



**REGULAR COUNCIL MEETING  
MINUTES**

**Monday, August 14, 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

Staff Absent: Lorie Paterson, Administrative Assistant  
Trevor Douthwright, Manager of Infrastructure and Public Works  
Massimo Caracristi, 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 O'Blenis

**Seconded by:** Councillor Thorne

**Motion Carried**

**3. CONFLICT OF INTEREST DECLARATIONS**

No conflicts declared at this time.

**4. ADOPTION OF MINUTES**

1. Regular Council Meeting - July 10, 2023

**MOTION:** The Minutes for the Regular Council Meeting held July 10, 2023, be adopted.

**Moved by:** Councillor Gallant

**Seconded by:** Councillor Bannister

**Motion Carried**

**5. CONSENT AGENDA**

**MOTION:** Council adopt the Consent Agenda of August 14, 2023.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Dykstra

**Motion Carried**

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

Thirteen permits were issued in July, 2023, carrying a total estimated project value of \$2,179,554. Projects include two single-unit dwellings and a new commercial building.

2. NB Department of Transportation and Infrastructure - Provincial-Municipal Highway Partnership Program 2025-26 - Application

Letter from the New Brunswick Department of Transportation and Infrastructure included an application form for the Provincial-Municipal Highway Partnership (PMHP) program (formerly known as the Municipal Designated Highway Program). As detailed in a recent NBDTI update to its Road Ahead Plan, a three-year capital plan for 2023-2025, there is not currently a project list for the PMHP program for 2025-2026 due to municipal reform this year.

3. The Community of Three Rivers - Congratulations - ParticipACTION

Letter from Mayor Peter Saunders of The Community of Three Rivers offers congratulations to Salisbury for being named the most active community in Canada through the ParticipACTION Community Challenge.

## 6. **PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

### 1. **Financial Statements**

Clerk provided Council with the updated Profit and Loss vs. Actual statements for both the General and Utility (Sewer) accounts for the Town.

As of July 31, the percentage of budget spent is as follows:

- General Government Services is at 61.2% of the Expense Budget.
- Protective Services is at 51.1%.
- Transportation Services, 36.9%.
- Environmental Health Services, 42.3%.
- Public Health Services, 45%.
- Planning & Development Services, 42.1%.
- Recreation & Cultural Services, 55.2%.
- Fiscal Services, 62.3%.

The overall budget for the General account is at 62.3%.

With regards to the Utility Operating Fund report, as of July 31, the percentage of budget spent is as follows:

- Salary/Expenses Transfer is at 58.3%.
- Administration/General-Other is at 171.1%. This is over budget due to the increase of Insurance.
- Collection System (Repairs/Main), 24.2%.
- Lift Stations , 57%.
- Treatment & Disposal, 571.2%. This is over budget due to the shared purchase of a Zero Turn lawnmower.
- Billing & Collections, 102%.
- Interest on Long Term Debt, 100%.
- Principal-Long Term Debt, 100%.
- Capital Fund Account Transfers, 0%.

Total expenses for the Utility budget are at 60.7%.

Asked by Councillor D'Ettore if the municipality is in good shape to make budget at year's end, CAO responded that there have not yet been any so-called red flags, also noting that the Utility budget looks to be on par on the Operating side despite the rising cost of repairs. The 2024 municipal budget deadline is November 15. CAO added that with many numbers from the Province not expected until later in the budgeting process (RCMP costs, for example) they can only project conservatively in the meantime.

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

No reports or recommendations from committees and private meetings.

## 8. REPORTS FROM ADMINISTRATION

### 1. Ratification: Economic Development Strategy

Consultant Ben Champoux joined the meeting to present a modified version of the Town's proposed Economic Development Strategy. This strategy, following months of Council workshops, determines where Salisbury is going to go with new vision and mission statements and established key values and strategic pillars.

Vision: A community that feels like home.

Mission (which is actionable, from an economic development perspective):  
To contribute to the collective growth and quality of life of our community.

Values (as determined through consultations with Council): 1) Collaboration, 2) Forward-focused, 3) Integrity, and 4) Results-oriented.

