

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

In attendance were Mayor Robert Berry, Deputy Mayor Joyce O'Neil, Councillors Bruce Phinney, Bill Evans, Ron Aiken, Margaret Tusz-King, Ron Corbett, Michael Tower and Shawn Mesheau. Also in attendance were CAO Phil Handrahan, Town Engineer Dwayne Acton, Manager Parks & Facilities Todd Cole, Manager Recreation Programs & Events, Matt Pryde, Treasurer Michael Beal, Fire Chief Craig Bowser, Acting Assistant Clerk Mary Dixon, Clerk Donna Beal, and Senior Manager of Corporate Projects Jamie Burke.

Public Special Meeting of Council, Public Reports and Staff Reports – 7:00 p.m.

Call Meeting to Order

Mayor Robert Berry called the meeting to order.

Sackville Refugee Response Coalition

Clerk Donna Beal introduced John Perkin to take the floor for the presentation from the Sackville Refugee Response Coalition. Mr. Perkin introduced two of the coalition members and asked them to make the presentation. They spoke on the coalition's objective, which is to sponsor and welcome a refugee family to Sackville, via donations and volunteer support. A short video was then presented for information purposes, to better explain why acceptance of Syrian Refugees is so important. After the video presentation, the presenters spoke on the goals of the coalition as well as the completed tasks to aid in bringing families to Sackville. It was noted how donations could be made to help achieve these initiatives, as well as noting the committees that are still in need of additional volunteers for those interested.

As there were no questions from Council at this time Mayor Berry thanked the presenters and noted that if any questions arose Council would be in touch.

1. Sackville & Nova Scotia TCH Closure Improvement Initiative – Town Partners

Town Engineer Dwayne Acton took the floor and introduced the members of the TCH Closure Improvement Initiative Committee: Mike LeBlanc from EMO NB, Susan Dugas from Ambulance NB, and Paul Gagnon from RCMP and Jay Cunningham from Dept of Transportation and Infrastructure (DTI). He then passed the floor to Jay Cunningham from DTI who then gave a presentation to help update Council on the work of the Committee with respect to highway closures between Sackville and the Nova Scotia Border. He noted the areas of concern, the stakeholders who were effected and how they are effected, as well as potential ideas and solutions to avoid future issues. He then touched on recommendations that have come out of discussions, as well as signage that has already been put into place. Lastly he touched on the gates that are being installed at onramps in the corridor in order to deter travelers from entering the area when road conditions are not favorable.

Councillor Aiken questioned why the committee was not seeking to install barrier gates at the onramps, to which Mr. Cunningham responded that the idea of the gates is to inform, that barrier gates are much more difficult to put into place, and that at this point the concept of gates is a stepping stone. If it appears that the gates installed are not effective, then barrier gates would be looked at in the future.

Mayor Bob Berry noted that any further questions would be directed to Mr. Cunningham in the future.

2. By-Laws

- a) By-Law No. 204, Fire Prevention By-Law – proposed to be By-Law No. 247
- b) By-Law No. 206, A By-Law for the Preservation of Order – Proposed to be By-Law No. 245
- c) By-Law No. 216, a By-Law Governing the Fire Department – proposed to be By-Law No. 248
- d) By-Law No. 230, Town of Sackville Noise By-Law – proposed to be By-Law No. 246

Fire Chief Craig Bowser noted that the Policy/By-Law Committee reviewed By-Laws No. 204, 206, 216 and 230 being the By-Laws Fire Prevention, Preservation of Order, By-Law Governing the Fire Department and Town of Sackville Noise By-Law. Fire Chief noted that all recommended changes are strictly housekeeping issues with the largest being that fact that Fireworks were mentioned in more than one By-Law, and this reference will be removed and will then only appear in one By-Law for ease of clarity, education and enforcement. Mr. Bowser noted that the Municipality's objective is to educate the community as to the best practice within the Town.

There will be a motion coming forward at the December Council Meeting noting the changes associated with the above noted by-laws.

3. South East Regional Adult Learning Board – Agreement

Manager of Parks & Recreation Facilities Todd Cole noted that the South East Regional Adult Literacy Board is interested in renewing their Lease Agreement with the Town of Sackville. The Town had previously agreed in April 2012 that enabled the organization to set up their program within the Tantramar Veterans Memorial Civic Centre. The space is provided for \$1.00 per year as it is seen as a partnership arrangement where people within our Community attend the Adult Learning Centre are able to upgrade their educational skills in order to obtain General Educational Development (GED).

A motion will come forward at the December Council meeting relative to this item.

