

**SPECIAL MEETING OF COUNCIL  
MONDAY, OCTOBER 2, 2017 AT 7:00 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

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

Also in attendance was Media Bruce Wark, members of the Tantramar ATV Club and a number of residents.

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

Mayor Higham called the Meeting to Order.

Mayor Higham noted that Item #2 on the agenda, a presentation from Rural Rides, would be removed as they were unable to present tonight.

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY  
COUNCILLOR JOYCE O'NEIL THAT COUNCIL REMOVE ITEM #2, PRESENTATION –  
RURAL RIDES FROM THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF  
OCTOBER 2, 2017. MOTION CARRIED.

MOVED BY DEPUTY MAYOR RON AIKEN AND SECONDED BY COUNCILLOR  
MEGAN MITTON TO APPROVE THE AGENDA OF THE SPECIAL MEETING OF  
COUNCIL OF OCTOBER 2, 2017 AS AMENDED. MOTION CARRIED.

1. Presentation – South East Regional Adult Literacy Board

John Reid, President of the South East Regional Adult Literacy Board gave a brief presentation, noting that they offer classes for everyone from 19 to 100 years old. Mr. Reid noted that they receive funding from the Government for teachers and infrastructure for running the classrooms but they do not receive funding for renting and are very fortunate to have the Tantramar Civic Centre. Mr. Reid noted this is a great facility, private, yet easily accessible for people interested in attending the classes. Mr. Reid noted that there are currently 22 classes throughout the Region and they are fortunate that none are required to pay rent.

Ruth Cole who administers all of the classes in the Southeast Region spoke of Cynthia Adams, a teacher who has been with them since 1995 and has helped 36 people to obtain a GED. Both John & Ruth thanked the Town for allowing their group to utilize space at the Civic Centre and noted that it is appreciated by everyone who goes through their classroom.

## 2. Agreement for Access ATV

Senior Manager of Corporate Projects Jamie Burke noted that in April of 2017 staff were approached by the New Brunswick All-Terrain Vehicle Federation to discuss their plans for our area. They advanced a plan to utilize Wright Street and Mallard Drive for ATVs looking to access the highway commercial area at Exit 504 for fuel, food and other services. This plan would see the ATVs crossing Main Street at the lights. The group advised that approval has been granted by private land owners. During the review of this proposal the RCMP were very supportive of a controlled crossing. In order for the group to move forward they require a motion of Council stating they support the request to have access on Wright Street and Mallard Drive as indicated. It is important to note that Council's approval does not grant the group access in any way, the endorsement will only confirm that the Town supports the application in principle which will then be presented to the Department of Transportation and Infrastructure and the Department of Justice and Public.

## 3. Policy/By-Law

### (a) Noise By-Law

Clerk Donna Beal noted that as a result of some comments that have been mentioned but not in a formal complaint, the Town of Sackville's Noise By-Law was reviewed. Treasurer Michael Beal noted that all formal complaints are investigated on a one on one basis. After discussion by the meeting group it was decided that the Noise By-Law would not be amended.

### (b) Pesticide By-Law – Resolution re Glyphosate

Clerk Donna Beal noted that as a result of a request for the Policy/By-Law Liaison Group to review the issue of Glyphosate, Deputy Mayor Ron Aiken attended the meeting on September 21<sup>st</sup> and gave a brief presentation on Glyphosate. It was also noted that the Town of Sackville's Pesticides By-Law was passed prior to the Province of New Brunswick adopting the Pesticides Control Act which would supersede the Town's By-Law. The meeting group felt that a Resolution to support the ban of Glyphosate would be an option for Council to consider and the motion will be presented at the Regular Council Meeting of October 10, 2017.

## 4. Proposed Initiatives South East Regional Services

- (a) Interest and Support of the Proposed Asset Management Plan (better referred to as GIS Support)
- (b) Interest and Financial Support of the Proposed Tourism RDMO
- (c) Interest and Financial Support towards the Proposed Regional Recreation Council re Regional Trail Development

Treasurer Michael Beal noted that the Southeast Regional Service Commission has submitted a budget to the Town of Sackville and require a decision within 45 days on some items that are not mandatory services. The services which are optional are RDMO and Asset Management/GIS.

