

## **MINUTES OF JUNE 22, 2020**

### **REGULAR MEETING**

A regular meeting of Council was held June 22, 2020 at 7:00 PM with Mayor Keating presiding. Councillor McNeil and Clerk were absent. Councillor Bartlett joined the meeting via video technology (Cisco Webex). All other members of Council and Assistant Clerk were present.

### **THE LORD'S PRAYER**

### **APPROVAL OF AGENDA**

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

### **CONFLICT OF INTEREST DECLARATION**

No conflict declared.

### **APPROVAL OF PREVIOUS MINUTES**

It was moved by Councillor Campbell and seconded by Councillor Kitchen that *'The Minutes for the Council Meeting held on June 8<sup>th</sup> be approved.'* MOTION CARRIED

### **BILLS FOR THE MONTH OF JUNE**

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

### **MANAGER OF WORKS REPORT**

No report from Manager of Works, but Councillor Kitchen and Assistant Clerk provided updates on two issues on his behalf.

**Patching/Bleakney Road** – Councillor Kitchen noted that the Works department is presently considering a test asphalt program offered by a particular paving company for 200m of Bleakney Road.

**Horsman Street Reconstruction Phase 3** - On behalf of Manager of Works, Assistant Clerk raised the topic of the Horsman Street Reconstruction Phase Three, the contract for which Council awarded to Dexter Construction on June 8<sup>th</sup>. Manager of Works will be online with the contractors on the morning of June 23<sup>rd</sup> for a pre-construction meeting. After this, it should be known when the start-date for the project will be. In the tender, the start-date was not specified due to uncertainty because of the Coronavirus pandemic, although it was stipulated the project be completed in the Fall.

### **DIRECTOR OF PARKS & LEISURE REPORT**

No report from Director of Parks & Leisure. Councillor Campbell provided updates on the following:

**Pickleball** – Outdoor court has been busy since re-opening, and the booking process is being edited based on the loosening of restrictions by the New Brunswick government. Now inquiring about possibility of indoor play at JMA Armstrong High School one night per week.

**Basketball** – Resumption-of-play plan is in place. Awaiting approval from the high school.

**Baseball** – Sixty-one players have registered. Teams are: one Under-7, two U9s, one U11 Provincial team and one U11 recreation-level team, and one U13 Provincial team. The operational plan for baseball is being adjusted by Baseball NB as per the loosening of restrictions by the Province. Games will begin in the first week of July.

**Soccer** – No soccer this Summer due to the impact of the Coronavirus pandemic, as well as the fact that JMA Armstrong High School is having its fields renovated. With this in mind, Parks & Leisure would like to supply children who would normally take part in soccer with free recreation and leisure kits containing soccer balls, water bottles and bags from the Tim Hortons Timbits program, as well as extra items to be purchased by the department, including frisbees, craft kits, bubbles, etc. The plan is to put together 100 of these kits. Director of Parks & Leisure requested that Council consider approving this expense separately from the Parks & Leisure budget.

It was moved by Councillor Campbell and seconded by Councillor Bartlett that *‘The Village of Salisbury approve up to \$300 for the Department of Parks & Leisure to top off the recreation and leisure bags that will contain a soccer ball from Tim Hortons and Timbits water bottle.’* MOTION CARRIED

**COVID-19** – Noted that at the last meeting of Council it was requested that the Manager of Works have social distancing decals placed outside the Parks & Leisure office, and it was done the next day.

## **BUSINESS ARISING FROM MINUTES**

### Erosion

Nothing new to report.

### HR Services

Nothing new to report.

### Railway Trestle (Bridge)

Nothing new to report.

### Municipal Plan & Zoning By-Law Review

Nothing to report. The process, including the lead-up to the public hearing, will re-start with the assistance of the Southeast Regional Service Commission once it is determined that it is safe to do so.

