

**COUNCIL MEETING OF
TUESDAY, OCTOBER 10, 2017 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 of September 11, 2017 (Page 3)
 - Special Meeting of Council of October 2, 2017 (Page 11)
 - Closed In-Camera Special Meeting of Council October 2, 2017 (Page 15)
6. BUSINESS ARISING FROM THE MINUTES
7. SOUTHEAST REGIONAL SERVICES
 - i) Regional Service Commission – Mayor John Higham
 - ii) Planning – Lori Bickford (Page 16)
8. PROCLAMATION –ANNUAL PRIDE WEEK IN SACKVILLE OCTOBER 9-16, 2017
9. REPORTS
 - A) MAYOR’S REPORT
 - B) CAO REPORT – Phil Handrahan (Page 18)
 - C) Finance & Administration
 - Liaison Councillors Michael Tower and Ron Aiken
 - i) **BILLS AND PAYROLL – SEPTEMBER**

General Government	\$272,886.67	
General Capital	\$633,765.84	
Utility Government	\$ 30,113.94	
Utility Capital	\$ 40,773.12	
Salaries	\$ 217,374.30	(Page 19 & 20)
 - ii) Report from Finance and Administration (Page 21)
 - D) Tourism & Business Development
 - Liaison Councillors Megan Mitton and Ron Aiken
 - a. Report from Tourism & Business Development (Page 30)

- E) Public Property & Facilities
 - Liaison Councillors Bruce Phinney and Michael Tower
 - a. Report Public Property & Facilities (Page 32)

- F) Recreation Programs & Events
 - Liaison Councillors Allison Butcher and Bruce Phinney
 - a. Report Recreation Programs & Events (Page 35)

- G) Public Safety
 - Liaison Councillors Joyce O’Neil and Andrew Black
 - a. Report Public Safety
 - Fire/EMO, RCMP/CPO (Page 37)

- H) Policy/By-Law
 - Liaison Councillors Andrew Black and Bill Evans
 - a. Report Policy/By-Law (Page 41)

- I) Personnel
 - Liaison Councillors Bill Evans and Joyce O’Neil
 - a. Report Personnel (Page 43)

- J) Corporate Affairs & Strategic Development
 - Liaison Councillors Megan Mitton and Allison Butcher
 - a. Report (Page 44)

- 10. NEW BUSINESS

- 11. QUESTION PERIOD (Press First)

- 12. ADJOURN

**COUNCIL MEETING OF
MONDAY, SEPTEMBER 11, 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, Manager of Recreation Programs & Events Matt Pryde, Manager of Tourism & Business Development Ron Kelly-Spurles, Town Engineer Dwayne Acton, Manager of Parks & Facilities Todd Cole, Fire Chief Craig Bowser, Deputy Fire Chief Mike Green, Clerk Donna Beal, Assistant Clerk Stacey Hicks and Planner Lori Bickford.

Press Bruce Wark and two (2) residents.

1. CALL MEETING TO ORDER

Mayor John Higham called the meeting to order.

2. APPROVAL OF AGENDA – Regular Council Meeting of September 11, 2017

#17-172 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY
COUNCILLOR BILL EVANS THAT COUNCIL APPROVE THE AGENDA OF THE
REGULAR COUNCIL MEETING OF SEPTEMBER 11, 2017 AS CIRCULATED. MOTION
CARRIED.

3. QUESTION PERIOD

A question period was held where resident Sharon Hicks referenced a report she had submitted to Council and raised a question regarding whether Council will consider amending the zoning by-law to allow drive thrus within the Town. Mayor Higham provided a response on various statements relative to the report and noted that if a proposal was submitted, Council would look at it. Mayor Higham noted various proactive steps are being taken at Exit 506 such as an Infrastructure Study, as well as the 506 beautification project.

4. DISCLOSURE OF INTEREST

Mayor John Higham asked if there were any disclosures of interest to declare to which there were none at this time.

5. MINUTES

Approval of Minutes - Closed In-Camera Meeting - August 10, 2017

#17-173 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR ANDREW BLACK THAT COUNCIL ADOPT THE MINUTES OF THE CLOSED IN-CAMERA MEETING OF COUNCIL OF AUGUST 10, 2017 AS CIRCULATED. MOTION CARRIED.

Approval of Minutes - Regular Council Meeting - August 14, 2017

Councillor Bill Evans noted that under the Policy/By-Law Report, it should read that Councillor Andrew Black read the report.

#17-174 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY DEPUTY MAYOR RON AIKEN THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF AUGUST 14, 2017 AS AMENDED. MOTION CARRIED.

Approval of Minutes - Closed In-Camera Meeting - September 5, 2017

#17-175 MOVED BY COUNCILLOR MEGAN MITTON AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL ADOPT THE MINUTES OF THE CLOSED IN-CAMERA MEETING OF COUNCIL OF SEPTEMBER 5, 2017 AS CIRCULATED. MOTION CARRIED.

Approval of Minutes - Special Meeting of Council - September 5, 2017

#17-176 MOVED BY DEPUTY MAYOR RON AIKEN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF SEPTEMBER 5, 2017 AS CIRCULATED. MOTION CARRIED.

Approval of Minutes - Closed In-Camera Meeting - September 5, 2017

#17-177 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BILL EVANS THAT COUNCIL ADOPT THE MINUTES OF THE CLOSED IN-CAMERA MEETING OF COUNCIL OF SEPTEMBER 5, 2017 AS CIRCULATED. MOTION CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

7. SOUTHEAST REGIONAL SERVICES

i) Regional Service Commission – Mayor John Higham

Mayor Higham noted that the board met last month and was focused solely on a draft budget for the next fiscal year. Mayor Higham noted that Core Services will remain the same with only an increase in new services or implementation of ones dealt with throughout the year. It was also noted that two proposals with significant budgets are the Destination Tourism Strategy and Asset Management.

ii) Planning – Lori Bickford

Tantramar Planner Lori Bickford noted the highlights within the Planning Report found on Page 18 of the Council Package.

8. PROCLAMATION – NATIONAL COACHES WEEK SEPTEMBER 17-25, 2016

Mayor Higham noted that the week of September 23rd-30th is National Coaches Week and spoke of the importance of all coaches and the role they play in order for Minor Sports Programs to be successfully offered and delivered. Mayor Higham then proceeded to proclaim September 23rd - 30th as National Coaches Week in the Town of Sackville.

9. REPORTS

A) MAYOR'S REPORT

Mayor Higham noted that August continued to be a busy month and addressed a letter on page 25 & 26 of the Council Package, as well as, in the Tribune, whereby it outlines certain actions implying that Council is seeking a change in the assessment freeze and or to seek a tax hike. Mayor Higham noted that the author starts with a false premise, that there is no action to halt the assessment freeze nor to seek a tax hike. The motion simply requests UMNB to discuss with the province why this matter was not discussed with the local government associations before its announcement, which relates to other motions the Town has passed recently to be sent to UMNB. Mayor Higham also addressed other items in the letter relating to finance, budgeting and Exit 506. Moloney and the old eggplant facility were also mentioned in the letter which Mayor Higham notes that these topics are addressed on a regular basis in the Mayors report.

Other items Mayor Higham discussed were the RCMP Municipal meeting which he attended with the CAO and Treasurer, a meeting with Kim Meade, Schools 2020 which is still positive but there has been no movement on this item yet, senior care facility approval process, attended the Start Up Canada Awards where he was able to meet with the Mayor of Fredericton and Miramichi, noting it was a great networking opportunity. Mayor Higham also noted that he had the opportunity to attend a number of events hosted by the Town or Mount Allison such as the Town's end of year student BBQ, MTA's commencement, off campus mixer and orientation banquet to name a few.

B) CAO REPORT – Phil Handrahan

CAO Phil Handrahan noted that his report could be found on page 19 of the Council Package and that August continued to be another busy month with additional details found within the Departmental Reports. Mr. Handrahan noted that the summer season recently wrapped up with a number of special events such as the Chalk Festival, Kite Experience Day, as well as, the end of summer Barbeque and the Annual Corn Boil to welcome MTA Students to Sackville and preparations continue for Fall Fair.