Manager of Recreation Programs and Events Matt Pryde spoke of the Regional Recreation/Trails Council, noting that the Southeast Regional Service Commission has been working on a Regional Recreation Master Plan since 2005. It was noted that provincial funding has been received and in 2017, the SERSC had budgeted \$28,000 to complete the development of the Regional Plan and in 2018, \$88,000 has been budgeted to facilitate the plan's implementation. The first steps in the process will be to hire a full time staff person and to develop two subcommittees of the SERSC Board – a Regional Trails Council and a Regional Recreation Committee. Staff are recommending that Council accept the 2018 budget with the

Town contributing \$4,235 towards Cooperative and Regional Planning, an increase of \$651 over the 2017 budget which included a financial contribution towards the Regional Recreation Plan. Staff also recommend that Council continue to advocate that Management be involved with both subcommittees as active members.

Manager of Tourism & Business Development Ron Kelly-Spurles spoke of the Regional Destination Marketing Organization – Tourism, providing information to assist Council in making the decision to participate in the proposed Southeast Regional Service Commission initiative. The SERSC has been exploring several opportunities designed to enhance collaboration among the fifteen municipalities plus the Local Service Districts including the creation of the RDMO. The SERSC has suggested some options which include: i) paying the full amount of \$7,284 in 2018, ii) spreading over the next 2 years, iii) spreading over the next three years, iv) deferring until 2019, or v) not participating at all. The overall budget for this initiative is \$225,000 in 2018 with the Town of Sackville share being approximately 3%. This percentage is based on all members participating, leaving the question of, will this proceed and at what level if all SERSC members are not in agreement. As Council is aware, we have been a member of the NB Cultural Coast for some time now and this organization resulted in an amalgamation of the Tantramar Tourism Association. As part of the 2018 budget process, we are planning to re-evaluate our Cultural Coast membership which is approximately \$8,000, noting the benefits were limited in 2017 but as of now it is the only regional tourism organization in our area. It was noted that consideration needs to be taken, where detail was not provided, on future costs of the RDMO, its plan of operation, and its potential impact on our budget long-term, particularly if not all members agree. At this point, we only have financial details on year 1 and furthermore, we don't know what the options are to leave the organization if it was not meeting our expectations and needs. Staff see the RDMO being of benefit to Sackville, particularly supporting option 1, 2 or 3 in principle as presented in the SERSC documents, which could be a reallocation of our Cultural Coast membership fees.

With regard to the Asset Management/GIS, Treasurer Michael Beal noted that the Engineering and Public Works department has started to work with the Finance department on the implementation of an asset management plan for the Town of Sackville. Several years ago, the Town invested in ArcGIS software to allow the Town to start the process and ensure that all of the Town's assets are accurately mapped out on ArcGIS with accurate and detailed information on each asset. Mr. Beal noted that this is the first step of many to establish detailed and accurate information on all of the Town's assets (ie, hydrants, valves, sewer mains, water mains, streets, etc.). The Town will continue to build upon the ArcGIS system that will provide us with a working platform to input, update and manage all our assets as we move forward in implementing a good asset management plan for the Town. It is felt that the most efficient way to make this happen is by doing it in house with existing staff, summer students and additional resources as required and staff is recommending that we opt out of participating and continue to develop our own Asset Management Plan/GIS services and Asset Management Structure as our own budget funds.

## 5. Shade Structure @ Memorial Park

Manager Todd Cole noted that as part of the Canada 150 grant, staff had requested a 20' x 20' shade structure on helical foundation for Memorial Park. It was noted that the structure would give citizens a place for quiet reflection and the ability to pay respect to our fallen veterans regardless of the weather. After staff evaluated the requirements of the shade structure they determined the required design and specification and requested quotes from local contractors. A motion will be brought forward at the Regular Council Meeting of October 10, 2017 for Council to consider approving the supply and construction of the shade structure by Mike Colp's Construction in the amount of \$19,837.75 HST included.

