

MINUTES OF MARCH 23, 2020

REGULAR MEETING

A regular meeting of Council was held March 23, 2020 at 7:00 PM with Mayor Keating presiding. Councillors Bartlett and Campbell joined the meeting via video phone technology (Google Duo). 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.*' MOTION CARRIED

CONFLICT OF INTEREST DECLARATION

No conflict declared.

APPROVAL OF PREVIOUS MINUTES

It was moved by Councillor Kitchen and seconded by Councillor McNeil that '*The Minutes for the Council Meeting held on March 9th 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.*' MOTION CARRIED

MANAGER OF WORKS REPORT

In the days leading up to the meeting, Manager of Works had submitted a detailed report to Council electronically. In reference to that report, Councillor Kitchen addressed a department funding request concerning needed equipment for municipal sewage-treatment maintenance.

It was moved by Councillor Kitchen and seconded by Councillor Bartlett that '*The Village of Salisbury accept the proposal for the supply and installation of fifty-three (53) HT-25-6 EPDM diffusers, ballasts, ropes, feeder hoses, and HDPE saddles from Nexcom for a total price of \$49,600.00 (excluding HST) to serve as an upgrade to the municipal wastewater treatment facility.*' It was clarified by Councillor Kitchen that the funds for this particular purchase come from the utility reserves, as is the intent of the reserves, which receive a budgetary contribution each year. MOTION CARRIED

Further Works-related motions to be made in Councillor Kitchen's report.

DIRECTOR OF PARKS & LEISURE REPORT

No report this meeting.

NEW BUSINESS

COVID-19 Coronavirus -

Office Closure - Clerk reported that after speaking with the Mayor and Deputy Mayor, the Village Office, Department of Parks & Leisure, and Department of Works & Maintenance were closed to the public on March 17th, although all continued to work and remained reachable by phone and email. Public have been notified via physical posting and online.

Working from Home – If Council has no objections, starting March 23rd staff will be working

from home; although Clerk, and perhaps the other department heads as well, will occasionally have to be at the office. It was noted that many other municipalities are also taking this approach. Emergency Measures - Councillor McNeil stressed the seriousness of the situation, noting that the number of global cases of COVID-19 doubled over the previous week and that New Brunswick cases, at the time 17, could be misleading because only travellers were being tested. Councillor McNeil, in his role as Emergency Measures Coordinator for the Village, stated that Salisbury was at Emergency Level 1, meaning Enhanced Monitoring, and that he meets on a daily basis with Regional EMO. It was his recommendation that municipal staff prepare to work from home. Meantime, he had also been reaching out to vulnerable population service-providers such as Rural Rides and Salisbury Helping Hands Food Bank.

Business Continuity - Councillor McNeil praised the business continuity plan provided by Manager of Works for his department, but said the Village as a whole should have one and said he would work on it.

Hand-Sanitizing Stations - Clerk reported that new hand-sanitizing stations were ordered and received at the Village Office and would be installed in the Works and Parks & Leisure departments, at the library, and in the fire trucks.

BUSINESS ARISING FROM MINUTES

Erosion

As previously stated, Councillor McNeil remains in contact with project partners at both 5R Environmental Consulting and Fort Folly Habitat Recovery asking about the possibility of planned riverbank work being carried out in two stages in the areas of Highland Drive and the sewage treatment facility polishing pond.

HR Services

Nothing new to report.

Railway Trestle (Bridge)

Nothing new to report.

Clean Water Wastewater Fund

Nothing new to report.

Municipal Plan & Zoning By-Law Review

Due to the health directives, including but not limited to social distancing, issued during the present COVID-19 Coronavirus pandemic, the March 26th public hearing concerning the Village of Salisbury's Intention to Amend the Municipal Plan and Zoning By-Law has been cancelled. It, and the lead-up process to it, will be rescheduled once the health crisis is over. Public to be notified via online posting.

CORRESPONDENCE

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

New Brunswick Regional Development Corporation, Cade Libby, Acting President - Re: Salisbury submissions (2) for Integrated Bilateral Agreement funding

Of Salisbury's two submissions for IBA infrastructure funding; that is, the Blakeney

Road culvert replacement and a new washroom facility for Highland Park, neither received approval and thus remain in Pending status should there be a future call for interest. At the present time, only water and wastewater projects are being given priority and receiving approval.

NB Environment and Local Government - Impact of COVID-19 on Council Meetings

The New Brunswick Department of Environment and Local Government encourages municipal councils to continue to function and make decisions. In keeping with the provisions of the Local Governance Act, Section 69, the Department will assist municipalities in determining how to manage council meetings during the COVID-19 health crisis.

Digital Audio-Visual Meeting Format - Council requested a more stable digital platform for future Council meetings, rather than the current Google Duo app which, while still effective, can experience audio quality lapses. Councillors McNeil and Campbell suggested a format known as Webex, which they and Mayor Keating are familiar with. Clerk to look into. Clerk also noted that Zoom is another format used by some other municipalities.

