1. CALL MEETING TO ORDER

2. APPROVAL OF AGENDA

3. QUESTION PERIOD

4. DISCLOSURE OF INTEREST

5. MINUTES
   Regular Council Meeting of November 12, 2019 (Page 3)
   Special Meeting of Council November 18, 2019 (Page 10)
   Special Meeting of Council December 2, 2019 (Page 12)
   Special Meeting of Council December 3, 2019 (Page 15)

6. BUSINESS ARISING FROM THE MINUTES

7. SOUTHEAST REGIONAL SERVICES
   i) Regional Service Commission – Mayor John Higham
   ii) Planning – Lori Bickford (Page 17)
       First and Second reading By-Law No.243-B
       First and Second reading By-Law No. 244-I
       Second and Third reading By-Law No. 270 Subdivision By-Law (Page 18)

8. REPORTS

   A) MAYOR’S REPORT

   B) CAO REPORT – Phil Handrahan (Page 22)

   C) Finance & Administration
      Liaison Councillors Michael Tower and Ron Aiken
      i) BILLS AND PAYROLL – NOVEMBER
          General Government $659,060.94
          General Capital $332,294.43
          Utility Government $116,558.47
          Utility Capital $ 13.80
          Salaries $193,935.65 (Pages 23&24)

      ii) Report from Finance and Administration (Page 25)
D) Tourism & Business Development  
   Liaison Councillors Michael Tower and Shawn Mesheau  
   a. Report from Tourism & Business Development (Page 34)

E) Public Property & Facilities  
   Liaison Councillors Bruce Phinney and Bill Evans  
   a. Report Public Property & Facilities (Page 36)

F) Recreation Programs & Events  
   Liaison Councillors Joyce O’Neil and Bruce Phinney  
   a. Report Recreation Programs & Events (Page 39)

G) Public Safety  
   Liaison Councillor Joyce O’Neil and Allison Butcher  
   a. Report Public Safety  
      ▪ Fire/EMO, RCMP/CPO (Page 42)

H) Policy/By-Law  
   Liaison Councillor Andrew Black and Allison Butcher  
   a. Report Policy/By-Law (Page 46)

I) Personnel  
   Liaison Councillors Bill Evans and Andrew Black  
   a. Report Personnel (Page 54)

J) Corporate Affairs & Strategic Development  
   Liaison Councillors Ron Aiken and Shawn Mesheau  
   a. Report (Page 55)

9. NEW BUSINESS
10. QUESTION PERIOD
11. ADJOURN
COUNCIL MEETING OF
TUESDAY, NOVEMBER 12, 2019, 2019 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, Shawn Mesheau and Michael Tower. Also, in attendance were CAO Phil Handrahan, Clerk Donna Beal, Assistant Clerk Becky Goodwin, Treasurer Michael Beal, Town Engineer Dwayne Acton, Manager of Tourism & Business Development Ron Kelly-Spurles, Manager of Recreation Programs and Events Matt Pryde, Manager of Parks & Facilities Todd Cole, Fire Chief Craig Bowser, Deputy Fire Chief Mike Green and Planner Lori Bickford.

Also attending were approximately 11 residents.

1. CALL MEETING TO ORDER

Mayor John Higham Aiken called the meeting to order.

2. APPROVAL OF AGENDA

#19-187 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR ANDREW BLACK THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2019, AS CIRCULATE. MOTION CARRIED.

3. QUESTION PERIOD

There were no questions from the gallery.

4. DISCLOSURE OF INTEREST

Mayor John Higham asked if there were any Disclosures of Interest to Declare. Deputy Mayor Ron Aiken noted that he will be stepping out of the meeting during the first and second reading of By-Law No. 273, A By-Law relating to the establishment of a special business improvement area levy in the Town of Sackville.

5. MINUTES

Approval of Minutes – Regular Council Meeting – October 15, 2019

#19-188 MOVED BY DEPUTY MAYOR RON AIKEN AND SECONDED BY COUNCILLOR JOYCE O’NEIL THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF OCTOBER 15, 2019 AS CIRCULATED. MOTION CARRIED.
Approval of Minutes – Special Meeting of Council – October 21, 2019

#19-189 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BILL EVANS THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF OCTOBER 21, 2019 AS CIRCULATED. MOTION CARRIED.

Approval of Minutes – Special Meeting of Council – November 4, 2019

#19-190 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BILL EVANS THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 4, 2019 AS CIRCULATED. MOTION CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

Mayor John Higham asked if there was any business arising from the minutes.


7. SOUTHEAST REGIONAL SERVICES

i) Regional Service Commission – Mayor John Higham

Mayor Higham provided details of the Southeast Regional Service Commission meeting which focused on the 2020 Budget. Most of the budget was presented as seen, with a few minor adjustments.

ii) Planning – Lori Bickford

Planner Lori Bickford provided highlights of the Report noting that it could be found on page ## of the Council Package.

A public hearing was held regarding the application to amend the Town of Sackville Municipal Plan Future Land Use Map and Zoning By-Law.

SUBDIVISION BY-LAW

#19-192 MOVED BY DEPUTY MAYOR RON AIKEN AND SECONDED BY COUNCILLOR BILL EVANS THAT COUNCIL GIVE FIRST READING IN NAME ONLY
TO BY-LAW NO. 270 TOWN OF SACKVILLE SUBDIVISION BY-LAW. MOTION CARRIED.

8. REPORTS

A) MAYOR’S REPORT

Mayor John Higham provided a report of the Mayor’s activities during the last month. The Mayor attended several events that included the raising of the popping flag at Town Hall, the Remembrance Day services, Legion Supper for First Responders, Firefighters Fall Supper and the Arts Wall dedication for Ernie Sears. The Mayor also attended the RCMP Municipal Contracts meeting, MLA Community Meeting and met with DTI on watershed and highway concerns. The Mayor met with Principals and the Director regarding Community-Supported Education, met with a concerned citizen on yard sale signage, held the second Mayors Climate Roundtable and met with a volunteer on developing a pilot for apartments to recycle garbage.

Mayor Higham Congratulated the Tantramar Titans Football Team on their 5th consecutive NBIAA Football Championship.

Mayor Higham issued an apology to Staff, Council and the Community for not acting on false claims related to the Lorne Street Project.

B) CAO’S REPORT

CAO Phil Handrahan noted that his Report could be found on page 27 of the Council Package and provided a summary noting that full details could be found in Department Reports.

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

   i) BILLS AND PAYROLL – OCTOBER

   #19-193 MOVED BY DEPUTY MAYOR RON AIKEN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ACCEPT THE BILLS AND PAYROLL FOR THE MONTH OF OCTOBER 2019 AS FOLLOWS: GENERAL GOVERNMENT $623,369.80; GENERAL CAPITAL $262,072.22; UTILITY GOVERNMENT $60,922.18; UTILITY CAPITAL $4,057.04; AND SALARIES $287,167.16. MOTION CARRIED.

   i) Report from Finance and Administration

Deputy Mayor Ron Aiken noted that the Finance Report could be found on page 30 of the Council Package and gave details of the Report and noted that the By-Law and Animal Control Reports were also included.
D) Tourism & Business Development  
Liaison Councillors Michael Tower and Shawn Mesheau  
a. Report from Tourism & Business Development


E) Public Property & Facilities  
Liaison Councillors Bruce Phinney and Bill Evans  
a. Report Public Property & Facilities

Councillor Bill Evans provided a brief overview of the Public Property and Facilities Report found on page 40 of the Council Package.

#19-194 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY DEPUTY MAYOR RON AIKEN THAT COUNCIL AUTHORIZE THE CLOSURE OF FORD LANE AND WILLOW LANE ON FRIDAY, NOVEMBER 15, 2019 AND FRIDAY, DECEMBER 6, 2019 FROM APPROXIMATELY 5:00 P.M. TO MIDNIGHT TO ALLOW FOR THE OPERATION OF THE HORSE AND WAGON RIDES AND THE SET UP OF VENDOR TABLES DURING THE TWO MOONLIGHT MADNESS EVENTS. MOTION CARRIED.

#19-195 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR JOYCE O’NEIL THAT COUNCIL APPROVE THE LORNE STREET STORM WATER MITIGATION PHASE II REMAINING FUNDING OPTION OF TREE MULCHING AND RE-DITCHING FROM THE ABOITEAU TO CN TRACKS THROUGH THE INDUSTRIAL PARK INCLUDING A PUMPING STATION AT THE ABOITEAU. MOTION CARRIED.

#19-196 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE ADDITIONAL EXPENSES FOR HELICALS RELATING TO SOIL CONDITIONS, END WALLS AND ADDITIONAL CROSS BRACING OF THE NEW ROTARY BRIDGE CONSTRUCTION CONNECTING THE WATERFOWL PARK AND LUND PROPERTY TO BE PAID TO SACKVILLE GENERAL CONTRACTING LIMITED IN THE AMOUNT OF $18,481.75 HST INCLUDED. MOTION CARRIED.

F) Recreation Programs & Events  
Liaison Councillors Joyce O’Neil and Bruce Phinney  
a. Report Recreation Programs & Events

Councillor Joyce O’Neil provided an overview of the Recreation Programs & Events Report found on page 43 of the Council Package.
G) Public Safety  
Liaison Councillors Joyce O’Neil and Allison Butcher  
a. Report Public Safety  
  ▪ Fire/EMO, RCMP/CPO  

Councillor Allison Butcher provided an overview of the Fire/EMO Report and Councillor Joyce O’Neil provided an overview of the RCMP/CPO Report found on page 45 of the Council Package.

#19-197 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOYCE O’NEIL THAT COUNCIL APPROVE THE PURCHASE OF A NEW ENGINE TURBO AND TURBO ACTUATOR FOR THE 2009 FREIGHTLINER FIRE TRUCK FROM TOWER POWER SPORTS IN THE AMOUNT OF $8,038.50 HST INCLUDED. MOTION CARRIED.

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

Councillor Allison Butcher noted that the Policy/By-Law Report could be found on page 49 of the Council Package and gave an overview of the Report.

#19-198 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR ANDREW BLACK THAT COUNCIL GIVE SECOND READING SECTION BY SECTION TO BY-LAW NO. 269, TOWN OF SACKVILLE DANGEROUS OR UNSIGHTLY PREMISES BY-LAW. MOTION CARRIED.

#19-199 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY DEPUTY MAYOR RON AIKEN THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 269, TOWN OF SACKVILLE DANGEROUS OR UNSIGHTLY PREMISES BY-LAW. MOTION CARRIED.

#19-200 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPOINT THE MAYOR AND POLICY/BY-LAW LIAISON COUNCILLORS AS THE APPEAL COMMITTEE FOR BY-LAW NO. 269 DANGEROUS OR UNSIGHTLY PREMISES. MOTION CARRIED.

Deputy Mayor Ron Aiken left the meeting.

