



## COUNCIL ORIENTATION GUIDE

2021

# Council Orientation Guide

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# Council Orientation Guide

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## 1 – Introduction

Residents of the Town of Florenceville-Bristol rely upon their Municipal Council to deliver important services and provide effective leadership. Serving on Council will provide you with an opportunity to contribute to your community while fostering a sense of personal growth, learning and development.

You, and other members of this Council, are the backbone of local governance and are instrumental in making our community a sustainable, safe, healthy and happy place to live and work.

This Orientation Guide, along with various publications and municipal training provided by the Province, will be a key resource as you begin your new role as a Councillor.

## 2 – Freedom of Information

Like all municipalities in New Brunswick, the Town of Florenceville-Bristol is subject to both the Personal Information Protection and Electronic Documents Act (PIPEDA) and the Right to Information and Protection of Privacy Act (RTIPPA). These two Acts provide a framework to provide access to public information, while ensuring the protection of personal information.

The legislation prescribes a formal process for individuals to request information and also provides for an appeal process should the individual requesting the information not agree with the information disclosed.

The Town of Florenceville-Bristol makes every effort to provide information to the public without the need for a formal request.

### 3 – List of Commonly Used Acronyms

AMANB	Association of Municipal Administrators of New Brunswick
ALMAG	Andrew and Laura McCain Art Gallery
CAMA	Canadian Association of Municipal Administrators
CAO	Chief Administrative Officer
CPI	Consumer Price Index
EMO	Emergency Measures Organization
EOC	Emergency Operations Centre
FCM	Federation of Canadian Municipalities
LSD	Local Service District
MACC	Multi-Cultural Association of Carleton County
MNAI	Municipal Natural Asset Initiative
PAC	Planning Advisory Committee
PIPEDA	Personal Information Protection and Electronic Documents Act
RAC	River Arts Centre
RCM	Regular Council Meeting
RCMP	Royal Canadian Mounted Police
RFP	Request for Proposal
RTIPPA	Right to Information and Protection of Privacy Act
UMNB	Union of Municipalities of New Brunswick
WVRSC	Western Valley Regional Service Commission

### 4 – Roles & Responsibilities

The roles and responsibilities of elected municipal officials and key senior staff are defined in the Local Governance Act, RSNB 2017, ch. 18 under Part 7 Officers and Employees. The following provides a more succinct guide to what is expected of the Mayor, Deputy Mayor, Council and Senior Staff.

#### Role of Mayor

The Mayor is the leader of Council and has a number of roles which extend well beyond chairing at Council meetings. Additional important roles are providing leadership and guidance to Council as they make decisions; promoting positive relationships with Town Administration and outside organizations; and ensuring the good governance, behaviour and ethics of Council.

The Mayor also acts as the Town's official head, attends ceremonies and social functions to advance and promote Council objectives; promotes civic awareness and encourages citizens to become more involved and aware of Council activities and they speak publicly on behalf of Council.

The Mayor and/or the Town Clerk, sign agreements, contracts, deeds and other documents to which the municipality is a party. If these documents are not properly signed and sealed with the corporate seal, there could be greater potential for legal problems.

#### Role of Deputy Mayor

The Local Governance Act outlines the duties of the Deputy Mayor as acting in the place of the Mayor in the absence or inability of the Mayor to act or if the office of the Mayor is vacant. The Deputy Mayor possesses all the powers of the Mayor and shall perform all duties of such in their absence.

#### Role of Councillors

Councillors have a number of different roles that must incorporate the interests of the whole municipality and its residents. They play a vital leadership role in creating and implementing Florenceville-Bristol's vision, strategic direction and values.

As part of Council, Councillors guide the development of local policies, set service standards and priorities, and monitor the performance of the organization.

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Councillors' key responsibilities include:

- Strategic planning for the whole municipality and a sustainable future;
- Determining the financial strategy and allocating resources via the Town budget;
- Representing ratepayers and residents;
- Advocating on a broad range of issues;
- Liaising and coordinating with other levels of government, non-government, community groups and the private sector;
- Overseeing the management of community assets;
- Facilitating community participation; and
- Managing an open and trusting relationship with Town Staff through the Chief Administrative Officer.

### Role of Senior Staff

It is important to note that the only employee of Council is the Chief Administrative Officer (CAO). All other employees fall under the direction and leadership of the CAO with the primary role of senior staff being to support Council in their decisions. This includes implementing Council's goals and strategies, managing the delivery of services and providing advice and support in the decision-making process.

Councillors rely on senior staff for support, advice and assistance with the day-to-day activities of Council and when dealing with concerns raised by their constituents. It is important for staff to recognize that elected members are not only accountable to the municipality as a whole, but also to their constituents. For this reason, Councillors often need the support to help solve various issues which are a normal part of Council life.

Providing advice and support, establishing procedures that refer complaints and questions to relevant departments and maintaining a timely responsive service all help to further good governance.

It is also important that staff are able to help individual Councillors where appropriate without becoming involved in political activity or going outside normal procedures.

Councillors also need to understand that staff are the employees of the community and are not there to promote the re-election prospects of any one Councillor.



