

Town of Sussex

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Minutes of Meeting of Council held this

25th day of November, 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 25th day of November, 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, Hutchings, Boyle and Wright. There were no absentees. Also present at this meeting were the Chief Administrative Officer, Scott Hatcher and the Town Clerk/Treasurer, Paul Maguire.

It was moved by Councillor Hutchings, seconded by Councillor Armitage, that the agenda for this regular Town Council meeting be approved as amended. Motion carried. The agenda was amended by adding the following items to the Item # 6, Delegations, Petitions and Correspondence: Communities in Bloom Urban Forestry Committee; and Sussex Sharing Club.

No members present declared a conflict of interest on any items on the agenda at this time with the exception of Councillor Boyle who declared a conflict of interest on Items 4, 14 & 15 on the Administration Committee Report to Council.

It was moved by Councillor Wilson, seconded by Councillor Boyle, that the minutes of the regular meeting of the Town Council of the Town of Sussex held on October 28, 2013, be approved. Motion carried.

Present at the Council meeting were Ella MacLeod and Pastor Neville Gosman, of the New Brunswick Branch of the Canadian Bible

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Society, who presented individual bibles to His Worship Mayor Thorne, members of Council, Town Clerk/Treasurer and the Chief Administrative Officer. The New Brunswick branch of the Canadian Bible Society has undertaken a project to present bibles to Councils of municipalities in New Brunswick.

Present at the Council meeting were Joan Routledge, Nairn Hay and Michelle Gillespie, representatives of the Communities in Bloom Urban Forestry Committee. They informed the Council that in 2012 Communities in Bloom formed an Urban Forestry Committee to help develop an Urban Forest strategy for the urban street trees and native forest under the Town's jurisdiction. The strategy includes the streetscapes, recreational areas, riparian forest corridors and urban woodlands. They are proposing that Southern New Brunswick Wood Co-operative Ltd. (SNB) prepare a forest management plan that will help us sustain the forest and restore the Acadian forest characteristics while keeping the Town's objective for recreational and educational public use in mind. They noted that it is important that the public be involved in this project and kept informed on the project as it progresses. The Committee indicated that a budget of \$5,000.00 for 2014 would be required to carry out the Urban Forestry Strategy.

His Worship Mayor Thorne and members of Council expressed their enthusiasm towards the Urban Forestry Committee's project both in 2014 and future years.

Present at the Council meeting was Mr. Alfred Smith, President of the Sussex Sharing Club, who made a presentation to Council

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outlining the Sussex Sharing Club's concern over the amount of garbage that is left at its facilities and also vandalism to their property. Mr. Smith noted that they estimate that they will spend \$3,500.00 for garbage collection and removal from their site in 2013 with a \$1,000.00 being the collection amount of garbage being generated by the Sussex Sharing Club and \$2,500.00 being collected in unwanted and unusable goods. Mr. Smith has pointed out that they have advertised and have signs stating that the Sussex Sharing Club cannot take couches, mattresses, televisions, chairs or tables however people continue to leave these items that are in such rough shape that they cannot be reused. The Sussex Sharing Club is making an appeal to Council that if they have any suggestions as to what they can do to curb this situation. Mayor Thorne invited Mr. Smith to make a presentation to the Region 8 Service Commission for assistance since the Commission looks after solid waste in the area and also the issues of the Sharing Club are not specific to the Town of Sussex but are of a regional nature.

It was moved by Deputy Mayor Carr, seconded by Councillor Ryan, that the Council extend up to \$1,000.00 to acquire a video camera for the Sussex Sharing Club to monitor their facility and outside collection bins. Motion carried.

The Council held a Hearing of Objections to the proposed 2014 Budget for the Sussex Downtown Business Improvement Area which would have 18.0 cents per 100 dollars of assessment special levy for 2014. The total expenditures in the 2014 budget are \$34,300.00 with

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the total revenue coming from the tax base assessment. The Town Clerk informed the Council that the Town had received no written objections to the budget and His Worship Mayor Thorne asked if there was anyone present who wish to speak for or against the budget.

A letter was received from the organizers of World Aids Day explaining what is World Aids Day and the purpose and theme noting that the theme for 2011-2015 is "*Getting to Zero*".

It was moved by Deputy Mayor Carr, seconded by Councillor Wright, that the letter from World Aids Day be filed. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Ryan, that the Fire Report for the month of October, 2013, be received as circulated. Motion carried. During the month the Fire Department responded to a total of 21 calls with seven calls originating within the Town of Sussex and 14 out of Town calls.

It was moved by Deputy Mayor Carr, seconded by Councillor Boyle, that the Building Inspector's Report for the month of October, 2013, be received as circulated. Motion carried. The report indicated that during the month the Building Inspector issued two permits for new construction for a value of \$300,000.00, 23 permits for renovations, repairs, alterations and additions for a value of \$521,300.00 and one permit for demolition for a value of \$33,0000.00.

