



**REGULAR COUNCIL MEETING
MINUTES**

March 13, 2023, 7:00 p.m.

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

Members Absent: Councillor Jason Gallant

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

Staff Absent: Lorie Paterson, Administrative Assistant
Trevor Douthright, 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 Thorne

Seconded by: Councillor O'Blenis

Motion Carried

3. CONFLICT OF INTEREST DECLARATIONS

No conflicts declared at this time.

4. ADOPTION OF MINUTES

1. Regular Council Meeting - Feb. 13, 2023

MOTION: The Minutes for the Regular Council Meeting held February 13, 2023, be adopted.

Moved by: Councillor Thorne

Seconded by: Councillor Dykstra

Motion Carried

2. Committee of the Whole Meeting - Feb. 27, 2023

MOTION: The Minutes for the Committee of the Whole Meeting held February 27, 2023, be adopted.

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

Motion Carried

5. CONSENT AGENDA

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

Moved by: Councillor Thorne

Seconded by: Councillor Colwell

Motion Carried

1. Letter - Fundy Royal MP Rob Moore - Congratulations on Election

Letter dated February 7, 2023, was received from Fundy Royal MP Rob Moore congratulating Mayor Campbell and Council on their successful election to Salisbury Town Council.

2. Letter to GNB Re: Budget Consultations

Acting on the direction and approval of Council, Administration prepared a letter to the Government of New Brunswick with regards to the Provincial budget. The letter highlighted the limited ability for municipalities to invest in priorities and requested additional support from the Province. The letter was sent electronically by the February 28 deadline, copied to local MLAs.

6. PUBLIC & ADMINISTRATIVE PRESENTATIONS

There were no presentations.

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

1. Recommendations - Closed Session - February 13, 2023

Councillor Phyllis Bannister joined the meeting at 7:03 pm.

MOU - Salisbury Lions Club

Background: In 2022, the former Village of Salisbury entered into a one-year Memorandum of Understanding (MOU) for the operations of the Salisbury Lions Pool. Where this was a one-year arrangement in light of Local Governance Reform, the MOU has been updated for 2023 for the Town of Salisbury in consultation with representatives from the Salisbury Lions Club, as deliberated during a Closed Session of Council on February 13, 2023. The agreement is in place to continue operations of the pool in 2023 and to continue exploring conversations on a long-term arrangement for the asset.

MOTION: Council authorize the Clerk and Mayor to sign the 2023 MOU for the Operations of the Lions Club Pool between the Town of Salisbury and the Salisbury Lions Club and affix the corporate seal accordingly.

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

Motion Carried

Reciprocal Agreement - Regional Recreation

The final agreement, as approved by the Council in Three Rivers, includes their request to have monthly submissions from the Director to the CAO on updates/work being done for Three Rivers.

Background: In 2022, the former Village of Salisbury entered into a reciprocal agreement for the provision of recreation services between the former Village of Salisbury (now Town of Salisbury) and the former Village of Petitcodiac (now Community of Three Rivers). This agreement consists of cost-sharing a Regional Director to promote regional recreation and ensure that both communities have access to quality recreation activities and services. The agreement was discussed during the Closed Session of Council on February 13, 2023.

MOTION: Council authorize the Clerk and Mayor to sign the Regional Recreation Agreement between the Town of Salisbury and the Community of Three Rivers and affix the corporate seal accordingly.

Moved by: Councillor Thorne

Seconded by: Councillor Colwell

Motion Carried

Reciprocal Agreement - Anglophone East School District

Principal of Salisbury Regional School has confirmed that in the Spring, boulders should be installed, where discussed by Council during the meeting on February 13, 2023, to prevent access to the field by vehicles (as the contractor could not complete this before Winter). They will also install additional cameras on the back side of the school.

Background: The Municipality has long benefitted from a positive relationship with Anglophone East School District to enable the use of their facilities, especially gyms, within schools in Salisbury. The agreement, discussed during the Closed Session of Council on February 13, 2023, permits the use of district facilities and outlines reciprocal responsibilities for maintenance of district assets in exchange for rental space that is used by the Town as well as community groups that are permitted to book under the reciprocal arrangement.

MOTION: Council authorize the Clerk and Mayor to sign the Reciprocal Agreement between the Town of Salisbury and the Anglophone East School District and affix the corporate seal accordingly.

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

Motion Carried

Residential Subdivision Agreement No. 1

Background: Pursuant to a tentative approval from Plan360 (file no. 22-1382) for a proposed subdivision named Her Majesty the Queen Subdivision (job no. 16217), Council deliberated a proposed agreement during a Closed Session of Council on February 13, 2023. Whereby a condition of the tentative approval is a signed subdivision agreement with the Town, Council has directed Administration to prepare a finalized developer agreement and authorizes the required breakdown of services to be completed at the expense of the owner and the Town, included in Schedule A, as affixed to the subdivision agreement.

