

**SPECIAL MEETING OF COUNCIL
TUESDAY, APRIL 6, 2021 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, Senior Manager of Corporate Projects Kieran Miller, Manager of Recreation Program and Events Matt Pryde, Manager of Parks and Facilities Todd Cole, Manager of Tourism and Business Development Ron Kelly Spurles, Assistant Treasurer Elizabeth Hartling, Superintendent of Public Works Michelle Sherwood, Fire Chief Craig Bowser and Sgt. Paul Gagné.

Also in attendance were 12 members of the public.

CALL MEETING TO ORDER

Deputy Mayor Ron Aiken called the meeting to order.

APPROVAL OF AGENDA

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY
COUNCILLOR ANDREW BLACK THAT COUNCIL APPROVE THE AGENDA OF THE
SPECIAL MEETING OF COUNCIL OF APRIL 6, 2021, AS CIRCULATED. MOTION
CARRIED.

1. RCMP

Sgt. Paul Gagné provided details of his monthly report, noting that the RCMP fiscal year is now complete, and the month of March was milder month. There were no charges laid as part of the Emergency Act and quarantine checks were minimal. Sgt. Gagné noted that relating to calls for service there is a new public format for occurrences, called NB Occurrence Map. This will allow the Public to see total number of calls for service within the Province. He noted that the CPO is currently delivering programs throughout the schools through Zoom meetings.

Sgt. Paul Gagné left the meeting.

2. Audit

Treasurer Michael Beal noted that the auditors were in during Fall 2020 to perform interim work then back in the Spring of 2021 to complete and finalize the 2020 audit. Mr. Beal also noted that draft statements will be 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. A motion will be brought forward for at the Regular Council Meeting of April 12, 2021 Council to consider approving the 2020 Audit and to appoint auditors for 2021.

3. By-Law No. 262 Street Traffic By-Law - Skateboards

Treasurer Michael Beal provided an overview of his Report, noting that during the first reading of By-Law No. 262, Street Traffic, Section 6, the Town's insurance provider and solicitor were both consulted on implications of the amendment to allow Skateboards on public streets. The

Town's insurance provider indicated that the width, volume, traffic type and conditions of each road and sidewalk, any additional maintenances required on them, and any additional hazards should be reviewed. The Town's Solicitor indicated that although the word skateboard is not expressly used, there is a gap in the Provincial legislation but courts have made a distinction between bicycles and other "skateboard-like" devices and that allowing skateboards on roadways would essentially be like allowing pedestrians to travel on roadways. Ultimately, lifting the ban would not have an impact on the Town's existing insurance coverage, however, an increase in claims could cause an increase in premiums. It is Staff's recommendation that Council does not proceed with second and third reading of amendments to By-Law No. 262 at this time. Staff will explore options for enhancing the current skatepark, including its location, size and equipment in 2021 to bring back for future budget discussions.

4. Speed Limit Pond Shore Road

Town Engineer Dwayne Acton provided an overview of his Report, noting that as a result of Public concerns regarding speeding on Pond Shore Road, a letter had been sent by Mayor John Higham to New Brunswick DTI in January 2020, regarding that the speed limit along this section of Route 940 be evaluated. A follow-up letter was then sent in late 2020 from Deputy Mayor Ron Aiken. A response letter from DTI confirmed that Municipalities can now make changes to various aspects of streets within their jurisdictions, including designated highways, such as speed limits, crosswalks, lighting, and traffic lights. To properly evaluate the speed limit on Pond Shore Road, the Town retained WSP Canada, an engineering firm with a Traffic Engineering and Transportation Planning division to review and evaluate the speed limit of Route 940. During the review, WSP evaluated the existing road conditions, collected data on traffic volume and speeds in several locations, and reviewed road characteristics. Following the review and evaluation, WSP recommended that the posted speed limit should be increased to 70km/h from the Town limit in the north, to the current 50km/h zone near Uphill Drive. It is Staff's recommendation that despite the advice of WSP, that the current posted speed limits remain the same. Furthermore, Staff also recommend that speed radar signs be utilized in both directions to monitor speeds and act as a traffic calming device when possible.

