I am writing to voice my concerns as to the passing lanes North and South bound Westfield Crescent area and would like this section to be revisited.

Last year I sent a letter regarding passing lanes not only in Westfield Crescent but also at Milligan Brook where you installed crossing lights.

I am pleased to see the passing lane at Milligan Brook has been removed . Thank You.

Westfield Crescent area still is a problem .

My concerns again are people thinking its a speed way and driving at speeds in excess of 80 Kms per hour , and where the locations of the passing lanes are starting and ending both ways ,pose a threat to safety where they cross the intersections at both ends of the Crescent.

Passing lanes should not run through intersections or start and stop where traffic is entering. or exiting. Its sometimes hard to see traffic, depending on the time of year, and when people cannot see you, this can cause issues.

The speed limit is 60 kms and I know some people seem to be in a hurry to go nowhere. This past winter I have almost again been hit turning onto the Crescent from the Grand Bay Westfield side heading up, as that's where both North and South lanes run through this section.

I know RCMP are very busy and do their best, but I still feel this is a safety issue for the general public.

Thank you in advance for Your consideration of this issue.

Bill Cameron
Westfield Crescent
506 651 0026



November 30, 2022

The Town of Grand Bay-Westfield
PO Box 3001
Grand Bay-Westfield, NB
E5K 4V3
Attention: Bruce Gault, Works Commissioner

Subject: **Passing Zone Review**
Englobe reference: 02107728.0108

1 Introduction

Englobe Corp. was engaged to complete a review of two passing permitted zones along Route 177 within the Town of Grand Bay-Westfield. Route 177 is a two-lane collector highway where passing is permitted along several sections. Concern has been raised about two existing passing permitted zones, the first near the northern terminus of Inglewood Drive and the second near Westfield Crescent. The goal of this review was to determine if the two existing passing permitted zones are appropriate based on TAC guidelines. The Study Areas for the review are shown in **Figure 1**.

Figure 1: Study Areas



2 Street Characteristics

Route 177 is a provincially designated collector highway and the sections of highway within each of the study areas function as two-lane collector roads with speed limits of 60 km/h. Route 177 is oriented in the north-south direction and runs along the Saint John River.

Within the Town of Grand Bay-Westfield and south of Woolastook Drive, Route 177 is known as **River Valley Drive**. Near Inglewood Drive, River Valley Drive features a curbed concrete sidewalk along the west side of the street. The passing permitted zone in this section intersects with a newly installed RRFB crosswalk. Passing is only permitted for a short segment in the northbound direction in this area. Figure 2 shows the location of the passing permitted zone along River Valley Drive as well as the location of the existing RRFB crosswalk.

Figure 2: River Valley Drive Passing Permitted Zone



North of Woolastook Drive, Route 177 becomes **Nerepis Road**. Near Westfield Crescent, Nerepis Road features gravel shoulders. This section of the highway features segments that permit passing in both directions as well as in each direction exclusively. Figure 3 shows the location of the passing permitted zone along Nerepis Road.

Figure 3: Nerepis Road Passing Permitted Zone



3 Passing Zone Reviews

3.1 River Valley Drive

The existing passing permitted zone in question along River Valley Drive begins at the south leg of the River Valley Drive/Inglewood Drive intersection and extends south approximately 160 m to the intersection of River Valley Drive/Allingham Terrace. This short passing zone intersects with a newly installed RRFB crosswalk near Inglewood Drive. The configuration of the passing permitted zone is shown in Figure 4.

Figure 4: River Valley Drive Passing Permitted Zone Configuration



The *Transportation Association of Canada's Pedestrian Crossing Control Guide, Third Edition* indicates that passing should be restricted at a crosswalk. The length of the passing restriction should be based on the stopping sight distance required, which is based on operating speeds along the road. Assuming an average operating speed of 70 km/h on River Valley Drive, this would equate to a passing restriction of 105 m on each approach to the crosswalk (10 km/h was added to the existing speed limit of 60 km/h to better reflect current operating speeds along River Valley Drive). The addition of this passing restriction would only leave a section of approximately 40 m where passing would be permitted, which would not allow for much opportunity for passing manoeuvres. It is therefore recommended that the entire length of the passing permitted zone be removed at this site.

3.2 Nerepis Road

The existing passing permitted zone on Nerepis Road near Westfield Crescent extends from approximately 70 m north of Westfield Crescent to approximately 410 m south of Hall Road, for a total length of roughly 550 m. The northmost 220 m section permits southbound passing only while the southmost 215 m section permits northbound passing only. The section between the two permits passing in both directions. The configuration of the passing permitted zone is shown in Figure 5.

Figure 5: Nerepis Road Passing Permitted Zone Configuration



Concern has been raised that there is not sufficient passing sight distance for southbound passing maneuvers within the passing zone north of Westfield Crescent, which would present a safety hazard for northbound vehicles turning left onto Westfield Crescent from Nerepis Road. According to the Transportation Association of Canada's (TAC) Design Guide for Canadian Roads, there are two different methodologies that are used to calculate passing sight distance: the 2004 AASHTO methodology and the Manual of Uniform Traffic Control Devices for Canada (MUTCDC) methodology. The TAC guide indicates that the AASHTO methodology is generally too conservative for modern drivers and vehicles and suggests that the required passing sight distance should align more closely with the MUTCDC methodology. Some additional sight distance length should however be considered if truck traffic is high and if truck passing maneuvers are likely and frequent.

A site visit was completed by the Study Team to determine the available sight distances within the existing passing permitted zone and to identify if these align with the recommended passing sight distances identified in the TAC guide. The passing sight distance recommendations are based on operating and design speed, which were both identified as 70 km/h for Nerepis road as this represents 10 km/h over the posted speed limit. The AASHTO methodology recommends a minimum passing sight distance of 410 m, while the MUTCDC methodology recommends a minimum passing sight distance of 240 m for Nerepis Road. Sight distances were measured in either direction along Nerepis Road at the points where the passing permitted zones begin and where they change from one direction to both directions and vice versa. The measured sight distances and how they compare to the AASHTO and MUTCDC recommended passing sight distances are presented in Table 1.

Table 1: Nerepis Road Sight Distance Measurements

Direction Measured	Measurement Point	SD Measurement (m)	Meet AASHTO PSD?	Meet MUTCDC PSD?
Southbound	Beginning of SB Passing Only Zone	605	Yes	Yes
	Beginning of Two-Way Passing Zone	395	No	Yes
	End of Two-Way Passing Zone	270	No	Yes
Northbound	Beginning of NB Passing Only Zone	650	Yes	Yes
	Beginning of Two-Way Passing Zone	430	Yes	Yes
	End of Two-Way Passing Zone	330	No	Yes

The results from the sight distance review indicate that the minimum recommended MUTCDC passing sight distance is met within the existing passing permitted zone in question along Nerepis Road. The AASHTO recommended passing sight distance is not met within the two-way passing zone, however this recommendation is highly conservative and therefore overestimates the sight distance required to perform a passing maneuver. The lowest available sight distance within the passing permitted zone is 270 m, which was recorded at the end of the two-way passing zone in the southbound direction. This is 30 m above the minimum passing sight distance recommended by the MUTCDC methodology.

The Study Team also measured the maximum available sight distance in the southbound direction to a vehicle that is stopped in the northbound lane and waiting to perform a left turn onto Westfield Crescent. The maximum available sight distance was recorded as 293 m, which exceeds the recommended passing sight distance based on the MUTCDC methodology. It is also worth noting that the passing permitted zone only begins 70 m north of the Westfield Crescent intersection and, therefore, drivers should have sufficient sight distance to see a vehicle stopped at the intersection prior to arriving at the passing permitted zone. Based on this and the above sight distance review, no changes to the existing configuration of the passing permitted zone are justified.

4 Conclusions and Recommendations

A review of two existing passing permitted zones along Route 177 was completed to determine if these should be removed based on TAC guidelines. The first passing zone currently extends along River Valley Drive just south of Inglewood Drive and intersects with a newly installed RRFB crosswalk. The second passing zone extends along Nerepis Road near Westfield Crescent. The following conclusions were made for each road segment:

- The passing permitted zone on River Valley Drive near Inglewood Drive should be modified due to the presence of the RRFB crosswalk. In order to align with TAC, the passing zone would need to be reduced to 40 m, which would provide an insufficient amount of space for passing maneuvers. It is therefore recommended that the entire passing permitted zone be removed.
- The passing permitted zone on Nerepis Road near Westfield Crescent meets the minimum passing sight distance recommended in the MUTCDC and the available sight distance to the northbound left turning movement at Westfield Crescent meets minimum sight distance

requirements for southbound passing vehicles. No changes to the passing permitted zone in this area are recommended.

We trust the enclosed is to your satisfaction. If, however, additional information should be required, please communicate with the undersigned.

Yours very truly,

Englobe Corp.



Jill DeMerchant, M.Eng., P.Eng.
Traffic Engineer | Project Manager
Transportation Engineering



Amanda Long

From: Bill Cameron <camera@nbnet.nb.ca>
Sent: August 24, 2022 2:38 PM
To: administration
Subject: Passing Lanes in our town

CAUTION: External sender

Good Afternoon:

This is an e mail to voice my a concerns about the Passing lane in Westfield Crescent from the corner past the Brundage Point Entrance to the Hall Road, and the new crosswalk at Milligan Brook.

3 times in the last week I have been signaling to turn into Hall Road and Westfield Crescent and 3 Times I have almost been side swiped turning Left onto the Crescent and Hall Road, as it is designated as a passing lane.

I would like you to revisit this stretch and hopefully have it made into A SOLID LINE, and no passing.

From Allingham Crescent Straight down to the town boarder there is a solid line which means there is no passing but still *am sure it happens*.

My wife has had same situation and again it would have been a mess if she did not have alert on her car.

The stretch in the Westfield beach area is nothing now but an Indy 500 speed way early in the morning and especially on weekends, with motor bikes screaming through here with no regard to public Safety.

I am not talking of 10 to 20 kms over ,some are in excess of 100+ .

Someone is going to be seriously injured .

There seems to be an issue as to who is responsible for the lines, Mr. Oliver says its the Town and having discussions with our Mayor its seems there is quite a difference of opinion as to who takes ownership of this problem.

Kudos to the Town for putting in the new pedestrian crossing at Milligan Brook, but again there is an issue there ,as there is a passing lane heading up river right through the cross walk.

This again is an accident waiting to happen.

It was not a government sprayer who put the lines down it was a Private Contractor, so they got their instructions from someone.

Please forward this e mil to the appropriate people so this can be addressed before someone is seriously injured or Killed.

Thank You in advance

William (Bill) Cameron

Paramedic , and Long time Residence of this great community.

506 651 0026

Sent from [Mail](#) for Windows

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:

April 22, 2024

TITLE: PURCHASE OF OFF-ROAD WILDLAND FIREFIGHTING TRAILER

PREPARED BY: TROY GAUTREAU

DEPARTMENT: FIRE-RESUCE DEPARTMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN

- Organizational Capacity
- Infrastructure and Climate Adaptation

ATTACHMENTS

-

BACKGROUND

The risk of wildland fires is increasing. The Department is well trained and equipped to respond to wildland fires except for those that are not readily accessible by road vehicles.

COMMENT

Two (2) recent responses have highlighted the need to transport water to areas traditional Fire apparatus cannot reach. When we consider the history of other calls, the volume of remote terrain in the community and most importantly how the effects of climate change are increasing the probability of wildfires, the need to transport water to remote locations is becoming critical.

Spring, before wildland “greens-up”, is the most volatile time of year. Reduced snow volumes, and earlier snow melts from climate change, are extending this higher risk time period. Summer droughts also contribute to the risk later in the year.

Department staff have researched options and have determined the MUTS (multi-use trailer system) trailer with optional water tank (see photo below), is the best option to mitigate the hazard of fires in remote locations.



Strategic Priorities:

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

PURCHASE OF OFF-ROAD WILDLAND FIREFIGHTING TRAILER

The trailer has a capacity of 765 liters (200 us gallons) and can carry a pump, an assortment of hand tools and extra hose.

Additional accessories including the pump, hand tools etc. would also be needed and are included in the overall project price estimate.

This project would align with recommendations in the Fire Service review completed by TSI in 2023.

FINANCIAL IMPLICATIONS

The total project cost is unbudgeted and is approximately \$8,500.00. The recent tender sales of the Department's old Rescue and off-road vehicle provided revenue of \$20,750.00, approximately \$5,000.00 of this was used to offset additional costs for the replacement off-road vehicle.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield approve the purchase of an off-road wildland firefighting trailer.

MOTION

That the Council of the Town of Grand Bay-Westfield authorize the purchase of a MUTS trailer and associated equipment to provide the Fire-Rescue Department the capacity to transport water to remote, off-road sites at a cost not to exceed \$8,500.00.

CAO COMMENTS

APPROVAL

Department Head:  April 18, 2024

Reviewed by:  April 19, 2024

CAO:  April 19, 2024

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

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Council Meeting:

April 22, 2024

TITLE: DTI SURPLUS LAND, PID 225391

PREPARED BY: DAVID TAYLOR

DEPARTMENT: PLANNING

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Infrastructure and Climate Change

ATTACHMENTS

- DTI Notice of Surplus Land

BACKGROUND

The Province holds this parcel as a result of failure to pay property taxes. Before disposing of property within the Municipality, DTI advises the Town in order to give an option for the Town to acquire the property before going for a public sale for \$34,878.89.

The current value of \$20,000 on the Subject property reflects a portion of the costs for clean-up of a Dangerous & Unsightly Premises. A Certificate of Debt in the amount of \$25,887.72 was processed and awarded to the Town in 2016 following a multi-year (1999-2015) process of notices and finally demolition of an old derelict cottage on the property. In 2016 the property owner listed the vacant lot for sale at \$268,900.

The Province put the property up for Tax Sale in 2019, failing to conclude a sale, it was transferred to DTI. Although the waterfront property generates a lot of interest from potential developers, the property is an undersized waterfront lot at the bottom of a steep slope, beyond the extent of a developed Public Street. It is required to front a public street with municipal services before approvals would be granted for development of this lot.

The property is not required for Municipal purposes.

FINANCIAL IMPLICATIONS

The province is looking at recouping \$20,000 with the sale of this lot.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield advise DTI prior to May 16th that the Town is not interested in acquiring the property.

Prosser Court Subdivision

GeoNB Map Viewer



4/15/2024, 9:37:38 AM

- Override 1
- parcels
- Buildings
- Civic Addresses
- Large Scale
- Year of Photography

1:1,128

0 0.01 0.01 0.03 mi

0 0.01 0.03 0.06 km

Department of Environment and Local Government / Ministère de l'Environnement et des Gouvernements locaux

GeoNB

MOTION

That the Council of the Town of Grand Bay-Westfield advise DTI prior to May 16th that the Town is not interested in acquiring the property.

CAO COMMENTS

Prosser Court Subdivision

APPROVAL

Department Head: *Daniel T. R.*

April 15, 2024

Reviewed by: *Nicole Blackland*

April 19, 2024

CAO: *John Crossland*

April 19, 2024



April 8, 2024
File #: 06-1921

Mayor Brittany Merrifield
Town of Grand Bay-Westfield
609 River Valley Drive
Grand Bay-Westfield, NB E5K 4V3

Re: Property located at Hillside Road, Grand Bay-Westfield, Kings County, NB (PID 00225391)

Your Worship:

Please be advised that the Province has declared the property outlined on the attached map surplus to its requirements. The property consists of a parcel of land containing approximately 632 sq. m. (6,803 sq. ft.).

The property has been inspected and valued at \$20,000.

It would be appreciated if you would advise this office no later than May 17, 2024, as to whether the Town is interested in acquiring the subject property "as is, where is", for the estimated value, plus HST, registration fees and any required survey costs subject to the necessary departmental approval.

I look forward to your response.

Sincerely,



Erin Black

Manager / Gestionnaire

Property Services Branch / Direction des services immobiliers

/js
Enc./p. j.

8 avril 2024
N/Réf. : 06-1921

Maire Brittany Merrifield
Maire de la ville de Grand Bay-Westfield
609, Promenade River Valley
Grand Bay-Westfield (N.-B.) E5K 4V3

Objet : Bien situé sur la chemin Hillside, Grand Bay-Westfield, comté de Kings (N.-B.) (NID 00225391)

Madame la Maire,

Je vous informe par la présente que le gouvernement provincial a déclaré excédentaire le bien tracé sur la carte ci-jointe. Le bien consiste en une parcelle de terre totalisant environ 632 m² (6,803 pi²).

La valeur estimée du bien est de 20 000 \$.

Je vous saurais gré d'aviser notre bureau au plus tard le 17 mai 2024 si la ville est intéressée ou non à acquérir le bien susmentionné, « dans l'état où il se trouve ». En plus du prix du bien, l'acheteur doit assumer la TVH, ainsi que les frais enregistrements et arpentage si nécessaire, sous réserve de l'approbation du ministère.

En attendant votre réponse, je vous prie d'agréer, Madame la maire, mes sincères salutations.



TOWN OF GRAND BAY-WESTFIELD
BILLS FOR PAYMENT

BILLS FOR RATIFICATION
April 22, 2024

	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
1	ABLE WINDOW SHINE LTD.	TRANS.	40.25	Window Cleaning
2	AERUS	BLDG.	368.00	Replace Filter
3	AMANB	FIRE/GEN.GOV.	120.00	Seminar
4	AMANB	GEN.GOV.	1,422.55	Membership Dues
5	ANIMAL RESCUE LEAGUE, SJ SPCA- monthly	PROT.SVCS	345.00	Shelter Service
6	APPLIED PRESSURE INC.	TRANS.	371.00	Hydraulic Hose Replacement
7	ATLANTIC WINDOOR LTD.	BLDG.	391.00	Service Front Door - River Center
8	ATLANTIC WINDOOR LTD.	BLDG.	724.50	Service O/H ANB Door
9	BELL ALIANT (2) - monthly	BLDG./REC.	457.43	Telephone
10	BELL ALIANT (1) - monthly	BLDG.	29.84	Telephone
11	BELL ALIANT (1) - monthly	GEN.GOV/SEW.REV/TR	1,124.40	Telephone
12	BELL ALIANT (1) - monthly	BLDG.	29.02	Telephone
13	BELL ALIANT (1) - monthly	EMO	283.70	Telephone
14	BELL ALIANT (2) - monthly	BLDG./GEN.GOV.	1,182.15	Telephone
15	BELL ALIANT (2) - monthly	REC./BLDG.	468.93	Telephone
16	BELL ALIANT (1) - monthly	BLDG.	29.84	Telephone
17	BDI, DIV. OF BELL MOBILITY INC.	TRANS.	718.75	Cell Phone- new
18	BELL MOBILITY INC. (2)- monthly	REC./CUL.DEV.	72.23	Wireless Phone
19	BELL MOBILITY INC. (2)- monthly	GEN.GOV./FIRE	362.30	Wireless Phone
20	BELL MOBILITY INC. (3) - monthly	TRANS./SEW.REV.	335.60	Wireless Phone
21	BELL MOBILITY INC. (4) - monthly	REC.	127.87	Wireless Phone
22	BELL MOBILITY INC. (1) - monthly	EMO	45.85	Wireless Phone
23	BELL MOBILITY INC. (1) - monthly	TRANS.	76.93	Wireless Phone
24	BEST PEST MANAGEMENT (2)	BLDGS.	862.50	Pest Management
25	BLANCHARD, DWAYNE	TRANS.	55.16	Re-imburement - Tools
26	CANOE INSURANCE	FIRE/TRANS.	4,743.15	Insurance
27	CARQUEST AUTO PARTS	TRANS.	303.54	Battery- Trackless
28	CHANDLER SALES	TRANS.	248.31	Repair Radio
29	CINTAS CANADA LIMITED	BLDG.	160.48	First Aid Supplies
30	COAST TIRE	FIRE	581.26	Repair Tire Leak - E1
31	CODIAC PRINTING INC.	REC.	1,352.00	Signs
32	CONTROLS & EQUIPMENT LTD.	BLDG.	285.20	HVAC & Temp Controls
33	CONTROLS & EQUIPMENT LTD. (2)	BLDG.	1,400.31	Service Call/Install Motor
34	CONTROLS & EQUIPMENT LTD.	BLDG.	689.33	Clean Vents/Grills/Exhausts
35	CURRY & BETTS	GEN.GOV./SEW.REV.	17,307.50	Audit
36	DENIS OFFICE SUPPLIES	GEN.GOV.	413.94	Toner
37	DH INDUSTRIAL MARINE INC. (2)	GEN.CAP.	4,552.74	Weld Dump/Fabricate Stretcher Platform
38	DILLON CONSULTING LIMITED	ENV.DEV.	3,541.26	Professional Services
39	DILLON CONSULTING LIMITED	TRANS.	409.86	Professional Services
40	DOWNEY FORD SALES	TRANS.	367.33	Repair Engine
41	EASTERN CREDIT MANAGEMENT SERVICES	SEW.REV.	90.88	Collection Services
42	FASTENAL CANADA LTD	FIRE	86.83	Hardware
43	FEDEX CANADA CORP.	FIRE	79.50	Delivery Service
44	FISHER SCIENTIFIC	SEW.REV.	423.10	Gloves/Oxygen Cap
45	FRAMING FACTORY	FIRE	94.30	Laminating Services
46	FUNDY LACROSSE ASSOC.	COMMUNICATIONS	75.00	Sponsorship
47	FUNDY REGIONAL SERVICE COMM.	TRANS.	160.50	Refuse- March
48	FUSED ELECTRIC INC. (2)	BLDGS.	1,002.75	Replace Light/New Photocell
49	GAUTREAU, TROY	FIRE	309.60	Meals- MFR Recert
50	GB PHARMACY	BLDG.	41.93	Water
51	GB PHARMACY	BLDG.	35.94	Water
52	GOODYAR CANADA INC.	FIRE	1,483.27	Tires- Car 3
53	GOVERNMENT FRAMEWORKS.COM	GEN.GOV.	13,074.35	Software - Process Pro
54	GOVERNMENT FRAMEWORKS.COM	LEGIS.	21,850.00	Software - Records Management
55	HAZMASTERS INC.	TRANS.	875.49	Safety Cones
56	HENNA STATION BY MUNIRA	GEN.GOV.	275.00	Artist Fees
57	IRON MOUNTAIN	GEN.GOV.	249.34	Shredding
58	ISPIRE-INSPIRED TECHNOLOGIES LTD.	GEN.GOV.	5,423.04	IT Services/Laptop
59	ISPIRE-INSPIRED TECHNOLOGIES LTD.	SEW.REV.	2,093.83	IT Services
60	JO-AT SERVICES	BLDG.	977.50	Repairs to Stairs - Lions
61	LESTER TROPHIES LTD.	ENV.DEV.	104.65	Plaque
62	LINDE CANADA	FIRE	152.69	Oxygen Delivery
63	LINDE CANADA	FIRE	87.35	Cylinder Rental

