

**SPECIAL MEETING OF COUNCIL  
TUESDAY JULY 4, 2017 AT 6:30 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor John Higham, Deputy Mayor Ron Aiken, Councillors Bruce Phinney, Allison Butcher, Andrew Black, Bill Evans, Megan Mitton and Michael Tower. Also in attendance were 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 and Assistant Clerk Stacey Hicks.

Also in attendance was one resident

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

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 JULY 4, 2017 AS CIRCULATED. MOTION  
CARRIED.

1. FCM Report

Mayor John Higham and Councillors Andrew Black and Allison Butcher recently attended the FCM Conference in Ottawa, ON and reported on the highlights of the Conference. Mayor John Higham noted that a written report would be distributed hopefully within the next couple days on the FCM Conference.

Councillor Andrew Black spoke in detail of a workshop he attended, “Reconciliation through Economic Development”. Councillor Black also spoke of the Community Gardens Network of Ottawa, which included a tour of the various community gardens that exist in the City, noting that he feels there is potential to expand on our community gardens. Councillor Black also noted that he toured a farm estate in Gatineau.

Councillor Allison Butcher noted that the FCM Conference was very busy and spoke of a study tour she attended, “Good food in Schools” which included a visit to a High School and Elementary School and both had food growing onsite with the children being a part of it. Another workshop she was able to attend entitled “As an Elected Official, What is my Role in Stakeholder Engagement”, to which Councillor Butcher noted that the powerpoint presentation is now available on the FCM website.

Mayor Higham noted that during the FCM Conference he spent a lot of time at the tradeshow, attended the meeting with CN. Mayor Higham also attended a Rural & Remote Group but that there was little relating to our Community and he noted that Infrastructure was a big topic in a variety of places during the Conference. Another interesting highlight was that Mayor Higham was able to attend a lunch time presentation by Frank Cowan Insurance regarding the risks with bike parks and noted it may be something we need to look at in the future.

## 2. UMNb

### (a) Resolution – Street Lighting

Assistant Clerk Stacey Hicks noted that the Policy/By-Law Liaison group met on June 14<sup>th</sup> and further to a discussion by Council at the Special Meeting of Council on June 5<sup>th</sup>, a resolution was crafted regarding the cost of Street Lighting for Municipalities in NB. The motion will be brought forward at the Regular Council Meeting of July 10, 2017 for Council to consider passing a motion to forward the resolution regarding street lighting to UMNb and to have it presented for voting during the 2017 annual conference.

### (b) Property Assessment Freeze

Assistant Clerk Stacey Hicks noted that this item is for information purposes and included in the package is a news release regarding the property assessments to be frozen in 2018. The NB Governments just recently announced a freeze on properties other than new construction and renovations on tax assessments in the coming year. This could be a concern for Municipalities with a major impact on all Municipalities. It was requested that staff contact Raymond Murphy with UMNb to see if they have any resources or possibly a Committee that can look at this item. Council also noted that they would support staff crafting a resolution pending the fall out of this which would go to the Policy/By-Law Meeting in mid-July and then presented at the Council Meeting in August before being submitted to UMNb.

## 3. Revised Heritage Grant Criteria Policy No. 2017-03

Senior Manager of Corporate Projects Jamie Burke noted that in 2014, Council began a Heritage Conservation Grant program which contained criteria developed by the Heritage Board and approved by Council. The Heritage Board has recently reviewed the criteria and identified the need for an update as it currently contains inconsistencies which make it difficult to administer. The criteria was also reviewed by the Policy/By-Law liaison Group and while they noted several items that should be further discussed and explored by the board, they believed the revised criteria could be adopted so that the inconsistencies can be addressed but expect that the Board will evaluate the criteria further and look to provide advice regarding further revisions in the coming months. A couple significant revisions to the criteria are that grants will only be paid to cover some of the costs that were incurred by property owners that would not have been incurred if their buildings were outside a Heritage Conservation area, noting that the existing document is much broader with respect to eligibility and the second item is the approval authority in the revised criteria is the Heritage Officer, considering advice of the board which currently notes the Heritage Board as the approval authority. A recommendation that Council approve the revised criteria and a motion will be brought forward at the Regular Council Meeting on July 10, 2017.

## 4. Replenishing of Winter Salt

Town Engineer Dwayne Acton noted that as part of winter control, we require approximately 900-1400 tons of road salt each winter season and as part of preparation, we would be looking to fill the salt dome during the late summer/fall time period. With the recent closure of the potash plant in Sussex, NB we are limited to one supplier in the region which we are able to purchase the required quantity of salt at a slightly lower cost over last year. A motion will be brought forward at the Regular Meeting of Council on July 10<sup>th</sup> for Council to consider approving the bulk salt supply agreement with Windsor Salt Ltd. for the 2017/2018 Winter Season.

