

MINUTES OF MARCH 26, 2018

6:30 PM PRE-MEETING

REGULAR MEETING

A regular meeting of Council was held March 26, 2018 at 7:00 PM with Mayor Keating presiding. Councillor Best was absent. All other members of Council and the Clerk were present.

THE LORD'S PRAYER

APPROVAL OF AGENDA

It was moved by Councillor Wilson and seconded by Councillor McNeil that '*The Agenda be approved with the addition of two bills.*' MOTION CARRIED

CONFLICT OF INTEREST DECLARATION

No conflict declared.

APPROVAL OF PREVIOUS MINUTES - February 26, 2018

It was moved by Councillor Bartlett and seconded by Councillor Wilson that the '*Minutes for the Council Meeting held on February 26th be approved.*' MOTION CARRIED

BILLS FOR THE MONTH OF MARCH

It was moved by Councillor McNeil and seconded by Councillor Kitchen to '*Pay the bills for the month of March.*' This includes the total insurance payment to Archway Insurance for 2018; however, the renewal of the Federation of Canadian Municipalities membership will be delayed for further information. The FCM membership total is \$622.44, including a \$60.41 optional payment to the FCM Legal Defense Fund. Council asked to first learn more about that particular payment before committing to it. MOTION CARRIED

IMAGINATION LIBRARY - Darlene Taylor

On behalf of the Anglophone East School District, Community Schools Coordinator Darlene Taylor appeared before Council to request its support and sustenance of the Dolly Parton's Imagination Library program at school regions within the district.

The program, which recently issued its 100,000,000th book, the Dolly Parton-authored Coat of Many Colors, was started by her in 1996 in honour of her father, who was illiterate. With a goal to inspire a love of reading, it provides registered children from birth until they turn 5-years-old with a new age-appropriate book via regular mail each month beginning with The Little Engine That Could and ending with Look Out Kindergarten, Here I Come!

The Imagination Library program was picked up by the Anglophone East School District for selected schools in 2009, developed through a regional partnership with the Moncton Regional Learning Council and funded locally through Rotary clubs and other service organizations. The focus was on lower socio-economic areas with limited accessibility to libraries and shopping. Currently, 14 school catchment areas in the region are involved; and with Riverview just signing on, this adds four more schools.

In Salisbury, 69 children are currently registered and receiving books, while 42 have graduated from the program. Prospective participants in the program are sought through the school system where information is sent home with school-aged siblings, as well as through the local library and daycares.

For funding, besides the aforementioned support from Rotaries, other service clubs and health-care foundations, the program relies on sponsorships ranging from \$42.60 for one child for

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one year to \$213 for five years. The Village of Salisbury supported the Imagination Library when it launched locally in 2014, but due to miscommunication since then, the program is now running a \$1,700 deficit. The current funding request is for the Village to commit to a minimum of \$500 per year for three years. It was pointed out that all money raised in Salisbury stays in Salisbury.

Following the presentation, Darlene Taylor took questions from the councillors. Councillor Wilson suggested also advertizing the Salisbury program at doctors offices, to which Darlene Taylor responded that she would place them at the doctors office in Petitcodiac, since many Salisbury residents go there. Councillor McNeil added that information on how to register should also be left with the Parks & Leisure Department. Councillor Bartlett suggested using social media, such as Facebook, to advertise the program. Some information will be left at the Village Office, as well.

Mayor Keating and Council thanked Darlene Taylor for her report.

RCMP REPORT

Sgt. Chantal Ouellette of Southeast District RCMP appeared before Council and gave the following report on calls received from Salisbury during the month of March:

Thefts - Half of the month's files were thefts, mostly gas thefts, whether intentional or accidental. There was also a theft at a seniors home that turned out to be not a theft, but a situation involving a patient with dementia.

Other Calls - Not divulging specific details, Sgt. Ouellette reported an incident involving a student at JMA Armstrong High School, for which youth diversion is being pursued. Meantime, there were also a few collisions reported in the Village. The RCMP also received a letter from a Grade 5 class at Salisbury Middle School drawing attention to the problem of distracted driving. Sgt. Ouellette pointed out that they are tackling that issue and to, in her words, stay tuned.

