

## MINUTES OF MAY 6, 2021

### REGULAR MEETING

A regular meeting of Council was held May 6, 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 Kitchen and seconded by Councillor Campbell that *'The Agenda be approved.'* MOTION CARRIED

### CONFLICT OF INTEREST DECLARATION

No conflict declared.

### APPROVAL OF PREVIOUS MINUTES

It was moved by Councillor Kitchen and seconded by Councillor Campbell that *'The Minutes for the Council Meeting held on April 26<sup>th</sup> be approved.'* MOTION CARRIED

### AUDITOR'S REPORT

Janet Ross of Ernst & Young joined the meeting via video technology (Cisco Webex) to present the 2020 Audited Financial Statements. This is the 9th year using PSAS (Public Sector Accounting Standards) as opposed to the former standards prescribed by the Province. As a result, a few adjustments were required. This impacted the financial position and annual surplus.

The audit showed the following results:

	<b>2019</b> (Per PSAS requirements)	<b>2020</b>
<u>General Capital Fund</u>		
Capital Assets	\$ 8,478,276	\$ 8,472,536
<u>General Operating Fund</u>		
Surplus (Deficit) for the Year	\$ 108,405	\$ 114,448
	\$ (12,176)	\$ 4,346 (per former PNB requirements)
<u>Utility Capital Fund</u>		
Capital Assets	\$ 3,200,126	\$ 3,183,014
<u>Utility Operating Fund</u>		
Surplus (Deficit) for the Year	\$ (23,388)	\$ 1,599 (per former PNB requirements)
Accumulated Surplus (Deficit)	\$ (6,481)	\$ 2,155
<u>Reserve Funds</u>		
General Capital Reserve Fund	\$ 110,533	\$ 138,071
Utility Capital Reserve Fund	\$ 756,478	\$ 708,500

**Questions / Comments:**

Surplus – Asked to put it simply what position the Village is in, Janet Ross explained that the General Operating Fund closed 2020 with a \$4,346 surplus and the Utility Operating Fund closed 2020 with a \$1,599 surplus. These will have minimal impact on 2022 and 2023 budgets.

Debt Ratio- Councillor Bartlett asked if Salisbury's debt ratio of five per cent is reasonable. Janet Ross explained that it is higher than usual for Salisbury based on the Village's history of very low debt ratios. However, she further stated that five per cent is very low when compared with other municipalities. She added that it is not favourable to have a debt ratio that is too low; for example, between 0 and 2 per cent, because that could suggest that the municipality is not investing in its assets. So, Salisbury is in very good shape at five per cent.

On behalf of Council, Mayor Keating thanked Janet Ross for her presentation of the 2020 Financial Statement Highlights and the 2020 Audited Financial Statements. She offered best wishes to outgoing members of Council and welcomed the incoming mayor and potential members of Council in attendance.

It was moved by Councillor Kitchen and seconded by Councillor Campbell that *'The Village of Salisbury accept the Audited Financial Statements for 2020 as presented by Ernst & Young.'* MOTION CARRIED Mayor and Clerk signed the audited financial statements. Copies will be forwarded to the Minister as required.

**DIRECTOR OF INFRASTRUCTURE AND PUBLIC WORKS REPORT**

Councillor Kitchen read report provided by Director of Infrastructure and Public Works.

Petitcodiac River Erosion Project - A funding application to the Environmental Trust Fund was denied by the New Brunswick Department of Environment and Local Government. The municipality and Fort Folly Habitat Recovery (FFHR) have been communicating about this decision and are attempting to develop some type of contingency plan in order to salvage Phase II of the project. Phase I construction involving the "Rock Toe" shows signs of significant failure, but this aspect of the project has not yet been discussed with FHHR.

Highland Park Restroom Facility - Wells 2021-1 and 2021-2 have been fully developed and the municipality is awaiting the submission of a comprehensive report which outlines all aspects of well yields, water quality, decommissioning of wells 2016-1 and 2016-2, and recommendations for water treatment in order to provide safe potable water for public use. Issuance of a public tender for this project is expected to occur in the next few weeks once detailed design of the mechanical systems can be finalized.

Canada Healthy Communities Initiative - The second intake of applications for funding under this program is expected to open on May 14, 2021. The current opinion of probable cost associated with the upgrade concept to the former CN Albert Line bridge is approximately \$303,600.00 (including gross HST).

Municipal-Wide Park Facilities Assessment and Revitalization Plan - Site visits for all facilities have been conducted and public consultation material is being prepared.

Pump Station Siding Replacement - Contractor has been selected and all required materials have been delivered to the municipality. Installation of the cladding material will take place during the last two weeks of May. Municipal staff have been making initial preparations.

Master Plan and Space Needs Assessment - Site condition assessments of all civic facilities have been completed. Standardized survey document has been prepared and will be distributed to staff for completion. Individual staff interviews are expected to take place on May 13, 2021 upon verification of scheduling.

Waddy Farmland Stormwater Management Plan - Plan is at an approximate stage of 75 per cent completion and did require additional topographic survey data in order to properly identify an unusual network of drainage ditches and the use of abandoned sanitary sewer mains.

Investing in Canada's Infrastructure Program – Polishing Pond - Update from the Regional Development Corporation on the status of the municipality's funding application indicates that a decision might not be made until the end of May. The delay in this process will make the complete undertaking of this project extremely difficult before September 30, 2021 if the municipality is ultimately selected as a recipient.

### **DIRECTOR OF RECREATION AND WELLNESS REPORT**

Director of Recreation and Wellness joined the meeting to provide the following report.

Summer Staff – The department has begun interviews to hire its first two Summer employees.

Summer Sports – The busy season has begun with soccer and baseball preparations underway, including registration for soccer.

