

## MINUTES OF APRIL 9, 2018

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

#### REGULAR MEETING

A regular meeting of Council was held April 9, 2018 at 7:00 PM with Mayor Keating presiding. Councillor Kitchen was absent. All other members of Council and the Clerk were present.

#### THE LORD'S PRAYER

Moment of Silence - There was one minute of silence to mark the 101<sup>st</sup> anniversary of the Battle of Vimy Ridge/WWI in which close to 3,700 soldiers, mostly Canadians, lost their lives.

Moment of Silence - There was one minute of silence for Humboldt, Saskatchewan, where 15 lives were lost in an April 6<sup>th</sup> crash involving a bus carrying the Broncos junior hockey team.

#### APPROVAL OF AGENDA

It was moved by Councillor Best and seconded by Councillor Wilson that *'The Agenda be approved with the addition of the Minutes of April 5, 2018.'* MOTION CARRIED

#### CONFLICT OF INTEREST DECLARATION

No conflict declared.

#### APPROVAL OF PREVIOUS MINUTES - March 26, 2018 and April 5, 2018

It was moved by Councillor McNeil and seconded by Councillor Wilson that the *'Minutes for the Council Meetings held on March 26<sup>th</sup> and April 5<sup>th</sup> be approved.'* MOTION CARRIED

#### MANAGER OF WORKS REPORT

No report this meeting.

#### DIRECTOR OF PARKS & LEISURE REPORT

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

**Summer Programs** - Summer Program Registration began last weekend and takes place again on April 13<sup>th</sup> and 14<sup>th</sup>. It is for Soccer ages 2-11+, baseball ages 4-15, art camps ages 8-14+, and dance ages toddlers-10+. Also, April 21<sup>st</sup> will be the Day of Champions for Spring League Basketball ages 3-Grade 5 and will be held at JMA Armstrong High School.

**Salisbury Eco Fair** - In celebration of Earth Day, the Salisbury Eco Fair will take place on Sunday, April 22<sup>nd</sup> at the Village Office upstairs from noon until 4:00. This initiative is being led by local group Community Gems in partnership with the Salisbury Parks & Leisure Department. There will be crafters with eco-friendly, zero-waste items.

#### Activities -

- Plant your own bean to bring home and watch grow!
- Waste sorting activity - blue or clear bag? - scavenger hunt / litter walk (with prizes!)
- Decomposition time / item-matching game
- Water pollution activity
- Sports activities set up by Parks & Leisure
- Bottle drive with proceeds to Salisbury Helping Hands food bank
- watch an old electronic be completely recycled, and bring your old electronics to be recycled
- Eco360 will have a booth to answer all of your waste questions!

- Trivia with prizes

Pay It Forward Table - There will also be a Pay it Forward table where everyone is welcome to take one free item. Additional items will be available through bartering; that is, you bring an item and trade it for another.

Confirmed Vendors - Confirmed vendors are Mother of Metal, Flora and Fauna Soaps, Topsy Unicorn, Edible Ornamentals, East Coast Sea Gems, Lily Pads, Dauntless Devise Designs, EzEco, The Hammered Goddess, RMJ Handcraft, Ever After Acres, and Grapevine Events.

**NB Trail Partners** - Salisbury has been invited to become a paying member of Local Trail Partners, an NB Trail group. Salisbury declined to join in the past because the village is not linked to the NB Trail network and had little to gain from the annual \$300 (approximate) membership. However, there has been consideration given to expanding the organization's focus. More information will be sought by the Director of Parks & Leisure prior to her making a recommendation on whether or not to join.

**Assistant Director job** - The job posting for Assistant Director of Parks & Leisure will close at the end of the workday on April 13th. Council must strike a hiring committee and set meeting dates to prepare for and to hold interviews. Councillor McNeil will be declaring a conflict of interest during this process.

Mayor Keating thanked Councillor Wilson for her report.

