

**SPECIAL MEETING OF COUNCIL  
APRIL 4, 2016 AT 6:30 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor Bob Berry, Deputy Mayor Joyce O’Neil and Councillors Bruce Phinney, Ron Aiken, Bill Evans, Margaret Tusz-King and Ron Corbett. Also in attendance were CAO Phil Handrahan, Treasurer Michael Beal, Engineer Dwayne Acton, Manager of Recreation Programs and Events Matt Pryde, Senior Manager of Corporate Projects Jamie Burke and Assistant Treasurer/Assistant Clerk Mary Dixon.

In-Camera Meeting – 6:30 p.m.

1. RCMP Monthly Report

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

Mayor Berry called the meeting to order.

MOVED BY COUNCILLOR RON AIKEN AND SECONDED BY COUNCILLOR  
MARGARET TUSZ-KING THAT COUNCIL APPROVE THE AGENDA FOR THE SPECIAL  
MEETING OF COUCIL OF APRIL 4, 2016 AS CIRCULATED.  
MOTION CARRIED.

1. RCMP –

(a) Presentation

Cpl Levesque and Sgt Gagne made a presentation to Council. Topics discussed were:

- RCMP priorities during April 2015 to March 2016 which included Drug enforcement, Traffic, Property crime.
- Crime Reduction, which included: prolific offenders, curfew checks, street checks, strategic focus on more serious criminality (i.e. drugs, sexual assault, impaired driving, missing persons, assault, exhibitionism, homicide, motor vehicle accidents, burglary, identity theft, etc.)
- CPO & Member Priorities, which included: youth diversion, adult diversion
- Community partnerships
- Community events (i.e. Police week and Bike Rodeo, Musical Ride, Crime Stoppers BBQ, Seniors Presentation, Detachment tours, Restorative Justice, Pride Parade, Drug Awareness training, International Student rights and expectations in Canada, etc)
- Partnerships with the Province, etc.
- Upcoming Priorities: drug trafficking, traffic/visibility, property crimes

(b) Public Q/A - Police Services & Priorities

- Cell phone use reduction – are we making any progress? Sgt Gagne noted that there has been progress and improvement overall.
- Full Complement – are we almost there? Cpl Levesque noted that we will be at full complement in the next few weeks.
- CPO Officer – where is that position at? Sgt. Gagne noted that we should have more information on that in the next few weeks.

- Drug Trafficking – If the laws on marijuana change, will that change how you work on this? Sgt. Gagne noted that it probably will not because those that are charged with drug trafficking are not only being charged with marijuana trafficking.
- Is Drug use as large an issue as we worry it to be? Yes, due to the type of drugs available. We see a lot of prescription drugs, opiates, etc that are the most addictive and are found in a lot of households, so availability is greater than known.

Councillor Tusz-King closed the presentation by thanking Cpl. Levesque and Sgt. Gagne.

## 2. Street Closure – Mount Allison University Convocation and Fall Commencement

Senior Manager of Corporate Projects Jamie Burke reported that every year, the Town of Sackville and Mount Allison University congratulate and say good bye to the graduating class during convocation in May, and then welcome the new incoming students during the fall commencement in September. To help celebrate convocation the Town closes York Street, from Lansdowne Street to Salem Street, from: 8:45am to 9:30am, and again from 1:45pm to 2:30pm on convocation day. This year’s convocation takes place on Monday, May 16, 2016. Similarly, the town closes York Street (in the same location) to facilitate the commencement procession each fall. The fall commencement is scheduled to take place on Thursday, September 1, 2016 from 6:00pm to 7:00pm. Once again Mount Allison has requested the Town’s help and cooperation to ensure the safety of the procession group, and to again congratulate one class and welcome a new class to the Town of Sackville and to Mount Allison University. A recommendation to close York Street on the dates and times noted above will be presented at the April 11, 2016 Regular Meeting. Given the routine nature of the requests, staff felt it was more efficient to deal with both closures at the same time.

## 3. Fire Department Capital Projects

### (a) Bunker Gear

Fire Chief Craig Bowser reported that bunker gear has a life expectancy of ten (10) years. With proposing \$13,000.00 this year within our 2016 capital projects, this will allow us to purchase four (4) sets of Starfield Lion bunker gear at current rate of \$2,875.00 per set. In budgeting four (4) to five (5) sets per year, this will ensure our inventory of Bunker Gear remains current and the safety of our professional volunteer firefighters is maintained. Please note: due to the volatility in the Canadian dollar this year (2016), we have seen a price increase of \$300.00 per set over last year (2015). It was thus recommended that the Town purchase four (4) sets of Starfield Lion Bunker Gear from Micmac Fire & Safety Source LTD in the amount of \$12,995.00 HST Included. A motion will be brought forward during the regular council meeting of April 11, 2016.

