

**SPECIAL MEETING OF COUNCIL
MONDAY MAY 1, 2017 AT 7:00 P.M.
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor John Higham, Deputy Mayor Joyce O'Neil, Councillors Allison Butcher, Ron Aiken, Andrew Black, Bill Evans, and Michael Tower. Also in attendance were CAO Phil Handrahan, Treasurer Michael Beal, Senior Manager of Corporate Projects Jamie Burke, Manager of Recreation Programs and Events Matt Pryde, Manager Tourism & Business Development Ron Kelly-Spurles, Town Engineer Dwayne Acton, Fire Chief Craig Bowser, Deputy Fire Chief Mike Green, Clerk Donna Beal and Assistant Clerk Stacey Hicks.

Also in attendance was Press Bruce Wark

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

Mayor Higham called the Meeting to Order.

MOVED BY COUNCILLOR RON AIKEN AND SECONDED BY COUNCILLOR
BILL EVANS THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING
OF COUNCIL OF MAY 1, 2017 AS CIRCULATED. MOTION CARRIED.

Mayor Higham welcomed a group of Marshview Middle School students that were in attendance and thanked them for coming to the meeting.

1. Breastfeeding

A presentation was made by Nathalie Lirette-Bourque on the importance of Breastfeeding and having a Breastfeeding Policy. Some of the benefits of breastfeeding based on research were noted and it was also noted that the Breastfeed Committee started in 2006 after the data indicated that New Brunswick had one of the lowest initiative rates in the Country. The committee has implemented many strategies to increase the breastfeeding rate in New Brunswick. It was noted that the rates have improved significantly, however, the breastfeeding rates at 6 months of age remain the lowest in Canada. The Committee is now focusing on normalizing breastfeeding in general and a Breastfeeding Policy can help. It was noted that this would be brought to a Policy/By-Law Liaison meeting and that the policy can be changed to reflect the capacity of the Municipality.

Mayor Higham thanked Nathalie for the presentation.

2. SappyFest

Jeff McKinnon gave an update to Council on the upcoming SappyFest 12 scheduled for August 4-6, 2017. Mr. McKinnon noted the highlights of last years' festival and noted that plans were well underway for this year. Mr. McKinnon noted the requests from the Town being made by the SappyFest Committee were the same as in the past including the closing of Bridge Street during the festival. Mr. McKinnon thanked the Town for the Grant received and the importance of the funds in contributing to the success of the festival.

Mayor Higham thanked Mr. McKinnon for the presentation.

3. Policy/By-Law

Clerk Donna Beal noted that staff are continuing their review of the Town Policies and brought forward two Policies to The Policy/By-Law Liaison Meeting held on April 20, 2017 for consideration. It was noted that Policy No. 2007-07 In-Charge Management Policy is covered off in By-Law No. 251 CAO By-Law under section 5(2) which states “In the event of temporary absence or disability, the Chief Administrative Officer may designate a senior employee of the Town to perform the duties of the Chief Administrative Officer during that absence, and shall file a letter with the Mayor indicating that such action has been taken.” This By-Law would supersede Policy No. 2007-07.

Policy No. 03-99 Charitable Donations which has been in place since 1999 is now outdated with the current Grant Policy and Criteria which is now in place.

Motions will be brought forward at the May 8, 2017 Regular Council Meeting for Council to consider.

4. Antique Car Show – Street Closure

Manager Matt Pryde noted that a proposal by Tyrone Gagnon was presented at the April Discussion Group Meeting to host an Antique Car Show on Bridge Street in July 2017. Some questions were raised regarding the size of Bridge Street and the number of cars proposed (30-40 cars) as well as the timing of the Lorne Street Reconstruction Project. Upon further discussions with Mr. Gagnon to review his plan and event, staff were satisfied that the necessary arrangements and space will meet his needs and Mr. Gagnon is both satisfied and willing to work with us in hosting a successful event and has agreed to change the road closure request to York Street.

A motion will be brought forward at the May 8, 2017 Regular Council Meeting for Council to consider.

