

**COUNCIL MEETING OF  
MONDAY, SEPTEMBER 12, 2016 AT 7:00 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. QUESTION PERIOD
4. DISCLOSURE OF INTEREST
5. MINUTES

Regular Council Meeting August 8, 2016 (Page 3)  
Special Meeting of Council Closed In-Camera September 6, 2016 (Page 8)  
Special Meeting of Council September 6, 2016 (Page 9)  
Special Meeting of Council Closed In-Camera (Part II) September 6, 2016 (Page 12)

6. BUSINESS ARISING FROM THE MINUTES
7. BILLS AND PAYROLL – AUGUST

General Government	\$ 478,582.83
General Capital	\$ 119,817.59
Utility Government	\$ 19,776.75
Utility Capital	\$ 29,198.85
Salaries	\$ 223,208.55
	(Pages 13 & 14)

8. SOUTHEAST REGIONAL SERVICES
  - i) Regional Service Commission – Mayor John Higham
  - ii) Planning – Lori Bickford (Page 15)
9. PROCLAMATION – NATIONAL COACHES WEEK SEPTEMBER 17-25, 2016
10. CAO REPORT – Phil Handrahan (Page 16)
11. REPORTS
  - A) Finance & Administration  
Liaison Councillors Michael Tower and Ron Aiken
    - i) Report from the Treasurer (Page 17)
    - ii) By-Law Enforcement Report (Page 23)
    - iii) Animal Control Report (Page 24)

- B) Tourism & Business Development
    - Liaison Councillors Megan Mitton and Ron Aiken
    - i) Report from Tourism & Business Development (Page 25)
  
  - C) Public Property & Facilities
    - Liaison Councillors Bruce Phinney and Michael Tower
    - i) Report Public Property & Facilities (Page 32)
  
  - D) Recreation Programs & Events
    - Liaison Councillors Allison Butcher and Bruce Phinney
    - i) Report Recreation Programs & Events (Page 37)
  
  - E) Public Safety
    - Liaison Councillors Joyce O’Neil and Andrew Black
    - i) Report Public Safety
      - RCMP Report (Page 39)
      - Fire Chief Report (Page 40)
      - CPO Report (Page 41)
  
  - F) Policy/By-Law
    - Liaison Councillors Andrew Black and Bill Evans
    - i) Report Policy/By-Law (Page 42)
  
  - G) Personnel
    - Liaison Councillors Bill Evans and Joyce O’Neil
    - i) Report Personnel (Page 43)
  
  - H) Corporate Affairs & Strategic Development
    - Liaison Councillors Megan Mitton and Allison Butcher
    - i) Report Corporate Affairs & Strategic Development (Page 44)
12. NEW BUSINESS
13. QUESTION PERIOD (Press First)
14. ADJOURN

**COUNCIL MEETING OF  
MONDAY, AUGUST 8, 2016 AT 7:00 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor John Higham, Deputy Mayor Joyce O’Neil, Councillors Bruce Phinney, Allison Butcher, Ron Aiken, Andrew Black, Bill Evans, Megan Mitton and Michael Tower. Also in attendance were CAO Phil Handrahan, Clerk Donna Beal, Treasurer Michael Beal, 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 Michael Green, Planner Lori Bickford, Press Katie Tower and Bruce Wark.

1. CALL MEETING TO ORDER

Mayor John Higham called the meeting to order.

2. APPROVAL OF AGENDA – Regular Council Meeting August 8, 2016

#16-137 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR RON AIKEN THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF AUGUST 8, 2016 AS CIRCULATED. MOTION CARRIED.

3. QUESTION PERIOD

4. DISCLOSURE OF INTEREST

Mayor John Higham asked if there were any disclosures of interest to declare. There were none.

5. MINUTES

Regular Council Meeting, July 11, 2016

#16-138 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF JULY 11, 2016 AS CIRCULATED. MOTION CARRIED.

Special Meeting of Council – August 2, 2016

#16-139 MOVED BY COUNCILLOR RON AIKEN AND SECONDED BY COUNCILLOR MEGAN MITTON THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF AUGUST 2, 2016 AS CIRCULATED. MOTION CARRIED.

Special Meeting of Council Closed In-Camera – August 2, 2016

#16-140 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR MEGAN MITTON THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF AUGUST 2, 2016 AS CIRCULATED. MOTION CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

7. BILLS AND PAYROLL – JULY 2016

#16-141 MOVED BY COUNCILLOR RON AIKEN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ACCEPT THE BILLS AND PAYROLL FOR THE MONTH OF JULY 2016 AS FOLLOWS: GENERAL GOVERNMENT \$609,378.66; GENERAL CAPITAL \$186,885.18; UTILITY GOVERNMENT \$85,095.45; UTILITY CAPITAL \$56,588.82; AND SALARIES \$244,526.89. MOTION CARRIED.

Treasurer Michael Beal gave a brief overview of the Bills and Payroll for the month of July.

8. SOUTHEAST REGIONAL SERVICES

i) Regional Service Commission – Mayor John Higham

Mayor John Higham noted that there was no Regional Service Commission meeting in July and therefore there was no report. Mayor Higham also noted that the next Service Commission Meeting is scheduled for the third Tuesday of August.

ii) Planning – Lori Bickford

Planner Lori Bickford noted that year to date there has been 23 building permit issued at a construction value of \$1,972,000. It was also noted that the Planning Review and Adjustment Committee passed a motion regarding a Bed & Breakfast.

Planner Lori Bickford then referred the Drive Thru report that she has been working on and noted that a copy of that report was just been provided to Council. It was noted that the report contained five options and that Council will need to thoroughly review and discuss the report and all options contained within.

9. CAO REPORT – Phil Handrahan

CAO Phil Handrahan noted that his report could be found on page 19 and noted some of the highlights within his report including noting the Grand opening of the Bridge Street and thanked the businesses on Bridge Street for their support and patience during the Bridge Street Reconstruction Project.

## 10. REPORTS

- A) Finance & Administration  
Liaison Councillor Michael Tower and Councillor Aiken
  - ii) Report from the Treasurer
  - iii) By-Law Enforcement Report
  - iv) Animal Control Report

Councillor Ron Aiken noted some of the highlights throughout the Finance Report located on pages 20 through 26 and also noted the statics of the By-Law Officers Report and Animal Control Report.

- B) Tourism & Business Development  
Liaison Councillor Megan Mitton and Councillor Ron Aiken
  - i) Report from Tourism & Business Development
  - ii) MainStreet Redevelopment

Councillor Ron Aiken noted that the Report could be found on page 27 of the Council Package and provided many of the details of the Report.

- C) Public Property & Facilities  
Liaison Councillor Bruce Phinney and Councillor Michael tower
  - i) Report Public Property & Facilities

Councillor Michael Tower highlighted the Report found in the Council Package on page 31.

#16-142 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY DEPUTY MAYOR JOYCE O'NEIL THAT COUNCIL AUTHORIZE VEOLIA TO SUPPLY AND INSTALL WELL PUMP NO. 2 AT THE WATER TREATMENT PLANT IN THE AMOUNT OF \$23,387.00 PLUS H.S.T. MOTION CARRIED.

#16-143 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR RON AIKEN MOVE THAT COUNCIL ASSENT TO THE FINAL SUBDIVISION PLAN OF THE KENRIDGE PARK SUBDIVISION UNIT 1, PHASE 1 AND 2 WHICH RESULTS IN COUNCIL AGREEMENT TO THE ASSUMPTION OF THE ROADWAY KNOWN AS BURMAN STREET EXTENSION OF MEADOW LANE, AS SHOWN ON THE SUBDIVISION PLAN. MOTION CARRIED.

- D) Recreation Programs & Events  
Liaison Councillor Allison Butcher and Councillor Bruce Phinney
  - i) Report Recreation Programs & Events

Councillor Allison Butcher noted that the Report could be found on pages 34 and 35 of the package and provided many of the highlights of the Report.

#16-144 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BILL EVANS THAT COUNCIL GRANT THE TEMPORARY STREET CLOSURE OF YORK STREET FROM SALEM STREET TO MAIN STREET, AS WELL AS MAIN STREET FROM YORK STREET TO TOWN HALL FROM APPROXIMATELY 5:45 P.M. TO 6:15 P.M. ON SEPTEMBER 22, 2016 TO ACCOMMODATE THE PRIDE PARADE. MOTION CARRIED.

- E) Public Safety  
Liaison Councillor Joyce O’Neil and Andrew Black
  - i) RCMP, Fire Chief Report, CPO Report

Councillor Andrew Black and Deputy Mayor Joyce O’Neil highlighted the Report found on pages 36, 37 and 38 of the Council Package.

#16-145 MOVED BY DEPUTY MAYOR JOYCE O’NEIL AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DECLARE 45 BULLARD FIREFIGHTING HELMETS AS SURPLUS AND AUTHORIZE THE CAO TO PROCEED WITH DISPOSAL BY INDIVIDUAL SALE AS HE DEEMS NECESSARY AT A PRICE OF \$45.00 EACH PLUS HST. MOTION CARRIED.

- F) Policy/By-Law  
Liaison Councillor Andrew Black and Councillor Bill Evans
  - i) Report Policy/By-Law

Councillor Andrew Black advised that the Report could be found on page 39 of the Council Package and noted the main areas of the Report.

#16-146 MOVED BY COUNCILLOR ANDREW BLACK AND SECONDED BY COUNCILLOR BILL EVANS THAT COUNCIL GIVE SECOND READING SECTION BY SECTION TO BY-LAW NO. 251, A BY-LAW RESPECTING THE PROCEDURE AND ORGANIZATION OF COUNCIL. MOTION CARRIED.

#16-147 MOVED BY COUNCILLOR ANDREW BLACK AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 251, A BY-LAW RESPECTING THE PROCEDURE AND ORGANIZATION OF COUNCIL. MOTION CARRIED.

