

**SPECIAL MEETING OF COUNCIL
TUESDAY, OCTOBER 4, 2022, AT 6:30 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, Bruce Phinney and Michael Tower. Also, in attendance were CAO Jamie Burke, Clerk Donna Beal, Assistant Clerk Becky Goodwin, and Sgt. Eric Hanson.

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 DEPUTY MAYOR ANDREW BLACK AND SECONDED BY
COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE
SPECIAL MEETING OF COUNCIL OF OCTOBER 4, 2022, AS CIRCULATED AND MOVE
INTO IN-CAMERA. MOTION CARRIED.

1. RCMP Monthly Report

Sgt. Eric Hanson left the meeting.

Public – 7:00 P.M.

Treasurer Michael Beal, Senior Manager of Corporate Projects Kieran Miller, Town Engineer Jon Eppell, Manager of Parks and Facilities Todd Cole and Fire Chief Craig Bowser joined the meeting.

Also, in attendance were four (4) 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.

- 2. Presentation – Regional Services Commission 2023 Budget**
Stephanie Thorne, Chief Financial Officer for the Southeast Regional Service Commission provided a presentation on the proposed budget for 2023 for the Town of Tantramar as it relates to services provided by the Southeast Regional Service Commission. The review the presentation, please visit the Town of Sackville's [webpage](#).
- 3. Tender 2022-05 Sanitary Truck Sewer Renewal**
Town Engineer Jon Eppell provided an overview of his report, noting that the planned Sanitary Trunk Sewer Renewal extends from Weldon Street (at the entrance of the Waterfowl Park trail) to Princess Street. Phase I, as tendered, extends from Weldon Street for 110m along the trail. This trunk sewer picks up the sewer from Main Street and along the trail to Princess Street. Tender packages were received from three companies, with all tender pricing exceeding the

available budget of \$287,068.75 HST included. Mr. Eppell provided Council with three options regarding the project and recommended that the project be re-tendered in 2023 with a revised scope. At this time, Staff do not plan on awarding Tender 2022-05 Sanitary Trunk Sewer Renewal Phase I.

4. Tender 2022-06 – Lorne Street Storm Water Mitigation Phase III Construction of New Outlet Dyke and Control Structure – Quarry Pond
Town Engineer Jon Eppell provided an overview of his report, noting that as part of the Lorne Street Storm Water Mitigation Phase III project, the tender for the construction of a new outlet dyke and control structure – quarry pond closed on September 15, 2022 with three tender packages received. Beale and Inch Construction Ltd. was the lowest bidder at \$461,744.44 HST included, with the engineer’s estimate coming in at \$701,356.25 HST included. Englobe has verified the tender submissions and contacts Beale and Inch Construction to discuss their bid. Englobe has concluded that the low bid is correct and acceptable. A motion will be brought forward at the Regular Council Meeting of October 11, 2022, for Council to consider awarding Tender 2022-06 Lorne Street Storm Water Mitigation Phase III Construction of New Outlet Dyke and Control Structure – Quarry Pond to Beale and Inch Construction Ltd. in the amount of \$461,744.44 HST Included.
5. By-Law No. 262, Schedule I – Street Traffic By-Law, No Parking.
Assistant Clerk Becky Goodwin provided an overview of her report, noting that in August 2005, Council gave third and final reading to By-Law No. 152I, amending the No Parking Zone section to include both sides of Fawcett Avenue from Main Street to a distance of 330 meters west. On April 10, 2006, Council gave third and final reading to By-Law No. 199, and recently has been discovered that the updated version of the Street Traffic By-Law had the Fawcett Avenue portion removed in error. The signs remain on Fawcett Avenue and the intent is to continue having that area designated as a no parking zone for the safety of residents. A motion will be brought forward for Council to consider approved an amendment to By-Law No. 262 Street Traffic By-Law, Schedule “I” No Parking Zone to include the area on Fawcett Avenue.
6. Policy 2022-09 Working Alone Policy
Assistant Clerk Becky Goodwin provided an overview of her report, noting that in August 2012, Council approved the Town of Sackville’s Working Alone Policy. A working alone code of practice is a requirement under the New Brunswick Occupational Health and Safety legislation and must be readily available for all Staff. Currently during new hire orientation, all staff are required to sign off on the Working Alone Policy. An updated Working Alone Policy has been created and has been reviewed by multiple municipal departments, along with the Town of Sackville’s Joint Health and Safety Committee. Key changes to the policy include adding a policy statement, purpose, definitions, and procedure statement, with the guidance of WorkSafe New Brunswick. A motion will be brought forward at the Regular Council Meeting of October 11, 2022, for Council to consider approved Policy 2022-09 Town of Sackville’s Working Alone Policy.
7. RFP 2022-07 New Pumper-Tanker Unit
Fire Chief Craig Bowser provided an overview of his report, noting that as approved by Council, Staff issued an RFP package for (1) new Pumper/Tanker unit on September 9, 2022. The RFP closed on Tuesday, September 27, 2022, with 2 bids submitted. Due to the large size of the RFP, Staff will be reviewing the submissions and would bring a recommendation to Council at the Regular Council Meeting of October 11, 2022, for Council’s consideration.

8. RFP 2022-08 – Canteen/Bar Services Tantramar Veterans Memorial Civic Centre
Manager of Parks and Facilities Todd Cole provided an overview of his report, noting that the Town of Sackville received a letter from the current Civic Centre Canteen Manager exercising their right to end the contract for Canteen Working Agreement. As a result, the Town issued RFP 2022-08 Canteen/Bar Services. The RFP closed on Thursday, September 29, 2022, with one submission received. Staff are currently reviewing the RFP submission and would bring a recommendation to Council at the Regular Council Meeting of October 11, 2022, for Council’s consideration.
9. UMN B Resolutions
CAO Jamie Burke provided an overview of his report noting that the UMN B Annual Conference is scheduled to be held on October 7-9, 2022, in Fredericton. During the AGM being held on October 9, 2022, new resolutions that have been submitted by municipalities are discussed and voted upon. Council was provided an opportunity to discuss how they would like the Town represented when each resolution comes to the floor for the necessary vote.

Question Period

Erica Butler asked for clarification regarding the Sanitary Trunk Sewer tender and the adjusted scope. Town Engineer Jon Eppell responded that as we move forward, the scope will be reviewed based on the budget allocated. The project in its entirety is three phases, and there is a potential of an increased scope when the project is re-tendered next year. Treasurer Michael Beal clarified that there will be no requirement for a motion next week as the recommendation from staff is to not award the tender at this time. The funds that are currently allocated are borrowed capital, therefore there is a two-year window to begin the project and a five-year window once the project has begun and the project is considered started.

Erica Butler asked if there would be a photo opportunity with the Town and Mount Allison once the sale of the quarry is finalized. CAO Jamie Burke responded that where the project is funded by the Provincial and Federal governments, the full scope of the project has not been announced officially. Staff will discuss with Mount Allison and advise Ms. Butler of any official announcements.

Erica Butler asked if the Town of Sackville had no resolutions brought forward for the UMN B conference this coming weekend. Mayor Shawn Mesheau responded that, that was correct.

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF OCTOBER 4, 2022. MOTION CARRIED.

Mayor

Clerk

Assistant Clerk