

Town of Sussex

Page 1 of 13

Minutes of Meeting of Council held this

15th day of April, 2013

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 15th day of April, 2013, 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 Hutchings. Councillor Boyle 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 Wilson, 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 Wright, seconded by Councillor Wilson, that the minutes of the regular meeting of the Town Council of the Town of Sussex held on March 18, 2013, be approved. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wright, that the minutes of the special meeting of the Town Council of the Town of Sussex held on April 8, 2013, be approved. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Wilson, that the minutes of the special meeting of the Town Council of the Town of Sussex held on April 11, 2013, be approved. Motion carried.

Town of Sussex

Page 2 of 13

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

Present at the Council meeting were Scott Walker and Donna Floyd, representatives of the Sussex and Area Community Foundation Inc., who on behalf of the foundation, made a presentation to Council. They noted that the foundation was established in 2003 and governed by a Board of Directors. The foundation is a registered Canadian charity which awards annual scholarships to Sussex Regional High School students and bi-annual grants are issued to a wide variety of local charities, many of them small community groups where a modest grant can go a long way. Currently the foundation holds \$1.3 million in endowment assets and awarded \$321,000.00 in grants and scholarships since 2005. The Canada Revenue Agency dictates they spend 3.5% on grants and scholarships annually. Only investment income from endowment funds is used for grants and scholarships and there is no provision for administrative funding. The representatives said their administrative funding is currently in the \$25,000.00 range per year and that this has to be raised outside the endowment funds. The foundation has established a Committee to develop partnerships within the community to help pay for these administrative costs. The Foundation is requesting that the Town commit \$10,000.00 on an annual basis over a three year period to help offset the administrative costs which include communication and accounting costs and administrative support.

Members of Council had an opportunity to ask questions of the representatives of the foundation.

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

It was moved by Councillor Wilson, seconded by Councillor Armitage, that the request from the Sussex and Area Community Foundation Inc. be referred to the Administration Committee. Motion carried.

A letter was received from the Co-Chairs of the Premier's Council on the Status of Disabled Persons informing the Council that Disability Awareness Week in the province will be held from May 26th to June 1st, 2013.

It was moved by Councillor Wright, seconded by Councillor Wilson, that the letter from the Co-Chairs of the Premier's Council on the Status of Disabled Persons be filed. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Armitage, that the Fire Report for the month of March, 2013, be received as circulated. Motion carried. During the month the Fire Department responded to a total of 11 calls with seven calls originating within the Town of Sussex and four out of Town calls.

It was moved by Councillor Wilson, seconded by Deputy Mayor Carr, that the Building Inspector's Report for the month of March, 2013, be received as circulated. Motion carried. The report indicated that during the month the Building Inspector issued one permit for new construction for a value of \$300,000.00 and two permits for renovations, repairs, alterations and additions for a value of \$10,000.00.

Town of Sussex

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

It was moved by Councillor Ryan, seconded by Councillor Wright, that the Development Officer's Report for the month of March, 2013, be received as circulated. Motion carried. The report indicated that during the month the Development Officer received numerous enquiries relating to zoning and subdivision regulations although there were no plans or instruments submitted for approval.

It was moved by Councillor Armitage, seconded by Councillor Wright, that the minutes of the Planning Advisory Committee meeting, dated April 10, 2013, be received as circulated. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wright, that Council have first reading by title of the Municipal Plan By-Law Amendment, By-Law # 704-10-11. Motion carried. The Town Clerk then read the by-law for the first time by title.

It was moved by Councillor Ryan, seconded by Councillor Armitage, that Council have second reading by title of the Municipal Plan By-Law Amendment, By-Law # 704-10-11. Motion carried. The Town Clerk then read the by-law for the second time by title.

It was moved by Councillor Wright, seconded by Deputy Mayor Carr, that Council refer to the Planning Advisory Committee the Municipal Plan By-Law Amendment, By-Law # 704-10-11, for their review and comment. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Ryan, that Council have first reading by title of the Zoning By-Law Amendment, By-Law # 1350-10-13. Motion carried. The Town Clerk then read the by-law for the first time by title.

Town of Sussex

Page 5 of 13

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

It was moved by Councillor Wilson, seconded by Councillor Armitage, that Council have second reading by title of the Zoning By-Law Amendment, By-Law # 1350-10-13. Motion carried. The Town Clerk then read the by-law for the second time by title.

It was moved by Councillor Wright, seconded by Deputy Mayor Carr, that Council refer to the Planning Advisory Committee the Zoning By-Law Amendment, By-Law # 1350-10-13, for their review and comment. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Ryan, that Council have first reading by title of the Municipal Plan By-Law Amendment, By-Law # 704-10-10. Motion carried. The Town Clerk then read the by-law for the first time by title.

