

**SPECIAL MEETING OF COUNCIL
JULY 4, 2016 AT 7:00 P.M.
COUNCIL CHAMBERS, TOWN HALL**

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

Mayor John Higham called the meeting to order and announced that there was a change to the agenda as follows: Sackville Schools 2020 has been moved to the first order of business, and the Public Hearing will become the second item on the agenda.

16-115 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA AS AMENDED.
MOTION CARRIED.

1. Sackville Schools 2020 –

A presentation was made to Council by Craig Evans. Craig spoke to how the initiative developed and has begun to be organized, where they would like to go and how they can get there. Mayor Higham asked for clarification on the municipality's role in this project, to which it was determined that this be taken into consideration during the Strategic Plan development for the Town.

2. Public Hearing – Amend the Town of Sackville Zoning By-Law to permit Drive-Thru's

A public hearing was held regarding the request to amend the zoning by-law to permit drive thru's in the Highway Commercial zones within the Municipality. The Hearing was led by Jesse Howatt of Region 7 Planning Services. He provided an overview of the application, and he highlighted the Town's current Municipal Plan as well as the background of drive thru's which were approved in 1994 and permitted until a bylaw amendment in 2001 which prohibits drive thru's.

Mayor Higham then passed the floor to the Public. Several members of the public spoke for and against the proposed amendment citing their reasons. As well, Councillors were provided the opportunity to ask questions for clarification and understanding in order to better assess their own standing.

Council then moved the following motion:

16-116 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY DEPUTY MAYOR JOYCE O'NEIL THAT THE COUNCIL OF THE TOWN OF SACKVILLE UNDER THE AUTHORITY VESTED IN IT BY SECTION 34 AND IN ACCORDANCE WITH SECTION 68 OF THE COMMUNITY PLANNING ACT, AMENDS BY-LAW NO. 244, THE TOWN OF SACKVILLE ZONING BY-LAW AND ENACTS AS FOLLOWS:

1. BY-LAW NO 244 IS AMENDED BY ADDING THE DEFINITION OF DRIVE THRU TO SECTION 1.1 DEFINITIONS OF PART 1: TITLE AND DEFINITIONS AS FOLLOWS:

“DRIVE THRU MEANS AN ACCESS ROUTE ADJACENT TO AN ESTABLISHMENT THAT IS DESIGNED FOR VEHICLES TO TRAVEL AND ENABLE CUSTOMERS TO ORDER AND OBTAIN FOOD AND/OR BEVERAGE SERVICES WHILE IN THEIR VEHICLE.”

2. FURTHER, BY-LAW NO 244 IS AMENDED BY ADDING TO PART 6: HIGHWAY COMMERCIAL ZONE: HC, 6.1 USES A) PERMITTED USES, THE FOLLOWING: “XI) DRIVE THRU”
3. FURTHER, BY-LAW NO 244 IS AMENDED BY ADDING TO PART 6: HIGHWAY COMMERCIAL ZONE: HC, 6.1 USES, AS FOLLOWS: “E) ANY DRIVE THRU SHALL INCORPORATE THE FOLLOWING DESIGN STANDARDS:
 - i) BUSINESSES PROVIDING DRIVE THRU SERVICES SHALL PROVIDE THE MINIMUM STACKING FOR VEHICLE QUEUING ON THE PROPERTY OF THE ESTABLISHMENT AS FOLLOWS:
 - a. TEN (10) INBOUND QUEUING SPACES FOR VEHICLES APPROACHING THE ORDER BOARD
 - b. TWO (2) OUTBOUND QUEUING SPACES ON THE EXIT SIDE OF THE PICK-UP WINDOW
 - ii) QUEUING SPACES SHALL BE A MINIMUM OF 6.5 METRES IN LENGTH AND 3 METRES IN WIDTH.
 - iii) QUEUING LANES SHALL BE CLEARLY DEFINED BY RAISED CURBS, LANDSCAPING OR OTHER TRAFFIC DEVICES TO ENSURE TRAFFIC SEPARATION BETWEEN DRIVE THRU LANES AND GENERAL ON SITE TRAFFIC AREAS SUCH AS BUT NOT LIMITED TO PARKING LOTS, LANEWAYS AND ACCESSES.
 - iv) QUEUING LANE EXITS SHALL ENSURE CLEAR VISIBILITY FOR VEHICLES EXITING THE SITE.

READ A FIRST TIME THIS 4TH DAY OF JULY 2016.

AYE VOTES WERE RECORDED FROM DEPUTY MAYOR JOYCE O’NEIL AND COUNCILLOR BRUCE PHINNEY.

