



**REGULAR COUNCIL MEETING  
MINUTES**

**January 9, 2023, 7:00 pm**

Members Present: Mayor Robert Campbell  
Councillor Phyllis Bannister  
Councillor Sarah Colwell  
Councillor Joe D'Ettore  
Councillor John Wiebe Dykstra  
Councillor Jason Gallant  
Councillor Nathan O'Blenis  
Councillor Stephanie Thorne

Staff Present: Austin Henderson, CAO  
Dianne Ayles, Clerk/Treasurer  
Scott Landry, Assistant Clerk

Staff Absent: Lorie Paterson, Administrative Assistant  
Trevor Douthwright, Manager of Infrastructure and Public Works  
Jarrett Crossman, Regional Director of Recreation and Wellness  
Bradley MacLeod, Fire Chief

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**1. CALL TO ORDER**

At 7:00 pm, Mayor Campbell welcomed those in attendance, those who would be viewing the meeting, as well as the members of Council, both returning and new, to this historic first Council Meeting of the new government of Salisbury.

**MOTION:** Call the meeting to order.

**Moved by:** Councillor D'Ettore

**Seconded by:** Councillor Gallant

**Motion Carried**

2. **ADOPTION OF AGENDA**

**MOTION:** The agenda be approved.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Dykstra

**Motion Carried**

3. **CONFLICT OF INTEREST DECLARATIONS**

No conflict declared at this time.

4. **ADOPTION OF MINUTES**

**MOTION:** The Minutes for the Special Council Meeting held on December 12, 2022, be approved.

**Moved by:** Councillor O'Blenis

**Seconded by:** Councillor Gallant

**Motion Carried**

5. **CONSENT AGENDA**

No items on the Consent Agenda this meeting.

6. **PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

1. **Presentation: 2023 Town of Salisbury Budgets**

CAO presented details of the 2023 budgets to Council. Due to province-wide local government reform and the resulting late-November 2022 municipal election, the 2023 budget documents were prepared and approved by the Transition Facilitator appointed to Salisbury by the New Brunswick Department of Environment and Local Government. Council was not involved, and beyond proposing an initial budget in October and answering questions on line items in November, municipal staff was not involved either. This includes not being provided an opportunity to adjust and/or reduce any expenses to limit the impact on tax rates. However, moving forward, budgets will be prepared at the municipal level and will be approved by the elected municipal Council, as is the standard procedure.

**Tax Rates** - It was noted that for the new governing entity of Salisbury, each of the five previous entities makes up a new sub-unit for the purposes of property taxation:

- Residents of the former Village of Salisbury will pay \$1.0517 per \$100 of assessed property value;

- residents of the former Salisbury LSD will pay \$0.9486 per \$100 of

assessed property value;

- residents of the former Elgin Parish LSD will pay \$0.9466 per \$100 of assessed property value;

- residents of the former Coverdale LSD will pay \$0.9459 per \$100 of assessed property value;

- and residents of the former Moncton LSD will pay \$0.9458 per \$100 of assessed property value.

Each sub-unit gets its respective costs based on the percentage of the budget they assume, as well as based on pre-existing contracts, for example, solid waste collection, which is described as a local service.

This led to an explanation of local services vs. shared services, which include general government, recreation, protective services, and planning and engineering (through Southeast Regional Service Commission (SERSC)/Plan 360), and further explanation of how any pre-existing debt or surplus from sub-units will not be shared. That said, any new capital costs or debt moving forward will be considered a shared service. Currently, the former LSD sub-units are paying a slightly lower percentage (90 per cent) for shared services than the former Village sub-unit.

A number of other aspects were touched on by the CAO:

- It was explained that a Special Provincial Levy of \$0.41 per \$100 of assessment is being applied by the New Brunswick government solely to the former LSDs to cover the cost of Provincial transportation department services that will continue in these regions, for example, plowing and paving.

- The cost to Salisbury for services provided by SERSC is \$42,000 with new mandated services from SERSC including regional transportation, social and community development, regional recreation infrastructure, regional economic development and regional tourism.