Questions from Council - Councillor McNeil asked Sgt. Ouellette about participating in the Brunswick Alpha emergency measures exercise that is planned for mid-June. While she cannot, she will appoint another officer to work out of Salisbury during that event. Sgt. Ouellette also committed to looking into Councillor McNeil's question about tickets and fines in cases where the offender or offence happened in Salisbury. Does the municipality receive a percentage of the money? She does not believe so, but will check on it for him.

Mayor Keating thanked Sgt. Ouellette for her report.

MANAGER OF WORKS REPORT

The Manager of Works joined the Meeting to give the following report:

Surplus Funds, Clean Water Wastewater Fund Project No. 6990-1066 (MacWilliam Road Culvert Replacement Project) - Surplus funds from that project could be redirected to two more culvert replacements along the same watercourse. In relation to that, an Environmental Aboriginal Consultation questionnaire issued by Infrastructure Canada (INFC) has been completed and submitted to the New Brunswick Department of Environment and Local Government (NBDELG) on February 13, 2018. There has also been ongoing discussion with an INFC analyst regarding aboriginal consultation, and said information has been forwarded to NBDELG, but there have been no responses from either since March 5th. It was noted that the aboriginal consultation process was never a requirement for the MacWilliam Road project, and that the two new submissions are identical to that project except in terms of scale and cost.

Five-Year Prioritized Plan, Provincially Designated Highways - Despite a very encouraging meeting between the Manager of Works and Mayor Keating with New Brunswick Department of Transportation and Infrastructure (NBDTI) staff on November 15, 2017, none of the Village's

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submissions for 2018 were approved, those being the resurfacing of the two sections of Route 112 in the Village – Fredericton Road and River Road. The Village would have also installed curb, gutter and sidewalk along Fredericton Road up to Twilight Avenue. Advance prep-work was administered by the Village and an engineering proposal was received from Exp. Services by March 8th. However, it was confirmed by NBDTI on March 13th that there would be no funding in 2018 for Salisbury. The Village will follow up with a letter to the Minister expressing the municipality's disappointment, also inquiring as to what level of maintenance can be expected for the two sections of roadway in light of the decision not to fully resurface them. In the meantime, the funds that the Village had earmarked for these projects can now be reallocated to other projects – possibly the auxiliary generator proposed for 56 Douglas Street.

Proposal for Standby Generator, 56 Douglas Street - The proposal is for a facility-wide generator for the municipal building located at 56 Douglas Street; therefore, it would support not only the Village Office, including the upstairs offices, but also the Works Department and Salisbury Fire Rescue. Manager of Works submitted a request for proposal to Exp. Services on October 11, 2017. There was discussion in December of whether or not to accept a donated generator from the Riverview fire department, but it was eventually determined that it would not be powerful enough to meet the building's peak demand. Exp. Services responded with its initial engineering proposal in February, which recommended a \$47,000 80KW generator plus various additional costs for installation, contingency and engineering requirements. Manager of Works said he believes there is significant potential for savings, and that the projected total cost of \$106,605 could be reduced to close to \$80,000. If the design process were permitted to go ahead, a more accurate cost projection could be determined before Council decides whether or not to go to tender.

Capital Asset Management Plan (CAMP) - Manager of Works pointed out that there are three methods of acquiring municipal assets: self-administered capital projects; type-2 subdivision developments, that is, the development of raw/vacant land that requires the development of streets and services; and municipal partnerships with NBDTI such as the Provincially Designated Highways Program. The Village is currently creating an inventory of Linear Capital Assets through this Capital Asset Management Plan. Linear Capital Assets are streets, sewers and sidewalks, and are mapped by geographic location and length, material and service-life, also adding historical information, such as date of acquisition/construction, resolutions of Council, and meeting minutes and notes, etc. To date, the Asset Inventory and Data Collection is 96 per cent complete, the Condition and Criticality Assessment is at 31 per cent, Visual Roadway Assessment is finished, and Visual Facility Inspection is to be conducted on Thursday, March 29th and should only take one day. As for CCTV (closed circuit TV) Inspection, the municipality has provided its inventory of inspection data for its wastewater collection system, but still more data is required. Also, a GIS Baseplan has been constructed using Service New Brunswick data, and an Inventory of Tangible Capital Assets (ITCA) has been built through PSAB and various record drawings.

