

MINUTES OF SEPTEMBER 12, 2022

REGULAR MEETING

A regular meeting of Council was held September 12, 2022, at 7:00 PM with Mayor Campbell presiding. Clerk was absent. Councillor Hamer joined the meeting via video conferencing technology (Webex). All other members of Council, CAO, and Assistant Clerk were present.

QUEEN ELIZABETH II

The meeting began with a Moment of Silence in reflection of the death of Queen Elizabeth II on September 8, 2022.

THE LORD'S PRAYER

APPROVAL OF AGENDA

It was moved by Councillor Gallant and seconded by Councillor O'Blenis 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 Thorne and seconded by Councillor Gallant that '*The Minutes for the Regular Meeting of Council held on August 22, 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

Salisbury Lions Pool

On behalf of the Director of Recreation and Wellness, the CAO gave a report on the Salisbury Lions Pool at the conclusion of its first year being operated and maintained by the Village of Salisbury. The current arrangement is for two years but is subject to an annual review. Village and Salisbury Lions Club personnel will meet in the coming weeks to discuss 2023 and possible long-term management of the asset, currently property of the Lions Club.

Staffing – The Lions Pool had eight employees this Summer – a head lifeguard, five lifeguards/co-teachers, and two attendants. Going forward, the Village would explore covering the expenses of NSL training (that is, national lifeguard certification) for interested lifeguards who would commit to working at the pool. Consideration would also be given to creating a position of Pool Supervisor to lessen the burden on municipal staff.

Financial – Traditionally, the Lions Pool received an annual grant of \$20,000 from the municipality. In its first year operating the pool, the Village was under this budget by over \$7,000. However, it was noted that the Lions Club received 100 per cent wage subsidies from Canada Summer Jobs (CSJ) for its pool hiring this year, as was the case in previous years, which will not be the case next year. In 2023, the position grants will have to be applied for through the municipality, which means they will only be eligible for 50 per cent wage subsidies from CSJ. There is also the very real possibility that the number of CSJ position grants for the pool would be negatively impacted by CSJ grants approved for other municipal departments.

Questions and Comments –

Acknowledgement – From Mayor Campbell, kudos to staff and Councillor Thorne.

Financial – For 2023 it is believed that the pool will be considered a shared expense for the entire municipality, not just the present Village boundary.

Infrastructure – Councillor Hamer asked about any looming infrastructure challenges for 2023. The CAO alluded to some concrete work and fencing, both of which are aesthetical needs and not safety issues. However, any long-term investment must be weighed against the fact that at the present time, the municipality’s agreement to run the pool for the Salisbury Lions Club is only for one more year.

Public Perception – Councillor O’Blenis noted that if there were any issues, they were not noticeable to the public, speaking from firsthand experience as a pool user. He praised pool staff.

Summer Camps

On behalf of the Director of Recreation and Wellness, the CAO gave an end-of-season report on the department’s first year of running eight weeks of Summer camps. The camps in July and August were 10:00 AM to 2:00 PM, Monday to Friday, each week with a different theme. Over 180 children took part, ranging in age from five to 12, and the weekly average was 15-20 children. The camps were led by Recreation and Wellness’ four Summer employees and were offered free of charge this year. Consideration will be given during 2023 budget deliberations to implementing a small registration fee in 2023, as it cost approximately \$9,120 in total staff wages to operate the Summer camps. It was noted that a portion of some of the staff positions was covered by Canada Summer Jobs grants.

Financial Management and Procurement Policy

The CAO provided Council with a report on a proposed Financial Management and Procurement Policy in adherence with the New Brunswick Procurement Act. The policy, when approved, will clearly define responsibilities and purchasing thresholds with the necessary checks and balances in place to ensure the transparent and efficient use of public funds while enabling Council to focus on government-focused matters. Following discussion of the provided policy document, the matter will be brought back for possible approval at the September 26 meeting of Council.

Questions and Comments – Lengthy discussion touched on provincial procurement policies, as well as the various thresholds for internal expense approvals.

Purchase Order System – On questioning from Councillor Hamer, the CAO stated a purchase order system is not an immediate need; however, as the municipality grows and has more budgetary demands it may become necessary.

