

MINUTES OF MAY 25, 2020

REGULAR MEETING

A regular meeting of Council was held May 25, 2020 at 7:00 PM with Mayor Keating presiding. Councillor Bartlett joined the meeting via video technology (Cisco Webex). All other members of Council and Clerk were present.

THE LORD'S PRAYER

APPROVAL OF AGENDA

It was moved by Councillor Kitchen and seconded by Councillor Campbell 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 Campbell that '*The Minutes for the Council Meeting held on March 23rd be approved.*' MOTION CARRIED

BILLS FOR THE MONTHS OF APRIL AND MAY

It was moved by Councillor McNeil and seconded by Councillor Campbell to '*Pay the bills for the months of April and May.*' MOTION CARRIED

AUDITOR'S REPORT

Janet Ross of Ernst & Young joined the meeting via video technology (Cisco Webex) and presented the 2019 Audited Financial Statements. This is the 8th year using the Public Sector Accounting Standards (PSAS) 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:

	2018	2019
	(Per PSAS requirements)	
<u>General Capital Fund</u>		
Capital Assets	\$ 7,709,131	\$ 8,478,276
<u>General Operating Fund</u>		
Surplus (Deficit) for the Year	\$ 204,628	\$ 108,405
	\$ 65,886	\$ (12,176) per former PNB requirements
<u>Utility Capital Fund</u>		
Capital Assets	\$ 3,291,104	\$ 3,200,126
<u>Utility Operating Fund</u>		
Surplus (Deficit) for the Year	\$ 23,944	\$ (23,388) per former PNB requirements
Accumulated Surplus (Deficit)	\$ (5,058)	\$ (6,481)

In the meantime, due to provincial health directives related to the COVID-19 global pandemic, the March 26th public hearing on the topic of the Village of Salisbury's Intention to Amend the Municipal Plan and Zoning By-Law was cancelled. When it is determined that the public hearing can be safely held, it and the lead-up process to it will be rescheduled with public notice given.

COVID-19 (Coronavirus)

Led by Councillor McNeil, Council discussed various matters related to the Coronavirus pandemic. During the pandemic he has been the Village's liaison with the New Brunswick Emergency Measures Organization (EMO), keeping Council and staff informed on a daily basis.

Plans for Reopening -

Parks/Playgrounds - Staff was asked by Councillor McNeil to provide recommendations for the reopening and ongoing maintenance of Village parks and playgrounds.

Village Office - Preparations are being made to eventually reopen to some extent. New doors are required for controlled access, which is necessary to ensure physical distancing inside the premises. The initial phase of reopening may be seeing people by appointment only. During the pandemic to date, staff have been working from home when possible in order to limit contact with one another and with others.

Summer hiring - Some students have already been hired, with more to come during June.

Concerns -

Firefighters - Councillor Bartlett said he had the privilege of recently watching Salisbury Fire Rescue battle a brush fire near the rail trestle. He is concerned about their safety during the pandemic, asking if they have been provided with all of the personal protection supplies that they need. He asked about their social distancing and mask-wearing practices during COVID-19. Councillor McNeil explained that the members of Salisbury Fire Rescue have been following the guidelines set down for firefighters by the New Brunswick Fire Marshal's office, which has full authority over fire departments under the State of Emergency. Those guidelines include the firefighters not being mandated to social distance or wear facemasks while fighting fires, given the complexities of the situations. Councillor Bartlett was advised to contact the Office of the Fire Marshal if he had any further questions about these guidelines. Councillor McNeil went on to explain how Salisbury Fire Rescue has also only held small group training since the global outbreak of COVID-19, foregoing their usual larger sessions until further notice.

CORRESPONDENCE

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

Southeast Regional Service Commission - Local Planning Revenues: Jan.-Mar. 2020

Village has received a \$1,274.09 cheque from Southeast Regional Service Commission for Local Planning Revenues for the first quarter of 2020.

Jonathan Crosby - Request to have Lam Street renamed

Jonathan Crosby has written to the Village requesting that Lam Street, which currently has no houses fronting onto it, be renamed SS Wilmot Street in order to reflect the history of the area through which Lam Street is projected to extend in the future, property currently owned by Jonathan Crosby. Members of Council did not object to the suggestion, but noted that renaming a street in a development is something that the developer should be approached about first.

