

**COUNCIL MEETING OF
MONDAY, NOVEMBER 9, 2015 AT 7:00 P.M.
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor Robert Berry, Deputy Mayor Joyce O’Neil, Councillors Bruce Phinney, Ron Aiken, Bill Evans, Margaret Tusz-King, Michael Tower and Shawn Mesheau. Also in attendance were CAO Phil Handrahan, Clerk Donna Beal, Treasurer Michael Beal, Assistant Treasurer/Assistant Clerk Mary Dixon, Senior Manager of Corporate Projects Jamie Burke, Manager of Recreation, Programs and Events Matt Pryde, Manager of Tourism & Business Development Ron Kelly-Spurles, Town Engineer Dwayne Acton, Fire Chief Craig Bowser, Deputy Fire Chief Mike Greene, Planner Lori Bickford and Press Katie Tower.

1. CALL MEETING TO ORDER

Mayor Robert Berry called the meeting to order.

Mayor Berry called for a moment of silence in memory of the two (2) youth killed on Friday evening in Port Elgin.

2. OPENING

Question Period

There were no questions at this time.

3. DISCLOSURE OF INTEREST

Mayor Robert Berry asked if there were any disclosures of interest to declare.

There were none declared.

4. APPROVAL OF AGENDA – Regular Council Meeting November 9, 2015

#15-160 MOVED BY DEPUTY MAYOR JOYCE O’NEIL AND SECONDED BY COUNCILLOR MARGARET TUSZ-KING THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 9, 2015 AS CIRCULATED. MOTION CARRIED.

5. MINUTES

Regular Council Meeting – October 13, 2015

It was noted by Councillor Tusz-King, that on page 9 of the October 13, 2015 Council Meeting minutes, it was recorded that she had removed herself from the meeting before the motion, yet it was also recorded that she had voted in favour of the motion. As Councillor Tusz-King did not vote on the motion, it was requested that this be amended.

#15-161 MOVED BY COUNCILLOR MARGARET TUSZ-KING AND SECONDED BY COUNCILLOR BILL EVANS THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF COUNCIL OF OCTOBER 13, 2015 AS AMENDED. MOTION CARRIED.

Special Meeting of Council, November 2, 2015

#15-162 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL/IN-CAMERA MEETING OF NOVEMBER 2, 2015 AS CIRCULATED. MOTION CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

7. BILLS AND PAYROLL – OCTOBER 2015

Councillor Mesheau passed the report along to Michael Beal to elaborate on, to which Treasurer Mike Beal gave a brief overview of the larger expenditures during the month of October. He also noted how the overtime was derived for the month of October for the two pay periods that fell within.

#15-163 MOVED BY COUNCILLOR SHAWN MESHEAU AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ACCEPT THE BILLS AND PAYROLL FOR THE MONTH OF OCTOBER 2015 AS FOLLOWS: GENERAL GOVERNMENT \$571,973.10; GENERAL CAPITAL \$204,333.46; UTILITY GOVERNMENT \$46,685.75; UTILITY CAPITAL \$160,748.31; AND SALARIES \$203,862.53. MOTION CARRIED.

8. SOUTHEAST REGIONAL SERVICES

- i) Regional Service Commission – Mayor Robert Berry

Mayor Berry noted that there was no report to provide to Council this evening.

- ii) Planning – Lori Bickford

Planner Lori Bickford noted that the number of Building Permits to date are 50 with a construction value of \$8,562,217, which is in line with past years. It was noted that the draft Municipal Plan and Zoning By-Law have been prepared for public review and the Public Hearing of Objections will be held on November 16, 2015 at 7:00 p.m. in Council Chambers at Town Hall. With regard to Regional Planning, Planning for Climate Change: Integration of Ecosystem Functions and Services into Regional Planning and Community Decision-making is a project being led by the SERSC with partners such as the University of Moncton Engineering Department to develop a model to integrate ecosystem assets and services into planning and decision making as it relates to climate change. This project is expected to take 3 years to complete in total, however the modeling component and Asset identification is the first

component to the project. Lastly, Lori noted that there is a Regional Recreational Asset Plan being worked on in order to help with Recreation Master Plans, etc throughout the region. At this point it is an identification tool to help note where assets are located.