- The Equalization and Core Funding Grant provided annually by the Province to municipalities will be phased out over a five-year period, decreasing by 20 per cent each year.

The 2023 Operating Budget, with a net value of \$4,784,820 from a tax base valued at \$708,505,200, was further broken down into a number of categories:

- General Government (\$939,676);

- Protective Services, including police and fire protection (\$1,951,482);

- Transportation Services (\$952,633);

- Environmental Health Services, including waste collection (\$577,461);

- Public Health, which is the rental agreement for the Nurse Practitioner (\$5,000);

- Environmental Development Services, including engineering and planning (\$381,247);

- Recreation and Culture, including the Salisbury Lions Pool (\$358,285);

- and Fiscal Services, which covers capital investments, debt and reserves (\$257,860).

The presentation concluded with an overview of the 2023 Utility Budget, valued at \$465,354, which applies only to the former Village of Salisbury sub-unit. The number of wastewater (sewer) units is 1,233 at a rate of \$325 per unit, with bills being mailed by the end of the week.

Going forward, Council will receive monthly fiscal updates and more detailed quarterly budget reports and, based on strategic planning, a recommendation for a five-year vision for the municipality.

**MOTION:** Council take a brief recess

**Moved by:** Councillor Colwell

**Seconded by:** Councillor Thorne

**Motion Carried**

*RECESS*

**MOTION:** Return to the regular meeting.

**Moved by:** Councillor Gallant

**Seconded by:** Councillor O'Blenis

**Motion Carried**

**7. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS**

No reports or recommendations from committees and private meetings.

**8. REPORTS FROM ADMINISTRATION**

1. Re-Adoption: Council-CAO Policy

Requiring re-adoption under the new governing entity was the former Village of Salisbury CAO-Council Policy. CAO explained how the policy clarifies the specific roles of Council and administration, including the organizational structure and flow of communication and evaluation.

**MOTION:** Council adopt the Council-Chief Administrative Officer (CAO) Policy.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor D'Ettore

On the Question, Councillor Gallant asked for clarification regarding the evaluation of the CAO. It was explained that even though it is addressed in the existing employee manual, Council can ultimately decide how to

proceed with regards to its evaluation of the CAO. CAO suggested involving staff in such a review, as doing so would allow for a more accurate read on day-to-day functioning.

Councillor Thorne asked about staff compensation, specifically if the Transition Facilitator accounted for salary/wage increases in the 2023 budget, and was informed that details will be coming in February.

**Motion Carried**

2. Re-Adoption: Financial Management and Procurement Policy

Requiring re-adoption under the new governing entity was the former Village of Salisbury Financial Management and Procurement Policy, which outlines in detail the various financial thresholds for procurement as outlined in the Provincial Procurement Act.

**MOTION:** Council adopt the Financial Management and Procurement Policy.

**Moved by:** Councillor O'Blenis

**Seconded by:** Councillor Thorne

**Motion Carried**

3. Approval: Terms of Reference for Committees of Council

CAO outlined the first two official Committees of Council to be created, both of which will include appointed members of the community as well as members of Council.

Community Enhancement Committee - The primary function of this committee will be to serve as an advisory committee on a number of elements that contribute to community development, similar to the roles played by the former beautification committee and the Action Committee of the former Parks and Leisure Department.

Salisbury Volunteer Awards Committee - The primary function of this committee will be creating the calls for nomination for the Salisbury Volunteer Awards, selecting candidates, and overseeing the event that is proposed to be hosted during National Volunteer Week in April.

Recruitment for the Salisbury Volunteer Awards Committee will begin immediately, while candidates for the Community Enhancement Committee will be brought forth for nominations to Council later in 2023.

**MOTION:** Council adopt the Terms of Reference for the Salisbury Volunteer Awards Committee and the Community Enhancement Committee and direct Administration to begin recruiting for the Volunteer Awards Committee.

**Moved by:** Councillor Dykstra  
**Seconded by:** Councillor Bannister

On the Question, Councillors Colwell and Thorne both expressed their appreciation for the creation of both committees. The rest of Council was in agreement.