### (b) Helmets

Fire Chief Craig Bowser reported that the firefighter helmets that are in-service today were purchased in 2009. These helmets are not outdated, however, over the last couple of years we continue to receive feedback from our members that the helmets are extremely heavy and are impacting their job duties as they are feeling the impacts of wearer fatigue. In budgeting new firefighter helmets in 2016, it has allowed us to complete an overall assessment of what is currently available and also, what is being used by other departments. In doing so, this will mitigate the risks of wearer fatigue and potentially reduce the risk of a workplace injury. This

said, the officers and firefighters have field tested and evaluated four (4) different helmets from four different suppliers. It is therefore being recommended that the Town purchase forty-five (45) Cairns Traditional Helmets from Acklands Grainger in the amount of \$ 19,684.49 HST Included. A motion will be bought forward during the regular council meeting of April 11, 2016.

Deputy Mayor O'Neil asked if we would be able to donate the outgoing helmets to other departments? Craig Bowser reported that there is still value left in them, as well as life, so the possibility is still there to sell them or donate them.

Councillor Phinney asked if companies were starting to make equipment lighter, yet still just as safe, to which Craig responded that NFPA standards are constantly looking at things like weight, etc. while not taking away from safety.

#### 4. Street Asphalt Patching – Tender #2016-04

Engineer Dwayne Acton reported that the tender package for the 2016 Street Asphalt Patching Tender number 2016-04 was prepared and issued for tender at the end of February 2016. There were 12 tenders packages picked up during the tendering process and during the tender opening on March 22<sup>nd</sup>, 2016, we received 5 Tender bids (refer to tender opening minutes attached). Tender results were evaluated for completeness and all 5 tenders were accepted. The budgeted amount for the 2016 Street Asphalt Patching is \$231,680.00 Net HST. The 2016 budget was reduced by \$25,000.00 during budget approval back in December in order to reach a balanced budget for 2016. Despite the lower cost of oil in 2016, the tendered cost of asphalt has increased from 2015, to our surprise. After the evaluation of the 5 tenders the lowest tender from Dexter Construction Limited from Moncton NB was \$244,816.00 Net HST. Therefore, we are short by \$13,135.00, however, given that we only pay by the tonnage amount that is utilized we will need be evaluating the streets that are required for patching and ensure that we cover all required streets while keeping within our budget. It is our recommendation that we award tender number 2016-04 “2016 Street Asphalt Patching” to Dexter Construction Limited of Moncton NB in the amount of \$267,471.00 HST included. A motion will be brought forward during the regular council meeting of April 11<sup>th</sup>, 2016. We will provide unit pricing in order to stay within budget. We are only going to award up to a maximum amount of tonnage overall based on the unit pricing that was tendered.

#### 5. Sackville Public Library Renovations – Tender #2016-06

Engineer Dwayne Acton reported that the tender package for the Sackville Public Library washroom Renovations/Upgrades Tender # 2016-06 was prepared and issued for tender on February 29<sup>th</sup>, 2016. There were 12 tenders packages picked up during the tendering process and during the tender opening on March 17<sup>th</sup>, 2016, we received 3 Tender bids (refer to tender opening minutes attached). Tender results were evaluated for completeness and all 3 tenders were accepted. The capital budgeted amount for the Library Renovations was approved for \$25,000.00, and the Town of Sackville has also received a Federal Grant under the “Enabling Accessibility Fund” for \$19,500.00, which will be utilized towards the Washroom renovations. We also have \$5000.00 in the operating budget that is utilized towards maintenance for this facility. Therefore, the total available funding towards the Library renovations in 2016 is \$49,500.00. Tender #2016-06 Library Renovations/upgrades After the evaluation of the 3 tenders the lowest tender from Valley Enterprises of Moncton NB was \$24,775.00 plus HST.

RFQ for flooring removal and replacement on Main Level:

Due to the condition of the existing flooring on the main level, the aging carpet is required to be replaced in 2016 and we would like to complete this work at the same time as the washroom renovations as we are looking at doing a few weeks shutdown of the library to complete all of these projects. We have contacted three suppliers/contractors to provide the Town with a quote to remove existing flooring and supply and install new flooring on the entire main level of the library. The three firms who were contacted are FRS, Fundy Carpet and Ritchies Flooring, with the lowest quote coming in from FRS in the amount of \$8,999.00 plus HST. Due to the level of the price, a motion will be drafted and brought to Council for the April 11<sup>th</sup> Council Meeting.