It was moved by Councillor Wright, seconded by Councillor Wilson, that Council have second reading by title of the Municipal Plan By-Law Amendment, By-Law # 704-10-10. Motion carried. The Town Clerk then read the by-law for the second time by title.

It was moved by Councillor Wilson, seconded by Deputy Mayor Carr, that Council refer to the Planning Advisory Committee the Municipal Plan By-Law Amendment, By-Law # 704-10-10, for their review and comment. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Ryan, that Council have first reading by title of the Zoning By-Law Amendment, By-Law # 1350-10-12. Motion carried. The Town Clerk then read the by-law for the first time by title.

Town of Sussex

Page 6 of 13

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

It was moved by Councillor Ryan, seconded by Deputy Mayor Carr, that Council have second reading by title of the Zoning By-Law Amendment, By-Law # 1350-10-12. Motion carried. The Town Clerk then read the by-law for the second time by title.

It was moved by Councillor Armitage, seconded by Councillor Wilson, that Council refer to the Planning Advisory Committee the Zoning By-Law Amendment, By-Law # 1350-10-12, for their review and comment. Motion carried.

It was moved by Councillor Wright, seconded by Deputy Mayor Carr, that Council have first reading by title of the Zoning By-Law Amendment, By-Law # 1350-10-11. Motion carried. The Town Clerk then read the by-law for the first time by title.

It was moved by Deputy Mayor Carr, seconded by Councillor Ryan, that Council have second reading by title of the Zoning By-Law Amendment, By-Law # 1350-10-11. Motion carried. The Town Clerk then read the by-law for the second time by title.

It was moved by Councillor Wright, seconded by Councillor Ryan, that Council refer to the Planning Advisory Committee the Zoning By-Law Amendment, By-Law # 1350-10-11, for their review and comment. Motion carried.

His Worship Mayor Thorne noted that the Hearing of Objections to the Municipal Plan By-Law Amendment, By-Law # 704-10-12, Morrow Avenue, is scheduled for May 13, 2013.

Town of Sussex

Page 7 of 13

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

His Worship Mayor Thorne noted that the Hearing of Objections to the Zoning By-Law Amendment, By-Law # 1350-10-14, Morrow Avenue, is scheduled for May 13, 2013.

It was moved by Councillor Wright, seconded by Deputy Mayor Carr, that the report of the Community Services Committee Meeting dated April 8, 2013, is received as circulated. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Wilson, that Council approve that Harold Ross and Kevin Mitton attend the Propane Cylinder Exchange training in Fredericton, N.B., on June 4, 2013. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Ryan, that Council approve that Kevin Mitton attend the Maritime Arena Operators Institute training in Charlottetown, P.E.I., from June 17-20, 2013. Motion carried.

It was moved by Councillor Wright, seconded by Deputy Mayor Carr, that Council approve that interest from the J.D. O'Connell Trust Fund be donated to the Sussex Canada Day Committee to support the children's activities on July 1st. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Ryan, that Council approve the following Sussex Canada Day Parade route, scheduled to be held on July 1, 2013, commencing at 3:00pm, with the direction of Policing Services:

- commencing in the Wal-Mart Parking lot;
- thence from the Wal-Mart parking lot to Main Street;
- thence along Main Street to Queen Street;

Town of Sussex

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

- thence along Queen Street to Broad Street;
- thence along Broad Street bearing right onto Main Street;
- thence along Main Street to Leonard Drive; and
- thence along Leonard Drive and ending on Perry Street.

Motion carried.

It was moved by Councillor Wright, seconded by Councillor Armitage, that Council approve that the Town issue a grant of \$3,600.00 to the Sussex Tennis Association in accordance with the funding agreement. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Wilson, that Council authorize the Mayor and Town Clerk to sign the attached shelter agreement between the Town and Red Cross. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Wilson, that Council approve that Dairytown Exteriors be charged a fee of \$996.48 for the supply and installation of an in-ice logo for the 2013-2014 ice seasons. Motion carried.

It was moved by Councillor Wright, seconded by Deputy Mayor Carr, that Council approve that the Town sponsor a hole in the amount of \$275.00 for the 2013 Chamber of Commerce Golf Tournament. Motion carried.

It was moved by Councillor Hutchings, seconded by Councillor Wilson, that the report of the Economic Development & Long Range Planning Committee dated April 9, 2013, be received as circulated. Motion carried.