C) Finance & Administration
Liaison Councillors Michael Tower and Ron Aiken

Deputy Mayor Ron Aiken noted that the bills and payroll for the month of August could be found on pages 20 & 21 of the Council Package.

i) BILLS AND PAYROLL – AUGUST 2017

#17-178 MOVED BY DEPUTY MAYOR RON AIKEN AND SECONDED BY COUNCILLOR ANDREW BLACK THAT COUNCIL ACCEPT THE BILLS AND PAYROLL FOR THE MONTH OF AUGUST 2017 AS FOLLOWS: GENERAL GOVERNMENT \$1,074,615.78; GENERAL CAPITAL \$565,712.31; UTILITY GOVERNMENT \$60,317.85; UTILITY CAPITAL \$31,210.38; AND SALARIES \$256,352.69. MOTION CARRIED.

ii) Report from Finance and Administration

Councillor Michael Tower noted that the Finance Report could be found on page 22 of the Council Package, including the By-Law and Animal Control Reports and read highlights of the report.

#17-179 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BILL EVANS THAT COUNCIL AUTHORIZE THE PURCHASE AND INSTALLATION OF 38 SMOKE/HEAT DETECTORS, FOR THE TOWN HALL/EMERGENCY SERVICES FACILITY FROM ULTRA ALARM SERVICES IN THE AMOUNT OF \$6,286.07 PLUS H.S.T. MOTION CARRIED.

D) Tourism & Business Development
Liaison Councillors Megan Mitton and Ron Aiken
a. Report from Tourism & Business Development

Councillor Megan Mitton gave a brief overview of the highlights found within the Tourism & Business Development Report on page 33 of the Council Package including the VIC numbers for August, also noting that staff have begun collecting data from local merchants and tourism operators and the data so far shows a slight increase generally overall.

Councillor Mitton also announced the winners of the Waterfowl Park Photo contest that ended on August 31st, and congratulations was extended to Wayne McKay, Gary Tucker, Berkeley Fleming, Sue Seabourn, and Katheryn Illsley.

- E) Public Property & Facilities
 - Liaison Councillors Bruce Phinney and Michael Tower
 - a. Report Public Property & Facilities

Councillor Michael Tower noted the highlights of the report found on page 36 of the Council Package. Councillor Tower noted that the Utility Department, along with Aqua Data recently completed the 2017 water main flushing program, construction has begun on the Bridge Street Lift Station project, progress continues on Phase 1 of the Lorne Street project and work appears to be on schedule at this point in time with construction continuing throughout the Fall, beautification of Exit 506 is expected to commence within the next few weeks. Councillor Tower highlighted that the department continues to evaluate crosswalks within the Town and are looking to provide a presentation to council at a future meeting in order to address a few specific requests from the public regarding additional crosswalks. Also, it was noted that the department has been investigating the requirements for a cul de sac or adequate turn around on several streets in Town and will determine if a proper turn around can be achieved, the requirements to make this possible and the estimated cost for these potential projects.

With regards to the Tantramar Veterans Memorial Civic Center and Municipal parks, the ice plant was started on September 5th and the first rentals began on Monday, September 11th. The RFP 2017-15 Canteen/Bar Services closed on July 31st with one submission received from Jeff Ayer, former owner/operator of Jacks Pizza in Sackville. Councillor Tower noted that as part of the Canada 150 grant, staff have been working with suppliers regarding the supply of a new ½ pipe for our existing skate park. Staff have also completed work with Anglophone East on the Reciprocal agreement that allows group to use school facilities for athletics and programming.

#17-180 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY DEPUTY MAYOR RON AIKEN THAT COUNCIL AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE RECRIPICAL AGREEMENT WITH ANGLOPHONE EAST SCHOOL DISTRICT AS PRESENTED AT THE SPECIAL MEETING OF COUNCIL ON SEPTEMBER 5, 2017. MOTION CARRIED.

#17-181 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR JOYCE O'NEIL THAT COUNCIL AUTHORIZE THE PURCHASE OF A ½ PIPE EQUIPMENT FOR THE SACKVILLE SKATE BOARD PARK FROM CANADIAN RAMP COMPANY IN THE AMOUNT OF \$23,000.00 HST INCLUDED AS PART OF THE CANADA 150 PROJECT. MOTION CARRIED.

#17-182 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR MEGAN MITTON THAT COUNCIL APPROVE ENTERING INTO A WORKING AGREEMENT WITH 677181NB LTD., FOR CANTEEN/BAR SERVICES FOR A TERM FROM OCTOBER 1, 2017 TO SEPTEMBER 30TH 2018 AND AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE AGREEMENT. MOTION CARRIED.

F) Recreation Programs & Events

Liaison Councillors Allison Butcher and Bruce Phinney

a. Report Recreation Programs & Events

Councillor Allison Butcher gave a brief overview of the highlights found within the report on page 39 of the Council Package.

Councillor Butcher noted that the Street Chalk Art Festival: Celebrating Canada's 150+ years, was a huge success with an estimated 3,000 people who took in the festival and were treated to some amazing art and music. A huge congratulations and thanks are extended to Emma Hoch for coordinating such a great event.

Councillor Butcher also thanked the great group of summer students who finished work on September 1st with programs recently wrapping up and were another huge success with 30 different programs and events offered through the months of July and August and seeing over 2,500 participants.

Councillor Butcher noted that Community Development applications are now available online for the 2018 granting year with application being due by October 15th.

The 17th Annual Fall Fair will take place from September 14-17th, featuring bubble soccer, fireworks at the high school, Kenny James, Brian Mallory, ECMA Nominees Wolf Castle and Red Suga, Juno nominee Hollerado, as well as, a newly revamped Family Day at the Doncaster Farm.

G) Public Safety

Liaison Councillors Joyce O'Neil and Andrew Black

a. Report Public Safety

▪ Fire/EMO, RCMP/CPO

Councillor Joyce O'Neil spoke to the highlights of the Fire/EMO report on page 42 of the Council Package and Councillor Andrew Black spoke to the highlights of the RCMP/CPO report beginning on page 43 of the Council Package.

Councillor O'Neil reminded citizens of the annual truck draw tickets which can be obtained from any of the firefighters, with the draw being held during the weekend of Fall Fair.

H) Policy/By-Law

Liaison Councillors Andrew Black and Bill Evans

a. Report Policy/By-Law

Councillor Bill Evans noted that there was no meeting held in August so there was nothing new to report in the Council Package.

I) Personnel

Liaison Councillors Bill Evans and Joyce O'Neil

a. Report Personnel

Councillor Bill Evans noted that the Personnel Report could be found on page 47 of the Council Package.

J) Corporate Affairs & Strategic Development

Liaison Councillors Megan Mitton and Allison Butcher

a. Report

Councillor Megan Mitton spoke to the highlights of the report found on page 48 of the package.

Senior Manager of Corporate Projects Jamie Burke gave a brief update of the Lorne Street Project - Phase I and noted that a Public Meeting on Phase II will be scheduled in the future.

#17-183 MOVED BY COUNCILLOR MEGAN MITTON AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL AUTHORIZE COUNCILLOR ALLISON BUTCHER TO ATTEND THE 2017 CREATIVE CITIES SUMMIT TO BE HELD IN HALIFAX NS FROM OCTOBER 18-20, 2017 AND REPORT BACK TO COUNCIL AND AUTHORIZE ALL ELIGIBLE EXPENSES TO BE PAID FOR THIS CONFERENCE. MOTION CARRIED.

10. NEW BUSINESS

There was no new business.

11. QUESTION PERIOD (Press First)

A question period was held where press, Bruce Wark asked for clarification on the surplus outlined in the letter to the editor, as well as, clarification on the drive thru specifics.

The Mayor provided clarification on both questions.

Resident Sharon Hicks noted that she attended the Street Chalk Art Festival on the Friday evening and although it was a fantastic event, noted that there were no washroom facilities set up on Bridge Street and asked whether the Town would be in contact with the owner of Mel's Tea Room whom she felt stayed open to accommodate residents with their washroom facilities and thank them for their generous use of their facilities.

