



BAY ROBERTS
CARVED BY THE SEA

**PROPOSED EXTENSION
OF THE
BAY ROBERTS' MUNICIPAL SERVICE BOUNDARY
TO INCLUDE SEVERAL AREAS FOR FUTURE GROWTH, EXISTING
PROPERTIES SERVICED BY THE TOWN, AND AN AREA THAT HAS
BEEN DEVELOPED FOR PARK/TRAIL USE**

OCTOBER 20, 2022

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EXECUTIVE SUMMARY

The Town of Bay Roberts issued a Request for Proposals (RFP) for Professional Services for a Boundary Extension Feasibility Report in March of 2021. LW Consulting (LWC) responded with a Proposal dated April 6, 2021. The RFP specified the Scope of Work and Terms of Reference for the Feasibility Report. The Minister of Municipal and Provincial Affairs (MAPA) appointed LWC to prepare the Feasibility Report on July 26, 2021. The Feasibility Report is prepared in accordance with Sections 3 (1) and 9 (1) of the *Municipalities Act, 1999*.

The Town of Bay Roberts has a rich and colorful history dating to the 16th century. The Town's origin commenced with the fishing industry with fishermen from France establishing onshore fishing. Bay Roberts was an important base for the Labrador fishery and the seal hunt. Business development commenced in 1730. By the 20th century Bay Roberts was regarded as a wholesale and distribution center for Conception Bay and Trinity Bay. The first combined passenger and mail flight between St. John's and Harbour Grace touched down in Bay Roberts on February 24, 1922. The causeway known as the Klondyke, connecting Coley's Point and Bay Roberts was completed in 1897. The Western Union Cable Company brought the outside world to Bay Roberts in 1910 with the landing of the Trans-Atlantic Cable and the creation of the Bay Roberts Station. The Cable Building was designated a National Historic Site in 2008 and today houses the Road to Yesterday Museum, the Christopher Pratt Art Gallery, the Bay Roberts Archives, the Bay Roberts Municipal Office, and the Council Chambers. The Town of Bay Roberts was incorporated in 1951.

The purpose of the Feasibility Report is to assess the proposed Municipal Service Boundary expansion by the Town of Bay Roberts. The area under consideration is Butlerville, Goose Pond, and Rocky Pond. These areas are currently within the Town's Municipal Planning Area.

The Feasibility Process included discussions and meetings with the Town of Bay Roberts Chief Administrative Office (CAO) to obtain background information and documentation on the proposed expansion.

The Butlerville proposed expansion area was previously thought to be within the Town of Bay Roberts Municipal Service Boundary.

The Town of Bay Roberts and Spaniard's Bay previously agreed on a boundary realignment to have the Goose Pond proposed expansion area included in the Town of Bay Roberts Municipal Service Boundary to facilitate the development of parks/trails in the area.

The Mayor and Council members of the Town of Bay Roberts were interviewed. The newly elected Council members in the Municipal Elections of September of 2021 were interviewed. The Mayor and Councillors supported the proposed Municipal Service Boundary expansion.

Covid 19, the municipal election in September of 2021, and the time required for Council Orientation, and preparation of the Town's 2022 budget delayed the completion of the Feasibility Report.

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

Correspondence on the agreement between the Towns of Bay Roberts and Spaniard's Bay regarding agreement on a proposed realignment of boundaries between both Towns was obtained. The previous request to the Minister of MAPA, by the Town of Bay Roberts, for a boundary expansion, involving the areas of Goose Pond and Rocky Pond was obtained.

Discussions were held with officials of the Town of Spaniard's Bay and a request was made to reaffirm their previous support for the realignment of the boundaries between the Towns of Bay Roberts and Spaniard's Bay in the Goose Pond area.

A comprehensive and robust Public Consultation Process was undertaken. An Information Circular was prepared and distributed by Canada Post to the residents of Bay Roberts and the Butlerville, Goose Pond, and Rocky Pond proposed expansion areas.

Feedback received from the Information Circular included information on a land dispute in the Goose Pond proposed expansion area and changes in the zoning from Agricultural to Residential to accommodate new buildings. Information on the Rocky Pond proposed expansion area included the accuracy of the provided map, the number of residences in the area, the impact on Rocky Pond and Steady Pond, the need to address traffic issues and the prohibition of industrial or commercial development in this area.

A Public Information Session was held in Bay Roberts in the afternoon of June 23, 2022. Information provided the attendees to have their land within the Goose Pond proposed expansion area rezoned to accommodate residential development.

A Public Hearing was held in Bay Roberts in the evening of June 23, 2022. Attendees included representatives of the Butlerville proposed expansion area, the Goose Pond proposed expansion area, and the CAO of the Town of Bay Roberts.

The representatives from the Butlerville proposed expansion area outlined their opposition to the proposed.

The representatives of land in the Goose Pond proposed expansion area were interested in the time required for their land to be rezoned to accommodate residential development.

At the conclusion of the Public Hearing everyone was requested to send their concerns outlined at the Public Hearing and any additional concerns to LWC so that they could be included in the Feasibility Report, however, no further information or submissions were received.

The Town of Bay Roberts provides municipal services like that provided by other similar sized municipalities.

The Town of Bay Roberts has limited residential and commercial land within its current Municipal Service Boundary to meet its future development needs.

The Town is governed by a seven (7) member Council with monthly public Council meetings and thirty-eight (38) management and other employees. The Town has a variety of Standing, Special Committees, and Liaisons.

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

The Town of Bay Roberts has seen a population growth of 10.34%, from 5,414 to 5,974, during the period from 2006 to 2021 in comparison to a 1% increase in the Province's population.

To confront a limited availability of residential and commercial land combined with a significant population growth, the Town of Bay Roberts is seeking an expansion of its Municipal Service Boundary to include the Butlerville, Goose Pond, and Rocky Pond proposed expansion areas.

The Butlerville proposed expansion area was previously believed to be within the Town's Municipal Service Boundary and was levied property taxes. This error was corrected, property taxes were refunded, and a flat annual fee was implemented, currently at an annual rate of \$500.00.

The Goose Pond proposed expansion area includes an Eco Trail constructed by the Town of Bay Roberts and if approved, will bring this area within the Town's Municipal Service Boundary. The realignment of the boundary in this area is supported by the adjacent Town of Spaniard's Bay.

The Rocky Pond proposed expansion area will provide additional land to meet the residential and commercial future needs of the Town.

There is a rationale, benefits, and arguments pertaining to the proposed expansion to the residents of the Town of Bay Roberts and those of the proposed expansion areas.

The Town of Bay Roberts provides a variety of municipal services to the proposed expansion areas.

An analysis of the expansion to include the Butlerville, Goose Pond, Rocky Pond proposed expansion areas demonstrates that additional services can be provided, in addition to current services provided.

Additional revenue from the existing residences within the Butlerville proposed expansion area and one (1) additional new residence is estimated to be \$1,758.40 with no additional expenditures. This will have a minimal impact on the Town's financial position but will put the Town in a position to meet its future residential and commercial growth needs which will provide a more significant fiscal impact.

The proposed expansion was evaluated by the specified criteria contained in the RFP and resulted in a positive outcome from all specified criteria.

An analysis of all comments received from the Information Circular, Public Information Session, and Public Hearing revealed nothing of substance to negate a positive recommendation to approve the expansion of the Butlerville, Goose Pond, and Rocky Pond proposed expansion areas with the following recommendations being made:

- 1. That the Butlerville proposed expansion area be included in the Municipal Service Boundary of the Town of Bay Roberts.**

- 2. That the information pertaining to the Saunders land in the Goose Pond proposed expansion area be retained by the Town of Bay Roberts and that appropriate ownership of the land in question be obtained prior to the issuance of any building permits for its development.**
- 3. That the information pertaining to requested zoning changes in the Goose Pond proposed expansion area be provided to the Consultant engaged to conduct a Municipal Plan Review for the Town of Bay Roberts.**
- 4. That the Goose Pond proposed expansion area be included in the Municipal Service Boundary of the Town of Bay Roberts.**
- 5. That the information pertaining to conditions suggested to be considered for any future potential development in the Rocky Pond proposed expansion area be provided to the Consultant engaged to conduct a Municipal Plan Review for the Town of Bay Roberts.**
- 6. That the Rocky Pond proposed expansion area be included in the Municipal Service Boundary of the Town of Bay Roberts.**
- 7. That the submitted consolidated map including the three (3) proposed expansion areas and the boundary description of the proposed revised Municipal Service Boundary for the Town of Bay Roberts be approved.**
- 8. That the proposed new Municipal Service Boundary be approved by the Minister of MAPA and that the approval be made effective January 1, 2023.**

In summary the residents of the Butlerville proposed expansion area will pay taxes at the same rate as the existing residents of the Town of Bay Roberts and will eliminate any confusion over where the boundary is located and should be accepted by the residents of Bay Roberts and most of the residents of Butlerville

The approval of the Goose Pond proposed expansion area will eliminate any issue over the Town of Bay Roberts recreational facilities not being within its Municipal Service Boundary.

The approval of the Rocky Pond proposed expansion area will address the future development needs of the Town of Bay Roberts.

INTRODUCTION

The Town of Bay Roberts issued an RFP for Professional Services for a Boundary Extension Feasibility Report in March of 2021 (Appendix 1). The RFP outlined the following Scope of Work:

- Meet and work in consultation (as required) with representatives of the proposed area, the Town of Bay Roberts, other stakeholders under consideration, the public in those areas to ensure the accuracy of information, data, and projections contained in the Report.
- Provide a copy, in the Final Report, of all written submissions submitted at the public hearing or at any other time, a synopsis of the evidence taken at the public hearing, and a copy of any documents or things pertaining to the Feasibility Report that have been considered in preparing the Report.
- Prepare a preliminary report following the Public Hearing for review by affected stakeholders in the unincorporated areas, the Town of Spaniard's Bay, the Department of MAPA, and other relevant stakeholders, as applicable. Comments provided will be considered for incorporation into the final report.
- Provide an electronic and hard copy of the final report to the unincorporated areas, the Town of Spaniard's Bay, and the Department of MAPA.
- Provide the final product (including all original digital artwork files), and any supporting products and documentation in an appropriate format to the Town of Bay Roberts which will be their property.

The RFP contained the following Terms of Reference:

- Review all documentation relative to the municipal proposal and interview municipal administrators and government officials, as necessary.
- Prepare a clear statement of the purpose of the report.
- Prepare a statement explaining and describing the existing situation in the area under consideration, relative to the purpose of the report, and an outline of the possible impact of the proposal on the area.
- Evaluate the effect of the proposal relative to the following criteria
 - i. **access** of the people to elected and appointed official
 - ii. **representation** in accordance with the distribution of population
 - iii. **community identity**
 - iv. **suitability** and need of the area to municipal servicing
 - v. **physical constraints** to municipal servicing
 - vi. **administrative capability** of the municipality
 - vii. **co-ordination** of municipal services and functions throughout the area concerned
 - viii. **cost efficiency** of the type of administration proposed for the scale of services required
 - ix. **feasibility** in terms of revenues and expenditures
 - x. **equity** in terms of both the taxpayer's ability to pay and the benefits received
 - xi. **response** of tax yields to changes in economic activity
 - xii. **equality** among adjoining municipalities considering their different needs and assets

- xiii. **simplicity** of proposed municipal structure
- xiv. **acceptability** of proposals at local and regional levels
- Conduct a public hearing(s), as necessary, for the purpose of giving the public an opportunity to have input into the process.
- Review alternative approaches and options to the proposal and relative acceptability of each.
- Provide a Report to the Minister which details the findings of the study and provides recommendations relative to:
 - i. a description of the proposed boundary
 - ii. the effective date of any boundary changes

LWC responded to this RFP with a Proposal dated April 6, 2021. (Appendix 11)

The Minister of MAPA, the Honourable Krista Lynn Howell, appointed LWC to prepare the feasibility report considering the potential boundary alteration by letter dated July 26, 2021. (Appendix 111) This letter stated that a Ministerial Order appointing LWC to prepare the Report will be advertised in the Telegram. (Appendix IV)

LEGISLATIVE REQUIREMENTS

This Feasibility Report is prepared in accordance with Section 3 (1) and 9 (1) of the *Municipalities Act, 1999*. These sections state:

Section 3 (1):

The Lieutenant-Governor in Council may, by order, on the recommendation of the minister and subject to a feasibility study being prepared under section 9 (c) to establish and alter boundaries of towns; and

Section 9 (1):

The minister shall order the preparation of a feasibility report in the required form before making a recommendation for an order of the Lieutenant-Governor in Council under section 3.

OVERVIEW OF BAY ROBERTS

European fishermen were visiting Bay Roberts as early as the 16th century. Fishermen from Brittany and Normandy in what is today France fished the waters off the coast of Bay Roberts in the early 16th century and named the harbour ***Baie de Robert***. They established onshore fishing rooms where they dried and salted codfish. The French fishermen came to the area because of its large harbour, and flat rock beach which they use for curing fish.

It is speculated that they started building fishing rooms near the end of Bay Roberts harbour in Bay Roberts East in such areas as Juggler's Cove. Then they moved to French's Cove and later to Mercer's Cove. Evidence of these European people can be found in community place names such as Prialux Hill and in nearby names such as Spaniard's Bay and Port de Grave.

By the late 16th century, Bay Roberts had become part of the English Shore. Some French, Spanish, and Portuguese fishermen still visited the area, but they were outnumbered by fishermen from the English West Country. Over time, some of the West Country fishermen began to settle in the area. The families with the surname ***French*** arrived as long ago as 1634 and the ***Earles*** and the ***Badcock's*** arrived in the 1660s. In the 1675 census, Bay Roberts is called "***Bay of Roberts.***" (*Seary's book Family Names of the Island of Newfoundland*)

The Berry census of Newfoundland records only two (2) planters in Bay Roberts. One (1) was ***Anthony Varder*** who lived there with his wife and four (4) children. The other one (1) was a widow named Jane Lay. Families such as the ***Parsons, Mercers*** and ***Bishops*** arrived later. Settlers from the Channel Islands arrived in the 18th century.

These early settlers left behind archaeological evidence of their way of life. Clay pipes and other artifacts have been found in places such as Mercer's Cove. At least one (1) ship was lost in Bay Roberts Harbour during the 17th century. Many ceramic vessels which came from a 17th century shipwreck have been recovered from the harbour. Many of these are complete or almost complete. They include storage jars from the West Country of England and olive jars from Spain and Portugal.

Like many settlements in Conception Bay, Bay Roberts was destroyed by the French during King William's War (1689-1698). When the French arrived in 1697, Abbe' Baudoin, a priest who accompanied Pierre Le Moyne d'Iberville captured ten (10) servants, three (3) planters and three (3) boats there and took fifteen hundred (1,500) codfish. These numbers may not have represented the entire population. By the time Abbe' Baudoin and Pierre d'Iberville arrived, many of the people who lived in Bay Roberts had escaped into the woods or to Carbonear Island because they had been warned that the French were coming.

The effect of the French attacks did not last long, and Bay Roberts was built again. It became an important base for the Labrador fishery and the seal hunt.

Business development began with Robert Pack, founder of the firm of ***Pack, Gosse, and Fryer.*** The appointment of Robert Badcock as constable on September 25, 1730, began the rule of law for the Bay Roberts area. Stocks and a jailhouse were constructed for the punishment of criminal offenders. The construction of a one-room school also took place with one (1) male teacher in charge.

In 1791, there were thirty (30) members of the Wesleyan Church in Bay Roberts under the charge of George Vey. The Church of England was also active, since first St. Matthew's Church started in 1824 and was consecrated in 1827 to replace an earlier Church in Mercer's Cove. The first Society for the Propagation of the Gospel missionary in charge of the Bay Roberts mission was Rev. Oswald Howell in 1837.

The Newfoundland School Society (later known as the Newfoundland and British North American School Society and the Colonial and Continental Society) established a school in Bay Roberts in 1829 under Mr. and Mrs. Lind. The first president of the Newfoundland Teachers' Association, formed in 1890, was James Bancroft, who was teaching in Bay Roberts. He was

instrumental in forming the Association. St. Mark's Anglican School in Shearstown dates to 1867. (The original building has been incorporated into the present school, making it the oldest school in the district. The old building was destroyed by fire in 2002.)

By the 20th century, Bay Roberts was regarded as a wholesale and distribution center for Conception Bay and Trinity Bay, and major businesses included cooperage (barrel making) and shipbuilding. William Dawe was the best-known cooper, having produced seventy-eight hundred (7,800) butter tubs in one (1) year. J. Bowering was a renowned shipbuilder, who produced fifty (50) ships a year for merchants and the Hudson's Bay Company for use in the fishing and sealing industries. However, the economy depended to a significant extent on the fishing industry, as merchants owned between sixty (60) and seventy (70) ships which were used by the local fishermen.

In 1911, it had an Anglo-American Express office, postal telegraph office, ten (10) stores, one (1) hotel, three (3) churches and one (1) weekly newspaper.

The first combined passenger and mail flight in Newfoundland, made by Major F. S. Cotton on February 24, 1922, was between St. John's and Harbour Grace. Before reaching Harbour Grace, the plane touched down at Clarke's Beach and Bay Roberts in Bay Roberts East.

At the start of the 20th century, French's Cove in Bay Roberts East was a bustling fishing community. Today there is hardly any evidence left that anyone ever lived there. However, the remains of root cellars and rock walls are in fairly good shape and have been reconstructed as part of the development of the Bay Roberts Heritage Trail.

The Klondyke, a causeway that connects Coley's Point and Bay Roberts, was once considered to be a "gold mine" to local families that were paid to complete it in 1897. Before the construction of the Klondyke, passengers and freight were ferried from Water Street in Bay Roberts to Coley's Point. During a public meeting in 1897, residents decided to build the causeway. Construction began in the winter months. Rock and gravel were carried to the site in hand-barrels, by horse and sled, and by hand. Men cut a channel through the ice and dumped the rock into the open water. When the Labrador fishery failed in 1897 and many families faced severe hardship, the government agreed to pay the men, women and children who worked on the construction of the causeway \$1 a week to finish the work. Their wage was enough to buy one (1) barrel of flour or one (1) keg of molasses - a welcome relief for people facing a winter of hunger. One store owner in the area (reportedly Mrs. Bursell) compared the project to the Klondike Gold Rush and, as a result, the causeway got its name - The Klondyke.

Since 1996, Bay Roberts has celebrated the construction of the Klondyke and the unique bond between the two (2) communities in the annual Klondyke Day's festivities

The founder of *The Guardian* (The Bay Roberts Guardian {weekly newspaper} 1909-1949) was the late Charles Edward Russell, who was born at Bay Roberts in 1877. In 1909, he bought a small printing plant from Harris and Wesley Mosdell who for several years published a weekly newspaper called *The Bay Roberts Outlook*. On July 9, 1909, the first issue of the Guardian rolled off the man-power-driven press. (Part of this printing equipment was acquired from the late {Magistrate} Jabez P. Thompson, who printed a newspaper called *The Vindicator* at Brigus, around the start of the 20th century.) Just after the founding of *The Guardian* in Bay Roberts, the [Western Union](#) Cable Company of New York became interested in acquiring a site in

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Conception Bay for their Atlantic Cable Relay Station. *The Guardian* was instrumental in persuading the promoters into selecting Bay Roberts as their site.

The Guardian also played a very conspicuous part in reporting events of the two (2) world wars, chiefly the events pertaining to the many local volunteers in the various services. Many headlines read: "Killed in Action", "Died of Wounds", "Missing in Action at Sea", and so on. Also on the lighter side were the reports of receptions on homecomings and letters to loved ones at home, and the happy news of the Armistices.

Other events that made interesting headlines were: "*The Loss of the Swallow*" which was the story of the Coley's Point fishing vessel, The Swallow, owned and mastered by John Bowering and his crew, all from Coley's Point, who were driven to sea in the Atlantic during a hurricane in September 1915. After many days adrift, they were rescued from their sinking vessel by a passing ocean liner and brought to England, and after being given up for lost, they arrived home on Christmas Eve that same year.

The Western Union Cable Company brought the outside world to Bay Roberts in 1910. Eventually, ten (10) trans-Atlantic cables were landed there among them the fastest in the world at that time. Hundreds of employees, both local and worldwide, passed through the doors of the Bay Roberts station. The brick building was erected as a relay station on the connection from England to North and South America. During two (2) world wars, it necessitated a company of army personnel to guard the property from possible enemy action. Winston Churchill and Franklin D. Roosevelt had a private line on the link through Bay Roberts station.



The Cable Building in Bay Roberts was designated a National Historic Site in 2008, having already been recognized as a Provincial Registered Heritage Structure. Eric Jerrett of the Bay Roberts Heritage Society reflected the feelings of the Town when he expressed his pride in the work the Heritage Society has done to preserve and restore the building. Today, the building is a center of activity. It houses the "*Road to Yesterday Museum*," *the Christopher Pratt Art Gallery*, *the Bay Roberts Archives*, and the *Bay Roberts Municipal Offices*, and the *Bay Roberts Council Chambers*. In front of the building is a concourse which marks the site of the cable landing.

The Town of Bay Roberts was incorporated in 1951 after Premier Joseph Smallwood suggested that if the Town had its own Council, it could take care of paving its own roads. In the time since its incorporation, Bay Roberts has seen many changes. The number of services has increased from two (2) main businesses to a Town whose economy depends upon its service industry. Bay Roberts has become a major business center for a large part of Trinity Bay and Conception Bay. Vast improvements have also been made in recreation with the modernization of the swimming pool and the development of the ball fields and tennis courts. It had a population of 2,226 in

1911 and 4,072 in 1976. (Wikipedia) Today, its population is 5,974. (Statistics Canada, 2021 Census)

PURPOSE OF THE FEASIBILITY REPORT

The purpose of the Feasibility Report is to assess the proposed Municipal Service Boundary expansion by the Town of Bay Roberts in accordance with Sections 3 (1) and 9 (1) of the *Municipalities Act, 1999*, the Criteria, and Terms of Reference established in the Town's RFP.

The Feasibility Report will provide the information required to make a recommendation on the proposed Municipal Service Boundary expansion by the Town for consideration by the Minister of MAPA.

The proposed Municipal Service Boundary expansion by the Town of Bay Roberts includes three (3) specific areas:

1. Butlerville area involving existing properties serviced by the Town:
2. Goose Pond area that has been developed for parks/trails by the Town: and
3. Rocky Pond area for future growth opportunities.

All three (3) proposed expansion areas are within the existing Town of Bay Roberts Municipal Planning Area.

OVERVIEW OF THE FEASIBILITY PROCESS

Various discussions and meetings were held with the CAO of the Town of Bay Roberts, wherein background information on the proposed expansion was provided.

The Butlerville proposed expansion area was previously thought to be within the Municipal Service Boundary of the Town of Bay Roberts.

The Towns of Bay Roberts and Spaniard's Bay previously agreed on a boundary realignment to facilitate the development of trails in the Goose Pond proposed expansion area so that the area would be within the Town of Bay Roberts Municipal Service Boundary.

LWC conducted interviews, on November 7, 2021, with Mayor Phil Wood; Deputy Mayor Walter Yetman; Councillors Silas Badcock, Frank Deering, Dean Franey, Wade Oates, and Geoff Seymour.

Municipal Elections were held on September 28, 2021, and the new Council consists of Mayor Walter Yetman, Deputy Mayor Geoff Seymour, Councillors Silas Badcock, Frank Deering, Ross Petten, Dean Franey, and Perry Bowering. Interviews were held with the new Councillors Ross Petten and Perry Bowering on February 28, 2022.

In summary, the Mayor and all Councillors are in support of the proposed expansion. Their comments included the following:

1. The Butlerville proposed expansion area was thought to be within the Municipal Service Boundary of Bay Roberts and the proposed expansion to include this area in the Town will clear up any confusion on it being within Bay Roberts.

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2. The Goose Pond proposed expansion area should be included in the Town's Municipal Boundary as the trails were developed by the Town of Bay Roberts at its cost. Agreement had been previously reached with the Town of Spaniard's Bay on the realignment of their municipal boundary to facilitate the inclusion of this area within the Municipal Service Boundary of the Town of Bay Roberts. There is room for some potential development in this area.
3. The Rocky Pond proposed expansion area is a desirable area to provide future growth opportunities for the Town and is within its water supply area.
4. All proposed areas have a long-term connection to Bay Roberts.

Covid 19 delayed the Feasibility Report Process by necessitating that most of the preparatory work and research had to be conducted via Zoom, telephone, and email.

Municipal Elections were held on September 28, 2021, and the election of two (2) new Councillors also delayed the Feasibility Report Process to provide time for the orientation of the new Council, and the preparation of the Town's 2022 budget.

Further to information provided by the CAO on an agreement with the Town of Spaniard's Bay for their approval of the proposed realignment of the boundary in the Goose Pond proposed expansion area copies of the correspondence pertaining to this issue was requested and provided.

A letter dated June 6, 2014, outlining the Town of Spaniard's Bay's support for the realignment of the Municipal Boundaries between Bay Roberts and Spaniard's Bay was provided together with a list of Councillors from the Towns of Bay Roberts and Spaniard's Bay who participated in the discussions on this issue. (Appendix V)

A copy of a letter to the Minister of MAPA dated November 27, 2014, outlining the Town of Bay Roberts' request for a boundary expansion involving the area mutually agreed to by the Towns of Bay Roberts and Spaniard's Bay, and the Rocky Pond proposed expansion area was provided together with maps of both areas. (Appendix VI)

Discussions were held with officials of the Town of Spaniard's Bay on the proposed expansion and correspondence dated May 2, 2022, was provided by the Town of Spaniard's Bay reaffirming their previous support for the realignment of Municipal Boundaries in the Goose Pond proposed expansion area as previously contained in their letter of June 6, 2014. (Appendix VII)

PUBLIC CONSULTATION

A comprehensive and robust Public Consultation Process was undertaken as contained in the attached Public Consultation Report. (Appendix VIII)

An Information Circular was prepared and distributed by Canada Post to the residents of Bay Roberts and the Butlerville, Goose Pond, and Rocky Pond proposed expansion areas.

