

MINUTES OF MAY 14, 2018

6:30 PM PRE-MEETING

REGULAR MEETING

A regular meeting of Council was held May 14, 2018 at 7:00 PM with Mayor Keating presiding. All members of Council and 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.*' MOTION CARRIED

CONFLICT OF INTEREST DECLARATION

No conflict declared.

APPROVAL OF PREVIOUS MINUTES - April 23, 2018

It was moved by Councillor McNeil and seconded by Councillor Bartlett that the '*Minutes for the Council Meeting held on April 23rd be approved.*' MOTION CARRIED

AUDITOR'S REPORT

Janet Ross of Ernst & Young presented the Financial Statement Highlights and the 2017 Audited Financial Statements. This is the 6th year using the Public Sector Accounting Standards (PSAB) as opposed to the former standards prescribed by the Province. As a result, a few adjustments were required and this has had an impact on the financial position and annual surplus. The audit showed the following results:

	2016	2017
	(Per PSAB requirements)	
<u>General Capital Fund</u>		
Capital Assets	\$6,188,041	\$7,144,225
<u>General Operating Fund</u>		
Surplus (Deficit) for the Year	(42,470)	77,937
	(25,047)	(28,197) per former PNB requirements
<u>Utility Capital Fund</u>		
Capital Assets	\$3,423,104	\$ 3,401,620
<u>Utility Operating Fund</u>		
Surplus (Deficit) for the Year	(21,965)	(7,037) per former PNB requirements
Accumulated Surplus (Deficit)	(26,728)	(34,379)
<u>Reserve Funds</u>		
General Capital Reserve Fund	\$107,150	\$107,882
Utility Capital Reserve Fund	\$626,919	\$677,812

Questions or Comments

Ice storm - It was asked by Councillor McNeil if money expected back from the province related

to the January 2016 ice storm, possibly anywhere from \$8,000 to \$15,000, would have any impact on these figures. Janet Ross explained that there would be no impact as it would be considered 2018 revenue, not 2017.

New fire truck - During discussion about the existing debt (General and Utility combined) carried by the Village, which is \$788,000 (down from \$884,000 in 2016), it was pointed out that the new fire truck, which is currently being manufactured, would add another \$440,000 to it. Councillor McNeil pointed out that the Local Service District will be contributing to debt-payments related specifically to the fire truck. Janet Ross also noted that the Village's overall debt-ratio of 2.5 per cent is very low. It is down from 2.7 per cent in 2016.

It was moved by Councillor Kitchen and seconded by Councillor McNeil that '*The Village of Salisbury approve the Audited Annual Financial Report for 2017 as submitted by Ernst & Young.*' MOTION CARRIED Mayor and Clerk signed the audited financial statements. Copies will be forwarded to the Minister as required.

MANAGER OF WORKS REPORT

The Manager of Works gave the following report:

Horsman Street Extension/CN Property - Following up on a question raised on March 26th by Councillor Bartlett, it was confirmed through Southeast Regional Service Commission that the Horsman Street extension north/east through CN property is, in fact, mapped as a future road in the Village's 2008 Municipal Plan. The Plan shows it eventually intersecting with Fredericton Road and Bleakney Road.

River Road/Main Street (Route 106) Crosswalk - For information purposes concerning the current crosswalk located at Main Street and River Road, full installation and system implementation of a Rapid Rectangular Flashing Beacon on a sign post, similar to what Moncton has on a crosswalk on McLaughlan Road, would cost approximately \$9,000, taxes-in. The system is manufactured by LaneLight and supplied by Absolute Traffic Services. It was noted that despite Main Street (Route 106) being a provincially designated highway, giving the New Brunswick Department of Transportation and Infrastructure a certain level of control over it, DTI has largely left matters such as crosswalks to the municipality. Nevertheless, Manager of Works always provides details regarding matters such as this to DTI as a courtesy.

Wastewater Pump Stations - The control panel technology that runs the Village's four wastewater pump stations has been in place since 2004. The technology is now dated and requires annual upgrades, described as reactive rather than proactive. These upgrades are necessary because the pumps have to run constantly and must be monitored 24/7.

