

**Regular Council Meeting Agenda
Community Centrum: Grand Bay Room
Aug 15, 2022
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1. Call to Order - 7:00 p.m.

2. Acknowledgement of Treaty Land

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

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

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

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

3. Mayor's Comments

4. Record of Attendance

5. Agenda Approval

6. Disclosure of Conflict of Interest

7. Public Hearings/Presentations/Delegations/Petitions

8. Minutes of Previous Meeting

- a) Regular Council Meeting Minutes of July 11, 2022

9. Unfinished Business

10. By-laws

- a) CAO By-law No. 126

11. New Business/Recommendations

- a) Offer of Planning Services
- b) Sewerage Utility Financial Report
- c) CAO Contract Update
- d) Subdivision, Col. Nase Boulevard
- e) YSJ Air Access
- f) Snow Control Equipment

12. Bills for Payment

13. Consent Agenda

- a) DTI Important Notice
- b) Elections NB – Local Government Elections
- c) Email – Compassionate Grief Centre
- d) Letter – Equalization and Unconditional Grants
- e) Letter – Expert Panel, Department of Environment and Local Government
- f) PAC Minutes – June 6, 2022
- g) Pink Out Day Thank You Letter
- h) RCMP Acknowledgement of Consultation
- i) YMCA Newcomer Connections
- j) Building Inspector Report
- k) Strategic Plan Progress Reports

14. Council Reports

15. Business Arising from Committee of the Whole

16. Adjournment

Vision: A welcoming place to live, grow and thrive

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

Council Meeting:

August 15, 2022

TITLE: CAO BY-LAW

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. Draft CAO By-law Clean
 2. Draft CAO By-law Red lined
 3. Administrative Report CAO By-law May 24, 2022
-

BACKGROUND

The CAO By-law was brought to Council, and since then, three (3) amendments have been made to ensure its robustness:

1. Clause 4.5 has been added to ensure alignment with provincial legislation, that the CAO can only be removed by two-thirds of Council when cause has been determined.
2. Clause 5.3 has been amended, that the CAO is also responsible for the implementation of services and the strategic plan.
3. Appendix A has been added, as a resource indicating the relevant Sections of the Local Governance Act applicable to the By-law.

There was also one edit made: In Clause 4.6, any employee of the Town appointed as the Acting Chief Administrative Officer.

The first two readings were held during the regular meeting of Council on June 13, 2022.

COMMENT

As a reminder for Council: The establishment of the By-law was recommended in spring of 2021, and the intent is to ensure the effective oversight of Council and effective and efficient operations of the corporation of the Town of Grand Bay-Westfield.

FINANCIAL IMPLICATIONS

There are no costs.

CAO By-law No. 126

RECOMMENDATION

That Council support the resolution.

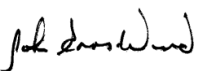
MOTION

That the Council of the Town of Grand Bay-Westfield adopt by Title in the third reading the CAO By-Law #126.

3rd reading by title: Chief Administrative Officer By-Law #126.

CAO COMMENTS

APPROVAL

CAO: 

Date: 08/11/22

Vision: A welcoming place to live, grow and thrive

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Council Meeting:

August 15, 2022

TITLE: OFFER OF PLANNING SERVICES

PREPARED BY: DAVID TAYLOR

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. Offer of Services: Planning Services concerning updating Municipal Plan By-law and Zoning By-law for the incorporation of Westfield West LSD into the Municipal By-law framework, received from Jennifer Brown of Dillon Consulting Ltd. dated July 29, 2022
-

BACKGROUND

The Province's Local Governance Reform requires the Town to include the new area of Westfield West LSD, to draft amendments to the Municipal Plan By-law and Zoning By-law, to reflect land use planning and regulations related to future development controls.

COMMENT

The Offer of Planning Services envisions a land use assessment for the new area, consisting of potential land uses and environmental constraints, through a memo to Staff to be completed by December. The preliminary By-law amendments will then be reviewed through public engagement (both on-line and through a public Open House event) in 2023. Legislative requirements will include presentations to Council, and PAC for review, Public Hearings and readings of the Draft By-laws, culminating in enactment and registration of the approved By-laws. The initial work is proposed to be undertaken immediately, to enable the official process to start at Council's first meeting in January 2023.