Asset Management Plan

Working with Englobe engineers, the municipality was successful in receiving a grant from the Federation of Canadian Municipalities (FCM) to continue with asset management planning. The process has begun and will continue through July 2023, and will focus on identifying levels of service for municipal assets, as well as including climate change reporting. Additions to the existing asset management plan will be the railway trestle and possibly the wastewater treatment facility in Boundary Creek as it will be within municipal limits as of January 2023.

Engineering Retainer - Water Study

Regarding the \$10,000 earmarked in the 2022 budget for updating a municipal water feasibility study done in 2009, the CAO reported to Council that the Request for Proposals (RFP) evaluation committee recommended accepting the proposal submitted by Englobe. The recommendation is also to use Englobe as the engineering firm on retainer for the purposes of this study and subsequent work identified through this water study.

It was moved by Councillor Gallant and seconded by Councillor O’Blenis that *‘The Village of Salisbury accept the proposal submitted by Englobe to complete an updated water exploration feasibility study at a total value of \$29,700, excluding HST, and direct Administration to budget for future water exploration in the coming years using Englobe as the engineering firm on retainer for the purposes of this study and subsequent work identified as part of this exploration project.’* On the question, Council commented that it was impressive that this feasibility study would be completed by the end of 2022. MOTION CARRIED

Animal Control By-Law

In light of a recent incident involving dogs in a community approximately 100 kilometres away from Salisbury but involving a Salisbury dog owner, the CAO reported to Council to provide clarity on the Village of Salisbury Animal Control By-law. To the citizen request that Salisbury mandate that muzzles be worn by dogs considered dangerous, on the basis of behaviour not breed, it was confirmed that the current municipal by-law does, in fact, require this action. It was further noted that due to local governance reform, Salisbury’s Animal Control By-law will require re-adoption in the new year by the next Council.

Tree-removal expense

On behalf of the Manager of Infrastructure and Public Works, the CAO gave a report on a tree-removal expense requiring Council approval. There are 10 very large trees in Highland Park and on the Wetland Trail that are in danger of falling and causing damage on adjacent properties, as is the case with two other trees in the Gordon Street drainage easement. The Village has received a vendor estimate, but it exceeds the budgeted \$2,500 in the Tree Planting and Removal Budget. Additional funds for this would come from the Parks budget. The estimate is for 3-4 days of work to take place sometime in October.

It was moved by Councillor O’Blenis and seconded by Councillor Thorne that *‘Council authorize Administration to engage Fundy Tree Trimming Ltd. for up to \$8,000 for the removal of trees within the municipality.’* On the Question, discussion involving Mayor Campbell and Councillor Hamer indicated that there are also a number of trees requiring removal on Village-owned property meant for the future fire hall. The CAO replied that while additional trees may be considered, it was noted land-clearing is a separate matter from this. MOTION CARRIED

Upcoming Council meetings

With the Village of Salisbury to enter what is known as “care-taker mode” from on or around October 11 until after the November 28 municipal election, during which time any necessary policy decisions will be the responsibility of the New Brunswick government-appointed Local Governance Reform Transition Facilitator, it was recommended by the CAO that the regular meetings of Council in October and November not be held, and instead only hold special meetings on an as-needed basis

It was moved by Councillor Thorne and seconded by Councillor Gallant that *‘Salisbury Village Council not hold its regular public Council meetings in October or November in light of the municipal election and limited decision-making power; however, that special meetings be held as required pursuant to The Village of Salisbury By-law No. 38 Procedural By-law and the Local Governance Act.’* On the Question, Council conceded that while it was a disheartening decision, it made sense. MOTION CARRIED

BUSINESS ARISING FROM MINUTES

Railway Trestle (Bridge)

Nothing new to report.

MacDonald Road Property

CAO to provide an update at a future meeting of Council.

CORRESPONDENCE

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

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

Plan 360 issued three building/development permits in Salisbury in August carrying a total estimated value of \$52,150. Projects were a basement renovation, a storage shed and deck stairs, and a fence.

Royal Canadian Legion Salisbury Branch No. 31 – Request for donations, Diamond Ring Dinner

The Village has received a request for donations from Royal Canadian Legion Salisbury Branch No. 31 to support its Diamond Ring Dinner scheduled for October 1. Expected attendance for the event is 110 people. The last donation from Council for this event was in 2019 and consisted of a Village of Salisbury First Aid Kit and a Village of Salisbury Golf Shirt. Mayor Campbell recommended that the Legion be given some Salisbury merchandise to use for giveaways at the event.