Radar Speed Sign - The Village's portable radar speed sign was installed at westbound-Route 106 opposite the Parkin Street intersection on April 16th, first put in Stealth Mode for two weeks where speed data was recorded but not displayed, and later put in full Driver Feedback mode. Collected data has revealed that while 90 per cent of drivers still exceed the speed limit in that particular 50 km/h zone, the violation speeds are slightly lower when the radar speed sign is engaged in Driver Feedback mode, with an average speed of 60 km/h compared with average speeds ranging from 64 to 67 km/h when the sign is in Stealth Mode with no display showing.

Capital Asset Management Plan (CAMP) - As of May 4th Crandall Engineering has completed 79 per cent of the project, including asset inventory, data collection and facility inspections, and has invoiced expenditures of \$37,901.57. July 30th is the deadline for completion. Total budget for CAMP is \$59,900, the bulk of which is covered by a Federation of Canadian Municipalities grant.

Working Alone Code of Practice - Directed by WorkSafeNB on June 9, 2017 to implement in-house guidelines for working-alone, otherwise continue to be in a position of non-compliance, a Working Alone Code of Practice was completed and produced on April 20, 2018 to protect employer liability to the satisfaction of WorkSafeNB. Councillors were reassured that Works Department staff may occasionally work alone, but never alone in confined spaces or other dangerous situations.

Wastewater Collection System - A recent major blockage in a sewer main located in the commercial area at the northwest corner of the Fredericton Road/Trans Canada Highway interchange was described with the help of photographic evidence. Manager of Works said the blockage was the worst he had seen in his 21 years in this line of work. The cause was grease combined with excessive paper products, forcing the manhole cover up 15 feet and creating a mess that cost an estimated \$1,500-\$2,000 to clean because it required the hiring of a vacuum truck. Access to the affected manhole, already difficult, was made more challenging by soft ground conditions. Councillor McNeil asked that a letter be sent to businesses that discharge wastewater into that particular line, informing them of what happened and asking for their cooperation going forward.

General Items for Discussion -

Post-Flood Clean-up at Highland Park Wetland Trail - Damage, including surface debris, from the January 2018 flooding, which was the result of a major snow-melt/rain event, is 85 per cent repaired.

Clean Water Wastewater Fund - Both amendment requests have been submitted and approved. This is regarding the use of surplus funds from the Clean Water Wastewater Fund Project No. 6990-1066 (MacWilliam Road Culvert Replacement Project, which also included Albert trail Culvert No. 2) for similar replacements of Albert Trail Culvert No. 1, for which engineering design work is underway, and Larsen Lane culvert.

Facility-Wide Standby Backup Generator - Regarding the plans for an auxiliary power generator for the Village of Salisbury Municipal Building, engineering design-review drawings are expected to be submitted to the Village prior to the next meeting of Council. Manager of Works anticipates a public tender within four weeks.

Temporary/Permanent Patching of Municipal Streets - Works Department has finished with any street repairs that can be addressed using cold-patch asphalt, and is now awaiting the availability of hot-mix asphalt, which is expected in the next two-to-three weeks.

Mayor Keating thanked Manager of Works for his report.

DIRECTOR OF PARKS & LEISURE REPORT

The Director of Parks & Leisure gave the following report:

Summer Programs -

Soccer - Soccer 2-11+ has 134 children registered.

Baseball - There are 85 children registered for baseball, with that number expected to reach close to 100 by the end of June. There is one Rookie team, two Mosquito, two Pee Wee, and one Bantam. There will be three provincial teams this Summer, and the Village will also host a provincial sorting tournament for Pee Wee A. Openings remain for under-7 Timbits and Pee Wee. Indoor training was held at the sports dome in Moncton and at Salisbury Baptist Church, and was very popular with participants. Outdoor practices are now being held.

May 14, 2018

Coaches Clinic - A Baseball NB Zone-5 pitching clinic for coaches held at Salisbury Baptist Church on May 2nd was the best-attended in the province.

