



**REGULAR COUNCIL MEETING
MINUTES**

Tuesday, April 11, 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
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 7:00 pm.

2. **ADOPTION OF AGENDA**

MOTION: The Agenda be adopted.

Moved by: Councillor Thorne

Seconded by: Councillor Colwell

Motion Carried

3. **CONFLICT OF INTEREST DECLARATIONS**

No conflict declared at this time.

4. **ADOPTION OF MINUTES**

1. Regular Council Meeting - March 13, 2023

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

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

Motion Carried

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

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

Moved by: Councillor Gallant

Seconded by: Councillor Colwell

Motion Carried

5. **CONSENT AGENDA**

MOTION: Council adopt the Consent Agenda of April 11, 2023.

Moved by: Councillor Thorne

Seconded by: Councillor O'Blenis

Motion Carried

1. Plan 360 - Development & Building Permit List - Mar. 2023

Received from Plan 360 (Southeast Regional Service Commission) was the Development & Building Permit List for March, 2023. Last month, there were two permits issued in the Town of Salisbury for projects with a total estimated value of \$278,419. The projects were a new single dwelling unit in Ward 1 and a new camp in Ward 2.

6. **PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

There were no presentations.

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

1. Recommendations - Closed Sessions - February 13, 2023, and March 13, 2023

Human Resources Audit

Background: In August 2022, the former Village of Salisbury authorized the completion of a Compensation Audit as part of a human resources (HR) audit. In light of budget transfers completed during the Regular Council Meeting on March 13, 2023, and in light of the results of the human resources and compensation audit discussed during the closed session of March 13, 2023, Council has accepted the results of the audit and directed the CAO to implement the recommendations accordingly.

MOTION: Council authorize the CAO to implement the results of the human resources audit from Smart HR Solutions.

Moved by: Councillor Colwell

Seconded by: Councillor Thorne

Motion Carried

Employee Manual

Background: With the arrival of a CAO for the Town and the CAO-Council Policy that clarifies an internal human resources structure, in addition to findings and recommendations, a number of modifications were proposed to Council as discussed during the Closed Session of March 13, 2023.

MOTION: Council approve the updated employee manual for the Town of Salisbury and direct the CAO to review the manual regularly.

Moved by: Councillor O'Blenis

Seconded by: Councillor Dykstra

Motion Carried

Lease Agreement – Salisbury Pharmacy Ltd.

Background: The Town of Salisbury has an existing rental agreement with the Salisbury Pharmacy Ltd. to provide space for a Nurse Practitioner's Office, provided through Horizon Health Network. This MOU is a mutual arrangement between Horizon Health and the Town to outline the mutual responsibilities to offer this service to the Community. The review of the agreement was discussed during the Closed Session of Council on February 13, 2023.

MOTION: Council authorize the Clerk and Mayor to sign the MOU between Horizon Health and the Regional Health Authority B (BDA Horizon Health Network), the Town of Salisbury, and the Salisbury Pharmacy Ltd. and affix the corporate seal accordingly.

Moved by: Councillor Dykstra
Seconded by: Councillor Thorne

Motion Carried

Councillor Sarah Colwell left the meeting at this time, 7:06 pm, due to a potential conflict.

Baseball Association – Reciprocal Agreement

Background: Whereas the Salisbury/Petitcodiac Minor Baseball Association has a successful baseball association to the benefit of many youth in the area and in light of their use of the Salisbury baseball fields, the Town has proposed an updated reciprocal agreement that stipulates the mutual obligations for field rental, usage, maintenance, etc.

MOTION: Council authorize the Clerk and Mayor to sign the Reciprocal Agreement and affix the corporate seal accordingly and direct the CAO to propose an updated cost formula for the annual rental usage fee for the Association at a future meeting of Council.

Moved by: Councillor Thorne
Seconded by: Councillor Dykstra

Motion Carried

Councillor Sarah Colwell rejoined the meeting at 7:07 pm.

Lease Agreement – Helping Hands Food Bank

Background: The Town of Salisbury, as the owner of the building located at 64 Douglas Street, where the Salisbury Helping Hands Food Bank is located, leases the building free of charge for the purposes of offering their services to the community. Where the current lease agreement has expired, an updated agreement has been proposed and approved by Council during the closed session of February 13, 2023 and approved by the Board of the Salisbury Helping Hands Food Bank.

