



**COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**Tuesday, May 23, 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  
Massimo Caracristi, Regional Director of Recreation and  
Wellness

Staff Absent: Lorie Paterson, Administrative Assistant  
Trevor Douthwright, Manager of Infrastructure and Public Works  
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 Thorne

**Seconded by:** Councillor O'Blenis

**Motion Carried**

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

No conflicts declared at this time.

Councillor Phyllis Bannister joined the meeting at 6:03 pm.

Councillor Jason Gallant joined the meeting at 6:05 pm.

### **4. NEW BUSINESS**

#### **1. ParticipACTION and Summer 2023 Programming Overview**

Salisbury Regional Director of Recreation and Wellness, Massimo Caracristi, joined Council to make a presentation on his department's plans for Summer 2023 programming.

ParticipACTION - In the ParticipACTION Community Challenge, Salisbury placed first in New Brunswick and third in Canada in 2022 with this year's goal to be Canada's Most Active Community. A wide variety of programming is being offered throughout the month of June -- free for residents of the Town of Salisbury. Promotion has been active in the form of pop-up events, lawn signs, banners, and more. The key is to have as many residents as possible, and organizations, tracking their minutes by downloading the ParticipACTION app and registering for the Challenge.

Councillor D'Ettore asked and received confirmation that all of the necessary information for the ParticipACTION Community Challenge is posted on the Salisbury website and social media.

Councillor Colwell echoed the importance of sports organizations entering their Move Minutes, noting she does this for baseball and basketball games and practices.

Key ParticipACTION events:

- Intergenerational Day Seniors Luncheon, June 1st, Salisbury Legion
- Kick-Off Event: June 3rd, Highland Park
- Pickleball five days per week
- Zumba every Monday
- Learn to Play clinics each Saturday for baseball, soccer, and pickleball
- Walking sessions on Monday (pm), Wednesdays (am), and Thursday (pm), including in outside wards
- Tuesday Kayaking excursions
- Wednesday excursions, including trips to Mapleton Park, Sussex Bluffs, etc.
- Yoga each Wednesday evening at Highland Park
- Pickleball tournament, June 17th
- Spike ball tournament, June 17th - A description of what Spike Ball is was provided upon question from Councillor Thorne.
- Ball hockey tournament, June 24th
- Family Fun Days at the Park each Saturday, two of which are in partnership with the Boys and Girls Club of Salisbury.

- Rotations to seniors homes for physical activity
- Several programs in partnership with local schools

It was noted that Salisbury's ParticipACTION Funding Partners are the Boys and Girls Club of Salisbury, Government of Canada, and Horizon Health Network.

Mayor Campbell commented on how hectic it can be at the end of the month compiling and entering all of the Move Minutes accumulated by various groups in the community.

Council enthusiastically accepted a challenge from Salisbury Town staff to see which group can track the most Move Minutes in June.

Summer Camps - Following their popularity in 2022, seven weeks of Summer Camps are planned, weekdays from 10am-2pm. Registration, which is free, will take place each Tuesday for the following week's camp, with a maximum of three weeks per child for initial registration. Information on the camps, the week's themes, and advance notice of registration requirements are available on Town website.

Salisbury Lions Pool - Swim lesson registration was the highest ever. The pool is slated to open on June 28. The pool will be open on weekdays for lessons and open swims, with Saturday open-swims being piloted to gauge demand.

Councillor D'Ettore requested confirmation of which registrants are residents of wards 1, 2, and 4 so their respective councillors can have helpful data on how many of their constituents are taking advantage of opportunities offered by the Town.

Soccer - Registration had to be shut down due to high demand exceeding the set capacity of 140.

Block Parties/Ward Parties - Each ward will host an evening ward party this Summer featuring a barbecue, music, and booths from community partners including Eco360, the Petitcodiac Watershed Alliance, Urban Rural Rides, Salisbury Fire Rescue, etc.

- Ward 1, Spring Garden Subdivision: Wednesday, July 12th
- Ward 2, River Glade MX Track in partnership with Salisbury Lions Club: Wednesday, July 19th
- Ward 3, Salisbury Lions Pool, including a free open swim: Wednesday, August 23rd
- Ward 4, Bunker Hill Subdivision: Wednesday, August 9th

Movies in the Park - There will be three different movie nights this year, thanks to sponsor partners Salisbury Pharmacy and Here We Grow Early Learning Centre. The films were selected by residents. The plan is to hold these events at Highland Park \*, while the rain location will be the gym at Salisbury Baptist Church.