Summer Staff -

Already Hired - Two students have already been hired as Community Project Assistants through the Canada Parks & Recreation Association Green Jobs Initiative. So far, they have cleaned up garbage and flood debris along the wetland trail, as well as cleaned up at Highland Park, helped prepare the baseball fields, and have also been preparing the 12 raised beds in the Village's community gardens located behind the Parks & Leisure building. Their Summer Plan of Action includes: maintenance of the Beautification Committee trees and flower beds and of the Highland Park trees, natural playground and community orchard, and the Marigolds on Main project. Upkeep of Salisbury Elementary Community Gardens has also been discussed with the school. The two students will also arrange activities for planned days at Highland Park for Grade Four and Grade Five students in Salisbury.

To Be Hired - Another two Summer students will be hired by Parks & Leisure in the coming week to be Sports Programs and Field Maintenance leaders. A fifth staffer, not a student-program hire, will work for Parks & Leisure for six weeks on special projects starting at the end of June.

Projects -

Wayfinding Signs - Regarding Highland Park wayfinding signs, Requests For Quotations were sent to five companies with an RFQ deadline of May 18th.

Interpretive Signage - Working on.

Inclusive Swing Set - Working on.

Momenta - Having already been an active participant in Momenta, the Southeast New Brunswick Wellness Network, Director of Parks & Leisure has now been named Secretary of the Network as a member of the Executive Directors.

Professional Development - Director of Parks & Leisure will attend the Atlantic Recreation and Facilities Conference in Charlottetown from May 29th to June 1st.

Bike Park - It is recommended that the Josh Damery Bike Park, which is already temporarily closed, be closed for safety reasons. The family is concerned about this, and is willing to help financially to get the park reopened. Director of Parks & Leisure will team up with Viridis Design to hold a community consultation about the bike park on the evening of May 24th to discuss how to make the bike park safer and more useful for all users.

Highland Park Wetland Trail Observation Deck - The Observation Deck at the Highland Park Wetland Trail, which was damaged during the January 2018 flooding, has been repaired but remains unsafe and needs its foundation re-set. A deficiency report on the deck has been completed. Director of Parks & Leisure will meet with Manager of Works, Chris Collins of Viridis Design, and an engineer from JOMA Engineering. Before contacting the contractor, the plan is to have JOMA Engineering perform a structural inspection.

It was moved by Councillor Wilson and seconded by Councillor Kitchen that '*The Village of Salisbury hire JOMA Engineering to inspect the deficiencies from the construction of the wetland observation deck not exceeding more than \$500.00.*' MOTION CARRIED

Dwight Mann - From January to May of this year, Dwight Mann has been helping Parks & Leisure Department as part of his transition from military service to the civilian workforce. Tasks ranged from indoor and outdoor maintenance, sports program prep, computer and smart TV installations, and a seniors technology course that he taught for five weeks. Mayor Keating made a presentation of a gift and honourarium as a show of thanks. Dwight Mann responded by thanking

Holly McNeil and Council for the work experience and, in his capacity as President of the Salisbury Lions Club, thanked Council for its continuing support of the club. Councillor McNeil added that Dwight Mann will also be helping the Village during the upcoming Exercise Brunswick Alpha emergency preparedness event.

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

DEVELOPMENT REVIEW COMMITTEE REPORT

Nothing to report.

BUSINESS ARISING FROM MINUTES

Erosion

Councillor McNeil reported that he and three other members of Village Council recently met with Wendy Epworth and Tim Robinson of Fort Folly Habitat Recovery and came to a verbal agreement to partner on a Salisbury river-erosion study. Specifics to be determined.

HR Services

Nothing new to report.

Asset Management

Covered in Manager of Works report.

Exercise Brunswick Alpha (EMO)

Councillor McNeil explained in detail the plans for an emergency measures exercise that will take place across New Brunswick, including here in Salisbury, on June 13th, with preparatory work to occur on the evening of June 12th. Known as Exercise Brunswick Alpha, it will be led by the military's Joint Task Force Atlantic on behalf of the New Brunswick Emergency Measures Organization. Here in Southeast NB, the Regional Emergency Operations Centre will be located in Dieppe, which the Village of Salisbury Emergency Operations Centre will report to.

