

MINUTES OF FEBRUARY 28, 2022

REGULAR MEETING

A regular meeting of Council was held February 28, 2022, at 7:00 PM with Mayor Campbell presiding. Councillor Gallant joined the meeting virtually via Webex video-conferencing technology. All other members of Council and Clerk were present.

THE LORD'S PRAYER

APPROVAL OF AGENDA

It was moved by Councillor Thorne and seconded by Councillor Colwell 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 O'Brien and seconded by Councillor Thorne that *'The Minutes for the Council Meeting held January 10, 2022 be approved.'* MOTION CARRIED

BILLS FOR THE MONTHS OF JANUARY AND FEBRUARY

Departmental bills to be approved individually by Councillors.

MANAGER OF INFRASTRUCTURE AND PUBLIC WORKS REPORT

Councillor Gallant read the report submitted by the Manager of Infrastructure and Public Works.

Route 106 Culvert Washout at MacNaughton Brook – Due to extreme melting & runoff, the Route 106 culvert at MacNaughton Brook washed out on the north side of the culvert on February 18, 2022. Traffic was detoured through Parkin Street and Larsen Lane from Friday, February 18 at approximately 5:00 PM until Thursday, February 24 at approximately 11:00 AM. The New Brunswick Department of Transportation and Infrastructure filled the washout with crushed rock material to reopen the road. This repair is expected to be temporary. Further discussion with NBDTI will occur in the coming weeks to determine what will be done with the culvert going forward.

Wetland Trail Damage – Wetland Trail experienced minor damage due to flooding of the Petitcodiac River, which washed out a couple of areas of the trail. Material to repair the trail has been delivered. The target date for re-opening the trail is March 4, weather permitting.

Petitcodiac River Erosion Project – Work that was completed by Fort Folly Habitat Recovery on the Petitcodiac River last Fall near Highland Park to stabilize the riverbank sustained damage due to Petitcodiac River flooding on February 18. Municipal staff will be in talks with FFHR in the coming weeks to discuss how to move forward with repairs.

DIRECTOR OF RECREATION AND WELLNESS REPORT

Councillor Thorne read the report submitted by the Director of Recreation and Wellness. Pickleball – Pickleball is now back to full-time, five days a week, with more interest each week. The Department of Recreation and Wellness has been in contact with one of the very passionate pickleball players and it was suggested to this individual that they consider the possibility of forming their own association as they are growing. This would allow them to make arrangements and

payments directly with Salisbury Baptist Church, as well as control their own expenses. This is something that they will be discussing in the near future.

Fitness – Fitness classes are back at full capacity. Recreation and Wellness now offers four different classes each week for all fitness levels, averaging 10-12 participants in each class. Recreation and Wellness has also reached out to the Gerifit group in Salisbury to see if they would like to try the Recreation and Wellness classes.

Outdoor Rink – Winter is coming to an end. The outdoor rink has had its ups and downs this season. Weather was not our friend for the first part of Winter, but Recreation and Wellness managed to get the rink up and running with the help of the fire department. The rink has been used every single day that it has been open. Currently, it is still opening with some rough patches in the middle of the ice surface. The hope is to get another week or two out of it before the end of the season. The schools have been very active on the rink the last few weeks. Next year, a new tarp will be needed for the bottom, as there are many holes in the current tarp. Overall, Recreation and Wellness is pleased it got the rink going when it did, as it is great to see the young people enjoy themselves on it.

Equipment Rentals – It has been a great Winter for equipment rentals. Since January, over 25 different people have come and rented Recreation and Wellness equipment, whether it be snowshoes, skis, skates, or fat bikes. It was decided by Recreation and Wellness to make all of its rentals free of charge just to motivate people to get outside and be more active. More snowshoes had to be purchased this year due to high demand. Two new fat bikes were also purchased this year. They have been popular so far, as they have been gone every weekend since they were purchased.

Winterfest – The COVID-19 pandemic was still a problem this year for the Winterfest festival. It was decided by Recreation and Wellness that it would promote online activities and contests, but also have its annual Swedish Lantern Walk. However, due to unforeseen circumstances, the Wetland Trail was unusable for this event and it was decided to postpone the lantern walk until March. It will be held sometime in the next couple of weeks. The plan is to offer hot chocolate and cookies for this event.

