

# Sackville

NEW BRUNSWICK

## LIAISON COUNCIL REPORT FORM

Report No: March 9, 2015

Date: February 23, 2015

Subject Area: Policy/By-Law

Councillors: Mayor Robert Berry, Councillor Bill Evans  
and Councillor Ron Corbett

**Attachments:**

\*Policy/By-Law Committee Meeting Notes – February 18, 2015

**Background:**

The last Policy/By-Law Committee Meeting was held on February 18, 2015 with the notes of the meeting attached.

**Highlights:**

**By-Law No. 231A, A By-Law to Amend By-Law No. 231, A By-Law to Regulate Street Traffic**

-The Committee has been reviewing sections 6.1 & 6.2 of this By-Law and after consultation from the RCMP, the Policy/By-Law Committee presented the background information and proposed amendments to Council at the Special Meeting of Council – Discussion Group on March 2, 2015 for further discussion and direction.

**Helmets – Discussion on whether to recommend mandatory helmet usages at the rink, skateboard park, etc.**

-The Committee reviewed several aspects of helmet usage and focused their attention to helmet requirements at the Skatepark with discussion surrounding mandatory helmets during Town programs, as well as both Town supervised and unsupervised times at the park. Staff is working on drafting a policy for helmet usage.

**Policy: Donation Requests**

-Staff are in the process of drafting a policy for donations but is not quite finished and more consideration and further details are required, staff will continue to work on this.

**Sackville Sports Wall of Fame – Governance Guidelines**

-The Committee reviewed some minor housekeeping changes to the Governance Guidelines and presented to Council at the Special Meeting of Council – Discussion Group Meeting on March 2, 2015.

**By-Law No. 219, Town of Sackville Municipal Heritage Conservation Area By-Law**

-The Committee received an update on upcoming events planned with regards to the Heritage By-Law, including an open house reception at the Anderson Octagonal House on Sunday, February 22<sup>nd</sup> and an open house on the Heritage By-Law review on Monday, February 23<sup>rd</sup>, 2015. Both events will be a great opportunity for citizens to discuss the importance of Heritage in our Community.

**Respectfully Submitted by:**

*Donna Beal / Stacey Hicks*

Clerk's Office, Donna Beal/Stacey Hicks

**Approved by:**

CAO, Phil Handrahan

**POLICY/BY-LAW COMMITTEE  
WEDNESDAY, FEBRUARY 18, 2015 AT 2:00 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor Robert Berry, Councillor Bill Evans (Chair), CAO Phil Handrahan, Treasurer Michael Beal, Senior Manager of Corporate Projects Jamie Burke, Town Engineer Dwayne Acton, Manager of Parks and Facilities Todd Cole, Manager of Recreation Programs and Events Matt Pryde, By-Law Officer Paul Embree and Assistant Clerk Stacey Hicks.

Absent – Councillor Ron Corbett

1. Minutes of January 21, 2015 Meeting

The minutes were approved as circulated.

It was also noted that there was no business arising from the minutes.

2. By-Law No. 231A, A By-Law to Amend By-Law No. 231, A By-Law to Regulate Street Traffic – To amend section 6.1 and 6.2 with regard to Roller Blades, Skateboards and Longboards – Recommendation to withdraw this amendment

The Committee reviewed a submission from the Bylaw Enforcement Officer recommending to withdraw the proposed amendments to By-Law No. 231A, A By-Law to Regulate Street Traffic. It was noted this recommendation resulted following his consultation with the Sgt. Graves of the RCMP. The rationale from Sgt. Graves referenced the limitations with regard to the street infrastructure, safety issues with the lack of brakes (i.e. uncontrollability) plus he was of the opinion this matter is best policed by applying judgment to the situations. Councillor Evans noted that he would like to see this reviewed further before withdrawing the amendments all together. It was noted that these amendments and background information would be presented to Council at the Special Meeting of Council – Discussion Group being held on March 2, 2015 for further discussion and direction.

3. Helmets – Discussion on whether to recommend mandatory helmet usages at the rink, skateboard park, etc.

The Committee discussed the use of helmets at Town Parks and Facilities. It was noted that with regards to mandatory helmet usage at the rink, further research and review would be done on this. The Committee focused their attention to the Skatepark Park and what the requirement should be during times of Town programs, Town supervision and unsupervised times at the Park. The Committee referred this item to Manager Matt Pryde to draft a policy regarding mandatory helmet usage for Town programs and during supervised periods at the Park. It was also noted that there should be increased education on the importance of wearing helmets while skateboarding at all times and greater signage at the Park of the policy. It was also noted that the draft policy should be vetted through the Town's insurance company before implementing a policy.

