



**REGULAR COUNCIL MEETING
MINUTES**

Monday, February 13, 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

1. **CALL TO ORDER**

Meeting was called to order at 7:00 pm.

2. **ADOPTION OF AGENDA**

MOTION: The agenda be adopted.

Moved by: Councillor Gallant

Seconded by: Councillor Dykstra

Motion Carried

3. CONFLICT OF INTEREST DECLARATIONS

Several conflicts were declared in advance for the Closed Session.

4. ADOPTION OF MINUTES

1. Regular Council Meeting - Jan. 9, 2023

MOTION: The Minutes for the Regular Council Meeting of January 9, 2023, be adopted.

Moved by: Councillor Thorne

Seconded by: Councillor Dykstra

Motion Carried

2. Committee of the Whole Meeting - Jan. 30, 2023

MOTION: The Minutes for the Committee of the Whole Meeting of January 30, 2023, be adopted.

Moved by: Councillor Thorne

Seconded by: Councillor Gallant

Motion Carried

5. CONSENT AGENDA

MOTION: Council adopt the Consent Agenda of February 13, 2023.

Moved by: Councillor Thorne

Seconded by: Councillor O'Blenis

Motion Carried

1. DTI Infrastructure in Salisbury - Hon. Jeff Carr (email)

Added to the Consent Agenda at the request of Mayor Campbell was an email exchange between himself and New Brunswick Transportation and Infrastructure Minister Jeff Carr concerning the temporary solution and planned long-term repairs for the Route 106 McNaughton Brook culvert.

2. Plan 360 - Local Planning Revenues Jan.-Dec. 2022 (Village of Salisbury)

Received from Plan 360 (Southeast Regional Service Commission) was the year-end 2022 Local Planning Revenues report for the Village of Salisbury. The fourth quarter payment to Salisbury for local planning revenues was \$2,439.99. The total for 2022 was \$17,260.67, of which 71.3 per cent was from building permits.

3. Plan 360 - Development & Building Permit List Dec. 2022 (Village of Salisbury)

In December, 2022, there was one building permit issued in the Village of Salisbury for a salt storage shed with an estimated value of \$464,500.

4. Plan 360 - Development & Building Permit List Oct. 2022 (Village of Salisbury)

In October, 2022, there were three building permits issued in the Village of Salisbury for projects carrying a total estimated value of \$905,153. The projects were a 60' x 120' accessory building for storage, a 14' x 16' shed, and the demolition of an existing salt storage shed.

5. Plan 360 - Development & Building Permit List Sep. 2022 (Village of Salisbury)

In September, 2022, there were two building permits issued in the Village of Salisbury for projects with a total estimated value of \$212,550. The projects were a new single dwelling unit with an attached rear deck, and a 14' x 16' accessory storage building.

6. Heart & Stroke Foundation of New Brunswick - Canvassing

A letter dated January 26 was received from the Heart & Stroke Foundation of New Brunswick detailing its annual door to door campaign scheduled to take place from February until June.

6. **PUBLIC & ADMINISTRATIVE PRESENTATIONS**

There were no presentations.

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

1. Ratification: Expense Policy

It had been explained previously by the CAO that this policy for the new governing entity of Salisbury combines two previous expense policies for the former Village of Salisbury. Following discussion at the Committee of the Whole meeting of January 30, it was decided that for mileage compensation Salisbury will use a federal model updated quarterly. Another modification from the Committee of the Whole meeting was to have a phone expense as optional for elected officials in Salisbury.

MOTION: Council approve the Expense Policy.

Moved by: Councillor Gallant

Seconded by: Councillor D'Ettore

Motion Carried

8. REPORTS FROM ADMINISTRATION

1. Appointment of Building Inspectors 2023

Under New Brunswick legislation, municipalities must appoint their building inspectors, in this case provided for Salisbury by Southeast Regional Service Commission. This is taking place at this point due to the creation of the new entity of Salisbury through local governance reform.

