

**SPECIAL MEETING OF COUNCIL
MONDAY, APRIL 4, 2022, AT 6:00 P.M.
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor Shawn Mesheau and Councillors Allison Butcher, Sabine Dietz, Matt Estabrooks and Bill Evans. Also, in attendance were CAO Jamie Burke, Clerk Donna Beal, Assistant Clerk Becky Goodwin, Assistant Treasurer Elizabeth Hartling, and Sgt. Paul Gagné. Attending virtually were Deputy Mayor Andrew Black and Treasurer Michael Beal.

CALL MEETING TO ORDER

Mayor Shawn Mesheau called the meeting to order.

Mayor Shawn Mesheau acknowledged that we are located within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq people.

APPROVAL OF AGENDA

MOVED BY COUNCILLOR BILL EVANS AND SECONDED BY COUNCILLOR
MATT ESTABROOKS THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL
MEETING OF COUNCIL OF APRIL 4, 2022, AS AMENDED AND MOVE INTO IN-
CAMERA. MOTION CARRIED.

1. RCMP Monthly Report

Sgt. Paul Gagné left the meeting. Town Engineer Dwayne Acton, Senior Manager of Corporate Projects Kieran Miller and Superintendent of Public Works Michelle Sherwood joined the meeting.

2. PA-2022-02

3. PA-2022-03

Councillor Matt Estabrooks left the meeting.

4. P-2022-01

Councillor Matt Estabrooks joined the meeting.

Public – 7:00 P.M.

Manager of Parks and Facilities Todd Cole, Manager of Tourism and Business Development Ron Kelly Spurles and Climate Change Coordinator Kirsti Mrazek joined the meeting. Attending virtually was Manager of Recreation Programs and Events Matt Pryde.

Also, in attendance was one (1) member of the public.

Mayor Shawn Mesheau acknowledged that we are located within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq people.

5. Policy By-Law

(a) Border Town Policy 2022-01

Manager of Tourism and Business Development Ron Kelly Spurles provided an overview of his report noting that as part of the Bordertown Festival, funding has been provided to local non-profit presenters and venues since its inception in 2015, subsidizing up to 60% of their eligible expenses. Staff have drafted Policy 2022-01 Bordertown Policy to formalize the process for granting funds to participants. The draft policy covers guidelines, roles and relationships, budget and allocation of funds and program evaluation. A motion will be brought forward at the Regular Council Meeting of April 11, 2022, for Council to consider approving Policy 2022-01 Bordertown Policy.

(b) Zero-Waste Policy 2022-05

Climate Change Coordinator Kirsti Mrazek provided an overview of her report, noting that as part of Earth Day 2022 on April 22, the Town of Sackville has partnered with Earth Day Canada as part of their Municipalities Mobilizing campaign to take proactive and bold actions for a more sustainable future. In light of the partnership, along with the Government of Canada's recent release of the draft Canada's Single-Use Plastics Prohibition Regulations, it is important that the Town act as a leader and take proactive measures to reduce plastic waste during community events and in the day-to-day operations of the Town. Policy 2022-05 Reducing Plastic Waste within Town Operations was drafted with a goal of eliminating plastic waste from Town meetings and events and in the day-to-day operations by using reusable items when possible and increasing awareness surrounding plastic pollution. A motion will be brought forward at the Regular Council Meeting of April 11, 2022, for Council to consider approving Policy 2022-05 Reducing Plastic Waste within Town Operations Policy.

6. Friday Night Cruise Street Closure

Manager of Recreation Programs and Events Matt Pryde provided an overview of his report noting that after successfully offering the Friday Night Antique Car Cruise in 2018 and 2019, the event will once again be held on June 24, 2022. The Cruise will include music, a charity BBQ, and attract antique car enthusiasts from all over the Maritimes. A motion will be brought forward during the Regular Council Meeting of April 11, 2022, for Council to consider approving the required street closure of Main Street from Bridge Street to Wellington on Friday, June 24th from 5:00 p.m. to 9:30 p.m.