Strategic Initiatives/Pillars (including key priorities) -

1) *Development* - Discussion touched on land management and a focus on housing, noting the Salisbury highway-proximity advantage, as well as the importance of services and infrastructure, incentive programs, and business opportunities.

2) *Quality of Life* - Key to this are facilities, equipment, recreation opportunities and activities (the focus of the Recreation Master Plan), as well as arts and culture, cultural diversity, and the environment.

3) *Raising Awareness* - Emphasized the importance of proactive marketing and communication, celebrating existing business successes, and encouraging business networking and collaboration.

4) *Sustainability* - In order to develop a community that can generate the revenue needed to sustain its desired services and quality of life, having the right people in the right positions within the municipal organizational structure is key, as are effective policies and by-laws.

Council thanked Ben Champoux for his presentation.

**MOTION:** Council adopt the Town of Salisbury Economic Development Strategy as presented.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Bannister

**Motion Carried**

### 2. Housing Needs Assessment / CMHC Housing Accelerator Fund

CAO provided Council with a presentation on the finalized action items for the CMHC (Canada Mortgage and Housing Corporation) Housing Accelerator Fund Action Plan, which requires formal ratification to be submitted to CMHC by the approaching deadline.

The purpose of the Housing Accelerator Fund is to accelerate housing supply at the local level, offering (nationally) \$4-billion in incentives at the local government level in two streams: urban and rural. The goal is 100,000 more housing units across Canada in a three-year period.

As for its funding model, base funding is \$20,000 per unit plus applicable top-ups. Minimum requirements are that municipalities develop action plans to outline housing supply growth targets. The average annual rate of growth must be by 10 per cent, and the growth rate must exceed 1.1 per cent. Municipalities must update housing needs assessments.

On July 4, the portal for the HAF opened, and will remain open until August 18. Following discussion in Closed Session in July, small revisions have been made to the action items, and Administration has also prepared a Housing Needs Assessment, done internally and not by a planner and/or housing expert. (It was already a strategic priority of the Town's to have a formal housing needs assessment completed).

What was revealed from the information available for Salisbury:

- Homeowners: 89%
- Renters: 11%
- Dwellings that are single-unit: 87%
- From 2018-2022, 116 permits were issued for residential permits in Salisbury region
- Homeowners who are 55-years-old or older: 51%

Cases where shelter costs are in excess of 30% are designated as in need of affordable housing. Core housing need is based on:

- Suitability
- Affordability
- Adequacy

The housing type with residents living in core housing need is: 1) rentals and 2) seniors.

The premise of the Salisbury Housing Needs Assessment's proposed incentives considers the following:

- With primarily single-dwelling units in our region, we have limited land availability, which means new subdivisions are required to increase the amount of single-unit dwellings and subdivisions. This is also attractive for those who may be looking outside the city for housing.

- With an increasingly growing senior population, the Town can harness this to increase housing supply by incentivizing more senior-suitable housing, including rental units, multi-unit swellings on slabs, and garden homes, which then increases the availability of single-unit dwellings.
- The cost to develop in Salisbury due to no water system and subsequent large lot sizes makes it challenging for developers to have a business case. This aims to incentivize them which will provide more of a cost-sharing approach which the Municipality is generally not in a financial position to be able to do.

Next steps: Council resolution, submit HAF application by August 18, and start working on the following seven action items immediately:

- Amend zoning bylaw to permit and incentivize added on units (garden suites, apartments in homes, etc)
- Look at municipally-owned land and how it could be disposed of in partnership with developers in order to spur housing
- Establish a housing reserve fund for the continuation of this program
- Create a policy or matrix to incentivize new subdivisions through municipal cost-sharing arrangements
- Non-for-profit and affordable housing, specifically, through property tax rebates (really, grants)
- Tree-planting program for all residential development -- a greenspace/quality of life element
- Rebates for engineered water studies

It is also important to note that Administration will, as much as funds permit (which will be limited) work towards the action items even if unsuccessful in its HAF application. This includes using the permitting numbers and associated permitting targets as goals and thresholds for permitting activity in the new entity. As noted in the informal Housing Needs Assessment, these are the goals for within three years:

- Low permit growth rate: 40 units
- Anticipated permit numbers based on five-year historical trend: 69 units
- High growth rate: 120 units
- Ambitious growth target: 170 units ( with HAF and incentivized housing partners)

Multi-units and missing middle multi-units (semi-detached, duplexes) would be the growth area.