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

BILLS FOR RATIFICATION				
April 22, 2024				
	ACCOUNT NAME	DEPARTMENT	\$	DESCRIPTION
64	LOCALITY MEDIA INC.	FIRE	7,824.00	Records Management System
65	MACVAC ENVIRONMENTAL	TRANS.	2,889.38	Flush/Vacuum Catch Basins
66	MINISTER OF FINANCE	PROT.SVCS	228,388.50	Policing Services
67	MUNICIPAL ADVISORY CORPORATION INC.	GEN.GOV.	105.00	MAC Education Day
68	MYLES HOME HARDWARE	FIRE	74.08	Drill Bits
69	MYLES HOME HARDWARE	FIRE	105.13	Wiring/Supplies
70	NBDOA	ENV.DEV.	125.00	Conference Registration
71	NB POWER (2)- monthly	FIRE	95.86	Power
72	NB POWER (9)- monthly	VARIOUS	5,329.84	Power
73	NB POWER (32)- monthly	VARIOUS	6,520.09	Power
74	NB POWER (1) - monthly	TRANS.	11,935.64	Power
75	NB SOUTHERN RAILWAY	TRANS.	287.50	Land Lease
76	NEW CREATIONS	FIRE	172.50	Vinyl Repair - Driver's Seat- T2
77	NORTHERN BUSINESS INTELLIGENCE	TRANS.	577.88	GPS Monitoring
78	NAVALOGIC	GEN.GOV.	954.50	Consulting Services
79	PARTS FOR TRUCKS	TRANS.	624.45	Parts
80	PARTS FOR TRUCKS	FIRE	1,717.99	MVI-Annual Service
81	PAUL EQUIPMENT	TRANS.	6,210.00	Set of Forks
82	PERRY, MATTHEW	TRANS.	300.00	Professional Services
83	QUALITY AGGREGATES	TRANS.	33.18	Gravel
84	QUALITY AGGREGATES (3)	TRANS.	545.12	Gravel
85	QUALITY AGGREGATES	TRANS.	138.94	Gravel
86	QUALITY SOUND ALARM (2)	BLDG.	1,026.95	Fire Alarm Testing
87	READY RENTALS LTD.	TRANS.	2,415.00	2.6 Ton Excavator Rental
88	RIVER VALLEY COINS	LEGIS.	600.00	2024 Coin
89	RIVER VALLEY COMMUNITY CENTRE	REC.	24,102.43	2ND Qtr Funding
90	ROGERS CABLE	BLDG./FIRE	194.26	Internet/TV/Phone
91	ROYAL FF ASSOCIATION	FIRE	125.00	Membership Dues
92	SAINT JOHN SPRING WORKS LIMITED (2)	TRANS.	2,497.16	Replace Bushings/Bolts/Bearings
93	SAINT JOHN TRANSIT	TRANS.	7,381.59	Extended Transit Service
94	SAUNDERS EQUIPMENT LTD.	TRANS.	4,942.19	Repair Trackless
95	SAVOY, ANN	PROT.SVCS	2,476.39	Dog Control
96	SCHOLTEN'S GB LTD.	FIRE	100.57	Supplies
97	SCHRICK'S PLUMBING	BLDG.	608.65	Shock Well
98	SCHRICK'S PLUMBING (3)	BLDG.	667.83	Change Water/UV Filters
99	SCOTIABANK VISA	VARIOUS	14,001.39	Supplies
	-Princess Auto- \$1,690.00- tools			
	- FCM - \$1,241.10 - Conference Registration			
	- Air Canada - \$1,052.49 - Flight			
	- Air Canada - \$1,754.86 - Flight			
	- PPE Solutions - \$1,495.58 - FF Boots			
100	SERVICE NB (2)	GEN.GOV.	170.00	By-Law Registration
101	SHANNON, MICHAEL	FIRE	31.20	Mileage
102	SOBEYS FOODLAND	FIRE	77.23	BBQ Supplies
103	SJ FIRST CLASS CLEANERS	BLDGS.	4,957.19	Janitorial Services
104	SJ LABORATORY SERVICES LTD.	TRANS.	1,443.00	Water Samples
105	SQUEAKY KLEEN LAWN CARE	REC.	4,456.25	Repair Trail
106	STAR-KEY ENTERPRISES LTD.	TRANS.	50.83	Wiper Blade
107	STAR-KEY ENTERPRISES LTD.	TRANS.	1,371.96	Repair Coolant Leak
108	STEWART MCKELVEY	ENV.DEV.	3,335.00	Professional Services
109	STOKES INTERNATIONAL	FIRE	137.44	Service Pins
110	TELUS	FIRE	621.00	Telephone
111	THE CRITTER GITTER- monthly	BLDG.	51.75	Monthly Pest Control
112	THE CRITTER GITTER- monthly	FIRE	51.75	Monthly Pest Control
113	THE MEDICINE SHOPPE	FIRE	43.99	Accu-check Strips
114	THE WESTFIELD STORE & EATERY	LEGIS.	132.25	Meals
115	UNIVERSAL SALES	TRANS.	10,764.75	Repairs- Western Star
116	UNIVERSAL SALES	TRANS.	1,905.57	Repairs- Western Star
117	UNIVERSAL SALES	TRANS.	1,477.57	Repairs- Western Star/MVI E3
118	UNIVERSAL SALES	FIRE	2,647.31	MVI-Repairs - T2
119	YELLOW PAGES	GEN.GOV.	35.77	Advertising
120	WEX	FIRE/TRANS.	9,820.58	Fuel
121	WSP E & I CANADA LTD.	TRANS.	4,870.25	Weather Forecasting
	BILLS FOR RATIFICATION		479,994.48	
	TOTAL BILLS FOR PAYMENT		479,994.48	

FIRE SERVICES PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Reduce strategic risks	On Track	Fire Chief	Fire-Rescue Department Strategic Plan	<p>Key Accomplishments: Work towards tanker shuttle accreditation is progressing well and a positive outcome is expected.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
→ Evaluate capacity to meet Fire Underwriters Survey (FUS) superior tanker shuttle accreditation	On Track	Fire Chief	Fire-Rescue Department Strategic Plan	<p>Key Accomplishments: The Department has completed training is confident in a successful test.</p> <p>Challenges: The testing has been delayed until the arrival of the new apparatus, and the refurbishment of an existing apparatus. With this, testing is being moved to 2024.</p> <p>Next Steps: With the completion of all apparatus projects in the first week or two of 2024, this testing will be scheduled for Spring 2024.</p> <p>Key Accomplishments: In house testing is complete.</p> <p>Challenges: Mutual aid partners are unable to provide apparatus less than twenty years old, which is required to attain rating.</p> <p>Next Steps: Will await arrival of new rescue in 2023 which will provide us with the needed number of apparatus to complete testing.</p>
→ Conduct testing to achieve FUS superior tanker shuttle accreditation	On Track	Fire Chief	Fire-Rescue Department Strategic Plan	
Maintain and enhance training capacity	On Track	Fire Chief	Fire-Rescue Department Strategic Plan	<p>Key Accomplishments: 2023 saw an increased capacity for in house instruction, including Incident Command System (ICS) courses. 2023 saw a significant increase in joint training with our mutual aid partner departments.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Strategies are progressing as expected. Talks continue with regional partners for use of training facility.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: 2022-2025 budgeting for paving and concrete pad installation.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>→ Increase the inventory of in-house instructors for firefighting from 3 to 5 and for specialized training from 0-3</p>	Complete	Fire Chief	Fire-Rescue Department Strategic Plan	<p>Key Accomplishments: Two additional members have completed the Fire Service Instructor certification.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No additional instructors have been added to date, however, planning is underway to hold firefighter instructor course before year end.</p> <p>Challenges: COVID-19 has limited availability of courses.</p> <p>Next Steps: <i>No value</i></p>
<p>→ Promote rental and/or mutual use opportunities with other Departments in region</p>	On Track	Fire Chief	Fire-Rescue Department Strategic Plan	<p>Key Accomplishments: Talks currently under way with the City of Saint John regarding exchange of services, including training facilities.</p> <p>Challenges:</p> <p>Next Steps: Continue promotion of facility.</p> <p>Key Accomplishments: Began initial meetings with area Departments.</p> <p>Challenges:</p> <ul style="list-style-type: none"> • COVID-19 limits multi Department Training. • Many departments find travel to other jurisdictions for training difficult. <p>Next Steps: Continue working with regional partners.</p>
<p>Recruit newcomers to the FD</p>	On Track	Fire Chief	(FIRE) Smart Growth Smart Growth	<p>Key Accomplishments: Whereas the Department typically only recruits once annually, and the newcomer populating in Grand Bay-Westfield remains minimal, this goal is being changed to a 10 year goal.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Newcomer recruitment will always be at the forefront of recruitment for the Department.</p>
<p>Continue work to enhance water supply capacity to allow for wider range of structure types (larger and taller)</p>	On Track	Fire Chief	(FIRE) Smart Growth Smart Growth	<p>Key Accomplishments: Underground water storage tank in Ward 2 is completed.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Long term goal of high capacity water supply for the Residential Stable Intensification Area,</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Continue work for provision of ladder truck service w/Saint John to allow for wider range of structure types	On Track	Fire Chief	(FIRE) Smart Growth Smart Growth	<p>NEW</p> <p>Key Accomplishments: Met with new Fire Chief and Deputy Fire Chief for Saint John, all in agreement for formalized mutual aid and exchange of services agreements.</p> <p>Work on draft agreements started</p> <p>Challenges:</p> <p>Next Steps: Finalize agreements Review by legal.</p> <p>Key Accomplishments: Positive work has been done towards meeting this goal, including a request from SJFD to meet on this topic in the coming weeks. Due to challenges from outside parties, the deadline for this goal has been moved to end of Q2 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Replacement Jaws of Life	On Track	Fire Chief	(FIRE) Projects General Capital Projects	
Replacement UTV	On Track	Fire Chief	(FIRE) Projects General Capital Projects	<p>NEW</p> <p>Key Accomplishments: Researched best unit options. Placed order of UTV</p> <p>Challenges:</p> <p>Next Steps: Delivery of UTV and install of patient transport and emergency equipment.</p>
Server Replacement	Overdue	Fire Chief	(FIRE) Projects General Capital Projects	<p>NEW</p> <p>Key Accomplishments: Server is on site at iSpire and they are working on set up.</p> <p>Challenges: There was a delivery delay from Dell.</p> <p>Next Steps: Installation date to be scheduled next week.</p>
Fire service review to take place in 2022	Complete	Fire Chief	(FIRE) Organizational Capacity Organizational Capacity	<p>Key Accomplishments: Review, strategic plan and level of service completed.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: With the Level of Service Policy effective January 1, 2024, the tactical plan will be developed in 2024.</p> <p>Key Accomplishments: Review portion of project complete</p> <p>Challenges: Scheduling did not permit completion of presentation of review, and completion of strategic plan to be completed before 2022 year end,</p> <p>Next Steps: Review to be presented to Council in February 2023 Strategic planning session scheduled for February 2023</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Remove noll at Station 2 to expand Firefighter parking.	On Track	Fire Chief	(FIRE) Future Budget Requests	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: This project was not able to be completed in 2023, Works Department has advised they now have the capacity to do this work in house and are planning for the work to be done Spring of 2024.</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: 2023 budget funds not available for this project.</p> <p>Next Steps: Works Department looking to do this work in house once full staffing and equipment is in place from transfer to in house snow control.</p>
1. Continue implementation of Fire Service Review	On Track	Fire Chief	(FIRE) Corporate	
→ A complete review of By-law No. 118 be conducted to reflect a Level of Service Policy and that the Level of Service Policy be contained in an appendix to the By-law.	Complete	Fire Chief	(FIRE) Corporate	
→ The role of Fire Prevention Officer be defined in the revision of By-law No. 118.	On Track	Fire Chief	(FIRE) Corporate	
→ Further include the following definitions within the definition section of the by-law:	On Track	Fire Chief	(FIRE) Corporate	
→ An annual review of the fire by-law be conducted by the Fire Chief to ensure it reflects the risks and needs of the community and that the fire service remains within the level of service identified by Council.	Complete	Fire Chief	(FIRE) Corporate	
→ Formalize the relationship between the Grand Bay-Westfield Fire Rescue Department and the Saint John Fire Rescue Department through a Mutual Aid Agreement, either with Saint John exclusively, or with Saint John and other Municipalities in the area surrounding Saint John.	On Track	Fire Chief	(FIRE) Corporate	<p>NEW</p> <p>Key Accomplishments: SJFD is seeking to sign on to regional mutual aid agreement. Initial discussion with new SJFD Chief held with positive results.</p> <p>Challenges: Agreement requires review by their legal department.</p> <p>Next Steps: Formalize exchange of service agreement i.e ladder truck service and SJFD use of training facility.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ The Chief adopts one form of Operational Directive to communicate any command decision, change or addition to any fire department documents, either interim, short, or long term.	On Track	Fire Chief	(FIRE) Corporate	
→ A review of the Standard Operating Guidelines to ensure they reflect the Level of Service Policy, set clear, concise direction based on the Vision, Mission and Values and meet the provided standardized framework.	On Track	Fire Chief	(FIRE) Corporate	
→ Move the two documents titled Firefighter Crew Assignments, and Scene Organization into procedures contained within an SOGs in the Operation section 600.	On Track	Fire Chief	(FIRE) Corporate	
→ Separate section 400 out of the OHS section and create a Driver Operator section of the SOG's, conversely the Driver Operator section could be contained in an Operations section.	On Track	Fire Chief	(FIRE) Corporate	
→ In addition to the other statutes written in section 400 that it should include the federal Traffic Safety Act.	On Track	Fire Chief	(FIRE) Corporate	
→ Create a Policy manual for the SOGs contained in SOG 100.0 - 204.1, specific to the management of Personnel, discipline, job descriptions, honorariums, and code of conduct.	On Track	Fire Chief	(FIRE) Corporate	
→ Support the firefighter being disciplined, in being offered an opportunity to provide written comment on the documentation contained in the file.	On Track	Fire Chief	(FIRE) Corporate	
→ Allegations of any form of misconduct should automatically be documented and considered for investigation.	On Track	Fire Chief	(FIRE) Corporate	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ Given the severity of the misconduct any and all steps contained in SOG 100.5 can be skipped, and dismissal from the Department may result.	On Track	Fire Chief	(FIRE) Corporate	
→ Create a Policy Manual to manage the organizational structure and personnel management.	On Track	Fire Chief	(FIRE) Corporate	
→ Guidelines are reframed to include Procedures, in a identified Procedures Section within the framework of those Guidelines.	On Track	Fire Chief	(FIRE) Corporate	
→ Examine the many SOG's through the lens of what is absolutely necessary to give clarity and direction on, and what is something that can be managed with discretion, at scene, on the fire ground.	On Track	Fire Chief	(FIRE) Corporate	
→ TSI recommends continuing to utilize the training available to them to train their personnel in the use of the record management software. The training should be tailored to meet the learning needs of the officers and firefighters alike.	On Track	Fire Chief	(FIRE) Corporate	
→ The Town develop a new Level of Service document that will serve as the foundation of fire and rescue services provided by the GBWFRD to the residents of Grand Bay-Westfield and the adjacent Local Service Districts.	Complete	Fire Chief	(FIRE) Corporate	
→ Internal guidelines, procedures or protocols be created for minimum, or maximum staffing requirements, for response to all services requiring a physical response	On Track	Fire Chief	(FIRE) Corporate	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ A review of Grand Bay-Westfield's geographic and municipal make-up to determine the most appropriate designation for municipal demand zone in order to determine which NFPA Standard (NFPA 1710 or NFPA 1720) best applies to the community and response area	On Track	Fire Chief	(FIRE) Corporate	
→ GBWFRD consider, as a medium to long range initiative, the creation of, or a review of all dispatch and response protocols to ensure they are aligned with the LOS policy.	On Track	Fire Chief	(FIRE) Corporate	
→ GBWFRD develop, as a medium- or long-term initiative, a standard of cover for all critical response types.	On Track	Fire Chief	(FIRE) Corporate	
→ In the medium term, the consideration of relay pumping as an alternative to water shuttles to increase efficiency and safety at significant fire events.	On Track	Fire Chief	(FIRE) Corporate	
→ As part of medium to long term planning, that the evaluation and replacement strategies of Rescue 5 and CAR 3 include that consideration be given to the use of a heavier chassis suitable for use with a skid unit designed for rapid attack of grass, wildland and WUI fire events.	On Track	Fire Chief	(FIRE) Corporate	
→ An increased inventory of high-volume supply hose be considered to accommodate the possibility of relay pumping, as an alternative to tanker shuttles for uninterrupted water supply to major fire events.	On Track	Fire Chief	(FIRE) Corporate	
→ The review of, or establishment of a mutual aid agreement with the City of Saint John to supply or gain access to aerial ladder or aerial tower apparatus	On Track	Fire Chief	(FIRE) Corporate	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ Explore the possibility of improving collaboration with agencies capable of providing water rescue services with the goal of establishing a co-response initiative that would be effective and meet GBWFRD expectations and operational goals in providing water rescue services.	On Track	Fire Chief	(FIRE) Corporate	
→ The locations of both fire stations remain unchanged in the long term. The only exception would be if there was a future desire by Council to relocate a fire station on available land with, or with the potential of, a permanent year-round unlimited water supply.	On Track	Fire Chief	(FIRE) Corporate	
→ Medium term planning consists of a feasibility study to renovate Station 1 in order to provide more usable apparatus floor space.	On Track	Fire Chief	(FIRE) Corporate	
→ Long term plans for Station 2 include taking over the entire building to allow increased space for apparatus and offices.	On Track	Fire Chief	(FIRE) Corporate	
→ Medium to long term planning for the addition of more suitable shower facilities at both fire stations.	On Track	Fire Chief	(FIRE) Corporate	
→ The development of mandatory inspection, regular testing and maintenance procedures required for the primary water supply sites (in GBW and LSDs), that involve or require any form of mechanical assistance (pumps) for use.	On Track	Fire Chief	(FIRE) Corporate	
→ As part of medium range strategic planning (3-5-yrs and beyond) GBWFRD Administration, CAO and Council review the 2015 Fire Fighting Water Supply Plan	On Track	Fire Chief	(FIRE) Corporate	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ GBWFRD consider long term initiatives for building greater capacity in fire prevention and education in hopes of establishing a local fire prevention and public education program as a commitment to enhance protection of the community, the public and its most vulnerable residents.	On Track	Fire Chief	(FIRE) Corporate	
→ GBWFRD build capacity in the field of fire investigation through the empowerment of interested Department Personnel.	Complete	Fire Chief	(FIRE) Corporate	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: Due to limited exposure to incidents requiring this level of service, maintaining skills would not be possible. There is also a reasonable probability of the need to testify in court. Due to potential long trials this could be highly disruptive for a volunteer and cause staffing issues for a career member.</p> <p>Next Steps: The Department will continue to utilize provincial fire investigators.</p>
→ Development of Pre-Fire Planning of target hazards, critical infrastructure and special occupancies as part of the Fire Prevention Portfolio, and that the plans be designed in a way that allows access to information for responding crews.	On Track	Fire Chief	(FIRE) Corporate	
→ Each of the Lieutenants have an assigned group of firefighters (Platoon) that they are responsible for, in order to provide reporting clarity for the members.	Complete	Fire Chief	(FIRE) Corporate	<p>NEW</p> <p>Key Accomplishments: Firefighter crews have been implemented and results are positive.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
→ An event be created that would allow Council to meet the firefighters and possibly participate in simple daily activities the firefighters undertake.	On Track	Fire Chief	(FIRE) Corporate	
→ Further training on the basics of Exterior Attack	On Track	Fire Chief	(FIRE) Corporate	
→ Live fire training is refreshed annually and should be offered to all members of GBWFERS who are minimally NFPA 1001 level 1 certified, and should follow NFPA 1403.	On Track	Fire Chief	(FIRE) Corporate	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ The Training Officer position achieve additional certification in the following NFPA standards:	On Track	Fire Chief	(FIRE) Corporate	
→ The Training Officer position help deliver the weekly and any additional training provided to the Volunteer firefighters.	On Track	Fire Chief	(FIRE) Corporate	
→ The Training Officer Job Description be updated to reflect the additional suggested duties and qualifications.	On Track	Fire Chief	(FIRE) Corporate	
→ A yearlong training plan be developed that includes pre planning and familiarization of larger buildings.	On Track	Fire Chief	(FIRE) Corporate	
→ Real time scenario-based training be implemented for some of the training events.	On Track	Fire Chief	(FIRE) Corporate	
→ Medical training take place at least once a month as it is the leading call GBWFRD responds to, this would also be a great opportunity to integrate real time scenarios.	On Track	Fire Chief	(FIRE) Corporate	
→ The creation of a performance management system which includes an annual performance review be created and implemented.	On Track	Fire Chief	(FIRE) Corporate	
→ Ensure all job descriptions are the same in all documents.	On Track	Fire Chief	(FIRE) Corporate	
→ Create a job description for the volunteer district chiefs identified in the Organizational chart but missing in the SOGs job description.	On Track	Fire Chief	(FIRE) Corporate	
→ Develop Officer training programs, and ensuring all officers receive ongoing training.	On Track	Fire Chief	(FIRE) Corporate	
→ Create a section in the SOGs specific to OHS requirements. The OHS section should include;	On Track	Fire Chief	(FIRE) Corporate	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ SOGs should include standard checks on all equipment in the fire service and documentation on the standard check frequency, maintenance and repair should be created.	On Track	Fire Chief	(FIRE) Corporate	
→ The PPE of the firefighters be cleaned professionally after every exposure to fire and fire residue as well as any pathogen exposures (i.e. blood, bodily fluids) or at least annually.	On Track	Fire Chief	(FIRE) Corporate	
→ Keep complete records of all cleaning and repair done to the PPE for the life of the PPE.	On Track	Fire Chief	(FIRE) Corporate	
→ Amend SOG 405.1, 3. B. to say that "No alterations shall be made to the PPE, unless professionally done."	On Track	Fire Chief	(FIRE) Corporate	
→ GBWFRD create a procedure that includes regular decontaminating of all fire gear.	On Track	Fire Chief	(FIRE) Corporate	
→ TSI recommends that as a first step towards a clean cab policy, GBWFRD adopt a clean cab initiative which involves cleaning the equipment used at fires and ensuring that the interior of cabs are washed and decontaminated prior to the next call.	On Track	Fire Chief	(FIRE) Corporate	
→ The Town should create cost centres for each fire hall. The cost centre budget should be created with individual accounts and backup for each budget amount.	On Track	Fire Chief	(FIRE) Corporate	
→ The Town should develop an operational equipment replacement plan.	On Track	Fire Chief	(FIRE) Corporate	
→ The Town should create a capital fire equipment replacement reserve. A capital contribution to reserve should be budgeted in the amount of \$193,333.	Complete	Fire Chief	(FIRE) Corporate	<p>NEW</p> <p>Key Accomplishments: No value</p> <p>Challenges: Under current provincial regulations, this is not permitted.</p> <p>Next Steps: current capital budget process will remain in place.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
↳ Regular annual reviews of all Fire Department documents be completed to reflect any changes in the fire service or guiding documentation i.e., NFPA changes and updates.	On Track	Fire Chief	(FIRE) BAU Services (FIRE) Corporate	
2. Launch Community Connect and pre-incident planning	On Track	Fire Chief	(FIRE) Corporate	
3. Continued redevelopment of policies and procedures	On Track	Fire Chief	(FIRE) Corporate	
4. Setting of defined Level of Service	Complete	Fire Chief	(FIRE) Corporate	
5. Achieve Superior Tanker Shuttle Accreditation	On Track	Fire Chief	(FIRE) Corporate	
6. Increase Fire Prevention/Public Education Services	On Track	Fire Chief	(FIRE) Corporate	<p>NEW</p> <p>Key Accomplishments: Have begun facility tours such as RVCC</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Develop social media posts in coordination with Comms Manager Implement Community Connect</p>
Fire Alarm Inspection and Maintenance /Fire Station No. 2	Complete	Fire Chief	(FIRE) Contracts & Agreements 2023 and Beyond Expiration	

