COUNCIL MEETING OF MONDAY, JUNE 14, 2021 AT 7:00 P.M. COUNCIL CHAMBERS

1. CALL MEETING TO ORDER
2. LAND ACKNOWLEDGEMENT
3. ROLL CALL
4. APPROVAL OF AGENDA
5. QUESTION PERIOD
6. DISCLOSURE OF INTEREST
7. MINUTES
   Regular Council Meeting of May 3, 2021 Page (3)
   Special Meeting of Council of June 7, 2021 (9)
8. BUSINESS ARISING FROM THE MINUTES
9. SOUTHEAST REGIONAL SERVICES
   i) Regional Service Commission
   ii) Planning – Lori Bickford (Page 11)
10. REPORTS
    A) MAYOR’S REPORT
    B) CAO REPORT – Jamie Burke (Page 13)
    C) Finance & Administration
       i) BILLS AND PAYROLL – MAY
          General Government $1,113,901.48
          General Capital $ 39,955.72
          Utility Government $ 784,906.32
          Utility Capital $ 127.78
          Salaries $ 213,280.98 (Page 15 & 16)
       ii) Report from Finance and Administration (Page 17)
D) Tourism & Business Development

E) Public Property & Facilities
   a. Report Public Property & Facilities (Page 27)

F) Recreation Programs & Events
   a. Report Recreation Programs & Events (Page 32)

G) Public Safety
   a. Report Public Safety
      ▪ Fire/EMO, RCMP (Page 36)

H) Policy/By-Law

I) Human Resources
   a. Report Personnel (Page 40)

J) Corporate Affairs & Strategic Development
   a. Report (Page 41)

11. NEW BUSINESS
   a. Appointment – Liaison Councillors

12. QUESTION PERIOD

13. ADJOURN
COUNCIL MEETING OF  
MONDAY, MAY 3, 2021 7:00 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, Town Engineer Dwayne Acton, Treasurer Michael Beal, Assistant Clerk Becky Goodwin, Senior Manager of Corporate Projects Kieran Miller, Manager of Recreation Programs 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, Planner Lori Bickford and Deputy Fire Chief Shawn Phinney.

Also in attendance were 3 residents.

1. CALL MEETING TO ORDER

Deputy Mayor Ron Aiken called the meeting to order.

3. APPROVAL OF AGENDA

#21-074 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR ANDREW BLACK THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF MAY 3, 2021, AS CIRCULATED. MOTION CARRIED.

4. QUESTIONS PERIOD

Deputy Mayor Ron Aiken asked if there were any questions from the Public. There were none.

5. DISCLOSURE OF INTEREST

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

6. MINUTES

Approval of Minutes – Regular Council Meeting – April 12, 2021

#21-075 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 12, 2021 AS CIRCULATED. MOTION CARRIED.
Approval of Minutes – Special Meeting of Council – April 26, 2021

#21-076 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR ANDREW BLACK THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF APRIL 26, 2021 AS CIRCULATED. MOTION CARRIED.

7. BUSINESS ARISING FROM THE MINUTES

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

8. SOUTHEAST REGIONAL SERVICES
   i) Regional Service Commission

Deputy Mayor Ron Aiken provided an overview of his Report, noting that the meeting was held on April 27, 2021. Minutes of the AGM were adopted, and audit financial statements were accepted. Revenue has increased by $11,000 and all departments were on track with both expenditures and revenues. Household hazardous waste is up 88% at the Depot and 120% at Mobile Eco Depot’s. Deputy Mayor Aiken also noted that the new Board will establish a Regional Economic Development committee.

   ii) Planning – Lori Bickford

Planner Lori Bickford provided highlights of the Report noting that it could be found on page 13 of the Council Package.

9. PROCLAMATION / SUPPORT

   PROCLAMATION “ROTARY CLUB OF SACKVILLE MONTH”
   – JUNE 1-30, 2021

WHEREAS THE ROTARY CLUB OF SACKVILLE WAS CHARTERED ON JUNE 2, 1931; AND
WHEREAS IT IS ONE OF OVER 32,000 ROTARY CLUBS IN 200 COUNTRIES WITH OVER 1.2 MILLION MEMBERS; AND

WHEREAS FOR 90 YEARS, IN ACCORDANCE WITH ITS MOTTO OF “SERVICE ABOVE SELF,” THE CLUB HAS SERVED THIS COMMUNITY IN A MULTITUDE OF WAYS; AND

WHEREAS THE ROTARY WHEEL LOGO MARKS FACILITIES WITHIN THIS TOWN PROVIDED BY THE ROTARY CLUB, INCLUDING THE LILLAS FAWCETT ROTARY PARK IN MIDDLE SACKVILLE; AND

WHEREAS THE ROTARY CLUB OF SACKVILLE HAS DESIGNATED OVER 60 PERSONS IN SACKVILLE AS PAUL HARRIS FELLOWS IN RECOGNITION OF THEIR OUTSTANDING SERVICE TO THE COMMUNITY

THEREFORE: I, RON AIKEN, DEPUTY MAYOR OF THE TOWN OF SACKVILLE, DO HEREBY PROCLAIM JUNE 2021 “ROTARY CLUB OF SACKVILLE MONTH” IN THE TOWN OF SACKVILLE.

2021 CENSUS

THE COUNCIL OF THE TOWN OF SACKVILLE SUPPORTS THE 2021 CENSUS, AND ENCOURAGES ALL RESIDENTS TO COMPLETE THEIR CENSUS QUESTIONNAIRE ONLINE AT WWW.CENSUS.GC.CA. ACCURATE AND COMPLETE CENSUS DATA SUPPORT PROGRAMS AND SERVICES THAT BENEFIT OUR COMMUNITY.

10. REPORTS

A) MAYOR’S REPORT

Deputy Mayor Ron Aiken gave a summary of the Mayor’s Report, noting that in addition to Liaison meetings, the Deputy Mayor attended meetings for the Southeast Regional Service Commission, Isthmus of Chignecto Project, Tantramar COVID Task Force and attended Code of Conduct training along with the rest of Council. Interviews were held on a variety of topics with CTV, CHMA and Times & Transcript and several letters were sent out including letters to the Minister of Local Government, Minister of Health, the Premier of New Brunswick, and the MLA of Cumberland North.

B) CAO’S REPORT

CAO Jamie Burke noted that the CAO Report could be found on page 15 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 – APRIL

   #21-077 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ACCEPT THE BILLS AND PAYROLL FOR THE MONTH OF APRIL 2021 AS FOLLOWS: GENERAL GOVERNMENT $246,592.72; GENERAL CAPITAL $77,438.77; UTILITY GOVERNMENT $42,805.19; UTILITY CAPITAL $41.79; AND SALARIES $302,527.70. MOTION CARRIED.

   ii) Report from Finance and Administration

Councillor Michael Tower noted that the Finance Report could be found on page 19 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 30 of the Council Package.

   #21-078 MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR ANDREW BLACK THAT COUNCIL AWARD TENDER NO. 2021-02 SUPPLY OF ONE (1) LATEST MODEL 6 X 4 PLOW TRUCK – 68,000 G.V.W.R. TO THE LOWEST BIDDER APPLIED PRESSURE INC., FROM ST. JOHN, NB, IN THE AMOUNT OF $356,500.00 HST INCLUDED AND FURTHERMORE AUTHORIZE THE SALE OF THE SURPLUS EXISTING 2012 INTERNATIONAL TANDEM MODEL DP, S/N G104597A05BD053 UPON RECEIPT OF THE 2021-02 FLEET EQUIPMENT. MOTION CARRIED.

