

**SPECIAL MEETING OF COUNCIL
TUESDAY AUGUST 8, 2017 AT 7:00 P.M.
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor John Higham, Deputy Mayor Ron Aiken, Councillors Allison Butcher, Andrew Black, Joyce O’Neil, 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, Town Engineer Dwayne Acton, Manager of Parks & Facilities Todd Cole, Superintendent Todd Hicks, Fire Chief Craig Bowser, CPO Jean-Francois Leblanc, Clerk Donna Beal and Assistant Clerk Stacey Hicks.

Also in attendance was Press Bruce Wark and approximately two (2) residents.

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 BILL EVANS THAT COUNCIL APPROVE THE AGENDA OF THE
SPECIAL MEETING OF COUNCIL OF AUGUST 8, 2017 AS CIRCULATED. MOTION
CARRIED.

1. MADD Signage

CPO Jean-Francois Leblanc gave a brief presentation, noting that he has been working with the local chapter of Mothers Against Drunk Driving (MADD) – Cumberland/Tantramar on a new public awareness campaign which would include the installation of four new signs being erected at Exits 504 & 506, along with Route 106, as well as, an additional sign at Silver Lake. CPO Jean-Francois noted slides of the proposed areas of the signs, as well as, copies of the proposed signs.

Senior Manager of Corporate Projects Jamie Burke noted that staff are recommending that Council approve the locations noted for the proposed MADD signage and a motion will be presented to Council at the Regular Council Meeting of August 14, 2017.

2. Policy No. 2017-04 Donations & Memorial

Senior Manager of Corporate Projects Jamie Burke noted the new format of the reports for the Special Meeting of Council which will detail items and how they will tie in with the Strategic Plan.

Senior Manager of Corporate Projects Jamie Burke noted it is becoming more common that staff are receiving requests from the general public, special interest groups, individuals and Sackville residents for the planting or designation of memorial trees or benches on municipal lands. Mr. Burke noted that as a follow up to the Policy/By-Law Meeting held in June, staff revised the draft Donations & Memorial Policy with the recommendations suggested at the meeting. At the Policy/By-Law Meeting held in July, staff outlined in detail the changes and held a discussion where further recommendations were brought forward and staff have also made those changes. After some discussion and a few additional suggested revisions, a motion will be brought forward at the Regular Council Meeting of August 14, 2017 for Council to consider passing Policy No. 2017-04, Memorials & Recognition Policy.

3. UMN NB Attendees

Clerk Donna Beal noted that each year the Union of Municipalities of New Brunswick hold their Annual Conference in late September, early October timeframe. The conference this year will be held in Fredericton from September 29th – October 1st. Registrations forms have been received by Mayor and Councillors who are interested in attending and as per the Town's Policy, a motion of Council to approve the attendees at the conference is required and will be brought forward at the Regular Council Meeting of August 14, 2017.

4. UMN NB Resolution – Property Assessment Freeze

Clerk Donna Beal noted that with the recent announcement from the New Brunswick Government regarding a freeze in property assessments for 2018, staff have created a draft resolution for Council to consider submitting to UMN NB for the 2017 Annual Conference. It was noted that staff have also been in contact with Mr. Raymond Murphy who noted that the three (3) Municipal Associations have requested an urgent meeting with the Department and will continue to press the issue and keep us informed of any new developments.

5. Pride Parade

Manager Matt Pryde noted that over the past two years, the Town of Sackville and the Mount Allison Student's Union have hosted the Pride Parade in Sackville which materialized after many years of Mayor and Council showing their support by raising the Rainbow Flag at Town Hall during pride week. This year's Pride Parade is set to take place on Thursday, October 12, 2017 and similar to last year, the Rainbow Flag will be raised on the Mount Allison campus and at the Sackville Town Hall. Speeches will take place at Mount Allison, followed by a parade down York/Main Street, where a second flag will be raised at Town Hall. The march will continue by turning back up Main Street to finish at the Bill Johnstone Park, where a celebration will take place with music and cake. To accommodate the event, the parade route streets will need to be closed briefly from 5:45-6:00 p.m. on October 12th and a motion will be brought forward at the Regular Council Meeting of August 14, 2017.

6. Fire Department Capital Project – Bunker Gear

Fire Chief Craig Bowser noted that within the 2017 Capital Projects budget, \$14,000.00 was allotted for bunker gear which will allow the purchase of three (3) sets of Star-field Lion bunker gear at a current rate of \$2,950.00 per set. It was noted that in budgeting for this personal protective equipment each year, this will ensure inventory of bunker gear remains current as the life expectancy is 10 years and ensures safety is maintained. Staff are recommending the purchase of three (3) sets of Star-field Lion Bunker Gear from Micmac Fire & Safety Source Ltd. in the amount of \$10,177.50 HST included and a motion will be brought forward at the Regular Council Meeting of August 14, 2017.

7. Tender# 2017-14 – Pre-Engineered Storage Building (EMO)

Town Engineer Dwayne Acton noted that as part of our Capital Budget process, a new storage facility to be utilized by all Town Departments, as well as, for EMO storage requirements was approved by Council. The Engineering Department in consultation with Spitfire Design Co. and Crandall Engineering Ltd. to put together a design package for a 60ft x 120ft pre-engineered storage building and on tender# 2017-14 was issued. The tender closed on August 4th, with four (4) tenders received. A motion will be brought forward at the Regular Council Meeting of August 14, 2017.