ParticipACTION – We have already begun to plan for ParticipACTION coming up this June. We have applied for the ParticipACTION grant, which will help with some costs of offering free programming and events for the month. The Director of Recreation and Wellness has also been in touch with Horizon Health Network Community Developer Amy O'Keefe, as well as Alicia O'Hara, a social worker with the Albert County Health Centre. They are interested in possibly doing a "Battle of Communities" competition for the ParticipACTION challenge. The competition would be Albert Country; that is, Alma, Riverside-Albert and Hillsborough, versus the Salisbury/Petitcodiac region. They are proposing that during the month of June, we would take the minutes that are logged for the ParticipACTION Challenge and see which region would have the most minutes. So it would be all of Salisbury's minutes plus Petitcodiac's versus the minutes Albert country has. While making this happen is still in the early stages, The Director of Recreation and Wellness believes it would be a fun, friendly competition between regions.

Coin-G funding – Applications for funding are now being accepted for Horizon Health Network's Community Innovation Grant, or COIN-G. The maximum amount of funding is \$2,500. Recreation and Wellness has been in talks about what to use this grant funding for, and came up with the idea of getting an information/bulletin board made for outdoor spaces. Such an information board could be used to promote events, programs, but most importantly, contain a map of all the parks, trails, and playgrounds so people can be aware of everything there is to do in Salisbury. The information board would be a great asset for Highland Park, or even somewhere centrally-located in the Village. At this moment, Recreation and Wellness does not have a quote for this, but COIN-G funding would be a

great start.

Regional Director – Director's new role covering Petitcodiac as well as Salisbury has been going great so far. The past couple of months have seen a lot of meetings, phone calls and emails, but he is pleased things weren't too hectic due to pandemic restrictions. Now that COVID-19 restrictions will be lifted in March, more things will be taking place, and Summer will be here before we know it -- and then it will be the busy time of year! Director is excited to continue to learn and grow in this role and appreciates all the help from Village staff. Assistant Director has been excellent in her role, spending numerous hours and cold mornings on rink maintenance. He is very thankful for her. As well, the Department of Infrastructure and Public Works is awesome to have around and is a great asset for RW, always finding the time to help whenever it is needed; for example, with rink maintenance. Their help is much appreciated.

Questions – Please do not hesitate to reach out to the Director or Recreation and Wellness or to Councillor Thorne.

NEW BUSINESS

New Fire Truck

Councillor Hamer explained that Salisbury Fire Rescue needs to replace a 23-year-old fire tanker truck and, using the new CANOE procurement process approved by the New Brunswick Government, will have the truck manufactured by Maxi-Metal. In 2017 and 2018, Maxi-Metal manufactured the last truck purchased by the fire department, and the department remains very pleased with that delivered product. This new truck will have a 2,500-Imperial-gallon capacity, compared with 800-gallons on the vehicle it will be replacing. At a cost of approximately \$540,000.00, it will be cost-shared 60 per cent over a 10-year-period by the local service districts.

It was moved by Councillor Hamer and seconded by Councillor Thorne that '*The Municipality of Salisbury submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount: Purpose-Protective Services-Fire Truck; Amount-\$540,000.00; Term-10 Years.*' MOTION CARRIED

Clerk clarified that this motion will be forwarded to the Municipal Capital Borrowing Board, along with other required documentation, in advance of the board's hearing. If approved, funding from the board will not come until the truck is delivered, so interim financing will need to be arranged.

BUSINESS ARISING FROM MINUTES

Railway Trestle (Bridge)

Nothing to report.

By-Law Review

It was agreed by Council that prior to any further work on by-law review, discussions must take place with the appointed Local Governance Reform transition facilitator. While the process of municipal reform will include delivery by the New Brunswick Government of prepared municipal by-laws for the new municipal entity that will encompass Salisbury and surrounding area in 2023, the current Council will still consider amendments to its current procedural by-law and others, as well as possible new by-laws. Council also seeks clarity on the carryover of municipal policies during the reform process.

MacDonald Road Property

Nothing to report.

All-Terrain Vehicles

Nothing to report.

Employee Manual Adjustment

Clerk had reached out, without success, to colleagues with the Association of Municipal Administrators of New Brunswick, to ask about other municipalities' overtime policies and human resources manuals. Further attempts will be made to learn about other best practices with regards to overtime policies.

CORRESPONDENCE

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

Southeast Regional Service Commission – Local Planning Revenues, 4th Quarter 2021

As shown in the fourth quarter payment report from Southeast Regional Service Commission, net total planning revenue for the Village of Salisbury in 2021 was \$13,990.07.