FINANCIAL IMPLICATIONS

Estimates for the first 2-TASKS, as outlined in the Letter of Offer would be undertaken in 2022 (unbudgeted \$9,000), with the remaining work to continue through to the summer of 2023. A total cost for the project is \$22,375 plus HST).

**Offer of Planning Services
Municipal Plan By-law and Zoning By-law Amendments**

RECOMMENDATION

That Council support the motion to proceed with the proposal as presented, including completing the initial work in 2022 in preparation of starting with the engagement and enactment process right away, in January 2023.

MOTION

That the Council of the Town of Grand Bay-Westfield accept the Offer of Services for undertaking the Town’s Municipal Plan By-law and Zoning By-law Amendments, to apply a “Land Use Framework” within the entirety of the new Municipal Boundaries coming into effect on January 1, 2023, as set out in the letter of July 29, 2022, from Jennifer Brown of Dillon Consulting Ltd., for the estimated cost of \$22,375.00 (plus HST); and

That the Council of the Town of Grand Bay-Westfield authorize Administration to begin work in 2022 and is authorized to spend the unbudgeted amount up to \$9,000.

CAO COMMENTS

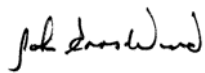
APPROVAL

Development Officer:



Date: 08/09/22

CAO:



Date: 08/11/22

Vision: A welcoming place to live, grow and thrive

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Council Meeting:

August 15, 2022

TITLE: SEWERAGE UTILITY REVENUE FUND - JULY 31 FINANCIAL REPORT

PREPARED BY: JAMES BARRINGTON

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1. Financial Report
-

BACKGROUND

Financial Projection Reports are prepared periodically during the year. This process provides Council and Administration with insights to the financial position of the Town as the year progresses and to assist with the decision-making process.

COMMENT

Due to additional sewer connections, that anticipated revenue for 2022 will be higher than budgeted for by \$2,991. It is anticipated that expenditures will be \$9,808 lower than budgeted, due to the charges for property taxes and insurance being lower than anticipated.

FINANCIAL IMPLICATIONS

The net result of the increased revenue and decreased expenses is a forecasted surplus of \$12,799 (2.17% of budgeted expenditures). This small projected surplus will be dependent on no unforeseen circumstances arising during the remainder of 2022.

RECOMMENDATION

That the Council of Grand Bay-Westfield receive and file the Sewerage Utility Revenue Fund July 31 Financial Report as presented.

MOTION

That the Council of Grand Bay-Westfield receive and file the Sewerage Utility Revenue Fund July 31 Financial Report as presented.

APPROVAL

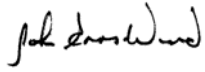
Financial Report

Department Head:



Date: 08/08/22

CAO:



Date: 08/11/22

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Council Meeting:

August 15, 2022

TITLE: CHIEF ADMINISTRATIVE OFFICER (CAO) CONTRACT UPDATE

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS: NONE

BACKGROUND

The Chief Administrative Officer (CAO) contract is being updated regarding non-financial matters including:

1. Vacation time,
2. Emergency phone, and
3. Publication of private number.

COMMENT

The changes to the CAO contract include:

- 27 days plus 3 days off at Christmas, and an increase of a day a year in vacation time to a maximum of 35 days.
- The CAO develop an emergency phone answering plan in which the CAO is not answering the phone 24/7/365.
- The CAO does not have to publish his private phone number.

FINANCIAL IMPLICATIONS

There are no direct costs.

RECOMMENDATION

That Council support the resolution.

MOTION

That the Council of the Town of Grand Bay-Westfield approve the updates to the Chief Administrative Officer contract.

CAO COMMENTS

Chief Administrative Officer (CAO) Contract Update

APPROVAL

Mayor: 

Date: 08/12/22

Vision: A welcoming place to live, grow and thrive

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

Council Meeting:

August 15, 2022

TITLE: 500607 N.B. LTD SUBDIVISION, COL. NASE BLVD.