CAO PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Collaborate with existing small businesses and entrepreneurs to leverage best practices and ultimately, cultivate a more integrated entrepreneurial ecosystem.</p>	<p>On Track</p>	<p>Economic Development (Unappointed)</p>	<p>(ED) Master Plans Business Support (CAO) Master Plans</p>	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> with the redesign of the Centrum, space will be made available for entrepreneurs in collaboration with the local business group and the entrepreneur group in Saint John <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
<p>Advocate to Envision SJ</p>	<p>On Track</p>	<p>CAO</p>	<p>(CAO) Smart Growth Smart Growth</p>	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> engaged on the Economic Development Strategic Plan Steering Committee contributed to the revision of the Members Agreement successfully solicit support on a range of projects including real estate, business development for GBBOG, and regional issues <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> Envision have been helpful providing data for a variety of projects. relationship has been established between Envision and the GBW Business Owners Group Envision has worked with local entrepreneurs on their businesses <p>Challenges:</p> <ul style="list-style-type: none"> challenging to schedule joint meetings on development <p>Next Steps: <i>No value</i></p>
<p>Work with Envision Saint John to continue to provide families with incentives/info to relocate to GB-W</p>	<p>On Track</p>	<p>CAO</p>	<p>(CAO) Smart Growth Smart Growth</p>	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> Envision SJ has been very helpful in completing the Housing Needs Assessment and developing the Housing Action Plan <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> provide support developing incentives <p>Key Accomplishments:</p> <ul style="list-style-type: none"> work is being completed to develop a real estate strategy for GB-W and the region <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Host an open house with developers and realtors, including affordable housing options	On Track	CAO	(CAO) Smart Growth Smart Growth	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> a 'pod' has been purchased for the Home Builders Convention in Saint John for the purpose of recruiting developers and builders <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> material is being organized and training developed for staff who will be staffing the pod during the convention <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the CAO has been invited to meet with a group of developers in January 2024 for a morning breakfast meeting <p>Challenges:</p> <ul style="list-style-type: none"> there has been no follow up from the group yet <p>Next Steps: <i>No value</i></p>
Host a new developer workshop (current landowners)	On Track	CAO	(CAO) Smart Growth Smart Growth	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this is being developed in conjunction with ESJ <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> this will be developed after the initial meetings with landowners and developers
Review policies and bylaws	On Track	CAO	(CAO) Organizational Capacity Organizational Capacity	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> policies are being addressed on an as needed basis communication policy is currently being reviewed electronic sign policy being presented to Council 3/25/24 <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the heavy lift of local governance reform has been completed looking at items on an ongoing basis <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Development of Standard Operating Procedures	On Track	CAO	(CAO) Organizational Capacity Organizational Capacity	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> • CUPE has been engaged to identify SOPs they would like to see <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> • this is an ongoing effort <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> • recent SOPs have been completed for Council: <ul style="list-style-type: none"> ◦ good governance ◦ the budget process <p>Challenges:</p> <ul style="list-style-type: none"> • finding the time to do: • council package process, • council code of conduct • by-law enforcement enforcement <p>Next Steps: <i>No value</i></p>
Partner with MITACs	On Track	CAO	(CAO) Infrastructure and Climate Adaption Infrastructure and Climate Adaption	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> • the MBA student presented the business plan to Council October 10th. <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> • use the business plan to develop an information package to develop a partner for an independent seniors' living facility <p>Key Accomplishments:</p> <ul style="list-style-type: none"> • UNB SJ MBA student is developing a business plan for a housing project <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
2024 Budget Allocation - Trails Master Plan	Complete	CAO	(CAO) Council Meeting Resolutions Resolutions	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the next step is to engage a consultant to develop a community comprehensive trail plan <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this is in front of Council for approval <p>Challenges:</p> <ul style="list-style-type: none"> this is to be completed by volunteers <p>Next Steps:</p> <ul style="list-style-type: none"> Council to approve volunteers to complete
By-law Enforcement Policy E003	On Track	Development Officer	(DEV) Policies & Procedures (CAO) Policies & Procedures Planning, Development, & Control	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> review prior to council strategic review session in August
Parks and Recreation	Complete	Recreation Director	(CAO) Policies & Procedures (REC) Policies & Procedures Operations	
Centrum Policy	Complete	Recreation Director	(CAO) Policies & Procedures (REC) Policies & Procedures Operations	<p>NEW</p> <p>Key Accomplishments: The Rental Fees and User policy for the Brundage Point River Centre and the Community Centrum were aligned and approved by Town Council on Nov 8/21. The booking information and user policy were updated on the Towns website on Nov 18/21 to reflect the rent rates adjustment and user policy for the online booking information.</p> <p>Challenges: This item has been previously updated but can't seem to change the status to completed.</p> <p>Next Steps: Next review will be 2025.</p> <p>Key Accomplishments: The Rental Fees and User policy for the Brundage Point River Centre and the Community Centrum were aligned and approved by Town Council on Nov 8/21. The booking information and user policy were updated on the Towns website on Nov 18/21 to reflect the rent rates adjustment and user policy for the online booking information.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next review will be 2025.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Financial Procedures	On Track	CAO	(CAO) Policies & Procedures (FIN) Policies & Procedures Administration and Finance	NEW Key Accomplishments: <ul style="list-style-type: none"> an annual calendar has been developed per the Good Governance Directive Challenges: <i>No value</i> Next Steps: <i>No value</i>
Grants Policy	Complete	CAO	(CAO) Policies & Procedures (FIN) Policies & Procedures Administration and Finance	Key Accomplishments: <ul style="list-style-type: none"> Council approved a new policy including increased funding Challenges: <i>No value</i> Next Steps: <i>No value</i>
Miscellaneous - Administration and Finance	On Track	CAO	(CAO) Policies & Procedures (FIN) Policies & Procedures Administration and Finance	Key Accomplishments: Membership Policy has been revised and a new review goal has been created in Cascade to track its new review timeline Challenges: <i>No value</i> Next Steps: <i>No value</i>
Bursary Fund	Complete	CAO	(CAO) Policies & Procedures (FIN) Policies & Procedures Administration and Finance	Key Accomplishments: <ul style="list-style-type: none"> approved by Council May 2023 Challenges: <i>No value</i> Next Steps: <i>No value</i> Key Accomplishments: <ul style="list-style-type: none"> the bursary policy is before Council requiring approval Challenges: <i>No value</i> Next Steps: <i>No value</i>
Vacations Policy	On Track	CAO	(CAO) Policies & Procedures (FIN) Policies & Procedures Personnel	
Budgets Policy	On Track	CAO	(CAO) Policies & Procedures Administration and Finance	
Land and Buildings	On Track	CAO	(CAO) Policies & Procedures Administration and Finance	
Electronic Mail Use Policy	On Track	CAO	(CAO) Policies & Procedures Administration and Finance	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Internet Use Policy	On Track	CAO	(CAO) Policies & Procedures Administration and Finance	
Recruitment and Hiring	On Track	CAO	(CAO) Policies & Procedures Personnel	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> an onboarding package has been developed and used with the Works Dept last hire in the summer <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Workplace Harassment	On Track	CAO	(CAO) Policies & Procedures Personnel	<p>Key Accomplishments: Workplace Harassment Policy updated May 10, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> a date has been set for Council Administration and staff will be taking training through the use of an online platform <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Holidays Policy	On Track	CAO	(CAO) Policies & Procedures Personnel	
Improper Activities	On Track	CAO	(CAO) Policies & Procedures Personnel	
Training Policy	On Track	CAO	(CAO) Policies & Procedures Personnel	
Miscellaneous - Personnel	On Track	CAO	(CAO) Policies & Procedures Personnel	
Personnel Files	On Track	CAO	(CAO) Policies & Procedures Personnel	
Maternity and Parental Leave Policy	On Track	CAO	(CAO) Policies & Procedures Personnel	
Correspondence Procedure	On Track	CAO	(CAO) Policies & Procedures Council Procedures	
Telephone Polls	On Track	CAO	(CAO) Policies & Procedures Council Procedures	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Miscellaneous Council Procedures	On Track	CAO	(CAO) Policies & Procedures Council Procedures	
Paperless Council Kits	On Track	CAO	(CAO) Policies & Procedures Council Procedures	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> all council packages are paperless <p>Challenges:</p> <ul style="list-style-type: none"> identifying a council meeting platform to ensure security of council packages <p>Next Steps: <i>No value</i></p>
Council Code of Conduct	On Track	CAO	(CAO) Policies & Procedures Council Procedures	
Asset Management Plan	On Track	CAO	(CAO) Integrated Planning Register Plan Register	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> <p>Next Steps:</p> <ul style="list-style-type: none"> adding recreation and facility assets <p>Key Accomplishments: this has been ongoing for more than ten years the Works Commissioner has a good software system that tracks assets the next component will be to include facilities</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Branding & Marketing Plan	On Track	CAO	(CAO) Integrated Planning Register Plan Register	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> Council is to receive a new plan January 8th for their approval <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: further work will commence in 2023 based on the work completed and approved by Council in 2020 the communications officer will oversee this</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Develop an implementation and tactical plan	On Track	CAO	Infrastructure and Climate Adaption (CAO) Infrastructure and Climate Adaption	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> funding announcement is scheduled for the near future <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> an application has been submitted to receive funding for a new climate adaptation plan <p>Challenges:</p> <p>Next Steps:</p> <ul style="list-style-type: none"> awaiting funding approval and then engaging Dillon to complete the plan items to be included: <ul style="list-style-type: none"> 1. flooding <ul style="list-style-type: none"> 1. fluvial - flooding due to the river 2. pluvial - surface flooding due to infrastructure lacking capacity to handle volume of rain or poor overland drainage 2. wildfire 3. greenhouse gases 4. net zero
1. Smart Growth	On Track	Placeholder	(CORP) Mandate Letters (CAO) Corporate	
→ 1. Collaborate with a variety of partners to increase and diversify the assessment base	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> working with Envision SJ, identifying land owners who may want to develop and identify developers working with the Church of the Resurrection to determine the feasibility of a seniors residence <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
→ 2. Continue ongoing support of GBW Business Owners Association	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> 1. have established a good working relationship with the group <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> they are hosting another mixer in April

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ 3. Through HAF, further support place making and branding and development of an opportunity information page on the website	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> m5 has been engaged to develop branding for development <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> engaging with Envision SJ to support the development of branding and ensure alignment with the region
→ 4. Continue work with Envision Saint John to attract developers and builders	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this collaboration is ongoing <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> in April a meeting to discuss economic opportunities affecting GBW directly and indirectly
→ 5. Collaborate with Envision Saint John to work with entrepreneurs, businesses, developers, real estate agents and landowners to activate land	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> Envision SJ has provided programming to local businesses Envision SJ will be presenting to the business group on local economic trends in April collaborating with Church of the Resurrection project working with local landowners as well <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
2. Organizational Capacity	On Track	Placeholder	(CORP) Mandate Letters (CAO) Corporate	
→ 1. Continue process enhancements	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
→ a. Designate priority software for use	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
→ b. Redesign front end job descriptions	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> a review has been completed and will be finished along with renewed processes to ensure process alignment <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
↳ c. Develop an Organization Chart reflective of changes to be used for rehab of Centrum and design of Public Works Building	Complete	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> a report was provided to council 02 12 2024 <p>Challenges:</p> <ul style="list-style-type: none"> it is a living document <p>Next Steps:</p> <ul style="list-style-type: none"> does council want a by-law officer? economic development officer?
→ 5. Implement Communications Plan	Complete	CAO	(CORP) Mandate Letters (CAO) Corporate	
→ 3. Identify new financial software	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
→ 4. Work with Leadership Team to delegate responsibilities from CAO	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the roles and responsibilities have been reviewed due to growth of team, the amount of coaching has been reduced creating more time flexibility for the CAO <p>Challenges:</p> <ul style="list-style-type: none"> still determining how and who best to delegate <p>Next Steps: <i>No value</i></p>
→ 2. Include Council reports in minutes posted to the Town website	Complete	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the reports have been posted to the Town's website where the agenda's are located <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> reports posted the day following Council's regular meeting
→ 6. Media training for Council & Administration	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
→ 7. Review emergency alert system/email options to effectively disseminate information	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
→ 9. Adopt new technology to improve facility booking and management	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
→ 10. Pending HAF, review Planning Department to maximize efficiency, affordability and customer service	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
3. Infrastructure & Climate Adaptation	On Track	Placeholder	(CORP) Mandate Letters (CAO) Corporate	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ 1. Incorporate facilities, playgrounds, and other recreation assets into the asset management plan	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
→ 3. Develop new Climate Adaptation Plan	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> awaiting funding announcement expected the end of April or the beginning of May
→ 4. Improve Works Department scheduling	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
→ 2. Review climate change initiatives	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
4. Community Vitality	On Track	Placeholder	(CORP) Mandate Letters (CAO) Corporate	
→ 2. New facility infrastructure research and development	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> Council authorized the CAO to enter into an agreement with RC Strategies to develop a concept plan for the renewal of the Lions Field <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
→ 1. Increase intergenerational community interaction	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
→ 3. Community Trails Plan	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	
5. Leadership	On Track	Placeholder	(CORP) Mandate Letters (CAO) Corporate	
→ 1. Create time for staff to process information	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> this is an ongoing process
→ 2. Clearly define expectations	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> this is an ongoing process
6. Continuous Improvement	On Track	Placeholder	(CORP) Mandate Letters (CAO) Corporate	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ 1. Continue to enhance skills as a CAO	On Track	CAO	(CORP) Mandate Letters (CAO) Corporate	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> this is ongoing and includes reading essays, books, talking with colleagues and listening to Council and staff
Landowners Outreach	On Track	CAO	(CAO) Master Plans Development Support	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> meetings have been held with land owners or their representatives <p>Challenges:</p> <ul style="list-style-type: none"> still discussing how to proceed <p>Next Steps:</p> <ul style="list-style-type: none"> internal meeting to review learnings <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> a meeting with a key landowner has been scheduled <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
→ Document the findings from outreach and apply such findings to the Incentive Evaluation and Opportunity Brochure, as necessary.	On Track	Economic Development (Unappointed)	(ED) Master Plans Development Support (CAO) Master Plans	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> <p>Challenges:</p> <ul style="list-style-type: none"> property owners have been hesitant to meet and some have not attended scheduled meetings <p>Next Steps:</p> <ul style="list-style-type: none"> this is ongoing <p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> mutually convenient meeting times have been difficult to establish <p>Next Steps: <i>No value</i></p>

DEVELOPMENT PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Lakeview Rd (Woolastook Dr) Easement (Land Study)	Behind	Works Commissioner	(WORKS) Projects (DEV) Projects General Capital Projects	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> letters have been sent to relevant property owners <p>Challenges:</p> <ul style="list-style-type: none"> awaiting property owners' responses <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No property owners have provided signed agreements to proceed following letters of January 24, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Improve Public Infrastructure in higher Density Zones (Tactical Plan) Water Sustainability Dillon Consulting Ltd.	On Track	Works Commissioner	(DEV) Projects General Capital Projects	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Discuss with @John Enns-Wind future action / tasks planned.</p>
Budget - Improve Public Infrastructure in higher Density Zones (Tactical Plan)	On Track	Development Officer	General Capital Projects (DEV) Projects	
Budget - Land Acquisition - Smith Lane	On Track	Development Officer	(DEV) Projects General Capital Projects	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> letters have been sent <p>Challenges:</p> <ul style="list-style-type: none"> awaiting landowners' responses <p>Next Steps: <i>No value</i></p>
Land Acquisition - Apple Hill Road	On Track	Development Officer	(DEV) Projects	<p>Key Accomplishments: Letters resent to property owners (dated June 21, 2023,) by request of Council</p> <p>Challenges: No response from property owners</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No property owners have provided signed agreements to proceed following letters sent September 2, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Updated Council via CAO April 6, 2023</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Land Acquisition - Smith Lane	On Track	CAO	(DEV) Projects	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> two owners have signed off on the agreement and council approved the subdivision <p>Challenges:</p> <ul style="list-style-type: none"> awaiting remaining landowners <p>Next Steps: <i>No value</i></p>
Active Transportation Plan	On Track	Development Officer	(DEV) Integrated Planning Register Plan Register	
Climate Change Adaption Plan	Complete	Development Officer	(DEV) Integrated Planning Register Plan Register	<p>Key Accomplishments: Contract signed with Smart Energy Company Start-Up meeting June 15, 2022</p> <p>Onsite prep work to begin week of June 27, 2022</p> <p>Schedule of work to be commissioned in September 2022</p> <p>Challenges: Revised 69.28 kW Solar Array project will provide a 7% reduction in GHG emissions from 2015 base (Climate Change Action Plan Corporate goal by 2025 is for a 9% reduction)</p> <p>Next Steps: Communications during project start-up to commissioning will record progress.</p> <p>Key Accomplishments: Whereas the Town of Grand Bay-Westfield participated in the Climate Change & Energy Initiative (CCEI) of the Union of Municipalities of New Brunswick (UMNB) and whereas the Town of Grand Bay-Westfield participated in the Partners for Climate Protection Program (PCP) of the Federation of Canadian Municipalities (FCM) and whereas the Town of Grand Bay-Westfield has conducted a Corporate Greenhouse Gas (GHG) Inventory & Action Plan and Community GHG & Energy Action Plan; consequently, the Town of Grand Bay-Westfield resolves to set the target of reducing corporate GHG emissions by 9% by 2025, compared to their 2015 reference level, and the Town of Grand Bay-Westfield resolves to set the target of reducing community GHG emissions by 7% by 2025 and 14% by 2035 from their 2015 baseline. Adopted October 9, 2018</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Develop a transition plan to hybrid or electric fleet vehicles	Complete	Development Officer	(DEV) Infrastructure and Climate Adaption Infrastructure and Climate Adaption	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the purchased plan is part of the capital plan <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Achieve Climate Change Action Plan Targets through Transition to solar power production at sewage lagoon	On Track	Development Officer	(DEV) Infrastructure and Climate Adaption Infrastructure and Climate Adaption	<p>Key Accomplishments: Contract with Smart Energy issued, with clearing of site completed in the last week of June 2022.</p> <p>Challenges: Reduced scale of the project will provide a 70 kWh system with Net metering through NB Power. Projected to meet Greenhouse Gas reduction target of 27.802 eCO2(t) at this site.</p> <p>Next Steps: Support framing due on site week of August 1, with installation of Panels by mid September 2022.</p> <p>Key Accomplishments: Request for Proposals have been received and reviewed by Dillon Consulting Ltd as of April 25, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Bring forward for Council Award on May 9th, 2022</p>
Ensure all retrofits, renovations and new construction follow master plan and employ maximum energy efficiency as fiscally viable to achieve NET ZERO green house gas production	On Track	Development Officer	(DEV) Infrastructure and Climate Adaption Infrastructure and Climate Adaption	
GB-W Incentive Grant Program	On Track	Development Officer	(DEV) Council Meeting Resolutions Report to Council Resolutions	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> third reading is 4/22 information has been shared including radio broadcast by the mayor <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> two readings have been given <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> on the council agenda for April 8
1. Increase development and building permits	On Track	Development Officer	(DEV) Corporate	
2. Reviewing incentive grants	On Track	Development Officer	(DEV) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> new residential development incentive program has been developed with third reading 3/25/24 <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
3. Review climate change initiatives	On Track	Development Officer	(DEV) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> council supported the application for NetZero accelerator program with QuestNB <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> awaiting direction from QuestNB
4. Enhance customer service	On Track	Development Officer	(DEV) Corporate	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> contracted CIO is working with the Development Officer to identify appropriate software <p>Challenges:</p> <ul style="list-style-type: none"> one system has received mixed reviews <p>Next Steps:</p> <ul style="list-style-type: none"> continuing to research programs to find one that works for the Development Officer
Building Permits 2024	On Track	Development Officer	(DEV) BAU Services	<p>NEW</p> <p>Key Accomplishments: 4 Permits issued in January</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
By-law Enforcement Policy E003	On Track	Development Officer	(DEV) Policies & Procedures (CAO) Policies & Procedures Planning, Development, & Control	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> review prior to council strategic review session in August
Residential Pump Easement	Complete	Development Officer	(DEV) Council Meeting Resolutions Infrastructure and Climate Adaption Resolutions Report to Council	<p>NEW</p> <p>Key Accomplishments: Registered Dec 28, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> all the steps have been completed except registration <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Animal Shelter Services	On Track	Development Officer	(DEV) Contracts & Agreements 2023 and Beyond Expiration	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the contract with the SPCA is still in place <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

WORKS PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Engineering Intern - Summer Jobs GC	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grand successful 8 weeks coverage</p> <p>\$2142</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Engineering Intern - Seed GNB	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Mowing Crew 1 - Seed GNB	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant successful 50% coverage for 16 weeks</p> <p>\$4838</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Mowing Crew 2 - Seed GNB	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant successful 50% coverage for 16 weeks</p> <p>\$4838</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Mowing Crew 3 - Seed GNB	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant successful 50% coverage for 16 weeks</p> <p>\$4838</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
General Crew 1 - Seed GNB	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
General Crew 2 - Seed GNB	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Mowing Crew 1 - Summer Jobs GC	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Mowing Crew 2 - Summer Jobs GC	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Mowing Crew 3 - Summer Jobs GC	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
General Crew 1 - Summer Jobs GC	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
General Crew 2 - Summer Jobs GC	Complete	Recreation Program Coordinator	(WORKS) Summer Jobs Grants Works	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Identify grants to expand waste water system	On Track	Works Commissioner	(WORKS) Smart Growth Smart Growth	
Identify grants to develop public water distribution system	On Track	Works Commissioner	(WORKS) Smart Growth Smart Growth	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Improve and enhance public infrastructure zoned for higher density	On Track	Works Commissioner	(WORKS) Smart Growth Smart Growth	
Lakeview Rd (Woolastook Dr) Easement (Land Study)	Behind	Works Commissioner	(WORKS) Projects (DEV) Projects General Capital Projects	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> letters have been sent to relevant property owners <p>Challenges:</p> <ul style="list-style-type: none"> awaiting property owners' responses <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No property owners have provided signed agreements to proceed. following letters of January 24, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Replace Wood Structure at Trickling Filter Plant (from Capital Borrowing) (Sewerage)	On Track	Works Commissioner	(WORKS) Projects General Capital Projects	<p>Key Accomplishments: Meeting held June 1, 2023 with James, Ryan Briggs, Christopher and Peter Jones to discuss go forward plans for the Trickling Filter Plant upgrades.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Perform minor maintenance to the building to improve the look of the building to residents and a few safety repair items. Wait until March 2024 when the new approval to operate condition are received from the Province. Review new conditions and borrow fund to make the required approvals. Dillon Consulting will begin to prepare an initial plan budget to replace the building assuming no major changes are received in the new approval to operate in March 2024.</p> <p>Key Accomplishments: Scope of Work document signed and returned to Doug Hartford on Thursday February 17th, 2022 to being the review process on how the Trickling Filter Plant should be upgraded to extend its service life.</p> <p>Challenges: To have the review completed in time to allow an application to be made to the Municipal Capital Borrowing Board in 2022 and still have time to tender and build the upgrades needed all in 2022. If not project may need to carry-over to 2023.</p> <p>Next Steps: Wait for the findings of the review, which will provide direction on how the project will precede. Next step is a Kick-off meeting before March 9th, 2022.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Geotechnical Investigation for new Works Garage	On Track	Works Commissioner	(WORKS) Projects General Capital Projects	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the contract has been signed to complete the work expected completion is the first week of May <p>Challenges:</p> <ul style="list-style-type: none"> still awaiting final water report <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: No work has happened regarding this project. Waiting for report on water study condition. No funding available in 2023, move to 2024 Capital Budget for discussion. @James Barrington</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Entrance to Fire Station No. 2	On Track	Works Commissioner	(WORKS) Projects General Capital Projects	<p>Key Accomplishments: The original budget projection used for selecting 2023 Capital Street Improvements Projects included the upgrading of the portion of LaCroix Drive used to access Fire Station No. 2. After the first preliminary cost estimate review, this project was cut from the tender.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Carry project forward to 2024 for Capital Budget Street Improvement consideration.</p>
Ononette Road (Nerepis Rd to NB Southern)	On Track	Works Commissioner	(WORKS) Projects General Capital Projects	<p>Key Accomplishments: The project work selected for 2023 came in way over budget when the tender was received. In order to come in on budget the street improvements on Ononette Road was completely cut from the tender award. Project should come forward to 2024 Capital Street improvements list.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Add to 2024 Capital Street Improvement list for consideration.</p>
Street Improvements	Behind	Works Commissioner	(WORKS) Projects General Capital Projects	
↳ Hillandale Cross Culvert	Behind	Works Commissioner	(WORKS) Projects General Capital Projects	
NEW Works Garage, Highland Road	Behind	Works Commissioner	(WORKS) Projects General Capital Projects	
Salt Shed Upgrade - Shannon Rd	On Track	Works Commissioner	(WORKS) Projects General Capital Projects	<p>NEW</p> <p>Key Accomplishments: Proposed Scope of Work approved from Dillon Consulting dated March 5th, 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Tender invite and award.</p>
Designated Highway Project 2024	Behind	Works Commissioner	(WORKS) Projects General Capital Projects	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>↳ Concrete Curb & Gutter - Milligan Brook to Ononette Road</p>	<p>On Track</p>	<p>Works Commissioner</p>	<p>General Capital Projects (WORKS) Projects</p>	<p>Key Accomplishments: Mayor Merrifield received letter from Honourable Richard Ames Minister dated June 27, 2023. A portion of reads:</p> <p>... under our 2024 Provincial-Municipal Highway Partnership Program, my department is prepared to partner with your town on the following project estimated at \$225,000 plus non-recoverable HST....</p> <p>Challenges: To fund the entire project with possible changes to standard / design to include room for biking and parking outside of what DTI would fund.</p> <p>Next Steps: Forward item to @James Barrington to include in 2024 capital budget for funding.</p> <p>... The department is prepared to contribute up to a maximum of \$184,000 plus non-recoverable HST for eligible items on this project and the municipal contribution for eligible items is \$41,000 (19.1%)....</p> <p>Key Accomplishments: Letter address to Mayor Brittany date March 24, 2022 included this paragraph: Asset management is focus of the Road Ahead Plan and guiding principle for project selection under the designated highway program. Regrettably, I (Minister Jill Green) am unable to provide project funding to your municipality in 2024 as the funding requests far outweigh the financial resources available for this program.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
<p>Broad Street Asphalt Resurfacing</p>	<p>Behind</p>	<p>Works Commissioner</p>	<p>(WORKS) Projects General Capital Projects</p>	<p>Key Accomplishments: Awaiting approval of land purchase from private land owner after which a request for capital funding can be made.</p> <p>Challenges: Works Commissioner does not believe the landowner will donate the land needed to construct the road where it currently exists, which is on the landowners property and has been for years.</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Waiting on draft agreement from Dillon Consulting which will be submitted to the Property Owner for execution to allow the land (portion) to be converted to 'Public Street'.</p> <p>Challenges: Time delay which could impact projects for 2023.</p> <p>Next Steps: Upon receipt of the draft agreement meet with the resident.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Prepare reports for council for capital funding requests to match strategic plan</p>	<p>On Track</p>	<p>Works Commissioner</p>	<p>(WORKS) Organizational Capacity Organizational Capacity</p>	<p>Key Accomplishments: Request budget amount from @James Barrington planned to be available in 2024. Will plan capital street improvements to match the budget amount.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: 2023 tentative Capital list presented to Council the July 11th, 2022 for approval.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Tentative list provided to Dillon Consulting to prepare 2023 budget figures and design for the 2023 Budget.</p>
<p>Purchase mapping software</p>	<p>On Track</p>	<p>Works Commissioner</p>	<p>(WORKS) Infrastructure and Climate Adaption Infrastructure and Climate Adaption</p>	<p>Key Accomplishments: Do not presently need a new mapping software. Keep item on list for an annual review.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: 2023 Capital budget has no additional funding available to purchase new mapping software, move project ahead to 2024 for Capital Budget discussions.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
<p>Annual ground water studies and field measurements</p>	<p>Behind</p>	<p>Works Commissioner</p>	<p>(WORKS) Infrastructure and Climate Adaption Infrastructure and Climate Adaption</p>	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Discuss with @James Barrington whether funding will be available in 2024 or 2025 to continue this project research.</p> <p>Key Accomplishments: No funding available in 2023, project moved forward for Capital budget discussion with @James Barrington</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Review with James to determine if funding will be available in 2024.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
RRFB Flashing Lights - Ferry Rd & Nerepis	Behind	Works Commissioner	(WORKS) Council Meeting Resolutions General Capital Projects Report to Council Resolutions	<p>NEW</p> <p>Key Accomplishments: Email from Marc Cormier April 5th, 2024: I hope all is well. Unfortunately, the portal remains closed, however I suggest that you continue to monitor the web-site and request to be added to the RSIP distribution list to receive notifications by email when an intake opens (TC.RSIP-PASF.TC@tc.gc.ca).</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Original email also cc to our consultant who registered for notifications.</p> <p>NEW</p> <p>Key Accomplishments: Application reviewed by Works Commissioner. Consultant will submit to Transport Canada when their Application Portal is opened.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
1. Learn from first year of in-house snow and ice control	On Track	Works Commissioner	(WORKS) Corporate	
2. Facilitate more in-house equipment maintenance	On Track	Works Commissioner	(WORKS) Corporate	
3. Improve on monthly/daily schedule planning	On Track	Works Commissioner	(WORKS) Corporate	<p>NEW</p> <p>Key Accomplishments: January 2024, WC meet with PWS and RP(Road Patrol) when available weekly to review weekend weather forecast and next weeks operations.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Pavement Markings 2024	On Track	Works Commissioner	(WORKS) Contracts & Agreements Expiration Prior to 2021	<p>NEW</p> <p>Key Accomplishments: Council motion March 25, 2024: 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).</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Annual Reoccurring Event Tasks 2024	On Track	Works Commissioner	(WORKS) BAU Services	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Continue beautification of the town, 3-Year Schedule 2022, 2023, 2024</p>	<p>On Track</p>	<p>Works Commissioner</p>	<p>(REC) Smart Growth (WORKS) Smart Growth Smart Growth</p>	<p>Key Accomplishments: End of July, Shades of Green cleaned around the southern Welcome sign located off of Route 7. Weeded, trim, whip grass, add landscape fabric, mulch and planted perennial day lilies. WR# 35054</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Grand Bay-Westfield local schools planted their marigolds on Thursday, June 9 and Friday, June 10. Thursday, June 9, 2022 Westfield School Planting Location: Westfield School, 147 Nerepis Road</p> <p>Friday, June 10, 2022 Grand Bay Primary School Planting Location: 609 River Valley Drive (across the street from the Town Office/Community Centrum)</p> <p>Barricades will be in place near the areas where students will be planting, to warn motorists to drive with caution.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The Communications Officer, Broc Belding published the "Marigolds to be Planted by local schools" notice on the Towns website on June 8, 2022 @ 2:00 p.m and shared on social media and the Town Digital sign.</p>
<p>Transportation Plan</p>	<p>On Track</p>	<p>Works Commissioner</p>	<p>(WORKS) Integrated Planning Register Plan Register</p>	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Discuss with @John Enns-Wind the goal of this task.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Street Sweeping Services 2024	On Track	Works Commissioner	(WORKS) Contracts & Agreements 2021 Expiration	<p>NEW</p> <p>Key Accomplishments: Council motion March 11th, 2024: 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).</p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ol style="list-style-type: none"> 1. The duration of the contract is for one term as described below with an option to renew annually for 2 additional terms: 2. April 22, 2024, to May 31, 2024. <p>RENEWAL: The Town reserves the right to extend this contract for up to an additional two years (2025 and 2026) upon mutual consent and agreement of the Town and the contractor for each term renewal. The renewal will be subject to the same Terms and</p> <ol style="list-style-type: none"> 1. Conditions and includes a resubmission of a certified cheque in the amount of \$3,000 per original tender submission for each renewal period and proof of insurance coverage. <p>Renewal to be agreed to before February 1st, 2025 for the first renewal year with corresponding start date of April 21, 2025, and finish date of May 30, 2025.</p> <p>Renewal for the second year to be agreed to before February 1st, 2026, with corresponding start date of April 22, 2026, and finish date of May 29, 2026.</p>
2020 Nissan Rogue Lease	On Track	Works Commissioner	(WORKS) Contracts & Agreements 2023 and Beyond Expiration	<p>Key Accomplishments: Lease in place until 2024, no action required till 2023.</p> <p>Challenges: Decision to be made as to whether to lease again or purchase the next vehicle for the Public Works Superintendent prior to any capital equipment purchasing decisions made in 2023 for 2024 purchases or leases?</p> <p>Next Steps: Review current needs for the vehicle requirement for the Public Works Superintendent.</p>

