

**SPECIAL MEETING OF COUNCIL
MONDAY, JULY 6, 2020 AT 6:30 P.M.
VIRTUAL MEETING THROUGH MICROSOFT TEAMS**

In attendance were Mayor John Higham, Deputy Mayor Ron Aiken, Councillors Allison Butcher, Andrew Black, Joyce O’Neil, Bill Evans, Shawn Mesheau and Michael Tower. Also, in attendance were CAO Jamie Burke, Assistant Clerk Becky Goodwin, Treasurer Michael Beal, Town Engineer Dwayne Acton, Assistant Treasurer Elizabeth Hartling, Manager of Tourism & Business Development Ron Kelly Spurles, Manager of Recreation Programs and Events Matt Pryde and Fire Chief Craig Bowser.

CALL MEETING TO ORDER

Mayor John Higham called the meeting to order.

APPROVAL OF AGENDA

MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR
MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL
MEETING OF COUNCIL OF JULY 6, 2020, AS CIRCULATED. MOTION CARRIED.

1. Portfolio – Marketing Plan

CAO Jamie Burke noted that since June 2019 the Town has been working on a new marketing communications plan as an objective of the Strategic Plan. In July 2019, Portfolio was awarded the project.

Jennifer Scott Harris & Michael Randall of Portfolio provided to Council a high-level overview of their Marketing Strategy. The process to develop a plan included an audit of the Town’s current brand and a review of best practices, with community engagement and consultation.

CAO Jamie Burke noted that the full strategic document would be forward to Council and a motion will be brought forward at a future meeting to formally adopt the Marketing Strategy and to provide staff direction on implementation of the strategy.

2. 2019 Audit

Treasurer Michael Beal noted that the auditors were in during Fall 2019 to perform interim work then back in the Spring of 2020 to complete and finalize the 2019 audit. Mr. Beal also noted that draft statements had been sent to Council and once Council approves the audit, it will be made available to the Public.

Mr. Beal welcomed Andrew Boudreau of Stevenson & Partners to present the audit before final approval will be set with a motion coming forward at the Regular Meeting of Council on July 13, 2020 to approve the 2019 audit and appoint auditors for 2020.

3. Levee on the Lake

Stacey Read and Shelley Chase presented to Council on the upcoming event Levee on the Lake. Currently, there are three (3) dates set for these events and were created as a response to the COVID-19 cancellation of all live events. The event on July 18, 2020 will be held from 12 P.M

to 5 P.M. The event is only accessible by boat, with a stage being placed on the waters edge off Mount View. Levee on the Lake is asking Council for sponsorship of \$4,000 plus \$1,000 of in-kind services for each of the three (3) planned events.

4. SappyFest

Jeff MacKinnon presented to Council, noting that SappyFest was entering it's 15th year, however, due to COVID-19 made the decision in March to cancel the usual format of the festival for 2020. Alternate plans have been developed including virtual and online presentations. SappyFest in collaboration with Struts Gallery and Owens Art Gallery has planned to stream pre-recorded video projected on the large freezer building in the industrial park on Saturday, August 1, 2020. Content will include art installations, independent films and a pre-recorded performance by a SappyFest artist. Motions will be brought forward at the Regular Council Meeting of July 13, 2020 for Council to consider items such as Street Closures, Noise By-Law Exemption and use of Town Property.

5. Policy By-Law

(a) By-Law No. 275, Fire Prevention By-Law

Fire Chief Craig Bowser provided an overview of his Report, noting that minor housekeeping changes have been made to By-Law No. 275, Fire Prevention By-Law. A new section, indicating that Outdoor Wood Burning Appliances shall not be used when the New Brunswick Department of Natural Resources and Energy have placed a ban on open burning in the region. A motion will be brought forward at the July 13, 2020 Regular Council Meeting for Council to consider giving first reading of By-Law No. 275, Fire Prevention By-Law.

(b) By-Law No. 276, A By-Law Respecting Culverts and Water Drainage Structures

Town Engineer Dwayne Acton provided an overview of his Report, noting that By-Law No. 276, A By-Law Respecting Culverts and Water Drainage Structures was last updated in 2011. Housekeeping changes and fee increases are the main changes, as well as the addition of the definition of By-Law Enforcement Officer. A motion will be brought forward at the July 13, 2020 Regular Council Meeting for Council to consider giving first reading of By-Law No. 276, A By-Law Respecting Culverts and Water Drainage Structures.

