

MINUTES OF JULY 25, 2022

REGULAR MEETING

A regular meeting of Council was held July 25, 2022, at 7:00 PM with Mayor Campbell presiding. All members of Council, CAO, and Clerk were present.

THE LORD'S PRAYER

APPROVAL OF AGENDA

It was moved by Councillor Thorne 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 Hamer and seconded by Councillor O'Blenis that *'The Minutes for the Council Meeting held on June 27, 2022, be approved.'* MOTION CARRIED

MANAGER OF INFRASTRUCTURE AND PUBLIC WORKS REPORT

No report this meeting.

DIRECTOR OF REGIONAL RECREATION AND WELLNESS REPORT

No report this meeting.

NEW BUSINESS

Wastewater Collections Update

CAO outlined for Council in detail the steps proposed for the collection of sewer account outstanding balances, including 19 properties that in lieu of a payment plan will proceed to court judgment in August, of which five face disconnection in September in the event payment has not occurred. The proposed approach exceeds the notification processes of the municipality's by-law on sewer connections, By-Law No. 45. Administration also recommended that an offer be made to waive interest in cases where total principal amounts owing were paid by the end of the current calendar year. It was further noted that \$424,040.92 in wastewater collection revenue has been received year-to-date. The municipality budgets approximately \$375,000 in wastewater revenue.

It was moved by Councillor Gallant and seconded by Councillor Thorne that *'Village of Salisbury Administration proceed with the judgment and shut-off process, and waive accrued interest on outstanding accounts/balances for residents who make a payment plan and have their principal paid by December 31, 2022.'* MOTION CARRIED

CAO-Council Policy

Chief Administrative Officer provided a proposed policy governing the relationship between Council and the CAO, between Council and employees, and outlining the responsibilities and duties of the CAO, which is a new position with the municipality introduced as part of the local governance reform process in which all municipalities in New Brunswick

must have CAOs. Although at present time the Salisbury CAO policy will be treated as a working document, it will eventually be adopted as a municipal by-law. Discussion included the CAO carrying out Council policy and strategic planning, the expenditure approval thresholds for the position, and the role as head of municipal staff and communication intermediary between Council and all staff.

It was moved by Councillor Thorne and seconded by Councillor Colwell that *'Salisbury Village Council adopt the Council and Chief Administrative Officer Policy.'* MOTION CARRIED

Councillor Thorne left the meeting at this time due to a conflict of interest.

Regional Infrastructure Cost-Sharing

Report from CAO was for information purposes only. As part of local governance reform in New Brunswick, Regional Service Commissions will have expanded mandates. This includes facilitating cost-sharing for regional recreational infrastructure. Salisbury Administration expressed concern that so-called "regional" infrastructure in other communities could require cost-sharing from Salisbury without consultation or legitimate participation or use by residents of Salisbury, using Avenir Centre in Moncton and Dieppe's aquatic centre as hypothetical examples. Also, clarification is lacking with regards to finances, such as the possibility of revenue-sharing in cases of cost-sharing. There is also a concern that if Salisbury had to cost-share for recreation infrastructure in metro Moncton, these new expenses could result in the Village having to cut costs in other areas. CAO was asked to reach out to the Union of the Municipalities of New Brunswick for additional information.

Councillor Thorne rejoined the meeting.

Exploration of EV Charging Stations

Following a May 24, 2022, request from a citizen that the municipality consider installing an electric vehicle (EV) charging station in Salisbury, Village Administration gathered information on the Natural Resources Canada grant program for EV charging stations. Through this grant program, NB Power offers its eCharge Network members a 50 per cent rebate on the charger and its installation up to \$5,000. Projected costs range from approximately \$8,200 to \$15,400 before the rebate, depending on the installation of one charging unit or two and on the selected location and ease of connection, with an additional annual maintenance and operation fee of \$150.