## **DEVELOPMENT REVIEW COMMITTEE REPORT**

Nothing to report.

## **BUSINESS ARISING FROM MINUTES**

### Erosion

A response has yet to be received from Fort Folly Habitat Recovery concerning Council's mailed invitation to meet and discuss riverbank erosion in Salisbury. Clerk was asked to contact FFHR again and ask if they are interested in coming to Salisbury to meet with Council.

### HR Services

Nothing to report.

### Asset Management

Work is ongoing. Nothing new to report.

### Exercise Brunswick Alpha (EMO)

Councillor McNeil met with members of the Lower Control Group on March 28<sup>th</sup> with plans to meet again to rehearse procedures. The final planning conference will be held in Fredericton on April 25<sup>th</sup>. He will attend with Regional Emergency Management Coordinator Mike LeBlanc. In early May, Council and Village Staff can expect a power point presentation concerning roles and responsibilities during Exercise Brunswick Alpha.

## **CORRESPONDENCE**

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

#### Department of Canadian Heritage - Letter confirming Canada Day funding for Salisbury

Salisbury has been granted Canada Day funding in the amount of \$1,600 from the Canadian Heritage department. Clerk noted that the amount is a little more than usual.

Fire Marshal Douglas Browne - Bulletin Re: Fire Scene Security

NB Association of Fire Chiefs - Letter Re: Fire Scene Security Procedure

Information concerning new fire scene security procedures has been provided by the Fire Marshal's Office in cooperation with the New Brunswick Association of Fire Chiefs. In cases where fire scene security is required due to the response of a Provincial Fire Investigator, the responsibility will fall to one of: (1) the RCMP, (2) local fire department, or (3) the Corps of Commissionaires. If it is members of the local fire department providing this service, they will now be paid for it. Additional training is not required for fire scene security; however, to become a Fire Marshal's Office Local Assistant, which the Salisbury Fire Chief will become, special training is required.

Southeast Regional Service Commission - Letter from Tracey Wade Re: new Regional Recreation Plan Committees

The creators of the new Regional Recreation Plan, under the watch of the Southeast Regional Service Commission, are seeking to fill the new paid position, Regional Trails Coordinator, as well as fill openings on two committees: the SERSC Regional Trails Council and the Southeast Recreational Advisory Committee.

Rural Rides - Thank You card from Kelly Taylor Re: Donation

Kelly Taylor of Rural Rides sent a Thank You card to Council for the \$1,700 donation made by the Village, approved at the February 26<sup>th</sup> Meeting of Council.

**FIRE DEPARTMENT REPORT**

No report this meeting.

**RCMP REPORT**

No report this meeting.

**MAYOR'S REPORT**

Southeast Regional Service Commission - On March 27<sup>th</sup>, attended SERSC meeting.

Tourism Promotion - On March 28<sup>th</sup>, met at the Village Office with Opportunities New Brunswick Community Economic Development Executive Jennifer Henry on the topic of tourism promotion. Discussion focused on Highland Park and the adjacent wetlands and surrounding trail.

Tourism Development Committee - On April 3<sup>rd</sup>, attended SERSC Tourism Development Committee meeting. The Committee is looking to hire a tourism coordinator, for which a request for proposals will be issued.

Council Meeting - On April 5<sup>th</sup>, attended Special Meeting of Council.

**COUNCILLORS' REPORTS**

**Councillor Best**

Jordan Lifecare Centre - Concerning the Board of Directors at Jordan Lifecare Centre, Councillor Best had spoken with one person about taking over as Salisbury's representative on the board with the conclusion of Carolyn Kyle's term.

Council Meeting - On April 5<sup>th</sup>, attended Special Meeting of Council.