MOTION: Council authorize the Clerk and Mayor to lease agreement between the Town of Salisbury and the Salisbury Helping Hands Food Bank and affix the corporate seal accordingly.

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

Motion Carried

Ratification – Health & Safety Policy

Background: As part of an HR Audit completed in 2022, it was recommended to the Town to remove contents of the Employee Manual

related to Health and Safety in order to adopt the requirements as a stand-alone policy. As discussed in relation to the updated employee manual during the Closed Session on March 13, 2023, given it was formerly a component of the employee manual (personnel matter), it is recommended that Council adopt the policy as a stand-alone document.

MOTION: Council adopt the Health and Safety Policy for the Town of Salisbury as-presented.

Moved by: Councillor Dykstra
Seconded by: Councillor Gallant

Motion Carried

Ratification – Social Media Policy

Background: As part of an HR Audit completed in 2022, it was recommended to the Town to remove contents of the Employee Manual related to Health and Safety in order to adopt the requirements as a stand-alone policy. As discussed in relation to the updated employee manual during the Closed Session on March 13, 2023, given it was formerly a component of the employee manual (personnel matter), it is recommended that Council adopt the Social Media Policy as a stand-alone document. Where there are now additions involving the Fire Department, the Fire Chief has also confirmed that the Policy is in alignment with the directives that are given to the Department.

MOTION: Council adopt the Social Media Policy for the Town of Salisbury as-presented.

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

Motion Carried

2. Recommendations - Committee of the Whole Meetings - February 27, 2023, and March 27, 2023

Councillor Sarah Colwell left the meeting at this time, 7:11 pm, due to a potential conflict.

Baseball Field Electrical Wires

Background: On January 16, 2023, electrical wiring from Salisbury Ballfield #1's lighting was damaged from an attempted theft. An RCMP investigation and court proceedings are ongoing. As part of the investigation, an estimate was secured for repair at the cost of \$8,475, plus HST. It was presented to Council at Committee of the Whole on February 27, 2023.

Council requested that information be sought related to the usage at night-time of the fields. It is the intent of the Association to have the fields booked Monday to Friday for practices. The lights are mostly needed in July, August, and September. Given the usage of the fields, and the fact that the wiring also serves as the electrical source for the main baseball field building on-site, Administration is seeking authorization to proceed with the work as estimated.

Where the work is an estimate only, and costs may be higher than the estimate based on the degree of damage, Administration is seeking Council's approval to proceed with the work based on the estimate only.

MOTION: Council authorize Administration to proceed with required repairs to the electrical wiring at Salisbury's Ballfield #1 with Roadway Systems Ltd. at an estimated cost of \$8,475, plus HST, and advise Council if any cost overruns are incurred once work is completed.

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

On the Question, there was brief discussion about the possibility for compensation should the criminal process result in a conviction, although there has been no update on that.

Meantime, it was clarified that the field lights are originals, not LED.

It was also clarified that the ballfield land is owned by the Anglophone East School District/Provincial government.

Motion Carried

8. REPORTS FROM ADMINISTRATION

Councillor Sarah Colwell rejoined the meeting at 7:16 pm.

1. Appointment of Volunteer Award Committee

The Salisbury Volunteer Awards Committee was established by Council during the January 9, 2023 Regular Meeting of Council with a mandate to select the recipients for the first Town of Salisbury Volunteer Awards at the conclusion of the awards nomination window.

Three staff members have been working on organizing the event to be held during the third week of April. At was at the March 13, 2023, Regular Meeting of Council that Councillors O'Blenis and Dykstra were appointed to the Salisbury Volunteer Awards Committee by Mayor Campbell. Two residents have put their names forward for the Committee.

MOTION: Shelley Gladstone, Christy Landry, Jarrett Crossman, Lorie Paterson, and Dianne Ayles be appointed, in addition to Councillor Nathan O’Blenis and Councillor John-Wiebe Dykstra, for a two-year term to the Salisbury Volunteer Awards Committee.

Moved by: Councillor Thorne
Seconded by: Councillor Gallant

On the Question, it was clarified that only two members of the public put their names forward for this particular committee.

Motion Carried

2. Award of RFQ SALS2023-06 - Half-Tonne Truck

On March 17th, requests for quotes were issued by invite to four vendors for the purchase of a new 4x4 Crew Cab Pick Up Truck for the Department of Infrastructure and Public Works.

Two submissions were received. Another proponent did not submit a bid, and the fourth submitted a bid after the deadline and was, therefore, ineligible. The General Operating Fund has \$85,000.00 budgeted for this expense in 2023.

