

**COUNCIL MEETING OF
TUESDAY, OCTOBER 13, 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, Margaret Tusz-King, Michael Tower and Shawn Mesheau. Also in attendance were CAO Phil Handrahan, Clerk Donna Beal, Assistant Treasurer 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 Wendell Crossman, Planner Lori Bickford and Press Katie Tower.

1. CALL MEETING TO ORDER

Mayor Robert Berry called the meeting to order.

2. OPENING

Question Period

3. DISCLOSURE OF INTEREST

Mayor Robert Berry asked if there were any disclosures of interest to declare. Councillor Margaret Tusz-King declared a disclosure of interest regarding the EOS Terms of Reference motion as she is a member of that organization and noted that she would be leaving the meeting during the discussion and motion.

4. APPROVAL OF AGENDA – Regular Council Meeting October 13, 2015

#15-150 MOVED BY COUNCILLOR RON AIKEN AND SECONDED BY COUNCILLOR SHAWN MESHEAU THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF OCTOBER 13, 2015 AS CIRCULATED. MOTION CARRIED.

5. MINUTES

Regular Council Meeting – September 14, 2015

#15-151 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY DEPTY MAYOR JOYCE O'NEIL THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF COUNCIL OF SEPTEMBER 14, 2015 AS CIRCULATED. MOTION CARRIED.

Special Meeting of Council, October 5, 2015

#15-152 MOVED BY COUNCILLOR RON AIKEN AND SECONDED BY COUNCILLOR SHAWN MESHEAU THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL/IN-CAMERA MEETING OF OCTOBER 5, 2015 AS CIRCULATED. MOTION CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

7. BILLS AND PAYROLL – SEPTEMBER 2015

Assistant Treasurer Mary Dixon gave a brief overview of the larger expenditures during the month of September.

#15-153 MOVED BY COUNCILLOR SHAWN MESHEAU AND SECONDED BY COUNCILLOR BRUCE PHINNY THAT COUNCIL ACCEPT THE BILLS AND PAYROLL FOR THE MONTH OF SEPTEMBER 2015 AS FOLLOWS: GENERAL GOVERNMENT \$945,388.31; GENERAL CAPITAL \$154,539.50; UTILITY GOVERNMENT \$50,386.56; UTILITY CAPITAL \$146,917.72; AND SALARIES \$194,814.99. MOTION CARRIED.

8. SOUTHEAST REGIONAL SERVICES

i) Regional Service Commission – Mayor Robert Berry

Mayor Robert Berry noted that the next Regular Board Meeting will be held on Tuesday October 27, 2015 at 6:30pm at Moncton City Hall.

ii) Planning – Lori Bickford – Public Presentation Municipal Plan

Planner Lori Bickford noted that a review of the Municipal Plan is generally done approximately every 5 years. The process of the review included several public engagement meetings and consultation with the public and several issues were identified as areas to be looked at and reviewed. The next step is to hold a Public Hearing which is scheduled for Monday November 16, 2015 at 7:00 p.m. in Council Chambers at Town Hall. This is the opportunity for the public to voice any concerns they may have. Also the document is available for viewing at the Planning Office where written comments or objections can be forwarded.

With regard to the Southeast Regional Services Commission Councillor Tusz-King noted that the Commission is working with U de M on a study surrounding the issue of flooding in our region. There has been no communication between Town Staff and the Regional Service Commission and it is frustrating when other levels of government do not include the parties that are affected by the issues.

9. CAO REPORT – Phil Handrahan

CAO Phil Handrahan noted that his report could be found on page 19 of the Council Package. It was noted that the update on the status of specific programs and projects are outlined in more detail in the respective Department Head reports. Mr. Handrahan noted that he was pleased that after conducting a Year to Date 2015 Budget review, the Treasurer has put in place an interim plan with the Department Heads for the balance of the year to address some of the unanticipated over expenditures that have occurred (i.e. snow removal, RCMP, etc.). The revised budget plan should not significantly hamper the operations for the balance of the year however Finance staff will continue to monitor our financial position. September was a busy month with respect to various planning reviews as Council met with Management to commence a priorities review for 2016, the Municipal Plan Review continues and the Town continues to be actively involved on a number of fronts with Climate Change and Adaptation plans.

