



**COMMITTEE OF THE WHOLE MEETING
MINUTES**

Monday, February 27, 2023, 6:00 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
Trevor Douthwright, Manager of Infrastructure and Public Works

Staff Absent: Lorie Paterson, Administrative Assistant
Jarrett Crossman, Regional Director of Recreation and Wellness
Bradley MacLeod, Fire Chief

1. **CALL TO ORDER**

Meeting was called to order at 6:00 pm.

2. **ADOPTION OF AGENDA**

MOTION: The Agenda be adopted.

Moved by: Councillor Thorne

Seconded by: Councillor Gallant

Motion Carried

3. CONFLICT OF INTEREST DECLARATIONS

Councillor Colwell declared a conflict for item 3 under New Business.

4. NEW BUSINESS

1. Presentation - Ambulance New Brunswick

Joining the meeting for an Ambulance New Brunswick presentation that was requested by the municipality was Benoit Savoie, ANB Operations Manager-East Region, and Ronnie Allain, ANB Regional Director-East Region.

Ronnie Allain offered a detailed backgrounder of ambulance service in New Brunswick, how it was operated in the past and how it is currently provided by Ambulance New Brunswick for the provincial health department.

The presentation touched on their many challenges, not just here but nationwide, including more calls than ever before, lengthier off-load delays at hospitals, emergency room closures, and staffing shortages at both ANB and throughout the entire health-care system.

Further to their call volume, it was noted that calls increased by 32 per cent in the last 10 years due to many factors including fewer family doctors, an aging population, and people generally being less healthy. However, the number of paramedics has not increased by the same pace.

As for off-load delays, last year in New Brunswick almost 37,000 paramedic work hours were spent waiting with patients -- the equivalent of eight ambulances parked per day of the approximately 90 ambulances on the road during the day and 70 at night.

ANB staffing vacancies are also an issue, noting that while permanent vacancies are down, temporary vacancies, due to workplace injuries, for example, are up. Recruiting is a challenge, but ANB continues to visit schools and attend career fairs.

Further discussion touched on the various levels of service provided through ANB, for example, emergency medical technicians, primary-care paramedics and advance-care paramedics; as well as programs such as the Community Paramedicine pilot program in Miramichi in which paramedics visit at-risk patients in advance of potential issues, and the Pre-ALRT Program, that is, the pre-hospital low risk triage program, which helps divert initial 911 calls from ERs.

Regarding accountability, there is a performance and accountability dashboard, including response-times in all areas of the province, that can be viewed by the public at AmbulanceNB.ca.

Mayor Campbell and Council expressed their thanks to Ambulance New Brunswick for the work they do, noting the time demands and stress, and offered to continue to advocate for ANB in any way they can.

Councillor John-Wiebe Dykstra joined the meeting at 6:07 pm.

Councillor Phyllis Bannister joined the meeting at 6:31 pm.

2. Presentation - Southeast District RCMP, Caledonia Region Detachment

Joining Council at this time was Cpl. Kevin Glode, who is filling in for Sgt. Tamara Patterson at the RCMP detachment in Riverview. This was an introduction, not a formal report. Topics of general discussion included a possible new Neighbourhood Watch program for Salisbury, the RCMP's online reporting system, and staffing issues faced by police.

Mayor Campbell and Council thanked the RCMP for all they do.

MOTION: Council take a brief recess.

Moved by: Councillor Thorne

Seconded by: Councillor Colwell

Motion Carried

RECESS

MOTION: Return to the meeting.

Moved by: Councillor D'Ettore

Seconded by: Councillor Gallant

Motion Carried

3. Salisbury Baseball Field Damage

Staff was seeking direction from Council regarding repairs to electrical wiring and backstop repairs at the Salisbury baseball fields, given repair costs exceed budgeted funds and insurance is not a recommended option at this particular time.

CAO provided the background that on January 16th, 2023, electrical wiring from the Salisbury Ballfield #1's lighting was damaged in an attempted theft. Police were notified and a suspect has been identified, although the status of the RCMP file is unknown at this time. An estimate for the repair, which was acquired from Roadway Systems Limited is \$8,475.00 plus HST for a total estimate of \$9,746.25. It was noted that this estimate was from a visual inspection, and additional damage and repairs may be required once crews begin repairs.

