

## MINUTES OF OCTOBER 25, 2021

### REGULAR MEETING

A regular meeting of Council was held October 25, 2021, at 7:05 PM with Mayor Campbell presiding. All members of Council and Clerk were present.

### THE LORD'S PRAYER

### APPROVAL OF AGENDA

It was moved by Councillor O'Blenis and seconded by Councillor Gallant that '*The Agenda be approved.*' MOTION CARRIED

### CONFLICT OF INTEREST DECLARATION

No conflict declared at this time.

### APPROVAL OF PREVIOUS MINUTES

It was moved by Councillor Colwell and seconded by Councillor Hamer that '*The Minutes for the Council Meeting held on October 12<sup>th</sup> be approved.*' MOTION CARRIED

### BILLS FOR THE MONTH OF OCTOBER

Additional invoices from EXP were added.

It was moved by Councillor Gallant and seconded by Councillor Thorne to '*Pay the bills for the month of October, plus the extra three EXP invoices.*' MOTION CARRIED

### PRESENTATION – Lori Bickford, Planner / Southeast Regional Service Commission

Southeast Regional Service Commission (SERSC) report was given by Planner Lori Bickford, explaining for the new Council what SERSC does from a planning and development perspective. It was noted that SERSC's name will be changing to "Plan 360," remaining a division of Southeast Regional Service Commission in charge of Planning and Development.

**Background** – SERSC has been in existence since January 1, 2013 as one of 12 new Regional Service Commissions in New Brunswick with boards composed of elected mayors and local service district chairs tasked with two mandated divisions of service: Land Planning and Solid Waste. SERSC staff work out of offices in Moncton, Shediac, Sackville, and Riverview.

**Mandate** – SERSC's Land Planning Division delivers planning and building inspection services for all its partners, including the Village of Salisbury. This means all the local governing bodies within the Southeast region except for the cities of Moncton and Dieppe.

**Plan and By-law Reviews** – The legislative documents used in New Brunswick for Land Use Planning include a community's Municipal Plan and Zoning By-law. Other regulatory documents also overseen by SERSC on the Village of Salisbury's behalf are a Subdivision By-law and Building By-law.

**Other** – Also undertaken by SERSC staff are Zoning Amendments, including rezonings and text amendments, Subdivisions, Building and Development Permits and Waivers, Contraventions, Deed Approvals and Exemptions, and Zoning Conformity and Compliance letters.

**Planning Review and Adjustment Committee** – Members of the Planning Review and Adjustment Committee (PRAC), appointed by the Regional Service Commission Board from

throughout the SERSC coverage area, carry out advisory and decision-making functions with regards to land use planning, acting on professional advisement by SERSC.

By-law Adjustments – The Community Planning Act permits some flexibility to certain provisions of Zoning and Subdivision By-laws, such as: Similar or Compatible Uses, Variances, Temporary Uses, and Non-Conforming Uses.

**Salisbury 3-Year comparison** – Lori Bickford provided Council with a three-year overview of building and development permits issued. With the majority of permits issued being residential in nature, total construction values were \$1,204,556 in 2018, \$2,272,992 in 2019, and \$1,051,356 in 2020. In the three years, three new homes were built – one in 2018 and two in 2020.

**Questions –**

2021 Permits – Asked about the numbers for the current year, it was pointed that the 2021 numbers will not be calculated until the end of the year. However, it was noted that most of the development in the Southeast region is taking place in unincorporated areas.

Impact of Municipal Reform on Municipal Plan and Zoning By-Law – A concept practised in other jurisdictions that have undergone significant municipal reform is that existing identities would be kept for the time being, and there would be a transitional phase for any changes.

Mayor Campbell and Council thanked Lori Bickford for her report.

It was moved by Councillor Thorne and seconded by Councillor Gallant to *‘Have a short recess.’* MOTION CARRIED

**RECESS**

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

**DIRECTOR OF INFRASTRUCTURE AND PUBLIC WORKS REPORT**

On behalf of the Manager of Infrastructure and Public Works, Councillor Gallant read from a submitted report:

Petitcodiac River Erosion Project – Project has been substantially completed by Fort Folly Habitat Recovery. Installation of anti-erosion mats/carpet and hydroseeding has taken place since the last update.

Resurfacing of Route 112 – Resurfacing of Route 112/Fredericton Road, starting at MacWilliam Road and ending at Route 106/Main Street has been completed by the New Brunswick Department of Transportation and Infrastructure and its contractors. Site cleanup and line-painting will be completed in the coming days.

Hopper Avenue Upgrades – Trent Blakney Towing & Excavation began work on October 25<sup>th</sup>. The first stage of upgrades is to strip and remove the top layer of unsuitable pit-run gravel and muddy material. The second stage of upgrades will consist of placing a compacted layer of 75mm of crushed stone. The project expected to be completed by October 27<sup>th</sup>.

