

**COUNCIL MEETING OF  
MONDAY, FEBRUARY 11, 2019 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 January 14, 2019 (Page 3)
  - Special Meeting of Council February 4, 2019 (Page 9)
  - Special Meeting of Council Closed In-Camera February 6, 2019 (Page 12)
6. BUSINESS ARISING FROM THE MINUTES
7. SOUTHEAST REGIONAL SERVICES
  - i) Regional Service Commission – Mayor John Higham
  - ii) Planning – Lori Bickford (Page 13)
8. REPORTS
  - A) MAYOR’S REPORT
  - B) CAO REPORT – Phil Handrahan (Page 14)
  - C) Finance & Administration
    - Liaison Councillors Michael Tower and Ron Aiken
    - i) BILLS AND PAYROLL – JANUARY

General Government	\$800,488.77	
General Capital	\$131,311.37	
Utility Government	\$ 42,839.32	
Utility Capital	\$0.00	
Salaries	\$234,230.64	(Pages 15 & 16)
    - ii) Report from Finance and Administration (Page 17)
  - D) Tourism & Business Development
    - Liaison Councillors Michael Tower and Shawn Mesheau
    - a. Report from Tourism & Business Development (Page 25)

- E) Public Property & Facilities
  - Liaison Councillors Bruce Phinney and Bill Evans
  - a. Report Public Property & Facilities (Page 27)
  
- F) Recreation Programs & Events
  - Liaison Councillors Joyce O’Neil and Bruce Phinney
  - a. Report Recreation Programs & Events (Page 30)
  
- G) Public Safety
  - Liaison Councillor Joyce O’Neil and Allison Butcher
  - a. Report Public Safety
    - Fire/EMO, RCMP/CPO (Page 32)
  
- H) Policy/By-Law
  - Liaison Councillor Andrew Black and Allison Butcher
  - a. Report Policy/By-Law (Page 36)
  
- I) Personnel
  - Liaison Councillors Bill Evans and Andrew Black
  - a. Report Personnel (Page 37)
  
- J) Corporate Affairs & Strategic Development
  - Liaison Councillors Ron Aiken and Shawn Mesheau
  - a. Report (Page 38)

- 9. NEW BUSINESS
- 10. QUESTION PERIOD (Press First)
- 11. ADJOURN

**COUNCIL MEETING OF  
MONDAY, JANUARY 14, 2019 T 7:00 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Deputy Mayor Ron Aiken, Councillors Bruce Phinney, Allison Butcher, Andrew Black, Joyce O'Neil, Bill Evans, Shawn Mesheau and Michael Tower. Also in attendance were CAO Phil Handrahan, Treasurer Michael Beal, Senior Manager of Corporate Projects Jamie Burke, Manager of Tourism & Business Development Ron Kelly-Spurles, Manager of Recreation Programs & Events Matt Pryde, 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.

Also in attendance were Bruce Wark and approximately twenty (20) residents.

1. CALL MEETING TO ORDER

Deputy Mayor Ron Aiken called the meeting to order.

2. SWEARING IN OF SHAWN MESHEAU

Clerk Donna Beal, on behalf of the Town of Sackville, thanked all those who participated in the recent Municipal By-Election and congratulated Shawn Mesheau who was elected.

Clerk Donna Beal asked Mr. Mesheau to join her to swear his Oath of Office, then Councillor Mesheau proceeded to sign the Disclosure of Interest.

Ms. Beal congratulated Councillor Mesheau and turned the meeting back to the Chair, Deputy Mayor Aiken.

3. APPROVAL OF AGENDA

#19-001 MOVED BY COUNCILLOR JOYCE O'NEIL AND SECONDED BY  
COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE  
REGULAR COUNCIL MEETING OF JANUARY 14, 2019 AS AMENDED. MOTION  
CARRIED.

Councillor Mesheau noted that he would like to introduce members of the new LSD Advisory Committee from the Parish of Sackville. The Deputy Mayor suggested he do so during New Business.

4. QUESTION PERIOD

A question period was held where the following questions arose:

Resident Merlyn Estabrooks raised concerns surrounding liability of the Quarry property once obtained by the town. Deputy Mayor Ron Aiken agreed that if the Town acquired the property, the Town would need to address liability issues.

Resident Keith Carter asked if Council were being given information from staff prior to tenders being awarded. Deputy Mayor Ron Aiken noted that Council receives information from staff prior to tenders being awarded.

## 5. DISCLOSURE OF INTEREST

Deputy Mayor Ron Aiken asked if there were any Disclosures of Interest to Declare. There were none.

## 6. MINUTES

Approval of Minutes – Regular Council Meeting – December 10, 2018

#19-002 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR ANDREW BLACK THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF DECEMBER 10, 2018 AS CIRCULATED. MOTION CARRIED.

## 7. BUSINESS ARISING FROM THE MINUTES

Deputy Mayor Ron Aiken asked if there was any business arising from the minutes. There was none.

## 8. SOUTHEAST REGIONAL SERVICES

### i) Regional Service Commission – John Higham

Deputy Mayor Ron Aiken noted that he had attended the last Regional Service Commission meeting on behalf of Mayor Higham which was recently reported on and there had been no meeting held in December. The next meeting for the Regional Service Commission is scheduled for January 29, 2019.

### ii) Planning – Lori Bickford

Planner Lori Bickford noted that the Planning Report could be found on page 12 of the Council Package and highlighted some of the details within the report.

## 9. REPORTS

### A) MAYOR'S REPORT

Deputy Mayor Ron Aiken provided details of the Mayor's Report for December and noted meetings, media requests, and events Mayor Higham was involved with throughout the month.

### B) CAO'S REPORT

CAO Phil Handrahan noted that his report could be found on page 13 of the Council Package, giving a brief overview of items and noting that many of the items would be highlighted within the Departmental Reports.

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

Councillor Michael Tower noted that the bills and payroll for the month of December could be found on pages 14 & 15 of the Council Package.

- i) **BILLS AND PAYROLL – DECEMBER**

#19-003 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BILL EVANS THAT COUNCIL ACCEPT THE BILLS AND PAYROLL FOR THE MONTH OF DECEMBER 2018 AS FOLLOWS: GENERAL GOVERNMENT \$5,334,105.23; GENERAL CAPITAL \$953,460.19; UTILITY GOVERNMENT \$477,882.30; UTILITY CAPITAL \$8,501.95; AND SALARIES \$200,406.27. MOTION CARRIED.

- ii) Report from Finance and Administration

Councillor Michael Tower noted that the Finance Report could be found on page 16 of the Council Package, including the By-Law and Animal Control Reports and provided a brief overview of the highlights of the report.

- D) Tourism & Business Development  
Liaison Councillors Joyce O’Neil and Bruce Phinney
  - a. Report from Tourism & Business Development

Councillor Joyce O’Neil noted highlights of the Tourism & Business Development Report on found on page 25 of the Council Package.

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

Councillor Michael Tower gave a brief overview of the Public Property and Facilities Report found on page 27 of the Council Package.

- F) Recreation Programs & Events  
Liaison Councillors Allison Butcher and Bill Evans
  - a. Report Recreation Programs & Events

Councillor Bill Evans provided an overview of the highlights within the Recreation Programs & Events Report found on page 30 of the Council Package.

- G) Public Safety
  - Liaison Councillors Joyce O'Neil
  - a. Report Public Safety
    - Fire/EMO, RCMP/CPO

Councillor Joyce O'Neil briefly highlighted the Fire/EMO and RCMP/CPO report found on page 32 of the Council Package.

- H) Policy/By-Law
  - Liaison Councillors Andrew Black
  - a. Report Policy/By-Law

Councillor Andrew Black noted that the Policy/By-Law Report could be found on page 36 of the Council Package and noted the highlights of the report.

- I) Personnel
  - Liaison Councillors Bill Evans and Andrew Black
  - a. Report Personnel

Councillor Andrew Black noted that the Personnel Report could be found on page 37 of the Council Package. Councillor Black read the highlights found within the report and noted that The Town recently received a letter of resignation from our Assistant Town Clerk, Stacey Hicks, effective January 18, 2019. He thanked Stacey for her years of service and wished her well in her new endeavors.