Additional upgrades:

There are three additional projects that we are looking at trying to complete during the renovations/upgrades to the library. These include the painting of the exterior of the building and the painting of the interior of the library on the Main level only, as well as changes to the data and communication capabilities at the facility. Quotes were received for all 3 items and are being recommended as follows:

Exterior Painting = Gerry's Painting in the amount of \$4,200 plus HST

Interior Painting = Silver Lake Painting Inc. in the amount of \$850.00 plus HST, and

Data & Communication Changes = Plexus Connectivity Solutions (contractor for the PNB) in the amount of \$2,271.72 plus HST>

Motions will be brought forward during the regular council meeting of April 11<sup>th</sup>, 2016 relative to the washroom upgrades and the carpeting.

Councillor Tusz-King asked about timing and how long it will take to complete these items because it appears as though it will cause some disruption or even require closure of the library.

Dwayne Acton responded that the province is very accommodating and the library will be closed during the renovations, which are anticipated to take roughly 2-4 weeks to complete.

Councillor Ron Aiken asked why it seems as though we have had a number of budget items that have come back in the tendering process as being over budget and wondered if there may be a problem with budgeting as whole? Dwayne responded that he didn't think his budget numbers were unrealistic, and Michael Beal noted that the US dollar has had a major impact on our capital budget this year, so when we do our estimates 6 months before the tendering process begins, it's hard to know how the volatility of the dollar will impact said predictions.

## 6. Asphalt Paving Various Streets – Tender #2016-07

Engineer Dwayne Acton reported that the tender package for Tender # 2016-07 “Asphalt Paving of Various Street” was completed and issued for tender on March 16th, 2016. This tender closed on Thursday March 31, 2016 @ 11:00 a.m. in Council Chambers. There were 7 tender packages picked up with 5 tenders received. The tender included all streets approved under the Gas Tax Funding program, with the exception of Park Street which will be included in the reconstruction tender package. In addition to the streets approved for gas tax, we also included the milling, tack coat and repaving of 1,400 metres of Route #940 from Walker Rd to the TCH. The tendered work for Route 940 was included in the tender in anticipation of our designated highway funding approval for 2016. However, we have recently been notified that the Town of Sackville will not receive any designated highway funding in 2016, therefore the tender will need to be reduced by \$163,000, which is the cost to complete the requested section of Route 940.

A motion will come forward at the April 11<sup>th</sup> Council Meeting requesting awarding the tender 2016-07 to the lowest bidder being MacDonald Paving and Construction Limited in the amount of \$523,207.52 plus HST.

## 7. RFQ – Ball Field Lighting

Engineer Dwayne Acton reported that as a result of several lights and ballast failures to the ball field lighting system we have planned to upgrade the current lighting system at the Chester Cole Memorial ball field to the new LED technology. Due to the cost of switching the lights to LED we have planned to complete this lighting project in phases. The first phase was presented and approved by Council as part of the 2016 Capital budget process. As we currently have 6 lights that have failed, we have budgeted for and plan to replace 6 lights in 2016. Therefore we issued an RFQ for pricing to supply and install 6 new LED lights at the ball field in 2016. We have requested and received pricing from 3 local firms as part of the RFQ process. The three local firms are Tantramar Electric Ltd., Black and McDonald Ltd. and Roadway Systems Ltd. The RFQ results are as follows:

|                         |   |             |              |
|-------------------------|---|-------------|--------------|
| Tantramar Electric Ltd. | = | \$16,156.18 | HST Included |
| Black and McDonald Ltd. | = | \$20,001.00 | HST Included |
| Roadway Systems Ltd.    | = | \$19,208.87 | HST Included |

The Town has determined that there may be additional funding through a program with ACOA that the ball field lighting replacement program to new LED technology would qualify for. We are in the process of applying for additional funding to help with future light replacement for the ball field. If this funding is approved we likely will not receive this money until 2017 and will likely require matching funds. Approved Capital Budget for Ball Field Upgrades was \$15,000.00 Plus HST. We would recommend that the award the RFQ # 2016-03 “Ballfield Lighting upgrade” be awarded to the lowest quotation from Tantramar Electric Ltd. in the amount of \$16,156.18 HST included. A motion will be brought forward during the regular council meeting of April 11<sup>th</sup>, 2016.

