

MINUTES OF JANUARY 22, 2018

6:30 PM PRE-MEETING

REGULAR MEETING

A regular meeting of Council was held January 22, 2018 at 7:00 PM with Mayor Keating presiding. All members of Council and the Clerk were present.

THE LORD'S PRAYER

APPROVAL OF AGENDA

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

CONFLICT OF INTEREST DECLARATION

No conflict declared.

APPROVAL OF PREVIOUS MINUTES - January 8, 2017

It was moved by Councillor Best and seconded by Councillor Bartlett that, with one change for clarification, the *'Minutes for the Council Meeting held on January 8th be approved.'* MOTION CARRIED

RCMP REPORT

Constable Jeff Dow of Southeast District RCMP gave the following report:

Fire Lane parking - Councillor McNeil brought up the continuing problem of the public illegally parking in the fire lane in front of Salisbury Fire Rescue. He suggested more ticketing by police may be the answer. He assured Cst. Dow that the fire lane is very clearly marked.

Thefts - To date in January, there were nine reported thefts, specifically five thefts of fuel, one theft from a vehicle, and three others.

Other Calls - Cst. Dow also reported that there were six false 911 calls, two cases of suspended driving, one suspicious person, and four collisions.

Radar Speed sign - Councillor McNeil informed Cst. Dow that the Village is in the process of obtaining a mobile radar speed sign and asked for advise on the best locations for it.

BILLS FOR THE MONTH OF JANUARY

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

JORDAN LIFECARE CENTRE - Carolyn Kyle

Carolyn Kyle of the Board of Directors at the Jordan Lifecare Centre appeared before Council to give a presentation.

Carolyn Kyle reported that an audit revealed no discrepancies at the Jordan Lifecare Centre. As well, a financial review of the Jordan Outreach homecare and seniors daycare programs confirmed that both are self-funded. Operating income comes from the New Brunswick Department of Social Development, subsidized residents, private-pay residents, and from fundraisers, property sales, and interest on contributed annuities.

January 22, 2018

Village Council was encouraged to suggest nominees for two vacancies on the Board, both of which are at-large positions.

Regarding staffing, the Jordan saw its longtime financial officer, Cheryl Elliott, retire in 2017. The new financial officer, Timie-Lynn Jones, is a recent NBCC Business graduate and has been on the job for about three months.

Accomplishments in 2017 included the purchase of six new ceiling-lifts, a second stand-up lift, a bladder scanner, updated computer equipment, a new security system, fire alarm updates, new dining room furniture, construction of a new garage, repairs to their generator, and restoration of the Queen Victoria statue and surrounding walkway.

The Jordan has also begun the process of rewriting its Mission Statement to change the focus from its physical assets, such as its building and location, to the quality of care provided. They are also in the process of thoroughly developing a procedures manual for Assisted Dying.

Carolyn Kyle reported that the Jordan's contribution to the court challenge by the New Brunswick Nursing Home Association, against the Auditor General's move to consolidate long-term care facility assets with those of the provincial government, amounted to \$25 per bed. This contribution went toward the Association-wide cost of approximately \$141,000. Carolyn Kyle said the court case is only half over. A ruling by Justice Christie, that the Association is owed a "degree of procedural fairness" by the Auditor General, still has to be clarified in court.

Carolyn Kyle expressed the Board's thanks to the Friends of the Jordan Lifecare Centre Foundation for its continuous financial support through a variety of fundraising activities such as the Valentine Dinner & Auction, the Spring Luncheon, and the Golf Tournament in Petitcodiac.

All 50 of the Jordan Lifecare Centre's beds are full with a waiting-list of seven. There are 43 customers using the Jordan's Outreach homecare program, and another three using the seniors daycare program. It is believed that latter number is low due to the program not being well-known yet.

Mayor Keating thanked Carolyn Kyle for her report.

MANAGER OF WORKS REPORT

The Manager of Works could not attend the meeting, but submitted a written report which will be kept on file.

DIRECTOR OF PARKS & LEISURE REPORT

The Director of Parks & Leisure gave the following report:

Professional Development - The Director of Parks & Leisure has completed another section of the Canadian Parks & Recreation Professional Development Certification Course, this Module being called Current Issues & Trends. She exceeded standards in the completion of it. The last step in the course includes the completion of a case study related to her job and the community, and she has until December to complete it.

Youth Green Jobs - Correspondence has been received regarding a funding opportunity for Summer staff from Canada Parks & Recreation. It is called the Youth Green Jobs funding opportunity. CPRA will offer 50 per cent wage subsidies to create, across Canada, 1,000 green jobs for youth in the Summers of 2018 and 2019, youth being defined as being between the ages of 18 and 30. The definition of green jobs includes parks and recreation. Further details to come in February.

Dwight Mann - Dwight Mann will be helping out at Parks & Leisure from now until May 8 as he transitions from the Canadian Forces to the civilian workforce. He will work flexible hours on Mondays, Wednesdays and Fridays, putting in two mornings and one full day. Duties will include

January 22, 2018

looking after the outdoor rink and some minor maintenance, as well as helping with IT needs at both Parks & Leisure and the Village Office.