It was moved by Councillor Armitage, seconded by Councillor Ryan, that the Development Officer's Report for the month of October, 2013, be received as circulated. Motion carried. The report indicated that during the month the Development Officer approved two Building

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Location Surveys, two Tentative Subdivision Plans, two Subdivision Plans and one Amending Subdivision Plan.

It was moved by Deputy Mayor Carr, seconded by Councillor Wilson, that the minutes of the Planning Advisory Committee meeting, dated November 13, 2013, be received as circulated. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Armitage, that Council have first reading by title of the Municipal Plan By-Law Amendment, By-Law # 704-10-13. Motion carried. The Town Clerk read the by-law for the first time by title.

It was moved by Councillor Wilson, seconded by Councillor Wright, that Council have second reading by title of the Municipal Plan By-Law Amendment, By-Law # 704-10-13. Motion carried. The Town Clerk read the by-law for the second time by title.

It was moved by Councillor Wilson, seconded by Councillor Ryan, that Council refer the Municipal Plan By-Law Amendment, By-Law # 704-10-13, to the Planning Advisory Committee for their review and comment. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Ryan, that Council have first reading by title of the Zoning By-Law Amendment, By-Law # 1350-10-16. Motion carried. The Town Clerk read the by-law for the first time by title.

It was moved by Councillor Boyle, seconded by Councillor Hutchings, that Council have second reading by title of the Zoning By-Law Amendment, By-Law # 1350-10-16. Motion carried. The Town Clerk read the by-law for the second time by title.

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It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council refer the Zoning By-Law Amendment, By-Law # 1350-10-16, to the Planning Advisory Committee for their review and comment. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Boyle, that Council have first 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 # 154-13. Motion carried. The Town Clerk read the by-law for the first time by title.

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council have second 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 # 154-13. Motion carried. The Town Clerk read the by-law for the second time by title.

It was moved by Councillor Wright, seconded by Councillor Ryan, that the report of the Community Services Committee Meeting dated November 18, 2013, is received as circulated. Motion carried.

It was moved by Councillor Wright, seconded by Deputy Mayor Carr, that Council approve the appointment of Darrell Butcher to the position of Community Services Maintenance Level 1 effective

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December 4, 2013, subject to the standard probationary period.

Motion carried.

It was moved by Councillor Wright, seconded by Councillor Boyle, that Council approve that the Community Services Department host the 2013 Santa Claus parade and the following parade route, subject to the direction of Policing Services:

- commencing at 6:30pm on December 7th in Princess Louise Park;
- thence turning right onto Leonard Drive;
- thence turning right onto Main Street; and
- ending in the Wal-Mart parking lot.

Motion carried.

It was moved by Councillor Wright, seconded by Deputy Mayor Carr, that Council approve that exp. be engaged to complete updates to the Heritage Centre Concept Plan for a total of \$1,412.50. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Hutchings, that Council approve that the Sussex Valley Knights of Columbus Council # 8213 be given permission to erect their Christmas Creche in the Peace Park for Saturday, November 30th, and that the power be connected at the Peace Park on that date. Motion carried.

It was moved by Councillor Wright, seconded by Councillor Wilson, that Council approves that the Town registers for Option # 2: Sponsor a Round, in the PotashCorp Civic Centre Brain Wars event for \$150.00 in total. Motion carried.

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It was moved by Councillor Hutchings, seconded by Councillor Ryan, that the report of the Economic Development & Long Range Planning Committee Meeting dated November 19, 2013, be received as circulated. Motion carried.

It was moved by Councillor Wilson, seconded by Councillor Hutchings, that the report of the Works Committee Meeting dated November 19, 2013, be received as circulated. Motion carried.

It was moved by Councillor Wilson, seconded by Deputy Mayor Carr, that Council approve that Quotation Request T-16-13, Electric Service Installation at 602 Main Street and supply and installation and related works, be awarded to Summit Electric (1999) Ltd. in the amount of \$14,652.44 as the lowest bidder meeting the specifications. Motion carried.

It was moved by Deputy Mayor Carr, seconded by Councillor Ryan, that the report of the Protective Services Committee Meeting dated November 18, 2013, be received as circulated. Motion carried.

It was moved by Deputy Mayor Carr, seconded by Councillor Wilson, that Council approve that Joel Wanamaker fulfill the position of Deputy Fire Chief. Motion carried.

It was moved Deputy Mayor Carr, seconded by Councillor Wilson, that Council approve that the Town purchase package # 1 from CJCW for a cost of \$199.00 plus HST for 30 X 30 second Fire Safety ads. Motion carried.

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It was moved by Councillor Ryan, seconded by Councillor Wilson, that the report of the Administration Committee Meeting dated November 21, 2013, be received as circulated. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council accept the bid of \$53,649.00 plus \$1,500.00 to increase the liability insurance coverage to \$50,000,000.00 for a total of \$55,149.00 from Cain Insurance Services Ltd. as the lowest bidder meeting the specifications. Motion carried.