Feedback received from the Information Circular included:

- A phone call from Garrett (Gary) Saunders regarding the Goose Pond proposed expansion area and a family dispute over land in this area.
- A submission from Margaret Snow of Rocky Pond Road indicating the map for the Rocky Pond proposed expansion area was not accurate and that the area contained approximately one hundred (100) residential properties. Her major concern was over the potential impact on Rocky Pond and Steady Pond. She outlined various measures that should be considered in any consideration of the approval of the proposed expansion including the protection of the wetlands and waters of Rocky Pond and Beaver Pond by having this area declared a conservation area and limiting activity to walking trails, prevention of any through traffic on any extensions to current residential streets, the prohibition of any industrial or commercial development, and the designation of green space within this area.
- A submission from Patricia George requesting whether the land owned by her and specified family members in the Goose Pond proposed expansion area was included in the proposed expansion and whether there were any plans to change the zoning from **Agricultural** to **Residential** to accommodate building a cabin or home on her land in this area.
- A submission from Jackie Holmes requesting a rezoning of her land in the Goose Pond proposed expansion area from **Agricultural** to **Residential**.
- A submission from Garrett (Gary) Saunders as a follow-up from his telephone conversation regarding his land in the Goose Pond proposed expansion area and the details of the family dispute over this land.

A Public Information Session was held in Bay Roberts in the afternoon of June 23, 2022, wherein a total of four (4) individuals attended outlining their desire to have their land within the Goose Pond proposed expansion area rezoned to accommodate residential development.

A Public Hearing was held in Bay Roberts in the evening of June 23, 2022, wherein a total of eight (8) individuals attended representing three (3) property owners in the Butlerville proposed expansion area, two (2) regarding their land within the Goose Pond proposed expansion area, and the CAO of the Town of Bay Roberts.

The representatives from the Butlerville proposed expansion area outlined their opposition to the proposed expansion including

- History of the area;
- Mistaken inclusion of the area within the Town of Bay Roberts;
- Refund of property taxes paid to the Town;
- Imposition of an annual fee for services provided by the Town;
- Accuracy and fairness of the annual fee process;
- Land in the area is family-owned and should not be subject to property tax;
- Annual fee should only cover the cost of service provided by the Town;
- Lack of water or sewer services from the Town;

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- They have their own well and septic systems;
- They pay building permits to the Town;
- They pay fees for access to recreational facilities to the Town and to adjacent municipalities;
- There will be no additional services provided if they are included in the Town;
- This move is only a tax grab; and
- They should have a vote on whether they become a part of the Town.

The representatives of land in the Goose Pond proposed expansion area were interested in the time required for their land to be rezoned to accommodate residential development.

At the conclusion of the Public Hearing everyone was requested to send their concerns outlined at the Public Hearing and any additional concerns to LWC so that they could be included in the Feasibility Report, however, no further information or submissions were received.

ANALYSIS OF BAY ROBERTS' MUNICIPAL SERVICES

Bay Roberts provides municipal services like that provided by other similar sized municipalities as outlined in Table 1.

Table 1 - Municipal services provided to residents and businesses of Bay Roberts	
Animal Control Services	Emergency Preparedness
Fire Protection	Garbage Collection and Disposal
Municipal Enforcement Service	Planning and Development Control
Recreation and Cultural Facilities and Services	Roads and Road Maintenance
Snow Clearing	Street Lighting
Tourism and Marketing Services	Water and Sewer Service and Maintenance
Fiscal	

Animal Control Services

There are limited animal control services provided within the Town of Bay Roberts. There are no facilities for any impounder animals. The limited animal control services are provided by the Director of Protective Services.

Emergency Preparedness



The Town of Bay Roberts has an Emergency Preparedness Plan updated as of October of 2021, to address any emergency matters at the municipal level. The Director of Protective Services and the Emergency Services Committee oversee the plan.

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Fire Protection

The Town of Bay Roberts has a fully modern fire department with equipment as outlined in Table 2. There are thirty-seven (37) volunteer firefighters, including the Fire Chief and officers who provide all fire/rescue services including but not limited to fire prevention, fire suppression (offensive and defensive), and motor vehicle accidents response.

Table 2- Fire Fighting Equipment		
Year	Make	Model
1991	Simon Duplex	LTI 75 ft Rear Mount Quint, 1500 US GPM, 500 US Gallon Tank
2003	Metalfab GMC	Pumper 850 GPM, 1000 Gallon Tank, Transverse Pump Panel
2007	Ford	F-150 Crew Cab Pickup Truck (Utility)
2016	Carl Thibault Freightliner	M2 106 Rescue Pumper, 1050 GPM, 1000 Gallon Tank, Side Mount Pump
2018	Chevrolet	2500 Pickup Truck (Utility)
2021	Ford	F-600 Combination Rescue

Fire Department apparatus is certified annually and maintained by an Emergency Vehicle Technician with the chassis and components being inspected annually by a certified garage to ensure they meet Department of Transportation and Infrastructure regulations.

Other equipment includes the following:

- Holmatro Heavy Hydraulic extrication tool allotment (Portable Pump, Spreaders, Cutters, Ram, Mini Tool)
- Air Bag lift kit
- (14) 4500 psi Scott SCBA (Self Contained Breathing Apparatus Sets)
- Full allotment of medical/trauma equipment with 2 AED's
- 2000-gallon portable water tank
- 2022 20 HP Honda 4 in. intake portable pump
- 18 HP Kohler 4 in. intake portable pump
- Full allotment of hose to meet NFPA requirements for Interior Fire Attach and Supply on both pumpers and quint
- 3-story training tower located on LT. Stick Drive
- 2021 6000 psi compressor and fill station

During the period of 2019 to 2021 inclusive, the Town of Bay Roberts Fire Department responded to calls for service as outlined in Table 3.

Table 3 – Fire Rescue Calls	
Year	Total Fire Rescue Service Calls (excluding False Alarms)
2019	106

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

2020	70
2021	93

Fire Protection Fees are levied on an annual basis as outlined in Table 4.

Table 4 – Fire Protection Fees	
Type of Fee	Amount of Fee
Boat (Small – Pleasure Craft)	\$100.00
Boat (Large – Fishing Vessel)	\$150.00
Businesses	\$1,000.00
Butlerville Service Area	Included in the annual fee of \$500.00
Fish Plant	\$2,500.00
House	\$100.00

Garbage Collection and Disposal

Residential Garbage (Waste) Collection and Disposal services are provided by the Town with approximately five (5) fulltime staff and its own equipment as outlined in Table 5. Residential Garbage (Waste) Collection and Disposal services includes weekly garbage collection, a two-stream recycling services (cardboard/paper and plastics/cans), bulk garbage pickup limited to one (1) per month in the spring and periodically in the fall. A composting site for the disposal of leaves, grass, and tree branches is provided which are shredded. The cost of Residential Garbage (Waste) Collection and Disposal is covered by the annual Property Tax. Commercial users are responsible for their own Garbage (Waste) Collection and Disposal service. An additional side loader has been ordered to be delivered in 2022.

Table 5 – Garbage Collection and Disposal		
Year	Make	Type
2016	Freightliner	Side loader
2019	Freightliner	Rear loader

Municipal Enforcement Service

The Municipal Enforcement Officer's (MEO) duties and responsibilities are performed by the Director of Protective Services together with the duties and responsibilities of Fire Department Administration, Fire Inspections, Occupation Health and Safety, Emergency Management Planning, permits and similar duties. The MEO's activities are limited to the enforcement of Municipal Bylaws and Regulations (Regulations). The Director of Protective Services is provided with a 2018 Chevrolet Silverado 4-wheel drive extended cab for the performance of his responsibilities.

Table 6 outlines a listing of the Regulations approved by the Town of Bay Roberts and enforced by the Director of Protective Services.

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

Table 6 – List of Town Regulations	
Regulations	Regulations
Anti-Litter Regulations	Civic Addressing Regulations
Commercial Vehicle Parking Regulations	Dog and Animal Regulations
Fence Regulations	Fire Department Regulations
Garbage and Refuse Regulations	Heritage Regulations
Motorized Snow All-Terrain Vehicle Regulations	Noise and Nuisance Regulations
Occupancy and Maintenance Regulations	Sign Regulations
Snow Clearing Regulations	Tourism Advisory By-Laws
Vendor Regulations	

Planning and Development Control

The *Municipalities Act, 1999* Section 194 states:

- “A person shall not within a municipality
- a) erect a building
 - b) extend, repair, relocate or demolish an existing building
 - c) change the use for which an existing building is or was last held or occupied; or
 - d) occupy a building that has been vacant for a period of 6 months or more or a newly constructed building
- except in accordance with a written permit from the council.”

Applications for buildings and building alterations within the Town are controlled through the issuance of a building permit. Land Use Control and the use of buildings is controlled by the Town’s Municipal Plan and Development Regulations.

The Town of Bay Roberts’ Municipal Plan and Development Regulations were prepared in December of 2010 and covers the period of 2010 to 2020. A Municipal Plan review will be conducted following the outcome of this Feasibility Process.

Construction Statistics

Applications and the issuance of Building Permits are approved by Council and administered by the CAO.

Table 7 outlines a listing of Building Permits issued in 2021.

Table 7 – List of Building Permits			
Year	Permit Type	Number	Permit Value
2021	Residential	6	\$1,529,000
2021	Residential (renovations, extension, sheds, garages, etc.)	11	\$182,500
2021	Commercial (sign)	1	\$28,400

Recreation and Cultural Facilities and Services

The Town of Bay Roberts has various recreation facilities including:

Bay Roberts' Lions Swimming Pool



The Pool is a 50-year-old facility that is used for swimming instruction, recreation, and competition. The Sea Lions Swim Team have won twenty-five (25) championship titles at the Provincial Short Course Summer Club Championships sponsored by Swim Newfoundland and Labrador. The Swimming Pool is operated in the summer, primarily by summer students, who are trained to the highest of standards. The Bay Roberts' pool staff have won the Osmond Award (recognized by Royal Lifesaving Society as having the highest-level of trained staff in a seasonal pool) six (6) out of the last seven (7) years.

The following programs are offered

- Swimming Lessons
- Stroke Improvement
- Swim Team
- Water Aerobics
- Junior Lifeguard Program
- General and Family Swim

Bay Arena



PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

The Bay Arena is a 45-year-old building that is one of the busiest arenas in the Province during the winter season. Upgrades and new infrastructure are budgeted yearly as the Town Council recognizes the importance of the rink to the community.

The Bay Arena is a venue for many Town events during all seasons of the year. Hockey, figure skating, recreational hockey, and recreational skating are featured during the winter. A full day of Winter Events is held in the Bay Arena during Winter Carnival each year. During the summer season the Bay Arena hosts events such as dance recitals, weddings, dances, concerts, car shows, and graduations. The following programs are offered:

- Bay Arena Minor Hockey
- CBN Figure Skating Club
- Junior Hockey
- Tri-Pen AAA Hockey
- General, Family, Parent, and Tot Skates
- Various Recreation Leagues

Parks and Playgrounds



The Town of Bay Roberts has five (5) playgrounds throughout the municipality in the following locations:

- The East End
- Wilbur Sparkes Recreation Complex
- Coleys Point
- Shearstown
- Butlerville

These playgrounds are well maintained, and upgrades are added yearly to facilities where required.



In 2017 and 2018 the Town invested \$1.4 million into the Wilbur Sparkes Complex which is the crown jewel of the Town. Rubberized surface, walking track, accessible equipment, a second softball field, clubhouse and a splash pad were added to a facility that had a softball field, soccer field, ball hockey court, tennis courts and green space.

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

This facility is 100% wheelchair accessible and will be the primary host for the Newfoundland and Labrador Summer Games in 2024.

The following programs are offered:

- Bay Roberts' Summer Recreation Program
- Walking Program
- Unstructured Play
- Splash Pad

The Town of Bay Roberts has three (3) softball fields, one (1) outdoor ball hockey court, five (5) tennis courts, one (1) soccer field, and a new basketball court to be constructed and ready for the Newfoundland and Labrador Summer Games in 2024. Many programs are offered throughout the year on these facilities by various sports groups, organizations, and the Town.

The following programs are offered:

- CBN Lighting Soccer Association
- Bay Roberts' Minor Softball
- Butlerville Minor Softball
- Bay Roberts' Ladies Softball
- Bay Roberts' Men's Softball
- Bay Roberts' Minor Ball Hockey

Open Spaces

The Town of Bay Roberts has many open spaces and green spaces throughout the Town that are annually maintained including the Wilbur Sparkes Complex, Community Gardens, French's Park, Goosepond Walking Trail, Madrock Walking Trail, and the various playgrounds where picnic tables and garbage cans are placed for people to enjoy quiet time or family outings.

Light the Lamp Event

The Light the Lamp event is the largest street hockey tournament in the Province. Over 150 teams of both male and female participants ranging in age from 5 to 15 years old converge on Bay Roberts during the last weekend of June to participate. The economic spinoff from this event is evident by the number of local businesses that sponsor the event. There has been a shift in community pride since this event was created by the success it has achieved.

Roads and Road Maintenance

The Town of Bay Roberts has approximately 70 kilometers of paved roads, 2 kilometers of gravel roads, 10 kilometers of concrete sidewalks, and 7.9 kilometers of trails. Repairs and maintenance of these roads/sidewalks/trails are provided in-house with its own equipment as listed in Table 8.

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Table 8 - List of Road Maintenance Equipment	
Year	Make
2012	Dump Truck
2012	Excavator
2012	Cube Can
2015	Dump Truck
2019	Excavator
2019	Asphalt Recycler

Snow Clearing

The Town provides snow clearing services with approximately seven (7) fulltime staff utilizing Town owned equipment listed in Table 9.

Table 9 – Snow Clearing Equipment	
Year	Make
2000	Loader
2012	Dump Truck
2014	Loader
2015	Dump Truck
2017	Loader
2018	¾ Ton Truck

Street Lighting

The provision of streetlights is significant to residents to facilitate easy and safe pedestrian and vehicular movement within the Town. Bay Roberts has streetlights strategically located throughout its Municipal Service Boundary.

Tourism and Marketing Services

The Town of Bay Roberts has extensive Tourism and Marketing Initiatives which had to be curtailed during the Covid 19 Epidemic. During that period marketing was kept local using their social media platform including Facebook, Twitter, and Instagram. The 2022 Tourism, Event, and Marketing budget is approximately \$180,000.

The Town has an internet radio station with 24-hour programming including programs targeting the local market as well as across North America.

The Town produces a municipal newspaper called the Klondyke Gazette that is available throughout the Town and in resident's mailboxes.

The Town's tourism initiatives are included in the Province of Newfoundland and Labrador's Tourism Guide. This guide profiles all government approved events,

accommodations and facilities that are “TAP” (Tourism Assurance Plan) Compliant, are market ready, and marketed to the world.

The Town’s tourism and events program are quite extensive and has a large positive economic impact on the Town and surrounding area.

During the summer, the Tourism Department presents walking tours during the weekend.

Tourism and Marketing Events

The Bay Roberts’ Special Events and Cultural Committee team up during the summer months to profile music and culture on a weekly basis through the “Summer Concert Series” as well as Guided Hikes along the Shoreline Heritage Trail including the following:

Summer Concert Series

The Summer Concert Series is an annual, weekly musical event designed to celebrate the Town’s cultural heritage and engage tourists who visit the region. Predetermined locations are promoted on Thursdays and during the weekends throughout the summer. Most performances are hosted and performed by local youth, summer staff, and local amateur musicians.

Guided Hiking Tours

These tours are an annual group of walking tours that include the hike, interpretive guides, actors, musicians, and cooks who all work together to tell the story of coastal Newfoundland and Labrador.

Heart of Heritage Tour

This tour is a guided walk around the Town’s National Historic Site, Cable Building, and provincially designated historic district, Cable Avenue. The tour starts with a musical performance as the crowd gathers, then the tour proceeds up Cable Avenue where participants are greeted by characters of the past who, in character, act out historical vignettes.

Cellars and Songs Tour

This tour is a guided hike along the resettled community of French’s Cove, Bay Roberts. During this tour participants walk along pathways that use to be bustling roadways in the 1800’s. During the tour there will be musical breaks and stops to visit original root cellars and rock wall foundations.

Toutons and Tunes Tour

This is a unique tour that takes the participants on a walk back in time. The guide leads the walk through the resettled east end of Bay Roberts. Theatrical vignettes tell the story of the way of life in the 1700/1800’s. The tour finishes

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at the Red Fisherman's Shed where the participants are greeted by musicians and the smell of freshly cooked touts for all to eat.

Tourism and Special Events Committee

This Committee is responsible for the following Festivals in Bay Roberts during the year:

Songs, Stages and Seafood Festival (May)

The Songs, Stages, and Seafood Festival celebrates the sea and the culture surrounding it. The Town's culture is certainly "carved by the sea" – in their words, music, and food. The festival is a 5-day journey of discovery, designed to appeal to your senses of sight, smell, sound, touch, and of course, taste. From tastings, demos, workshops, contest, hiking and dancing. It brings people from all over the world to their shores.

Newfoundland Tulip Festival (June)

The first Newfoundland Tulip Festival was scheduled from June 11 to 12, 2022 at the Bay Robert Community Centre and predetermined gardens throughout the Town. It was the largest tulip display in the Province.

Klondyke Days (July)

Klondyke Days includes various events over a twelve (12) day period from July 20 to August 1st and includes concerts, hikes, quilt show, road race, wine tastings, community dance and barbeque, and church activities.

Fall in Love with Bay Roberts (September/October)

Those attending this event will enjoy the fall market in the Community Gardens which boasts local small businesses and artists along with live performances. Attendees can participate in Pumpkin Fest at the chalet and take part in the many family activities including spooky story time, pumpkin carving contest, and cookie decorating which is sure to be a favorite! Thrill seekers should visit the illuminated Halloween Light Park.

Festival of Lights (December/January)

Bay Roberts is one of the ten (10) most festive communities in Canada and may have the most extensive Christmas celebrations in the Province! The Festival of Lights is a collection of community events to mark the season. The Town hosts a large nativity collection and a live nativity scene. The Town also boasts of having the Province's first intelligent light park, and numerous other events. It has two (2) Santa Claus Parades, one in the daytime and one at night. The Festival of Lights is a two-time National Winter Lights Winner.

Water and Sewer Service and Maintenance

There are approximately 2,400 residential dwellings in Bay Roberts with 2,380 households being serviced with water and sewer and approximately 20 residential dwellings not provided with water and sewer services. There are approximately 300 commercial buildings serviced with water and sewer and approximately 10 commercial building not provided with water and sewer services. There are approximately 60 kilometers of water and sewer and 41 lift stations. Water and Sewer Service and Maintenance is provided in house with approximately four (4) fulltime staff with equipment outlined in Table 10.

Year	Make
2006	Small Excavator
2012	Large Excavator
2012	Dump Truck
2014	Loader
2015	Dump Truck
2017	Loader
2019	Small Excavator

Fiscal

The Town of Bay Roberts is in a sound financial position. This is a result of prudent management and good stewardship by the Council. It's Residential Property Tax Rate of 6.5 mils with a minimum annual tax of \$300.00; and a Residential Water and Sewer Tax of \$350.00 per annum is very reasonable. It's Commercial Property Tax Rate of 7 mils with a minimum annual tax of \$200.00 and a Commercial Water and Sewer tax of 6 mils plus \$100.00 is very reasonable. Both residential and commercial rates are reasonable and comparable to other similar municipalities as illustrated in Table 11. These tax rates are reflected in the 2022 Operating Budget with revenues of \$8,691,883 and expenditures of \$8,691,883.

Municipality	Population	Residential Tax	Commercial Tax	W & S Res. Rate	W & Sewer Com. Rate
Carbonear	4, 637	6.75 mils (Min. Tax \$300.00)	9 mils (Min. Tax \$500.00)	\$360.00	6.25 mils + \$125.00
Clarenville	6, 704	7.8 mils (Min. Tax \$300.00)	8.5 mils (Min. Tax \$300.00)	\$385.00	3.0 mils + \$360.00

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Marystown	4,558	7.0 mills (Min. Tax \$350.00)	8.00 mills (Min. Tax \$350.00)	\$540.00	\$708.00
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Potential Residential and Commercial/Industrial Development:

The Town of Bay Roberts has limited residential lots and commercial land available for potential future development within its current Municipal Service Boundary.

Members of Town Council, Standing Committees, Staff, ATIPP Officials, Budget, and Tax and Fee Structure

A seven (7) member Council governs Bay Roberts. The Public Council meeting schedule for 2022 is contained in Table 12.

Table 12 - Public Council Meeting Dates for 2022	
January 11	January 25
February 8	February 22
March 8	March 22
April 12	May 10
May 24	June 14
July 19	August 16
September 13	September 27
October 11	October 25
November 8	November 22
December 13	

In the event of a Council meeting falling on an observed holiday, the meeting is rescheduled to the following day at the same time. The current members of Council are contained in Table 13.

Table 13 - Members of Council	
Name	Position
Walter Yetman	Mayor
Geoff Seymour	Deputy Mayor
Silas Badcock	Councillor
Frank Deering	Councillor
Ross Petten	Councillor
Dean Franey	Councillor
Perry Bowring	Councillor

Bay Roberts has various Standing Committees as outlined in Table 14.

Table 14 - Town of Bay Roberts' Standing Committees	
Emergencies Services	Executive and Finance

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

Planning and Development	Public Works
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Bay Roberts has various Special Committees and Liaisons as outlined in Table 15.

Table 15 - Town of Bay Roberts' Special Committees and Liaisons	
Community Enhancement and Tourism	Cultural Foundation
Heritage Advisory Committee	Joint Management Committee (JMC)/Wetlands
Recreation and Special Events	Urban Municipalities Committee

Bay Roberts' Access to Information and Protection of Privacy (ATIPP) Officials are outlined in Table 16.

Table 16 - ATIPP Officials	
Position	Position
Coordinator	Town Clerk
Head	CAO

Bay Roberts' employee structure is outlined in Table 17.

Table 17 - Management and Employee Structure	
Classification	Number
Chief Administrative Officer	1
Director of Economic Development and Tourism	1
Town Clerk	1
Director of Protective Services	1
Director of Recreation	1
Recreation Coordinator	1
Director of Public Works	1
Supervisor of Public Works	1
Visitor Information Centre Manager and Tourism Supervisor	1
Tourism Foreman	1
Recreation Foreman	1
Accounts Payable Clerk	1
Assessment and Taxation Clerk	1
Clerk Receptionist	1
Electrician	1
Public Works - Heavy Equipment Operator	8
Public Works - Labourer	3
Tourism Labourer	4
Recreation Labourer	3
Arena Maintenance	5
Total	38

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

Bay Roberts' 2022 Budget highlights are outlined in Table 18.

Table 18 - 2022 Budget	
Revenue Classifications	Amount
Residential Property Taxes	\$3,150,000
Commercial/Non-Residential Taxes	\$601,526
Residential Water and Sewer Taxes	\$902,000
Commercial Water and Sewer Taxes	\$598,474
Other Taxes	\$1,217,000
Sale of Goods and Services	\$722,000
Other Revenue from Own Sources	\$127,300
Government Transfers	\$1,373,583
Total Revenue	\$8,691,883
Expenditure Classifications	Amount
General Government	\$980,563
Protective Services	\$281,956
Transportation Services	\$1,763,469
Environmental Health	\$998,576
Planning and Development	\$739,481
Recreational and Cultural Services	\$1,024,620
Fiscal Services	\$2,903,218
Total Expenditures	\$8,691,883

Bay Roberts' 2022 Tax and Fees are outlined in Table 19.

Table 19 - 2022 Tax and Fee Structure	
Residential Property Tax	6.5 mills
Commercial Property Tax	7 mills
Minimum Property Tax	\$300.00
Business Tax	12 mills
Business Tax (Pharmacies, Optometrists, Dental, Other Medical, Insurance, Gas Bars, Engineering, Investments, Car Dealers/Washers, etc.)	15 mills
Business Tax (Real Estate, Doctors, Funeral Homes, Laundromats, Law, etc.)	20 mills
Banks and Financial Institutions	100 mills
B & B/Vacation Home Rentals	\$500.00
Minimum Business Tax	\$200.00
Residential Water and Sewer	\$350.00
Residential Water	\$225.00
Residential Sewer	\$125.00
Residential Additional Apartment Units - each	\$200.00
Commercial Water and Sewer	6 mills Plus \$100.00

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

Commercial Water	4 mills
Vacant Land Water and Sewer	\$175.00
New Residential Permit	\$350.00
Residential Extension	\$75.00
Residential Accessory Building Permit	\$50.00
Residential Accessory Building Extension	\$25.00
Home Based Business Signage	\$50.00
Residential Fence Permit	\$20.00
Home Based Business Occupancy Permit	\$50.00
Residential Deck/Patio/Extension	\$25.00
Commercial Extension Permit	0.5% of cost of construction (Min. \$250.00)
Commercial Renovations Permit	\$100.00
New Commercial	0.5% of Cost
Vendors Permit	\$200.00
Commercial Signage	\$100.00
Commercial Fence Permit	\$50.00
Commercial Deck/Patio/Extension	\$75.00
Water and Sewer Installation Permit	\$2,500.00
Water Only Installation Permit	\$1,500.00
Sewer Only Installation Permit	\$1,500.00
Compliance Letter	\$100.00
Tax Certificate	\$100.00
Tolerance Letter	\$1,000.00
Commercial Occupancy Permit	\$250.00
Sidewalk/Curb/Gutter Replacement	Cost
Water Turn On	\$50.00
Water Turn Off	\$50.00

BOUNDARY EXPANSION BACKGROUND

The Town of Bay Roberts has a limited amount of residential and commercial land to meet its current and future growth needs. The Town is unique in the Province of Newfoundland and Labrador in comparison to other similar sized municipalities. The Town’s population has been growing since 2006, from a population of 5,414 to 5,974 in 2021 for a growth rate of 10.34%.

For several years, the residents of the Butlerville proposed expansion area were believed to be in the Municipal Service Boundary of Bay Roberts and were levied a property tax. Information obtained revealed that some residences were charged property taxes in 1995 with taxes being refunded in 2018. Refunds of property taxes was made following confirmation that this area was outside the Town’s Municipal Service Boundary. An annual rate was implemented to cover the cost of services provided by the Town. A current annual flat rate of \$500.00 is now charged on all residences in the Butlerville proposed expansion area.