#### 4. Policy – Donation requests without Motion of Council

Senior Manager of Corporate Projects Jamie Burke noted that the draft policy created for donations is not quite finished and more consideration and further details are required to allow staff to ensure all information required is included in this policy. The Policy/By-Law Committee referred this item back to staff to continue working on.

#### 5. Sackville Sports Wall of Fame – Governance Guidelines

Manager of Recreation Programs & Events Matt Pryde noted that the Sports Wall of Fame Governance Guidelines hadn't been updated in a while and was in need of some updated language and title changes. The Committee reviewed the document and made a few revisions. The Governance Guidelines with these updates will be presented to Council at the Special Meeting of Council – Discussion Group being held on March 2, 2015.

#### 6. By-Law No. 219, Town of Sackville Municipal Heritage Conservation Area By-Law

Senior Manager of Corporate Projects Jamie Burke noted that due to the weather many of the Heritage events were rescheduled including an open house reception to be held at the Anderson Octagonal House on Sunday, February 22, 2015 from 1-3 p.m. and an open house on the Heritage By-Law review to be held on Monday, February 23, 2015 from 7-9 p.m. in Council Chambers at Town Hall. Both of these events will give citizens an opportunity to discuss the importance of Heritage in our Community. It was also noted that after the session being held on Monday evening a website presence will exist to solicit input from citizens.

#### 7. Next Meeting

The next meeting of the Policy/By-Law Committee will be held on Wednesday, March 25, 2015 at 2:00 p.m. in Council Chambers at Town Hall.

# Sackville

NEW BRUNSWICK

## LIAISON COUNCIL REPORT FORM

**Report No:** Personnel – 03-2015

**Date:** March 4, 2015

**Subject Area:** Monthly Report - Personnel

**Councillors:**

Mayor Robert Berry / Bill Evans / Joyce O'Neil

**Attachments:**

**Background:**

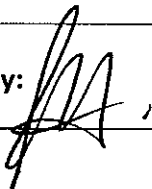
A Personnel meeting with Liaison Councillors took place on February 26.

**Highlights/Initiatives:**

The following is an overview of recent highlights and initiatives;

- As of the latter part of February there are 36 permanent employees, 1 temporary (or part-time) employee, 3 Crossing Guards, and 7 part-time recreation / program staff.
- With the resignation of the Bylaw Enforcement Officer, there is currently one less permanent employee.
- The Town is currently processing the applications received to fill the vacant Bylaw Enforcement Officer position.
- Staff have also been reviewing the Selection & Recruitment policy and will be advancing that through Liaison Councillors onto Council in the near future. At this point it appears proposed revision will be primarily of a "housekeeping" nature.

**Submitted By:**



**Attachments:**

- 1) Meeting Notes from February 23, 2015
- 2) Report for EOS Eco Energy Inc.

# Sackville

NEW BRUNSWICK

## LIAISON COUNCIL REPORT FORM

**Background:**

The Sustainability Liaison Group met on February 23, 2015. The meeting notes are attached.

**Highlights/Initiatives:**

The group had a productive meeting in February and the following are worth highlighting (some of which have been advanced since the February 23 meeting):

- Staff continue to work on the Bridge Street Redevelopment project. Staff presented several design options and estimated project costs to Council at the March 2, 2015 Discussion Group meeting. Staff hope to receive direction on several aspects of the project at the March 9, 2015 Regular Council meeting, as we look to advance the detailed design plans and tender documents. Staff have also commenced discussions with ACOA regarding funding opportunities.
- The planned Economic Development Summit was delayed from February, but is still moving forward. Staff have contacted several business leaders in our community and will look to host a small working group meeting on the future of economic development in the Town of Sackville in March. The tentative new date for the event is March 31, 2015.
- Staff have engaged a Mount Allison University student to create a Town Profile. A first draft has been completed, which staff will look to finalize before spring. The profile will be used for economic development purposes and will be posted on our website.
- Staff will be exploring partnering opportunities with several groups on the potential to host a public meeting on flooding. Staff would look to present the fresh water flooding observations that were made by the Engineering and Public Works Department following the December floods. In addition, this would be an opportunity to discuss sea level rise, the state of our existing dyke infrastructure, EMO plans, and the Town floodplains all at the same time. The meeting will be held as part of the Municipal Plan review process (pending the response from other groups).
- Following a January motion of Council, Staff are currently working with Renaissance Sackville to consider other potential community and economic development opportunities that may exist for the former police/fire building (other than selling the surplus properties). Staff will look to have a basic economic snapshot of the building, as well as potential uses for the building, presented to Council at the April

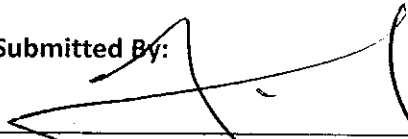
Discussion Group meeting. In the meantime, the building is for sale and staff continue to respond to requests for information on the building, as well as showing the property to interested parties.