10. REPORTS

- A) Finance & Administration
 - Liaison Councillor Michael Tower and Councillor Shawn Mesheau
 - i) Report from the Treasurer

Councillor Shawn Mesheau noted that the Finance Report could be found on pages 20 through 29 of the Council Package which also includes the By-Law Enforcement, Animal Control Reports and Tender Opening Minutes RFP 2015-11. Councillor Shawn Mesheau noted that the 2016 Budget meetings will begin on October 26th and 27th at 7:00 p.m. These meetings will be opened to the public. First Draft will be presented to Council and once we complete first draft review the public will have the opportunity to comment. Financial Statements are included up to September 30, 2015. A full review has been completed after the 3rd quarter of the year. 3 areas where we are going to be significantly over budget as has been previously reported, snow removal, RCMP Policing and the Waterfowl Park totaling \$240,000. Department Heads have worked to reduce expenses as compared to budget by about \$260,000. Some of these areas being Capital out of Revenue Reductions in spending of \$130,000; Parks & Facilities Department of \$55,000; Finance of \$40,000; Public Works Sidewalks of \$10,000 and Programming and Tourism of \$25,000. Water bills for the period of June to September will go out Mid October. Readings were done on September 30th and October 1st. Reminder notices were sent out in early June to those who have not paid their prior bills. On June 25, 2015 shut off letters were issued for a total of 81 accounts totaling \$108,158.65. As of October 6, 2015 we have collected \$67,540.01 representing 62.5% of the total value of the letters issued for shut off. An RFP for a new Town website was issued on August 14, 2015 and closed on August 31, 2015 and twenty-three proposals were submitted. A short list of four proposals was assembled with all four companies completing presentations on October 5, 2015; Plum Creative Works, eSolutionsGroup Limited, Hawk Marketing Services and The Details Design and Branding Inc. The four proposals were subsequently evaluated against the criteria noted in the RFP with The Details Design and Branding Inc., scoring the highest (94.6%).

Senior Manager of Corporate Projects Jamie Burke noted that each submission was evaluated based on set criteria and the four who were shortlisted scored the highest. It was felt that the highest scored proposal offers great value in terms of technical capabilities and design, and had additional benefits, such as photography, copywriting and the potential for eCommerce Event Registration.

Councillor Mesheau noted that the By-Law Enforcement Report could be found on page 26 of the Council package and noted that a total of 23 Occurrence Investigations (9 remain open with 15 being completed). It was also noted that Dangerous or Unsightly Premises has one new, one completed and 5 ongoing.

Councillor Mesheau noted that the Animal Control Report could be found on page 27 of the Council package and noted that dog tags for 2015 are still available and dog tags for 2016 will soon be available.

#15-154 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR MARGARET TUSZ-KING THAT COUNCIL AWARD RFP #2015-11 WEBSITE DEVELOPMENT TO THE DETAILS DESIGN AND BRANDING INC., FREDERICTON, NB IN THE AMOUNT OF \$39,350 PLUS H.S.T. AYES VOTES WERE RECORDED BY DEPUTY MAYOR JOYCE O'NEIL, COUNCILLORS RON AIKEN, MARGARET TUSZ-KING, AND MICHAEL TOWER. NAY VOTES WERE RECORDED BY COUNCILLORS SHAWN MESHEAU AND BRUCE PHINNEY. MOTION CARRIED.