- G) Personnel  
Liaison Councillor Bill Evans and Councillor Joyce O’Neil

Deputy Mayor Joyce O’Neil provided the highlights in the Report found on page 41 of the Council Package.

#16-4148 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR MEGAN MITTON THAT COUNCIL AUTHORIZE THE FOLLOWING PEOPLE TO ATTEND THE UNION OF MUNICIPALITIES OF NEW BRUNSWICK CONFERENCE IN FREDERICTON, N.B. FROM SEPTEMBER 30, 2016 TO OCTOBER 2, 2016 AND REPORT BACK TO COUNCIL: MAYOR JOHN HIGHAM, DEPUTY MAYOR JOYCE O'NEIL, COUNCILLORS BRUCE PHINNEY, ALLISON BUTCHER, RON AIKEN, AND MICHAEL TOWER. MOTION CARRIED.

- H) Corporate Affairs and Strategic Development  
Liaison Councillor Megan Mitton and Councillor Allison Butcher
  - (i) Report

Councillor Allison Butcher noted that the Report could be found on pages 42 and 43 of the Council Package and detailed the highlights within the Report. Senior Manager of Corporate Projects Jamie Burke gave an outline of the process moving forward with the Town's Strategic Plan.

11. NEW BUSINESS

There was no new business.

12. QUESTION PERIOD

13. ADJOURN

#16-149 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT THE REGULAR COUNCIL MEETING OF AUGUST 8, 2016 BE ADJOURNED. MOTION CARRIED.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Acting Assistant Clerk

**CLOSED/IN-CAMERA MEETING OF COUNCIL  
TUESDAY, SEPTEMBER 6, 2016 AT 5:30 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor John Higham, Deputy Mayor Joyce O’Neil, Councillors Bruce Phinney, Allison Butcher, Ron Aiken, Andrew Black, Bill Evans, Megan Mitton and Michael Tower. Also in attendance were CAO Phil Handrahan, James LeMesurier, LLP from Stewart McKelvey and Assistant Treasurer/Acting Assistant Clerk Mary Dixon.

1. File No. HR - 2014-01

MOVED BY COUNCILLOR BILL EVANS THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL CLOSED IN-CAMERA SEPTEMBER 6<sup>TH</sup>, 2016. MOTION CARRIED.

---

Mayor

---

Clerk

---

Acting Assistant Clerk



**SPECIAL MEETING OF COUNCIL  
SEPTEMBER 6, 2016 AT 7:00 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor John Higham, Deputy Mayor Joyce O’Neil, Councillors Bruce Phinney, Allison Butcher, Ron Aiken, Andrew Black, Bill Evans, Megan Mitton and Michael Tower. Also in attendance were CAO Phil Handrahan, Treasurer Michael Beal, Engineer Dwayne Acton, Senior Manager of Corporate Projects Jamie Burke, Manager of Recreation Programs and Events Matt Pryde, Manager of Tourism and Business Development Ron Kelly-Spurles, Manager of Parks and Facilities Todd Cole and Assistant Treasurer/Acting Assistant Clerk Mary Dixon.

Mayor Higham called the meeting to order

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR  
BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL  
MEETING OF COUNCIL OF SEPTEMBER 6, 2016. MOTION CARRIED.

1. Presentation – Tina Oh - MASU

A presentation was made to Council, by Tina Oh, VP of External Relations, regarding the Mount Allison Student Union and their role within the community.

2. Sackville Waterfowl Park Advisory Committee

(a) Terms of Reference

Senior Manager of Corporate Projects Jamie Burke presented the draft Terms of Reference for the Waterfowl Park Advisory Committee to Council. This report is for information purposes only so that Council is aware that the Term of Reference have been prepared, and are now in the review process.

Remarks/questions, etc can be forwarded to Jamie via email for consideration and review.

(b) Volunteer Recognition Benches

Manager of Recreation Programs and Events Matt Pryde reported Volunteer Recognition Benches to be installed in the Waterfowl Park in honour of three Golden Long-Term Service Award recipients.

CAO Phil Handrahan noted that there was further discussion on developing a policy to acknowledge donations and how they should be received and dealt with. The idea of the policy would be to determine parameters and guidelines to Staff to follow in future when acknowledging donations from individual and outside organizations.

### 3. Five Year Plan – Provincially Designated Highways

Engineer Dwayne Acton reported the updates that have been made/are being recommended for consideration to the Designated Highways Capital Plan. It was recommended that Council approve the 5 year capital plan as presented and authorize the Town Engineer to submit this updated 5 year Plan to Raymond Brun of DTI for their consideration and approval. A motion will be coming forward during the Regular Council Meeting of September 12, 2016.

### 4. Easement-Mount Allison RE: Park Street Reconstruction

Engineer Dwayne Acton presented on the easements required for the Park Street Reconstruction project and noted that a motion would be coming forward at the Regular Council Meeting of Sept 12/16 requesting authorization of the Mayor and Clerk to sign and seal the necessary easement documents between the Town and Mount Allison University.

### 5. Rental Rates – Tantramar Veterans Memorial Civic Centre

Manager of Parks and Facilities Todd Cole and Engineer Dwayne Acton reported on the proposed changes and increases to the rental rates at the or the Tantramar Veterans Memorial Civic Centre, citing such reasons as increasing operational expenses and the most recent increase in HST to 15%.

It was recommended to increase the rental rates at the Tantramar Veterans Memorial Civic Centre to accommodate the increase in the HST and a small increase to round off the rental rates as indicated in Schedule #6 as distributed to Council, effective September 2016.

### 6. Canteen Contract

Manager of Parks and Facilities Todd Cole reported on the Canteen Contract that the Department is seeking to have renewed with the current contractor. A motion will be brought forward at the Regular Council Meeting of Sept 12/16 requesting that the Mayor and Clerk sign a new contract with Rhonda Estabrooks starting on October 1<sup>st</sup> 2016 running through September 30<sup>th</sup> 2017.

### 7. Capital/Operating of Municipal Building

Treasurer Michael Beal reported on the Capital/Operating finances associated with the Town's Municipal Building as circulated through the package. It was noted how our programs have been affected/have not been affected despite the addition of this project on our capital borrowing and financial cuts from the Provincial Government.

As this report was developed based on questions from a resident, there is no business to move on. This is simply for information purposes only.

### 8. RFP – 2016-09, Street Tree Planting

Senior Manager of Corporate Projects Jamie Burke reported on the Street Tree Planting RFP, and the particulars surrounding it. A motion to award the project will be presented to Council at the Regular Meeting on September 12, 2016.

9. Update and follow up to Premiers Meeting on Economic Development

Senior Manager of Corporate Projects Jamie Burke reported on the Premier's Meeting on Economic Development along with Mayor John Higham. This reporting was for information purposes only.

MOVD BY DEPUTY MAYOR JOYCE O'NEIL AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF SEPTEMBER 6<sup>TH</sup>, 2016 AND MOVE INTO THE CLOSED/IN-CAMERA MEETING. MOTION CARRIED.

---

Mayor

---

Clerk

---

Acting Assistant Clerk

**CLOSED/IN-CAMERA MEETING OF COUNCIL  
SEPTEMBER 6, 2016 AT 8:30 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor John Higham, Deputy Mayor Joyce O’Neil, Councillors Bruce Phinney, Allison Butcher, Ron Aiken, Andrew Black, Bill Evans, Megan Mitton and Michael Tower. Also in attendance were CAO Phil Handrahan, Treasurer Michael Beal, Engineer Dwayne Acton, Senior Manager of Corporate Projects Jamie Burke and Assistant Treasurer/Acting Assistant Clerk Mary Dixon.

2. File No. Budgetary – 2016-01
3. File No. Property – 2016-01
4. File No. Legal – 2015-06

MOVED BY DEPUTY MAYOR JOYCE O’NEIL AND SECONDED BY COUNCILLOR  
MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL  
CLOSED IN-CAMERA SEPTEMBER 6<sup>TH</sup>, 2016. MOTION CARRIED.

---

Mayor

---

Clerk

---

Acting Assistant Clerk

---

Date: As at August 31, 2016

---

**TOWN OF SACKVILLE**  
Subject Area: ACCOUNTS PAYABLE

---

Councillors: Ron Aiken & Michael Tower

---

Attachments: n/a

---

**ACCOUNTS PAYABLE REPORT  
FOR THE MONTH OF AUGUST 2016**

	JAN-JULY	AUGUST	YEAR TO DATE
<u>GENERAL GOV'T</u>	\$ 3,596,993.31	\$ 478,582.83	\$ 4,075,576.14
<u>GENERAL CAPITAL</u>	\$ 472,106.79	\$ 119,817.59	\$ 591,924.38
<u>UTILITY GOV'T</u>	\$ 782,411.43	\$ 19,776.75	\$ 802,188.18
<u>UTILITY CAPITAL</u>	\$ 157,860.22	\$ 29,198.85	\$ 187,059.07
<b><u>TOTAL</u></b>	<b>\$ 5,009,371.75</b>	<b>\$ 647,376.02</b>	<b>\$ 5,656,747.77</b>

**REGULAR COUNCIL MEETING  
FOR TWO PAY PERIODS  
SALARY & WAGES  
FOR THE MONTH OF AUGUST, 2016**

<b>DEPARTMENT</b>	<b>REGULAR</b>	<b>OVERTIME</b>	<b>TOTAL</b>
<b>WATER</b>	<b>\$30,699.91</b>	<b>\$1,060.48</b>	<b>\$31,760.39</b>
<b>FINANCE &amp; ADMINISTRATION</b>	<b>\$26,993.00</b>	<b>\$0.00</b>	<b>\$26,993.00</b>
<b>POLICING</b>	<b>\$11,092.47</b>	<b>\$181.71</b>	<b>\$11,274.18</b>
<b>TRANSPORTATION</b>	<b>\$59,211.22</b>	<b>\$2,095.67</b>	<b>\$61,306.89</b>
<b>TOURISM, COM.DEV. &amp; ECONOMIC DEV.</b>			
ECONOMIC DEVELOPMENT	6,316.96	\$0.00	<b>\$6,316.96</b>
COM.DEV. & PROGRAMMING	\$28,125.90	\$244.56	<b>\$28,370.46</b>
TOURISM	\$15,512.52	\$0.00	<b>\$15,512.52</b>
<b>TOTAL</b>	<b>\$49,955.38</b>	<b>\$244.56</b>	<b>\$50,199.94</b>
<b>PARKS &amp; RECREATION FACILITIES</b>			
PARKS & RECREATION	\$14,513.86	\$0.00	<b>\$14,513.86</b>
CIVIC CENTRE	\$16,267.11	\$125.10	<b>\$16,392.21</b>
<b>TOTAL</b>	<b>\$30,780.97</b>	<b>\$125.10</b>	<b>\$30,906.07</b>
<b>VOLUNTEER FIREFIGHTERS</b>	<b>\$5,167.98</b>	<b>\$0.00</b>	<b>\$5,167.98</b>
<b>MAYOR &amp; COUNCIL</b>	<b>\$5,600.10</b>	<b>\$0.00</b>	<b>\$5,600.10</b>
<b>TOTALS</b>	<b>\$219,501.03</b>	<b>\$3,707.52</b>	<b>\$223,208.55</b>

OVERTIME INCLUDES: BANKED OVERTIME PAYOUTS AND CALL-OUTS FOR ALARMS, LIFT STATIONS AND ROAD CLOSURES.