#19-201 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 273, A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY IN THE TOWN OF SACKVILLE. MOTION CARRIED.
#19-202 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL GIVE SECOND READING SECTION BY SECTION TO BY-LAW NO. 273, A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY IN THE TOWN OF SACKVILLE.

BY-LAW NO. 273 A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY IN THE TOWN OF SACKVILLE

BE IT ENACTED by the Council of the Town of Sackville under the authority vested in it by the Business Improvement Areas Act, S.N.B. 1985,c. B-10.2 as follows:

1. A Special Business Improvement Area Levy in the amount of twenty cents per one hundred dollars (.20/100) of assessment for the year beginning January 1, 2020 and every year thereafter, is hereby imposed on all business properties within the area described in By-Law No. 128 being A BY-LAW TO DESIGNATE AND ESTABLISH A BUSINESS IMPROVEMENT AREA WITHIN BOUNDARIES OF THE TOWN OF SACKVILLE.

2. Proceeds from the levy in the amount of twenty-three thousand, five hundred and ninety-five dollars and two cents ($23,595.02) may be remitted following receipt by the Town of Sackville to Mainstreet Redevelopment Sackville Inc. for the purposes contained in the budget submitted by Mainstreet Redevelopment Sackville Inc. and approved by Sackville Town Council on December 10, 2018.

3. Upon passing of this By-Law, By-Law No. 264 is hereby repealed. MOTION CARRIED.

Deputy Mayor Ron Aiken returned to the meeting.

J) Corporate Affairs & Strategic Development
   Liaison Councillors Ron Aiken and Shawn Mesheau
   a. Report Corporate Affairs & Strategic Development

Deputy Mayor Ron Aiken provided a brief overview of key points within the Corporate Affairs and Strategic Development Report found on page 52 of the package.
10. NEW BUSINESS

Mayor John Higham asked if there was any New Business, there was none.

11. QUESTION PERIOD

Questions were asked on various business matters raised during the meeting and clarification was provided.

12. ADJOURN

#19-203 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2019. MOTION CARRIED.

_____________________________  _________________________
Mayor                              Clerk

_____________________________
Assistant Clerk
SPECIAL MEETING OF COUNCIL  
MONDAY NOVEMBER 18, 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, Joyce O’Neil, Bill Evans, Michael Tower and Shawn Mesheau. Also in attendance were CAO Phil Handrahan, Treasurer Michael Beal, Assistant Treasurer Elizabeth Hartling, Town Engineer Dwayne Acton, Manager of Parks & Facilities Todd Cole, Manager of Business Development Ron Kelly-Spurles, Senior Manager of Corporate Projects Jamie Burke, Manager of Recreation Programs & Events Matt Pryde, Fire Chief Craig Bowser and Clerk Donna Beal.

Also in attendance were 7 residents.

1. CALL MEETING TO ORDER

Mayor John Higham called the meeting to order.

2. APPROVAL OF AGENDA

    MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 18, 2019. AS CIRCULATED. MOTION CARRIED.

Public Special Meeting of Council – 7:00 p.m.

1. Personnel – CAO Recruitment Update

    #19-204 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY DEPUTY MAYOR RON AIKEN THAT COUNCIL AWARD RFP NO. 2019-013 CAO RECRUITMENT SERVICES CONTRACT TO KBRS AS PER THEIR PROPOSAL SUBMITTED ON NOVEMBER 5, 2019 IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET OUT IN THEIR SUBMISSION. MOTION CARRIED.

2. 2019 Budget

2020 GENERAL OPERATING AND UTILITY OPERATING BUDGETS PRESENTATION

Treasurer Michael Beal proceeded with the presentation of the 1st Draft General Operating and Utility Operating Budgets for 2020 and also presented the 1st Draft General Capital Budget and the Utility Capital Budget

During the presentation of the 2020 General and Utility Operating and Capital Budgets, discussions occurred and were explained, clarified and addressed by the Treasurer. Mr. Beal also noted that the Town still has not received numbers from the Province with the hope that we will have them by at the latest the end of November.
Treasurer Michael Beal confirmed that as time had permitted, both the draft General and Utility Budgets had been presented and that the Tuesday November 19, 2019 meeting is cancelled.

Mr. Beal encouraged Council to review the documents presented and forward any further questions or concerns to him via email and he would address them back to all of Council as well as provide the answers at the next Budget Meeting scheduled for Tuesday December 3, 2019.

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 18, 2019. MOTION CARRIED.

_______________________________                    _______________________________
Mayor            Clerk
In attendance were Mayor John Higham, Deputy Mayor Ron Aiken, Councillors Bruce Phinney, Allison Butcher, Joyce O’Neil, Andrew Black, Bill Evans and Shawn Mesheau. Also, in attendance were Clerk Donna Beal and Consultant Jeff Forbes.

1. CALL MEETING TO ORDER

Mayor John Higham called the meeting to order.

2. APPROVAL OF AGENDA

Mayor Higham asked for the agenda to be amended due to the renumbering of the items listed.

MOVED BY COUNCILLOR JOYCE O’NEIL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF DECEMBER 2, 2019, AS AMENDED AND MOVE INTO IN-CAMERA. MOTION CARRIED.

IN-CAMERA

1. HR – 2019-05

Consultants Jeff Forbes left the meeting

PUBLIC

Coming out of In-Camera, Mayor John Higham noted a recess until 6:30 p.m.

CAO Phil Handrahan, Assistant Clerk Becky Goodwin, Town Engineer Dwayne Acton, Treasurer Michael Beal, Senior Manager Corporate Projects Jamie Burke and Manager of Parks & Facilities Todd Cole joined the meeting.

Also, in attendance were 5 residents.

2. Presentation – Mount Allison University

Mount Allison’s Vice-President of Finance and Administration Robert Inglis provided a brief update noting that the University recognizes its primary focus on providing an extraordinary student experience. In addition, he provided information on several areas of Mount Allison University including student numbers, recruitment and construction. He also referenced interest from the university to pursue discussions with Town staff around a potential services agreement supporting water distribution on campus, similar to the IT arrangement between the Town and the University.
3. Policy/By-Law

(a) Policy No. 2019-02 – IT Security Policy
Assistant Clerk Becky Goodwin provided an overview of her Report noting that two policies have been presented to the Liaison Councillors. Policy No. 2019-02 – IT Security Policy is a new policy which includes all aspects of Security around the Town of Sackville electronic information systems. It documents how to protect the Town’s information from threats, including computer security threats.

(b) Policy No. 2019-03 – Account Management Policy
In March 2016, Council approved the Account Management Policy and Procedures. Staff have received and have separated the policy from procedure which will allow updates to procedures without making changes to the policy. The policy defines the criteria necessary to obtain an account to obtain various computing resources.

4. Tender No. 2019-015 – Lorne Street Storm Water Mitigation Phase II – Tree Mulching and Re-ditching – Aboiteau to CN Tracks including a pumping station at the Aboiteau.
Town Engineer Dwayne Acton provided an overview of his Report noting that following the approval from Council to continue the Lorne Street Phase II project, the tender on tree mulching and re-ditching was issued. The tender closed on Thursday, November 28th with 4 companies submitting tenders. A motion will be brought forward at the December 9, 2019 Regular Council Meeting for Council to consider awarding Tender #2019-15 to Beale and Inch Construction in the reduced amount of $225,000.00 HST Included. This project will complete the funding available within the Phase II project.

Councillor Allison Butcher excused herself from the meeting.

5. Capital Project – Ski Hut
Manager of Parks and Facilities Todd Cole provided an overview of his Report noting that as part of the 2019 Capital budget process, $25,000 was set aside for improvements for Beech Hill Park. The ski hut at the park requires repairs to the roof, windows, siding, stringers and headers as well as levelling. Six contractors were contacted and advised of the opportunity to submit a quote with two quotes received. A motion will be brought forward at the December 9, 2019 Regular Council Meeting for Council to consider awarding the work on the ski hut to Andrew D Wilson Industries in the amount of $10,350.00 HST included.

Councillor Allison Butcher returned to the meeting.

MOVED BY COUNCILLOR ANDREW BLACK AND SECONDED BY DEPUTY MAYOR RON AIKEN THAT COUNCIL MOVE INTO IN-CAMERA. MOTION CARRIED.

Mayor John Higham indicated there would be a brief recess while the press and public exited the chambers. Senior Manager Corporate Projects Jamie Burke, Town Engineer Dwayne Acton and Manager of Parks & Facilities Todd Cole left the meeting.
IN-CAMERA

1. P-2019-06

Coming out of IN-CAMERA, Mayor John Higham called the meeting back to order.

PUBLIC

MOVED BY COUNCILLOR JOYCE O’NEIL AND SECONDED BY COUNCILLOR SHAWN MESHEAU THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF DECEMBER 2, 2019. MOTION CARRIED.

_________________________                    _______________________________
Mayor                Clerk

__________________________________
Assistant Clerk
SPECIAL MEETING OF COUNCIL
TUESDAY, DECEMBER 3, 2019 AT 7:00 P.M.
COUNCIL CHAMBERS, TOWN HALL

In attendance were Mayor John Higham, Deputy Mayor Ron Aiken and Councillors Bruce Phinney, Allison Butcher, Andrew Black, Joyce O’Neil, Bill Evans and Shawn Mesheau. Also, in attendance were CAO Phil Handrahan, Treasurer Michael Beal, Assistant Treasurer Elizabeth Hartling, Engineer Dwayne Acton, Fire Chief Craig Bowser, Senior Manager of Corporate Projects Jamie Burke, Manager of Parks and Facilities Todd Cole, Manager of Recreation Programs and Events Matt Pryde and Assistant Clerk Becky Goodwin.

In attendance were 5 residents.

CALL MEETING TO ORDER

Mayor John Higham called the meeting to order.

APPROVAL OF AGENDA

MOVED BY COUNCILLOR ANDREW BLACK AND SECONDED BY DEPUTY MAYOR RON AIKEN THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF DECEMBER 3, 2019 AS CIRCULATED. MOTION CARRIED.

2019 OPERATING AND CAPITAL BUDGET PRESENTATION

Mayor John Higham noted that this evenings meeting was to hear the presentation of the 2019 Operating and Capital Budgets and turned the meeting over to Treasurer Michael Beal.

Treasurer Michael Beal proceeded with the presentation of the 2nd Draft of the 2019 Municipal Operating and Capital Budgets. Treasurer Mike Beal noted that the Town had received their figures from the Province on Wednesday November 20, 2019. The Town received a 3.59% increase in tax base. Mr. Beal explained that the Budget being presented is one that will allow the Town to maintain the services we provide at relatively the same level in 2020.

Senior Manager Jamie Burke spoke on the Mayor’s Round Table on Climate Change and the recommendations from the group regarding projects in the 2020 Budget.

From the presentation of the 2020 General and Utility Capital Budgets, Council asked questions as the proposed items were presented and explained.