NAYE VOTES WERE RECORDED FROM COUNCILLORS ALLISON BUTCHER, ANDREW BLACK, BILL EVANS, MEGAN MITTON AND MICHAEL TOWER.
MOTION DEFEATED.

3. Policy/By-Law

- (a) Sackville Arts Wall –Governance Guidelines
- (b) Proposed By-Law No. 237, A By-Law Respecting the Procedure and Organization of Council
- (c) Proposed Terms of Reference – 2016 Councillor Liaison Responsibilities

Donna Beal noted that the Policy/By-Law Liaison Meeting was held on Monday June 20, 2016. The meeting group reviewed By-Law No. 251 (Formerly No. 237), A By-Law Respecting the Procedure and Organization of Council together with the Terms of Reference – 2016 Council Liaison Responsibilities. With the name change of Sustainability to Corporate Affairs and Strategic Development and the need to make that amendment to the By-Law and also with a newly developed Terms of Reference, a complete review was done. With regard to the Sackville Arts Wall Governance Guidelines, in May of 2015 the Governance Guidelines were approved by Council. In those Guidelines it was indicated that the Mayor would appoint one member of Town

Council as Chairperson to the Sackville Arts Wall. The Mayor has appointed two members of Council, therefore, that change has been reflected in the Guidelines to be reapproved by Council. A motion will be brought forward at the Regular Council Meeting of July 11, 2016 for Council to consider the approval of the Sackville Arts Wall Governance and also consider first reading of By-Law No. 251, A By-Law Respecting the Procedure and Organization of Council.

4. Overhaul of Compressor – Civic Centre

Engineer Dwayne Acton spoke to this item as follows: The Civic Centre ice plant runs on two compressors that either rotate back and forth to maintain the temperature for the ice sheet or both run at the same time under extreme conditions to maintain the temperature of the ice. It is recommended by CIMCO that the compressors be overhauled every 12,000 hours. We rotate the maintenance on the compressors to stay in line with the ice maintenance budget by only servicing one compressor a year as needed. Compressor two was schedule to be overhauled last year, however, after consultation with CIMCO it was felt that compressor two was not quite at the 12,000 hour mark and we had some minor work done over the season that the overhaul could be put off until 2016. The attached quote of \$6,787 + HST from CIMCO is to overhaul compressor #2 to bring it in line with the recommended service for this equipment. We are also looking to add a VFD Drive to the condenser, as we have had the condenser fan freeze up a few times over the past couple of years because the fan will shut down at night when the plant is not running, the VFD drive will save the town money as the fan will communicate with the 6000E upgrade and only call for the fan to be on when needed, and eliminate the freeze up issue by running at a low speed overnight. Currently the condenser fan either runs wide open or it's off. The cost of the VFD drive is \$5,000.00 + HST. The total cost of this upgrade is \$11,787.00 plus HST. This upgrade was planned and will be paid out of the operating budget. A motion will be brought forward at the Regular Council Meeting of July 11, 2016 for Council to consider.

5. Recreation Programs & Events

Manager of Recreation Programs and Events Matt Pryde spoke to his report as follows: September 14-18, 2016 will mark the 16th year of the Sackville Fall Fair. Each year Council approves a variety of motions concerning the Fair, including street closures to accommodate the tent and the parade route, a \$3000 investment in Family Day at the Doncaster Farm, and agreement with Mount Allison to use the King Street Field, the approval of a sound company expenditure, the necessary approval to seek a liquor license and the popular fireworks display.

Fireworks

Each year the Fall Fair hosts a fireworks display on the Friday night of the event. Traditionally, we have spent \$7999, taxes included, on the show. This year, we had two companies submit proposals based on the \$7999 price (MAC Fireworks and Fireworks FX). Both companies submitted strong proposals, as noted below:

1. MAC Fireworks: 10-12 minutes, 2072 shots, 204 effects at 50mm. Focuses on effects higher in the air.
2. Fireworks FX: length not specified, 1521 shots, 229 effects 50mm. Consists of several ground level effects.

Staff recommends MAC Fireworks to continue as our provider for 2016. Staff have based our recommendation on the number of effects overall, the length of the show, and the number of larger effects during the show. We have also been very pleased with the company over the past 3 Fall Fairs.

Sound Equipment

The Fall Fair has a variety of sound needs to ensure the success of the musical acts. These include high quality and professional audio equipment and technicians at Family Day at the Doncaster Farm, the main tent and, for the first time, operating a teen video dance at the Civic Centre on September 17, 2016. We sent out a request for quotes to 3 different audio companies and received pricing from only one:

1. Sound Specialist Inc: \$6,732.26 tax included

In 2015, Sound Specialist Inc provided the audio services and were very well received by the musicians and patrons. Staff recommend that Sound Specialist Inc. provide the 2016 Fall Fair audio services.