Friends of the Moncton Hospital Foundation – Receipt for donation, Village of Salisbury Received from Friends of the Moncton Hospital Foundation was a receipt for a donation made by the Village of Salisbury, plus the Friends' update for supporters.

Service NB – Municipal Review Statistics – Request for Review of Assessment

Council received the results of one request, which resulted in a reduction of the assessment in question. Clerk will reach out for an explanation for the reduction. Council will consider appealing it.

Service NB – CANOE Procurement Group of Canada – Authorization to join

Received was the official notification that the Village of Salisbury has been approved as a member of the CANOE Procurement Group of Canada.

Federal Electoral Boundaries Commission for NB – 2022 review of electoral districts

Letter received explains that the Federal Electoral Boundaries Commission for New Brunswick will begin its review of the province's federal electoral districts following the 2021 census. March 31 is the deadline to submit comments and suggestions.

FIRE DEPARTMENT REPORT

Fire Chief Brad MacLeod appeared before Council to submit a Salisbury Fire Rescue report for January 2022, also announcing the Lee (Doc) O'Brien has been appointed Deputy Chief of the department.

There were 19 calls in January, compared with the historical average of 13, which is due to the many snowstorms during the month. The deep snow also made responding to calls a challenge, using the example of a vehicle that had left the highway in the middle of the night, with fire department members wading through waist-deep snow to access the accident victim inside the affected vehicle.

RCMP REPORT

Councillor Hamer commented that the formation of a new Neighbourhood Watch is still in the works. He remains in contact with an RCMP member who would be involved. The hope is they

can hold a public meeting this Spring, perhaps in April.

It was moved by Councillor O'Blenis and seconded by Councillor Colwell to '*Have a recess.*' MOTION CARRIED

RECESS

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

MAYOR'S REPORT

Donation – Thanks to Dan's Damages for donating two hockey sticks to the Department of Recreation and Wellness for the outdoor rink.

CAO Hiring Committee – On February 23, there was a meeting of the CAO Hiring Committee met.

Local Governance Reform – On February 7, there was a meeting of the Local Governance Reform transition committee for Entity 33, which encompasses Salisbury and surrounding area. Following is a report prepared and submitted by the Transition Facilitator, Chad Peters of Lynwood Strategies, read into the public record by Mayor Campbell:

ENTITY 33 TRANSITION FACILITATOR'S REPORT - February 27, 2022

INTRODUCTION

The transition to Entity 33 is well underway! This entity will bring together the Village of Salisbury, a portion of the LSD of Coverdale (8%), a portion of the LSD of Salisbury (80%), and a portion of the LSD of Moncton (5%).

The first step in the process was to establish two advisory committees, one comprising of elected officials and representatives from the local service districts that are coming part of the new entity. The second committee is made up of appropriate staff from the existing municipality to work on establishing the administrative foundation of the new entity.

The members of the Elected Officials Advisory Committee are:

- Village of Salisbury - Mayor Robert Campbell
- Village of Salisbury - Councillor Nathan O'Blenis
- Coverdale LSD (8%) - Joe D'Ettore
- Coverdale LSD (8%) - Heather Melvin
- Salisbury LSD (80%) - Phyllis Bannister
- Salisbury LSD (80%) - TBD
- Moncton LSD (5%) - Paul LeBlanc
- Moncton LSD (5%) - TBD

The role of this advisory committee is to be the voice of the council/committee/community they represent. This role also involves communicating the decisions made at the advisory committee back to the same council/committee/community.

The role of the Transition Facilitator is to act as the representative of the new council and administration of Entity 33 and work with the designated representatives of the communities that will become part of the new entity.

It is the expressed desire that the advisory committee operate on a consensus basis. In the unlikely event that the advisory committee is unable to achieve consensus on decisions that must be made, it will fall to the Transition Facilitator to make the decision so that the process can continue to move forward.

COUNCIL COMPOSITION & STRUCTURE

The first major decision that needed to be made by the advisory committee was to establish the appropriate council composition and structure. This included the size of the new council, a decision on ward or at-large representation, and if wards were chosen, how would they be determined.

The consensus decision from the advisory committee was as follows:

- Mayor – 1 (Elected at large)
- Councillor-at-large – 1 (elected at large)
- A single ward comprised of the existing Village of Salisbury, electing three (3) councillors (Total – 3)
- Three wards, equally distributed by population across the LSDs. Each electing one (1) councillor – (Total 3)

This would mean that the total council size would be seven (7) councillors, plus a mayor.