It was moved by Councillor Hamer and seconded by Councillor Thorne that *'Salisbury Village Council direct Administration to seek electrical quotes for the installation of two EV chargers, complete application with eCharge Network, and investigate locations.'* On the question, while Administration suggested the preferred site for this potential installation be Salisbury Public Library, since it must be a municipal-owned property if the municipality is the applicant, Council expressed a preference for the downtown area such as the municipal building located at 56 Douglas Street. MOTION CARRIED

Procurement of New Fire Truck

While the municipality originally intended to use the CANOE procurement program for the purchase of a new fire tanker truck for Salisbury Fire Rescue, and the New Brunswick Government's Strategic Procurement Department has since alternately proposed an exemption to the traditional tender process on the condition that the Village accept only New Brunswick-based companies, it is now recommended by Village Administration that Council instead opt for the traditional tendering process to purchase the fire truck. It was noted that, due to the local government reform process and the November 28, 2022, municipal election for the changing government entity of Salisbury, the timeline to accomplish this tender process is limited to approximately two-and-a-half months.

It was moved by Councillor Hamer and seconded by Councillor O'Blenis to '*direct Village of Salisbury Administration to proceed with issuing a public tender for the procurement of the fire truck, convene an evaluation committee to evaluate tenders, and return to Council in September for a recommendation.*' MOTION CARRIED

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

RECESS

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

BUSINESS ARISING FROM MINUTES

Railway Trestle (Bridge)

Nothing to report. Councillor Colwell stated for the record that the president of the Albert County Trailblazers all-terrain vehicle club is aware that the Village of Salisbury, in fact, owns the railway trestle.

MacDonald Road Property

This is regarding the property owned by the Village of Salisbury at 33 MacDonald Road, purchased in July of 2021 to secure access to the adjacent Wetlands Trail and provide a parking area for the trail. In order to determine the building's suitability for public-use it was recommended that Council first authorize the hiring of an engineering firm to conduct a structural engineering inspection before any commitments are made as to the building's future. Four estimates were obtained with the resulting recommendation to secure the services of Englobe for this inspection. The intent is to have the inspection completed in time for the August 22, 2022, public meeting of Village Council.

It was moved by Councillor Thorne and seconded by Councillor O'Blenis that '*Salisbury Village Council authorize Administration to proceed with having Englobe conduct a structural engineering inspection on the property located at 33 MacDonald Road.*' On the question, it was noted that a real estate appraiser had indicated previously that there was a crack in the building's foundation. CAO clarified that the impact of the crack; that is, its level of concern, had yet to be determined by a structural engineer. Asked about budgeting for the property, it was confirmed that it is currently under the municipal Parks budget. Meantime, a resident who had inquired about public-use of the building has been updated on the process. MOTION CARRIED

All-Terrain Vehicles

Regarding the possibility of creating a by-law that would legislate road-access for all-terrain vehicles, CAO explained that the timeline to complete the entire process, including legal review, public consultation and the approval of highway permits by the New Brunswick government, is very tight and unlikely to be successful before the municipality enters Provincial-Caretaker mode in October in advance of the November 28, 2022, municipal election. Therefore, the recommendation was to wait until after the municipal election to reintroduce the review process. In the meantime, the legal review can still take place.

However, it was instead proposed by Councillor Colwell that a push for municipal street access continue without the expectation of securing Provincial permits before time runs out on October 8, 2022.

It was moved by Councillor Colwell and seconded by Councillor Hamer to *'Introduce the By-law without permitting access to any provincially regulated roads.'* On the question, lengthy discussion led Council to instead opt for the original Administration recommendation. Councillor Colwell's motion was, therefore, replaced with the following motion:

It was moved by Councillor Gallant and seconded by Councillor O'Blenis to *'Postpone introduction of the All-Terrain Vehicle By-law, proceed with seeking a legal review, and update the public on the process.'* On the question, it was clarified that this motion replaces Councillor Colwell's motion in its entirety. MOTION CARRIED Councillor Colwell opposed the motion.

Ballfield Electrical Shed

Contracted electrician still waiting on one part. Meantime, letter in Correspondence alludes to a funding request submitted to the Province's Regional Development Corporation.

5-Year Plan for Municipal Designated Highway Program

Letter received from New Brunswick Department of Transportation and Infrastructure regarding the Municipal Designated Highway Program to be discussed in Correspondence.

CORRESPONDENCE

The following items were discussed by Council with remaining correspondence placed on file:

Southeast Regional Service Commission 2021 Annual Report (highlights)

Received by the Village Office was the full 2021 Annual Report from Southeast Regional Service Commission.