MOTION: Council authorize the Clerk and Mayor to sign Residential Subdivision Agreement No. 1 upon completion and authorize the Description of Work to be completed in Schedule A and subsequently affix the corporate seal accordingly.

Moved by: Councillor Colwell

Seconded by: Councillor O'Blenis

Motion Carried

2. Adoption: Grant Policy

The purpose of this policy is to outline the evaluation and awarding criteria for grants offered by the Town of Salisbury. Community grants are offered

annually by the Municipality for community initiatives and groups that are conducive to building a stronger community and/or that relate to the municipality's long-term strategic priorities.

MOTION: Adopt the Grant Policy.

Moved by: Councillor Thorne

Seconded by: Councillor Colwell

Motion Carried

3. Adoption: RTIPPA Policy

The purpose of this policy is to enable access to records in the custody of or produced by the municipality of Salisbury, pursuant to this Policy and Provincial legislation. This Policy also outlines the manner in which the municipality collects personal information of individuals and the manner in which these records and this information is protected.

MOTION: Adopt the Right to Information and Protection of Privacy Policy.

Moved by: Councillor O'Blenis

Seconded by: Councillor Dykstra

On the Question, asked if there were many RTIPPA requests currently before the municipality, CAO responded that there were not many, explaining further that this policy is not in place because of a large number of such requests; rather, it exists in effort to clarify the process.

Motion Carried

Mayor Campbell thanked the Clerk's Office for its diligence in developing this policy, noting that policies help set up the municipality foundationally.

4. Adoption: Outstanding Collections on Sanitary Sewer Accounts Policy

The purpose of this policy is to outline the process for collections of outstanding sanitary sewer accounts for the Town of Salisbury. Collections methods ranging from phone calls to collections agencies, depending on the amount owing, would be determined on a case-by-case basis.

MOTION: Adopt the Outstanding Collections on Sanitary Sewer Accounts Policy.

Moved by: Councillor Thorne

Seconded by: Councillor D'Ettore

Motion Carried

5. 2023 Operating Budget Transfers

As presented at the Committee of the Whole meeting on February 27, 2023, a number of budget lines had variable funds in light of the process undertaken for the 2023 General Operating Budget in light of Local Governance Reform. Having determined which expenses and priorities were included, Administration was able to identify the variable lines and present to Council their intended uses to continue acting on priorities. With certain budget lines, re-allocations are required to move funds from one Department and/or service area into another. This is to ensure that Council authorizes Administration to use the funds accordingly and makes them “budgeted expenses.” For the expenses in variable budget lines that now have intended uses from their current department/service areas, they will be used as presented on February 27, pursuant to the Town’s Financial Management and Procurement Policy. Motions to authorize expenses outside of existing budget areas are as follows:

MOTION: Council authorize the Clerk/Treasurer to expense up to \$20,000 from Recreation and Cultural Services (Parks & Playgrounds-Other (2.7.1.8.9.)) to Recreation and Cultural Services (Recreation Administration-Other (2.7.1.1.9)) for the purposes of proceeding with a roof replacement on the municipal building at 64 Douglas Street.

Moved by: Councillor Dykstra
Seconded by: Councillor D’Ettore

Motion Carried

MOTION: Council authorize the Clerk/Treasurer to expense up to \$50,000 from Transportation Services (Transportation-Other (2.3.2.6.9)) to Environmental Development Services (Research & Planning (Studies) (2.6.1.1.3)) for the purposes of proceeding with recommendations from Englobe’s Feasibility study on the exploration of a municipal water source.

Moved by: Councillor Bannister
Seconded by: Councillor Colwell

Motion Carried

MOTION: Council authorize the Clerk/Treasurer to expense up to \$26,000 from Transportation Services (Transportation-Other (2.3.2.6.9)) to General Government (Office Building (2.1.2.1.7)) for the purposes of completing minor renovations to the municipal building.

Moved by: Councillor Colwell
Seconded by: Councillor O’Blenis

Motion Carried

MOTION: Council authorize the Clerk/Treasurer to expense up to \$12,000 from Transportation Services (Transportation-Other (2.3.2.6.9)) to General Government (Manager, Administration, Personnel (2.1.2.1.1)) for the purposes of implementing recommendations from the Human Resources Audit conducted by Smart HR Solutions.

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

Motion Carried

MOTION: Council authorize the Clerk/Treasurer to expense up to \$12,000 from Transportation Services (Transportation-Other (2.3.2.6.9)) to Recreation and Cultural Services (Other Recreation and Culture (2.7.5.9.9)) for the purposes of completing a Recreation Master Plan, as approved by Council on February 13, 2023.