Council gave direction to move forward with developing motions to be brought forward at the December 9, 2019 Regular Council Meeting for approval of the allocation of funds for the 2020 Capital Program.
MOVED BY DEPUTY MAYOR RON AIKEN AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF DECEMBER 3, 2019. MOTION CARRIED.

________________________________  __________________________________
Mayor                Assistant Clerk
The following development and planning projects for the Town of Sackville were worked on in the month of November:

<table>
<thead>
<tr>
<th>Project Type</th>
<th>November</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and Development Permits</td>
<td>3</td>
<td>61</td>
</tr>
<tr>
<td>Subdivisions</td>
<td>-</td>
<td>9</td>
</tr>
<tr>
<td>Zoning Confirmations</td>
<td>-</td>
<td>19</td>
</tr>
<tr>
<td>Building Permit Waivers</td>
<td>6</td>
<td>48</td>
</tr>
<tr>
<td>Regulation Amendment</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Policy Amendment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rezonings</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Complaints, Zoning &amp; Building Infractions</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Sidewalk Café</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>Variance</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Temporary Use</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Document Approvals</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Year to date there have been 61 permits issued at a construction value of $5,965,597. This time last year 65 permits had been issued at a construction value of $23,725,930. Staff have had a number of development inquires and discussions over the month.

Southeast Planning Review and Adjustment Committee

No requests for approval or recommendation for the Town of Sackville were received in the month of November.

Other Projects

- Various consultations with Engineering and Town Staff on several property inquiries and development proposals.
- Preparation & adoption of changes to the Southeast PRAC By-law – imposing a fee for special meetings, future PRAC meeting located and clarification over Public engagement during recommendations of the Committee
- PAC/PRAC Knowing Your Roles and Responsibilities and the Role of the Assessment and Planning Appeal Board hosted by Moncton, Dieppe, and SERSC – Included session with the Planning Appeals Board Chair, Micheline Doiron on the role of the Appeals Board and Matt Hayes, partner with McInnes Cooper on role/obligations of PACs/PRACs, the procedures during meetings (natural justice/procedural fairness/conflict of interest/bias).
- Review of flood limit scenario mapping and statistics report preparation – presentation to Council of findings February discussion meeting
- First and second reading Municipal Plan By-law 243B and Zoning By-law 244I - Lafford development - Wright/Fawcett Street
- Second and third reading By-law 270 – Subdivision Bylaw

Respectfully Submitted By: Lori Bickford
By-law No 243-B
A By-law to Amend By-law No 243 The Town of Sackville
Municipal Plan

The Council of the Town of Sackville under the authority vested in it by Section 24 and in accordance with Section 111 of the Community Planning Act, amends By-law No. 243, the Town of Sackville Municipal Plan and enacts as follows:

1. By-law No. 243, the Town of Sackville Municipal Plan, is amended by changing the designation as shown on the Future Land Use Map Figure “2” of the Town of Sackville Municipal Plan for a portion of the property identified as PID 00891721 as shown on Schedule A attached hereto and forming part hereof, from Highway Commercial to Urban Residential.

Read a first time this ______ day of ____________, 2019.
Read a second time this ______ day of ____________, 2019.
Read a third time and passed this ______ day of ____________, 2019.

Mayor

Clerk
To redesignate portion of property from Highway Commercial to Urban Residential

PID 00891721
BY-LAW NO. 244-I
A BY-LAW TO AMEND BY-LAW NO. 244
TOWN OF SACKVILLE ZONING BY-LAW

The Council of the Town of Sackville under the authority vested in it by Section 53 and in accordance with Section 59 of the Community Planning Act, SNB 2017, c.19 amends By-law No. 244, the Town of Sackville Zoning By-law and enacts as follows:

1. By-law No 244 is amended by ADDING the following text to Part 11, Section 11.1 a) Permitted Uses in the Urban Residential 3 (R3) zone:
   ix) Senior/Nursing Home Complex

2. By-law No. 244 is amended by changing the zoning as shown on the Zoning Map Figure “1” of the Town of Sackville Zoning By-law for a portion of the property identified as PID 00891721 as shown on Schedule A attached hereto and forming part hereof, from Highway Commercial (HC) to Urban Residential 3 (R3).

3. By-law No. 244 is further amended by changing the zoning as shown on the Zoning Map Figure “1” of the Town of Sackville Zoning By-law for the property identified as PID 70046511 as shown on Schedule A attached hereto and forming part hereof, from Urban Residential 1 (R1) to Urban Residential 2 (R2)

Read a first time this _______ day of ________, 2019.

Read a second time this _______ day of ________, 2019.

Read a third time and passed this _______ day of ________, 2019.

__________________________________  ____________________________
Mayor                                    Clerk
To rezone a portion of the property from Highway Commercial to Urban Residential 3

To rezone property from Urban Residential 1 to Urban Residential 2

Date: 2019-09-19

Schedule A
Town of Sackville
ZONING MAP
In review of the Department Reports, it has been another very busy the month with a broad range of programs and services taking place such as;

- There have been a number of meetings and discussions this past several months in preparation of a 2020 budget for Council’s consideration. Management is pleased to present a budget that enables the continuation of our various programs and services that our community has come to expect, and we are pleased to do so with no additional increases in taxes or fees. In addition, we are pleased to report that our General Capital budget in 2020 will be accomplished with no new borrowing while our debt financing is declining. I wish to thank the Treasurer, Finance staff and our Department Managers for their diligence in managing the town’s financial affairs.

- It is also satisfying to know that 2019 is projected to be another successful year financially for the Town as well where we anticipate an additional $500,000 combined from under expenditures and additional revenue over budget. Therefore, the draw from the Reserve account will be less than budgeted leaving the Town with a modest surplus projected for year end.

- The final tender for Phase II of Lorne St was issued to further a minor component in preparation for Phase III of the long-term plan for this area. We continue to wait further word on the Town’s application for Phase III funding.

- On the Public Works front, the Sanitary Trunk Sewer Replacement project between Squires and Starr is underway. All other major projects have been addressed for 2019, and staff have prepared accordingly for the winter season.

- From a facilities perspective, it has been very busy at the arena with various tournaments taking place. The parks are also receiving significant attention and use and pleased to attend the opening of the new Rotary bridge connecting the Waterfowl park to the former property of Daniel Lund.

- And with regard to events and programs, there is lots going on in the town such as the Remembrance Day ceremonies, Annual Tree Lighting ceremony, Parade of Lights, and various recreational programs including a new women’s shinny hockey program.

Several motions are anticipated to come forward for Council’s consideration, such as;
- The 2020 Annual budget and related motions, including the enabling of the BIA levy for 2020.
- Capital projects, Phase II Lorne St. Flood Mitigation project, and Park building maintenance.
- Various operational matters such as grants, events logistics, etc. are also expected.

Submitted By: Phil Handrahan, CAO
# ACCOUNTS PAYABLE REPORT
FOR THE MONTH OF NOVEMBER 2019

<table>
<thead>
<tr>
<th></th>
<th>JANUARY-OCT</th>
<th>NOV</th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL GOVT</td>
<td>$6,009,682.30</td>
<td>$659,060.94</td>
<td>$6,668,743.24</td>
</tr>
<tr>
<td>GENERAL CAPITAL</td>
<td>$3,412,062.49</td>
<td>$332,294.43</td>
<td>$3,744,356.92</td>
</tr>
<tr>
<td>UTILITY GOVT</td>
<td>$1,005,730.65</td>
<td>$116,558.47</td>
<td>$1,122,289.12</td>
</tr>
<tr>
<td>UTILITY CAPITAL</td>
<td>$156,604.63</td>
<td>$13.80</td>
<td>$156,618.43</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$10,584,080.07</strong></td>
<td><strong>$1,107,927.64</strong></td>
<td><strong>$11,692,007.71</strong></td>
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</tbody>
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### DEPARTMENT

<table>
<thead>
<tr>
<th>Department</th>
<th>Regular</th>
<th>Overtime</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WATER/SEWER</strong></td>
<td>$27,222.44</td>
<td>$1,524.84</td>
<td>$28,747.28</td>
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<tr>
<td><strong>FINANCE &amp; ADMINISTRATION</strong></td>
<td>$29,975.70</td>
<td>$0.00</td>
<td>$29,975.70</td>
</tr>
<tr>
<td><strong>POLICING/BY-LAW</strong></td>
<td>$7,671.66</td>
<td>$0.00</td>
<td>$7,671.66</td>
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<tr>
<td><strong>TRANSPORTATION</strong></td>
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<td>$12,174.16</td>
<td>$61,125.81</td>
</tr>
<tr>
<td><strong>TOURISM, COM.DEV. &amp; ECONOMIC DEV.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECONOMIC DEVELOPMENT</td>
<td>$6,965.54</td>
<td>$0.00</td>
<td>$6,965.54</td>
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<tr>
<td>COM.DEV. &amp; PROGRAMMING</td>
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<td>$0.00</td>
<td>$13,725.86</td>
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<td>TOURISM</td>
<td>$5,853.62</td>
<td>$0.00</td>
<td>$5,853.62</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$26,545.02</td>
<td>$0.00</td>
<td>$26,545.02</td>
</tr>
<tr>
<td><strong>PARKS &amp; RECREATION FACILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARKS &amp; RECREATION</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>CIVIC CENTRE</td>
<td>$26,114.93</td>
<td>$1,377.02</td>
<td>$27,491.95</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$26,114.93</td>
<td>$1,377.02</td>
<td>$27,491.95</td>
</tr>
<tr>
<td><strong>VOLUNTEER FIREFIGHTERS</strong></td>
<td>$6,437.99</td>
<td>$0.00</td>
<td>$6,437.99</td>
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<tr>
<td><strong>MAYOR &amp; COUNCIL</strong></td>
<td>$5,940.24</td>
<td>$0.00</td>
<td>$5,940.24</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$178,859.63</td>
<td>$15,076.02</td>
<td>$193,935.65</td>
</tr>
</tbody>
</table>

**OVERTIME CONSISTS OF:**

<table>
<thead>
<tr>
<th>Week One</th>
<th>Week Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVERING SHIFTS</td>
<td>PLOW, SALT AND SAND</td>
</tr>
<tr>
<td>BROOKS AVENUE LIFT STATION</td>
<td>ON CALL</td>
</tr>
<tr>
<td>CHECK BROOK AVENUE LIFT STATION</td>
<td>ALARM - MORICE DR. LIFT STATION</td>
</tr>
<tr>
<td>PLOWING</td>
<td>BROKEN MANHOLE COVER</td>
</tr>
<tr>
<td>ON CALL</td>
<td>SALTING AND SANDING</td>
</tr>
<tr>
<td>BLOCK OFF SALEM STREET</td>
<td>MAINTENANCE ON COMPRESSORS</td>
</tr>
<tr>
<td>CLEAN CATCH BASINS</td>
<td>REMEMBRANCE DAY</td>
</tr>
<tr>
<td>HAVING BUILDING OPEN</td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS** $193,935.65
Financial Statements are included to the end of November 2019. With approximately 1 month to go in the year 2019 we have reviewed the overall positions of the General and Utility Budgets and have made projections/estimates to determine the necessity of transferring money into or out of the Reserve Funds. Original 2019 Budget estimates indicated that we were to take the following amounts out of the General Capital Reserve Fund in 2019:

- Balance January 1, 2019 $817,385
- Allocation to Phase 2 Town Portion ($677,780)
- Allocation to Main Street Completion ($ 65,000)
  - Projected 2019 End of Year Balance $ 74,605
  - Generator funding from 2019 $289,000
    - Net Total Balance $363,605

Upon undertaking a more finite review now that we approach the end of 2019, we will not be required to take out what was projected at the beginning of the year. A summary of some of the major areas where we predict to be over and/or under are as follows:

- Various Departmental Operating Expenses $260,000
- Excess Revenue over Budget $121,000
- Total 2019 Net Capital Budgets under Budgets $137,000
  - TOTAL DIFFERENCES $518,000
    - Expected Allocation from Reserve ($742,780)
      - Actual Reserve Transfer ($224,780)

Therefore, the transfer being recommended out of the General Capital Reserve Fund for Fiscal Year 2019 is $225,000 rather than the original Budget amount of approximately $743,000.

