

**SPECIAL MEETING OF COUNCIL  
TUESDAY, APRIL 3, 2018 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, Town Engineer Dwayne Acton, Superintendent of Public Works Todd Hicks, Assistant Clerk Stacey Hicks and Planner Lori Bickford.

1. CALL MEETING TO ORDER

Mayor John Higham called the meeting to order.

2. APPROVAL OF AGENDA

MOVED BY DEPUTY MAYOR RON AIKEN AND SECONDED BY COUNCILLOR  
MEGAN MITTON THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL  
MEETING OF COUNCIL OF APRIL 3, 2018. AS CIRCULATED. MOTION CARRIED.

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

1. Presentation – Nature Conservancy of Canada

Kerry Cormier, with the Nature Conservancy of Canada gave a presentation on Cumberland Basin Shorebirds. Ms. Cormier spoke of WHSRN: An international strategy for saving shorebirds and their habitats. WHSRN was created due to the documentation of serious population declines in shorebirds and the simple idea that to sustain healthy populations of shorebirds, we must maintain the ecological integrity of key sites that provide the habitats and nourishment required for survival. Ms. Cormier noted that the WHSRN are seeking support for an application for designation in the Cumberland area. In order for this designation to be considered there must be a significant number of shorebirds in the area and the threats to these birds identified to which both of these items have been met.

In the Fall of 2018, the Nature Conservancy of Canada would like to submit a formal application to the WHSRN hemispheric Council to – designate the Bay of Fundy as a landscape of hemispheric importance including Cobequid Bay and Cumberland Basin and would ask the Town of Sackville for a letter of support.

## 2. Rezoning JN Lafford Realty

Planner Lori Bickford noted the owners of 112 Main Street acquired the property around 2012 from the United Church. Due to the former ownership of the property being a church, the property was zoned institutional, however, as the property was being purchased by a private individual, a rezoning request was made to change the zoning to mixed use to reflect the change in ownership and future use of the property. At the time of the rezoning request, the future property boundaries had yet to be determined resulting in a portion of the property being left as institutional zoning. When the property boundaries were established they did not match the portion which was rezoned resulting in a portion of the property remaining institutional zoning. The owner is proposing to rezone this portion of the property to reflect the property boundaries as well as the proposed use of the property as multi-unit residential. The Municipal Plan has designated this property as Town Centre and included it within the Downtown Business District. The Plan encourages mixed use development within this area through policy as well as promotes new development within the central core of the Town. The applicant is proposing to develop a 36 unit multi dwelling, with underground parking. The building will be accessed primarily from York Street, however it will be oriented towards Main Street. A motion will be brought forward at the Regular Council Meeting of April 9<sup>th</sup> for Council to begin the process for public engagement.

## 3. Southeast NB Food Pledge

Senior Manager of Corporate Projects Jamie Burke noted that The Our Food Southeast Regional Food Pledge is a collaborative effort by stakeholder groups throughout Albert and Westmorland Counties to create a strong and resilient local food system. As Council will recall, at the Special Meeting of Council in February, Aaron Shantz with Our Food Southeast NB presented on the Southeast New Brunswick Regional Food Pledge. It was clearly noted during the presentation that the Town currently participates in a variety of initiatives that are aligned with the pledge, including supporting our local farmers market, supporting our community garden, supporting our local food bank, providing community nutrition programs, providing training programs, supporting buy-local initiatives, as well as many others. Formally adopting and signing the Regional Food Pledge contributes to building a strong foundation that encourages entrepreneurship and social enterprise in the retail, hospitality and value-added food sector. The Town would join other neighboring municipalities in signing the pledge, including the City of Moncton and the Town of Riverview. A motion will be brought forward at the Regular Council Meeting of April 9<sup>th</sup> that, on behalf of the Town of Sackville and Sackville Town Council, the Mayor sign the Southeast New Brunswick Regional Food Pledge.

#### 4. Lease Agreement

Senior Manager of Corporate Projects Jamie Burke noted that the Sackville Waterfowl Park is owned by Mount Allison University and in July of 1987, a Lease Agreement between Mount Allison University and The Town of Sackville was signed, with a renewal lease signed in May of 2001. The termination date on the 2001 Lease was April 2017 with a clause in that lease to allow for a two-year extension. As we are now into 2018, staff have obtained a signed Lease Agreement for the Waterfowl Park Property for a term of 15 years expiring on April 30, 2032. As with the previous lease, the terms and conditions of the Lease Agreement are standard and show a rent amount of \$1.00 per year. Without question, the Sackville Waterfowl Park is one of the most important assets of our community, but also to the entire Southeastern New Brunswick region and it is staff's recommendation to enter into the lease agreement with a motion being presented at the Regular Council Meeting on April 9<sup>th</sup>.