- July 6th: Minions: The Rise of Gru \* This first one will be screened at the SBC gym due to the expected later sunset time.
- August 3rd: Turning Red
- August 17th: Puss in Boots: The Last Wish

Concert in the Park - Kyle Johnsen will perform at Highland Park, weather permitting, on Thursday, July 27th from 7pm to 9pm.

Canada Day - July 1 at Highland Park will feature cake, BBQ, freezies, music, and games. The event will take place from 11am-1pm.

Community Days - The annual Summer festival in Salisbury will take place from August 17-19. Expected highlights will include:

- Thursday, August 17 - movie night (Puss in Boots: The Last Wish), paint night
- Friday, August 18 - beer garden with live music, bouncy castles, food trucks, music, lawn tractor races, fireworks
- Saturday, August 19 - town-wide yard sale, parade at noon, open swim

Miscellaneous Programming and Efforts -

Recreation Master Plan - Consultation for the recreation master plan should be underway this summer, adding Town presence at events and maximizing existing crowds to gather input from residents.

Gap Programming - The Department is exploring a partnership with Salisbury Regional School for programming targeting students in the age gap between youth and adult programming. This concern was raised by the Principal of SRS for students who are not in organized sports.

Program Promotion - The Town-wide mailout has been sent to Canada Post. There is also the monthly Newsletter, door-to-door drop-offs for select events (ward parties, fireworks), promotion of events and activities through the Town's Facebook page and website, and the Department of Recreation and Wellness Instagram Page.

Mayor and Council thanked the Regional Director of Regional Recreation and Wellness for his report.

2. Financial Statements

Clerk/Treasurer presented Councillors with the first quarter and April 2023 Financial Statement updates.

It was noted that with Local Governance Reform taking place and the many changes resulting from it, the municipality was required to open new bank accounts under the new legal entity. The transition continues. Administration is now using the new General account, while the old General account is still active during the process of moving everything over to the new account.

Councillor D'Ettore asked about the total income figure (\$1.3-million) and received confirmation that it is the Warrant and Community Funding Grant received from the Province, a property tax based income resulting from the levy collected by the New Brunswick Government. (Unfortunately, the amount received-to-date is only showing in the total amount).

In discussion, council members suggested staff provide "percentage utilized" figures to allow them to see where they are at any particular point of the fiscal year, as well as the forecasted budget, or "perceived actual," to determine what amount of the budget is already allocated.

CAO assured Council that projections are discussed internally and can be reflected on the quarterly reports going forward.

It was also noted by Councillor D'Ettore that the current year is unique in that the budget the municipality is working with was handed to it by the provincially-appointed Local Governance Reform Transition Facilitator, so its accuracy is still being determined.

There was also brief discussion of fire protection payments between neighbouring jurisdictions for service provided and received.

### 3. Presentation - Plan for By-law Review

**Purpose:** Seek direction from Council related to the proposed process for the review of By-laws and introduction of new By-laws for the full overall Town.

**Background:** Following Local Governance Reform, the Province of New Brunswick provided newly incorporated municipalities with four by-laws. In addition to this, the Town has recently adopted three other by-laws, some of which only apply to the geographic area of the former Village boundaries. These by-laws were prioritized to standardize fees/charges with the associated by-laws. Only these seven by-laws are eligible to apply to the entire Town, with the carried-over by-laws only applying to Ward 3 (former Village of Salisbury).

Now, Administration is proposing the commencement of the process to introduce new by-laws for the overall Town while also updating and/or repealing former Village of Salisbury by-laws that may no longer be necessary. Given the number of competing priorities and also the need to balance the approach to introducing new by-laws, Administration is seeking deliberation and discussion from Council on priority-setting to undertake the exercise.

Based on inquiries from residents, files forwarded by elected officials, and/or the need to standardize, the following five by-laws are being proposed as priorities:

- Unsightly premises;
- Animal control;

- Fire Prevention;
- Noise By-law;
- Subdivision (Plan 360 currently working on).