The Annual Report includes messages from Southeast Chair Roger Caissie and Interim Executive Director Roland LeBlanc, as well as a comprehensive profile of the Southeast region covered by the commission: two cities, three towns, nine villages, one rural community, and 24 local service districts, all located in Westmorland and Albert counties. This report also includes a breakdown of the commission's governance; that is, its board of directors and administration, as well as the make-up of its many committees: Executive Committee, Finance and Budget, Audit, Planning Management, Public Security, Strategic Planning, Regional Tourism Development, Water and Wastewater, Local Governance and Taxation, Policing Services, Regional Trails and Regional Recreation.

The Annual Report, on pages 16-30, goes into detail concerning Eco360's new developments, which include the construction of a new landfill cell, Cell 17, and a granular compost storage area among others.

Also in 2021, Eco360's Reuse Expo, a free event for the public, was launched. It allowed residents and businesses to drop off reusable items that were then sorted by Eco360 staff and charitable organizations for reuse. For Eco360, overall, it was a record year for revenues from recyclables. Meantime, the landfill gas-to-energy facility's exports to the utility grid were enough to power 453 homes for one year.

Also in the Annual Report, pages 31-35 explain its Mosquito Control Program.

Plan 360, the land-use planning department of Southeast Regional Service Commission, is covered in pages 36-86. This section includes a detailed explanation of Plan 360's Planning Review and Adjustment Committees (PRACs), as well as statistical breakdowns of services provided across the many communities covered by the commission, and individual pages dedicated to each partner community. The Salisbury page highlights are: 25 building permits issued last year carrying a total estimated value of \$5,400,000. Twenty-one of these permits were for \$1,800,000 worth of residential projects, including eight new homes and six garages or sheds, while two permits were for industrial projects with a combined value of \$3,100,000. There were also two commercial alteration permits issued with a total value of \$528,000. Also included among the community pages are the Local Service Districts of Salisbury, Moncton, Coverdale and Elgin Parish. Portions of each of these four LSDs will be included in the Salisbury government entity starting in 2023.

Finance Services are covered in pages 87-96. These include Local Planning Services and Solid Waste Services.

Southeast Regional Service Commission/Plan 360 – Building Permit Report, June 2022

On the Plan 360 Development and Building Permit List for June are three permits issued in Salisbury, including one new single unit dwelling carrying an estimated valued of \$196,000.

Pine Hill Cemetery – Thank You letter for annual grant from Village of Salisbury

The Board of Directors at Pine Hill Cemetery, through Treasurer Carol Wortman, expressed its appreciation for its annual \$500 grant from the Village of Salisbury. The grant was approved by motion at the June 13, 2022, Council meeting.

Southeast Regional Service Commission – Local Planning Revenues, January-June 2022

Received from Southeast Regional Service Commission, the statement of local planning revenues year-to-date of \$9,983 includes second quarter revenues of \$5,094.

NB Regional Development Corporation – Project approval for Baseball Field Building

The Baseball Field Building project has been approved for up to \$10,000 in funding through the Government of New Brunswick's Regional Development Corporation. Funds will be released upon confirmation that the balance of required funding for the project has been secured.

Upon questioning, it was confirmed for Council that with this grant and the insurance claim, the project is being completed with minimal non-budgeted impact on the municipality.

Grady's Pub – Request for financial support for Grady's Taxi

In effort to keep its Friday and Saturday night taxi service, Grady's Pub is seeking sponsors for the taxi, and has approached the Village about a donation.

CAO informed Council that he had asked Grady's Pub for specifics, including a dollar amount of its request, and was informed that it depended on eventual vehicle costs, which have yet to be received. CAO also noted the lack of a business plan, also due to the fact it all depends on vehicle costs. It was also pointed out that transportation will fall under the mandate of the regional service commissions as part of municipal reform.

Council agreed to table the request for more information.

NB Transportation and Infrastructure – Municipal Designated Highway Program

As a result of local governance reform and the amalgamation of some municipalities, the New Brunswick Department of Transportation and Infrastructure has been asked to put a pause on the building of its Municipal Designated Highway Program (MDHP) for 2025. It was noted that Village of Salisbury Administration had just completed its updated MDHP priority list when it received this letter outlining the intention to pause the program.