PREPARED BY: DEVELOPMENT OFFICER

DEPARTMENT: PLANNING

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Population Growth for Financial Sustainability

BYLAWS/POLICIES:

- Development Incentive Program

PREVIOUS REPORTS:

Attachments (List):

1. Copy Memorandum regarding Planning Advisory Committee Email Poll, dated August 10, 2022
2. Tentative Subdivision Plan, 500607 N.B. Ltd. Subdivision, Col. Nase Blvd. dated August 5, 2022

BACKGROUND

With the adopted amendments to the Municipal Plan By-law, Zoning By-law and Subdivision By-law, the issue of Infrastructure Charges has been removed from Col. Nase Blvd. The proposed development is creating a 12,800 m² lot, with 4 townhouse buildings each containing 6-units with direct access to parking and green space.

COMMENT

Accepting money in lieu of land for Public Purposes has generally been the standard practice. The Planning Advisory Committee (PAC) has made their recommendation based on the creation of two new lots on Col. Nase Blvd. The future development lot may retain the existing PID No. as the remnant parcels but would also be eligible for an exemption of the Subdivision By-law if registered as a separate property based on the fact that is bounded by an existing street and registered boundaries. If it is further subdivided by a future subdivision, LFPP would no longer be applicable as it can only be applied once.

FINANCIAL IMPLICATIONS

This is a Type 1 Subdivision not requiring Security or Subdivision Development's Agreement required for the creation of this new building lot. Development of the lot will

**500607 NB LTD SUBDIVISION, COL NASE BLVD.
PID No. 221218**

be eligible for application of a Property Improvement Grant, however, it is not being requested at this time.

RECOMMENDATION

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


MOTION

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

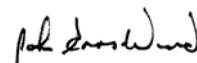
"...moved to accept \$905.00 as money in lieu of Land for Public Purposes, for the creation of one new building lot (Lot 22-1) and a remnant 1.62 ha parcel out of PID #221218 on the south side of Col. Nase Blvd., with approval of the Final Subdivision Plan by the Development Officer, to be subject to recording new Civic numbers 290, 300, 310 and 320 and showing a 5 m wide Public Utility Easement along the lot frontage in favour of Public Utilities...."

CAO COMMENTS

APPROVAL

Department Head: 

Date: 08/10/2022

CAO: 

Date: 08/11/22

Vision: A welcoming place to live, grow and thrive

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Council Meeting:

August 15, 2022

TITLE: SNOW CONTROL EQUIPMENT

PREPARED BY: JOHN ENNS-WIND

DEPARTMENT: GENERAL GOVERNMENT

For Information

For Discussion

For Decision

RELATED TO STRATEGIC PLAN:

- Organizational Capacity

ATTACHMENTS:

1.

BACKGROUND

As part of bringing the delivery of snow control services in-house, Administration needs to purchase capital equipment. Currently, prices are inflated as the delivery of new equipment takes between 12-18 months, and there is a scarcity of used equipment.

COMMENT

Administration is concerned given the current market for equipment of all sorts, that if too much of a wait is made to procure new equipment, the Town may not be able to purchase equipment.

To mitigate this risk, Administration is requesting Council allocate \$200,000 for the purchase of used snow control equipment, to ensure the Town has a fleet to assume responsibility for snow control in the fall of 2023.

FINANCIAL IMPLICATIONS

It is estimated that the cost of equipping a snow control fleet may range from \$1 million to \$2.5 million. To mitigate the financial impact of equipping the delivery of the new service, alternatives are being examined.

RECOMMENDATION

That the Council of the Town of Grand Bay-Westfield authorize Administration to use up to \$200,000 from reserves to procure used snow control equipment during 2022.

MOTION

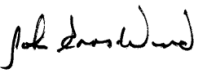
That the Council of the Town of Grand Bay-Westfield authorize Administration to use up to \$200,000 from reserves to procure used snow control equipment during 2022.

Local Government Reform White Paper

CAO COMMENTS

It is important that Administration have the agility to quickly purchase relevant used snow control equipment.

APPROVAL

CAO: 

Date: 08/15/22