F) Recreation Programs & Events
   Liaison Councillor Bruce Phinney
   a. Report Recreation Programs & Events

Councillor Bruce Phinney provided an overview of the Recreation Programs & Events Report found on page 32 of the Council Package.
G) Public Safety  
   Liaison Councillor Allison Butcher  
   a. Report Public Safety  
      ▪ Fire/EMO, RCMP/CPO

Councillor Allison Butcher provided an overview of the Public Safety Report found on page 34 of the Council Package.

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

Councillor Andrew Black noted that the Policy/By-Law Report could be found on page 37 of the Council Package and gave an overview of the Report.

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

Councillor Bill Evans noted that the Human Resources Report could be found on page 38 of the Council Package.

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

Councillor Shawn Mesheau provided a brief overview of key points within the Corporate Affairs and Strategic Development Report found on page 39 of the package.

11. NEW BUSINESS

Deputy Mayor Ron Aiken asked if there was any New Business, there was none.

12. QUESTION PERIOD

Bruce Wark asked questions around the grant application for funding to mark the 250th anniversary of Yorkshire Settlers in Sackville and the application from Live Bait for the 150th anniversary of the Enterprise Foundry. Manager of Tourism and Business Development Ron Kelly Spurles noted that the grant is through the Building Communities through Art & Heritage. Manager of Recreation Program and Events Matt Pryde noted that in compilation with different organizations throughout the community, they were able to submit one application in the range of $55,000.
Erica Butler asked what the timeline of the LAC Group research on Skateboards would be. CAO Jamie Burke responded that we expect a response in a few weeks.

Erica Butler asked who the Climate Change Coordinator would report to and how it would fit within the structure of the Town. CAO Jamie Burke responded that the Town is partnering with EOS Eco-Energy and the position will report directly to EOS, while funding is through the Town’s grant contribution.

13. ADJOURN

#21-079 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF MAY 3, 2021. MOTION CARRIED.

_______________________________   ______________________________
Mayor        Clerk

_____________________________
Assistant Clerk
SPECIAL COUNCIL MEETING OF MONDAY, JUNE 7, 2021 AT 6:30 P.M. COUNCIL CHAMBERS, TOWN HALL

In attendance were Mayor Shawn Mesheau and Councillors Andrew Black, Allison Butcher, Sabine Dietz, Matt Estabrooks, Bill Evans, Kenneth Hicks, Bruce Phinney and Mike Tower. Also in attendance were CAO Jamie Burke, Clerk Donna Beal, Assistant Clerk Becky Goodwin, Treasurer Michael Beal, Senior Manager of Corporate Projects Kieran Miller and Fire Chief Craig Bowser.

1. CALL MEETING TO ORDER

Clerk Donna Beal called the meeting to order.

2. WELCOMING REMARKS

CAO Jamie Burke began the meeting with opening remarks, welcoming the newly elected Mayor and Council for 2021-2025. Mr. Burke thanked the outgoing members of Council for their years of service and dedication to the Town of Sackville.

CAO Jamie Burke then passed the floor over to outgoing Deputy Mayor Ron Aiken for remarks.

3. SWEARING IN CEREMONY

Clerk Donna Beal invited Mayor Shawn Mesheau to affirm his Oath of Office. Proceeding Mayor Mesheau, Councillors Andrew Black, Allison Butcher, Sabine Dietz, Matt Estabrooks, Bill Evans, Kenneth Hicks, Bruce Phinney and Mike Tower swore/affirmed their Oath of Office.

Also signed during the Swearing In Ceremony were Disclosure of Interest, By-Law No. 271 A By-Law Relating to Establishing a Code of Conduct for Members of Council and the Town of Sackville Policy No. 2019-01 Workplace Harassment and Violence Policy.

4. PRESENTATION OF SERVICE CERTIFICATES

CAO Jamie Burke presented a Service Certificate to outgoing Mayor John Higham, outgoing Deputy Mayor Ron Aiken and outgoing Councillor Joyce O’Neil and thanked them for their service to the Municipality.

Clerk Donna Beal then passed the floor over to Mayor Shawn Mesheau to continue with the remainder of the meeting.
5. REMARKS/COMMENTS – NEWLY ELECTED MAYOR

Mayor Shawn Mesheau opened the floor to any Councillor who wished to speak. Councillor Matt Estabrooks and Mayor Shawn Mesheau both provided brief statements.

6. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE JUNE 7, 2021 SPECIAL MEETING OF COUNCIL. MOTION CARRIED.

_____________________________  _______________________
Mayor                                      Clerk

_____________________________
Assistant Clerk
Background:

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

<table>
<thead>
<tr>
<th></th>
<th>May</th>
<th>Year to date</th>
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<tr>
<td>Building and Development Permits</td>
<td>10</td>
<td>22</td>
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<tr>
<td>Subdivisions</td>
<td>1</td>
<td>11</td>
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<tr>
<td>Zoning Confirmations</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Building Permit Waivers</td>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>Regulation Amendment</td>
<td>-</td>
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<tr>
<td>Policy Amendment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rezonings</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Complaints, Zoning &amp; Building Infractions</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Sidewalk Café</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Variance</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Temporary Use</td>
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<tr>
<td>Document Approvals</td>
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</table>

Year to date there has been 22 permits were issued with a total construction value of $1,946,969. This time last year, 2020, there were 5 permits issued at a total construction value of $332,672.

Southeast Planning Review and Adjustment Committee

The Committee met virtually in May. There were no requests or recommendations for the Town of Sackville on this meeting.

Highlights and Initiatives:

- Various consultations with Engineering and Town Staff on property inquiries and development proposals and inquiries.
- Preparation for Municipal Plan and Zoning By-law Review – Updating and preparing background study, identifying planning related issues as part of the review, rental properties, lands for public purpose study, etc. (Summer Student hired to assist in compiling materials)
• Preparation of presentation for municipal Councils on the Southeast Regional Service Commission Planning and Development Services. Meeting dates will be setup with municipalities in the Southeast in the upcoming weeks.

Respectfully Submitted by:
Lori Bickford, Planning Manager/Planner
Background:

I’m very pleased to welcome our new Council. I know our entire staff is looking forward to working on the challenges and opportunities ahead.

I continue to attend the Tantramar Community Task Force meetings (May 25), as well as the Region 7 Resiliency Steering Committee Meetings (June 4). As an organization, we are following the province’s phased recovery plan very closely and continue to adjust our own Operational Plan as necessary.

As noted at the Regular Council Meeting in April, the Treasurer and I are participating in the Local Government Reform process and are sitting on two of the four working groups (land-use planning and finance). These two groups will cross over with the remaining two groups – regional collaboration and local government structure. The working groups are now meeting on a bi-weekly basis until the end of the summer.

Further information on departmental activities is detailed in the respective reports with some highlights noted below.

Highlights and Initiatives:

- A continued increase in building permits and construction values through May and preparations for our upcoming Municipal Plan and Zoning By-law Review process.

- The Town’s financial picture remains positive over the first five months of 2021.

- An updated 5-year capital plan for designated highways and the completion of the Town’s annual hydrant flushing program.

- The COVID testing facility at the Civic Centre is ongoing, while the vaccination centre is not scheduled to be open during the month of June.

- Our parks crews have been very busy installing banners, mowing, and keeping our public spaces clean.

- The opening of our Visitor Information Centre, as we eagerly await the reopening of the Atlantic Bubble.

- The completion of our popular Summer Program Guide, which will be delivered to local schools and various locations in town in the coming days.