---

**SOUTHEAST REGIONAL SERVICE  
COMMISSION****Meeting Date: September 12, 2016**

---

**COUNCIL REPORT****Councillors: n/a**

---

**Subject Area: Planning & Development**

---

**Attachments: n/a**

---

The following developments and planning projects for the Town of Sackville were worked on in the month of August.

	<b>Aug.</b>	<b>YTD</b>
Building Permits / Permis de construction	8	34
Subdivisions / Lotissements	-	10
Zoning Confirmations / Confirmations de zonage	-	10
Rulings of Compatibility / Déterminations de compatibilités	-	-
Building Permit Waivers / Exemptions de permis de construction	5	22
Regulation Amendment / Modification de regulation	-	1
Complaints, Zoning & Building Infractions / Plainte et Infractions aux règlements de zonage et de construction	-	2
Sidewalk Café / café de trottoir	-	6
Conditional Use	-	1
Document Approvals	1	2

Year to date there has been 34 building permit issued at a construction value of \$2,621,048. This time last year there was 43 permit issued at a construction value of \$5,380,696. Staff have been consulting with a number of individuals regarding possible upcoming projects.

Southeast Planning Review and Adjustment Committee

The PRAC did not receive any development requests in Sackville for the month of August.

Other Projects

- Finalizing Meadow Lane extension & creation of Burman Street
- Shipping Container as accessory building research
- CN New Development Proximity Guidelines process for consideration
- Compiling Sackville Flood limit statistics
- Notification for Public regarding Development Permits

**Respectfully Submitted By:** Lori Bickford

---

**TOWN OF SACKVILLE****Meeting Date: September 12, 2016****COUNCIL REPORT****Councillors:** [Click here to enter text.](#)**Subject Area: CAO Report****Attachments:** [Click here to enter text.](#)

---

We were all pleased to read the media reports that the Town of Sackville Federal / Provincial Infrastructure to upgrade the infrastructure of Lorne St was approved at a total project cost of \$5.4M. We look forward to the final announcements and agreements to commence the project which includes several initiatives to improve the infrastructure, the street itself plus flood mitigation initiatives.

The month of August programs, services and major projects maintained their regular schedule with many programs and projects concluding by the end of the month. Additional information is provided in more detail in the respective department head reports.

Work continues on the development of our five-year Strategic Plan. The consultants have held a number of meetings with various stakeholders for group and individual meetings for their input and a public consultation meeting is planned for September 20 at the Civic Centre. We certainly encourage citizens to participate in this planning exercise to assist in the future direction of the town.

From a financial perspective, all appears to be in order and plans are underway for the preparation of the 2017 budget process.

In the area of public safety,

- we are pleased to have the CPO position staffed and JF LeBlanc has been very busy meeting and getting to know a number of people in the community.
- Our RCMP members have been busy as well responding to various calls and several positive comments have been made with respect to their presences at such events as Farmers market and their foot patrols throughout the downtown.
- Fire Services have an Open House planned for September 15 and our Chief will also be planning an EMO training session with Council within the next couple of months.

The Town was pleased to work with the Rotary Club in hosting the annual corn boil to welcome Mt A students back to Sackville.

As usual September will be a busy month with a number of fall programs getting underway plus special events such as Fall Fair, the startup of the arena, etc.

**Submitted By:** Phil Handrahan, CAO



---

**TOWN OF SACKVILLE****Meeting Date: September 12, 2016****COUNCIL REPORT****Councillors: Michael Tower & Ron Aiken****Subject Area: August Liaison Councillor Report****Attachments: Financials to Aug. 31/16, By-Law Officer & Animal Control Report Aug.**

---

- Financial Statement are included to the end of August 2016. Some areas remain over budget while others are under budget, but as an overall status, their remains nothing significant or no major anomalies to report at this time for the year 2016.
- Council was asked at the last meeting about property taxes paid by locations. The locations being Downtown, Exit 504 and Exit 506. We have done a review and found that the commercial taxes paid in the year 2016 are as follows:
  - o Downtown Sackville \$9,693,700 Assessment \$225,378 Municipal Revenue
  - o Exit 504 \$8,821,400 Assessment \$205,098 Municipal Revenue
  - o Exit 506 \$1,902,800 Assessment \$44,240 Municipal Revenue
  - o Industrial Park \$5,118,700 Assessment \$119,010 Municipal Revenue
- All Sonic Wall hardware has been received and is waiting for Mount A to install. Once done this will upgrade our internet security at all Municipal Buildings as well as provide proper wireless internet at some locations in Town Hall. We are in the process of ordering 3 new computers to replace older ones. As for Software we are approximately 80% through the implementation of our Fixed Asset Software and hope to have this completed in the coming months and we can begin adding 2016 data in preparation of our 2016 Audit to be completed.
- Water Bills for the period of April to June 2016 were due on August 18, 2016. We will be sending out a reminder notice to those who have not paid their current bills.
- Shut off letter are currently being prepared and are being sent out the first week of September for those who have arrears of 90 days or more. We have sent out shut off letters for 115 Accounts in the total amount owing of \$88,380.28. This compares to June 2015 shut off letters that has 81 Accounts for a total amount owing of \$108,158.65.
- We have not received official notification but have seen through Provincial and Federal websites that the Town is set to receive infrastructure funds under the Clean Water and Wastewater fund. An official announcement will be made once we receive confirmation of this. We have submitted our application to the Municipal Capital Borrowing Board for authorization to borrow, for the Municipal portions, which has a hearing date scheduled for September 12 2016.

- The 2017 Budget process will begin in September for Management and first meetings of Council will be scheduled for late October or early November. A schedule will be created and sent out shortly as to when we project to have Budget Meetings and the deadlines for having information submitted.
- Dog Tags sold for 2016 were reviewed by Finance Department. We compared the tags sold in 2016 to that of previous couple of years and found once again that the numbers were lower in 2016. Animal Control has made contact with anyone who had dog tags in prior years that did not purchase one in 2016 and this had resulted in 35 unregistered dogs being registered since the first of August. This has been ongoing for about a month and we are now at a point where by-law will be sending a letter to those that still have not obtained a dog tag giving them until September 30<sup>th</sup> to get their 2016 tag otherwise they will be issued a by-law violation ticket in the amount of \$50.00.
- By-Law Students have completed the required number of hours that were needed for their on the job training. As of early September 2 of the 3 students have resigned their positions in order to leave for other jobs. We currently have one student remaining, Jackie Lawless, who will be working through the month of September. We would like to thank the 2 students who have left us for their work this summer.
- By-Law Enforcement and Animal Control statistics for the month of August is attached.

**Submitted By:** Michael Beal, Treasurer

TOWN OF SACKVILLE  
STATEMENT OF REVENUE & EXPENDITURES  
GENERAL GOVERNMENT  
AS OF AUGUST 31, 2016

	YTD JULY 31/16	YTD AUG 31/16	BUDGET 2016	% OF BUDGET
<b>REVENUE</b>				
FINANCE & ADMINISTRATION	5,677,631	6,477,587	9,712,537	66.7%
PUBLIC WORKS	66,982	67,584	98,100	68.9%
POLICE	154,719	156,724	356,852	43.9%
FIRE	24,325	48,211	85,184	56.6%
COMM DEV, PROGRAM & TOURISM	29,428	38,999	45,750	85.2%
PARKS & RECREATION FACILITIES	146,353	158,201	300,000	52.7%
<b>TOTAL REVENUE</b>	<b>6,099,438</b>	<b>6,947,306</b>	<b>10,598,423</b>	<b>65.6%</b>
<b>EXPENDITURES</b>				
FINANCE & ADMINISTRATION	1,077,927	1,129,450	1,665,671	67.8%
CAPITAL OUT OF REVENUE	-	-	800,000	0.0%
DEBT PAYMENTS	537,325	537,326	1,309,558	41.0%
ENG & PUBLIC WORKS	1,283,403	1,446,272	2,194,858	65.9%
PARKS & RECREATION FACILITIES	483,038	525,272	904,568	58.1%
POLICE	525,625	552,257	1,827,571	30.2%
FIRE	489,527	532,590	816,174	65.3%
COR. PROJ/TOURISM/PROGRAMMING	556,313	634,295	1,080,023	58.7%
<b>TOTAL EXPENDITURES</b>	<b>4,953,158</b>	<b>5,357,462</b>	<b>10,598,423</b>	<b>50.5%</b>