#### 5. Exit 506 Study

Senior Manager of Corporate Projects Jamie Burke noted that in October 2016, 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. Following the RFP process in October 2017, Council awarded *RFP #2017-17 Exit 506 Land Use and Functional Planning Study* to Ekistics Planning and Design. Since that time, Ekistics has been evaluating and studying the Exit 506 area. The consulting team completed a variety of interviews and stakeholder meetings, hosted a workshop with the local Exit 506 community group, and facilitated a well-attended public workshop. An online survey was launched in December 2017, which resulted in 409 submissions. The consulting team presented the draft plan at a public meeting on February 21, 2018. The feedback both during and since the meeting, has been extremely positive and Ekistics has now accumulated the comments at the meeting, along with subsequent comments received, and submitted a final report to the Town.

It is important to recognize that in order to progress the projects and improvements noted in the report, a comprehensive implementation strategy will be required. If Council endorses the vision behind the study, staff will look to a variety of implementation mechanisms to ensure the plan materializes, including future operation and capital budget processes, as well as, working with the Southeast Regional Service Commission on Municipal Plan and Zoning By-law amendments. Furthermore, while the infrastructure upgrades identified in the plan are intended to improve the area, as well as enhance the functionality and aesthetics of the Exit 506 area for increased public use, etc., it needs to be recognized that both public and private sector investment will be required in the future to realize the objectives outlined in the plan.

In order to proceed with the implementation of the plan, a motion will be presented at the Regular Council Meeting of April 9<sup>th</sup> to endorse the final plan submitted by Ekistics Planning and Design which will simply provide staff with direction to start pursuing a variety of implementation mechanisms that will require the approval of Council in the future.

## 6. Technology Update (Website, Social Media)

Senior Manager of Corporate Projects Jamie Burke noted that The Town's website is one of the main ways in which we engage with our community. The new corporate website has now been operational for two years. The redevelopment of the Town's website started in 2015 and was completed by the Details Design and Branding Inc., Fredericton, NB. Maintenance of the website is provided by Made by Elm City, also of Fredericton, NB.

We are very pleased with our website and receive positive feedback from residents, businesses and visitors. The new website provides a clean, modern and fresh new look for the Town. The Town also continues to be very active on social media. We provide regular content on Facebook, Twitter and Instagram in an effort to reach a diverse audience. Mr. Burke noted that attached update, which is a short report on user statistics over the past year from Google Analytics. Staff continue to work with our website provider to monitor website usage and make changes to the site in efforts to improve public engagement and overall user experience.

## 7. GPS Equipment Purchase

Town Engineer Dwayne Acton noted that as part of our capital budget process, council approved the capital budget for GPS equipment that would be utilized to survey all of the Town's Utilities, such as Manholes, CB, valves, hydrants, curb stops, etc. The survey information would then be utilized to build the Town's complete utility systems, including storm network on our ArcGIS platform. As well, the Town's Engineering and Public Works department will be utilizing this equipment for pickup and layout for all projects construction projects when possible.

As part of this process, the Engineering department put together an invited RFP for a GNSS system, which included minimum requirements and deliverables, submission format, inquires, evaluation criteria and special terms and conditions. We issued the invited a RFP to 4 companies from the Maritimes who were able to provide a GNSS system as per our specifications. As part of the evaluation process we had each company provide a working demo of the equipment that they would be providing in their quotation. Staff had the opportunity to work with the equipment and ask questions and get a feel for each system. After the closing of the RFP on March 19<sup>th</sup>, 2018, the 4 proposals (Leica Geosystems – Leica, Geneq Surveying – G10, Cansel Survey Equipment – Trimble and Brandt Positioning Technology Division – TOPCON) were evaluated by 3 different staff members utilizing the following criteria:

- Ease of Operation – 22%
- Learning curve of equipment and software – 18%
- Price & Annual Fees with options – 18%
- Durability of equipment – 10%
- Download and Transfer of Data (Ease) – 14%
- Technical and service Support – 10%
- References – 8%

Most proposals were within the allocated Budget that was approved by Council. Staff are recommending Council approve the purchase of the TOPCON GNSS system as per the RFP from Brandt Positioning Technology Division of Fredericton, NB in the amount of \$21,043.85 HST Included and a motion will be presented at the Regular Council Meeting on April 9<sup>th</sup>.

8. Anticipated Motions – Annual/Operation

Mayor John Higham noted that operational motions would be coming forward at the April 9, 2018 Regular Council Meeting. Motions included Asphalt Paving of Various Streets, Swim Club Triathlon Street Closure, as well as, the Poetry Month Proclamation.

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR MEGAN MITTON THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF APRIL 3, 2018. AS CIRCULATED. MOTION CARRIED.

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Mayor

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Assistant Clerk