### COVID-19 (Coronavirus)

**Open by Appointment** – The Village Office has been open by appointment since the beginning of June, and traffic has been light. The fact the office is open by appointment has been announced online and will also be in the monthly free newspaper in July. The decision was made to not promote walk-ups until new doors are installed. These doors will allow staff to remotely open them, which will allow for controlled physical distancing inside. This is because there cannot be more than one guest in the front office at a time unless they are from the same household or bubble. Preparation-work for these new doors has begun.

**Office Staff** – As for the front office configuration with the recent arrival of Summer students, two workspaces have been created, separated by a wall-style partition, for the Assistant Clerk and the Summer student serving as administration assistant.

The other Summer student, tasked with coordinating online special events, has a separate workspace. For group consults, there is an extra chair in the front office strategically placed two metres away from both desks. As well, face coverings are the practice when spacing is not possible.

**Splash Pad** – As for other departments, the Manager of Works was at Highland Park on June 19th to get the splash pad operational. Various other parks and playgrounds throughout the community were reopened earlier in June, but users are notified by posted signage that to use the equipment is to do so at their own risk. Bringing their own hand sanitizer is recommended.

Gas Tax Funding - Tender for Horsman Street Reconstruction Project

Covered in Manager of Works Report.

**CORRESPONDENCE**

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

No correspondence

**FIRE DEPARTMENT REPORT**

No report this meeting.

**RCMP REPORT**

No report this meeting.

**MAYOR'S REPORT**

Fire Department Meeting – On June 4<sup>th</sup>, attended meeting with Salisbury Fire Rescue.

Union of the Municipalities of New Brunswick – On June 13<sup>th</sup>, attended Zoom meeting for UMN Board of Directors. COVID-19 has set plans back for all municipalities. Annual UMN conference has been cancelled in its regular form, although some online conferencing may be held.

Firefighter Awards – On June 15<sup>th</sup>, attended awards presentations for members of Salisbury Fire Rescue. Medals recognizing 47, 37, and 30 years were presented.

Councillor McNeil Resignation – A letter of resignation from Councillor McNeil was read into the public record:

Mayor Keating;

It is with regret that I am writing to inform Mayor and Council of my decision to resign my position of Deputy Mayor, Councillor of the Village of Salisbury, and The Emergency Measure Coordinator, effective immediately.

It is with gratitude, and a bit of sadness, that I announce my resignation from the position. The last 4+ years have provided me with a different perspective of our great community, and I am glad I was able to take the time to serve. My other commitments at this time have become too great for me to be able to fulfill the requirements of Deputy Mayor, Councillor for Protective Services and Emergency Measure Coordinator.

To the men and women that keep us safe and our great volunteer fire department it has been an absolute privilege to work with you. Your devotion and professionalism are much appreciated throughout our community.

This was truly a great experience and I hope once a date and time is announced for the next municipal election that many residents who can find the time will chose to and serve on council.

It has been a pleasure serving this community and I will continue to volunteer. I am so proud of all we have accomplished in the past four years, and I have no doubt that the community will continue to grow and prosper in the future. I wish my fellow Council members the absolute best as they continue to put the needs of their constituents first and foremost.

Respectfully,  
Shawn McNeil

It was moved by Councillor Bartlett and seconded by Councillor Kitchen that *'With great regret, Council accept the resignation of Shawn McNeil as Councillor for the Village of Salisbury, effective immediately.'* MOTION CARRIED

Thanks to Councillor McNeil – Acknowledged Councillor McNeil's enthusiasm and hard work during his four years on Council. He will be missed.

CIBC Coronavirus Closure – Addressing concerns in the community, asked Clerk's Office to request clarification from CIBC regarding its plans for reopening to the public. It was pointed out that the bank had already clearly stated on social media that to protect the safety of its staff it was only keeping one branch open in the region during the Coronavirus pandemic.

Canada Day Greeting – Assistant Clerk to record the Mayor's Canada Day greeting to residents to be posted on Village's Canada Day Facebook event page.