Recent events -

Christmas Tree Lighting - About 200 people turned out for the Christmas Tree Lighting at Highland Park on December 3rd . This will become an annual event.

Kids Christmas Craft Night - The December 11th Kids Christmas Craft Night event was well-attended with 36 children participating.

Outdoor Skating Rink - The outdoor rink was set up December 2nd and opened before Christmas, which was the earliest yet thanks to favourable weather conditions.

Health & Wellness Expo - The Health & Wellness Expo was held January 13th. Eight late weather-related cancellations meant for only 35 vendors this year. The stormy weather forecast also hurt attendance with only approximately 70 people attending, compared with 200 in the past. Also disappointing was the lack of participation from the Horizon Health Network. The Expo format this year changed in that all speaking sessions were held in the gym where the exhibits took place. Guest speaker Pamela Mood was informative and very entertaining. Despite low numbers, the Expo received compliments for being very well-organized. The Expo's future will be addressed by the organizing committee with consideration to be given to changing its time-of-year or its frequency; that is, perhaps alternating years with a different event.

Coming up -

Winter Carnival - The annual Winter Carnival is scheduled for February 10-17, and will include the Pond Hockey Winter Classic tournament on February 10th, a wetland trail lantern walk on February 11th, movie night on February 13th, and a spaghetti supper fundraiser on February 15th. As well, the Boys & Girls Club will host a Kids Day on February 16th, there will be a family skating event on the evening of February 16th, and a Family Day at Highland Park will take place on February 17th, including horse-drawn sleigh rides and "fat bike" mountain biking. There will also be a pancake breakfast at the Lions Club on the morning of February 17th.

Paint Night Fundraiser - A Paint Night Fundraiser for Parks & Leisure will take place on February 27th at the Legion. Tickets must be purchased in advance. Funds raised through this event and the spaghetti supper will support the Wetland Trail Interpretive Project, in which two or three interpretive panels/kiosks will be installed.

Mayor Keating and Council thanked the Director of Parks & Leisure for her report, also complimenting her and her volunteers on the great job done with the Wellness Expo.

DEVELOPMENT REVIEW COMMITTEE REPORT

Nothing to report.

BUSINESS ARISING FROM MINUTES

Erosion

Nothing to report.

HR Services

Council has agreed to get together on the evening of January 29th to discuss the draft of the Village's new Human Resources Policy.

FCM / Asset Management Grant Application

The grant application agreements have been signed and work has begun.

CORRESPONDENCE

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

Policing Standards & Contract Management - RCMP costs - letter from Connie Courcy

Council had written a letter to Connie Courcy, New Brunswick's Acting Director of Policing Standards and Contract Management, expressing concern about the continually rising costs of policing for the Village. In reference to the mailed response, Councillor McNeil stated that the Province is assuring the Village that it continues to work with the RCMP under the Provincial Police Service Agreement in effort to get a grip on rising costs while providing improved services.

ACOA - Payment Approval - Canada 150 Community Infrastructure Program

A letter from the Atlantic Canada Opportunities Agency confirmed that the Village has received the final grant-disbursement of \$24,041.66 under the Canada 150 Community Infrastructure Program for projects including the splash pad at Highland Park and work on the Salisbury Wetland Trail.

Federation of Canadian Municipalities - Membership Invoice - 2018-2019 Dues

It was moved by Councillor Best and seconded by Councillor McNeil that '*The Village of Salisbury pay the amount for membership for 2018-2019 to the Federation of Canadian Municipalities in the amount of \$622.44, including HST.*' MOTION CARRIED

Alaina Lockhart, MP Fundy Royal - Letter Re: Canada Summer Jobs Program

A letter received from Fundy Royal MP Alaina Lockhart explains the federal Summer student hiring program and how it can provide public-sector employers, such as municipalities, with 50 per cent of the minimum wage for approved positions. Clerk confirmed that the Village has filed an application for a number of different positions under the Canada Summer Jobs program, as it does each year.

Service New Brunswick - Assessment Adjustment 56 Douglas Street

Service New Brunswick - Assessment Adjustment 62-64 Douglas Street

Council received responses from the Service New Brunswick Assessment Office regarding assessments of municipal properties at 56 and 62-64 Douglas. The assessments were reviewed and recalculated, and both values were amended. The 2017 assessment for 56 Douglas fell from \$598,300 to \$567,400. The 2017 assessment for 62-64 Douglas fell from \$366,700 to \$304,100. Councillor Bartlett asked Clerk what the assessments were prior to the 2017 increases? Clerk will obtain the information for Council.

FIRE DEPARTMENT REPORT

Nothing to report.

MAYOR'S REPORT

Legion Supper - On January 12th, attended Legion Supper.

Health & Wellness Expo - On January 13th, attended Wellness Expo. Again, offered thanks to the Director of Parks & Leisure for her volunteers' hard work in making that event happen. The set-up and guest speakers were good, but the weather was not cooperative.

Legion Supper - On January 19th, attended Legion Supper.

