

**SPECIAL MEETING OF COUNCIL  
TUESDAY, JULY 5, 2022, AT 6:00 P.M.  
COUNCIL CHAMBERS, TOWN HALL**

In attendance were Mayor Shawn Mesheau, Deputy Mayor Andrew Black and Councillors Allison Butcher, Sabine Dietz, Matt Estabrooks, Bill Evans, Kenneth Hicks, and Michael Tower. Also, in attendance were CAO Jamie Burke, Clerk Donna Beal and Assistant Clerk Becky Goodwin.

**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 ALLISON BUTCHER AND SECONDED BY  
COUNCILLOR BILL EVANS THAT COUNCIL APPROVE THE AGENDA OF THE  
SPECIAL MEETING OF COUNCIL OF JULY 5, 2022, AS CIRCULATED AND MOVE  
INTO IN-CAMERA. MOTION CARRIED.

1. HR-2022-08
2. HR-2022-09
3. HR-2022-10
4. HR-2022-11

**Public – 7:00 P.M.**

Treasurer Michael Beal, Senior Manager of Corporate Projects Kieran Miller, Fire Chief Craig Bowser, Manager of Tourism and Business Development Ron Kelly Spurles and Superintendent of Public Works Michelle Sherwood joined the meeting.

Also, in attendance were five (5) members 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. Natural Asset Inventory (MNAI)

Amy Taylor of MNAI presented to Council on the Natural Asset Inventory that has been completed for the Town of Sackville. Ms. Taylor reviewed why municipalities may want to have a Natural Asset Inventory completed and reviewed the three steps to the process which include Assess, Plan and Implement, while indicating that the Town of Sackville has now completed the Assess step. The link to the Natural Asset Inventory will be readily available on the Town of Sackville's [Webpage](#).

## 6. Englobe Presentation

Pierre Plourde, Service Director Municipal Engineering with Englobe presented to Council on Lorne Street Storm Water Mitigation Phase III. Mr. Plourde discussed the project overview, an upcoming NBDTI meeting regarding the existing Aboiteau, proposed work and proposed schedule. Mr. Plourde discussed that Phase III includes the proposed work of the construction of the Quarry Pond and Pond #3, work at the CN and culvert crossings and the ditching to the NBDTI Aboiteau.

## 7. Fire Department By-Law and Policy

CAO Jamie Burke provided an overview of his report, noting that Staff have been working over the last several months with the Town solicitor to revise the Fire Department By-Law. The new, revised by-law has been drafted and reviewed by the Fire Chief, Deputy Fire Chief and Company Officers. The updated By-Law includes detailed duties of the Fire Chief, governance around the appointment and qualifications of members, provides minimum qualifications for officer positions, terms for officer positions, provisions on conduct while on emergency calls, along with several general provisions.

As a supplement to the new By-Law, a draft Sackville Fire Department Policy has also been created with the assistance of the Town solicitor and reviewed by the Fire Chief, Deputy Fire Chief and Company Officers. The Policy is a living document and will cover various procedures within the department, such as hiring, corrective action, company positions and complaint process, among others. A motion will be brought forward at the Regular Council Meeting of July 12, 2022, for Council to consider giving first reading of By-Law No. 280 A By-Law Governing the Fire Department of the Town of Sackville. A motion will be brought forward at the Regular Council Meeting of August 9, 2022, for council to consider approving Policy 2022-08 Sackville Fire Department Policy.

## 8. Heritage Grant Policy

Senior Manager of Corporate Projects Kieran Miller provided an update on the Heritage Conservation Grant Policy that was presented at the May 2, 2022, Special Meeting of Council and noted that Staff have slightly revised the policy. Based on feedback from Council, Staff have revised the “Eligible Properties” section to specify properties in Sackville and registered on the Provincial or Canadian Registry of Historic Places. Staff feel that these registries are the most comprehensive inventory of heritage properties available and would be best to refer to both sets of registries. A motion will be brought forward at the Regular council Meeting of July 12, 2022, for Council to consider approving Policy 2022-07 Heritage Grant Policy.

Superintendent of Public Works Michelle Sherwood left the meeting.

## 9. Renaissance Sackville Grants

Manager of Tourism and Business Development Ron Kelly Spurles provided an overview of his report, noting that Renaissance Sackville has received grant applications from Blackhare Inc Print Shop and Maritime Paddle Inc.

Blackhare Inc. is a family run, small-scale graphic print shop that specializes in the designing and hand printing graphic t-shirts, hoodies, prints and tea towels. Their funding application for \$4,000.00 is to purchase infrastructure equipment for the shop including shelving, racks and a

heat press, which will allow them to grow their inventory, accommodate additional silkscreens and process product more efficiently.

Maritime Paddle Inc. is operating a paddle equipment rental service at Silver Lake, which is only one of its kind on a freshwater body within the region. Their funding application for \$4,000.00 is to help with administrative and operational expenditures, including liability insurance, business registration costs, merchant services and kayak racks and tools.