The Goose Pond proposed expansion area includes the 1.6-kilometer Goose Pond Eco Trail. It has a pergola and gazabo structures for various events. There are seating areas located around the

entire trail. The trail and amenities were constructed over a four (4) year period at an approximate cost of \$140,000.00 by the Town of Bay Roberts. There are two (2) recreation trailers located across from the trail and are situated on private land. The Town has indicated it has no intention of increasing the capacity in Goose Pond for such a development. The Town plans to link the trail, in the future, with an existing right-of-way to Muddy Hole, Shearstown Estuary. The proposed expansion will bring the area within the Municipal Service Boundary of the Town of Bay Roberts to the benefit of residents of the expansion areas and the Town of Bay Roberts. As previously noted, the adjacent Town of Spaniard's Bay supports the realignment of the Town of Bay Roberts Municipal Service Boundary in this area. The area is not serviced with water and sewer and the Town has no immediate plans to extend water and sewer service in the area. The Town's main water line runs through this area, but this is a large sized waterline, and the Town is not sure whether they can have service lines tap into it. If it is feasible the Town may consider constructing a public washroom on site in the future.

The Rocky Pond proposed expansion area is not provided with any municipal services as there are no existing residents in this area. A detailed analysis has not been conducted on the number of residential lots that could be developed in this area. The area could be serviced with water and sewer as this service currently ends at the end of Farm Road extension. No engineering has been done to determine how much development in this area can be accommodated by the existing water and sewer services. This analysis will be done if the area is approved to be included in the Town's Municipal Service Boundary following which the number of potential lots to be developed and the price of such lots would be established. Required infrastructure within this area will be provided by the developer for this area and provide additional development area for the Town.

Rationale for the Proposed Expansion

The following rationale is being presented to support the proposed expansion:

- Bay Roberts is growing with limited residential and commercial land to meet its future needs.
- The continued growth of Bay Roberts requires additional land to meet the growth needs for prospective residents and business owners.
- There will be additional tax revenue for the Town from the existing dwellings within the proposed expansion area plus additional land for development that can add to the Town's revenue base.
- Any confusion over whether the Butlerville proposed expansion area is in the Town of Bay Roberts' Municipal Service Boundary will be eliminated.
- The trails and amenities in the Goose Pond proposed expansion area constructed at the Town's cost will be within the Municipal Service Boundary of the Town of Bay Roberts and the realignment of the boundary in this area is supported by the adjacent Town of Spaniard's Bay.
- The Rocky Pond area will provide future growth opportunities.

Benefits of Expansion to Bay Roberts' residents and businesses

1. Improved tax base resulting from the boundary expansion.
2. All residents of Bay Roberts and those of the expansion areas will be perceived to be paying reasonable and equitable taxes for services and access to the facilities within the Town including its recreational, cultural programs and services.
3. More equitable sharing of municipal service costs by the residents of Bay Roberts and those in the Butlerville proposed expansion area who are perceived as receiving the same municipal services
4. Potential stabilization of tax rates within the Town of Bay Roberts in the short, medium, and long-term.
5. Increased development area within the Municipal Service Boundary for the Town of Bay Roberts.
6. A minor increase in Bay Roberts' current population and the potential for further increases in their population as the proposed areas are developed.
7. The provision of additional potential services to the expansion area.

Benefits of Expansion to Residents within the Expansion Area

The following are some potential benefits for residents in the proposed expansion area:

1. Ability to vote in Bay Roberts' municipal elections.
2. Input into the affairs of the Town of Bay Roberts.
3. An enhanced voice in municipal issues
4. Access to all municipal services like those residents who do not have water and sewer services within the current municipal boundaries of Bay Roberts

Arguments for and against expansion

1. Existing or potential new residents of the new areas will be given a voice in the government of the municipality where they work, live, and shop.
2. Potential reduction in property insurance cost due to fire protection services being provided by the municipality in which they reside.
3. The new areas will obtain municipal services from a municipality that is professionally staffed and experienced.
4. Residents who live in the proposed expansion areas can have a more direct role in community affairs by being elected to Council or appointed to its committees.
5. Additional control over taxation by their municipal government.
6. The potential provision of additional services over that which is now provided.
7. Resistance by property owners within expansion area to the payment of municipal taxes.
8. Expectation of increased and/or additional municipal services for the payment of municipal taxes.
9. The new Municipal Service Boundary will more appropriately reflect the true and existing economic, cultural, and physical boundaries of the larger area.
10. The expansion can protect or enhance the municipality's tax base.
11. Additional services may become available and property values may increase.

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

12. Residents outside the municipality may argue that they decided to build and live in the area to avoid taxes for services they do not need.
13. Residents outside the municipality may oppose the expansion as being a step towards greater urbanization.
14. The municipality's regulations and other requirements may not be viewed as being appropriate for the area in question.
15. There may be a distrust of the municipality and its politics.
16. The municipality may not be able to afford the additional services that may be required or expected. Services may not be available without adversely impacting current services levels.

AREA UNDER CONSIDERATION

An extension to the Town of Bay Roberts' Municipal Service Boundary to include the three (3) areas referred to as:

- A. Butlerville Area
- B. Goose Pond Area
- C. Rocky Pond Area

The proposed revised Municipal Service Boundary contains the existing Municipal Service Boundary of Bay Roberts and will contain the proposed three (3) expansion areas within the existing Municipal Planning Area of the Town of Bay Roberts

ANALYSIS OF SERVICES WITHIN THE EXPANSION AREA

The residents of the Butlerville proposed expansion area were previously considered to be residents of Bay Roberts and were charged property taxes. As previously noted, when it was determined that the area was outside Bay Roberts' Municipal Service Boundary, property taxes were refunded, and an annual fee was charged to each household. The current Annual Fee is \$500.00. There are seven (7) residences within the Butlerville proposed expansion area with one (1) additional residence under construction.

The Goose Pond proposed expansion area includes trails and other amenities constructed by the Town of Bay Roberts at its cost and the proposed expansion will bring the area within the Municipal Service Boundary to the benefit of residents of the expansion area and the Town of Bay Roberts. There are currently two (2) recreation trailers in this area and there is additional land for future potential development. The area will also provide additional area for recreational/cabin use and potential residential development.

The Rocky Pond proposed expansion area is not provided with any municipal services as there are no existing residents in this area. This area will provide future development potential for the Town.

Fire Protection

The Butlerville proposed expansion area is currently provided fire protection services and this service is included in their annual fee of \$500.00.

The facilities and amenities in the Goose Pond proposed expansion area, constructed by the Town of Bay Roberts at its cost, has been and will continue to be provided with fire protection services by the current fire department at no additional cost to the Town of Bay Roberts.

There are no residents in the Rocky Pond proposed expansion area requiring the provision of fire protection services.

Garbage (Waste) Collection and Disposal

The Butlerville proposed expansion area is provided with garbage (Waste) Collection and Disposal by the Town of Bay Roberts like the service provided to the other residents within the Municipal Service Boundary of the Town and this service is included in their annual fee of \$500.00.

The other Goose Pond and Rocky Pond proposed expansion areas do not currently have any residents that would require the provision of such municipal services.

Planning and Development Control

The proposed expansion areas are within the Municipal Planning Boundary of the Town of Bay Roberts. Consequently, the Town Council has control over development in the area and currently provides planning and development services within those areas.

Recreation and Cultural Facilities and Services

Bay Roberts' wide variety of recreation, cultural facilities, programs, and services are available to the residents of Butlerville. Butlerville has a playground which was provided and is maintained by the Town of Bay Roberts and on which the Butlerville Minor Softball Program is operated.

Road Maintenance

There is approximately one (1) kilometer of roads in the Butlerville proposed expansion area which is currently being maintained by the Town of Bay Roberts with Town Equipment and employees and the cost of this service is included in their annual fee of \$500.00. There are no current plans to develop any additional roads in the Butlerville proposed expansion area. Development of any new roads/subdivision would be the responsibility of the developer.

There are no developed roads in either the Goose Pond or Rocky Pond proposed expansion areas. The Goose Pond proposed expansion area has an existing gravel road/ROW to accommodate the Town of Bay Roberts' water line.

Street Lighting

The Butlerville proposed expansion area is serviced with regular street lighting, the cost of which is included in the \$500.00 annual fee.

The other Goose Pond and Rocky Pond proposed expansion areas do not have street lighting. Street lighting will be considered when roads and residential development occurs in these areas.

Water and Sewer Services

There is no water and sewer services within any of the proposed expansion areas. The Town has no plans to extend these services to these areas. Extension of water and sewer service was not contemplated given the fact that the area was not within the Town of Bay Roberts' Municipal Service Boundary. An analysis of the cost of such an extension will be done when an extension of water and sewer service is contemplated. This analysis will include the cost benefit analysis of such an extension.

ANALYSIS OF PROPOSED EXPANSION

Animal Control Services

Animal control services can be provided to the proposed expansion areas, if approved, and when required, with the facilities, equipment, and resources currently in place without any additional costs.

Fire Protection

Fire protection services is currently provided to the Butlerville proposed expansion area, and the cost is included in their annual fee of \$500.00.

Fire protection services are currently provided to the facilities in the Goose Pond proposed expansion area and will continue to be provided at no additional cost.

Fire protection services can be provided to the Rocky Pond area, if approved, with the facilities, equipment, and resources currently in place without any additional costs.

Garbage (Waste) Collection and Disposal

Garbage (waste) collection and disposal services are currently provided to the Butlerville proposed expansion area, and the cost is included in their annual fee of \$500.00.

Garbage (waste) collection and disposal services can be provided to the other proposed expansion areas, if approved, and when required with the facilities, equipment, and resources currently in place without any additional costs.

Municipal Enforcement Service

Municipal Enforcement services can be provided to the proposed expansion areas, if approved, and when required, with the facilities, equipment, and resources currently in place without any additional costs.

Planning and Development Control

The function of planning and development control is currently provided within the proposed expansion areas as they are within the Town's Municipal Planning area and can be administered by current staff without any additional costs. Additional revenue from the expansion areas will accrue to the Town and offset any potential future additional expenditures that may be required.

Recreation and Cultural Services

Current residents of the proposed expansion areas can avail of all recreation, cultural facilities, programs, and services within the Town of Bay Roberts. If the proposed expansion areas are included in the Town's Municipal Service Boundary all current and future residents will contribute to the cost of such amenities by the payment of annual property taxes and this will be perceived as fair and equitable treatment to the residents of Bay Roberts and those within the proposed expansion areas.

Roads and Road Maintenance

Road maintenance within the Butlerville proposed expansion area is currently provided by the Town of Bay Roberts and its cost is included in their annual fee of \$500.00 and therefore, its inclusion in the Town's Municipal Service Boundary will not require any additional costs.

There are no developed roads in either the Goose Pond or Rocky Pond proposed expansion areas. The Goose Pond proposed expansion area has an existing gravel road/ROW to accommodate the Town of Bay Roberts' water line.

Street Lighting

Street lighting within the Butlerville proposed expansion area is currently provided by the Town of Bay Roberts and its cost is included in their annual fee of \$500.00 and therefore, its inclusion in the Town's Municipal Service Boundary will not require any additional costs.

There are no developed roads in either the Goose Pond or Rocky Pond proposed expansion areas that would require the provision of street lighting in these areas.

Snow Clearing

Snow clearing within the Butlerville proposed expansion area is currently provided by the Town of Bay Roberts and the cost of this service is included in its annual fee of \$500.00

and therefore its inclusion in the Town's Municipal Service Boundary will not require any additional costs.

There are no developed roads in either the Goose Pond or Rocky Pond proposed expansion areas that would require the provision of snow clearing services in these areas

Tourism and Marketing Services

Tourism and Marketing services currently benefits the residents of Bay Roberts and those of the proposed expansion areas.

Water and Sewer Services and Maintenance

There are no current or proposed water and sewer services for any of the three (3) proposed expansion areas.

Taxation Revenue

The estimated value of the existing seven (7) residential lots in Butlerville proposed expansion area is based on following:

- The actual average assessed value of the residential lots in the Butlerville proposed expansion area conducted by the Municipal Assessment Agency in 2015 for the 2016 taxation year, \$114,730 including land and building.
- As noted previously it was originally believed that the Butlerville proposed expansion area was within the municipal boundary of Bay Roberts and an assessment of the residential homes was conducted by the Municipal Assessment Agency, however, due to this being an error, assessed values for 2022 are not available.
- A review of the assessed value for six (6) randomly selected residences, within the Municipal Service Boundary of Bay Roberts for 2022, reflected a reduction of 11.86% from the averaged assessed value of those same residences in 2016.
- Using this percentage and applying it to the average assessed value of \$114,730 for the residences in the Butlerville proposed expansion area for 2016 provides a revised assessed value \$101,123.

Based on the estimate of \$101,123 for each of the seven (7) residences in the Butlerville proposed expansion area provides a total annual assessed value of \$707,861 and at the current mill rate of 6.5 will provide annual taxes totaling of \$4,601.10, an average of \$657.30 per residence. This will see the amount of the current annual fee of \$500.00 per household increase from \$500.00 to \$657.30.

There are no residences in the Goose Pond and Rocky Pond proposed expansion areas.

For the purposes of estimating potential revenue for the first year following approval of the proposed expansion, only one (1) new residential lot is anticipated which is currently under construction in the Butlerville proposed expansion area and none are expected within the Goose Pond and Rocky Pond proposed expansion areas. The average assessed value of the

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

homes in Butlerville proposed expansion area for 2022 in the amount of \$101,123 will be used.

The total annual revenue to be derived from the existing seven (7) homes and the one (1) currently under construction in the Butlerville proposed expansion area is a total of \$5,258.40 as contained in Table 20.

The values used herein are only estimated values and the actual assessed value will not be known until an assessment has been conducted by the MAA. The values used herein will be subject to change when the assessment of properties within the proposed expansion area is completed by the Municipal Assessment Agency (MAA).

It is noted that any property assessed higher than the estimated assessed value used herein will pay more taxes and any property with an assessed value less than the estimated assessed value will pay less taxes.

Table 20 outlines the potential property tax revenue that will accrue to the Town if the proposed expansion is approved, less the current fees being paid to the Town.

Table 20 - Property Tax Revenue					
Area	Estimated Assessed Value	Number of Properties	Total Assessed Value	Mil rate	Taxation
Existing dwellings in the Butlerville proposed expansion area	\$101,123	7	\$707,861	6.5	\$4,601.10
Dwelling under construction	\$101,123	1	\$101,123	6.5	\$657.30
Total Property Taxes					\$5,258.40
Less Annual Fee of \$500.00 charged to existing residences		7			\$3,500.00
Net New Revenue					\$1,758.40

Taxes within the proposed expansion areas will be based on the property assessed values conducted by the MAA, the same as those within the current Municipal Service Boundary of Bay Roberts.

Expenditures

There will be no additional expenditures to be incurred by the Town following the approval of the proposed expansion areas to be included in the Town's Municipal Boundary as outlined herein

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

Financial Impact

The Town of Bay Roberts is in a healthy financial position as observed from a review of the Town's Budgets and Financial Statements. Expanding its Municipal Service Boundary to include the proposed expansion areas will provide revenues in the amount of \$1,758.49 and no additional expenditures as outlined in Table 21.

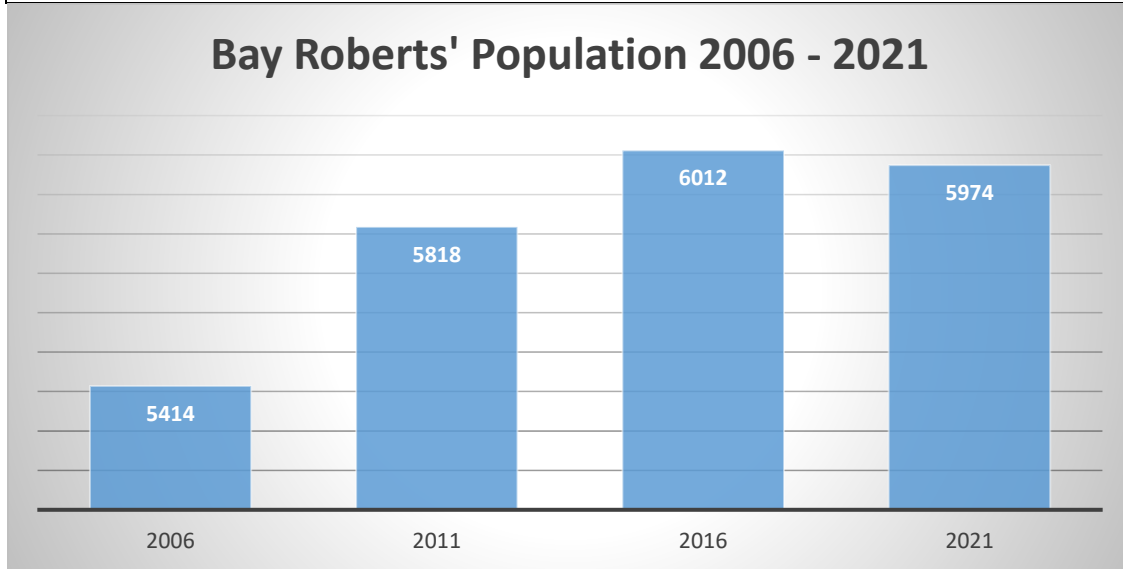
This revenue will have a minimal impact on the Town's financial position; however, the approval of the proposed expansion will enable the Town to meet future residential and commercial needs resulting in a more positive and significant fiscal impact on the Town in the future.

Table 21 - Financial Impact re Expansion Areas	
REVENUE	
Property Tax	\$1,758
Business Tax	Nil
Water Tax	Nil
Garbage (Waste) Collection Fees	Nil
Fire Protection Fee	Nil
Other Revenue	Nil
Total Revenue	\$1,758
Garbage Disposal	Nil
Streetlighting	Nil
Planning and Development Control	Nil
Street Lighting	Nil
Road Repair and Maintenance	Nil
Snow Clearing	Nil
Other Expenditures	Nil
Total Expenditure	Nil
Surplus	\$1,758

Population

Bay Roberts' population has seen a steady increase from 5,414 in 2006 to 6,012 in 2016 for an increase of 11.05%, with a slight decrease of .0063% to 5,974 in 2021 as outlined in Table 22. Bay Roberts' population growth rate from 2006 to 2021 was 10.34% in comparison to the provincial population increase of 1% during the same period. This growth demonstrates the need for additional residential land to accommodate continuing future growth in Bay Roberts.

Table 22 - Bay Roberts' Population 2006 - 2021



EVALUATION OF PROPOSED EXPANSION AGAINST PRESCRIBED CRITERIA

The Request for Proposal issued by the Town of Bay Roberts required that the proposed expansion be evaluated against various criteria.

Access of the people to elected and appointed official

Bay Roberts' population, according to Census Canada, was 5,974 in 2021. With an elected Council consisting of seven (7) members, this provides a ratio of 853 per Council member. As outlined in this Report, there are only seven (7) residential properties in the proposed expansion areas with one (1) additional residential property under construction. Census Canada for 2021 indicates that there is a ratio of 2.4 individuals per household in Bay Roberts. The expansion will result in an estimated additional nineteen (19) residents being added to Bay Roberts' population considering the current number of residences and the one (1) under construction. This will bring Bay Roberts' new population to 5,993. With an elected Council consisting of seven (7) members this provides a ratio of 856 per Council member. This is an adequate number of Councillors, like other municipalities of the same population, and will meet the needs of all residents.

The Council meets in accordance with a published schedule as contained in Table 12. The size of Bay Roberts' Council is quite normal for a municipality of this size and should pose no problem for the citizens to get access to their elected representatives.

The Town Council has a website page <https://www.bayroberts.com> on which contact information can be found for Council members, the CAO, and Senior Management.

The new residents from the proposed expansion areas should have a sense of belonging and the ability to contribute to the strategic direction taken by the Town Council. This will

reflect the reality of these areas being within Bay Roberts' Municipal Service Boundary in addition to being within their Municipal Planning Boundary, obtaining municipal services as outlined herein, and making a financial contribution to the operation of the Town and all its facilities.

This structure is like other municipalities within the Province of comparable size and enables Council to provide municipal services for all its residents in a cost effective and efficient manner.

Representation in accordance with the distribution of population

As noted under Access of the people to elected and appointed officials, the current residents of Bay Roberts are represented with a ratio of 853 residents per Council member. The addition of an estimated nineteen (19) residents will only increase the ratio to 856 per Council member. This minimal increase in population will not negatively impact representation of the increased population to Council members.

Community Identity

As outlined in the Report, the proposed expansion areas are within the Bay Roberts' Municipal Planning Boundary. The inclusion of these areas in Bay Roberts' Municipal Service Boundary will only promote their sense of belonging to the community of Bay Roberts.

The residents of the Butlerville proposed expansion area were previously perceived as being a part of Bay Roberts and this will only confirm and solidify this view.

The inclusion of the Goose Pond proposed expansion area will recognize the financial contribution of the residents of Bay Roberts towards the construction of the trail way and other amenities in this area.

There are no current residents within the Rocky Pond proposed expansion area and any future residents of this area should see themselves as residents of Bay Roberts.

Suitability and need of the area to municipal servicing

The Butlerville proposed expansion area is currently developed and is provided with municipal services as specified herein by the Town of Bay Roberts and their inclusion within the Town will enable them to rightfully avail of all other services provided by the Town.

The trail way and other amenities in the Goose Pond proposed expansion area was provided by the Town of Bay Roberts and it is only reasonable that this area be within its Municipal Service Boundary.

The inclusion of the Rocky Pond proposed expansion area will provide for future development within the Town and the required infrastructure will be provided by the developer for this area and will provide additional development area and taxes for the Town.

Physical Constraints to municipal servicing

Fire response times are always a concern to communities where volunteer firefighters provide the fire protection. There is no concern with response times from the proposed expansion areas and should improve as Council continues to upgrade its equipment. There are no water and sewer services in the proposed expansion areas. Residents built homes in the Butlerville proposed expansion area knowing that there was no water and sewer services there and therefore there should be minimal expectation for such services. When additional development takes place in the proposed areas the demand for such services may increase, however, the financial viability of the provision of water and sewer services will have to be analyzed at that time.

Administrative Capability of the municipality

Bay Roberts has a total of thirty-eight (38) employees. The Town has six (6) senior employees, a Chief Administrative Officer, Director of Economic Development and Tourism, Director of Recreation, Town Clerk, Director of Protective Services, and Director of Public Works as contained in Table 17. The staff structure is not expected to change with the proposed expansion. The Town Office is open Monday to Friday, 8:30 am to 4:30 pm. The administrative structure has the capacity to manage the inclusion of the proposed expansion areas.

Co-ordination of municipal services and functions throughout the area concerned

The proposed expansion areas are under the planning and development control of the Town of Bay Roberts.

The Butlerville proposed expansion area is currently provided with the following services by the Town of Bay Roberts:

1. Snow Clearing
2. Garbage (Waste) Collection and Disposal
3. Street Lighting
4. Roads and Road Maintenance
5. Fire Protection
6. Emergency Services
7. Recreation and Cultural Services
8. Economic Development

The fact that the Butlerville proposed expansion area will be within the Municipal Service Boundary may potentially result in a decrease in property insurance rates for the residents given that they are now located in a recognized municipality with its own fire department.

The residents of the expansion areas will come under the Town's Emergency Preparedness Plan if the proposed expansion is approved.

Residents of the proposed expansion areas will continue to avail of the Town of Bay Roberts' Recreation and Cultural Services, however, now they will make a financial contribution by way of property taxes to their capital and operational costs.

Cost Efficiency of the type of administration proposed for the scale of services required

As outlined within this Report the provision of the specified municipal services can be efficiently and effectively provided by the current administrative structure

Feasibility in terms of revenues and expenditures

As contained within this Report, the revenue generated from the proposed expansion area exceeds any additional expenditures required in the area.

Equity in terms of both the taxpayer's ability to pay and the benefits received

Residents of the Butlerville proposed expansion area will pay the same rate of property taxes as those within the current Municipal Service Boundary of Bay Roberts. The residents of the Butlerville proposed expansion area do not have water and sewer services and therefore pay no water and sewer taxes, the same as other residents within the Town of Bay Roberts without water and sewer services. Taxes within the expansion areas will be based on property assessed values conducted by the MAA, the same as the taxes on property within the current Municipal Service Boundary of Bay Roberts. This provides equity to the residents of Bay Roberts and those within the Butlerville proposed expansion area. There are no residents within the Goose Pond and Rocky Pond proposed expansion areas.

Response of tax yields to changes in economic activity

There is no change in economic activity associated with this proposed expansion and the tax revenue is compatible with that of the Town of Bay Roberts.

Equality among adjoining municipalities considering their different needs and assets

The RFP requested that alternative approaches and options to the proposal and relative acceptability of each be reviewed. For an appropriate review and consideration of the viability of any Regional Council option there needs to be:

- A clear understanding of the expectations, as well as the services and programs to be provided by a Regional Council
- An appropriate and accountable governance structure
- Detailed guidelines on the Provincial Government's financial support for capital infrastructure and operations for a Regional Council
- A defined functional boundary including maximum geographic size and population

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- Factors that constitute a sustainable and viable municipality or LSD, including a mechanism that failure to maintain such factors will result in such entities becoming part of a Regional Council.

The Provincial Government formed a Joint Working Group to pursue the concept of regionalization. Minister Howell reported to the House of Assembly on November 15, 2021, on the Premier's Forum on Local Government held at the MNL's Annual Meeting in Corner Brook on November 4, 2021. She stated that "the overwhelming sentiment is that regionalization and increased sharing of services are critical to ensure communities are sustainable, can take full advantage of economic development opportunities and attract new residents." The Minister further noted that she looks "forward to receiving recommendation from the Joint Working Group and developing a plan to move our communities forward."

The Joint Working Group's Regionalization Report and Recommendations was released on February 2, 2022. Government is now undertaking a thorough analysis of the recommendations with the goal of finalizing a comprehensive plan for regionalization for the Province. Until the Government has completed its analysis and issues their comprehensive plan for regionalization for the Province now is not the time to pursue the concept of regionalization.