#19-004 MOVED BY COUNCILLOR ANDREW BLACK AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPOINT ELIZABETH HARTLING AS ACTING ASSISTANT CLERK FOR AN INTERIM PERIOD BEGINNING IMMEDIATELY AND ENDING ON APRIL 26, 2019. AYE VOTES WERE RECORDED FROM COUNCILLORS ALLISON BUTCHER, ANDREW BLACK, JOYCE O'NEIL, BILL EVANS, SHAWN MESHEAU AND MICHAEL TOWER. A NAY VOTE WAS RECORDED FROM COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

- J) Corporate Affairs & Strategic Development
  - Liaison Councillors Ron Aiken and Allison Butcher
  - b. Report

Councillor Allison Butcher spoke to the highlights of the Corporate Affairs and Strategic Development Report found on page 38 of the package.

11. NEW BUSINESS

On behalf of Mayor Higham, Deputy Mayor Ron Aiken announced the following Liaison Councillor appointments for 2019:

**LIAISON COUNCILLORS 2019**

- |  |                                 |
|--|---------------------------------|
| 1. Finance & Administration                  | Ron Aiken<br>Mike Tower         |
| 2. Tourism & Business Development            | Mike Tower<br>Shawn Mesheau     |
| 3. Recreation Programs & Events              | Bruce Phinney<br>Joyce O'Neil   |
| 4. Public Property                           | Bruce Phinney<br>Bill Evans     |
| 5. Policy/By-Law                             | Andrew Black<br>Allison Butcher |
| 6. Public Safety                             | Joyce O'Neil<br>Allison Butcher |
| 7. Personnel                                 | Andrew Black<br>Bill Evans      |
| 8. Corporate Affairs & Strategic Development | Ron Aiken<br>Shawn Mesheau      |

**BOARDS & COMMITTEES**

- |                                |                               |
|--------------------------------|-------------------------------|
| SE Regional Service Commission | Mayor/Deputy Mayor            |
| Sport Wall of Fame             | Bruce Phinney<br>Mike Tower   |
| Waterfowl Park                 | Allison Butcher<br>Bill Evans |

Library

Councillor Shawn Mesheau noted that a group of citizens from the parish of Sackville LSD have come together to form an LSD Advisory Committee with a very informative meeting held on December 18<sup>th</sup>, for their voice to be heard. Councillor Mesheau invited Mr. Roger Gouchie to the podium who introduced the members, Cheryl Ward & Jackie Johnson, noting that they are working on a number of things.

12. QUESTION PERIOD (Press First)

Bruce Wark requested some details surrounding the recent incident where a train had blocked entrance/exit points. Fire Chief Craig Bowser noted that all 3 entrances/exits to the Industrial Park had been blocked, together with Route 935 for approximately 20-30 minutes while CN worked to fix the issue with the train.

Bruce Wark requested an update on the Lorne Street Project, noting that they were currently tamping down the frost. Town Engineer Dwayne Acton noted that they worked all day Saturday and Sunday and thought they may need one more night but that wasn’t confirmed.

Bruce Wark also questioned the outcome of the investigation on the complaint undertaken from Merlyn Estabrooks. Deputy Mayor Aiken stated he and the CAO interviewed a number of people and let the parties know the results of the investigation, but this is a personnel matter.

12. ADJOURN

#19-005 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF JANUARY 14, 2019. MOTION CARRIED.

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Mayor

\_\_\_\_\_  
Clerk

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Assistant Clerk



**SPECIAL MEETING OF COUNCIL  
MONDAY, FEBRUARY 4, 2019 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, Bill Evans, Shawn Mesheau and Michael Tower. Also in attendance were CAO Phil Handrahan, Treasurer Michael Beal, Town Engineer Dwayne Acton, Senior Manager of Corporate Projects Jamie Burke, Manager of Business Development Ron Kelly-Spurles, Manager Recreation Programs & Events Matt Pryde, Acting Assistant Clerk Elizabeth Hartling and Clerk Donna Beal.

Also in attendance was Bruce Wark and approximately five (5) residents.

1. CALL MEETING TO ORDER

Mayor John Higham called the meeting to order. Councillor Bill Evans requested that an agreement with Ducks Unlimited be added to the agenda.

MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR ANDREW BLACK THAT COUNCIL APPROVE THE ADDITION TO THE AGENDA, OF AN AGREEMENT WITH DUCKS UNLIMITED AND ADD THIS ITEM TO THE AGENDA AS NUMBER 10. MOTION CARRIED.

2. APPROVAL OF AGENDA

MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF FEBRUARY 4, 2019, AS AMENDED. MOTION CARRIED.

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

1. Presentation – 8<sup>th</sup> Canadian Hussars

Jim Lockyer, Honorary Colonel 8<sup>th</sup> Canadian Hussars spoke of the close association with the Town of Sackville and that the Regimental Band of the 8<sup>th</sup> Canadian Hussars was based in Sackville. The Regiment has procured a retired AFV known as a Cougar AVGP and would like to offer it to the Town as a monument to the members of the Regiment who served and were from the Sackville area. Members of Council were very appreciative of the offer. A motion will be presented at the February 11, 2019 Regular Council Meeting for Council to consider the acceptance of this donation.

2. Equalization Grants

Deputy Mayor Ron Aiken, provided information on his review and formulas used by the Province in determining the Equalization Grant process for Municipalities. Deputy Mayor Aiken will work on options to address this issue and bring his findings back to Council.

3. CBC Water Tower Lease

Treasurer Michael Beal noted that the Lease with CBC expired late in 2018. A renewal has been negotiated for a further 5 year term. A motion will be presented at the February 11, 2019 Regular Council Meeting for Council to consider approving the Lease with CBC.

#### 4. Grants

Manager Recreation Programs and Events Matt Pryde noted as in the past years, a Scoring Matrix was used to evaluate each of the Community Development Grant applications. Overall the total requests amounts to \$140,060. Motions to consider the 2019 Community Development Grant will be presented at the Regular Council Meeting of February 11,

#### 5. Environmental Trust Fund – VIC Display Upgrade

Manager of Tourism & Business Development Ron Kelly-Spurles noted that in 2018 the Town was awarded an Environmental Trust Fund grant in the amount of \$28,500 for the renewal of the display at the Visitor Information Centre. We have identified the ClearTouch 96' display with integrated Windows PC as our best option. A motion will be brought forward at the Regular Council Meeting of February 11, 2019 for Council to consider

#### 6. Lorne Street Property Acquisitions

Senior Manager of Corporate Projects Jamie Burke gave a presentation on the Lorne Street Property Acquisitions noted that all transactions are complete with the exception one. The working spreadsheet of this breakdown will be placed on the Town's Website.

#### 7. Tender 2019-01 Printing Sackville Visitor Guide

Manager Tourism & Business Development Ron Kelly-Spurles noted that every year the Town has printed 17,000 English visitor guides and 5,000 French visitor guides. A motion will be brought forward at the Regular Council Meeting of February 11, 2019 for Council to consider awarding Tender 2019-01 to the lowest bidder, Advocate Printing in the amount of \$10,655.90.

#### 8. Tender 2019-02 Planting & Maintaining of Flower Baskets, Planters & Beds

With the expiry of the existing flower contract with Riverview Lawn and Garden, a Request for Proposals closed on January 28, 2019. A motion will be coming forward at the Regular Council Meeting of February 11, 2019 for Council to consider awarding Tender 2019-02 to Riverview Lawn and Garden for a two year term, 2019 and 2020.

#### 9. Tender 2019-03 4 Door Crew Cab ½ Ton Truck

Town Engineer Dwayne Acton noted that a Tender for the supply of a new 4 Door Crew Cab ½ Ton Truck was issued. A motion will be brought forward at the Regular Council Meeting of February 11, 2019 for Council to consider awarding Tender 2019-03 to Amherst Chrysler "1999" Ltd., in the amount of \$33,735.00 HST included.

10. Agreement Ducks Unlimited

Town Engineer Dwayne Acton noted that the Town has been working with Ducks Unlimited Canada (DUC) on building one of their typical conservation projects as part of our stormwater management efforts. The project will be managed and funded by DUC. A motion will be brought forward at the Regular Council Meeting of February 11, 2019 for Council to consider authorizing the Mayor and Clerk to sign and seal the agreement with Ducks Unlimited Canada.