7. Gas Tax Funding for 2022 and Tender 2022-02 Asphalt Resurfacing of Various Streets

Town Engineer Dwayne Acton provided an overview of his report, noting that in July of 2019, Council adopted the Town of Sackville five-year capital investment plan for Gas Tax Funding and subsequently, in the fall of 2021, Council approved a revised plan where the 2021 top up funds were further allocated with a total budget of \$933,320.00 HST Included. As per Council approval, the gas tax funding for 2022 was to be utilized for the general capital portion of Morgan Lane reconstruction, asphalt paving of various streets and Town work to prepare roads for paving. Mr. Acton reviewed the list for paving of various streets that was part of Tender #2022-02 Asphalt Resurfacing of Various Streets that closed on March 23, 2022. Upon closing of the tender, four (4) bids were received. All submissions were evaluated for completeness and all four were accepted. Due to the rising cost of asphalt, the lowest bid came in over budget, however due to it being a unit cost tender, Staff were able to reduce the lengths of phased streets to meet budget requirements. Despite the budget reductions, Staff are recommending that the approved paving of Lillas Fawcett parking lot in the amount of \$50,000 be added, which is allowed under the current contract. Staff are recommending that Council consider

awarding Tender #2022-02 Asphalt Resurfacing of Various Streets to the lowest bidder Costin Paving and Construction Ltd. in the reduced amount of \$732,000 HST included. Motions will be brought forward at the Regular Council Meeting of April 11, 2022.

8. Tender #2022-04 Morgan Lane Reconstruction

Town Engineer Dwayne Acton provided an overview of his report, noting that specifications for the Morgan Lane Reconstruction tender were issued on February 25, 2022, with a closing date of March 22, 2022. Six (6) tender packages were picked up during the process and the Town of Sackville received four bids upon closing. Mr. Acton provided an overview of the Capital Budget for Morgan Lane which came over budget, however the additional funds can be covered under the Gas Tax Funding and the 2021 Utility Capital surplus. Mr. Acton noted that the tender includes \$17,250.00 for project contingency, which may or may not be required. Staff are recommending that Council consider awarding Tender #2022-04 Morgan Lane Reconstruction to the lowest bidder Bowser Construction Ltd. in the amount of \$349,991.78 HST Included. A motion will be brought forward at the Regular Council Meeting of April 11, 2022.

9. Blanket Authorization for Easements

Senior Manager of Corporate Projects Kieran Miller provided an overview of her report, noting that there are many instances throughout the Town where municipal services exist without an easement and have often been in place for 40 to 60 years. The Town's current practice is to acquire easements for these services whenever the opportunity arises, such as a service upgrade. Currently, any request for an easement requires the approval of Council via a special report and motion. Staff are requesting the Council consider approving a motion that would authorize the Mayor and Clerk to executive documents related to the granting of easements for existing municipal services. A motion will be brought forward at the Regular Council Meeting of April 11, 2022.

10. Fleet Recommendations

(a) Parks and Facilities Half Ton Truck Replacement

Climate Change Coordinator Kirsti Mrazek provided an overview of her report, noting that in fall 2021, members of the Mayor's Roundtable on Climate Change reviewed the 2022 capital budget with a climate lens and provided general recommendations to assist the Town in implementing proactive, climate actions. One of these recommendations was to start moving towards electrifying the municipal fleet where possible. As part of the regular fleet maintenance, the Town requires the replacement of the current 2010 Ford F-150, with \$55,000 being allocated in the 2022 budget. Staff obtained quotes from local dealers with a specified requirement of less than 10L/100km. Staff evaluated all submissions on fuel efficiency, CO₂ ratings, CO₂ emissions, price and delivery dates. A motion will be brought forward at the Regular Council Meeting of April 11, 2022, for Council to consider the purchase of a 2022 Ford F-150 Hybrid from Taylor Ford Moncton in the amount of \$54,262.00 HST Included as the replacement for the 2022 Parks and Facilities fleet upgrades.

(b) By-Law Enforcement Car

Climate Change Coordinator Kirsti Mrazek provided an overview of her report, noting that in fall 2021, members of the Mayor's Roundtable on Climate Change reviewed the 2022 capital budget with a climate lens and provided general recommendations to assist the Town in implementing proactive, climate actions. One of these recommendations was to start moving towards electrifying the municipal fleet where possible. The Town requires the replacement of the current 2012 Ford C-Max hybrid, with \$44,000 being allocated in the 2022 budget. Ms.

Mrazek identified makes and models of electric vehicles that were within budget and requested quotes from local dealerships. All vehicles considered are eligible for the Federal Incentives for Zero-Emission Vehicles Program and vehicles from New Brunswick dealers are eligible for the Plug-In NB rebate program, where if applied together, can be up to \$10,000. A motion will be brought forward at the Regular Council Meeting of April 11, 2022, for Council to consider the purchase of a 2022 Chevrolet Bolt EUV from Lounsbury Chevrolet Moncton in the amount of \$39,009.55 HST Included.