- An important reminder from the Fire Chief for residents to check their smoke alarms.
• A successful Swearing-In Ceremony and the coordination of various provincial and municipal orientation sessions for Council orientation following the municipal election.

• Ongoing recruitment efforts to fill two municipal positions.

• Participation in No Mow May with our neighbours in Riverview, Dieppe and Moncton, and a long-awaited in-person event with the Chamber of Commerce for Greater Moncton targeted to Sackville members.

• Continued progress on the Town’s 2021 capital budget, with tender to reconstruct a significant portion of Queen’s Road.

With respect to regular Council business, there are several motions anticipated for Council’s consideration, including:

• The appointment of summer By-law Enforcement Officers.

• Funding support for a downtown project via Renaissance Sackville.

• Awarding a tender to reconstruct a portion of Queen’s Road.

• Advancing a 5-year capital plan for our designated highways.

• A motion for Canada Day fireworks.

Respectfully Submitted by:
Jamie Burke, CAO
## ACCOUNTS PAYABLE REPORT
### FOR THE MONTH OF MAY 2021

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<tr>
<th></th>
<th>JANUARY-APRIL</th>
<th>MAY</th>
<th>YEAR TO DATE</th>
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<td>GENERAL GOVT</td>
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<td>UTILITY GOVT</td>
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<td>$4,168,639.54</td>
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15
## REGULAR COUNCIL MEETING

FOR TWO PAY PERIODS  
SALARY & WAGES  
FOR THE MONTH OF MAY 2021

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<td>TOURISM, COM.DEV. &amp; ECONOMIC DEV.</td>
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OVERTIME CONSISTS OF:

### APRIL 25 - MAY 8

- PUBLIC WORKS: **ON CALL**  
- PUBLIC WORKS: **LIFT STATION ALARM**  
- PUBLIC WORKS: **WATER TOWER ISSUE**  
- CIVIC CENTRE: **SHIFT COVERAGE**  
- CIVIC CENTRE: **OPEN CIVIC CENTRE**

### MAY 9 - MAY 22

- PUBLIC WORKS: **GLASS CLEAN UP ON BRIDGE ST.**  
- PUBLIC WORKS: **PUMP AT BEECH HILL**

**SOME OVERTIME LISTED MAY CONSIST OF BANKED HOURS, WHICH WILL BE PAID AT A LATER DATE.**

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16
COUNCIL REPORT

Meeting Date: June 14, 2021
Councilors: Mayor and Council

Attachments:
1) 2021 Financial Statements to May 31/21
2) By-Law and Animal Control Reports to May 31/21.

Background:

The Finance Liaison Group did not meet in May due to the municipal election.

Highlights and Initiatives:

- Financial Statement are included for the period ending May 31, 2021. This report includes the bills for the month of May and part of April as the cut off date for the May meeting was earlier than normal. There continues to be no anomalies to report that would negatively affect the outcome of our 2021-year end at this time. Previous anomalies were reported with regards to funding for Safe Restart as well as the P-Gap removal.

- The 2020 Audit has been submitted to the province for review with no comments received to date.

- In May we received notice that our Municipal Finance Corporation Debenture has been approved and will be issued on June 17th, 2021. The Debenture is in the amount of $636,000 and is comprised entirely of Water and Sewer projects as no borrowing took place in 2020 for General Capital projects. The Debenture is comprised of refinancing of a 2010 debenture for construction of the water tower of $374,000 and 2020 Utility Capital projects of $262,000. The borrowing for each item is either 5 or 10 years and the interest rate ranges from 0.3% to 2.3% per year with an average yield of 1.37%.

- Water bills for the period of January to March were due on May 20, 2021. In early June we sent out a reminder notice to all those who have not paid their bills. As well in June we will be undertaking a review of outstanding water and sewer accounts once again and issuing shut off notices to those with large balances (over $250 and over 90 days past due) and will work with them to get them paid or make arrangements to pay.

- The review of outstanding water and sewer accounts that was completed in September 2020 to those who had large unpaid bills. This resulted in potential shut off letters being sent to a total of 83 customers representing a total outstanding amount of $63,393.03. As of June 3, 2021, a total of $60,465.60 (95.38%) of this amount has been collected.
• Tablets ordered for the new Council have been received and are currently with MTA to have set up and prepared for the new Council. They will be distributed in mid-June as well the new Councillors will receive their sackville.com email addresses at that time.

• FCM Funding application was submitted on September 14, 2020 to continue advancing our Asset Management Plan through a new work order system in Public Works. We have been advised that our application is now in review and we should hear on the status of this in the coming months.

• Municipal Reform working continues to meet. We are currently in the review of the options within the green paper. There is nothing major to report from the group at this time. Further updates will be provided based on information I am permitted to release as part of the group.

• Dog Tags for 2021 continue to be on sale at Town Hall. Proof of Rabies Vaccinations must be presented at time of registration. A reminder notice was placed in the mailbox of all residents in early March. As we are now beyond March 31st, dog tags are now past due and subject to an additional late fee of $20 on top of the regular tag fee. Staff continue to work on the 2020 unregistered dogs who were subject to by-law infractions and those unpaid are currently proceeding through charges in court.

• By-Law Enforcement Report for May is included. We continue to monitor illegal parking, 2-hour parking areas, Dangerous and Unsightly premises issues.

• We have completed the hiring of our summer By-Law students and would like to welcome Eian Cadman, Gabrielle Simmonds and Kelsey White to the Town. A motion appointing them for enforcement purposes will be presented this evening. With the hiring of 3 students, we are able to provide coverage from 11 am to 7:30 am 7 days per week during the summer in addition to our regular By-Law Officer hours.

• Animal Control statistics are included for May 2021.

Respectfully Submitted by:
Michael Beal, Treasurer
## TOWN OF SACKVILLE
### STATEMENT OF REVENUE & EXPENDITURES
#### GENERAL GOVERNMENT
##### AS OF MAY 31, 2021

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<th></th>
<th>YTD</th>
<th>YTD</th>
<th>BUDGET</th>
<th>% OF BUDGET</th>
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<td></td>
<td>APR. 26/21</td>
<td>MAY 31/21</td>
<td>2021</td>
<td></td>
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<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
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<tr>
<td>FINANCE &amp; ADMINISTRATION</td>
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</tr>
<tr>
<td>POLICE</td>
<td>93,475</td>
<td>94,795</td>
<td>363,000</td>
<td>26.1%</td>
</tr>
<tr>
<td>FIRE</td>
<td>33,279</td>
<td>61,246</td>
<td>121,868</td>
<td>50.3%</td>
</tr>
<tr>
<td>COMM DEV, PROGRAM &amp; TOURISM</td>
<td>7,125</td>
<td>12,082</td>
<td>57,600</td>
<td>21.0%</td>
</tr>
<tr>
<td>PARKS &amp; RECREATION FACILITIES</td>
<td>78,823</td>
<td>86,857</td>
<td>284,700</td>
<td>30.5%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>4,031,734</td>
<td>4,943,616</td>
<td>11,465,061</td>
<td>43.1%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINANCE &amp; ADMINISTRATION</td>
<td>542,707</td>
<td>805,769</td>
<td>1,915,887</td>
<td>42.1%</td>
</tr>
<tr>
<td>CAPITAL OUT OF REVENUE</td>
<td>-</td>
<td>-</td>
<td>1,232,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>RESERVE FUND TRANSFER</td>
<td>-</td>
<td>-</td>
<td>78,000</td>
<td></td>
</tr>
<tr>
<td>DEBT PAYMENTS</td>
<td>-</td>
<td>164,867</td>
<td>963,647</td>
<td>17.1%</td>
</tr>
<tr>
<td>ENG &amp; PUBLIC WORKS</td>
<td>552,797</td>
<td>816,346</td>
<td>2,357,112</td>
<td>34.6%</td>
</tr>
<tr>
<td>PARKS &amp; RECREATION FACILITIES</td>
<td>231,654</td>
<td>345,062</td>
<td>996,471</td>
<td>34.6%</td>
</tr>
<tr>
<td>POLICE</td>
<td>75,520</td>
<td>365,869</td>
<td>1,876,721</td>
<td>30.1%</td>
</tr>
<tr>
<td>FIRE</td>
<td>233,146</td>
<td>365,869</td>
<td>867,004</td>
<td>42.2%</td>
</tr>
<tr>
<td>COR. PROJ/TOURISM/PROGRAMMING</td>
<td>201,859</td>
<td>282,617</td>
<td>1,178,219</td>
<td>24.0%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>1,837,683</td>
<td>3,345,959</td>
<td>11,465,061</td>
<td>29.2%</td>
</tr>
</tbody>
</table>