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY  
COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING  
OF COUNCIL OF FEBRUARY 4, 2019. MOTION CARRIED.

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Mayor

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Clerk

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Acting Assistant Clerk

**CLOSED IN-CAMERA  
SPECIAL MEETING OF COUNCIL  
FEBRUARY 6, 2019  
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, Shawn Mesheau and Michael Tower. Also in attendance was Town Solicitor Chris Stewart, CAO Phil Handrahan, and Clerk Donna Beal.

Mayor John Higham called the meeting to order.

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOYCE O’NEIL TO MOVED INTO CLOSED IN-CAMERA. MOTION CARRIED. MOTION CARRIED.

1. L – 2019 – 01

MOVED BY DEPUTY MAYOR AIKEN AND SECONDED BY COUNCILLOR MICHAEL TOWER TO MOVE OUT OF IN-CAMERA. MOTION CARRIED.

MOVED BY COUNCILLOR JOYCE O’NEIL AND SECONDED BY DEPUTY MAYOR RON AIKEN TO ADJOURN THE SPECIAL MEETING OF COUNCIL OF FEBRUARY 6, 2019. MOTION CARRIED.

*Note: In-Camera Meetings deal with items as per section 68(1) of the Local Governance Act – Legal, Police, HR, Confidential Information (ex: Personnel), and/or Financial Agreements of Contracts or Land Transactions*

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Mayor

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Clerk

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**SOUTHEAST REGIONAL SERVICE  
COMMISSION****Meeting Date: February 11, 2019**

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**COUNCIL REPORT****Councillors: n/a**

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**Subject Area: Planning & Development**

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**Attachments: n/a**

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

	<b>Jan</b>	<b>Year to date</b>
Building and Development Permits	5	5
Subdivisions	-	-
Zoning Confirmations	-	-
Building Permit Waivers	3	3
Regulation Amendment	-	-
Policy Amendment	-	-
Rezoning	-	-
Complaints, Zoning & Building Infractions	-	-
Sidewalk Café	-	-
Variance	-	-
Temporary Use	-	-
Document Approvals	-	-

Year to date there have been 5 permits issued at a construction value of \$15,533. This time last year 3 permits had been issued at a construction value of \$82,001. Staff have had a number of development inquiries and discussions over the month.

#### Southeast Planning Review and Adjustment Committee

No planning and development requests requiring the approval or review by the PRAC for the Town of Sackville were received during the month of January.

#### Other Projects

- Various consultations with Engineering and Town Staff on several property inquiries and development proposals.
- Processing of Lidar data for flood scenario mapping
- Development of Contour mapping layer for the Town
- Provided data and discussion on 5 year construction trends for Sackville Business Development Strategy
- Sackville Building By-law review

**Respectfully Submitted By: Lori Bickford**

**COUNCIL REPORT**

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**Subject Area: CAO Report**

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During the past month, staff were very active on a number of fronts with a number of programs and services. Respective Departmental Reports provide greater details.

As you will note in the various Departmental Reports, there are several motions coming forward this evening for Council's consideration such as;

- Finance will be bringing forward their Asset Management Plan which will meet the requirements of the Provincial Government and serve as a guideline for our Town in managing our infrastructure;
- Follow through on several tendered projects as per the 2019 budget;
- The opportunity to accept the donation of an Armoured Fighting Vehicle from the 8<sup>th</sup> Canadian Hussars as a monument in Memorial / Cenotaph Park;
- The allocation of various grants to a number of community organizations for the purposes of supporting the operational needs of their organization, supporting of special events & projects; as well as support towards small capital projects.

Construction is underway on the development of a retention pond as per Phase II of the Lorne St project. Our contractor appears to be off to a positive start despite the various weather challenges during the first month of construction. Thanks to staff for their efforts in working with the consultant, the contractor and for keeping our residents informed as the project progresses.

Council will also consider a motion regarding a Conservation Agreement this evening with Ducks Unlimited (DU) to finalize the details on their project on Town property that will assist our flood mitigation efforts in the downtown / Lorne St area and is scheduled for later this summer.

Another busy month is upcoming with a number of various projects in their final stages in preparation to be presented to Council next month and if anyone is looking for something to do, check out the Recreation calendar...the days and evenings are full of recreational opportunities to take advantage of, and a variety of special events are also being hosted throughout the town over the next several weeks.

**Submitted By:**  
Phil Handrahan, CAO

**ACCOUNTS PAYABLE REPORT  
FOR THE MONTH OF JANUARY 2019**

	JANUARY		YEAR TO DATE
<u>GENERAL GOV'T</u>	\$ 800,488.77	\$ -	\$ 800,488.77
<u>GENERAL CAPITAL</u>	\$ 131,311.37	\$ -	\$ 131,311.37
<u>UTILITY GOV'T</u>	\$ 42,839.32	\$ -	\$ 42,839.32
<u>UTILITY CAPITAL</u>	\$ -	\$ -	\$ -
<b><u>TOTAL</u></b>	<b><u>\$ 974,639.46</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 974,639.46</u></b>

**REGULAR COUNCIL MEETING**  
**FOR TWO PAY PERIODS**  
**SALARY & WAGES**  
**FOR THE MONTH OF JANUARY 2019**

<b>DEPARTMENT</b>	<b>REGULAR</b>	<b>OVERTIME</b>	<b>TOTAL</b>
<b>WATER/SEWER</b>	<b>\$24,547.94</b>	<b>\$703.20</b>	<b>\$25,251.14</b>
<b>FINANCE &amp; ADMINISTRATION</b>	<b>\$42,995.77</b>	<b>\$0.00</b>	<b>\$42,995.77</b>
<b>POLICING/BY-LAW</b>	<b>\$8,202.54</b>	<b>\$44.69</b>	<b>\$8,247.23</b>
<b>TRANSPORTATION</b>	<b>\$63,798.97</b>	<b>\$5,999.30</b>	<b>\$69,798.27</b>
<b>TOURISM, COM.DEV. &amp; ECONOMIC DEV.</b>			
ECONOMIC DEVELOPMENT	\$6,960.65	\$0.00	<b>\$6,960.65</b>
COM.DEV. & PROGRAMMING	\$12,700.65	\$0.00	<b>\$12,700.65</b>
TOURISM	\$5,343.31	\$0.00	<b>\$5,343.31</b>
<b>TOTAL</b>	<b>\$25,004.61</b>	<b>\$0.00</b>	<b>\$25,004.61</b>
<b>PARKS &amp; RECREATION FACILITIES</b>			
PARKS & RECREATION	\$0.00	\$0.00	<b>\$0.00</b>
CIVIC CENTRE	\$26,587.79	\$728.59	<b>\$27,316.38</b>
<b>TOTAL</b>	<b>\$26,587.79</b>	<b>\$728.59</b>	<b>\$27,316.38</b>
<b>VOLUNTEER FIREFIGHTERS</b>	<b>\$30,223.07</b>	<b>\$0.00</b>	<b>\$30,223.07</b>
<b>MAYOR &amp; COUNCIL</b>	<b>\$5,394.17</b>	<b>\$0.00</b>	<b>\$5,394.17</b>
<b>TOTALS</b>	<b>\$226,754.86</b>	<b>\$7,475.78</b>	<b>\$234,230.64</b>

**OVERTIME INCLUDES:**

**UTILITY/PUBLIC WORKS:SNOW REMOVAL - Plow/Sand/Salt**

**CIVIC CENTRE: SHORTHANDED SHIFT COVERAGE**



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**TOWN OF SACKVILLE****Meeting Date: February 11, 2019****COUNCIL REPORT****Councillors: Michael Tower & Ron Aiken****Subject Area: January 2019 Liaison  
Councillor Report****Attachments: Financials to December 31/18,  
By-Law Officer & Animal Control Report  
for January 2019.**