#### 5. Tender No. 2017-12 Sackville Arts Wall

Town Engineer Dwayne Acton noted that after staff consulted with the Arts Wall Committee on potential locations, it was recommended that the new arts wall will be located behind the sidewalk just past Cranewood at 113 Main Street. On June 12<sup>th</sup> a tender was issued for the supply and installation of the new “Sackville Arts Wall” and 5 tender packages were picked up with only one bid being received as per the attached minutes. A motion will be brought forward at the Regular Meeting of Council on July 10<sup>th</sup> to award Tender# 2017-12, “The Supply and Installation of the New Sackville Arts Wall” to Beach Hill Landscaping in the amount of \$41,434.50 HST Included.

#### 6. 2018 Provincial Visitor Guide Advertisement

Manager of Tourism & Business Development Ron Kelly-Spurles noted that the cost for the half page advertisement in the 2018 Provincial Visitor guide is \$6,158.25 (HST Included). This is the same type of ad the Town has purchased for many years to ensure that the Town is well represented in the Province’s primary travel guide document. While payment for the ad will not occur until 2018, it is necessary for the Town to commit to the ad by September 5<sup>th</sup>. A motion will be brought forward at the Regular Council Meeting of July 10<sup>th</sup> for Council to consider authorizing the expenditure.

#### 7. Fall Fair Sound Equipment

Manager Matt Pryde noted that during the Special Meeting of Council in June, Council passed the motions relating to the Sackville Fall Fair except the motion regarding audio requirements for the Tent and Family Day at the Doncaster Farm as plans were still underway for the Friday night line up and Family Day. A request for quotes was sent to two companies, but a response was only received from one, being SSI Audio of Moncton, NB which came in at a price of \$7,716 (HST Included). A motion will be presented at the Regular Council Meeting of July 10<sup>th</sup> for Council to consider approving the Fall Fair Sound Equipment Contract with SSI Audio.

#### 8. Triathlon Street Closure

Manager Matt Pryde noted that the Sackville Swim Club is hosting the triathlon which is scheduled to take place on Saturday, August 18, 2017. In order for the triathlon to be as efficient and safe as possible, a road closure is being requested which would include Main Street from Donald Harper Drive to Mountview/Station Road, as well as, Church Street from MacPhee to Main Street. In preparation for the event, staff will include a map of the closure on the Town website and social media channels, and the Swim Club will notify all residents that may be effected directly by the closure. A motion will be presented at the Regular Meeting of Council of July 10<sup>th</sup> for Council to consider approving the road closure on August 18<sup>th</sup> to accommodate the Sackville Triathlon.

#### 9. Highway Signage Changes

Senior Manager Jamie Burke noted that in mid-2016, the Exit 506 community group expressed an interest in revising and updating some of the signage on the TransCanada Highway, at exit 506. The group felt that Sackville, including the downtown would be better represented with revised signage that added “Downtown Sackville” to clearly indicate it’s accessibility via Exit 506 and help draw traffic to the downtown area. Both the community group and staff have commenced discussion with the Department of Transportation and staff were advised by DTI that they strive to follow the Transportation of Canada standards and guidelines for highway signage which would identify appropriate size of letters, the order of directional information, color, etc. DTI has also indicated that the Overhead Sign Structures in Sackville are at their maximum size, therefore the addition of lines to the text “Sackville Centre”, a line would need to be removed from the sign. Lastly, to get the text to fit on the existing sign, the font would need to be reduced from 20 inches to 16 inches and from 16 inches to 13 inches for the roadside signage along with some compression to make it fit. Staff are looking for direction from Council prior to advancing a formal request with DTI to change the signage. It was noted that additional information would be obtained

with regards to changing the signage at Exit 506.

#### 10. Offer for Financial Assistance – Program for Municipal Development to Commemorate Canada 150

Senior Manager Jamie Burke noted that staff submitted an application to the Program for Municipal Development to Commemorate Canada 150 and have been successful, being awarded \$150,000 for the following projects outlined in the application:

- George Stanley Sculpture
- Sackville Cemetery/George Stanley Grave Memorial
- Memorial Park Shelter
- Sackville Arts Wall
- Skateboard Park Equipment
- Boultenhouse Heritage Centre & Anderson Octagonal House Memorial

A motion will be brought forwards at the Regular Council Meeting of July 10<sup>th</sup> for Council to authorize the Mayor and Clerk to sign the funding agreement to be able to move forward with the projects as noted which must be completed by December 31, 2017, therefore, staff will need to commence the work as soon as possible.

#### 11. Operational Motions – Regular Council Meeting July 10, 2017

There were no operational motions.

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR ANDREW BLACK THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF JULY 4, 2017. MOTION CARRIED.

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Mayor

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Assistant Clerk