The Mayor indicated that the Town would follow up as requested.

12. ADJOURN

#17-184 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF SEPTEMBER 11, 2017. MOTION CARRIED.

Mayor

Clerk

Assistant Clerk

**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 overview of the program. Mr. Reid noted the Civic Centre is a great facility, private, yet easily accessible for people interested in attending the classes.

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 is it 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 and is seeking to obtain support from the Town to accompany their application to the Province to permit ATV's on Wright and Mallard streets as requested.

Concerns regarding the request were raised to seeking clarification from the RCMP, similar approvals within NB and consideration of a trial period.

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 21st 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. 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. Staff see the RDMO being of benefit to Sackville, particularly supporting option 1, 2 or 3 in principle as presented in the SERSC documents, with parameters and/or deliverables referenced. Funding would 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. Staff is recommending that we opt out of participating and continue to develop our own Asset Management Plan/GIS services and Asset Management Structure within the Town's resources and monies budgeted.

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. The project is proceeding well and 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.

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.

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.

Mayor

Clerk

Assistant Clerk

**CLOSED IN-CAMERA
SPECIAL MEETING OF COUNCIL
OCTOBER 2, 2017
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 and Clerk Donna Beal.

MOVED BY COUNCILLOR COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER TO MOVE INTO CLOSED IN-CAMERA MEETING OF COUNCIL OF OCTOBER 2, 2017. MOTION CARRIED.

1. HR – 2017-01
2. L – 2016-06

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER TO ADJOURN CLOSED IN-CAMERA MEETING OF COUNCIL OF OCTOBER 2, 2017. MOTION CARRIED.

Note: In-Camera Meetings deal with items as per section 10.2(4) of the Municipalities Act – Legal, Police, HR, Confidential Information (ex: Personnel), and/or Financial Agreements of Contracts or Land Transactions

Mayor

Clerk

Meeting Date: October 10, 2017

**SOUTHEAST REGIONAL SERVICE
COMMISSION**

Councillors: n/a

COUNCIL REPORT

Attachments: n/a

Subject Area: Planning & Development

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

	Sept	YTD
Building and Development Permits	12	40
Subdivisions	-	4
Zoning Confirmations	1	12
Variance	-	2
Building Permit Waivers	2	34
Regulation Amendment	1	2
Policy Amendment	-	-
Complaints, Zoning & Building Infractions	-	1
Sidewalk Café	-	6
Conditional Use	-	-
Temporary Use	-	1
Document Approvals	-	3

Year to date there has been 40 permits issued at a construction value of \$11,979,277. This time last year there were 44 permits issued at a construction value of \$2,826,049.

Southeast Planning Review and Adjustment Committee

On September 13th, the Southeast Planning Review and Adjustment Committee met and reviewed one application in Sackville. The application proposed a change to the location of the Lands for Public Purposes for the Kenridge Park Subdivision. During this meeting the committee passed the following motion:

“That the Southeast Planning Review and Adjustment Committee RECOMMENDS to the Town of Sackville the amended location of the proposed Land for Public Purposes as indicated on the tentative subdivision plan titled Amending Subdivision Plan Kenridge Park Subdivision as the proposed new parcel abuts the existing LPP which was turned over, still permits the future trail connectivity and provides for Town owned buffering along the trail.”

*Please note that there is no action is to be taken by Council regarding this issue at this time. This item will come before Council at a later date.

Other Projects

- Reappointment of PRAC members – Four of the Planning Review and Adjustment Committee members had accepted two year terms to allow for staggering committee membership (9 members in total). These terms were set to expire in September, however the Southeast Regional Service Commission passed a motion during their Board meeting to reappoint these four members for an additional 4 year term.

- Communication Tower Siting Protocol – Staff are participating in a committee which is preparing a standard procedure for processing requirements for land use authority input during the siting of new communication towers in New Brunswick. Communication towers (i.e. cellular towers) are under Federal jurisdiction for approval, however input from the local land use authorities are required to be sought. A draft document is in the final stages of being prepared.
- Multiple discussions with Engineering, Public Works and Corporate Projects Staff have occurred regarding multiple development proposals and requests in Sackville.

Respectfully Submitted By: Lori Bickford

COUNCIL REPORT

Subject Area: CAO Report

September was again another busy month with the Annual Fall Fair as a highlight for our citizens. In addition, you will note from the various detailed department reports staff have been very active on a number of fronts regarding in the delivery of services, programs and major projects.

We have a couple of resolutions coming forward later this evening regarding our capital projects for 2018. I am pleased with the progress of the capital projects as it has been an extremely busy year on the capital side.

From a financial perspective, all appears to be in order and plans are underway for the preparation of the 2018 budget process.

I am pleased from a Finance perspective that all is currently in order for 2017 and plans are underway for the preparation of the 2018 budget process. The first public meeting of our 2018 Budget process is scheduled for October 24th and we encourage citizens to forward any suggestions they may have for consideration within the 2018 budget.

Finally, I wish to thank the Town for providing me the opportunity to attend the UMNBC Conference in Fredericton. The conference provided a great opportunity to network with other municipal officials as well as attend various educational sessions as well as discuss the broad range of products and services provided by private companies.

Submitted By: Phil Handrahan, CAO

**ACCOUNTS PAYABLE REPORT
FOR THE MONTH OF SEPT 2017**

	<u>JAN - AUGUST</u>	<u>SEPTEMBER</u>	<u>YEAR TO DATE</u>
<u>GENERAL GOV'T</u>	\$ 4,882,394.85	\$ 272,886.67	\$ 5,155,281.52
<u>GENERAL CAPITAL</u>	\$ 1,681,372.82	\$ 633,765.84	\$ 2,315,138.66
<u>UTILITY GOV'T</u>	\$ 821,819.82	\$ 30,113.94	\$ 851,933.76
<u>UTILITY CAPITAL</u>	\$ 168,278.74	\$ 40,773.12	\$ 209,051.86
<u>TOTAL</u>	<u>\$ 7,553,866.23</u>	<u>\$ 977,539.57</u>	<u>\$ 8,531,405.80</u>

REGULAR COUNCIL MEETING
FOR TWO PAY PERIODS
SALARY & WAGES
FOR THE MONTH OF SEPTEMBER, 2017

DEPARTMENT	REGULAR	OVERTIME	TOTAL
WATER/SEWER	\$29,231.50	\$239.86	\$29,471.36
FINANCE & ADMINISTRATION	\$26,714.38	\$0.00	\$26,714.38
POLICING/BY-LAW	\$13,066.62	\$0.00	\$13,066.62
TRANSPORTATION	\$62,910.89	\$2,249.05	\$65,159.94
TOURISM, COM.DEV. & ECONOMIC DEV.			
ECONOMIC DEVELOPMENT	\$6,803.38	\$0.00	\$6,803.38
COM.DEV. & PROGRAMMING	\$20,208.88	\$255.75	\$20,464.63
TOURISM	\$12,325.50	\$363.00	\$12,688.50
TOTAL	\$39,337.76	\$618.75	\$39,956.51
PARKS & RECREATION FACILITIES			
PARKS & RECREATION	\$4,401.28	\$0.00	\$4,401.28
CIVIC CENTRE	\$22,821.09	\$4,381.36	\$27,202.45
TOTAL	\$27,222.37	\$4,381.36	\$31,603.73
VOLUNTEER FIREFIGHTERS	\$5,589.70	\$0.00	\$5,589.70
MAYOR & COUNCIL	\$5,812.06	\$0.00	\$5,812.06
TOTALS	\$209,885.28	\$7,489.02	\$217,374.30

OVERTIME INCLUDES:

PUBLIC WORKS/UTILITY: FLUSHING/WATER SAMPLE FOR LORNE ST, STREET CHALK FESTIVAL, ON CALL, FALL FAIR, SEWER BLOCK, LIFT STATION

