

MINUTES OF JULY 23, 2018

6:30 PM PRE-MEETING

REGULAR MEETING

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

THE LORD'S PRAYER

APPROVAL OF AGENDA

It was moved by Councillor McNeil and seconded by Councillor Kitchen that *'The Agenda be approved, with addition.'* At Clerk's request, one additional bill was added to the July bills from Crandall Engineering for Asset Management for the amount of \$3,774.88. MOTION CARRIED

CONFLICT OF INTEREST DECLARATION

No conflict declared.

APPROVAL OF PREVIOUS MINUTES - July 9, 2018

It was moved by Councillor Kitchen and seconded by Councillor McNeil that the *'Minutes for the Council Meeting held on July 9th be approved.'* There was discussion about the wording of the Minutes under Correspondence from Southeast Regional Service Commission concerning building permits. Councillor Bartlett thought the wording may be confusing for the public, while Councillors Kitchen and McNeil found the explanation in the Minutes to be understandable. Councillor McNeil suggested perhaps wording it in a different manner moving forward, but it is acceptable in its current form. MOTION CARRIED

BILLS FOR THE MONTH OF JULY

It was moved by Councillor Kitchen and seconded by Councillor McNeil to *'Pay the bills for the month of July.'* Councillor Kitchen pointed out two typographical errors in the bills summary under his departmental budget for Streetlights and Sewer. MOTION CARRIED

ALBERT LIBERAL CANDIDATE - Catherine Black

Catherine Black, Liberal candidate for the riding of Albert for the September Provincial Election in New Brunswick appeared before Council for a brief introduction and presentation. Originally from Newfoundland and Labrador and a 15-year resident of Albert County currently employed in the field of post-secondary education, she referenced tourism as a growth sector for the riding, also pointing to roads and health-care as areas of significant concern -- with respect to the latter, because of quickly-changing demographics. Councillor McNeil agreed on all three points, especially health-care. Councillor Bartlett stressed the need for a local health-care professional in the community, whether it be on a full- or part-time basis.

Mayor Keating thanked Catherine Black for her presentation. At a previous meeting of Council, Mayor Keating had publically stated that presenters from any political party are welcome to come and address Council.

DIRECTOR OF PARKS & LEISURE REPORT

The Director of Parks & Leisure gave the following report:

July 23, 2018

Baseball Fence Renovations - Repairs to the baseball field fencing are complete, with only a pair of very minor fixes remaining. It was also noted that they recently lost a bank of 5 lights, for which the cause is being investigated. It will be fixed.

Wetland Trail Observation Deck - Still waiting on information.

Wetland Trail Interpretive Signs - Still waiting on an order of one Chameleon sign panel.

Inclusive Swing Set - Following site preparations by Mountain Movers, frame installation by Eastern Fence, and concrete curb preparation by Manager of Works, Cobequid Consulting will come to lay the Zeager wood-fibre carpet, expected to take place in the coming week.

Trail Potential - On July 10th, hosted the Southeast Regional Service Commission's new regional trails coordinator and discussed mountain-bike-trail potential in the village. Described the meeting as positive, adding a return trip will be made to collect data for an eventual report to Council.

New Summer Programs -

Baseball - Started batting practice on Friday mornings.

Summer Days at Highland Park - A free program offered on Thursdays by Parks & Leisure Summer staff. It was noted that this is not a drop-off program. While many daycare children attend, it is open to all children in the community.

Outdoor Pickleball - Monday evenings will be the regular time.

Active Seniors - An outdoor games program is offered by Parks & Leisure at Lions Villa on Wednesday mornings.

Outdoor Fitness Class - Regular classes are on Mondays and Fridays at 10:00 AM. There is a 6:00 AM running group on Tuesdays and Thursdays at Highland Park. A walking group takes place on Wednesdays at Highland Park at both 10:00 AM and 6:00 PM.