Also, the backstop in Ballfield #1 has been identified as being in poor condition and deemed unsafe for players, the majority being youth. This concern was raised by the head umpire during the 2022 season. A repair estimate, which was acquired from Eastern Fence in 2022, was \$4,895.00 plus HST for a total estimate of \$5,629.25.

As of January 1, the minimum deductible for insurance claims is \$10,000. CAO recommended against starting a claim, given the proximity of the price of the electrical repairs to this deductible and potential cost implications in light of the claims that have been opened under the Municipality's policy in the last couple of years.

On the Question, it was raised by Councillor D'Ettore that restitution should be sought with regards to the damage from the attempted theft. Council also discussed whether or not it was necessary to do both the electrical and backstop repairs this year. The commitment to the backstop repairs stemmed from it being declared a safety issue. As for the lights, while some on Council noted that the fields are used frequently in the evenings, staff was still asked to gather data to justify the expense of repairing the field lighting this year.

MOTION: Council direct Administration & Staff to proceed with repairs of electrical wiring and backstop at the Salisbury Ballfields, including finding budget from other budget lines as needed.

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

CAO clarified that if backstop repairs are more than what was budgeted and over his purchasing threshold, this will return to Council for their approval.

Motion Carried

Councillor Sarah Colwell left the meeting at 7:38 pm prior to item 3 discussion.

Councillor Sarah Colwell joined the meeting at 7:56 pm.

4. Culvert and Driveway Entrance - 2023 Fees and Proposed By-Law Amendments

Staff was seeking direction from Council on the proposed 2023 fees for the Culvert & Driveway Entrance by-law (only applicable to Ward 3, the former Village of Salisbury limits) and the repeal of the applicable By-law and introduction of the new Town By-law. The Manager of Infrastructure and Public Works was in attendance to assist the CAO in his presentation.

Given the fact culverts remain under the jurisdiction of the New Brunswick Department of Transportation and Infrastructure (DTI) for former local service district (LSD) areas, this By-law is only applicable to Ward 3, the former Village of Salisbury.

The Municipality is responsible for culverts and ditches in Ward 3 given there is no engineered storm sewer system in most residential areas. Homeowners are responsible for the first installation of the culvert at their driveway entrance, which then becomes property of the Town for all future maintenance and replacements. The By-law regulates the payment requirement(s), ownership and responsibilities, etc.

On an annual basis, the former Village would review the fees and charges to users for the installation of culverts. This is contained within a Schedule of the By-law, meaning it only requires one adoption by Council, instead of going through the three readings required for a full by-law amendment. However, in the spirit of repealing former By-laws and standardizing them for the new Town, Administration is proposing updating the By-law while reviewing the Schedule of fees.

In 2022, fees were raised by 25% due to rising costs. In 2022, the average fee paid by residents covered only approximately 40% of the actual cost, with the remainder being covered by the Municipality. As such, Administration is recommending an additional increase of approximately 25% for the rates for 2023. Council was provided with a document showing a comparative of 2022 and 2023 rates, per type of culvert.

The By-law permits culvert installations as of May 1 annually. This By-law should, in order to have updated rates, be approved at that point. This means that it is Administration's intent to bring the By-law for first reading during the Regular Council Meeting in March and the third reading during the Regular Council Meeting in April.

The changes to the By-law being proposed are as follows:

- Formatting changes to reflect new Town By-law formatting and structure;
- Changes from Village of Salisbury to Town of Salisbury and timing updates, such as changing the name of the applicable provincial legislation which has since been updated;
- Addition of a sub-section that restricts the total coverage area of a property to be 50% of the total property line.

The proposed addition of the element to consider including a maximum lot coverage area (50%) is based on need and based off of Sackville's requirement of 40% maximum frontage. In certain instances, residents request that their full property line have a culvert to avoid requiring a ditch on their property. Ditches are needed to direct storm water away from the road surface. Standing water presents hazards to drivers and can otherwise contribute to deterioration of the road infrastructure.

In the current By-law, this requires being approved/declined by the Manager of Infrastructure or Public Works which can lead to inconsistent standards across the Town.

Council discussion focused on the need to ensure that the full cost of a culvert installation is recovered by the municipality, whether it be through the set fee, an invoice following installation, or a larger fee with a rebate for the difference. Staff was directed to look further into the options and bring them back to Council for future ratification.

MOTION: Council direct Administration to develop a process to recuperate the full costs of culvert installations in Ward 3 of Salisbury.