Street Patching/NB Routes – Asked Clerk's Office to find out from the Manager of Works why provincial transportation department patching has yet to occur on the main routes through Salisbury, noting that Petitcodiac and other communities have already had this work done. Councillor Kitchen suggested that some communities may be doing the patching themselves and billing the Province.

## **COUNCILLORS' REPORTS**

### **Councillor Bartlett**

Nothing to report at this time.

### **Councillor Campbell**

Parks & Leisure Meeting - On June 18<sup>th</sup>, met with Department of Parks & Leisure.

Lions Breakfast – Congratulations to Lions Club for its successful drive-through breakfast held on June 20th. Thanked community for supporting it.

Councillor McNeil – Offered thanks to Councillor McNeil for his hard work, adding he definitely made a difference in his role.

### **Councillor Kitchen**

Councillor McNeil – Regarding Councillor McNeil's resignation, noted that his enthusiasm was exceeded by no one, adding it was a real pleasure to work alongside him.

Trail Easement – Discussed the municipal access easement to the Wetland Trail from the corner of MacDonald Road and Braemar Street. An immediate neighbour spoke of people parking on his private property, blocking his access to his own shed, for example. It was suggested that the Village work toward finding a solution to this issue, as the municipal easement is through private property and was never intended to serve as a public access to the Wetland Trail.

**CLERK'S REPORT**

Summer students - All have been hired and have started work. There are four students at the Department of Parks & Leisure this Summer, two students at the Department of Works & Maintenance, and two students in the Village Office. It was confirmed last week that five of these positions will be funded 100 per cent by the federal government through the Canada Summer Jobs program. The other three positions are funded 50 per cent through the New Brunswick Student Employment Experience Development program (SEED).

Canada Day Virtually - As mentioned previously, the Village Office has a second Summer student this year, fully funded through Canada Summer Jobs. This particular student's online skill set is geared toward the Village's special event needs this year due to the impact of COVID-19 in that Canada Day, and Community Days as well, will be done online. The decision was made to go the online route because of the difficulty in guaranteeing physical distancing at both events. Even though gathering limits in the province were relaxed recently, physical distancing must still be in place. Going online will be the safer alternative, and the Canada Day events will include a colouring contest, a craft challenge and a Canadian Spirit challenge, among others. Preparations are underway. The office of Albert MLA Mike Holland has responded to say that they would try to submit a recorded greeting, and the Village Office has made a similar offer to Fundy Royal MP Rob Moore to provide a recorded greeting. As mentioned earlier in the meeting, Mayor Keating will also provide a recorded greeting.

Webex - Cisco Webex, which the Village has been using as video-conferencing computer software during the Coronavirus pandemic, will be charging a fee starting July 1st to guarantee that meetings longer than 50 minutes will be supported by its program. The starter pack, which should serve the Village's needs, will cost \$247 per year or \$17.95 per month.

Clean Water Wastewater Fund – The CWWF payment has been received by the Village. This is for the Bleakney Road culvert project. It is a partial payment in that the holdback will not be received until December. This is standard practice.

Volunteer Barbecue – Whether or not the Village's annual Volunteer Barbecue event can be held must be discussed further. Given the recent adjustments in provincial COVID-19 regulations concerning events, Council believes cancelling the Volunteer Barbecue at this point would be a premature decision. It was suggested that gifts for volunteers should still be purchased, whether presentations are done in-person or they are contacted online.

Council Meeting Schedule – For reasons including typically light agendas this time of year, it was decided that Council need only sit once per month in each of July and August. The intention is to hold the meetings on the fourth Monday of the month as that is the time of the month when the payment of bills is approved.

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

**DATE OF NEXT MEETING - July 27, 2020**

**ADJOURN**

It was moved by Councillor Campbell to '*Adjourn the meeting.*' MOTION CARRIED (7:42 PM)