## 8. Waterfowl Park Tower

Treasurer Michael Beal reported that a letter had been received from The Rotary Club requesting that the lookout that was once standing be re-built as part of the Waterfowl Park Upgrades. This was then discussed with Todd Cole, Manager of Parks & Facilities to come up with the information below:

- Old lookout was built pre 2000, not sure exact date. It was removed in 2009 due to the unsafe condition of the structure. It had to be repaired a number of times in 2007 and 2008 due to vandalism and age.
- Due to its location, it had been used as a hangout location and viewing had become limited over time due to natural growth in the area. It wasn't serving its purpose well.
- Wayne Harper had discussed this item with Todd Cole a few years back. It was suggested at the time that Rotary could do some labour to help construct it but due to Liability we would be unable to accommodate that.
- No promise was made that the lookout would be re-built but it was always part of Parks & Facilities plan to rebuild the structure at some time when budget funds allowed it to be done. The estimate cost of rebuilding would be approximately \$10,000 due to the need for proper footings (helical coils) and the use of heavy timber lumber. Budgets needed to be cut back in 2016 and therefore no funding was allocated for this in 2016.

The Town completed 100% of the Boardwalk replacement program with the final phase of that project done last summer. The Park is now 95+% completed with the boardwalk upgrades; but a few things remain to be done with some small bridge work, minor trail work and this lookout to be done when budget funds are available. We would recommend that it be moved to a new location, as per the photo attached. This location would put it on the main trail about 150 meters

from Doncaster Bridge. The recommendation would be to make a request for this final phase in future Budgets and perform rebuilding this structure when the funds are available.

#### 9. Consolidation of lands at Lilas Fawcett Park

Engineer Dwayne Acton reported that the property at Lillas Fawcett Park currently consists of three separate PID numbers (PID 70048574, 70048277 and 70048343). As a result of the Life Guard Facility building that was constructed in 2015, and any future potential projects in the park, it was determined that this property needs to be consolidated into one PID number. After consultation with Stewart McKelvey, we have determined that in order for the Town to consolidate these three properties we need to follow a three step process. The first is the Land Title conversion, followed by harmonization of covenants and finally the administrative consolidation. In step one the Town is required to execute an appointment to authorize Stewart McKelvey to be our agent and are able to act on the Town's behalf and an Affidavit of applicate is required for each PID number. As well, during step number two the Town has to execute a transfer document that will transfer from the Town to the Town and attach the restrictive covenants to the third parcel PID # 70048574. Finally, once the land transfer has been registered then Stewart McKelvey can proceed with the administration consolidation. As a result of this complete process we will require the mayor and clerk to sign and seal several documents as part of this consolidation.

Councillor Evans as what this will cost the Municipality to perform, to which Dwayne Acton responded that it would be approx. a couple thousand dollars. Michael Beal noted that this would come out of the Finance line item for Solicitor, as all other legal fees do. Phil Handrahan noted that this is simply a housekeeping item overall, but should be taken care of.

#### 10. By-Law No. 249, Town of Sackville Municipal Heritage Conservation Area By-Law (First Reading)

Senior Manager of Corporate Projects Jamie Burke reported that as reported in March, work has continued on the development of a revised Heritage Bylaw. The statutory public hearing on the revised by-law took place on March 30, 2016. This was the second public hearing on the document – which was been revised since the first hearing on January 25, 2016. The most recent version is essentially a revision to the existing by-law (as opposed to creating an entirely new document) and includes some of the comments made at the public hearing, as well as some of the original language that was included in the first drafts. The working group has continued to work through the difficult areas of the document which were subsequently reviewed and further tweaked by our solicitor. The most recent revision represents the evolution of the by-law review process, indicating that the document has changed as the public process has been carried out. This is both normal and common for a by-law review process for such a complex document. At this point in time, staff are recommending that Council proceed with first reading of the By-law at the Discussion Group Meeting on April 4, 2016. In addition, and as noted above, the working group has continued to work through the revised by-law which have resulted in additional minor refinements, along with integrating any non-substantial changes that are raised at the public hearing. As such, Staff are forwarding this evening an updated copy of the By-Law. Council is permitted to make minor changes to the by-law up to third reading. If substantial changes are introduced to the by-law after the public hearing, then a third hearing is required.

MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR MARGARET TUSZ-KING THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 249, TOWN OF SACKVILLE MUNICIPAL HERITAGE CONSERVATION AREA BY-LAW.  
MOTION CARRIED.

11. RFP – Strategic Planning Services

As reported and discussed at the March Discussion Group Meeting, staff have scheduled interviews with the three shortlisted companies in response to RFP 2015-12 for strategic planning services. The RFP was issued on October 9, 2015 and closed on October 26 with thirteen proposals being submitted. Interviews have been arranged for April 6, 2016. Therefore, staff are expecting to advance a motion to award the work at the April 11, 2016 Regular Meeting. Once approved, this will allow the work to commence in the spring with the consultant carrying out the necessary public consultation in May/June, drafting the document over the summer, consulting with the public again in September/October and then completing the process in the fall of 2016. This would see the process initiated under the current Council, and then completed after the municipal elections which was noted during the March meeting.