RECREATION PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Recreation Supervisor - Seed GNB	Complete	Recreation Program Coordinator	(REC) Summer Jobs Grants Recreation	<p>NEW</p> <p>Key Accomplishments: Seed grant application unsuccessful.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Recreation Supervisor - Summer Jobs GC	Complete	Recreation Program Coordinator	(REC) Summer Jobs Grants Recreation	<p>NEW</p> <p>Key Accomplishments: Grant successful 9 weeks of coverage \$2740.23</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Arts & Culture Coordinator - Summer Jobs GC	Complete	Recreation Program Coordinator	(REC) Summer Jobs Grants Recreation	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Arts & Culture Coordinator - Seed GNB	Complete	Recreation Program Coordinator	(REC) Summer Jobs Grants Recreation	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Arts & Culture Coordinator - Arts NB	Complete	Recreation Program Coordinator	(REC) Summer Jobs Grants Recreation	
Parks Coordinator - Seed GNB	Complete	Recreation Program Coordinator	(REC) Summer Jobs Grants Recreation	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Parks Coordinator - Summer Jobs GC	Complete	Recreation Program Coordinator	(REC) Summer Jobs Grants Recreation	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Parks Coordinator - Trans Canada Trail Grant	Complete	Recreation Program Coordinator	(REC) Summer Jobs Grants Recreation	<p>NEW</p> <p>Key Accomplishments: Not eligible for grant Land is not town owned.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Continue beautification of the town, 3-Year Schedule 2022, 2023, 2024	On Track	Works Commissioner	(REC) Smart Growth (WORKS) Smart Growth Smart Growth	<p>Key Accomplishments: End of July, Shades of Green cleaned around the southern Welcome sign located off of Route 7. Weeded, trim, whip grass, add landscape fabric, mulch and planted perennial day lilies. WR# 35054</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Grand Bay-Westfield local schools planted their marigolds on Thursday, June 9 and Friday, June 10. Thursday, June 9, 2022 Westfield School Planting Location: Westfield School, 147 Nerepis Road</p> <p>Friday, June 10, 2022 Grand Bay Primary School Planting Location: 609 River Valley Drive (across the street from the Town Office/Community Centrum)</p> <p>Barricades will be in place near the areas where students will be planting, to warn motorists to drive with caution.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The Communications Officer, Broc Belding published the "Marigolds to be Planted by local schools" notice on the Towns website on June 8, 2022 @ 2:00 p.m and shared on social media and the Town Digital sign.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Recreation Hub	Behind	Recreation Program Coordinator	(REC) Projects General Capital Projects	<p>NEW</p> <p>Key Accomplishments: Council approved moving forward with RC Strategies on the project assessment.</p> <p>Contract signed with RC Strategies.</p> <p>Initial meeting scheduled for April 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Ensure project feasibility framework is used for study.</p> <p>NEW</p> <p>Key Accomplishments: Council approval to move forward with the planning, including community consultation has started.</p> <p>Engagement with consultants on the site review will begin in April 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
River Centre - Access Doors	Behind	Recreation Director	(REC) Projects General Capital Projects	
Review department capacity for projected service demand from Parks & Rec Master Plan	On Track	Recreation Director	(REC) Organizational Capacity Organizational Capacity	<p>NEW</p> <p>Key Accomplishments: Staff structure reviewed with leadership team. Long term solutions considered for 2025 budget.</p> <p>Temporary summer structure considered for efficiencies between the works and recreation summer students.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Meeting planned for the first quarter of 2024 to discuss staff structure regarding the transition into retirement of three key employees.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
1. Adoption of new technology to improve facility booking and management	Complete	Recreation Program Coordinator	(REC) Corporate	<p>NEW</p> <p>Key Accomplishments: New booking software launched in March 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Parks and Recreation Ball Field Services	Complete	Recreation Director	(REC) Contracts & Agreements Expiration Prior to 2021	<p>Key Accomplishments: Squeaky Kleen completed Ballfield Services on Sept 22/23 for the season.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Squeaky Kleen wished to renew Ballfield Services for another 6 month period of May - October 2024.</p>
Fire Alarm Inspection and Maintenance Centrum/Fire Station No. 1	Complete	Recreation Director	(REC) Contracts & Agreements 2023 and Beyond Expiration	<p>Key Accomplishments: Quality Sound Alarm successfully performed the annual Inspection and Testing of the Fire Alarm Systems at the Centrum/Fire Station #1 on April 12/23.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The next annual Inspection and Testing of the Fire Alarm Systems at the Centrum/Fire Station #1 is due April 2024.</p>
Adopt a project feasibility framework for all potential major infrastructure projects	Behind	Recreation Director	(REC) Community Vitality Community Vitality Sustainability	<p>NEW</p> <p>Key Accomplishments: Initial 8 step feasibility steps reviewed with master plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Review feasibility steps with Recreation Director.</p>
Develop a Facility and Field Allocation Policies to ensure effective and efficient use of Town resources for ballfields	Complete	Recreation Director	(REC) Community Vitality Community Vitality Sustainability	<p>Key Accomplishments: A recreation service policy, community events policy and facility allocation policy were approved by council in early 2023 to help guide allocation of all facilities, including ball fields.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Staff Administrative report proposed aligning the fees from the Brundage Point River Centre and the Grand Bay-Westfield Community Centrum based on information in the recently adopted the Parks and Recreation Comprehensive Master Plan, to make the fees more equitable and inclusive.</p> <p>Town Council approved the Proposed Aligned Rental Fees for the Brundage Point River Centre and the Grand Bay-Westfield Community Centrum at the Monday November 8, 2021 Council meeting:</p> <p>Motioned by: Councillor Balemans</p> <p>Seconded by: Deputy Mayor Toole</p> <p>Carried</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: This policy may be reviewed every four years so due for review again in 2025.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Develop resources and tools to support community groups and partners</p>	<p>On Track</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Partnership</p>	<p>Key Accomplishments: The online recreation guide will provide additional visibility to community groups. Increased transparency on the community grants to support the additional funding within the community grant program will provide more support to community groups.</p> <p>The CAO and CFO have worked with our 2 largest recreation partners (RVCC and WWRA) on reducing insurance costs to help support their long term stability.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: August 2022 - Communication on the roundtable has begun but it will be scheduled for the fall once community groups and volunteers have returned from the summer break.</p> <p>September 2022 - Communication has gone out to all local and regional providers to provide feedback on the Master plan in either a 1 on 1 format or a larger feedback meeting.</p> <p>Challenges: September 2022 - Responses from community groups have been limited with regards to Master Plan engagement. Only 1 group has responded with interest in the feedback round.</p> <p>Next Steps: September 2022 - Follow-up with local community groups for 1 on 1 feedback sessions will take place over the next month.</p>
<p>Create a regional recreation leadership team that is united by a common vision and acts as an advisory body for parks and recreation</p>	<p>Behind</p>	<p>Recreation Director</p>	<p>(REC) Community Vitality Community Vitality Partnership</p>	<p>NEW</p> <p>Key Accomplishments:</p> <p>Challenges: Attempts to use community groups as sounding boards for key ideas has been met with silence or limited interaction.</p> <p>Next Steps: An attempt to set-up a key recreation committee will be done when infrastructure projects have potential to move forward to funding.</p> <p>Key Accomplishments: Community group engagement has been limited when speaking to strategic planning or direction. This has made it difficult to envision a consultation group at this time.</p> <p>As larger recreation hubs and trail plans become a reality in 2024 this type of committee will be attempted to form with those specific terms of reference.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Establish intergenerational programming which could include special events, physical and creative activities</p>	<p>On Track</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Inclusion and Accessibility</p>	<p>NEW Key Accomplishments: New test IG program, led by ASD-S will run in April 2024 in the community. Community support through facility access and promotion was provided. Challenges: <i>No value</i> Next Steps: <i>No value</i> Key Accomplishments: Key Accomplishments: Contact has been made with all of the local schools and all 4 are supportive of IG programming. The Age Friendly committee is supportive of the program and will be taking a lead. Contact was made with the regional school district and we will be running a program in the spring with an IG theme. Challenges: Recruiting seniors to participate in the project and going through the school paperwork has been challenging at the start of the project Next Steps: <i>No value</i></p>
<p>Encourage a greater range of activities for older adults</p>	<p>On Track</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Inclusion and Accessibility</p>	<p>NEW Key Accomplishments: New community newsletter launched in March 2024. New Horizons Senior Grant expected in April 2024 to help guide more programming and renovate River Valley Room. New monthly speaker series launching March 28, 2024. Challenges: <i>No value</i> Next Steps: <i>No value</i> Key Accomplishments: Key Accomplishments: The Age Friendly committee action plan was approved and a key portion of the plan is adopting more senior based activities. Existing programs are being supported weekly through access to the River Valley Room and new programs (yoga, weekly presentations, IG) are being developed with the committee and external providers. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Coordinate a roundtable with all relevant stakeholders to communicate the outcomes and recommendations from this Master Plan</p>	<p>Behind</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Communication and Engagement</p>	<p>Key Accomplishments: Key Accomplishments: Community groups are contacted quarterly for feedback and/or general communication. There has been very little interest in having a full roundtable event but the open communication combined with participation in community events will serve as a replacement in the short term.</p> <p>(Show history)</p> <p>Rick Adams Monthly Update Added</p> <p>11:53 AM Key Accomplishments:</p> <p>Roundtable has been attempted twice since the beginning of 2023 but community groups are not interested in meeting as a group so far.</p> <p>Individual meetings have been conducted with 5 local community group and contact has been made with all known groups on a quarterly basis.</p> <p>Challenges:</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Roundtable is going to be scheduled for the end of September. If there is not enough interest there will be follow-up individually with groups as desired.</p> <p>Challenges: No interest has been expressed in the roundtable in two previous attempts and feedback on the master plan was limited to 1 response.</p> <p>Next Steps: <i>No value</i></p>
<p>Provide an interactive online Grand Bay – Westfield Parks and Recreation Activity Guide</p>	<p>Complete</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Communication and Engagement</p>	<p>NEW</p> <p>Key Accomplishments: The first recreation guide is complete and will be published for April 1, 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments: The Recreation Guide is in the final stages of review and will be published in Mid-March.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Align the promotion of recreation and parks with the Framework for Recreation in Canada (2015) and Parks for All (2017) to highlight the benefits for all</p>	<p>On Track</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Communication and Engagement</p>	<p>Key Accomplishments: All communications and promotion updates to the website and the community guide are being vetted through the community lens and the national guides suggested for alignment.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Upon continued review of the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan, RC Strategies notes on page 59, that our Master Plan broadly aligns with the Canadian Parks and Recreation Association (CPRA) Framework for Recreation in Canada (2015).</p> <p>RC Strategies also notes on page 60 of the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan, that many of the strategic directions in the Parks for All (2017) CPRA document are advanced in the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: When the Town is considering new programming or facilities opportunities, we should continue to review alignment with the Canadian Parks and Recreation Association (CPRA) Framework for Recreation in Canada (2015) and Parks for All (2017).</p>
<p>Research the potential for a new data management system to better maintain and utilize comprehensive data on community partners and stakeholders</p>	<p>Complete</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Communication and Engagement</p>	<p>NEW</p> <p>Key Accomplishments: New booking system fully implemented in March 2024.</p> <p>Recreation Guide will be published in April 2024, providing details on all local recreation programs.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The online booking software provider has been selected and the town is in the final stages of signing an agreement in partnership with the RVCC for implementation in early 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Conduct community engagement to determine shifting needs and preferences of residents</p>	<p>On Track</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Communication and Engagement</p>	<p>Key Accomplishments: Community group engagement has been started but roundtable engagement has been met with skepticism.</p> <p>Increased connection with community groups has resulted in additional advertising by community groups each month.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: School survey results received and being inputted to electronic copies.</p> <p>Challenges: A proper collection path for seniors.</p> <p>Next Steps: Checking on seniors needs and wants post covid is the next step.</p>
<p>Create meaningful opportunities to engage youth to identify barriers, experienced challenges and demands for recreation experiences</p>	<p>On Track</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Communication and Engagement</p>	<p>Key Accomplishments: Early work has been done with regards to a youth council for high school aged residents in Grand Bay - Westfield. The budget has been built into the 2024 spending and a TOR drafted for CAO review. The boys and girls club has started a youth council that will go active in the new year for middle school aged youth. We will help support that youth council but specifics have yet to be determined.</p> <p>Recreation survey to the schools in the region was conducted and is being used to help guide decisions on recreation assets.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: School survey for all elementary and middle school residents was undertaken, with results supporting the master plan's overall direction. All schools are on board with a potential intergenerational program to start in the fall.</p> <p>Further exploration of recreational infrastructure is taking place around a pump track or other space.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Recruitment of seniors for intergenerational programming. Infrastructure review as part of the budget process.</p>
<p>Implement Parks & Rec Master Plan over 10 yrs</p>	<p>Complete</p>	<p>Recreation Director</p>	<p>(REC) Community Vitality Community Vitality</p>	<p>Key Accomplishments: Currently updating items in the Parks & Recreation Master Plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: None.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Facility User Policy	Complete	Recreation Director	(REC) Policies & Procedures Operations	<p>NEW</p> <p>Key Accomplishments: The User policy and Rental Fees for the Brundage Point River Centre and the Community Centrum were aligned and approved by Town Council on Nov 8/21. The booking information and user policy were updated on the Towns website on Nov 18/21 to reflect the rent rates adjustment and user policy for the online booking information.</p> <p>Challenges: This item has been previously updated but can't seem to change the status from not started to completed.</p> <p>Next Steps: Next review will be 2025.</p> <p>Key Accomplishments: The Rental Fees and User policy for the Brundage Point River Centre and the Community Centrum were aligned and approved by Town Council on Nov 8/21. The booking information and user policy were updated on the Towns website on Nov 18/21 to reflect the rent rates adjustment and user policy for the online booking information.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next review will be 2025.</p>
Parks & Recreation Master Plan	On Track	Recreation Program Coordinator	(REC) Integrated Planning Register Plan Register	
Heating & Ventilation Services - Centrum	Complete	Recreation Director	(REC) Contracts & Agreements 2021 Expiration	<p>Key Accomplishments: Controls & Equipment has continued to offer the HVAC Preventive Maintenance Services in 2023 at the same cost as 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next review and update at the end of November 2024.</p>
Parks and Recreation	Complete	Recreation Director	(CAO) Policies & Procedures (REC) Policies & Procedures Operations	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Centrum Policy	Complete	Recreation Director	(CAO) Policies & Procedures (REC) Policies & Procedures Operations	<p>NEW</p> <p>Key Accomplishments: The Rental Fees and User policy for the Brundage Point River Centre and the Community Centrum were aligned and approved by Town Council on Nov 8/21. The booking information and user policy were updated on the Towns website on Nov 18/21 to reflect the rent rates adjustment and user policy for the online booking information.</p> <p>Challenges: This item has been previously updated but can't seem to change the status to completed.</p> <p>Next Steps: Next review will be 2025.</p> <p>Key Accomplishments: The Rental Fees and User policy for the Brundage Point River Centre and the Community Centrum were aligned and approved by Town Council on Nov 8/21. The booking information and user policy were updated on the Towns website on Nov 18/21 to reflect the rent rates adjustment and user policy for the online booking information.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Next review will be 2025.</p>