## 6. RFP – Exit 506 Infrastructure Study

Senior Manager of Corporate Projects Jamie Burke noted that during the October 11, 2016 Regular Council Meeting, Council passed a motion to undertake further study of the Exit 506 area as part of the Town's annual priority and budget planning process for 2017. It was recognized that understanding infrastructure improvements to the Exit 506 area may be needed in order to facilitate future economic development opportunities. Staff put together a request for proposals which closed on September 19, 2017. 14 Companies picked up packages. A motion will be brought forward at the Regular Council Meeting of October 10, 2017 for Council to consider approving the Land Use and Functional Planning Study of Exit 506 to Ekistics Planning of Dartmouth, NS in the amount of \$23,580.00 plus HST.

## 7. Upgrades to Water Treatment Plant

Manager Todd Hicks noted that as part of the WTP upgrades in 2015, it was determined that the Computers needed to be upgraded. It was also determined that the upgrades would have to be completed in phases due to the cost of the total upgrades. As part of the 2017 Capital budget process, Council approved the upgrades to the WTP. These upgrades were part of a phased approach, where we are looking to replace the aging PLC's at the plant. The PLC upgrades would allow us to upgrade to more modern PLC equipment that is readily available and also available locally. A motion will be brought forward at the Regular Council Meeting of October 10, 2017 for Council to consider approval of the WTP upgrades to the two PLC's from Veolia North America in the amount of \$53,406.79 HST included.

## 8. Lorne Street Phase I Update

Senior Manager of Corporate Projects Jamie Burke noted that given that the Lorne Street Stormwater Mitigation Project is well underway, staff wanted to provide an update to Council. Without question, the weather has helped move the project along on schedule, as well as, noting the project is still on budget. At this point in time we are still expecting the construction on Phase I to wrap-up this fall, weather depending.

Bowers Construction continues to install the sewer, water and storm water lines on Lorne Street, between St. James Street and Queens Road. This work is progressing very well. The contractor recently started installing the curb and sidewalk work between Bridge Street and Allison Avenue so we are starting to see the finishing touches.

Beal and Inch Construction has finished the access road behind the houses on the south side of St. James Street. This access road is needed in order to get the necessary equipment in to undertake the trunk sewer work and we will use the access road to maintain our infrastructure once the project is completed.

As Council is aware, Lorne Street was utilized for a detour during the SappyFest weekend and then again during our Street Chalk Festival when Bridge Street was closed and pedestrianized. The detour worked very well and we are happy that we could accommodate these two important events while the construction project was ongoing. These two events provided significant economic benefits to our merchants, so while the detour was an inconvenience, we ensured it was safe and usable. We appreciate the cooperation and understanding from residents.

Staff were recently advised that Phase II of this project has triggered an Environmental Impact Assessment under the Clean Environment Act. While this process will extend the review process, it was always contemplated during the initial application for funding and importantly, is designed to help ensure that the physical environment is protected during Phase II. An EIA registration document has now been submitted to the Department of Environment and Local Government by our consultant and the process has commenced. A mandatory public consultation is necessary, which will be scheduled at a later date in coordination with the Department.

We are planning to hold a public information session on Phase I and design option for Phase II of the Lorne Street Project on November 1, 2017 at Town Hall. In the meantime, we continue to work on the land assembly associated with Phase II as large infrastructure projects such as this take a considerable amount of time to design and develop.

## 9. Strategic Plan Update

Senior Manager of Corporate Projects Jamie Burke noted that the Town adopted a new strategic plan in February 2017. Sackville 2022 establishes our strategic priorities that will be used to guide decision making over the next 5 years. It was noted that a significant amount of public consultation was held during the assembling of the plan and staff are very pleased with the plan and particularly the realistic actions it contains along with expectation to report publicly on our success. As committed by staff when the plan was adopted, we are providing an update and regular updates on our progress will continue. As we head into the 2018 budget process, our strategic plan will be used to establish our priorities over the next 5-years.

## 10. Operational Motions – Regular Council Meeting October 10, 2017

There were no additional operational motions.

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF OCTOBER 2, 2017. MOTION CARRIED.

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Mayor

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Clerk

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Assistant Clerk