Moved by: Councillor Thorne
Seconded by: Councillor Dykstra

Motion Carried

MOTION: Council authorize the Clerk/Treasurer to expense \$7,000 from Environmental Health Services (Administration-Other (2.4.3.1.9)) to Transportation Services (Street Lights Power (2.3.2.5.2.)) for the purposes of proceeding with street light rentals through NB Power in Wards 1, 2, and 4 (former Local Service Districts).

Moved by: Councillor D'Ettore
Seconded by: Councillor Dykstra

Motion Carried

In light of the efficiency of the meeting to this point, Mayor Campbell alluded to the diligence of Council at the previous Committee of the Whole meeting in addressing the matters leading to these motions, also crediting the work by the Clerk's Office to ensure Council was well-prepared.

8. REPORTS FROM ADMINISTRATION

1. Application to Municipal Capital Borrowing Board (MCBB) - Fire Truck

Administration was seeking authorization from Council for an application to the Municipal Capital Borrowing Board (MCBB) for the eventual purposes of awarding a tender for a fire tanker.

Background: In 2022, the former Village of Salisbury pursued a MCBB application for \$540,000, which was subsequently approved, for the purposes of purchasing a tanker for Salisbury Fire Rescue. The tanker was not purchased at this time and the approved funds from the borrowing board were not used.

In February of 2023, the Town went to tender for the purposes of procuring a tanker. The tender closed on March 1, 2023 and two proposals were received. These are currently being evaluated. A resolution (motion) of Council is required to pursue an application to the Municipal Capital Borrowing Board. Approval of this motion begins the process of getting the application on the agenda for the MCBB hearing scheduled for May 8, 2023. Once approval is received, the tender can be rewarded.

MOTION: The Municipality of Salisbury submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

Purpose - Protective Services, Fire Truck

Amount - \$800,000.00

Term - 15 years.

Moved by: Councillor Thorne

Seconded by: Councillor Colwell

On the Question, regarding the payment term, CAO noted that 15 years is the maximum for a capital expense of this nature. Ten years is another option. It was further explained that the expected life of a fire truck is 20-25 years.

Councillor D'Ettore asked what the payments will be and the resulting impact on taxes, to which CAO answered that all they currently have is a recommended tender, and that the exact number would be determined at a later time based on the eventual tender-award recommendation including the interest rate of MCBB.

Councillor Dykstra, in his words, "complained" that Local Governance Reform and the resulting delays have caused this expense to balloon.

Motion Carried

9. **BY-LAWS**

No by-laws to address this meeting.

10. **CLOSED SESSION - Labour and employment matters (68(1)(j) Local Governance Act) and Financial (68(1)(c) Local Governance Act)**

MOTION: Enter into a Closed Session.

Moved by: Councillor Thorne

Seconded by: Councillor O'Blenis

Motion Carried

CLOSED SESSION

MOTION: Return to the Regular Meeting.

Moved by: Councillor Bannister

Seconded by: Councillor Thorne

Motion Carried

11. MAYOR & COUNCILLORS' STATEMENTS/INQUIRIES

Winterfest - Mayor Campbell thanked staff for the Salisbury Winterfest events, including the Swedish Lantern Walk, which saw its best attendance to date and received glowing reviews.

UNB Nursing - Mayor Campbell met recently with the Horizon Health action committee regarding the UNB Nursing Faculty's Salisbury placements. The current group working in Salisbury will wrap up in April.

U18 Hockey - Congratulations to the Salisbury Petiscodiac Flyers for winning their weekend tournament in Halifax.

12. NOTICES OF MOTIONS AND RESOLUTIONS

1. Appointment of Elected Officials to Committees of Council

As approved during the January 9, 2023, Regular Council Meeting, Council established two Committees of Council in addition to existing and/or ad-hoc committees that are either established by way of reciprocal agreements or will be created by way of Terms of Reference in the coming months.

Not all committees will be prepared to begin work immediately, but the following appointments are being made for elected officials to spread all appointments around to Members of Council. Appointment of residents will take place in the coming months at future Council meetings.

Community Enhancement Committee:

- Councillor Joe D'Ettore
- Councillor Stephanie Thorne
- Councillor Jason Gallant
- Councillor Phyllis Bannister

Regional Recreation Committee:

- Councillor Sarah Colwell

Salisbury Lions Pool Committee:

- Councillor Stephanie Thorne

Salisbury Volunteer Awards Committee:

- Councillor Nathan O'Blenis
- Councillor John-Wiebe Dykstra

MOTION: The appointments be approved as stated.

Moved by: Councillor Dykstra
Seconded by: Councillor Bannister

Motion Carried

13. **ADJOURNMENT**

MOTION: Adjourn the meeting. (8:28 pm)

Moved by: Councillor Thorne
Seconded by: Councillor D'Ettore

Motion Carried

Chair

Clerk