COUNCIL MEETING RESOLUTIONS PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
01/09/23 Council Meeting	Complete	Placeholder	Resolutions Report to Council	
02/21/23 Council Meeting	Complete	Placeholder	Resolutions Report to Council	
12/13/21 Council Meeting	On Track	Placeholder	Resolutions Report to Council	
↳ Trickle Filter Plant Upgrade	On Track	Finance Officer	Resolutions Report to Council	<p>Key Accomplishments: Date for operational review is March 2024.</p> <p>Challenges: No value</p> <p>Next Steps: No value</p> <p>Key Accomplishments: Project initially came on way over budget. The plan going forward is to make minor repairs to secure the building until the new Approval to Operate is received October 2023. Then to review the new approval conditions to operate and plan to fund the new changes.</p> <p>Challenges: No value</p> <p>Next Steps: No value</p>
01/23/23 Council Meeting	Complete	Placeholder	Resolutions	
03/13/23 Council Meeting	Complete	Placeholder	Resolutions	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> it is hoped that Animal Control By-law will be before Council in the near future <p>Challenges:</p> <ul style="list-style-type: none"> Administration is still waiting for legal review on Animal Control By-law <p>Next Steps: No value</p>
03/27/23 Council Meeting	Complete	Placeholder	Resolutions	
04/11/23 Council Meeting	Complete	Placeholder	Resolutions	
04/24/23 Council Meeting	Complete	Placeholder	Resolutions	
05/08/23 Council Meeting	Complete	Placeholder	Resolutions	
↳ By-laws GG-005, GG-012	Complete	Administrative Assistant	Resolutions	
↳ Banking Services Agreement	Complete	Finance Officer	Resolutions	<p>Key Accomplishments: Service agreement has been signed and sent to the bank.</p> <p>Challenges: No value</p> <p>Next Steps: No value</p>
↳ Sign Grant Application - 441 Woolastook Drive	Complete	Administrative Assistant	Resolutions	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ Animal Control By-law PS-003	Complete	CAO	Report to Council Resolutions	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: By law to be sent to registry with additional by laws that are due for their 3rd reading in August.</p>
→ Bursary Policy	Complete	Administrative Assistant	Organizational Capacity Resolutions	
→ Appointment to Planning Advisory Committee	Complete	Administrative Assistant	Organizational Capacity Resolutions	
→ Community Grants	Complete	Recreation Program Coordinator	Community Vitality Resolutions	
05/23/23 Council Meeting	Complete	Placeholder	Resolutions	
→ Debenture: Loader and Trackless	Complete	Finance Officer	Resolutions	
→ 2024 Budget Allocation - Trails Master Plan	Complete	CAO	(CAO) Council Meeting Resolutions Resolutions	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the next step is to engage a consultant to develop a community comprehensive trail plan <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this is in front of Council for approval <p>Challenges:</p> <ul style="list-style-type: none"> this is to be completed by volunteers <p>Next Steps:</p> <ul style="list-style-type: none"> Council to approve volunteers to complete
→ Keel Blasting	Complete	Administrative Assistant	Infrastructure and Climate Adaption Resolutions	
→ Education Programming Changes	Complete	CAO	Smart Growth Community Vitality Resolutions	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> the Mayor and CAO had a constructive meeting with the Superintendent of ASD-S <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> the superintendent is reviewing some internal items to determine how to make it sustainable residents must still register their children for the program
08/14/23 Council Meeting	Complete	Placeholder	Resolutions	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
↳ 2024 Budget Allocation - Trails Master Plan	Complete	Administrative Assistant	Resolutions	<p>Key Accomplishments: Budget was approved, Rick Adams will be completing the Trails Master Plan in 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: On August 31, 2023, Communications Manager completed the Notice for Public Works to deliver to neighbourhood residents on the same date.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
09/11/23 Council Meeting		Placeholder	Resolutions	
↳ 2024 Budget Allocation - Trails Master Plan	Complete	Administrative Assistant	Resolutions	<p>Key Accomplishments: Budget was approved, Rick Adams will be completing the Trails Master Plan in 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: On August 31, 2023, Communications Manager completed the Notice for Public Works to deliver to neighbourhood residents on the same date.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
↳ PD-010 Subdivision By-law		Administrative Assistant	Resolutions	
09/25/23 Council Meeting	Complete	Placeholder	Resolutions	
↳ 2024 Budget Allocation - Trails Master Plan	Complete	Administrative Assistant	Resolutions	<p>Key Accomplishments: Budget was approved, Rick Adams will be completing the Trails Master Plan in 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: On August 31, 2023, Communications Manager completed the Notice for Public Works to deliver to neighbourhood residents on the same date.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
10/10/23 Council Meeting		Placeholder	Resolutions	
10/23/23 Council Meeting	Complete	Placeholder	Resolutions	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ 2024 Budget Allocation - Trails Master Plan	Complete	Administrative Assistant	Resolutions	<p>Key Accomplishments: Budget was approved, Rick Adams will be completing the Trails Master Plan in 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: On August 31, 2023, Communications Manager completed the Notice for Public Works to deliver to neighbourhood residents on the same date.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
→ Fall 2023 Community Grants	Complete	Administrative Assistant	Resolutions	
→ Town of Grand Bay-Westfield Road Ahead Application	Complete	Administrative Assistant	Resolutions	
→ DTI Municipal Kilometrage Maintenance Agreement	Complete	Administrative Assistant	Resolutions	
11/14/23 Council Meeting	Complete	Placeholder	Resolutions	
→ Snow and Ice Control Plan	Complete	Administrative Assistant	Resolutions	
11/27/23 Council Meeting	Complete	Placeholder	Resolutions	
→ Municipal Insurance	Complete	Administrative Assistant	Resolutions	<p>Key Accomplishments: Subscriber's agreement signed and sent off to Genesis Reciprocal Insurance Exchange</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
12/11/23 Council Meeting	Complete	Placeholder	Resolutions	
→ Town Fees 2024	Complete	Administrative Assistant	Miscellaneous Resolutions	
3/14/22 Council Meeting	On Track	Placeholder	Report to Council Resolutions	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ RRFB Flashing Lights - Ferry Rd & Nerepis	Behind	Works Commissioner	(WORKS) Council Meeting Resolutions General Capital Projects Report to Council Resolutions	<p>NEW</p> <p>Key Accomplishments: Email from Marc Cormier April 5th, 2024: I hope all is well. Unfortunately, the portal remains closed, however I suggest that you continue to monitor the web-site and request to be added to the RSIP distribution list to receive notifications by email when an intake opens (TC.RSIP-PASF.TC@tc.gc.ca).</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Original email also cc to our consultant who registered for notifications.</p> <p>NEW</p> <p>Key Accomplishments: Application reviewed by Works Commissioner. Consultant will submit to Transport Canada when their Application Portal is opened.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
06/28/21 Council Meeting	On Track	Placeholder	Report to Council Resolutions	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> this is marked behind due to the multi year nature of an incentive <p>Next Steps: <i>No value</i></p>
→ Douglas Estates Development Incentives MULTI-PARCEL SUBDIVISION GRANT	On Track	Development Officer	Report to Council Resolutions	<p>Key Accomplishments: Memorandum of Understanding completed by Council Resolution for grant payments based on 2022 Assessed value of lots</p> <p>Challenges: prior to next Vacant Lot Grant payment, determine if any additional lots have sold or been issued a Building Permit.</p> <p>Next Steps: Confirmation from the land owner of payment of taxes for the 2023 year is required before Grant payment in July 2023</p> <p>Key Accomplishments: first of 5 payments paid out in August 2022 for the three remaining vacant lots</p> <p>Challenges: confirmation in 2023 of taxes paid and lots remain vacant, for 2nd installment (out of 5) in 2023</p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
↳ GB-W Incentive Grant Program	On Track	Development Officer	(DEV) Council Meeting Resolutions Report to Council Resolutions	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> • third reading is 4/22 • information has been shared including radio broadcast by the mayor <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> • two readings have been given <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> • on the council agenda for April 8
Residential Pump Easement	Complete	Development Officer	(DEV) Council Meeting Resolutions Infrastructure and Climate Adaption Resolutions Report to Council	<p>NEW</p> <p>Key Accomplishments: Registered Dec 28, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> • all the steps have been completed except registration <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

FINANCE PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Municipal Information System	On Track	Finance Officer	(FIN) Projects General Capital Projects	<p>NEW</p> <p>Key Accomplishments: RFP has been issued to select vendors, Demos will be competed in May with the RFP deadline being May 31st</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
1. Continue system enhancements	On Track	Finance Officer	(FIN) Corporate	<p>NEW</p> <p>Key Accomplishments: Small improvements have been made to processes during Q1 Next on the list is seeing how to incorporate billing and invoicing into new recreation booking software.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
3. Process mapping and documentation	On Track	Finance Officer	(FIN) Corporate	<p>NEW</p> <p>Key Accomplishments: Initial Training has been completed</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
4. Cross training	On Track	Finance Officer	(FIN) Corporate	<p>NEW</p> <p>Key Accomplishments: In conjunction with process mapping, cross training opportunities are being identified</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
5. Continue refinement of budgeting process	On Track	Finance Officer	(FIN) Corporate	
Ambulance Lease Agreement	On Track	Finance Officer	(FIN) Contracts & Agreements Ongoing Contracts / Agreements	<p>Key Accomplishments: Lease document being reviewed by legal</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Need to update lease document and send to ANB</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
General Revenue Fund	On Track	Finance Officer	(FIN) Long-Term Finance Capital Debt	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> The system is not linked to Adagio <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ Prot. Svcs./Riv.Ctr.*	On Track	Finance Officer	Capital Debt (FIN) Long-Term Finance	
→ Transportation Capital Debt	On Track	Finance Officer	Capital Debt (FIN) Long-Term Finance	
→ Prot. Svcs. (2014)	On Track	Finance Officer	Capital Debt (FIN) Long-Term Finance	
→ Rec / Cultural	On Track	Finance Officer	Capital Debt (FIN) Long-Term Finance	
→ Prot. Svcs. (2020)	On Track	Finance Officer	Capital Debt (FIN) Long-Term Finance	
→ Transportation (2020)	On Track	Finance Officer	Capital Debt (FIN) Long-Term Finance	
Utility Fund	On Track	Finance Officer	(FIN) Long-Term Finance Capital Debt	
→ NB Mun. Finance Corp. (2011)	On Track	Finance Officer	Capital Debt (FIN) Long-Term Finance	
→ NB Mun. Finance Corp. (2012)	On Track	Finance Officer	Capital Debt (FIN) Long-Term Finance	
→ NB Mun. Finance Corp. (2017)	On Track	Finance Officer	Capital Debt (FIN) Long-Term Finance	
→ NB Mun. Finance Corp. (2019)	On Track	Finance Officer	Capital Debt (FIN) Long-Term Finance	
Interim Audit	Complete	Finance Officer	(FIN) Audits Year end Audit - Preparation	<p>Key Accomplishments: Due to unforeseen circumstances the interim audit has been deferred until January 9th - 12th</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Year end Audit	Complete	Finance Officer	(FIN) Audits Year end Audit - Preparation	<p>NEW</p> <p>Key Accomplishments: Audit complete and approved, statements have been sent to GNB</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: Waiting on Auditor to complete his work</p> <p>Next Steps: <i>No value</i></p>
→ Close off 2023 Year end	Complete	Finance Officer	Year end Audit - Preparation (FIN) Audits	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ Completed capital asset schedule	Complete	Finance Officer	Year end Audit - Preparation (FIN) Audits	<p>NEW</p> <p>Key Accomplishments: Template has been added previous years items have been rolled forward</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
→ Print Year end Trial Balance	Complete	Finance Officer	Year end Audit - Preparation (FIN) Audits	
→ Provide support documents as per Audit request	Complete	Finance Officer	Year end Audit - Preparation (FIN) Audits	
→ Audit Onsite Work	Complete	Finance Officer	Year end Audit - Preparation (FIN) Audits	
→ Review Draft Financial Statements	Complete	Finance Officer	Year end Audit - Preparation (FIN) Audits	<p>NEW</p> <p>Key Accomplishments:</p> <p>Challenges: Waiting on Auditor to complete draft statements</p> <p>Next Steps: <i>No value</i></p>
→ Enter Adjusting Entries	Complete	Finance Officer	Year end Audit - Preparation (FIN) Audits	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: Waiting on Auditor to complete his work</p> <p>Next Steps: <i>No value</i></p>
→ Final Statements Approved by Council	Complete	Finance Officer	Year end Audit - Preparation (FIN) Audits	
Financial Procedures	On Track	CAO	(CAO) Policies & Procedures (FIN) Policies & Procedures Administration and Finance	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> an annual calendar has been developed per the Good Governance Directive <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Grants Policy	Complete	CAO	(CAO) Policies & Procedures (FIN) Policies & Procedures Administration and Finance	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> Council approved a new policy including increased funding <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Miscellaneous - Administration and Finance	On Track	CAO	(CAO) Policies & Procedures (FIN) Policies & Procedures Administration and Finance	<p>Key Accomplishments: Membership Policy has been revised and a new review goal has been created in Cascade to track its new review timeline</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Bursary Fund	Complete	CAO	(CAO) Policies & Procedures (FIN) Policies & Procedures Administration and Finance	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> approved by Council May 2023 <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the bursary policy is before Council requiring approval <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Vacations Policy	On Track	CAO	(CAO) Policies & Procedures (FIN) Policies & Procedures Personnel	

REPORT TO COUNCIL PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
01/09/23 Council Meeting	Complete	Placeholder	Resolutions Report to Council	
02/21/23 Council Meeting	Complete	Placeholder	Resolutions Report to Council	
12/13/21 Council Meeting	On Track	Placeholder	Resolutions Report to Council	
↳ Trickling Filter Plant Upgrade	On Track	Finance Officer	Resolutions Report to Council	<p>Key Accomplishments: Date for operational review is March 2024.</p> <p>Challenges: No value</p> <p>Next Steps: No value</p> <p>Key Accomplishments: Project initially came on way over budget. The plan going forward is to make minor repairs to secure the building until the new Approval to Operate is received October 2023. Then to review the new approval conditions to operate and plan to fund the new changes.</p> <p>Challenges: No value</p> <p>Next Steps: No value</p>
3/14/22 Council Meeting	On Track	Placeholder	Report to Council Resolutions	
↳ RRFB Flashing Lights - Ferry Rd & Nerepis	Behind	Works Commissioner	(WORKS) Council Meeting Resolutions General Capital Projects Report to Council Resolutions	<p>NEW</p> <p>Key Accomplishments: Email from Marc Cormier April 5th, 2024: I hope all is well. Unfortunately, the portal remains closed, however I suggest that you continue to monitor the web-site and request to be added to the RSIP distribution list to receive notifications by email when an intake opens (TC.RSIP-PASF.TC@tc.gc.ca).</p> <p>Challenges: No value</p> <p>Next Steps: Original email also cc to our consultant who registered for notifications.</p> <p>NEW</p> <p>Key Accomplishments: Application reviewed by Works Commissioner. Consultant will submit to Transport Canada when their Application Portal is opened.</p> <p>Challenges: No value</p> <p>Next Steps: No value</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Animal Control By-law PS-003	Complete	CAO	Report to Council Resolutions	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: By law to be sent to registry with additional by laws that are due for their 3rd reading in August.</p>
06/28/21 Council Meeting	On Track	Placeholder	Report to Council Resolutions	<p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> this is marked behind due to the multi year nature of an incentive <p>Next Steps: <i>No value</i></p>
<p>→ Douglas Estates Development Incentives MULTI-PARCEL SUBDIVISION GRANT</p>	On Track	Development Officer	Report to Council Resolutions	<p>Key Accomplishments: Memorandum of Understanding completed by Council Resolution for grant payments based on 2022 Assessed value of lots</p> <p>Challenges: prior to next Vacant Lot Grant payment, determine if any additional lots have sold or been issued a Building Permit.</p> <p>Next Steps: Confirmation from the land owner of payment of taxes for the 2023 year is required before Grant payment in July 2023</p> <p>Key Accomplishments: first of 5 payments paid out in August 2022 for the three remaining vacant lots</p> <p>Challenges: confirmation in 2023 of taxes paid and lots remain vacant, for 2nd installment (out of 5) in 2023</p> <p>Next Steps: <i>No value</i></p>
<p>→ GB-W Incentive Grant Program</p>	On Track	Development Officer	<p>(DEV) Council Meeting Resolutions</p> <p>Report to Council Resolutions</p>	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> third reading is 4/22 information has been shared including radio broadcast by the mayor <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> two readings have been given <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> on the council agenda for April 8

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Residential Pump Easement	Complete	Development Officer	(DEV) Council Meeting Resolutions Infrastructure and Climate Adaption Resolutions Report to Council	<p>NEW</p> <p>Key Accomplishments: Registered Dec 28, 2023</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> all the steps have been completed except registration <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

EMO PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
GB-W EMP (Municipal Emergency Response Plan)	On Track	Fire Chief	(EMO) Emergency Operations Centre Plan Register	NEW Key Accomplishments: Community Risk Assessment completed Challenges: Next Steps: Update plan

PARK AND RECREATION COMPREHENSIVE MASTER PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Encourage innovation in recreation staff and all community partners	Complete	Recreation Director	Sustainability	
Employ leading sustainable practices to operations and facilities management	On Track	Recreation Director	Sustainability	
→ Develop a lifecycle reserve for all recreation (indoor and outdoor) and park amenities	Behind	Recreation Director	Sustainability	
→ Develop a strategy and workplan to guide maintenance and park/facility improvements over the next 10 years	Behind	Recreation Director	Sustainability	
→ Incorporate recreation facilities and services into emergency management plans to improve community resilience	On Track	Recreation Director	Sustainability	<p>NEW</p> <p>Key Accomplishments: The Centrum (River Valley and Grand Bay Room) are being used as the primary warming centers for power outages to provide increased staff services during standard hours.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
→ Develop a Facility and Field Allocation Policies to ensure effective and efficient use of Town resources for ballfields	Complete	Recreation Director	(REC) Community Vitality Community Vitality Sustainability	<p>Key Accomplishments: A recreation service policy, community events policy and facility allocation policy were approved by council in early 2023 to help guide allocation of all facilities, including ball fields.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The Staff Administrative report proposed aligning the fees from the Brundage Point River Centre and the Grand Bay-Westfield Community Centrum based on information in the recently adopted the Parks and Recreation Comprehensive Master Plan, to make the fees more equitable and inclusive.</p> <p>Town Council approved the Proposed Aligned Rental Fees for the Brundage Point River Centre and the Grand Bay-Westfield Community Centrum at the Monday November 8, 2021 Council meeting:</p> <p>Motioned by: Councillor Bailemans</p> <p>Seconded by: Deputy Mayor Toole</p> <p>Carried</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: This policy may be reviewed every four years so due for review again in 2025.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Deliver and design programs and services that are responsive to community needs	On Track	Recreation Program Coordinator	Sustainability	
↳ Adopt a project feasibility framework for all potential major infrastructure projects	Behind	Recreation Director	(REC) Community Vitality Community Vitality Sustainability	<p>NEW</p> <p>Key Accomplishments: Initial 8 step feasibility steps reviewed with master plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Review feasibility steps with Recreation Director.</p>
Support community groups to build organizational and leadership capacity	On Track	Recreation Program Coordinator	Partnership	<p>Key Accomplishments: Responses have been received from only 2 community groups regarding the master plan and discussions on future engagement. Both groups have been met with and one has engaged in their strategic plan discussion.</p> <p>Challenges: Lack of response from the community groups.</p> <p>Next Steps: Further attempts at one on one contact.</p> <p>Key Accomplishments: Engagement with community groups has been attempted through master plan review, offers or promotional support and offer to run a community groups registration evening.</p> <p>Challenges: Limited engagement from community groups in the form of responses about assistance or feedback on the event.</p> <p>Next Steps: Continued contact with community groups is necessary and identifying gaps in their programming will be key to building trust worthy relationships that allow for assisting in building capacity.</p>
↳ Establish an annual process to gather data from community partners/ groups	Behind	Recreation Director	Partnership	<p>Key Accomplishments: Community groups are contacted semi-annually regarding there current contact information for residents online. The recreation program coordinator is in touch with community quarterly regarding various town activities / grants and has offered assistance to all known community groups.</p> <p>The online recreation guide will help provide additional visibility to all community groups and should go live in the first quarter of 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
↳ Contribute to the development of a Town Volunteer Strategy that includes other sectors that rely on volunteers	Behind	Recreation Director	Partnership	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>↳ Create a regional recreation leadership team that is united by a common vision and acts as an advisory body for parks and recreation</p>	Behind	Recreation Director	(REC) Community Vitality Community Vitality Partnership	<p>NEW</p> <p>Key Accomplishments:</p> <p>Challenges: Attempts to use community groups as sounding boards for key ideas has been met with silence or limited interaction.</p> <p>Next Steps: An attempt to set-up a key recreation committee will be done when infrastructure projects have potential to move forward to funding.</p> <p>Key Accomplishments: Community group engagement has been limited when speaking to strategic planning or direction. This has made it difficult to envision a consultation group at this time.</p> <p>As larger recreation hubs and trail plans become a reality in 2024 this type of committee will be attempted to form with those specific terms of reference.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
<p>Establish a Recreation Committee to facilitate the sharing of resources and information, and coordinate advocacy</p>	On Track	Recreation Program Coordinator	Partnership	
<p>↳ Develop resources and tools to support community groups and partners</p>	On Track	Recreation Program Coordinator	(REC) Community Vitality Community Vitality Partnership	<p>Key Accomplishments: The online recreation guide will provide additional visibility to community groups. Increased transparency on the community grants to support the additional funding within the community grant program will provide more support to community groups.</p> <p>The CAO and CFO have worked with our 2 largest recreation partners (RVCC and WWRA) on reducing insurance costs to help support their long term stability.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: August 2022 - Communication on the roundtable has begun but it will be scheduled for the fall once community groups and volunteers have returned from the summer break.</p> <p>September 2022 - Communication has gone out to all local and regional providers to provide feedback on the Master plan in either a 1 on 1 format or a larger feedback meeting.</p> <p>Challenges: September 2022 - Responses from community groups have been limited with regards to Master Plan engagement. Only 1 group has responded with interest in the feedback round.</p> <p>Next Steps: September 2022 - Follow-up with local community groups for 1 on 1 feedback sessions will take place over the next month.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Develop effective and clear working procedures to guide community partnerships	On Track	Recreation Program Coordinator	Partnership	<p>Key Accomplishments: Development of departmental, facility allocation and event policies is a first step in the overall community group policies.</p> <p>Challenges: Limited engagement from community groups will make it difficult to develop a policy that represents the needs of the community groups.</p> <p>Next Steps: Spring engagement with local community groups on a one on one basis.</p>
Develop a Partnership Framework to guide existing and future community partnerships that support the delivery of parks and recreation	Behind	Recreation Director	Partnership	<p>Key Accomplishments: Development of departmental, facility allocation and event policies is a first step in the overall community group policies.</p> <p>Using the recreation hub and other major asset projects to engage a recreational committee is the next steps of the goal.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Maximize use of existing facilities	On Track	Recreation Director	Optimization of Services and Facilities	
Invest in trail enhancement through the development of a Trails Master Plan	On Track	Recreation Director	Optimization of Services and Facilities	<p>Key Accomplishments: A trails master plan is being considered following the review of a mini-trail enhancement around Brandy Point - Majestic.</p> <p>A report will be in front of council to consider funding the Master Trails Plan in October 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Leverage resources to expand and improve service delivery	On Track	Recreation Director	Optimization of Services and Facilities	<p>Key Accomplishments: The Community Vitality Committee, in partnership with new committee members and external partners, continues to slowly expand program offerings, courses and special events in the community. Recent examples include the new relationship with Brilliant Labs on tech based programs, a babysitting course, Winterfest at 4 Corners and Sciencefest.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Continued review of resources that it takes to make town controlled space free and a review of the RVCC strategic plan to explore how they can involved in indirect program hosting.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Update policies and procedures to strengthen the planning and delivery of parks and recreation services</p>	<p>Complete</p>	<p>Recreation Director</p>	<p>Optimization of Services and Facilities</p>	<p>Key Accomplishments: Parks & Recreation Services Policy, Facility Allocation Policy and Community Events Policy were approved by council in April 2023.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Review operations to create additional policies to guide department decisions and create continuity in the event of department turnover.</p> <p>Key Accomplishments: First draft of a Parks & Recreation Services Policy, Facility Allocation Policy and Community Events Policy.</p> <p>Challenges: There are limited policies available in the Greater Saint John region amongst our regional partners.</p> <p>Next Steps: Review the first 3 policies with the Recreation Director before presentation to the CAO.</p>
<p>Develop opportunities that support active and creative living for all ages and abilities</p> <p>→ Establish intergenerational programming which could include special events, physical and creative activities</p>	<p>On Track</p>	<p>Recreation Program Coordinator</p>	<p>Inclusion and Accessibility</p>	<p>NEW</p> <p>Key Accomplishments: New test IG program, led by ASD-S will run in April 2024 in the community.</p> <p>Community support through facility access and promotion was provided.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Key Accomplishments: Contact has been made with all of the local schools and all 4 are supportive of IG programming. The Age Friendly committee is supportive of the program and will be taking a lead.</p> <p>Contact was made with the regional school district and we will be running a program in the spring with an IG theme.</p> <p>Challenges: Recruiting seniors to participate in the project and going through the school paperwork has been challenging at the start of the project</p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>→ Encourage a greater range of activities for older adults</p>	<p>On Track</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Inclusion and Accessibility</p>	<p>NEW Key Accomplishments: New community newsletter launched in March 2024. New Horizons Senior Grant expected in April 2024 to help guide more programming and renovate River Valley Room. New monthly speaker series launching March 28, 2024. Challenges: <i>No value</i> Next Steps: <i>No value</i> Key Accomplishments: Key Accomplishments: The Age Friendly committee action plan was approved and a key portion of the plan is adopting more senior based activities. Existing programs are being supported weekly through access to the River Valley Room and new programs (yoga, weekly presentations, IG) are being developed with the committee and external providers. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>
<p>→ Adopt the Community Lens Framework as part of decision making and evaluation processes</p>	<p>Complete</p>	<p>Recreation Program Coordinator</p>	<p>Community Vitality Inclusion and Accessibility</p>	<p>NEW Key Accomplishments: The framework is being used when assessing new programs, projects or rentals. The framework was used in the development of the facility usage policies. Challenges: <i>No value</i> Next Steps: <i>No value</i> Key Accomplishments: Community lens framework is being applied to all new program development and support of external stakeholders projects. Challenges: Budget restrictions and support for Age Friendly activities restricts the ability to apply the lens freely. Next Steps: <i>No value</i></p>
<p>Reduce physical, economic, and social barriers to access parks, facilities, and programs</p>	<p>Behind</p>	<p>Recreation Director</p>	<p>Inclusion and Accessibility</p>	<p>Key Accomplishments: With the Recreation Director the fees for room access were reviewing in 2021 and adopted for the 2022 budget. Reduced access prices for programs being supported by various committees or the Recreation program have been applied to increase usage and programming for the community. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ Conduct a review of user and rental fees	On Track	Recreation Director	Inclusion and Accessibility	<p>Key Accomplishments: With the Recreation Director the fees for room access were reviewing in 2021 and adopted for the 2022 budget</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
→ Develop training to ensure staff and community recreation leaders positively contribute to delivering high-quality, safe, and meaningful recreation experiences for all residents	Behind	Recreation Director	Inclusion and Accessibility	
Ensure parks, facilities and programs are welcoming to all	Behind	Recreation Director	Inclusion and Accessibility	<p>Key Accomplishments: With the Recreation Director the fees for room access were reviewing in 2021 and adopted for the 2022 budget.</p> <p>Reduced access prices for programs being supported by various committees or the Recreation program have been applied to increase usage and programing for the community.</p> <p>A new grant has been applied for to help improve the look and feel of the River Valley Room, final decision on upgrades will be made in early 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
→ Develop inclusion policies and procedures for Town supported/ operated programming and facilities	On Track	Recreation Director	Inclusion and Accessibility	<p>Key Accomplishments: New recreation policies developed in early 2023 provide guidance for transparent usage of facilities in the community.</p> <p>Updated pricing allows for fair use of all facilities at similar rates and free use of some spaces for non-profit groups.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The online recreation platform that will allow for visible booking year round of all community facilities will increase transparency and move towards more equitable use.</p>
→ Conduct a physical accessibility audit of facilities, parks, and trails	On Track	Recreation Director	Inclusion and Accessibility	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Enhance communication efforts related to parks and recreation opportunities and benefits</p>	<p>On Track</p>	<p>Recreation Director</p>	<p>Communication and Engagement</p>	<p>Key Accomplishments: Engagement with the Communications Director on events promotion continues weekly. Involvement with website re-design is ongoing and expected to launch by the end of February</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Improved content for recreation programs, both internal and external</p> <p>Key Accomplishments: Updated website structure to reduce scrolling on the current website. Down to 9 tiles from 24.</p> <p>Communication for events has been managed through town controlled channels and a significant amount of communication has been provided about town events.</p> <p>Challenges: Engagement in traditional channels is limited and attendance at town led events during the fall fest was disappointing. It was clear that events with connections to local business' who also promoted the event had increased participation from the community.</p> <p>Next Steps: A town email distribution list with choices of which content they would like to receive would be key to any further promotion of town controlled events.</p>
<p>→ Coordinate a roundtable with all relevant stakeholders to communicate the outcomes and recommendations from this Master Plan</p>	<p>Behind</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Communication and Engagement</p>	<p>Key Accomplishments: Key Accomplishments: Community groups are contacted quarterly for feedback and/or general communication. There has been very little interest in having a full roundtable event but the open communication combined with participation in community events will serve as a replacement in the short term.</p> <p>(Show history)</p> <p>Rick Adams Monthly Update Added</p> <p>11:53 AM Key Accomplishments:</p> <p>Roundtable has been attempted twice since the beginning of 2023 but community groups are not interested in meeting as a group so far.</p> <p>Individual meetings have been conducted with 5 local community group and contact has been made with all known groups on a quarterly basis.</p> <p>Challenges:</p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Roundtable is going to be scheduled for the end of September. If there is not enough interest there will be follow-up individually with groups as desired.</p> <p>Challenges: No interest has been expressed in the roundtable in two previous attempts and feedback on the master plan was limited to 1 response.</p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>→ Align the promotion of recreation and parks with the Framework for Recreation in Canada (2015) and Parks for All (2017) to highlight the benefits for all</p>	<p>On Track</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Communication and Engagement</p>	<p>Key Accomplishments: All communications and promotion updates to the website and the community guide are being vetted through the community lens and the national guides suggested for alignment.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: Upon continued review of the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan, RC Strategies notes on page 59, that our Master Plan broadly aligns with the Canadian Parks and Recreation Association (CPRA) Framework for Recreation in Canada (2015).</p> <p>RC Strategies also notes on page 60 of the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan, that many of the strategic directions in the Parks for All (2017) CPRA document are advanced in the Grand Bay-Westfield Comprehensive Parks and Recreation Master Plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: When the Town is considering new programming or facilities opportunities, we should continue to review alignment with the Canadian Parks and Recreation Association (CPRA) Framework for Recreation in Canada (2015) and Parks for All (2017).</p>
<p>→ Conduct community engagement to determine shifting needs and preferences of residents</p>	<p>On Track</p>	<p>Recreation Program Coordinator</p>	<p>(REC) Community Vitality Community Vitality Communication and Engagement</p>	<p>Key Accomplishments: Community group engagement has been started but roundtable engagement has been met with skepticism.</p> <p>Increased connection with community groups has resulted in additional advertising by community groups each month.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: School survey results received and being inputted to electronic copies.</p> <p>Challenges: A proper collection path for seniors.</p> <p>Next Steps: Checking on seniors needs and wants post covid is the next step.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>→ Create meaningful opportunities to engage youth to identify barriers, experienced challenges and demands for recreation experiences</p>	On Track	Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	<p>Key Accomplishments: Early work has been done with regards to a youth council for high school aged residents in Grand Bay - Westfield. The budget has been built into the 2024 spending and a TOR drafted for CAO review. The boys and girls club has started a youth council that will go active in the new year for middle school aged youth. We will help support that youth council but specifics have yet to be determined.</p> <p>Recreation survey to the schools in the region was conducted and is being used to help guide decisions on recreation assets.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: School survey for all elementary and middle school residents was undertaken, with results supporting the master plan's overall direction. All schools are on board with a potential intergenerational program to start in the fall.</p> <p>Further exploration of recreational infrastructure is taking place around a pump track or other space.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Recruitment of seniors for intergenerational programming. Infrastructure review as part of the budget process.</p>
<p>Improve the use of technology to support participation and aminate spaces</p>	Complete	Recreation Director	Communication and Engagement	<p>Key Accomplishments: Initial conversations with facility booking and data management groups occurred during September.</p> <p>Challenges: With a limited number of spaces available there has been little interest in quoting for management of our facilities booking.</p> <p>The limited budget available will limit how much can be spent on a data management system and will limited engagement from community groups the value of that program is hard to gauge.</p> <p>Next Steps: Continued engagement with community groups to build trust.</p>
<p>→ Provide an interactive online Grand Bay – Westfield Parks and Recreation Activity Guide</p>	Complete	Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	<p>NEW</p> <p>Key Accomplishments: The first recreation guide is complete and will be published for April 1, 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments: The Recreation Guide is in the final stages of review and will be published in Mid-March.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>↳ Research the potential for a new data management system to better maintain and utilize comprehensive data on community partners and stakeholders</p>	Complete	Recreation Program Coordinator	(REC) Community Vitality Community Vitality Communication and Engagement	<p>NEW</p> <p>Key Accomplishments: New booking system fully implemented in March 2024.</p> <p>Recreation Guide will be published in April 2024, providing details on all local recreation programs.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: The online booking software provider has been selected and the town is in the final stages of signing an agreement in partnership with the RVCC for implementation in early 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
<p>Incorporate the use of technology to support relevant data collection</p>	On Track	Recreation Director	Communication and Engagement	<p>Key Accomplishments: The online booking system has been selected in partnership with the RVCC to save on spending for both the Town and the RVCC.</p> <p>Implementation of the online booking system is ongoing with a goal towards going live in the first quarter of 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: A full review of possible data management systems has led to the determination that it would not be worth required spend given the limited inventory of space. The data management for a booking system would help with the collection of contact information for space users and help in the development of a town wide distribution path for information.</p> <p>Challenges: Limited inventory of spaces makes the decision to spend resources on a booking system.</p> <p>Next Steps: The RVCC is going to be looking at a booking system and partnering on the project could be beneficial to both parties. A review of this will take place before a final decision on booking system engagement. The Age Friendly Committee has strategized how to develop a contact list and will be implementing over the next 3 months.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>↳ Develop interactive online maps for parks, trails, and open spaces</p>	<p>On Track</p>	<p>Recreation Director</p>	<p>Communication and Engagement</p>	<p>Key Accomplishments: The online map is fully functional and reviewed quarterly for updates or new information.</p> <p>The online recreation guide is in it's first draft and should be available for publishing sometime in the first quarter of 2024.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments: New trail map was developed and published online in the fall of 2022.</p> <p>All of the Recreation information online was reviewed, updated and consolidated to reduce duplication.</p> <p>Worked directly with the Communications Director on improving the website search formatting and responsive design of the website.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