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- Financial Statements are included to the end of December 2018 as of February 4, 2019. Prior updates were done to the end of 2018 as of January 4<sup>th</sup>. During January many invoices relating to 2018 were processed as well as some adjustments were made for year end entries. During February we will continue to work towards final numbers for the year 2018 with anticipation that we will be able to have near final numbers presented at the March Council Meeting. We continue to project small surpluses in both General and Utility Operating Budgets. Also, as previously noted in other reports we were able to charge more to Capital out of Revenue in General in order to reduce borrowing. As well during the March meeting we will present the first reports for the fiscal year 2019.
- As noted above we will have more concrete numbers at the end of February as we prepare for the Auditors to come in during the first week of March to perform the 2018 Audit. It is expected that they will complete this and present the 2018 Audit in May.
- The 2019 Budget process was completed and forms submitted to the Province for approval which have been received back as approved during January.
- Our hearing with the Municipal Capital Borrowing Board is on February 11, 2019. It is expected that we will not need to be attendance at this meeting. The Capital application is comprised of a small amount of Borrowing authorization in General as well as the amount for the entire Utility Capital Program. Motions outlining the amounts for borrowing were completed at the December 2018 Council Meeting.
- A motion is being presented tonight to accept the Asset Management Plan as a guideline for future Capital Planning. This will be forwarded on to the Province of New Brunswick for their review and acceptance as part of the Gas Tax Planning. We would again like to thank the FCM for their \$48,000 in funding to help make the plan a reality.
- The Council Expenses report has been updated as of January 31, 2019 and posted online for viewing. We will continue to update this on a regular basis. As well the December 31<sup>st</sup> report will be finalized and posted once the Audit process has begun.
- Water bills went out on January 16, 2019 and have a due date of February 15, 2019. Upgrades of Meters and MXU's continue to be done. Once the due date has passed we will send out a reminder to all those whom have not paid their bills. A complete review is being undertaken of the January billing to ensure everything has been billed correctly. No major issues have been found during this process.

- A motion is being presented tonight to enter into agreement with CBC for space usage at our Water Tower which they use to Broadcast Radio Transmission. The original agreement dates back to 2014 and had a 5 year lease period. The new agreement begins January 1, 2019 with payment for the period expired in 2018 and is for a 5 year term with automatic 5 year renewals unless either party gives notice of termination. The initial lease amount is \$5,800 annually plus power costs and increases by \$100 per year.
- There continues to be no change on the submission of reports and claims for Lorne Street Phase 1 and 2 projects. As previously noted we have submitted claim 1 to 5 for Phase 1 and received all the funds except for \$65,275 which is a holdback until final claim submissions are done. This balance of Claim 5 will be paid with claim 6 when this project is at 100% completion. Total Claimed is now at \$3,852,937 (95.8% of funding).

Phase 2 claim 1 was previously submitted and paid for \$18,869 of the total funding of \$2,175,291. We have until March 2020 to spend all the funds allocated under this program with Council, Staff & Consultants currently reviewing the project. In addition, we have requested and been approved for a scope change for Phase 2 which will enable us to maintain the entire funding while removing the construction of the Aboiteau from the agreement.

During February we will be submitting year end claims for Phase 1 and 2, although Phase 1 claims will no longer be paid by the Province until all funds have been spent, holdbacks have been released and reports filled. Phase 2 is just getting under way and we will file regular claims for reimbursement.

- We continue to monitor collection for the Water and Sewer Shut off letters that were sent out on July 20, 2018. We sent out shut off letters to 131 accounts that had a total outstanding balance of \$96,081.17. They have been given until mid-August to pay their account or make sufficient arrangements. As of January 8, 2019, we have collected \$83,551.20 (87.0% up from 83.8% at the end of November) of the total outstanding and will continue to monitor.
- Dog Tags for 2019 are now on sale at Town Hall. Proof of Rabies Vaccinations must be presented at time of registration. 2019 Tags will be on sale for residents at the regular rate of \$20 for spayed female or neutered male until March 31<sup>st</sup>, 2019 at which time an additional \$20 late fee will apply.
- By-Law Enforcement and Animal Control statistics for January are attached.

**Submitted By:** Michael Beal, Treasurer

TOWN OF SACKVILLE  
STATEMENT OF REVENUE & EXPENDITURES  
GENERAL GOVERNMENT  
AS OF DECEMBER 31, 2018 (AS OF FEB. 4/19)

	(AS OF JAN 4) YTD DEC 31/18	(AS OF FEB 4) YTD DEC 31/18	BUDGET 2018	% OF BUDGET
<b>REVENUE</b>				
FINANCE & ADMINISTRATION	9,969,513	10,259,781	9,925,200	103.4%
PUBLIC WORKS	89,698	94,232	96,000	98.2%
POLICE	312,610	369,360	358,500	103.0%
FIRE	115,592	122,092	124,373	98.2%
COMM DEV, PROGRAM & TOURISM	43,514	44,257	44,250	100.0%
PARKS & RECREATION FACILITIES	248,681	277,444	283,500	97.9%
<b>TOTAL REVENUE</b>	<b>10,779,608</b>	<b>11,167,166</b>	<b>10,831,823</b>	<b>103.1%</b>
<b>EXPENDITURES</b>				
FINANCE & ADMINISTRATION	1,519,626	1,712,633	1,774,698	96.5%
CAPITAL OUT OF REVENUE			950,000	0.0%
RESERVE FUND TRANSFER	195,000	195,000	0	
DEBT PAYMENTS	1,146,959	1,177,575	1,191,925	98.8%
ENG & PUBLIC WORKS	2,255,234	2,224,718	2,240,242	99.3%
PARKS & RECREATION FACILITIES	850,975	911,100	937,581	97.2%
POLICE	1,339,468	1,727,240	1,841,225	93.8%
FIRE	789,758	825,517	843,192	97.9%
COR. PROJ/TOURISM/PROGRAMMING	945,962	974,167	1,052,960	92.5%
<b>TOTAL EXPENDITURES</b>	<b>9,042,982</b>	<b>9,747,950</b>	<b>10,831,823</b>	<b>90.0%</b>

\*\*\* UNAUDITED AND UNADJUSTED

EXPENDITURE NORM      100.0%

TOWN OF SACKVILLE  
STATEMENT OF REVENUE & EXPENDITURES  
UTILITY GOVERNMENT  
AS OF DECEMBER 31, 2018 (AS OF FEB 4/19)

	(AS OF JAN 4) YTD DEC. 31/18	(AS OF FEB 4) YTD DEC. 31/18	BUDGET 2018	% OF BUDGET
<b>REVENUE</b>				
UTILITY REVENUE	1,602,923	1,975,476	1,903,706	103.8%
	<b>1,602,923</b>	<b>1,975,476</b>	<b>1,903,706</b>	<b>103.8%</b>
<b>TOTAL REVENUE</b>	<b>1,602,923</b>	<b>1,975,476</b>	<b>1,903,706</b>	<b>103.8%</b>
 <b>EXPENDITURES</b>				
FINANCE & ADMINISTRATION	252,575	263,988	292,314	90.3%
CAPITAL OUT OF REVENUE			-	
RESERVE FUND TRANSFER	111,000	111,000	80,000	
DEBT PAYMENTS	531,110	538,266	531,479	101.3%
PUBLIC WORKS	807,155	863,834	888,278	97.2%
ENGINEERING	85,144	103,381	111,635	92.6%
	<b>1,786,984</b>	<b>1,880,469</b>	<b>1,903,706</b>	<b>98.8%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,786,984</b>	<b>1,880,469</b>	<b>1,903,706</b>	<b>98.8%</b>