\*\*\* UNAUDITED AND UNADJUSTED

EXPENDITURE NORM      66.7%

TOWN OF SACKVILLE  
STATEMENT OF REVENUE & EXPENDITURES  
UTILITY GOVERNMENT  
AS OF AUGUST 31, 2016

	YTD JULY 31/16	YTD AUG 31/16	BUDGET 2016	% OF BUDGET
<b>REVENUE</b>				
UTILITY REVENUE	910,979	938,390	1,811,110	51.8%
<b>TOTAL REVENUE</b>	<b>910,979</b>	<b>938,390</b>	<b>1,811,110</b>	<b>51.8%</b>
<b>EXPENDITURES</b>				
FINANCE & ADMINISTRATION	181,850	196,708	295,860	66.5%
CAPITAL OUT OF REVENUE			-	
DEBT PAYMENTS	468,698	471,464	552,308	85.4%
PUBLIC WORKS	459,881	490,713	874,913	56.1%
ENGINEERING	40,218	45,254	88,029	51.4%
<b>TOTAL EXPENDITURES</b>	<b>1,150,647</b>	<b>1,204,139</b>	<b>1,811,110</b>	<b>66.5%</b>

\*\*\* UNAUDITED AND UNADJUSTED

EXPENDITURE NORM      66.7%

**TOWN OF SACKVILLE  
2016 GENERAL CAPITAL  
AS OF AUGUST 31, 2016**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	(EXCL. HST) EXPENSES 2016	BALANCE	PERCENT AVAILABLE
<b>FINANCE DEPARTMENT</b>							
C	COMPUTERS TECH UPGRADE	50,000.00	1,657.54	48,342.46	23,673.67	24,668.79	51.0%
C	LIBRARY RENOVATIONS	25,000.00	828.77	24,171.23	43,310.81	(19,139.58)	-79.2%
	*LIBRARY RENO'S + \$19,500 GRANT						
<b>TOTAL FINANCE DEPARTMENT</b>		<b>75,000.00</b>	<b>2,486.31</b>	<b>72,513.69</b>	<b>66,984.48</b>	<b>5,529.21</b>	<b>7.6%</b>
<b>FIRE DEPARTMENT</b>							
B	BUNKER GEAR REPLACE	13,000.00	430.96	12,569.04	11,535.58	1,033.46	8.2%
B	HELMUT REPLACEMENT	21,000.00	696.17	20,303.83	17,267.10	3,036.73	15.0%
B	PUMPER/TANKER	400,000.00	13,260.34	386,739.66		386,739.66	100.0%
<b>TOTAL FIRE DEPARTMENT</b>		<b>434,000.00</b>	<b>14,387.46</b>	<b>419,612.54</b>	<b>28,802.68</b>	<b>390,809.86</b>	<b>93.1%</b>
<b>TOURISM</b>							
C	HIGHWAY SIGNAGE	10,000.00	331.51	9,668.49	1,170.40	8,498.09	87.9%
<b>TOTAL TOURISM</b>		<b>10,000.00</b>	<b>331.51</b>	<b>9,668.49</b>	<b>1,170.40</b>	<b>8,498.09</b>	<b>87.9%</b>
<b>RECREATION AND PARKS FACILITIES</b>							
C	ICE PLANT UPGRADES	20,000.00	663.02	19,336.98	17,637.00	1,699.98	8.8%
C	ROOF REPAIR CIVIC CENTRE	20,000.00	663.02	19,336.98		19,336.98	100.0%
C	BALLFIELDS	15,000.00	497.26	14,502.74	14,297.50	205.24	1.4%
<b>TOTAL RECREATION AND PARKS</b>		<b>55,000.00</b>	<b>1,823.30</b>	<b>53,176.70</b>	<b>31,934.50</b>	<b>21,242.20</b>	<b>39.9%</b>
<b>PRIOR YEAR CAPITAL</b>							
B(2014)	SCBA UPGRADE	30,000.00	994.53	29,005.47	29,005.47	0.00	0.0%
B(2015)	SCBA UPGRADE	47,000.00	1,558.09	45,441.91	44,361.15	1,080.76	2.4%
B(2015)	VOICE RADIO RECORDING	15,000.00	497.26	14,502.74		14,502.74	100.0%
<b>TOTAL MUNICIPAL BUILDING</b>		<b>92,000.00</b>	<b>3,049.88</b>	<b>88,950.12</b>	<b>73,366.62</b>	<b>15,583.50</b>	<b>17.5%</b>
<b>ENGINEERING AND PUBLIC WORKS</b>							
C	PARK STREET RECON.	425,000.00	14,089.11	410,910.89	11,879.19	399,031.70	97.1%
C	QUARRY LANE RECON.	140,000.00	4,641.12	135,358.88		135,358.88	100.0%
C	BUILDING REPAIRS	20,000.00	663.02	19,336.98	18,410.46	926.52	4.8%
C	SIDEWALK RENEWAL	25,000.00	828.77	24,171.23		24,171.23	100.0%
C	TANDEM TRUCK	150,000.00	4,972.63	145,027.37	161,900.00	(16,872.63)	-11.6%
<b>TOTAL ENGINEERING AND PUBLIC WORKS</b>		<b>760,000.00</b>	<b>25,194.64</b>	<b>734,805.36</b>	<b>192,189.65</b>	<b>542,615.71</b>	<b>73.8%</b>
<b>TOTAL CAPITAL</b>		<b>1,426,000.00</b>	<b>47,273.10</b>	<b>1,378,726.90</b>	<b>394,448.33</b>	<b>984,278.57</b>	
<b>CAPITAL OUT OF REVENUE</b>		<b>900,000.00</b>	<b>(800/100)</b>				
<b>BORROWING AUTHORIZATIONS</b>		<b>526,000.00</b>					
<b>NET HST</b>				<b>47,273.10</b>	<b>14,251.27</b>	<b>33,021.82</b>	<b>69.9%</b>
<b>GRAND TOTAL</b>				<b>1,426,000.00</b>	<b>408,699.60</b>	<b>1,017,300.40</b>	<b>71.3%</b>

**TOWN OF SACKVILLE  
2016 UTILITY CAPITAL  
AS OF AUGUST 31, 2016**

TYPE	NAME OF ACCOUNT	BUDGET			EXPENSES 2016	BALANCE	PERCENT AVAILABLE
		WITH H.S.T.	NET H.S.T.	PRE HST BUDGET			
B (2014)	OLD WELL ABANDONMENT	45,000.00	1,491.79	43,508.21	27,262.68	16,245.53	37.3%
B (2015)	WATER METERS	14,000.00	464.11	13,535.89	13,535.89	(0.00)	0.0%
B (2015)	WASTEWATER LAGOONS	22,000.00	729.32	21,270.68	14,520.81	6,749.87	31.7%
B	QUARRY LANE W/S	50,000.00	1,657.54	48,342.46		48,342.46	100.0%
B	PARK STREET W/S	225,000.00	7,458.94	217,541.06		217,541.06	100.0%
B	LIFT STATIONS	20,000.00	663.02	19,336.98	10,543.92	8,793.06	45.5%
B	WATER METER UPGRADE	100,000.00	3,315.08	96,684.92	47,237.33	49,447.59	51.1%
B	WATER PLANT UPGRADE CHANNEL MONSTER L/S	50,000.00 -	1,657.54 -	48,342.46 -	3,348.86 48,810.80	44,993.60 (48,810.80)	93.1%
<b>TOTAL CAPITAL</b>		<b>526,000.00</b>	<b>17,437.34</b>	<b>508,562.66</b>	<b>165,260.29</b>	<b>343,302.37</b>	<b>67.5%</b>
<b>CAPITAL OUT OF REVENUE</b>		-					
<b>NET H.S.T</b>		<b>526,000.00</b>		<b>17,437.34</b>	<b>6,048.48</b>	<b>11,388.87</b>	<b>65.3%</b>
<b>GRAND TOTAL</b>				<b>526,000.00</b>	<b>171,308.77</b>	<b>354,691.23</b>	<b>67.4%</b>

## By-Law Enforcement Report August 2016

Some of the activities which occurred in the Town of Sackville, By-Law Enforcement Department August 2016 are as follows:

- Attend meetings
- Assists to: Public/Public Works /Fire Dept./ RCMP (Total 54)

Occurrences	Start Month	New	Completed	End Month
Dangerous or Unsightly	6	0	1	5
Preservation of Order (ads on Poles)	0	12	12	0
Preservation of Order (lawns etc)	10	0	0	10
Noise	1	3	2	1
Traffic	0	4	4	0
Garbage	7	14	17	4
Public Parks	0	12	12	0
Fire Prevention / Fireworks	0	1	0	1

By-Law Charges	Violations	Warnings	Total
Prohibited Parking	15	0	15
2 Hour Parking	31	0	31
Handicap Parking	2	0	2
Parking on Sidewalk	2	0	2
Parks	1	0	1
Other	1	0	1
Noise	1	0	1

### Summary;

Council has been made aware of an incident on Charlotte Street the Evening of August 20<sup>th</sup> / morning of August 21<sup>st</sup> 2016, whereby the citizen indicated nothing had been done regarding the situation. The By-Law department had completed patrols of the area and a total of three By-Law violations have been issued relative to the issues that took place that evening.

A total of 53 By-Law violations have been issued in August 2016.  
69 occurrences, 47 completed, 22 outstanding.

Violations Jan – Aug, 2015 (177)

Violations Jan – Aug, 2016 (214)

**Respectfully Submitted,**

*Brian Bell*

**By-Law Enforcement Officer,  
Town of Sackville, NB.**

## **Sackville Animal Control Report August 2016**

**During the month of August 2016, daily patrols were made within the Town of Sackville. 15 Calls were responded to;**

- 1 Call on a dog bite.**
- 1 Call on chickens and geese going on other people's property.**
- 4 Calls on barking dogs.**
- 1 Call on dogs running on other people's property.**
- 2 Calls on D.O.A skunks.**
- 1 Call on a found dog.**
- 2 Calls on D.O.A cats.**
- 3 Calls on cats that were hanging around and no one knew who owned the cats.**

**Please remember that your dog tags are available for 2016.  
They can be picked up at Town office.**

**THANK YOU!**  
**Jaime Spicer**  
**Animal Control Officer..**  
**506-536-7671**



---

**Meeting Date:** September 12, 2016

**Councillors:** Ron Aiken, Megan Mitton

---

## **TOWN OF SACKVILLE**

### **LIAISON COUNCIL REPORT**

**Subject Area: Tourism and Business  
Development**

---

**Attachments:**

1. Liaison Councillor meeting notes
  2. VIC stats month of August
  3. Report from main Street  
Redevelopment
- 

### **Background**

The month of August was a busy one for the Department. Details of the month's activities are provided below.