9. CAO REPORT – Phil Handrahan

CAO Phil Handrahan noted that his report could be found on page 18 of the Council Package. It was noted that items found within his report will be touched upon by other Department Heads during the meeting. He noted thanks to Scotiabank for the \$500,000 donation towards the Trans-Canada trail, as well as a Federal contribution of an additional \$250,000. It was also reported that he had attended the SE Regional Entrepreneurial Awards Event in Moncton and wished to congratulate local businessman Kevin Ceretti, Kookie Kutter Bakery who was honored by the Sackville Chamber of Commerce in recognition of excellence and the success as a regional entrepreneur. Congratulations as well to Mari Fisher, of “be. Style Your Life Boutique” who was a finalist in the Young Entrepreneurial of the Year Award.

10. REPORTS

- A) Finance & Administration
 - Liaison Councillor Michael Tower and Councillor Shawn Mesheau
 - i) Report from the Treasurer
 - ii) By-Law Enforcement Report
 - iii) Animal Control Report

Councillor Shawn Mesheau noted that the Finance Report could be found on Page 19 through 25 of the Council Package which also includes the By-Law Enforcement and Animal Control Reports. Councillor Mesheau noted that 2016 Budget Public Meetings were held on October 26th and November 3rd and an In-Camera Meeting was held on October 27th to discuss land, legal and personnel matters. First Draft was presented to Council which included an allocation for presentations made and public comments. Presentations were heard from Live Bait, SappyFest, Renaissance Sackville and the Sackville Farmers’ Market. We are now waiting for information from the Province in order to work towards finalizing the 2016 budget. Financial Statements are included up to October 31, 2015. It was noted that we continue to monitor expenses very closing. Water bills for the period of June to September went out on October 13th. As well, of the overdue accounts noted in previous months, these continue to be collected upon and monitored closely.

By-Law Enforcement - Councillor Mesheau noted the number of occurrences for Dangerous and Unsightly Premises, as well as Noise.

Animal Control - It was noted that where we are approaching colder weather, pet owners are asked to please keep pets indoors during the evenings.

Councillor Evans requested clarification on which budget meetings were open to the Public, to which Michael Beal noted that all Budget meetings are open to the public

- B) Tourism & Business Development
 - Liaison Councillors Michael Tower and Ron Corbett
 - i) Report from Tourism & Business Development
 - ii) Heritage Officer Report
 - iii) Greater Sackville Chamber of Commerce
 - iv) MainStreet Redevelopment

Councillor Michael Tower noted that the Tourism & Business Development Report could be found on Page 26 of the Council Package. He reported that the VIC Staff finished their term on October 18th, but that the Centre remains open until December 31 for the Craft Gallery. Congratulations to Kookie Kutter Bakery who received the Business Recognition Award, as well as to Mari Fisher for her nomination for Young Entrepreneur of the Year Award. It was noted that the Town was pleased to welcome Napulé's Restaurant on Bridge Street and to see the reopening of the Salvation Army during the month of October. As well congratulations to the Fix Computers and Electronics which also opened. The Town presented a successful workshop on Human Resources in conjunction with the Sackville Chambers of Commerce on October 20th as part of "Small Business Week". The VIC hosted a craft show on October 31st and is also hosting an arts workshop for high school students which will continue into the New Year. It was noted that the Manager attended a Tri-level arts information meeting in Fredericton in October. This is an invitation only group of municipal culture representatives and government funding bodies, and Sackville is the only small Town invited to the table. Results for the Highway Ambassador Program are still being analyzed and an update will be provided at the Council Meeting. The Department assisted with the TransCanada Trail funding announcement held on October 26th and provided a guided tour of the Waterfowl Park and the TransCanada Trail portion in it. The process of getting winter lightning upgraded in preparation for installation is underway in coordination with the Department of Parks and Facilities and Public Works.