5. Visitor Information Centre Painting

Manager Ron Kelly-Spurles noted that the repainting of the Sackville Visitor Information Centre was identified as a priority capital project for 2017. In addition there are some repairs to be done to replace rotting wood. Five local painting companies were contacted for quotes to do this work. Four of those companies indicated that they would visit the site and quote on the work, however, only two quotes were received.

A motion will be brought forward at the May 8, 2017 Regular Council Meeting for Council to consider awarding the work to the lowest bidder, Windy Marsh Painting and Taping Inc. which comes in below budget for this project.

6. Tender No. 2017-09 Pumper Tanker

Fire Chief Craig Bowser noted that the Tender package for the new Pumper/Tanker unit, Tender No. 2017-09 went out on March 29, 2017 and closed on April 18, 2017. 8 Tender packages were picked up and 2 tenders were received. Tender results were evaluated with 1 tender being accepted. The other tender bid submitted is not being considered as it did not meet the minimum specifications on several items. The tender bid that is being recommended from Metal Fab Ltd., is \$450,528.00 plus HST. The capital budgeted amount for this project was \$383,546.00 plus HST putting us over budget on this project by \$66,982.00 plus HST. Consultations with Treasurer Mike Beal and a review of all Capital Projects was done and it was identified that we have \$34,000.00 in unused funds from 2016 capital projects that had not been borrowed for, and we would also recommend that we remove \$10,000.00 from our 2017 approved capital projects. The balance of \$25,837.27 (Net HST) would need to be made available from the 2018 capital out of revenue or from the sale of the old Tanker unit.

A motion will be brought forward at the May 8, 2017 Regular Council Meeting for Council to consider awarding tender No. 2017-09 to Metal Fab Ltd. for the new Pumper/Tanker.

7. Tender No. 2017-10 Boom Lift

Town Engineer Dwayne Acton noted that as part of the Capital Budget process, Council approved the purchase of (1) one used Articulating Boom Lift for use during many different applications within the Town's operations. Tender No. 2017-10 went out on March 31, 2017 with the opening taking place on April 19, 2017. Eight Tender packages were picked up during the tendering process and during the tender opening on April 19th two tenders were received. Mr. Acton noted the evaluation process and specs requested on a used piece of equipment and after the evaluation of the two bids were done and the two bids were accepted. The budgeted amount for the Articulating boom lift approved by Council was \$50,000.00.

A motion will be brought forward at the May 8, 2017 Regular Council Meeting for Council to consider awarding Tender No. 2017-10 to Atlantic Cat Rental/Hewitt Rentals Inc., in the amount of \$45,885.00 HST included.

8. Asset Management Plan

Treasurer Michael Beal noted that the Town is required to have an Asset Management Plan in place before the end of 2017 in accordance with our Gas Tax Funding Agreement with currently provides us approximately \$391,000 in funding per year. The information was provided to us during the 2014 to 2018 GTF agreement implementation however, limited information has been received from the Province as to what they wish to have included in the Asset Management Plan. In being proactive in this process we engaged Public Sector Digest in 2014 who was very familiar with Asset Management Plans and who also had software in place to handle the Asset Inventory for the Municipality. Their original proposal to the Town included both the Software and implementation of the AMP. At that time, we did not have the funds to proceed with both the Software and the Plan; therefore in 2016 we made the commitment to move forward on the Software with looking at Public Sector Digest creating the AMP in 2017. Public Sector Digest has created many Asset Management Plans across Canada including in New Brunswick and the Maritimes. Their proposal to perform the Asset Management Plan for the Town is a cost of \$18,500 plus HST which has been budgeted for. The AMP time frame for development is 5-6 months.

A motion will be brought forward at the May 8, 2017 Regular Council Meeting for Council to consider approving the Development of an Asset Management Plan for the Town of Sackville as required under the GTF Agreement and authorize the hiring of Public Sector Digest Inc., to create the plan at a price of \$18,500 plus HST.

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY ANDREW BLACK THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF MAY 1, 2017. MOTION CARRIED.

Mayor

Clerk

Assistant Clerk