11. Poet Laureate Terms of Reference

Manager of Recreation Programs and Events Matt Pryde provided an overview of his report, noting that the Town has hosted a volunteer Poet Laureate for several years and noted that other municipalities offer an honorarium to their Poet Laureate. With those municipalities, the position has a clear Terms of Reference that outlines the selection process, annual responsibilities, term length, and clarifies intellectual property. The Town's current Poet Laureate's term expired on December 31, 2021, and while they have shown an interest in continuing with the position, Staff felt that it was important to provide the Terms of Reference prior to proceeding. The Terms of Reference covers items such as responsibilities, eligibility, and selection process. Staff are recommending that Council consider approving the Poet Laureate Terms of Reference at the Regular Council Meeting of April 11, 2022.

12. Sackville Sports Wall of Fame Governance Guidelines

Manager of Recreation Programs and Events Matt Pryde provided an overview of his report, noting that the Sackville Sports Wall of Fame recognizes achievements by local athletes, builders and teams who have excelled at their sport of choice. Following the induction of the 1982 TRHS Football Provincial Championship team and the nomination of the 1980 TRHS Football Provincial Championship team, the Sports Wall of Fame Board of Directors are recommending changes to section 6c of the Governance Guidelines to better define a dynasty. Changes have been made to indicate that a dynasty are teams who have had success over a period of three years or more and may be considered as a single team induction, recognizing all athletes, coaches and management involved. A motion will be brought forward at the Regular Council Meeting of April 11, 2022, for Council to consider approved Appendix "D" Boards and Committees of By-Law No. 279 A By-Law Respecting the Procedure and Organization of Council with the recommended changes to the Sackville Sports Wall of Game Governance Guidelines.

13. Kayak Rental Agreement

Manager of Recreation Programs and Events Matt Pryde provided an overview of his report, noting that in late 2021, Council approved the purchase of kayaks, paddleboards, a canoe and various pieces of safety equipment to support a kayak rental program at Lillas Fawcett Park. To operate the rental business, Staff have worked with the Mount Allison Experiential Learning Program and two 4th year Mount Allison Students to develop an agreement that would allow the students to operate the kayak rental program as a small business. Maritime Paddle Corporation, the name of the small business, would use the equipment purchased by the Town and would have access to the lifeguard hut garage for storage and business operations. Maritime Paddle would be responsible for signage and any additional equipment required. In lieu of paying rent for the space, Maritime Paddle agrees to provide the Town with a minimum of 12 hours of free programming for Sackville residents. Maritime Paddle will be responsible for acquiring their own liability insurance, naming the Town as co-insured. A motion will be presented at the Regular Council Meeting of April 11, 2022, for Council to consider authorizing the Mayor and Clerk to sign the Usage Agreement with Maritime Paddle Corporation.

14. Regional Service Commission Reform Delay

Deputy Mayor Andrew Black provided an overview noting that on March 11, 2022, a letter from UMNb was sent to the Minister of Local Government and Local Governance Reform asking for the province to delay in the implementation of the new RSC model and enhanced service offerings. In doing so, UMNb felt that it would enable local decision making and in turn garner more local support for new commissions. On March 22, 2022, UMNb Executive Director Dan Murphy sent a copy of the UMNb letter to Municipalities and provided a draft letter for Municipalities to send to the Minister in hopes that they would support the recommendation to delay the Regional Services process. Deputy Mayor Black noted that other municipal associations have agreed with the letter, and also may send their own version. Mayor Shawn Mesheau noted that it was discussed at the Regional Services meeting and that he shared notes from the meeting with Council, including that there were no concerns with guidelines and timelines, and there was no indication of any concerns from the board. CAO Jamie Burke noted that the Town was approached by the Regional Service Commission requesting participation of Town Staff in a variety of areas listed in the White Paper and that Mr. Burke has responded with a list of Staff that would be able to participate. Mr. Burke noted that the letter from UMNb was raised on a recent meeting with his CAO Colleagues from around the province and that none of them were looking to advance the letter to their Councils. Mayor Shawn Mesheau noted that if Council is looking to support the letter from UMNb to Minister Allain, a motion can be brought forward at the Regular Council Meeting on April 11, 2022.