MOTION: Council award RFQ-SALS-2023-05, 4x4 Crew Cab Pick Up Truck purchase, to MacDonald Buick GMC in the amount of \$55,177.00, plus HST.

Moved by: Councillor Dykstra
Seconded by: Councillor Bannister

On the Question, it was clarified that both acceptable bids met the required specifications.

Motion Carried

3. Award of RFQ SALS2023-07 - Asphalt Patching

On March 17th, request for quotes were issued by invite to 3 vendors for asphalt paving services for 2023.

Three submissions were received. The specifications issued to proponents were met in all submissions.

The General Operating Fund has \$175,000.00 budgeted for road maintenance in 2023, \$75,000 of which has been reserved for the purposes of undertaking annual patching. It is estimated that the Town of Salisbury will spend approximately \$52,815.00 (excluding HST) on patching alone in 2023, or \$60,737.25 including tax. This figure is based on the application of 125 tonnes of Type E Sandseal asphalt.

MOTION: Council award RFQ-SALS-2023-07 for the annual asphalt patching program to MacArthur's Paving & Construction for Type E Asphalt (Patching) and retain Brown's Paving for remaining asphalt services in 2023, as necessary.

Moved by: Councillor Thorne

Seconded by: Councillor D'Ettore

On the Question, Councillor Dykstra asked why not select one bidder for both types of work, arguing it should help the price and likely result in better service. It was explained by the CAO that the lowest prices are generally recommended, clarified by the Clerk that under Provincial legislation, if the lowest price is not recommended there must be a clear reason given. CAO noted that there are some acceptable exceptions, such as if a company is from New Brunswick. There is a New Brunswick First stipulation in the Procurement Act. Meantime, the Manager of Infrastructure and Public Works confirmed that both companies have worked for the municipality in the past.

Motion Carried

Councillor Dykstra voted against the motion.

4. Approval of CCBF Application - Design Services, Salisbury Fire Rescue Station

Purpose: Seek approval from Council to authorize the Clerk/Treasurer to submit a project application under the Canada Community Building Fund (CCBF), Outside Area Allocations, for the purposes of undertaking professional services related to the Salisbury Fire Rescue Station. CCBF was formerly known as the Gas Tax Fund.

Background: On March 13, 2023, Administration received a memo from the Minister of Local Government and Local Governance Reform advising municipal entities of changes to the CCBF program in light of Local Governance Reform. Where Salisbury is now comprised of the former Village of Salisbury and former unincorporated areas, or local service districts, it is entitled to an additional allocation under the CCBF for 2023. The additional allocation for Salisbury for the outside wards (former LSDs) is \$188,312. Unlike the former Village, a five-year Community Investment Plan (CIP) is not required as the projects for unincorporated areas are allocated on an application-basis. As such, instead of adopting a new CIP, Council must authorize the Clerk/Treasurer to submit an application for projects that the Town desires to undertake.

In light of the proposals for the Professional Services for the Salisbury Fire Rescue Station being over budget, and where fire station services are eligible costs under the CCBF as of 2021, it is recommended that the Town submit an application to utilize this CCBF allocation on this project.

The proposed application will use the funds, in addition to the funds budgeted in the 2023 Operational Budget, to undertake the professional services.

A new CCBF agreement between the Province and the federal government is currently being negotiated and will be in place by March 2024. This year (2023) is the last year of the current agreement.

By submitting this application, which, again, does not require an amended CIP plan from the former Village of Salisbury, it will allow the fire station project to continue and will utilize the outside area allocations in a reasonable manner as we also work on identifying priorities that could be used for future CCBF allocations in the outside wards.

MOTION: Council adopt the Canada-Community Building Fund (CCBF) Project Application from the Unincorporated Area Allocation for Salisbury titled “Salisbury Fire Rescue Station – Phase One” and direct the Clerk/Treasurer to submit the request to the Province of New Brunswick to use the funds accordingly.

Moved by: Councillor Bannister

Seconded by: Councillor Thorne

On the Question, discussion touched on project eligibility and expected approval; the allotted time-frame for the project; and whether or not the project has to take place in a former LSD since that is the source of this particular portion of CCBF funding. Regarding the latter, this is not the case. It was clarified that in the past the Province would combine all LSD CCBF allocations and use it to fund select projects in particular LSDs.