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 41.7%
MAY 2020 REVENUE 40.2%
MAY 2020 EXPENSE 25.4%
## TOWN OF SACKVILLE
### STATEMENT OF REVENUE & EXPENDITURES
#### UTILITY GOVERNMENT
##### AS OF MAY 31, 2021

<table>
<thead>
<tr>
<th></th>
<th>Apr. 26/21</th>
<th>May 31/21</th>
<th>2021 Budget</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>515,842</td>
<td>552,883</td>
<td>2,052,166</td>
<td>26.9%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>515,842</td>
<td>552,883</td>
<td>2,052,166</td>
<td>26.9%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance &amp; Administration</td>
<td>96,596</td>
<td>117,571</td>
<td>290,502</td>
<td>40.5%</td>
</tr>
<tr>
<td>Capital Out of Revenue</td>
<td>-</td>
<td>-</td>
<td>200,000</td>
<td></td>
</tr>
<tr>
<td>Reserve Fund Transfer</td>
<td>-</td>
<td>347,398</td>
<td>548,880</td>
<td>63.3%</td>
</tr>
<tr>
<td>Debt Payments</td>
<td>-</td>
<td>347,398</td>
<td>548,880</td>
<td></td>
</tr>
<tr>
<td>Public Works</td>
<td>238,242</td>
<td>335,771</td>
<td>887,298</td>
<td>37.8%</td>
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<tr>
<td>Engineering</td>
<td>10,219</td>
<td>12,334</td>
<td>125,486</td>
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</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>345,057</td>
<td>813,074</td>
<td>2,052,166</td>
<td>39.6%</td>
</tr>
</tbody>
</table>

*** Unaudited and Unadjusted ***

- Expenditure Norm: 41.7%
- May 2020 Revenue: 28.9%
- May 2020 Expense: 38.9%
## TOWN OF SACKVILLE
### 2021 GENERAL CAPITAL
#### AS OF MAY 31, 2021

**BUDGET (EXCL. HST)**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>NAME OF ACCOUNT</th>
<th>H.S.T.</th>
<th>H.S.T.</th>
<th>PRE HST BUDGET 2020</th>
<th>BALANCE</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRE DEPARTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>BUNKER GEAR REPLACE</td>
<td>24,000.00</td>
<td>987.25</td>
<td>23,012.75</td>
<td>23,012.75</td>
<td>100.0%</td>
</tr>
<tr>
<td>C/D</td>
<td>TRAINING FACILITY</td>
<td>20,000.00</td>
<td>822.71</td>
<td>19,177.29</td>
<td>7,277.29</td>
<td>37.9%</td>
</tr>
<tr>
<td>C</td>
<td>COMMUNICATION EQUIP</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>
</tr>
<tr>
<td><strong>TOTAL FIRE DEPARTMENT</strong></td>
<td></td>
<td>109,000.00</td>
<td>4,483.75</td>
<td>104,516.25</td>
<td>11,900.00</td>
<td>88.6%</td>
</tr>
<tr>
<td><strong>TOURISM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>N/A</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td><strong>TOTAL TOURISM</strong></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td><strong>RECREATION AND PARKS FACILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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>11,900.00</td>
<td>69.0%</td>
</tr>
<tr>
<td>C</td>
<td>BASEBALL FIELDS</td>
<td>7,000.00</td>
<td>287.95</td>
<td>6,712.05</td>
<td>6,712.05</td>
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<tr>
<td>C</td>
<td>TRAIL/PARK 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>
</tr>
<tr>
<td>C</td>
<td>PLAYGROUND EQUIPMENT</td>
<td>30,000.00</td>
<td>1,234.06</td>
<td>28,765.94</td>
<td>28,765.94</td>
<td>100.0%</td>
</tr>
<tr>
<td>C</td>
<td>FLEET UPGRADES</td>
<td>105,000.00</td>
<td>4,319.21</td>
<td>100,680.79</td>
<td>100,680.79</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>TOTAL RECREATION AND PARKS</strong></td>
<td></td>
<td>207,000.00</td>
<td>8,515.01</td>
<td>198,484.99</td>
<td>11,900.00</td>
<td>94.0%</td>
</tr>
<tr>
<td><strong>PRIOR YEAR CAPITAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RES</td>
<td>GENERATOR FOR PW</td>
<td>80,000.00</td>
<td>3,290.82</td>
<td>76,709.18</td>
<td>59,515.06</td>
<td>17,194.12</td>
</tr>
<tr>
<td>RES</td>
<td>GENERATOR FOR CIVIC CTR</td>
<td>575,000.00</td>
<td>23,652.80</td>
<td>551,347.20</td>
<td>2,482.50</td>
<td>548,864.70</td>
</tr>
<tr>
<td>RES</td>
<td>WILDLAND FIRE PROTECTION</td>
<td>30,000.00</td>
<td>1,234.06</td>
<td>28,765.94</td>
<td>19,408.00</td>
<td>9,357.94</td>
</tr>
<tr>
<td><strong>TOTAL PRIOR YEAR CAPITAL</strong></td>
<td></td>
<td>685,000.00</td>
<td>28,177.68</td>
<td>656,822.32</td>
<td>81,405.56</td>
<td>575,416.76</td>
</tr>
<tr>
<td><strong>ENGINEERING AND PUBLIC WORKS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>QUEENS OR MORGAN ROADS</td>
<td>165,000.00</td>
<td>6,787.32</td>
<td>158,212.68</td>
<td>4,397.50</td>
<td>153,815.18</td>
</tr>
<tr>
<td>C</td>
<td>WRIGHT ST RECONSTRUCTION</td>
<td>90,000.00</td>
<td>3,702.18</td>
<td>86,297.82</td>
<td>86,297.82</td>
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</tr>
<tr>
<td>C</td>
<td>BOOSTER PUMP STORM SWR</td>
<td>60,000.00</td>
<td>2,468.12</td>
<td>57,531.88</td>
<td>57,531.88</td>
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</tr>
<tr>
<td>C</td>
<td>SIDEWALK RENEWAL</td>
<td>45,000.00</td>
<td>1,851.09</td>
<td>43,148.91</td>
<td>43,148.91</td>
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</tr>
<tr>
<td>C</td>
<td>XWALK/TRAFFIC LIGHTS</td>
<td>83,000.00</td>
<td>3,414.23</td>
<td>79,585.77</td>
<td>79,585.77</td>
<td>100.0%</td>
</tr>
<tr>
<td>C</td>
<td>CRESCENT ST. CULVERT</td>
<td>30,000.00</td>
<td>1,028.38</td>
<td>28,971.62</td>
<td>28,971.62</td>
<td>100.0%</td>
</tr>
<tr>
<td>C</td>
<td>PW FLEET UPGRADE</td>
<td>393,000.00</td>
<td>16,166.17</td>
<td>376,833.83</td>
<td>376,833.83</td>
<td>100.0%</td>
</tr>
<tr>
<td>C</td>
<td>GUARD RAILS</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>
</tr>
<tr>
<td>C</td>
<td>WALKER ROAD SHALE/GRAVEL</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>
</tr>
<tr>
<td><strong>TOTAL ENGINEERING AND PUBLIC WORKS</strong></td>
<td></td>
<td>916,000.00</td>
<td>37,679.33</td>
<td>878,320.70</td>
<td>4,397.50</td>
<td>873,922.57</td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL</strong></td>
<td></td>
<td>1,917,000.00</td>
<td>78,856.37</td>
<td>1,838,143.63</td>
<td>109,603.06</td>
<td>1,728,540.57</td>
</tr>
<tr>
<td>CAPITAL OUT OF REVENUE</td>
<td></td>
<td>1,232,000.00</td>
<td>(1232/0)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPITAL RESERVE FUNDING</td>
<td></td>
<td>685,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NET HST</strong></td>
<td></td>
<td>78,856.37</td>
<td>4,187.07</td>
<td>74,669.30</td>
<td>94.7%</td>
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<tr>
<td><strong>CAPITAL OUT OF REVENUE</strong></td>
<td></td>
<td>1,917,000.00</td>
<td>113,790.13</td>
<td>1,803,209.87</td>
<td>94.1%</td>
<td></td>
</tr>
</tbody>
</table>
# TOWN OF SACKVILLE
## 2021 UTILITY CAPITAL
### AS OF MAY 31, 2021