COUNCILLORS' REPORTS

Councillor McNeil

Salisbury Fire Rescue - On January 8th, met with members of the fire department regarding operating procedures. He would like to see Salisbury Fire Rescue be part of the Village's new Human Resources policy, especially with regards to social media. He has made some notes regarding this to be considered by Council when it meets to discuss the Human Resources policy.

Health & Wellness Expo - On January 13th, attended Wellness Expo. Noted that he, representing Salisbury Emergency Measures, had a table; and proposed a village-wide mailout of the Emergency-Preparedness Information Sheet that he was giving out at the Expo. Seventy sheets were given out that day to appreciative recipients.

Exercise Brunswick Alpha - On January 18th, attended the Initial Planning Conference for Exercise Brunswick Alpha, to be led by Joint Task Force Atlantic on behalf of the New Brunswick Emergency Measures Organization. It 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. The Main Planning Conference for Exercise Brunswick Alpha will take place in March.

Auxiliary Power Generator - On January 22nd, met with a representative of the Salisbury Baptist Church regarding the 50KW used diesel-fueled generator that has been offered to the Village by the fire department in Riverview. It was concluded that the installation of this generator would be too expensive for the Church. The generator will next be offered to Jordan Lifecare Centre.

Councillor Wilson

Health & Wellness Expo - On January 13th, attended Wellness Expo.

Park Improvements - On January 17th, met with Manager of Works & Maintenance and Director of Parks & Leisure regarding parks in the village. It is hoped that some problems with some of the playgrounds will be rectified this year. Various funding options will be explored. Also discussed was the unfortunate damage to the Wetland Trail off Highland Park, which will be a costly fix. Other funding options will be explored.

Councillor Bartlett

Health & Wellness Expo - On January 13th, helped set-up for Wellness Expo.

Councillor Best

Health & Wellness Expo - On January 13th, attended Wellness Expo. Many thanks to the organizers. Disappointed in the lack of involvement by the health center in Petitcodiac.

Councillor Kitchen

Meetings with Village Staff - On January 17th and 22nd, had short meetings with staff.

Albert Trail Culvert No. 1 - It was moved by Councillor Kitchen and seconded by Councillor McNeil that *'The Village of Salisbury submit an amendment request to CWWF (Clean Water and Wastewater Fund) and to the Municipal Capital Borrowing Board for the Albert Trail Culvert No 1 Replacement Project (Crossing # 4), with an estimated total value of \$300,000 including engineering and HST.'* MOTION CARRIED

Curb/Sidewalk Extension Route 112 - It was moved by Councillor Kitchen and seconded by Councillor Best that *'The Village of Salisbury issue a Request for Proposals (RFP) to our consulting engineer to begin with the process of engineering design for curb and sidewalk extension project of Route 112 as previously submitted under The Village of Salisbury 5-Year Prioritized Plan to the Province of New Brunswick.'* MOTION CARRIED

Polishing Pond Repairs - It was moved by Councillor Kitchen and seconded by Councillor Best that *'The Village of Salisbury approve the work to the polishing pond in the approximate amount of \$7,500.'* This is due to the recent weather event. MOTION CARRIED

MacWilliam Road Project- It was moved by Councillor Kitchen and seconded by Councillor Wilson that *'The Village of Salisbury submit payment certification No. 4 for the MacWilliam Road Culvert Replacement Project as submitted by exp. Services, dated January 19, 2018 in the amount of \$8,923.10, HST included.'* The submission goes to 683962 NB Ltd. This and the following payment were the hold-backs for the project, which is complete. MOTION CARRIED

MacWilliam Road Project - It was moved by Councillor Kitchen and seconded by Councillor Bartlett that *'The Village of Salisbury submit payment certificate No. 5 for MacWilliam Road Culvert Replacement Project as submitted by exp. Services, dated January 19, 2018, in the amount of \$116,466.12, HST included, to 683962 NB Ltd.'* MOTION CARRIED

CLERK'S REPORT

2018 Sewer Bills - Most sewer bills for the new year have been mailed out, with some payments already being received.

Sewer Disconnection Process - Council and Staff will gather January 31st to discuss the process of disconnection in the case of overdue delinquent sewer accounts. Councillor McNeil said it is also important to be proactive with regards to disconnections, and make use of the Village website and Facebook Group to get the message out.

Christmas Angel - The 20-year-old outdoor ornament, 9' tall, is near the end of its life, having endured wear-and-tear and numerous incidents of vandalism and theft (and recovery). Estimated cost to repair is anywhere from \$2,195 to \$4,900. Replacement is an option for Council to consider.

2018 Budget - A few small changes to the Village's 2018 budget were advised by the Department of Environment and Local Government, but nothing that will affect the bottom line.

FCM Conference - Councillor Best felt Council should have representation at the 2018 Federation of Canadian Municipalities annual conference, since it is being held in Halifax this year and will be easy to attend. She suggested perhaps the Mayor and one Councillor go, because there is a lot

January 22, 2018

to be learned from all of the workshops and sessions. Clerk will forward to Council any information she has received on the conference, which is scheduled for May 31-June 3.

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

ADJOURN

It was moved by Councillor Bartlett to '*Adjourn the meeting.*' MOTION CARRIED (8:35 PM)