A review of the following Municipalities was considered for mil rate comparison with information contained in Table 23.

Municipality	Residential Property Mil Rate	Population
Carbonear	6.75 mils	4,637
Clarenville	7.80 mils	6,704
Marystown	7.0 mils	4,558

Given the population of Bay Roberts at 5,974 with a mil rate of 6.5 mils and Carbonear at 4,637 with a mil rate of 6.75 would indicate a reasonable mil rate for the Town of Bay Roberts given its proximity.

Given that the proposed expansion areas are already within Bay Roberts' Municipal Planning Boundary no other option other than including these areas within Bay Roberts makes logically sense.

Simplicity of proposed municipal structure

The proposed expansion areas are small in a geographic and population perspective and therefore, their inclusion in Bay Roberts' Municipal Service Boundary is the only logical outcome and presents no challenges to Bay Roberts' current municipal structure.

Acceptability of proposals at local and regional levels

There have been no comments received from the residents of Bay Roberts to the proposed expansion.

As outlined in this report the residents of the Butlerville proposed expansion area will receive similar municipal services to that provided to other residents of Bay Roberts, except for water and sewer services, in return for paying annual taxes like the other residents of Bay Roberts. The value of the lack of water and sewer services is accommodated within the assessed value of properties within the Butlerville proposed expansion area. There are no residents in the Goose Pond or Rocky Pond proposed expansion areas.

ANALYSIS OF THE COMMENTS RECEIVED FROM THE INFORMATION CIRCULAR, INFORMATION SESSION, AND THE PUBLIC HEARING AS CONTAINED IN THE PUBLIC CONSULTATION REPORT (APPENDIX VIII)

Information received from the Information Circular, Information Session and the Public Hearing on the Town of Bay Roberts' Feasibility Proposal are summarized by each of the proposed expansion areas.

Butlerville Proposed Expansion Area

The only information received from the residents of the Butlerville proposed expansion area was from the attendance of five (5) representatives of the area representing three (3) property owners at the Public Hearing on the Town of Bay Roberts' proposed expansion. The information provided by these representatives is outlined under the section entitled Public Consultation and is also contained within the Public Consultation Report. (Appendix VIII).



The Butlerville proposed expansion area was viewed on several occasions and the following is provided in response to the issues raised by the representatives of three (3) of the residences who attended the Public Hearing in Bay Roberts on June 22, 2022.

Butlerville is accessed via the Shearstown Main Road and when the bridge is crossed by the "Welcome to Butlerville" sign it becomes the Butlerville Road. The Butlerville Road extends approximately 1.7 kilometers to the end of Bay Roberts' Service Boundary. The proposed Butlerville expansion area extends a further kilometer along Butlerville

Road. Butlerville Road, in front of the residences in the proposed expansion area, has new pavement placed there by the Town of Bay Roberts at its cost.

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

Some of the houses included in the Butlerville proposed expansion area are as follows with some located on locally named Allan's Road.



The residents in attendance at the June 22, 2022, Public Hearing voice their strong opposition to becoming a part of the Town of Bay Roberts based on the assumption that the land on which they have built their homes is family-owned land and as such should not be subject to property taxes. Family-owned land is in every municipality within this Province and are subject to property taxes like other homes within any given municipality.

It is a fact that the homes in this area were previously thought to be within the service boundary of the Town of Bay Roberts and the residents paid property taxes as if they were actual residents of the Town. After several years with access to more accurate mapping it was discovered that they were in fact outside the service boundary of Bay Roberts and property taxes were refunded and an annual fee was imposed to cover some of the cost for the provision of services by the Town of Bay Roberts as outlined in this report. While there was opposition expressed over the amount of property tax refunded and the imposition of an annual fee, an examination of the process utilized by the Town of Bay Roberts in this matter appears to be fair and reasonable given the circumstances.

The assumption by the residents of the Butlerville proposed expansion area who attended the Public Hearing that payment for access and admission to recreational facilities covers their cost

is not based on reality. The capital and operational costs of such facilities are never covered by admission fees with a significant amount of such cost being covered by property and other taxes and revenue from all residents within the Town of Bay Roberts. It is noted that there are recreation facilities within the Butlerville area the cost of which is covered by all residents within the Town of Bay Roberts through the payment of their property taxes.

As noted by the residents of Butlerville proposed expansion area they are not provided with water and sewer services, however, it is noted as previously mentioned in this Report that there are approximately twenty (20) other residences within the Town of Bay Roberts that also do not have water and sewer services. The Town of Bay Roberts charges a separate water and sewer taxes for those who are provided such services and as such there is fairness and equity in such a system to residences without water and sewer services. The assessment of all residences considers that they do not have water and sewer services while determining their assessed value.

The residents who attended the Public Hearing expressed the view that they should have an opportunity to vote on whether the Town of Bay Roberts is expanded to include this area. There is no such provision within the process outlined in the *Municipalities Act, 1999*, governing the expansion of any municipal service boundaries.

Having examined the history of the Butlerville proposed expansion area being previously included in the Town of Bay Roberts and the resident's concerns and issues pertaining to the proposed inclusion it is recommended that this area be included in the Town of Bay Roberts' Municipal Service Boundary.

RECOMMENDATION NUMBER 1

That the Butlerville proposed expansion area be included in the Municipal Service Boundary of the Town of Bay Roberts.

Goose Pond Proposed Expansion Area

The information received on the Goose Pond Proposed Expansion Area is outlined under the section entitled Public Consultation and is also contained within the Public Consultation Report. (Appendix VIII).

The issues raised regarding a family dispute over land ownership in the Goose Pond proposed expansion area is not relevant to the issue of the proposed expansion in this area. It is recommended that this information be maintained by the Town and kept as information for any future requests for the development of this land so that the Town can ensure appropriate ownership documentation is provided prior to the issuance any building permits on the land in question.

RECOMMENDATION NUMBER 2

That the information pertaining to the Saunders land in the Goose Pond proposed expansion area be retained by the Town of Bay Roberts and that appropriate ownership of the land in question be obtained prior to the issuance of any building permits for its development.

The other issues raised dealt with requests for zoning changes to accommodate residential development on land within the Goose Pond proposed expansion area. It is recommended that this information be provided to the Consultant who is engaged to conduct the Municipal Plan Review that is planned to be undertaken following the approval of the proposed expansion to include this area in the Town of Bay Roberts' Municipal Service Boundary.

RECOMMENDATION NUMBER 3

That the information pertaining to requested zoning changes in the Goose Pond proposed expansion area be provided to the Consultant engaged to conduct a Municipal Plan Review for the Town of Bay Roberts.

RECOMMENDATION NUMBER 4

That the Goose Pond proposed expansion area be included in the Municipal Service Boundary of the Town of Bay Roberts.

Rocky Pond Proposed Expansion Area

The information received on the Rocky Pond proposed expansion area indicating that the area contained substantial residential development was investigated and this development is within the current Municipal Service Boundary of the Town of Bay Roberts and pay property taxes to

The other issues raised pertain to items that should be considered in any Municipal Plan Review that will be conducted by the Town following the approval of this area to be included in the Town of Bay Roberts. It is recommended that this information be provided to the Consultant engaged to conduct the Municipal Plan Review that is planned to be undertaken following the approval of the proposed expansion to include this area in the Town of Bay Roberts' Municipal Service Boundary.

RECOMMENDATION NUMBER 5

That the information pertaining to conditions suggested to be considered for any future potential development in the Rocky Pond proposed expansion area be provided to the Consultant engaged to conduct a Municipal Plan Review for the Town of Bay Roberts.

RECOMMENDATION NUMBER 6

That the Rocky Pond proposed expansion area be included in the Municipal Service Boundary of the Town of Bay Roberts.

DESCRIPTION OF THE PROPOSED BOUNDARY

The Maps (one {1} consolidated map including the three {3} proposed expansion areas and one {1} map of each proposed expansion area) and the boundary description of the proposed revised Municipal Service Boundary for the Town of Bay Roberts is attached. (Appendix IX)

RECOMMENDATION NUMBER 7

That the submitted consolidated map including the three (3) proposed expansion areas and the boundary description of the proposed revised Municipal Service Boundary for the Town of Bay Roberts be approved.

EFFECTIVE DATE OF ANY BOUNDARY CHANGES

The proposed boundary should be approved to take effect January 1, 2023, the beginning of the new fiscal year for the Town of Bay Roberts.

RECOMMENDATION NUMBER 8

That the proposed new Municipal Service Boundary be approved by the Minister of MAPA and that the approval be made effective January 1, 2023.

CONCLUSION

In summary, the residents of the Butlerville proposed expansion area if approved to be included in the Town of Bay Roberts will pay taxes at the same mil rate as the existing residents of Bay Roberts. It was originally believed that this area was within the Municipal Service Boundary of Bay Roberts with all residences assessed and taxed on that basis with property taxes paid to the Town of Bay Roberts. Any confusion will be eliminated and the inclusion in the Town of Bay Roberts should be accepted by most of the residents of the area and those of Bay Roberts.

The inclusion of the Goose Pond proposed expansion area within the Municipal Service Boundary of Bay Roberts will address the issue of having the 1.6-kilometer Goose Pond Eco Trail and other amenities within the Bay Roberts' Municipal Service Boundary given that these facilities were constructed at the cost of its residents.

The realignment of the boundary in this area is supported by the adjacent municipality of Spaniard's Bay.

There is limited development potential in this area, however, any potential development area will address the need for additional development area to meet the future growth needs of Bay Roberts.

PROPOSED EXPANSION OF BAY ROBERTS' BOUNDARY

The inclusion of the Rocky Pond proposed expansion area within the Municipal Service Boundary of Bay Roberts will address the future development needs for the Town.

All these areas are within the Municipal Planning area of Bay Roberts and any development within these areas must be approved by the Town of Bay Roberts. Approval for these areas to be within the Municipal Service Boundary will create greater certainty to the current and future residences of those areas given that they are within both the Municipal Service Boundary and Planning Boundary of the Town of Bay Roberts and will eliminate any uncertainty and confusion as to where they are located and to whom they can turn to for permits or services.

LIST OF APPENDICES

Appendix 1	Request for Proposals (RFP) for Professional Services for a Boundary Extension Feasibility Report by the Town of Bay Roberts
Appendix 11	Proposal by LWC to the RFP by the Town of Bay Roberts
Appendix 111	Correspondence from the Honourable Krista Lynn-Howell, Minister of MAPA appointing LWC to prepare the Feasibility Report on the proposed boundary expansion by the Town of Bay Roberts
Appendix IV	Copy of Ministerial Order appointing LWC to prepare Feasibility Report.
Appendix V	Correspondence from the Town of Spaniard's Bay re proposed realignment of Municipal Boundaries of Bay Roberts
Appendix VI	Correspondence from the Town of Bay Roberts to the Minister of MAPA requesting a boundary expansion
Appendix VII	Correspondence from the Town of Spaniard's Bay supporting to realignment of the Municipal Boundary between their Town and the Town of Bay Roberts
Appendix VIII	Public Consultation Report outlining the Public Consultation Process, the input from the residents of Bay Roberts and the proposed expansion areas on the proposed expansion, and the Public Hearing.
Appendix IX	Maps (one {1} consolidated map including the three {3} proposed expansion areas and one {1} map of each proposed expansion area) and the boundary description of the proposed revised Municipal Service Boundary for the Town of Bay Roberts

Respectively submitted,

Gerard Lewis, MMC
Senior Partner
LW Consulting

Dan Noseworthy, B. Comms (Hons)
Senior Partner
LW Consulting

Appendix 1

**Request for Proposals (RFP) for Professional Services for a Boundary Extension Feasibility
Report by the Town of Bay Roberts**

**TOWN OF BAY ROBERTS
Boundary Extension Feasibility Report**

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES**

**Preparation of a Feasibility Report in accordance with the
*Municipalities Act, 1999***

March - 2021

1.0 INTRODUCTION

1.1 Contracting Agency

- For purposes of this Request for Proposals (RFP), Town of Bay Roberts will be the Contracting Agency (CA). The Department of Environment, Climate Change and Municipalities (DECCM) will be engaged to participate in this exercise where and when appropriate; DECCM will be consulted during the solicitation and evaluation stages of the exercise.

1.2 Objective of RFP

- The objective of this RFP is to identify a qualified and experienced independent consultant to prepare a feasibility report, in accordance with the *Municipalities Act, 1999*, that will assess the boundary extension request.

1.3 Target Audiences

- Residents and property owners of the Town of Bay Roberts;
- Residents and property owners of proposed boundary expansion areas;
- Council of the Town of Spaniard's Bay;
- Other stakeholders under consideration; and
- Government.

2.0 STATEMENT OF WORK

2.1 Background

- The Town of Bay Roberts have expressed interest in
- Extending our boundaries to include several areas for future growth, existing properties serviced by the Town and an area that has been developed for park/trail use. Maps of the proposed areas are included as an attachment.
- Pursuant to section 3 and section 9 of the *Municipalities Act, 1999* a feasibility report must be prepared to explore potential local governance options.

2.2 Scope of Work

- The CA is seeking a consultant to prepare a feasibility report in accordance with the requirements of the *Municipalities Act, 1999*. The report should ultimately provide a recommendation for consideration by the DECCM and Minister. The report should provide analysis not only of the current issue/s and need/s of the community/ies involved, but also any future issue/s and need/s that may result.
- The successful Proponent will be required to meet and work in consultation (as required) with representatives of the proposed areas and the Town of Bay Roberts, other stakeholders under consideration, the general public in those areas, and the CA in order to ensure the accuracy of information, data and projections contained in the report.
- A copy of all written submissions submitted at the public hearing or at any other time, a synopsis of the evidence taken at the public hearing and a copy of any documents or things pertaining to the feasibility report that have been considered in preparing the report shall be provided as part of the report.

- After the required public hearing, a preliminary report shall be prepared for review by affected stakeholders in the unincorporated areas, The Town of Spaniard's Bay, the DECCM and other relevant stakeholders, as applicable. All comments provided will be considered for incorporation into the final report.
- An electronic and hard copy of the final report will be provided to the unincorporated areas, the Town of Spaniard's Bay and the DECCM.
- The final product (including all original digital artwork files), and any supporting products and documentation shall be the property of the CA and provided by the Proponent in an appropriate format.

2.3 Terms of Reference:

In addition to the requirements of section 2.2 above, the CA also requires the report to be conducted in accordance with the following Terms of Reference:

- Review all documentation relative to the municipal proposal and interview municipal administrators and government officials as necessary.
- Prepare a clear statement of the purpose of the report.
- Prepare a statement explaining and describing the existing situation in the area under consideration, relative to the purpose of the report, and an outline of the possible impact of the proposal on the area.
- Evaluate the effect of the proposal relative to the following criteria;
 - i. **access** of the people to elected and appointed official;
 - ii. **representation** in accordance with the distribution of population;
 - iii. **community identity**;
 - iv. **suitability** and need of the area to municipal servicing;
 - v. **physical constraints** to municipal servicing;
 - vi. **administrative capability** of the municipality;
 - vii. **co-ordination** of municipal services and functions throughout the area concerned;
 - viii. **cost efficiency** of the type of administration proposed for the scale of services required;
 - ix. **feasibility** in terms of revenues and expenditures;
 - x. **equity** in terms of both the taxpayer's ability to pay and the benefits received;
 - xi. **response** of tax yields to changes in economic activity;
 - xii. **equality** among adjoining municipalities considering their different needs and assets;
 - xiii. **simplicity** of proposed municipal structure; and
 - xiv. **acceptability** of proposals at local and regional levels.
- Conduct a public hearing (s), as necessary, for the purpose of giving the general public an opportunity to have input into the process.
- Review alternative approaches and options to the proposal and relative acceptability of each.
- Provide a report to the Minister which details the findings of the study and provides recommendations relative to:
 - i. a description of the proposed boundary;
 - ii. the effective date of any boundary changes.

3.0 PROPOSAL REQUIREMENTS

Through the proposal, the Proponent must demonstrate that they have the required experience, skills, and capacity to perform the work.

3.1 Proposal Submission

Proposal submission should include:

- Role of, experience and qualifications of each team member to be involved in the proposal.
- Proposed methodology and approach, including rationale, as well as any potential challenges and limitations.
- Proposed communication plan for interactions with the unincorporated areas and the Town of Spaniard's Bay, other stakeholders under consideration, the general public, and the DECCM.
- A detailed project work plan and schedule, including specific activities, their duration and timelines.
- Identification of key milestone checkpoints to facilitate the CA's review of progress towards the objectives of the project.
- Anticipated outline of final report.
- Final costs (including all related expenses such as office supplies, printing, travel and venue costs, if applicable) for all required supporting work to produce a report to address all applicable local governance options under consideration.
- Any additional information the Proponent sees as relevant.
- Two hard copies and one electronic copy of the proposal should be submitted no later than 4:00 pm April 8, 2021 to:

Christine Bradbury, Town Clerk
Town of Bay Roberts
321 Water Street, Cable Building
PO Box 114, Bay Roberts, NL A0A 1G0
cbradbury@town.bayroberts.nf.ca
Phone: 709 786-2126
Fax: 709 786-2128

- All submissions and supporting documents become the property of the CA.
- Proposals received after the proposal submission deadline will not be accepted.

3.2 Work Samples

- Samples of relevant work from similar type projects.

3.3 References

- Summary list of Proponent's previous/current clients.

- Contact information for a minimum of three (3) references from previous clients for which similar work was completed that can be contacted.

4.0 EVALUATION

4.1 Evaluation Criteria

- Proposals will be scored out of 100 as follows:

Proponent Experience and Expertise	25 points
Proposed Approach and Methodology	25 points
Proposal Cost	25 points
Proposal Timing	25 points

- Only proposals that have been deemed by the CA to have met all mandatory requirements as identified within this RFP will be evaluated.
- The CA reserves the right to contact the Proponents as necessary to seek clarification on proposal content.
- The CA reserves the right to negotiate with the successful Proponent to amend the scope of work (deliverables) to better meet budgetary limitations.

4.2 Presentations (if applicable)

- Interview or presentations may be requested of Proponents, if necessary, to substantiate responses. Any interview or presentation will be at the Proponent's expense.

5.0 ADMINISTRATIVE AND LEGAL

5.1 Conflict of Interest Guidelines

- The successful Proponent must agree, as a condition of selection, to abide by the following provisions which will form an integral part of the contract:
 - Not to represent or advise any person or organization engaged in advocacy activities against the Government or any of its Crown corporations or other agencies;
 - Not to represent or counsel a client whose commercial business activities are in conflict with the activities of the Government or any of its Crown corporations or agencies, or any other representation or counseling that would in any way impair its ability to perform its duties and responsibilities under the resulting contract of this RFP; and,
 - Not to accept a brief or engage in any activities that either impair, or may reasonably be perceived as being likely to impair or diminish, its ability to perform its responsibilities under the resulting contract of this RFP.

5.2 Security

- The successful Proponent must agree that all information received, information gathered, materials collected and report/s produced will not be copied, shall be the sole property of the CA, and shall be returned to the CA upon completion of the project. The successful Proponent

shall not publish or in any way use said information, materials or report/s for any purpose other than to provide such information, materials or report/s to the CA.

5.3 Confidentiality of Proposals

- All documents and other records in the custody of, or under control of some or all of the CA or its representatives may be subject to the *Access to Information and Protection Act 2015*. Subject to the provisions of this Act, all responses and other documents and other records submitted by a Proponent in connection with this RFP will be considered confidential, and financial and other proprietary information will not be disclosed.

5.4 General Terms and Conditions

- The successful proponent will be required to sign a standard consultant's agreement satisfactory to the CA.
- Verbal information or representations shall not be binding upon CA. Only written changes, alterations, modifications or clarifications approved by the CA are binding. In order to be valid all such changes, alterations, modifications or clarifications shall be issued in the form of addenda and all such addenda shall become part of this RFP.
- All proposals must remain valid and open for acceptance for not less than ninety (90) calendar days from the closing date of the RFP.
- The work performed under any contract resulting from this RFP will be subject to inspection and acceptance by the CA.
- Those individuals represented in the proposal will perform the duties outlined in the proposal. No change in the personnel identified in the proposal will be permitted without the prior written consent of the CA.
- The CA is not obligated to accept the proposal with the lowest cost, highest ranking or any other proposal for this project.
- The CA reserves the right to:
 - Reject any or all proposals received in response to this RFP.
 - Enter into negotiations with any Proponent on any or all aspects of the proposal.
 - Accept any proposal in whole or in part.
 - Cancel and/or re-issue this RFP, at any time, without penalty or cost to CA.
- The CA, DECCM will not be responsible for any legal costs associated with contract development. No payments will be made for costs incurred in the preparation and submission of a proposal in response to this request.
- All proposals and accompanying documentation received prior to the proposal submission deadline are considered property of the CA and will not be returned.
- The final product (including all original digital artwork files), and any supporting products and documentation shall be the property of the CA and provided by the Proponent in an appropriate format.
- In the event of any discrepancies between this RFP, the proposal submitted, and the resulting contract, the contract will govern.

6.0 TERMS OF PAYMENT

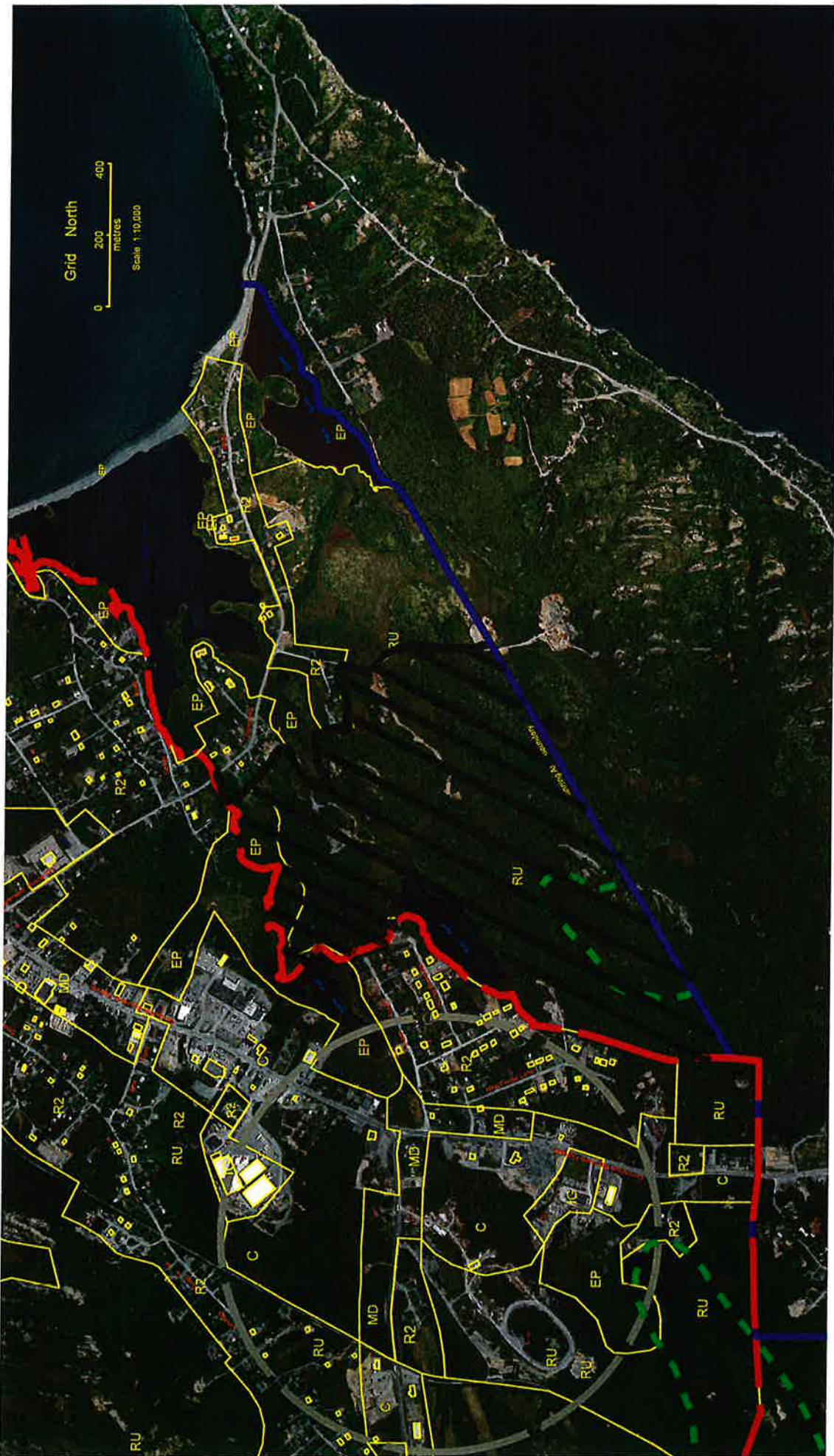
- Invoices must be submitted to the CA before payment will be made.
- 25% of the proposal cost can be paid subsequent to the public hearing, 25% of the proposal cost can be paid upon receipt of the preliminary feasibility report, and all remaining costs will be paid upon receipt of a satisfactory final feasibility report.
- Payment of invoices will take place within thirty (30) days of receipt.
- No fee payments will be made on the cost of work incurred to remedy errors or omissions for which the Proponent is responsible.
- No payments will be made for costs incurred in the preparation and submission of a proposal in response to this RFP.
- The CA will not be liable to pay the consultant for any work performed after the final completion date.
- In the event of a decision to terminate this work at any point, liability to the Proponent will extend only to those costs actually and properly incurred up to the time of such termination.