Staff have looked at options that could be accelerated if the Town were able to pitch in through this funding: things already on the docket, non-profits that could be partnered with, and consulting with subject matter experts.

**MOTION:** Council accept the Housing Needs Assessment prepared by Administration for the purposes of understanding the Town of Salisbury's Housing Needs, and direct Administration to work on potential solutions for formal HNA's moving forward when tangible data becomes available, even if the HAF application is unsuccessful.

**Moved by:** Councillor Bannister

**Seconded by:** Councillor O'Blenis

On the Question, Councillor Dykstra said mini-home parks should be part of future housing plans. Councillor D'Ettore agreed.

Following discussion, Council agreed that targeted numbers should be amended by adding 50 units.

Councillor Colwell noted that there is no downside to this resolution. Failing to meet an ambitious target would only mean that the final installment of funding would be withheld, not the rest.

**Motion Carried**

**MOTION:** Council approve the Housing Action Plan as outlined in this report and direct Administration to include the Action Plan with the application to CMHC for the Housing Accelerator Fund.

**Moved by:** Councillor Gallant

**Seconded by:** Councillor Dykstra

**Motion Carried**

**MOTION:** The Mayor and Clerk/Treasurer be authorized to execute the contribution agreement for funding and affix the corporate seal accordingly and keep Council updated on the status of the application and uses of funds.

**Moved by:** Councillor Colwell

**Seconded by:** Councillor Thorne

**Motion Carried**

Council thanked CAO and staff for their work on this file.

### 3. Flag Policy

In June, Council provided direction to Town Administration to prepare a proposed Flag Policy for the Municipality. Several other municipalities were consulted for their flag policies. The overview of the proposed policy is as follows:

- Permanent flags are identified, including those for future areas (fire hall and proposed amphitheatre);
- Certain flag poles are designated as “special occasion” to fly temporary flags. For now, this will be the former Recreation & Wellness building at 62 Douglas Street, and will also include Highland Park when the amphitheatre is completed;
- We will continue to explore costing of adding other poles for the Municipal Office, but for now, the Canadian flag will fly permanently;
- The policy has two sections in the Appendix with special occasion flags: those adopted by Council and those by special request:
  - Council: these will be at the expense of the municipality and will be flown annually.
  - Request: These can be requested, pursuant to the process noted in the Policy. This requires Council resolution (hence, the six-week timeline for notice) to amend the schedule/appendix of the Policy. Once approved, it remains on the approved list and no longer needs further Council resolution. The Town will keep the flag and can fly it annually, but the groups will still be required to submit a request annually, just not require the formal council resolution.

**MOTION:** Council adopt the Flag Policy as presented.

**Moved by:** Councillor Bannister

**Seconded by:** Councillor Colwell

On the Question, Councillor Gallant received clarification that, regarding annual flag requests, a preapproved flag can be removed from the calendar if, in subsequent years, the flag no longer meets the municipal vision. As well, if it is found that the policy has missed a flag that should be considered an annual special occasion flag, the situation will be treated as a request and the policy brought forward.

**Motion Carried**

### 4. Grant Request - Petitcodiac/Salisbury Minor Hockey Association

CAO declared a conflict and left the meeting.



Petitcodiac/Salisbury Minor Hockey Association is an association that governs the minor hockey program for children from ages 4-18 at the Petitcodiac Arena. These young players come from the surrounding communities of the Town of Salisbury and the Community of Three Rivers. The Associations' main goal is to offer the hockey experience to our communities, keeping operational costs low.

