

**SPECIAL MEETING OF COUNCIL
MONDAY, FEBRUARY 1, 2016 AT 7:00 P.M.
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor Robert Berry, Deputy Mayor Joyce O'Neil, Councillors 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 of Recreation Programs & Events Matt Pryde, Manager of Tourism & Business Development Ron Kelly-Spurles, Treasurer Michael Beal, Fire Chief Craig Bowser, Assistant Treasurer/Acting Assistant Clerk Mary Dixon, Clerk Donna Beal, Senior Manager of Corporate Projects Jamie Burke and Planner Lori Bickford.

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.

Motion to Approve Agenda

MOVED BY COUNCILLOR MARGARET TUSZ-KING AND SECONDED BY
COUNCILLOR RON AIKEN THAT COUNCIL APPROVE THE AGENDA OF THE
SPECIAL MEETING OF COUNCIL OF FEBRUARY 1, 2016. MOTION CARRIED.

1. Kenridge Park Subdivision

Planner Lori Bickford advised Council that Beale and Inch Construction Ltd., is proposing a 28 lot (residential) subdivision which includes the extension of an existing street, Meadow Lane, and the creation of a new public street. This is a Class II subdivision under the Town of Sackville Subdivision By-Law and is required to provide land for public purposes or cash in lieu of land. Lori showed the section of wooded property that is under consideration (being proposed). The proposed subdivision includes a linear strip of land along the western property boundary as land for public purposes (LPP). It was also noted that Staff have to make a recommendation to Council regarding storm sewer and curb and gutter, and staff are in support of waiving these requirements due to the fact that the tie ins for this area are too far away and this also poses operational issues for staff.

As the By-Law requires 10% of the land to be set aside as LPP the developer is proposing to provide about 7% of land contribution and the remaining contribution as development of the trail system of the park. A resolution is tentatively scheduled to be proposed for consider of Council at the February 2016 Regular Council Meeting.

Councillor Bill Evans asked where the proposed trails would connect with other areas. Lori brought up the mapping and provided a visual response.

Councillor Mike Tower asked if waiving the Storm Sewer component would pose a larger risk with additional storm water if we do not require the resources to be put in place upfront. Dwayne Acton responded that this would be effectively dealt with via a storm water management plan found within the development agreement, before any development would transpire.

Councillor Margaret Tusz-King asked what is looked at during the review in order to make the recommendation to Council. Are there right-of-way's for sidewalks? Lori Bickford responded that there are NB Power easements on public streets only that are showing in the diagrams. Councillor Tusz-King then asked if street traffic was considered and flow whether it be for vehicles and or pedestrians? It was noted that there are considerations made for all intersections, serviceability for future development, lot sizes, and parkland is set out in the subdivision by-law – This is how the recommendation is made. Where there are other connections to other streets, allowing for multiple routes of flow, traffic flow itself is not actually considered in the factoring of the current recommendation.

Councillor Shawn Mesheau asked about the Parkview connections, as well as this new one and what it will do to traffic flow with lack of sidewalks, etc. It was noted that if there are concerns that arise, these things will be taken into consideration.

Councillor Ron Aiken asked about silt in that area washing into the Waterfowl Park, as in past developments in this area, and if this will this be an issue again. Dwayne Acton responded that this will be part of the development agreement, that there are proper silt prevention devices built in to be adhered to in order to avoid issues arising.

Councillor Ron Corbett commented that this development appears to be a sustainable one due to the fact that the lots are smaller and a much better use of land space overall. This appears as though the development was based on sustainable principles.

2. Endorsement TransCanada Trail Location

Manager Ron Kelly-Spurles noted that the TransCanada Trail is being further developed with the intention of having a trail that runs the entire length of the country by 2017. Part of the trail will run through Sackville, and a proposed route has been developed in consultation with the New Brunswick Trails Council. The route would leave Dorchester via the Woodlawn Road and head down King St, intersect with Main St, lead into the Waterfowl Park to meet up with the old Rail Bed, continue along, turning to run along the highway, move along Mallard Drive back up to Main St and then connect again with the trail on the other side of the highway via the High School. The Tantramar Outdoor Club have expressed their approval for this route. Staff will present a motion at the February 2016 Regular Council Meeting for Council to consider.

Councillor Ron Corbett asked if the First Nations were consulted in the development of this route proposal? Ron Kelly-Spurles responded that he was not sure, but the route follows public roads, so this should not be an issue.