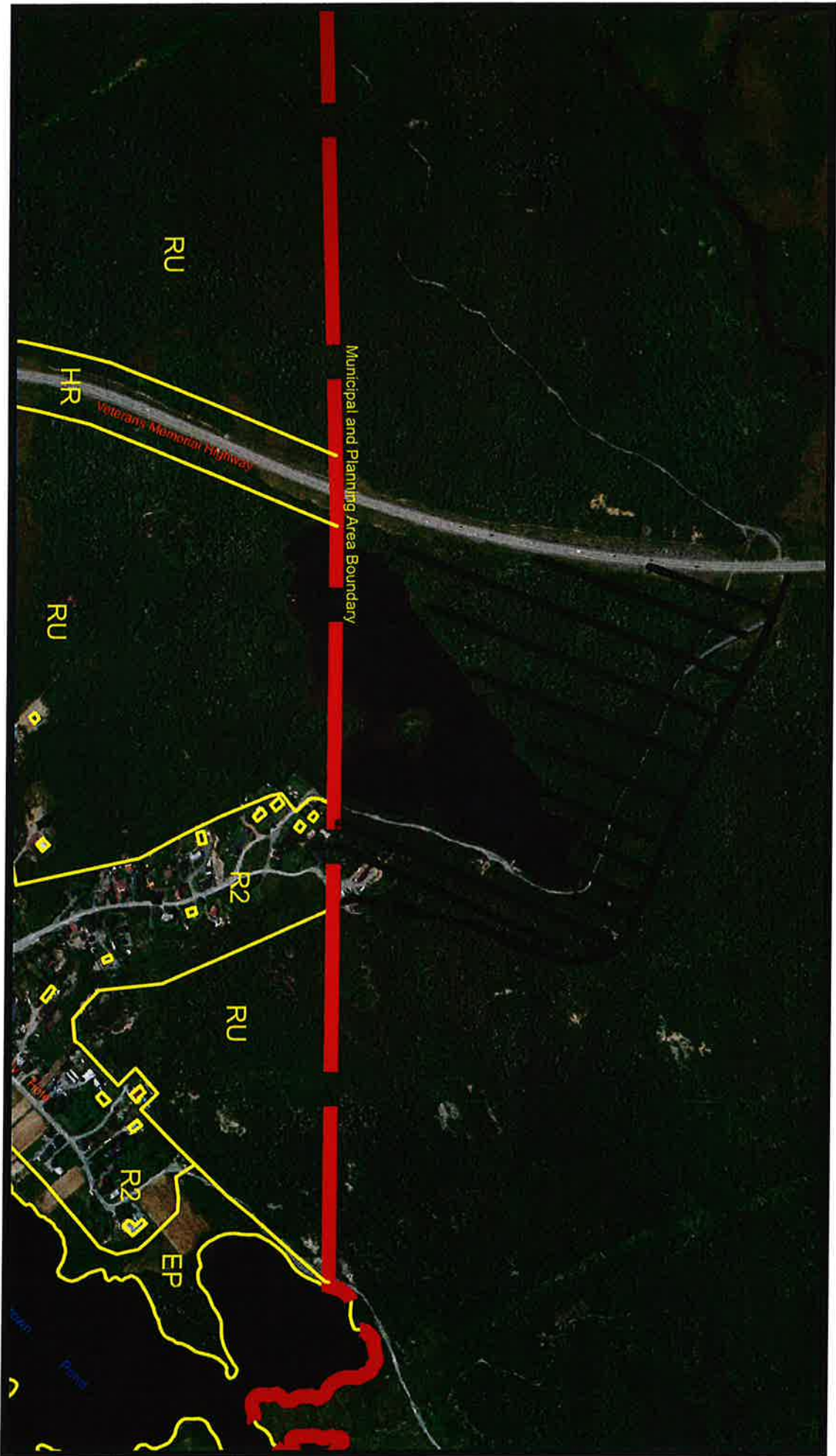
7.0 INQUIRIES

7.1 Inquiries

- Questions will be accepted no later than 4:00pm April 1, 2021
- All emailed questions must include the subject line: TOWN OF BAY ROBERTS BOUNDARY EXPANSION FEASIBILITY REPORT RFP. Written questions and responses will be shared with all recipients of the RFP by email. Confidentiality of Proponents will be maintained.
- Phone inquiries may be answered verbally, but are not binding on either party.
- All inquiries should be directed to the attention of:

Christine Bradbury, Town Clerk
Town of Bay Roberts
321 Water Street, Cable Building
PO Box 114, Bay Roberts, NL A0A 1G0
cbradbury@town.bayroberts.nf.ca
Phone: 709 786-2126
Fax: 709 786-2128









PROPOSAL

TO

TOWN OF BAY ROBERTS

RE

BOUNDARY EXTENSION FEASIBILITY REPORT

April 6, 2021

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COMPANY IDENTIFICATION

Company Contact Information

LW Consulting was formed in April of 2012 to support the learning and development needs of municipalities and assist them in dealing with some of the many challenges they face.

The firm was founded by Gerard Lewis, MMC and Keith Warren, CMC. Dan Noseworthy, a long serving civil servant at both the provincial and municipal levels joined the firm in 2017. LW Consulting is viewed as having some of the most experienced and knowledgeable individuals in municipal government within the Province.

Contact information - Principals

Gerard Lewis, MMC

Telephone # 709-747-9714

Cell Phone # 709-730-4514

Email Address: lewis.gerard@bellaliant.net

Dan Noseworthy, B Comm (Hons)

709-834-7429

709-697-1902

dannoseworthy@nf.sympatico.ca

Keith Warren, CMC

Telephone # 709-834-8110

Cell Phone # 709-730-1495

Email Address: keithewarren@gmail.com

Mailing Address

36 Yetman Drive

Mount Pearl, NL

A1N 3A8

DESCRIPTION OF BUSINESS

LW Consulting is a leading Newfoundland and Labrador Municipal Consulting Services provider. The firm was established to support the learning and development needs of municipalities, help with the many challenges they face, and to prepare information, reports, and other requirements for municipalities.

- Feasibility Studies, Proposals and Reports involving changes to municipal boundaries and regionalization;
- Reorganizational Studies of municipal structures and recommendations to better serve municipalities' needs and those of its' citizens and businesses;
- Strategic Planning for Municipalities;
- Public Hearings, Briefings, and services as Commissioners for new or amendments to Municipal Plans and Development Regulations;
- Mediation and Conflict Resolution;
- Compensation Review of Council Remuneration:
- Compensation and Performance Management Review for Municipalities;
- Collective Bargaining including grievance resolution;
- Development of Job Descriptions, Policies, Procedures and Regulations (Bylaws);
- Professional Development (development and delivery of training and orientation sessions) for both elected and administrative officials;
- Assessment Review Commission Services;
- Recruitment and Selection of Municipal Staff; and

Other Professional Services required by Municipalities to face current and future challenges

MANAGEMENT OF THE PROPOSAL TO PREPARE A FEASIBILITY REPORT

The company principals include Gerard Lewis, Keith Warren, and Dan Noseworthy, three (3) very experienced, educated, and motivated individuals who have a combined experience of over one-hundred and fifteen (115) years directly in the field of Municipal Administration and in managerial positions with the Department of Municipal Affairs now the Department of Environment, Climate Change and Municipalities (DECCM). Bios are attached.

This Study will be a joint effort by Gerard Lewis and Dan Noseworthy and the services of Keith Warren will be used on an "as needed" basis. Their respective skills and qualifications are outlined in the Section - Skills and Expertise and Attached Bios.

The principals will work very closely with the appropriate representatives of the Town of Bay Roberts, residents, and property owners of the Town of Bay Roberts, the residents and property owners of the proposed boundary expansion areas, and the Council of the Town of Spaniard's

Bay. The principals will work with officials of the DECCM. The principals will work with other stakeholders that may be identified during the project, to ensure that the full objectives of the feasibility project are achieved.

METHODOLOGY

Current State Analysis

The project will commence with a meeting with the representatives of the Town of Bay Roberts to obtain all relevant available information.

There will be group meetings and individual meetings with each member of the Bay Roberts Council to obtain their opinion on the proposal. Meetings will also be held with appropriate management staff to ensure that the Consultant obtains the managements' perspective in addition to those of Council. It has been determined that it is particularly useful to utilize this process as individual representatives are more forthcoming during individual meetings than in group meetings.

There will be a meeting with the appropriate officials of the DECCM to discuss relevant *information with respect to the Study objectives.*

There will be a meeting with the Council members and management of the Town of Spaniards Bay as they are adjacent to the subject area.

The principals will contact and/or meet with, as appropriate, community groups, stakeholders, residents, property owners, and others that may be identified through this process.

Contact will be made with Community Accounts, Newfoundland and Labrador Statistics Agency, the Harris Centre, Statistics Canada, and any other appropriate agency to obtain information on the current and future demographic information for the areas in question and any other area under consideration that may arise from this project.

Leading Practices Review

Appropriate research will be conducted on other annexations, amalgamations, regional initiatives, and shared services agreements that have been carried out within the Province of Newfoundland and Labrador. This research will be used to analyze the objectives of such

processes, their successes and failures, and what lessons has been gained to determine the recommended approach.

The principals have extensive experience in working on annexation, amalgamation, regional services, and shared services during their careers in the municipal field and with the DECCM. Details of this experience is included in the individual bios contained in this submission. In addition, this experience was significantly expanded since the formation of LW Consulting in working with various municipalities. LW has completed the following Feasibility Reports:

1. Assessing the local governance options available to the Provincial Government regarding the Local Service District of George's Brook – Milton.
2. Feasibility Report (Proposed Extension of the Sunnyside Municipal Service Boundary to include the Bull Arm Fabrication Site, Centre Hill Wilderness Trail, and the Stock Cove Archeological Site).
3. Feasibility Report (Proposed extension of Colinet's Boundary).
4. Feasibility Report (Proposed extension of Burlington's Boundary).
5. Feasibility Report (Proposed Extension of the Burin Service Boundary to include the area known locally as Golden Sands – Tides Brook within the Burin Municipal Planning Boundary).
6. Feasibility Report (Proposed extension of Pasadena's Boundary to the weigh scales located near Pynn's Brook).

LW has worked with the following towns and provided reports on their proposed boundary expansion requests to the DECCM:

1. Middle Arm
2. Lewisporte
3. Hughes Brook
4. St. Lunaire-Griquet

LW Consulting provides a Community Profile as part of its Feasibility Report as noted under the outline for the Final Report. As an added value, the Community Profile is provided in a word format for use in promoting Bay Roberts as a great place to live, work and visit. The Profile can be updated on an annual basis for promotional use by the Town.

Community Profiles have been developed for the following Towns:

1. Burin

2. Middle Arm
3. St. Lunaire – Griquet
4. Hughes Brook

Public Consultation and Engagement

Public consultation and engagement are essential to any boundary changes that may be considered for the Town of Bay Roberts. It is imperative that everyone be provided with ample opportunity to participate in this process and have their input.

Discussions will take place with the representatives of the Town of Bay Roberts and other applicable stakeholders to ensure that everyone with an interest in this process is identified and contacted to advise them of the public consultations. This will include residents and property owners of Bay Roberts, residents and property owners of the proposed boundary expansion area, and members of Council of the Town of Spaniard's Bay.

The Town's websites, if applicable, and other social media options will be utilized as part of the public consultation and engagement strategy to ensure that everyone is aware of the current initiative and has an opportunity for input. A special Facebook page and Twitter account for this purpose will be set up when this project is approved.

An initial Public Information Session will be held to present information about the project, the process to be followed, and how members of the public and interested groups can have input into the process. The public and interested groups will be advised on how submissions may be made throughout the process. This process will be advertised via the Town's Website, Social Media outlets, Facebook, Twitter, Public Service Announcements (PSA), and any other appropriate way to ensure the widest publicity possible. The objective is to have everyone within the Town of Bay Roberts, residents and property owners of the proposed boundary expansion area, and the Council of Spaniard's Bay being made aware of this Public Information Session. This information will also be provided to all parties identified as having an interest in this matter and whom we have identified to meet with or contact on this project.

Following the compilation of all information and the identification of a recommendation, a preliminary report will be prepared for viewing by the public and interested parties. Such report is recommended to be available at the Town Office, the Town's Website, and other appropriate areas for access by all interested residents and other affected stakeholders. A Public Hearing will

follow to outline the recommendation, its rationale, pros, and cons, and to consider further submissions and representations which may be made by a person or association of persons on the preliminary report. The same process used for advising stakeholders of the Public Information Session will be utilized to advise everyone of the Public Hearing. The submissions, evidence taken, and all information presented at the Public Hearing will be considered and will be provided as part of the final feasibility study report.

Website, mail, flyers, social media, and other communication methods will all be utilized, as appropriate, to obtain the input of all concerned and to invite them to participate in the process.

Analysis

All information will be analyzed to assess the Town of Bay Roberts' request to extend its municipal boundary.

A financial evaluation will be provided which will look at the current and future operational expenditures, capital expenditures, taxation, and any other revenue options for the recommended expansion of the Town of Bay Roberts' boundary.

A proposed budget for the Town resulting from a boundary expansion will be prepared as well as a proposed multi-year budget.

The following information, where applicable, will be solicited from the Town early in the process for analysis and assessment to obtain as accurate a picture of the affected areas as possible:

- Any internal or external studies or reports on any aspect of the Town's organization, salaries, services, or other municipal issues;
- Strategic Plan, if completed;
- Municipal Plan and Development Regulations;
- Integrated Community Sustainability Plans (ICSP);
- Emergency Preparedness Plan;
- Organizational Charts including a list of employees and their job classifications,
- Copies of Union Contracts;
- Copies of any agreements or contracts that the Town has for the provision of services or the acquisition of services or equipment;
- Names of Councillors and Committee Members;

- Names and Terms of References for any Standing and other Committees, including the number of Councillors, ex-officio members, and staff representatives for each Committee;
- A listing of all infrastructure and other assets (streets, water, sewer, and other underground infrastructure, recreation facilities and equipment, buildings and equipment contained therein, vehicles and other mobile and non-mobile equipment, computer hardware and software, etc.) with its current value and life expectancy; an up-to-date Tangible Capital Asset listing with appropriate values and life expectancy would be satisfactory.
- Information on the water supply system: its current condition, life expectancy, and capacity;
- Information on fire service provided by or to the Town, including the number of volunteers and a listing of fire equipment;
- A listing of municipal services currently being provided by the Town and whether such services are provided by Town employees or by contract;
- Kilometres of streets, and sidewalks, if applicable, in Bay Roberts and the proposed expansion area together with the types of surface (paved, gravel, etc.);
- Whether the Town and the proposed expansion area is serviced with water and sewer including the number of residences and businesses supplied with water and/or sewer services;
- Copy of current insurance policies including listing of infrastructure and equipment covered under the policies with their individual values;
- Average assessed value of residences in the current and previous assessment cycle;
- Copies of last three (3) years financial statements and year-to-date financial statements for 2020, if audited financial statement is not available and year-to-date financial statements for 2021;
- Budgets for the last three (3) years plus budget for 2021; and
- Tax rates and fee schedules for the last three (3) years and for 2021.

If some of this information is not available, discussions will be held with appropriate officials to reach a mutually acceptable mechanism to obtain the information deemed necessary for the required financial and other information analysis to provide an appropriate and viable recommended option.

A preliminary report will be compiled and presented to the Town, as outlined in this report, and as identified during this process, and to representatives of the DECCM for their information,

review, and comments. The report will also be made available to Bay Roberts' residents and property owners, and the property owners of the proposed boundary expansion, the Council of the Town of Spaniard Bay, identified community groups and stakeholders for their review in preparation for the Public Hearing. Following this presentation and the incorporation of any required changes, this preliminary report will be the basis of a PowerPoint presentation that will be made at the Public Hearing wherein residents and stakeholders will be encouraged to make submissions and provide input prior to the Final Report being prepared.

Final Report

The Final Report will be prepared considering all feedback from the Public Hearing and affected stakeholders and in accordance with the Terms of Reference for this project as specified in the **REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES** dated March - 2021.

The Final Report will comply with the Terms of Reference and provide all information required to successfully implement the recommendations as outlined in the Report.

The Final Report will be produced in accordance with the following outline which may change to include additional items that may arise during the performance of this project:

- Executive Summary including recommendation
- Introduction
- Profile of Town of Bay Roberts including its status and municipal services currently being provided by the Town and any additional service, if any, that may be recommended to be considered for future provision.
- Purpose of the Report
- Summary of research conducted during the project
- Summary of process followed including various meeting and public engagement processes
- Analysis and evaluation of the assessment under consideration including all items as listed in the Request for Proposal of March - 2021.
- Recommendation arising out of the Report including all items as listed in the Request for Proposal of March - 2021 under Terms of Reference (**Section 2.3**).
- Any other appropriate section(s) arising from work carried out during the Project, as may be required

- Conclusion

SCHEDULE

Milestones	Apr 26 – May 7	Apr 26 – May 7	Apr 26 – May 7	May 10 – 14	May 17 – Jun 4	Jun 7 - 11	Jun 14 - 18	Jun 21 – 30
Current State Analysis (including meeting with Town, DECCM, and identified stakeholders outlined herein)								
Leading Practices Review								
Public Consultation and Engagement								
Public Information Session								
Analysis								
Preliminary Report								
Public Hearing								
Final Report								

Notes to the Schedule

The schedule runs from April 26, 2021 to June 30, 2021 with the first Public Information Session being scheduled for the week of May 10 – 14, 2021. Our schedule is based on the premise that the contract will be awarded within two (2) weeks of the close of submissions on April 8, 2021. If the contract is awarded later than this, the dates will have to be amended. If the contract is awarded in a timely manner, we are confident that all work will be completed on or before June 30, 2021. Within our schedule, we have provided five (5) weekdays for each of the Public Information Session and the final Public Hearing due to the uncertainty of the actual timing for

such sessions. When the project is commenced, and those dates are finalized, this will provide enough flexibility to accomplish our objective of having the Project completed on or before June 30, 2021. Based on our previous experience we are confident that this project can be completed within the specified timeframe, subject to the timely availability of the parties with whom we must meet to complete this project and subject to potential restrictions resulting from Provincial Covid-19 protocol.

MILESTONES AND SPECIFIED DATES

Milestones	Dates
Meeting with officials of the DECCM	Within three (3) working days of award subject to their availability
Meeting with representatives of the Town	Within three (3) working days of meeting with officials of the DECCM
Establishing Facebook Page and Twitter Account	Within three (3) working days of award
Public Information Session	On or before May 14, 2021
Completion of Preliminary Report	On or before June 10, 2021
Presentation of Preliminary Report to Representatives of the Town	On or before June 11, 2021
Public Hearing	On or before June 18, 2021
Presentation of Final Report to Representatives of the Town	On or before June 30, 2021

SKILLS AND EXPERIENCE

The principals, Gerard, Keith, and Dan, are experienced, educated, and motivated in the field of Municipal Administration and in managerial positions with the Department of Municipal Affairs, now the DECCM.

Gerard had twenty (20) years of experience in the private sector in the mining and aviation industry where the financial sustainability of both businesses was of paramount importance. Gerard played a key managerial role in the financial management of both businesses including the preparation and submission of financial reports and recommendations on how both companies could enhance their financial bottom lines. Gerard also played key roles in submissions to the Canadian Transportation Agency for aviation licences and new airline routes.

Gerard commenced working in the municipal field with the Town of Gander as Town Clerk – Treasurer. In this position he prepared financial reports for the Town and developed a new budget process, a communication strategy for budgets, taxation, and other issues of interest to the residents and business owners of the Town. He also served on the negotiating team for the Town and played a key role in developing a strategy to maintain International Status for the Gander Airport,

His career in the municipal field continued with the City of Mount Pearl as City Clerk – Assistant City Manager where he was responsible for the financial operation of the City and was instrumental in introducing ten-year financial planning for both the operational and capital cost forecasts for the City as part of their budget process and was subsequently promoted to Chief Administrative Officer, the position he held upon his retirement. During his time with the City, he was involved in many projects, some of which are:

- A key team member in the preparation of a Report on the proposed amalgamation of the City of Mount Pearl with Paradise, St. Thomas, and parts of the St. John's Metropolitan Area Board.
- A key team member in the preparation of the Report on the return of the Southlands to the City of Mount Pearl
- A key team member in the preparation of a Report on why the City of Mount Pearl should not be amalgamated with the City of St. John's and parts of Paradise in the City of St. John's proposed Super City Concept.
- A key team member in the preparation of a Report on why the Sprung Greenhouse area should be annexed to the City of Mount Pearl.
- An Organizational Review of the City of Mount Pearl's organizational structure resulting in a proposed reduction of departments and the creation of a Chief Administrative Officer Model of Municipal Administration.

Gerard was the one the founding members of the Board of Directors of the Municipal Training and Development Corporation (MTDC) and served on the Board for many years and Keith also served as the Department of Municipal Affairs, now the DECCM, representative on MTDC. This experience provided both with significant opportunities to know and understand the training challenges for both elected and administrative officials throughout this Province its many small rural municipalities.

Gerard, as President of MTDC, helped negotiate and sign a Memorandum of Understanding with the College of the North Atlantic (CONA) which saw the development and delivery of an eight-

course Local Government Management CORE Certificate Program covering such courses as Interpersonal Communication Skills, Conflict Resolution, Planning, Municipal Budgeting, etc. This program included the development of a Course Manual (Student Copy), Instructors Guide and Slide Masters (Student Copy). Gerard was also one of the trainers for this program.

Gerard was also a member of the Local Government Institute of Canada (Institute), an organization involved with promoting excellence in Local Government, affiliated with the Banff Centre for Management in Banff, Alberta and Royals Roads University in Victoria, British Columbia. He graduated from this Institute as a trainer, coach, and mentor. He also was one of several trainers involved in the delivery of training throughout Canada and the Philippines. He was a member of the team that provided training to approximately six hundred (600) local government officials in the Philippines. This program was entitled "Formulating a Local Executive and Legislative Agenda". This program involved the Train the Trainer program for the local government officials following which they acted as coaches and mentors for the local government officials while they provided training to other local government officials. Gerard was the only Canadian coach and mentor to accompany one of the training teams to assist in the delivery of the training program in the Autonomous Region in Muslim Mindanao, Philippines. These programs involved working with workbooks developed by the Institute in partnership with the Philippine-Canada Local Government Support Program for these training sessions and advising the Philippine Local Government officials on how to develop and deliver training session for other local government officials.

Gerard is a Past-President of the Professional Municipalities Association (PMA), member of the Board of Directors of the Canadian Association of Municipal Administrators (CAMA), Past-President of the Municipal Training and Development Corporation (MTDC), and Past-President of TRIO, provider of group and pension benefits for municipal Councillors and employees.

Dan's exposure to regionalization and regional service delivery came early in his career. His first employer in the municipal sector, the St. John's Metropolitan Area Board, was the premier regional council in the province. Incorporated in the early 1960's, it continued to deliver municipal services to the unincorporated areas of the North East Avalon until 1991.

Through his positions with the building and land use planning departments, Dan gained considerable knowledge and experience in the challenges and sensitivities associated with delivering services on a regional basis.

This ability was enhanced by his membership and participation in the Nova Scotia Development Officers Association in which many aspects of regional service delivery was included in the efforts of that organization.

This knowledge and experience were quite valuable to Dan in his various roles during his employment with the Department of Municipal Affairs, now the DECCM. In his initial period with the Department Dan was directly involved with municipalities in undertaking assessments to determine the financial obligation of municipalities in delivering services and exploring options to deliver these services more efficiently on a regional basis. Dan worked very closely with LW Consulting partner Keith in these efforts.

Dan's career progressed with the Department and a considerable amount of his effort as Regional Director for both the Eastern and Central Regions continued to be dedicated to municipalities who were experiencing challenges in delivering acceptable levels of service while maintaining reasonable levels of taxation.

In a culture in which many municipalities were accustomed to delivering services without the combined efforts of others, the concept of cooperating in this effort was initially resisted. However, through the efforts of many stakeholders in which Dan played a significant role, the concept of regional service delivery became more widely accepted.

In his management role with the Department, Dan was appointed as Administrator by the Minister under s. 250 of the *Municipalities Act, 1999* on seven (7) different occasions. As the Administrator, Dan served with all the authority provided to an elected council in administering the business of the respective municipality in delivering services to the residents and businesses of the Town.

Dan represented the Department on the Community Cooperation Resource Center and with the other members from MNL and the PMA continued with the efforts to support regional service delivery.

As previously noted, Keith will be utilized on an as needed basis for this project, however, his extensive knowledge and experience as noted herein will be valuable, if required.

Keith has been extensively involved and played a key role in amalgamation and regional cooperation during his tenure with the Department of Municipal Affairs, now the DECCM. From the beginning of his career with the Department, he participated in the Departments' efforts to improve the structural changes in local government through amalgamation, annexation, and

regionalization. His involvement led to his appointment as Director of Regional Cooperation, a position he held until his retirement from the Department of Municipal Affairs, now the DECCM. His responsibilities led to the development of Terms of Reference for Feasibility Studies, Supervision of the Feasibility Study Process, Review of the Feasibility Studies, recommendations to the Department and subsequently, negotiating agreements with the participating municipalities to bring about amalgamation, annexation, or regionalization.

Some of his involvements include:

- The Department's representative on the Transition Committee related to the amalgamations of: Paradise and St. Thomas; Portugal Cove-St. Philips; Centerville-Wareham-Trinity; Badger's Quay, et al; Placentia, Dunville, Jersey side, and Freshwater; St. Bernard's and Jacques Fontaine.
- Annexation of Port aux Bras to the Town of Burin.
- Regionalizing the Fire Services for thirteen (13) communities in The Straits, Northern Peninsula and having it administered by the Northern Peninsula Regional Waste Management Authority.
- Creating the Bay de Grave Regional Fire Services Corporation.
- Amalgamation of the Town of Bide Arm and the Town of Roddickton to create the Town of Roddickton-Bide Arm.
- Creation of the Town of Trinity Bay North (TBN) – amalgamation of Port Union, Catalina, and Melrose, later annexed Little Catalina to TBN.
- Created the Town of Fogo Island through the amalgamation of the Fogo Island Regional Council, Fogo, Joe Batt's Arm-Barr'd Islands-Shoal Bay, Seldom-Little Seldom and Tilting.
- In addition, there were several Local Service Districts that were amalgamated to improve regional services.

Following his retirement, Keith was hired by the Fogo Island Special Needs Committee to coordinate the Transition Process until a new Council was elected.

Keith also was the Manager of the Debt Relief Program; a Program that assessed and restructured the financial positions of 155 financially challenged municipalities within the Province. This extensive Program and having worked with the Towns of Burin and Wabush for eighteen years (18), provides indebt knowledge of the financial requirements to make a viable municipality. Keith in his twenty-three (23) years with the Department also played a key role working with the Executive and Management Team in the development of training and

development programs, regionalization, strategic planning, and various other lines of business related to local government.