**DIRECTOR OF RECREATION AND WELLNESS REPORT**

On behalf of the Director of Recreation and Wellness, Councillor Thorne read from a submitted report:

Fitness Classes – Fitness classes have resumed on Wednesdays and Fridays and remain popular.

Pickleball – Pickleball continues to take place.

Breast Cancer Awareness Month – A community walk for Breast Cancer Awareness will take place on the evening of October 26<sup>th</sup> starting at the Recreation and Wellness office. Wearing something pink is encouraged.

Hallowe'en – The first annual Hallowe'en Pumpkin Walk is set for October 29<sup>th</sup> at Highland Park at 6:00 PM. There will be treats and hot drinks. Pumpkins to be carved and placed around the park have been dropped off at various locations including Salisbury Elementary School.

Minor Basketball – Salisbury Petitcodiac Minor Basketball has begun, with gym times arranged.

Recreation New Brunswick – Director of Recreation and Wellness attended virtual RNB Conference called “Resilience and Reinvention Together Towards Tomorrow.” The focus was on recreation facilities, programming, management, encouraging innovative ideas, and planning for the future. Great panellists and speakers included well-known hockey analyst Bob McKenzie.

Hanging Baskets – With the Manager of Infrastructure and Public Works, took down the Village’s hanging baskets. Volunteers also helped by cleaning out flower beds and pots.

Working On – The Department continues to prepare grant applications, put the finishing touches on reciprocal agreements, plan various workshops, and prepare its request for the 2022 budget.

## **BUSINESS ARISING FROM MINUTES**

### Erosion

Covered in Manager of Infrastructure and Public Works’ report. This item can be removed from the agenda going forward.

### Railway Trestle (Bridge)

The Snowmobile Federation has reached out the Manager of Infrastructure and Public Works to confirm the status of their key for the trail gates. They plan to access the bridge to attach temporary Hemlock stringers to the decking. Meantime, Mayor Campbell has contacted the MLA for Albert for the purpose of discussing the trestle’s infrastructure needs, for which they also need the involvement of the Council and all the various user groups. Planned safety improvements for the Village-owned bridge are a rebuild of the surface boards and installation of side-protection and anti-climbing elements.

### By-Law Review

A review of Village of Salisbury by-laws, beginning with the Procedure By-Law, By-Law No. 38, will tentatively begin during a Council working session scheduled for October 30<sup>th</sup>.

### Tenders

The results of tender-calls for both Residential Waste Collection and Disposal and Janitorial Services to be discussed in Councillor O’Blenis’ report.

### Hopper Avenue

Covered in Manager of Infrastructure and Public Works’ report.

### MacDonald Road Property

Nothing to report at this time. Clerk is awaiting information on insurance coverage and related costs for the property in question acquired by the municipality.

All-Terrain Vehicles

Joining the meeting virtually to discuss road access for all-terrain vehicles was Aron Tavender, president of the Albert County Trailblazers and a director at Quad NB. Quad NB is the new name of the New Brunswick ATV Federation, which represents 58 clubs and 30,000 members. Aron Tavender noted to Council that Salisbury is a hub between three different clubs with approximately 3,500 members combined in the Albert County Trailblazers, Petitcodiac Trailblazers, and Moncton Mudrunners in Region 8, for which he is one of two directors. He pointed out that their sport is growing, as are the machines used, both of which are reasons for increased demand for fuel and amenities. To this end, they are asking for access to roads in the Village of Salisbury in order to purchase fuel and food, adding that granting such access from trail heads to resources has met with positive feedback in other communities. The argument is that it is already occurring illegally; but by approving it, the evidence has shown that it results in safer travel on the approved roads since riders are no longer rushing their clandestine commutes. Upon questioning, Aron Tavender said he believes ATV access has been approved in up to 15 communities in New Brunswick so far, with requests submitted in another 20-to-25 communities. In communities where it already takes place, ATVs are treated like any other vehicle on the approved roads, moving in the lanes with the regular flow of traffic. It was brought up that in Salisbury there exists two primary Provincial Routes, 112 and 106, that are under the jurisdiction of the New Brunswick Department of Transportation and Infrastructure, not the municipality. Aron Tavender is of the belief that municipal approval would trigger the request being forwarded to the Province, adding Provincial approval has been granted in both Sussex and Hillsborough.

Mayor Campbell pointed out that Council sees this as a huge opportunity and will keep in touch with Aron Tavender regarding the next steps in the process. It was suggested by Aron Tavender that Quad NB Development Coordinator Jacques Ouellette come to Salisbury for a detailed presentation to Council on this topic, and that the RCMP also be present.