NB Transportation & Infrastructure, Minister Bill Oliver - Request for Village of Salisbury's 2021 Five-Year-Plan under Municipal Designated Highway Program

The annual request from the New Brunswick Department of Transportation and Infrastructure (NB DTI) for an updated Five-Year Plan for Municipal Designated Highways located in Salisbury has been forwarded to the Manager of Works. The submission deadline is August 31st. Council alluded to one of the projects in the last five-year plan already being approved for this year, so there is now the option of adding a new long-term priority.

NB Environment & Local Government, Minister Jeff Carr - Approved Environmental Trust Fund (ETF) application for Village of Salisbury Climate Change Adaptation Plan / Riverbank Erosion Mitigation project

The Village of Salisbury has been approved for a \$32,000 grant from the New Brunswick Environmental Trust Fund – money earmarked for a Climate Change Adaptation Plan for the municipality. It was then agreed to accept a proposal from Crandall Engineering to proceed with such a study.

It was moved by Councillor McNeil and seconded by Councillor Kitchen that *'The Village of Salisbury have Crandall Engineering proceed with the Climate Change Adaptation Plan as proposed using the ETF funding.'* MOTION CARRIED

Sylvie Nadeau, Retired Provincial Librarian/Executive Director of NB Public Library Service - Request for support from NB Mayors and Councils for her request to Premier Higgs for an independent review of the appointment of current Exec. Dir. of NBPLS

The letter and supporting documentation expresses retired provincial head librarian Sylvie Nadeau's dissatisfaction with the Higgs government's hiring of an allegedly unqualified individual as Executive Director of the New Brunswick Public Library Service. She is seeking support from municipalities with public libraries. Before taking a position, Council said it would want to have more information on this matter; in particular, the side of the hiring committee or Premier's Office.

Southeast Planning Review and Adjustment Committee (PRAC) - Recommendation Re: Village of Salisbury Municipal Plan and Zoning By-law

Southeast PRAC met on April 22nd at which time it reviewed the documents concerning the proposed amending of the Municipal Plan and Zoning By-law. It recommended that the Village proceed with the process to adopt both.

The actual motion passed by Southeast PRAC reads: "That the Southeast Planning Review and Adjustment Committee RECOMMENDS to the Village of Salisbury the adoption of By-law No. 50, the Municipal Plan and the Zoning By-law No. 51, which repeals and replaces the Municipal Development Plan By-law No. 42 and the Zoning By-law No. 43 with an updated Municipal Plan and Zoning By-law for the Village."

Due to the COVID-19 pandemic and the resulting closure of the Village Office and other municipal facilities to the public, the lead-up to the scheduled public hearing and the hearing itself were postponed until further notice and will only take place once it is determined that the process can take place safely for both the public and Village staff and Council. When this is the case, the public hearing process will restart and will be advertised.

CN, Environmental Assessment Senior Systems Manager Luanne Patterson - Re: Annual Vegetation Management Program

Canadian National has sent notice of its plan to conduct vegetation-control along its rail line through Salisbury by means of spraying. The municipality remains opposed to this practice within municipal limits due to residents' reliance on private wells and has contacted CN to strongly convey that position. CN has since responded that it still intends to spray in order to ensure the safety and integrity of its rail operations, but will only use pesticides approved by Health Canada's Pest Management Regulatory Agency and will do so responsibly in accordance with label directions.

Village of Petitcodiac Councillor Teri McMackin, Re: Community Leadership Development Program by Kalliergo Consulting - Training for online service-delivery during the COVID-19 pandemic

The Community Leadership Program focusing on the online delivery of services during the Coronavirus pandemic is a three-week workshop consisting of two sessions each week using an online conferencing program offered by Lori Gosselin of Kalliergo Consulting. The cost of taking part is \$250 per registrant. Council requested more information, including if the start-date for this has already passed, before committing to taking part.

Southeast Planning Review and Adjustment Committee (PRAC) - Copy of letter to landowners Re: Variance application for Reeder Road PID 70331921 - Application to be considered by PRAC on May 27, 2020

Council received a copy of a letter sent by Southeast PRAC to neighbouring landowners within 60m concerning a variance application from 31 Reeder Road. The request is to increase the maximum area of an accessory building from 84m² to 92m² and to increase the maximum height from 4.6m to 5.5m.