<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 2021</th>
<th>BALANCE 2021</th>
<th>PERCENT AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>B (2019)</td>
<td>WATER METERS</td>
<td>46,000.00</td>
<td>1,892.22</td>
<td>44,107.78</td>
<td></td>
<td>44,107.78</td>
<td>100.0%</td>
</tr>
<tr>
<td>B (2019)</td>
<td>WATER PLANT UPGRADE</td>
<td>40,000.00</td>
<td>1,645.41</td>
<td>38,354.59</td>
<td>908.34</td>
<td>37,446.25</td>
<td>97.6%</td>
</tr>
<tr>
<td>B(2020)</td>
<td>WATER PLANT UPGRADE</td>
<td>50,000.00</td>
<td>2,056.77</td>
<td>47,943.24</td>
<td></td>
<td>47,943.24</td>
<td>100.0%</td>
</tr>
<tr>
<td>B(2020)</td>
<td>EXCAVATOR</td>
<td>183,000.00</td>
<td>7,527.76</td>
<td>175,472.24</td>
<td></td>
<td>175,472.24</td>
<td>100.0%</td>
</tr>
<tr>
<td>B(2020)</td>
<td>W/S UPGRADE</td>
<td>83,000.00</td>
<td>3,414.23</td>
<td>79,585.77</td>
<td>37,665.00</td>
<td>41,920.77</td>
<td>52.7%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>402,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>QUEENS RD. OR MORGAN LN</td>
<td>299,000.00</td>
<td>12,299.45</td>
<td>286,700.55</td>
<td>1,696.00</td>
<td>285,004.55</td>
<td>99.4%</td>
</tr>
<tr>
<td>B</td>
<td>WATER METERS</td>
<td>25,000.00</td>
<td>1,028.38</td>
<td>23,971.62</td>
<td></td>
<td>23,971.62</td>
<td>100.0%</td>
</tr>
<tr>
<td>B</td>
<td>LIFT STATIONS</td>
<td>70,000.00</td>
<td>2,879.47</td>
<td>67,120.53</td>
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<td>100.0%</td>
</tr>
<tr>
<td>B</td>
<td>WATER PLANT UPGRADE</td>
<td>50,000.00</td>
<td>2,056.77</td>
<td>47,943.24</td>
<td></td>
<td>47,943.24</td>
<td>100.0%</td>
</tr>
<tr>
<td></td>
<td>TOTAL CAPITAL</td>
<td>444,000.00</td>
<td>34,800.46</td>
<td>811,199.54</td>
<td>40,269.34</td>
<td>770,930.20</td>
<td>95.0%</td>
</tr>
<tr>
<td></td>
<td>CAPITAL OUT OF REVENUE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>846,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NET H.S.T</td>
<td></td>
<td></td>
<td>34,800.46</td>
<td>1,725.75</td>
<td>33,074.71</td>
<td>95.0%</td>
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<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>846,000.00</td>
<td>41,995.09</td>
<td>804,004.91</td>
<td></td>
<td></td>
<td>95.0%</td>
</tr>
</tbody>
</table>
By-Law Enforcement Report April/May 2021

Some of the activities which occurred in the Town of Sackville, By-Law Enforcement Department (as of April 27th, 2021, to May 31st, 2021) are as follows:
- Service of Documents on behalf of the Town,
- 1 Court Appearance(s)
- 2 Hour Parking Enforcement Patrols completed: 10,
- 10 Minute Parking Enforcement Patrols completed: 8,
- Overnight Parking Enforcement Patrols completed: 1,
- Assists to: Public / Public Works / Mount “A” / Fire Dept. / RCMP / Regional Service Commission (Total: 5).

<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>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Preservation of Order (Signs)</td>
<td>0</td>
<td>2</td>
<td>2</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>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Noise</td>
<td>0</td>
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<td>1</td>
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<tr>
<td>Fire Prevention</td>
<td>0</td>
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<td>1</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 / Animal Control</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>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Prohibited Parking</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Parked in Handicap (Without Permit)</td>
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<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>Overnight Parking (Dec. 1st – May 1st)</td>
<td>9</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Other (Non-Traffic Related)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Summary
- A total of 14 By-Law violations were issued. 6 By-Law warnings were issued.
- Occurrences: Total: 16, 12 completed, 4 outstanding.
- By-Law Violations Total: Jan. - May. 2021: 72
  By-Law Violations Total: Jan. - May. 2020: 76

Respectfully Submitted,
Corey Springer
By-Law Enforcement Officer
Town of Sackville, N.B.
Sackville Animal Control Report

May 2021

During the Month of May, 26 calls were responded to within the Town of Sackville

-4 Calls on missing cats.
-2 Calls on a puppy that had been taken from a home. Puppy has been located and returned.
-4 Calls on D.O.A raccoons
-3 Calls on loose dogs
-3 Calls on dogs that have been found.
-1 Call on a barking dog tied outside.
-6 Calls about needing to use the live traps, dropped off for use.
-2 Calls on a dog bite.
-1 Call about a raccoon that was inside a roof and needed removed.

There have been 32 patrols done in the month of May

Please remember to get your 2021 dog tags at the Town Hall. Any questions please call Animal Control at 506-536-7671.

Thanks you!
Jaime Spicer
Animal Control Officer.
COUNCIL REPORT

Subject Area: Tourism and Business Development

Meeting Date: June 14, 2021

Councillors: Mayor and Council

Attachments: N/A

Background:
The Tourism and Business Development Liaison Group did not meet in May due to the municipal election.