The grant has been requested to help cover the cost of replacing jerseys for the Petitcodiac/Salisbury U18 Flyers. Total estimated cost of these jerseys is \$4,325 plus tax. Sponsorship of these jerseys (one of their biggest recurring costs every 3-4 years) would help keep these operational costs down.

In 2022, 119 of a total of 256 registered players in the association were registered from our community (Salisbury and surrounding area).

If funding is provided, the town logo will be placed on the jerseys.

Recommendation: That Council approve a grant of \$2,500 to the Petitcodiac/Salisbury Minor Hockey Association.

This amount would bring the total amount of grants spent to date to \$12,000 with \$23,000 remaining of the \$35,000 budgeted.

At year-end, if grant funding remains, Council could consider donating the remaining \$2,500 or Council could consider donating the remaining \$2,500 from our 2024 budget as the Association's fiscal year ends in March, so it would still be in their same fiscal year.

**MOTION:** Council approve a grant of \$5,000 to the Petitcodiac/Salisbury Minor Hockey Association.

**Moved by:** Councillor Colwell

**Seconded by:** Councillor Thorne

On the Question, Councillor Colwell noted that while Salisbury has reciprocal agreements in place with other sports associations covering the two regions, there is no such reciprocal agreement for hockey, thus justifying awarding the full grant.

Councillor Gallant asked if it should be considered an annual grant.

Beyond this particular motion before Council, Mayor Campbell requested the Clerk's Office look into the possibility of a multi-year grant to the association and report back with a recommendation.

**Motion Carried**

Following the vote, CAO returned to the meeting.

5. Notification of Public Consultation – Rogers Telecommunications Tower

On July 27, the Town received, via mail, a public notification package from a telecommunications company related to a proposed Rogers cell-phone tower within Salisbury. This would be located, if approved, behind the car wash/directly across from the future Fire Station, in the core of the community. This is currently zoned as Village Centre (VC).

While the Town had received hints that a tower was potentially being proposed, through forwarded notices from NavCanada earlier in 2023, no official notice had been provided. Initial communication was made with Plan360 in June, but the Planner advised the proponent of additional information required (i.e., proof they couldn't co-locate with existing towers, etc.) before submitting an application. This is in accordance to Plan 360's tower protocol.

The issuance of the notification package was a surprise to both the Town and Plan 360. The proponent advised that we received the package as they forward a copy to the Municipality; however, we should have also received it as a landowner within the radius receiving the notice.

Administration would like to highlight to Council the following concerns that, in our opinion, outweigh the benefits of improved telecommunications services:

- The potential stall on future development, both residential and trail development;
- This is in contradiction to a number of policies in the municipal plan for Village Centre Zoning, including:
  - 4.3: It is a policy of Council to strengthen the Village Centre by encouraging businesses servicing the local population to locate within this area and by promoting mixed-use development which incorporates institutional, commercial, and residential land uses, as well as cultural and recreational activities.
  - 4.5: It is a policy to work with business and community organizations to address existing issues including beautification, signage, business improvement, and marketing.
  - 4.6: It is a policy to implement urban design regulations in the Village Centre which highlight its features, sustain its economic viability, and encourage pedestrian use.
- The impact of having this structure in the core of the community from an aesthetic perspective when we are actively working on downtown beautification.
- The lack of formal consultation, notice, and due process, both with the Municipality and Plan 360.

- The errors/discrepancies in the information package itself, including an incorrect civic address that does not match the PID.

Given the location of the proposed tower, downtown on Main Street, staff is recommending Council weigh in on the process at this time. The location is not suitable.

Councillor Phyllis Bannister left the meeting at 8:22 pm.

Councillor Phyllis Bannister joined the meeting at 8:24 pm.

**MOTION:** Council authorize the Mayor to sign the recommended letter to Rogers Communications Inc. to express a number of concerns related to the proposed tower and location.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor D'Ettore

On the Question, Councillor Dykstra commented that while better cell coverage is a good thing, the proposed location of the tower is not. Mayor Campbell agreed. It was noted that the physical footprint for this would be significant and that the Town could offer to help advise of a better location for said tower.

CAO noted that the process, notably with regards to consultation, has not been followed correctly to this point.

