



**REGULAR COUNCIL MEETING  
MINUTES**

**Monday, September 11, 2023, 7:00 pm**

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

Members Absent: Councillor Phyllis Bannister

Staff Present: Austin Henderson, CAO  
Dianne Ayles, Clerk/Treasurer  
Scott Landry, Assistant Clerk

Staff Absent: Lorie Paterson, Administrative Assistant  
Trevor Douthright, Manager of Infrastructure and Public Works  
Massimo Caracristi, Director of Recreation and Wellness  
Bradley MacLeod, Fire Chief

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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 Gallant

**Seconded by:** Councillor O'Blenis

**Motion Carried**

**3. CONFLICT OF INTEREST DECLARATIONS**

No conflicts declared at this time.

**4. ADOPTION OF MINUTES**

1. Regular Council Meeting - Aug. 14, 2023

**MOTION:** The Minutes for the Regular Council Meeting held August 14, 2023, be adopted.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor D'Ettore

**Motion Carried**

**5. CONSENT AGENDA**

Councillor John-Wiebe Dykstra joined the meeting at 7:02 pm.

**MOTION:** Council adopt the Consent Agenda of September 11, 2023

**Moved by:** Councillor O'Blenis

**Seconded by:** Councillor Thorne

**Motion Carried**

1. Plan 360 - Development & Building Permit List, August 2023

Ten permits were issued in August, 2023, carrying a total estimated project value of \$1,602,378.31. Projects include a church and an all-season public park washroom.

2. NB Minister of Local Government - Working Together / Municipality Week 2023

Letter from New Brunswick Local Government Minister Glen Savoie to local government administrators in the province spoke of 2023 local governance reform, government collaboration going forward, and the upcoming second annual Municipalities Week in New Brunswick.

3. NB Natural Resources and Energy Development - Continuous Landscape Inventory

Letter from Forest Ranger Steven Beman of District West 6 Hampton details the New Brunswick Department of Natural Resources and Energy Development's Continuous Landscape Inventory program, in which staff monitor the health and growth of trees in the province's forests on Crown land, industrial freeload, and private property. Properties to be monitored are selected randomly each year. The 2023 plots include a Town of Salisbury property located off Powers Pit Road next to Pollett River.

4. Union of the Municipalities of New Brunswick - Municipality Week 2023

As detailed in a letter from UMN President Andrew Black, the Union of the Municipalities of New Brunswick joins with the Cities of New Brunswick Association, L'Association francophone des municipalites du Nouveau-Brunswick, and the Association of Municipal Administrators of New Brunswick in announcing Municipality Week 2023. Forty-three municipalities, including Salisbury, participated in last year's inaugural edition of Municipality Week. It takes place this year from Sept. 18-24.

5. Scott Telecom Services Ltd. re: Proposed Rogers Communications Tower

Letter received from Scott Telecom Services Ltd. Program Manager Sherilyn Batchelder, in response to Salisbury's letter dated August 21, 2023, expressing opposition to a proposed telecommunications tower off Main Street in the Village Centre zoned area, defends the request's benefit to the community, also defending both their level of pre-consultation with Plan 360/Southeast Regional Service Commission and their level of public consultation regarding this proposed tower. Sherilyn Batchelder goes on to request that the municipality advise of any alternate locations for their project, and they will access.

6. **PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

No public or Administrative presentations this meeting.

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

No reports or recommendations from committees and private meetings.

8. **REPORTS FROM ADMINISTRATION**

1. Provincial-Municipal Highway Partnership Program (PMHP) Four Year Plan 2025-2028

The purpose of this report was to seek approval from Council for the four-year Provincial-Municipal Highway Partnership Program (PMHP) to submit by the application deadline of September 30, 2023.

Under this program, the New Brunswick Department of Transportation and Infrastructure (NB DTI) and the municipality cost-share on improvements to provincial routes which, in Salisbury's case, are Routes 106 and 112.

The Provincial-Municipal Highway Partnership Program (PMHP) Four Year Plan replaces the former Municipal Designated Highway Program Five Year Plan. Under this program, the Town chooses priority projects to be undertaken on Provincially Designated Highways within Ward 3 (former Village of Salisbury) only.

Priorities are based on the Town's asset management plan. Under the PMHP program, the Town can contribute up to 25% of the total cost of projects.

The Four-Year plan should be considered a "wish list" as these projects are not guaranteed to take place.

Priority projects have been identified based on the draft Asset Management and 10-year capital plan by Englobe. Given the Province is looking for projects for 2025 (2024 projects have already been confirmed), Administration has advised Englobe that we would like to push a project that could be eligible under the MDHP to 2025 to ensure we have a project in the queue for the upcoming funding decisions.

It is also worth noting that this does not affect the previously-confirmed PMHP project (re-surfacing of 0.9 kilometres of Main Street (Rt. 106) between Granite Drive and River Road). The contribution in 2024 for this project is 10%, estimated at \$55,400 when the last PMHP plan was submitted. In a recent letter, due to cost inflations, the Province has indicated they will be topping this up, with a final number to be confirmed during their budgetary estimates in March of 2024.

**MOTION:** The document entitled Town of Salisbury Four-Year Plan for the PMHP Program 2025-2028 be adopted.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Dykstra

On the Question, discussion touched on what Wards 1, 2, and 4 can expect from the Province in the coming years, since the PMHP's impact on Salisbury is only in Ward 3. CAO noted that NBDTI's updated three-year plan for the former local service districts appears to be mostly upkeep; that is, patching, rather than resurfacing. Meantime, it was further stressed that even though a project is advocated for each year in the PMHP plan, there is no guarantee that the project will be approved by NBDTI.