Highlights and Initiatives:

- Our Business Development Intern Sarah Reeder started work on May 17. She has reviewed several of our strategic plans and developed a busy workplan for the summer. Sarah will be doing a variety of activities including managing the business of the week program, developing content for our website and social media, and running workshops. Her first workshop will be on Marketing and it will be presented on June 15. For more on this workshop or any of her programs contact Sarah at BDIntern@sackville.com

- The Manager attended a Destination Southeast Board meeting on May 26 where various workplans and committee updates were discussed.

- The 2021 Waterfowl Park Artist in Residence Kamaya Lindquist will be presenting two workshops for young people involving making birds out of paper mache and painting them. The workshops will be held on June 27, visit www.sackville.com/programs for more details.

- The Manager attended a presentation by the Province of New Brunswick on their new tourism routes and a presentation on their Explore Mobile Team. The Team will be visiting various locations in the Province to promote the locations and the rest of New Brunswick. They will be in Sackville this week and will be back later this summer for another visit.

- The Town participated in the virtual Saltscapes Expo which was held April 30 to May 2. We had 266 people visit the booth and view our videos and brochures.

- The Manager attended a Chamber of Commerce for Greater Moncton networking event for Sackville members on May 26 at the Painted Pony. Mike Randall from Portfolio Solutions gave an interesting talk on telling your story during COVID recovery times.

- The Visitor Information Centre opened to the public on May 20. Traffic has been slow to date, but we anticipate it will pick up when the Atlantic Bubble comes into effect. The Craft Gallery have settled on July 1 as their opening date.
• We are pleased to welcome students Kayla Dale and Alexa Hawtin from Oulton College who are doing their On-the-Job Training with us for two weeks at the VIC.

• The Manager and others met with Mount Allison student Hannah Ehler to discuss her project to make a business and community profile for the Town. We look forward to working with Hannah over the summer as she develops these brochures.

• A motion from Renaissance Sackville to fund the Black Duck Café for $4000 is coming forward at this Council meeting. The Black Duck are going to build a backyard seating area in their garden to provide more capacity. They are asking for financial assistance for this work, which would include: a staircase for customers to safely move from the indoor cafe area to the garden; a retaining wall to reinforce the garden area and separate it from the asphalt ground where the seating will be; a pergola built off the retaining wall to provide shade and a plant trellis; and robust outdoor patio seating. If the motion related to this is approved, the Town will forward $4000 to Renaissance Sackville. They will then reimburse the Black Duck for expenses related to the work noted above when it is completed.

Respectfully Submitted by:
Ron Kelly Spurles
Manager of Tourism and Business Development
COUNCIL REPORT

Subject Area: Public Property and Facilities

Meeting Date:

Councillors: Mayor and Council

Attachments: 1) Tender Opening Results – Queens Road 2) Five-year Capital Plan for Designated Highways

Background:

The Public Property and Facilities Liaison Group did not meet in the month of May 2021.

Highlights and Initiatives:

Engineering and Public Works

- Public Works staff completed the replacement of a storm manhole and storm drainage system on Bridge Street during the month of May with landscaping and curb and gutter work to follow in June.

- Public Works has continued to utilize the street sweeper to clean gutters and streets around Town. This will continue throughout summer as time permits.

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

- Public Works staff put all the bike racks, park benches and kiosks out around Town, as well as the addition of new 3-stream garbage receptacles during the month of May.

- Public works department started to make repairs to areas that were damaged during winter control operations and this work will continue as time, resources, and the weather permits.

- 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 May. They were also very busy getting equipment serviced and ready for the summer operations.

- The utility department in consultation with Aqua Data, completed the Unidirectional flushing program during the last two weeks of May. The utility department will continue to flush and service the private fire hydrants over the next several weeks. We would like to thank the residents of Sackville, who may have been affected by this annual maintenance program, for their patience and understanding.
The utility department completed several new house water and sewer installations throughout Town during the month of May.

The Engineering Department continues to work with J&D Electric and our Electrical consultant on the Generator project for the TVMCC throughout the Month of May. The contractor completed the installation of the concrete pad for the generator enclosure, which is scheduled to be delivered in July, pending any further delays.

The Engineering Department issued the tender package for Tender # 2021-08 for the Queens Road reconstruction project during the month of April. During the tender closing on May 27, 2021, in council chambers, we received four tender bids (refer to tender opening results attached). After Tenders were evaluated all four tenders were accepted with Beale and Inch Construction of Sackville NB being the lowest bidder at $1,056,543.64 HST Included. There will be a motion coming forward during this regular council meeting.

After we received word from the Province of New Brunswick that the 5-year capital budget for the Designated highway program is due by the end of June, which is at least two months earlier than last year. The Engineering Department reviewed and evaluated the previous 5-year plan and updated the plan based on the most recent pricing available for the desired work for each project. The addition of Milling and resurfacing of Route 106 which includes a portion of Cattail Ridge and approximately 700 meters of Bridge Street was added to the plan for 2026 (refer to attached plan for details). There will be a motion coming forward during the Regular Council Meeting to approve the new 5-year capital plan.

The Engineering and Parks and Facilities Departments have been working with EOS Eco-Energy on the design and details for the Green Roof expansion project that has been funded through EOS. The design has been completed and material has been ordered and a contractor selected for the installation. We hope to have the installation started by the end of June for a completion in July.

The Engineering department have been working on the replacement of the traffic lights controller and cabinet for the Main and Bridge Street traffic lights as part of the approved capital budget projects 2021. We have issued an RFQ for this project and look to bring this project to council for discussion and their consideration during the Special Council Meeting in July.

Tantramar Veterans Memorial Civic Center

Horizon Healthcare continued to run the COVID-19 assessment clinic in the Mezzanine/Lounge of the Civic Center Monday thru Friday and some weekend when needed.

Vitalité Healthcare hosted a weekly vaccine site at Civic Center in the month of May, however, the clinics for the remainder of June have been cancelled at the Civic Center. To book an appointment call 1(833) 437-1424 or visit:
https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/nb-vaccine.html#2
• Lacrosse has started for the season and will run until the end of June on the arena floor Mondays and Thursday evenings.

**Municipal Parks**

• The new tractor was delivered to the Parks and Facilities Department in May as part of the 2021 Capital Budget. The old tractor is being prepped to be disposed of as per the purchasing and disposal policy.

• The Manager of Recreation Programs and Events has applied for a grant to help offset the cost of the new piece of equipment in Bill Johnstone Memorial Park that will replace the tetter totter that no longer meet the code. The work on the playground should take place in the Fall.

• Staff have been dealing with a fair amount of minor vandalism in the public washrooms that are being left open in the evenings.

• The washroom in Bill Johnstone Activity Center, Chester Cole Field, and Lillas Fawcett Park are open for the season. Once the Bylaw Students start the public washrooms will be locked at dusk.

• Staff have been busy installing banners, mowing, weeding, trail work, and many other maintenance items daily in all the parks.

• Parks and Public Works staff have been preparing for the flowers to arrive in town in the next week or so.

• If you have concerns about the Town’s parks, please call 364-4955 or email bookings@sackville.com we appreciate the extra eyes in the parks.

**Submitted By:**
Dwayne Acton
Town Engineer
TENDER OPENING
THURSDAY MAY 27, 2021 AT 11:00 A.M.
COUNCIL CHAMBERS, TOWN HALL

TOWN OF SACKVILLE
TENDER NO. 2021-08

QUEENS ROAD RECONSTRUCTION

In attendance was Clerk Donna Beal, Town Engineer Dwayne Acton and Treasurer Michael Beal.

Donna noted that the time was now 11:00 a.m. and that no additional tenders would be accepted.