Councillor Bill Evans – asked for clarification regarding this update, as far as what this meant for Sackville with this route becoming designated. Ron Kelly-Spurles responded that nothing will happen with the route itself, save for some signage being added. Publication of this route in guides will happen, and the idea is to be able to use this designation as leverage for future funding, etc where possible.

Councillor Shawn Mesheau inquired as to how this would impact safety for walkers, bikers, etc, where there are no sidewalks along this route and it is for vehicular traffic. Ron Kelly-Spurles responded that this route will mostly be promoted as a cycling route, with the idea of trying to get routes connected at this point.

3. Cimco Ice Plant Upgrades

Town Engineer Dwayne Acton noted that the 4000E controller that currently runs the ice plant is the original controller that was installed when the building was built. Similar to most computers and computer software the 4000E software and controller is now outdated and needs to be replaced with the most up to date software and controller the 6000E. The 6000E software and controller will now be able to notify Civic Center manager and/or staff of any and all alarms that are activated with respect to the ice plant, ice temperature, brine temperatures, etc. This system will also allow both Civic Center manager and/or staff, as well as, CIMCO to access the controller remotely through the internet and iPhone to be able to view the system and trouble shoot most issues with the ice plant remotely. This eliminate the need for extra service calls which are very costly to the Town. The system will also include the most up to date 3-D graphics of our Civic Center ice plant, all the sensors, operation status of pumps, ice temperature, brine temperatures, etc. on this new system. The current ice plant has been provided and maintained by CIMCO since the facility was opened in 2003. We have been provided with great service and have a very good working relationship with CIMCO and their staff. The current system is a CIMCO system and we are not in a position to consider any changes to our system or service provider at this time.

Staff will be bringing forward a motion at the February 2016 Regular Council Meeting for Council to consider to approve the upgrade of the ice plant software and controller system to the new 6000E system by SIMCO in the amount of \$17,637 plus HST.

4. By-Law No. 249, A By-Law to Amend By-Law No. 219 Town of Sackville Municipal Heritage Conservation Area By-Law

Senior Manager of Corporate Projects Jamie Burke noted that the Policy/By-Law Liaison Group together with a working group have been reviewing and revising the Heritage By-Law. As well as this By-Law being advertised there was a Public Hearing held on Monday January 25, 2016 giving the public an opportunity to make objections and comments on the proposed changes. Staff will be bringing a motion forward at the February 2016 Regular Council Meeting for Council to consider first reading of By-Law 249, A By-Law Relating to Heritage Conservation in the Town of Sackville.

5. IT Policy

CAO Phil Handrahan noted that for the Town of Sackville, a computer account is required to access computing resources including the network, Town Computers and other devices, email, file shares, and information systems. The Town Council and Staff may be provided with an account to access various computing resources. Whereas the "Account Application Form and Password Policy" details the acceptable use of a computer account, this policy defines the criteria necessary for an individual to obtain an account and the standard policies used for account creation, administration and termination. The adherence to account management policies and procedures ensures that all Town resources and data are secured, available for authorized users and efficiently used for the administration of Town business while ensuring compliance with data privacy regulations. Staff will provide a motion at the February 2016 Regular Council Meeting for Council to consider that approval of the attached policy.

6. Community Development Grants

Manager Matt Pryde noted that in May, 2015, the new Community Development Grants Policy was approved by Council to improve the Town's granting process and more evenly distribute funding among applicants. In August, 2015, Council approved the program criteria for four separate grant categories as per the Community Development Grants Policy: Operational, Special Events/Projects, Small Capital and Sponsorship. In September, 2015 a new Scoring Matrix was developed to more effectively grade applicants and determine the level of funding appropriate for their respective organizations. A separate matrix was developed for all four grant categories, but each was similar in that they examined the quality of the application, whether or not all required documents were submitted, how their programs and initiatives align with the Town's priorities as outlined in the Community Development Grants Policy, and whether or not the funding level was appropriate given the budgets and financial statements submitted. Using this Scoring Matrix, all applications were reviewed by the Manager of Recreation Programs and Events, The Manager of Tourism and Business Development, and the Senior Manager of Corporate Services. The Small Capital grants were the most difficult due to the volume of applications received this year. During the 2016 Operational Budgeting Process, staff were asked to reduce budgets to ensure a balanced 2016 budget. As a result, the Community Development Grants Program 2016 budget was reduced from \$90,000 to \$81,000. The newly developed scoring matrix resulted in reductions to many applicants who have traditionally received the same funding levels for several years, yet there are also some instances where an application was particularly strong and resulted in a small funding increase. Staff will provide a motion at the February 2016 Regular Council Meeting for Council to consider the approval of the 2016 Community Development Grant distribution recommendations as per the four grants categories: operational, special events/capitals, small capital and sponsorship. Matt Pryde then outlined each recommended grant, and the reasoning behind it, following up with the notification that there will be one full motion for each category when the motions appear.