\*\*\* UNAUDITED AND UNADJUSTED

EXPENDITURE NORM      100.0%

**TOWN OF SACKVILLE  
2018 GENERAL CAPITAL  
AS OF DECEMBER 31, 2018 (AS OF FEB.5/19)**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	(EXCL. HST) EXPENSES 2018	BALANCE	PERCENT AVAILABLE
<b><u>FIRE DEPARTMENT</u></b>							
B	BUNKER GEAR REPLACE	18,000.00	740.44	17,259.56	12,339.66	4,919.90	28.5%
B	SCBA UPGRADES	120,000.00	4,936.24	115,063.76	112,135.03	2,928.73	2.5%
<b>TOTAL FIRE DEPARTMENT</b>		<b>138,000.00</b>	<b>5,676.67</b>	<b>132,323.33</b>	<b>124,474.69</b>	<b>7,848.64</b>	<b>5.9%</b>
<b><u>TOURISM/PROGRAMMING/CORP PROJ.</u></b>							
C	EVENTS - TENT REPLACE	40,000.00	1,645.41	38,354.59	35,700.00	2,654.59	6.9%
C	SIGNAGE - HIGHWAY/STREET	31,000.00	1,275.19	29,724.81	32,635.41	(2,910.60)	-9.8%
<b>TOTAL TOURISM/PROG/CORP</b>		<b>71,000.00</b>	<b>2,920.61</b>	<b>68,079.39</b>	<b>68,335.41</b>	<b>(256.02)</b>	<b>-0.4%</b>
<b><u>RECREATION AND PARKS FACILITIES</u></b>							
C	NEW STORAGE FACILITY	70,000.00	2,879.47	67,120.53	61,893.45	5,227.08	7.8%
C	FACILITY UPGRADES	40,000.00	1,645.41	38,354.59	6,849.00	31,505.59	82.1%
C	REPLACE BALLFIELD BLDG	76,000.00	3,126.28	72,873.72	56,683.54	16,190.18	22.2%
C	TOWN BEAUTIFICATION	10,000.00	411.35	9,588.65	9,670.14	(81.49)	-0.8%
C	FORMER LUND PROPERTY	15,000.00	617.03	14,382.97	10,416.16	3,966.81	27.6%
C	NEW TRAIL DEVELOPMENT	25,000.00	1,028.38	23,971.62	24,000.00	(28.38)	-0.1%
C	SKATEPARK IMPROVEMENT	9,000.00	370.22	8,629.78	7,136.70	1,493.08	17.3%
C	PLAYGROUND EQUIPMENT	7,000.00	287.95	6,712.05	16,900.00	(10,187.95)	-151.8%
C	P & F FLEET UPGRADES	30,000.00	1,234.06	28,765.94	28,672.00	93.94	0.3%
C	BEECH HILL PARK	25,000.00	1,028.38	23,971.62		23,971.62	100.0%
<b>TOTAL RECREATION AND PARKS</b>		<b>307,000.00</b>	<b>12,628.54</b>	<b>294,371.46</b>	<b>222,220.99</b>	<b>72,150.47</b>	<b>24.5%</b>
<b><u>PRIOR YEAR CAPITAL</u></b>							
B(2016)	PUMPER/TANKER (FIRE)	400,000.00	16,454.12	383,545.88	454,178.65	(70,632.77)	-18.4%
B(2016/17)	OTHER FIRE FOR TANKER	53,000.00	2,180.17	50,819.83		50,819.83	100.0%
B(2017)	FIREFIGHTING HOSE	20,000.00	822.71	19,177.29	17,925.00	1,252.29	6.5%
	RESERVE LORNE ST. PH 1 & PROPERTY	-	-	-	330,787.27	-	0.0%
B(2017)	LORNE ST. PHASE 2 (LT/725)	2,900,000.00	119,292.37	2,780,707.63	156,889.36	2,623,818.27	94.4%
<b>TOTAL MUNICIPAL BUILDING</b>		<b>3,373,000.00</b>	<b>111,817.79</b>	<b>3,261,182.21</b>	<b>959,780.28</b>	<b>2,301,401.93</b>	<b>70.6%</b>
<b><u>ENGINEERING AND PUBLIC WORKS</u></b>							
C	MAIN STREET RECONSTR	200,000.00	8,227.06	191,772.94	143,076.34	48,696.60	25.4%
C	FCM - QUARRY PROJECT	200,000.00	8,227.06	191,772.94		191,772.94	100.0%
C	KING STREET CULVERT	20,000.00	822.71	19,177.29	14,993.15	4,184.14	21.8%
C	SIDEWALK RENEWAL	25,000.00	1,028.38	23,971.62		23,971.62	100.0%
C	XWALK/TRAFFIC LIGHTS	10,000.00	411.35	9,588.65	4,200.00	5,388.65	56.2%
C	GPS SUREVEY EQUIP.	20,000.00	822.71	19,177.29	18,299.00	878.29	4.6%
C	RETAINING WALL MAIN/WRIGH	17,000.00	699.30	16,300.70	6,020.00	10,280.70	63.1%
C	PW FLEET UPGRADE	70,000.00	2,879.47	67,120.53	56,871.90	10,248.63	15.3%
C	3 STREEM GARBAGE BINS	10,000.00	411.35	9,588.65	9,429.60	159.05	1.7%
<b>TOTAL ENGINEERING AND PUBLIC WORKS</b>		<b>572,000.00</b>	<b>23,529.39</b>	<b>548,470.61</b>	<b>252,889.99</b>	<b>295,580.62</b>	<b>53.9%</b>
<b>TOTAL CAPITAL</b>		<b>4,461,000.00</b>	<b>156,572.99</b>	<b>4,304,427.01</b>	<b>1,627,701.36</b>	<b>2,676,725.65</b>	
<b>NET HST</b>				<b>156,572.99</b>	<b>58,618.63</b>	<b>97,954.37</b>	<b>62.6%</b>
				<b>4,461,000.00</b>	<b>1,686,319.99</b>	<b>2,774,680.01</b>	<b>62.2%</b>

**TOWN OF SACKVILLE  
2018 UTILITY CAPITAL  
AS OF DECEMBER 31, 2018 (AS OF FEB. 5/19)**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	EXPENSES 2018	BALANCE	PERCENT AVAILABLE
B (2017)	W/S UPGRADES	30,000.00	1,234.06	28,765.94		28,765.94	100.0%
B (2017)	WATER METERS	63,000.00	2,591.52	60,408.48	60,408.48	(0.00)	0.0%
B (2017)	LIFT STATIONS	14,000.00	575.89	13,424.11	13,424.11	(0.00)	0.0%
B	MAIN ST. WATER/SEWER	242,000.00	9,954.74	232,045.26	201,919.13	30,126.13	13.0%
B	WATER METER UPGRADE	100,000.00	4,113.53	95,886.47	19,570.18	76,316.29	79.6%
B	LIFT STATIONS	20,000.00	822.71	19,177.29	26,989.30	(7,812.01)	-40.7%
B	WATER PLANT UPGRADE	30,000.00	1,234.06	28,765.94		28,765.94	100.0%
	EXCAVATOR REPAIRS	-	-	-	55,130.95	(55,130.95)	
<b>TOTAL CAPITAL</b>		<b>499,000.00</b>	<b>20,526.51</b>	<b>478,473.49</b>	<b>377,442.15</b>	<b>101,031.34</b>	<b>21.1%</b>
<b>CAPITAL OUT OF REVENUE</b>							
<b>NET H.S.T</b>				<b>20,526.51</b>	<b>16,153.86</b>	<b>4,372.66</b>	<b>21.3%</b>
<b>GRAND TOTAL</b>				<b>499,000.00</b>	<b>393,596.01</b>	<b>105,403.99</b>	<b>21.1%</b>

## By-Law Enforcement Report January 2019

Some of the activities which occurred in the Town of Sackville, By-Law Enforcement Department January 2019 are as follows:

- Service of Documents on behalf of the Town,
- 0 Court Appearance(s)
- 2 Hour Parking Enforcement Patrols completed: 2,
- Overnight Parking Enforcement Patrols completed: 10,
- Assists to: Public / Public Works / Mount "A" / Fire Dept. / RCMP / Regional Service Commission (Total: 1).

Occurrences	Start Month	New	Completed	End Month
Dangerous or Unsightly	6	0	0	6
Preservation of Order (Signs)	0	0	0	0
Traffic	0	3	3	0
Residential Waste	0	0	0	0
Noise	0	0	0	0
Fire Prevention	0	0	0	0
Public Parks	0	0	0	0

Traffic By-Law	Violations	Warnings	Total
2 Hour Parking (8 AM – 6 PM)	1	0	1
Prohibited Parking	1	0	1
Parked in Handicap (Without Permit)	0	0	0
Parked in Opposite Direction	3	1	4
Parked on a Sidewalk	0	0	0
In Park after Hours	0	0	0
Overnight Parking (Dec. – May)	31	0	31

### Summary

- A total of 36 By-Law violations were issued.
- Occurrences: Total: 9, 3 completed, 6 outstanding.
- By-Law Violations Total: Jan. 2019: **36**  
By-Law Violations Total: Jan. 2018: **26**

Respectfully Submitted,

*Corey Springer*

By-Law Enforcement Officer  
Town of Sackville, N.B.