Councillor Mesheau noted that he felt with the overages the Town is already facing, that this motion should be looked at closer to the end of the year or even the beginning of next year. Senior Manager of Corporate Projects Jamie Burke noted that this project was part of the year end calculations and because of the importance of the Website being the first point of contact of our Corporation and the face of our organization that moving forward would be recommended. Councillor Tower echoed those comments and noted that this project had been budgeted for and is in line with the budgeted amount.

- 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 30 of the Council Package. The Town will be presenting a workshop on Human Resources in conjunction with the Sackville Chamber of Commerce on October 20 as part of "Small Business Week". The Town is proud to help support Small Business Week which runs from October 18-24. The number of visiting parties for the VIC for September were 954, up 15% from 2014. The Highway Ambassador program continued for September and more than half of the 100 coupons were distributed. On September 22nd the Town co-hosted, with the Sackville

Farmers' Market a workshop on social media. The Town is looking forward to welcoming Napul'e restaurant on Bridge Street which opened the first week of October. The Department has made initial submissions for the 2016 provincial tourism guide, and other planning activities for 2016 are underway. Samantha Pena, an international Student at Mount Allison University, began her term as the Tourism and Business Development Intern. She is part of a Mount Allison program to support international students and will be working with the Department Manager until Christmas. Midnight Madness will be held this year on November 13th and December 4th.

HERITAGE OFFICER – The Heritage Office issued two permits this month and also communicated and discussed with landowners permit applications and permits and material was prepared for the September Heritage Board meeting.

GREATER SACKVILLE CHAMBER OF COMMERCE – September was a quiet month for the Chamber while they plan activities through fall and winter. In conjunction with the Town, they will host a Human Resources workshop on Tuesday October 20th as part of Small Business Week. Wednesday October 21 they will participate in the Southeast Regional Entrepreneurial Gala at which the Kookie Kutter Bakery will be awarded their Business Recognition Award. In addition, Mari Fisher of Cranewood on Main has been nominated for Young Entrepreneur of the Year.

MAINSTREET REDEVELOPMENT – The members of Mainstreet Redevelopment Sackville Inc., are eagerly awaiting the re-opening of Bridge Street and expect to meet with Town officials soon to plan the street party. The graffiti committee met last week, and Mainstreet members have been reminded of the importance of removing graffiti immediately. Councillor Mesheau inquired as to whether the ambassador program was being tracked, to which Manager Ron Kelly-Spurles advised that it was and that the coupons have an expiry date of October 31, 2015.

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

- i) Waterfowl Park

Councillor Ron Aiken noted that there was no Waterfowl Park Report.

- 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 Page 37 of the Council Package. Public Works assisted in many capacities with the annual Fall Fair again this year. The Utility Department finished the replacement of all the old water meters that are 2" and smaller at Mount Allison University during the month of September. The Engineering Department continues to work on the ongoing flooding issues that the Town of Sackville have been faced with over the last number of years and are continuing their efforts to work with CN and the Province on these flooding issues and working towards some possible short term and long term solutions. With regards to the Tantramar Veterans Memorial Civic Centre, the Big Band dance held during Fall Fair was a huge success.

The Civic Centre Staff would like to take this opportunity to thank Dave Wheaton and Cynthia Beal for their years of dedication to the Civic Centre Canteen. Staff will continue to maintain all Town Parks on a limited schedule, the splash pad and water fountain have been turned off for the season, however, the washrooms will remain open until October 30th in the Bill Johnstone Memorial Park. The docks at Lillas Fawcett Park will remain in until the least week of October.

#15-155 MOVED BY COUNCILLOR RON AIKEN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL AWARD THE REPLACEMENT OF THE BACKSTOP AT THE MINOR FIELD TO EASTERN FENCE IN THE AMOUNT OF \$7500 PLUS H.S.T. MOTION CARRIED.