Community Days 2018 - Parks & Leisure Department staff and volunteers are preparing to host the Thursday night Movie in the Park for Community Days. This event is sponsored by CIBC. Parks & Leisure will also hold a pickleball demonstration on Friday, as well as handle food concessions that evening. On Saturday, Parks & Leisure will host Wagon Rides, more food concessions at the Community Days Market outside the Village Office, and host their annual Lobster Roll Supper at the Lions Club. Sunday will feature a Community Walk at 11:00 AM at the Wetland Trail, and the Picnic at the Park with Parks & Leisure providing the games at Highland Park while the Community Days Committee holds a public barbecue.

Tourism - Parks & Leisure is working on a brochure to promote Salisbury to tourists, with plans to distribute it on August 3rd to tourists who stop at the highway commercial area. Village maps and Community Days schedules will also be distributed.

Mayor Keating and Council thanked Director of Parks & Leisure for her report.

MANAGER OF WORKS REPORT

The Manager of Works appeared before Council to report on a number of issues.

Code of Practice for Working Alone - Manager of Works explained the Code of Practice for Working Alone, which he developed as a result of a directive from WorksafeNB. The document meets the guidelines under the Occupational Health and Safety Act, identifying various options based on risk assessment. Mayor Keating observed that the development of this Code of Practice was a lengthy, sometimes frustrating, process during which necessary feedback from Council was difficult to obtain, and for this offered apologies to the Manager of Works on behalf of Council and staff. Councillor McNeil described the Code of Practice as a great document, and asked that

they immediately implement it as interim policy and, once it is implemented, make adjustments where necessary.

It was moved by Councillor McNeil and seconded by Councillor Bartlett that '*the Village of Salisbury implement the Code of Practice for workers working alone or in isolation as required by WorksafeNB, as presented by the Safety Officer.*' MOTION CARRIED

Albert Trail Culvert #1 Replacement Project - This is an extension of the Clean Water Wastewater Fund project that saw the MacWilliam Road and Albert Trail #2 culverts replaced in 2017. In the case of the Albert Trail Culvert #1 Replacement, a requirement from the Department of Fisheries and Oceans is that a plunge pool be created to aid in fish passage. Its creation would encroach on adjacent private property for which the owners' permission would be required, for which meetings have been held.

Library Renovations - Manager of Works has been helping Library with a grant application for the Enabling Accessibility Fund with a goal of creating a barrier-free, wheelchair-accessible restroom, which would also require renovations to create a barrier-free front entrance. The deadline for the grant application is July 26th.

Patching of NB Routes 112 and 106 - Manager of Works and Council discussed the quality of recent road-patching by the New Brunswick Department of Transportation and Infrastructure on Routes 112 (Fredericton Road and River Road) and 106 (Main Street) within the Village limits. The consensus was that the work was of poor quality and that a letter stating the Village's disappointment be sent to the provincial minister and copied to the NBDTI district engineer. Meantime, it was also noted that the Village's municipal street-patching program came in under budget this year.

Auxiliary Generator - With regards to the Village's plan to acquire and install a generator to provide backup emergency power to the Village Office/Works and Maintenance Department/Fire Department, both warranty and electrical needs were briefly discussed by Manager of Works and Council before focusing on the bids received from the tendering process.

It was moved by Councillor McNeil and seconded by Councillor Kitchen that '*the Village of Salisbury award the tender for back-up generator to the lowest bidder, Marcel Belanger Electric in the amount of \$106,375.00 including HST.*' MOTION CARRIED

Mayor Keating thanked Manager of Works for his report.

DEVELOPMENT REVIEW COMMITTEE REPORT

A short meeting was recently held to discuss a few items with regards to a specific proposed development in the Village.

BUSINESS ARISING FROM MINUTES

Erosion

Nothing new to report.

HR Services

Nothing new to report.

Asset Management

Still working on Capital Asset Management Plan.

Auxiliary Generator

Addressed earlier in the meeting.