There were two addendums issued for this tender.

Donna asked if anyone wanted to withdraw their tender at this time. None were withdrawn.

Donna opened the tender box, which contained four (4) tender documents.

Tenders were received and posted from the following company:

<table>
<thead>
<tr>
<th>POSTED</th>
<th>INCLUDING HST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bowsers’ Construction Ltd., Sackville, NB</td>
<td>$1,084,944.50</td>
</tr>
<tr>
<td>2. Beale &amp; Inch Construction Ltd., Sackville NB</td>
<td>$1,056,547.78</td>
</tr>
<tr>
<td>3. MacDonald Paving &amp; Construction Ltd., Moncton, NB</td>
<td>$1,283,020.50</td>
</tr>
<tr>
<td>4. Dexter Construction, Moncton, NB</td>
<td>$1,425,097.25</td>
</tr>
</tbody>
</table>

Donna noted that the tenders would be reviewed.

Respectfully submitted,

[Signature]
Donna Beal, Clerk
<table>
<thead>
<tr>
<th>Year</th>
<th>Description of Work</th>
<th>Town Project Cost</th>
<th>Type of Funding</th>
<th>Sources of Funding</th>
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</thead>
<tbody>
<tr>
<td>2026</td>
<td>5 Year Capital Plan</td>
<td>$325,000.00</td>
<td>Town only</td>
<td></td>
</tr>
<tr>
<td>2025</td>
<td></td>
<td></td>
<td>Town only</td>
<td></td>
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<tr>
<td>2024</td>
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<td>2023</td>
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<tr>
<td>2022</td>
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</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Note: Projects for 2022 and beyond are tentative only and are subject to the approval and resolution of council during the Town of Sackville's annual budget process.

- $ 325,000.00 (estimated)
- $ 225,000.00 (estimated)
- $ 200,000.00 (estimated)
- $ 150,000.00 (estimated)
- $ 100,000.00 (estimated)
- $ 50,000.00 (estimated)
- $ 25,000.00 (estimated)
- $ 12,500.00 (estimated)
- $ 5,000.00 (estimated)
COUNCIL REPORT

Subject Area: Recreation Programs and Events

Meeting Date: June 14, 2021

Councillors: Mayor and Council

Attachments: N/A

Background:

The Recreation Programs and Events Liaison Group did not meet in May due to the municipal election.

Highlights and Initiatives:

- We have several events taking place in June to support Sackville’s push to be named the most physically active community in Canada for a chance to win $100,000 to support physical activity initiatives in town. To contribute, simply download the ParticipACTION app, use your Sackville postal code to sign up, and link it to your smartwatch or smartphone; or visit www.participaction.com and enter your active minutes manually.

- In addition to our country-wide competition, Mayor Shawn Mesheau has also issued an open challenge to the Town of Amherst to determine the most activity community in the Region.

- Spring programs are underway and include a senior’s walking group, virtual art classes for middle school children, Aquasize, an after-school program, sewing and more! Details and registration are available at www.sackville.com/programs.

- Sackville is celebrating Pride Month with several drop-in events, including mural making, tie dye, and rock painting. Full details are available at www.sackville.com/calendar.

- The Sackville Arts Wall Selection Board will be reviewing nominations this week and final 2021 inductees are expected to be announced at the July Council meeting.

- July Summer Program registration and a full guide of local programs and events is now available at www.sackville.com/programs. There are opportunities for preschoolers, kids, teens, adults and older adults, so be sure to check it out. Print versions of the guide
are also available at Town Hall and the Visitor Information Centre. August registration will open on July 15th.

- A full schedule of Canada Day events, including the Canada Day Fun Run, is available at [www.sackville.com/programs](http://www.sackville.com/programs). Most require pre-registration. In addition to our regular Canada Day activities, the Department would like to celebrate the loosening of COVID restrictions by offering a small Fireworks display. The final location is to be determined depending on gathering requirements. A motion will follow.

- The Department is hopeful that as the Path to Green continues to progress, it will allow us to offer the Street Chalk Art Festival on the last weekend in August and the Sackville Fall Fair over the September 25th weekend. Motions for those events will be coming in July.

- The Department has been assisting the Tantramar Community Task Force and has joined their Mental Health, Youth and Physical Health action groups.

Library Report

- Thanks to federal and provincial grants, the Library will be hiring two summer students for 11 and 14-week terms. Elizabeth Hebert started work on June 8th and Bekah Swanson started work on May 18th.

- The Summer Reading Club’s theme is Fantasy with the slogan, ‘Reading is Fantastic’ and launched June 12th at the Farmers Market.

- Summer program planning is underway and all COVID protocols will be followed. Most programs will be offered outside with some indoors if possible.

- 857 patrons visited the Library in May.

- During May, the Library offered free passes to the Fundy Trail to library card holders. In June they will be offering free passes for Kings Landing and the Botanical Gardens in Edmundston.

- The Town has started renovations in the basement of the Library, which will make the basement a more enjoyable space for groups once completed.

Submitted by:

Matt Pryde
Manager of Recreation Programs and Events
Fireworks Supply Contract

**Supplier:** MAC Fireworks Inc (Martin Chiasson)  
**Buyer:** Town of Sackville  
**Fireworks Supervisor:** Martin Chiasson  
**Event:** Sackville Fall Fair

It is understood that the Supplier and the Buyer agree to sign a contract for a firework display to be held on _______ July 1, 2021 in Sackville, New Brunswick at approximately 10:15pm (Rain date July 2 at 10:15pm).

Both parties agree to the following:

1. The Supplier will provide pyrotechnic devices, firework supervisors, equipment, transport, insurance policy naming the Buyer as co-insured, and all other expenses for the display.

2. The Supplier shall defend, indemnify and save harmless The Town of Sackville its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in regard to the deployment of pyrotechnics devices for which the Supplier is providing. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

3. The Supplier agrees to defend, indemnify and save harmless The Town of Sackville from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier’s status with WorkSafe New Brunswick (WSNB). This indemnity shall be in addition to and not in lieu of any proof of WSNB status and compliance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.

4. The Buyer agrees to provide, at the Buyer’s expense, a safe sire to fire the display in accordance with the Supplier. The sire must meet the requirements of the Explosives Branch of the Federal Government. Security measures for crowd control are the responsibility of the Buyer from the arrival to the departure of the Fireworks Supervisors.
5. The Buyer agrees to pay the amount of: three thousand dollars ($3000.00) to the Supplier for the Fireworks display, including all federal and provincial taxes. The payment is due __July 1, 2021 at 10:15pm (Rain Date July 2 at 10:15pm).

6. It is agreed that in the case of rain or all other matters, the display can be postponed to a future date but could not in any case be reimbursed to the Buyer. If the display is postponed and the Fireworks Supervisors are informed before leaving the warehouse, not extra charges will be applied. If the Fireworks Supervisors have left the warehouse, and additional 15% of the value of the display will be charged to the Buyer. Postponement Date: __July 2, 2021 at 10:15pm.

By signing, both Parties agree to the terms of the contract outlined above.

Supplier: 
___________________________  Buyer:  
___________________________  

Martin Chiasson  
MAC Fireworks  

___________________________  
Town of Sackville Mayor  

___________________________  
Town of Sackville Clerk
Background:

The Public Safety Liaison Group did not meet in the month of May.