RESOLUTION: Appointment of Building Inspectors

WHEREAS the Province of New Brunswick has repealed all regulations related to building standards, permits, and inspections from the Community Planning Act and adopted them under the Building Code Administration Act;

AND WHEREAS Hano Derckson, Denis Frenette, Samuel Frenette, Patrick Gaudet, Martin Picot, Adrien Robichaud, and Bill Wright have been accepted by the Southeast Regional Service Commission as Building Inspectors;

BE IT RESOLVED that the Municipal Council of Salisbury appoint the above-named Inspectors as Building Inspectors for the municipality of Salisbury under Section 71 of the Local Governance Act;

BE IT FURTHER RESOLVED that the Municipality of Salisbury hereby gives authority to the Building Inspectors to issue orders and to lay information for offences under Section 14 of the Building Code Administration Act.

Moved by: Councillor O'Blenis

Seconded by: Councillor Gallant

On the Question, Clerk and CAO explained that this list can be changed or expanded as needed depending on the building inspectors available, whether they are provided by Southeast Regional Service Commission, as is presently the case, or hired directly by the municipality.

Motion Carried

2. Name Change of Municipality, Line of Credit - CIBC

Due to the name change and incorporation of the new governing entity of Salisbury, agreements must be adjusted accordingly.

Clerk explained that the line of credit is not to be confused with interim financing. It was put in place in recent years to serve as a safety net of sorts while doing major projects, in which case the municipality covers costs up front and is reimbursed by any granted funds after the fact. Having the line of credit in place ensures that the municipality's day-to-day expenses and bills can always be covered during major projects. Clerk also noted that the line of credit, to date, has not yet been used.

As for the credit card limit increase request, Clerk noted that the credit card limit can become an issue during busy times of the year, so we are requesting this increase while making the name-change adjustments.

Regarding the addition of the Deputy Mayor as a signing authority for the municipality, it was decided that while adding the CAO as an additional signing authority to the Clerk and Mayor it would be logical to also include the Deputy Mayor as an additional option. When signing off on payments, it must be an elected member of Council and a staff member.

Councillor Phyllis Bannister joined the meeting at 7:10 pm.

MOTION: The municipality of Salisbury request from CIBC a revolving line of credit in the amount of \$50,000.

Moved by: Councillor Thorne

Seconded by: Councillor Gallant

On the Question, Councillor Dykstra asked if the credit line was a large enough buffer considering, for example, upcoming projects like the new fire hall and fire truck. Clerk clarified that the line of credit is not to be confused with interim project financing, but rather it is funding for day-to-day expenses during times of heavy project costs before project financing comes in. Interim financing would be required for items like the fire truck until financing is obtained from the Municipal Capital Borrowing Board.

Motion Carried

MOTION: The municipality of Salisbury request an increase of the CIBC Visa credit limit to \$30,000.

Moved by: Councillor Colwell

Seconded by: Councillor Thorne

Motion Carried

MOTION: Council authorize the Clerk/Treasurer to add the Deputy Mayor, Phyllis Bannister, as an additional signing authority for the municipality of Salisbury on all municipal bank accounts.

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

On the Question, it was clarified by the CAO that a new motion would be required when a new Deputy Mayor is named each year, adding that the bank requires a name, not just a position of Deputy Mayor.

Motion Carried

3. Fireworks, Community Days 2023

Clerk explained that the professional fireworks show that took place during Community Days 2022 was the first such display hosted by the municipality in several years, adding that it states in the municipal by-laws that firework displays are not permitted. Special approval was given in this particular case by Council and the Fire Chief. Clerk noted that advise was also sought from the municipality's insurance provider and legal counsel; permission was also received from the school district, since the chosen location was on school grounds; and neighbouring residents were notified directly through door-to-door notices, as well as information being provided to the public online. Mayor Campbell added that the overall event, including the proactive pre-event messaging, received positive feedback. Meantime, Several members of Salisbury Fire Rescue will be taking additional training with regards to fireworks.

