

# Town of Sussex

Page 1 of 13

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

The Town Council of the Town of Sussex met in regular session, by appointment of the Mayor of the said Town, in the Council Chambers of the said Town on Monday the 17<sup>th</sup> day of December, 2012, at 7:00 o'clock in the evening.

The following members of the Council were present: His Worship Mayor Thorne, Deputy Mayor Carr, Councillors Ryan, Armitage, Wilson, Wright and Boyle. Councillor Hutchings was absent. Also present at this meeting were the Chief Administrative Officer, Scott Hatcher and the Town Clerk/Treasurer, Paul Maguire.

It was moved by Councillor Wright, seconded by Councillor Ryan, that the agenda for this regular Town Council meeting be approved. Motion carried.

No members present declared a conflict of interest on any items on the agenda at this time.

It was moved by Councillor Wilson, seconded by Councillor Armitage, that the minutes of the regular meeting of the Town Council of the Town of Sussex held on November 26, 2012, be approved. Motion carried.

It was moved by Councillor Armitage, seconded by Councillor Boyle, that the minutes of the special meeting of the Town Council of the Town of Sussex held on November 26, 2012, be approved. Motion carried.

Deputy Mayor Carr presented the 2013 Utility Fund Budget to Council. The budget included the following expenditures and revenue:

# Town of Sussex

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

ITEM	2013 EXPENDITURES
WATER SUPPLY	\$538,700.00
SEWERAGE COLLECTION & DISPOSAL	\$623,100.00
FISCAL SERVICES	\$190,700.00
<b>TOTAL UTILITY FUND EXPENDITURES</b>	<b>\$1,352,500.00</b>

ITEM	2013 REVENUE
SALE OF SERVICES	\$1,251,000.00
REVENUE FROM OWN SOURCES	\$81,500.00
OTHER TRANSFERS	\$20,000.00
<b>TOTAL UTILITY FUND REVENUE</b>	<b>\$1,352,500.00</b>

Deputy Mayor Carr noted that 2013 Utility Fund Budget does not include an increase in rates for 2013.

It was moved by Deputy Mayor Carr, seconded by Councillor Wilson, that Council approve the 2013 Utility Fund Budget expenditures totaling \$1,352,500.00. Motion carried.

It was moved by Deputy Mayor Carr, seconded by Councillor Ryan, that Council approve the 2013 Utility Fund Budget revenue source items totaling \$1,352,500.00. Motion carried.

Deputy Mayor Carr presented the 2013 General Fund Budget to Council. The budget included the following expenditures and revenue:

ITEM	2013 EXPENDITURES
GENERAL GOVERNMENT SERVICES	\$712,497.00
PROTECTIVE SERVICES	\$1,387,777.00
TRANSPORTATION SERVICES	\$1,481,900.00
ENVIRONMENTAL HEALTH SERVICES	\$403,300.00
ENVIRONMENTAL DEVELOPMENT SERVICES	\$354,180.00
RECREATION & CULTURAL SERVICES	\$1,186,700.00
FISCAL SERVICES	\$748,362.00
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$6,274,716.00</b>

# Town of Sussex

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

ITEM	2013 REVENUE
NON TAX REVENUE	\$923,562.00
UNCONDITIONAL GRANT	\$311,877.00
WARRANT	\$5,039,277.00
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$6,274,716.00</b>

It was moved by Deputy Mayor Carr, seconded by Councillor Wilson, that Council approve the 2013 General Fund budget expenditures totaling \$6,274,716.00. Motion carried.

It was moved by Deputy Mayor Carr, seconded by Councillor Wilson, that Council approve the 2013 Warrant of \$5,039,277.00 for revenue for the 2013 General Fund Budget and set the 2013 tax rate of \$1.2522/\$100.00 of assessment. Motion carried.

A letter was received from the Minister of Citizenship, Immigration and Multiculturalism informing the Town that the nominations for the 2013 Paul Yuzyk Award for Multiculturalism are currently being accepted until March 1, 2013.

It was moved by Councillor Wright, seconded by Councillor Wilson, that the letter from the Minister of Citizenship, Immigration and Multiculturalism be filed. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Armitage, that the Fire Report for the month of November, 2012, be received as circulated. Motion carried. During the month the Fire Department responded to a total of 20 calls with six calls originating within the Town of Sussex and 14 out of Town calls.

# Town of Sussex

Page 4 of 13

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

It was moved by Councillor Armitage, seconded by Councillor Wilson, that the Building Inspector's Report for the month of November, 2012, be received as circulated. Motion carried. The report indicated that during the month the Building Inspector issued 13 permits for renovations, repairs, alterations and additions for a value of \$238,900.00 and one demolition permit for a value of \$5,000.00.