Crosswalk Safety

A 2015 report submitted by Manager of Works was referenced. The report followed a study that determined that both Main Street crosswalks only required pavement marking and mounted signage. Despite that, Council proceeded with upgrades at the crosswalk located at Main and Douglas streets. Manager of Works had also suggested the installation of pedestrian-activated Rectangular Rapid Flashing Beacons (RRFB) as an upgrade solution for the crosswalk located at Main Street and River Road. The estimated current price for this installation is \$9,000, HST included. Councillor Bartlett asked what the current plan was for the Main/River crosswalk, noting that it was not his portfolio, but added that he feels strongly about improving safety at this particular crosswalk. Manager of Works described the RRFB installation, noting that the quote did not include posts or the pedestrian-activated push buttons, so those costs need to be clarified by Absolute Traffic Services. Manager of Works expressed confidence that the budget would not exceed \$10,000. Effort will be made, but it is doubtful that the project can be completed before the start of the school year in early September.

It was moved by Councillor Kitchen and seconded by Councillor Bartlett that *'The Village of Salisbury proceed with crosswalk upgrades at Main Street and River Road with a total project budget not to exceed \$12,000.'* MOTION CARRIED

Railway Trestle (Bridge)

If a structural review is requested by Council, Manager of Works had explained to Clerk that the services of a structural engineer would have to be obtained for such a review to be conducted. Councillor Bartlett asked if it makes sense for anyone to invest in bridge improvements before having such a review done on the bridge, making note of the new decking recently installed by the Albert County Trail Blazers all-terrain vehicle group. The Trail Blazers had received tourism grant money for this project. Councillor Bartlett brought up the prospect of preventative maintenance to the bridge to guard against major repairs in the long run. It was pointed out by Manager of Works that while the Village owns the bridge, having purchased the trail and bridge from NB Power, the utility still has restrictive covenants in the deed that gives it first rights to use of the structure to transport transformers, for example. These restrictive covenants prohibit bridge modifications, including those that would impact on its clear width. Manager of Works suggested the Village contact NB Power to confirm the utility's ongoing intentions with regards to the bridge, noting that transporting heavy equipment is generally done by truck now rather than by rail. Back to the concern of structural soundness, Manager of Works believes it would still fall under the responsibility of the Village, since it is a municipal asset. He also explained that a safety review would be a different form of assessment than a structural review. Councillor Bartlett investigated the work done by the ATV group and described the situation on the bridge as being a wonderful improvement in terms of safety. However, he pointed out that there are still significant drop-offs on the sides of the land-approaches to the structure, which remains a concern for him. Councillor Kitchen raised the point that both the Village and bridge-users; specifically, the Albert County Trail Blazers, carry liability insurance. He asked if the Village insurance-provider could be asked again for their input in this matter.

CORRESPONDENCE

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

Southeast Regional Service Commission - 2017 Annual Report

A hard copy of the Southeast Regional Service Commission annual report for 2017 is available in the Office for Council if they wish to review it.

Dairy Queen Miracle Treat Day - letter/order form promoting August 9th event supporting IWK

It was moved by Councillor Kitchen and seconded by Councillor Bartlett that ‘*The Village of Salisbury purchase 20 vouchers for medium-sized Blizzard treats in support of Dairy Queen Miracle Treat Day.*’ MOTION CARRIED

Allister Lloyd - Letter requesting culvert for access-road to building lots off Main Street

Landowner Allister Lloyd would like to sell lots in a subdivision in the Village, and has requested that the Village approve and install a culvert to connect the unfinished street on which his lots are located with the street that runs perpendicular to it. However, Councillor Kitchen stated that he does not believe the Village can approve the requested culvert, because past practice is that the onus is not on the Village, but on the developer to complete subdivision developments. Because of the nature of the topic, the remainder of the discussion on it had to be reserved for the Closed Meeting.

NB Emergency Measures Organization - Letter/payment toward 2017 ice storm recovery

The Village has received its reimbursement of \$6,483.79 from the New Brunswick government to assist in the recovery from damages suffered by the municipality as a result of the 2017 ice storm. This file is now closed.

NB Justice & Public Safety - Brief on new Intimate Partner Violence Intervention Act

A Memo was received from the Department of Justice and Public Safety offering information on the new provincial civil legislation called the Intimate Partner Violence Intervention Act that came into force on May 1st.

Royal Canadian Mounted Police - 2017 Annual Report

Council received the RCMP 2017 Annual Report, “Working Together for a Safer New Brunswick.” It includes a two-page brief on Southeast District RCMP. It is available in the Office if Council wishes to review it.