MOTION: Salisbury go ahead with a fireworks show ~~on August 18, 2023,~~ as part of 2023 Community Days, following all recommendations from the municipality's insurance provider and dependant on provincial burn-ban regulations.

Moved by: Councillor Thorne

Seconded by: Councillor O'Blenis

On the Question, it was suggested that the specific date be removed from the motion in case it needed to be rescheduled.

Motion Carried

4. Award of RFP SALS2023-04: Recreation Master Plan

CAO explained that given the fact that the governing region of Salisbury is now much larger, and with the many needs and priorities when it comes to recreation, it was decided to formalize in a detailed Recreation Master Plan what is already in place in terms of assets and programs, what it further desired and how to achieve it, while engaging the community in the process.

Proposals were solicited on a by-invite basis from four firms and subsequently ranked by the CAO and Director of Regional Recreation and Wellness. The evaluation metrics were stipulated within the contents of the Request for Proposals.

The highest-scoring firm, Trace, based in Moncton, was recommended for Council's approval.

MOTION: Council authorize Administration to retain Trace with a dollar value of \$33,585.75 for the purposes of executing RFP SALS2023-04 and the completion of a Recreation Master Plan.

Moved by: Councillor Thorne
Seconded by: Councillor Bannister

On the Question, Councillor D'Ettore asked about the implementation of ATVs and snowmobiles into the Recreation Master Plan (RMP). CAO explained that the larger RMP vision would include any related by-laws, policies, and reciprocal agreements that exist. That said, the ATV issue would still be treated as a separate project with regards to its consultations and preparations.

Councillor Dykstra asked if there was an existing Recreation Master Plan, to which the CAO replied that there was not. Some similar work was done; for example, Salisbury was touched on as part of a larger Recreation plan put together in 2017 by Southeast Regional Service Commission. Also, a trail-network plan was drafted by the Village of Salisbury, but not approved. There was also a detailed Village parks and playgrounds assessment completed.

CAO reiterated that it is a goal to have a Recreation Master Plan in place ahead of any mandated recreation infrastructure planning by the Service Commission. This way, Salisbury can be in the position of not only having a clearly defined vision of what it needs in terms of recreation, but what also it can provide and promote for recreation at a larger regional level.

The consultant will put together the RMP in consultation with the municipality/Council and local stakeholders.

Motion Carried

9. BY-LAWS

Nothing for By-Laws this meeting.

10. CLOSED SESSION - Contractual, Legal, Financial

MOTION: Enter into a Closed Session.

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

Motion Carried

CLOSED SESSION

8:07-8:18

Due to previously declared conflicts, Mayor Campbell and Councillor Gallant excused themselves from discussion of the second item during the Closed Session, leaving the room.

8:38-8:50

Councillor Colwell excused herself from discussion of the fourth item in the Closed Session, leaving the room.

8:58-9:05

Mayor Campbell and Councillor Thorne excused themselves from discussion of the fifth item of the Closed Session, leaving the room.

MOTION: Return to the Regular Council Meeting.

Moved by: Councillor Thorne

Seconded by: Councillor D'Ettore

Motion Carried

11. MAYOR & COUNCILLORS' STATEMENTS/INQUIRIES

Basketball - Councillor Colwell praised the Salisbury basketball community, noting that the Salisbury Regional School senior girls basketball team will host their sectional playoffs this coming weekend. A win would secure a berth in the Provincials.

Family Day at Highland Park - Family Day at Highland Park, a presentation of the Salisbury Department of Recreation and Wellness, is scheduled to take place on Family Day, February 20.

12. NOTICES OF MOTIONS AND RESOLUTIONS

There were no Notices of Motion or Resolutions.

13. ADJOURNMENT

MOTION: Adjourn the meeting. (10:06 pm)

Moved by: Councillor Thorne

Seconded by: Councillor Dykstra

Motion Carried

Chair

Clerk