

## MINUTES OF APRIL 23, 2018

### **6:30 PM PRE-MEETING**

#### REGULAR MEETING

A regular meeting of Council was held April 23, 2018 at 7:00 PM with Mayor Keating presiding. Councillor Best and Clerk were absent. All other members of Council and Assistant Clerk were present.

#### THE LORD'S PRAYER

#### APPROVAL OF AGENDA

It was moved by Councillor Kitchen and seconded by Councillor Bartlett that '*The Agenda be approved.*' MOTION CARRIED

#### CONFLICT OF INTEREST DECLARATION

No conflict declared.

#### APPROVAL OF PREVIOUS MINUTES - April 9, 2018

It was moved by Councillor Wilson and seconded by Councillor McNeil that the '*Minutes for the Council Meeting held on April 9<sup>th</sup> be approved with two corrections.*' The term "Local Control Group," which appears twice in the Minutes, must be changed to "Lower Control Group." MOTION CARRIED

#### BILLS FOR THE MONTH OF APRIL

It was moved by Councillor McNeil and seconded by Councillor Bartlett to '*Pay the bills for the month of April.*' MOTION CARRIED

#### MANAGER OF WORKS REPORT

No report this meeting.

#### DIRECTOR OF PARKS & LEISURE REPORT

The Director of Parks & Leisure was unavailable for the meeting. On her behalf, Councillor Wilson delivered the following report:

**Wayfinding Signs** - Director of Parks & Leisure is going to reissue a Request For Quotations for Highland Park wayfinding signs. The RFQ period will be from April 25<sup>th</sup> to May 11<sup>th</sup>.

**Basketball** - Spring League Basketball has ended. The Day of Champions was held on Saturday, April 21<sup>st</sup> and was very well-attended.

**Salisbury Eco Fair** - In celebration of Earth Day, the Salisbury Eco Fair took place on Sunday, April 22<sup>nd</sup>. This initiative was led by local group Community Gems in partnership with the Parks & Leisure Department. It was a huge success!

**Summer Students** - Parks & Leisure Department will be hiring at least two Summer Students by mid-May for sports field maintenance and to start the Green Jobs initiative, under the job title Community Project Assistant.

**Local Trail Partners** - Director of Parks & Leisure is recommending rejoining Local Trail Partners, an NB Trail group, as a paying member. Despite being a member in the past, Salisbury declined to join in 2017, because the village is not linked to the NB Trail network and it was believed the Village had little to gain from the annual \$300 membership. However, it has been learned that the organization would now be able to advertise events happening in Salisbury, which would be very helpful.

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**Wetland Trail** - Further on the topic of trails, Council briefly discussed how the Highland Park Wetland Trail has become a draw for the birdwatching community. Recently, a rare white Heron attracted birders from all over New Brunswick

**Mental Health** - Denise Miller, Community Education Coordinator with the Canadian Mental Health Association, has contacted Director of Parks & Leisure regarding plans for CMHA outreach in Salisbury that will result in special presentations being made in the village, believed to be intended for JMA Armstrong High School. Topics would include youth anxiety.

**Mapleton Teaching Kitchen** - Mapleton Teaching Kitchen of Moncton will be offering a one-pot cooking program in Salisbury during Thursdays in May, using the kitchen at the Parks & Leisure Department. The program is being advertised through Salisbury Helping Hands Food Bank.

**Fresh for Less** - Looking to partner again with the food bank on Fresh for Less, a program that offers weekly door-delivery of boxes of fresh produce. This program would mesh well with their wellness vision.

Mayor Keating thanked Councillor Wilson for her report.

### **DEVELOPMENT REVIEW COMMITTEE REPORT**

Nothing to report.

### **BUSINESS ARISING FROM MINUTES**

#### Erosion

Wendy Epworth of Fort Folly Habitat Recovery had asked if it would be possible for them to come meet with members of Council during a weekday afternoon, which Council was receptive to. This is concerning the search for solutions to riverbank erosion in the Village. Council provided some available dates in May for consideration for this meeting. Assistant Clerk will make arrangements.

#### HR Services

Still working on it. Nothing new to report.

#### Asset Management

Work is ongoing. Nothing new to report.

#### Exercise Brunswick Alpha (EMO)

Councillor McNeil will attend a final planning conference for Exercise Brunswick Alpha in Fredericton on April 25<sup>th</sup>. He will travel with Regional Emergency Management Coordinator Mike LeBlanc. Mayor Keating will also be attending.