Gerard, Keith, and Dan were involved in the development and delivery of training programs for municipal elected officials and administrators throughout their careers.

Gerard and Keith were involved in the development of “Municipal Government ...The Right Approach 1997”, A Guide for Municipal Elected Officials, together with the Department of Municipal Affairs, now the DECCM, the Newfoundland and Labrador Federation of Municipalities (now MNL) and the Newfoundland and Labrador Association of Municipal Administrators (now PMA). This program involved the development of a Program Book, presentation slides and the delivery of a series of seminars throughout the island and Labrador. These seminars were delivered by both, together with John Moore of the Department of Municipal Affairs, now the DECCM. The program consisted of a profile of the Department of Municipal Affairs, now the DECCM, Municipal Council’s Legal Responsibilities, Council and Staff Roles and Responsibilities, Municipal Financial Management, and the Council Meeting.

In response to the request contained in section 3.2 for Work Samples of relevant work from similar type project the following Feasibility Reports are attached:

1. Feasibility Study Report to address the Local Governance Options available to the Provincial Government regarding the Local Service District of George’s Brook – Milton (Contact - Andrew Wright, Manager, Community Liaison, Telephone Number – (709) 729-7143).
2. Feasibility Report (Proposed extension of Burlington’s Boundary (Contact: Mary Lou Bartlett, Town Clerk Telephone Number – (709) 252-2607).
3. Feasibility Report (Proposed Extension of the Burin Service Boundary to include the area known locally as Golden Sands – Tides Brook within the Burin Municipal Planning Boundary) (Contact: Leo Hartson, Chief Administrative Officer Telephone Number – (709) 891-1760).
4. Feasibility Report (Proposed extension of Pasadena’s Boundary to the weigh scales located near Pynn’s Brook (Contact: Brian Hudson, CAO Telephone Number - (709) – 686-2075).
5. In addition, a copy of the Community Profile developed for the Town of Burin, as previously indicated, is attached, and the contact for this project is Leo Hartson, Chief Administrative Officer Telephone Number – (709) 891-1760.

Copies of the above Reports were noted are included and are the property of LW Consultants and their clients and are to be used for the purpose of the evaluation of this Proposal, with all copies to be returned to LW Consulting following this evaluation.

PROFESSIONAL FEES

LW Consultants will undertake the proposed Feasibility Report for a total cost of \$21,175.64 including HST and all related expenses associated with this Project.

COPIES OF THE PROPOSAL

This submission includes one (1) electronic copy emailed to cbradbury@town.bayroberts.nf.ca and two (2) hard copies forwarded to Christine Bradbury, Town Clerk, Town of Bay Roberts, 321 Water Street, p. o. Box 114, Bay Roberts, NL, A0A 1G0.

CONFLICT OF INTEREST GUIDELINES

LW Consulting confirms the following as specified under Section 5.1 of the Request for Proposals by the Town of Bay Roberts:

- LW Consulting will not represent or advise any person or organization engaged in advocacy activities against the Government or any of its Crown corporations or other agencies;
- LW Consulting will not represent or counsel a client whose commercial business activities conflict with the activities of the Government or any of its Crown corporations or agencies, or any other representation or counseling that would in any way impair its ability to perform its duties and responsibilities under the resulting contact of this RFP; and,
- LW Consulting will not accept a brief or engage in any activities that either impair or may reasonably be perceived as being likely to impair or diminish, its ability to perform its responsibilities under the resulting contact of this RFP.

SECURITY

LW Consulting confirms that all information received, information gathered, materials collected, and report/s produced will not be copied, shall be the sole property of the Town of Bay Roberts, and shall be returned to the CA upon completion of the project. LW Consulting confirms that it will not publish or in any way use said information, materials, or report/s for any purpose other than to provide such information, materials, or report/s to the Town of Bay Roberts

CONFIDENTIALITY OF PROPOSALS

LW Consulting acknowledges that all documents and other records in the custody of, or under control of some or all the Town of Bay Roberts or its representative may be subject to the *Access to Information and Protections Act, 2015*. Subject to the provisions of this Act, LW Consulting understands that all responses and other documents and other records submitted in connection with this RFP will be considered confidential, and financial and other proprietary information will not be disclosed.

EXECUTIVE BIOGRAPHIES

Executive Bios for Gerard, Dan, and Keith are attached as Appendix 1.

REFERENCES

The Principals have attached, as Appendix 2, projects completed since forming their consulting partnership. All projects and prepared Reports are highlighted in this listing. Included also is the major contact person of clients as our references.

Respectfully Submitted,

Gerard Lewis

Dan Noseworthy

Appendix 1- Executive Bios

GERARD LEWIS

Partner – LW Consulting



EXECUTIVE BIOGRAPHY

Gerard retired from the City of Mount Pearl in 2011 following twenty-two (22) years of service as City Clerk and Chief Administrative Officer (CAO).

Following a twenty (20) year term in the Private Sector, he began his municipal career with the Town of Gander for five (5) years as Town Clerk/Treasurer.

As CAO with Mount Pearl he was responsible for providing leadership and direction for all City functions and activities within policies established by Council; supporting the Mayor and Council with all information, options and recommendations required to support their decision-making; providing leadership and managerial direction to the senior management team; representing the City with external stakeholders and the public; and acting as the Chief Negotiator for the City's Collective Bargaining process.

He holds certificates and diplomas from various universities, including MUN, St. Mary's, Alberta and Dalhousie dealing with municipal administration, supervision, negotiation, mediation, and conflict resolution. He obtained a Certified Municipal Clerk's (CMC) designation and was the first municipal administrator in this Province to obtain the Master Municipal Clerk's (MMC) designation, both from the International Institute of Municipal Clerks (IIMC).

He served on numerous committees and organizations including President of the Municipal Training and Development Corporation (MTDC); Professional Municipal Administrators (PMA); Trio (Newfoundland and Labrador Municipal Employee Benefits, Inc.) and Director of the Canadian Association of Municipal Administrators (CAMA).

He was a trainer in the municipal field and provided training for local government officials throughout the province, Canada, and the Philippines. He participated in the development and was a trainer in the delivery of the Local Government Management CORE Program with the College of the North Atlantic in partnership with MTDC.

In April of 2012 he was awarded Honourary Membership by PMA, in May of 2012 he was awarded Honourary Life Membership by CAMA and in March he was presented with the Queen Elizabeth 11 Diamond Jubilee Medal.

DAN NOSEWORTHY

Partner – LW Consulting



EXECUTIVE BIOGRAPHY

Dan began his career in public life in 1981 with the St. John's Metropolitan Area Board where he worked for ten (10) years with the Building and Land Use Planning Departments.

In 1991 he was hired by the Department of Municipal Affairs, now the DECCM where he worked until 2015. At the Department Dan worked as a Technical Services Inspector, Administrator of the Regional Land Use Appeal Boards, and a Municipal Affairs Analyst. He moved into management roles with the Department as a Policy Analyst, the Eastern Regional Manager, and finally served as the Regional Director for the Eastern/Central Regions. Dan also served on several Departmental Committees.

Through these various positions, Dan gained in depth knowledge in many aspects of municipal administration. The early roles provided him with a strong background in the implementation of provincial and municipal legislation, primarily the Municipalities Act and the Urban and Rural Planning Act. During this period of his career Dan had extensive exposure to municipalities through advising and assisting municipal Councillors and staff in the conduct of their administrative and operational duties. This support was specifically in the form of training municipal Councillors and staff in local government issues, municipal finance, budget preparation, and statutory duties and responsibilities. This role also included conducting management reviews, special investigations, and in-depth financial analyses to ensure municipal compliance with legislative requirements.

In management positions with the Department Dan was responsible for the managing, coordinating, and supervising of staff to ensure the maintenance of acceptable local government operational practices. As a Regional Director this responsibility was expanded to include the planning, directing, coordinating, and managing the implementation and delivery of the Department's engineering and local government programs and services in the Eastern and Central Regions.

Dan returned to the municipal sector in 2015 when he was hired by the Town of Conception Bay South where he served for two (2) years as Chief Administrative Officer (CAO).

Academically, Dan has several certificates and diplomas in the field of Business Administration. He is also a graduate of the Certificate of Municipal Administration Program. Dan has an undergraduate degree in Bachelor of Commerce (Honours) and has completed the academic requirements of a Master of Arts (Political Science) with a concentration in Newfoundland politics.

KEITH WARREN

Partner – LW Consulting



EXECUTIVE BIOGRAPHY

Keith retired from the Provincial Department of Municipal Affairs, now the DECCM, in 2010 following a twenty-one (21) year career in the Provincial Public Service. During his tenure with that Department, he held several positions including that of Regional Manager of the Eastern Region; Manager of the Debt Relief Program; Director of Programs and Director of Regional Cooperation, a position he held upon his retirement.

While with the Department of Municipal Affairs, now the DECCM he served on several Departmental Committees and on the Community Cooperation Resource Centre (CCRC) for Municipalities Newfoundland and Labrador (MNL).

Following a five-year term in the Private Sector he began his municipal career with the Town of Burin; seven (7) years as the Town Clerk and subsequently as Town Manager for three (3) years. He further served as Town Manager for the Town of Wabush for seven (7) years.

Throughout his career he supplemented his education with courses from the Burin District Vocational School, MUN, as well as various courses and programs in management, leadership, municipal training, and other personal development opportunities.

He was one of the first in the Province to receive a Certificate in Municipal Administration from MUN and a designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC).

He was involved in both the development and delivery of municipal training programs throughout the Province.

He served as President of the Professional Municipal Administrators (PMA); awarded a Honourary Membership by PMA in April of 2012; Director of Labrador West Economic Development Association; Director of Community Recreation Rebroadcasting Service Association; Secretary of Labrador Joint Councils Group and President of Burin Regional Recreation Commission.

Appendix 2 – LW Consulting Projects and Contacts

1. Town of Torbay

- a) Conduct an **Organizational Review for the Town of Torbay** including a recommended organizational structure, review of existing staff levels, review and provision of new job descriptions, review existing staff skill sets and recommend skill sets required for the current and future needs, review existing salaries and recommend salary scales, review management to staff ratio, review skill gaps and recommend enhanced training and /or new staff recruitment initiatives, conduct a working leader retirement analysis, develop an institutional knowledge and memory retention strategy, provide a succession plan and a development/training/mentoring program.
- b) Develop a series of **Human Resource Policies and Procedures, Letter of Offer for Employment, Management Benefit Policy Manual and Councillor Orientation Program**
- a) Development of two (2) **Strategic Plans**.
Conduct a survey of the Councillors and the public to obtain their input on the issues and objectives, strengths, and priorities of Council, conduct a Priority Planning Session, and write a report on the issues and top priorities for their term of office together with an action plan on how to accomplish these objectives.
- d) Develop a **Public Engagement and Communications Policy**.
- e) Develop a **Performance Appraisal System** and a training program for Council, management, and staff.
- f) Develop a **Compensation System** for management employees to be integrated with a Performance Appraisal System under their Compensation System.
- g) Conduct a **Salary Review**.
- h) Conduct a **Survey** of the Councillors to obtain their input on development issues facing Council, conduct a **Facilitation Session**, and write a report on the issues with an action plan on how to move forward on these issues.
- i) Develop a **System of drafting reports and minutes for Council Committee, Public Council Sessions, and provide training** to the appropriate staff members.
- j) Provide **Training on Parliamentary Procedures** to the Mayor and Deputy Mayor.
- k) **Recruitment** of a Director of Corporate and Community Services.

Contact: Dawn Chaplin, CAO
Telephone Number – (709) 437-6532 Extension 227

2. Town of Placentia

- a) Conduct an **Operations and Staffing Review (Organizational and Compensation Review)** including a recommended organizational structure, review of existing staff levels, review and provision of new job descriptions,

review existing staff skill sets and recommend skill sets required for the current and future needs, review existing salaries and recommend salary scales, review management to staff ratio, review skill gaps and recommend enhanced training and /or new staff recruitment initiatives, develop an institutional knowledge and memory retention strategy, provide a succession plan and a development/training/mentoring program.

- b) **Investigation of an alleged employee fraud** and developing appropriate policies and procedures to prevent any reoccurrences.
- c) Development of **Request for Proposals** for Garbage Collection Services.
- d) **Recruitment** of a Public Works Superintendent and a CAO
- e) Conduct **Union Negotiations** for the Town.

Contact: Bernard Power, Mayor
Telephone Number – (709) 227-2151

3. **Town of Sunnyside**

- a) Conduct a **Human Resource and Succession Planning Review (Organizational and Compensation Review)** including a recommended organizational structure, review of existing staff levels, review and provision of new job descriptions, review existing staff skill sets and recommend skill sets required for the current and future needs, review existing salaries and recommend salary scales, review management to staff ratio, review skill gaps and recommend enhanced training and /or new staff recruitment initiatives, develop an institutional knowledge and memory retention strategy, provide a succession plan and a development/training/mentoring program.
- b) Develop a **Performance Evaluation System, Professional Development Plan, Benefits Manual, and Policy and Procedures Manual.**
- c) **Development of a Proposal to extend the Town's Planning Boundary** and to put forward a case to the Minister of Municipal Affairs to order a Feasibility Report.
- d) **Develop and deliver a Council Orientation**
- e) **Selected to conduct a Feasibility Report to extend the Town's Municipal Boundary and appointed by Minister of Municipal Affairs and Environment**
- f) **Recruitment of a Town Clerk/Manager**

Contact: Phil Smith, Town Clerk/Manager
Telephone Number – (709) 472-4182

4. **Town of Old Perlican**

- a) **Recruitment** of the Town Clerk/Manager.

Recruit a replacement for the position of Town Clerk/Manager because of the planned retirement of the incumbent including recommendations on job title, functions and developing job description.

Contact: Harry Strong, Mayor
Telephone Number – (709) 587-2266

5. **Town of Bay de Verde**

- a) **Recruitment** of the Assistant Town Clerk/Manager.

Recruit an Assistant Town Clerk/Manager due to the impending retirement of the Town Clerk/Manager including recommendations on job title, functions, and provision of a job description.

Contact: Gerald Murphy, Mayor
Telephone Number – (709) 587-2260

6. **Northeast Avalon Joint Council (NEAJC)**

- a) Development of a **Strategic Plan**.

Conduct a survey of the NEAJC membership to obtain input on the benefits, strengths, and priorities of the NEAJC, conduct a Priority Setting Session, and write a report on the top priorities together with an action plan.

Contact: Councillor Sterling Willis, Town of Paradise
Telephone Number – (709)782-1400

7. **Town of Portugal Cove/St. Philips**

- a) Develop a **Performance Appraisal System** and a training program for Council, management, and staff.
b) Develop a **Compensation System** for management employees to be integrated with a **Performance Appraisal System**.
c) To conduct a **Succession Plan** for the replacement of the Town Clerk and **Recruitment** of the Town Clerk's replacement.
d) To develop a **Salary Scale** for a newly created position.

Contact: Chris Milley, Chief Administrative Officer/Engineer
Telephone Number (709) 895-8000 Ext. 262

8. Town of Burin

- a) **Development of a Proposal to extend the Town's Planning Boundary** to encompass their Municipal Planning Boundary and to put forward a case to the Minister of Municipal Affairs to order a Feasibility Report.
- b) **Selected to conduct a Feasibility Report to extend the Town's Municipal Boundary and appointed by Minister of Municipal Affairs and Environment**

Contact: Leo Hartson, Chief Administrative Officer
Telephone Number – (709) 891-1760

9. Town of Logy Bay – Middle Cove – Outer Cove

- a) Development of a **Strategic Plan**.
- b) Conduct a **Survey** of the Councillors to obtain their input on the issues and objectives, strengths, and priorities of Council, conduct a Priority Planning Session, and write a report on the issues and top priorities for their term of office together with an action plan on how to accomplish these objectives.
- c) Conduct a **Survey** of the Councillors to obtain their input on issues Council wish to deal with during the Municipal Plan Review, conduct a **Facilitation Session**, and write a report including the development of a **Terms of Reference for the new Municipal Plan Review**.
- d) Development of **Terms of Reference for Municipal Plan Review**.
- e) Development of an Amendment to the Terms of Reference for the Municipal Plan Review to include a **Phase 1 Recreation Master Plan**.
- f) Develop a **Flood Risk Policy** affecting homeowners located in Flood Risk Areas within the Town and work in partnership with Butland Communications to develop a Communications Strategy to deal with homeowners affected by this policy.

Contact: Adele Carruthers, Chief Administrative Officer
Telephone Number – (709) 726-7930 Extension 22

10. Towns of Conception Bay South (CBS), Wabush, Labrador City; Lewisporte, Brigus, Petty Harbour – Maddox Cove, Come by Chance, Carbonear, Ferryland, Harbour Main, Chapel Arm, and the City of Mount Pearl

- **Commissioner for Public Hearing - Municipal Plan and Amendments**
Appointed as Commissioner to conduct Public Hearings, when required on proposed Municipal Plan and amendments to the Municipal Plan and write reports for the various Councils.

11. Professional Municipal Administrators (PMA),

- a) Develop and deliver various **Professional Development and Training Sessions** for Councillors and Administrators.

- b) Develop a **Core Education and Advanced Certificate Programs for Municipal Administrators**.
- c) Develop an **At a Glance Document** outlining key financial dates and legislative requirement for municipalities.
- d) Conduct **Province Wide Consultation Sessions** on what should be changed in the Municipalities Act.

Contact: Krista Parsons, Executive Director
Telephone Number – (709) 726-6405

12. **Towns of Wabush, Labrador City, Wabana, Portugal Cove – St. Philips, Torbay, Pouch Cove, Victoria, and Placentia**

- 1. Develop and deliver various **Professional Development and Training Sessions** for Councillors and Administrators.

13. **Department of Municipal Affairs, now the DECCM:**

- a) **Commissioner for Public Hearing** – Southern Shore Highway, Protected Road Zoning Plan Amendments. Conduct Public Hearings on proposed amendments to the Southern Shore Highway, Protected Road Zoning Amendments and write a report for the Department of Municipal Affairs.

Contact: Mr. Corrie Davis, MCIP, Manager, Land Use Planning
Telephone Number – (709) 729-5409

- b) Conduct a **Feasibility Report on the future governance options for the LSD of George's Brook – Milton**.
- c) **Conduct a plebiscite** for the Local Service District of George's Brook - Milton on becoming a Town as recommended in the Feasibility Report.
- d) Conduct the **First Election** for the newly created Town of George's Brook – Milton.

Contact: Andrew Wright, Manager, Community Liaison
Telephone Number – (709) 729-7143

14. **Town of Colinet**

- a. **Development of a Proposal to extend the Town's Boundary** and to put forward a case to the Minister of Municipal Affairs to order a Feasibility Report.
- b. **Selected to conduct a Feasibility Report to extend the Town's Municipal Boundary and appointed by Minister of Municipal Affairs and Environment**

Contact: Calista Didham, Mayor
Telephone Number – (709) 521-2300

15. **Town of St. Lunaire –Griquet**

- a. **Development of a Proposal to extend the Town’s Boundary** and to put forward a case to the Minister of Municipal Affairs to order a Feasibility Report.

Contact: Dale Colbourne, Mayor
Telephone Number – (709) 623-2329

16. **Town of Hughes Brook**

- a. **Development of a Proposal to extend the Town’s Boundary** and to put forward a case to the Minister of Municipal Affairs to order a Feasibility Report.

Contact: Terry Glynn, Town Clerk
Telephone Number – (709) 783-2921

17. **Town of Fortune**

- a) **Recruitment** of a Chief Administrative Officer.

Contact: Frazer Smith, Councillor
Telephone Number – (709) 832-2810

18. **MNL**

- a) Provide **Parliamentary Services** to MNL’s 2017 Annual General Meeting.
b) Presentations on **Harassment and Conflict on Council, Municipal Challenges and Potential Solutions**, and **Can I or (We) do that** at the 2019 MNL Municipal Symposium

Contact: Craig Pollett, CEO
Telephone Number – (709) 753-6820

19. **Town of Bay Roberts**

- a. Develop a **Compensation System** for management employees.

Contact: Nigel Black, CAO
Telephone Number – (709) 786-2126

20. **Town of Glovertown**

- a) **Recruitment** of a Chief Administrative Officer.

Contact: Doug Churchill, Mayor
Telephone Number – (709) 533-2351

21. **Town of Lewisporte**

- a. Develop a **Compensation System** for management employees.
- b. Develop **Job Descriptions** for management employees
- c. **Development of a Proposal to extend the Town's Boundary** and to put forward a case to the Minister of Municipal Affairs to order a Feasibility Report.
- d. Develop a **Strategic Plan**.
- e. **Recruitment** of a Superintendent of Public Works and Director of Recreation and Tourism.

Contact: Brian Peckford, CAO
Telephone Number – (709) 535-2737

22. **TRIO**

- a. Development of a **Strategic Plan**.

Contact: Terry E. Taylor, General Manager
Telephone Number – (709) 738-7358

23. **Town of Marystown**

- a. Negotiate two (2) **Union Contracts** for all unionized employees
- b. Develop a **Harassment Policy and provide Training**
- c. **Recruitment** of a CAO

Contact: Dennis Kelly, CAO
Telephone Number – (709) 279-1661

24. **Town of Come By Chance**

- a. **Recruitment** of a Chief Administrative Officer

Contact: Jessica Ryan, Town Clerk
Telephone Number – (709) 542-3240

25. **Town of New-Wes-Valley**

- a) **Development of an RFP** for the acquisition of a piece of heavy equipment
- b) **Recommendation on the outcome of the RFP** and the piece of equipment to be acquired by the Town.

Contact: Pam Preston, CAO
Telephone Number – (709) 536 – 2010

26. Town of George's Brook – Milton

- a) **Development of Terms of Reference** for their first Municipal Plan and a **Request for Proposals for their Municipal Plan**
- b) **Development of their first Strategic Plan**

Contact: Craig Pardy, Mayor
Telephone Number (709) 466-4488

27. Town of Burlington

- a. **Selected to conduct a Feasibility Report to extend the Town's Municipal Boundary and appointed by Minister of Municipal Affairs and Environment**

Contact: Mary Lou Bartlett, Town Clerk
Telephone Number – (709) 252-2607

28. Town of Grand Falls – Windsor

- a) **Recruitment** of a Chief Administrative Officer

Contact: Jeff Saunders, Chief Administrative Officer
Telephone Number – (709) 486-0210

29. Town of Middle Arm

- a. **Development of a Proposal to extend the Town's Boundary** and to put forward a case to the Minister of Municipal Affairs to order a Feasibility Report.

Contact: Neville Robinson, Mayor
Telephone Number – (709) 252-2521

30. Town of Deer Lake

- a) **Recruitment** of an Economic Development Officer/Town Planner
- b) **Recruitment** of a Recreation Director
- c) **Recruitment** of a Chief Administrative Officer

Contact: Maxine Hayden, Chief Administrative Officer
Telephone Number – (709) – 635-2451 (3551)

31. **Town of Clarke's Beach**

- a. Develop a **Respectful Workplace Policy and provide Training**

Contact: Joan Wilcox, Town Clerk
Telephone Number – (709) – 786-3993

32. **Town of Witless Bay**

- a. **Development of Regulations, Policies and Procedures and Benefits Manual**
b. **Recruitment of a CAO and Fire Chief**
c. **Evaluation of CAO**

Contact Pat Curran, Town Clerk/Manager
Telephone Number – (709) – 334-3407

33. **Town of Old Perlican**

- a. **Recruitment** of the Town Clerk/Manager.

Contact Clifford Morgan, Mayor
Telephone Number 709-647-3283

34. **Town of Pasadena**

- a. **Selected to conduct a Feasibility Report to extend the Town's Municipal Boundary**
b. Conduct an **Organizational Review**

Contact: Brian Hudson, CAO
Telephone Number - (709) – 686-2075

35. **Town of Bay Bulls**

- a) **Recruitment** of a Town Clerk/Manager

Contact: Sandra Cahill, Town Clerk/Manager
Telephone Number – (709) – 334-3454

36. **Town of Fogo Island**

- a. **Assessment of Municipal Operations**
- b. **Organizational Review**

Contact Wayne Collins, Mayor
 Telephone Number – 709-266-1320

37. **Town of Port Blandford**

- a. **Assessment Review Commissioner**

Contact Vida Greening
 Telephone Number – 709-543-2170

38. **Provincial Ready Mix**

- a. **Collective Bargaining**

Contact Morgan O’Rielly, President
 Telephone Number 709-227-9054

39. **City of Corner Brook**

- a. **Councillor Remuneration Review**

Contact Rodney Cumby, City Manager
 Telephone Number – 709-637-1532

Correspondence from the Honourable Krista Lynn-Howell, Minister of MAPA appointing LWC to prepare the Feasibility Report on the proposed boundary expansion by the Town of Bay Roberts

Newfoundland
Labrador

Government of Newfoundland and Labrador
Environment, Climate Change and Municipalities
Office of the Minister

JUL 26 2021

COR/2021/02185

VIA Email

Gerard Lewis
Lewis.gerard@bellaliant.net

Dear Mr. Lewis:

Re: Feasibility Report for the Town of Bay Roberts

As per the Town's request, and subsections 3(1) and 9(2) of the *Municipalities Act, 1999*, I am pleased to appoint LW Consulting ("LW") to prepare the feasibility report considering the potential boundary alteration of Bay Roberts.

A Ministerial Order appointing LW to prepare the report will be advertised in the Telegram.

If you have any questions, please contact Mr. Andrew Wright, Manager – Community Liaison at 729-7143 or andrewwright@gov.nl.ca.

Sincerely,



HON. KRISTA LYNN HOWELL, MHA
District of St. Barbe – L'Anse aux Meadows
Minister

cc: Nigel Black, CAO -Town of Bay Roberts

Appendix IV

Copy of Ministerial Order appointing LWC to prepare Feasibility Report.

PUBLIC NOTICE

Order Respecting A Feasibility Report Pursuant to the Municipalities Act, 1999

Under the authority of section 9 of the Municipalities Act, 1999, I make the following order.