### **Highlights Initiatives:**

- Visitor numbers were down about 5% over the month of August compared to this point last year. In 2015 we had 821 parties and this year we had 782 parties. Aulac VIC is also down. However, the Tantramar Heritage Trust has been up this summer, and Fort Beausejour is also up. The Town's decrease could simply be because people are not using our VICs as much this year. Also, areas with more sun and beach (PEI, the entrance to Nova Scotia) are also up. We continue contacting the province and other sources to try to determine why this summer has been slower than usual.
- The VIC and the Craft Gallery hours continued from 9 am – 8 pm in August, in September we will be open from 9 am – 6 pm. Overall, we had a very positive summer with our students who proudly represented the town at the VIC and various events.
- The Business of the Week program continued at the VIC in August. Walking tours of the Waterfowl Park continue to be popular. Our Beech Hill Park tour was presented for participants in the Town's recreation programs. The "Waterfowl Park Expert" program for children has been running successfully in August with more than 30 children participating over the summer. A trial culinary walking tour was successfully run in August with very enthusiastic reviews from participants. Details on our programs are available on our website.
- Rachel Thornton, the Waterfowl Park Artist-in-Residence, held a "Camp Cyanotype" workshop for families on August 21. It was very well attended, and Rachel will be displaying work from her summer with an Opening reception on Thursday, September 16 from 6 pm – 7:30 pm at the VIC. It will be free and light refreshment will be served.

- Fall 2016 Business Development workshops are being planned in conjunction with local business support groups (including the Greater Sackville Chamber of Commerce, Mainstreet Redevelopment, the Women in Business Group, the Sackville Commons and Coworking and others) to present workshops of interest to the business community in the fall. Planned workshops are on: who can help you with your business; taxes; hiring; and networking. Another municipality has contacted us for initial information about our programs with the idea of implementing a similar program.
- Coupons for \$10 off participating local restaurants were distributed at Mount Allison Preview Day on August 8. Of approximately 220 coupons distributed, 31 were redeemed, meaning at least 31 students (and their friends and family) ate in local restaurants that day.
- In late July and early August, we welcomed four new businesses to Town by visiting and dropping off flowers. Little Cat Bazaar and Threadz both opened in July, and Rowanwood Bed and Breakfast and Windsbreath Bed and Breakfast opened officially in August. We also welcomed new owners to Thunder and Lightning Pub.
- August 16 – 18 the Manager attended a workshop on Community Based Research at Mount Allison University, which included several community groups and faculty members. The University is open and interested in being approached about possible collaborations with community groups on projects where research would be useful to the group.
- The Department applied for a grant through the New Horizons for Seniors program to do a Shakespeare play next summer in Beech Hill Park. Results will be known in the fall.
- Staff will soon be meeting with Parks Canada to discuss how Sackville can maximize the economic potential of its trail system. Parks Canada and partners are developing a project called the 'Trail Towns Program' which Sackville will be able to participate in.
- The Town will be holding a celebration of our new public art Saturday, September 17 at 3 pm. There will be a chalk art demonstration, the unveiling of the new names for the sculpture birds, live music, and light refreshments. All are invited, and it's free of charge.

**Mainstreet Redevelopment** – Staff received the attached report from Main Street Redevelopment. As noted in the report, two letters were circulated to Council outlining a number of concerns with respect a slower tourism season, as well as the loss of events on Bridge Street such as the Farmers' Market, Corn Boil and Fall Fair tent. Since receipt of the letters, the Manager of Tourism and Business Development has met with the President of Main Street Redevelopment to discuss various items including the potential to include a public art celebration during Fall Fair. In addition, the Senior Manager of Corporate Projects met with the President to discuss the items raised in the letters and to discuss the possibility of staff presenting to the Main Street membership on the Town's tourism and business development initiatives over the past year. Such a meeting would provide an opportunity to obtain feedback on the initiatives, and to seek feedback from the membership on new ideas for 2017. The Department is also in the process of compiling a list of tourism and business development initiatives that have been undertaken over the last two years. Given the points outlined in the

Main Street Redevelopment letters, staff intend to add the letters to the October Discussion Group Meeting.

**Heritage Board** - There is no new activities for the month of August. A regular meeting was held on August 20, 2016, but no permits were issued.

**TOURISM AND BUSINESS DEVELOPMENT  
THURSDAY, AUGUST 30 2016 AT 3 PM  
OFFICE OF RON KELLY SPURLES – TOWN HALL**

**Liaison Councilor Meeting Notes**

- 1. General discussion of the month of August and discussion of 2015/16 Initiatives Report** – The August report was discussed, along with a list of business development and tourism initiatives that the department has been pursuing. There have been over two dozen new initiatives in the last two years, and the budget this year is more than \$80,000. Discussion again centred on the need to try to help local businesses, and steps are being taken to meet with them to better understand what they need and how to work together to achieve the best results.
- 2. Magazine shared by Mayor Higham** – the Manager shared a magazine focusing on the new development of the Lord Beaverbrook Museum in Fredericton.
- 3. Fall 2016 Business Development Workshops Update** – the Manager updated the group on meetings that had been held and plans for the workshops.
- 4. Next meeting** – the next meeting will be Thursday, September 29 at 3 pm.

## **Mainstreet Redevelopment Sackville Inc. report to Council for September 12, 2016**

Discussions were held in August about this summer's slower tourism numbers and the decline in business for Mainstreet members. In particular, the businesses along Bridge St. have felt the hit from the loss of the Farmer's Market and the news that the Fall Fair tent would not be erected on Bridge St. The following letter was sent to the Mayor, Council, CAO, Director of Corporate Projects and the Town Clerk. We are awaiting a response.

August 18, 2016

Dear Mayor and Council;

I am contacting you in my dual capacity as the president of Mainstreet Redevelopment Sackville Inc. and as a business owner on Bridge St. to draw your attention to two issues of economic concern.

The Bridge St. revitalization project of summer 2015 was a necessary, but economically painful, period of time for the merchants of Bridge St. The project ran overtime, causing extra financial hardship for those businesses, and there was no compensation for lost sales. The expectation was that future summers would be busier. Your decision to support the move of the Farmer's Market to the Bill Johnstone Park has created additional losses for these merchants, and we respectfully ask you to reconsider for next year.

The Farmer's Market receives annual funding from Renaissance Sackville for its impact on our local economy. However, we would argue that this rationale no longer exists. There is only one Main St. business open near the park, whereas on Bridge St. there are over a dozen businesses that are open. Sales on summer Saturdays are down throughout Bridge St. I'm hearing numbers ranging from 20-50% down, and I will tell you that there's been a 25% decrease in my business's Saturday sales.

It is particularly ironic that when the ACOA and Provincial representatives recently attended the grand re-opening of Bridge St., the ceremony took place at the B.J. Park because ".that's where the people are" (direct quote from a Town staffer)!

While it's great that families are using the rejuvenated B.J. Park, they can do so regardless. Indeed, if the Market returns to Bridge St., families may well shop here, then along York St. and Main St. on their way to the B.J. Park. That offers more economic opportunities for local merchants. We have also heard that some Market vendors are unhappy with the new location, and that customer numbers are down. The Market vendors are there to sell their wares, and if they are not attracting enough customers, they won't keep returning to Sackville.

Secondly, we've just heard that Bridge St. will not be the venue for the Fall Fair tent; that it will again be in the parking lot beside the Post Office. When asked why last week at Council, the answer was "that people like it". Who are these people? Did they undertake parking and traffic studies to determine the impact of blocking off one of the largest parking lots in our downtown during one of the busiest weekends of the year? Did they survey the local merchants to determine the impact on business? This is not a valid answer for a municipality.

As our Mayor and Council, you have a responsibility to make reasoned economic decisions. We would ask you to reconsider and once again bring some life back to Bridge St.

Respectfully,  
Ellen K. Pickle  
President- Mainstreet Redevelopment Sackville, Inc.  
Owner- Tidewater Books

Further to this, we discovered that the Welcome Corn Boil for the MTA students was also to be moved off Bridge St. We sent this letter to the same people as above.

August 31, 2016

Dear Mayor and Council;

I am following up my letter to you dated August 18, 2016. Members of Mainstreet Redevelopment Sackville Inc. (the BIA) are concerned that decisions are being made by Town Council and staff that directly impact our business community, with no consultation and communication. That letter addressed the removal of the Farmer's Market and the Fall Fair tent from Bridge St., and the resultant loss of business for our members.

It has now come to our attention that the annual corn boil welcoming the MTA students to our community is to be moved to the Bill Johnstone Park. The idea of the welcome corn boil originated with the Downtown Revitalization Committee, over concerns that MTA students were not leaving campus and coming downtown to support our shops and restaurants. By hosting the event on Bridge St., it gave our members an opportunity to showcase their businesses. MTA students do not need to know about playgrounds and splash pads!

We respectfully ask you to reconsider this. Our business community needs the support of our Municipal leaders, and this can only come about through communication and respect. We deserve to be heard and to be consulted on issues that directly impact our businesses.