8. RFP# 2017-15 – Canteen/Bar Services for Tantramar Veterans Memorial Civic Centre
Town Engineer Dwayne Acton noted that the canteen/bar services for the Civic Centre is a contract that is reviewed annually by staff. After review of the canteen operations it was decided that it would be in the best interest of the Town to go back out to RFP on this item. RFP# 2017-15 was issued with two (2) packages being picked up and only one (1) proposal being submitted during the opening on July 31st. Mr. Acton noted that the RFP is still under review and further information will be provided to Mayor and Council for consideration once the review is completed.

9. RFQ for Highway Sign

Senior Manager Jamie Burke noted that Sackville's highway sign located on the East bound lane at the Walker Road exit was destroyed this winter by a tractor trailer that left the highway in a snow storm. Staff have been working to replace the sign, as part of an insurance claim, as well as, working to address the issue of sign location due to electrical power requirements to properly operate sign lighting. The Engineering Department also worked with the DTI sign branch to put together all the requirements and specifications for this RFQ. The RFQ closed on Thursday, August 3, 2017 and the results were evaluated and approved. The supply and installation of the new sign will be covered under the insurance claim as a result of the accident and all costs will be submitted to the insurance company by Treasurer Michael Beal. A motion will be brought forward at the Regular Meeting of Council on August 14, 2017.

10. RFQ Exit 506 – Beautification

Town Engineer Dwayne Acton noted that Council approved the beautification of Exit 506 as part of the Capital Budget process which would allow for some landscaping and beautification to this particular exit. After reviewing the proposal from the Exit 506 Committee, we retained Viridis Design Studio from Riverview, NB to work with the Town to develop a design to help beautify this exit. Once complete, the Town met with several members of the local exit 506 committee to evaluate and finalize the design and a RFQ was issues with a closing date of August 1, 2017. The budgeted amount for the beautification approved by Council was \$23,000 HST included, excluding the cost of the design by Viridis (\$2,300.00 HST Included). With the challenges of the budget constraints and pricing that came in for the proposed work, the scope of the work has been reduced by approximately 40% in order to fit within the remaining budget amount of \$20,700.00 HST Included. Mr. Acton also noted that they are currently working with DTI to draft a letter of understanding similar to the process done with Exit 504 but have yet to hear back from DTI with the busy summer season. A motion will be brought forward at the Regular Council Meeting of August 14, 2017.

11. RFP# 2017-16 – George Stanley Sculpture

Senior Manager Jamie Burke noted that the Town received \$150,000 in funding under the Provincial Program for Municipal Development to Commemorate Canada 150 and part of that application included a public artwork to recognize Mr. George Stanley. An RFP was issued and closed on August 2, 2017 with two (2) proposals being submitted. Staff are in the process of reviewing the submissions and will be contacting the Stanley family for their input. Staff are expecting to advance a motion at the Regular Council Meeting of August 14, 2017.

12. Reciprocal Agreement/Trail Improvements

Town Engineer Dwayne Acton noted that the Town currently uses Anglophone East Facilities for recreation purposes such as the sports fields, as well as, gym space in the schools for programming and in return the Town pays a fee of \$6,000.00 and provides maintenance to the sports fields. Staff are currently working with the district on a few minor changes, however, during discussions, staff inquired about the trail that runs between the rail bed and the TRHS parking lot which is under water during the spring and fall. The district does not plan on repairing this sections of trail, although with that being the recommended route for walkers and bikers, eliminating the dangerous task of trying to cross the busy four lane highway. The district has agreed to utilizing the reciprocal agreement fees (\$6,000.00) for 2017 and put towards the necessary repairs to the trail. Quotes have been obtained and a motion will be brought forward at the Regular Meeting of Council on August 14, 2017.

13. Waterfowl Park Observation Tower

Town Engineer Dwayne Acton noted that the Town has had several requests for a replacement observation tower to be built in the Waterfowl Park. The Town received funding from Cowan Insurance under the Hometown Program for \$5,000.00 with Sears Insurance contributing an additional \$2,500.00. The Town has also applied for additional funding under the NB Trails Infrastructure Funding Program, which we have not heard back from but are still hopeful that we may get some additional funding. If we are unsuccessful in obtaining any additional funding staff would look to reallocate funds from the 2017 Beech Hill Park Improvements. A motion will be brought forward at the Regular Meeting of Council on August 14, 2017.

14. Operational Motions – Regular Council Meeting August 14, 2017

(a) Mount Allison Commencement – August 31, 2017 Street Closure

Clerk Donna Beal noted that on March 13, 2017, Council passed a motion to grant the temporary closure of York Street from Salem Street to Lansdowne Street on Thursday, August 31, 2017 from 6:20 p.m. to 7:00 p.m. for the Mount Allison University Commencement Ceremonies. We recently received a request from Mount Allison to change the time of the street closure to begin at 3:30 p.m. and end at 4:00 p.m. An identical motion as passed at the March 13, 2017 meeting will be brought forward at the Regular Council Meeting of August 14, 2017 with the new time.

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR JOYCE O’NEIL THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF AUGUST 8, 2017. MOTION CARRIED.

Mayor

Clerk

Assistant Clerk