Heritage Officer Report: In addition to issuing two permits, the Heritage Officer also answered inquiries re potential MH Permits, communication and discussions with landowners, forwarding payments for Heritage Conservation Grants to landowners and as well as meeting with Jamie Burke and also with Chair of Heritage Board re Board functions and issuing permits.

Mainstreet Redevelopment: Mainstreet has two projects underway, the first being a new website. Paul Merrigan was hired to visit all the businesses in the BIA to collect their information, which he has completed and Sue Rose of Triangle Design is currently building the site. The second project is the planning of the ever popular Midnight Madness events, which take place on November 13th and December 4th. Again this year Paul Merrigan is the coordinator. Mayor and Council are encouraged to come out and serve hot chocolate again this year.

Greater Sackville Chamber of Commerce: In conjunction with the Town, the Chamber hosted a Human Resources workshop on Tuesday October 20th as part of Small Business Week. Wednesday October 21st they participated in the Southeast Regional Entrepreneurial Gala.

Renaissance Sackville: Renaissance is working on possibility having 4 Downtown Façade Beautification projects this year. One funding application was approved this month – "Youth @ Large" a unique and innovative project that will work to combine, youth empowerment, creativity, discussion and collaboration. Renaissance also supports the Heroes of Sackville: project, an off-shoot of Humans of Sackville. The project identifies people who have contributed to Sackville in different areas.

After a shaky start to the growing season the Sackville Community Garden had another successful year, with many work bees, workshops and community events.

Councillor Mesheau asked that the dollar amount associated with the Renaissance grant to “Youth @ Large” be provide and Senior Manager of Corporate Projects Jamie Burke noted that he would provide that amount to all of Council by the end of the week.

Waterfowl Advisory Committee – Liaison Councillors – Ron Aiken and Bruce Phinney

i) Waterfowl Park

Councillor Ron Aiken noted that there was no Waterfowl Park Report and requested that the report be removed from the agenda until further notice. The removal of this item is due to the fact that this committee does not meet as frequently as Council does, and therefore feels that it should only appear on the Agenda as a report becomes available. Councillor Mesheau noted he felt the Town shouldn't be removing this item from the agenda but should be encouraging the Committee to be more active. Councillor Aiken again noted that this Committee is less active and felt there is no point in just reporting that there is no report. This Committee may only meet quarterly or twice a year and that a report would come to Council at that time. CAO Phil Handrahan noted that often information regarding the Waterfowl Park comes from individual Departments such as signage, programs, infrastructure, etc. Councillor Tusz-King noted that we are specialists that sit on the Waterfowl Advisory Committee that have a lot to contribute. Councillor Mesheau noted that we have invested in this park, and continues to feel that there should be a report provided. Councillor Phinney noted that he would like to see a report to hear what is being recommended by the Committee. Mayor Berry noted that an updated report will be provided to Council when it becomes available.

- C) Public Property & Facilities
Liaison Councillors Bruce Phinney and Ron Aiken
- i) Report Public Property & Facilities

Councillor Ron Aiken noted that the Public Property & Facilities Report could be found on Pages 32 to 34 of the Council Package. Councillor Aiken noted that Public Works continues to work on sidewalk renewals as part of the Capital Projects for sidewalk renewals. Staff installed all required street signs and ensured proper street signage was in place on Bridge Street for the Bridge Street Reconstruction Project. Public Works staff also assisted with the installation of all the street furniture for the Bridge Street project including large planters with trees, new recycle garbage can, kiosk and the painting of all parking lines, crosswalks and arrows. The Engineering Department in conjunction with Jamie Burke continued efforts to work on the beautification aspect of the Bridge Street project as well as worked with the Bank of Nova Scotia on the wall replacement for the Bridge Street project. The Engineering department worked on completing the operating budget for the remainder of the year as well as the 2016 and 2017 operating budgets to be presented to council for review and approval. Lastly, the Engineering Department continued to work on the design and specifications for the handicapped washroom facilities at the Library and will be looking to put out an RFQ later in November.

Tantramar Veterans Memorial Civic Center – Mount Allison woman’s Hockey had several games and Minor Hockey has started their regular ice times and are hosting games on a weekly basis. The Titan Girls will be hosting their annual Titan your Skates Tournament from November 20th to the 22nd.

