



**COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**Monday, March 27, 2023, 6:00 pm**

Members Present: Mayor Robert Campbell  
Councillor Sarah Colwell  
Councillor John-Wiebe Dykstra  
Councillor Jason Gallant  
Councillor Nathan O'Brien  
Councillor Stephanie Thorne

Members Absent: Councillor Phyllis Bannister  
Councillor Joe D'Ettore

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

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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 O'Brien

**Seconded by:** Councillor Thorne

**Motion Carried**

### **3. CONFLICT OF INTEREST DECLARATIONS**

No conflict declared at this time.

### **4. NEW BUSINESS**

#### **1. Englobe Water Study**

Laura Leger, Civil Engineer with Englobe, formerly Crandall Engineering, appeared before Council to present the findings of a Water Study for Salisbury. This high-level study updates a previous water feasibility study completed in 2009 for the former Village of Salisbury. The study is considered a preliminary stage to the potential exploration for a municipal water source. At the present time, properties in the municipality use private potable water wells.

The feasibility study has estimated the total average daily demand for water in Salisbury to be 1,575,000 litres per day based on the residential, commercial, and institutional use currently in the municipality. The main serviceable area for the Town would be the vicinity of Ward 3, the former Village of Salisbury limits.

If Salisbury were to opt for municipal water, options would be to connect with the City of Moncton's municipal water supply; or the Town securing, owning and maintaining its own water source. Both options would require similar infrastructure, including but not limited to a main well, observation wells, a water pumphouse and a water storage tower, as well as a length of transmission main.

If Moncton were to sell water to Salisbury, of which it has a sufficient supply for such an arrangement, the water would have to be piped approximately 16 kilometres to Salisbury from the Moncton municipal water supply in Turtle Creek. The benefits to going with Moncton are that the resource already exists and there would also be the ability to service residents along Salisbury Road-East. The projected investment would be \$76-million to go with the Moncton option, based on 2022 construction costs. This would be a multi-phase development with an annual cost of \$1.85-million or \$1,850 per user.

Meantime, exploring the possibility of a Salisbury-owned water source located in the Town region, exploration has been broken down into three promising well-development/drilling zones -- the Little River/Petitcodiac River junction area, the Petitcodiac River upstream of Ward 3, and the Pollett River/Petitcodiac River junction area. With these options, the expected transmission distance would be approximately eight kilometres. The high elevation point for a water storage tank would be in the northwest corner of Ward 3. A booster station would be required for this. Pros for taking this approach would be the municipality owning and controlling its own water source and the ability to service residents along

Salisbury Road-West. A Salisbury-controlled water system would cost a projected \$63-million plus \$1.26-million annually or \$1,265 per user.

The projected cost of the Moncton option is higher due to longer transmission main length.

The steps, should Council decide to explore a Salisbury-owned water system:

- Geo-physical survey. This usually takes a couple months.
- EIA (Environmental Impact Assessment) and WSSA (Water Supply Source Assessment) to secure Provincial approval for well exploration. The entire EIA process would take approximately a year.
- Exploratory drilling and pumping tests.
- Secure land for future well sites and wellfield protection study, should the exploration be successful.
- Conceptual Design study, including prioritization and phasing. Eight phases are estimated to be required for the full build-out of a municipal system, with an expected year for each phase.

Questions during the presentation also touched on the costs of the exploration phase and likelihood of success, the length of time required, and the possibility of expanding the service as demand grows.

The next step is for Council to direct staff. CAO noted that geo-physical surveys would be beneficial even if Council chose to wait on the larger project, since geo-physical surveys could still be used at a future date. The budgeted cost-projection for geo-physical surveys for two of the suggested zones is \$75,000 plus HST.

Given the significant overall cost projections, Councillor Dykstra said he would move that this matter be deferred to give time to determine the actual commercial and industrial demand for water locally. He added that large volume users would stand to benefit more from this than residential users and, therefore, should indicate some level of "buy in." CAO noted that in recent years there have been informal discussions with some commercial users and potential commercial and residential developers who contacted the municipality.

**MOTION:** Defer this matter until further information has been garnered in terms of the commercial and industrial usage being proposed.

**Moved by:** Councillor Dykstra

There was no seconder to the motion.

**Motion Defeated**

**MOTION:** Council direct Administration to continue working with Englobe Corp. to proceed with geo-physical surveys of two potential water source areas in order to continue the exploration of the feasibility of a municipal water system by bringing a proposal to an upcoming Council meeting for approval.

On the Question, Councillor Thorne suggested the requirement for consultation would come at a later point than the geo-physical work. It was clarified that the geo-physical phase only targets exploration areas, it does not actually explore.

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

Councillor Dykstra voted against.

**Motion Carried**

Mayor Campbell and Council thanked Laura Leger for her presentation.

**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 Gallant  
**Seconded by:** Councillor Thorne

**Motion Carried**

2. Presentation - Plan360

Lori Bickford, Planning Manager of Plan 360, a division of Southeast Regional Service Commission, joined the meeting and provided Council with an overview of planning and development services provided to the municipality by Plan 360 (<https://plan360.ca/>). Her presentation touched on: municipal planning and zoning, the specifics of the rezoning process, subdivisions, development and building permits, complaints and contraventions, deed approvals and exemptions, zoning conformity and compliance letters, the Planning Review and Adjustment Committee, and by-law adjustments (as determined by the PRAC), for example, variances, non-conforming uses, or temporary uses.

Meantime, it was noted that the entire Town of Salisbury region is covered by prior land-use planning, with the former Village of Salisbury municipal plan completed in 2021 and the Westmorland-Albert Rural Plan completed in 2022. There is a five-year window to eventually adopt a combined municipal plan and zoning by-law for the entire municipality.

3. Introduction of Building By-Law

As the presentation by Lori Bickford shifted to the subject of the Town of Salisbury's proposed Building By-Law, the CAO offered an explanation of the documents provided to Council.

The need for revised building by-laws for municipalities was not only due to municipal reform, but also due to the New Brunswick government shifting reference to building by-laws from the Community Planning Act to the Building Code Administration Act adopted in 2020.

Plan 360 staff requested that municipalities receiving building inspection services from SERSC adopt a common standard, whereas, building by-laws previously varied in the fees charged for building permits. In Salisbury, for example, fees in the former Village, now known as Ward 3, were different than fees in the surrounding areas that now make up Wards 1, 2, and 4.

The proposed by-law before Council contains the following fees for building permits:

- \$25.00 + \$5.00 / \$1000 construction value (no limit) for residential permits;
- \$25.00 + \$7.50 / \$1000 construction value (no limit) for commercial, institutional, industrial, and multi-residential units.

**MOTION:** Council approve the building permit fees and the proposed Building By-law in principle for introduction/ratification at future Regular meetings of Council.

**Moved by:** Councillor O'Blenis

**Seconded by:** Councillor Gallant

**Motion Carried**

Mayor Campbell and Council thanked Lori Bickford for her presentation.

5. CLOSED SESSION

No Closed Session held this meeting.

6. COUNCILLOR ITEMS

No items were raised by members of Council.

7. **ADJOURNMENT**

**MOTION:** Adjourn the meeting. (8:39 pm)

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Dykstra

**Motion Carried**

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Chair

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Clerk