### Council/Staff Relationship

If the separate, but interrelated, roles of Councillors and staff are not clearly understood, there is potential for conflict between elected Councillors and Municipal Staff. Council should have a clear understanding of what staff do, their responsibilities, and the limits of their authority. Council should also listen to advice from staff who normally have a long-term understanding of municipal policies and operations. Council is responsible for making policy decisions while staff support the decision-making process and administer those policies.

Given that staff and elected representatives are all individuals with different personalities and styles, there must be some flexibility within the guidelines of a working relationship. A highly effective working relationship will include trust, respect for and communication between the two groups.

## 5 – Governance

Governance is the process of decision-making and the process by which decisions are implemented. Good governance is defined by how government conducts itself in its interaction with other stakeholders and emphasizes:

- Values and ethics;
- Effective Council-staff relations;
- Public engagement and opportunities for partnerships;
- Long-term strategic and sustainability planning, identification of priorities and performance measurement;
- Ongoing review of municipal service delivery and performance management;
- Identifying and managing risk.

### Accountability

Accountability and transparency are important principles underlying the decisions made by Council and the work undertaken by Town Staff. The Town of Florenceville-Bristol has undertaken a number of initiatives, policies and practices to demonstrate its commitment to accountability and transparency, including:

- Open public meetings;
- Availability of agendas and minutes;
- Procurement practices;
- On-going communications with residents and businesses.

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### Strategic Plan

Florenceville-Bristol Town Council, with support from Senior Management, developed the Town of Florenceville-Bristol's Strategic Plan in 2017. The adopted four-year plan defined a Vision and Six Key Strategic Issues for the Town.

The 2017 Plan defined the Vision for Florenceville-Bristol as:

Florenceville-Bristol is a welcoming, service-oriented, safe, fun and sustainable community where municipal services are planned and delivered in a responsive, professional, efficient manner and where all of its residents enjoy a high quality of community life.

The Key Strategic Issues in the plan were established as:

1. Tourism and Business Development;
2. Infrastructure;
3. Finance;
4. Human Resources;
5. Recreation;
6. Community.

Following an election, Council and the CAO will work together to update the Strategic Plan for the next four years.

### Relevant Legislation

The New Brunswick Local Governance Act is the main piece of legislation governing the powers, responsibilities, and general operation of local governments.

Following are a number of other acts that may apply to the activities of Municipal Councils. Copies of these acts can be found in the Resource Materials section of this guide or online at <http://bit.ly/1TCsAED>.

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Act	Relationship to Municipal Government
<i>Community Planning Act</i>	Provides Council with the necessary tools to plan and control development.
<i>Emergency Measures Act</i>	Provides Council with the guidance to establish a Town emergency measures organization.
<i>Fire Prevention Act</i>	Provides the ability for the Fire Department to inspect and enforce fire and building regulations.
<i>Municipal Elections Act</i>	Specifies various election-related offences and associated penalties.
<i>Local Governance Act</i>	Main piece of legislation that governs the powers, responsibilities, and general operations of local government.
<i>New Brunswick Municipal Finance Corporation Act</i>	Provides a source of financing for municipalities through a central borrowing authority.
<i>Provincial Offences Procedure Act</i>	Outlines fines related to municipal By-Laws.
<i>Public Purchasing Act</i>	Relates to the procurement of goods and services by the Municipality. It defines the tendering process and Council's responsibilities when purchasing.
<i>Right to Information and Protection of Privacy Act</i>	Relates to Council's obligations with respect to access to information and privacy.
<i>Unsightly Premises Act</i>	Establishes guidelines for the upkeep of property.
<ul style="list-style-type: none"> <li>- <i>Workplace Health, Safety and Compensation Commission Workers' Compensation Appeals Tribunal Act</i></li> <li>- <i>Workers' Compensation Act</i></li> <li>- <i>Occupational Health and Safety Act</i></li> <li>- <i>Firefighters' Compensation Act</i></li> </ul>	These are all laws which protect New Brunswick's employers' and workers' rights.

### 6 – Council

This section focuses on the decision-making process of Council with a particular focus on Council Meetings.

#### Procedural By-Law

Council must follow the rules of procedure for Regular Council Meetings to ensure the efficient flow of business and accurately record what takes place. The Town of Florenceville-Bristol's By-Law Respecting the Procedures of the Council includes procedures for:

- Conduct at Meetings;
- Public Participation at Meetings;
- Election of Deputy Mayor;
- Voting;
- Committees.

In matters of procedure not provided for in the By-Law, Council is governed by “Roberts Rules of Order”. There are some copies of “Roberts Rules of Order” located in Council Chambers if a Councillor wishes to become familiar with meeting procedures.

#### Meetings

The Town of Florenceville-Bristol holds various types of Council Meetings which serve different purposes. Regular Council Meetings (RCM) are the normal monthly meetings that occur on the second Tuesday of every month and begin at 7 p.m. From time to time, the date of the RCM may need to be scheduled differently. If so, whenever possible, the meeting is held on the following Tuesday at the same time. The date of the next Council Meeting is determined at the end of each RCM.

The purpose of the RCM is to approve the minutes from previous meetings, approve payables, review correspondence, hear Councillor reports, and either adopt or defeat motions relating to new or old business.

A quorum of Council is required in order to hold a RCM. A quorum means a majority of the full number of members of Council.