# Sackville Animal Control Report

## **JANUARY 2019**

During the Month of **JANUARY**, 15 calls were responded to within the Town of Sackville

- 2 Calls on missing cats.
- 4 Calls on dogs running loose
- 1 Calls on D.O.A. Cat
- 2 Calls on found dogs
- 4 Calls on Barking dogs
- 2 Call on dogs being left outside in cold weather

There have been **33** patrols done in the month of **JANUARY**

Please remember to get your 2019 dog tags at the Town Hall. Any questions please call Animal Control at **506-536-7671**.

Thanks you!  
Jaime Spicer  
Animal Control Officer.



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**TOWN OF SACKVILLE****Meeting Date:** February 11, 2019**LIAISON COUNCIL REPORT****Councillors:** Shawn Mesheau, Michael Tower**Subject Area:** Tourism and Business  
Development Liaison meeting**Attachments:**

N/A

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**Background**

The Tourism and Business Development Liaison Group met on January 29.

**Highlights/Initiatives:**

- We have commenced work on our 2019 capital sign project, which includes new versions of the former Chamber signs at both highway entrances, a new sign for the Industrial Park, new parking time signs, a new entrance sign for Beech Hill Park, and other upgrades.
- We continue to work on the Visitor Centre display upgrades, as funded by the Environmental Trust Fund. A motion for purchase of a screen as part of the display upgrades will be presented at this Council meeting.
- We continue to work on the 2019 edition of a variety of projects which occur annually, including: the Sackville Visitor Guide; Saltscapes Expo; and the Waterfowl Park Artist and Performing Arts in Residence programs.
- We are now working on the 2019 Visitor Guide which will be printed in time for Saltscapes Expo in April. A motion for printing of the guide will be presented at this Council meeting. The total budget line for brochures maps and media is \$18,500 so the cost of printing the guide (\$10,655.90 including HST) is well within budget.
- A sub-committee of the Waterfowl Park Advisory Committee has met to begin planning a celebration of the 30<sup>th</sup> anniversary of the official opening of the Waterfowl Park in 1989, as well as the addition of Daniel Lund's property to it. A celebration date of June 22 has been tentatively set.
- Bordertown Festival dates have been set for May 23 – 26. We are currently recruiting partners and reviewing possible presentations by the Town.
- We are looking forward to hosting Tantrammar Heritage Trust's Heritage Day on February 16. There will be a talk by Susan Amos on The Intercolonial Railway and the New Brunswick and Prince Edward Island Railway at Town Hall at 2 pm. All are welcome, there is no admission charge, and light refreshments will be served.

- We have applied for summer student grants with the Young Canada Works, Canada Summer Jobs, and Green Jobs Programs. Applications for summer jobs with the Town end on March 1.
- Startup Sackville met January 16 to discuss upcoming plans for supporting businesses in the Town.
- The Department is pleased to be collaborating with ArtsLink NB to present a “Business and Arts” workshop on February 10.
- A subsidized Food Safety Course is also being offered on March 24. The Town will pay half the cost for employees of local businesses or Town residents who want to take the course. For more information visit the Town Website.
- To help promote the Town, its businesses and its arts and culture organizations, the Manager will be hosting a monthly radio show, Sackville Arts and Culture Monthly, on CFTA radio show. The first episode will be airing in February.
- We are excited to hear of another business opening in Town. Pi by Crow, owned and operated by Rose Leonard, opens on February 8. We would also like to welcome Dave Carey Leatherworks to Sackville with their new store on Lorne Street and Ravenstone Naturopathic on Main Street. We wish them all the best with their enterprises.
- We are continuing to increase the photo stock we have on hand for promotional purposes and will be working with a professional photographer to get a variety of winter shots on February 23.
- We continue to work with Lions Gate Consulting and 4/L Strategies Consulting on the Town’s new Business Development Strategy. A draft is currently under review.
- The Manager was pleased to attend a TIANB workshop in February on attracting, maintaining, and motivating tourism sector workers.

**Submitted By:**

Ron Kelly Spurles  
 Manager of Tourism and Business Development

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**TOWN OF SACKVILLE****Meeting Date: February 11, 2019****LIAISON COUNCIL REPORT****Councillors: Liaison Councillors Bill Evans  
and Bruce Phinney****Subject Area: Public Property and  
Facilities****Attachments:**

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**Engineering and Public Works**

- The month of January was another busy month of winter control, with several snow events to deal with, which included plowing, salting and sanding streets and sidewalks. As well as, a couple of down town cleanups to deal with large snow banks and accumulated snow in our downtown area and narrow streets. Due to the abnormal temperature fluctuation in January, we were busy dealing with both snow storms, as well as, rain to freezing rain conditions throughout the month.
- Public works staff along with our sub-contractors worked to finish up some plumbing and electrical work during the month of January on the new Ball Shed facility. Staff will continue to work on the interior of the building throughout the winter as time and conditions allow and staff will complete the landscaping and utility hookups in the spring.
- The harsh winter has taken its toll on the streets and roads around Town and we are experiencing a large number of potholes appearing throughout the Town. The public works department will continue to utilize the hot patch machine in the months to come, as weather permits, to be able to fill these pot holes.
- Mechanics conducted ongoing maintenance on all equipment and repaired all breakdowns to Public Works, Parks and Facilities and Fire and Rescue vehicles that required servicing and repairs throughout the month of January.
- The utility department worked on our water meter replacement program throughout the month of January. They will continue to complete additional meter replacements throughout the winter as time permits. As well as, obtain water meter reads that were not obtained during the last meter read process, while evaluating the meters to determine and fix the meters or MXU units as required.
- Due to the extreme cold weather that we experience in January, the utility department had to deal with a water main break on Marshview Drive during the night of January 4<sup>th</sup>, 2019, which put approximately 290 customers on a precautionary water boil order as a result of this break.

- The Phase II information session for Tender # 2018-17 – CONSTRUCTION OF NEW STORM WATER RETENTION POND AND RELATED WORKS” was held on January 7<sup>th</sup>, 2019 in council chambers, where consultant Crandall Engineering Ltd and Town Staff presenting to the public. The meeting was well attended by residents of Sackville, neighboring residents to the construction site, as well as, the mayor and all members of council.
- The Engineering department continued to work with Crandall Engineering Ltd and the contractor, Birch Hill Construction Ltd. on Phase II, The “CONSTRUCTION OF NEW STORM WATER RETENTION POND AND RELATED WORKS” project throughout the month of January. The construction of the retention pond is well underway and is evident when travelling along Saint James Street. Weather continues to be a challenge at times, such as the rain events of January 28<sup>th</sup> which shut down work for several days while the flood water receded, and water pumped from the construction site.
- Staff continues to keep in touch with DTI regarding the replacement of the Carter Brooks Culvert (Aboiteau) project on Route 935. The contractor has completed the majority of the work at this time and has re-opened a temporary gravel road for the remainder of the winter. They are expecting to complete the remaining work in the spring when weather conditions are adequate. We will provide further details as they become available.
- The Engineering department issued the RFP # 2019-02 “Planting and Maintenance of Flower Baskets, Planters and Beds, as well as, Tender # 2019-03 “Supply of One (1) only, new four (4) door crew cab half ton truck during the month of January. Details on both of these capital projects were presented to council during the discussion group meeting of February 4<sup>th</sup>, 2019. Motions will be coming forward during this regular council meeting.
- The Engineering and Corporate Projects departments have been working with Ducks Unlimited (DU) to finalize the details for the DU compound that is scheduled for construction on the north side of Saint James Street during the summer of 2019. As part of this process a Conservation Agreement between the Town of Sackville and DU is required in order to permit the construction of this compound on Town of Sackville’s property. The details of this agreement were discussed with council during the February 4<sup>th</sup> discussion group meeting. A motion will be coming forward during this meeting.
- The engineering department issued the tender for the 2019 Street asphalt patching, Tender # 2019-04 during the month of January. The tender closing is scheduled for February 20<sup>th</sup>, 2019 at which time tenders will be evaluated and brought to the March 4<sup>th</sup> discussion group meeting.
- The Engineering department continues to work on several other capital budget projects that were approved for 2019. Additional tenders will be developed and issued over the next several months.