Moved by: Councillor Gallant
Seconded by: Councillor Thorne

Motion Carried

MOTION: Council direct Administration to bring the proposed By-law No. 5, a By-law Respecting Culverts and Driveway Entrances, to an upcoming Regular Council Meeting for introduction/first reading.

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

Motion Carried

5. Street Lights - Former Local Service Districts

Seeking direction, CAO presented Council with a proposed process for the Municipality to begin installing streetlights in the former LSD sub-units of the Town. In Wards 1, 2, and 4 there are no streetlights with the exception of the rare flood light. Administration is of the opinion that streetlights are a beneficial municipal service that can be offered through the Town to the former LSDs relatively quickly. Installation of streetlights are completed by NB Power and municipalities are responsible for a monthly service charge. Within the former Village, Ward 3, there are just over 330 streetlights.

Administration is proposing, pending Council direction, a process for installing streetlights in Wards 1, 2, and 4.

It will begin in March with a public engagement phase. Following this, Administration will aim to request the installation of around 10-12 streetlights per ward, specifically at intersections. Manager of Infrastructure and Public Works explained that NB Power generally has installations complete within one month of being requested, meaning they should be installed by the summer of 2023.

At the September Committee of the Whole Meeting, Administration will propose a policy for streetlight requests that will apply to all Wards for requests moving forward to standardize a request process based on a series of council-approved guidelines and budget(s).

During Council discussion it was mentioned that the fire department could help identify problematic areas that could benefit from streetlights, as well as areas of water sources for fighting fires.

MOTION: Council direct Administration to undertake a public consultation process with elected officials and residents and subsequently work with NB Power to begin installing street lights, primarily at intersections, in former LSDs.

Moved by: Councillor Thorne
Seconded by: Councillor Dykstra

Motion Carried

MOTION: Council direct Administration to draft a proposed Street Light Policy to regulate street light requests for the whole Town for consideration at the September Committee of the Whole meeting.

Moved by: Councillor Dykstra
Seconded by: Councillor Thorne

Motion Carried

6. Grant Policy

Council was presented with a proposed Grant Policy, to be ratified at a future Council meeting.

CAO explained in detail during a power point presentation how the Municipality regularly receives requests for grants or donations from organizations, individuals, for specific causes, etc. With additional residents and increased partnerships with organizations, grant requests are expected to increase.

Administration is proposing a policy that will standardize the process and break it down to three types of requests:

(1) Requests that are \$250 and under: received regularly throughout the year, these would be approved by the CAO or designate (in case of grants, this would be the Clerk/Treasurer) and the Mayor. The timeline for approval would be two weeks, and applications would be submitted via an online form.

(2) Requests that are over \$250: applicants should submit applications by September 30 to be included in the next fiscal year's budget. Requests would be approved during budget deliberations, with requests received during the year approved on case-by-case basis while funds permit. Requests for more than \$1000 must demonstrate a connection to the Town's strategic pillars. The timeline for approval during the fiscal year is no less than 30 business days.

(3) Multi-Year Grants: Any groups who foresee multi-year partnerships or projects are encouraged to submit multi-year requests. The deadline would be August 30 to work with Administration on amending any requirements before bringing to Council. These requests would have to relate to the Town's Strategic Plan and have additional requirements, including additional reporting requirements, community support letters, a signed agreement upon provision of funds, etc.

Salisbury has already received grant requests which, pending approval of the Policy at a Regular Council Meeting, will be brought forth for approval.

MOTION: Council approve/amend the proposed Policy for grants for ratification at a future Regular Council Meeting.

Moved by: Councillor O'Blenis

Seconded by: Councillor D'Ettore

On the Question, it was asked by Councillor Dykstra how many grants the municipality is receiving, and for how much. The CAO did not have a specific number, only that it varies and that the majority of requests are of the recurring variety. The budget for grants was previously set at \$40,000. Mayor Campbell spoke on how grants were commonly received and issued in the past.

It was raised by Councillor D'Ettore that as this policy becomes public, more requests will undoubtedly be received, to which the CAO commented on the benefits of being proactive and having a policy in place.

Councillor Thorne commented that she looked forward to public presentations of larger grant requests becoming part of the budget preparation process.