Doing so will leave a Balance in the General Capital Reserve Fund of approximately $613,000 beginning in 2020 in which we expect to use some of these funds as follows:

- $286,000 Civic Centre Generator (Allocation from 2019)
- $50,000 Potential Phase 2 Lorne St. Expenses (January to March 2020)

At this time, a final projected General Capital Reserve Fund Balance at the end of 2020 is expected to be approximately $277,000 plus interest earned on the account, where prior we expected to entirely exhaust this amount in 2019/2020.
- We are also recommending the transfer of $120,000 into the Utility Capital Reserve Fund in accordance with 2019 Budget, that will go towards planned future Lagoon Upgrades.  
  o With this transfer this Reserve Fund will have a balance of approx. $380,000 at the end of fiscal year 2019.

- The 2020 Budget process continued through November and into December. 1st Drafts of the 2020 Operating and Capital Budgets were presented to Council on November 18th while we waited for information from the Province. This information was received and 2nd Drafts and Recommendations were presented to Council early in December. Information received showed the following:
  o Tax Base Increase of 3.59% to $657,431,000
  o Assessment Cost to SNB will be $127,542 for the year 2020
  o Equalization Grant for 2020 will be $67,548

- Motions will be forthcoming at the December Regular Council Meeting approving the 2020 General and Utility Operating Budgets. In addition to this the allocation of the breakdown for General Capital which will be completely comprised of Capital out of Revenue for 2020 as well as Borrowing Authorizations for Utility Capital will be presented at this meeting.
  o General Operating Budget includes no tax rate increase, remains at $1.5600
  o Utility Operating Budget balances with rate increase approved within the 2017 – 2021 approved rate structure.

- A transfer of $289,983.69 has been completed from the Gas Tax Account to the General Operating Budget to pay for 2019 Additional paving projects that were approved related to the 1-time Top Up funding respecting the Gas Tax Funding for the year 2019. The remaining balance in the account of approximate $126,000 will be transferred in December once the Sewer Trunk Upgrades have been competed and the invoice received.

- We have been advised by the Regional Service Commission that a partial return of funds relating to the Regional Destination Marketing Organization is forthcoming. These are funds that were not spend in 2018 and 2019 on the specific area. Sackville’s portion of the refund is $4,088.

- Auditors were in during November to complete interim Audit work for the fiscal year 2019. This gave them the opportunity to review the books up until November. They will return the first week of March to perform the 2019 Audit which will be presented to Council before the 2020 Municipal Election.

- Water and Sewer bills for the period of July 1 to September 30th, 2019 were due on November 18, 2019. We have sent out a reminder notices in late November for overdue accounts.
June 2019 shut off notices were issued to 130 accounts with a total value of $69,299.26. The due date for payment in full or arrangements for payments has now passed and to date we have not shut off the services to any accounts although we continue to follow up with a few that have missed dates providing one last notice before disconnection. As of December 3rd, we have collected $62,058.68 (89.6% of the total). This compares to $54,553.72 (78.7% of the total) that we had collected as of September 3rd.

Lorne Street Phase 1 final claim and reports have been approved by the Province and a partial payment of $64,883 was received on December 3rd. This represents the prior holdback that was being held by the province relating to submission of final invoices and reports. The final payment of $337,195 has also been approved and we should receive this in the coming days which will end the process for Phase 1.

Under Lorne Street Phase 2 we have submitted and received a total of $1,636,120 of the total eligible funding of $2,175,291. Additional funding to be expected for reimbursement including contractors’ holdbacks is approximately $350,000 to $400,000. Remaining funds are expected to be used once Council approves the final tender for the project. We will continue to submit additional claims as invoices are received for the project. All funding for this including Holdbacks must be completed by March 31, 2020.

Dog Tags for 2020 are now on sale at Town hall. Proof of Rabies Vaccinations must be presented at time of registration. 2020 Tags will be on sale for residents at the regular rate of $20 for payed female or neutered male until March 31st, 2020 at which time an additional late fee of $20 will apply.

By-Law Enforcement and Animal Control statistics for November are attached.

Submitted By: Michael Beal, Treasurer
TOWN OF SACKVILLE
STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT
AS OF NOVEMBER 30, 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD OCT 31/19</th>
<th>YTD NOV 30/19</th>
<th>BUDGET 2019</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance &amp; Administration</td>
<td>8,248,464</td>
<td>9,079,496</td>
<td>10,096,367</td>
<td>89.9%</td>
</tr>
<tr>
<td>Public Works</td>
<td>63,269</td>
<td>64,479</td>
<td>96,391</td>
<td>66.9%</td>
</tr>
<tr>
<td>Police</td>
<td>278,181</td>
<td>279,321</td>
<td>361,000</td>
<td>77.4%</td>
</tr>
<tr>
<td>Fire</td>
<td>98,728</td>
<td>98,728</td>
<td>108,226</td>
<td>91.2%</td>
</tr>
<tr>
<td>Comm Dev, Program &amp; Tourism</td>
<td>55,692</td>
<td>57,300</td>
<td>44,700</td>
<td>128.2%</td>
</tr>
<tr>
<td>Parks &amp; Recreation Facilities</td>
<td>173,511</td>
<td>212,018</td>
<td>284,500</td>
<td>74.5%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>8,917,845</strong></td>
<td><strong>9,791,342</strong></td>
<td><strong>10,991,184</strong></td>
<td><strong>89.1%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance &amp; Administration</td>
<td>1,340,542</td>
<td>1,418,975</td>
<td>1,819,886</td>
<td>78.0%</td>
</tr>
<tr>
<td>Capital Out of Revenue</td>
<td></td>
<td></td>
<td>1,000,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>Reserve Fund Transfer</td>
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<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Debt Payments</td>
<td>574,077</td>
<td>610,853</td>
<td>1,144,452</td>
<td>53.4%</td>
</tr>
<tr>
<td>Eng &amp; Public Works</td>
<td>1,888,619</td>
<td>2,068,583</td>
<td>2,270,316</td>
<td>91.1%</td>
</tr>
<tr>
<td>Parks &amp; Recreation Facilities</td>
<td>744,955</td>
<td>816,178</td>
<td>943,521</td>
<td>86.5%</td>
</tr>
<tr>
<td>Police</td>
<td>904,086</td>
<td>1,241,685</td>
<td>1,896,164</td>
<td>65.5%</td>
</tr>
<tr>
<td>Fire</td>
<td>676,171</td>
<td>736,590</td>
<td>840,280</td>
<td>87.7%</td>
</tr>
<tr>
<td>Cor. Proj/Tourism/Programming</td>
<td>860,856</td>
<td>902,469</td>
<td>1,076,565</td>
<td>83.8%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>6,989,306</strong></td>
<td><strong>7,795,333</strong></td>
<td><strong>10,991,184</strong></td>
<td><strong>70.9%</strong></td>
</tr>
</tbody>
</table>

*** UNAUDITED AND UNADJUSTED

Expenditure Norm 91.7%
Nov 2018 Revenue 91.3%
Nov 2018 Expense 69.1%
TOWN OF SACKVILLE
STATEMENT OF REVENUE & EXPENDITURES
UTILITY GOVERNMENT
AS OF NOVEMBER 30, 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD OCT 31/19</th>
<th>YTD NOV 30/19</th>
<th>BUDGET 2019</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Revenue</td>
<td>1,456,556</td>
<td>1,487,952</td>
<td>1,949,610</td>
<td>76.3%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>1,456,556</td>
<td>1,487,952</td>
<td>1,949,610</td>
<td>76.3%</td>
</tr>
</tbody>
</table>

|                      |               |               |             |             |
| **EXPENDITURES**     |               |               |             |             |
| Finance & Administration | 172,315   | 185,972       | 250,114     | 74.4%       |
| Capital Out of Revenue | -         |               | 120,000     |             |
| Reserve Fund Transfer | 493,150     | 562,876       | 588,153     | 95.7%       |
| Debt Payments         | 672,559      | 730,357       | 878,166     | 83.2%       |
| Engineering           | 93,313       | 102,699       | 113,177     | 90.7%       |
| **TOTAL EXPENDITURES** | 1,431,337   | 1,581,904     | 1,949,610   | 81.1%       |

*** UNAUDITED AND UNADJUSTED

Expenditure Norm 91.7%
Nov 2018 Revenue 82.5%
Nov 2018 Expense 84.2%
## TOWN OF SACKVILLE
### 2019 GENERAL CAPITAL
#### AS OF NOVEMBER 30, 2019