4. 5 Year Designated Highway Plan

Town Engineer Dwayne Acton noted that to follow in line with the previously submitted 5 year Capital Plan for designated highways, the Town has updated the plan to include 2016 through to 2020 which is attached for reference.

A motion will come forward relative to this item at the December Council meeting.

5. Decommissioning of Well at the Reservoir

Town Engineer Dwayne Acton noted that as part of the Wellfield Protection Study that was conducted throughout 2015 by Gemtec Ltd. the study identified several abandoned wells that were no longer required and have been identified as potential areas for contamination to the ground water in the water shed area. In early 2015 Council approved the capital budget for the decommissioning of these abandoned wells in the amount of \$50,000.00. After the completion of the Study by Gemtec Ltd, earlier this year, we consulted Eastern Well Drilling Ltd. with respect to the decommissioning of these wells. As Eastern Well Drilling limit is the only

company that the Town of Sackville has utilized for any well drilling work at our Reservoir property for the last 40 years, we are very familiar and comfortable with their work. They have all of the knowledge that is required to assess, evaluate and decommission these wells properly. Eastern Well Drilling Ltd were involved several years ago with the budgeting of the decommissioning of these wells, therefore we re-visited the abandonment of these wells with them and asked them to revise their quotation from several years ago. The revised quotation includes the cleaning out of the old wells filling with drainage gravel and grouting the well with Bentonite grout to seal off the well as per the approved decommissioning report by Gemtec Consulting Engineering Ltd. The quotation for the decommissioning of 3 - 10" Diameter Deep Wells and 1 - 8" diameter well is in the amount of \$26,310.00 plus HST. However, due to the fact that the Well depths are unknown at this time and the fact that the wells are artesian wells the requirement of concrete bullet plugs may be required to grout the top of the well at a cost of approximately \$3,900.00.

Mr. Acton's recommendation is to continue with Eastern Well Drillers, up to a maximum value, and a motion will come forward next Monday night.

Councillor Evans questioned as to how we know that we are getting the best price for the work, where we have received only one quote. Mr. Acton responded that the quote that we have today is relative in price to the quote that was received in 2007, and there does not appear to be any major increases to suggest that we are being quoted unfairly. As well, Eastern Well Drillers are the only company that we know of who are capable of performing the work due to the size and scope of the project.

Councillor Tusz-King asked whether or not we are required to go to tender for a project of this dollar value, to which Treasurer Michael Beal responded that we do not as the Public Purchasing Act notes a \$50,000 threshold for the purchase of services.

6. Sale of Surplus Equipment – Old Tandem Dump Truck

Town Engineer Dwayne Acton noted that due to the inability to re-safety inspect the 1997 International dump truck it has been taken off of the road since the beginning of the summer. The old dump truck has a significant numbers of issues from the dump box completely rusted out and full of holes, to the rusting out of the floor in the cab of the truck, a replacement of the motor and possible transmission issues and much more. A cost of roughly \$30,000 to \$40,000. As a result of these issues, it was felt that the truck was not worth spending the amount of money required to address all of the issues to get the truck back on the road. Therefore, we are looking to try and sell the truck at a future equipment auction with Richie Brothers of Truro Nova Scotia. The truck is able to start and run but will be sold as is with no work being performed to it prior to the sale. After an evaluation of the truck by Ritchie Bros, they have estimated that the truck could bring between \$8,000.00 and \$10,000.00 but there are no guarantees in an equipment auction. The item will go for sale at the next auction in Debert and a 10% commission will be paid out of the proceeds of the sale to the Auctioning Company.

7. National Recreation Frame Work – *A link to this document was emailed to you in October, and I have placed a hard copy in the Councillors' office for review.*

Manager of Recreation Programs & Events Matt Pryde noted that at the Union of New Brunswick Municipalities Conference in October, A Framework for Recreation in Canada 2015: Pathways to Wellbeing, was endorsed via a motion. Since the UNBM endorsement, individual municipalities have been asked by the provincial government to follow suit and endorse the document through their own Councils as this is a guiding document that we use in our Recreation Master Plans.

The document itself was developed in partnership with federal, provincial and territorial governments; national NGOs; provincial NGOs; and others, and redefines recreation as the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

It then goes on to make the case for recreation as an essential service in our Country and describes five goals and 24 priority areas that demonstrate where recreation fits nationally and how it should be considered locally when participating in recreation and municipal planning processes.

By endorsing the framework through a resolution, Council will be directing staff to use the framework as a guiding document as we plan for recreation services in the present and future. There is a resolution that will be coming forward at the December Council Meeting pertaining to this item.

