



**COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**Monday, April 24, 2023, 6:00 pm**

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

Members Absent: Councillor Sarah Colwell  
Councillor Jason Gallant

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 D'Ettore

**Seconded by:** Councillor Thorne

**Motion Carried**

**3. CONFLICT OF INTEREST DECLARATIONS**

No conflicts declared at this time.

**4. NEW BUSINESS**

1. Sewer Collections Update

Pursuant to the Town's recently approved Policy on Sewer Collections, Administration is providing an update on collection efforts as well as the status of the 2023 Billing Cycle.

2023 Billing Cycle:

- Annual bills were mailed in January with interest being added to accounts as of March 3, 2023.
- \$375,212.50 was billed to sewer customers for 2023. Of this amount, \$65,000 remains outstanding in base charges. With interest, the total outstanding is \$71,650.26.
- To date in 2023, the total amount collected is \$318,992.72.

Collection Efforts:

- Some residents who were offered interest relief by the former Council continue to pay on their accounts, but their principals have not been paid in full. Most accounts have very minimal outstanding. This affects 11 properties. These properties are being issued a letter advising that the offer is extended until June 30. If their principal is not paid, the collections process will re-start, including with interest being re-added.
- Approximately 15 properties will receive notices advising them that their accounts will be forwarded to the solicitor for judgment if no action is taken (either by paying off their account, or, signing a payment plan). The deadline for this action is June 30. Legal Counsel has already been advised that they may be given a list of properties for judgment at that time.
- An updated payment arrangement form has been completed and vetted by legal counsel. This will ensure all payment arrangements have a signed plan with the property owners, in alignment with the new Policy.
- The next collections meeting will be held in June, prior to proceeding with Judgments. At this time, the working group will also prepare a letter to send to property owners that have outstanding accounts for 2023 only to attempt to limit the amount of accounts that will go into 2024 without being paid. The working group meeting in September will review non-residential clients to determine a mechanism to ensure compliance with the Schedule of the proposed By-law that includes how many units different clients pay, since it is likely that there are some that should be paying more. This will be done at this time to ensure it can be included in the 2024 utility budget.

Questions following the presentation:

2023 Interest - Councillor Thorne asked about the 2023 billing still owing, specifically what amount of the total is interest compared with principal. CAO answered that of this \$71,650.26 amount, approximately \$6,600 is interest that was applied in March and April.

Total in Arrears - Councillor O'Blenis asked for the amount still owing in total, not just the 2023 billing. CAO did not have the figure at this time, but said he would get it.

Total Properties on Municipal Sewer in Ward 3 - Councillor Bannister asked for the total number of properties on sewer in Ward 3. Clerk responded that there are approximately 1,200 sewer units billed, but not necessarily that many properties as some are multiple-unit properties.

2. Presentation – Electoral Boundary Changes (Federal and Provincial)

Due to provincial and federal legislation, electoral boundaries must be reviewed on a 10-year basis. Over the last year, both the federal and provincial boundaries have been reviewed.

The changes affect Salisbury at both levels, although not significantly. The electoral boundary changes have both positives and negatives as it relates to advocacy and intergovernmental relations.

With both maps being recently finalized, Administration presented a brief overview of the changes to ensure Council was briefed on the impact/implications.

Federally - Notably, Fundy Royal, which includes the entire Salisbury region, will now include all of Riverview. Riverview was previously split between two federal ridings: Fundy Royal and Moncton-Riverview-Dieppe. Quispamsis will move to a different riding in the Saint John area (Saint John-Kennebecasis). With this change, Salisbury will be the second largest governing entity in Fundy Royal, next to Riverview. The federal boundaries will be in effect, at the earliest, during a general election held after April 1, 2024.

Provincially - The new Salisbury region will be overlapped by two New Brunswick ridings going forward: Fundy-Albert (most of Salisbury region) and Sussex-Three Rivers. These will take effect for the next election to be held on October 21, 2024. At the present time, three ridings are represented in the Salisbury region: Albert, Petitcodiac-Gagetown, and Moncton Southwest.

3. Introduction of Fire Department Policies

Purpose: Seek direction and approval from Council to proceed with two proposed policies specific to the Salisbury Fire Rescue Department related to attendance management and recruitment/appointments.

Background:

Recruitment - The current recruitment process for the Fire department is ambiguous in that for most appointments, formal motions of Council are usually completed to “approve” members. However, this was not done consistently and is not completed for staff other than senior appointed officers. As such, a formalized policy is being proposed to regulate the recruitment and onboarding of Members of the Department.

Attendance - For similar reasons, an attendance policy is being proposed to ensure that there are mechanisms in place to ensure that members who are occupying space, gear, etc. are effectively assisting the Department and participating in training. At the same time, the attendance policy proposed ensures flexibility compared to the current guidelines which will ensure that the volunteer members can find balance between their commitment with SFR and other commitments.

While future policies are likely to regulate the operations of the Department, the Chief is also working on developing a series of operational guidelines that will serve as operating directives and not require formal authorization from Council.

**MOTION:** Council approve the SFR Recruitment and Appointment Policy and the SFR Attendance Management Policy for ratification at a future Council meeting.

**Moved by:** Councillor O'Blenis

**Seconded by:** Councillor Bannister

**Motion Carried**

4. Community Vegetable Gardens - Councillor Dykstra

With Councillor Dykstra arriving later in the meeting, this matter was moved to after the Closed Session.

5. **CLOSED SESSION - Contractual/Financial (68(1)(c) Local Governance Act), Contractual (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*

Councillor John-Wiebe Dykstra joined the meeting at 6:57 pm during the closed session.

**MOTION:** Return to the Regular Meeting.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Dykstra

**Motion Carried**

**MOTION:** Return item 4.4 to the agenda.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Dykstra

**Motion Carried**

Community Vegetable Gardens - Councillor Dykstra (Orig. Item 4.4)

Councillor Dykstra had no specific plan to present, but suggested they provide the opportunity to have space designated where residents can work together in community vegetable gardening. Given the rising cost of food, he believes this would be a wonderful idea. Following some discussion, he added there is municipal parkland that could be used for this sort of initiative, provided the interest is there.

Councillor Thorne asked about the gardens located behind Salisbury Helping Hands food bank. CAO and Clerk explained that the original intent of these gardens was to serve the community, and they were maintained by the food bank. In recent years, maintenance of these gardens was shared by municipal and food bank Summer students, with all food grown going to the food bank. Discussion touched on promoting the existence of these gardens, noting residents may not be aware of them, and revisiting their purpose. Councillor Thorne also brought up the gardens on the elementary school grounds.

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

Policing of Driving - Regarding a fatal three-vehicle crash on Route 112 a week ago, Councillor D'Ettore raised the issue of these roads being dangerous in the new Town, in this particular case, Ward 4. He referenced cases of reckless driving; for example, drivers passing on solid lines and ignoring the speed limits. It is not a safe road, in his opinion. CAO responded that it is a challenge in that Council and staff are limited in what they can do directly, aside from bringing it up to RCMP.

Councillor Dykstra suggested offering to become a pilot project for speed radar ticketing.

Mayor Campbell noted that he has received three or four inquiries regarding roads. He credited the Clerk's Office for getting the word out regarding which levels of government are responsible for which roads.

Residents are reminded to contact the New Brunswick Department of Transportation and Infrastructure (DTI) directly regarding road matters in Wards 1, 2, and 4.

7. **ADJOURNMENT**

**MOTION:** Adjourn the meeting. (7:16 pm)

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Dykstra

**Motion Carried**

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Chair

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Clerk