King Street Parking Lot Field

On the evening of Friday, September 16th and the afternoon/evening of Saturday, September 17th, staff have booked Ground Zero Laser Tag and Bounce Kingdom Party Rentals to operate on the King Street Parking Lot Field. Given that the property is owned by Mount Allison, we are required to enter an agreement (attached) to use the field. This agreement has been signed for several years now and the space has served the Town well.

Street Closures

1. Fall Fair Parade Route
 - a. Closure of Main St from King St to Queens Rd, and Queens Rd from Main St to Salem St.
2. Tent Location
 - a. Closure of Ford Lane to York St from Friday, September 16th to Sunday September 18th to accommodate placing the tent in the parking lot between the Post Office and Goya's Pizza.

Family Day Grant

Each year \$3,000 is given to the organizers of the Family Day at the Doncaster Farm event to cover costs associated with cash prizes, some of the musical acts and other petty cash needs. An expenditure report is submitted to staff following the event.

Liquor License

Each year alcohol is served in the Fall Fair Tent during the Friday and Saturday night concerts. Last year, the entire tent was licensed, and the feedback was overwhelmingly positive. As a result, we would like to do the same in 2016. Staff would like to ask Council for the appropriate approval to see a liquor license from the province of New Brunswick. Motions will be brought forward at the Regular Council Meeting of July 11, 2016 for Council to consider.

6. Capital Borrowing Application

Assistant Treasurer/Acting Assistant Clerk Mary Dixon reported on this as follows: At the June 6, 2016 Council Meeting the following resolution was passed by Council:

- o "I MOVE THAT COUNCIL AUTHORIZE STAFF TO SUBMIT AN APPLICATION UNDER THE DEPARTMENT OF ENVIRONMENT AND LOCAL

GOVERNMENT COMMUNITY FUNDING CLEAN WATER AND WASTEWATER FUND FOR THE LORNE STREET INFRASTRUCTURE UPGRADE WITH STORM WATER MITIGATION AND AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL ANY NECESSARY DOCUMENTS.”

The application has been submitted to the Province at which time we continue to wait for announcement. The application submitted has a total project budget of \$5.4 Million dollars and under standard cost sharing agreements that would mean \$1.8 million for each the Federal Government, Provincial Government and the Town of Sackville. Current reserve Fund Balances are approximately \$970,000 therefore leaving the Town with NET other financing (borrowing or capital out of revenue) of approximately \$830,000. The motion will be for the full amount of \$5.4 million so that we can obtain interim financing while we pay our bills and wait for reimbursement. The financing will be contingent on Infrastructure Funding being received.

7. Upcoming Motions – Technology and Amendment to Street Traffic By-Law

Assistant Treasurer/Acting Assistant Clerk Mary Dixon reported on the Technology item as follows: The 2016 Capital Budget contained an amount of \$50,000 for Technology Upgrades. Attached is a quote that MTA IT received from the Dell supplier for upgrading of our existing Sonic Walls at the following locations:

- Town Hall (Existing Sonic Wall installed in 2012)
- Civic Centre (Existing Sonic Wall installed in 2011)
- Public Work (Existing Sonic Wall installed in 2006 reached end of support)
- Library, No Current Sonic Wall in Place

Sonic Walls usually have a 5 to 7 year useful life before they need replacement with newer technology. We have been using sonic walls for more than 10 years with success. The new sonic walls will provide us with firewall protection (prevents hacks), virus protection, network monitoring, VPN Network (New). This upgrade will cover off several projects that we have been working at with Mount A through the IT department. As this part of the project has a Vendor Purchase over \$6,000 we will require a motion of Council to authorize the purchase. We are not going to tender for this item because it is under the \$25,000 threshold. We will be presenting a motion at the July 11, 2016 Council meeting authorizing the purchase of replacement sonic walls including switches and wireless access points.

Engineer Dwayne Acton reported on the Amendment to the Traffic By-Law as follows: The intersection at Main and Salem has seen some recent changes. The stop line has been moved out in order to bring traffic perpendicular to Main Street, which is much safer for all traffic. A median was also painted in to properly delineate the lanes on Main in order to provide for better flow. With this, it is now being requested that Council approve an amendment to By-Law No. 231, Town of Sackville Street Traffic By-Law, Schedule J, to add a “No Left Turns” to the list showing that there are no longer left turns allowed from Main Street onto Salem Street.

16-117 MOVED BY DEPUTY MAYOR JOYCE O’NEIL AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF JULY 4, 2016 AND MOVE INTO THE CLOSED/IN-CAMERA MEETING. MOTION CARRIED.