It was moved by Deputy Mayor Carr, seconded by Councillor Armitage, that the Development Officer's Report for the month of November, 2012, be received as circulated. Motion carried. The report indicated that during the month the Development Officer approved one Building Location Survey and one Tentative Amending Subdivision Plan.

It was moved by Councillor Wright, seconded by Councillor Boyle, that the minutes of the Planning Advisory Committee meeting, dated December 12, 2012, be received as circulated. Motion carried.

It was moved by Councillor Wilson, seconded by Deputy Mayor Carr, that the third reading and enactment of A By-Law to Regulate Traffic in the Town of Sussex, By-Law # 1051-12, be tabled until the next regular meeting of Council scheduled to be held on January 21, 2013. Motion carried with Councillors Ryan and Wright voting nay.

It was moved by Councillor Wilson, seconded by Councillor Ryan, that Council have a reading in its entirety of A By-Law in Amendment of a By-Law to Approve the Budget of the Sussex Downtown Business Association and to Establish a Special Business

# Town of Sussex

Page 5 of 13

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

Improvement Area Levy in the Town of Sussex, By-Law # 154-12.

Motion carried. The Town Clerk then read the by-law in its entirety.

It was moved by Deputy Mayor Carr, seconded by Councillor Ryan, that Council have third reading by title of A By-Law in Amendment of a By-Law to Approve the Budget of the Sussex Downtown Business Association and to Establish a Special Business Improvement Area Levy in the Town of Sussex, By-Law # 154-12.

Motion carried. The Town Clerk then read the by-law for the third time by title and His Worship Mayor Thorne declared the by-law duly enacted.

His Worship Mayor Thorne noted that the Municipal Plan By-Law Amendment, By-Law # 704-10-09, Hearing of Objections is scheduled for January 21, 2013, at 6:30pm.

His Worship Mayor Thorne noted that the Zoning By-Law Amendment, By-Law # 1350-10-10, Hearing of Objections is scheduled for January 21, 2013, at 6:30pm.

It was moved by Councillor Wright, seconded by Councillor Wilson, that the report of the Community Services Committee Meeting dated December 10, 2012, be received as circulated. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Ryan, that Council approve the disposal of the Zamboni Ice Resurfacer through public auction using Jardine's Auctioneer services. Motion carried.

# Town of Sussex

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

It was moved by Councillor Wright, seconded by Councillor Ryan, that Council authorize the Town Clerk, as the Executive Officer for the owner of the premises, to sign Mr. Dunfield's Special Occasion Permit application for the Moosehead Dry Oldtimers Hockey League to hold their tournament at the 8<sup>th</sup> Hussars Sports Centre from January 3<sup>rd</sup> to 6<sup>th</sup>, 2013. Motion carried.

It was moved by Councillor Wright, seconded by Deputy Mayor Carr, that Council authorize the Mayor and Town Clerk to sign an agreement between the Town of Sussex and Sully's Ice Cream Parlour for the rental space at the Visitor Information Centre specifying the terms of this agreement. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Wilson, that Council engage Roberta Craft as a Community Services Officer starting January 1, 2013, at an annual salary of \$41,500.00. Motion carried.

It was moved by Councillor Armitage, seconded by Councillor Wilson, that the report of the Economic Development & Long Range Planning Committee Meeting dated December 10, 2012, be received as circulated. Motion carried.

It was moved by Councillor Armitage, seconded by Councillor Ryan, that Council approve the purchase of property bearing PID # 00268946, commonly referred to as 602 Main Street, for the purchase price of \$95,000.00, HST inclusive. Motion carried.

It was moved by Councillor Armitage, seconded by Councillor Wilson, that Council authorize the Chief Administrative Officer to

# Town of Sussex

Page 7 of 13

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

engage a Solicitor to formalize the sale and complete the legal process to transfer the land in Fee Simple Title to the Town of Sussex. Motion carried.

It was moved by Councillor Armitage, seconded by Councillor Wilson, that Council authorize a down payment for consideration of the purchase of land in the amount of \$20,000.00 to the Vendor through the Solicitor's office. Motion carried.

It was moved by Councillor Armitage, seconded by Councillor Ryan, that Council approve the closing date of January 7, 2013, for the transaction, of the purchase of land, if this date is convenient for the Solicitor. Motion carried.

It was moved by Councillor Armitage, seconded by Councillor Wilson, that Council authorize the Mayor and Town Clerk to execute the Memorandum of Understanding with the Sussex Downtown Business Association. Motion carried.