Town of Sussex

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

It was moved by Councillor Hutchings, seconded by Councillor Ryan, that Council approve that the Town participate in the 2014 Sculpture Saint John Program and that the Chief Administrative Officer begin discussions with Sculpture Saint John. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Armitage, that the report of the Works Committee Meeting dated April 9, 2013, be received as circulated. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Hutchings, that Council approve that the Building Inspector attend a one day training course on the regulations relating to radon gas to be held in Fredericton, N.B., on April 30, 2013. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Armitage, that Council approve that the Works Officer attend a half day seminar on risk management for streets and sidewalks in Fredericton, N.B., on May 15, 2013. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Ryan, that Council approve that the Superintendent of Works attend the CPWA Spring Conference & Trade Show being held in Moncton, N.B., from May 15-17, 2013. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Armitage, that Council approve the Water & Sewer Foreman attend the MPWWA Annual Training Seminar in Moncton, N.B., from April 21-24, 2013. Motion carried.

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

It was moved by Deputy Mayor Carr, seconded by Councillor Hutchings, that the report of the Protective Services Committee Meeting dated April 8, 2013, be received as circulated. Motion carried.

It was moved by Deputy Mayor Carr, seconded by Councillor Ryan, that Council approve the following Standard Operating Guidelines:

- Standard Operating Guidelines # 1-004, Accountability of Personnel; and
- Standard Operating Guidelines # 1-007, Emergency Evacuations/Mayday Signal.

Motion carried.

It was moved by Deputy Mayor Carr, seconded by Councillor Wilson, that Council approve that four members of the Fire Department may attend an information conference to be held in Wolfville, N.S., at Acadia University on June 7, 8 and 9, 2013. Motion carried.

It was moved by Deputy Mayor Carr, seconded by Councillor Wilson, that Council approve that a Pump Operator Training Session may be held at the Fire Station in May and that this course would be instructed by Versatile Training Solutions and would consist of 20 hours of theory and 15 hours of practical training. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Armitage, that the report of the Administration Committee Meeting dated April 11, 2013, be received as circulated. Motion carried.

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

It was moved by Councillor Ryan, seconded by Deputy Mayor Carr, that Council approve the following parade route for the 2013 Ground Search and Rescue parade to be held on May 4, 2013, commencing at 8:30am, with the direction of Policing Services:

- commencing at Princess Louise Park;
- thence turning right onto Leonard Drive;
- thence turning right onto Main Street; and
- ending at the Salvation Army property.

Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Armitage, that Council approve that deStecher Appraisals be engaged to update the valuation of Town of Sussex building and structures for a cost of \$7,500.00 plus HST. Motion carried.

It was moved by Councillor Ryan, seconded by Deputy Mayor Carr, that Council approve that the Town Clerk/Treasurer may attend the annual New Brunswick Association of Municipal Administrators conference to be held in Shediac, N.B., from June 12-14, 2013.

Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wright, that Council approve a 2013 scholarship of \$500.00 from the Ranger's Trust Agreement to a 2013 graduate student of Sussex Regional High School that is entering a Community College Program.

Motion carried.

Town of Sussex

Page 12 of 13

Minutes of Meeting of Council held this

15th day of April, 2013

A.D.,

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council approve that the firm of Turnbull and Kindred Professional Corporation be appointed to be the Town's 2013 External Auditor. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Hutchings, that Council approve that the Community Services Director may engage Go-Go Gymnastics to provide bouncers, games and staffing for the Canada Day celebrations for a cost of \$4,859.00, HST included. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Hutchings, that Council approve the purchase of Fire Department badges from Muir Cap & Regalia Ltd. for Quotation T-04-13, in the amount of \$3,282.66, as the lowest bidder meeting the specifications. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council approve the purchase of firefighting hose from Cumings Fire & Safety for Quotation T-03-13, in the amount of \$5,678.25, HST included. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council approve the job description for Community Services Maintenance Level 1. Motion carried.

It was moved by Councillor Ryan, seconded by Deputy Mayor Carr, that Council approve, for payment, accounts for the month of March, 2013, totaling \$564,798.50. Motion carried.

Town of Sussex

Page 13 of 13

Minutes of Meeting of Council held this

15th day of April, 2013

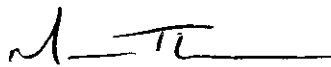
A.D.,

Councillor Wright informed Council that he and ten members of the Potash Civic Centre are attending the Toughest Mudder Contest in Toronto on July 6-7, 2013. The event is an endurance event which includes a 10-12 kilometre course.

Councillor Ryan noted that National Library Board week is April 22 and wanted to make the public aware that the Sussex Middle School Library will be holding a used book sale on April 22, 23 & 24, 2013, at their library and welcomes Council and members of the public to attend this event.

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

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



.....
MAYOR THORNE



.....
TOWN CLERK