<table>
<thead>
<tr>
<th>Type</th>
<th>Name of Account</th>
<th>Budget (Excl. HST)</th>
<th>H.S.T.</th>
<th>Net H.S.T.</th>
<th>Pre H.S.T. Budget 2019</th>
<th>Balance 2019</th>
<th>Percent Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRE DEPARTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Bunker Gear Replace</td>
<td>24,000.00</td>
<td>987.25</td>
<td>23,012.75</td>
<td>22,557.70</td>
<td>455.05</td>
<td>2.0%</td>
</tr>
<tr>
<td>B/C</td>
<td>Extrication Tools</td>
<td>65,000.00</td>
<td>2,673.79</td>
<td>62,326.21</td>
<td>62,326.21</td>
<td>100.0%</td>
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</tr>
<tr>
<td>B</td>
<td>SCBA Upgrades</td>
<td>50,000.00</td>
<td>2,056.77</td>
<td>47,943.24</td>
<td>47,943.24</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FIRE DEPARTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>139,000.00</td>
<td>5,717.81</td>
<td>133,282.19</td>
<td>22,557.70</td>
<td>110,724.49</td>
<td>83.1%</td>
<td></td>
</tr>
<tr>
<td><strong>TOURISM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Signage - Highway/Street</td>
<td>15,000.00</td>
<td>617.03</td>
<td>14,382.97</td>
<td>5,030.30</td>
<td>9,352.67</td>
<td>65.0%</td>
</tr>
<tr>
<td><strong>TOTAL TOURISM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15,000.00</td>
<td>617.03</td>
<td>14,382.97</td>
<td>5,030.30</td>
<td>9,352.67</td>
<td>65.0%</td>
<td></td>
</tr>
<tr>
<td><strong>RECREATION, PARKS AND FACILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Generator Civic Centre</td>
<td>286,000.00</td>
<td>11,764.70</td>
<td>274,235.30</td>
<td>274,235.30</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Facility Upgrades</td>
<td>40,000.00</td>
<td>1,645.41</td>
<td>38,354.59</td>
<td>4,300.00</td>
<td>34,054.59</td>
<td>88.8%</td>
</tr>
<tr>
<td>C</td>
<td>Replace Fence Lilas Park</td>
<td>15,000.00</td>
<td>617.03</td>
<td>14,382.97</td>
<td>6,590.00</td>
<td>7,792.97</td>
<td>54.2%</td>
</tr>
<tr>
<td>C</td>
<td>Town Beautification</td>
<td>15,000.00</td>
<td>617.03</td>
<td>14,382.97</td>
<td>4,220.70</td>
<td>10,162.27</td>
<td>70.7%</td>
</tr>
<tr>
<td>C/G</td>
<td>Former Lund Property</td>
<td>15,000.00</td>
<td>617.03</td>
<td>14,382.97</td>
<td>58,226.16</td>
<td>(43,843.19)</td>
<td>-304.8%</td>
</tr>
<tr>
<td>C</td>
<td>New Trail Development</td>
<td>25,000.00</td>
<td>1,028.38</td>
<td>23,971.62</td>
<td>23,971.62</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>C/G</td>
<td>Playground Equipment</td>
<td>15,000.00</td>
<td>617.03</td>
<td>14,382.97</td>
<td>74,008.89</td>
<td>(59,625.92)</td>
<td>-414.6%</td>
</tr>
<tr>
<td>C</td>
<td>Beech Hill Park</td>
<td>25,000.00</td>
<td>1,028.38</td>
<td>23,971.62</td>
<td>23,971.62</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL RECREATION AND PARKS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>436,000.00</td>
<td>17,934.99</td>
<td>418,065.01</td>
<td>147,345.75</td>
<td>270,719.26</td>
<td>64.8%</td>
<td></td>
</tr>
<tr>
<td><strong>PRIOR YEAR CAPITAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B(2016)/R Lorne St. Phase 1 (LT/47)</td>
<td>187,538.00</td>
<td>7,714.43</td>
<td>179,823.57</td>
<td>-</td>
<td>179,823.57</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>B(2017)/R Lorne St. Phase 2 (LT/678)</td>
<td>2,711,121.00</td>
<td>111,522.78</td>
<td>2,599,598.22</td>
<td>2,314,937.46</td>
<td>284,660.76</td>
<td>11.0%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL MUNICIPAL BUILDING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,898,659.00</td>
<td>96,092.98</td>
<td>2,802,566.02</td>
<td>2,314,937.46</td>
<td>487,628.56</td>
<td>17.4%</td>
<td></td>
</tr>
<tr>
<td><strong>ENGINEERING AND PUBLIC WORKS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>St. James Reconstruction</td>
<td>35,000.00</td>
<td>1,439.74</td>
<td>33,560.26</td>
<td>89,960.75</td>
<td>(56,400.48)</td>
<td>-168.1%</td>
</tr>
<tr>
<td>C</td>
<td>Bennett Reconstruction</td>
<td>70,000.00</td>
<td>2,879.47</td>
<td>67,120.53</td>
<td>89,960.75</td>
<td>(22,840.22)</td>
<td>-34.0%</td>
</tr>
<tr>
<td>C</td>
<td>University Reconstruction</td>
<td>100,000.00</td>
<td>4,113.53</td>
<td>95,886.47</td>
<td>64,597.56</td>
<td>31,288.91</td>
<td>32.6%</td>
</tr>
<tr>
<td>R</td>
<td>Main Street Completion</td>
<td>140,418.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Stephens Dr Cul De Sac</td>
<td>20,000.00</td>
<td>822.71</td>
<td>19,177.29</td>
<td>1,412.18</td>
<td>17,765.11</td>
<td>92.6%</td>
</tr>
<tr>
<td>C</td>
<td>Donald Harper Gravel</td>
<td>25,000.00</td>
<td>1,028.38</td>
<td>23,971.62</td>
<td>10,543.33</td>
<td>13,428.29</td>
<td>56.0%</td>
</tr>
<tr>
<td>C</td>
<td>Cattail Ridge &amp; Dot</td>
<td>109,000.00</td>
<td>4,483.75</td>
<td>104,516.25</td>
<td>2,077.58</td>
<td>102,438.67</td>
<td>98.0%</td>
</tr>
<tr>
<td>C</td>
<td>Sidewalk Renewal</td>
<td>40,000.00</td>
<td>1,645.41</td>
<td>38,354.59</td>
<td>42,908.40</td>
<td>(4,553.81)</td>
<td>-11.9%</td>
</tr>
<tr>
<td>C</td>
<td>XWalk/Traffic Lights</td>
<td>35,000.00</td>
<td>1,439.74</td>
<td>33,560.26</td>
<td>33,560.26</td>
<td>33,560.26</td>
<td>100.0%</td>
</tr>
<tr>
<td>C</td>
<td>Retaining Wall Main/Wrigh</td>
<td>15,000.00</td>
<td>617.03</td>
<td>14,382.97</td>
<td>14,382.97</td>
<td>14,382.97</td>
<td>100.0%</td>
</tr>
<tr>
<td>C</td>
<td>PW Fleet Upgrade</td>
<td>84,000.00</td>
<td>3,455.37</td>
<td>80,544.63</td>
<td>103,577.68</td>
<td>(23,033.05)</td>
<td>-28.6%</td>
</tr>
<tr>
<td>C</td>
<td>3 Stream Garbage Bins</td>
<td>15,000.00</td>
<td>617.03</td>
<td>14,382.97</td>
<td>9,861.00</td>
<td>4,521.97</td>
<td>31.4%</td>
</tr>
<tr>
<td><strong>TOTAL ENGINEERING AND PUBLIC WORK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>548,000.00</td>
<td>22,542.14</td>
<td>525,457.86</td>
<td>555,317.42</td>
<td>110,558.64</td>
<td>21.0%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4,036,659.00</td>
<td>142,904.96</td>
<td>3,893,754.04</td>
<td>3,045,188.63</td>
<td>988,983.61</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Capital Out of Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,000,000.00</td>
<td>(1000/0)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Borrowing Authorizations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3,036,659.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net HST</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4,036,659.00</td>
<td>3,172,569.65</td>
<td>3,045,188.63</td>
<td>988,983.61</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
## TOWN OF SACKVILLE
**2019 UTILITY CAPITAL**
**AS OF NOVEMBER 30, 2019**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>NAME OF ACCOUNT</th>
<th>BUDGET WITH H.S.T.</th>
<th>NET H.S.T</th>
<th>PRE HST BUDGET</th>
<th>EXPENSES 2019</th>
<th>BALANCE</th>
<th>AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>B (2018)</td>
<td>W/S UPGRADES</td>
<td>35,000.00</td>
<td>1,439.74</td>
<td>33,560.26</td>
<td>33,560.26</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>B (2018)</td>
<td>WATER METERS</td>
<td>90,000.00</td>
<td>3,702.18</td>
<td>86,297.82</td>
<td>48,220.82</td>
<td>38,077.00</td>
<td>44.1%</td>
</tr>
<tr>
<td>B (2018)</td>
<td>LIFT STATIONS</td>
<td>20,000.00</td>
<td>822.71</td>
<td>19,177.29</td>
<td>10,018.05</td>
<td>9,159.24</td>
<td>47.8%</td>
</tr>
<tr>
<td>B (2018)</td>
<td>WATER PLANT UPGRADE</td>
<td>30,000.00</td>
<td>1,234.06</td>
<td>28,765.94</td>
<td>28,765.94</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Total Capital</td>
<td>175,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>ST JAMES WATER/SEWER</td>
<td>40,000.00</td>
<td>1,645.41</td>
<td>38,354.59</td>
<td>72,856.40</td>
<td>(34,501.81)</td>
<td>-90.0%</td>
</tr>
<tr>
<td>B</td>
<td>BENNETT WATER/SEWER</td>
<td>40,000.00</td>
<td>1,645.41</td>
<td>38,354.59</td>
<td>72,856.40</td>
<td>(34,501.81)</td>
<td>-90.0%</td>
</tr>
<tr>
<td>B</td>
<td>UNIVERSITY WATER/SEWER</td>
<td>105,000.00</td>
<td>4,319.21</td>
<td>100,680.79</td>
<td>36,905.12</td>
<td>63,775.67</td>
<td>63.3%</td>
</tr>
<tr>
<td>B</td>
<td>TRUNK SEWER RENEWAL</td>
<td>175,000.00</td>
<td>7,198.68</td>
<td>167,801.32</td>
<td>8,753.44</td>
<td>159,047.88</td>
<td>94.8%</td>
</tr>
<tr>
<td>B</td>
<td>WATER METER UPGRADE</td>
<td>62,000.00</td>
<td>2,550.39</td>
<td>59,449.61</td>
<td>59,449.61</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>LIFT STATIONS</td>
<td>20,000.00</td>
<td>822.71</td>
<td>19,177.29</td>
<td>14,313.03</td>
<td>4,864.26</td>
<td>25.4%</td>
</tr>
<tr>
<td>B</td>
<td>WATER PLANT UPGRADE</td>
<td>40,000.00</td>
<td>1,645.41</td>
<td>38,354.59</td>
<td>9,238.75</td>
<td>29,115.84</td>
<td>75.9%</td>
</tr>
<tr>
<td></td>
<td>Total Capital</td>
<td>482,000.00</td>
<td>27,025.89</td>
<td>629,974.11</td>
<td>301,927.94</td>
<td>328,046.17</td>
<td>52.1%</td>
</tr>
<tr>
<td></td>
<td>CAPITAL OUT OF REVENUE</td>
<td>-</td>
<td>657,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET H.S.T</td>
<td></td>
<td>27,025.89</td>
<td>12,550.04</td>
<td>14,475.85</td>
<td>53.6%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>657,000.00</td>
<td>314,477.98</td>
<td>342,522.02</td>
<td>52.1%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
By-Law Enforcement Report November 2019

Some of the activities which occurred in the Town of Sackville, By-Law Enforcement Department November 2019 are as follows:
- Service of Documents on behalf of the Town,
- 2 Court Appearance(s)
- 2 Hour Parking Enforcement Patrols completed: 6,
- Assists to: Public / Public Works / Mount “A” / Fire Dept. / RCMP / Regional Service Commission (Total: 4).