Motion Carried

7. January Financial Statements

Clerk/Treasurer provided Council with the January 2023 Financial Statement update which, due to it being very early in the year, was brief. From a technical perspective, it was noted that the newly-formed municipality is in the process of switching over to new bank accounts.

Councillor D'Ettore asked staff to report back with the total of Salisbury's current debt and its terms and conditions. CAO confirmed that for the current budget year, the Town's principal instalments are \$88,000 and interest instalments are approximately \$18,000.

Mayor Campbell noted that the former Village's debt ratio was approximately 4%, which is considered low for a municipality.

Going forward, financial statement updates will be provided to Council each month, while budget projections will be provided on a quarterly basis.

8. 2023 Operating Budget Re-Allocations

CAO provided Council with a proposed breakdown of certain variable budget lines that were a result of changes and/or additions made to the 2023 budget by the Provincial Transition Facilitator. When the budget was first presented, there were certain budget lines that required clarification as some lines saw minor changes by re-allocating funds to different lines, and in other cases there were brand new budget lines that were not necessarily requested.

Administration has reviewed the budget lines in addition to priorities and is recommending a number of transfers from certain budget lines accordingly. Staff also worked to break down budget lines that were larger than most to ensure the most efficient and effective use of funds.

The primary changes are related to:

- Re-allocating the new budget line of \$150,000 that was added by the Facilitator in Transportation services;
- Re-allocating funds to ensure the continuation of the water source exploration, pending Council approval at a future meeting to undertake the project;
- Add to the renovation/up-fit budget and present a list to prioritize building upgrades for discussion;
- Identify budget lines that will be projected to be under budget and/or were added by the Facilitator with no intended use at this particular time;
- Re-allocation for the proposed approach to streetlights in Wards 1, 2, and 4;
- Complete transfers in accordance with the Human Resources Compensation Audit, completed in the fall of 2022, which will be presented to Council during the March 13, 2023 Regular Council meeting.

MOTION: Council approve the proposed budget uses/transfers as presented for formal motions at the upcoming Regular Council Meeting.

Moved by: Councillor Colwell

Seconded by: Councillor O'Blenis

Motion Carried

9. GNB 2024 Budget Consultation

Administration was seeking approval and direction from Council regarding a draft letter to send to the Government of New Brunswick related to the Province's budget consultations.

With a deadline of February 28, the Provincial Government was seeking public input for its budget, providing Salisbury the opportunity to highlight the limited ability for municipalities to invest in priorities and continue to request additional support from the Province.

The Province's pre-consultation document offered discussion points touching on housing, the rising cost of living, improving health-care and education, and transitioning to a low-carbon green economy.

The letter from Salisbury will be sent electronically by the February 28 deadline and will be CCed to MLAs who represent the area. The letter will formally be on the consent agenda for the March Regular Council meeting to formally have it on record as being sent.

MOTION: Council approve the draft letter to the Government of New Brunswick for the 2023 Budget Priorities and direct Administration to send the submission to the Province.

Moved by: Councillor Thorne

Seconded by: Councillor Gallant

Motion Carried

5. CLOSED SESSION - Financial (68(1)(c) Local Governance Act)

MOTION: Enter into a Closed Session.

Moved by: Councillor Thorne

Seconded by: Councillor Dykstra

Motion Carried

CLOSED SESSION

MOTION: Return to the Regular Council Meeting.

Moved by: Councillor Thorne

Seconded by: Councillor D'Ettore

Motion Carried

6. COUNCILLOR ITEMS

Town Newsletter - Councillor D'Ettore asked for an update on the process and was informed that it was in the hands of the publisher with final fine-tuning taking place before it goes to the printer. When it is mailed out, a PDF version of the Newsletter will also be posted online.

Athletes - Councillor Colwell noted the achievements of local athletes Lily Brown in Canada Games Boxing and, in basketball, Sadie Enstrom and Brooke Melanson who were both named NBIAA 2023 All-Stars, the latter also named the North East AA Conference Player of the Year.

Ryan Donaghy - Mayor Campbell publicly thanked and congratulated former Deputy Minister of Local Government and Local Governance Reform, Ryan Donaghy, who was recently named Deputy Minister of Education and Early Childhood Development.

7. ADJOURNMENT

MOTION: Adjourn the meeting. (9:44 pm)

Moved by: Councillor Thorne

Seconded by: Councillor O'Blenis

Motion Carried

Chair

Clerk