

**SPECIAL MEETING OF COUNCIL  
TUESDAY, SEPTEMBER 4, 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 and Michael Tower. Also in attendance were CAO Phil Handrahan, Treasurer Michael Beal, Senior Manager of Corporate Projects Jamie Burke, Manager of Recreation Programs and Events Matt Pryde, Town Engineer Dwayne Acton, Superintendent of Public Works Todd Hicks, Manager of Parks & Facilities Todd Cole, Clerk Donna Beal and Assistant Clerk Stacey Hicks.

Also in attendance were six (6) residents.

1. CALL MEETING TO ORDER

Mayor John Higham called the meeting to order.

2. APPROVAL OF AGENDA

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY  
COUNCILLOR BILL EVANS THAT COUNCIL APPROVE THE AGENDA OF THE  
SPECIAL MEETING OF COUNCIL OF SEPTEMBER 4, 2018. AS CIRCULATED. MOTION  
CARRIED.

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

1. Presentation – Lorne Street Phase II

Pierre Plourde, Director – Municipal Engineering with Crandall Engineering gave a brief presentation on Lorne Street Phase II with an overview of the recent tender, results of the tender, and a short term vs. long term solution option. Mr. Plourde also noted that they had recently met with the Department of Transportation and Infrastructure with regards to their future planning.

2. Illuminated Area/Sign Zoning By-Law Section 3.22

Mayor John Higham noted that, as a result of a letter addressed to Mayor and Council regarding light trespassing as referenced in the Special Meeting of Council package, staff reached out to Planner Lori Bickford who provided the section of the Town of Sackville’s Zoning By-Law which relates to this matter, being section 3.22. Staff wanted to provide the information which was obtained from Planning to Council, noting that this area of concern can be addressed through the Town’s Zoning By-Law, and although this particular instance had been corrected through communication between both parties, if a formal complaint had been made it would fall under Section 3.22 of the Zoning By-Law.

### 3. Tender No. 2018-09 – Sports Field Utility Shed

Town Engineer Dwayne Acton noted that Tender No. 2018-09, Sports Field Utility Shed was issued, and a public opening was held on Wednesday August 22, 2018. Mr. Acton noted that two submissions were received and after evaluation of the two submissions, the bid from Oliver Earle Contracting was accepted and the bid from Sackville General Contractors was rejected due to an incomplete tender package. Due to the fact that this project is significantly over our current budget, both the Engineering Department and the Parks and Facilities Department are evaluating possible options and will report back to Council during a future meeting.

### 4. 5 Year Designated Highway Plan

Town Engineer Dwayne Acton provided a proposed 5-year Designated Highway Plan as referenced in the report found within the Special Meeting of Council package which was reviewed with Council. Staff are recommending that Council approve the 5-year Capital Plan and authorize the Mayor to submit this updated plan to Minister Bill Fraser for consideration and approval. A motion will be brought forward at the September 10, 2018 Regular Council Meeting for Council to consider.

### 5. Waterfowl Park Maintenance – Capital Project

Town Engineer Dwayne Acton noted as part of the 2018 Capital Budget, \$27,567 was approved for trail improvements in the Waterfowl Park which requires annual maintenance. As noted in the report within the Special Meeting of Council Package, the boardwalk and most of the trails have been upgraded, however, the trail from Waterfowl Lane into the Waterfowl Park is still in need of repairs with the small bridges being uneven due to frost heave and age. Staff are recommending that Council approve the replacement of two existing bridges as part of the Waterfowl Park trail system improvements to Tantramar Builders Ltd. in the amount of \$27,760.00 HST Included and a motion will be brought forward at the Regular Council Meeting of September 10, 2018.

### 6. Water Meter Reading Equipment

Treasurer Michael Beal reviewed the report that approximately 2,000 water meters are read quarterly and there is a need to upgrade the meter reading units (batteries, etc). Staff are recommending that Council approve the upgrade to our water meter reading equipment which includes a vehicle unit (VGB), handheld unit, command link plus 25 smartpoints and 25 ipeal meters at a total price of \$29,500 plus HST. A motion will be brought forward at the Regular Council Meeting of September 10, 2018.

### 7. Budget Schedule

Treasurer Michael Beal noted that preparation for the 2019 budget has begun and initial work is being completed in Finance to send to Departments. Mr. Beal provided the Budget Schedule noting that it would be adjusted as the need arises and that calendar invites will be sent out.

8. RDC Funding – Playground Equipment & Installation

Manager of Recreation, Programs and Events Matt Pryde noted that during the 2018 budgeting process Council approved \$7,000 in Capital funding to begin updating the playground equipment at Lillas Fawcett Park. Since that time, the Manager of Parks and Facilities and the Manager or Recreation Programs and Events has been successful in obtaining various funding sources to expand the project scope, therefore he has worked with Cobequid Consulting, a company based out of Nova Scotia specializing in the design and construction of natural playgrounds. Further details are available within the report presented at the Special Meeting of Council on September 4. Staff are recommending that Council authorize the Mayor & Clerk to sign and seal the Regional Development Corporation funding agreement to receive \$22,500 towards the support of the construction of a natural playground at Lillas Fawcett Park and a motion will be brought forward at the Regular Council Meeting of September 10, 2018.

9. Anticipated Motions – Annual/Operational

- a) Tender No. 2018-14 – SCBA Upgrades
- b) Provincial Visitor Guide – ½ Page Ad for 2019

Mayor John Higham highlighted additional motions anticipated to come forward at the Regular Council Meeting of September 10, 2018.

MOVED BY COUNCILLOR JOYCE O’NEIL AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF SEPTEMBER 4, 2018. MOTION CARRIED.

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Mayor

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Clerk

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Assistant Clerk