

MINUTES OF JANUARY 25, 2021

REGULAR MEETING

A regular meeting of Council was held January 25, 2021 at 7:00 PM with Mayor Keating presiding. Councillor Bartlett joined the meeting via video technology (Cisco Webex). All other members of Council and Clerk were present.

THE LORD'S PRAYER

APPROVAL OF AGENDA

It was moved by Councillor Bartlett and seconded by Councillor Campbell that *'The Agenda be approved with one addition to the Bills.'* MOTION CARRIED

CONFLICT OF INTEREST DECLARATION

No conflict declared.

APPROVAL OF PREVIOUS MINUTES

It was moved by Councillor Campbell and seconded by Councillor Kitchen that *'The Minutes for the Council Meeting held on January 11th be approved.'* MOTION CARRIED

BILLS FOR THE MONTH OF JANUARY

It was moved by Councillor Kitchen and seconded by Councillor Campbell to *'Pay the bills for the month of January with the addition of the bill from Sears Insurance.'* MOTION CARRIED.

MANAGER OF WORKS REPORT

No report from Manager of Works this meeting.

DIRECTOR OF PARKS & LEISURE REPORT

Clerk read an update as provided by the Assistant Director of Parks & Leisure:

Winterfest – Winterfest will run all of February with contests and prizes. Schools and daycares have been reached out to. A Winterfest Passport is available on Facebook.

Rink – Daily flooding and clearing are to take place as required with a youth employee on standby. The rink was closed when the Province put the Moncton Region (Zone 1) in the Red status of the New Brunswick Coronavirus recovery plan. Should that status change back to the less restrictive Orange phase, the facility will reopen to the public. The local schools have been in contact about using it when permitted, for which a new operational plan is to be drawn up.

Grants – The department has identified two recreation activity grants to apply for, and one for infrastructure.

Snowshoes/Skis – 10 people have borrowed snowshoes and skis, with many asking where to do either activity.

NEW BUSINESS

Rezoning request - 3132 Main St. (Community Use to Village Centre)

Lori Bickford, Planner with Southeast Regional Service Commission, joined the meeting to inform Council that a rezoning has been applied for by Dwayne and Gisele Mann concerning their property at 3132 Main Street in Salisbury. They are requesting that the zoning for 3132 Main Street be changed from Community Use to Village Centre. The Manns wish to operate a retail store in the former Masonic Temple building. Their plan is to use both floors of the building, encompassing 1,000 square feet on each floor, for the sale of vintage and collectable items. The current zoning does not allow for this use, as the Community Use zoning is generally used for institutions, non-profit organizations, and churches. However, the Village Centre designation, which is the common zoning in this downtown area, does permit such use. This rezoning request, should it ultimately be approved, would not require a change to the General Future Land-Use Map, but would require amendments to the Zoning By-Law and Zoning map. Lori Bickford explained that if Council was interested in entertaining this rezoning request, it would be required to pass a resolution to launch the public engagement process, including the advertising, and seek the views of the regional Planning Review and Adjustment Committee (PRAC).

One question was asked by Councillor Bartlett – was there enough parking in that location for such a venture? Lori Bickford answered yes, there was enough room for six angled parking spaces.

The following was moved by Councillor Campbell and seconded by Councillor Bartlett:

‘WHEREAS Council has considered an application from Dwayne & Gisele Mann to amend By-law No 51, The Village of Salisbury Zoning By-law by rezoning the property known as PID 00816280 (3132 Main Street Salisbury) from Community Use to Village Centre; BE IT RESOLVED that the Council of the Village of Salisbury directs that the appropriate by-law be prepared to amend the Zoning By-law as it pertains to the above noted rezoning; that the proposed by-law be referred to the Southeast Planning Review and Adjustment Committee for their views; that the notice of intention requirements of the Community Planning Act be fulfilled with respect to the proposed amendments, and sets the regular Council meeting of February 22nd, 2021, in the Council Chambers at the Village Office, 56 Douglas Street, Salisbury, N.B. or as a virtual meeting at 7:00 pm as the date, time and place for the Public Hearing of consideration of objections to the proposed by-law.’ MOTION CARRIED

FCM Asset Management Funding, Phase 2

Staff and Crandall Engineering have reviewed the Village’s readiness scale. Crandall was previously approved to prepare the application for Phase 2 Municipal Asset Management Funding through the Federation of Canadian Municipalities. The municipal portion of the cost will be covered by federal Gas Tax funding. A resolution from Council is required.

It was moved by Councillor Kitchen and seconded by Councillor Campbell that *‘Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program – Phase 2 for the Village of Salisbury.*

Be it therefore resolved that the Municipality commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- *Inventory and Performance Measures*
- *Risk Assessment*
- *Strategy and Financial Planning*

Be it further resolved that the Municipality commits \$12,500.00 (Net HST) from its budget toward the costs of this initiative, and proceed with the application for Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program to help with funding for sustainable management of our infrastructure through asset management practices.'