8. Senior Manager of Corporate Projects Report

Senior Manager of Corporate Projects noted that staff continue to work on several corporate related project, of which the one for discussion this evening is:

Public Art for Bridge Street

The RFP process regarding the public art component for Bridge Street - issued on October 14, 2015 and which closed on November 2, 2015 – unfortunately, did not generate interest. Since this time, staff, in collaboration with Catalyst Consulting Engineers Inc., have contacted several individuals directly to see if they would be interested in completing artwork for Bridge Street. Three proposals have been received, which staff have currently evaluated. Staff have additional information that is available for Council in this evening's Discussion Group package, which includes the suggested artwork, the price associated with it, as well as an anticipated recommendation to award the work. As noted during the November meeting, public art was always contemplated as part of Bridge Street and is clearly noted in the ACOA Contribution Agreement. Including public art with the project is also consistent with our Arts and Culture Policy.

A general discussion was the held surrounding logistical placement of the art work, what easements will be required (if any), as well as what precautionary measures will be taken during installation to take tampering into consideration.

A motion will come forward at the December Council meeting.

9. Blue Dot Movement

Senior Manager of Corporate Projects noted that The Blue Dot Movement, led by the David Suzuki Foundation, is a national grass-roots movement. The purpose of the movement is to ultimately have the Canadian Charter of Rights and Freedoms amended to include the right for all people to have a healthy environment of clean water, fresh air, safe food, as well as a say in decisions that affect citizens. Broadly speaking, the intent of the movement is for citizens to urge municipalities to adopt the movement declaration as a way to draw attention to environmental matters at the provincial and federal levels, and eventually have them protected in the Charter of Rights and Freedoms, which provides a higher level of protection.

The sustainability liaison group has discussed the Blue Dot Movement on several occasions. While the group recognized that the movement was gaining momentum across the country, it was felt that a declaration could pose possible implications of guaranteeing such rights by the municipality, some of which could be well beyond the capacity of the Town to address. It was also noted that there was other provincial and federal environmental legislation, and that the Town is already promoting and working on implementing our own Sustainability Plan, as well as

other plans. Nonetheless, there is an active group in the community who want to advance the issue and feel that the movement is important on a larger scale – and a coming together of sorts by constituents and communities to help influence change at the provincial and federal levels. As a result of their efforts, the attached declaration has been drafted, which supports the fundamental goals of the Blue Dot Movement, without committing the Town to undertake any particular project. The sustainability liaison group supports the movement in principle, and therefore requests that the declaration be read publically at the Regular Meeting on December 14, 2015.

A draft declaration is attached for the Mayor to read at the upcoming Council Meeting on Monday night.

10. Council Package

Clerk Donna Beal reported that, further to the objectives within the Town’s Strategic Plan of our meeting processes and public information becoming more electronic, and as reported to Council several months ago, Administration has continued to develop a process that would enable our Council Meeting process to become paperless with greater efficiencies.

At this point we have conducted a test of the November Monthly Council Package to create one electronic file in pdf format of the Information Package. The development of the Information Package went smoothly therefore management are looking to become more proficient on the use of the technology and developing several standards to assist our effort towards this initiative. Assuming all goes well, we will be recommending a process such as the following;

- Pdf file of the Council Package available and mailed out on the Wednesday prior to the meeting
- Pdf file of the Council Package on the Town website on the Thursday prior to the meeting
- Paper copy in a binder for those who prefer a paper copy available on Thursday prior to the meeting
- Public display of reports / documents on display monitors during the public meeting

Another aspect to assist in the implementation of this approach, if desired by Council, would be for Councillors to receive “tablets” at the beginning of their term whereby they would be able to easily receive the electronic documents as well as be able to view the documents from their tablet during the Council meetings rather than a paper report. With the “tablets” and Office 365, Councillors would have access to Corporate files whenever required.

The benefits of the paperless approach should prove to be more efficient in such areas as;

- terms of time required in the development of the package,
- less storage space required for paper files over time,
- greater security of records over time,
- increased distribution of the documents through the website,
- electronic search capability for Town officials and the public within the documents,

This is our first kick at the can so to speak, and staff are looking for input and comments from Council regarding what they have seen from staff and where their comfort level is in moving ahead. Staff recommend to move ahead on this in order to have it fully in place by the commencement of the next term of Council (2016-2020).

There was then a discussion surrounding what Ms. Beal reported on, and the concept of going paperless. CAO Phil Handrahan noted that this was something that Council wanted and we will only move on this if Council wants.

MOVED BY COUNCILLOR MICHAEL TOWER THAT THE SPECIAL MEETING OF COUNCIL (DISCUSSION GROUP) OF DECEMBER 7, 2015 BE ADJOURNED AND THAT COUNCIL MOVE INTO THE CLOSED IN-CAMERA MEETING. MOTION CARRIED.