COMMUNICATIONS PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Communications Intern - Summer Jobs GC	Complete	Recreation Program Coordinator	(COMM) Summer Jobs Grants Communications	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Communications Intern - Seed GNB	Complete	Recreation Program Coordinator	(COMM) Summer Jobs Grants Communications	<p>NEW</p> <p>Key Accomplishments: Grant application unsuccessful</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Raise public awareness with facts (QBL) regarding need for school	Behind	Communications Manager	(COMM) Smart Growth Smart Growth	
Raise awareness of cultural sensitivity	Complete	Communications Manager	(COMM) Smart Growth Smart Growth	<p>Key Accomplishments: Communications Manager continuously shares information from Saint John Newcomers Centre and Saint John Local Immigration Partnership (SJLIP)</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Create key messages for website and social media posts	Complete	Communications Manager	(COMM) Smart Growth Smart Growth	<p>Key Accomplishments: Communications Manager continuously creates key messages for website and social media posts.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Replacement Digital Sign	Behind	Communications Manager	(COMM) Projects General Capital Projects	
Communications plan	On Track	Communications Manager	(COMM) Organizational Capacity Organizational Capacity	<p>Key Accomplishments: Communications Manager has contacted TSI to update Communications Plan.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Communications Manager will work with TSI to update Communications Plan.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Continually enhance website	Complete	Communications Manager	(COMM) Organizational Capacity Organizational Capacity	<p>Key Accomplishments: Communications Manager continuously enhances the website content and appearance.</p> <p>Challenges: No value</p> <p>Next Steps: No value</p> <p>Key Accomplishments: Currently working with m5 to enhance Town's website homepage</p> <p>Challenges: No value</p> <p>Next Steps: No value</p>
Communications Plan 2024-2026	On Track	Communications Manager	(COMM) Master Plans	
→ Increase formalized, strategic citizen engagement	On Track	Communications Manager	(COMM) Master Plans	
↳ Develop and execute a public-facing communications engagement process, to learn how to better communicate with residents	On Track	Communications Manager	(COMM) Master Plans	<p>NEW</p> <p>Key Accomplishments: No value</p> <p>Challenges: No value</p> <p>Next Steps: Communications Manager will have 2024 summer student work on the research of this project.</p>
→ Continue website enhancements, ensuring a user-friendly and efficient experience for the Town and residents alike	On Track	Communications Manager	(COMM) Master Plans	<p>NEW</p> <p>Key Accomplishments: Website has been improved with an updated homepage in 2023.</p> <p>Challenges: No value</p> <p>Next Steps: Communications Manager is working with the Town's Chief Information Office (CIO) for options to allow for in-house operations of news, events, emergency alerts etc... when notifying the community.</p>
→ Continue review of branding, including signage, to ensure consistency	On Track	Communications Manager	(COMM) Master Plans	<p>NEW</p> <p>Key Accomplishments: New signage has been installed on Highway 7 (south and north), northern end of Nerepis Road, and the Brundage Point River Centre.</p> <p>Challenges: No value</p> <p>Next Steps: New signage will be installed in the spring at Unity Park.</p> <p>Communications Manager continues to look at branding signage opportunities in the community including Route 102.</p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ Implement this new Communications Plan, ensuring it is used as a framework by which Town communications strategies are developed moving forward	Complete	Communications Manager	(COMM) Master Plans	<p>NEW</p> <p>Key Accomplishments: Communications Manager has implemented this Plan including presenting this to Council.</p> <p>Communications Manager will track Plan items in Cascade.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Communications Manager will review this Plan in January of 2026 prior to the new Council.</p>
→ Provide or secure communications training of relevance for Council and Administration, including but not necessarily limited to media relations and crisis communications	On Track	Communications Manager	(COMM) Master Plans	
→ Identify options to efficiently track customer service requests, creating a streamlined and consistent process to ensure that requests are addressed in a timely and effective manner	On Track	Communications Manager	(COMM) Master Plans	
→ Capacity constraints: Department with only one staff member	On Track	Communications Manager	(COMM) Master Plans	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: The Town is looking into potential options for Communications assistance.</p>
→ Budget constraints impact the ability to achieve enhanced communications	On Track	Communications Manager	(COMM) Master Plans	<p>NEW</p> <p>Key Accomplishments:</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: Communications Department is applying for a 2024 summer student - pending grant approval.</p> <p>The Town is looking into potential options for Communications assistance.</p>
→ Effectively reaching target audiences	On Track	Communications Manager	(COMM) Master Plans	
↳ Social Media 2024 - Follower Statistics	On Track	Communications Manager	(COMM) BAU Services (COMM) Master Plans	
↳ Follower Statistics - Facebook	On Track	Communications Manager	(COMM) BAU Services (COMM) Master Plans	
↳ Follower Statistics - X	On Track	Communications Manager	(COMM) BAU Services (COMM) Master Plans	
↳ Follower Statistics - Instagram	On Track	Communications Manager	(COMM) BAU Services (COMM) Master Plans	

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
→ Follower Statistics - LinkedIn	On Track	Communications Manager	(COMM) BAU Services (COMM) Master Plans	
→ Media Requests 2024	On Track	Communications Manager	(COMM) BAU Services (COMM) Master Plans	
→ Limited media coverage	On Track	Communications Manager	(COMM) Master Plans	
1. Continue website enhancements	On Track	Communications Manager	(COMM) Corporate	
2. Review of emergency alert system/notification options	Overdue	Communications Manager	(COMM) Corporate	
3. Continue review of branding including signage	Behind	Communications Manager	(COMM) Corporate	
4. Continue work on Communications Plan and Policies	Behind	Communications Manager	(COMM) Corporate	
5. Media training for Council and Administration	Behind	Communications Manager	(COMM) Corporate	
6. Tracking of customer service requests	Behind	Communications Manager	(COMM) Corporate	
Enhance communications per Communications Plan	Behind	Communications Manager	(COMM) BAU Services	

ECONOMIC DEVELOPMENT PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Assist in seeking grants and funding to create additional multi purpose spaces	On Track	Economic Development (Unappointed)	(ED) Smart Growth Smart Growth	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this is part of the RFP for the Works Garage and Admin Space feasibility study. a catalogue of the types of spaces required has been developed <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none">
Increase the town-owned strategic land inventory	On Track	Economic Development (Unappointed)	(ED) Smart Growth Smart Growth	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this process is now part of the HAF Objectives the Development Officer is working with Stantec on a process to streamline land disposal. <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> two tactics are being utilized to accomplish this goal <p>Challenges:</p> <ul style="list-style-type: none"> the tactics being used are outside the Town's control the Town doesn't have the necessary resources <p>Next Steps: <i>No value</i></p>
Facilitate the development of a business networking organization	On Track	Economic Development (Unappointed)	(ED) Smart Growth Smart Growth	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> three business leaders are spearheading this initiative they have been working with the Chamber and Envision SJ to deliver programming to their colleagues they have hosted mixer events in which council and staff have attended Administration has waived fees to use space for their activities as they launch their organization <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Collaborate with existing small businesses and entrepreneurs to leverage best practices and ultimately, cultivate a more integrated entrepreneurial ecosystem.	On Track	Economic Development (Unappointed)	(ED) Master Plans Business Support (CAO) Master Plans	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> with the redesign of the Centrum, space will be made available for entrepreneurs in collaboration with the local business group and the entrepreneur group in Saint John <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
<p>Document the findings from outreach and apply such findings to the Incentive Evaluation and Opportunity Brochure, as necessary.</p>	<p>On Track</p>	<p>Economic Development (Unappointed)</p>	<p>(ED) Master Plans Development Support (CAO) Master Plans</p>	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> • <p>Challenges:</p> <ul style="list-style-type: none"> • property owners have been hesitant to meet and some have not attended scheduled meetings <p>Next Steps:</p> <ul style="list-style-type: none"> • this is ongoing <p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> • mutually convenient meeting times have been difficult to establish <p>Next Steps: <i>No value</i></p>

HOUSING ACCELERATOR FUND PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Incentive By-law including density	On Track	CAO	Promote Increased Density	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> By-law has received two readings <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> third reading is April 8 <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> By-law has received two readings <p>Challenges:</p> <ul style="list-style-type: none"> awaiting federal announcement <p>Next Steps: <i>No value</i></p>
Enhance Seniors Housing Business Plan	On Track	CAO	Promote Increased Density	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the Housing Hub of NB is reviewing it <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Mutual Aid Agreement with Saint John	On Track	CAO	Promote Increased Density	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> SJ legal is reviewing for approval <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Policy Permitting mid-rise apartments	On Track	CAO	Promote Increased Density	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> this will be started later in the process

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Cultivate Housing Partners	Behind	CAO	Promote Increased Density	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> an agreement with m5 to provide marketing and branding support has been signed collaborating with the Church of the Resurrection for a seniors complex <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> communication support is being recruited to market the town <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
		CAO	Process Enhancement	
Amend Subdivision Agreement	Behind	CAO	Process Enhancement	
Delegate Authority to CAO	Behind	CAO	Process Enhancement	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the recent zoning by-law delegated more authority the Development Officer made a variance decision based on the amendment <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> part of the upcoming review to ensure the scope of delegation has been captured
Enhance Housing Needs Assessment	Complete	CAO	Process Enhancement	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this was completed as part of enhancing the HAF application <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> report to HAF

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Review Permit Process	On Track	CAO	Process Enhancement	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> Stantec has been engaged <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
				<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> Stantec is the Town's secondary Planning Director Stantec is aware of HAF action items and prepared to engage <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> engage Jamie
Permit Capacity Enhancement	On Track	CAO	Process Enhancement	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> reviewing software to determine effectiveness and efficiency
Provide Grants to Complete EIA	Behind	CAO	Infrastructure & Planning	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> upon council approval of the incentive program, money will be available
Climate Adaptation Plan	On Track	CAO	Infrastructure & Planning	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> a funding application has been completed Dillon is waiting to hear to proceed <p>Challenges:</p> <ul style="list-style-type: none"> will approval be granted? <p>Next Steps: <i>No value</i></p>
Develop Transit Plan	On Track	CAO	Infrastructure & Planning	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> completed an application for a feasibility study <p>Challenges:</p> <ul style="list-style-type: none"> awaiting data collection by Saint John Transit <p>Next Steps:</p> <ul style="list-style-type: none"> awaiting to hear if awarded funding for a transit study

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Hydrology Study	On Track	CAO	Infrastructure & Planning	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> this is permitted in the new incentive program <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> awaiting council approval on April 8th. <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> spoken with both Dillon and GEMTEC regarding the project <p>Challenges:</p> <ul style="list-style-type: none"> getting the work done <p>Next Steps:</p> <ul style="list-style-type: none"> determine the best way to move forward
New Residential Development Incentive By-law	Behind	CAO	Incentives, Costing & Fee Structures	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the incentive program has been finalized <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> this goes to council for third reading April 8th <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> council has approved the first two readings <p>Challenges:</p> <ul style="list-style-type: none"> awaiting federal announcement <p>Next Steps:</p> <ul style="list-style-type: none"> refine the By-law for HAF funding
Remove Municipal Permitting Fees for Missing Middle	Behind	CAO	Incentives, Costing & Fee Structures	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> council has approved the first two readings <p>Challenges:</p> <ul style="list-style-type: none"> awaiting federal announcement <p>Next Steps: <i>No value</i></p>

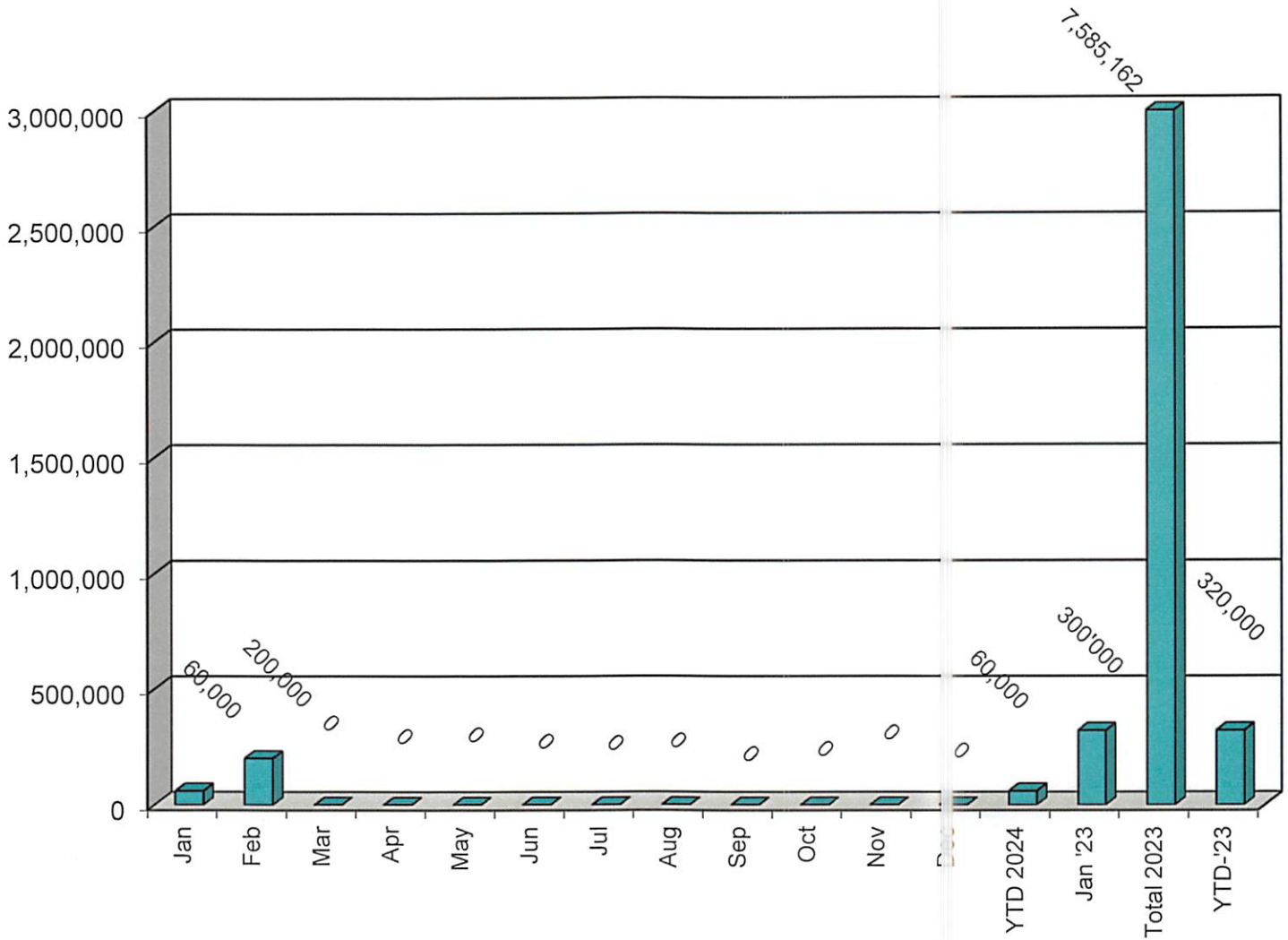
Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Marketing of Town for Development	On Track	CAO	Incentives, Costing & Fee Structures	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> a contract has been signed with m5 to provide support <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> identifying communications support for the ongoing support <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> find partner support
Develop Process to Dispose Town Land	Behind	CAO	Disposal of Town Owned Land	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> stantec has been engaged on this file as part of the review process <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>
Market Town Land	Behind	CAO	Disposal of Town Owned Land	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> the land is being reviewed marketing and real estate support has been engaged <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> do we sell the land to purchase other land? <p>Challenges:</p> <ul style="list-style-type: none"> the land is not in a desirable part of town to develop <p>Next Steps:</p> <ul style="list-style-type: none"> Council approval to explore options research through Envision SJ including effective real estate agents

LONEWATER FARM PLAN

Goal	Current Completion	Owner	Strategic Priority	Monthly Update
Identify & Recruit Partners	On Track	CAO	Nerepis Marsh Conservation Society	
Develop Terms of Reference	Behind	CAO	Nerepis Marsh Conservation Society	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> a draft terms of reference and process has been developed <p>Challenges:</p> <ul style="list-style-type: none"> awaiting the ADM to call a meeting <p>Next Steps:</p> <ul style="list-style-type: none"> meet with the ADM and the committee she calls together <p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> draft of Town position has been developed <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> awaiting meeting to be called by ADM
Land Tenure	Overdue	CAO	GNB Lease	<p>NEW</p> <p>Key Accomplishments: <i>No value</i></p> <p>Challenges:</p> <ul style="list-style-type: none"> awaiting a meeting with the ADM <p>Next Steps: <i>No value</i></p>
GNB Communications	Overdue	CAO	GNB Lease	<p>NEW</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> meeting with ADM and revised process in preparation of meeting <p>Challenges:</p> <ul style="list-style-type: none"> <p>Next Steps:</p> <ul style="list-style-type: none"> awaiting new meeting
Identify Conservation Methodologies	Behind	CAO	Conservation	