Mayor Campbell and Council thanked Aron Tavender for taking part in the meeting.

**CORRESPONDENCE**

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

Southeast Regional Service Commission – Local Planning Revenues, 3<sup>rd</sup> Quarter 2021

Received from Southeast Regional Service Commission was the third quarter payment for Local Planning Revenues in 2021. The payment was \$4,409.53, which is \$4,259 in building permits from July to September, plus another \$250 for a variance, minus \$99.47 in credit card fees. Local Planning Revenues year-to-date for Salisbury have totalled \$10,540.39.

Lawrence Wortman – Condition of east side ditch on River Road from civic 2631 to 2645

The Village received a letter from Lawrence Wortman of 2631 River Road. In the letter and attached pictures, Lawrence Wortman goes into detail about situations where water had significantly collected in the ditches in front of and near his residence, as well as when the water pooled on a neighbouring property following heavy rainfall this past July. He is calling on the Village to install larger pipes and dig out the ditch along River Road to allow for proper drainage. Some of the attached photos show cases where pieces of the bank had dropped into the ditch, restricting flow.

Clerk, using information from the former Director of Infrastructure and Public Works, said the long-term solution would be the installation of storm sewer along Route 112/River Road, which is in the Village of Salisbury's five-year Capital Investment Plan under the Canada Community-Building Fund, formerly known as Gas Tax Fund. In the meantime, pricing will be sought for ditching work, noting that it is a more complicated job because it is a Provincial route.

### **FIRE DEPARTMENT REPORT**

No report this meeting.

### **RCMP REPORT**

Councillor Hamer has met with the region's RCMP Constable responsible for Community Policing. Regarding setting up a Neighbourhood Watch group in Salisbury, they are aiming for January to plan a public meeting.

### **EMO REPORT**

Councillor Hamer met virtually with regional Emergency Measures officials. It was suggested by the Regional Emergency Management Coordinator that Salisbury and Petitcodiac combine their EOCs (Emergency Operations Centres). Councillor Hamer's counterpoint to this was that small communities do not have the time for excessive virtual meetings in order to achieve this goal. Councillor Hamer also urged Council and staff to take ISC100 (Incident Command Systems) training, noting that as a terminology course it would be beneficial. Clerk noted that some staff already have some EMO training.

### **MAYOR'S REPORT**

Union of the Municipalities of New Brunswick – Took part in an online UMNBS session last week regarding procurement and tendering process.

Coronavirus Update – On October 21<sup>st</sup>, took part in a COVID-19 update conference call with the Province regarding the Circuit Breaker phase under the new State of Emergency.

Newspaper Interview – On October 21<sup>st</sup>, did an interview with the Times & Transcript regarding a local business violating government-mandated coronavirus protocols. Mayor Campbell urges residents to abide by NB Public Health's pandemic rules and to report any activities that would put public health at risk.

Sewer Complaint – On October 22<sup>nd</sup> with Councillor Gallant, met with a resident who had concerns regarding their sewer and garbage.

Hallowe'en – For Hallowe'en, the Village of Salisbury always follows the New Brunswick Government guidelines, which are published on the Province's coronavirus page on the GNB website. It was noted that even during the Circuit Breaker phase, Hallowe'en was still permitted, albeit while abiding to specific rules. For residents not interested in taking part in Hallowe'en, please just turn off your porchlight as an indicator to trick-or-treaters. The Village has no set times for trick-or-treating, but it generally runs from around 4:00 PM to 8:00 PM. Meantime, the success of The Green Pig Haunted Corn Maze was noted, adding all businesses benefit from the huge crowds. Also taking place over the Hallowe'en weekend in Salisbury will be the Hallowe'en Pumpkin Walk at Highland Park on Friday evening, hosted by the Village of Salisbury Department of Recreation and Wellness.

Sports Events – Several games and sports tournaments are going to be held in Salisbury, which is good for the economy. Residents are asked to follow Public Health rules regarding these events.

Route 112 Bridge – The Petitcodiac River Bridge on Route 112 has been reduced to one lane by the New Brunswick Department of Transportation and Infrastructure. The Village has been told the lane-reduction will be in effect for at least this Winter, with no end-date specified. Mayor Campbell has pressed NBDTI for clarification on the length of this lane-reduction, which is accompanied by a weight restriction, as the bridge is a key connection for Salisbury. He also notes the Village has been calling on NBDTI to repair the bridge for several years, only to be denied. He said the bridge needs immediate attention.

Breast Cancer – Department of Recreation and Wellness will hold a Breast Cancer Awareness Walk on the evening of October 26<sup>th</sup>. Mayor Campbell cannot attend due to a SERSC meeting.