Unightly Premises, Fire Prevention, and Noise are three that have been identified through complaints from residents in the former local service districts (Wards 1, 2, and 4). These by-laws either exist or can be created with a relatively simple process of comparing requirements and contents in other jurisdictions.

The following have also been mentioned by Council and would need a discussion to determine priority within the overall list of priorities:

- All-Terrain Vehicle (ATV) By-law - This will warrant an additional presentation from QuadNB to Council, in addition to presenting to Council at Committee of the Whole on legal opinion as well as opinion from insurance-provider IPE (Intact Public Entities);
- Plastic Bag By-law - Discussed during recent economic development strategy discussions;
- Flyers Distribution - Considered in many other municipalities to limit the distribution of flyers.

Following the introduction of these by-laws, a proposed Committee of Council will bring forward a series of recommendations to repeal by-laws. This process would resemble the following:

- Council determines overall approach and priorities (during this Committee of the Whole (COTW) meeting);
- Council strikes an ad-hoc committee comprised of some members of Council;
- Administration drafts by-laws based on priorities identified and convenes committee to review, deliberate, and identify former Village by-laws that could/should be brought forward for modifications and/or to be repealed;
- Proposed by-laws introduced to all of Council at a COTW meeting;
- Pending approval from Council, proposed by-laws introduced to initiate the formal process at a subsequent Regular Meeting of Council.

Some by-laws warrant more public consultation than others, although each requires a minimum.

The process to date has focused on:

- By-laws with related fees and charges;
- By-laws requiring standardization, such as the Building and Subdivision by-laws;
- By-laws identified as priorities by Council and/or residents to apply to the full Town;
- Former Village by-laws that should be repealed by Council because they are antiquated by date or legislation or require updating in order to be enforceable;
- By-laws that must be changed to reflect new legislative requirements or authorities.

Following lengthy discussion which touched on a number of areas, including enforcement, Council decided that ATVs and Unsightly Premises by-laws are immediate priorities for an as-yet unnamed committee of Council.

With regards to ATVs, while the process is already in place with the New Brunswick Department of Justice and Public Safety, CAO commented that input from Insurance and Legal Counsel warrant a re-opening and re-start of the overall process. The matter will return to Council in June.

#### 4. Presentation - Draft/Proposed Strategic Plan

Purpose: Present Council with an updated series of actions, pillars, goal statements, and proposed measures for the Town's first strategic plan.

The following is the strategic plan process that has been undertaken to date:

- September to November 2022: Creation of initial list of actions;
- December 2022: Inclusion of proposed actions in Council orientation binders;
- January 16, 2023: Strategic Plan Working Session with Council;
- January 25, 2023: Updated strategic plan circulated to Council, with updated actions, pillars, etc.;
- March 14, 2023: Economic Development Strategy Session (developing mission, vision, values);
- March 22, 2023: Economic Development Strategy Session (finalizing mission, vision, values);
- May 23, 2023: Presentation for Council consideration at COTW;
- (TBC): June 12, 2023 or July 10, 2023: Official ratification of Strategic Plan.

Next steps will include adding/removing/amending priority actions based on Council feedback; and ensure measurables are realistic and will provide valuable data for monitoring and adding different measures based on deliberations and priorities of Council.

The strategic plan becomes the overall guiding document to ensure that both staff and Council are working towards the long-term vision of Council. This plan will serve as a three-year roadmap, given the many changes that have and will continue to occur. By 2026, the Municipality will be in a better position to determine a longer five-year plan, after setting an effective foundation for longer-term growth and having a better understanding of other variables with the reform process. This three-year plan includes a number of longer-term priorities that will continue this work while ensuring that it can realistically be attained, and also ensure alignment with other key players (for example, Southeast Regional Service Commission).

In light of discussions at Council's recent Economic Development Strategy Session, the following presents an overview/rationale of the different plans that are currently being pursued:

- Municipal Plan/Zoning By-laws/Rural Plans: These are the most powerful and authoritative plans at municipal levels. They outline growth direction from a planning and land use perspective.