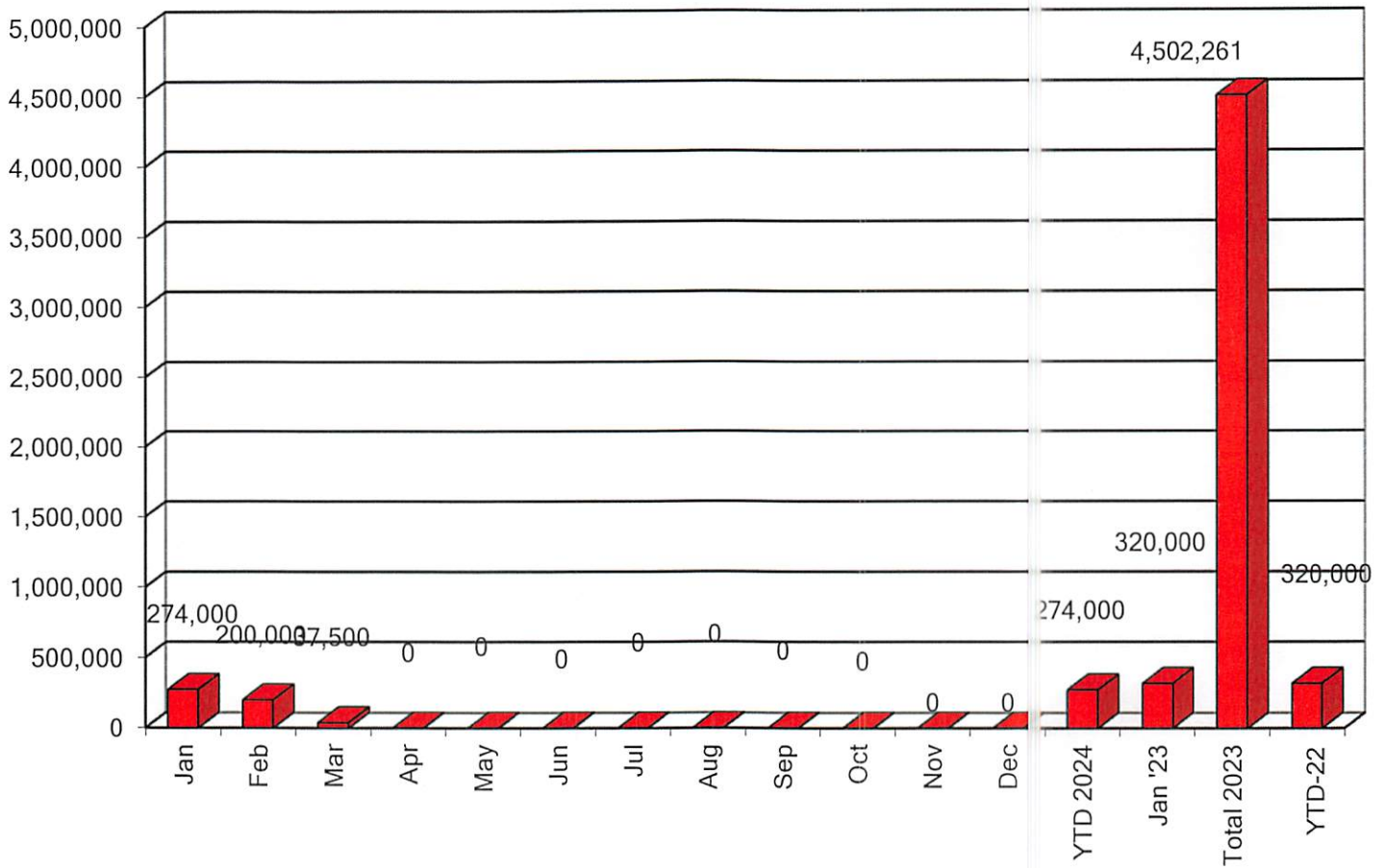
Value of
New Housing
Starts

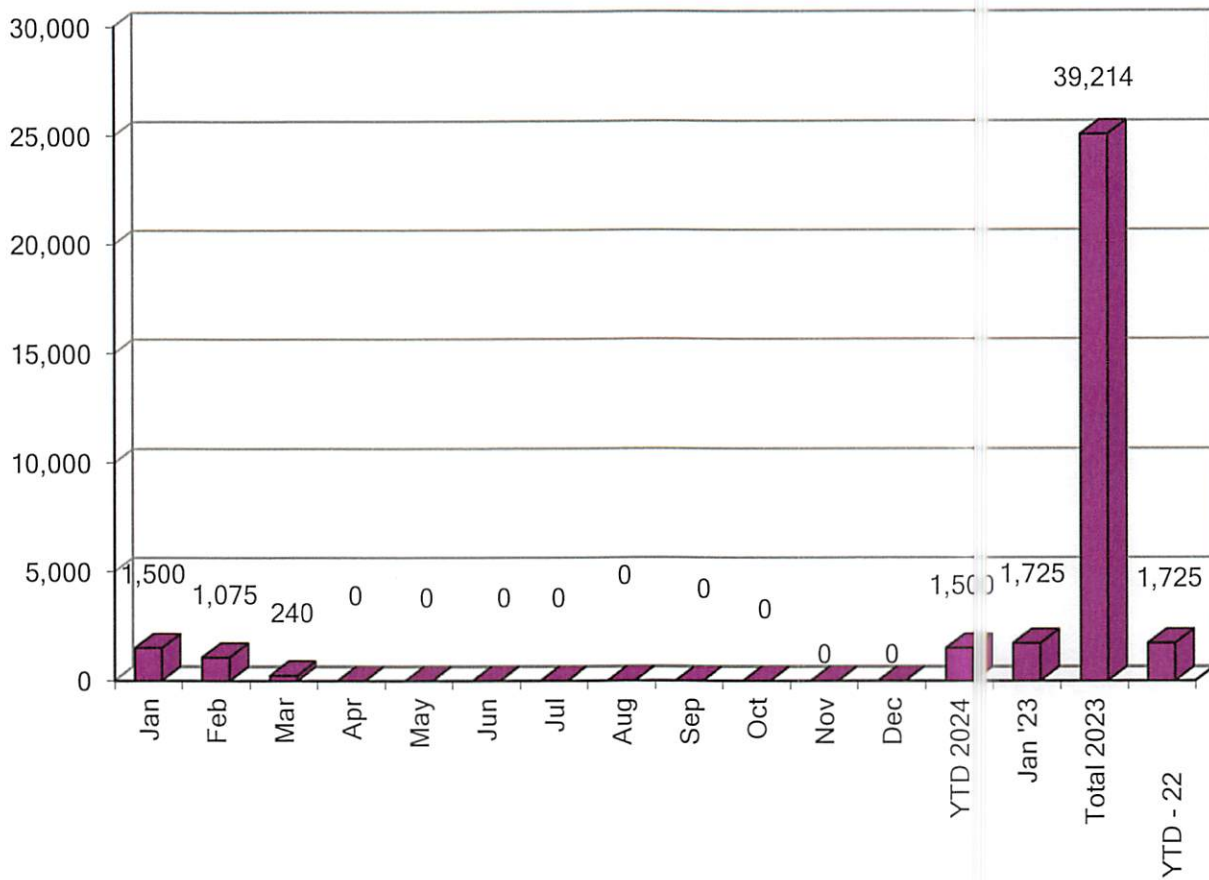
TOWN OF GRAND BAY-WESTFIELD
BUILDING INSPECTOR'S REPORT
March 2024
File no. 186-B1-2024



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

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





MOBILIZING MUNICIPALITIES

MUNICIPALITIES CELEBRATING WITH EARTH DAY CANADA
AND DRIVING THE ECOLOGICAL TRANSITION



Picture: City of Laval, 2024 movement representative

ABOUT EARTH DAY CANADA

Earth Day Canada is a national non-profit organization whose mission is to help individuals, organizations and municipalities reduce their impact on the environment.

We accomplish this mission by providing programming and educational activities year-round, that are rooted in science and focus on awareness and impact.

Through our annual campaign leading up to Earth Day on April 22, Earth Day Canada aims to educate and activate the environmental movement across the nation.

MOBILIZING MUNICIPALITIES

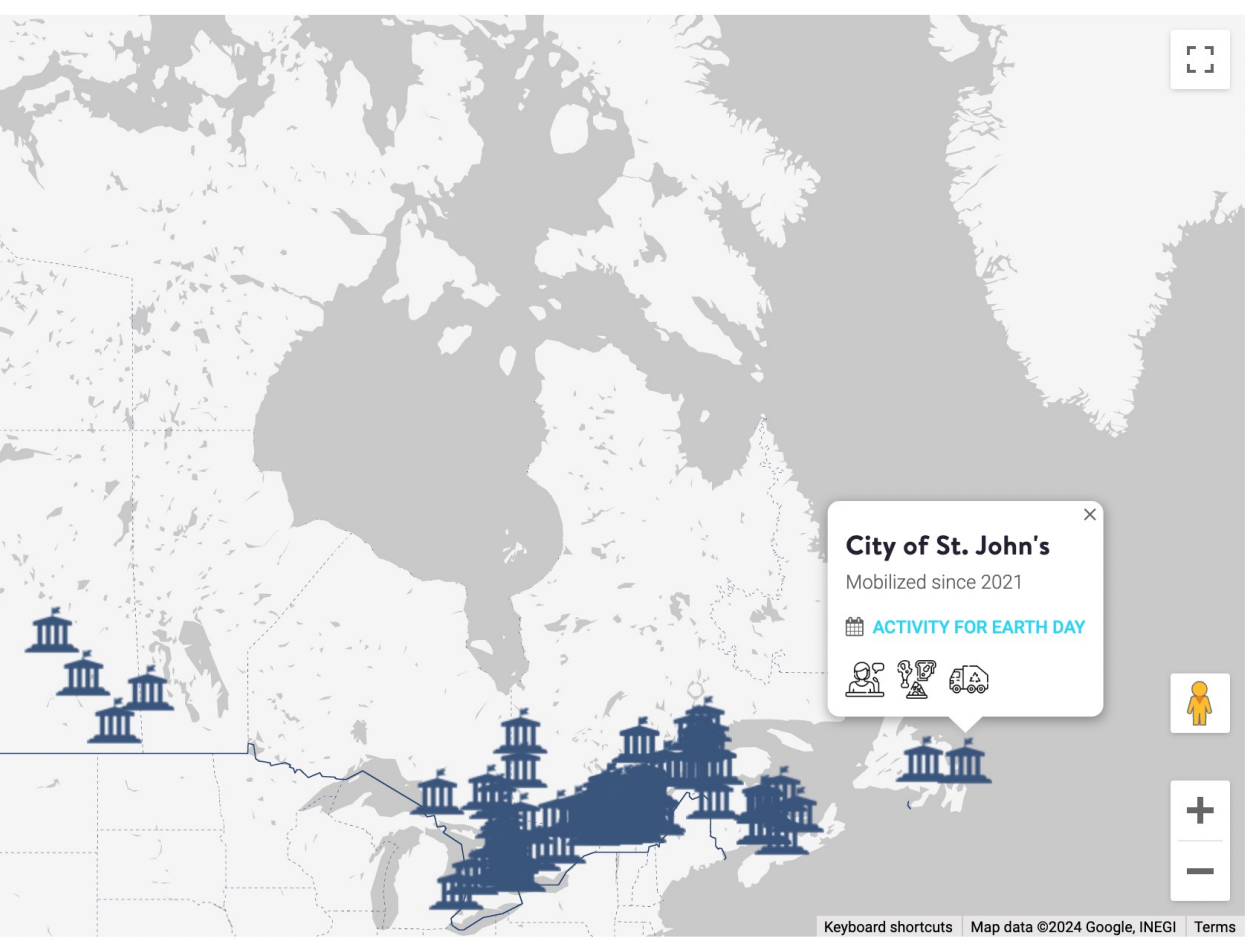
The movement is born in 2020, for the 50th anniversary of Earth Day, to acknowledge the role municipalities have in the ecological transition and to celebrate the accomplishments they make each year for the environment.

Climate change is being observed and experienced at an increasingly local level. Municipalities are the first to be impacted and municipal governments have a firsthand understanding of community needs.

As such, they find themselves at the frontline of the battle against climate change. They are capable of greater agility to take swift concrete measures and the effects ripple well beyond local spheres.

This year marks the 5th year of the movement and over 150 municipalities have already joined the movement.

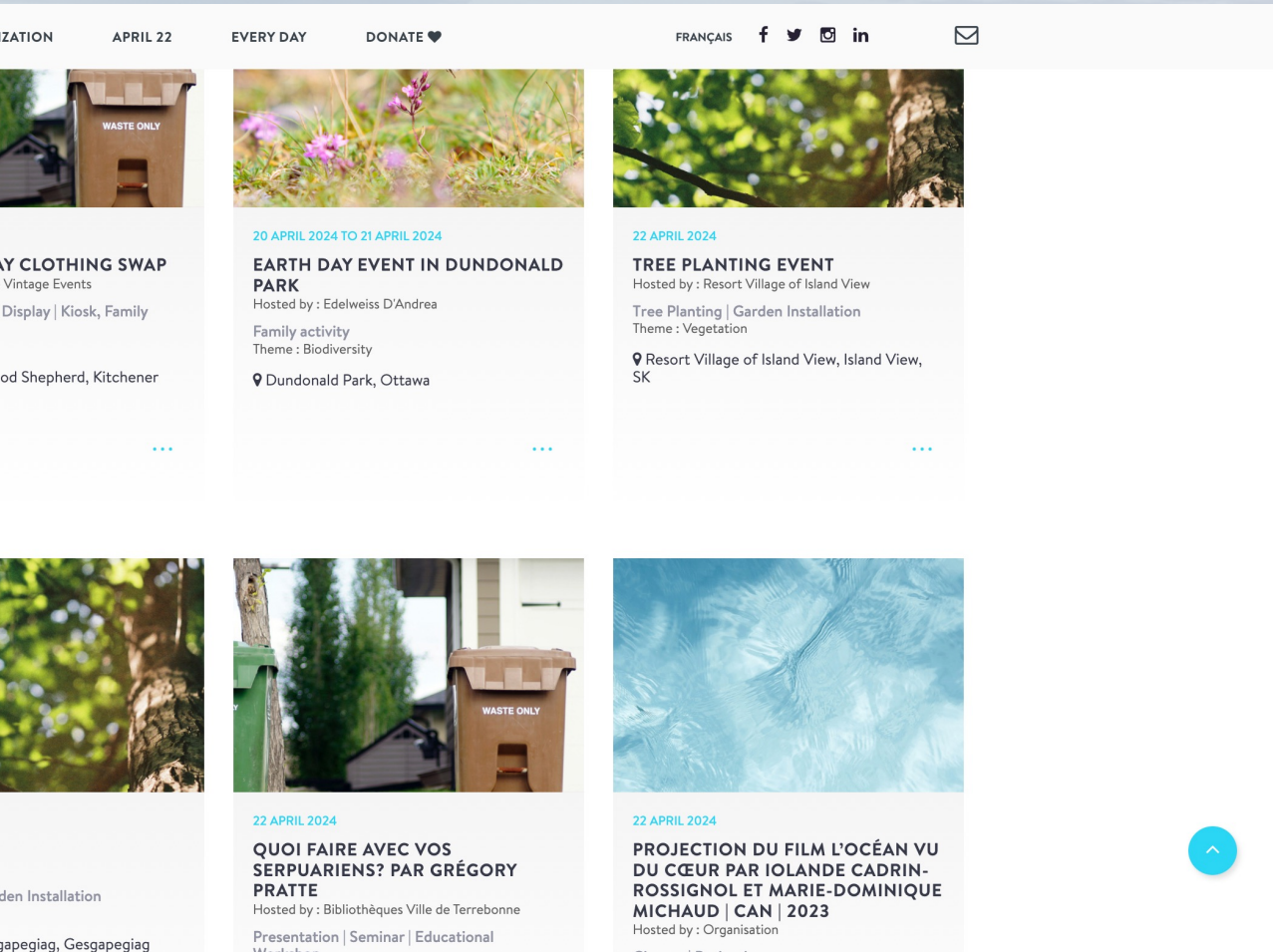
CELEBRATING YOUR ENVIRONMENTAL ACHIEVEMENTS



Municipalities who join the movement are featured on the Mobilizing Municipalities Map

Direct access to the page of Earth Day celebrations of your municipality

CELEBRATING YOUR ENVIRONMENTAL ACHIEVEMENTS



Earth Day event featured on our calendar of activities – Canadian database of Earth Day events

A media kit is provided to promote your Earth Day event on social media



ACCESS TO SUPPORT AND EXPERTS

MUNICIPALITIES

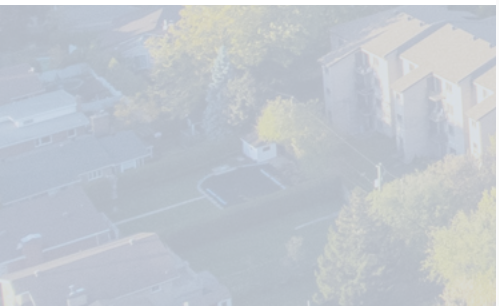
Here are some activities you can organize in your municipality as part of Earth Day:

Conferences and workshops

- Invite a speaker who is well-known and/or from your region to come and raise awareness about an environmental issue for your citizens;
- Do a conference highlighting a citizen-led sustainable initiative to mobilize as many people as possible around it;
- Offer a workshop on home composting, horticulture, sustainable eating, ecological lawn and garden care, making natural products, etc..

Environmental challenges

- Organize a “plogging” style race to

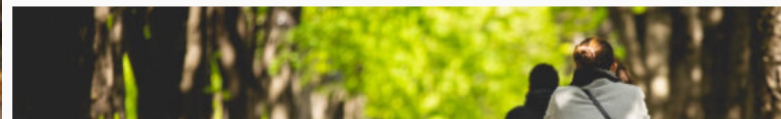


Find suggestions of activities to help you plan your event

Book one of our speakers for a theme-specific workshop

I'm eating sustainably

From the farm to our tables, the way we eat has a major impact on our health and the planet. People are often unaware of the consequences of the way they eat or don't know where to start to



I'm adopting an eco-friendly lifestyle

The current environmental issues and limitations of our planet sometimes lead us to believe that there's nothing we can do on an individual level. This workshop provides a space to help people reduce their environmental footprint. Doing your part for the planet is possible by fighting food waste, reducing energy consumption, and extending the useful life of your possessions. It's a simple, effective, eco-friendly way to make a difference.

I'm reducing food waste

It's time to move away from the limp vegetables and forgotten leftovers at the bottom of your fridge, they're a thing from the past! From your grocery list to your storing and cooking habits, discover all the easy tricks you can use to waste as little as possible. This participatory workshop gives everyone the opportunity to share their positive successes, while offering the keys to understanding how to reduce food waste, one step at a time.

Workshop available in English outside of the province of Quebec.

Available in French.

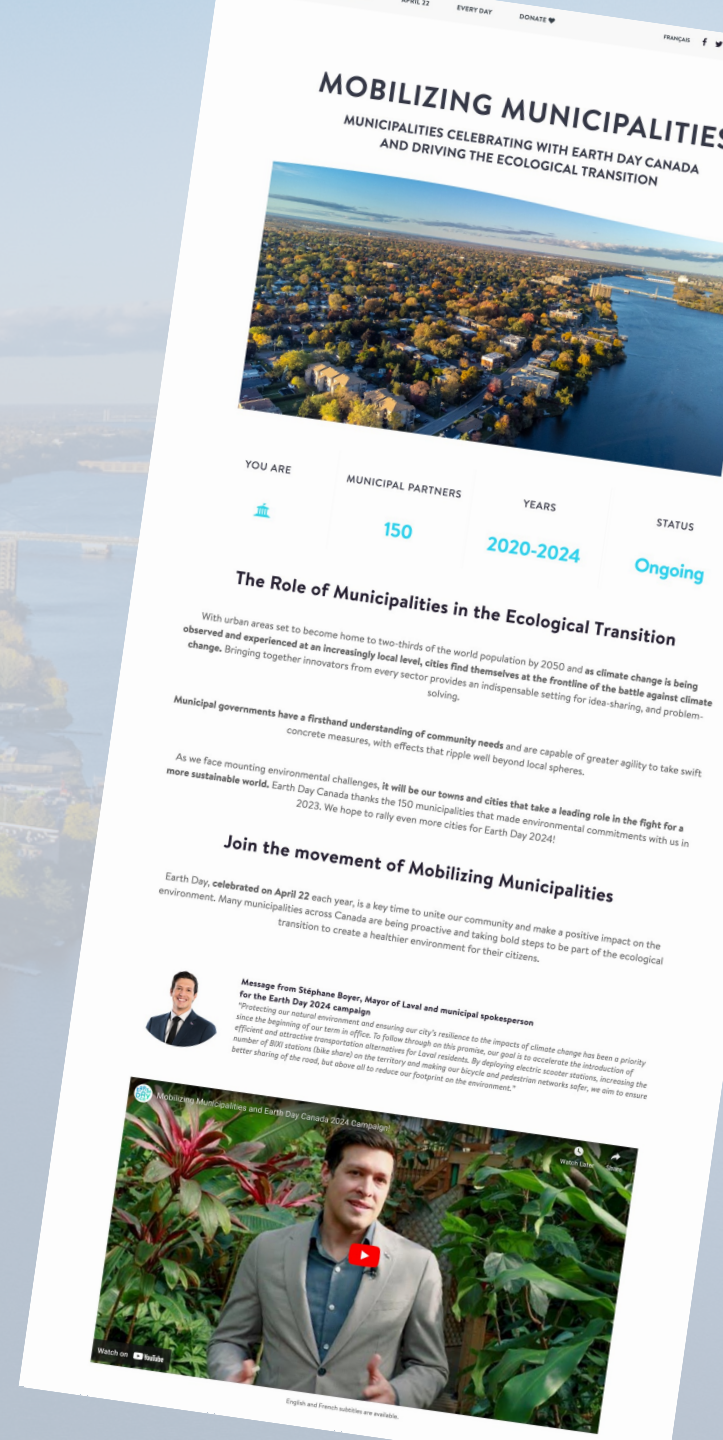


BECOME THE MOVEMENT SPOKESPERSON

In 2024, the spokesperson for the movement is the Mayor of Laval, M. Stéphane Boyer

Spokespersons are selected from across the country and past spokesperson were from British Columbia, New Brunswick, Ontario and Quebec

As the movement spokesperson, you are featured on the movement's page and are invited to participate in a press conference to speak to the role of municipalities and to kick off the Earth Day Canada media campaign



AMPLIFYING THE EARTH DAY CANADA MEDIA CAMPAIGN

The Earth Day Canada media campaign raises awareness about environmental issues among citizens and organizations across the country, and more than that, this impactful campaign aims to inspire as many people as possible to take action.