PARKS & REC: STREET CHALK FESTIVAL, CORN BOIL, OPEN BUILDING, ICE MAKING, FALL FAIR

TOURISM: COVERAGE FOR STUDENTS ENDING TERM FOR SCHOOL

COM. DEV & PROG: STREET CHALK FESTIVAL

TOWN OF SACKVILLE**Meeting Date: October 10, 2017****COUNCIL REPORT****Councillors: Michael Tower & Ron Aiken****Subject Area: September 2017 Liaison
Councillor Report****Attachments: Financials to Sept 30/17, By-
Law Officer & Animal Control Report Sept.**

- Financial Statement are included to the end of September 2017. We have now completed three quarters of our fiscal year and overall the Budget appears to be on track. There remain no major anomalies that will cause large deficits at year end although we are now proceeding with a detailed review of year end projections. There are some areas which have brought on unexpected costs (Lorne St. Project) but these should be offset but areas where we remain under budget.
- An application was submitted early August under the FCM Asset Management Plan funding to perform our Asset Management Plan as well as other required Policies and Assessments. We received work on October 3rd that a decision would be made in the next 3 to 8 weeks.
- Water and sewer billing for the 3-month period of July 1st to September 30th is currently being worked on. Water meters were read on October 2nd and bills should go out the 2nd week of October. There appear to be between 75 and 100 accounts that we did not get readings for this quarter because of the battery dying in the transceiver and Public Works will now concentrate on replacing these meters and reading devices as part of our upgrade program.
- We proceeded with Water and Sewer Shut off letters in September. They were issued on September 26th and required their account to be paid or arrangements made by October 25th. There were 73 accounts that received shut off's for a total value of \$69,867.97. This compares to the shut off's of September 2016 that had 115 Accounts in the total amount owing of \$110,055.51.
- Work continues in working with the Province relative to our Lorne Street Phase 1 and 2 projects. Finance is involved in the filing of reports and submission of claims for reimbursement. We have now submitted 2 claims for reimbursement on this having received the funds for the first claim and advised that our second claim has now been approved in the reimbursement amount of \$888,663. With this we have now been paid or approved for payment of \$996,965 of the \$4,020,785 total funding for Phase 1. Phase 2 submission have yet to take place as there has not been enough work completed to warrant a submission.

- Finance is currently working on the Budget documents and will be sending them out to Department Heads for review and submission. We will be meeting at a staff level to prepare a 1st draft in accordance with the understanding that Property Tax Assessments have been frozen for 2018. This will be a more difficult budget year as a result of this.
- Our first public Budget meeting will be held on October 24th at 7pm in Council Chambers where individuals and groups will be able to make presentations to Council with suggestions on what the priorities of Council should be for 2018. We will provide details of 2017 Budget allocations prior to this meeting to allow for people to see where our funds went to in 2017 to help with comments and suggestions. The overall Budget schedule has been attached.
- Staff have reviewed budget documents received from the Southeast Regional Service Commission for the mandatory services of Solid Waste, Local Planning and Regional/Cooperative Planning as well as the optional services of Regional Destination Marketing Organization (Tourism) and Asset Management (GIS). Recommendations are forthcoming at the October Council meeting based on discussion at the Special meeting.
- Staff continue to work towards hiring of the Assistant Treasurer. It is expected that we will have a decision and recommendation to Council no later than early November with hopes of having the position filled mid to late November
- Ultra-Alarm is scheduled to come in on October 4th to complete the replacement of all the sensors within our Fire Alarm system to allow the system to go back into normal stage of operation. As previously noted we have removed the carbon monoxide monitoring from the detectors with the primary detection now being smoke only. This has been approved by the Fire Marshall's office and will also be more financially viable in the future as they will not need to be replaced unless faulty.
- Oulton's College By-Law Students have now completed their term for the 2017 season. We enjoyed having these 3 work for the Town this summer and wish Brooke Wilson, Josh Best and Tristen Jonah all the best as they graduate from the program and move on to their future careers.
- By-Law Enforcement and Animal Control statistics for the month of September are attached.

Submitted By: Michael Beal, Treasurer

As of September 19, 2017

2018 OPERATING AND CAPITAL BUDGET TENTATIVE SCHEDULE

Oct. 6, 2017	Actual to Sept. 30 to Department Heads from Treasurer.
Oct 16, 2017	Return of Estimate Sept. to Dec. to Treasurer from Dept. Heads.
Oct. 23, 2017	Return of 2018 and 2019 Operating Budget Request to Treasurer from Dept. Heads.
Oct. 23, 2017 to Nov 10, 2017	Meet Dept. Heads for Review prior to 1 st submission to Council.
Oct. 24, 2017	Public Presentations related to 2018 Budget
Oct. 30, 2017	5 Year Capital Budget must be submitted by Dept. Heads.
Nov. 20 & 21, 2017	Presentation of 1 st Draft of Operating Budgets to Council
Nov. 27, 2017	**Review of Operational and Presentation of Capital Budget
Nov. 28, 2017	**Final Review of Operational and Capital Budget
Dec. 11, 2017	Council motion to approve 2018 Operating Budget and Capital Budget including Borrowing for 2018 Capital Projects.
Feb. 2018	Hearing by Province on Capital.

**** Dates are subject to change depending on information from Province and availability of meeting dates with staff and council.**

*****All sessions are open to the public except for personnel, land and legal issues.**

TOWN OF SACKVILLE
STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT
AS OF SEPTEMBER 2017

	YTD AUG 31/17	YTD SEPT 30/17	BUDGET 2017	% OF BUDGET
REVENUE				
FINANCE & ADMINISTRATION	6,717,057	7,633,203	9,947,493	76.7%
PUBLIC WORKS	60,013	61,383	98,100	62.6%
POLICE	243,540	245,500	350,459	70.1%
FIRE	53,343	53,343	109,085	48.9%
CORP PROJ, PROGRAM & TOURISM	52,619	38,525	38,250	100.7%
PARKS & RECREATION FACILITIES	158,359	168,012	290,000	57.9%
TOTAL REVENUE	7,284,930	8,199,966	10,833,387	75.7%
EXPENDITURES				
FINANCE & ADMINISTRATION	1,252,671	1,394,175	1,755,113	79.4%
CAPITAL OUT OF REVENUE			850,000	0.0%
RESERVE FUND TRANSFER			0	
DEBT PAYMENTS	675,987	675,987	1,278,620	52.9%
ENG & PUBLIC WORKS	1,582,302	1,711,044	2,256,536	75.8%
PARKS & RECREATION FACILITIES	520,374	588,526	918,467	64.1%
POLICE	524,407	542,923	1,871,047	29.0%
FIRE	539,310	580,735	838,487	69.3%
COR. PROJ/TOURISM/PROGRAMMING	618,229	729,767	1,065,117	68.5%
TOTAL EXPENDITURES	5,713,281	6,223,157	10,833,387	57.4%

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 75.0%

TOWN OF SACKVILLE
STATEMENT OF REVENUE & EXPENDITURES
UTILITY GOVERNMENT
AS OF SEPTEMBER 30, 2017

	YTD AUG 31/17	YTD SEPT 30/17	BUDGET 2017	% OF BUDGET
REVENUE				
UTILITY REVENUE	975,092	1,009,913	1,885,210	53.6%
TOTAL REVENUE	975,092	1,009,913	1,885,210	53.6%
EXPENDITURES				
FINANCE & ADMINISTRATION	150,533	163,681	294,574	55.6%
CAPITAL OUT OF REVENUE			-	
RESERVE FUND TRANSFER			40,000	
DEBT PAYMENTS	462,523	462,523	554,131	83.5%
PUBLIC WORKS	524,362	570,855	891,842	64.0%
ENGINEERING	50,369	62,846	104,663	60.0%
TOTAL EXPENDITURES	1,187,787	1,259,905	1,885,210	66.8%