Day of Month ----- Jour du Mois	New Brunswick ----- Nouveau Brunswick	NS/ PEI/NF ----- T.N./ Î.P.É./ N.-É.	Ontario	Quebec ----- Québec	Yukon/ NWT/BC/AB/ MB/SK ----- -- YT/T.N.-O/ C.- B./ Alb./Man./Sask.	CT/ ME/ MA/ NH/ RI/VT	Mid Atlantic ----- Centre du littoral atlantique ----- NJ/NY/PA	Other US States ----- ----- Autre États	Foreign ----- Étrangers	Total ----- Total
1	6	3	6	5	1	1			1	23
2	2	4	5	13	6	2	2		1	35
3	5	9	6	8	3	1		3	3	38
4	2	3	2	8		2		3		20
5	2		2	11		4	1	1	1	22
6	6	2	2	7	1	2		1	1	22
7	7	4	10	10	1	1			3	36
8	6	2	3	14	4	2	2		2	35
9	2	3	7	13	2	2	1	1		31
10	3	3	8	10	2	2	4	1	2	35
11	2	5	10	9	2	2	1	6		37
12	2	6	5	9	1	2		2		27
13	1	8	7	8		1	1		1	27
14		5	2	4		1		4	1	17
15	6	4	7	5		1	2	2		27
16	6	5	4	12			1	1	2	31
17	1	2	5	7			1	1		17
18	3		8	6	2	2	1			22
19	3	1	1	10		4				19
20	2	6	5	13	5		1	3		35
21	5	6	7	6	2	1	1	1		29
22	4	3	6	6	1	2	1	1	1	25
23	3	3	5	4		3		1	2	21
24	3	1	11	7	1	1				24
25	3	8	9	1	1			1		23
26	1	5	9	5	3				1	24
27	1	2	4	4	3	2				16
28	3	1	4	7		4			1	20
29	1	2	4	2	1	2		1	1	14
30	2	2	2	7	1	1				15
31	1	3	5	2		2		2		15
<b>Total</b>										<b>782</b>

In 2015 -  
821 parties

---

**TOWN OF SACKVILLE****Meeting Date: Sept 12, 2016****LIAISON COUNCIL REPORT****Councillors: Liaison Councillors Mike Tower and Bruce Phinney****Subject Area: Public Property and Facilities****Attachments: New TVMCC Rental Rates 2016 and Old TVMCC Rental Rates 2013**

---

**Engineering and Public Works**

- Public Works staff continued to work on the sidewalk renewals and modifications to the post office crosswalk area during the Month of August. A crosswalk bump out similar to the one on Bridge Street will be completed in this area along with extension to the Storm system and decorative Red concrete and new planters. This will extend the beatification theme that has been started on Bridge Street to other areas of our downtown.
- Public Works staff conducted the installation of several driveway culverts that were required throughout Town during the month of August.
- Public Works summer students have and will continue to trim around fire hydrants and guard rails around Town throughout the summer as well as the painting of fire hydrants as time and weather permits.
- Staff replaced several street signs and ensured proper street signage was in place around Town.
- Public Works department continued to work on the renovations and roof replacement on the Steel Storage building at Public Works. A few final minor renovations will continue over the next few weeks until all renovations are completed. Most of the material has been relocated back into the building from the salt shed where it was stored during renovations. All work has been done by Public Works staff and we are pleased with the outcome of the renovations.
- Public works Staff conducted our ongoing collection of garbage from roadside containers.
- Public Works department will be continuing their efforts to evaluation all crosswalks within Town. The installation of additional signage as required has and will continue, as well as, the new yellow green crosswalk signs will be installed around Town as time and budget permits. As we continue our efforts to evaluate crosswalks throughout Town we will also be looking at crosswalk lighting, where Town Staff will be working with NB Power to try and find ways to improve lighting at crosswalks were possible.
- Public Works continues to utilize the street sweeper to clean gutters and streets around Town. This will continue throughout the summer and fall, as time permits.
- Utility department continue to work on water meter reads that were not obtained during the last meter read process and replaced and fixed several defective water meters as part of Our ongoing water meter maintenance program.
- Utility department worked on some minor repairs and maintenance to several sewage lift stations around town and will continue throughout the summer as time permits. During



the month of August the utility department worked on repairs to the Queens Road lift station.

- Other Utility activities in August included our ongoing monitoring of our water and wastewater systems around Town as part of our ongoing sampling program.
- Dexter construction who have been conducting our 2016 patching program have completed all of the patching at this point in time and have left Town for a short while and we are expecting to have them back in September to finish up some patching that is required due to service connections and additional work completed throughout the summer.
- Mechanics conducted ongoing maintenance on all equipment and repaired all breakdowns, as well as, any fire and rescue vehicles that required servicing and repairs throughout the month of August.
- Mechanics are finishing up the last of the ongoing maintenance to the Zamboni, as well as, installing a new conditioner as the old one has worn out. This work is almost complete and the Zamboni will be ready to build ice during the end of September.
- 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 we are continuing our efforts to work with CN, the province and the Consultant who has been hired to complete the Hydro technical study on these flooding issues and working towards some possible short term and long term solutions. Staff met with DTI and Hilcon to discuss the Draft report #2 on August 11<sup>th</sup> and some modifications and additional information was requested by the Town and DTI. Hilcon are in the process of finalizing the study and should be reporting back to DTI by the end of September.
- All the scheduled renovations and upgrades to the inside and outside of the library were completed by the end of July. We have contacted a local contractor to finish the necessary modifications to the washroom with the addition of a change Table. This is expected to be completed in the next few weeks.
- The Public works staff helped with the preparation and installation of the public art on the corner of Weldon and Bridge Street in the month of August.
- The Engineering department continue to work with Veolia and their contractor to complete the installation of a new pump, motor, electrical and well piping as part of the approved Deep Well #2 repairs.
- The Engineering department continue to work with Tantramar planning, Beale and Inch construction Limited and their consultant to ensure all requirements of the Kenridge Subdivision development agreement are met. We are working with NB Power on the installation of the power poles and street lights for the new subdivision. We will continue to work with Beale and Inch on the LPP over the next several months and into next year to finalize all necessary work before the end of the maintenance period.
- The Engineering department reviewed and finalized the 5 year capital plan for designated highways within the Town of Sackville and the recommended plan has been submitted to council for their review and consideration. A motion will be coming forward this evening to approve the plan as submitted and authorize the Town Engineer to submit the plan to DTI.

- The Engineering department has been preparing for the start of construction on the Park Street reconstruction project and have been in discussions with the university regarding the project and ways to reduce the effect the project will have on the university and specifically the athletic program. We have also been working with the university and the Towns lawyer to put together the necessary easement agreements between the Town and the University for the Storm sewer mains that will remain on the university property. A motion will be coming forward this evening regarding the necessary easement.

### **Tantramar Veterans Memorial Civic Center**

- The Parks and Facilities Department are pleased to announce Sam Burry as the newest member of the Facilities team.
- The first day of ice rentals will be on October 1<sup>st</sup> there is ice time available for those interested, the public can either email [bookings@sackville.com](mailto:bookings@sackville.com) or call 364-4955 for rental inquiries.
- Building maintenance is ongoing with activities such as replacing lexan, dash board repairs, as well as replacing some digits on the score clock.
- CIMCO has completed the 6000E upgrade, overhauled the compressor and are currently installing the VHF Drive.
- There are lots of weekday and weekend rental spaces available at the Civic Centre for events inquire at [bookings@sackville.com](mailto:bookings@sackville.com)
- A review of the Rental rates for the civic center was conducted during the month of August. Due to the change in HST rates along with increased operational cost at the facility new rates have been recommended to council. A motion on the new rates will be coming forward during this council meeting. For the recommended changes please refer to the old and new rates attached.
- After a review by staff of the current Canteen contract we are recommending that the Town agree to another yearly contract with Rhonda Estabrooks for the operation of the Canteen services at the TVMCC for the 2016/2017 season. A motion will be coming forward this evening.

### **Municipal Parks**

- The splash pad at Bill Johnstone Memorial Park hours have been changed for the fall and will remain open from 10:00am to 7:00pm daily until the weather becomes too cold.
- 2 public washrooms will remain open at Lillas Fawcett Park, as well as Bill Johnstone Park for the fall season.
- The Public is reminded to pick up after their pets in public areas, and all pets are to be on a leash when in public properties.
- The potable water will stay on in Beech Hill Park until mid-October however this is weather dependent and may change.

**Submitted By:** Dwayne Acton, Town Engineer

**TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE  
FEE SCHEDULE # 6  
EFFECTIVE SEPTEMBER 13, 2016**

CLIENT	RATE (PRE HST)	HST	TOTAL RATE
<b>ICE RENTALS</b>			
<b>Prime Time</b>			
After 4 pm & Weekends	\$ 134.78	\$ 20.22	\$ 155.00
<b>Non-Prime Time</b>			
Before 4 pm Weekdays	\$ 80.87	\$ 12.13	\$ 93.00
<b>Tournaments</b>			
Daily *	\$ 1,347.83	\$ 202.17	\$ 1,550.00
<b>NON-ICE RENTALS</b>			
<b>Arena Floor</b>			
Daily	\$ 673.91	\$ 101.09	\$ 775.00
Hourly	\$ 53.91	\$ 8.09	\$ 62.00
<b>Messanine or Lounge</b>			
Daily	\$ -		
Daily	\$ 147.83	\$ 22.17	\$ 170.00
1/2 Day or Night**	\$ 73.91	\$ 11.09	\$ 85.00
Hourly	\$ 36.52	\$ 5.48	\$ 42.00
<b>Mezzanine/Lounge</b>			
<b>Combination</b>			
Daily	\$ 182.61	\$ 27.39	\$ 210.00
1/2 Day or Night**	\$ 91.30	\$ 13.70	\$ 105.00
Hourly	\$ 45.22	\$ 6.78	\$ 52.00
<b>Jean Coutu Meeting</b>			
<b>Room</b>			
Daily	\$ 113.04	\$ 16.96	\$ 130.00
1/2 Day or Night**	\$ 56.52	\$ 8.48	\$ 65.00
Hourly	\$ 27.83	\$ 4.17	\$ 32.00
<b>Entire Facility</b>			
Daily	\$ 1,000.00	\$ 150.00	\$ 1,150.00
Hourly	\$ 100.00	\$ 15.00	\$ 115.00
<b>Special Events Canteen Services Deposit</b>			
Hourly	\$ 21.74	\$ 3.26	\$ 25.00
- Deposit to be refunded if gross sales exceed 4 times the deposit amount			
<b>TABLES &amp; CHAIRS RENTALS OUTSIDE THE BUILDING "NO DELIVERY"</b>			
Tables per event	\$ 22.61	\$ 3.39	\$ 26.00
Chairs per event	\$ 1.74	\$ 0.26	\$ 2.00

\* A Tournament 10 hrs rental per day or more, includes entire facility.