12. Corporate Climate Change Plan

In October 2015, Council authorized EOS Eco Energy Inc. to complete a climate change adaptation plan for the Town of Sackville. A Terms of Reference for the work was drafted and endorsed to keep the project on track and to clarify roles and deliverables. In short, the intent of the plan was to contain a summary of the impacts and vulnerabilities that face our community, the priority areas and actions, along with the resources and timelines needed for implementation. EOS successfully received funding from the New Brunswick Environmental Trust Fund in 2015 to complete a Climate Change Adaptation Plan for the Town. A draft of the plan has now been completed by EOS following several working group meetings in January, February and March. The draft plan was made available for public feedback during a presentation by Mike Johnson, Cumberland County's EMO Coordinator, on February 24, 2016. The presentation focused on emergency preparedness and the contents of a 72-hour emergency kit and staff used the event as an opportunity to present the plan to the public and obtain feedback. The working group met to discuss the comments received and the plan was further refined. There has already been a significant amount of research and consultation on climate change carried out in our community, which this plan demonstrates. In addition, during other plan making processes, such as the recent Municipal Development Plan, comments have been made regarding the need to prevent further development within the floodplain, along with the development of relocation strategy. While current zoning requirements have worked very effectively to date at discouraging development in the floodplain (and the requirements were further developed during the 2015 Municipal Plan Review process), a relocation plan is a much larger and complex initiative which is outside the scope of this Climate Change Adaptation Plan. Embarking on this plan shows that we recognize our geography as a low-lying coastal region that is susceptible to the impacts of climate change. Having clearly identified priorities and actions on issues such as flooding, highway closures, etc. outlined in one plan will help our municipality adapt moving forward – both with succession planning and establishing priorities. Furthermore, it will also demonstrate our commitment to climate change adaptation to senior levels of government who we will ultimately rely on for future funding. A motion to adopt the plan will be presented at the April 11, 2016 Regular Meeting.

Councillor Tusz-King asked if the deforestation around Silver Lake was talked about during the plan development process. If not, is this something that we want to address? Jamie Burke responded that the storm water management plan should address things like overflow of water, etc, that are results of things like deforestation. This will help us lean towards correcting other issues like deforestation through future planning, etc.

### 13. Provincial Report

- (a) Final Report Development of Regions Summit
- (b) Minister Brian Kenny Correspondence – March 1, 2016

Senior Manager of Corporate Projects Jamie Burke reported that The *Final Report: The Development of Regions, by the Regions*, was forwarded to Council on March 10, 2016. The report is a summary of the Province-wide Development of Regions Summit that was held on November 13 and 14, 2015 in Mirimichi. This event was preceded by a first Summit on June 13 and 14, 2015 in Dalhousie. It is staff's understanding that both summits were organized and hosted by l'Association francophone des municipalités du Nouveau-Brunswick (AFMNB) and the Union of Municipalities of New Brunswick (UMNB). The report details a variety of recommendations around the topics of regionalization, legislative reform, governance and the capacity of communities, economic development, urban/rural development, mobilization and involvement of communities and relations between governments. There is a sense of urgency at the Provincial level to convert the recommendations noted in the report into an Action Plan. The report includes an aggressive process to advance the recommendations to an agreed upon action plan with the assignment of responsibilities and specific dates. The next steps – over the short term – include the distribution of the document to municipalities to allow a short period of time for reaction. The report indicates that actions will be taken over the Spring and Summer. The report should be discussed and any concerns or suggested actions - relative to the implications for the Town of Sackville - should be noted so a formal response can be forwarded to the Development of Regions Summit team as soon as possible.

In addition, the attached letter from the Hon. Brian Kenny, Minister of Environment and Local Government, outlines some of the key points from the Budget that may affect local governments. This letter clearly notes the Provincial Government's intentions of moving forward with local government reform, including modernizing the legislation, voluntary restructuring, and an increased role for Regional Service Commissions. The two documents share many similarities, and therefore, should be evaluated at the same time, with any concerns or suggestions actions being raised so a response can be forwarded on to the Minister.

MOVED BY COUNCILLOR MARGARET TUSZ-KING THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF APRIL 4, 2016 AND MOVE INTO THE CLOSED/IN-CAMERA PORTION OF THE MEETING.