1. This order may be cited as the Feasibility Report Respecting the Alteration of the Boundary of the Town of Bay Roberts Order.
2. A feasibility report shall be prepared to consider the alteration of the boundary of the Town of Bay Roberts.
3. LW Consulting is appointed to prepare the feasibility report.
4. The feasibility report shall be prepared in accordance with the provisions of the Municipalities Act, 1999

Hon. Krista Lynn Howell
Minister of Municipal and Provincial Affairs

This Order was published in the Gazette in accordance with the Statutes and Subordinate Legislation Act. It may also be accessed on the Office of Legislative Counsel website at assembly.nl.ca/legislation/sr/consolidation

gov.nl.ca

Newfoundland
Labrador

Correspondence from the Town of Spaniard's Bay re proposed realignment of Municipal Boundaries of Bay Roberts

Mayor - J. Wayne Smith
Deputy Mayor - Paul Brazil
Councillors - Sheri Collins
Tony Dominix
Eric Jewer
Tony Menchions
Lewis Sheppard
Town Manager - Tony Ryan



Telephone (709) 786-3568
Fax (709) 786-7273
TOWN HALL
PO Box 190
Spaniard's Bay, NL
A0A 3X0
www.townofspaniardsbay.ca
email: spaniardsbay@persona.ca

The Municipality of Spaniard's Bay

June 06, 2014

Mayor Phillip Wood
Town of Bay Roberts
PO Box 114
Bay Roberts, NL
A0A 1G0

Dear Mayor Wood;

At a regular meeting of Council held May 12, 2014, the following motion was moved, seconded and duly passed by those present:

"...that Council accept the recommendation of the Planning Committee to permit the realignment of the Municipal Boundaries between Bay Roberts and Spaniard's Bay as follows: Starting point (on Goose Pond Hill) at the municipal boundary of Spaniard's Bay and Bay Roberts 200 feet east of the waterline road that follows parallel to the road to a point that is adjacent the northern tip of Goose Pond. Then to follow at the edge of the waterline road westward to the road reservation for the Veterans Memorial Highway and then following the road reservation for the Veterans Memorial Highway in a southerly direction to the existing boundary between the towns of Spaniard's Bay and Bay Roberts. It was further moved that all costs and efforts for this realignment of boundaries to be the sole responsibly and /or cost of the applicant and/or the Municipality of Bay Roberts."

I trust that the above is satisfactory to assist you with your plans to complete trail development at Goose Pond and as well to allow for minimal property development along Goose Pond Hill which would be more economically feasible to be serviced from within the Municipal boundary of Bay Roberts.

Yours truly,

TOWN OF SPANIARD'S BAY



Tony Ryan

Town Manager

***Town of Bay Roberts, Municipal Boundary Expansion
Discussions in 2014***

Town of Bay Roberts

Philip Wood, Mayor
Walter Yetman, Deputy Mayor
Dean Franey, Councillor
Wade Oates, Councillor
William Seymour, Councillor
Charlene Dawe-Roach
George Simmons
Nigel Black, CAO

Town of Spaniard's Bay

Wayne Smith, Mayor
Paul Brazil, Deputy Mayor
Sheri Collins, Councillor
Tony Dominix, Councillor
Eric Jewer, Councillor
Tony Menchions, Councillor
Lewis Sheppard, Councillor
Tony Ryan, Town Manager

Appendix VI

Correspondence from the Town of Bay Roberts to the Minister of MAPA requesting a boundary expansion



BAY ROBERTS

CARVED BY THE SEA

November 27, 2014

Department of Municipal and
Intergovernmental Affairs
P.O. Box 8700
St. John's, NL
A1B 4J6

Attn: Hon. Keith Hutchings, Minister

Ref: Town of Bay Roberts, Municipal Boundary Expansion

Dear Minister Hutchings,

On behalf of the Town Council of Bay Roberts, I am writing this letter to request a boundary expansion in the following two areas of our Town:

Goose Pond Area Recently the Town of Bay Roberts and the Town of Spaniard's Bay mutually agreed upon a potential area for boundary adjustment between the two Towns. Enclosed you will find a drawing of the proposed boundary adjustment and a copy of a letter from the Town of Spaniard's Bay.

Rocky Pond Area The Town is requesting this boundary expansion for possible future Development. This area is within the Town of Bay Roberts Planning area. A drawing of the proposed boundary adjustment is enclosed as well.

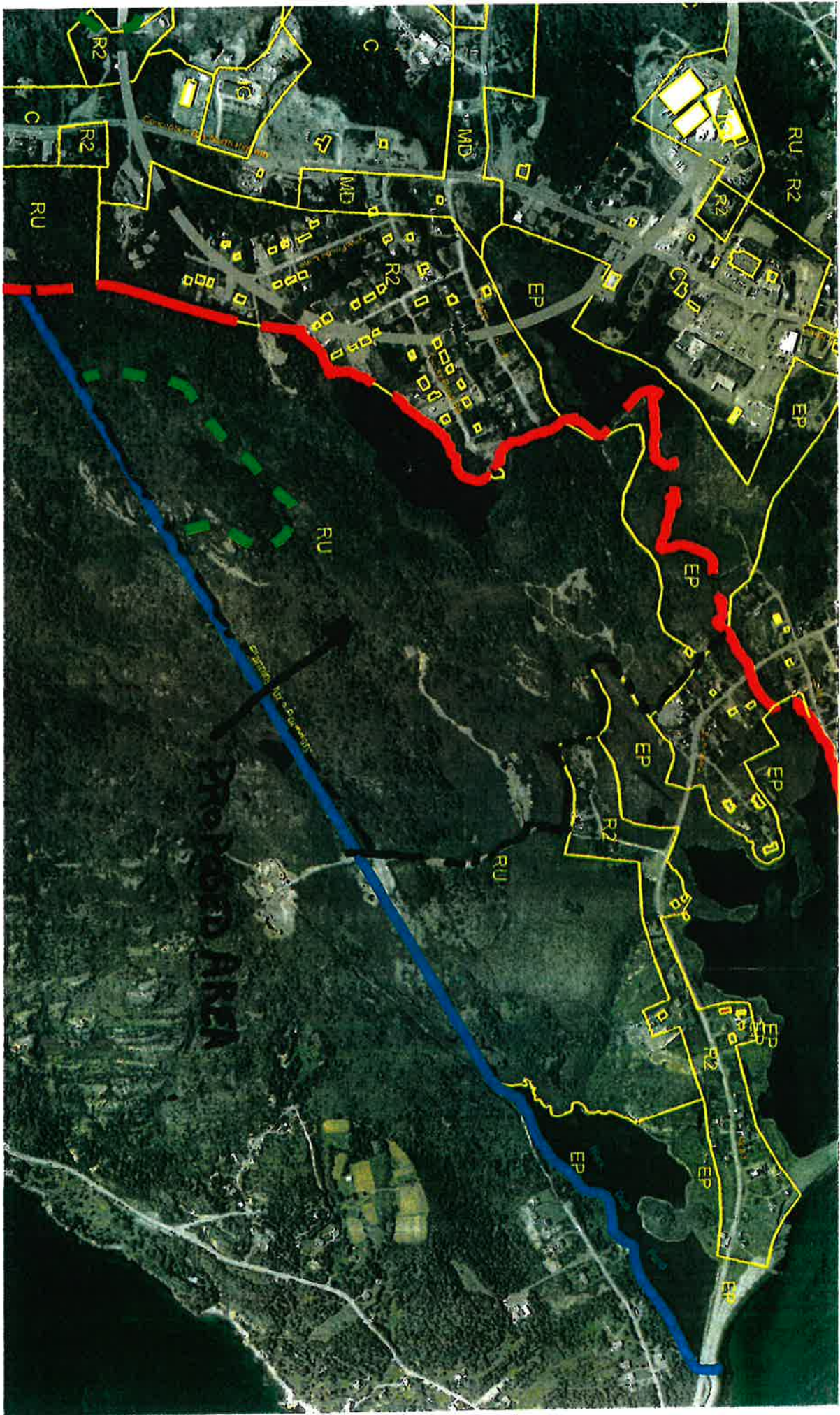
If you have any questions or require any further information, you may contact the Chief Administrative Officer, Nigel Black at 786-2126 ext. 226 or by email nblack@town.bayroberts.nf.ca.

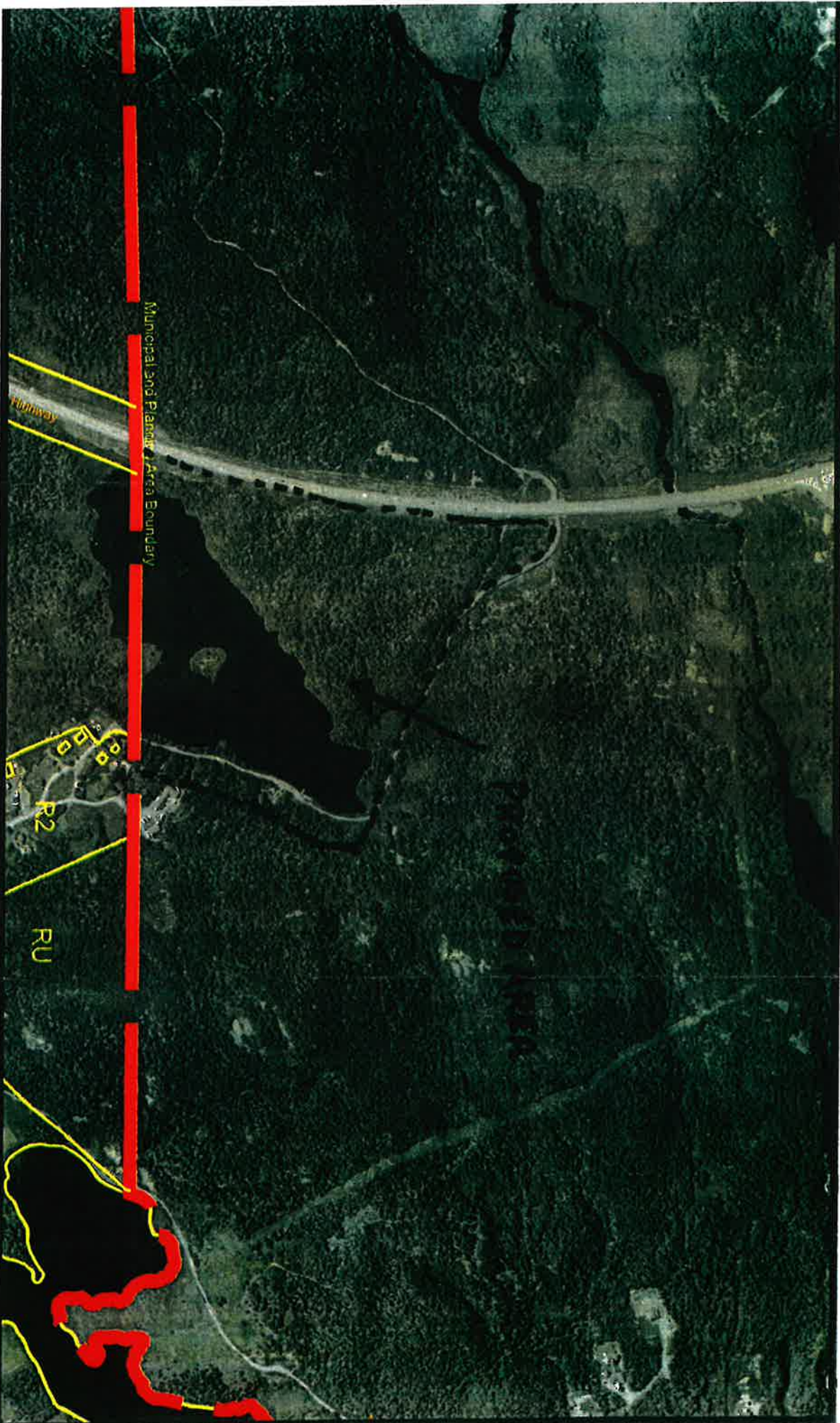
We look forward to a favourable reply.

Yours truly,

Christine Bradbury
Town Clerk
Town of Bay Roberts

Enclosures





Appendix VII

**Correspondence from the Town of Spaniard's Bay supporting to realignment of the
Municipal Boundary between their Town and the Town of Bay Roberts**

Mayor Paul Brazil
Deputy Mayor – Tammy Oliver
Councillors – Tony Dominix
Eric Jewer
Sherry Lundrigan
Paul Ryan
Darlene Stamp
Town Manager - Tony Ryan



Telephone (709) 786-3568
Fax (709) 786-7273
TOWN HALL
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Spaniard's Bay, NL
A0A 3X0
www.townofspaniardsbay.ca
email: spaniardsbay@persona.ca

The Municipality of Spaniard's Bay

May 2, 2022

Mayor Walter Yetman
Town of Bay Roberts
PO Box 114
Bay Roberts, NL
A0A 1G0

Dear Mayor Yetman:

At a regular meeting of Council held on March 21, 2022, Council agreed to reaffirm the Motion made on May 12, 2012. The following motion was moved, seconded, and duly passed by those present:

"that Council accept the recommendation of the Planning Committee to permit the realignment of the Municipal Boundaries between Bay Roberts and Spaniard's Bay as follows: Starting point (on Goose Pond Hill) at the municipal boundary of Spaniard's Bay and Bay Roberts 200 feet east of the waterline road that follows parallel to the road to a point that is adjacent the northern tip of Goose Pond. Then to follow at the edge of the waterline road westward to the road reservation for the Veterans Memorial Highway and then following the road reservation for the Veterans Memorial Highway in a southerly direction to the existing boundary between the towns of Spaniard's Bay and Bay Roberts. It was further moved that all costs and efforts for this realignment of boundaries to be the sole responsibly and /or cost of the applicant and/or the Municipality of Bay Roberts."

I trust that the above is satisfactory to assist you with your plans to complete trail development at Goose Pond and as well to allow for minimal property development along Goose Pond Hill which would be more economically feasible to be serviced from within the Municipal boundary of Bay Roberts.

Yours truly,
TOWN OF SPANIARD'S BAY

Daessa Higgins
for Tony Ryan
Town Clerk/Manager

Appendix VIII

Public Consultation Report outlining the Public Consultation Process, the input from the residents of Bay Roberts and the proposed expansion areas on the proposed expansion, and the Public Hearing.



BAY ROBERTS
CARVED BY THE SEA

**PUBLIC CONSULTATION REPORT
ON
THE PROPOSED EXTENSION
OF THE
TOWN OF BAY ROBERTS MUNICIPAL SERVICE BOUNDARY
TO INCLUDE AREAS FOR FUTURE GROWTH, EXISTING
PROPERTIES SERVICED BY THE TOWN, AND AN AREA THAT HAS
BEEN DEVELOPED FOR PARK/TRAIL USE**

JULY 18, 2022

**PUBLIC CONSULTATION REPORT – TOWN OF BAY ROBERT’S PROPOSED
MUNICIPAL SERVICE BOUNDARY EXPANSION**

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PUBLIC CONSULTATION REPORT – TOWN OF BAY ROBERT’S PROPOSED MUNICIPAL SERVICE BOUNDARY EXPANSION

INTRODUCTION

The Town of Bay Roberts expressed an interest in expanding its Municipal Service Boundary to include three (3) specific areas, one for future growth opportunities, another involving existing properties serviced by the Town, and an area developed for park/trail use.

The three (3) areas are:

1. Rocky Pond Area
2. Butlerville Area
3. Goose Pond Area

The proposed revised Municipal Service Boundary is to contain the existing Municipal Service Boundary of Bay Roberts and the proposed three (3) expansion areas currently within the existing Municipal Planning Area of the Town of Bay Roberts

BACKGROUND

The Town of Bay Roberts requested approval from the Minister of the Department of Municipal and Provincial Affairs to expand its Municipal Service Boundary to include the areas of Rocky Pond, Butlerville, and Goose Pond.

The Request for Proposal (RFP) issued by the Town of Bay Roberts required the successful Proponent to engage and collaborate with representatives of the proposed areas, the Town of Bay Roberts, other stakeholders under consideration, and the public in those areas to ensure the accuracy of information, data, and projections contained in the report.

To solicit the input from those outlined in the RFP, an Information Circular (Appendix I) was prepared and delivered to Canada Post on June 1, 2022, for distribution to the residents of Bay Roberts and those within the proposed expansion areas.

An Information Circular (Appendix II) was prepared for distribution to the various community organizations within the Town of Bay Roberts for their input.

The purpose of the Circulars was to provide information on the proposed expansion and how residents of the Town and those within the proposed expansion areas could advise LW Consulting of any issues or concerns that they may have on the proposed expansion.

The Circulars advised residents of Bay Roberts and those within the proposed boundary expansion areas of a Public Hearing on June 22, 2022, at 7:00 PM in the Bay Room at the Bay Arena, 161 Conception Bay Highway It further advised that representatives of LW Consulting would hold an Information Session from 2:00 to 4:00 PM on June 22, 2022, at this location.

The Circulars contained information that those who were unable to attend the Information Session or the Public Hearing, or who required clarification on any matter pertaining to the proposed boundary expansion could contact a LW Consulting Representative by email with their comments or questions.

PUBLIC CONSULTATION REPORT – TOWN OF BAY ROBERT’S PROPOSED MUNICIPAL SERVICE BOUNDARY EXPANSION

CONSULTATION FEEDBACK

The Feasibility process required that those impacted by the proposed expansion be advised of the Town’s intentions and be provided an opportunity to express their opinions on it.

This Consultation Report contains the feedback received resulting from the Circulars sent to residents of the Town of Bay Roberts and those within the proposed expansion areas.

There will be no analysis of the comments received, in this document. The Feasibility Report will contain an analysis of information and issues raised in the Information Session and the Public Hearing. As required in the RFP by the Town of Bay Roberts, the analysis of the proposed expansion will be based on the following criteria.

- **access** of the people to elected and appointed official.
- **representation** in accordance with the distribution of population.
- **community identity**.
- **suitability** and need of the area to municipal servicing.
- **physical constraints** to municipal servicing.
- **administrative capability** of the municipality.
- **co-ordination** of municipal services and functions throughout the area concerned.
- **cost efficiency** of the type of administration proposed for the scale of services required.
- **feasibility** in terms of revenues and expenditures.
- **equity** in terms of both the taxpayer’s ability to pay and the benefits received.
- **response** of tax yields to changes in economic activity.
- **equality** among adjoining municipalities considering their different needs and assets.
- **simplicity** of proposed municipal structure; and
- **acceptability** of proposals at local and regional levels

INFORMATION RECEIVED AS A RESULT OF THE INFORMATION CIRCULAR

As a result of the Information Circular LW Consulting received the following information and submissions:

1. LW Consulting received a telephone call from Garrett (Gary) Saunders on June 7, 2022, regarding land owned by him in the proposed Goose Pond expansion area. He provided history on the piece of land in question and information on a family dispute over its ownership. Any issues or concerns were requested to be put in writing and forwarded to LW Consulting.
2. Margaret Snow sent a submission via email dated June 15, 2022, (Appendix III). She had requested maps of the proposed Rocky Pond expansion area from the Town of Bay Roberts as outlined in the Information Circular, however, none were available, and the Town advised her to contact LW Consulting.

**PUBLIC CONSULTATION REPORT – TOWN OF BAY ROBERT’S PROPOSED
MUNICIPAL SERVICE BOUNDARY EXPANSION**

LW Consulting provided her a response via email together with the requested map (Appendix IV).

LW Consulting received a further submission dated June 15, 2022, (Appendix V) from Margaret Snow following her receipt of the map of the proposed Rocky Pond expansion area. This submission stated that the map did not correctly show the current and extended residential development that has already taken place on Farm Road, Rocky Pond Road, Rocky Pond Road Extension, and New Found Lane. This area now encompasses approximately one hundred (100) residential properties with development backing on the entirety of Rocky Pond Road within the Farm Road sub-division. She advised that she resides on Rocky Pond Road.

Her major concern was over the potential impact on the two (2) bodies of water, particularly, Rocky Pond and Steady Pond. A considerable amount of industrial/commercial development has already occurred around Beaver Pond. Beaver Pond has Beaver activity and both ponds are home to water fowl and there are indications of impact on wildlife in this area.

She put forward the following points for consideration for any approval of the proposed Rocky Pond boundary area expansion:

- Prevent all future development to protect the wetlands and waters of Rocky Pond and Beaver Pond. The Town has limited green space and few bodies of water like those; so, if any development is to take place, it should be an enhancement to the Town to declare this a conservation area and limit activity to walking trails.
 - The design for all future development that extends the current residential streets should have no through traffic, and no industrial/commercial development.
 - In addition to protecting the two (2) ponds, and their tributaries, this area provides a perfect setting to designate green spaces for future generations within this remarkable 72.69 hectares, while still permitting a carefully developed plan for the benefit of all interested parties.
3. Patricia George sent a submission via email dated June 20, 2022, (Appendix VI) including a letter with a copy of the survey of her piece of land and its description. This land borders on Goose Pond. She advised that her mother, Violet Holmes, sister, Jacqueline Holmes, and brother, Peter Holmes, own property in this area. She raised the following questions:
- Is her land included in the proposed extension to Bay Roberts?
 - If so, is there a plan to change the zoning from **Agriculture** to **Residential** as she is entertaining building a cabin/home on her land in the area.
4. Jackie Holmes sent a submission via email dated June 20, 2022, (Appendix VII) stating that they are looking forward to seeing the zoning for her land in the proposed Goose Pond expansion area changed from **Agriculture** to **Residential** zoning as she plans to build on her vacant lot in this area. She advised that a survey of the land and full documents are available upon request.

PUBLIC CONSULTATION REPORT – TOWN OF BAY ROBERT’S PROPOSED MUNICIPAL SERVICE BOUNDARY EXPANSION

5. Garrett (Gary) Saunders sent a submission via email dated June 20, 2002, (Appendix VIII) regarding land owned by him in the proposed Goose Pond expansion area. He provided a detailed history of the land in question and an overview of the dispute over the ownership of the land.
6. Violet Holmes sent a letter dated June 19, 2022, (Appendix IX) pertaining to the issue raised by her brother, Garrett (Gary) Saunders as outlined in item number five (5) above.

PUBLIC INFORMATION SESSION

LW Consulting held a Public Information Session on June 22, 2022, from 2:00 PM to 4:00 PM in the Bay Room at the Bay Arena, 161 Conception Bay Highway. A total of four (4) individuals attended the Session. The names of those in attendance are on the Attendance List (Appendix X). They expressed a desire to have their land within the proposed Goose Pond expansion area rezoned to accommodate residential development.

PUBLIC HEARING

LW Consulting held a Public Hearing on June 22, 2022, at 7:00 PM in the Bay Room at the Bay Arena, 161 Conception Bay Highway. A total of eight (8) individuals attended the Public Hearing including the CAO for the Town of Bay Roberts, Nigel Black. The names of those in attendance are on the Attendance List (Appendix XI).

Of the eight (8) individuals who attended the Public Hearing five (5) were from the proposed Butlerville expansion area representing three (3) property owners, two (2) were in attendance pertaining to land ownership within the proposed Goose Pond expansion area, and the other was the CAO of the Town of Bay Roberts.

The five (5) representatives of three (3) properties in Butlerville voiced their strenuous objections over the inclusion of this area in the Town of Bay Roberts Municipal Service Area. Their comments are as follows:

- They provided a history of this area, stating that the Town of Bay Roberts mistakenly included the area in the Town’s Municipal Service Boundary and taxed them as being within the Town.
- Following the discovery of this error, the Town charged residents an annual fee of \$350.00 for services provided by them which was subsequently increased to an annual fee of \$500.00.
- They provided information on the history of this fee, its fairness, and their view on the timing of its implementation.
- They stated that the Town did not make the correct adjustments for property taxes charged in error and correctly charge them the annual fees for services for the appropriate times.

PUBLIC CONSULTATION REPORT – TOWN OF BAY ROBERT’S PROPOSED MUNICIPAL SERVICE BOUNDARY EXPANSION

- The land in this area is family-owned land given to them by their families and the Town should not tax it. Residents in the area should only pay for the services provided to them by the Town of Bay Roberts.
- They acknowledged that the Town of Bay Roberts provides snow clearing, fire services, garbage collection, road maintenance and street lighting services and the annual fee paid to the Town of Bay Roberts covers the cost of these services
- There is no water or sewer services provided.
- The property owners in this area have their own well and septic systems.
- They have paid and will continue to pay permit fees to the Town of Bay Roberts for building permits.
- The fees paid for participation in the programs and services provided by recreational and other facilities owned and operated by the Town of Bay Roberts in which their children or grandchildren may participate covers any cost.
- Children utilize recreation services in adjacent municipalities.
- The Town of Bay Roberts will provide no additional services if they become part of the Town.
- If there are additional services provided, they are prepared to pay for such services if the Town can demonstrate that there is an additional cost to provide such services, however, they indicated the current annual fee covers the services provided and it should not increase.
- They questioned the level of service provided by the Town of Bay Roberts.
- The Town can and have sold land for unpaid property taxes.
- The move to include this area in the Town of Bay Roberts Municipal Boundary is only a tax grab for property taxes on land given to them by their families.
- The cost of services by the Town of Bay Roberts has increased and will face additional cost increases in the future and such fee increases based on actual increased operating cost is reasonable.
- They should have an opportunity to vote on whether they become part of the Town of Bay Roberts.

The remaining two (2) attendees were land owners within the Goose Pond area. Their land is currently within the municipal boundaries of the Town of Spaniard’s Bay. They have acquired additional land in the area and have parties interested in purchasing land, but it is only valuable and can be sold if the current zoning changes within this area to permit residential development.

They questioned the time for the process of having the land in question included in the municipal boundary of the Town of Bay Roberts and when zoning changes to accommodate residential development will occur.

CONCLUSION

At the conclusion of the Public Hearing everyone was requested to send their concerns outlined in the Public Hearing and any additional issues or concerns that they may have to LW Consulting

**PUBLIC CONSULTATION REPORT – TOWN OF BAY ROBERT’S PROPOSED
MUNICIPAL SERVICE BOUNDARY EXPANSION**

so that they could be included in the Report and forwarded to the Town of Bay Roberts as part of their decision-making process on the inclusion of the proposed expansion areas within the Town of Bay Robert’s Municipal Boundary.