Other meetings that can be held are:

- Closed Sessions;
- Special Council Meetings;
- Public Hearings/Presentations;
- Committee Meetings.

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The Local Governance Act requires that all meetings of Council be opened to the public. However, issues that fall under certain categories can be discussed in a private meeting. These types of issues are discussed at a Closed Session of Council which normally takes place directly following the RCM and are called when necessary by the Mayor.

There should be no decisions made in a Closed Session of Council except for decisions related to procedural matters, directions to a staff member of the municipality or directions to a solicitor for the municipality.

The categories under which issues can be discussed at a closed session are:

- Confidential information protected by law;
- Personal information;
- Information that could cause financial loss or gain;
- Land transfers;
- Information that could violate the confidentiality of information obtained from other governments;
- Legal opinions, privileged information or advice provided to the municipality by a solicitor;
- Litigation or potential litigation affecting the municipality or any of its agencies;
- Access to or security of particular buildings, other structures or systems, including computer or communication system;
- Information gathered by police;
- Labour and employment matters.

There may be a requirement to hold a Special Council Meeting in order to deal with a particular item as motions can be made at this type of meeting. For example, if a tender is to be awarded by a specific deadline or a resolution needs to be adopted before the regularly scheduled meeting.

The Procedural By-Law states the manner in which a Special Council Meeting can be called.

Public Hearings/Presentations are meetings which pertain to a proposed amendment to the Municipal Plan By-Law and/or the Zoning By-Law. The purpose of Public Hearings/Presentations are to listen to the concerns of citizens and take them into consideration when making a decision.

Committee Meetings are meetings that pertain to a specific service being provided by or in conjunction with the Town. Members of Council and staff often make up the committees. They make recommendations to Council for purchases, procedure changes, or other subjects that affect that service. Some committees may have specific powers granted by By-Laws, Policies or Provincial Acts that allow them to make decisions without approval of Council, such as the Planning Advisory Committee who can approve Variance Requests without a motion from Council. See section 7 for a full list of Committees.

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### Conduct at Meetings

The Mayor or designated chair must ensure the efficient conduct of the business before Council. He or she must remain objective and impartial, acting strictly as an umpire of the proceedings. The Mayor regulates the conduct of the meeting and ensures that differing opinions are heard.

The rules respecting conduct at meetings can be found in the Procedural By-Law and include such things as:

- Acting with decorum and respecting fellow Councillors;
- The use of offensive language;
- Disobeying the decisions of the Chairman or Council.

### Agenda

The meeting's agenda is simply a list of items for consideration during the meeting. The agenda contributes to effective meetings so Councillors can consider matters in an orderly and expedient manner. The agenda for the Regular Council Meeting is defined in the Procedural By-Law.

Any addition or change to the agenda can only be approved with a unanimous vote of Council.

### Motions of Council

The main purpose of a meeting is to see that ideas or items of business are proposed, considered and decided. A motion is a proposed action to address the issue.

It is important to remember that motions can only be ratified at Regular Council Meetings. Any motion put forward at a Closed Session can only be "Motions to Recommend" to the RCM.

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The following table lists some common procedural motions, their order of precedence and whether it needs a seconder, is debatable, can be amended and whether it needs a vote. A motion can be introduced only if it is higher on the chart than the pending motion.

<b>Purpose:</b>	<b>You Say:</b>	<b>2nd?</b>	<b>Debate?</b>	<b>Amend?</b>	<b>Vote?</b>
Close Meeting	I move to adjourn	Yes	No	No	Majority
Lay Aside Temporarily	I move to lay the question on the table	Yes	No	No	Majority
Postpone to a Future Meeting	I move to postpone the motion to...	Yes	Yes	Yes	Majority
Modify wording of a motion	I move to amend the motion by...	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	Yes	Yes	No	Majority
Bring forth a motion	I move that...	Yes	Yes	Yes	Majority

There are many more motions and rules for various motions and more information can be found in Roberts Rules of Order, which are located in Council Chambers.

### Reading of By-Laws

No By-Law or amendment of a By-Law is valid unless it follows a legislated process defined in Section 15 of the Local Governance Act. A Regular or Special Meeting is the only forum in which By-Laws can be introduced and read. The By-Law must be read two times by title and once in its entirety prior to it being adopted by Council.

The Local Governance Act does allow, however, for reading the By-Law by section numbers or titles only, if no Council member objects and the By-Law is posted on the Town's website for a period of 14 days. The Town of Florenceville-Bristol has adopted this practice.

### Conflict of Interest

Part 8 of the Local Governance Act details what constitutes a conflict of interest. At the start of every meeting members of Council and senior appointed officers should examine the agenda to ensure they do not take part in discussions or vote on a matter in which they may be in a conflict of interest. If a Councillor sees they will have a conflict, they would state their conflict when that item is up for discussion, and would excuse themselves from the meeting, returning when the next item is brought forward.

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As a precautionary measure, if you are unsure if there is a conflict, it is advisable to excuse yourself from the meeting.

Before being sworn in you will be asked to sign a Disclosure of Interest as per Section 91(1) of the Local Governance Act.

### Professional Development

Council is afforded various opportunities for professional development throughout their four-year term. The main conference attended by Council is the Union of the Municipalities of New Brunswick (UMNB) Conference.