5. Tender 2021-01 Supply of one (1) Latest Model 1-Ton Truck with Dump Body and Salt Hopper

Town Engineer Dwayne Acton provided an overview of his Report, noting that as part of the 2021 Capital Budget process and keeping up with the Fleet maintenance program, the Town is looking to replace the 2012 Dodge 1-Ton Truck and Salt Hopper. Tender #2021-01 was issued on February 5, 2021. There were seven (7) tender packages picked up during the process and during the tender opening on March 16, 2021, we received one (1) tender bid. The tender bid from Amherst Chrysler Ltd, of Amherst, NS was \$113,187.37 HST included. The tender result was evaluated for completeness and the tender was accepted. The Capital budget amount for the New 1-Ton Truck with Dump Body and Salt Hopper was \$84,910.73 HST Included. As per most of our surplus equipment, the existing 2012 Dodge 1-Ton with dump body and salt hopper will be sold at a local auction to help offset the difference in cost. Richie Brothers indicated the unit could bring in the range of \$20,000.00. A motion will be brought forward at the Regular Council Meeting of April 12, 2021 for Council to consider awarding Tender 2021-01 Supply of one (1) latest model 1-Ton truck with dump body and salt hopper to the lowest tender from Amherst Chrysler Ltd. in the amount of \$113, 187.37 HST included and furthermore authorize the disposal of the surplus equipment through local auction upon delivery of the new equipment.

6. Tender 2021-07 Supply of one (1) New 4WD Tractor Mower with Front Loader and Front Snow Blower

Town Engineer Dwayne Acton provided an overview of his Report, noting that as part of the 2021 Capital Budget process and keeping up with the Fleet maintenance program, the Town is looking to replace the 2004 New Holland tractor mower with blower. Tender #2021-07 was issued on March 2, 2021. There were seven (7) tender packages picked up during the process and we received three (3) bids during the opening on March 18, 2021. All tender results were evaluated for completeness and all three tenders were accepted. After the evaluation process, the lowest tender was from Green Diamond Equipment Ltd. of Moncton, NB in the amount of \$47,538.53 HST included. The Capital budget amount for the new Tractor mower and blower was \$44,109.00 HST included, however the existing New Holland Tractor will be sold as surplus equipment and the sale will offset the difference. A motion will be brought forward at the Regular Council Meeting of April 12, 2021 for Council to consider awarding Tender 2021-07 Supply of one (1) New 4WD Tractor Mower with Front Loader and Front Snow Blower to the lowest bidder, Green Diamond Equipment Ltd. of Moncton, NB in the amount of \$47,538.53 HST included and furthermore authorize the disposal of the surplus equipment through local auction upon delivery of the new equipment.

7. Tender 2021-05 Asphalt Resurfacing of Various Streets

Town Engineer Dwayne Acton provided an overview of his Report, noting that following the motion of Council on March 8, 2021 for the approval of the streets to be paved under the Gas Tax funding program, Tender 2021-05 was issued on March 9, 2021. The closing date for this tender was on March 23, 2021 and seven (7) packages were picked up during the process. During the tender opening on March 23, 2021, we received five (5) bids. Tender results were evaluated for completeness and all five tenders were accepted. After the evaluation process, the lowest tender was from Costin Paving and Contracting Ltd. from Amherst, NS for the streets approved by Council excluding Morgan Lane was \$315,071.25 HST Included. The 2021 budget for the Gas Tax Fund is \$423,500.00 HST Included and includes paving Morgan Lane, which will be deferred until a future year given that the Town will be receiving designated highway funding for the next phase of Queen's Road. Therefore the lengths of phased streets will be increased in length to utilize all the allocated Gas Tax Funding. A motion will be brought forward at the Regular Council Meeting of April 12, 2021 for Council to consider awarding Tender 2021-05 Asphalt Resurfacing of Various Streets to the lowest bidder, Costin Paving and Construction Ltd. of Amherst, NS in the amount of \$315,071.25 HST Included and the additional quantities up to the maximum limit of the gas tax funding budget for 2021.