(c) 2020-11 Occupational Health and Safety Policy

Assistant Clerk Becky Goodwin provided an over of her Report, noting that the Joint Health and Safety Committee are currently in the process of reviewing the Occupational Health and Safety Policy and Terms of Reference. A Health and Safety Policy is a requirement of the Province of New Brunswick and must set out the responsibilities of the employer and employees. The draft Policy 2020-11 has been reviewed and approved by the Health and Safety Compliance Department of WorkSafeNB, and also has the support of the Town of Sackville JHS Committee. The Policy consists of housekeeping changes and other general updates to adhere to WorkSafeNB requirements. A motion will be brought forward at the July 13, 2020 Regular Council Meeting for Council to consider approving Policy 2020-11 Occupational Health and Safety Policy.

6. Dog Park

CAO Jamie Burke provided an overview of his Report, noting that during the 2020 budget process, Staff presented to Council the conceptual design for a fenced-in off-leash dog park in Beech Hill Park. As a result of the budget presentations, \$80,000 was included for the dog park in the 2020 Capital Budget. Staff noted concerns raised by Council and Resident's on establishing the Town's first dog park and as a result, before issuing the necessary Tender

documents, staff have asked Council for further direction on how to proceed. Five options were presented to Council which included moving forward with the tendering process for the originally designed dog park; Introduce options in the tender by requesting pricing on two different sized parks; Staff could try and identify a new location closer to downtown which would require future direction from Council to purchase land; Make all or part of Beech Hill Park an unfenced, off-lease park; or, Remain status-quo and move forward without a dog park. It was the direction of Council to remain status-quo and move forward without a dog park for now.

7. Tender 2020-08 Milner Avenue

Town Engineer Dwayne Acton provided an overview of his Report, noting that the tender package for Tender No. 2020-08 Milner Avenue Reconstruction was issued on June 9, 2020 with a closing date of June 24, 2020. There were 6 tender packages picked up during the tendering process and the Town of Sackville received 4 tender bids during the closing. A motion will be brought forward at the July 13, 2020 Regular Council Meeting for Council to consider awarding Tender No. 2020-08 Milner Avenue Reconstruction to Bowser Construction Ltd. in the amount of \$221,872.95 HST Included.

8. By-Law Summer Students

Treasurer Michael Beal provided an update on the hiring of By-Law students for the Town. Each year, the Town hires 2 to 3 students from the Oulton College Policing & Corrections program. This year, the Town was delayed on the hiring due to COVID-19 and therefore, initial students have found alternate employment. Additional students are currently being interviewed. A resolution is expected at the Regular Council Meeting of July 13, 2020 for Council to consider authorizing the By-Law students to enforce the Town By-Laws.

9. FCM Funding

Treasurer Michael Beal provided an update on his Report noting that a new round of Funding has been initiated through FCM to further expand Municipalities Asset Management Capacity. The Town is currently using the Public Sector Digest for our Fixed Asset Software (Citywide) and the next Phase involved a Public Works Work Order System with mapping. A resolution will be brought forward at the Regular Council Meeting of July 13, 2020 for Council to consider applying for FCM funding to be used towards the computerized work order system.

MOVED BY COUNCILLOR SHAWN MESHEAU AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADD LEVEE AT THE LAKE TO THE APPROVED AGENDA. MOTION CARRIED.

10. Levee at the Lake

Council further discussed the financial contribution for the for-profit event of Levee at the Lake. Options on the allocation of the funding were reviewed with Council. Staff recommend that in-kind services are included in the bill and money be used from the existing operational budget. Council supports the request and Staff will review options and report back to Council with recommendations.

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

IN-CAMERA

1. PA-2020-01

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

PUBLIC

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY
COUNCILLOR SHAWN MESHEAU THAT COUNCIL ADJOURN THE SPECIAL
MEETING OF COUNCIL OF JULY 6, 2020. MOTION CARRIED.

Mayor

Assistant Clerk