**Motion Carried**

2. Staffing: Addition of Contracted Position

Pursuant to the Town's Council-CAO Policy: "the CAO is responsible for assessing staffing needs and recommending organizational structure changes to Council. In the event of a major organizational change, the CAO shall consult with Council prior to proceeding."

In light of Council's approval of the 2023-2026 Strategic Plan, and a number of projects that require additional staffing resources, the CAO is recommending that Council authorize the addition of a contracted position from the 2023 Operating Fund from October-December.

While this contracted position will be included in the proposed 2024 budget to Council, and therefore approved, it requires authorization as it is considered an unbudgeted expense for 2023 as well as an organizational change.

This position was included in previous discussions held, in Closed, with Council related to additional staffing requirements of the Town. It is intentionally being considered as a contract position, given it provides flexibility for both the employee and the employer to amend the job description as the roles and responsibilities firm up, as the Service Commission determines future staffing for mandated services that the Town will receive support on, etc. At the same time, it provides much-needed staffing support to operationalize the Strategic Plan without delay. The position is currently being advertised on the Town's website and career job posting pages. The intent of the Town is to fill the position as soon as possible.

**MOTION:** Pursuant to the Council-CAO Policy requiring authorization from Council for Organizational Structure Changes, Council authorize the CAO to add an additional staff member (unbudgeted expense) on a contract basis for the remainder of 2023 from the General Operating Fund and direct the CAO to budget for the remainder of the position in the 2024 Operating Budget.

**Moved by:** Councillor Dykstra

**Seconded by:** Councillor Gallant

**Motion Carried**

3. Approval of QUEST Terms of Reference - Community Energy and Emissions Plan (NB Smart Energy Communities Accelerator Program)

QUEST, a not-for-profit funded by government agencies, notably the Atlantic Canada Opportunities Agency (ACOA), has approached the Town to be a municipality to undertake a CEEP (Community Energy and Emissions Plan) through the New Brunswick Smart Energy Communities Accelerator Program.

A CEEP essentially assesses all of the emissions that come from a municipality, including community-based emissions, not just municipal operations.

The purpose of the New Brunswick Smart Energy Communities Accelerator Program (NB SECA Program) is to assist a series of New Brunswick communities by equipping them with the tools and knowledge to develop and implement Community Energy and Emissions Plans (CEEP) and understand the net economic benefit they can provide.

Pilot communities, done last year, include: District of Carleton North, Town of Oromocto, Village of Southern Victoria, Town of Quispamsis, Town of Sussex, Town of Saint Andrews, St. Mary's First Nation, St. Stephen, and Town of Woodstock.

Given it is a contractual agreement, the Town requires authorization from Council in order to sign the agreement/Terms of Reference and proceed. The terms of reference spell out Town staff time and deliverables throughout the document.

The cost for undertaking the CEEP with QUEST is \$3000 and is based on population. There is \$10,000 in the General Operating Fund to act on the Climate Adaptation Plan, to which this is relevant.

From a staffing perspective, the majority of the work will be completed by the consultants. However, the primary staff lead will be the contracted position working on a number of miscellaneous projects to advance strategic priorities included in the 2023-2026 Strategic Plan.

**MOTION:** Council authorize Administration to negotiate the Terms of Reference with QUEST to develop a Community Energy Emissions Plan (CEEP) and authorize the Mayor and Clerk to sign the Agreement and affix the Corporate Seal accordingly.

**Moved by:** Councillor Gallant

**Seconded by:** Councillor Colwell

On the Question, CAO clarified that a CEEP would analyze all emissions from the community, also offering solutions. There is also the belief that the Province will eventually require greenhouse gas benchmarking, so having QUEST conduct this CEEP would accomplish this for Salisbury. Council discussion also noted that this CEEP will more than likely identify shortcomings that must be fixed, but there is also the possibility that doing so will unlock funding opportunities.

**Motion Carried**

**9. BY-LAWS**

No by-laws to address this meeting.

**MOTION:** Enter into a recess.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Gallant

**Motion Carried**

*RECESS*

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

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Colwell

**Motion Carried**

10. **CLOSED SESSION - Legal (68(1)(g) 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 Dykstra

**Motion Carried**

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

9/11 Memorial Event - The annual 9/11 First Responders Memorial Parade takes place at 9:00 pm. Members of Salisbury Fire Rescue will travel along Main Street from Royal Canadian Legion Salisbury Br. 31 to Sandy's Independent and then back to the K&B Take-Out parking lot for a moment of silence and some words from members.

Baseball - Council congratulated the Salisbury Petitcodiac Flyers 13U Baseball Team for recently winning the New Brunswick championship.

Terry Fox Run - The Salisbury Terry Fox Walk/Run is scheduled for Sunday, September 17 at Highland Park/Wetland Trail, also featuring a 5km run through the downtown streets. As well, Salisbury Fire Chief Brad MacLeod made the CTV news for his fundraising pledge to run on Sunday in full firefighter gear. Residents are encouraged to participate in the Terry Fox Run.

12. **NOTICES OF MOTIONS AND RESOLUTIONS**

No Notices of Motions or Resolutions this meeting.

13. **ADJOURNMENT**

**MOTION:** Adjourn the meeting. (8:50 pm)

**Moved by:** Councillor Gallant

**Seconded by:** Councillor Thorne

**Motion Carried**

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Chair

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Clerk