\*\* 1/2 Day is from 8:00 am - 12:00 pm or 1:00 pm - 5:00 pm.

\*\*\* Daily is from 8:00 am - 5:00 pm.

\*\*\* Night rental from 5:00 pm - 11:00 pm all additional time is by the hour.

\*\*\*\* When the Civic Centre is being booked for a major event, the Town of Sackville employees will have the ability to negotiate a specialized contract agreement. This is done when other revenue will exceed the rental rates provided above. In order for this change to take place it must be approved in writing and signed of by the Manager of Parks and Recreation Facilities countersigned by either the Chief Administrative Officer or Treasurer.

**TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE  
FEE SCHEDULE # 5  
EFFECTIVE SEPTEMBER 1, 2013**

CLIENT	RATE (PRE HST)	HST	TOTAL RATE
<b>ICE RENTALS</b>			
<b>Prime Time</b>			
After 4 pm & Weekends	\$ 132.74	\$ 17.26	\$ 150.00
<b>Non-Prime Time</b>			
Before 4 pm Weekdays	\$ 79.65	\$ 10.35	\$ 90.00
<b>Tournaments</b>			
Daily *	\$ 1,327.43	\$ 172.57	\$ 1,500.00
<b>NON-ICE RENTALS</b>			
<b>Arena Floor</b>			
Daily	\$ 663.72	\$ 86.28	\$ 750.00
Hourly	\$ 53.10	\$ 6.90	\$ 60.00
<b>Messanine or Lounge only</b>			
Daily	\$ 141.59	\$ 18.41	\$ 160.00
1/2 Day or Night**	\$ 70.80	\$ 9.20	\$ 80.00
Hourly	\$ 35.40	\$ 4.60	\$ 40.00
<b>Mezzanine/Lounge Combination</b>			
Daily	\$ 176.99	\$ 23.01	\$ 200.00
1/2 Day or Night**	\$ 88.50	\$ 11.50	\$ 100.00
Hourly	\$ 44.25	\$ 5.75	\$ 50.00
<b>Jean Coutu Meeting Room</b>			
Daily	\$ 106.20	\$ 13.81	\$ 120.01
1/2 Day or Night**	\$ 53.10	\$ 6.90	\$ 60.00
Hourly	\$ 26.55	\$ 3.45	\$ 30.00
<b>Entire Facility</b>			
Daily	\$ 973.45	\$ 126.55	\$ 1,100.00
Hourly	\$ 97.35	\$ 12.65	\$ 110.00
<b>TABLES &amp; CHAIRS RENTALS OUTSIDE THE BUILDING "NO DELIVERY"</b>			
Tables per event	\$ 22.12	\$ 2.88	\$ 25.00
Chairs per event	\$ 1.1050	\$ 0.14	\$ 1.25

\* A Tournament 10 hrs rental per day or more, includes entire facility.

\*\* 1/2 Day is from 8:00 am - 12:00 pm or 1:00 pm - 5:00 pm.

\*\*\* Daily is from 8:00 am - 5:00 pm.

\*\*\* Night rental from 5:00 pm - 11:00 pm all additional time is by the hour.

\*\*\*\* When the Civic Centre is being booked for a major event, the Town of Sackville employees will have the ability to negotiate a specialized contract agreement. This is done when other revenue will exceed the rental rates provided above. In order for this change to take place it must be approved in writing and signed of by the Director of Parks and Recreation Facilities countersigned by either the Chief Administrative Officer or Treasurer.

---

**TOWN OF SACKVILLE****Meeting Date:** September 12, 2016**LIAISON COUNCIL REPORT****Councillors:** Allison Butcher and Bruce  
Phinney**Subject Area: Recreation Programs and  
Events****Attachments:**

---

**Background:**

The Recreation Programs and Events Liaison Council group met on August 29, 2016 to review departmental updates.

**Highlights and Initiatives:**

- The summer programs have wrapped up. The Town hosted over 2500 kids and adults at our various programs and events throughout the months of July and August.
- The BHP Challenge was another success with 56 racers, young and old, taking part. We look forward to growing the event in 2017.
- Lillas Fawcett Park Beach supervision wrapped up on September 2, 2016.
- The Annual Corn Boil was held on Saturday, September 3<sup>rd</sup> at the Bill Johnstone Memorial Park with musical entertainment from Mason's Tender. Throughout the morning, 900 pieces of corn were handed out to Mount Allison students at the event. Thank you to the Mayor, Members of Council, the Sackville Rotary Club, and the Sackville Farmers' Market for all of your help.
- Fall Fair will take place from September 14-18<sup>th</sup> this year. Highlights include Hypnotist, Ian Stewart, The Ray Oliver Band, Mike Zito, and Plants and Animals will be playing Friday night in the tent. The Hospital Auxiliary will host their second Big Band Dance at the Civic Centre on Friday Night, and Saturday night we will be hosting a teen video dance at the Civic Centre! Full details can be found at [www.sackville.com](http://www.sackville.com) and in our Fall Fair brochures, which will be in every mailbox in the E4L postal code and in locations throughout town.
- Family Day at the Doncaster Farm will take place Saturday, September 17<sup>th</sup> as part of our Fall Fair Celebrations.
- Several fall programs are being offered this season. Rhythm Orchestra for youth, Train for 10K, Pickleball, Photography and swim lessons, just to name a few.
- Community Development Grant applications are now available at [www.sackville.com](http://www.sackville.com).


- The Town and the Sackville Golf and Country Club will be hosting the first Gentleman's Hockey/Golf tournament on October 7, 8 and 9<sup>th</sup>.
- The Second Annual Pride Parade will take place on September 22, 2016.

### **Library Report**

- The summer of 2016 was another success at the Library. The Summer Reading Club had 160 members who read over 1600 books. The summer students also offered 77 programs to 1020 participants. Daily programs ranged from Fun and Games, to Tot's In the Library, to Family Time in the Park (held during the Farmers Market), to Time Travel Theme Parties.
- Special programs held during August included our Annual Sleepover, a repeat visit from Little Ray's Reptile Zoo, a Reading Club Theme Puppet Show, and our closing club parties and certificate presentations
- Throughout September, members of the public may visit any of the province's 63 public libraries including the Sackville Public Library and use their library card to sign out one free admission pass to Kings Landing Historical Settlement. What a great way for families to spend quality time together while taking in a bit of history.

Respectively Submitted by:

Matt Pryde, Manager of Recreation Programs and Events

	<b>Date:</b> 6 September 2016
	<b>Subject Area:</b> Police Liaison Report
	<b>Councillors:</b> Joyce O’Neil, Andrew Black
	<b>Attachments:</b>
<p><b>LIAISON COUNCIL REPORT FORM</b></p>	
<p><b>Background:</b> On September 1<sup>st</sup>, Chief Bowser and Sgt. Gagne with the rest of the Public Safety committee in regards to related issues and activities during the previous month. Dwayne Acton was also present to discuss related issues.</p>	
<p><b>Highlights/Initiatives:</b>  The Community Programs Officer provided a list of initiatives and activities he was involved in. He received training on Youth Diversion which is the formal part of his responsibilities. Related to this, he met with the local Diversion Committee which will need to be bolstered as there have been some people leave the area. He has been working on the Block Parent Program as there has been interest from residents. He has been in communication with locals regarding Project Linus which would see local emergency vehicles equipped with hand made blankets for children in crisis situations. He has also participated in several meetings as follows: Mount Allison Mental Health Committee, LINK Program, Community Partnerships Committee, Crime Stoppers. He has also received training in the SAFE Program which coordinates school plans and procedures related to active threats responses involving schools. The Positive Ticketing Program is ongoing.</p> <p>Traffic enforcement efforts continued in town however tickets were down. To note, that the use of handheld device tickets reduced but still the leading ticket. Thirty three foot patrols were conducted.</p> <p>Calls for service were relatively similar to last year at 100 calls. Some property related crime trends have been identified related to thefts. A strategy is being developed to address same.</p> <p>A complaint regarding police response to a local address was looked into. Four calls for service were received in relation to this address from midnight to five AM at the related address. Two men were arrested on separate files. Meaning there was lots of police response. Follow up is planned with the complainant.</p>	
<p><b>Submitted By:</b> Sergeant Paul Gagne</p>	

---

**TOWN OF SACKVILLE**

**Meeting Date: September 12, 2016**

**COUNCIL REPORT**

**Councillors: Joyce O'Neil & Andrew Black**

**Subject Area: Public Safety**

---

**Attachments:** [Click here to enter text.](#)

**Fire /EMO Services:**

Sackville Fire & Rescue responded to 9 calls for service in the month of August. They included: 4-commercial fire alarms, 3-motor vehicle collisions, 1-rubbish fire and 1- person trapped in an elevator. The calls for service to-date in 2016 are down 22 calls compared to the same timeframe in 2015.

Training sessions that took place in August were: boat and pump operations, water rescue and station and equipment checks.

Several Fire House tours were conducted in August, which included, Mount Allison Camps and The Spotted Toad daycare.

A Fire Safety presentation was given to all Mount Allison University Don's and RA's on how to better educate the students on the necessary procedures of evacuation, fire drills and the use of fire extinguishers.

We would like to invite all the citizens of Sackville and our surrounding communities to come check out our annual open house on Thursday, September 15<sup>th</sup>, starting at 6:30pm.