### Council Benefits

By-Law No. 2, a By-Law respecting the Composition of the Council and the Remuneration of the Mayor and the Councillors dictates the regulations concerning the salaries of Council. As of June 2021 the salaries of Council are as follows:

- Mayor \$11,444.40
- Councillors \$7,594.92
- Deputy Mayor \$5,722.20

The Human Resources Committee review the Remuneration By-Law in the year immediately preceding a general election to determine if any amendment recommendations should be presented to Council for the new term.

Councillors are reimbursed for any travel expenses incurred while completing their duties outside Florenceville-Bristol.



### 7 – Committees & Boards

Following is a list of committees and boards that Council has representation on, either through a Councillor or a citizen appointment:

- Andrew and Laura McCain Gallery (ALMAG) Board (monthly);
- Andrew and Laura McCain Library Board (monthly);
- Beautification Committee (as required);
- Facilities and Maintenance Committee (as required);
- Finance Committee (as required);
- Human Resource Committee (as required);
- Planning Advisory Committee (monthly as required);
- Public Works and Utilities Committee (as required);
- Recreation Committee (as required);
- Tourism and Business Development Committee (as required);
- Policing and Public Safety Committee (as required).

### 8 – Town Departments & Offices

#### General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes Council functions, general administration, financial management, legal matters and compliance with legislation, grants for social and environmental purposes as well as civic relations.

#### Chief Administrative Officer

As the only employee of Council, the Chief Administrative Officer (CAO) is responsible for the overall administrative planning, coordination, and control of the activities and business affairs of the Town. The CAO is the primary staff liaison with Council and is accountable for ensuring that decisions of Council are implemented by the organization.

The CAO leads, directs, and coordinates the Town's operational departments. Through the leadership of the CAO, the Town's operational departments will execute annual operational plans and manage the Town's operational, capital and utility budgets in line with the policies and objectives established and approved by Council. The CAO is responsible for the effective and efficient delivery of all services in compliance with all applicable By-Laws, policies, statutory requirements, and collective agreements. The CAO also is accountable for establishing performance expectations for staff and creating a positive working culture for employees.

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### Clerk

As of 2021, the CAO is also the Town Clerk, acting as the secretary to Council and attends all meetings, records the minutes, maintains all records of Council, is the custodian of the corporate seal and, along with the Mayor, signs all agreements, contracts, deeds and other documents to which the Town is a party.

### Finance Department

Raising revenue and allocating funds are part of the political process of municipal government. Like any government, business, or organization, municipalities need revenue to operate, and the services provided are directly related to the revenues raised. In order to keep within budget, Council must make choices about priorities.

Councillors are engaged in financial planning and management but the average Councillor is not expected to have accountant or auditor skills. Each Councillor should be able to understand the budget process and financial statements in order to monitor the Town's financial position. As the trustees of Town funds, Council members are responsible to citizens to ensure money is spent prudently and efficiently.

The Finance Department provides for the control, management and administration of the financial accounting and data processing functions of the Town of Florenceville-Bristol in the areas of planning, budgeting, accounting, sewer revenue, payroll and purchasing. The department assists in keeping Council fully informed about all aspects of the Town's finances and enables them to make sound financial judgements.

### Operating and Capital Budgets

The budget process involves two different types of budgets: Utility and General. Within these, expenses are split into Operating and Capital expenses. The Operating Budget is used to outline the Town's estimated revenues and expenditures for a one-year period, and the Capital Budget refers to expenditures on equipment, buildings, and projects (such as road paving or sewer installations) which are expected to last more than one year and the general practice is to pay for capital projects and equipment over a period of years.

Department Heads begin preparations for their departmental budgets in September of each year. These draft budgets are discussed and finalized by the Finance Committee for presentation to Council at a Regular Council Meeting in November.

The 2021 property tax rate is \$1.2899 per \$100 of assessment.

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### Protective Services

Protective Services includes policing protection, fire protection, emergency measures, animal control and other protective measures.

#### Police Protection

Florenceville-Bristol contracts the services of the Royal Canadian Mounted Police (RCMP), and are dispatched through the Woodstock office of the RCMP.

The Province of New Brunswick operates a highly integrated, enhanced 911 system. Dialing this number on the telephone connects you to appropriate emergency service providers such as police, ambulance, fire, and poison control. This number is for emergency use only.

In the event of an emergency, dial 911. To reach local RCMP when it is not an emergency situation, call 325-3000 to speak to an officer.

#### Fire Protection

Prior to amalgamation of the Village of Florenceville and Village of Bristol in 2008, there were two fire departments. Amalgamation to Florenceville-Bristol saw a merging of those departments to form the Florenceville-Bristol Fire Department.

The Department provides rescue, fire suppression, and related activities to the public, as well as assisting with traffic control at many Town events throughout the year. It is a Volunteer Fire Department that includes one Fire Chief and two Deputy Fire Chiefs. They are responsible for responding to fire calls and other related emergency services for the Town of Florenceville-Bristol and nearby Local Service Districts.

The 911 operator will dispatch the Florenceville-Bristol Fire Department in the event of a fire. The Fire Hall is located at 4724 Juniper Road.