Part of Renaissance Sackville's mission is to help provide seed funding for new local businesses. The Board has reviewed the applications, both for \$4,000.00 and feels they are in keeping with this objective and are recommending supporting the applications. A motion will be brought forward at the Regular Council Meeting of July 12, 2022 for Council to consider approving the transfer of \$8,000.00 from the Town's 2022 operational budget to Renaissance Sackville to fund these two projects.

#### 10. 5-year Designated Highway Plan

Superintendent of Public Works Michelle Sherwood provided an overview of her report, noting that after receiving word from the Province of New Brunswick that the 5-year capital budget for the Designated highway program is due by the end of July, Staff have evaluated the previous 5-year plan and updated based on most recent pricing available.

The 2023 project would consist of road milling and resurfacing of Bridge Street from Crescent Street to Lorne Street.

The 2024 project would consist of the total road reconstruction of Phase II Queens Road from the end of Phase I near Richardson Street to approximately Salem Street, which will consist of curb, gutters, sidewalks and all utility systems including storm water system.

The 2025 project would be a continuation of the resurfacing for Route 106 with Phase I of the asphalt resurfacing from the intersection at Route 106 and 935 down to approximately Carters Turn.

The 2026 project would consist of the total road reconstruction of Queens Road from the end of Phase II to just past Fairfield Road. This would complete the reconstruction of Route 106 (Queens Road) from Main Street to the end of the older section of Queens Road.

The 2027 project would be to complete the resurfacing of Route 106 from the end of Phase I to the Sackville Town limits. This would complete the resurfacing of Route 106.

A motion will be brought forward at the Regular Council Meeting of July 12, 2022 for Council to consider approving the 5-year capital plan and authorize the Mayor and Clerk to submit the updated plan to Minister Jill Green for consideration.

#### **Question Period**

Bruce Wark asked if all twenty recommendations in the Workplace Assessment Report were reflected in the updated Fire Department By-Law and Policy. CAO Jamie Burke responded that not all recommendations are within the By-Law, as some recommendations have long-term results, however noted that the overall majority of the recommendations from the report are within the By-Law.

Bruce Wark asked if firefighters can file a complaint with elected officials if they are unhappy with the response they receive from the Fire Chief and/or CAO. CAO Jamie Burke responded that, as per the Workplace Assessment, Firefighters are to be treated as part-time employees and employees report to their direct supervisor and the Chief Administrative Officer. Council is responsible for the Governance of the Fire Department By-Law and the CAO is responsible to manager the workforce. Mr. Burke noted that as the fire department is not a unionized workforce, the unionized language has been removed from the By-Law and that procedures are clearly outlined. If there is a complaint against the Fire Chief, it would be directed to the CAO. As the only employee of Council, if there is a complaint against the CAO, it can be filed with Mayor and Council.

Bruce Wark asked if firefighters will be given the opportunity to provide input with the Fire Chief's annual performance review. CAO Jamie Burke responded that all of management's performance reviews are the responsibility of the Chief Administrative Officer. Mr. Burke noted that all managers currently go through a performance review process annually and that the process will be updated as part of the new amalgamated municipality.

Bruce Wark asked if a reporter is at a fire scene and request an update, are they only to speak with the Fire Chief. CAO Jamie Burke responded that it would ultimately depend on the officer in charge's availability during the call. The Fire Chief bears the responsibility for communications, however any officer in charge can speak with the media when available. If the Fire Chief is present, it is their responsibility for communications.

Erica Butler asked for clarification on the two sections regarding communications and why there is a separation between media communications and general communications. CAO Jamie Burke responded that the first one is specifically geared towards communicating with the media regarding fire department operations. The Town recognizes that firefighters have other means of communicating and Section 8.03 of the updated By-Law indicates that there are rules in place for firefighters when it comes to communicating on fire department operations.

Erica Butler asked how the complaint process for the Fire Department has changed from the previous By-Law to the updated version. CAO Jamie Burke responded that the former by-law used unionized language calling it a grievance process and included the public safety liaison group. Mr. Burke indicated that it is not the roll of Council and that the changes put the responsibility back on Managers to manager the workforce. There is no role for Council during the complaint process unless the complaint is against the Chief Administrative Officer.

Erica Butler asked if more explanation could be provided on the different levels of spending year to year within the 5-year Designated Highway Plan. Superintendent of Public Works Michelle Sherwood responded that the projects that are more length but less money are only resurfacing of the road, whereas those projects that are shorter lengths and higher costs are full reconstruction including water, storm and sewer lines, curb and gutter and paving.

**Motion**

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY  
COUNCILLOR KENNETH HICKS THAT COUNCIL ADJOURN THE SPECIAL MEETING  
OF COUNCIL OF JULY 12, 2022. MOTION CARRIED.

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Mayor

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Clerk

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Assistant Clerk