



**COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**Monday, October 23, 2023, 6:00 pm**

Members Present: Mayor Robert Campbell  
Councillor Phyllis Bannister  
Councillor Sarah Colwell  
Councillor Nathan O'Brien  
Councillor Stephanie Thorne

Members Absent: Councillor Joe D'Ettore  
Councillor John-Wiebe Dykstra  
Councillor Jason Gallant

Staff Present: Austin Henderson, CAO  
Dianne Ayles, Clerk/Treasurer  
Scott Landry, Assistant Clerk  
Massimo Caracristi, Director of Recreation and Wellness  
Bradley MacLeod, Fire Chief

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

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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 O'Brien

**Seconded by:** Councillor Bannister

**Motion Carried**

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

No conflicts declared at this time.

### **4. NEW BUSINESS**

#### **1. Englobe - Asset Management Plan**

Background:

In 2022, the former Village was informed that a prior request submitted to the Federation of Canadian Municipalities Asset Management Program was successful. At that time, work began on updating the previous 2019 plan to include a climate risk assessment, develop levels of service, update the plan based on work completed, and create a 10-year capital plan.

The work for this phase is now completed. Administration is preparing the final documentation for FCM to receive the \$50,000 grant.

This presentation by Genevieve McIntyre of Englobe summarized the plan, highlighting spending deficits, the capital priority list, and an overview of the process.

The Town of Salisbury's infrastructure backlog is valued at \$6.8-million, half of which are roads. Level of Service (LOS) is a metric that measures the performance of municipal assets. Currently, with the strived-for standard being a C grade, Salisbury's LOS grades of roads and facilities is D+ with 64 per cent of assets, valued at \$27.3-million, currently in poor condition (which, according to Englobe, is actually typical among municipalities, underscoring the importance of having asset management tools in place), including 21 per cent of these assets scoring high on a priority scale determined by condition and criticality.

Administration added that:

- Asset management is an ongoing exercise. With the updated plan, and tools that will be provided by the Consultant for this phase, it is the intent of the Town to integrate additional information on an ongoing basis in this plan and ensure it is part of standard operations;
- The work completed in this phase is more of a desktop exercise. This means that not all assets were formally/fully inspected. Assets (buildings, roads, etc.) were inspected in 2018 prior to the initial plan of the former Village. This means that some conditions are exclusively based on age and standard replacement recommendations, especially for sewer;
- In the Strategic Plan, the Town has identified completed updated inspection of roads as a priority, and the Town will also explore adding natural assets (i.e. trails) to the plan at that time;
- As Council will likely notice, Administration has already used this draft plan in working on the 2024 Budget as it relates to priorities, funding allocations, and elements highlighted to Council;

- The 10-year capital plan will be updated on an annual basis and will be approved by Council annually, meaning the asset management findings and budget allocations can be determined and prioritized by Council regularly moving forward;
- In addition to the presentation, Administration has proposed an Asset Management Policy (included in the last plan but never adopted, and it has since been modified for our template and to include additional information on the method of prioritization).

**MOTION:** Council receive the information from Englobe Corp. as information and direct Administration to bring the Asset Management Plan and ten-year capital plan forward for official ratification at an upcoming meeting of Council.

**Moved by:** Councillor Colwell

**Seconded by:** Councillor Bannister

**Motion Carried**

2. Codiac PSAP - Regional Fire Dispatch

The purpose of this agenda item was to seek direction from Council on opting-in to Regional Fire Dispatch offered through Codiac PSAP (Public Service Answering Point) and provide an opportunity for Council to hear about the program from representatives of Codiac PSAP.

Regional Fire Dispatch (RFD) has been a project being rolled out across New Brunswick for several years. This has been a matter of discussion in Salisbury for a comparable amount of time. This region is the last in the province not on the RFD model.

In the last year, the Fire Chief and CAO have been in conversations and determined that until such a time that mutual aid departments made any switch, there was not a need to rush into a RFD agreement. However, mutual aid departments in Petitcodiac and Elgin (transitioning to TMR (trunked mobile radio) system by the end of October), Havelock (transitioning to TMR by November 2), Moncton (already on TMR), and Riverview (already on TMR)) have all committed to RFD. As such, Administration is prepared to make a recommendation to Council to proceed to ensure that we can effectively maintain proper communication with our mutual aid partners.

For background and context, the following is the general process for our dispatch operations:

- Someone phones 911, which is answered by Codiac PSAP (Public Service Answering Point), a service offered by the City of Moncton;

- In the event that this is within Salisbury's Fire Boundaries, Codiac PSAP phones Salisbury's hot-key number. This number is internal and is only used to dispatch the Department;
- The call from Codiac PSAP is responded by a Member of the Department, who takes the information from Dispatch. Once confirmed, no further connection to dispatch occurs unless the Department phones them. The member that responded to the call then repeats the dispatched call for members to respond to;
- In the event of mutual aid or the need of services (ie: towing, excavating, NB Power, etc.), the Department uses firefighters that are responding to phone them directly.

In the RFD model, dispatch is available to make the additional calls throughout incidents and provides reporting to the Municipality. For example, responding Firefighters would advise dispatch for the need of mutual aid and/or additional services, through their radios, in-lieu of phoning them directly. All crews dispatched and/or required would be managed by Codiac PSAP. The particular advantages of RFD are as follows:

- Reporting elements, which are not currently provided and/or used;
- Inter-operability with mutual aid departments and other agencies that may need to respond (RCMP, ANB, NB Power, towing, etc.);
- Compliance with current *and future* NB-911 policies, changes, etc.