The concept of this province-wide emergency measures exercise is a mock hurricane event that will drop hundreds of millimetres of rain during what has already been a (mock) record month for high water in the province. There will be a (mock) total loss of power. The Village Emergency Operations Centre will be prepared to address the (mock) needs of not only its Village population of 2,400 people, but those from the surrounding area as well, pushing that number to anywhere from 4,000 to 7,000.

With regards to Emergency Measures Planning for the Village of 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 VILLAGE OFFICE WILL BE CLOSED TO THE PUBLIC ON JUNE 13TH TO ALLOW ALL MUNICIPAL PERSONNEL TO TAKE PART IN THIS IMPORTANT TRAINING EXERCISE.

As with any emergency, there are four phases:

- (1) The Warning Phase. In this test situation this phase will begin on June 7th.
- (2) The Impact Phase. In this case, it is when the (mock) hurricane hits on June 12th. Information will be received via simulated media and social media channels.
- (3) The Response Phase. This will be on June 12th and 13th, beginning with an evening meeting of the Village of Salisbury Emergency Measures Coordinator with the Emergency Measures

Planning Committee and Village Council. It will continue the following morning with standup and activation of the Emergency Operations Centre at 8:00am. It is during the Response Phase that important reactionary decisions are approved, made and recorded for accuracy. During Exercise Brunswick Alpha, the Response Phase will wind down with a full review beginning at 3:30pm. Discussion will focus on what worked and what needs to be improved upon.

(4) Recovery Phase. This will not be addressed during Exercise Brunswick Alpha.

As Councillor McNeil explained, Village Council plays a key role in this because a quorum of Council must be ready, acting as legal authority, to approve any necessary emergency response actions (for example, declaration of a State of Emergency) and emergency response action spending by the Village's Emergency Measures Coordinator. The Coordinator's role in Salisbury is held by Councillor McNeil.

As well, during emergencies there will be the issuing of daily updates known as the Mayor's Update Brief (MUB) which, for the purpose of Exercise Brunswick Alpha, will take place at 1:00pm. The Mayor acts as liaison between the Emergency Operations Centre and the media.

Councillor McNeil's report also touched on the detailed roles and responsibilities of the designated Emergency Site Manager, Salisbury Fire Rescue, the RCMP, the Salisbury Works & Maintenance Department, the New Brunswick Department of Transportation and Infrastructure, other support services, and Village administration.

It was stressed by Councillor McNeil that Exercise Brunswick Alpha is seen as a training activity for the province and for the municipality – not a pass-fail. It is all about learning.

Mayor Keating commented on the importance of this exercise, stressing communication is key.

Mayor Keating thanked Councillor McNeil for his report and his hard work on this file.

New Fire By-Law - By-Law 48

It was moved by Councillor McNeil and seconded by Councillor Kitchen to have *'Third Reading and enactment of By-Law 48 with amendment: A By-Law Relating to the Prevention and Extinguishment of Fires in the Village of Salisbury.'* It was explained that the amendment was to 5.(h) with the word "barbecue" replaced with "appliance." 5.(h) now reads "No flammable material shall be used in any appliance, other than propane or natural gas utilized in an approved appliance." MOTION CARRIED Councillor McNeil then read By-Law 48 by title only, followed by it being signed by Mayor Keating and Clerk and affixed with the Village Seal, making it official. With its passage, it replaces By-Law 40, which was automatically repealed. By-Law 48 can be read in its entirety by accessing the Village website, www.salisburynb.ca. A hard copy is also kept on file at the Village Office.

CORRESPONDENCE

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

Salisbury Neighbourhood Watch - Request for donation

It was moved by Councillor McNeil and seconded by Councillor Kitchen that *'The Village of Salisbury will provide funding to Neighbourhood Watch to a maximum of \$650. This funding will be in two allotments not to exceed \$325 twice a year for this fiscal year.'* MOTION CARRIED This funding covers the cost of patrols by Neighbourhood Watch.