Background: Exercise Brunswick Alpha, scheduled to take place on June 13<sup>th</sup>, and to be led by Joint Task Force Atlantic on behalf of the New Brunswick Emergency Measures Organization, will be a province-wide emergency measures exercise involving a mock hurricane event, which will include an impact on Salisbury infrastructure. For Salisbury, this will be a "Command Post Exercise," meaning everything on this end will take place in the Emergency Operations Center upstairs in the municipal building.

Imagination Library

Councillor Bartlett gave the following report from the most recent meeting of the Library Board:

Building Upgrades - Electrical upgrades were completed in 2017. A new electrical panel was installed, as well as new overhead lighting, emergency lighting and exterior lighting.

Planned Upgrades - Manager of Works conducted an inspection in October 2017, identifying a number of needed improvements. The Board wishes to move forward with insulation, vapour-barrier, and attic ventilation, as well as replacing the rear door. Costing has not been done yet. There is also a need for a wheelchair-accessible washroom, also with a baby-changing station. However, with regards to the washroom, the Board is willing to wait on any action until after its June meeting in case an accessibility grant becomes available.

Visioning Committee - A new Visioning Committee will be a sub-committee of the Library Board. It will meet in between the Board meetings with a focus on brainstorming ways to make the library more of a destination.

Signage Updates - New signage is desired. One submitted design from Manager of Works was considered, but the Visioning Committee still wants to see alternate ideas for signage in hopes of finding one that will help attract people.

New Board Member - Brenda Lewis has agreed to join the Library Board.

It was moved by Councillor Bartlett and seconded by Councillor Kitchen that '*Council appoint Brenda Lewis to the Library Board for a three-year term.*' MOTION CARRIED

Summer Employment - A Summer Reading Club Activity Leader position provided by the New Brunswick Department of Post-Secondary Education, Training and Labour will be a 12-week term. Also available will be an 8-week position for a Summer Student.

Imagination Library - Library has approved a one-year \$1,000 donation from its budget to the Imagination Library program, but not the three-year commitment that was requested by district organizers. After discussion by Council, it was agreed that more than one year will not be committed to right now; however, the donation to Imagination Library will be revisited on an annual basis.

Mayor Keating thanked Councillor Bartlett for his report.

New Fire By-Law - By-Law 48

It was moved by Councillor McNeil and seconded by Councillor Kitchen to have '*First and second reading of By-Law 48: A By-Law Relating to the Prevention and Extinguishment of Fires in the Village of Salisbury.*' Upon passage, By-Law 48 will replace By-Law 40. Third and final reading is expected at the next meeting of Council. Until that time, changes can be made. MOTION CARRIED Councillor McNeil gave first reading of the by-law in its entirety and second reading by title only.

**CORRESPONDENCE**

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

Rural Rides - Invitation to attend AGM, May 8<sup>th</sup>, 10am, Salisbury Lions Club

Council received an invitation to attend Rural Rides' Annual General Meeting to be held on Tuesday, May 8th at 10:00 that morning at Salisbury Lions Club.

Pine Hill Cemetery - Letter from Board of Directors - Request for annual grant

Council received a letter from Carol Wortman, Treasurer for Pine Hill Cemetery, on behalf of the Board of Directors. In it, Pine Hill Cemetery thanks Council for its support over the years, and requests a grant of \$500 to help with planned improvements to their grounds this year. \$500 is what Council granted Pine Hill Cemetery in 2017. The letter goes on to explain how Pine Hill Cemetery plans to continue with its tree-planting project to eventually have trees all along their fence. There is also a plan to install two new signs that will outline their regulations for flowers and memorial tributes on individual lots.

It was moved by Councillor Wilson and seconded by Councillor McNeil that *'The Village of Salisbury donate \$500 to the Pine Hill Cemetery.'* MOTION CARRIED

Lack of Internet access in Steeves Mountain - Letter requesting influence from Village

Council received a Letter from Marty Gullison on the topic of high speed Internet – specifically, the lack thereof in the Steeves Mountain area. His emailed letter, which is attached to an email that he had previously sent to MLA Ross Wetmore, explains how residents of his area, roughly a six-kilometre stretch of Homestead and Upper Mountain roads, do not have access to wired reliable high-speed Internet. While outside the Village and Council's jurisdiction, he is hoping Salisbury can perhaps provide some helpful influence, or some insight for him. Council confirmed that it is really out of its jurisdiction, but will suggest via email that Marty Gullison reach out to perhaps neighbouring MLA Sherry Wilson or MP Alaina Lockhart for assistance in this matter.