Southeast Regional Service Commission - COVID-19 Update Re: Solid Waste/ECO360 and Planning and Building Inspection

Southeast Regional Service Commission partners have been informed of some changes in service-delivery, including a suspension of on-site solid waste/Eco360 services and a suspension of the Mobile Eco Depot schedule for the time being. As well, SERSC offices for building and development permits are closed to the public until March 30th with permits processed by staff by electronic submission only.

Union of the Municipalities of New Brunswick - Municipal Elections delayed until on or before May 2021 to protect public safety

UMNB issued a release stating that, for reasons of public safety during this Coronavirus pandemic, provincial legislation was being presented to delay the May 11, 2020 municipal general election to on or before May 2021. UMNB strongly supported this decision. In this email, UMNB President Wayne Sturgeon thanked mayors and councillors for continuing to serve their communities for longer than expected, also thanking dedicated municipal staff for their hard work.

Association of Municipal Administrators of New Brunswick - Canada's COVID-19 Economic Response Plan: Support for Canadians and Businesses; March 18, 2020

A printed copy of the presentation of the federal economic response plan for residents and businesses, dated March 18th, was provided for Council.

Union of the Municipalities of New Brunswick - COVID-19 Update - Online resources

UMNB provided to its members a number of online COVID-19 planning resources and bulletins.

FIRE DEPARTMENT REPORT

Councillor McNeil reported that Salisbury Fire Rescue has stopped holding its weekly Monday evening training sessions given the current health crisis. SFR has also been advised by the Fire Marshal's Office regarding expectations as essential services. As well, extra safety precautions are being taken.

RCMP REPORT

No report this meeting.

MAYOR'S REPORT

Nothing to report.

COUNCILLORS' REPORTS

Councillor Campbell

COVID-19 Coronavirus Pandemic - Playgrounds - Following discussion of a recent notice posted by Recreation NB, Council agreed that playground equipment does pose a risk at this time to the public because it cannot be properly sanitized and should, therefore, be closed to public-use for the time being. While fencing or partitions were deemed unnecessary at this time, signs will be posted, as well as public notification via the Village of Salisbury website and Facebook page. It was noted that other communities are also taking this position with regards to playground equipment.

Councillor Kitchen

Horsman Street Reconstruction Phase 3 - Under the Village's Capital Investment Plan using Gas Tax Funding, there will be a tender-call for the third phase of the full reconstruction of the central section of Horsman Street, including sewer, a long overdue project that has been delayed for five years now.

It was moved by Councillor Kitchen and seconded by Councillor McNeil that '*The Village of Salisbury go to tender for Horsman Street Phase III under the Gas Tax Funding project.*' It was clarified that the section to be focused on in this phase is from just north of the hardware store up to Kay Street. MOTION CARRIED

Wastewater Lagoon Vessel - Wanted to make sure Council is aware that he is in support of Manager of Works looking into a better solution than the current floatation vessel that is used for wastewater lagoon maintenance. He agrees with Manager of Works that the existing situation is highly inadequate and must be improved for safety reasons.

Councillor McNeil

COVID-19 - On March 19th, 20th and 23rd, attended regional Emergency Measures Organization meetings concerning the Coronavirus. Has kept in contact with a number of people in the community, adding that several have reached out to volunteer their services if needed. Expressed his thanks to the owner and staff of Your Independent Grocer for their efforts during this health crisis.

Beautification - New Foot Path - Salisbury Beautification Committee has received a \$4,800 grant to construct a foot path behind the baseball fields. Originally planned for June, it will now likely be constructed in the Fall. The resulting trail will be low-maintenance.

Councillor Bartlett

COVID-19 - Expressed concern that, according to online commentary, there are people in the community who are not adhering to the self-isolation or quarantine directive after travelling. Councillor McNeil pointed out that a provincial phone line and email has been created for reports such as this, but also stressed the importance of first speaking with people about these

concerns.

Child Protection Policy - Following up on his request from the previous meeting, stressed that Council needs to keep the creation of a child protection policy on its radar.

CLERK'S REPORT

Nothing to report.

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

COVID-19 Coronavirus - Continued Discussion

Working from Home - Staff were given the directive to work from home, adding that on the rare occasion that a staff member must return to the office that they ensure that they will be the only staff member there at that time. This directive from Council applies not only to the Village Office, but also to the departments of Works & Maintenance and Parks & Leisure. Councillor McNeil stressed that it is important that all precautions be taken to ensure that no department is completely shut down due to COVID-19 infection. Mayor to contact both of the other department heads following this meeting to convey that message.

Sewer Bill Interest Charges - Raised by Councillor Kitchen and confirmed by Clerk, sewer interest charges were applied earlier this month to outstanding accounts; that is, accounts not paid in full during the interest-free period during the first two months of the year. However, given the current economic landscape due to the impact of the Coronavirus pandemic, consideration of interest charges going forward will be revisited.

DATE OF NEXT MEETING - Tentatively scheduled for Tuesday, April 14, 2020. Mayor Keating stated that Council will only meet if it is absolutely necessary and providing it can do so safely, given the ongoing COVID-19 Coronavirus pandemic.

ADJOURN

It was moved by Councillor Kitchen and seconded by Councillor Bartlett to '*Adjourn the meeting.*' MOTION CARRIED (7:50 PM)