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 75.0%

**TOWN OF SACKVILLE
2017 GENERAL CAPITAL
AS OF SEPTEMBER 30, 2017**

		BUDGET			(EXCL. HST)		
		WITH	NET	PRE HST	EXPENSES		PERCENT
TYPE	NAME OF ACCOUNT	H.S.T.	H.S.T.	BUDGET	2017	BALANCE	AVAILABLE
FINANCE DEPARTMENT							
C	COMPUTERS TECH UPGRADE	40,000.00	1,645.41	38,354.59	4,971.82	33,382.77	87.0%
TOTAL FINANCE DEPARTMENT		40,000.00	1,645.41	38,354.59	4,971.82	33,382.77	87.0%
FIRE DEPARTMENT							
B	BUNKER GEAR REPLACE	14,000.00	575.89	13,424.11		13,424.11	100.0%
B	FIREFIGHTING HOSE	25,000.00	1,028.38	23,971.62		23,971.62	100.0%
TOTAL FIRE DEPARTMENT		39,000.00	1,604.28	37,395.72	-	37,395.72	100.0%
TOURISM							
C	HIGHWAY SIGNAGE	15,000.00	617.03	14,382.97		14,382.97	100.0%
C	ARTS WALL	40,000.00	1,645.41	38,354.59	39,244.00	(889.41)	-2.3%
C	VIC IMPROVEMENTS	15,000.00	617.03	14,382.97	5,900.00	8,482.97	59.0%
TOTAL TOURISM		70,000.00	2,879.47	67,120.53	45,144.00	21,976.53	32.7%
RECREATION AND PARKS FACILITIES							
C	NEW STORAGE FACILITY	300,000.00	12,340.59	287,659.41	12,630.50	275,028.91	95.6%
C	ARTICULATING BOOM	51,000.00	2,097.90	48,902.10	39,900.00	9,002.10	18.4%
C	EXIT 506 BEAUTIFICATION	20,000.00	822.71	19,177.29	2,000.00	17,177.29	89.6%
C	BEECH HILL/WATERFOWL	25,000.00	1,028.38	23,971.62	826.50	23,145.12	96.6%
TOTAL RECREATION AND PARKS		396,000.00	16,289.58	379,710.42	55,357.00	324,353.42	85.4%
PRIOR YEAR CAPITAL							
B(2016)	PUMPER/TANKER (FIRE)	400,000.00	16,454.12	383,545.88		383,545.88	100.0%
B(2015/6)	OTHER FIRE	34,000.00	1,398.60	32,601.40		32,601.40	
B(2016)	LORNE ST. PHASE 1 (LT/900)	3,600,000.00	148,087.08	3,451,912.92	983,802.86	2,468,110.06	71.5%
TOTAL MUNICIPAL BUILDING		4,034,000.00	133,730.49	3,900,269.51	983,802.86	2,916,466.65	74.8%
ENGINEERING AND PUBLIC WORKS							
C	WHEATON LANE REPAIRS	15,000.00	617.03	14,382.97	4,209.00	10,173.97	70.7%
C	BUILDING REPAIRS	10,000.00	411.35	9,588.65	9,144.14	444.51	4.6%
C	KING STREET CULVERT	10,000.00	411.35	9,588.65	644.00	8,944.65	93.3%
C	SIDEWALK RENEWAL	25,000.00	1,028.38	23,971.62		23,971.62	100.0%
C	XWALK/TRAFFIC LIGHTS	35,000.00	1,439.74	33,560.26		33,560.26	100.0%
C	RESURFACING DOT HGHWYS	50,000.00	2,056.77	47,943.24	2,254.00	45,689.24	95.3%
C	LOADER REPLACEMENT	310,000.00	12,751.94	297,248.06		297,248.06	100.0%
B	LORNE ST. PHASE 2 (LT/725)	2,900,000.00	119,292.37	2,780,707.63	15,000.00	2,765,707.63	99.5%
TOTAL ENGINEERING AND PUBLIC WOR		3,355,000.00	138,008.93	3,216,991.07	31,251.14	3,185,739.93	99.0%
TOTAL CAPITAL		7,934,000.00	294,158.16	7,639,841.84	1,120,526.82	6,519,315.02	
CAPITAL OUT OF REVENUE		961,000.00	(850/110)				
BORROWING AUTHORIZATIONS		6,973,000.00					
NET HST				294,158.16	48,624.87	245,533.30	83.5%
GRAND TOTAL				7,934,000.00	1,169,151.69	6,764,848.31	85.3%

**TOWN OF SACKVILLE
2017 UTILITY CAPITAL
AS OF SEPTEMBER 30, 2017**

TYPE	NAME OF ACCOUNT	BUDGET			EXPENSES 2017	BALANCE	PERCENT AVAILABLE	
		WITH H.S.T.	NET H.S.T.	PRE HST BUDGET				
B (2016)	W/S UPGRADES	91,000.00	3,743.31	87,256.69		87,256.69	100.0%	
B (2016)	WATER METERS	23,000.00	946.11	22,053.89	22,053.89	(0.00)	0.0%	
B (2016)	LORNE ST. PHASE 1 (LT/550)	1,800,000.00	74,043.54	1,725,956.46	627,060.96	1,098,895.50	63.7%	
B	BRIDGE ST. W/S/LIFT STN.	60,000.00	2,468.12	57,531.88	50,057.18	7,474.70	13.0%	
B	WATER METER UPGRADE	100,000.00	4,113.53	95,886.47	37,867.12	58,019.35	60.5%	
B	LIFT STATIONS	20,000.00	822.71	19,177.29	6,385.00	12,792.29	66.7%	
B	WATER PLANT UPGRADE	60,000.00	2,468.12	57,531.88		57,531.88	100.0%	
TOTAL CAPITAL		2,154,000.00	88,605.44	2,065,394.56	743,424.15	1,321,970.41	64.0%	
CAPITAL OUT OF REVENUE		-						
NET H.S.T		2,154,000.00			88,605.44	31,865.01	56,740.42	64.0%
GRAND TOTAL				2,154,000.00	775,289.16	1,378,710.84	64.0%	

By-Law Enforcement Report September 2017

Some of the activities which occurred in the Town of Sackville, By-Law Enforcement Department September 2017 are as follows:

- 2 Court Appearances
- Assists to: Public/Public Works /Fire Dept./ RCMP/Regional Service Commission (Total 17)
- By-Law Summer Students concluded their employment Oct 1st.

Occurrences	Start Month	New	Completed	End Month
Dangerous or Unsightly	6	0	2	4
Preservation of Order (signs on poles)	0	29	28	1
Noise	0	4	4	0
Traffic	0	4	4	0
Residential Waste	0	8	8	0
Animal	0	1	1	0

Traffic By-Law	Violations	Warnings	Total
Prohibited Parking	21	1	22
Parking on a Sidewalk / Handicap	3	0	3
2 Hour Parking	61	1	62

Parks	Violations	Warnings	Total
Within Park After Hours	0	21	21
Other	0	1	1
Fire Prevention			
Outside fire	0	0	0

Summary;

A total of 85 By-Law violations have been issued, and 2 warnings.
Occurrences: Total :59, 55 completed, 4 outstanding.

By- Law Violations Total: Jan – Sept 2016 (254),
Violations Total: Jan - Sept 2017 (365)

Respectfully Submitted,

Brian Bell

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

Sackville Animal Control Report

September 2017

During the Month of September 2017 patrols were made within the Town of Sackville. 23 Calls were responded to:

- 2 Calls on missing cats.
- 1 Call on found cats
- 4 Calls on barking dogs.
- 3 Calls on dogs running lose.
- 4 Calls on a D.O.A skunks
- 1 Call on a D.OA raccoon
- 1 Call concerning a dogs well being
- 3 Calls on cats that were found.
- 1 Call on a found dog.
- 1 Call on sheep that keep getting loose.
- 1 Call about two dogs that keep getting loose and going onto properties and chasing people.
- 1 Call on a dog left in a hot car, RCMP called and owners found.

There have been 32 patrols done in the month of September.

Please remember to get your 2017 dog tags at the Town Hall. Any questions please call Animal Control at 506-536-7671.

Thanks you!
Jaime Spicer
Animal Control Officer.