Highlights and Initiatives:

- Sackville Fire & Rescue responded to 18 calls for service in the month of May. They included: 9-commercial fire alarms, 2-utility pole fires, 2-structure fires, 2-assist calls from Ambulance, New Brunswick, 1-smell of gas, 1-smoke in a residence and 1-report of smoke coming from a structure. The calls for service in 2021 were down 3 calls compared to the same timeframe in 2020.

- Training sessions that took place in the month of May were: pump operations, driver training as well as equipment and station checks. Training continues in small groups at different locations due to the pandemic and we continue to follow the guidelines that have been developed by the Fire Marshall’s Office in conjunction with WorkSafeNB.

- I would like to encourage all residents of Sackville to check their smoke alarms. Please make sure you test this life saving device monthly, by pressing the test button and be sure to change the batteries every six months.

- Just a reminder, under the Fire Prevention By-Law No.275, Section 3, rubbish fires are strictly prohibited within town limits. I would like to remind all the residents of Sackville, that when having outside fires, they must use an outdoor wood burning appliance, which is a manufactured non-combustible enclosed container, designed to hold a small fire, for decorative purposes only. The size of this wood burning appliance should not be larger than 1 meter in any direction and may include a chimney.

- 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 will not spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year). Other items that should be included are: a manual can opener, flashlight and batteries and a first aid kit.
RCMP

- Sackville’s RCMP Detachment have seen a busy month of May. There’s a significant increase in overall calls for service and self-generated work. This is mostly in traffic related work. However, the increase was seen in a variety of areas such as minor thefts, disturbances, and assault investigations.

- Sackville Detachment is presently fully staffed with no pending transfers, in or out.

- Related to the EMA Covide-19 Provincial Order:
  - With the Pandemic outlook improving over the last few weeks, calls for service related to the EMA Order have decreased.

- Traffic:
  - Per previous months, police have continued patrols on Pond Shore Road. Traffic stops are being conducted in this area as well as others. A continued focus on pro-active traffic operations in several locations are planned for the summer period. Initiatives on impaired driving enforcement will continue over the following months.

- New Brunswick Occurrence Map links:
  - New Brunswick Occurrence Map
  - Daily Occurrence Report

Respectfully Submitted by:
Craig Bowser, Fire Chief/Sgt. Paul Gagne
MONTHLY REPORT

May 2021

Lise Babineau, CPO,
Sackville RCMP, Southeast District RSC7

- Botvin Life Skills – Level 1 program delivery completed at Salem Elementary.
- Regular monthly meetings continue with the Southeast Regional Resiliency team, the Tantramar Community Task Force, LEAD, RCMP National Youth Services, and JDiv CPOs.
- Coordinated a Fraud presentation for seniors in partnership with Matt Pryde, delivered by Cst. Menard.
- Working on developing a bicycle safety circuit initiative for summer months
- Participated in the RCMP Mental Health Virtual Symposium
- Completed the Trauma informed care training online.
- Consultations with Members for files and diversion as needed.
- Been invited to join community working groups for youth at risk and neighbor day initiatives for summer months.
Background:
The Policy/By-Law Liaison Group did not meet during the month of May.

Highlights and Initiatives:
- The Clerk’s Office attended one Tender Openings over the month:
  - Tender No. 2021-08 – Queens Road Reconstruction

  All the tender opening results are available on the Town’s website.
- During the month of May, the Clerk’s office continues to update and monitor the Town’s Operational Plan and provided updates from the Province on COVID-19.
- Municipal Training has continued, and the Clerk’s office recently attended a two-day workshop on Navigating the Laws of Municipal Government.
- The clerk’s office scheduled and prepared for the Swearing-In Ceremony on Monday June 7, 2021, and continued preparation for Council Orientation sessions.
- The clerk’s office attended one Commissioner of Oath.

Respectfully Submitted by:
Donna Beal/Becky Goodwin
Clerk’s Office
Background:

The Human Resources Liaison Group did not meet in the month of May 2021.

Highlights and Initiatives:

- As of the end of June 2021, there were 37 permanent employees, temporary employee and 17 summer students.

- Two employment opportunities were posted for the Town of Sackville in May. One position for Engineering Technologist closed on June 11, 2021, and the position for Secretary – Town Hall closes on June 18, 2021.

- On April 27, 2022, the Town released a statement with respect to personnel issues within the Sackville Fire Department. A comprehensive workplace assessment is being carried out by Montana Consulting for the Fire Department, and once complete, will then move to the entire corporation. These assessments will ensure that we provide a safe, positive, and effective workplace.

- We congratulate Employee Brian Dobson on accepting the position of Utility Foreman with the Public Works Department following the resignation of long-time employee Dennis LeBlanc.

Respectfully Submitted by:
Jamie Burke, CAO
Background:

The Corporate Affairs and Strategic Development Liaison Group did not meet in May due to the municipal election.

Highlights and Initiatives:

- Staff attended meetings in May for the Southeast Economic Recovery Task Force and the Town and Mount Allison Working Group. Both these groups have moved from bi-weekly meetings to monthly, which is hopefully a sign of things changing.

- The 2021-2022 Environmental Trust Fund awards were announced at the end of April and the Town received partial funding for our climate change coordinator application in partnership with EOS Eco Energy. We are waiting for the contract and anticipate bringing a motion to Council in July.

- The Sackville Farmers’ Market moved to their summer location in Bill Johnstone Memorial Park on May 1st. Staff are working with the Market to offer the BJMP building for some indoor vendors.

- Hannah Ehler, a Mount Allison student and MASU VP External, will be developing a Community Profile for the Town this summer. Hannah, in collaboration with different municipal departments, will create a profile with Town statistics and property/business information for potential companies considering a move here.

- Members of Council and Town staff met with Minister Allain in February as part of the provincial Local Governance Reform consultations. His office released a Green Paper in April which highlights issues that need to be addressed and provides options to address them. Staff are working on a response for the Province.

- Council passed a motion in April supporting an application to the Canada Healthy Communities Initiative for a parking area at the Walker Road recreation trails with user amenities. Staff are working on the application which is due on June 25 and participated in several webinars offered by CHCI including “Create Vibrant Safe Spaces or Adapt Public Places and Programming During a Pandemic” and “How to Write a Successful Funding Application: Tips for First Time Applicants”.
The Town participated in *No Mow May* with its neighbours in Riverview, Dieppe and Moncton. The intent is to limit mowing during May to provide pollinators such as bees with a food source before the summer flower season arrives. Several sites were selected for no mowing including Town Hall and promotional signage was added to highlight the initiative.

The Chignecto Balance art piece was installed in the retention pond park in January. An artist statement and interpretive panel have been designed and printed and will be installed this summer. Staff are working with Public Works on the sign base location and landscaping design.

The Greater Moncton Chamber of Commerce and the Town co-hosted an event on May 26. The event was for businesses who joined the Chamber under the 50% membership promotion offered by the Town. Mike Randall of Portfolio Solutions Groups (who prepared the Town’s Marketing Strategy) presented to the group on “*How to tell your business story in a COVID recovery world*”.

In April, Council passed a motion for staff to begin exploring the idea of a multi-use building in the downtown by completing a class D estimate. A class D estimate occurs at the beginning of a project to determine preliminary spatial needs (i.e. how large a building footprint would be required). As part of the background for the class D estimate, staff have begun reaching out to various stakeholders for basic building requirements (floor area, access, storage, etc). The next step is to provide an engineer with a list of building requirements, and they would prepare an assessment of how large a building would be required and an estimated cost. This would serve as a baseline starting point for staff to explore land requirements, building design, public consultation activities, etc., in advance of the 2022 budget process.

Respectfully Submitted by:
Kieran Miller
Senior Manager of Corporate Projects