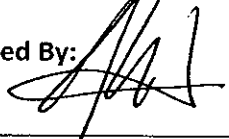
- With the extreme snowfall of late, staff will be exploring the need to undertake a public education campaign to remind members of our community to be mindful of the vulnerable population during dangerous weather events. Prolonged power outages, major snowfalls that can obstruct entry/exit ways, flooding, etc., are all events that can disrupt mobility, impact negatively on our quality of live, and raise safety concerns. Therefore, it is important to remind people to check on seniors, persons in your neighbourhood who have known medical conditions and to advise family and friends of your safety. These initiatives can help prevent an emergency. Staff will work with the Fire Chief on such an education awareness campaign in the coming weeks.

**EOS Eco-Energy Inc.**

EOS held a Regular Meeting on February 26, 2015, which was rescheduled from February 19 due to the weather. A summary of activities over the month of February is attached.

The next EOS board meeting is scheduled to take place on March 19, 2015, and will be held in the Facilities Management Boardroom at Mount Allison University.

Submitted By:   
\_\_\_\_\_  
**Jamie Burke, Senior Manager of Corporate Projects**

Approved By:   
\_\_\_\_\_  
**Phil Handrahan, CAO**

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SUSTAINABILITY LIAISON MEETING  
MONDAY, FEBRUARY 23, 2015 AT 12:15 PM  
COUNCIL CHAMERS – TOWN HALL

In attendance were Mayor Bob Berry, Councillor Margaret Tusz-King, CAO Phil Handrahan and Sr. Mgr. of Corporate Projects Jamie Burke

Regrets: Ron Aiken

1. Acceptance of the Meeting Notes from January 19, 2015

The meeting notes were accepted as distributed.

2. Bridge Street Redevelopment Project Update

An update was provided on the Bridge Street Redevelopment Project, including the design consultant that was chosen, the potential options that are available for electricity, as well as upcoming meetings with Main Street Redevelopment and business/building owners. The group was also updated on a recent meeting with ACOA and the potential for the project to be viewed as a larger tourism initiative given its proximity to the Waterfowl Park. Staff will be advancing the estimated project costs and design options to Council at the March 2, 2015 Discussion Group meeting.

3. Economic Development Summit

The proposed economic development meeting was discussed. The size of the group was discussed and it was determined that the first meeting would include a small group, with the potential for a larger group to be approached in the future. The event had to be delayed due to the availability of individuals and staff time. Staff have confirmed the attendance of several individuals and noted some of the feedback to date from the individuals contacted, such as the potential to meet with some leaders individually. Staff will be looking to hold the initial meeting on March 31, 2015.

4. Other Business

The group discussed the Municipal Plan review process, including the public engagement process. The group was advised that a Mount Allison University student has been engaged to assist with some unique public engagement sessions within local businesses. The student is also assisting staff with the development of a Town Profile.

As part of the sustainability priorities for 2015, it was suggested that staff explore the potential to partner with EOS Eco Energy and researchers at Mount Allison University, to host a public meeting on flooding. Staff would look to present the fresh water flooding observations that have been made by the Engineering and Public Works Department following the December floods. In addition, this would be an opportunity to discuss sea level rise, our dyke infrastructure and the Town floodplains all at the same time. It was suggested that the public meeting would be framed around the Plan review process. Staff will explore the possibility of hosting such a meeting at Town Hall.

With the snowfall to date, the group also discussed the need to explore an education campaign to help identify the vulnerable population and to help promote the importance of knowing your neighbours and alerting family and friends when extreme weather events are forecasted. Prolonged power outages, snow obstructing entryways, flooding, etc., are all events that can disrupt mobility and therefore, the group felt it was important to spread this message. Checking on seniors, persons in your neighbourhood with known medical conditions and simply being a good and responsible neighbour, can go a long way to help prevent emergencies. Staff will look to work with the Fire Chief on an education awareness campaign.