- Strategic Plan: This outlines Council's priorities to ensure Administration can act towards the priorities and Council can be accountable to their actions and priorities for residents. This generally includes actions from more detailed plans including the 2019 Asset Management Plan, Water Feasibility Study, 2021 Climate Adaptation Plan, or the current plans we are working on.

- Recreation Master Plan: This plan will be specific to recreation, programming, and recreation assets. It is pursued to ensure we have a Salisbury-specific tool that is data-driven for the expected conversations around infrastructure cost-sharing, for example. This will also provide direction on improved recreation offerings and programming based on recreation best practices and in-depth resident/stakeholder consultations.

- Economic Development Strategy: In light of the Service Commission also being responsible for Economic Development, this plan is intended to identify the Town's priorities and ensure that this work is complimentary towards the Town's priorities. Where many communities of our size do not have this type of plan, the intent is to have an advantage of being able to "hit the ground running."

Across these different plans, the vision stays the same (all plans should be working towards the same vision). The mission may differ from plan to plan, but the values should also be the same. Some plans may have additional values that come out of consultations and are specific to that sub-topic (for example, recreation).

Councillor D'Ettore asked if this Strategic Plan can this be achieved with existing human resources (HR). CAO responded that many would have to be approached after HR is adjusted accordingly.

Council was receptive to a suggestion by Councillor Thorne that smaller committees of Council be struck to address specific pillars in the plan, with regards to the aforementioned need to add/remove/amend priority actions based on Council feedback.

**MOTION:** Council take a brief recess.

**Moved by:** Councillor Colwell

**Seconded by:** Councillor Thorne

**Motion Carried**

*RECESS*



**MOTION:** Return to the meeting.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Gallant

**Motion Carried**

5. Introduction of Fleet Management Policy

Purpose: Present Council with a proposed policy on Fleet Management for discussion and direction and eventual approval at a future meeting of Council.

Background: As part of the ongoing work to ensure the Town has adequate policies and procedures in place, and to respond to a recommendation from our insurance provider, the Town is proposing a Fleet Management Policy.

A number of these procedures were, or are, already in place. The Policy formalizes the approach and aims to mitigate risk by ensuring there are adequate procedures in place to protect employees, other motorists/residents, and our vehicles.

The Policy covers a broad range of topics, such as:

- Reversing;
- Authorized uses of municipal vehicles;
- Parking and storing municipal vehicles;
- Training;
- Snow;
- Idling;
- Adherence to traffic laws and regulations (distracted driving, drivers licenses, etc.);
- Incident reporting;
- Inspections;
- Documentation required to drive municipal vehicles;
- Responsibilities under the Policy.

Discussion by Council included a question if Summer employees (students) are permitted to drive municipal vehicles. CAO confirmed that Summer employees are permitted to drive municipal vehicles, but pointed out they must first undergo specific training, for example, trailer training.

5. **CLOSED SESSION**

No Closed Session held this meeting.

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

Health Needs Assessment - Councillor D'Ettore recently took part in a regional Health Needs Assessment meeting, which is part of a larger, lengthy process. He hopes to see an eventual increase in the level of service to residents.

Temporary Bridge on Main Street/Route 106 - Mayor Campbell noted that this particular area is seeing more traffic than ever and asked if staff have received an update from the New Brunswick Department of Transportation and Infrastructure. CAO responded that there has been no word yet from DTI. He added the Town has requested paving for the approaches to the span. Councillor O'Blenis commented that the situation is discouraging.

ATVs on Railway Trestle - Mayor Campbell asked if there had been any communication with ATV club members regarding the condition of the train bridge, noting there are missing boards at one end. CAO confirmed that he will be meeting with the ATV and Snowmobile groups in early June.

Riverbank Erosion - Concerning the investigation of erosion along the banks of the Petitcodiac River, CAO said there may be a joint Environmental Trust Fund application submitted for 2024 in partnership with the Petitcodiac Watershed Alliance. Historic satellite imagery from the NB Department of Natural Resources is required to determine if, in the wake of the removal of the Moncton-Riverview causeway, the river is restoring its natural path such as in the period prior to the construction of the causeway.

**7. ADJOURNMENT**

**MOTION:** Adjourn the meeting. (8:17pm)

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Colwell

**Motion Carried**

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Chair

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Clerk