Federation of Canadian Municipalities - Councillor Best believes a member of Council should attend the 2018 FCM conference May 31<sup>st</sup>-June 3<sup>rd</sup>, since it is being held relatively close by in Halifax. She commented on the positive contacts and learning opportunities that can stem from this type of event. After discussion, it was suggested that Councillors Best and Bartlett look into attending. Councillor McNeil suggested that they approach it with a strategic plan with specific goals in mind.

### **Councillor McNeil**

Exercise Brunswick Alpha - On March 28<sup>th</sup>, met with members of the Lower Control Group concerning the province-wide Emergency Measures exercise planned for June 13th.

Council Meeting - On April 5<sup>th</sup>, attended Special Meeting of Council.

Fire Marshal Local Assistant - It was moved by Councillor McNeil and seconded by Councillor Best that *'the Village of Salisbury appoint Fire Chief David Bannister as the Local Assistant to the Fire Marshal's Office.'* MOTION CARRIED

### **Councillor Wilson**

Beautification Committee - On April 3<sup>rd</sup>, attended a meeting of the Beautification Committee. It was the initial planning session for the coming season's projects. Included in these will be another tree-dedication campaign, in which trees can be planted in-memory-of or in-honour-of, likely continuing along the Main Street area. As well, new pole brackets and banners have been purchased and will be hung this Summer in addition to the hanging baskets. Marigolds on Main Street is another project, this one in partnership with Salisbury Elementary School on the Day of Caring (date to be determined). It was also pointed out that on April 10th at the Parks & Leisure Department, there will be a Salisbury Naturalists Club presentation by plant expert Bob Osborne of Cornhill Nurseries concerning ways to attract more pollinators to gardens, such as the birds, bees and butterflies garden created on Main Street in front of Home Hardware. The Committee sincerely thanked Council for the Village's donation toward their 2018 projects, and will report back to Council in the Fall.

Council Meeting - On April 5<sup>th</sup>, attended Special Meeting of Council.

### **Councillor Bartlett**

Nothing to report.

### **CLERK'S REPORT**

FCM Membership - Council agreed to pay the annual fee for membership in the Federation of Canadian Municipalities, which amounts to \$562.03, but chose not to pay the Optional Legal Defence portion, which is an additional \$60.41, unless it can be shown that doing so would somehow benefit the Village. Clerk explained that this legal service would not help with specific individual municipal cases, instead focusing on general cases that would impact on municipalities collectively. Councillor McNeil requested more information, saying he would like to hear from a subject matter expert.

It was moved by Councillor McNeil and seconded by Councillor Best that *'the Village of Salisbury pay its FCM Membership for 2018.'* MOTION CARRIED

Expenses - Clerk was asked to inquire about possibly donating a one-time lump sum to organizations, which would represent one member of Council attending a community meal. Clerk

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checked with the Auditor, to which the response was that it is entirely up to Council how it wants to handle community meal claims. The consensus was to continue filing expenses separately as they happen, feeling that it is the more transparent approach.

Auditor - The Village auditor has been at the office daily since last Wednesday going over the 2017 books. This is standard procedure.

Hilary Perry - As reported in a University of New Brunswick release, Salisbury law student Hilary Perry, a former student employee of the Village for two years, was recently named a Sir Howard Douglas Scholar. The Sir Howard Douglas Society recognizes UNB undergraduate students who have achieved academic excellence while actively participating in extracurricular activities, notably community volunteerism, after completing at least year-two of their undergraduate studies. Council agreed to send her a congratulatory card.

Assistant Director of Parks & Leisure - End-of-day April 13<sup>th</sup> is the deadline to submit resumes for the position of Assistant Director of Parks & Leisure. It was decided that the hiring committee would be Mayor Keating, Councillors Wilson and Bartlett, Clerk, and Director of Parks & Leisure. Clerk will reach out by email to secure dates for the hiring committee to meet.

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

**DATE OF NEXT MEETING** - **April 23, 2018**

**ADJOURN**

It was moved by Councillor Bartlett to '*Adjourn the meeting.*' MOTION CARRIED (7:55 PM)