Mark your calendars, Fire Prevention week is October 9-15, 2016. This year's theme is "Don't wait, check the date". Replace your smoke alarms every ten (10) years. Also, please be sure to test these life saving devices monthly.

Just a reminder, under the Fire Prevention By-Law #247, Section 3, rubbish fires are strictly prohibited within town limits. I would like to remind all the citizens of Sackville, that when having outside fires, they must use an outdoor wood burning appliance, which is a manufactured non-combustible enclosed container, designed to hold a small fire, for decorative purposes only. The size of this wood burning appliance should not be larger than 1 meter in any direction and may include a chimney.

We have our annual Truck Draw tickets out and around the business community. Please be sure to pick up your ticket and make use of the coupons that are attached on this year's ticket stub.

As always, I would like to remind all residents of Sackville to make sure that they have a basic emergency kit prepared to last 72 hours, in the event of an emergency. Things that should be in this kit are: two liters of water per person/day, food that won't spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year). Other items that should be included are: a manual can opener, flashlight, batteries and a first aid kit.

**Submitted By:** Craig Bowser, Fire Chief



# MONTHLY REPORT

August 2016

Jean-Francois LeBlanc, CPO

SACKVILLE RCMP, South-East District RSC7

[jean-francois.leblanc@rcmp-grc.gc.ca](mailto:jean-francois.leblanc@rcmp-grc.gc.ca) (506) 874-0010

## SCHOOLS

Mount Allison University  
Tantramar Regional High School  
Marshview Middle School  
Salem Elementary

## COMMUNITY

- Organized a BBQ with Andy Rose from the Independent Grocery Store, took place on August 6<sup>th</sup>, over \$500 donations that all went towards the local Crime Stoppers.
- Liaised with various services with Social Development at the Sackville hospital to set up the Youth Diversion Committee (re: mental health, addictions)
- Attended Mount Allison University, met with Student Life Council staff to introduce myself to start working on projects such as Mental Health for Mount Allison Students.
- Positive Tickets – (18 Issued in August, 2016)
- Working with Erica Pryde et al on a possible Youth Centre initiative.

## COMMITTEES

- **Crime Stoppers**
- **Block Parent Program**
- **Project Linus**
- **LINK Program**
- **Youth Diversion Committee**
- **Community Partnership Committee**

## TRAINING / ADMINISTRATIVE

- Training on Youth Diversion, August 23<sup>rd</sup> – 24<sup>th</sup> in Fredericton NB.
- Training on SAFE Plan (Modifying Systems)

## ACTIVE YOUTH FILES:

**INFORMAL DISCUSSIONS WITH YOUTH, PARENTS/GUARDIANS:**

**# OF PRESENTATIONS/WORKSHOPS: 2**

---

**TOWN OF SACKVILLE**  
**LIAISON COUNCIL REPORT**  
**Subject Area: Policy/By-Law**

---

**Meeting Date:** September 12, 2016  
**Councillors:** Councillor Bill Evans and  
Councillor Andrew Black

---

**Attachments:**

---

Background:

The Policy/By-Law Liaison Group did not hold a meeting in the month of August.

The next Policy/By-Law Liaison Group meeting is scheduled for Thursday September 15, 2016 at 10:15 a.m.

**Respectively Submitted by:**  
Donna Beal, Clerk

---

**TOWN OF SACKVILLE****Meeting Date:** September 12, 2016**COUNCIL REPORT****Councillors:** Mayor John Higham, Deputy Mayor Joyce O'Neil, Coun Bill Evans**Subject Area: Personnel****Attachments:** [Click here to enter text.](#)

---

The following is an overview of recent highlights and initiatives for the month of August:

- Council Liaison members for Personnel met on September 1.
- The Arena Attendant position at the Civic Centre was posted internally and externally. We are pleased to confirm that Sam Burry has been hired, effective September 6.
- As of the last pay period in June there were 35 permanent employees, 1 temporary employees (Recreation Maint) plus 33 Summer staff (Recreation, Tourism, Public Works & Library).
- In terms of Labour Relations the parties met in June to resume negotiations of the Collective Agreement that expired on December 31, 2015. Additional meetings are scheduled for September.
- Dept Heads noted that our summer students have completed their summer work term and that the students worked very well with our regular crew throughout the summer.

**Submitted By:** Phil Handrahan, CAO

---

**Meeting Date:** September 12, 2016

**TOWN OF SACKVILLE**  
**LIAISON COUNCIL REPORT**

---

**Councillors:** Allison Butcher and Megan Mitton

**Subject Area:** Corporate Affairs and Strategic Development

---

**Attachments:**

1. Meeting Notes from August 30, 2016
- 

**Background:**

The Corporate Affairs and Strategic Development Liaison Group met on August 30, 2016. The notes from the meeting are attached.

There are several ongoing projects that are worth noting, including:

- The RFP process for the CN EcoConnexions From the Ground Up Program was issued on August 5, 2016, and closed on August 24, 2016. One proposal was submitted from Riverview Lawn and Gardens. Staff have reviewed the proposal and have determined that it meets the RFP criteria including the total price being in line with the \$50,000 project cost, it accommodates a diverse planning program, provides for a minimum of 120 trees and includes a five-year warranty. A motion to award the project is required.
- Staff have been working closely with Tree Canada to finalize other necessary commitments on the EcoConnexions project. A public launch will be held on October 12, 2016, which will be a full day of event including activities with students, a ceremonial tree planting, a community BBQ, and formal meetings. Further details will be released soon.
- Work continues on the Town's Strategic Planning process. A series of key stakeholder interviews were carried out by the consultant on August 18 and August 24, 2016. The consultant is now preparing a status report on the key themes and messages to date. A focus group session with additional community leaders is scheduled for the afternoon of September 20, which will be followed by a community consultation the same evening from 6:30-8:30pm which is open to the general public.
- Staff are delighted that the public art sculpture was recently installed at the corner of Weldon and Bridge Street. The work, by Halifax artist Christian Toth, includes a heron and pair of ducks cast in bronze. An event to celebrate the work is planned for September 17, 2016 at 3pm during Fall Fair. The event will feature live music, a sidewalk chalk demonstration and refreshments following the Fall Fair parade. A competition to name the birds is ongoing and the winners will be announced on September 17, 2016.
- With the public art now complete, staff will arrange the final site inspection with ACOA. Subsequently, the Town's final claim will be submitted to ACOA for reimbursement.

- The Community Partnerships Working Group met on August 11, 2016. The meeting included an update from Mount Allison's 2016 Orientation Chair on the activities planned for September, the introduction of the Town's new Community Program Officer, as well as updates from the VP External from the Mount Allison Students' Union. Several member of the group also attended the incoming off-campus student mixer at Mount Allison on September 1, 2016. Upcoming activities include continued work on a good neighbours poster and organizing a series of community BBQs.
- The Mayor, joined by Councillor Mitton, presented to the Legislature's Select Committee on Climate Change on August 31, 2016. The presentation was held in the Motyer-Fancy Theatre in the Purdy Crawford Centre for the Arts at Mount Allison. The Committee held a full day of presentations from a variety of groups and individuals which is expected to assist the province in tacking climate change. The Town's presentation focused on the major threats facing the community, including salt and fresh water flooding, highway closures, as well as others. The presentation was very well received.
- During the Regular Council meeting of August 8, 2016, several statistical related questions were posed to Council (i.e. employment numbers at exits, residence location, etc.). Staff are following-up with Statistics Canada and other sources for assistance and will provide an update when the data is obtained (if such sources exist).

**Respectfully Submitted by:**

Jamie Burke

Senior Manager of Corporate Projects

**CORPORATE AFFAIRS AND STRATEGIC DEVELOPMENT LIAISON MEETING  
TUESDAY, AUGUST 30, 2016 AT 4:00 PM  
TOWN HALL**

In attendance were Councillor Allison Butcher, Councillor Megan Mitton, CAO Phil Handrahan, Sr. Mgr. of Corporate Projects Jamie Burke.

Regrets: Mayor John Higham

1) Comments on Draft Presentation to the Legislature's Select Committee on Climate Change

The draft presentation was circulated to members on Sunday, August 28, 2016. Several edits were suggested and added to the presentation.

2) Review August 2, 2016 Meeting Notes

The notes were reviewed and accepted.

3) September 12, 2016 Council Report Outline

The group discussed the items that are expected to be included in the September 12, 2016 Council Report, including an update on the Strategic Plan, a motion to award to the work in response to RFP No. 2016-09 – Street Trees, and details regarding the CN EcoConnexions from the Ground Up Grant. The group was also updated on a draft Terms of Reference for the Waterfowl Park Advisory Committee which will be included on the September 6, 2016 Discussion Group Agenda.

4) Strategic Plan Update

An update on the Strategic Plan was provided, including the key stakeholder interview process and the next steps.

5) Follow-up – Premier's Economic Development Meeting

The group briefly discussed the August 18, 2016 meeting hosted by the Premier at the Irishtown Community Centre that focused on Economic Development. The group was advised that the item would be added to the September 6, 2016 Discussion Group agenda, and then followed by a formal letter being sent to the Premier's Office outlining the priorities of the Town.

6) CN EcoConnexions From the Ground Up Grant

The group was advised that October 12, 2016 has been set has for the formal launch of the tree planting program. Details of the day that are being planned (tentatively) include an Operation Lifesaver event with the Middle School, a formal launch and community BBQ, and a series of afternoon meetings with CN and various local stakeholders (Mayor, Chamber of Commerce, Main Street Redevelopment, EMO personnel). Further details will be made available as things progress.

7) Public Art

It was noted that the public art had finally arrived and that the artist would be on site to complete the installation on Thursday, September 1, 2016. In addition, a celebration is being planned in conjunction with Fall Fair on September 17, 2016 which will include music, refreshments, etc. It was also noted that staff would be reaching out to the community to help name the sculpture, which would be announced during the celebrations on September 17, 2016.

8) Next Meeting

The next meeting will be held on Tuesday, September 27, 2016.