General Items for Discussion -

Trail Encroachment onto Waddy Farmland - An outstanding issue, this concerns the Waddy farmland and a municipal encroachment that occurred back in the 1980s when the area that is now the Highland Park Wetland Trail was still a treatment lagoon and was expanded. The encroachment was discovered at the time of the trail project. There were verbal and written agreements that allowed the trail project to proceed, but there remained some obligations to meet.

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Since 2016, a survey and plans have been completed – plans that show a number of municipal stormwater discharge points on the Waddy property. In exchange for the trail encroachment land, the owners would like the Village to come up with a stormwater management plan.

Bleakney Road Culvert - Following up on some concerns from Council on the state of the Bleakney Road culvert, Manager of Works issued a request for proposal to Exp. Services on March 2nd for both a short-term upgrade strategy and a long-term vision. A short-term solution to mitigate the current effects of what is referred to as piping, which causes sporadic erosion along the north shoulder of Bleakney during high-flow events in MacNaughton Brook, would be a cast-in-place cutoff wall. As for the long-term, a full replacement of the Bleakney culvert with an open-span bridge structure or other structure would minimize the need to drastically alter existing horizontal and vertical alignments of Bleakney, also diminishing the need for acquisition of land for additional right-of-way requirements.

River Road Crosswalk - Councillor Bartlett asked if Manager of Works is happy with the state of the crosswalk at Main Street and River Road. Manager of Works commented that the Main-Douglas crosswalk changes have worked well and he is very pleased with that one; but as for the crosswalk at River Road, the 2015 plan was to install rapid rectangular flashing beacons like what Moncton uses on McLaughlin Drive just past MacArthur's Nursery. Installation would be simple and could be done in-house. He believes this would be a very impactful upgrade to the River Road crosswalk. A request for quotation could be sought from Absolute Traffic Services, which could then be brought to Council for consideration. Councillor Bartlett reiterated that he is concerned for the safety of Main-River Road crosswalk-users, because many drivers do not notice that it is there. It was brought up that NBDTI has refused crosswalks on Main Street/Route 106 in the past, but Manager of Works pointed out that the designation of crosswalks falls under the jurisdiction of the Transportation Association of Canada's guidelines. He suggested putting together a plan for Main-River crosswalk improvements to submit to NBDTI, and pursuing some pricing as well.

Railyard potholes - Councillor Bartlett commented on the, in his words, maze of potholes in the railyard area past the north end of Horsman Street. Councillor Bartlett would like to know if there is a better approach to that section than what is currently being done. The municipality leases the land from CN and there is annual grading. Manager of Works says unless the situation changes, that will remain the status quo. He says a future option could be to acquire the land from CN and extend Horsman to have it become a public street at that location and have it properly intersect with Fredericton Road and Bleakney Road. No action was decided.

Auxiliary Generator - It was moved by Councillor McNeil and seconded by Councillor Wilson that *'The Village of Salisbury will go ahead with the detailed design from Exp. Services for the auxiliary generator located at 56 Douglas Street.'* MOTION CARRIED

Mayor Keating and Council thanked Manager of Works for his report.

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:

Recent Events -

Basketball - Spring League Basketball began on March 20th. 110 players are registered between the ages of three and Grade 5.

Seniors Technology Course - Seniors Technology Course began on March 21st. It will run for 5 weeks.

Coming Up -

Eco-Fair - Parks & Leisure will co-host the Salisbury Eco-Fair with the Community Gems on April 22nd from 12:00-4:00pm at the Village Office. The goal is to raise awareness of reducing waste. The Eco-Fair will include youth activities, a bottle drive, and vendors promoting a zero-waste lifestyle with homemade products for sale. All profits will support the Salisbury Helping Hands Food Bank.