15. Municipal Reform

CAO Jamie Burke provided a brief update on the Administrative Transition Committee, noting that the group met two weeks ago to discuss staffing and existing challenges and workforces. Town Staff are scheduled to visit Dorchester facilities on April 20th, and plan on hosting Dorchester Staff to visit Sackville facilities. Following the decision on the entity type and name, the budget process will ramp up.

Deputy Mayor Andrew Black provided an update on the sub-committee meeting regarding the naming process noting that community names will not be changing, however the region will have a new name. There are currently some names being suggested, however they are looking to consult with Chief Knockwood of Fort Folly First Nation and have already discussed the issue with Dr. Lauren Beck of Mount Allison, Dr. Paul Bogaard at the Tantramar Heritage Trust, and the Committee will hear from the Province's Topologist as part of the process. Mayor Shawn Mesheau added that the province has committed to sending an individual mailer to all residents in Entity 40 with information relating to the Reform process, but no details or dates have been provided on when that will happen.

Councillor Allison Butcher asked that since Sackville has the largest group of Staff and Dorchester also has staff, will there be a process to determine who will work for the new Entity. CAO Jamie Burke responded that at this time, only the position of Chief Administrative Officer will have a closed competition between the two current CAOs and following the appointment of the CAO, the process for the Clerks position will be determined.

Councillor Sabine Dietz asked why the naming of the entity and the starting of the budget process are linked. CAO Jamie Burke responded that it's currently about meeting milestone dates and setting priorities.

Councillor Bill Evans noted that several individuals have expressed the problematic existence of the Municipal Reform Committee and noted that the work it has done is now exhausted.

Councillor Evans felt that there is not a need to formally disband the committee as need for it could still arise and that a Terms of Reference should be approved.

CAO Jamie Burke recommended that Council discontinue to meet as a committee for a variety of reasons including following good governance, and should the need arise to meet, a Special Meeting of Council could be called.

Mayor Shawn Mesheau noted that should Council wish to approve the Terms of Reference for the Municipal Reform Committee, a motion would need to come forward at the Regular Council Meeting of April 11, 2022.

Question Period

Erica Butler asked if we could complete twice as much paving with the gas tax top up. Town Engineer Dwayne Acton responded that the top up equated to around \$410,000, which is slightly less than half of our gas tax funding.

Erica Butler followed up with asking if that puts the Town ahead of schedule with paving commitments. Town Engineer Dwayne Acton responded that it doesn't necessarily put us ahead, however it does give the Town the ability to add additional streets to the paving list.

Erica Butler asked if the Regional Service Commission expands services, would it mean that Municipalities would be paying more and how would that impact the transition budget. Mayor Shawn Mesheau and CAO Jamie Burke responded that if the services are voluntary a municipality could opt out should they wish, however mandatory services would still be covered by the municipality.

Erica Butler asked if the province has provided a budget for the community engagement on naming the new Entity. Mayor Shawn Mesheau responded that he is not aware of a budget however at this time, they are only having conversations on how best to engage the most people. Mayor Shawn Mesheau noted that the engagement would be completed by the Department of Local Government and Local Governance Reform.

Erica Butler noted that the government type comes before the selection of a government name and asked what the choices were. Deputy Mayor Andrew Black noted that a Rural Municipality was one of the options discussed but that there is a legal mandate based on population on what the Entity type can be. CAO Jamie Burke responded that the thresholds for each type of government are as follows: Town with a population of at least 1,500, City with a population of at least 10,000 and a duty to translate all Municipal documents, Regional Municipality with a population of at least 15,000. There is no population requirement for a Rural Municipality.

Erica Butler asked for clarification the deadline date for the naming of the Entity, as the Provincial document states May 16, 2022. Mayor Shawn Mesheau noted that the Advisory Groups deadline is end of April, which allows some flexibility when sending in the decision to the province, in the event there is additional information required.

Erica Butler asked what the typical budget for the Bordertown Festival is and when it will happen this year and asked why the Bordertown Policy is for non-profit organizations only. Senior Manager of Corporate Projects Kieran Miller responded that the 2022 budget for Bordertown is \$12,500 and that although Bordertown is typically hosting in the Spring, it will be held in

conjunction with Moonlight Madness again this year. Ms. Miller noted that it's a value that the festival tries to encourage, by having it open to financial support for non-profit organizations.

Motion

MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF APRIL 4, 2022. MOTION CARRIED.

Mayor

Clerk

Assistant Clerk