FIRE DEPARTMENT REPORT

No report this meeting. The CAO confirmed that Chief MacLeod will provide a report at the September 26 Council meeting.

RCMP REPORT

No report this meeting. Councillor Hamer confirmed there is still a plan to form a new Neighbourhood Watch, and he continues to try to arrange for the necessary meetings involving the RCMP.

MAYOR'S REPORT

Southeast Regional Service Commission – On August 30, attended SERSC board meeting.

Health Meetings – Had four meetings with the Horizon Health Network regional action committee concerning a variety of health and wellness issues, including the importance of communicating to the public what health services are available locally. One of the meetings was with representatives of UNB Nursing regarding the potential for student clinical placements.

Donation to Food Bank – On September 9, presented a donation in the form of a cheque for \$700 on behalf of Community Days to Salisbury Helping Hands Food Bank.

COUNCILLORS' REPORTS

Councillor Gallant

9/11 Tribute – Attended the Sunday, September 11 commemoration event by Salisbury Fire Rescue in memory of the 2001 terrorist attacks on the United States.

Councillor Hamer

Nothing to report.

Councillor O'Blenis

Nothing to report.

Councillor Thorne

Nothing to report.

Councillor Colwell

9/11 Tribute – Attended the Sunday, September 11 commemoration event by Salisbury Fire Rescue in memory of the 2001 terrorist attacks on the United States. Expressed appreciated for the firefighters acting as mentors to local youth interested in becoming emergency responders.

CAO'S REPORT

Potential Trail System – Consideration is being given to filing an application with Infrastructure Canada's Natural Infrastructure Fund Program. The Petitiocodiac Watershed Alliance wants to partner with a municipality on a project. Salisbury is considering a proposal for a trail system that would include the railway trestle.

Municipal Reform – Regarding the 2023 budgeting process, early projections are being made based on previous years' local service district numbers. Budget templates are pending.

Highland Park Washroom – Revised cost estimates have not come in as low as hoped. An alternative procurement method through Requests for Proposals will be brought forward for consideration later in September.

Communications Audit – Nearly complete is a communications audit of everything related to communications, both internal and external, as well as branding. Outcomes and recommendations to be shared after being circulated internally.

Business Information Nights – Noting that there have been recent conversations with interested developers, there is a plan to hold business information nights in October that will involve the Community Business Development Corporation (CBDC), Regional Development Corporation (RDC), and Atlantic Canada Opportunities Agency (ACOA).

CLERK'S REPORT

Summer Students – The final day for Summer employees was September 2. The Village employed 12 Summer staffers this year – four in the Department of Recreation and Wellness, seven in the Department of Infrastructure and Public Works, and one in the main office. Seven of the positions were cost-shared through the Canada Summer Jobs program, and two cost-shared through the New Brunswick Student Employment Experience Development program (SEED).

Right to Information Request – Two requests under the New Brunswick Right to Information and Protection of Privacy Act (RTIPPA) were received last month by the Clerk's Office. One has been completed. The second is almost finished. The due date is September 14, 30 business days from the filing date. On September 7, another three new requests under RTIPPA were filed with the Clerk's Office. The due date to respond to these three requests will be 30 business days from September 7.

Union of the Municipalities of New Brunswick – Forwarded to members of Council was the schedule for the UMNBC Conference taking place October 7-9 in Fredericton.

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

RECESS

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

It was moved by Councillor Thorne and seconded by Councillor O'Blenis to *'Enter into a Closed Meeting.'* MOTION CARRIED

CLOSED MEETING – Legal, Financial.

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

GRANT

Salisbury Farmers Market Association – It was moved by Councillor Colwell and seconded by Councillor Thorne that *'The Village of Salisbury enter into an agreement with the Salisbury Farmers Market Association to provide financial assistance in the form of a non-repayable grant of \$5,000 annually for the following fiscal years: 2023, 2024, and 2025 with a number of conditions.'* MOTION CARRIED

DATE OF NEXT MEETING – September 26, 2022.

ADJOURN

It was moved by Councillor Thorne and seconded by Councillor O'Blenis to *'Adjourn the meeting.'* MOTION CARRIED (9:15 PM)