#### Emergency Measures

The Emergency Measures Organization (EMO) is responsible for emergency planning. EMO planning initiatives are concerned with preparedness, damage mitigation, response, and recovery in the case of a major disaster. The EMO also promotes emergency preparedness for all residents, organizations and businesses in the Town of Florenceville-Bristol.

The Regional Emergency Action Plan is designed to provide the Town of Florenceville-Bristol, Village of Bath and Village of Centreville with a management tool to facilitate a timely, effective, efficient, and coordinated emergency response.

The Florenceville-Bristol Fire Hall will be activated as a Warming Centre in the event of a longer-term power outage in Florenceville-Bristol and surrounding area. The Florenceville-Bristol Fire Hall also acts as the Regional Emergency Operations Centre in case of emergency so other Regional Warming Centres can also be used for residents of Florenceville-Bristol. The Bath Fire Hall is located at 125 Church St and the Centreville Fire Hall is located at 836 Central Street.

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### Animal Control Services

The Town began contracting the animal control service from the NB SPCA in 2019. Any calls relating to nuisance, dangerous or missing pets are handled directly by them by calling 1-877-722-1522.

### Transportation Services

This includes common services, road and streets maintenance, street lighting, traffic services, parking and other transportation related functions, and is carried out by the Public Works and Maintenance Department.

### Environmental Health Services

This service includes waste collection and disposal. This service is provided by the Public Works and Maintenance Department.

### Solid Waste Collection & Disposal Services

As of 2021, the curbside garbage collection is contracted with JS Bellis. Pickup is every Thursday. The Town pays extra to also have the garbage collected on recycling week. Visit their website for additional information: [www.municipalenvironmental.com/js-bellis](http://www.municipalenvironmental.com/js-bellis)

The Western Valley Regional Service Commission (WVRSC) contracts the solid waste disposal for Florenceville-Bristol. Garbage is picked up curbside every Thursday within the Town limits.

The Town participates in a curbside recycling program. There is no sorting or separating involved. Items to be recycled are paper, plastics, metals and cardboard in one bin. One cart was provided to each residence at no additional cost. Visit the Regional Service Commission's website for the latest updates and pickup date: <https://www.rsc12.ca/waste-management/recycling/>

### Public Health Services

While the Town does not currently provide facilities for medical and dental clinics, this category provides for maintenance of the Bristol Cemetery, which is owned by the Town. This maintenance is carried out by the Public Works and Maintenance Department.

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### Environmental Development Services

This service includes planning and zoning, community development, tourism and other municipal development and promotion services.

#### Environmental Planning & Zoning

As of 2021, the Town of Florenceville-Bristol engages the services of WSP for any engineering needs, and Hatchard Engineering for Building Inspection and Assistant Development Officer functions. These firms provide technical knowledge to the CAO and Administrative Services Manager to assist with processing requests for Subdivision Plans, building permits, Zoning By-Law amendments, Municipal Plan By-Law amendments, and Unsightly Premises. The CAO also performs the Development Officer functions.

#### Tourism and Business Development

In 2021, Council committed to a heightened focus on the tourism economy reflective of our unique natural and cultural resources, which benefits our citizens. The Town hosts festivals and events, and encourages businesses to the area that will attract visitors.

The Tourism and Business Development Department is responsible for leading, initiating and collaborating with multiple stakeholders such as the business community, provincial government, public and interest groups to build strong partnerships and programs in the delivery of quality initiatives for the purpose of expanding the tourism and business economies of the community. The department also conducts market research and oversees the creation and implementation of a competitive marketing strategy as the basis for coordinating and overseeing the design and administration of marketing programs and events that foster a dynamic public image to promote Florenceville-Bristol.

The Tourism and Business Development Department has been working with the Atlantic Canada Opportunities Agency (ACOA) and a Tourism Consultant to assist entrepreneurs intent on creating culinary tourism products, services and experiences that align with the Town's French Fry Capital of the World brand; and/or involve the creation of signature outdoor adventure experiences, signature quality retail craft experiences, or experiences which capitalize on the destination area's St. John River and agricultural heritage assets.

### Recreation and Cultural Services

This service is for the maintenance and operation of recreational and cultural facilities, including the swimming pool, arena, parks and playgrounds and other recreational and cultural facilities. Maintenance of those facilities is provided by the Public Works and Maintenance Department.

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### Recreation Department

The Recreation Department provides meaningful, innovative, accessible, and sustainable recreation and leisure opportunities for the enjoyment of visitors and residents of Florenceville-Bristol, assisting in building community spirit and individual wellbeing. Directly, this is accomplished through effective management of parks, playgrounds, facilities, open spaces, direct program delivery and community development initiatives. Indirectly, the department provides assistance to community groups and organizations through leadership development, partnerships, community consultation and resource coordination.

#### **Northern Carleton Civic Centre (NCCC)**

The Northern Carleton Civic Centre is located on McCain Street, and is home to an ice surface and canteen from October to March, a year-round walking track, and two meeting rooms.

The NCCC is also host to many events throughout the year, including festivals, the annual Spring Show and Sale, concerts, and special events.