Director of Recreation and Wellness expressed many thanks to current Council and municipal staff, including his Assistant Director, for all of their help during his first month on the job. He is looking forward to working with the new Council and has already met some of the candidates.

Mayor Keating and Council thanked him for his hard work and for attending the meeting.

### **BUSINESS ARISING FROM MINUTES**

#### Erosion

As referenced earlier in the meeting during the Director of Infrastructure and Public Works report, due to the municipality's application for funding being denied by the Province of New Brunswick's Environmental Trust Fund, the second phase of the riverbank restoration project remains in question unless an alternate source of funding can be secured.

#### Railway Trestle (Bridge)

Also referenced in the Director of Infrastructure and Public Works report, a grant for trestle improvements is being applied for through the Canada Healthy Communities Initiative.

#### By-Law Amendment No. 51-2 – Zoning Map

By-Law Amendment No. 51-2 Zoning Map is ready to be sent for formal registration with the Province. This item can now be removed from the agenda.

### **CORRESPONDENCE**

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

No correspondence to discuss.

### **FIRE DEPARTMENT REPORT**

No report this meeting. Presentation of a years-of-service medal and certificate still has to be arranged for one of the firefighters. Mayor Keating took time to thank the volunteer fire department, as he has done with all volunteers, for everything they do for the village, fulfilling such an important role in the community.

**RCMP REPORT**

No report this meeting. They are hoping to start attending more frequently. In the past they have attended once each month or two.

**MAYOR'S REPORT**

Hiring Committee, Administrative Assistant – On April 30<sup>th</sup>, May 3<sup>rd</sup> and May 5<sup>th</sup>, participated in first and second round of interviews for the Village Office position of Administrative Assistant.

**COUNCILLORS' REPORTS**

**Councillor Bartlett**

Goodbye – To fellow members of Council, stated it was a pleasure working with them.

**Councillor Campbell**

Hiring Committee, Administrative Assistant – On April 30<sup>th</sup>, May 3<sup>rd</sup> and May 5<sup>th</sup>, participated in first and second round of interviews for the Village Office position of Administrative Assistant.

**Councillor Kitchen**

Hiring Committee, Administrative Assistant – On April 30<sup>th</sup>, May 3<sup>rd</sup> and May 5<sup>th</sup>, participated in first and second round of interviews for the Village Office position of Administrative Assistant.

Goodbye – Reflecting on his 25 years on Council, mused what it is that makes a community great, pointing to its residents, businesses, protective services, volunteers and municipal staff, further stating that it has been a real honour to work with Council and serve in this role.

**CLERK'S REPORT**

Local Governance Reform – When Council met last, Clerk was asked to see what other municipalities were doing with regards to responding to the Local Governance Reform process. Only two municipalities replied that their new councils were going to meet with staff to discuss the matter and formulate responses. It was decided that the outgoing and incoming councils for Salisbury would gather informally late in the month following the announcement of the municipal election results to discuss a statement to be made by the Village in time for the May 31<sup>st</sup> deadline for responses to scenarios presented in the green paper. Meantime, Councillor Campbell encouraged everyone to take part in the evening online public consultation sessions scheduled for May 18<sup>th</sup> and 20<sup>th</sup>.

Moncton Wildcats – Fourteen different pairs of people enjoyed the Village of Salisbury tickets, three of the pairs on two occasions. Eleven scheduled home games remained not played by season's end, for which the Village will be credited/reimbursed for.

Complaints About Loose Dogs – People are more frequently allowing their dogs to run off-leash at the Wetland Trail. This is a concern due to both the trail being a Ducks Unlimited wetland and this being nesting season, a particularly sensitive time, and the fact that allowing dogs to be off-leash in any public area is a violation of the municipality's Animal Control by-law. The municipality's Animal Control provider will be contacted about enforcement.

Next Meeting of Council – The newly elected Village Council for Salisbury will be sworn in on the evening of June 14<sup>th</sup>, the regularly-scheduled meeting date, although it will be difficult to hold a similar evening as have been held in the past for new councillors when families were invited to enjoy the proceedings, due to pandemic restrictions. Joining via video conference remains an option.

It was moved by Councillor Campbell and seconded by Councillor Kitchen to ‘*Hold a recess.*’ MOTION CARRIED

### **RECESS**

It was moved by Councillor Kitchen and seconded by Councillor Campbell to ‘*Return to the regular meeting.*’ MOTION CARRIED

It was moved by Councillor Kitchen and seconded by Councillor Campbell to ‘*Enter into a closed session.*’ Councillor Bartlett, since he had joined the meeting from his home via video-conference, was required to prove that he was alone and that no one else could listen in on any discussion during the closed session. Councillor Bartlett proceeded to pan his computer camera around his room proving that he was alone. MOTION CARRIED

### **CLOSED MEETING – Personnel.**

It was moved by Councillor Campbell and seconded by Councillor Bartlett to ‘*Return to the regular meeting.*’ MOTION CARRIED

### **Administrative Assistant**

It was moved by Councillor Kitchen and seconded by Councillor Bartlett that ‘*The Village of Salisbury accept the recommendation provided by the Hiring Committee for the position of Administrative Assistant, conditional on reference-checking and acceptance of wages, as well as passing a Criminal Background Check, effective immediately. This position will have a probational period of six months with a three-month and six-month evaluation and review.*’ Councillor Kitchen took the opportunity to acknowledge the work of the Hiring Committee, thanking the members for their time, also thanking all those who applied for the position. MOTION CARRIED

### **DATE OF NEXT MEETING – June 14, 2021 (Oath of Office - new Council)**

### **ADJOURN**

It was moved by Councillor Campbell and seconded by Councillor Kitchen to ‘*Adjourn the meeting.*’ MOTION CARRIED (8:45 PM)