**Motion Carried**

4. Appointment: Officers

CAO explained the process of the appointment of officers, as mandated by Provincial legislation, and the purpose of each role.

The CAO had already been appointed by the Minister of Local Government and Local Governance Reform; however, it was recommended that Council confirm said appointment for the record.

**MOTION:** Whereas Section 71(1) of the Local Governance Act requires that Salisbury, as a local government, have a Clerk appointed to carry out duties outlined in Section 74(1) of the Act, as well as appoint a Treasurer to carry out duties as outlined in Section 76(1) of the Act, the Council of Salisbury hereby appoint Dianne Ayles as Clerk/Treasurer for the Town of Salisbury, effective January 1, 2023.

**Moved by:** Councillor Colwell  
**Seconded by:** Councillor O'Blenis

**Motion Carried**

**MOTION:** Pursuant to Section 74(2) of the Local Governance Act, the Assistant Clerk shall have all duties of the Clerk in their absence and that Salisbury Council hereby Appoint Scott Landry as Assistant Clerk for Salisbury, effective January 1, 2023.

**Moved by:** Councillor O'Blenis  
**Seconded by:** Councillor Thorne

**Motion Carried**

**MOTION:** Whereas Section 71(1) of the Local Governance Act requires the appointment of an Auditor, the Council of Salisbury hereby appoint EY (Ernst & Young) as the Auditor for Salisbury for 2023, effective January 1, 2023.

**Moved by:** Councillor Bannister  
**Seconded by:** Councillor Dykstra

On the Question, Councillor Thorne asked if the former Village of Salisbury ever went the route of issuing a Request for Proposals (RFP) for

auditors. CAO responded not for 2023, while Clerk suggested that if it did, it was several years ago. CAO said it would likely be pursued in the coming year with the goal of securing an extended term. After he asked about potential cost increases for auditing services due to the municipality now being larger, Mayor Campbell was informed that while it is likely, any increase is expected to be limited due to the fact that the situation here is not a more complicated case of existing municipalities being merged, such as what has taken place in other parts of New Brunswick.

**Motion Carried**

**MOTION:** As noted in a letter dated December 8, 2022, from the Minister of Local Government and Local Governance Reform, the Council of Salisbury confirm the appointment of Austin Henderson as the Chief Administrative Officer for Salisbury, effective January 1, 2023.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor D'Ettore

**Motion Carried**

**MOTION:** Council authorize the Clerk/Treasurer to add Austin Henderson, Chief Administrative Officer, as an additional signing authority for the Municipality of Salisbury on all municipal bank accounts.

**Moved by:** Councillor D'Ettore

**Seconded by:** Councillor Thorne

**Motion Carried**

5. Election: Deputy Mayor

Clerk explained in detail the process for the election, by Council, of the position of Deputy Mayor. Under the new Procedural By-Law, this position will be for a period of one-year ending with the first meeting following the anniversary of the municipal election.

There was one nomination for the position of Deputy Mayor. Ward 2 Councillor Bannister was nominated for the position by Ward 4 Councillor D'Ettore, who went on to explain his reasoning. Beyond Councillor Bannister's proven abilities during the transition process and her vast connections throughout the municipality, Councillor D'Ettore added that it should be further underscored that from an optics perspective, considering the population breakdown across the wards of the municipality, it is important that the Deputy Mayor be from outside Ward 3 (the former Village limits).

Councillor Bannister pledged to work hard for all of the residents in the greater Town of Salisbury.

**MOTION:** It is moved that we elect Councillor Phyllis Bannister as Deputy Mayor for the coming year.

**Moved by:** Councillor D'Ettore

**Seconded by:** Councillor Thorne

**Motion Carried**

6. Advocacy Letters: Premier Higgs and NB DTI re: P380 Bridge

CAO elaborated on the state of concern regarding the current condition of the P380 bridge on Route 112 over the Petitcodiac River, the bridge that has been restricted to one lane of traffic since the Fall of 2021.