7. Appointment of Sports Wall of Fame Board Members

Manager Matt Pryde noted that in March 2013, Council appointed David Bruce and Jackie Johnson to the Sackville Sports Wall Board of Directors for 2 year terms, effective January 1, 2014. Those terms have since lapsed and require an extension. Both Mr. Bruce and Ms. Johnson have agreed to stay on as Board Members, and have been very effective in their roles over the years. The Board also feels that terms would be better served to the end June 30th on a given year (and being July 1st) so as to stay closer to the actual ceremony date; which falls in May or June of even number calendar years. Staff will be providing a motion at the February 2016 Regular Council meeting for Council to consider the reappointment of both David Bruce and Jackie Johnson to the Sackville Sports Wall of Fame Board of Directors effective immediately, with terms ending June 30, 2019.

8. Mount Allison/Town of Sackville Field User Agreement

Manager Matt Pryde noted that on Friday February 19, 2016, the Town will be hosting a family skating party at Lillas Fawcett Park, followed by a flame and pyro show, similar to Winterfest 2015. There have been some concerns over the thickness of the ice and whether or not it will be safe to use in February. As a contingency plan in the event of the ice at the Lake not meeting our safety standards, Recreation Programs and Events would like to consider the Bill Johnstone Memorial Park as an alternative site for the family party. To accommodate the flame/pyro show

Fireworks FX requires a minimum 45 meter perimeter around their equipment. To meet this requirement, the flame and pyro equipment will need to be set up at the soccer field directly behind Bill Johnstone Memorial Park, which is owned by Mount Allison University, who have agreed to the potential venue. Therefore staff would like to formalize an agreement with Mount Allison University Facilities to use their field for the event, if necessary, similar to that used during Fall Fair for the use of their King Street Field. Staff will provide a motion at the February 2016 Regular Council Meeting for Council to consider an agreement with Mount Allison University for the use of their Lansdowne Field on Friday February 19, 2016.

9. Designated Highway 5-year plan revised

Town Engineer Dwayne Acton noted that as a result of the letter that Mayor Robert Berry received on December 22, 2015 regarding a new Municipal Designated Highway program, staff have had to revise the Town's 5 year capital plan for designated highways to adhere to this new program. However, given the fact that the information was only received in late December and that council had already discussed and approved both the Town's Operating and Capital Budgets for 2016. We have reflected this in the revised plan to apply for traditional funding for 2016 as was done in the past. The revised 5 year capital Plan for designated highways utilizing a combination of Traditional funding and Partnering funding for 2016 through to 2020 is attached. The plan starts with a traditional funding approach for 2016 as our budgets have already been approved in early December 2015. The 2016 project would consist of the milling and resurfacing of the final section of Route 940 from Walker Road to the TCH. This would complete the resurfacing of Route 940 within the Town limits. The budgeted numbers consist of total reconstruction and are then broken down into DTI portion, Town Partnering portion and finally Town only portions for this project. Plans were submitted to the province relative to this, before the January 31 deadline noting a motion would not be considered until February 8, 2016.

10. Disposal of Bombardier

Town Engineer Dwayne Acton noted that with the purchase of the new 2016 Trackless Sidewalk plow in late 2015 the Town no longer require the use of the old 1981 Bombardier sidewalk plow. The Bombardier sidewalk plow is still operational and due to the repairs that were spent on the unit to get through last winter we are looking to sell the unit at the March auction with Ritchie Brothers in Truro Nova Scotia. As the Bombardier is fully operational and Ritchie Brothers attracts a large audience worldwide that this is our best option for the sale of this piece of equipment. Lastly, it was noted that similar units like this sell for around \$10 to \$11 thousand dollars at auction.

Councillor Bill Evans asked where funds relative to the disposal of surplus appears in the financials. Treasurer Michael Beal responded that they used to be transferred in the Reserve fund, but now they appear as their own line item within the Operational financials even though they are not technically budgeted for.