It was moved by Councillor Wilson, seconded by Deputy Mayor Carr, that the report of the Works Committee Meeting dated December 11, 2012, be received as circulated. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Armitage, that Council accept the final completion of the infrastructure for Carriage Lane Subdivision and refund 85% of the security deposit to the developer in accordance with the Developers Agreement. Motion carried.

# Town of Sussex

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

It was moved by Deputy Mayor Carr, seconded by Councillor Wilson, that the report of the Protective Services Committee Meeting dated December 10, 2012, be received as circulated. Motion carried.

It was moved by Deputy Mayor Carr, seconded by Councillor Armitage, that Council approve the following Standard Operating Guidelines for the Sussex Fire Department:

- Standard Operating Guidelines # 2-003, Cancelled Calls/Internal Fire Alarms;
- Standard Operating Guidelines # 2-004, Internal/Automatic Fire Alarm Systems; and
- Standard Operating Guidelines # 2-008, Motor Vehicle Collisions /Vehicle Fires.

Motion carried.

It was moved by Deputy Mayor Carr, seconded by Councillor Ryan, that Council approve the resignation of Derek Friars as Lieutenant with the Sussex Fire Department and that he remain with the Fire Department as a volunteer firefighter. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wright, that the report of the Administration Committee Meeting dated December 13, 2012, be received as circulated. Motion carried.

It was moved by Councillor Ryan, seconded by Deputy Mayor Carr, that Council award Quotation T-31-12, Town Hall Interior Renovations, to Experienced Contractors Ltd. for a bid amount of \$57,305.95, inclusive of HST. Motion carried.



# Town of Sussex

Page 9 of 13

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

It was moved by Councillor Ryan, seconded by Councillor Wright, that Council approve the reappointment of Anthony Palmer, Jackie Lucas and Joanne McDermott to the Planning Advisory Committee for a three year term ending December 31, 2015. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Armstrong, that Council approve that the Works Officer erect a "No Parking" sign at 511 Main Street to prevent vehicles from blocking the driveway at that location. Motion carried.

It was moved by Councillor Ryan, seconded by Deputy Mayor Carr, that Council assent to the Amending Subdivision Plan No. 92-1, dated October 29, 2012, for Maple Leaf Foods Inc. as prepared by Don-More Surveys, in accordance with Section 56 of the Community Planning act and to authorize the Town Clerk to sign the plan on behalf of the Town. Motion carried.

It was moved by Councillor Ryan, seconded by Deputy Mayor Carr, that Council approve the following wage scale ranges for 2013:

# Town of Sussex

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

POSITION	Low Quartile 1	to	High Quartile 5
CHIEF ADMINISTRATIVE OFFICER	95,000	-	115,000
TOWN CLERK/TREASURER	70,000	-	87,500
WORKS OFFICER	62,500	-	78,000
COMMUNITY SERVICES DIRECTOR	56,500	-	68,900
SUPERINTENDENT OF WORKS	56,500	-	68,900
FIRE CHIEF	56,500	-	68,900
WATER & SEWER FOREMAN	46,500	-	58,500
MECHANIC	48,027	-	54,152
WASTEWATER TECHNICIAN	47,987	-	54,108
SUBFOREMAN	46,657	-	52,607
PURCHASING AGENT	43,500	-	55,500
FIREFIGHTER FIRST CLASS	46,104	-	51,984
W & S MAINTENANCE	44,210	-	49,849
EQUIPMENT OPERATOR - LEVEL 1	44,210	-	49,849
UTILITY	44,210	-	49,849
COMMUNITY SERVICES OFFICER	40,500	-	52,500
RECREATION MAINTENANCE MAN - LEVEL 1	43,114	-	48,613
LABOURER	42,488	-	47,907
ACCOUNTS CLERK/SECRETARY	30,000	-	38,500
RECEPTIONIST/SECRETARY	30,000	-	38,500
PAYROLL CLERK/SECRETARY	30,000	-	38,500
SECRETARY/COMPUTER ASSISTANT	30,000	-	38,500
DEVELOPMENT OFFICER	3,800	-	5,200
DEPUTY FIRE CHIEF	3,800	-	5,500
STUDENTS	min wage adjusted		\$10.25 to \$13.50

Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council approve the Union personnel wage adjustments in accordance with the Collective Agreement set to expire December 31, 2013, in the amount of 2.5% effective January 1, 2013, and a further adjustment of 1% on July 1, 2013, and that Council approve the adoption of the 2013 Non-Union salaries adjustment of \$30,225.00, following the formal acceptance of the 2013 General Operating Budget.

Motion carried.

Councillor Boyle and Deputy Mayor Carr declared a conflict of interest with respect to the next item on the agenda and vacated the Council Chambers for any discussion or decision on the item.