MacWilliam Road project - Letter of thanks to Village of Salisbury and Council

Council received an email from Brian & Kathy Murray thanking the Village of Salisbury and Councillors for the "excellent job of upgrading MacWilliam Road." They have family living in Hilltop Subdivision and have been concerned for some time for their safety during events of flooding. In her letter, Kathy Murray wrote that since she has been vocal in calling for a fix to the problem, she feels the need to recognize a job well done. She added that the safety of the residents of Hilltop is worth the cost of the project.

**FIRE DEPARTMENT REPORT**

Nothing to report.

**RCMP REPORT**

Southeast District RCMP Sgt. Chantal Ouellette was unavailable for the meeting. She had contacted the Village Office earlier in the day to say she might not be able to make it.

**MAYOR'S REPORT**

Hiring Committee - On April 19<sup>th</sup>, met with hiring committee to review and discuss resumes for the new position of Assistant Director of Parks & Leisure.

Legion Supper - On April 20<sup>th</sup>, attended Legion supper.

Lions Club Breakfast - On April 21<sup>st</sup>, attended Lions Breakfast.

## **COUNCILLORS' REPORTS**

### **Councillor Kitchen**

Nothing to report.

### **Councillor McNeil**

Spring League Basketball - On April 21<sup>st</sup>, volunteered at Day of Champions.

Eco Fair - On April 22<sup>nd</sup>, attended Salisbury Eco Fair.

New Fire Truck - Things are going very well with truck-manufacturer Maxi-Metal, and there is a possibility the truck will be delivered to Salisbury in September. A detailed report from the fire truck committee is expected at the next meeting of Council.

Health Minister - Village Council will be sending a letter to New Brunswick Health Minister Benoit Bourque regarding the current availability of health services to Village residents. Jean Daigle, Vice President Community with Horizon Health Network, will also be contacted.

Federation of Canadian Municipalities Optional Legal Defence Fund - Clarification was received concerning the FCM Legal Defence Fund. This is an optional payment aside from the regular FCM annual membership, which was approved at the April 9<sup>th</sup> meeting of Village Council.

It was moved by Councillor McNeil and seconded by Councillor Kitchen that '*the Village of Salisbury pay the optional FCM Legal Defence Fund fee of \$60.41 for the year.*' MOTION CARRIED

### **Councillor Wilson**

Parks & Leisure Action Committee - On April 11<sup>th</sup>, attended Action Committee Meeting.

Beautification Committee - On April 12<sup>th</sup>, attended Beautification Committee meeting.

Hiring Committee - On April 19<sup>th</sup>, met with hiring committee to review and discuss resumes for the new position of Assistant Director of Parks & Leisure.

Spring League Basketball - On April 21<sup>st</sup>, attended Day of Champions.

### **Councillor Bartlett**

Parks & Leisure Action Committee - On April 11<sup>th</sup>, attended Action Committee Meeting.

Library Board - On April 18<sup>th</sup>, attended Library Board meeting.

Hiring Committee - On April 19<sup>th</sup>, met with hiring committee to review and discuss resumes for the new position of Assistant Director of Parks & Leisure.

## **CLERK'S REPORT**

Volunteer Barbecue - Council was asked to start thinking about this year's Volunteer Barbecue. It was decided to hold it on Sunday, September 9<sup>th</sup>. There was also brief discussion about gift ideas for the volunteers, such as an umbrella, tote bag, or perhaps a travel coffee container.

Canada Summer Jobs - The Village Office received a phone call from MP Alaina Lockhart's office that the Village will be getting four students at 1,260 hours total through the 2018 Canada Summer Jobs program. We will be receiving more information on the positions in a formal confirmation expected later this week.

Congratulatory Card - There is a card for Council to sign congratulating Hilary Perry. As mentioned at the last meeting of Council, she was recently named a Sir Howard Douglas Scholar at UNB Law. Hilary is a former Village Summer student.

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It was moved by Councillor Kitchen and seconded by Councillor Bartlett to '*Enter into a closed meeting.*' MOTION CARRIED

**CLOSED MEETING - Legal**

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

**DATE OF NEXT MEETING - May 14, 2018**

**ADJOURN**

It was moved by Councillor Kitchen to '*Adjourn the meeting.*' MOTION CARRIED (8:08 PM)