Outside the Civic Centre building are many other recreational facilities, including:

- Baseball / Softball diamond
- Tennis court
- Volleyball court
- Outdoor swimming pool
- Playground Park
- Beach Volleyball
- Soccer Field

#### **Year-round Recreation**

Throughout the year, River Valley Gymnastics is active in our Town with programs for youth. [www.rivervalleygymnastics.ca/](http://www.rivervalleygymnastics.ca/)

Our Recreation Department also organize activities for kids during Professional Development Days throughout the school year, as well as hosting a weekly Active Adult Drop-In program with activities like pickleball and Rocks & Rings.

#### **Summer Recreation**

The Town's Recreation Department stays busy during the summer months, organizing:

- Swimming Lessons
- Public Swimming
- Soccer
- Baseball
- Ball Hockey
- Cricket
- Learn to Play Sports Days
- Summer Active Day Camp
- Western Valley Games

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### Winter Recreation

Winter brings lots of activities to keep residents of any age busy:

- Learn to Skate
- Public Skating
- Hockey
- Curling
- Snow Blast (winter carnival)

### Senior Recreation

The Town organizes a recreation program for Seniors throughout the year, which includes:

- Senior Bowling
- Senior Cards
- Senior Curling
- Active Outdoor Activities
- Western Valley Senior Games
- Golden Horizons Program – wellness clinics

### Andrew & Laura McCain Library and Andrew & Laura McCain Gallery

The Andrew & Laura McCain Library and the Andrew & Laura McCain Gallery are both housed in a municipal-owned building. The Library's operational expenses are paid for by the municipality, but it is staffed with provincial employees. They have something for all ages, including activities and workshops. The Andrew & Laura McCain Art Gallery is also housed in the basement of the same building. The Town provides the space free of charge as well as covers building expenses. ALMAG boasts the best of New Brunswick visual arts in the St. John River Valley.

### Wastewater Systems

The Town of Florenceville-Bristol provides sewer services to residents, which includes the maintenance and operation of the underground networks, treatment plants and lagoons. Residents are billed in March and September. The Residential rate in 2021 is \$155.70 per home/apartment unit billed twice per year. Visit our website for more information.

[www.florencevillebristol.ca/sewerbilling](http://www.florencevillebristol.ca/sewerbilling)

For commercial sewer rates visit our website for more information.

[www.florencevillebristol.ca/costs](http://www.florencevillebristol.ca/costs)

### 9 – Resource Materials

The following resource materials can be found through the internet links provided or by requesting copies:

#### Acts

- Local Governance Act  
<http://laws.gnb.ca/en/ShowPdf/cs/2017-c.18.pdf>
- Community Planning Act  
<http://laws.gnb.ca/en/ShowPdf/cs/2017-c.19.pdf>
- Personal Information Protection and Electronic Documents Act (PIPEDA)  
<https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>
- Right to Information and Protection of Privacy Act (RTIPPA)  
[https://www2.gnb.ca/content/gnb/en/departments/finance/office\\_of\\_the\\_chief\\_information\\_officer/content/rti.html](https://www2.gnb.ca/content/gnb/en/departments/finance/office_of_the_chief_information_officer/content/rti.html)
- Emergency Measures Act  
<http://laws.gnb.ca/en/ShowTdm/cs/2011-c.147/>
- Fire Prevention Act  
<http://laws.gnb.ca/en/ShowTdm/cs/F-13/>
- Municipal Elections Act  
<https://www.electionsnb.ca/content/enb/en/resources/legislation.html>
- New Brunswick Municipal Finance Corporation Act  
<http://laws.gnb.ca/en/ShowTdm/cs/N-6.2/>
- Provincial Offenses Procedure Act  
<http://laws.gnb.ca/en/ShowTdm/cs/P-22.1/>
- Procurement Act  
<http://laws.gnb.ca/en/ShowTdm/cs/2012-c.20/>
- Unsightly Premises Act  
<http://laws.gnb.ca/en/ShowTdm/cs/2014-c.135/>
- Workplace Health, Safety and Compensation Commission Workers' Compensation Appeals Tribunal Act  
<http://laws.gnb.ca/en/ShowTdm/cs/W-14/>



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- Workers' Compensation Act  
<http://laws.gnb.ca/en/ShowTdm/cs/W-13/>
- Occupational Health and Safety Act  
<http://laws.gnb.ca/en/ShowTdm/cs/O-0.2/>
- Firefighters' Compensation Act  
<http://laws.gnb.ca/en/ShowTdm/cs/F-12.5/>

### Administration

- Organizational Chart 2021 – [See Schedule A](#)
- Disclosure of Interest Statement – [See Schedule B](#)

**Policies** – See the Town's website at [www.florencevillebristol.ca/all-town-policies](http://www.florencevillebristol.ca/all-town-policies)

- Town Cemetery Policy #01
- Banner Policy #02
- Voluntary Road Toll Policy #03
- Town Logo Policy #04
- Sewer Disconnections Policy #05
- User Fee Policy #06
- Advancing Travel Costs Policy #07
- General Health & Safety Policy #08
- Northern Carleton Civic Centre Advertising Signage Policy #09
- Shogomoc Collections Policy #10
- Long Service Recognition Policy #11
- Employee Wellness Policy #12
- Procurement Policy #13
- Confidentiality Policy #14
- Criminal Record Check Policy #15
- Helmet Policy #16
- Community Grant Policy #17
- Culvert Policy #18