#### 11. Next Meeting

The next meeting is scheduled for March 23, 2015 at 12:15pm in Council Chambers.





**Council Report from the  
February 26, 2015 EOS Board Meeting**

**Present:** Val MacDermid, Don LeBlanc, Roland Chiasson, Sabine Dietz, Eric Tusz-King, Perry Eldridge, Ian Chew, Margaret Tusz-King, Anne Goodwin, Amanda Marlin

**Regrets:** Jamie Burke, Julia Feltham, Kim McLeod

1. Bylaw review
  - a. Sabine, Val, Margaret, and Amanda worked on this, and Sabine presented some proposed changes for review by the Board. The Board worked through the changes together. They include changes to life members, composition of the board, terms of office, etc. Sabine moved that the board bring these changes forward for consideration by the membership at the AGM in spring 2015, seconded by Val. Passed.
2. Meeting new Minister of the Environment
  - a. Roland attended the meeting, along with 12 other NB non-profits, with Environment Minister Brian Kenny in Fredericton. Many organizations brought forward energy and renewable issues, which were an interest of the Minister, and fit under one of the current priorities of the government. Roland also gave a package of documentation about EOS to the Minister.
3. EOS Winter Newsletter
  - a. Was sent out Jan 22<sup>nd</sup>, to 498 people. Topics included the woodstove rebate, Beat the Peak contest, and upcoming EOS events. The next one will go out in April. People can receive the newsletter by signing up at [www.eosecoenergy.com](http://www.eosecoenergy.com)
4. Tantramar Climate Change Week 2015 (Feb 1-7)
  - a. Went well despite the weather that cancelled events earlier in the week (2 snow days for schools). Fifty people attended the David Coon event on Friday, and more than 50 people attended the Off the Grid workshop on Saturday (from all over the Maritimes). Roland visited 2 grade 5 classes at École Abbey Laundry in Memramcook with hands on activities on climate change and energy.
5. PCP (Partners for Climate Protection) Action Plan Activities
  - a. EOS hosted community action planning meetings in Port Elgin (pizza party!) and Dorchester (dessert party!) recently with the focus on reducing emissions and saving energy (milestone 3 of the PCP program). Both were well attended with 10 and 8 people respectively. Rob Robichaud, residential energy advisor for NB Power,



presented at each meeting (about energy saving tips at home and work). He also provided each participant with an LED light bulb! In both communities, excellent actions to reduce emissions and save energy were decided on. EOS also visited schools in both communities to hear ideas from local youth. Students have written letters to their mayor and council, which will be delivered by EOS and also included in the PCP plans. EOS is now writing up these action plans along with the actions for municipal operations. The plans will be completed shortly and presented to the village councils for adoption (March 9<sup>th</sup> in Port Elgin and March 16<sup>th</sup> in Dorchester).

- b. Sackville's action plan for municipal operations is also in the works. Final details for the plan are currently being collected by town staff and shared with EOS. EOS will write up a draft plan for review by senior management in March. The plan will then be presented to council in April. The community action planning process will begin in the spring/summer if new ETF funding is secured by EOS.
6. ACASA Research on Adaptation Planning for Rural Coastal Communities
    - a. EOS was invited by ACASA researchers to review their online decision-making tool for rural coastal communities in Atlantic Canada regarding climate change adaptation. EOS and members of its Tantramar Climate Change Adaptation Collaborative working group met with the researchers on January 26<sup>th</sup>. The researchers (from SMU, Dal, etc.) are using Sackville as a pilot community to test the tool and wanted input from the non-profit sector. They also met with municipal representatives at the Sackville Town Hall.
  7. Funding and Final Reports
    - a. EOS was successful in Round One of the MTA Green Investment Fund application for solar panels for 2015/2016, and so a secondary application has been submitted.
    - b. We are still waiting word on ETF funding for 2015/16 that was applied for in December.
    - c. Final reports from 2014/2015 are being submitted shortly to ETF and GIF.
  8. Treasurer's Report
    - a. Sabine reported that our finances are stable and in good shape.
  9. New Business
    - a. Roland, representing EOS, was featured en français on Rogers TV in February, on a call-in show about energy efficiency. Hector Doiron also participated.
    - b. The EOS AGM will be held May 7<sup>th</sup>, time and place TBA. The Nominating Committee will be Ian Chew, Roland Chiasson and Perry Eldridge.
  10. Next meeting is March 19, 2015 at 7pm, Mount Allison Facilities Management building.