<table>
<thead>
<tr>
<th>Occurrences</th>
<th>Start Month</th>
<th>New</th>
<th>Completed</th>
<th>End Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dangerous or Unsightly</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Preservation of Order (Signs)</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Traffic</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Residential Waste</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Noise</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Fire Prevention</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Parks</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dogs</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Traffic By-Law</th>
<th>Violations</th>
<th>Warnings</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Hour Parking (8 AM – 6 PM)</td>
<td>12</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>Prohibited Parking</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Parked in Handicap (Without Permit)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Parked in Opposite Direction</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Parked on a Sidewalk</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Parked in Fire Lane</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Parked Within 5 Metres of Fire Hydrant</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Obstructing Traffic</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Summary

- A total of 17 By-Law violations were issued.
- Occurrences: Total: 13, 8 completed, 5 outstanding.
- By-Law Violations Total: Jan. – Nov. 2019: 332
  By-Law Violations Total: Jan. – Nov. 2018: 484

Respectfully Submitted,
Corey Springer
By-Law Enforcement Officer
Town of Sackville, N.B.
During the Month of November patrols were made within the Town of Sackville: 17 Calls were responded to:

- 5 Calls on missing cats.
- 3 Calls on found cats
- 1 Call on D.OA. Cat
- 4 Calls on loose dogs
- 1 Call on a found dog, picked dog up with By-Law Officer and a notice letter for dog at large was given to owner.
- 1 Call on a barking dog all hours of the day and night, checked home out with By-Law Officer, dog was inside and no one home. Letter is to be mailed out on the barking dog issue.
- 1 Call on a dog that was found at the Beach hill park, owner was found dog had broken leash and dog was from Amherst.
- 1 Call on a dog that was missing. Dog was found safe.

There have been 35 patrols done in the month of November

Please remember the new Dog Tags for 2020 will be out soon. Any questions please call Town Of Sackville.

Thanks, you!
Jaime Spicer
Animal Control Officer.
506-536-7671
TOWN OF SACKVILLE  
LIAISON COUNCIL REPORT  
Meeting Date: December 9, 2019  
Councillors: Mike Tower, Shawn Mesheau  
Attachments: N/A  
Subject Area: Tourism and Business Development  

Background:

The Tourism and Business Development Liaison group met on November 25, 2019.

Highlights and Initiatives:

- The Manager attended the inaugural “Eating Heritage” symposium on food tourism in Dieppe. It was an interesting meeting about food related tourism in the province.

- Winter lighting was installed throughout Town in November, many thanks to Parks and Facilities and Public Works crews who repaired and installed the fixtures.

- We are getting an early start on updating and preparing for new guides for 2020. We have put out a call for updates or advertising for our 2020 Visitor Guide which will be our first project in the New Year.

- The Manager coordinated the Rotary Bridge opening, which joins the Waterfowl Park and the Daniel Lund Extension, on November 14. The event was very successful with approximately 50 people in attendance.

- The Manager attended a Greenway Trails organization meeting on November 20 where the need to create something to replace the now defunct Trails NB was discussed.

- The Manager attended the Tourism Industry Association of New Brunswick annual summit in Moncton on November 27 and 28. Many topics were discussed including Provincial Tourism Department priorities for 2020 and the Hotel Levy.

- Our meeting with representatives of the Provincial VIC has been postponed by them until the beginning of February.

- Our experiential learning student Michelle Roy finishes her internship on December 6, we thank her for her hard work and assistance over the last 12 weeks.

- The Regional Destination Marketing Organization steering committee met on December 3 to discuss progress in creating a working organization. At this point two municipalities
in the region (Moncton and Dieppe) are collecting a hotel levy, and a third (Shediac) is preparing to do so early in 2020. Specific details on how the RDMO will operate are still being worked out, but the basic principal is that each municipality will have control over funds they collect. They can then use these funds to either: buy a membership in the RDMO; pay for programs offered by it; or use the money for local priorities. We will be further exploring the hotel level here in Sackville in 2020 and will continue to keep Council updated on the development of the RDMO.

Submitted By:
Ron Kelly Spurles
Manager of Tourism and Business Development
TOWN OF SACKVILLE
LIAISON COUNCIL REPORT
Subject Area: Public Property and Facilities

Meeting Date: December 9th, 2019
Councillors: Liaison Councillors Bill Evans and Bruce Phinney
Attachments:

Engineering and Public Works

- The Public works department and our subcontractors completed the remainder of the sidewalk renewal project for Wellington Street during the month of November. The sidewalk is complete and we are pleased with the outcome of the project and thank the residents of the street for their patience and understanding during the project.

- Public Works continues to utilize the street sweeper to clean gutters and streets around Town. We will continue to utilize the street sweeper when the weather is suitable to operate.

- Public Works staff finished their preparation for winter in the down town area by bringing in the remainder of the bike racks, park benches and Kiosk, etc.

- Public Works staff started to install roadside markers in preparation for the winter season.

- Public Works staff repaired washouts, conducted road ditch repairs and upgrades on several ditches around Town as part of property owner’s requests and the Town’s ongoing maintenance program.

- Public Works staff conducted the installation of several driveway culverts that were required throughout Town during the month of November.

- Public Works and Parks staff removed all banners around Town including the one in the memorial park and installed the Christmas lights and decorations around Town and on Town owned facilities during the month of November.

- The Public works department installed and replaced several street signs around Town that were missing or damaged throughout the month of November.

- The utility department completed the pumping out of all fire hydrants during the month of November in preparation for the cold winter temperatures to prevent the hydrants from freezing this winter.

- The utility department continued to work on the evaluation of water meters that did not read properly during previous water meter reads. They have worked throughout the month of November, fixing and replacing water meters and/or MXU units in order to obtain proper water meter reads.
Mechanics conducted ongoing maintenance on all equipment and repaired all breakdowns to equipment, as well as, any fire and rescue vehicles that required servicing and repairs throughout the month of November. They have also finished preparing all equipment for winter operations, and we are ready to deal with any winter conditions that mother nature sends our way.

The Engineering department continued to provide onsite inspection of the St. James and Bennett reconstruction, University Ave and the sidewalk curb and gutter project on Bridge street near exit 506 throughout the month of November. The asphalt restoration and landscaping have now been completed and these projects are now finished. We are pleased with the outcome of these projects and thank the businesses and residents of these areas for their patience and understanding during the project.

The Engineering department continued to work with Crandall Engineering Ltd on PHASE II of the Lorne Street Storm water mitigation project throughout the month of November. The balance of the work to complete PHASE II of the project was discussed and approved by council during the month of November. We issued the tender for this work on November 14th with the closing being held on November 28th at 11:00 am. During the tender opening we received 4 tender bids as follows:

1. Beale & Inch Construction  $ 247,912.63  HST Included
2. 683962 NB Ltd.  $1,045,867.50  HST Included
3. Bowsers’ Construction  $ 264,385.00  HST Included
4. Dexter Construction  $ 427,794.35  HST Included

The low bid from Beale and Inch Construction Ltd. has been verified and a motion will be coming forward during this regular council meeting.

The Engineering and Corporate Projects departments continue to work with Crandall Engineering and the DELG with respect to the EIA conditions for the Phase II of the Lorne Street Storm water mitigation project. As well as, the requirements for a potential additional retention pond at the Quarry and other related work, as part of the Phase II of the CWWF program.

The Engineering Department continued to work with Bowser Construction on the Sanitary Trunk Sewer Replacement project between Squire Street and Star Ave. They have worked throughout the month of November on this project and currently have approximately half of the new 12” (300 mm) Trunk sewer main installed. We hope to have the remainder of the pipe and manholes installed before the end of December. The remainder of the project with respect to landscaping, topsoil and sod will be completed in the spring of 2020.

The Engineering and Public Works departments have worked throughout the month of November on both the Operating and Capital budgets for Public Properties and Facilities, which were presented to council during a special council meeting on November 18th, 2019.
Tantramar Veterans Memorial Civic Center

- November is one of the busiest months of the year at the Civic Center, all hockey groups started playing games in November as well as three hockey tournaments.
- The Civic Center has also had birthday parties, aerobics, Rod and Gun Club meetings, Sports Wall Committee meetings, Minor Hockey board meetings, Minor Baseball board meetings, and Minor Football board meetings throughout the month of November.
- The Dave Wheaton invitational tournament will be held during the first weekend of December, as well as, several boys and Girls High School Games. All levels of Minor Hockey, and the Sackville Skate Club will also be on the ice throughout the month of November.
- The Civic Center will be closed for Christmas at 12:00pm on December 24th and will reopen at 6:30am December 27th. The Civic Center will also be closed at 12:00pm on December 31st and will reopen January 2nd at 6:00am.

Municipal Parks

- Staff have been monitoring and maintaining the parks properties on an as needed basis as well as their duties at the Civic Center.
- On December 3rd a Waterfowl Advisory Committee meeting was held at the Civic Center. The meeting committee discussed a variety of items such as 2019 stats from VIC staff, 2019 maintenance, the Rotary Bridge, the Lund property, as well as, potential future projects. The committee also discussed the possibility of becoming the first Urban Wetland community to become a Ramsar Accredited Town.
- Staff requested quotes from six contractors for the repairs to the ski hut at Beech Hill park. Two quotes were received, one from Sackville General Contracting in the amount of $15,525.00 HST Included and one from Andrew D Wilson Industries in the amount of $10,350.00 HST Included. A motion will come forward during this meeting.
- Public Properties and Facilities Staff would like to wish all a happy holiday.

Submitted By: _____Dwayne Acton, Town Engineer_______________
TOWN OF SACKVILLE
LIAISON COUNCIL REPORT

Subject Area: Recreation Programs and Events

Meeting Date: December 9, 2019
Councillors: Bruce Phinney and Joyce O’Neil
Attachments: N/A

Background:

The Recreation Programs and Events Liaison Group met on November 25, 2019.

Highlights and Initiatives:

- Fall programs; including 50+ and Primetime Aerobics, Trailblazers After-School Program, Ultimate Frisbee, Pickleball, Aquasize, the Waterfowl Walking Group, Lego Play, and drop-in Co-Ed Adult Pickup Basketball are all wrapping up for the holidays.

- The Trailblazers Afterschool Program had 84 children participate this fall. Registration will be opening for the winter session early in the new year along with all our winter programs.

- Beginning December 6, 2019 at 9:15pm, Women’s Shinny Hockey will begin at the Tantramar Veteran’s Memorial Civic Centre. Preregister for all 13 ice times at only $5 each at sackville.com or pay a drop-in fee of $8 to participate. All skill levels are welcome and full equipment is required.

- The Sackville Sports Wall of Fame Board of Directors is now accepting nominations for 2020 inductees. Nominations are due January 10, 2020. Visit sackville.com to download nomination forms.

- We are now accepting submissions to our annual Sports Recognition Night, which recognizes athletes, teams and coaches who have had success at the provincial level or higher in 2019. Submissions are due January 11, 2020. Visit sackville.com to download submission forms.