- 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 40 of the Council Package and the Library Report could be found on page 43 of the Council Package. It was noted that the 15th Annual Fall Fair was a huge success. The musical acts in the Tent were well attended and organizers estimate 7000 people attended Family Day at the Doncaster Farm. Glow Parties and Ground Zero Laser Tag are both anxious to come back again next year, and seemed to work out well as an alternative to the Midway. On October 6, 2015 the Town partnered with the Amherst/Sackville Chapter of PFLAG National and Mount Allison Student Union to present the first ever Pride Parade in Sackville. The event included a Rainbow Flag raising both at Mount Allison and Sackville Town Hall, a large parade, and BBQ and entertainment at the Bill Johnstone Park. An estimated 300 people took part while many more watched the parade from the sidewalks. The Town is looking for nominations for 2016 Sackville Sports Wall of Fame, and the Arts Wall induction Ceremony will take place November 8, 2015 at Cranewood where Alex Fancy and Ian Hanoomansingh will both be inducted. The Trailblazer afterschool programs have started at both Salem and Marshview Schools. The Department has partnered with the Tantramar Seniors College and Mount Allison Athletics to offer Pickleball once per week for 6 weeks. There was an amazing turnout and the Pickleball Revolution is well underway in Sackville. The Program and Events Coordinator continues to oversee the Moms and Tots program and has initiated a walking group at the Waterfowl Park. Deputy Mayor Joyce O'Neil noted her disappointment in the turnout of Sackville Residents at the Veterans Horse Ride Across Canada which visited the Veterans Memorial Park and the Sackville Legion. It was noted how informative and interesting the speeches were as well as the social at the Legion.

- 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 44 of the Council Package. It was noted that a meeting was held with a Town Rep and RCMP regarding video cameras, and with the Town, Community, University and RCMP regarding graffiti. It was noted that the CPO, Amelie Jarvis-Lavoie, received a promotion within the RCMP, and so has left her role in Sackville at the end of September. A process to hire her replacement is already underway by the RCMP. Discussions are continuing regarding the value of video cameras in policing and what sort of program might benefit Sackville. A plan to address the recent re-emergence of graffiti in Sackville has been developed, with a goal of removing graffiti within 24 hours of its discovery. Councillor Tusz-King also noted that during the UMN Conference in Fredericton, Commissioner Roger Brown spoke of the police charges increasing and that the Policing Costs will be going up due to the cost of living for which the officers receive. The Town does not decide how expenses are allocated, but Council needs to be aware that costs are going to continue to rise in the future. Councillor Mesheau noted that the contract allows for the Town to have a Contract Management Committee and this should be formed so that we are not caught off guard again.

Fire Chief Report

Deputy Mayor Joyce O’Neil noted that the Fire Chief Report could be found on Page 45 of the Council Package. It was noted that the Sackville Fire & Rescue responded to 8 calls for service in the month of September. The Department currently has a full complement of 43 volunteer firefighters and six new perspective members on a waiting list. In September Firefighters held an open house at the station during the Fall Fair and during the door to door smoke alarm campaign firefighters passed out more than 120 smoke alarms and over 200 batteries. The week of October 4-10, 2015 was Fire Prevention week. This year’s theme was “Hear the beep where you sleep”. The Department would like to say thanks to those in the community that helped support Sackville Fire & Rescue’s Annual Truck Draw Fundraiser and also a note to mark your calendars for the Sackville Fire & Rescue’s 3rd annual parade of lights on Saturday November 28, 2015. As part of the Town’s emergency preparedness planning, Management Staff attended a simulated table top exercise facilitated by Mike LeBlanc from New Brunswick Emergency Measures Organization. The Department would like to pass on three reminders to residents; to make sure they have a basic emergency kit prepared for at least 72 hours, to begin preparing for the winter heating season and have their furnace, chimneys and vents inspected and cleaned and when having outside fires this fall they must use an outdoor, wood burning appliance that is a manufactured, non-combustible enclosed container designed to hold a small fire for decorative purposes only.