The Local Governance Reform Team at the Department of Environment and Local Government is now working on drawing out the ward maps and will be providing them back to the Transition Facilitator to share with the advisory committee in the coming days. The advisory committee will have an opportunity to review with their respective councils/committees/communities before a final decision is made.

We are targeting finalizing the details by March 11, 2022 with an absolute drop-dead date of March 31, 2022 if necessary.

NEXT STEPS

Below is a list of upcoming milestones and deadlines related to Entity 33. We are working on an engagement plan to ensure the community has an opportunity to share their ideas and thoughts on the name for Entity 33, more details will follow.

- Sub-unit structure (taxation areas) to SNB – April 11
- Submit new local government type – May 6
- Submit new local government name – May 16
- Begin budget analysis and preparation – May 2022

(end of report)

The preceding report was distributed by Chad Peters of Lynwood Strategies to the advisory committee on February 27 and further distributed to Council on February 28, and will also be posted on the Village of Salisbury website and will be linked to from the Village of Salisbury Facebook group page.

Questions from Council regarding Local Governance Reform –

Coverdale Local Service District – Councillor Hamer asked about a section of the Coverdale LSD that was discussed, wondering if there was any resolution. Mayor Campbell replied that the facilitator is still waiting to get the maps back, at which time further talks can take place.

Health Community Action Committee – On February 7, co-chaired a meeting of the Community Action Committee for the Horizon Health Network. New members from surrounding committees were invited into the committee. Director of Regional Recreation and Wellness addressed the meeting, explaining his role. COIN-G was also discussed.

Flooding – Expressed thanks to NBDTI for the department's quick action to repair and re-open Route 106 following the flood damage of February 18. Again, thanked the Village's Department of Infrastructure and Public Works staff for its hard work during the flooding. Also raised the matter of the Wastewater Treatment Facility polishing pond's need for bank reinforcement, noting that while its banks held during the flooding, it remains an important issue for Council to keep on top off.

Southeast Regional Service Commission – On February 11, Mayor Campbell and Clerk had a touch-base with the SERSC Executive Director and Chair of the Board of Directors.

Southeast Regional Service Commission – Rural Development – On February 15, discussed rural economic development with Executive Director of SERSC, a consultant, and Mayor Pollock of Petitcodiac.

Ambulance Service - On February 11, sent the following letter to Albert MLA on the recommendation of Councillor Hamer:

Dear Hon. Mike Holland;

The Council of the Village of Salisbury is deeply concerned about the state of local ambulance service.

On Thursday, January 20, 2022, Salisbury was one 19 communities in New Brunswick without an ambulance stationed in the community. This is despite Salisbury having an ambulance facility here on Fredericton Road/Route 112 in the village.

This is not a one-time occurrence. In fact, it has become common, as was stated in a previous letter you received on December 4, 2020 from our previous Mayor, Terry Keating.

I am sure you would agree that the situation is unacceptable.

Our citizens are being placed at risk.

Council is of the belief that the situation regarding ambulance availability will approach a crisis situation if not addressed.

There have also been a number of cases where our volunteer fire department has been called upon by Ambulance New Brunswick to respond to medical emergencies, while it remains clear that the responsibility of effective provision of pre-hospital medical service and patient transportation belongs to Ambulance New Brunswick.

For the sake of residents here in Salisbury and surrounding area who deserve the timely access to ambulance service that was previously available, we request your help in this urgent matter.

Yours truly,

Rob Campbell, Mayor of Salisbury

Copied on the letter were Hon. Blaine Higgs, Premier; Hon. Dorothy Shephard, Minister of Health; and the Union of the Municipalities of New Brunswick.

(end of letter)

There has not been a response to the letter.

Chief Administrative Officer – The CAO employment opportunity, posted since the first Council meeting of 2022, closed on February 25.

Southeast Regional Service Commission – Board Meeting – On January 25, attended meeting of the SERSC Board of Directors.

Route 112 Bridge - On February 8, an email was directed to the NBDTI District Engineer regard the state of the Petitcodiac River bridge on River Road, which is currently restricted to one-lane traffic at reduced capacity. With no response yet, a further letter will be drafted and directed to Transportation and Infrastructure Minister Jill Green, Premier Higgs and MLA Holland, asking for transparency regarding the bridge.