JMA Armstrong High School, Principal Tammy Constantine - Update on Class of 2020 Graduation and Request for Support through Bursaries

A letter was received from JMA Armstrong High School Principal Tammy Constantine regarding plans to celebrate the Class of 2020 in a special way on June 17th given the cancellations of the traditional graduation ceremony and other events due to COVID-19. Part of that celebration will be the awarding of prizes and bursaries to deserving students. The Village was asked for its continued support.

It was moved by Councillor Campbell and seconded by Councillor McNeil that *'The Village of Salisbury donate to JMA Armstrong High School, for graduation, three \$200 bursaries.'* MOTION CARRIED

FIRE DEPARTMENT REPORT

It was repeated by Councillor McNeil that Salisbury Fire Rescue is following all of the COVID-19 guidelines as set out by the Office of the Fire Marshal.

RCMP REPORT

No report this meeting.

MAYOR'S REPORT

Staff Meeting - On May 13th, met at the Village Office with department heads.

Albert MLA Mike Holland - On May 22nd, took part in a conference call with Albert MLA Mike Holland. Received assurance that provincial government projects in municipalities are still planned to go ahead. Expressed appreciation for the government's excellent handling of the Coronavirus crisis.

Union of the Municipalities of New Brunswick - On May 23rd, took part in a Zoom online-conference meeting with UMNB Board of Directors. Not much has been happening due to the pandemic response. The annual UMNB conference is cancelled this year. UMNB Zone 2 will hold a Zoom meeting on June 13th. Municipalities are anxious to see the Province release a timeline for opening up different aspects of their operations.

JMAAHS Graduation - JMA Armstrong High School Principal Tammy Constantine has asked the Mayor to provide a video-greeting to present to the Class of 2020. Assistant Clerk asked to assist. Councillor McNeil suggested hiring a professional photographer to record the video of the Mayor.

COUNCILLORS' REPORTS

Councillor Kitchen

Council-Staff Interaction - Took part in a number of informal Cisco Webex online sessions with fellow councillors and staff during the shutdown of municipal offices.

COVID-19 - Thanked Councillor McNeil for his daily emailed updates from EMO during the pandemic. Also thanked staff for their resilience and doing everything they can to keep business proceeding as normal.

Councillor McNeil

COVID-19 - Noted that it has been remarkably busy during the pandemic. Thanked staff for doing a fabulous job and Council for being engaged in what has been happening during this time. In his EMO role, attends two meetings each week, plus daily emails with regards to the pandemic response. Praised the work of EMO, the Premier's Office, and Public Health as outstanding during this crisis. Noted that there have been some minor discrepancies and asked that if an issue comes up to please inform him and he will deal with it. Says it is usually a case of people working with dated information. It has been a struggle, but said he is very proud of the community and the people in it.

Councillor Bartlett

COVID-19 – Repeated that he was proud of the fire department's handling of the fire by the rail trestle.

Councillor Campbell

Staff Meeting - On May 13th, attended portion of meeting at the Village Office with department heads.

CLERK'S REPORT

COVID-19 - Village Office remains closed until proper equipment can be acquired to ensure a safe reopening. In the meantime, staff have been working from home for the most part, only very recently alternating days at the Office. Opening by appointment-only has been discussed.

Council Expenses - Working on Council remuneration. Requested councillors' expense forms from January to May be submitted.

Dog Tags - Councillor McNeil asked how people can purchase dog tags with the current Office closure. Was informed that the only way for dog owners to purchase tags right now is by contacting the Animal Control Officer and making arrangements through her, as the Office has been closed and Silver Fox Veterinary Medical Centre is past the point of selling tags for this year. It is because of these limitations that the pre late-fee deadline for purchasing dog tags has been extended twice since the pandemic began, first from March 31st to May 31st, and then from May 31st to July 31st.

May 25, 2020

Office Reopening - Asked by Councillor McNeil when the Office will reopen to the public, it was explained that it depends on delivery of necessary supplies, including updated doors that will more effectively control access to municipal buildings. Options for opening that have been discussed so far include doing so by appointment-only or eventually opening only on select days each week in order to control access. This is due to safety concerns because of the Coronavirus.

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

DATE OF NEXT MEETING - **June 8, 2020**

ADJOURN

It was moved by Councillor McNeil to '*Adjourn the meeting.*' MOTION CARRIED (8:15 PM)