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- Asset Management Policy #19
- Planning and Development Grant Policy #20
- Beautification Grant Policy #21
- Festivals and Events Grant Policy #22
- Preventing Violence and Harassment in the Workplace Policy #23
- Disposing of Town Assets Policy #24
- Northern Carleton Civic Centre Banner Display Policy #25

**By-Laws & Amendments** – See the Town’s website at [www.florencevillebristol.ca/town-bylaws](http://www.florencevillebristol.ca/town-bylaws)

- Procedural By-Law No. 01
- Remuneration By-Law No. 02
- CAO By-Law No. 03
- Noise By-Law No. 04
- Nuisance By-Law No. 05
- Emergency Measures By-Law No. 06
- Sewer By-Law No. 07
- Animal Control By-Law No. 08
- Fire Department By-Law No. 09
- Planning Advisory Committee By-Law No. 10
- Peddlers By-Law No. 11
- Municipal Plan By-Law No. 12A
- Zoning By-Law No. 13B
- Building By-Law No. 14
- Subdivision By-Law No. 15
- Unsightly Premises By-Law No. 16
- Retail Businesses By-Law No. 17
- Snow Removal By-Law No. 18
- Policing By-Law No. 19
- Public Spaces By-Law No. 20
- Bonding of Officers and Employees By-Law No. 21

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- Code of Conduct By-Law No. 22

### Financial Documents

- Annual Budget
- Budget Summary - See website [www.florencevillebristol.ca/budget](http://www.florencevillebristol.ca/budget)
- Multi-Year Capital Works Budget

### Manuals & Guides

- Human Resources Policy Manual
- Health and Safety Manual

### Online Presence

Website: [www.florencevillebristol.ca](http://www.florencevillebristol.ca)

Facebook:

- Town page for By-Law and policy amendments, employment opportunities, sewer billings, Council meetings:  
[www.facebook.com/Town-of-Florenceville-Bristol-2263004390689402](https://www.facebook.com/Town-of-Florenceville-Bristol-2263004390689402)
- Recreation page for community programs, activities and events  
[www.facebook.com/florencevillebristolrecreation](https://www.facebook.com/florencevillebristolrecreation)
- Tourism page for visitor events and promotion  
[www.facebook.com/Florenceville-Bristol-Tourism-106836729404350](https://www.facebook.com/Florenceville-Bristol-Tourism-106836729404350)
- Fire Department page for community engagement and fire safety news  
[www.facebook.com/Florenceville-Bristol-Fire-Department-491620657694250](https://www.facebook.com/Florenceville-Bristol-Fire-Department-491620657694250)

Instagram:

- Recreation: [www.instagram.com/recreationfb/](https://www.instagram.com/recreationfb/)
- Tourism: [www.instagram.com/tourismfb/](https://www.instagram.com/tourismfb/)

### Plans & Studies

- Strategic Plan [www.florencevillebristol.ca/strategic-plan](http://www.florencevillebristol.ca/strategic-plan)
- The Northern Carleton Regional Emergency Action Plan [www.florencevillebristol.ca/emo](http://www.florencevillebristol.ca/emo)

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- Annual Report [www.florencevillebristol.ca/town-hall](http://www.florencevillebristol.ca/town-hall)
- Asset Management Plan
- Groundwater Study
- Tourism Destination Assessment Final Report
- Carleton North Rural Community website [www.carletonnorth.com/](http://www.carletonnorth.com/)
- MNAI Cohort 2 Report (Ebbett Subdivision)
- Environmental Action Plans
- RCMP Quarterly Report

### Promotional Material

- Welcome Package for newcomers  
[www.florencevillebristol.ca/move-here](http://www.florencevillebristol.ca/move-here)
- Doing Business in Florenceville-Bristol  
[www.florencevillebristol.ca/doing-business-in-florenceville-bri](http://www.florencevillebristol.ca/doing-business-in-florenceville-bri)
- Aerial videos of Florenceville end of Town and Bristol end of Town  
[www.florencevillebristol.ca/visitors](http://www.florencevillebristol.ca/visitors)