Petitcodiac Council – Clerk to arrange for a joint informal meeting of Salisbury and Petitcodiac Councils. Such sessions will be held periodically, starting in Salisbury then alternating.

Municipal Budget – With budget deliberations to be held soon, Mayor Campbell asked the Clerk if figures have been received from WorksafeNB and the RCMP, since both numbers will have a considerable impact on the municipal budget. They have not been received yet.

Fire Chief – David Bannister has formally announced his retirement as Fire Chief of the Village's volunteer fire department, effective January 1st, 2022; however, he will remain a member of Salisbury Fire Rescue. He will reach 40 years with the volunteer fire department in 2023. Mayor Campbell expressed thanks for Chief Bannister's many years of service, 18 as Fire Chief plus over 20 years prior to that. The Village of Salisbury will post the position vacancy.

## **COUNCILLORS' REPORTS**

### **Councillor Gallant**

Sewer Complaint – With Mayor Campbell, met with a resident regarding a matter under review.

### **Councillor Hamer**

Transportation Department – Expressed frustration with the NB Department of Transportation and Infrastructure for its lack of consideration in keeping the Village informed with regards to road closures, such as the recent resurfacing project on Route 112 and a culvert-replacement project on Route 106 in Allison this Summer. Regarding the former, he questioned the need for a full road closure for a paving project, saying emergency vehicles should not be subjected to a 15-kilometre detour. He did remark that the finished roadwork on Route 112 was fantastic.

### **Councillor O'Blenis**

Residential Waste Tender – With the deadline on October 22<sup>nd</sup> for the Residential Waste Tender, it was noted that while six tender packages had been distributed, three bids were received. For a three-year term, Fero Waste & Recycling Inc. submitted a bid valued at \$302,835.09 (including HST), McAction Enterprise Inc.'s bid was for \$369,416.39 (including HST), and Miller Waste System Inc.'s bid was for \$410,121.84 (including HST). It was recommended that the low bid be accepted. The Fero bid per year is \$85,602 before HST, then \$87,760, and \$89,972. As for the current rate, the cost in 2021 is approximately \$70,000 per year.

It was moved by Councillor O'Blenis and seconded by Councillor Hamer that *'The Village of Salisbury award the tender for Residential Waste Collection and Disposal for a three-year term, with the option to negotiate a two-year extension, beginning January first, 2022, to the low bidder, Fero Waste & Recycling in the amount of \$302,835.09, including HST.'*

MOTION CARRIED

**Councillor Thorne**

Library Board Appointments – Attended the recent meeting of the Salisbury Public Library Board of Directors to discuss the library’s budget for 2022. As well, the appointment of three library board members must be approved by Council.

It was moved by Councillor Thorne and seconded by Councillor O’Blenis that ‘*The following individuals be appointed to the Salisbury Public Library Board of Directors, each for a three-year term: Linda Steeves, Brenda Lewis, and Margaret Harriman.*’ MOTION CARRIED

**Councillor Colwell**

Beautification Committee – Met with the Salisbury Beautification Committee and discussed its challenges with regards to upkeep and workload. The committee has provided Councillor Colwell with a current maintenance calendar and workload assessment in advance of budget discussions regarding the sustainability of beautification efforts in the village. Members of the Beautification Committee will attend and make a presentation at a Council meeting in November.

**CLERK’S REPORT**

Janitorial Services Tender – With the deadline on October 22<sup>nd</sup> for the Janitorial Services Tender, it was noted that only one bid was received. It was from the same service provider who currently holds the contract. The bid received was for \$2,304 per year for the public library building, \$3,264 per year for the municipal building at 56 Douglas Street, and \$1,200 per year for the Department of Recreation and Wellness facility. All rates include HST.

It was moved by Councillor Thorne and seconded by Councillor Gallant that ‘*The Village of Salisbury award the tender for Janitorial Services for 2022, with the option to negotiate a three-year extension, to Vicki Lane in the amount of \$6,768.00/year (including HST).*’ MOTION CARRIED

Animal Control – As requested, New Brunswick SPCA has agreed to continue providing Animal Control services for the Village of Salisbury in 2022. The rate is unchanged. It was reiterated that NB SPCA’s animal control for Salisbury only applies to dogs.

Skilled Labourer – The deadline was October 22<sup>nd</sup> for resumes for the Village of Salisbury’s Skilled Labourer position. The next step is to access the candidates and schedule interviews.

Municipal Budget – Council agreed to begin budget deliberations on November 8<sup>th</sup> prior to and after the regular meeting of Council. The budget talks will also be open to the public.

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

**DATE OF NEXT MEETING** – November 8, 2021

**ADJOURN**

It was moved by Councillor Thorne and seconded by Councillor Colwell to ‘*Adjourn the meeting.*’ MOTION CARRIED (9:28 PM)