8. Tender 2021-06 Supply of one (1) New Current Model Heavy Duty, 4x4 ¾ Ton Truck with Plow and Tailgate Spreader

Town Engineer Dwayne Acton provided an overview of his Report, noting that as part of the 2021 Capital Budget process and keeping with the Fleet maintenance program, the Town is looking to replace the 2010 Dodge ¾ ton truck and plow with tailgate spreader. Tender 2021-06 was issued on March 5, 2021. There were five (5) tender packages picked up during the process and we received two (2) tender bids during the opening on March 24, 2021. Tender results were evaluated for completeness and both tenders were accepted. After the evaluation process, the lowest tender was from Lounsbury Chevrolet Ltd. of Moncton, NB in the amount of \$66,049.15 HST Included. The Capital budget amount for the new 4x4 ¾ Ton truck was \$71,677.89 HST included. As per most of our surplus equipment, the existing 2010 Dodge ¾ Ton truck will be sold at the auction to help offset any fleet differences. A motion will be brought forward at the Regular Council Meeting of April 12, 2021 for Council to consider awarding Tender 2021-06 Supply of One (1) New current Model 4x4 ¾ Ton Truck with plow and Tailgate spreader, to the

lowest bidder, Lounsbury Chevrolet Ltd. of Moncton, NB in the amount of \$66,049.15 HST included and furthermore authorize the disposal of the surplus equipment through local auction upon delivery of the new equipment.

9. Lansdowne Easement

Senior Manager of Corporate Projects Kieran Miller provided an overview of her Report, noting that in 2019, Staff were contemplating some minor improvements to the pedestrian connection between Lansdowne Street and Main Street. Staff wanted to complete paving on the unfinished portion of the trail with recycled asphalt. At this time, it came to the attention of Staff that the connection is owned by Mount Allison University and not the Town. As a result, the improvements were unable to be completed until an agreement was in place. The University has agreed to provide an easement to the Town for the connection, along with recognizing easements for existing sanitary sewer and storm sewer on and along portions of the Lansdowne practice field. This was originally brought to Council in January 2020, however, the easement was not registered at the time as our insurance companies were soon after revising the language of the Waterfowl Park lease. The easement has been updated to reflect the same indemnity clauses that can be found in the Waterfowl Park lease and includes language relating to the Town assuming responsibility for any failure of the water or sewer lines within the easements. A motion will be brought forward at the Regular Council Meeting of April 12, 2021 for Council to consider authorizing the Deputy Mayor and Clerk to sign and seal the updated easement agreement between the Town of Sackville and Mount Allison University.

10. Community Garden

Manager of Recreation Programs and Events Matt Pryde provided an overview of his Report, noting that the Sackville Community Garden has been in operation on Town-owned land on Charles Street for many years. Originally an initiative of Renaissance Sackville, the Community Garden has since formed their own committee and although Renaissance Sackville provides support by funding for insurance, the Sackville Community Garden is otherwise their own entity. The use of Town-owned property for the Sackville Community Garden was a 5-year term that ended on May 31, 2018. With an active Sackville Community Garden Committee in place, Staff feel it is now appropriate to develop a formalized agreement that would permit the garden to remain on Town owned property, ending April 30, 2028. A motion will be brought forward at the Regular Council Meeting of April 12, 2021 for Council to consider authorizing the Deputy Mayor and Clerk to sign and seal the agreement with the Sackville Community Garden.

11. Sackville Farmers' Market

Senior Manager of Corporate Projects Kieran Miller provided an overview of her Report, noting that Council has received two recent presentations regarding a permanent home for the Farmers' Market. While both presentations correctly identify the need for a permanent home for the Farmers' Market, it would be Staff's recommendation that the Town needs to consider the bigger picture and any future building must be a multi-use facility and serve a variety of organizations. It was noted that a permanent home for the Farmers' Market or a new indoor recreation space have not been identified as a priority of Council, nor have they been included in the Town's 2021 budget. Any such project needing municipal funding would be best pursued in 2022. Staff recommend exploring the idea of a multi-use building in the downtown and completing a Class D Estimate to determine a baseline of what a building like this may cost. This would help inform future decision making and budgeting, with minimal cost. Community consultation would be an important part of any process for a permanent location for the Farmers' Market.