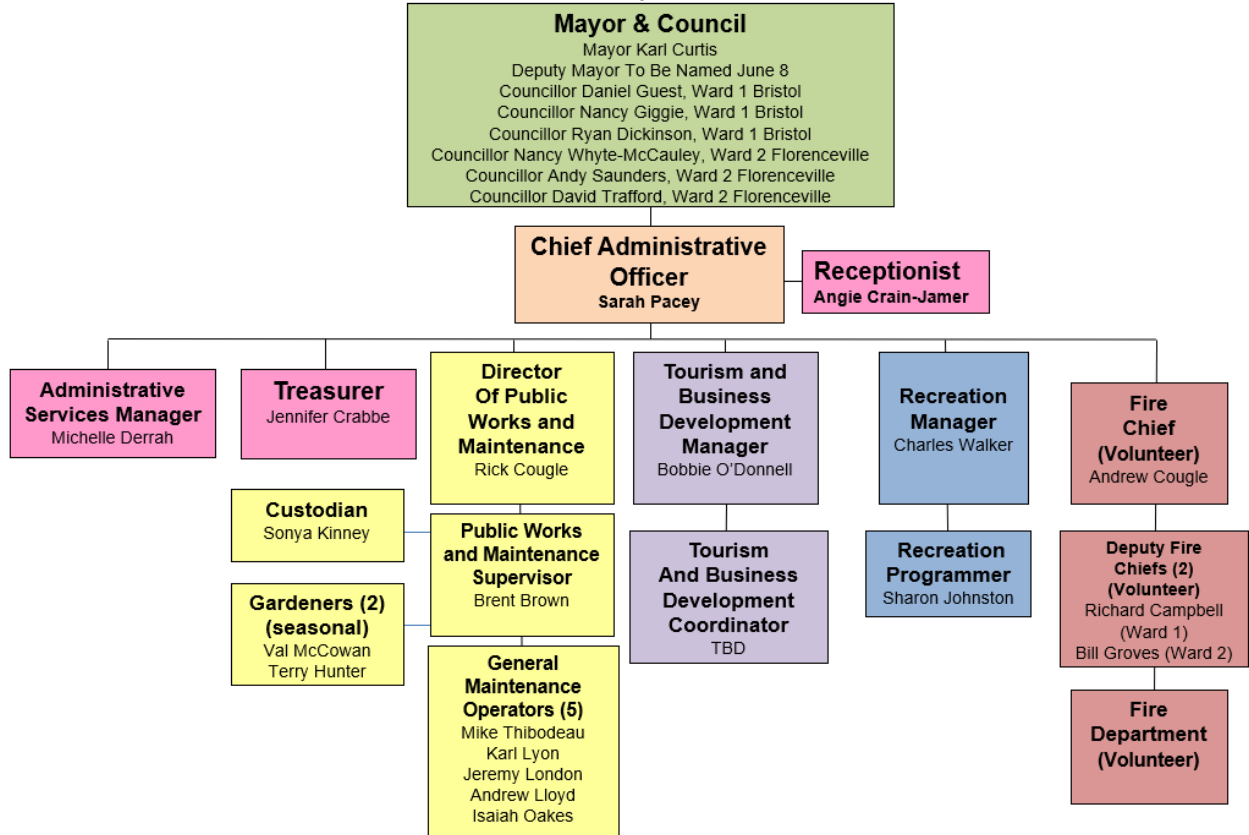
# Council Orientation Guide

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## Schedule A – Organizational Chart

### Town of Florenceville-Bristol Organizational Chart

May 2021



# Council Orientation Guide

## Schedule B –Disclosure of Interest Statement

2017, c.18

Local Governance Act

2018-52

### FORM 3

#### STATEMENT DISCLOSING A CONFLICT OF INTEREST (Local Governance Act, S.N.B., 2017, c.18, s.91(4), 92(4))

Under the *Local Governance Act*, I, \_\_\_\_\_,  
being \_\_\_\_\_ of \_\_\_\_\_,  
(office) (name of local government,  
local board or committee)

hereby disclose a conflict of interest in that I have or propose to have an interest in a contract or in any other matter, or my family associate has or proposes to have an interest in a contract or in any other matter, concerning the following person, firm, union or association:

\_\_\_\_\_  
(Name of person, firm, union or association contracting with or likely to be financially benefitted by a decision of council, local board or commission)

This disclosure relates to the following matter,

(describe the contract or other matter in which the council, local board or commission is concerned and that constitutes an actual or potential conflict of interest)

DATED at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Signature of member or senior officer

Received and filed this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

\_\_\_\_\_  
Clerk

#### Note:

If a conflict of interest arises with respect to the member or senior officer that is not referred to in this statement, the member or senior officer shall immediately file another statement disclosing the conflict of interest with the clerk.

2018-63

### FORMULE 3

#### DÉCLARATION DIVULGUANT UN CONFLIT D'INTÉRÊTS (Loi sur la gouvernance locale, L.N.-B. 2017, ch. 18, par. 91(4), 92(4))

En vertu de la *Loi sur la gouvernance locale*, je,  
\_\_\_\_\_ du \_\_\_\_\_ de \_\_\_\_\_,  
(bureau) (nom du  
gouvernement local,  
de la commission  
locale ou du comité)

divulgue par la présente l'existence d'un conflit d'intérêts du fait que je suis ou que je me propose d'être titulaire d'un intérêt dans un contrat ou dans une autre affaire concernant la personne, la société ou le syndicat ci-dessous, ou qu'un membre de ma proche famille est titulaire d'un pareil intérêt ou se propose de l'être.

\_\_\_\_\_  
(Nom de la personne, de la société, de l'association ou du syndicat traitant des affaires avec le conseil, la commission locale ou le comité ou qui est susceptible de tirer des bénéfices de ses décisions)

La présente divulgation concerne l'affaire suivante :

(préciser tout contrat ou autre affaire qui intéresse le conseil, la commission locale ou le comité et qui constitue un conflit réel ou potentiel)

Fait à \_\_\_\_\_, le \_\_\_\_\_ jour de \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Signature du membre ou du  
cadre supérieur

Reçu et déposé le \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Greffier

#### Note :

Le membre ou le cadre supérieur qui se trouve placé en situation de conflit d'intérêts qui n'est pas visée par cette déclaration est tenu de déposer sans délai auprès du greffier une nouvelle déclaration divulguant ce conflit.

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