Motion Carried

5. Award of RFP SALS2023-01 - Professional Services, Fire Station

Purpose: Seek approval from Council to enter into an agreement and award a firm for the purposes of undertaking work outlined in RFP SALS 2023-01. It was noted that this is only a tender for Professional Services and will take the municipality through the entire process of the station construction.

Background: On February 1, 2023, the Town of Salisbury issued a Request for Proposals (RFP SALS2023-01) for a number of professional services for the purposes of proceeding with the Salisbury Fire Rescue Station. The RFP closed on March 3, 2023 and six proposals were received.

An evaluation was convened with an Evaluation Committee consisting of the Fire Chief and three municipal department heads. The committee met on March 24, 2023 and is recommending that the Town of Salisbury retain a firm for the purposes of this work. In addition to this, the evaluation

committee also completed reference checks on leading firms, and following a recommended vendor, completed further reference checks on the engineering sub-contractor of the firm that would be retained by the Town.

Following the evaluation and the close proximity of the three proponents, the evaluation committee evaluated them comparatively in detail to determine the recommended vendor, which is the firm ranking the highest, Jost+ Architects. The RFP was soliciting the following services:

Pre-Construction Phase -

- Work with the Working Committee to finalize any additional needs to include in building plans (by virtue of updating any needs included in the 2019 Fire Station Needs Assessment);
- Work with the Municipality and the Working Committee to determine pre-tender Class D cost estimates, identify potential cost-reduction measures, and determine recommendations to meet station requirements;
- Complete all architectural, engineering design, or schematic drawings, specifications, and site plans;
- Prepare Class A pre-tender estimates on the recommended/finalized design option(s);
- Work with the Municipality on the award of a contract for any site preparation (for example, tree removal);
- Identify potential cost-sharing opportunities and/or grant/funding opportunities to pursue;
- Provide technical advice including by conducting research on industry trends and equipment that may be required for consideration;
- Recommend and identify most cost-effective design plan(s).

Tendering/Contract Award Phase -

- Develop the construction tender document;
- Administer the tender period and facilitate the evaluation process for construction of the facility;
- Assist the Municipality in application to any borrowing agency (for example, Municipal Capital Borrowing Board);
- Assist the Municipality in applying for any grants or funding opportunities.

Construction Phase -

- Serve as the engineering firm on retainer/project manager for the Municipality during construction;
- Attend regular construction site meetings during construction to ensure all issues pertaining to construction are addressed promptly;
- Provide objective advice to the Municipality on matters raised by the successful proponent for construction including but not limited to: change orders, project schedule, project budget, etc.;
- Act as the Owner's Representative to ensure the facility operates as intended in the design including issuing certifications of substantial/full completion, preparation of deficiency lists, etc.

MOTION: Council award RFP SALS 2023-01 to Jost+ Architects for a total value of \$311,854.00, plus HST, for the purposes of undertaking professional services for the Salisbury Fire Rescue Station during three phases: pre-construction, tendering/contract award, and construction phase, as outlined in the RFP issued on NBON.

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

On the Question, Councillor D'Ettore asked about fire department coverage zones, noting that the municipality now pays some outside fire departments, like Moncton and Riverview, for responses in areas of the wards that are furthest away from the Salisbury department's location. CAO responded that the response areas will be up for discussion during the Province's review of fire services.

Councillor O'Blenis, noting that the funding available for professional services is actually less than the projected long-term cost of said services, asked if more CCBF funding can be reallocated from other projects to this one should more work than expected take place in the 2023 fiscal year. CAO answered yes, as long as there is CCBF funding remaining. It would require a re-adoption of the five-year CIP. However, CAO noted that anything beyond a tender is unrealistic for 2023.

Councillor Bannister asked if there was consideration to a bidding firm being local. CAO replied yes, noting that while the successful bidder is based in Nova Scotia's Annapolis Valley, they have a Moncton branch and their lead architect for this project will be a resident of Salisbury as of May. CAO pointed out that the firm has extensive experience with fire stations.

Councillor Dykstra asked about the design of the fire station and the available options being pitched, all of which will come in the design phase during which the working group will strike a balance between what is desired and what is possible in terms of available funding. Councillor Dykstra was also assured that, with regards to this decision on professional services and the resulting metrics, the municipality has an opt-out clause over pauses, performance, or budget. He also asked that the building be expandable if needed in the future.