Local Governance Reform – On February 3, Council met with Transition Facilitator Chad Peters.

COUNCILLORS' REPORTS

Councillor Colwell

Beautification Committee – Will be meeting with Salisbury Beautification Committee members this Thursday to hear suggestions in advance of a final proposal to Council at its next meeting.

ATV Access to Streets – Has been collaborating with Councillor Gallant and Councillor O'Blenis on the topic of all-terrain vehicle access to streets in Salisbury, researching what other communities

have done. A proposal for a by-law will be prepared.

Development – Has been having conversations with developers, trying to determine what is deterring development in Salisbury, noting Councillor Gallant had been approached about it.

Local Governance Reform – Recommended that minutes be taken at meetings of the transition committee, citing the importance of transparency.

Councillor Gallant

Department of Infrastructure and Public Works – Praised the works department for its dedicated service this Winter, from storms to flooding to coping with pandemic isolations. Their excellent response-time to inquiries was also noted.

Asset Management – Upon initial review of the municipality's Asset Management Plan produced in 2019, expressed concern with the state of the Village's assets and what appears to be a slow process in updating the condition of assets. The next municipal Council deserves to have a solid foundation in place with regards to its asset management plan.

Sewer Arrears – Asked Clerk for an update on overdue sewer accounts and any trends on payments in the case of delinquent accounts.

Chief Administrative Officer - Stated he is happy to be part of the CAO Hiring Committee and is excited to start that process in the coming week.

Councillor Hamer

Emergency Dispatch Consolidation – Provided a notice of motion to submit to the Union of the Municipalities of New Brunswick. Councillor Hamer intends to bring forward, at the next meeting of Council, a resolution concerning the current mix of regional emergency dispatch centres throughout New Brunswick, noting the high cost to users, including a \$27,000 annual bill to Salisbury Fire Rescue, and the possibility of a consolidated and more affordable system province-wide based on the Prince Edward Island model.

Councillor O'Blenis

Department of Infrastructure and Public Works – Echoed the comments of Councillor Gallant regarding the fantastic job being done this Winter by the Village's two public works employees, noting the many storms and the time spent away from their families during post-storm cleanup efforts.

Priorities for 2022 – Met with Clerk and Manager of Infrastructure and Public Works to discuss priorities for the year ahead, including work on the parks on Sunrise Avenue and Shanea Street.

Highland Park Washroom – Met twice with Clerk, Manager of Infrastructure and Public Works, and Exp. Engineering to discuss the Highland Park Washrooms and Splash Pad mechanical building. The expectation is that, even with reductions in the scope of the project, a projected \$80,000 cut would still leave the project with a price-tag higher than what the municipality is willing to pay, as the construction market looks just as challenging or worse than it was in 2021. A new option being explored is a pre-fabricated building, which they await more information on.

Local Governance Reform – With Mayor Campbell, met with the transition committee. Issues raised included the many disparate assets in the areas to be amalgamated with the Village, the need for maintenance of current Village infrastructure, and the different tax amounts in the areas being merged into Entity 33, as it is known at this point.

Pool – With Councillor Thorne, has been in talks with the Salisbury Lions Club regarding operation this Summer of the Lions swimming pool.

Councillor Thorne

Pool – With Councillor O’Blenis, met with the Lions Club concerning the request from the Lions to Mayor Campbell to have the Village run the pool this Summer. More details must be clarified before Councillor Thorne will be ready to present a recommendation to Council.

Community Days – Very preliminary discussions have taken place with Village staff concerning Community Days 2022. Council input will be sought at a later time.

CLERK’S REPORT

Income Tax – T4s have been printed and placed in councillor’s files.

Sewer Payments – Particularly since mid-February, the Village Office has been very busy receiving sewer payments, with the first application of interest looming. After this deadline, an accurate calculation can be made as to the success of collective bill payment to date. Not long after, updated statements will be mailed to those still in arrears.

Office 365 – There have been significant issues with the municipality’s website host and its incompatibility with Microsoft. This is behind the email problems Council and staff have been having recently. Clerk assured Council that she is working to find a solution.

CLOSED MEETING – No Closed Meeting held as there was nothing to discuss.

DATE OF NEXT MEETING – **March 14, 2022.**

ADJOURN

It was moved by Councillor Thorne and seconded by Councillor Colwell to ‘*Adjourn the meeting.*’ MOTION CARRIED (8:21 PM)