- In partnership with the Cumberland YMCA, 12 new Sackville residents were trained as certified babysitters on November 16th.
• On December 5th, staff met with various sports and recreation representatives at the Civic Centre to discuss ways to work together. Action items were developed from the meeting and will be implemented beginning in 2020.

• The annual Tree Lighting ceremony at Bill Johnstone Park will take place on Friday, December 6th at 5:30pm as part of the second night of Moonlight Madness.

• The 2019 Christmas Light Bus Tour will take place on Wednesday, December 18th. Tickets are sold out but contact Town Hall to be added to the waitlist.

• The Sackville Strummers will be performing at our annual Holiday Ukulele Kitchen Party on December 19th at 6:30pm at Sackville Town Hall.

• The New Year’s Levee will be held at Sackville Town Hall from 1:00-3:00pm on January 1, 2020.

• The 2020 Sackville Winterfest will take place February 6-9, 2020 and will include the Fireman’s Carnival, the Town vs Gown Hockey Game, Fireworks and much more. To submit an event, contact the Programs and Events Department before December 20th. Fireworks display motions will follow.

• Bob Edgett’s Boxing Club has provided the requested information to staff to allow for the release of their Small Capital Funding dollars. A motion will follow.

• The implementation of the Recreation Master Plan included several action items for 2019; most have which have been completed or are nearing completion. A full update will be provided in early 2020.

• Community Development Grant applications are under review and will be presented to Council in February 2020.

Library Report

• 1366 people visited the Library in October. 18 new library cards were distributed, circulation was 1633, and the computer was accessed 199 times.

• The Library recently received new games and toys thanks to a grant received by Regional Office. These have been put to good use during Library programming.

• Over 30 children have been participating in the Thursday Morning Story-time program.

• The Adult Book Club is also going well with several new members joining this fall.
• New casual employees have been working on a regular basis, providing support to the head librarian, allowing him to concentrate on office work and program planning while the casuals look after many of the daily library routines.

• The 1st Moonlight Madness attracted approximately 150 people, down from previous years. Thank you to the several volunteers who came forward to help make the event a reality.

Submitted by:

Matt Pryde
Manager of Recreation Programs and Events
On November 26th, 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:

**Fire /EMO Services:**

Sackville Fire & Rescue responded to 21 calls for service in the month of November. They included: 6-utility pole fires, 6-commercial fire alarms, 5-motor vehicle collisions, 1-smoke in residence, 1-rubbish fire, 1-call for assistance from Ambulance, New Brunswick and 1-electrical fire.

Training sessions that took place in the month of November were: self-contained breathing apparatus, tag out lock out and station and equipment checks.

The month of November provides the members the opportunity and privilege to march with our veterans on Remembrance Day.

The Ladies Auxiliary hosted our annual Christmas banquet. There were a large number of regular members, honorary members and widows of deceased firefighters in attendance. We would like to thank Deputy Mayor, Ron Aiken, Public Safety Liaison Councilors Joyce O’Neil & Allison Butcher and Chief Administrative Office Phil Handrahan for attending this event.

During the banquet, we had the opportunity to recognize several of our members for special achievements. Members were recognized for their years of service as follows: 10 years of service went to Travis Thurston, Kevon Scott, Darrin Estabrooks, Travis Estabrooks, Stevy Fillmore and David Sears; 20 years of service went to Devon Partridge and 25 years of service went to Mike Green. The rookie firefighter of the year went to Jillian Hunt and Jeffrey Murray; the training award of the year went to Justin Phinney; the firefighter of the year award went to Shawn Phinney; Charlie Richards Memorial went to Jeffrey Murray and the Lifetime achievement award went to Bobby Hicks. Also receiving Firefighter one certifications were: Jeffrey Murray, Katelynn Turner and Jillian Hunt. We would like to congratulate the members who received these awards and say “Thank You” to all our firefighters for their hard work and dedication.

Sackville Fire & Rescue held its 7th annual parade of lights on Saturday, December 7th, 2019. The parade consisted of Sackville’s Emergency services, Atlantic Towing, Beale & Inch Construction and departed from the fire station at 6:30pm, making its way through several streets within our community, including a visit to the Drew Nursing Home.
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:**

November, 2019, broke the trend from past months with a decrease in overall calls for service compared to last year. We fielded 117 complaints compared to 169 last year. Property crime reports also decreased by approximately 30% even with overall regional property crime remaining fairly high. In the last few weeks, two individuals were arrested and charged with related offences in recent months.

Sackville officers attended to several collisions in the Town. In all, seventeen collisions were reported. They all involved property damage except one which involved some injuries. The rise in collisions is in part due to the changing seasons. Also related to traffic, thirteen speeding tickets were issued in Town. December will bring a focus on impaired driving prevention and detection.

Of interest, we received two noise bylaw complaints in November. We also fielded a number of false alarms. As per last month, we also attended to six Mental Health Act calls.

The CPO was involved in a number of activities with continued work with the Block Parent Program and MADD Canada. He also has been partnering with a local church to aid a local family. He is also continuing to work with the Sackville Schools 20/20.

**Submitted By:** Fire Chief, Craig Bowser and Sgt. Paul Gagne
MONTHLY REPORT
November 2019
Jean-Francois LeBlanc, CPO
SACKVILLE RCMP, South-East District RSC7
jean-francois.leblanc@rcmp-grc.gc.ca

SCHOOLS

Mount Allison University – Request for Service (1) Multiple visits.
Tantramar Regional High School – Request for Service (3) Multiple visits.
Marshview Middle School – Request for Service (3) Multiple visits.
Salem Elementary School – Request for Service (0) Multiple visits.

COMMUNITY

- Keeping the usual visits to the hospital, visiting the Integrated Service Delivery team to maintain a relationship with them as they are my Diversion Committees.
- Positive Tickets – 0 issued in November.
- Continuous work with MADD Canada. Official Project MADD Red Ribbon was launched at RCMP Amherst Detachment on November 1st, in result, we have done a checkstop in Sackville followed by more in December, as well with the High School students of TADD.
- RCMP Auxiliary Program for the Sackville area. Presently looking to recruit new volunteers in the coming months.
- Tim Hortons Leadership Camp – Worked on the logistics of the next camp which will be held in April, 2020.
- A lot of hours of work on the school’s SAFE Plans.

COMMITTEES

- **Block Parent Program (13 active Block Parents in Sackville)** – Block Parent Coordinator – Responsible for all applications and keeping the criminal background 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: 4
INFORMAL DISCUSSIONS WITH YOUTH, PARENTS/GUARDIANS: 2

- 1 adult file for shoplifting.
- 2 youth files for property damage.
- 1 youth file for some threats.
- 1 youth file for improper use of internet.

Number of PRESENTATIONS/WORKSHOPS: 1

- 1 Educational checkstop, handed out information on laws of impaired driving, also handed out MADD Red Ribbons.
TOWN OF SACKVILLE
COUNCIL REPORT
Subject Area: Policy/By-Law

MONTHLY REPORT:

The Policy/By-Law Liaison Group met on November 19, 2019.

1. The meeting group reviewed Policy 2019-02 IT Security Policy and Policy No. 2019-03 Account Management Policy and motions will be presented at tonight’s meeting.

2. By-Law No. 273, A By-Law Relating to the Establishment of a Special Business Improvement Area Levy. – This By-Law received first and second reading at the Regular Council Meeting of November 12, 2019 and Third and Final reading will be coming forward at tonight’s meeting together with a Motion to pass the BIA Budget that was provided by Mainstreet.

3. By-Law No. 270, Town of Sackville Subdivision By-Law received first reading at the November 12, 2019 Regular Council Meeting and second and third reading will be coming forward at tonight’s meeting.

4. A Request For Quotations was sourced out to provide the work authorized through the Capital Budget for 2019 for the Ski Hut at Beech Hill Park. Six Contractors were contacted. Quotes were received from Andrew D. Wilson Industries in the amount of $10,250.00 HST included and from Sackville General Contracting Limited in the amount of $15,525.00. A Motion will be coming forward at tonight’s meeting.

5. Tender No. 2019-015 Lorne Street Storm Water Mitigation Phase II – Tree Mulching and Re-Ditching together with related work was issued with four submissions received. Submissions were received from Beale & Inch Construction $247,912.63, 683962 NB Ltd. $1,045,867.50, Bowsers’ Construction $264,385.00 and Dexter Construction $427,794.35. Amounts included HST.

6. Tender No. 2019-016 Surplus 2008 Ford ½ Ton Truck closed on Wednesday December 4, 2019. There were no submissions received.

Submitted By: Donna Beal/Becky Goodwin, Clerk’s Office
### BIA Budget 2020

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1. Purpose........................................................................................................................................... 2
2. The Policy....................................................................................................................................... 2
3. Policy Ownership and Review........................................................................................................ 4
4. Related Town Procedures and Standards...................................................................................... 4
1. Purpose

This document encompasses all aspects of security surrounding Town of Sackville confidential information and must be distributed to all Town employees and Council members. All Town of Sackville employees must read this document in its entirety and sign the form confirming they have read and understand this policy fully.

It is the goal of the Town that:

- Information will be protected against unauthorised access or misuse.
- Confidentiality of information will be secured.
- Integrity of information will be maintained.
- Availability of information / information systems is maintained for service delivery.
- Business continuity planning processes will be maintained.
- Regulatory, contractual and legal requirements will be complied with.
- Physical, logical, environmental and communications security will be maintained.
- Infringement of this Policy may result in disciplinary action or criminal prosecution.
- When information is no longer of use, it is disposed of in a suitable manner.
- All information security incidents will be reported to the Town CAO and investigated through the appropriate management channel.

Information relates to:

- Electronic information systems (software, computers, and peripherals) owned by the Town whether deployed or accessed on or off site.
- The Town’s computer network used either directly or indirectly.
- Hardware, software and data owned by the Town.
- Paper-based materials.
- Electronic recording devices (video, audio, CCTV systems).

2. The Policy

The Town requires all users to exercise a duty of care in relation to the operation and use of its information systems.
2.1 Authorised users of information systems

Authorised users will be in possession of a unique user account. Any password associated with a user identity must not be disclosed to any other person. The “Password Protection Guideline” describes these principles in greater detail.

Authorised users will pay due care and attention to protect Town information in their personal possession. Confidential, personal or private information must not be copied or transported without consideration of:

- permission of the information owner
- the risks associated with loss or falling into the wrong hands
- how the information will be secured during transport and at its destination.

2.2 Acceptable use of information systems

Use of the Town’s information systems by authorised users will be lawful, honest and decent and shall have regard to the rights and sensitivities of other people. The detail of acceptable use in specific areas may be found in the list of subsidiary standards and procedures detailed in section 4 of this policy.