Motion Carried

6. Grant Requests

In effort to streamline the grant request process, a new grant policy was proposed and approved by Council on March 13, 2023. This policy outlines the evaluation and awarding criteria for grants offered by the Town of Salisbury. Any grant requests received were held until the process was formalized to ensure consistency. As per the policy, grants valued at over \$250 for one year are subject to approval from Council.

Salisbury Silver Fox Art Circle – Requested \$500 for their annual grant. This funding has been given to the group in the past out of the Recreation and Wellness budget.

MOTION: Award \$500 and recommend to the group in their letter of decision that if they want a multi-year commitment, they should apply for the multi-year grant.

Moved by: Councillor Bannister

Seconded by: Councillor Gallant

On the Question, Council expressed a desire to have a representative of the group come before Council to explain what they do.

Motion Carried

Royal Canadian Legion Branch #31 – Requested \$6,000 to continue with the Veterans banner program and purchase more banner brackets. Last year, \$4,000 was donated to the Legion for this project. The Town incurred costs for installation and removal of banners and brackets, and the Legion administered the selling and ordering of banners.

The recommended Town contribution for this project would be \$7,000 total with \$4,500 coming from the Grant budget and \$2,500 from the Beautification budget. The \$4,500 contribution from the Grant budget would be administered by the Town (no cheque to Legion). Town will order an additional 20 bracket sets, manage installation and removal of all banners, and store banners again for the year. Legion to be responsible for administering the cost of the additional banners.

MOTION: Have the Town continue to purchase, install, and remove banners, and have the legion be responsible for selling, ordering, and providing banners.

Moved by: Councillor Dykstra

Seconded by: Councillor Bannister

On the Question, Councillor Gallant asked why the projected costs were so much higher this year compared with last year's \$4,000 grant from Salisbury to the Legion. CAO explained that last year's actual costs wound up being much higher than anticipated.

Further discussion touched on a request for clarification on the criteria for approving banner requests; and on the optics of this year's grant to the Legion being an in-kind contribution rather than a large cheque.

Council made it clear that it supports the veterans banners program.

Motion Carried

Doug Stoakley (Dog Sled Race) – Requested a donation towards an upcoming race. However, the event has passed. There was also no connection to municipal priorities. The recommendation from staff is no donation at this time. Council asked that a letter of explanation be sent to the applicant, also noting his contributions to the community in other ways; for example, at Christmastime.

Community Days – Community Days Committee has been given a \$4,000 contribution for several years now to help cover the overall cost of Community Days events. These funds are required to hold these events. As this used to go to a committee, it is not budgeted for under the Events budget. CAO clarified that in future years this will be budgeted for under the Events category, as opposed to being treated as a grant.

MOTION: Give \$4,000 toward 2023 Community Days from the Grants budget.

Moved by: Councillor Dykstra
Seconded by: Councillor Thorne

On the Question, Councillor O'Blenis asked if the amount granted is enough given the growth of the municipality following local governance reform. CAO explained that there is also some funding in the Events budget, funds that are currently not specifically designated for this event, that can help with it if needed.

Motion Carried

Canada Day – Canada Day Committee has been given a \$500 contribution for several years now to cover the cost of the free barbecue during Canada Day Celebrations. These funds are required to hold the barbecue as the grant from Canadian Heritage does not cover food items other than cake. This was not budgeted under our Events budget. The remainder of the funds needed for this event should be covered by the Canadian Heritage Grant, should funding be approved.

MOTION: Give \$1,000 towards 2023 Canada Day Celebrations to help cover the costs of the food on Canada Day.

Moved by: Councillor Thorne
Seconded by: Councillor Bannister

On the Question, the success of the 2022 Canada Day event was noted by Council.

Motion Carried

Tri-County Ground Search & Rescue – Request for financial assistance as well as assistance by other means, such as donated space for meetings and/or training or surplus equipment. The recommendation is not to award funding at this time, follow up for a presentation to Council, and advise of future grant opportunities, process, and deadlines.

Grad Class Bursary – This is a standing request each year. Grad Class Bursaries have been given by Council for many years. In the past, it has typically been a \$600 contribution for three bursaries of \$200 each. In 2022, Council gave a \$1,500 contribution for three bursaries of \$500.

MOTION: Give three bursaries of \$500 each to the 2023 Grad Class.

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

On the Question, there was discussion about the criteria for the bursaries. In the past, it was only that the recipients were continuing their education. In coming years, consideration will be given to new criteria being established, as well as to it becoming a multi-year grant.