JMA Armstrong High School Class of 2018 - Request for donation

It was moved by Councillor Wilson and seconded by Councillor McNeil that *'The Village of Salisbury continue to support the graduates of JMA Armstrong High School and offer three Bursaries at \$200.00 per each Bursary for a total of \$600.00.'* MOTION CARRIED These bursaries are intended for students who are village residents furthering their education.

Southeast Regional Service Commission - April Development & Building Permit List

A total of three building permits were issued in April by Southeast Regional Service Commission for Salisbury carrying a total value of \$106,444. The permits were for: interior and exterior renovations, a fence, and an extension to a fence.

FIRE DEPARTMENT REPORT

No report this meeting.

RCMP REPORT

No report this meeting.

MAYOR'S REPORT

Assistant Director of Parks & Leisure - On April 26th, Hiring Committee held interviews for the advertized position of Assistant Director of Parks & Leisure.

Assistant Director of Parks & Leisure - On May 1st, Hiring Committee continued holding interviews for the Assistant Director of Parks & Leisure position.

Regional Tourism Meeting - On May 7th, attended Salisbury-Petitcodiac region tourism meeting held here in Salisbury to discuss what this area has to offer tourists. A followup meeting bringing together all of the smaller regions will be hosted by Southeast Regional Service Commission on May 24th after which SERSC will hire a tourism coordinator to collectively promote tourism in southeast New Brunswick.

COUNCILLORS' REPORTS

Councillor McNeil

Exercise Brunswick Alpha - On April 25th, attended planning conference for Exercise Brunswick Alpha, a province-wide emergency measures exercise to take place on June 13th.

Jordan Lifecare Centre Luncheon - On May 6th, attended luncheon at Jordan Lifecare Centre.

Fire Department Open House - Also on May 6th, attended Salisbury Fire Rescue Open House.

Amateur Radio - On May 7th, met with JP LeBlanc, head of Amateur Radio in Southeast New Brunswick, along with Manager of Works.

Regional Tourism Meeting - Also on May 7th, attended regional tourism meeting.

Erosion - On May 9th, met with Fort Folly Habitat Recovery regarding the riverbank erosion issue.

Dog Tags - While 217 dog tags have been sold so far in 2018, there are still a number of unregistered dogs in the Village. Animal Control Officer has been contacting the owners, asking them to purchase dog tags. The next step will be formal warnings in letters. The next step after that will be fines.

RCMP Municipal Fine Revenue Sharing Agreement - It was asked of the Village's RCMP liaison, Southeast District RCMP Sgt. Chantal Ouellette, why Salisbury did not receive from the RCMP a portion of fine money as some other communities did prior to April 2016. It was explained that smaller municipalities and local service districts, a group that included Salisbury, were

collectively under the provincial umbrella for policing, known as the Provincial Policing Service Agreement. These communities did not individually receive fine revenue, as such revenue was factored into this agreement. The remaining 45 cities, towns and villages did, however, receive fine revenue through the Municipal Fine Revenue Sharing Agreement, because each had either their own municipal police force or their own individual RCMP contract. The Municipal Fine Revenue Sharing Agreement ended in April 2016.

Councillor Wilson

Assistant Director of Parks & Leisure - On April 26th, Hiring Committee held interviews for the advertized position of Assistant Director of Parks & Leisure.

Beautification Committee - On May 1st, did some rose bush pruning along Main Street with the Beautification Committee.

Assistant Director of Parks & Leisure - Also on May 1st, Hiring Committee continued holding interviews for the Assistant Director of Parks & Leisure position. Eight interviews were conducted over the two evenings. It was a difficult decision-making process, because all of the candidates were very strong.