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

Councillor Michael Tower noted that the Policy/By-Law Report could be found on Page 47 of the Council Package. It was noted that the Committee met on September 16th. The Committee continued discussions on By-Law No. 191, A By-Law Regulating the Collection and Disposal of Residential Waste in the Town of Sackville. Staff will gather more information from other Municipalities and through Regional Services Solid Waste as well as our local garbage collection company and provide the Committee at a future meeting with their findings. The meeting discussed the Councillor Code of Ethics which had been brought up at the Special Meeting of Council in September and noted that the majority of Council felt that both the Municipalities Act and the Local Government Resource Manual clearly covered this issue. By-Law No. 171, A By-Law of the Municipality of Sackville Respecting the Establishment of Capital Reserve Fund was presented to the meeting noting that this By-Law was created prior to a revision to the regulations associated with the Municipalities Act whereby the creation and use of these funds are now dealt with by a Resolution of Council. Fire Chief Craig Bowser noted that he will be bringing forward a number of By-Laws at the October meeting relating to the Fire Department and noted that there are in-consistencies with the By-Laws which will be revised.

#15-156 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR RON AIKEN THAT COUNCIL GIVE FIRST READING IN NAME ONLY 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.

#15-157 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR MARGARET TUSZ-KING THAT COUNCIL GIVE SECOND READING SECTION BY SECTION 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.

- 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 52 of the Council Package. It was noted that as of the last pay period in September there were 37 permanent employees, 9 part-time employees plus 2 Recreation Program staff. It was also noted that it is with regret that Amelie Jarvis-Lavoie, Community Police Office has resigned as of September 30th as she has received a promotion to a Police Analyst Position in Moncton. The RCMP is proceeding to have the CPO position filled as soon as possible. The Committee has been active in the development of a Performance Review Policy for the CAO. In terms of Labour Relations there is one matter that has been referred to arbitration.

- H) Sustainability
Liaison Councillors Ron Aiken and Margaret Tusz-King
(i) Report Sustainability

Councillor Margaret Tusz-King noted that the Sustainability Report could be found on page 53 of the Council Package. It was noted that staff continue to work with the Town Engineer on the Bridge Street Reconstruction Project. Staff continue to work on several above ground design related items with Scotiabank, and an RFP for public art will be released shortly. The Mount Allison Student Union is currently accepting applications under their Green Investment Fund (GIF). The GIF is an annual grant that has funded carbon-reducing environmental initiatives on campus and in the community since 2010. The fund makes up \$20,000 available to a proposed initiative. It was noted that the Meeting briefly discussed the Friendship Garden, Street Trees and the Blue Dot Movement.

Councillor Margaret Tusz-King left the meeting.

Councillor Ron Aiken noted that the draft Terms of Reference were reviewed and several suggested changes particularly around the need for additional public consultation were passed on to EOS. The attached Terms of Reference sets out the process and presents a clear framework for the plan and the process used to create it.

#15-158 MOVED BY COUNCILLOR RON AIKEN AND SECONDED BY COUNCILLOR SHAWN MESHEAU THAT COUNCIL AUTHORIZE EOS ECO ENERGY TO CARRY OUT A CLIMATE CHANGE ADAPTATION PLAN FOR THE TOWN OF SACKVILLE AS PER THE ATTACHED TERMS OF REFERENCE. AYE VOTES WERE RECORDED FROM DEPUTY MAYOR JOYCE O'NEIL, COUNCILLORS RON AIKEN, MICHAEL TOWER AND SHAWN MESHEAU. A NAY VOTE WAS RECORDED FROM COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

Councillor Margaret Tusz-King returned to the meeting.

11. NEW BUSINESS

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

12. QUESTION PERIOD

13. ADJOURN

#15-159 MOVED BY COUNCILLOR MICHAEL TOWER THAT THE REGULAR COUNCIL MEETING ADJOURN. MOTION CARRIED.

Mayor

Clerk

Assistant Clerk