MOTION CARRIED

PETER CORBYN / AFFORDABLE HOUSING

Joining the meeting at this time was Peter Corbyn of Hanwell presenting in his role as a consultant on the topic of affordable housing for small communities in New Brunswick. His experience in Nackawic saw him consult for the municipality and partner with a newly created company called Atlantic Garden Homes in the construction of what he described as garden homes for seniors looking to downsize and rent. This has led him to branch out to other communities interested in having more options for affordable housing, citing Minto and Stanley.

It was explained to Council that the key issues in such a development of affordable housing in this matter are: demand, available land, the finances of such a development, and its design. The involvement of Peter Corbyn and Atlantic Garden Homes is also dependent on the involvement of locally-based contractors and property owners/landlords, as well as the possibility of municipal involvement to some degree, noting that in his experience municipal involvement varies from community to community.

Mayor and Council will discuss the matter further, and thanked Peter Corbyn for his presentation.

BUSINESS ARISING FROM MINUTES

Erosion

Nothing new to report regarding riverbank erosion mitigation project.

HR Services

Clerk presented final draft of Employee Manual to councillors for their approval, noting it had undergone a final grammatical editing.

It was moved by Councillor Campbell and seconded by Councillor Kitchen that '*The Village of Salisbury adopt the Employee Manual, dated January 2021.*' MOTION CARRIED

Railway Trestle (Bridge)

Nothing new to report.

Municipal Plan & Zoning By-Law Review

Signed and returned by the Minister, the Municipal Plan and Zoning By-Law have now been sent to the Provincial Registry Office for formal registration, after which they will officially take effect.

CORRESPONDENCE

The following items were discussed by accommodated and remaining correspondence placed on file:

Moncton Southeast Regional Service Commission – Lori Bickford, Planner – Rezoning request, 3132 Main St. (Community Use to Village Centre)

This was the preliminary staff report from Southeast Regional Service Commission Planner Lori Bickford concerning the rezoning request for 3132 Main Street, as was discussed earlier this meeting.

Joyce MacDonald, CBDC Salisbury Representative – Thank You card

The Village of Salisbury's board representative at Community Business Development Corporation (CBDC) Westmorland Albert, Joyce MacDonald, sent a thank you card for the Christmas card and honourarium received from Council for 2020.

FIRE DEPARTMENT REPORT

No report this meeting.

RCMP REPORT

No report this meeting. Councillor Campbell noted that during the Red Phase of the Province's coronavirus recovery phase, the RCMP are not doing vulnerability and background checks. This has an impact on volunteerism and on the business community.

MAYOR'S REPORT

HR – On January 14th, attended Council workshop for final edit of Human Resources/Employee Manual.

Department Rebranding – For years, there has been the perception that Parks & Leisure maintains parks and playgrounds for the Village. Such was never the intent of the department, as the responsibility for maintaining parks and playgrounds has always been part of the Department of Works and Maintenance portfolio. A consultant has recommended a rebranding of the departments to help clarify municipal responsibilities. A new name will be finalized soon for the Department of Parks & Leisure, taking place to clarify the department's mandate going forward. This will coincide with the hiring of a new department director.

COUNCILLORS' REPORTS

Councillor Kitchen

HR – On January 14th, attended Council workshop for final edit of Human Resources/Employee Manual.

Councillor Bartlett

HR – On January 14th, attended via Webex the Council workshop for final edit of Human Resources/Employee Manual.

Library – Looked into the possibility of lending snowshoes through the public library. Library manager will reach out to library board for feedback on the suggestion.

Councillor Campbell

HR – On January 14th, attended Council workshop for final edit of Human Resources/Employee Manual.

Route 106/Reeder Road Culvert – Asked about, and was informed that there have been no developments regarding a culvert in need of repair on Route 106 near Reeder Road. Council has been steadfast that responsibility for this matter falls under the mandate of the New Brunswick Department of Transportation and Infrastructure, since Route 106 (Main Street) is a Provincial route. Mayor Keating will press the matter again with the Province.

Municipal Reform – Noted that the New Brunswick government has begun the process of asking for feedback concerning local governance reform, suggesting they discuss the possible outcomes. The interactive provincial website for Local Governance Reform is up, with more information expected to be released to municipalities and local service districts this Spring. Mayor Keating predicts it will be a lengthy process, perhaps a couple years.

CLERK'S REPORT

Hiring Notice – The hiring notice has been posted for the position of director of the village department that takes care of recreation, leisure, and wellness activities. The posting closes on February 5th. Some resumes have been received.

Sewer Bills – 2021 Sewer Bills have been mailed to residents of Salisbury. Many payments have already been made. Various ways payments can be made include: in person at the Village Office by cash, cheque or debit; by dropping off payment using the Village Office building mail-slot; at CIBC or Credit Union, either at the bank or by using online or telephone banking; and at Service New Brunswick, either in person at SNB, by telephone, or online.

Surveillance Cameras – More Village Office security cameras have been installed, covering the municipal grounds on Douglas Street.

CLOSED MEETING – No closed meeting held as there was nothing to discuss.

DATE OF NEXT MEETING – February 8, 2021

ADJOURN

It was moved by Councillor Kitchen and seconded by Councillor Campbell to '*Adjourn the meeting.*' MOTION CARRIED (8:12 PM)