11. EOS

Senior Manager of Corporate Projects Jamie Burke noted that as Council is aware, the Town of Sackville has been part of the Federation of Canadian Municipalities Partners for Climate Protection (PCP) Program since 2003. The PCP program is a 5-step process to save energy and reduce carbon emissions at the municipal level. Milestone 1 of the program was completed in 2011 (a baseline emissions study) and Milestone 2 was completed in 2014 when Council agreed to reduce their municipal emissions by 10% and community emissions by 10% by 2021. The attached report outlines a local action plan to reduce energy and carbon emissions, which represents Milestone 3. This includes both a municipal action plan and a community action plan. The action planning process was led by EOS Eco-Energy Inc., who worked with town staff in 2014-2015 to produce the report. Many of the actions noted in the report have already been completed, and therefore, the town is already well advanced with implementing the goals and objectives of the plan. All of the municipal priorities noted in the attached plan are achievable, and many have already been carried out or are currently being implemented. With the adoption of this plan, the Town continues to advance through the Partners for Climate Protection Program. The next steps in the process are Milestones 4 and 5, which focus on the implementation, monitoring and reporting of the actions and priorities noted in the attached report. Staff will provide a motion at the February 2016 Regular Council Meeting for Council to consider endorsing the attached Local Emissions Reduction Action Plan, representing Milestone 3 of the Partners for Climate Protection Program. The plan was also reviewed during the sustainability liaison meeting, hence this advancement to Council this evening.

12. New Brunswick Cultural Coast Annual Membership

Manager Ron Kelly-Spurles noted that the Town of Sackville has been a partner with the New Brunswick Cultural coast. In 2015, the Southeast Tourism Association and the Kent Tourism Association merged with the Cultural Coast, which now represents 13 municipalities from Memramcook and up the New Brunswick shore to Kouchibouguac National Park. The organization is responsible for publishing a variety of brochures and maps, including; the Things to Do in Southeast NB guide; the Cultural Coast Locator map; a motorcycle touring map; and an artisan route map. They are also working on a Culinary Tourism guide as well assisting with product development and liaisons and lobbying with all levels of government. All of these initiatives and publications help to promote the Town of Sackville. The membership fee is based on the municipality's annual budget and the request for this year is \$8,877.58.

Councillor Shawn Mesheau inquired as to what relationship Cultural Coast has with Tourism New Brunswick, to which Ron Kelly-Spurles responded that they work in conjunction with one another on initiatives.

Councillor Margaret Tusz-King asked if there are efforts being sought to gauge what is working tourism wise and what isn't? Ron Kelly-Spurles responded that there is some tracking via trade shows, but this is actually something that is currently under consideration for concrete #'s for stats. As information is established in the future, a report will be presented.

Councillor Joyce O'Neil asked if anything had transpired with the kiosks for villages like Port Elgin? Ron Kelly-Spurles responded that he was not sure if there was anything done, but would ask at the next meeting and report back.

13. VIC Rental Agreement

Manager Ron Kelly-Spurles noted that the Town has rented space in the Visitor Information Centre for many years to Robert Lyons Graphics and the Sackville Craft Gallery. Both groups sell craft produced mainly by local artisans, and are of great interest to visitors to the bureau, and even draw some visitor traffic themselves. Staff are again proposing a three year contact, with an increase from \$850/month to \$900/month for the Craft Gallery, and from \$115/month to \$120/month for Robert Lyon Graphics. Staff are very happy with these tenants and their contribution to the visitor Centre. Staff will provide a motion at the February 2016 Regular Council Meeting for Council to consider the approval of the rental agreement.

Councillor Bill Evans asked what the difference was between the original agreement that was received earlier, and this new revised agreement presented tonight relative to the Craft Gallery. Ron Kelly-Spurles responded that the only difference was that in this revision we will not be asking that they remove their fixtures.

14. Corporate Projects Report

Senior Manager of Corporate Projects Jamie Bure noted that as Council is aware the Town's current Strategic Plan matured at the end of 2015. To ensure the corporation has a clearly set direction over the coming 5-years, an RFP for strategic planning services was issued on October 9, 2015. The RFP closed on October 26th. Thirty-eight packages were requested and thirteen proposals were submitted. Due to other priorities at the end of 2015, staff advised all those who submitted proposals that the review process would commence in early 2016. Staff are currently reviewing the proposals and a short-list will be assembled. Staff will continue to keep Council up to date as the review process continues.

Website Redevelopment –Wireframes, pages, subpages, content, and the overall design are now complete and test browser was launched. The community calendar and a community director are now being finalized. Staff expect the site to be live in February and we are very pleased with the work and progress to date.

MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR RON AIKEN THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL (DISCUSSION GROUP) OF FEBRUARY 1, 2016 AND MOVE INTO CLOSED IN-CAMERA MEETING OF COUNCIL. MOTION CARRIED.