

**SPECIAL MEETING OF COUNCIL
MONDAY, NOVEMBER 2, 2020 AT 6:30 P.M.
VIRTUAL MEETING THROUGH MICROSOFT TEAMS**

In attendance were Deputy Mayor Ron Aiken, Councillors Bruce Phinney, Allison Butcher, Andrew Black, Bill Evans, Shawn Mesheau and Michael Tower. Also, in attendance were CAO Jamie Burke, Clerk Donna Beal, Assistant Clerk Becky Goodwin, Treasurer Michael Beal, Town Engineer Dwayne Acton and Fire Chief Craig Bowser.

Also in attendance was 1 member of the public.

CALL MEETING TO ORDER

Deputy Mayor Ron Aiken called the meeting to order.

APPROVAL OF AGENDA

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY
COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE
SPECIAL MEETING OF COUNCIL OF NOVEMBER 2, 2020, AS AMENDED. MOTION
CARRIED.

1. UMN B Annual General Meeting Report

Deputy Mayor and Council members spoke on the Annual General Meeting of UMN B they recently attended virtually. Several items from the AGM were reported on included the motions that were brought forward during the meeting.

2. Policy By-Law

(a) By-Law No. 154, A By-Law Regulating the Duties of the Fire Chief

Assistant Clerk Becky Goodwin provided an overview of her Report noting that the By-Law was passed in 1997, prior to the Town having a full-time Fire Chief position. As with all Management positions with the Town, a detailed job description was created as part of the hiring process for the Fire Chief. The job description accurately describes the duties of the Fire Chief and is used during performance evaluations. A motion will be brought forward at the November 9, 2020 Regular Council Meeting for Council to consider repealing By-Law No. 154, A By-Law Regulating the Duties of the Fire Chief

(b) By-Law No. 189, A By-Law Respecting Smoking in the Town of Sackville

Assistant Clerk Becky Goodwin provided an overview of her Report noting that the By-Law was passed in 2004. Since then, in 2011, the Province of New Brunswick passed a Smoke Free Places Act and in 2015 amendments were made to the Act. These would supersede the Town's current Smoking By-Law. A motion will be brought forward at the November 9, 2020 Regular Council Meeting for Council to consider repealing By-Law No. 189, A By-Law Respecting Smoking in the Town of Sackville.

(c) Policy – The 6 Steps of Conflict Resolution

Assistant Clerk Becky Goodwin provided an overview of her Report noting that the 6 Steps of Conflict Resolution policy was passed in 2010. In 2019, Policy 2019-01 Workplace Harassment and Violence Policy was adopted by Council and

would supersede the Conflict Resolution Policy. Section 7 – Procedures of the Workplace Harassment and Violence Policy, as well as Appendix C provides details of resolution of a conflict or concern. A motion will be brought forward at the November 9, 2020 Regular Council Meeting for Council to consider repealing the 6 Steps of Conflict Resolution Policy.

(d) Policy – Conflict Resolution Between Managerial Employees and the Chief Administrative Officer

Assistant Clerk Becky Goodwin provided an overview of her Report noting that the Conflict Resolution Between Managerial Employees and the CAO was passed in 2010. The last paragraph of the policy reads “Provisions of the Town of Sackville Workplace Harassment Policy supersedes this policy.” In 2019, Policy 2019-01 Workplace Harassment and Violence Policy was adopted by Council. Section 7.1.1. D details the process should the conflict arise against the Chief Administrative Officer. A motion will be brought forward at the November 9, 2020 Regular Council Meeting for Council to consider repealing the Conflict Resolution Between Managerial Employees and the Chief Administrative Officer policy.

3. Tender 2020-12 Back-up Generator Tantrammar Veterans Memorial Civic Centre

Town Engineer Dwayne Acton provided an overview of his Report noting that in the 2019 and 2020 Capital Budget approval, funds were set aside for a back-up generator for the Tantrammar Veterans Memorial Civic Centre, which is also the Town of Sackville’s EMO reception and warming center. Tender documents were issued with a closing date of October 24, 2020. Four (4) bids were received for the project. A motion will be brought forward at the Regular Council Meeting of November 9, 2020 for Council to consider awarding Tender 2020-12 Supply and Installation of a Backup Generator for Tantrammar Veterans Memorial Civic Centre to J&D Electric Ltd in the amount of \$483,181.00 HST Included.

4. RFQ 2020-14 Generator Public Works/Lift Stations

Town Engineer Dwayne Acton provided an overview of his Report noting that as part of the 2020 Capital Budget approval, funds were set aside to purchase a portable generator for Public Works and Lift Stations. After conducting research into the manufacturers that could accommodate the required specifications, invited three (3) companies to bid on the mobile generator with a closing date of October 27, 2020. One (1) bid was received for the project. A motion will be brought forward at the Regular Council Meeting of November 9, 2020 for Council to consider awarding RFQ 2020-14 Mobile Generator for Public Works to Toromont Cat Power Systems in the amount of \$68,442.32 HST Included.

5. EOS Eco-Energy – Green Roof Addition

Town Engineer Dwayne Acton provided an overview of his Report noting that the Town has recently been approached by EOS Eco-Energy with respect to adding onto the existing green roof at the Town Hall, as part of a project that they have received funding for under the Environmental and Climate Change Canada’s Eco Action funding program. The project would consist of up to \$5,000 for engineering assessments and \$25,000 for the construction of the addition of approximately 1000 square feet. The developed area would be an area to grow vegetables that could be donated to the local food bank. A motion will be brought forward at the Regular Council Meeting of November 9, 2020 for Council to consider authorizing the Mayor and Clerk to sign and seal the MOU between the Town of Sackville and EOS Eco-Energy for this project and direct staff to work with EOS Eco-Energy to design and construct the addition to the green roof at no cost to the Town of Sackville.

6. Pedestrian Connection Between Fawcett Avenue and Moffatt Lane

CAO Jamie Burke provided an overview of his Report noting that over the past several months, staff have been working with Paul and Brad Devarenes on the potential to secure a future pedestrian access that would connect Moffatt Lane with Fawcett Avenue. Mr. Devarenes is willing to provide the Town with a 4-metre wide pedestrian connection along the eastern boundary of his property. In return, the Town would provide the same amount of land to Mr. Devarenes from the Land for Public Purposes on Fawcett Avenue. In order to move forward with the exchange, Council must receive the consent of the Planning Review and Adjustment Committee at the Regional Service Commission. If the Committee agrees, a subsequent motion from Council would be needed to authorize the subdivision plan and other documents to be signed by the Mayor and Clerk. A motion will be brought forward at the Regular Council Meeting of November 9, 2020 for Council to consider formally requesting the consent of the Southeast Regional Service Commission Planning Review and Adjustment Committee for this land exchange.

Question Period

Erica Butler requested that Special Meeting of Council reports be made available in advance of the meeting so that the Public could follow the proceedings in greater detail. CAO Jamie Burke responded.

MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL MOVE INTO IN-CAMERA. MOTION CARRIED.

Deputy Mayor Ron Aiken indicated there would be a brief recess while Staff and the Public signed off from the Virtual Meeting. Fire Chief Craig Bowser left the meeting.

IN-CAMERA

1. PA-2020-02

Coming out of IN-CAMERA, Deputy Mayor Ron Aiken called the meeting back to order.

PUBLIC

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 2, 2020. MOTION CARRIED.

Deputy Mayor

Clerk

Assistant Clerk