Motion Carried

Clerk pointed out that all of the grant requests above would account for \$11,500 of the total Grant budget of \$35,000 if recommendations were approved as presented.

Letters will be sent to all of the above advising of Council's decision.

MOTION: Council take a brief recess. (8:35pm)

Moved by: Councillor Thorne

Seconded by: Councillor Dykstra

Motion Carried

RECESS

MOTION: Return to the Regular Meeting. (8:42pm)

Moved by: Councillor Thorne

Seconded by: Councillor Dykstra

Motion Carried

7. RCMP Collective Agreement – Retroactive Cost Impact

Background: In recent years, the RCMP have unionized through the National Police Federation.

As part of this, RCMP member salaries increased as part of a collective agreement, with retroactive costs going back to 2017. In recent years, it has been a significant lobbying effort of organizations such as the Union of the Municipalities of New Brunswick (UMNB) and the Federation of Canadian Municipalities (FCM) to request that the Federal government pay the back-dated costs, since municipalities were not involved in the negotiation of the agreement.

FCM has requested that municipalities consider passing a resolution at Council to join them in their advocacy efforts, in addition to writing to their MP on the matter. Meantime, during the 2023 Federal Budget, the Government of Canada announced \$5-million to assist municipalities in paying back the fees related to the retroactive costs.

Impact in Salisbury - Until such a time that numbers are released by the New Brunswick Department of Justice and Public Safety (DJPS), it is unclear as to what the specific impact may be in Salisbury. In recent years, in preparation for potential retroactive costs, DJPS has been adding and maintaining a reserve for a potential bill. It is unclear at this time whether or not this will be sufficient to cover the impact. It is also important to note that we are not certain at this time whether or not former LSDs had additional funds added to their annual fees in anticipation of a potential bill for retroactive costs. This will also be an element of concern, given these contracts are generally paid by tax base, and it has grown by so much in light of local governance reform.

Provincial Position - In New Brunswick, the RCMP contract is managed by DJPS. Having received the bill for the retroactive RCMP costs, DJPS was not aware of the 2023 budget announcement prior to that afternoon. DJPS had already had a call with municipal associations. During municipal orientation in Fredericton held April 7, 2023, Connie Courcy of DJPS advised that the Province is currently undertaking a financial analysis to determine whether or not the additional costs added to our annual payments over the past few years (in preparation of retroactive payments) will be sufficient for the retroactive costs or not. They will not provide a number impact for each entity until that time.

In recent news articles, the provincial Minister has indicated that the Province will not be providing additional support for the retroactive costs. In the Provincial budget, the Province has budgeted for additional front-line officers, but the Minister has indicated that these funds would not be diverted.

RESOLUTION: WHEREAS, The Government of Canada has made the decision in Budget 2023 to make municipalities responsible for all retroactive costs stemming from the latest RCMP collective bargaining agreement; and

WHEREAS, These extraordinary one-time costs, which in some larger jurisdictions amount to millions of dollars, will cause significant hardship for communities and residents across the country, and were negotiated without meaningful consultation or a seat at the table for the municipalities responsible for paying the bill; and

WHEREAS, The Town does not have information from the Province of New Brunswick on whether or not additional fees incurred proactively in recent years will be sufficient for the retroactive costs, nor is the Town aware of whether or not former Local Service Districts now composing a significant amount of the Town's tax-base also paid additional fees in preparation for retroactive salary costs; and

WHEREAS, Municipal governments are already paying a growing share of policing costs, but unlike other orders of government, cannot run deficits to spread out the impact of these extraordinary one-time sums, and have limited revenue tools; and

WHEREAS, Local governments may now be forced to make difficult decisions that will impact residents, such as cutting essential services, reducing policing levels, raising property taxes significantly, and/or cancelling work on local infrastructure, at a time when Canadians' concerns about community safety and the cost of living are already rising; and

WHEREAS, Going forward, it is critical that municipalities be proactively engaged in any forthcoming processes related to contract policing to prevent this occurring again; therefore,

BE IT RESOLVED, That the Town of Salisbury joins the Federation of Canadian Municipalities in calling on the federal government to commit to ensuring that local governments are meaningfully consulted, fully informed, and at the table on issues related to policing costs given the municipal role in keeping our communities safe; and

BE IT FURTHER RESOLVED, That the Town of Salisbury conveys this support in writing to local Members of Parliament, local Members of the Legislative Assembly, and to the Provincial Minister of Justice & Public Safety.