Municipal Parks – The outside washrooms at Bill Johnstone Memorial Park are now closed for the season, however, they will be opened for special events such as Midnight Madness. Parks and Facilities staff are preparing the winter lights with a fresh coat of paint and some new lights. Washrooms at Lillas Fawcett Park are now closed for the season and the docks at Lillas Fawcett Park have been removed.

Councillor Evans thanked all those involved with the development of The Bridge Street Project as it looks fantastic.

- D) Recreation Programs & Events
Liaison Councillors Shawn Mesheau and Bruce Phinney
 - i) Report Recreation Programs & Events
 - ii) Sports Wall of Fame
 - iii) Library Report

Councillor Shawn Mesheau noted that the Recreation Programs & Events Report could be found on Page 35 of the Council Package. Councillor Mesheau noted that the Department is looking for nominations for 2016 Sackville Sports Wall of Frame and that nomination forms are available at www.sackville.com. The Department will be hosting a Christmas Tree Lighting Ceremony at the Bill Johnstone Park on December 4th at 6:00 p.m. in conjunction with Midnight Madness. The Trailblazer afterschool programs are wrapping up until February. Winterfest will be held from February 18-21, 2016. A Healthy Living Workshop Series will be offered early in the new-year in partnership with various local businesses and organizations. Community Development Grants have been submitted to the Town for Council’s consideration. We have received 44 submissions and the Manager has been working with the groups to ensure all necessary information has been included with the application. The total dollar value of the grant applications received to date is \$136,000, which is a clear indication that there is a need within community for funding. The Manager of Recreation Programs and Events would like to thank Council for providing the opportunity to attend the Recreation New Brunswick Conference in early October.

Sackville Public Library Report: The Basement Meeting room continues to get good use.

- E) Public Safety
Liaison Councillors Margaret Tusz-King and Deputy Mayor Joyce O’Neil
 - i) Report Public Safety
RCMP Report

Councillor Margaret Tusz-King noted that the RCMP Report could be found on Page 38 of the Council Package. Councillor Tusz-King acknowledged the high level of service by volunteers in our community, and what a great job they do every day. Councillor Tusz-King noted that October was a relatively quiet month with no major crimes. Extra RCMP members worked Halloween night, and responded to some parties and minor incidents. Planning for traffic and policing management of the upcoming Loney Bowl football game are in progress.

Cst. Dan Hilchie and others cleaned up graffiti in several places in town, as a joint effort of the RCMP, Town, University and town people. The Committee working on storm-related highway closure plans continues to meet and work together, and will be bringing information to Council in December. There will be a public meeting in January 2016 to review priorities and look forward to the next fiscal year.

ii) Fire Chief Report

Deputy Mayor Joyce O'Neil noted that the Fire Chief Report could be found on Page 39 of the Council Package. It was noted that the Sackville Fire & Rescue responded to 9 calls for service in the month of October. Training sessions that took place in the month of October were: Auto Extrication, Self Contained Breathing Apparatus, Hazmat awareness table-top exercise as well as station and equipment checks. The Department will be holding its 3rd annual parade of lights on Saturday November 28th. The parade will consist of all Sackville's Emergency Services and will depart from the fire station at 6:30 pm. The parade route will be advertised in the coming weeks in the Tribune Post. As part of our continued emergency preparedness planning, management staff attended a classroom training session on Sentinel Systems. When an emergency happens within our community, Sentinel is one of our key communication systems, along with Twitter, Facebook and our town website. Just a reminder to residents to have their furnace, chimneys and vents inspected and cleaned in preparation for the winter heating season. Also a reminder to ensure that civic numbers are visible from the road to enhance the response time in case of an emergency.

#15-164 MOVED BY DEPUTY MAYOR JOYCE O'NEIL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL AUTHORIZE THE PURCHASE OF THE VOICE RECORDING SYSTEM FROM NOVA COMMUNICATIONS MONCTON, N.B. IN THE AMOUNT OF \$9,435.00 PLUS H.S.T. MOTION CARRIED.