Other -

Investing in Canada Grant - Infrastructure Canada announced a new funding program called Investing in Canada on March 15th. The Director of Parks & Leisure will check into grant applications through this program, as approved by Council, with an eye to continuing with and hopefully completing the Highland Park Revitalization Project.

Canadian Tire Jumpstart Grant - An Accessibility Grant application has been submitted to the Canadian Tire Jumpstart Program to complement the grant already received by the Village for the accessible swing set project at Highland Park.

Parks & Leisure Strategic Plan - A 2018-2021 Parks & Leisure Strategic Plan is in the works.

Youth Green Jobs - Through this approval from the Canadian Parks and Recreation Association's Green Jobs initiative, the Parks & Leisure Department will develop two job descriptions. Director of Parks & Leisure will meet with Clerk and Manager of Works to discuss projects that may overlap between the Parks & Leisure and Works budgets. Projects will include the Community Garden, the Community Orchard, helping with the Salisbury Elementary School Community Garden Project, helping with the Salisbury Beautification Committee projects, youth and senior outdoor programming, etc.

Mayor Keating thanked Councillor Wilson for her report.

DEVELOPMENT REVIEW COMMITTEE REPORT

Nothing to report.

NEW BUSINESS

Exercise Brunswick Alpha (EMO)

Councillor McNeil explained how over 102 communities and organizations will be taking part in Exercise Brunswick Alpha, which will be one of the largest emergency planning exercises in the country. It will take place on June 13th from 8:00am-4:00pm with the Salisbury Village Office serving as the Emergency Operations Center (EOC) for this tabletop/command-post exercise. Councillor McNeil will call the Emergency Operations Control Group together on June 12th from 3:30pm-4:00pm, during which he will require a quorum of Council in order to stand up the EOC. The actual event, Exercise Brunswick Alpha, will take place on June 13th from 8:00am-4:00pm. The mock disaster for New Brunswick will be a hurricane during what will have already been a high-water situation. While some participating communities in the province will be doing the bare minimum, Councillor McNeil explained how Salisbury will go further with a full execution of its EOC, involving 9-15 personnel, which will prove to be an excellent learning opportunity as the exercise moves through the Warning, Impact and Response phases. The main objective locally will be to confirm and test the Village's Emergency Measures Plan.

Mayor Keating thanked Councillor McNeil for his report.

BUSINESS ARISING FROM MINUTES

Erosion

Clerk was asked to reach out to Fort Folly Habitat Recovery to confirm that it has received the mailed invitation from Council to meet and discuss riverbank erosion in Salisbury.

HR Services

Nothing to report.

Asset Management

Ongoing, as addressed in Manager of Works' report.

CORRESPONDENCE

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

Office of the Fire Marshal - letter Re: Appointment of Local Assistant

Council had written to Fire Marshal Douglas Browne to express its opposition to the Fire Marshal's request to have representatives from volunteer fire departments become Local Assistants to the Fire Marshal's Office, to be pressed into the role on evenings, weekends, and holidays when the Fire Marshal's Office is off-duty. The mailed response from Fire Marshal Browne stated that the Local Assistant appointment is not optional. It also touched on the appointment process for the Fire Chief, required training, and site security during fire investigations. Councillor McNeil commented that this will be a hardship on small fire departments such as Salisbury's.

Canadian Parks and Recreation Association - Green Jobs approval, 2 P&L positions

Salisbury has been approved for 2 Summer Parks & Leisure Assistant positions through the Canadian Parks and Recreation Association's Green Jobs initiative. Under the program, similar to other government Summer student job programs, each of the Village and CPRA will pay portions of the Summer employees' wages. Applicant requirements include that they be returning to school in the Fall.

Southeast Regional Service Commission - 2017 Eco360 facility report

Provided to Council was a copy of Southeast Regional Service Commission Board Chairman Yvon Lapierre's progress report on Southeast Eco360's solid waste activities for the region. The report touches on the success of the 3-stream waste separation program; the launch of the Mobile Eco-Depot program; their public education outreach, including site tours, presentations and the Eco360 app; and the facility's waste-to-energy generator, which uses methane from decomposing waste to, so far, create enough electricity to power 600 average households in New Brunswick. It has translated to over \$160,000 in revenue since starting up in September of 2017.