The media campaign is broadcast for a few weeks before Earth Day on several platforms including social media, the radio, television

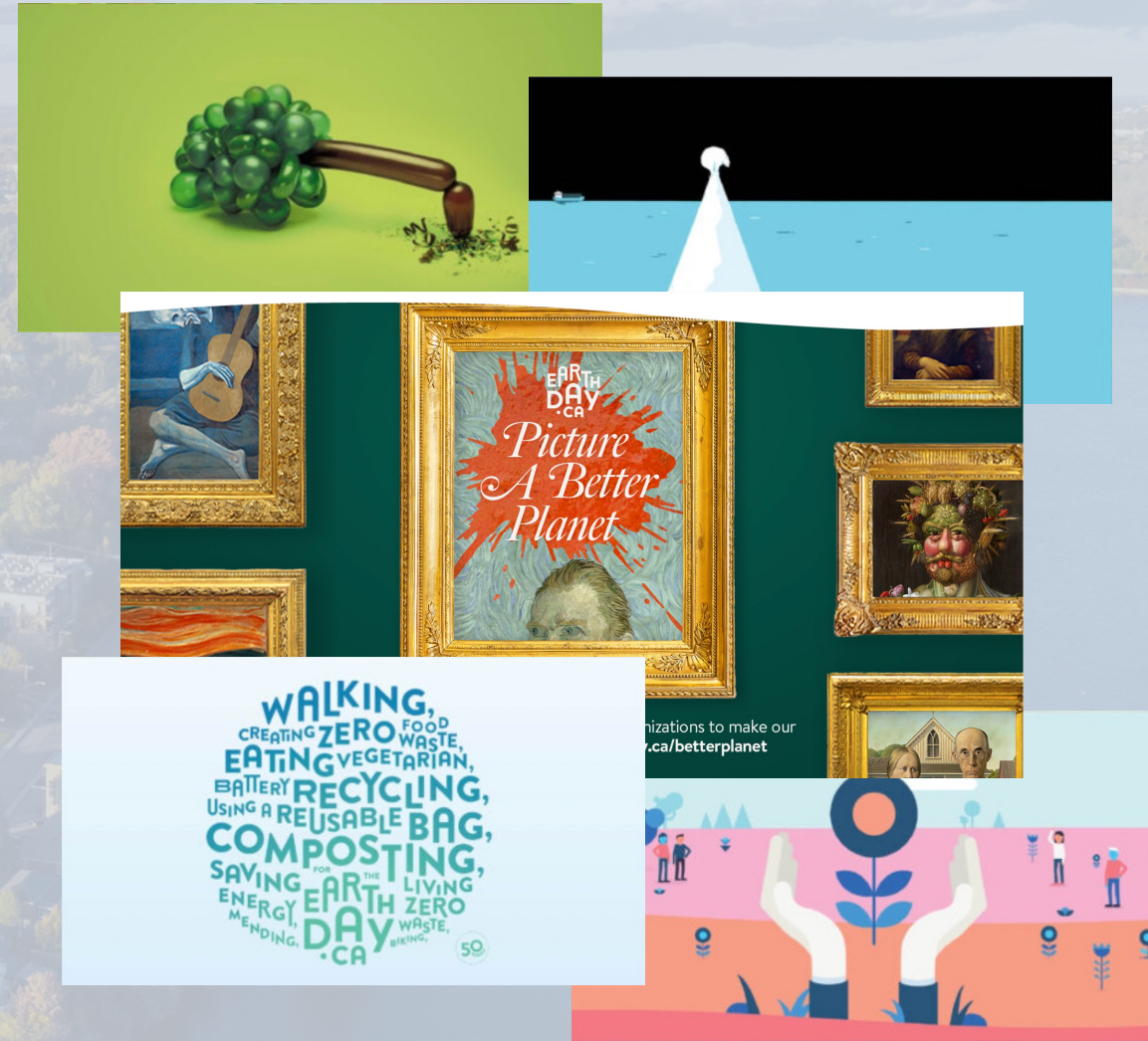
A media kit is shared with municipalities to spread the word about the campaign and invite their residents to take action

AMPLIFYING THE EARTH DAY CANADA MEDIA CAMPAIGN

Each year, the campaign focuses on a specific theme

2023 highlighted environmental organizations across Canada and invited individuals to support them financially or by take part in their activities

The theme for 2024 is being finalized but it will focus on sustainable mobility and how to support people in moving away from single-occupancy vehicles



IN SHORT, MOBILIZING MUNICIPALITIES, IT'S...

Being recognized for the efforts made in fighting climate change and the support brought to residents without any costs

Joining a network of municipalities across Canada as involved as you

Having access to Earth Day Canada resources and being given additional tools to celebrate Earth Day to mobilize residents even more



BECOME A MUNICIPAL PARTNER

THANK YOU!

QUESTIONS OR COMMENTS?



Picture: City of Laval, 2024 movement representative



Town of Grand Bay-Westfield
(Incorporated 1st January, 1998)

**Planning Advisory Meeting
Minutes
March 4, 2024**

**ADOPTED
APR 02 2024**

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

The Town of Grand Bay-Westfield Planning Advisory Committee conducted a meeting on Monday, March 4, 2024 with Chair Jim Burke presiding. The meeting was livestreamed on the Town's YouTube channel.

2. RECORD OF ATTENDANCE

Members in attendance were Chair Jim Burke, Andrew Miller, Darrel Short, and Cathy Fawcett. Philip Reeves attended via Zoom.

"...moved by Cathy Fawcett to excuse Kelly Thompson and Vice-chair Theresa Gordon with cause..."

Seconded by Darrel Short. Carried.

3. PAC MEETING MINUTES OF: FEBRUARY 5, 2024

moved by Darrel Short...

"to accept as presented the PAC meeting minutes of February 5, 2024..."

Seconded by Councillor Jim Balcomb. Carried.

4. REGULAR COUNCIL MEETING MINUTES OF: JANUARY 8, 2024

Moved by Andrew Miller...

"to receive and file the Regular Council meeting minutes of January 8, 2024..."

Seconded by Cathy Fawcett. Carried.

5. CHAIRMAN'S REMARKS

None.

6. BUILDING PERMIT REPORTS: FEBRUARY 2024

Moved by Philip Reeves...

"to receive and file the Building Permit report: February 2024..."

Seconded by Andrew Miller.

Carried.

7. **VARIANCE APPLICATION – 1 EMMA AVENUE, PID 30288815**
RE: FRONT YARD, SIDE YARD, AND REAR YARD SETBACKS
A) CARLETON APPLICATION DATED FEBRUARY 14, 2024
B) PLANNING OFFICER’S REPORT DATED FEBRUARY 29, 2024

Jeff Carleton was present to speak on behalf of the application to reduce the setbacks for front, side and rear yards for 1 Emma Avenue. There were no questions and no one to speak in opposition to the application.

Moved by Cathy Fawcett...

“that the Planning Advisory Committee Grant approvals for the following Variances to the Town of Grand Bay-Westfield Zoning By-law No. PD-009, for the development of 1 Emma Avenue (PID 30288815) to construct a new single-family Dwelling:

- a) grant a variance of 1.5m to reduce required front yard setback from 7.5m to 6.0 m;
- b) grant a variance of 1.5 m to reduce the rear yard setback from 7.5 m to 6.0 m, and
- c) grant a variance of 0.5 m to reduce the required side yard setback from 3.5 m to 3.0 m; to accommodate the location of a single-family home on this irregularly shaped lot...”

Seconded by Councillor Jim Balcomb.

Carried.

8. **PLANNING OFFICER’S MEMO DATED FEBRUARY 15, 2024**
A) DRAFT 2024 PAC RULES OF PROCEDURES
b) ZONING BY-LAW SECTION 2.12 DEVELOPMENT OFFICER’S VARIANCES
c) PLANNING OFFICER MEMO FEBRUARY 15, 2024

Moved by Andrew Miller...

“that the Planning Advisory Committee approve changes to the Planning Advisory Committee Rule of Procedure...”

Seconded by Darrel Short.

Carried.

9. ADJOURNMENT

moved by Cathy Fawcett...

“to adjourn at 7:38 pm...”

Respectfully submitted,


Jim Burke
PAC Chair


Heather Shannon
PAC Secretary

From: [Brenda Diaz](#)
To: [administration](#)
Subject: Recommendations for the Council of Grand Bay-Westfield
Date: March 27, 2024 8:00:15 AM
Attachments: [Report of recommendations- Municipalities.pdf](#)

CAUTION: External sender

Good morning,

PRUDE Inc. is just completing its ALL WOMEN Project, which harnessed the power of storytelling to illuminate the experiences of women facing barriers within their communities. The project's mission centred on gathering personal narratives that shed light on systemic challenges hindering socio-economic progress. Systemic barriers are policies, practices or procedures that result in some people receiving unequal access or being excluded. The objectives of the project were to:

1. Amplify and include the voices of diverse women in decisions that affect them, their families, and communities.
2. Advance educational and empowerment opportunities for racialized and minority women.
3. Enhance the networks and collaboration among agencies supporting women and gender diverse people.
4. Guide and support partners in implementing action plans to remove barriers and enable systemic change to improve the lives of women.

A total of 205 diverse women from 17 NB communities participated in the project; 86% were from the Greater Saint John area. 18% were ages 18-30, 41% were ages 31-45, 27% were ages 46-64, and 10% were over 65 years old. 44% were newcomers to the area within the last five years. Through the stories of their experiences, a pathway emerged, highlighting changes that are necessary for a more inclusive and equitable society.

Over the course of the past two years, the ALL-WOMEN Project's stories crystallized into action and the development of a roadmap of recommendations for the municipalities of Saint John, Quispamsis, Rothesay, and Grand Bay-Westfield. Many of the recommendations for reducing barriers and making systemic changes were related to gender and race. However, if implemented, most of the recommendations will remove or reduce barriers for other disadvantaged groups, including low income, elderly, racially marginalized, and people with disabilities. The recommendations fall into 10 categories: housing, seniors, addictions, DIPV, health, justice, education, employment, transportation, and 211 services (social, non-clinical health, community, and government).

In total, there were 61 recommendations developed (see attached). PRUDE Inc. and its partners have actioned many of them already. The following recommendations were identified by the project steering committee as the most urgent and important to this region and we seek your support in turning them into action (attached you will find the full list of recommendations).

1. Advocate for provincial support for a permanent rent cap
2. Ensure building inspectors make sure households for rent have the basic and minimum conditions to live in
3. Advocate for transit connectivity between Saint John and surrounding towns.
4. Increase the frequency of public transportation services, especially during rush hours and on weekends
5. Provide mandatory cultural competency training and associated performance management follow-up for bus drivers annually.

PRUDE Inc. can collaborate with each municipality to translate the recommendations into impactful change. Please let us know if any of these issues are currently being addressed and how we can work together to find solutions to ongoing challenges.

By creating a synergy between grassroots experiences and municipal action, we aspire to break down barriers and foster an environment where women's social and economic advancement thrives.

Sincerely yours,

Brenda Diaz

Community Project Manager (*she/her/elle*)

PRUDE Inc. (**P**ride of **R**ace, **U**nity and **D**ignity through **E**ducation)

Consulting – Training – Education

165 Union Street, 3rd Floor, Saint John, N.B., Canada, E2L 5C7

Direct line: 506.271.1198

Office: 506.634.3088

<https://www.prudeinc.org> / <https://www.facebook.com/prudeinc/>

I respectfully acknowledge that I live and work on the traditional unceded and unsundered territory of the Wolastakwiyik. This territory is covered by the "Treaties of Peace and Friendship" which Wolastakwiyik, Mi'kmaq and Passamaquoddy Peoples first signed with the British Crown in 1726. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq and Wolastakwiyik title and established the rules for what was to be an ongoing relationship between nations.



PRUDE INC.'S
ALL WOMEN
PROJECT

PRUDE Inc.'s
All Women Project

Funded
by:



Women and Gender
Equality Canada

Femmes et Égalité
des genres Canada

Canada

The methodology employed for PRUDE Inc.'s ALL WOMEN Project was a structured approach that leveraged qualitative research techniques. Given the project's focus on sharing personal experiences and stories of barriers faced by women in their communities, the analysis aimed to distill meaningful insights from the narratives collected.

This two-year project was intended to address systemic barriers by advancing inclusive policies and practices, increasing networks and collaboration to accelerate systemic change and addressing persistent harmful gender norms and attitudes to support women's equality.

The overarching goal was to help advance the social and economic prosperity of visible minority/BIPOC women and girls.

The specific objectives and associated tactics for the All Women Project were as following:

1. Amplify and include the voices of diverse women in decisions that affect them, their families and communities.
 - Develop communication and recruitment plans to engage women in the project and share their stories through testimonials, the media and our partners.
2. Advance educational and empowerment opportunities for racialized and minority women.
 - Provide leadership training and coaching for racialized and minority women, EDI training for municipal and community organizations, and other awareness and educational sessions validated by the steering committee.
3. Enhance the networks and collaboration among agencies supporting women and gender diverse people.
 - Bring diverse community members and groups together to effectively learn from each other and network.
4. Implement actions to remove barriers and enable systemic change.
 - Guide and support partners in implementing action plans.

With the assistance of partners, advisors and stakeholders, Objectives 1 through 3 were achieved and Objective 4 is in progress. This section is focused on the recommendations and action plans related to Objective 4.

Recommended Actions to Remove Barriers and Enable Systemic Change

A total of sixty one recommendations for systemic change were identified throughout this two-year project. They fell into eleven categories: housing, seniors, Indigenous

communities, addictions, DIPV, health, justice, education, employment, transportation, and 211 services (social, non-clinical health, community, and government).

Forty-four recommendations identified for health, justice, transportation, and 211 services, as well as a few under the other categories, were outside the scope of PRUDE Inc. Although the focus of this project was on visible minority/BIPOC women, most of these recommendations would remove or reduce barriers for many disadvantaged groups, including low income, elderly, and people with disabilities. They have been compiled below in Tables 1 and 2. These recommendations have been shared with the municipal governments in the Greater Saint John region and the Government of New Brunswick.

The remaining seventeen recommendations in the categories of housing, employment, education, addictions and domestic/intimate partner violence (DIPV) were developed into action plans for PRUDE and its partners to lead and/or support. These are aligned with PRUDE Inc’s vision for a sustainable environment of diversity, equality, respect and inclusiveness. They are summarized in Table 3. Desired outcomes are proposed only and will be developed further in action plans based on identified priorities.

Table 1

Recommendations for the City of Saint John and Surrounding Municipalities

#	Category	Recommendation	Desired Outcome
1	Housing	Housing inspectors make sure households for rent have the basic and minimum conditions to live in The term housing inspectors is for the City of Saint John Quispamsis refers to building inspectors	Increase in safe housing with basic infrastructure
2	Transportation	Provide mandatory cultural diversity and customer service training and with performance management follow-up for bus drivers annually	Percentage improvement in bus drivers' performance indicators for cultural sensitivity and customer service

3	Transportation	Ensure bus stop signs are in place, visible and follow size standards	100% of bus stops should have visible, standard signage
4	Transportation	Ensure bus shelters and benches are in place	Increase in shelters and benches
5	Transportation	Promote new bus routes to parks and recreational areas	Percentage increase in new route usage
6	Transportation	Advocate for transit connectivity between Saint John and surrounding towns	Percentage improvement in Greater Saint John regional connectivity by transit
7	Transportation	Advocate for the provincial budget to invest in public transportation achieving interconnection among NB municipalities	Percentage improvement in provincial connectivity by transit
8	Transportation	Equip public transit vehicles with audio and visual announcements	Accessibility for customers
9	Transportation	Examine discounted rates for elderly, students and people with disabilities	Availability of discounted bus rates
10	Transportation	Reduce wait times and improve convenience for bus users	Reduced wait times
11	Transportation	Increase the number of public transit systems with amenities like ramps, elevators, and special seats for elderly people and those with mobility impairments	Enhance the accessibility and inclusivity, as well as social equity.
12	Seniors	Invest in infrastructural improvements, such as wheelchair ramps and accessible public areas	Facilitate the connection of seniors with the community

13	Indigenous	Promote cultural events and engagement in educational endeavours	Increase the learning and understanding of First Nations and their heritage
14	Indigenous	Encourage the pursuit of Indigenous language learning	Keep the Indigenous language alive.

Table 2

Recommendations for the Province of New Brunswick

#	Category	Recommendation	Desired Outcome
15	Employment	Promote the acceptance of international credentials and qualifications to ease the integration of newcomer women into the workforce	Increase in newcomer employment directly related to qualifications
16	Education	Offer accessible English language instruction at low or no cost for all those who need it	Faster integration of newcomers into society, so they have access to more qualified work and study in higher levels of education
17	Healthcare	Promote mental health awareness and accessible mental health treatment	To foster a culture of mental health awareness and ensure accessible and effective mental health treatment for all individuals
18	Healthcare	Integrate mental health services into primary healthcare settings	Improving early detection and

			intervention for mental health issues
19	Healthcare	Increase the number of healthcare professionals and streamline administrative procedures as measures to decrease wait times for appointments and treatment	Increasing access to health care professionals
20	Healthcare	Ensure that anti-discrimination measures are upheld and strengthened in healthcare organizations to guarantee that all patients receive fair treatment regardless of their background, race, gender, or other characteristics	<p>Creating an inclusive and equitable healthcare system for all patients.</p> <p>Strengthening mechanisms for reporting and addressing discrimination, harassment, or bias, ensuring that complaints are taken seriously and resolved promptly</p>
21	Healthcare	Launch community education programs to increase knowledge of patient rights, healthcare discrimination, and possible legal options	Wider scope of patients who know their rights
22	Healthcare	Create charitable care initiatives and grants to help women who are struggling to pay for additional healthcare services as vision or specialized dental care	Increase the access to specialized health care services
23	Justice	Offer online sessions on the impacts of criminalization on women and gender diverse individuals	Preventing from more people who go to court

24	Addictions	Establish a comprehensive "roadmap" to women's health, addiction, and mental health services in Atlantic Canada	Facilitate the access to resources
25	Addictions	Promote upstream health promotion strategies targeting school-age girls and young women, to empower them with skills in assertiveness, appropriate boundary setting, healthy relationship development, and life skills for successful independence	Prevention measures for substance use disorders
26	Addictions	Enhance access to safe supply programs, expand the availability of harm reduction supplies, and offer free naloxone and sharps containers in public spaces	Expand and support harm reduction efforts
27	Addictions	Develop community outreach initiatives and educational campaigns to increase awareness of the risks of substance use and addiction	Wider audience applying knowledge about Substance use
28	Addictions	Increase access to therapists, peer support workers and medical specialists who focus on substance use health and addiction	Holistic treatment for substance use
29	Addictions	Promote and put in place stronger regulations to govern the marketing and sale of substances that are linked with addiction such as alcohol and tobacco	Regulations for substances that are linked with addiction
30	Addictions	Increase the number of addiction treatment centres and rehabilitation facilities available to accommodate people who need assistance	More treatment and rehabilitation centres in the Province

31	Addictions	Offer educational substance use health programs to reduce stigma	Reduce stigma to look for help
32	DIPV	Create awareness/prevention campaigns on how domestic violence affects the local population	Massive prevention campaign about DIPV
33	DIPV	Implement community-based education programs for survivors of DIPV	Serve more survivors of DIPV with education programs
34	DIPV	Remove obstacles to filing charges for DIPV	All survivors of DIPV pressing charges
35	DIPV	Implement safety precautions and legal assistance for survivors	More survivors of DIPV with legal assistance
36	DIPV	Ensure professional services are available for and accessible to survivors	Facilitate the access to services
37	Seniors	Advocate for senior-focused financial literacy programs and financial assistance measures.	Remove the barrier of low-income for seniors
38	Seniors	Encourage senior-friendly employment possibilities and age-inclusive workplaces	More age-inclusive workplaces
39	Seniors	Promote options for senior living that are inexpensive and include subsidy schemes	Improve senior living options
40	Seniors	Advocate for standardized caregiver training and certification programs	Standardized caregiver training
41	Seniors	Promote readily available community resources and mental health services for seniors	Promote the available mental health services for seniors

42	Seniors	Increase the availability of telemedicine services, mobile clinics, and transportation options	Health care options for seniors
43	211 services	Promote the 211 system to newcomers	Wider scope of newcomers with knowledge about the system
44	211 services	Make the 211 system more accessible for newcomers and non-English-speaking people	Removing the barriers to access the system 211

Table 3

Recommendations for PRUDE Inc and Partners

#	Category	Recommendation	Desired Outcome
45	Housing	Organize annual forums for newcomers and housing providers on affordable, accessible and decent housing, human and tenant rights	Increased awareness and knowledge on rights and accessible, affordable, safe housing
46	Housing	Revive the discussion around the permanent rent cap to regulate prices and make renting affordable	Permanent rent cap to ensure affordable housing
47	Employment	Work together with businesses and industries to increase work opportunities and lower entrance barriers for newcomer job seekers	Reduction in difficulties finding employment faced by newcomers
48	Employment	Implement mentorship and internship programs and job placement services for newcomer women	Increase in number of newcomer women with Canadian work experience

49	Employment	Create and promote more opportunities for newcomers to serve on Boards	Increase in newcomers on boards in the region
50	Employment	Use social media to promote information and positive stories about women leaders from diverse backgrounds	Increased awareness demonstrated by pre- and post surveys
51	Employment	Encourage equitable hiring procedures and chances for professional growth in workplace human resources, diversity, and inclusion policies	Reported improvements in workplace policies
52	Education	Provide cultural awareness training to employers	Reported improvements in workplace policies
53	Education	Develop and launch an awareness and education plan on racial discrimination	Reported improvements in workplace policies
54	Addictions	Create and support preventative initiatives that educate and deliver appropriate supports to at-risk populations	Increased number of preventative initiatives
55	DIPV	Engage activist stakeholders to address domestic violence against newcomer women as an urgent topic	Demonstrated renewed attention to the issue
56	DIPV	Offer healthy relationship training to male clientele	Positive post training survey results
57	DIPV	Offer healthy relationship training for front-line workers in any type of organization	Positive post training survey results
58	DIPV	UNB to develop a specific program to support their students in DIPV	Students at UNB have the support and can continue studying

59	Seniors	Include seniors in local activities and address any unfavorable attitudes or misconceptions about aging	More age-friendly communities
60	Seniors	Advocate for young individuals to partner with older generations through diverse projects, such as having older women that are naturalized citizens mentoring newcomer women.	Reported increase in mutual understanding, cooperation and inclusion
61	Seniors	Implement education programs and training sessions to address and mitigate age-related biases	Reported increase in mutual understanding, cooperation and inclusion

By creating a synergy between grassroots experiences and municipal action, we aspire to break down barriers and foster an environment where women's social and economic advancement thrives.

From: julie.dingwell@avenueb.ca
To: [administration](#)
Subject: 6th Annual Harm Reduction Symposium
Date: April 15, 2024 2:35:00 PM
Attachments: [image001.png](#)
[HR Symposium Poster 2024.png](#)
Importance: High

CAUTION: External sender

Good day, Apologies if you received this already – we are trying to get it far and wide. Please share with your colleagues – it’s a virtual event so people can join from anywhere.

We would like to invite you to participate in the 6th Annual Harm Reduction Symposium. There are 2 events this year. **Tuesday April 30th (evening)**, an **in person event** (film screening) will be held at the SJRH amphitheatre, and admission will be limited.

The Symposium will be virtual again this year and is **Wednesday May 1st, 10:00 am- 4:00 pm (AST)**.

The Harm Reduction Symposium will bring together stakeholders to raise awareness, educate, and enhance harm reduction collaboration.

Lost Time: "How did it get so late so soon?" - Dr. Suess

Our theme this year is “**Lost Time**”. We want to acknowledge the time and lives we have lost waiting for change. We wonder why is it taking so much time to make things better for people who use substances? Why are the most hurting among us hurting even more?

It's breaking our hearts and we can't go on like this. The families, the children, the moms and dads -- we're all saying we need help and we need it today. Not next year. We know the people we're losing, why is it okay to not be doing enough?

We need to invest in making substantive changes to our health care policies and the laws that allow for some of the worst harms to be inflicted on the marginalized, who almost always are living in dire poverty. We need to be vocal and challenge systemic issues that harm not heal. We can do better, we must do better, many lives are depending on us!

Today we know want to make a call to action to address the lack of harm reductions in our systems and in our policies. We will highlight best practices, introduce new ideas, and challenge the systemic issues that prevent us from acting now and contribute to more **Lost Time**. Symposium 2024 will add to what you already know about harm reduction and look at the many factors that contribute to harms related to substance use.

We’re going to provide lots of time to ask questions and talk with each other about these important

issues. It will take all of us to change the way Canadians think and talk about drug use so we can make meaningful change in the lives of people who use drugs and their families. Your voice matters like never before.

We have more space this year and more ways to join the conversation including live streaming. The event will be broadcast with close captioned translation to make it more accessible.

The event is FREE, however, if you wish to make a donation to local harm reduction initiatives, this is an opportunity to do so. The money will be distributed through Avenue B Inc. to local NB based projects and initiative that support families in our communities in need.

Please join us in this important dialogue. The event agenda is attached! Please share with your networks and encourage others to join. Feel free to print the attached poster to put up in your organization where appropriate.

You can register for one or both events at Eventbrite:

[6th Annual Harm Reduction Symposium- Film Screening Tickets, Tue, Apr 30, 2024 at 6:00 PM | Eventbrite](#)

[6th Annual Harm Reduction Symposium- Lost Time](#)

For more information and updates follow us on Facebook:

<https://www.facebook.com/harmreductionsymposium>

Check out this years agenda!

Facilitator: Randy Hatfield

Date & Time: Wednesday May 1st, 2024; 10:00 am –4:00 p.m.

Location: Virtual

10:00 am-10:05 am	Randy Hatfield	Welcome
10:05 am-10:15 am	Todd Ross	Land Acknowledgement
10:15 am- 10:25 am	Randy Hatfield	Opening Remarks
10:25 am- 11:25 am	Dr. Tommy Brothers	Can we make hospitals safe for people who use drugs? Lessons from Halifax & beyond.
11:25 am- 11:45 am	Break	
11:45 am- 1:05 pm	Panel Discussion	Overcoming Barriers to Implementing Harm Reduction Services in New Brunswick
1:05 pm- 1:15 pm	Kim Wilbur, RN MN	Memorial of those lost
1:15 pm – 1:35 pm	Break	
1:35 pm-2:35 pm	Dr. Kathryn Dong	Supervised consumption services for acute care hospital and emergency department patients.
2:35 pm- 3:55 pm	Panel Discussion	Housing is Health and Harm Reduction
3:55 pm- 4:00 pm	Julie Dingwell	Closing remarks

Hope to see you there

Emily

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