Meeting Date: October 10, 2017

TOWN OF SACKVILLE

Councillors: Ron Aiken, Megan Mitton

LIAISON COUNCIL REPORT

Subject Area: Tourism and Business Development

Attachments:

N/A

Background

The Tourism and Business Development Liaison Group met on September 25, 2017.

Highlights/Initiatives:

- We continue to work on the highway sign image update. We anticipate we will have a sign design and details on its installation for the November Council meeting.
- In 2017, there were 842 visitors at the Visitor Information Centre, the exact same as in 2016. We are again collecting data from local merchants and tourism operators to see how number were over the month, but our data so far also shows an increase generally overall.
- We will be hosting Tourism and Business Development strategic planning sessions on October 4, 5 and 11. Response to the sessions is encouraging so far, we will provide an update on the process as soon as it's available.
- Preparations for the Canada 150+ play are continuing, it has now been renamed "Sackville Stories". It will be performed November 3 at the Drew, and November 4 at 7 pm and November 5 at 2 pm at the Legion. Approximately 20 people are participating in the project, ranging from ages 8 to in their 70s. Ticket details will be available soon.
- The Manager attended a video making workshop presented by the Tourism Industry Association of New Brunswick in September. The one day workshop gave basic training on making and editing videos that can be used for social media and other uses.
- The Manager attended the "Think Big" economic development day presented by Atlantic Business Magazine in Moncton.
- A sub-committee of the Waterfowl Park Advisory Committee has been meeting to begin planning for celebrations for the 30th anniversary of the Park next year. Details will be presented at the November Council Meeting.

- Staff have been in discussion about the proposal from the Regional Service Commission to form a Regional Destination Marketing Organization. A motion for Council will be coming forth at this meeting.
- The Town was recently advised by the New Brunswick Trails Council that we have received \$9,000 through the Trail Infrastructure Funding program by the Department of Tourism, Heritage and Culture for trail maintenance/bridge repair in The Sackville Waterfowl Park. A portion of our application also included the construction of the observation tower. We are very pleased to receive this funding and would like to thank the Department of Tourism, Heritage and Culture for this generous grant.

Submitted By:

Ron Kelly Spurles
Manager of Tourism and Business Development

TOWN OF SACKVILLE**Meeting Date: October 10, 2017****LIAISON COUNCIL REPORT****Councillors: Liaison Councillors Mike Tower and Bruce Phinney****Subject Area: Public Property and Facilities****Attachments:**

Engineering and Public Works

- Public Works staff started the Bridge Street lift station and reconstruction project the first of September and work will continue throughout the fall until complete. The project is progressing well and we expect to be ready for asphalt paving in the next few weeks. The lift station installation has come with some challenges, however, staff have been able to get in installed and are working on final hook ups followed by the installation of the equipment and controls over the next several weeks.
- The Public Works department finished all the required work on the addition to the steel storage building at our Public Works facility. We are pleased with the outcome and have started to utilize this area for placement of material and equipment like barricades, water and sewer pipe, etc.
- Public Works continues to utilize the street sweeper to clean gutters and streets around Town. This will continue throughout the fall as we will start to experience a lot of leaves shortly.
- The Public Works department helped with the preparation and cleanup for the annual fall fair event.
- The Public Works department completed the installation of the arts wall plaques on the new pedestals during the last week of September in time for the unveiling on October 1st.
- The Public Works department completed the installation of the flag pole and foundation as part of the Canada 150 project at the Sackville cemetery beside the George Stanley grave site.
- Utility department worked on obtaining water meter reads that were not obtained during the last meter read process. They will continue to evaluate these meters to determine and fix the meters or MXU units as required.
- The Utility department installed a two new utility services during the month of September on Ogden Mill Road.
- 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 September. They are also starting to prepare equipment for winter control.

- The Engineering department continues to work with Crandall Engineering Ltd on the design of the “Lorne Street Reconstruction and Storm Water Mitigation project”. The two tenders 2017-02 and 2017-03 for Phase I of this project continued to progress over the month of September with both contractors Dexter Construction Ltd. and Bowser Construction Ltd respectfully. The work on both of these tenders appear to be on schedule at this point in time. Construction of these two tenders will continue throughout the fall until complete. Crandall Engineering Ltd. are finalizing the detail design of Phase II with an update on Phase I and public consultation of Phase II scheduled for November 1st, 2017 in council chambers.
- The engineering and Public works department has been working with the contractor Maritech on the construction of the new storage facility and all shop drawings and details have been approved and construction will start on the second week of October. The construction of this new building will continue into late fall, until complete.
- The Engineering and public works department have been working with Veolia on the details for the required upgrades to the Water Treatment Plant, which include the upgrades to the two PLC panels at this facility. We are also working with Veolia on a few other minor upgrades, all as part of the 2017 capital budget for WTP upgrades. A motion will follow during this regular council meeting.
- The Engineering and corporate projects have been working on the RFP 2017-17 for “Exit 506 Land Use and Functional Planning Study”. The RFP was issued and closed on September 19th with a detailed report issued to council during the October 2nd discussion group meeting for their review and approval. A motion will be coming forward during this regular council meeting.

Tantramar Veterans Memorial Civic Center

- The 2017/18 ice season is under way with Mount Allison Woman’s Hockey, Sackville Minor Hockey, Sackville Skate Club, Gents League, Faculty Hockey, 45 and over Hockey, Men’s League, Titan Boys, Intermural Hockey and the return of The Titan Girls Hockey all ready to lace up their skates for another season.
- Skate sharpening is available during operating hours at the Civic Centre \$5 per pair. It is recommended to show up early before your ice time to get skates sharpened or drop them off in advance of your ice time so you are not delayed getting on the ice.
- As part of Fall Fair Saturday September 16th, the Rotary Club Fall Breakfast was held at the Civic Centre with over 400 breakfast’s being sold.
- Lunch time skates have started again Monday, Wednesday, Thursday and Friday from 12:00pm to 1:30pm. Lunch time skates are open to the public, \$3 for adults, \$2 for seniors (65+) and children under 12 years of age and \$8 for a family. Yearly passes are also available at the Civic Centre office. This service is part of student fees for Mount Allison students with their ID number, so come on out for a skate at noon. There are also some public skates on Sunday afternoon, check the Town website for a more accurate schedule of events.
- For Ice rentals or room rentals send your request to bookings@sackville.com

Municipal Parks

- The new Lookout in the Waterfowl Park is now complete and open for the public. We are pleased with this new structure and encourage the public to utilize this new addition as it provides a great viewing platform of our waterfowl park.
- Staff have received pricing for a 20' x 20' shade structure for Memorial Park as part of the Canada 150 project. The details of this project were presented to council for their review and approval. A motion will be coming forward during this regular council meeting.
- Staff are continuing to work on the expansion of the skate park as part of the Canada 150 project and once we have finalized the design and obtained pricing on this work we will provide the details to council for their review and approval.
- The Town has received approval from DTI to proceed with the work on the trail leading from the TRHS parking lot to the old rail bed. The contractor will be starting this work in the next couple of weeks. Please note that the trail will be closed down during construction for safety concerns.
- The approved beatification of Exit 506 was started in the month of September by Beech Hill Landscaping and will continue over the next few weeks until complete.
- The splash pad is closed for the season.
- The outside washrooms at Bill Johnstone Memorial Park will remain open until the end of October.
- The dock and buoy line will be removed from Silver Lake before the end of October.
- One washroom will remain open at Lillas Fawcett Park until the end of October.
- Beech Hill Park potable water is being tested weekly and is safe for consumption.
- The water will be shut at Beech Hill Park before the end of October.
- Staff will be out in the Parks doing Fall maintenance a couple of days a week when scheduling permits, if the public has concerns about a park please contact The Parks and Facilities Department at 364-4955 or email bookings@sackville.com
- To book a sports field or a spot in one of the parks for an event send your request to bookings@sackville.com

Submitted By: _____Dwayne Acton, Town Engineer_____

TOWN OF SACKVILLE
LIAISON COUNCIL REPORT

Meeting Date: October 10, 2017

Councillors: Allison Butcher and Bruce
Phinney

Subject Area: Recreation Programs and
Events

Attachments:

N/A

Background:

The Recreation Programs and Events Liaison Group was unable to meet in September.