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Southeast Regional Service Commission - Development/Building Permits for February

One Southeast Regional Service Commission development/building permit was issued in February valued at \$89,100. It was for commercial retail interior renovations and expansion.

2018 Armstrong High Dragon Boat Team - Pledge request

It was moved by Councillor Wilson and seconded by Councillor Bartlett that *'The Village of Salisbury donate \$100 to the Armstrong High School Dragon Boat Team for 2018.'* MOTION CARRIED

Royal Canadian Legion Branch # 31 - Request for donation for Diamond Ring Dinner

Council agreed to donate an item to be used either as a prize or as part of the auction at the Legion's Diamond Ring Dinner.

United Way of Greater Moncton & Southeastern New Brunswick - Invite to Campaign Celebration on April 3rd

Council has been invited to attend, if it wishes, the United Way of Greater Moncton and Southeastern New Brunswick's Campaign Celebration. It will be held on Tuesday, April 3rd at 11:00am at Community Peace Centre Forum, which is located at 22 Church Street in Moncton.

Open Doors GED & Adult Learning - Open House on April 5th

During Adult Learners Week, from April 2nd to the 6th, Open Doors GED & Adult Learning will be holding open houses at its different locations under the jurisdiction of the South East Regional Adult Learning Board. The Open House event will be held on Thursday, April 5th from 9:00am until noon, and in Salisbury will be held upstairs at the Village Office, which is also the regular location of the program in Salisbury taught by Wendy Doucette.

Jim Cochrane - Thank You card

Thank You card received from Jim Cochrane, husband of former Administrator/Clerk Pamela Cochrane. The Village had sent a fruit basket following his recent operation.

Ducks Unlimited Canada - Thank You letter re: donation to conservation campaign

Thank You letter received from Ducks Unlimited Canada for the Village's \$35 donation toward the organization's Rescue Our Wetlands conservation campaign.

FIRE DEPARTMENT REPORT

Nothing to report.

MAYOR'S REPORT

Legion Breakfast - On March 3rd, attended Legion Breakfast.

Auxilliary Generator - On March 16th, took part in meeting regarding the need for an auxiliary power generator for the Village Office building.

COUNCILLORS' REPORTS

Councillor Bartlett

Nothing to report.

Councillor Kitchen

Nothing to report.

Councillor McNeil

Auxilliary Generator - On March 16th, met regarding Village plans for auxiliary power generator.

Exercise Brunswick Alpha - On March 19th, took part in a session on the province-wide Emergency Measures Exercise Brunswick Alpha, which will take place over two days in June.

Fire By-Law - On March 20th, met with Salisbury Fire Rescue Chief David Bannister regarding the drawing up of a new fire by-law for the Village to replace By-Law 40: A By-Law Relating to the Prevention and Extinguishment of Fires in the Village of Salisbury. It is now with the Village's solicitor for review.

Gift - Thanked both the Village of Salisbury and St.John Ambulance for the fruit baskets he received while recovering from his recent surgery.

Councillor Wilson

Parks & Leisure Job Posting - The position of Assistant Director of Parks & Leisure, a part-time position, is ready to be posted, hopefully by the end of the week. The initial posting will be on the Village website with links to it via social media, including the Village of Salisbury Facebook Group page and the Salisbury Parks & Leisure Department Facebook page. There was further discussion of the various other methods of posting it, such as print media..

Wayfinding Signs - There will be a second request for quotations for Highland Park wayfinding signs.

CLERK'S REPORT

Request for Information - Still working on.

Professional Development - Clerk will be attending a course (on payroll) in Moncton on Tuesday of this week. Clerk is also booked for two days of courses in Fredericton on April 23rd and 24th (on Right to Information and Protection of Privacy Act, and on Right to Privacy), during which the Assistant Clerk will be filling in for her at the Council Meeting scheduled for the 23rd.

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

CLOSED MEETING - Land

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

DATE OF NEXT MEETING - April 9, 2018

ADJOURN

It was moved by Councillor Kitchen to '*Adjourn the meeting.*' MOTION CARRIED (8:55 PM)