## **Tantramar Veterans Memorial Civic Center**

- The month of January saw several High Schools, Minor Hockey, Gents, Men's and Mount A games, as well as, the skating club practicing for upcoming competitions. The TRHS men's alumni game was held on Jan 19<sup>th</sup>, which was another successful event this year. The event consisted of two games where the LEGENDS played first followed by the YOUNG GUNS. Both games were fast and entertaining games that ended up going to overtime to decide the winner.
- The Civic Center is open during operational hours even in inclement weather or during a power outage for citizens to get warm and charge devices, if the power is out at the Civic Center the building will still be open but warming and charging will not be possible as there isn't any backup power in the Civic Center at this time.

## **Municipal Parks**

- Public works will be plowing the rail bed and the main trail in the waterfowl Park that connects to Main St, please note that the boardwalks and the trails in the wooded area will not be maintained during the winter months. Please use caution on the trails as they may be slippery.
- Parks staff along with Public Works will be maintaining the walking trail around the upper loop at Beech Hill Park this winter.
- The outdoors club have been grooming a trail for the disc golf course, so golfers can continue to play throughout the winter.
- Beech Hill Park is also a great place to get out and go snow shoeing on marked trails or get adventurous and make your own trails, the Programing Department have snow shoes to loan out.
- The Jackrabbit youth ski program will be starting on January 13<sup>th</sup> and run from 1:00pm-3:00pm on Sundays until after March Break, weather permitting.
- Staff are working on a work plan for the spring of 2019
- Staff are working on life cycle planning for all town buildings, this will give the town the ability to plan for replacement or overhaul of components in the building as their useful life expires.

**Submitted By:** \_\_\_\_\_ Dwayne Acton, Town Engineer \_\_\_\_\_

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**Meeting Date:** February 11, 2019

**TOWN OF SACKVILLE**

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**Councillors:** Allison Butcher and Bill Evans

**LIAISON COUNCIL REPORT**

**Subject Area:** Recreation Programs and Events

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**Attachments:** N/A

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**Background:**

The Recreation Programs and Events Liaison Group met on January 28, 2019.

**Highlights and Initiatives:**

- Ukulele, Trailblazers, Aquasize, Senior's Aerobics and Pickleball are all underway.
- Registration for the second winter session of Aquasize is now available at [www.sackville.com](http://www.sackville.com).
- The new Drop-in Lego program for preschoolers will be taking place Wednesdays, beginning February 6<sup>th</sup> from 10:00-11:30am. Contact 364-4958 to sign up.
- The Community Development Grant applications have been reviewed and a motion will be presented to Council following this report.
- On Family Day, February 18<sup>th</sup>, we will be hosting a free skate from noon until 3pm at the Civic Centre.
- Sports Recognition Night was held on January 22, 2019. Congratulations to our over 130 athletes who successfully represented Sackville in 2018.
- We are now accepting nominations for the 2019 Class to the Sackville Arts Wall. Nomination forms can be found at [www.sackville.com](http://www.sackville.com) and are due May 10, 2019.
- Taking place February 21-24, 2019, the Sackville Winterfest schedule is now available at [www.sackville.com](http://www.sackville.com) and in print at businesses throughout the town. This year's event will be the biggest yet, and now includes the Town vs Gown Charity Hockey Game as well as the Fireman's Winter Carnival.

- A full March Break schedule of events is being developed and will be released later in the month.
- We will be hosting the Muddy River Rollers Roller Derby Team on April 13<sup>th</sup> at the Tantramar Veteran's Memorial Civic Centre. They will be playing an exhibition game followed by a retro Roller Disco later in the evening. Stay tuned for details!
- On June 1, 2019, the Department will be partnering with the Maritime Federation of Model Railroaders to offer a Model Railway show at the Tantramar Veteran's Memorial Civic Centre. The show will be open to the public from 9am-4pm and will cost \$5 per person, with children under 12 attending for free.
- A draft copy of the Recreation Master Plan will be presented to Council next month.

### **Library Report**

- December statistics show that Sackville brings in more people than all other 1 and 2-person Libraries in our Region. The Library continues to make a case to the province that a second employee will be needed once the Port Elgin Library construction is completed and their Librarian will be leaving Sackville to return to port Elgin.
- Due to poor weather, attendance was an issue from some of the Library's regular programs, but others did quite well. A Drop-In Morning Program had 50 people show up and a Job Success Networking Program was held on Tuesday Jan 15, 2019 with 10 people in attendance.
- The Library will be offering programs during both Winterfest and March Break.

### **Submitted by:**

Matt Pryde  
 Manager of Recreation Programs and Events

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**TOWN OF SACKVILLE**

**Meeting Date: February 11, 2019**

**COUNCIL REPORT**

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**Councillors: Joyce O’Neil & Allison Butcher**

**Subject Area: Public Safety**

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**Attachments:**

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**Fire /EMO Services:**

On January 21st, Chief Bowser and Sgt. Gagne met with the Liaison Councilors for Public Safety and provided an overview of various highlights and activities within Public Safety during the past month:

Sackville Fire & Rescue responded to 11 calls for service in the month of January. They included: 3-motor vehicle collisions, 3-commercial fire alarms, 2-vehicle fires, 1-smoke in a residence, 1-utility pole fire and 1-flu fire.

I would like to encourage the residents of Sackville and surrounding area who travel to work inside and outside of our community, to keep an eye on the weather predictions the night before. This will ensure that they are able to leave a little earlier, if necessary, to ensure that they arrive safely and on-time.

Training sessions that took place in the month of January were: An NFPA certified course in Electric/Hybrid Vehicle Extrication & Safety and a certified oxygen administration course. The members also conducted station and equipment checks to ensure all equipment remains in a state of readiness.

Mark your calendars, the 110<sup>th</sup> Fireman’s Winter Carnival is scheduled for Saturday, February 23rd at the Tantramar Veteran’s Memorial Civic Center. The Carnival theme this year is “Winter Wonderland”. Everyone is invited to join in the fun as costumed participants compete for the many prizes awarded by the judges. Doors open at 6 pm; judging takes place between 6:30-8:30 pm. Admission is only 50¢ per person. This community event, organized every year by our volunteer firefighters, encourages children, adults and families to dress up in costumes and come out for an evening of skating. We are pleased to announce the Sackville Citizens Band will provide the music for this amazing event.

As part of Winter Fest events, our firefighters will be cooking up their famous Pancake and Maple syrup breakfast, which is scheduled for Saturday, February 23rd from 7-11am. Hope to see you all there.

We have our 14<sup>th</sup> annual Truck Draw tickets out and around the business community. Please be sure to pick up your ticket from any of our firefighters and make use of the coupons that are attached on this year’s ticket stub.



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 and batteries and a first aid kit.

**Police Services:**

**Highlights/Initiatives:**

For the month of January, the Sackville RCMP responded to 89 calls for service. There were 85 calls for service in January of last year for comparison. Members issued 30 tickets and 57 written warnings. There were 11 investigations which were solved leading to criminal charges being presented to the Crown Prosecutor. One of which was a break and enter into the Glowing Embers on Bridge Street for which suspect(s) have been identified. Charges are pending. There were two suspended drivers and one impaired driver stopped and charged for same. There were four motor vehicle collisions and one collision with injuries.

Two check stops were done with CPO Leblanc and Ambulance NB involving Sackville members to educate on the move over law. 16 curfew checks were done for two subjects residing within the Town who were on house arrest/probation orders. These checks go in line with our crime reduction strategies.

**Submitted By:** Fire Chief, Craig Bowser and Cpl. Brian Villers

# MONTHLY REPORT

January 2019

Jean-Francois LeBlanc, CPO  
SACKVILLE RCMP, South-East District RSC7  
[jean-francois.leblanc@rcmp-grc.gc.ca](mailto:jean-francois.leblanc@rcmp-grc.gc.ca)

## SCHOOLS

**Mount Allison University** – *Request for Service (1)* - Occasional visits to Mount Allison Student Union and as well as the facilities management office and student life office.

