



**SPECIAL COUNCIL MEETING  
MINUTES**

**Thursday, November 2, 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  
Bradley MacLeod, Fire Chief

Staff Absent: Lorie Paterson, Administrative Assistant  
Trevor Douthwright, Manager of Infrastructure and Public Works  
Massimo Caracristi, Director of Recreation and Wellness

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**1. CALL TO ORDER**

Meeting was called to order at 6:00 pm.

**MOTION:** To call the meeting to order.

**Moved by:** Councillor Bannister

**Seconded by:** Councillor Thorne

**Motion Carried**

**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. SALISBURY FIRE RESCUE STATION**

The following presentation by the CAO served the purpose of officially publishing the renderings and commitment to the Salisbury Fire Rescue Facility. The objectives of the presentation were to:

- Obtain authorization from Town Council to apply to the Municipal Capital Borrowing Board for borrowing authority in order to be on the agenda for the December 8 hearing (deadline for all application materials is November 8), including the debt profile/rate implications of the borrowing;
- Ratify the Feasibility Study, that we are hoping for a grant for (application submitted and passed Peer Review stage with the Federation of Canadian Municipalities (FCM)) that explored the feasibility of a net-zero facility;
- Pass the resolution for FCM to submit the Full Capital Application, a requirement to show Council endorsement as part of the full application.

Bradley MacLeod, Fire Chief joined the meeting at 6:19 pm.

Councillor John-Wiebe Dykstra joined the meeting at 6:21 pm.

Background:

In August of 2023, Council was provided an update on the floor plan for the Salisbury Fire Rescue Facility and an overview of potential savings to pursue a net-zero ready option. Conversations continue with FCM and while they cannot make any commitments, they seem to be looking at this project favourably. In order to submit an application to FCM, we need authority from the MCBB. In order to meet their December meeting, Administration has finalized the Feasibility Study and prepared the application documents. This will ensure that our Full Application can be submitted to FCM prior to year-end. Where timeline for approvals under their program can be six to nine months, it was important to have the full application completed as soon as possible.

The following presents the primary changes since the meeting with Council in August:

- Site clearing has been completed and geo-technical survey is scheduled for November 1, 2023;
- The floor plan has been slightly adjusted for efficiencies;

- The second-floor mezzanine will be used for storage purposes as well as training, and as such, requires a secondary stair access (which may also be used for training);
- Renderings were presented to the Department in October;
- Concept and schematic design have been completed, with design development well under-way, given the many steps that have been taken and were more detailed than usual during the work completed to date;
- Pre-Application for Capital Project has been submitted to FCM;
- Pre and Full application for Feasibility Study has been submitted to FCM;
- Discussions have begun and continue with MCBB as it relates to the proposed debenture.

Administration proceeded to present, with a brief slideshow, the essence of the station and feasibility study findings, in preparation for Council to pass the resolutions required for both FCM and the MCBB.

**MOTION:** The Municipality of Salisbury submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

- Purpose - Protective Services, Construction - Salisbury Fire Rescue Facility
- Amount - \$7,500,000
- Term – 20 Years

**Moved by:** Councillor O'Blenis

**Seconded by:** Councillor Thorne

On the Question, Council briefly discussed the 20-year borrowing term as preferred by MCBB and the reasoning behind the \$7.5-million application amount, which is a ceiling amount for the purpose of flexibility.

**Motion Carried**

**MOTION:** The Town of Salisbury adopt the Feasibility Study, prepared for the purposes of the Federation of Canadian Municipalities GMF Program (Feasibility Study Stream), and adopt its findings as it relates to the Salisbury Fire Rescue Station

**Moved by:** Councillor Bannister

**Seconded by:** Councillor Thorne

On the Question, CAO was asked what specifically has to be done to meet the FCM requirements. Primarily, it needs to target Net-Zero Ready Performance.

**Motion Carried**

**MOTION:**

WHEREAS: The Town of Salisbury’s Strategic Plan identifies the need for a new facility for the Salisbury Fire Rescue Department;

WHEREAS: The Town of Salisbury recognizes the need to take environmental action and wants to demonstrate its commitment to being a leader in environmental sustainability;

WHEREAS: The Federation of Canadian Municipalities (FCM)’s Green Municipal Fund helps local governments switch to sustainable practices faster [through a] unique mix of funding, resources and training [that] gives municipalities the tools they need to build resiliency — and create better lives for Canadians;

WHEREAS: The Town of Salisbury has demonstrated financial commitment to the project by contributing financially through a land purchase, design fees, site clearing, and by applying for a debenture through the New Brunswick Municipal Finance Corporation for the remainder of the expenses;

WHEREAS: The Feasibility Study exploring a net-zero ready facility demonstrates quantifiable savings for both energy emissions and operating costs, as well as debenture payments if successful under FCM’s program;

BE IT THEREFORE RESOLVED THAT: The Town of Salisbury direct Administration to continue ongoing conversations with FCM and submit a Full Capital Project Application under the Green Municipal Fund, Energy Sector, Capital Project Stream for the purposes of obtaining funding and resources for the Salisbury Fire Rescue Station.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Bannister

**Motion Carried**

Bradley MacLeod, Fire Chief left the meeting at 6:31 pm.

**5. 2024 UTILITIES BUDGET**

Administration required direction from Council regarding the Utility budget. The intent was a discussion based on some of the pressures on the Utility; that is, deficits from previous years, capital projects, and the rising cost of repairs, noting that, in general, the cost of standard sewer repairs has nearly doubled over the past four years.

It was also noted that with regards to the annual budget transfer covering staffing demands, due to the fact that Salisbury does not have staff specifically dedicated to the sewer utility, rather it is administered to by personnel from both the Works and Administration departments, a fixed transfer reduction is being recommended with the plan going forward to formally quantify the work that is dedicated specifically to the utility.

**MOTION:** 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**

Council was presented with a recommendation to increase the sewer rate in Ward 3 from \$325 per unit annually to \$400 per unit, noting that beyond the fact that the utility is operating in a deficit position, it must also address in 2025 a previous utility deficit of \$43,000 from 2022. There is also the polishing pond stabilization project that was deferred from this year to 2024 because of permitting issues. As well, in 2025, the Asset Management Plan calls for a treatment pond renewal project, consisting of sludge removal, to extend the life of the facility. The proposed utility budget also contains a new line item for sewer system CCTV recordings with the intention to proceed proactively with this work instead of continuing to respond reactively. As well, citing the aging condition of the utility overall, a line item has been added for lift station repairs. Along with its aerated lagoon system, the Salisbury utility has four lift stations with their own power requirements.

Mayor Campbell commented that they need to step up and maintain this important service that has been underfunded for years.

It was further noted by Mayor Campbell for the record, once again, that the 2023 budgets were imposed on Salisbury by the Provincially-appointed Local Government Transition Facilitator.

With regards to sewer revenue, Councillors expressed a willingness to proceed with disconnection of service in cases of delinquent accounts, despite the significant cost to the municipality of doing so.

Councillor Dykstra asked if they could publicly shame delinquent account-holders, to which staff advised that doing so would violate Provincial protection of privacy legislation.

As for billing frequency, Council was open to changing from the current January-only billing to a twice-a-year or even more frequent billing system, although discussion revealed that the logistics are an issue as this would require a formal amendment to the applicable by-law. Staff will return with options.

**6. ADJOURNMENT**

**MOTION:** Adjourn the meeting. (7:19 pm)

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Bannister

**Motion Carried**

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Chair

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Clerk