**Motion Carried**

## **9. BY-LAWS**

1. Rezoning PID 00954404 - By-Law No. 22-WAP-069-01-S-01 - A By-Law to Amend Ministerial Regulation 22-WAP-069-01 The Westmorland-Albert Planning Area

During the Regular Council Meeting of July 10, 2023, Council gave first and second reading, by title only, of By-Law No. 22-WAP-069-01-S-01 - A By-Law to Amend Ministerial Regulation 22-WAP-069-01 The Westmorland-Albert Planning Area.

By-law 22-WAP-069-01-S-01 - A By-law to amend Ministerial Regulation 22-WAP-069-01 The Westmorland-Albert Planning Area is an amendment to the Westmorland Albert Rural Plan Regulation to rezone the property known as 3058 Fredericton Road from Rural Area to Commercial-Industrial to allow the existing use of the property for: warehousing activities, general office administration, truck/trailer repairs and maintenance, and washing/cleaning of trucks and trailers parked on the site.

The Community Planning Act requires a Public Hearing before enacting an amendment to a Zoning By-law/Regulation.

The Act also requires notification of proposed rezonings to the public to provide the public the opportunity to speak for or against amendments and proposed rezonings. The first notice was placed on the Town's website on May 15 advertising the Public Hearing and requesting written comments. On May 19, notification was sent to all property owners within 100m of the property notifying them of the Public Hearing and requesting written comments. The Public Hearing occurred during the June 12 Council meeting where a presentation providing an overview of the proposed rezoning was made. No written submissions were received regarding the rezoning. One member of the public asked questions during the public hearing. Questions were focused around timeline for when the rezoning would be complete. The process was explained, including the requirement for three readings of the by-law on at least two separate occasions. Since that hearing, it was confirmed with the applicant that the process and the proposed timeline were not an issue.

**MOTION:** Council have third reading and enactment of By-Law No. 22-WAP-069-01-S-01, a By-Law to Amend Ministerial Regulation 22-WAP-069-01 The Westmorland-Albert Planning Area, by title only.

**Moved by:** Councillor Colwell

**Seconded by:** Councillor Thorne

**Motion Carried**

Clerk proceeded to read By-Law No. 22-WAP-069-01-S-01, a By-Law to Amend Ministerial Regulation 22-WAP-069-01 The Westmorland-Albert Planning Area, by title only.

Now that third reading has been given, this by-law comes into effect once it has been signed/sealed and registered with the Province.

**MOTION:** To enter into a Recess.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Bannister

**Motion Carried**

*RECESS*

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

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Bannister

**Motion Carried**

10. **CLOSED SESSION - Financial (68(1)(c) Local Governance Act), Financial (68(1)(c) Local Governance Act), Building Access (68(1)(h) Local Governance Act), Legal (68(1)(f) Local Governance Act), Personnel (68(1)(i) Local Governance Act)**

**MOTION:** Enter into a Closed Session.

**Moved by:** Councillor Bannister

**Seconded by:** Councillor O'Blenis

**Motion Carried**

*CLOSED SESSION*

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

**Moved by:** Councillor D'Ettore

**Seconded by:** Councillor Bannister

**Motion Carried**

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

Salisbury Community Days - Mayor Campbell pointed out that Community Days is coming up this weekend, and that they are looking forward to another great year.

ParticipACTION Community Challenge - Councillor O'Blenis noted that this was the first Council meeting since Salisbury won the national ParticipACTION Community Challenge. Council congratulated staff, especially those in the Department of Recreation and Wellness, for leading Salisbury to first-place in Canada.

Street Lights - Councillor Dykstra noted that some of the newly requested street lights are going up.

12. **NOTICES OF MOTIONS AND RESOLUTIONS**

No Notices of Motions or Resolutions this meeting.

13. **ADJOURNMENT**

**MOTION:** Adjourn the meeting. (10:12 pm)

**Moved by:** Councillor Thorne

**Seconded by:** Councillor D'Ettore

**Motion Carried**

---

Chair

---

Clerk