Councillor Armitage and Councillor Boyle declared a conflict of interest on the next item on the agenda and vacated the Council chambers for any discussion or decision on the item.

It was moved by Councillor Ryan, seconded by Councillor Hutchings, that Council approve a Christmas Gift Certificate in the amount of \$40.00 be given to members of the Planning Advisory Committee, Volunteer Firefighters, Animal Control Officer, Crossing Guard, EMO Officer and Full-time Employees. Motion carried.

Councillors Boyle and Armitage returned to the Council Chambers from their conflict of interest.

It was moved by Councillor Ryan, seconded by Councillor Wright, that Council approve the following 2013 budget allocations:

- that the Town Treasurer be authorized to transfer the 2013 budgeted amount from the General Capital Reserve Fund in the amount of \$6,400.00 to the General Operating Fund;
- that the Town Treasurer be authorized to apply any 2013 General Fund or Utility Fund surplus to the capital projects in each fund;

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- that the Town Treasurer be authorized to use the proceeds of the sale of capital assets to pay for the acquisition of capital assets or transfer the proceeds to the Capital Reserve Fund;
- that the Town Treasurer be authorized to transfer the 2013 budgeted amount from the Utility Operating Fund to the Utility Capital Reserve Fund in the amount of \$36,000.00 (\$9,000.00 + \$27,000.00); and
- that the Town Treasurer be authorized to transfer \$100,000.00 of Gas Tax Funds from the Utility Operating Fund to the Utility Capital Reserve Fund.
- that the Town Treasurer be authorized to transfer \$25,980.00 received from the Sussex Public Library Board to the Capital Reserve Fund; and
- that the Town Treasurer be authorized to transfer \$30,000.00 of Gas Tax Funds from the General Operating Fund to the General Capital Reserve Fund.

Motion carried.

It was moved by Councillor Ryan, seconded by Deputy Mayor Carr, that Council directs that an appropriate by-law be prepared to adopt a revised Municipal Plan and Zoning By-Law for the property at 38 Queen Street, P.I.D. # 00266452; that the by-laws be referred to the Planning Advisory Committee for their views; that the public notice requirements of the Community Planning Act be fulfilled with respect to the proposed by-laws by setting a Council meeting of January 20, 2014, at 6:00pm in the Municipal Office, 524 Main Street, Sussex, N.B.,

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as the date, time and place for the public presentation of Council's intent to adopt a revised Municipal Plan By-Law and sets the Council meeting February 24, 2014, at 6:00pm in the Municipal Office, 524 Main Street, Sussex, N.B., as the date, time and place for the public hearing of consideration of objections to the proposed by-laws. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Hutchings, that Council award Tender T-17-13, Concrete Piers, to E. J. Cunningham Ltd. in the amount of \$45,200.00, HST inclusive, as the lowest bidder meeting the specifications. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council approve that a Youth Transition Grant be put into place for the following ice users and amounts:

Sussex & District Minor Hockey	\$3,600.00
Sussex Skating Club	\$1,400.00
Sussex & District Female Hockey	\$ 500.00
SRHS Boys Hockey	\$ 500.00
SRHS Girls Hockey	\$ 500.00.

Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Hutchings, that Council approve that Michel Grant, Superintendent of Works, may serve on the Water and Wastewater Operators Advisory Committee. Motion carried.

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It was moved by Councillor Ryan, seconded by Councillor Armitage, that Gale Jeffrey and Philip Sellars are appointed to the Planning Advisory Committee for a three term and Deputy Mayor Carr be appointed for this term as a member of Council.

Councillor Boyle declared a conflict of interest on the next two items and vacated the Council Chambers for any discussion or decision on the item.

It was moved by Councillor Ryan, seconded by Deputy Mayor Carr, that Council approve the changes to Policy F-1, Fire Department Remuneration, effective January 1, 2014. Motion carried.

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council approve the new position of Assistant Deputy Fire Chief and that Chris Doherty be approved to fill this position effective January 1, 2014. Motion carried.

Councillor Boyle returned to the Council Chambers from her conflict of interest.

It was moved by Councillor Ryan, seconded by Councillor Wilson, that Council approve, for payment, accounts for the month of October, 2013, totaling \$633,516.69. Motion carried.

Councillor Ryan brought forward to Council the suggestion that Council hold a social event for the Council members at Christmas.

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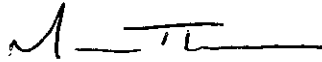
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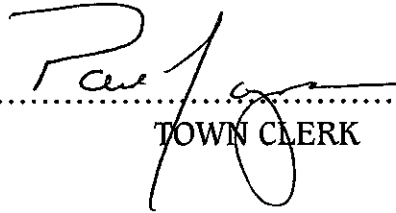
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His Worship Mayor Thorne noted that the next regularly scheduled meeting of Council will be Monday, December 16, 2013, at 7:00pm.

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



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MAYOR THORNE



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TOWN CLERK