Haleigh Sears - Thank-you letter for Village of Salisbury Graduation Bursary

2018 JMA Armstrong High School graduate Haleigh Sears wrote to Council to express her gratitude as a recipient of one of the Village’s \$200 bursary awards.

FIRE DEPARTMENT REPORT

No report this meeting.

RCMP REPORT

No report this meeting.

MAYOR'S REPORT

Development Review Committee - On July 10th, attended meeting of Development Review Committee.

Tourism - On July 19th, attended regional strategic tourism committee meeting.

Lions Club Breakfast - On July 21st, attended Lions Club Breakfast.

COUNCILLORS' REPORTS

Councillor McNeil

Nothing to report.

Councillor Bartlett

Nothing to report.

Councillor Best

Absent.

Councillor Kitchen

Development Review Committee - On July 10th, attended meeting of Development Review Committee.

CLERK'S REPORT

Union of Municipalities of New Brunswick 2018 Annual Conference - Proposed agenda has been made available to Council. The conference will take place from September 28-30 in Fredericton.

Children Playing Sign - In response to vehicles speeding on Briarcroft Street, a request for both a Children Playing sign and a Speed sign has come from a resident. Manager of Works clarified that in compliance with the Motor Vehicle Act, Speed signs are not placed by the Municipality on local streets as it is implied under the Act that speed limits on such streets is 50 kilometres per hour. Councillor McNeil suggested more Children Playing signs be placed throughout the Village. Councillor McNeil also asked that the portable speed-sign be moved to Briarcroft to record speed data there in light of this complaint.

Salisbury Helping Hands Food Bank - Leisure Days, to mark its 10th anniversary in Salisbury, will donate \$100 from each trailer sale between July 9-30 to Salisbury Helping Hands Food Bank.

Westmorland County Agricultural Fair 2018 Pageant - Village of Salisbury received a request for a donation of some small gifts for pageant participants at the Westmorland County Agricultural Fair, which will take place July 29-August 4 in Petitcodiac. Some of the Village merchandise will be donated.

Southeast Regional Service Commission Building Inspectors - One Building Inspector has retired, so there is a new Building Inspector for the area. Therefore, a motion is needed to cover the appointment of the new Building Inspector.

It was moved by Councillor Kitchen and seconded by Councillor McNeil that '*Whereas, Julien Couturier, Denis Frenette, Marco Leblanc, Jason Leblanc, Adrian Robichaud, Bill Wright and Gabriel Boudreau have been accepted by the Southeast Regional Service Commission as Building Inspectors; be it resolved that Council appoint Julien Couturier, Denis Frenette, Marco Leblanc, Jason Leblanc, Adrian Robichaud, Bill Wright and Gabriel Boudreau as Building Inspectors for the Village of Salisbury; be it further resolved that Council hereby gives authority to the Building Inspectors to issue orders and to lay information for offences under and pursuant to the provision of Section 134(1) of the Community Planning Act.*' MOTION CARRIED

July 23, 2018

It was moved by Councillor Kitchen and seconded by Councillor McNeil to '*Hold a five-minute Recess.*' MOTION CARRIED

RECESS

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

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

CLOSED MEETING - Legal

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

DATE OF NEXT MEETING - August 13, 2018

Friends of the Jordan Lifecare Centre Foundation Inc. Fundraising Golf Tournament -

It was moved by Councillor McNeil and seconded by Councillor Kitchen that '*the Village of Salisbury fund a team to attend the Jordan Memorial Golf Tournament Fundraiser.*' MOTION CARRIED

Municipal Plan - On the evening of August 7th, Council will sit down with the planner from Southeast Regional Service Commission for a working session as part of the Municipal Plan Review. A followup session will be held on either the evening of Monday, August 20th or the evening of Tuesday, August 21st. These are working sessions for Council and are not open to the public. The public consultation process comes at a later point in the Municipal Plan Review.

ADJOURN

It was moved by Councillor McNeil to '*Adjourn the meeting.*' MOTION CARRIED (10:19 PM)