It was moved by Councillor Wilson and seconded by Councillor Bartlett that *'The Village of Salisbury offer the permanent part-time position of Assistant Director to the Parks & Leisure Department to Donna Hunwicks Hopper.'* MOTION CARRIED

Beautification Committee - On May 3rd, attended Beautification Committee Meeting. Noted that they have had a new sign hung behind the Birds, Bees & Butterflies garden in front of Home Hardware along Main Street. The Committee is also continuing with its tree-dedication campaign, for which the deadline is the end of June. Planting of Marigolds on Main will take place on June 8th, the Day of Caring on which the Beautification Committee partners with Salisbury Elementary School. On June 16th at the Lions Pancake Breakfast, the Beautification Committee will have a table where tickets can be purchased for a draw for a floral basket.

Fire Department Open House - On May 6th, attended Salisbury Fire Rescue Open House.

Erosion - On May 9th, met with Fort Folly Habitat Recovery regarding the riverbank erosion issue.

Councillor Bartlett

Assistant Director of Parks & Leisure - On April 26th, Hiring Committee held interviews for the advertized position of Assistant Director of Parks & Leisure.

Assistant Director of Parks & Leisure - Also on May 1st, Hiring Committee continued holding interviews for the Assistant Director of Parks & Leisure position. Noted that it was a good difficulty to have so many good choices.

Fire Department Open House - On May 6th, attended Salisbury Fire Rescue Open House.

Councillor Best

Regional Tourism Meeting - On May 7th, attended regional tourism meeting.

Erosion - On May 9th, met with Fort Folly Habitat Recovery regarding the riverbank erosion issue.

Councillor Kitchen

Erosion - On May 9th, met with Fort Folly Habitat Recovery regarding the riverbank erosion issue.

CLERK'S REPORT

Professional Development - On April 23rd and 24th, attended an RTIPPA (Right To Information and Protection of Privacy Act) conference in Fredericton. Largely a refresher course, there was also an emphasis on cautious use of email and social media in the workplace, also advising against use of personal email and social media accounts in the workplace, with special emphasis on but not limited to government/elected officials. It was also reiterated that names and personal information cannot be made public by a municipality without granted permission. Recommended templates for policies with regards to RTIPPA will be sent out by the Province.

Summer Student Interviews - From this interview process, the Works Department hired two students, the Village Office hired one, and two were hired by the Parks & Leisure Department. Prior to this, two students had already been hired by Parks & Leisure as Community Project Assistants through the Canada Parks & Recreation Association Green Jobs Initiative, and one student was hired by Works.

Albert County Trail Blazers - A member of the Albert County Trail Blazers all-terrain vehicle club recently visited the Village Office to inform the Village of the club's plans to do some deck and side-rail safety improvements to the rail bridge. This would be in the form of replaceable decking that would not be a permanent alteration of the structure. The club has received a tourism grant to help fund this work. The club member indicated a willingness to come and meet with Village Council to offer further explanation.

Fort Folly Habitat Recovery/Salem Elementary School - Fort Folly Habitat Recovery wants to bus approximately 80 students from Sackville's Salem Elementary School, who are members of the Fish Friends partnership between FFHR and Salem, to Highland Park in June for the release of 150 salmon fry. Following the educational portion of their field trip, the students will spend some time enjoying the park and have their lunch there. Parks & Leisure Community Project Assistants will assist with the salmon fry release. Exact date to be announced.

Village Christmas Decorations - The question was put to Council, should the Village replace the Angel decoration, order new decorations, go with Snowflakes, or perhaps purchase something for the Parks & Leisure building? It was decided that all options will be explored.

Fundy Park Infrastructure Announcement - Council was invited to an infrastructure investment announcement by Parks Canada to be held on May 19th at Fundy National Park for a new Rides Centre in Chignecto Recreation Area.

JMA Armstrong High School Grad Banquet - Council has been invited to have a member attend the May 27th JMA Armstrong High School Grad Banquet and Bacchalaureat Service. Councillor Bartlett will attend.

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

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CLOSED MEETING - Legal

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

DATE OF NEXT MEETING - May 28, 2018

ADJOURN

It was moved by Councillor Wilson to '*Adjourn the meeting.*' MOTION CARRIED
(10:00 PM)