- F) Policy/By-Law
Liaison Councillors Bill Evans and Ron Corbett
i) Report Policy/By-Law

Councillor Bill Evans noted that the Policy/By-Law Report could be found on Page 41 of the Council Package. It was noted that there was no meeting held in October, however, By-Law No. 242, A By-Law Relating to the Establishment of a Special Business Improvement Area Levy in the Town of Sackville which is an annual By-Law also referred to as the BIA and is the levy of assessment imposed on all business properties within the BIA will be coming forward for Council to consider first reading. Also By-Law No. 241 which will repeal By-Law No. 171, A By-Law of the Municipality of Sackville Respecting the Establishment of Capital Reserve Fund will be coming forward for third and final reading. This By-Law received first and second reading at the October 13, 2015 Regular Council Meeting.

#15-165 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR MARGARET TUSZ-KING THAT COUNCIL GIVE THIRD AND FINAL TO BY-LAW NO. 241, A BY-LAW RELATING TO THE REPEAL OF BY-LAW NO. 171 A BY-LAW OF THE MUNICIPALITY OF SACKVILLE RESPECTING THE ESTABLISHMENT OF CAPITAL RESERVE FUND. MOTION CARRIED.

#15-166 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY DEPUTY MAYOR JOYCE O'NEIL THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 242, A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY IN THE TOWN OF SACKVILLE. MOTION CARRIED.

G) Personnel

Liaison Councillors Bill Evans and Deputy Mayor Joyce O'Neil

Deputy Mayor Joyce O'Neil noted that the Personnel Report could be found on Page 44 of the Council Package. It was noted that the Personnel Liaison Meeting took place on October 29, 2015. As of the last pay period in September there were 37 permanent employees, 8 part-time employees plus 6 Recreation Program & Lifeguard staff. The Committee has been active in the development of a performance review policy for the CAO. In terms of Labour Relations there are two matters that have been referred to arbitration with one scheduled for December 22nd. The Workplace Health & Safety Committee met in October and the Town also organized an opportunity for the employees to meet with the Pension Fund Company regarding their individual investment plans.

H) Sustainability

Liaison Councillors Ron Aiken and Margaret Tusz-King

(i) Report Sustainability

Councillor Ron Aiken noted that the Sustainability Report could be found on page 45 of the Council Package. An RFP for public art did not attract any interest and therefore staff are exploring other options. With the Town of Sackville Climate Change Adaptation Plan now endorsed, a working group is being assembled and a schedule for key dates and deliverables is being completed. The formal adoption process of the revised Municipal Plan continues to move ahead with the Public Hearing scheduled for Monday November 16, 2015 at 7:00 p.m. The Mount Allison Student Union is currently accepting applications under their Green Investment Fund and the Department of Environment and Local Government are now accepting applications for funding under the Environmental Trust Fund and Staff are reviewing potential projects. The group also briefly discussed the Sustainable Sackville Lens from the Sustainability Plan that was used to evaluate 2015 capital projects. Evaluating projects with sustainability in mind was found to be beneficial but the lens itself was felt to be excessive and inadequate for the variety of capital type projects. The group discussed the potential for a revised form. A draft revised lens will be prepared and discussed by the group in December. With regard to Flooding, Climate change and Adaptation Initiatives, there appears to be some overlap and significant Environment Trust Funding being provided by the Province, without any coordination, including that of the Southeast Regional Service Commission.

Correspondence will be sent to the Minister of Environment and Local Government outlining the funding concerns, and the lack of communication with the municipality on projects within our jurisdiction that have received funding. The group continued discussions on the Blue dot movement. Staff received information from the David Suzuki Foundation and found the declaration to be much more detailed than first thought. It was noted that several community members had inquired about the movement.

11. NEW BUSINESS

Mayor Robert Berry asked if there was any new business. There was none.

12. QUESTION PERIOD

13. ADJOURN

#15-167 MOVED BY COUNCILLOR MICHAEL TOWER THAT THE REGULAR COUNCIL MEETING ADJOURN. MOTION CARRIED.

Mayor

Clerk

Assistant Clerk