**Tantramar Regional High School** – *Requests for service (3)* – Occasional visits to meet students and teachers.

**Marshview Middle School** – *Requests for service (1)* – Occasional visits to meet students and teachers.

**Salem Elementary School** – *Requests for service (0)* – Occasional visits to meet students and teachers.

## COMMUNITY

- Keeping the usual visits to the hospital, visiting the Intergrated Service Delivery team to maintain a relationship with them as they are my Diversion Committees.
- Positive Tickets – 2 issued in January.
- Continuous work with MADD Canada. Still looking for Sackville volunteers.
- Cops and Kids Leadership Camp – In regard to the two camps that was held on October 18-21 & October 24-28. I followed up on a few different occasions to help the youth with their community projects.
- RCMP Auxiliary Program for the Sackville area. Presently looking to recruit new volunteers in the coming months.

## COMMITTEES

- **Crime Stoppers** – Sackville RCMP Liaison – Helping members for organizing related activities and fund raisers in the Sackville area.
- **Block Parent Program (13 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.
- **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** – Liaison between MADD and the RCMP in Sackville to organize different activities such as Project Red Ribbon, fundraiser BBQs, etc.
- **Sackville Bicycle Registration Program** – (6 bikes registered to date)

### **Occurrences / Administrative**

**ACTIVE ADULT FILES: 1**

**ACTIVE YOUTH FILES: 7**

**INFORMAL DISCUSSIONS WITH YOUTH, PARENTS/GUARDIANS: 7**

- 2 youth files for threats.
- 3 youth files for illegal possession of cannabis.
- 1 youth file for theft.
- 1 youth file for harassment online.
- 1 adult file for shoplifting.

**Number of PRESENTATIONS/WORKSHOPS: 3**

- Three educational check stop. Paired up with Ambulance New Brunswick, Sackville Fire Department and CN Police to deliver information on the move over law, Railway Safety Act and impaired driving law.

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**TOWN OF SACKVILLE****Meeting Date: February 11, 2019****COUNCIL REPORT****Councillors: Andrew Black & Allison Butcher****Subject Area: Policy/By-Law/Clerk's Office****Attachments**

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**MONTHLY REPORT:**

The Policy/By-Law Liaison Group met on January 23, 2019.

1. An update was provided with regards to the swearing in of Councillor Shawn Mesheau Which occurred during the Regular Council Meeting of January 14, 2019 where Councillor Mesheau signed his Oath of Office and Disclosure of Interest as per the Local Governance Act.
2. A motion was passed at the Regular Council Meeting of January 14, 2019 to appoint Elizabeth Hartling as Acting Assistant Clerk for an interim period beginning immediately and ending on April 26, 2019. This happened as a result of the resignation of Assistant Clerk Stacey Hicks. A job posting will be completed and advertised in the near future.
3. Staff continue to review By-Law No. 251, A By-Law Respecting the Procedure and Organization of Council including amending reference to the Municipality Act to the Local Governance Act. Staff have prepared a small survey which has be forwarded to all of Council to provide them an opportunity to offer any feedback that they may wish to.
4. The sign board outside of Town Hall has been updated with the 2019 meeting dates for both our Special Meetings of Council and our Regular Meetings of Council.
5. During the Regular Council Meeting of January 14, 2019, Deputy Mayor on behalf of the Mayor appointed the Liaison Councillors for the year 2019. Staff have been reaching out to the Liaison Councillors and sending meeting requests for Liaison Meetings for the year 2019.
6. Registration and hotel accommodations have been secured for Mayor Higham, Councillor Tower and Councillor Phinney to attend the FCM Annual Conference in Quebec City. A list of Study Tours has been provided to them for their selection.

**Submitted By:** Donna Beal, Clerk

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**TOWN OF SACKVILLE****COUNCIL REPORT****Subject Area: Personnel**

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**Meeting Date:** February 11, 2019

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**Councillors:** Mayor John Higham, Councillor Bill Evans, and Councillor Andrew Black

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**Attachments:** - N/A

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The following is an overview of recent activities during the past month;

A Council Liaison meeting was held on February 11, 2019.

During the pay periods of January, there were 36 permanent employees, and 2 Temporary employees.

The grievance on Call Out provisions has been referred to Arbitration remains outstanding.

The position of Assistant Clerk was recently advertised with an application deadline of February 19.

**Submitted By:**

Phil Handrahan, CAO

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**TOWN OF SACKVILLE****LIAISON COUNCIL REPORT****Subject Area:** Corporate Affairs and Strategic Development

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**Meeting Date:** February 11, 2019

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**Councillors:** Ron Aiken and Shawn Mesheau

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**Attachments:**N/A

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**Background:**

The Corporate Affairs and Strategic Development Liaison Group met on January 28, 2019.

**Highlights and Initiatives:**

- Lions Gate Consulting and 4/L Strategies Consulting are in the final stages of preparing the Town's new Business Development Strategy. The consultants will be presenting the draft strategy at the March 4, 2019 Special Council Meeting. This presentation was originally scheduled for February 4, but staff wanted some additional time to review the initial draft, and seek comments from Mount Allison and Opportunities NB.
- Staff continue to assist with our Lorne Street Phase II project. Staff have been providing project updates as the work moves along via our monthly newsletter, website and social media channels. We have also been working with Ducks Unlimited Canada (DUC) on their summer 2019 project intended for the northside of St. James Street. As part of this process a Conservation Agreement between the Town of Sackville and DUC is required in order to permit the construction of this compound on Town property. The details of this agreement were discussed at the Special Council Meeting on February 4, 2019 and a motion will be coming forward during this February 11, 2019 meeting. Lastly, we have been helping our legal team with a series of land transactions that were needed for Phase I, II, and our eventual long-term solution. As reported at the Special Meeting on February 4, these transactions are almost complete, with only one remaining.
- As part of our Strategic Plan reporting process, we will be releasing our second annual resident's survey during the week of February 11, 2019. Like last year, the survey will obtain feedback on our various service delivery areas. We are eager to increase the number of participants this year (110 in 2018) and hope to build on the 77% satisfaction rate that we received in 2018. The survey will be featured on our website, and will be distributed via our social media channels, as well as other means to reach residents of all ages. A 2018 Year in Review, which highlights some of our successful projects and initiatives over the course of the year, is on display in the lobby of Town Hall.
- On February 12, 2019, staff will be presenting at a technical session of the Tantramar Climate Change Collaborative Committee during a workshop for group members. The

session is focused on Infrastructure, Adaptation and Risk Management and staff will be presenting on some of the Town's risk management projects, including a Standard Operating Procedure for Highway Closures and the Town's Stormwater Management Plans. The Collaborative met on January 15 to prepare for the session.

- Staff attended the January meeting of the Southeast Workforce Action Team, which is a regional working group that convenes partners monthly to discuss workforce issues and initiatives. Partners include: Opportunities NB, Department of Post-Secondary, Education and Labour, City of Moncton, Town of Riverview, Ville de Dieppe, CBDC, ACOA, 3+ Corporation, Chamber of Commerce for Greater Moncton, Greater Shediac Chamber of Commerce. We are very pleased to be a member of this working group as the region looks to attract and retain a skilled workforce.
- In partnership with EOS Eco Energy, the Town will be participating in a de-paving project in the spring of 2019 at the Visitor Information Centre. This demonstration project is being led by the EOS Watershed Coordinator and will feature a permeable asphalt – as opposed to traditional non-permeable asphalt - along with interpretive signage that explains the project and its environmental benefits.
- The Community Partnerships Working Group will be meeting on March 5, 2019. The group last met in August 2018 and started the school year with a public awareness campaign to help raise the profile of the group's mandate with stickers and magnets, which were distributed during orientation activities and the Farmer's Market. The group also continued with positive public messaging at Mt.A football games reminding those in attendance of the importance of being a good neighbor. With the MASU elections now complete and the end of school year around the corner, this meeting will provide an opportunity to welcome several new members, obtain feedback on the year, the group's efforts from September, and further initiatives for 2019.

**Submitted by:**

Jamie Burke  
Senior Manager of Corporate Projects