# Town of Sussex

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

It was moved by Councillor Ryan, seconded by Councillor Wright, that Council approve the Policy F-1, Fire Department Remuneration. Motion carried.

Councillor Boyle and Deputy Mayor Carr returned to the Council Chambers from their conflict of interest.

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council approve the following student wage scale/wage table for 2013:

2013 Student Wage Table						
Position	Base Wage (Min. Wage +)	Return Incentive				
		1yr	2yr	3yr	4yr	5yr
Labourer (Recreation & Works)	\$0.25	NA	\$0.25	\$0.25	\$0.50	\$0.50
Programs - Staff (Recreation)	\$0.50	NA	\$0.25	\$0.25	\$0.50	\$0.50
Programs - Supervisor (Rec.)	\$1.00	NA	\$0.25	\$0.25	\$0.50	\$0.50
VIC - Councillor	\$0.50	NA	\$0.25	\$0.25	\$0.50	\$0.50
VIC - Supervisor	\$1.00	NA	\$0.25	\$0.25	\$0.50	\$0.50
Administrative Support (Recreation / Town Hall)	\$1.00	NA	\$0.25	\$0.25	\$0.50	\$0.50
Engineering Assistant (Works)	\$2.00	NA	\$0.25	\$0.25	\$0.50	\$0.50

Min. Wage as of April 1, 2012 = \$10.00/hr.

2013 Student Wage Table						
Position	Base Wage	Return Incentive				
		1yr	2yr	3yr	4yr	5yr
Labourer (Recreation & Works)	\$10.25	NA	\$10.50	\$10.75	\$11.25	\$11.75
Programs - Staff (Recreation)	\$10.50	NA	\$10.75	\$11.00	\$11.50	\$12.00
Programs - Supervisor (Rec.)	\$11.00	NA	\$11.25	\$11.50	\$12.00	\$12.50
VIC - Councillor	\$10.50	NA	\$10.75	\$11.00	\$11.50	\$12.00
VIC - Supervisor	\$11.00	NA	\$11.25	\$11.50	\$12.00	\$12.50
Administrative Support (Recreation / Town Hall)	\$11.00	NA	\$11.25	\$11.50	\$12.00	\$12.50
Engineering Assistant (Works)	\$12.00	NA	\$12.25	\$12.50	\$13.00	\$13.50

Motion carried.

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

It was moved by Councillor Ryan, seconded by Deputy Mayor Carr, that Council approve the wage increase for the Crossing Guard to \$10.75 per hour effective January 1, 2013. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council approve, for payment, accounts for the month of November, 2012, totaling \$348,903.37. Motion carried.

Deputy Mayor Carr, on behalf of Council, wished fellow Council members, Town staff and citizens of the Town a Merry Christmas and a happy prosperous New Year. Deputy Mayor Carr also encouraged the Provincial Government to develop a plan for the forest sector as well as the natural gas sector in the Province.

Councillor Wilson noted that the Province is at a crossroads and that the Province needs courageous leadership to develop plans and goals for the economy of the Province.

Councillor Wilson brought forward the idea that crude oil be transferred by pipeline from the Western Provinces to the East and in particular the Saint John Oil Refinery.

It was moved by Councillor Wilson, seconded by Deputy Mayor Carr, that the Mayor send correspondence to the Prime Minister of Canada, with a copy to the Premier of New Brunswick, Minister of Natural Resources and the MP, Rob Moore, stating the support of the Town of Sussex for the transmission of crude oil from the Western Provinces through a pipeline to the East and in particular the Saint

# Town of Sussex

Page 13 of 13

Minutes of Meeting of Council held this

17th day of December, 2012

A.D.,

John Oil Refinery and that the letter be under the Mayor's signature.

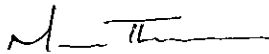
Motion carried.

The Chief Administrative Officer and the Town Clerk/Treasurer wished the Council and Town staff a Merry Christmas and a happy and prosperous New Year.

His Worship Mayor Thorne commented on the recent remarks by Mr. Rob Moore, MP for Fundy Royal, on the recently structured Regional Services Committee. His Worship noted that the Federal Government can still transfer money for funding of projects directly to municipalities and that the only involvement of the Regional Services Committee is that if funding is required from the Province for a project that is spread over several municipalities or Local Service Districts who would be required to pay the operating expenditures of the project facility.

His Worship Mayor Thorne noted that the next regularly scheduled meeting of Council will be Monday, January 21, 2013, at 7:00pm.

It was moved by Deputy Mayor Carr, seconded by Councillor Wilson, that this regular meeting of the Town Council of the Town of Sussex adjourn. Motion carried.



.....  
MAYOR THORNE



.....  
TOWN CLERK