2.3 Information System Owners

Information System Owners who are responsible for information systems are required to ensure that:

1. Systems are adequately protected from unauthorised access.
2. Systems are secured against theft and damage to a level that is cost-effective.
3. Adequate steps are taken to ensure the availability of the information system, commensurate with its importance (Business Continuity).
4. Electronic data can be recovered in the event of loss of the primary source. I.e. failure or loss of a computer system. It is incumbent on all system owners to backup data and to be able to restore data to a level commensurate with its importance (Disaster Recovery).
5. Data is maintained with a high degree of accuracy.
6. Systems are used for their intended purpose and that procedures are in place to rectify discovered or notified misuse.
7. Any electronic access logs are only retained for a justifiable period to ensure compliance with the data protection, investigatory powers and freedom of information acts.
8. Any third parties entrusted with Town data understand their responsibilities with respect to maintaining its security.
2.4 Personal Information

Authorised users of information systems are not given rights of privacy in relation to their use of Town information systems.

2.5 Individuals in breach of this policy are subject to disciplinary procedures at the instigation of the Town’s CAO with responsibility for the relevant information system, including referral to the Police where appropriate.

The Town will take legal action to ensure that its information systems are not used by unauthorised persons.

3. Policy Ownership and Review

3.1 The Town’s CAO has direct responsibility for maintaining this policy and providing guidance and advice on its implementation.

3.2 This document will be reviewed and updated by Mount Allison - Computing Services Department on an annual basis or when relevant to include newly developed security standards into the policy and distribute it all employees and contracts as applicable.

Information system owners are responsible for the implementation of this Policy within their area, and to ensure adherence.

4. Related Town Procedures and Standards

Security Classification of Town Electronic Information
Acceptable Use of Town Technology Resources
Password Protection Guideline
Town Email System Security
Mobile Device Security
Working Remotely
User Account Management Procedure
1. Purpose

For the Town of Sackville, a computer account is required to access computing resources including the network, Town computers and other devices, email, file shares, and information systems. The Town Council and staff may be provided with an account to access various computing resources. This policy defines the criteria necessary for an individual to obtain an account and the standard policies used for account creation, administration and termination. The adherence to account management policies and procedures ensures that all Town resources and data are secured, available for authorized users and efficiently used for the administration of Town business while ensuring compliance with data privacy regulations.

2. Scope

The account management policy applies to all Town staff, as well as to all Town Council members. This policy also applies to all other individuals and entities granted use of Town Information, including, but not limited to, contractors, temporary employees, and volunteers.

3. Account username and password

3.1 Username

A computer and Office 365 account consists of a unique username and password. Town of Sackville usernames are based on first and last name.

Example for the email account: firstinitial.lastname@sackville.com

3.2 Changes to a username

Usernames may be changed to reflect a legal name change which has been recorded in the Town’s official record for an individual. The owner of the account must request a username change through the Town’s administration.

3.3 Passwords

Passwords are assigned to an account at the time the account is created.

It is the responsibility of the account holder to change the assigned password when the account is initially accessed.

When changing passwords, users must adhere to Town Password Protection Standard, with respect to password creation requirements and security.

3.4 Account Creation

An account application form must be completed by the employee, signed by the Treasurer and returned to the Office 365 User Admin.

The username and password are provided to the employee by either the Office 365 User Admin or Treasurer.

3.5 Account Management
The employment status of a staff member will be based on information received from the Town Administration.

When a staff member leaves Town of Sackville, access to staff email and all network resources will be discontinued immediately.

To preserve business continuity, an auto-reply message may be placed on the email address. This message will indicate that the staff member has left the employment of the Town and include directions on where to redirect Town email.

As part of the departure process, the staff email and OneDrive files will be archived, and the content of their mailbox may be later transferred to a designate.

4. Requests not covered by this policy

Requests for computer accounts with characteristics not covered under this policy must be approved by the Town’s CAO and Treasurer.

5. Termination of accounts

The Town’s CAO and Treasurer may request to restrict access and/or delete inactive computer accounts.

6. Policy Review

This document will be reviewed and updated by the Office 365 User Admin on an annual basis.
A Council Liaison meeting was held on December 5, 2019.

As of the end of November, there were 35 permanent employees, and 1 Temporary.

The internal staffing process for the Custodian / Labourer position has been confirmed with Pam Hicks being appointed, effective December 2nd.

The hiring process continues for the CAO and the Public Works Manager / Superintendent.

Congratulations to the following employees on receiving their Service Recognition Awards:

- Andy Phinney 10 Years
- Dwayne Fillmore 10 Years
- Craig Bowser 10 Years
- Mike Stokes 15 Years
- Deanna Cadman 30 Years

The Fire Dept also held their Annual Awards evening as well this past month and we are pleased to congratulate the following recipients on their awards:

- Travis Thurston 10 Years
- Kevon Scott 10 Years
- Darrin Estabrooks 10 Years
- Travis Estabrooks 10 Years
- Stevy Fillmore 10 Years
- David Sears 10 Years
- Devon Partridge 20 Years
- Mike Green 25 Years
- Jillian Hunt and Jeffrey Murray Rookie firefighter of the year
- Justin Phinney Training of the year
- Shawn Phinney Firefighter of the year
- Jeffrey Murray Charlie Richards Memorial
- Bobby Hicks Lifetime Achievement Award

Firefighter one certifications were presented to Jeffrey Murray, Katelynn Turner and Jillian Hunt.

Submitted By:

Phil Handrahan, CAO
Background:

The Corporate Affairs and Strategic Development Liaison Group did not have an opportunity to meet in November. The next meeting is scheduled for December 18, 2019.

Highlights and Initiatives:

- As reported in November, work on the Town’s new Marketing Plan is well underway by Portfolio. The consultants are currently carrying out key stakeholder interviews and are preparing for a World Café scheduled for January 18 (snow date of January 25). The World Café is open to the public and residents are invited to give their input on the Town’s positioning efforts and provide guidance for future marketing initiatives. The results of the session will be integrated into a realistic and achievable five-year Marketing Plan, which will be aligned with existing assets and priorities of the Town. We look forward to seeing you on January 18!

- Staff attended a variety of meetings over the month, including one with EOS Eco Energy on the Town’s Corporate Climate Change Adaptation Plan achievements and to discuss 2020 Environmental Trust Fund projects, a meeting with the Sackville Legion on the annual Remembrance Day ceremony and potential for other partnerships, the quarterly meeting of the New Brunswick Planning Directors, a meeting on the Sackville Legion Banner Project for 2020, and a meeting with representatives from Miller Waste on the Town’s solid waste collection program. Staff were also very pleased to attend and support the Marshview Middle School Young Entrepreneur Show on November 21, 2019.

- The Town’s Legion Banner partnership was another success in 2019. We would like to thank Mr. Garth Zwicker for his time and dedication towards this project. The initiative is receiving interest from around Atlantic Canada and recently, as far away as High Level, Alberta, where the Town recently contacted Mr. Zwicker seeking direction on how to start a banner project of their own – after Google returned Sackville as the number one listing.
The second meeting of the Mayor’s Roundtable on Climate Change was held on November 6. This provided an opportunity for the group to receive an update on the recent Youth Forums, to hear of the Town’s 2019 draft capital budget plans, possible future funding mechanisms for climate change related projects, and the logistics for a public forum in the new year.

The group assembled a subcommittee to further evaluate the Town’s 2020 Capital Project list, and comments and feedback have now been passed along to Council. In addition, a small sub-committee was assembled to help plan the Public Forum. The Mayor’s Roundtable on Climate Change will be hosting a Public Forum on February 1, 2020. This is an opportunity for individuals, groups, businesses, etc., to present suggestions to a panel of Roundtable members on what the town and/or community can do to mitigate and adapt to climate change. If you are interested in making a presentation, please contact the Clerk’s Office to register. Only those wishing to make a presentation need to register and the event is open to the public for those wanting to watch the proceedings. The next Roundtable meeting is scheduled for December 11, 2019.

We were pleased to host Dr. Mike Fox’s GENV 3511 Rural and Small-Town Canada class to Town Hall on December 2, 2019. The Town, in partnership with Mount Allison’s Experiential Learning Department, hosted a Lunch and Learn where the class presented their finding on rural economic development in Sackville. This project was funded by Future Ready New Brunswick as a pilot project aimed at examining the key factors that are necessary in a local ecosystem for businesses to develop, survive and contribute in a small town. Staff will be working with Mount Allison’s Experiential Learning Department on the development of internship positions specifically focused on rural economic development resulting from the class presentation.

We want to continue to remind Sackville businesses and interested owner/operators that registration is now open for the Sackville Chapter of the Chamber of Commerce of Greater Moncton. The Chamber will be kick-starting a reminder campaign early in the new year. Please contact the Chamber for registration details.

The Waterfowl Park Advisory Committee met on December 3, 2019. The meeting focused on the Lund Park dedication and link to the Waterfowl Park via the new Rotary Bridge, Visitation and Interpretation Activities, Park Maintenance and Development, next steps on the Daniel Lund portion of the park, and the future plans regarding the wetland impoundment. The group also discussed the potential for the Waterfowl Park and Sackville as a whole to be accredited as a RAMSAR City Wetland Site. This is an international accreditation program with a focus on urban areas, and to date, there are no urban areas recognized in North America. This is an exciting opportunity which staff will be exploring over the month with members of the Advisory Committee. If it is determined that an application is warranted (the deadline is January 31, 2020), a motion would be necessary at the Regular Meeting in January to authorize the application – with further background information on the program being made available.
• Renaissance Sackville met on December 4, 2019. As Council will recall, a motion passed in August suggested that if Renaissance received additional funding applications over the balance of 2019, they would be required to report and request such needs from Council prior to funding commitments and disbursements, given the anticipated review of the Towns grant programs leading into 2020.

Three new applications were advanced at the meeting. Renaissance is requesting that the Town forward $8300 for the purpose of supporting the applications/amounts as presented at their December 4 meeting, which are summarized below.

- **Thunder and Lightning Ideas Ltd. (Suggested grant of $4,000)**

  Seeking a business expansion project to develop the Thunder and Lightning Traveling Bar. Proposing to build a fully mobile cocktail bar to bring to events in Sackville and across the region. This service will offer custom cocktails and a full bar service for licensed events with all of the tools needed for events even in remote locations. The funding requested will support the physical construction and promotion of the mobile bar itself, employing at least three additional contractors based in Sackville early in the project; a carpenter, a web-designer, and a graphic designer.

- **Community Machinery (Suggested grant of $1,251.50)**

  Revisiting an application from 2018 to award the remaining grant amount that was focused on professional and business development for a young entrepreneur.

- **Downtown Digital (Suggested grant of $3,000)**

  A downtown beautification project focused on the building façade at 87 Main Street. The project will see new signage and awnings.

Pending funding from the Town, Renaissance is prepared to support the projects in amounts noted, pending receipts of the work completed. As such a motion is required to transfer funding from the Town’s 2019 Operational Budget to Renaissance Sackville in order to support the projects.

**Submitted by:**
Jamie Burke
Senior Manager of Corporate Projects