12. Healthy Community Initiative Grant

Senior Manager of Corporate Projects Kieran Miller provided an overview of her Report, noting that Staff have been advised of a funding opportunity through the Canada Healthy Communities Initiative for projects that respond to identified needs arising from impacts of COVID-19. A broad range of organizations can apply, and proposals are eligible under three streams: Create safe and vibrant public spaces, improve mobility options and provide innovative digital solutions to connect people and improve health. Submissions for this grant opportunity are due by June 25, 2021. Staff have identified 3 potential projects, which align with Town priorities that include: Parking area with amenities at the Walker Road trails and a step tracker rental program; downtown decorative lighting and event power source or a dog park at Beech Hill Park. Staff requested a general consensus from Council regarding which proposed project they would prefer the application be geared towards and the general consensus was to proceed with the application based on the Walker Road and step tracker rental program project.

13. Council Devices

Treasurer Michael Beal provided an overview of his Report, noting that Staff have had several discussions at our Information Technology user group meetings on Mayor and Council being provided with Town issued devices. Over time, the security for municipalities has become more and more critical with breaches happening more frequently. Mayor and Council was provided a list of several reasons on why such devices are being considered. It is recommended by the Town's Information Technology providers that the Microsoft Surface Tablet be the device of choice which will coincide with our use of Microsoft Office 365 and SharePoint. A motion will be brought forward at the Regular Council Meeting of April 12, 2021 for Council to consider the Town providing the incoming Council with a computer/tablet device for use during their four-year term and authorize the purchase of 9 Microsoft Surface Tablets with keyboards.

14. RFQ-2020-15 Provision of Fuel Services At The Pump

Treasurer Michael Beal provided an overview of his Report, noting that the previous fuel request for quote for fuel procurement was awarded on April 10, 2017 with a two (2) year term, which included an option to extend. A new fuel RFQ was issued on November 13, 2020 and closed on December 2, 2020 with two (2) RFQ's submitted. Four (4) Staff members met to review and independently evaluate the criteria based on the information provided by the submissions. The main criteria of the RFQ included price discount, operations & availability, payment options, tracking systems and additional value added. A motion will be brought forward at the Regular Council Meeting of April 12, 2021 for Council to consider awarding RFQ-2020-15 to Sackville Esso.

Question Period

Wendy Alder asked clarifying questions on the RFQ-2020-15 Provision of Fuel Services at the Pump. Treasurer Michael Beal responded.

Donnie Gouthro requested the cost for the Pond Shore Road report from WSP. Town Engineer Dwayne Acton responded that it was between \$3000-\$4000. Mr. Gouthro also asked why the Town did not do their own investigation and report. Town Engineer Dwayne Acton also responded.

LaurieAnn Wesselby asked if additional infrastructure was planned for Pond Shore Road. Town Engineer Dwayne Acton responded.

Adam Campbell asked if Council would request additional enforcement from the RCMP for Pond Shore Road. Deputy Mayor Ron Aiken noted that he would reach out directly to the RCMP regarding the area.

Erica Butler asked for clarification on the process of motions that would come forward during a Regular Council Meeting. Deputy Mayor Ron Aiken and CAO Jamie Burke responded.

Erica Butler asked what was requested of WSP for the Pond Shore Road Report. Deputy Mayor Ron Aiken and Town Engineer Dwayne Acton responded.

Erica Butler asked if there would be any additional considerations other than paving for the surplus in gas tax funding. Town Engineer Dwayne Acton responded that there is currently a motion on file that the gas tax funding is to be spent on paving and that the Town has already submitted to the Government what the funding would be used for. Deputy Mayor Ron Aiken also responded.

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR SHAWN MESHEAU 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. Manager of Recreation Programs and Events Matt Pryde, Manager of Parks and Facilities Todd Cole, Manager of Tourism and Business Development Ron Kelly Spurles, Superintendent of Public Works Michelle Sherwood and Assistant Treasurer Elizabeth Hartling left the meeting.

IN-CAMERA

1. P-2020-03

Town Engineer Dwayne Acton, Treasurer Michael Beal and Senior Manager of Corporate Projects Kieran Miller left the meeting.

2. HR-2021-01

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

PUBLIC

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF APRIL 6, 2021. MOTION CARRIED.

Deputy Mayor

Clerk

Assistant Clerk