Highlights and Initiatives:

- The manager will be presenting on the Trailblazers Afterschool Program at the Recreation NB Conference in Fredericton in on October 19, 2017.
- Pickleball, Trailblazers and Big Buddies are all now in operation.
- We are accepting registration at Town Hall of a Morning Aquasize class in partnership with the Cumberland YMCA, as well as Country Line Dancing. Both programs begin on October 10th.
- The Department is in discussions to offer a Learn to Play Pokemon workshop and a weekly group ukulele program for children.
- Community Development Grant applications are now available online for the 2018 granting year. Applications are due October 15, 2017.
- The inaugural Sackville Ultimate Frisbee League has begun operation and have enough members for two teams. Games are played on Sunday evenings at the Lorne Street Soccer Field.
- The Sackville Gentleman's Hockey Tournament is scheduled to take place at the Tantramar Veteran's Memorial Civic Centre over October 13-15, 2017. Seven teams have registered to take part.
- The Biking Without Barriers accessible bicycle has arrived and the Manager has trained twelve individuals to pilot the bicycle. The bicycle will be featured in the Pride Parade and staff is working to schedule a small community celebration to introduce the bike to

the public. To book the bicycle or to receive training, please contact m.pryde@sackville.com.

- Sackville Sports Wall of Fame nominations are now online at www.sackville.com with a nomination deadline for January 12, 2018.
- The Sackville Arts Wall induction ceremony took place on October 1, 2017. Julie Doiron, Mary Connelly and Thaddeus Holownia were all inducted and attendees had the opportunity to see the new Arts Wall display for the first time.
- The Department has been offering some promotional support to a new Karate program, as well as a new Judo program in Town.
- Our 17th Fall Fair took place over the weekend of September 14-17. The fair was considered an overwhelming success with thousands of people coming to Town to take in the festivities. A huge thank you to all the staff in the Parks and Public Works departments, as well Deanna Cadman; all of whom go over and above to make this event a success each year. We would also like to thank the 100+ volunteers who make the fair possible. Staff have already met to begin planning for 2018 and have confirmed the return of the Midway. The 19th Annual Fall Fair dates will be September 20-23, 2018.
- The 2017 Pride Parade will be held on October 12, 2017 with speeches beginning at 5:10pm at Mount Allison.
- The Annual Christmas Tree Lighting Ceremony is scheduled to take place on December 8, 2017 as part of Moonlight Madness. Stay tuned for times and other additional details.

Library Report Report to Town for Oct 2017

- The library has received a Youth Employment Grant Worker and she has been working out very well. She works 30 hours per week and will be here for a 6-month period.
- During September, the Library offered 17 programs to 143 participants as well as helped with the TFRC Book Sale held in the Library Basement during Fall Fair.
- During September, the meeting room was booked 14 times.

Respectively Submitted by:
Matt Pryde
Manager of Recreation Programs and Events

TOWN OF SACKVILLE

Meeting Date: October 10th, 2017

COUNCIL REPORT

Councillors: Joyce O’Neil & Andrew Black

Subject Area: Public Safety

Attachments:

On October 5th, Chief Bowser and Sgt. Gagne met with the Liaison Councilors for Public Safety and provided them with an overview of various highlights and activities within Public Safety during the past month:

Fire /EMO Services:

Sackville Fire & Rescue responded to 13 calls for service in the month of September. They included: 8-commercial fire alarms, 2-motor vehicle collisions, 1-kitchen fire, 1-dryer fire and 1-vehicle fire. The calls for service to-date in 2017 are up 23 calls compared to the same timeframe in 2016.

Training sessions that took place in the month of September, were: a supplier presentation on a digital fire training simulator and station and equipment checks.

In the month of September, firefighters held an open house at the station during the Fall Fair. The open house was very well attended, with residents, young and old alike gaining a clearer understanding in how to better prepare their homes in the event an emergency should happen.

This week is Fire Prevention week. This year’s theme is “Every Second Counts: Plan 2 Ways Out”. Also, please remember to replace your smoke alarms every ten (10) years and be sure to test these life saving devices monthly. Working smoke alarms can save lives. Firefighters will be visiting the students of Salem Elementary and various daycares throughout the week promoting fire safety and to ensure everyone has a fire evacuation plan in place within their living accommodations.

Another school year is upon us and the firefighters continue to cook pancakes for the children to enjoy on Tuesday mornings as part of the breakfast program at Salem Elementary School.

We would like to say a special “Thank-You” to those in the community that helped support Sackville Fire & Rescue’s Annual Truck Draw Fundraiser. This year we sold over 3,200 tickets. This would not have been a successful fundraiser if it had not been for the hard work of our committee members, Main Street Esso (John Long), Sackville Tribune Post, Sackville Save-Easy and many other businesses within our community and surrounding area.

I would like to remind all citizens of Sackville and surrounding areas to begin preparing for the winter heating season and have their furnace, chimneys and vents inspected and cleaned by a qualified professional.

Also, I would like to remind all residents to please ensure that their civic number is visible from the road. This will enhance the response time for emergency services if the need arises to respond to your location.

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.

Police Services:

Highlights/Initiatives:

Total calls for RCMP service for the area was at 154 compared to 121 for the same period last year. 15 property crimes were reported in Sackville. An analysis of property crimes in recent months did not reveal any patterns like last year. As per usual, some extra visibility and enforcement initiatives were implemented with the start of the school year. Some of the steps taken were foot patrols, attendance to public events and check stops. 38 tickets were issued in September with distracted driving and liquor violations seeing the most infractions.

As per the attached CPO report, continued activity in several community programs and involvement in the schools.

Sgt. Paul Gagne has returned effective October 2 from his secondment after a nine month absence. He is familiarizing himself with current investigations and pressures.

Submitted By: Fire Chief, Craig Bowser and Sgt. Paul Gagne

MONTHLY REPORT

September 2017

Jean-Francois LeBlanc, CPO

SACKVILLE RCMP, South-East District RSC7

jean-francois.leblanc@rcmp-grc.gc.ca (506) 874-0010

SCHOOLS

Mount Allison University - Still working on SAFE Plan work, keeping up to date with Mount Allison Security.

Tantramar Regional High School – Attended the school regularly for visits and socializing with the students.

Marshview Middle School – Attended the school regularly for visits and socializing with the students. On September 29th, Cst. Depow and CPO LeBlanc provided traffic assistance for their Terry Fox Run.

Salem Elementary – Attended the school regularly for visits and socializing time with students. Received a few complaints from the school to be dealt with by CPO.

COMMUNITY

- Keeping the usual visits to the hospital, addiction services, school councillors to maintain a relationship with them as they are my Diversion Committees.
- Positive Tickets – Five issued in September.
- Continuous work with MADD Canada. Official launch in the Tantramar Region was done at town hall on September 14th. Now looking for Sackville volunteers. Madd Canada purchased three madd signs to be installed in the town.
- CPO had a booth set up at the Fall Fair for the day. Also got to walk in the parade with an RCMP Auxiliary Member and the Safety Bear.

COMMITTEES

- **Crime Stoppers** – Sackville RCMP Liaison – Helping members for organizing related activities and fund raisers in the Sackville area.
- **Block Parent Program (12 active Block Parents in Sackville)** – Block Parent Coordinator – Responsible for all applications and keeping the criminal back ground checks up to date and issuing all related material.
- **LINK Program Committee** – Responsible for the Tantramar area, keeping the helping tree updated and promote the Helping Tree.
- **Community Health Advisory Committee of Marshview Middle School** – Committee consist of a group of students, teachers and parents, gets together once in a while to discuss the future of Marshview kids and their mental health access. I am part of the committee in case I can help refer kids that are at risk more than other.

- **Youth and Adult Diversion Committee** – Responsible as the coordinator in entering the youths and adults into the diversion committee.
- **Access to Mental Health Committee at the Mount Allison University** – A regular committee member to answer any questions anyone might have on the law side of the Mental Health Act. Also possibly able to work with students that are more at risk of causing future problems in Sackville.
- **Mothers Against Drunk Driving** – Lisaison between MADD and the RCMP in Sackville to organize different activities such as Project Red Ribbon, fundraiser BBQs, etc.