Respectfully submitted,

Gerard Lewis, MMC
Senior Partner, LW Consulting

LIST OF APPENDICES

Appendix 1	Information Circular to the residents of Bay Roberts and the proposed expansion areas
Appendix 11	Information Circular to the Community Organization in Bay Roberts
Appendix 111	Email from Margaret Snow requesting map of the proposed Rocky Pond expansion area
Appendix IV	Email response from LW Consulting to Margaret Snow and copy of the map of the proposed Rocky Pond expansion area
Appendix V	Email submission from Margaret Snow re the proposed Rocky Pond expansion area
Appendix VI	Email and letter submission including land survey and description from Patricia George re Goose Pond proposed expansion area
Appendix VII	Email submission from Jackie Holmes requesting rezoning of land in the proposed Goose Pond expansion area from Agriculture to Residential
Appendix VIII	Email submission from Garrett (Gary) Saunders regarding land ownership in the proposed Goose Pond expansion area
Appendix IX	Letter submission from Violet Holmes regarding land ownership in the proposed Goose Pond expansion area
Appendix X	Attendance List for the Public Information Session held on June 23, 2022
Appendix XI	Attendance List for the Public Hearing held on June 23, 2022

Appendix 1

Information Circular to the residents of Bay Roberts and the proposed
expansion areas



"Preparing Municipal Officials For The Future"

Information Circular

LW Consulting has been selected by the Town of Bay Roberts and appointed by the Minister of Municipal and Provincial Affairs to prepare a Feasibility Report to assess the Municipal Boundary Extension request from the Town in accordance with the provisions of the *Municipalities Act, 1999*.

The following areas have been proposed to be included in the Town of Bay Roberts Municipal Service Area:

1. **Rocky Pond Area** - has no municipal services or residents. It will provide land for future development potential.
2. **Butlerville Area** – consists of seven (7) residences with an additional one (1) under construction. It was previously believed to be within the Town's municipal service boundary.
3. **Goose Pond Area** - includes trails and other amenities constructed by the Town. It contains limited additional land for future potential development. The Town of Spaniard's Bay supports the realignment of boundaries between Bay Roberts and Spaniard's Bay in this area.

These areas are more particularly outlined on Maps of the areas that are available for viewing at the Bay Robert's Town Hall.

The purpose of this Information Circular is to advise you of the Town's Proposed Expansion of their Municipal Boundaries as outlined above and to provide you an opportunity to submit any comments, suggestions, or concerns on the proposed expansion. Please email comments to lewisgerard47@gmail.com before 4:00 pm, June 20, 2022. If you wish to obtain further information, please contact Gerard Lewis at 709-730-4514.

A Public Hearing will be held at 7:00 PM on June 23, 2022, in the Bay Room of the Bay Arena at 161 Conception Bay Highway. If you wish to make a presentation at the Public Hearing, please email lewisgerard47@gmail.com before 4:00 pm, June 20, 2022.

Representatives of LW Consulting will be available for information from 2:00 to 4:00 PM on June 23, 2022, at this location. Maps of the proposed expansion areas will be available for viewing during this period. The representatives will answer any questions and provide information on the proposed Municipal Boundary expansion.

Preparing Municipal Officials For the Future

36 Yetman Drive, Mount Pearl, NL, A1N 3A8

lewisgerard47@gmail.com 709-730-4514 • dsgn61@gmail.com 709-897-1902

Appendix 11

Information Circular to the Community Organization in Bay Roberts



LW Consulting

"Preparing Municipal Officials For The Future"

**Information Circular
To
Bay Roberts Community Organizations**

LW Consulting has been selected by the Town of Bay Roberts to prepare a Feasibility Report on their proposed Municipal Boundary Extension.

The areas proposed to be included in the Town of Bay Roberts Municipal Service Area are:

1. **Rocky Pond Area** which has no municipal services or residents. It will provide land for future development potential.
2. **Butlerville Area** which consists of seven (7) residences with an additional one (1) under construction. It was previously believed to be within the Town's Municipal Service Boundary.
3. **Goose Pond Area** which includes trails and other amenities constructed by the Town. It contains limited additional land for future potential development. The Town of Spaniard's Bay supports the realignment of boundaries between Bay Roberts and Spaniard's Bay in this area.

These areas are more particularly outlined on Maps of the areas that are available for viewing at the Bay Robert's Town Hall.

This Information Circular is provided for you to submit any comments, suggestions, or concerns about the proposed expansion. Please advise if you support the proposed expansion. Please email comments to lewisgerard47@gmail.com before 4:00 pm, June 20, 2022. If you wish to obtain further information, please contact Gerard Lewis at 709-730-4514.

A Public Hearing will be held at 7:00 PM on June 23, 2022, in the Bay Room of the Bay Arena at 161 Conception Bay Highway. If you wish to make a presentation at the Public Hearing, please email lewisgerard47@gmail.com before 4:00 pm, June 20, 2022.

Representatives of LW Consulting will be available for information from 2:00 to 4:00 PM on June 23, 2022, at this location. Maps of the proposed expansion areas will be available for viewing during this period. The representatives will answer any questions and provide information on the proposed Municipal Boundary expansion.

Preparing Municipal Officials For the Future

36 Yetman Drive, Mount Pearl, NL, A1N 3A8

lewisgerard47@gmail.com 709-730-4514 • dsgn61@gmail.com 709-697-1902

Appendix 111

Email from Margaret Snow requesting map of the proposed Rocky Pond expansion area

From: me.snow@nf.sympatico.ca
To: lewis.gerard@bellaliant.net; dannoseworthy@nf.sympatico.ca
Sent: Tuesday, June 14, 2022 3:28 PM
Subject: Proposed expansion of Bay Roberts Municipal Service Area

LW Consulting

I reside on the Rocky Pond Road in the Town of Bay Roberts. We have received your circular concerning the town's proposal to include an area(s) of land in this region for "future development potential." In your circular we were informed that maps of the areas are available for viewing at the Bay Roberts Town Hall.

I visited the town hall this afternoon to view the maps but was given your emails and advised to contact you to forward a copy to me. They had no knowledge of maps pertaining to their proposal. (??)

Depending on the areas to be included, I may be submitting comments and suggestions.
I would appreciate it if you can forward a copy of the maps as it relates to this specific area.

Margaret

Sent from my iPad

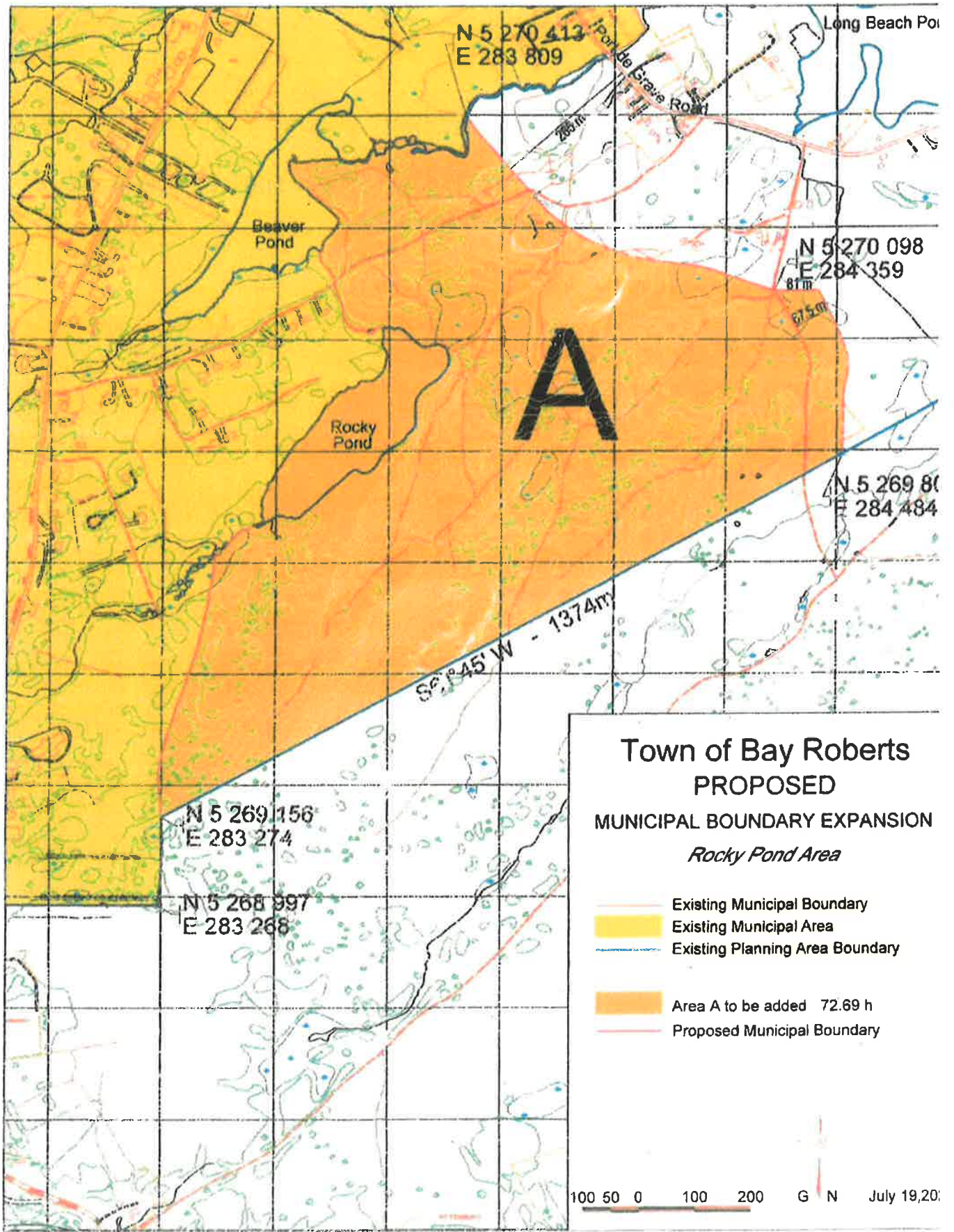
<p></p>

Appendix IV

Email response from LW Consulting to Margaret Snow and copy of the map of the proposed Rocky Pond expansion area

From: Gerard Lewis <lewis.gerard@bellaliant.net>
To: Margaret Snow <me.snow@nf.sympatico.ca>, dannoseworthy@nf.sympatico.ca
Date: Jun 14, 2022 9:21:42 PM
Subject: Re: Proposed expansion of Bay Roberts Municipal Service Area
Attachments: Bay Roberts Rocky Pond Map.pdf

Thank you for contacting me on this matter. A map is attached and I hope you will be able to see what you need. There is a Public Meeting In the Bay Room of the Bay Arena at 161 Conception Bay Highway If you wish to make a presentation. All I will need is an email confirmation that you will be making such a presentation and you can just reply to this email. You should also know that we will be at the Bay Room from 2:00 PM to 4:00 PM that day and will have larger maps if you wish to drop by and see them and we can provide any additional information you may require. Thanks and have a good night.



Appendix V

Email submission from Margaret Snow re the proposed Rocky Pond expansion area

From: Margaret Snow <me.snow@nf.sympatico.ca>
To: Gerard Lewis <lewis.gerard@bellalliant.net>
Date: Jun 15, 2022 8:58:26 AM B i al
Subject: Re: Proposed expansion of Bay Roberts Municipality Service Area
Attachments: Bay Roberts Rocky Pond Map.pdf

Thank you for the sending this map. I can see it clearly. I am not certain I will be able to attend the public meeting, but if not feel free to share this email with those in attendance.

First of all I would like to point out that this map is not correctly showing the current and considerably extended residential development that has already taken place on Farm Road, Rocky Pond Road, Rocky Pond Road Extension and New Found Lane. This area now encompasses approximately 100 residential properties with development backing on the entirety of Rocky Pond along Rocky Pond Road within the Farm Road sub-division. I live on Rocky Pond Road.

One concern I have with this proposal is the potential impact on the two bodies of water, particularly Rocky Pond which could become completely surrounded by development. Rocky Pond was known for its abundance of trout and was traditionally fished by residents from Coley's Point and surrounding areas. Streams feed into this water and it is protected by wetlands; some may have already been impacted by the *permitted* development that has already taken place. Beaver Pond is more of steady with water feeding in from a number of sources and opening to the ocean. There is already considerable industrial/commercial development around part of this body of water as is already evident on this dated map. As the name suggests, Beaver Pond has Beaver activity. Both ponds are home to water fowl. Indications are that wildlife may have been impacted already.

Another concern is New Found Lane and the Farm Road subdivision are quiet residential areas, in an area that is surrounded by commercial development. There is no exit and all streets end in cul de sacs. The residents enjoy the quiet streets that make this an attractive and desirable location for residential living. I would not wish to see this changed and the current residential streets become avenues to busy traffic.

I would ask that if The Town of Bay Roberts' proposal to extend its boundaries as indicated on this map of the Rocky Pond area is approved, that it consider the following in its plans for future development:

- prevent all future development to protect the wetlands and waters of Rocky Pond and Beaver Pond. The town has limited green space and we have few bodies of water like those; so if any development is to take place, it would be an enhancement to the town to declare this a conservation area and limit activity to walking trails.
- that all future development that extends the current residential streets, be designed with no through traffic, with no industrial/commercial development.
- in addition to protecting the two ponds, and their tributaries, this area provides a perfect setting to designate green spaces for future generations within this remarkable 72.69 hectares, while still permitting a carefully developed plan for the benefit of all interested parties.

If you have questions, please feel free to contact me at this email address.

Margaret Snow

Sent from my iPad

On Jun 14, 2022, at 9:51 PM, Gerard Lewis <lewis.gerard@bellalliant.net> wrote:

Thank you for contacting me on this matter. A map is attached and I hope you will be able to see what you need. There is a Public Meeting in the Bay Room of the Bay Arena at 161 Conception Bay Highway if you wish to make a presentation. All I will need is an email confirmation that you will be making such a presentation and you can just reply to this email. You should also know that we will

be at the Bay Room from 2:00 PM to 4:00 PM that day and will have larger maps if you wish to drop by and see them and we can provide any additional information you may require. Thanks and have a good night.

Appendix VI

Email and letter submission including land survey and description from
Patricia George re Goose Pond proposed expansion area



Gerard Lewis <lewisgerard47@gmail.com>

Municipal Boundary Extension Bay Roberts
Message

Patricia George <patriciaholmes@live.ca>
To: "lewisgerard47@gmail.com" <lewisgerard47@gmail.com>

Mon, Jun 20, 2022 at 10:44 AM

Good day Mr. Gerard:

Attached is a letter as well as two accompanying documents for your perusal, as requested in the Information Circular sent out by LW Consulting.

Thank you.

Patricia George
709 222-1292

Sent from [Mail](#) for Windows

3 attachments



land survey 2.jpg
2913K

land urvey.jpg
2738K

Letter re Municipal extension request Bay Roberts.docx
15K

P.O. Box 1611

Bay Roberts, NL

AOA 1G0

June 20, 2022

To whom it may concern:

Upon receiving the information circular regarding the Municipal Boundary Extension request, I was excited to see that this long awaited transition might finally come to fruition! I own a piece of property bordering on Goose Pond (see survey attached), as does my mother, Violet Holmes, sister, Jacqueline Holmes, and brother, Peter Holmes, and therefore have the following queries:

- 1. Will my land be included in the proposed extension to Bay Roberts?**
- 2. If so, is there a plan to change the zoning from what I now understand to be agricultural to residential? I ask this because I have been entertaining the idea of building a cabin/home on my land.**

I look forward to speaking with representatives of LW Consulting at the Bay Arena from 2:00 – 4:00 pm on June 23rd, and plan to attend the public hearing at 7 pm later that evening. I await your reply.

Thank you.

Sincerely,

Patricia George

Tel: (709) 222-1292

Email: patriciaholmes@live.ca



Area = 0.219 Ha.

- Legend**
- Found Iron Pin
 - Placed Iron Pin
 - Nail
 - Fence Post
 - Pole
 - Guy Wire
 - Fence Line
 - Power Line
 - Easements

NUM	BEARING	DISTANCE
L1	N 28°11'41" E	7.594

Patricia George

Goose Pond Road
Bay Roberts, NL

All that piece or parcel of land situate and being at the town of Bay Roberts, NL and being bounded and abutted as follows:

Beginning at a point in the southeastern limit of Goose Pond Road, said point having NAD 83 coordinates of North 5 273 161.474 meters and East 282 007.455 meters of the three degree modified transverse mercator projection.

Thence running by land of Jackie Holmes, survey by James A. Martin (N.L.S) South 48 degrees 42 minutes 31 seconds East, 70.288 meters

Thence running by land of Isaac Saunders, Crown Land Grant Volume: 54 Folio: 109 South 24 degrees 34 minutes 20 seconds West, 30.899 meters

Thence running by land of Violet Holmes, survey by James A. Martin (N.L.S) North 49 degrees 37 minutes 36 seconds West, 75.461 meters

Thence running along the said limits of Goose Pond Road North 36 degrees 23 minutes 41 seconds East, 23.491 meters North 28 degrees 11 minutes 41 seconds East, 7.594 meters, more or less, to the point of **beginning** and containing an area of **0.219 ha**, more or less.

Which land is more particularly shown and delineated on Schedule "B" attached dated August 08, 2019

All bearings being referred to the meridian of 53 degrees west longitude.



Appendix VII

Email submission from Jackie Holmes requesting rezoning of land in the proposed Goose Pond expansion area from **Agriculture to Residential**



Gerard Lewis <lewisgerard47@gmail.com>

Goose Pond Area

1 message

Amin Lalani <aminl@globalstainless.net>

Mon, Jun 20, 2022 at 12:09 PM

To: "lewisgerard47@gmail.com" <lewisgerard47@gmail.com>, Jackie Holmes <Jackieholmes650@hotmail.com>

To Whom it may concern:

Upon receiving "Information Circular" Regarding the municipal boundary extension request, I am looking forward to the upcoming changes from Agriculture to Residential

I have recently moved from Ontario back to Newfoundland in hopes to build on my vacant lot in Goose Pond.

I have already had the land surveyed and can provide the full documents upon request.

I am planning to attend the Public hearing at the Bay Arena June 23 2022 and to speak with available representatives as I have many questions.

Best Regards

Jackie Holmes

905-601-8520

Jackieholmes650@hotmail.com

Appendix VIII

Email submission from Garrett (Gary) Saunders regarding land ownership in the proposed Goose Pond expansion area



Gerard Lewis <lewisgerard47@gmail.com>

Fwd: Bay Roberts Proposal of the inclusion of 'Goose Pond Area'

1 message

Gary Saunders <garrett@ns.sympatico.ca>
To: lewisgerard47@gmail.com

Mon, Jun 20, 2022 at 12:24 PM

Sent from my iPhone

Begin forwarded message:

From: Gary Saunders <garrett@ns.sympatico.ca>
Date: June 20, 2022 at 11:26:38 AM NDT
To: Gary Saunders <garrett@ns.sympatico.ca>
Subject: Bay Roberts Proposal of the inclusion of 'Goose Pond Area'

Dear Mr. Lewis,

I spoke to you a couple of weeks ago with reference to the the town of Bay Roberts Proposal of the inclusion of lands of 'Goose Pond area'.
I am Garrett (Gary) Saunders, of [5 Edenbank Terrace, Halifax, NS. B3A 3S3](#).

I presently own land in the Goose Pond area, which was my father's (I hold a deed and pay taxes for this property), plus two other properties;
[175 Shearstown Road, Bay Roberts](#), and
[183 Shearstown Road, Bay Roberts](#).

I was born at [183 Shearstown Road](#) and grew up there until I left home for Halifax
In July 1969.

My grandfather, Thomas Saunders, Sr., was born August 28, 1878 and died
March 05, 1955. He remarried in the early 1950's (Sarah Simmonds) as my grandmother died in 1952.

My grandfather died without a will. He owned several pieces of land in the Goose Pond area.

My step-grandmother, Sarah Simmonds Saunders, administered for the properties of my grandfather sometime in the 1960's. Vic Sparkes, who was the Principal of St. Mark's School for over 40 years, was a Justice of the Peace at that time and help with the administration.

My grandfather had four children: Sipporah (Sipple Saunders) Sharpe,
Sadie (Saunders) Dawe
Edward Saunders, my father, and his brother
Thomas, Jr.

My father took possession of the lands to the right of Goose Pond Hill Road and
His brother, Tom, Jr. (my Uncle Tom), took the land to the left side of Goose Pond
Hill Road.

My step grandmother retained the house, barn and all out buildings. The piece of land directly in front of the house was for my Aunt Sipple's children, as she had died in 1960. My Aunt Sadie Dawe did not want any property at that time but later bought the family home and buildings from my step-grandmother.

The land by Goose Pond was not part of the property dealt with by Vic Sparkes.
The two parcels of land that borders Goose Pond was mutually agreed upon by my father, Edward, and his

brother, Tom, Jr.

It was agreed that Tom, Jr. would take the lower piece of land at the foot of Goose Pond and my father the other piece to the right of Goose Pond. My parents gardened there for years and apparently my Uncle Tom had a small piece to grow vegetables, also.

I have helped my father cut wood off the land. Because the family understood that the brothers agreed concerning the two parcels of land bordering Goose Pond, the land remained in my grandfather's name, Thomas, Sr.

In 1974, the Town water came to Shearstown through my grandfather's garden and the brothers agreed for Uncle Tom to verbally claim ownership of the land to deal with the Town Council of Bay Roberts. My father had to sign off and the Council paid my Uncle Tom. (\$500.00, I was told by my father). This can be confirmed by checking the Bay Roberts Town Council records.

My uncle later changed his mind and did not abide by the brothers' verbal agreement for the other parcel of land. (Previously agreed to be my father's on the right hand side of Goose Pond.) Before my father died on June 06, 1992, he gave the land to my sister and her husband, Violet and Ralph Holmes. Later, due to divorce, the land was returned to my sister, only. She has since divided it among her children. Approximately 4 - 5 acres.

My Uncle Tom's grandchildren, Scott Condo (son of Christine nee Saunders) and James Brown (son of Carol nee Saunders) are claiming one half of the land that was my fathers' land. Christine and Carol are the only two children of Uncle Tom and his wife.

I wish to be notified of any development of that parcel of land which is about 4 - 5 acres bordering the Goose Pond Trail

Actually, both parcels of land should still be recorded in my grandfather's name, Thomas Saunders, born August, 1878 and died March 1955.

My Uncle Tom's daughters and grandchildren should not have right to that portion of land which our family has always understood to be my father's land.

My father and our family have used that full parcel of land for over 50 years with the exception of a small piece where our Uncle Tom grew vegetables.

Also, my father, Edward Saunders, bought a parcel of 'bog' land bordering the head of Goose Pond from John and Mae Bradbury during the early 1960's for the sum of \$20.00. I witnessed this transaction. My father and I hauled many load of 'turf' from there to our garden for growing potatoes, carrots and turnips as we had four pieces of land, or sometimes five, for growing vegetables for our family.

That parcel of land is to the right of the Pentecostal Cemetary.

Sincerely,
Garrett Saunders
Cell: 902-222-0799
email: garrett@ns.sympatico.ca

Appendix IX

Letter submission from Violet Holmes regarding land ownership in the proposed Goose Pond expansion area

June 19, 2022

Violet Holmes
155 Shearstown Road,
Bay Roberts, NL A0A 1G0
Email: Viholmes39@gmail.com

Mr. Gerard Lewis
LW Consulting
36 Yetman Drive,
Mount Pearl, NL A1N 3A8

Re: Town of Bay Roberts proposed expansion to Goose pond Area - land development

Dear Sir:

My Grandfather Thomas Saunders Sr., born 8-28-1878, owned and operated two pieces of property at Goose Pond until his death in March 1955. After his death with permission from his family said pieces of property would be divided between his two sons: my father, Edward Saunders and his brother Thomas Saunders Jr. with both sons verbally agreeing to which side each one would inherit.

On January 18, 1974, my father signed for his brother, Thomas to sell his share of the property and receive monies from Bay Roberts Town Council for the purpose of constructing the water line, with a verbal agreement that his brother Edward would have complete control of the other share without any interference. (documentation of sale of property at Council Office in Bay Roberts)

On January 9, 1991, my father Edward Saunders conveyed half the parcel of land of his share to me, Violet and my spouse Ralph Holmes at that time as joint tenants - registered at Roll 879, Frame 826 of the Registry of Deeds for the province of Newfoundland and Labrador. His brother Thomas didn't honor his promise as stated above and said he wanted some of my father's share of the property. I have been since divorced and the property has reverted back to me and I have divided it amongst my children.

My father passed away in June, 1992 and to the best of my knowledge never did sign away his other half of his share to his brother Thomas or anyone else. To my knowledge his brother Thomas passed away without conveying legally my father's other share to any of his family. Currently, two of his grandchildren: Scott Condo and James Brown have been claiming my father's other share of the property.

My brother Gary Saunders and I are the only two siblings left in our family. If any of that property is to be sold to private individuals or developers, I am requesting that I be contacted.

Sincerely,
Violet Holmes

Appendix X

Attendance List for the Public Information Session held on June 23, 2022

Bay Roberts - Feasibility Report

Bay arena

June 23/22

Information Session

2 PM - 4 PM

NO	NAME	CONTACT INFORMATION
1	Colin Snow	709-589-4358
2	Pat George	905-601-8520
3	Jackie Adams	647-833-4004
4	Ahmad Lahaoui	
5		
6		
7		
8		
9		
10		

Appendix XI

Attendance List for the Public Hearing held on June 23, 2022

Bay Roberts - Feasibility Report

Bay Arena
Public Hearing

June 23/22
7:00 PM

NO	NAME	CONTACT INFORMATION
1	Randy Butler	573-1154
2	Marric Butler	573-1294
3	Irving Seymour	680-3676 - 786-1677
4	Dave Dwyer	680-1866
5	Tina Coombs-Dwyer	636-3191
6	Nigel Black	683-2845
7	Vanessa Seymour	
8	Curtis Roseworthy	202-5066
9		
10		