Moved by: Councillor Thorne

Seconded by: Councillor O'Blenis

On the Question, Councillor D'Ettore suggested proactively notifying residents that an unexpected increase in policing costs may be looming. Councillors Thorne and Bannister questioned the need for that right now, only because the increase is unknown and, depending on the state of the DJPS reserve for this purpose, it may not even materialize. Both suggested waiting until more is known.

Regardless, Councillor D'Ettore said residents should be made aware of the process that has taken place without the involvement of municipalities. Mayor Campbell concurred and Councillor O'Blenis recommended that staff publicize the letter regarding RCMP costs that will be sent to the MP resulting from this motion/resolution. Council agreed.

Further to that, Councillor D'Ettore asked that the interior 100 Days letter from the CAO be posted online. CAO confirmed that was the intention. It was also reiterated that residents should be encouraged to sign up for the municipal newsletter for monthly updates.

Motion Carried

9. BY-LAWS

1. 1st and 2nd Readings - Culvert By-Law

Purpose: Introduce the By-law Respecting Driveway Entrances and Culverts for First and Second Readings.

Background: During the February Committee of the Whole meeting, Council directed Administration to bring forward a method of recuperating full costs for the installation of culverts.

The majority of additional fees related to culvert installations, and what makes them more unpredictable (in addition to rising costs), is the fact that most times it requires ditching work, which is a municipal responsibility. Given this, Administration is recommending increasing the fees by 50% of the original rates for 2023. In addition to this, the Town will send a formal notice to all Contractors that are engaged for this work that they shall clearly identify on their invoices in 2023 the amount for the culvert installation versus amount for incidental charges, such as ditching. Then in the Winter of 2024, Administration will return with either an amended By-law, should the process change, or an updated fee schedule.

This recommendation comes after inquiring with a number of different municipalities.

Council made it clear that its end goal is to have the full cost of new culvert installation covered by the homeowner.

MOTION: Town of Salisbury By-law No. 5, A By-law Respecting Driveway Culverts and Entrances, be read for a first and second time by title only.

Moved by: Councillor Thorne

Seconded by: Councillor Gallant

Motion Carried

Clerk proceeded to read Town of Salisbury By-law No. 5, A By-law Respecting Driveway Culverts and Entrances, by title only.

Clerk read, once again, Town of Salisbury By-law No. 5, A By-law Respecting Driveway Culverts and Entrances, by title only.

Clerk then stated that the by-law would be posted online for public access, as well as be made available for public viewing at the Clerk's Office at Town Hall, and that written objections will be accepted for consideration prior to possible third reading and enactment at the next regular meeting of Council.

2. 1st and 2nd Readings - Sewer Collections By-Law

Purpose: Introduce the By-law Respecting Sewerage and the Collection of User-Charges for the Sanitary Sewerage System in Salisbury.

Background: In an effort to ensure that the Town has updated By-laws for those that involve the collection of fees, an updated By-law related to sewer collection and user fees is being introduced. This is, for the most part, a combination of the following by-laws (and their three amendments) with limited changes:

- Village of Salisbury By-law No. 34, a *By-law Respecting Sewerage Rates and Charges*.
- Village of Salisbury By-law No. 45, a *By-law Relating to the Collection of User-Charges for the Sanitary Sewerage System of the Village of Salisbury*

Included Among the Main Changes -

- Removal of \$600 deposit, in light of homeowners agreeing in writing to cover costs. We are also removing the \$100 fee that used to be an "inspection fee," since the Town arranges all of the work to connect sewer laterals to the sewer mains to mitigate the risk of any damage.
- Modification of fee from \$200, last updated in 1998, for a violation of the By-law to a minimum/maximum administrative penalty and connection to Provincial legislation for failure to pay the fee. The initial administrative penalty is at the discretion of the Town, and can be considered in future discussions to determine appropriate administrative penalties.
- Corrected language to specify that the Town is responsible for any work on the right-of-way, but the property owner is responsible for all work on their property, including maintenance, repairs, replacements, and associated costs (landscaping, asphalt repair, etc.) that may be incurred. While this was the general mode of operation, the wording in the By-law was ambiguous.
- Connection to the recently approved Collections Policy instead of listing the collections process in an amendment adding a schedule to the By-law.

MOTION: The Town of Salisbury By-law No. 6, A By-law Respecting Sewerage and the Collection of User-Charges for the Sanitary Sewer System in Salisbury, be read for a first and second time by title only.