Federation of Canadian Municipalities (FCM) – Asset Management Program Funding – Phase 2

The Village of Salisbury has been approved for an FCM grant in the amount of \$50,000 to proceed with phase 2 of the Municipal Asset Management Program. Phase 2 will update the municipality's current information along with providing capital planning. Meantime, it is hoped that any assets in the surrounding local service districts will be analyzed by the municipal reform transition team prior to Salisbury assuming governance over the larger area in 2023. One asset used as an example of this is the sewage facility at Spring Garden subdivision in Boundary Creek. Council also indicated a desire to pursue GIS satellite mapping through Southeast Regional Service Commission.

FIRE DEPARTMENT REPORT

No report this meeting.

RCMP REPORT

No report this meeting. Also, no update on the proposed new Neighbourhood Watch program for which a public meeting on June 22, 2022, was postponed.

MAYOR'S REPORT

Nothing to report.

COUNCILLORS' REPORTS

Councillor Thorne

Canada Day – Thanked Council and Village staff who helped make Salisbury Celebrates Canada Day at Highland Park a well-attended success.

Community Days – Community Days Committee met on July 20, 2022, joined by Village CAO, with planning well underway. Schedule mailout to take place two weeks prior to the event.

Councillor Colwell

Nothing to report.

Councillor Gallant

Local Governance Reform – Stated he is very excited about the future of Salisbury with municipal reform and the expanded boundaries as of January 1, 2023.

Councillor Hamer

Fire Department – Salisbury Fire Rescue has been very busy, responding to 18 structure fires year-to-date, including two the week before. Fire Chief to report to Council next month.

Councillor O’Blenis

Nothing to report.

CAO REPORT

Local Governance Reform –

By-laws – At a recent meeting of CAO and the Provincially-appointed Local Governance Reform Transition Facilitator for the Salisbury Entity it was learned that the previously alluded-to “By-laws in a Box” to be provided to the new municipal entity by the Province will, in fact, only consist of three by-laws: Procedural, Conflict of Interest and Code of Conduct, and Council Remuneration. The remaining by-laws will be prepared by municipal Administration and presented to Council in January of 2023.

Budget – With a new template yet to be provided by the Province, there was no timeline provided for the 2023 municipal budget which, if not ready by the end of September, will ultimately be approved by the Transition Facilitator in advance of the November 28, 2022, municipal election. The current Council will workshop its budget priorities in advance.

Organizational Structure – It was noted that, as a technicality, current employees will be re-hired by the new municipal government entity.

Municipal Plan – The new municipality will require the completion of a Municipal Plan within 18 months.

Work Plan 2023 – The Province will provide all new municipalities with checklists of duties, including any pending contract renewals. Contracts will not be an issue for Salisbury until 2024. Also to be provided are debt profiles for the new entities, which will be expected to formulate 10-year debt reduction plans.

Council Power and Duties – Council will enter pre-election Caretaker mode on October 8, 2022, after which time the current Council cannot pass formal resolutions, including policy decisions and large purchases. It is at this point that the Transition Facilitator, as an appointee of the Provincial Minister responsible for municipalities, will assume control of Salisbury on behalf of the Province, as will be the case with any of New Brunswick’s new municipal entities. To quote from the Provincial legislation in place, “Any action taken by the Minister in relation to a restructured local government shall be deemed to have been validly done by the Council of that restructured local government.” These decisions will include the budgets, and resulting tax rates, for the new municipal entities.

CLERK’S REPORT

Bills – Councillors received lists of the month’s bills for their review and approval for their respective departments.

Tri-County Ground Search and Rescue – Attempt made to get more information from Tri-County Ground Search and Rescue concerning its recent grant request.

It was moved by Councillor Gallant and seconded by Councillor O’Blenis to ‘*Enter into a Closed Meeting.*’ MOTION CARRIED

CLOSED MEETING – Financial.

It was moved by Councillor Gallant and seconded by Councillor Thorne to ‘*Return to the Regular Meeting.*’ MOTION CARRIED

DATE OF NEXT MEETING – August 22, 2022.

ADJOURN

It was moved by Councillor Gallant and seconded by Councillor Thorne to ‘*Adjourn the meeting.*’ MOTION CARRIED (10:05 PM)