As the bridge is the primary connection between Salisbury and Albert County, there are concerns about emergency response and school access, along with general commuting. CAO added that a meeting is being planned for the coming weeks with Albert MLA Mike Holland, New Brunswick Department of Transportation and Infrastructure Minister Jeff Carr, and DTI's District Engineer, at which time the bridge's future will be discussed as well as the more recent closure of Route 106 at the McNaughton Brook culvert between Parkin Street and Larsen Lane.

Mayor Campbell had already written to the Premier regarding these concerns, also requesting a meeting and collaboration to increase traffic in Salisbury as a corridor for economic development in tourism.

CAO informed Council that the attached letter to Minister Carr will be adjusted to include a reference to the Route 106 closure.

**MOTION:** Council authorize Administration to send the letter requesting an update and information on the P380 bridge to the Minister of Transportation and Infrastructure and continue to update Council on any developments that may arise.

**Moved by:** Councillor Colwell

**Seconded by:** Councillor Thorne

On the Question, Councillor D'Ettore asked if there were any other items that could be raised with DTI when they meet concerning the bridge, for example, the state of rural roads throughout the municipality. Mayor Campbell offered the assurance that that would be the case. Mayor Campbell also stated for the record that the current DTI District Engineer has proven to be very accessible in his time in the position, which began midway through the COVID-19 pandemic.

**Motion Carried**



**9. BY-LAWS**

No by-laws to address this meeting. CAO explained that, for the most part, by-laws that require adoption by the new entity; that is, the new government of Salisbury, will first be brought forward at Committee of the Whole meetings. Focusing on by-laws with any associated costs is the current priority of Administration.

**10. CLOSED SESSION**

No closed session held this meeting.

**11. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES**

CAO explained that this section of the meeting is intended for matters of concern to be raised by members of Council, not to be confused with Notices of Motion (section 12 of the Agenda).

Route 106 Detour - Councillor Thorne thanked the Department of Infrastructure and Public Works for its fast action with regards to the culvert damage at Route 106/McNaughton Brook, in particular the resulting detour-related signage through her Parkin Street/Larsen Lane neighbourhood in the former village limits/Ward 3.

New Council - Councillor Colwell expressed her pride in the residents of the new Town of Salisbury for electing such a diverse and strong group of Councillors.

Community Outreach - Councillor D'Ettore stressed the importance of reaching out to residents and engaging them, especially those in Wards 1, 2, and 4, for whom being part of a municipality is a new experience. The sooner the better, he added. Mayor Campbell echoed Councillor D'Ettore's comments. CAO confirmed that community outreach to all wards is on the proverbial radar of Administration.

Route 106 Culvert Repairs - Mayor Campbell returned to the topic of the Route 106 culvert at McNaughton Brook, stressing the importance of challenging DTI on its temporary plans for the Route 106 culvert, questioning the wait for the permanent fix. CAO explained his understanding of the DTI plan and said he would seek further confirmation in order for Council to update the public.

Appreciation - Councillor Gallant recognized the hard work put in by municipal staff during the local governance transition, also stating his appreciation for the detailed presentation of the 2023 Budget. CAO acknowledged that the impact of local government reform on the administration has been significant with a great deal of change and unknown factors to cope with already and in the future.

Thanks to Police - Mayor Campbell brought up the issue of policing, noting that despite a general concern that the overall level of service is not where it should be considering the costs, Council does appreciate the boots-on-the-ground work on this national day of honouring law enforcement.

**12. NOTICES OF MOTION AND RESOLUTIONS**

This a new element for Salisbury Council meetings as outlined in the new procedural by-law. If any member of Council has a Notice of Motion and Resolution that is not already on the agenda, it would be placed in this section for Council to consider for a following meeting of Council.

**13. ADJOURNMENT**

9:25 pm

**MOTION:** Adjourn the meeting.

**Moved by:** Councillor Gallant

**Seconded by:** Councillor Dykstra

**Motion Carried**

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Chair

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Clerk