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

Motion Carried

Clerk proceeded to read Town of Salisbury By-law No. 6, A By-law Respecting Sewerage and the Collection of User-Charges for the Sanitary Sewer System in Salisbury, by title only.

Clerk read, once again, Town of Salisbury By-law No. 6, A By-law Respecting Sewerage and the Collection of User-Charges for the Sanitary Sewer System in Salisbury, by title only.

Clerk reiterated that the by-law would be posted online for public access, as well as be made available for public viewing at the Clerk's Office at Town Hall, and that written objections will be accepted for consideration prior to possible third reading and enactment at the next regular meeting of Council.

3. 1st and 2nd Readings - Building By-Law

Purpose: Introduce the Building By-law, regulating building permit fees for the full entity (all wards) for first and second reading.

Background: In 2020, the Province adopted the Building Code Administration Act under the Department of Justice and Public Safety. In doing so, the Community Planning Act was amended to remove reference to building by-laws and building permits as they were now under the Building Code Administration Act and the Department of Justice and Public Safety. The legislation allowed for a transition period to allow the former building by-laws under the Community Planning Act to remain in place until the new by-laws were prepared. Municipal reform also aligned with the timing to adopt revised building by-laws.

Now that the new governing entities are in place, the building by-laws need to be revised. Recognizing that all new municipal entities will need to adopt new building by-laws, Plan360 staff requested that our legal representatives prepare a draft building by-law for municipalities in the Southeast. The goal of the draft by-law is to encourage a standardized approach throughout the municipalities which receive building inspection services from Southeast Regional Service Commission. Generally, previous building by-laws varied in the fees charged for building permits.

When the Province, in 2021, adopted the general building regulation covering building permits in the unincorporated areas, they set the building permit fee at \$25 + \$5 per \$1,000 of construction value. This would be the rate currently in the outside areas of the Town of Salisbury, whereas the existing Village By-law has a rate of \$25 + \$3.00 for residential permits to a maximum of \$1,000 and for commercial, \$25 + \$3.50 to a maximum of

\$1,500. These are the lowest rates currently in the Southeast and are one of only three municipalities that have maximum amounts.

Staff at Plan 360 recommends municipalities keep the \$5.00 per \$1,000 construction value as the minimum fee for a building permit application, and eliminate the maximum thresholds.

Staff at Plan360 encouraged Municipalities who want to modify the fees from this draft template to contact staff, which took place and led to the recommendation of introducing the following fees for permits in the proposed by-law:

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

The proposed fees were approved by Council in principal, for eventual introduction at the meeting on April 11, during the latest Committee of the Whole meeting.

MOTION: Town of Salisbury By-law No. 7, Building By-Law, be read for a first and second time by title only.

Moved by: Councillor O'Blenis

Seconded by: Councillor Gallant

On the Question, it was asked by Councillor Dykstra if the proposed rates are high enough to recoup costs associated with the permits. It was clarified by the CAO that this is a standardization of the rates across all four wards of Salisbury, raising the former Village of Salisbury rates to what was being charged in the former local service districts, as well as removing the maximums previously set by the Village. CAO also stated that building activity going ahead will be monitored to determine if any future changes are needed.

Motion Carried

Clerk proceeded to read Town of Salisbury By-law No. 7, Building By-Law, by title only.

Clerk read, once again, Town of Salisbury By-law No. 7, Building By-Law, by title only.

Clerk reiterated that the by-law would be posted online for public access, as well as be made available for public viewing at the Clerk's Office at Town Hall. Written objections will be accepted for consideration prior to possible third reading and enactment at the next regular Council meeting.

10. **CLOSED SESSION - Financial/Contractual (68(1)(c) Local Governance Act), Land (68(1)(d) Local Governance Act), Legal (68(1)(f) Local Governance Act), Personnel (68(1)(j) 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 Thorne

Seconded by: Councillor Gallant

Motion Carried

11. **MAYOR AND COUNCILLORS' STATEMENTS/INQUIRIES**

There were no Mayor and Councillors' Statements or Inquiries.

12. **NOTICES OF MOTIONS AND RESOLUTIONS**

There were no Notices of Motions or Resolutions.

13. **ADJOURNMENT**

MOTION: Adjourn the meeting. (10:00 pm)

Moved by: Councillor Thorne

Seconded by: Councillor Bannister

Motion Carried

Chair

Clerk