TRAINING / ADMINISTRATIVE

ACTIVE ADULT FILES: 3

ACTIVE YOUTH FILES: 5

INFORMAL DISCUSSIONS WITH YOUTH, PARENTS/GUARDIANS: 3

- Dangerous Driving complaint dealt through Diversion Program.
- Youth possession of drugs.
- Harassment on social media.
- Underage drinking complaint.

Number of PRESENTATIONS/WORKSHOPS: 6 Presentations/Workshops.

- A few presentations to groups of Mount Allison Students and staff on the illegal drug use.
- A few presentations to groups of Mount Allison Students and staff on the Liquor Control Act.
- A few presentations with madd Cumberland-Tantramar in regards to laws on Impaired Driving. A few exercises with impaired goggles were used as well.

Meeting Date: October 10, 2017

TOWN OF SACKVILLE
LIAISON COUNCIL REPORT

Councillors: Councillor Bill Evans and
Councillor Andrew Black

Subject Area: Policy/By-Law

Attachments: Minutes

BACKGROUND REPORT:

During the Policy/By-Law Meeting of September 21, 2017, the meeting group discussed the Town of Sackville's Noise By-Law, By-Law No. 246. Treasurer Mike Beal noted that all formal complaints are investigated on a one on one basis. After a discussion was held and it as decided that the By-Law will not be amended.

As a result of a request to the issue of Glyphosate, Deputy Mayor Ron Aiken gave a brief presentation at the Policy/By-Law Meeting of September 21, 2017. It was noted that the Town of Sackville's Pesticides By-Law was adopted prior the Province of New Brunswick adopting the Pesticides Control Act which would supersede our Town's By-Law. The meeting group felt that a Resolution to support the ban of Glyphosate would be an option for the Town to consider.

Respectively Submitted by
Donna Beal and Stacey Hicks
Clerk's Office

**COUNCIL LIAISON MEETING
POLICY/BY-LAW**

September 21, 2017 @ 12:00 noon
Council Chambers, Town Hall

In attendance were Deputy Mayor Ron Aiken, Councillor Bill Evans, CAO Phil Handrahan, Senior Manager of Corporate Projects Jamie Burke, Treasurer Michael Beal, Assistant Clerk Stacey Hicks and Clerk Donna Beal

1. Meeting Notes from July 20, 2017.

Meeting notes from the July 20, 2017 meeting were circulated and reviewed by the group. There was no business that arose from the notes.

2. By-Law No. 246, Town of Sackville Noise By-Law

Councillor Bill Evans noted that he has received comments concerning the Town of Sackville Noise By-Law and noted that the section on prohibited Acts was very broad. Treasurer Michael Beal noted that any formal complaints received by the Town are investigated on a one on one basis. After a lengthy discussion, the recommendation from the Policy/By-Law Meeting was to leave the Noise By-Law Status Quo.

3. By-Law No. 201, A By-Law Respecting the use of Pesticides

Deputy Mayor Ron Aiken gave a short presentation with information on the pesticide Glyphosate. Deputy Mayor Ron Aiken noted that the Town's Pesticides By-Law was adopted prior to the creation of the Province of New Brunswick Pesticides Control Act. It was noted that the Provincial Act would supersede the Town's By-Law. After the hearing the information of the presentation it was recommended by the Policy/By-Law Meeting group to craft a Resolution in support of the ban of the Pesticide Glyphosate.

4. Next Meeting

The next Policy/By-Law Meeting will be held on October 19, 2017 @ 10:00 a.m. in Council Chambers at Town Hall.

TOWN OF SACKVILLE**Meeting Date:** Oct 10, 2017**COUNCIL REPORT****Councillors:** Mayor John Higham, Deputy Mayor Joyce O'Neil, Coun Bill Evans**Subject Area: Personnel****Attachments:** - N/A

The following is an overview of recent highlights and initiatives for the month of September;

- Council Liaison members for Personnel met on October 5.
- As of the last pay period in September there were 37 permanent employees and 5 temporary employees (Recreation Maint). Our summer staff have completed their work term for another year.

The Town is proceeding with the hiring process to fill the Assistant Treasurer position and we hope to have the position filled in the near future.

Submitted By: Phil Handrahan, CAO

Meeting Date: October 10, 2017

Councillors: Allison Butcher and Megan Mitton

TOWN OF SACKVILLE

LIAISON COUNCIL REPORT

Subject Area: Corporate Affairs and Strategic Development

Attachments:

N/A

Background:

The Corporate Affairs and Strategic Development Liaison Group met on September 20, 2017.

Highlights and Initiatives:

- Staff continue to assist the Engineering and Public Works Department on the Lorne Street Stormwater Mitigation Project. Staff are assisting with the communications strategy, along with the preparatory work and land assembly for Phase II. A public information session on Phase I and II is scheduled for November 1, 2017 at 6:30pm in Council Chambers. Our engineering consulting team that is leading the project will be attending the session.
- The Tentative Plan pertaining to the Crown Reserve Road in the Stanley Drive area is still being reviewed by the Crown Lands Branch of the New Brunswick Department of Natural Resources. The pins have been placed and most of the line has been blazed, so staff are awaiting further instructions from the Crown Lands Branch. Staff have been in contact with the Branch on several occasions as the plan moves through the review process.
- Staff assisted the Engineer and Public Works Department with the evaluation of the Exit 506 RFP. Staff look forward to working with the consultant on this project.
- Staff are progressing the projects included in our Canada 150 funding under the Municipal Development to Commemorate Canada 150. All the work associated with the application needs to be completed by December 31, 2017. Each of the six projects are progressing.
- Staff attended the 2018 Atlantic Planners Institute Conference in Charlottetown on September 27-29th. Guest speakers included Mayor Jeff Lehman from City of Barrie, Sarena Teakles from the Canadian Mortgage and Housing Corporation, Dr. Clarence

Woudsma from University of Waterloo, and Don Jardine from the University of Prince Edward Island Climate Lab. Presentations ranged from the local economy and culture, to innovation in community engagement, spatial planning and policy development, data accumulation, and freight planning and livable communities, as well as other topics. Staff were very pleased to be able to attend the conference and would like to thank Council for the opportunity.

- Staff were pleased to attend a second door-to-door campaign with the Community Partnerships Group on September 9, 2017. The group divided into groups of two and visited several neighbourhoods that have experienced elevated levels of noise complaints. The event helped raise the profile and mandate of the group, and allowed members to speak directly with residents, including students, and everyone was encouraged to complete a short survey. All residential units visited were invited to a Community BBQ the following day in the Bill Johnstone Memorial Park. The group was very pleased with the results of both events.
- The Community Partnerships Working Group met on September 13, 2017 and used the time to discuss the door-to-door campaign held on September 9, 2017 and Community BBQ on September 10, 2017. The group also participated in the Mount Allison University Off-Campus Fair on September 13, along with other groups, including NB Power, Eco 360, Main Street Redevelopment Inc., Sackville Fire, By-law Enforcement and RCMP, the Sackville Commons, as well as other groups. The Community Partnerships Group was also pleased to hear several public service announcements at the Mount Allison Football games that reminded all residents to respect their neighbors. The group is scheduled to meeting again on October 17, 2017.
- The Town was very pleased to once again sponsor the Legion Street Banners. The Town contributed by hanging most of the banners and sponsoring the lunch that followed the 2018 unveiling. Twenty-two new banners were added this year, which expands the total number to 38. We would like to thank Garth Zwicker for all his work on this great initiative.

Heritage

- The Heritage Board met on September 20, 2017. One potential permit application was discussed along with several possible changes to the Heritage Grant Criteria. The Board continues to explore the potential for signage improvements in the Heritage Conservation and the webpage pertaining to the Board is being updated. The Board is scheduled to meet again on October 17, 2017.

Respectfully Submitted by:

Jamie Burke
Senior Manager of Corporate Projects