In December of 2022, it is worth noting that the following motion was passed at the last meeting of the former Village of Salisbury Council:

**MOTION – FIRE DISPATCH – Councillor Hamer**

It was moved by Councillor Hamer and seconded by Councillor Colwell that 'Salisbury Village Council instruct staff to proceed with discussions with Valley Communications Ltd. as to the feasibility and costs of providing dispatch services for Salisbury Fire Rescue; as a cost effective alternative to the Codiac Regional Fire Dispatch option being put forth at an annual cost of over \$50,000 including a formula tied to a rising tax base which will escalate in coming years.' On the Question, Councillor Hamer clarified that this is not a money motion, rather a motion to explore other options for regional dispatch that may be more affordable than the model presented by current provider Codiac PSAP (Public Safety Answering Point). **MOTION CARRIED**

Prior to this motion, Administration had connected with the proponent in question, Valley, based out of Nova Scotia. A draft agreement was provided by Valley, and was sent to the Town as well as another Municipality (in the same email). This approach was of concern to the Town, given it is strange to have contractual conversations and bring in

third parties that are also negotiating with them. Costing per municipality, at that time, was \$2.25 per capita per annum, based on 2021 census numbers. In essence, the service would cost approximately \$17,550 based on the Town's population of 7,800. The conversations with Valley were not explored further. Administration is of the position that this would not provide additional services and would continue to be a third-party involved in the dispatching of our Department. For example, in the event of a response, Codiak PSAP would phone Valley, Valley would then phone/dispatch Salisbury. During a call, we would call/speak to the Dispatcher at Valley, who would then be responsible for phoning the other services. Where Valley is not on the TMR system, they would be doing the same thing that we currently do by manually phoning the hot-key numbers. It reduces the obligation on the part of the members responding but does not promote the inter-operability amongst all department members, mutual aid partners, and other responding agencies.

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

**MOTION:** Council direct Administration to continue conversations with Codiak PSAP for Regional Fire Dispatching Services and a proposed agreement for ratification at an upcoming meeting of Council.

On the Question, Fire Chief MacLeod was asked for his thoughts on Regional Fire Dispatch with Codiak PSAP. Chief MacLeod believes it is in the best interest of the community for the fire department to proceed in this direction, with all of Salisbury Fire Rescue's Mutual Aid partners already on board with Codiak PSAP. It will be a time-saver, which he says is critical in what they do. He also noted it would be more difficult to proceed with this at a later time.

Also on hand to answer questions on behalf of Codiak PSAP were Charles Savoie, Director of Strategic Planning and Police Support Services, and Dan Fougere, Emergency Operational Communication Centre Commander/PSAP Manager.

The projected transition time to bring Salisbury Fire Rescue on board is four to six weeks.

**Moved by:** Councillor Bannister

**Seconded by:** Councillor Thorne

**Motion Carried**

Fire Chief MacLeod left the meeting following the conclusion of item 4.2.

3. Southeast Regional Service Commission - Regional Trail Plan

Item has been deferred to a November meeting of Council.

4. Rogers Telecommunications Tower

Background and Information:

On August 14, Council discussed a proposed telecommunications tower proposed by Rogers Communications. A letter was sent from the Town, dated August 15, to express concerns with the proposed location downtown. At that time, Staff had expressed concerns to Council given the lack of process followed and forthcoming information from the proponent.

Since then, the company has undertaken the process that should have generally been completed at the forefront of the process. The proposed cellular tower/antenna would be located off Main Street, Salisbury (PID 00817288, a property that has frontage on both Main Street and River Road). As part of the process of erecting a tower, the municipality is notified of the proposed tower once the Service Commission has received the details on the proposal.

The Village of Salisbury Zoning By-law, Section 3.18 Utilities, states the following: "Utilities are permitted in all zones. Telecommunication antennas are subject to the siting review process as specified in the Southeast Regional Service Commission Antenna System Siting Protocol."

As part of the siting protocol, Plan360 notifies the municipality of the proposed tower. From a zoning perspective, it is a permitted use as seen in section 3.18.

In the case of cellular towers/antennas, Innovation, Science and Economic Development Canada is the decision body that looks for consultation with the Municipality. From a Land Use perspective, the by-law treats them as a public utility and permits them in all zones. However, if there are comments or questions from the municipality we can certainly inquire as to how they will be addressed through this process.

This was, therefore, Council's opportunity to raise any concerns that could be forwarded to Plan 360, and subsequently ISED, as part of this process.

Council discussion concluded that while members do appreciate the idea of better cellular service, there is opposition to the tower location downtown, saying it would be an eyesore and would go against any beautification efforts to date. Council asked Administration to gather public feedback through a social media post.

**MOTION:** Enter into a recess.

**Moved by:** Councillor Colwell

**Seconded by:** Councillor Thorne

**Motion Carried**

*RECESS*

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

**Moved by:** Councillor O'Blenis

**Seconded by:** Councillor Thorne

**Motion Carried**

5. 2024 Budget – Updated Budget and Directions

Director of Recreation and Wellness had to leave the meeting during Item 4.5 due to other Department of Recreation and Wellness priorities that evening.

Background and Information:

Staff have been responding to questions following Council's budget working session. For clarity, the budget presented was the recommended budget based on the required needs and priorities previously identified by Council.

Administration has prepared three options with adjustments based on finalized tax base numbers that are intended to summarize the budget options and the key elements as they relate to impacts for the specific sub-units, future implications, and/or shared cost implications. Updated full versions of the budget will be prepared as Council provides direction.

Based on Council's request for comparisons, Administration has also prepared a staffing summary of comparable municipalities based on direct contacts or what was listed publicly on their websites. These provide general overviews and summary tables with their tax bases and populations.

Following the direction at this Committee of the Whole meeting, the intent is for staff to begin preparing communications in preparation for official endorsement of the budget. Ratification of the budget will occur at the Regular Council Meeting in November. There is the potential that additional meetings may be required as Staff continue to work on finalizing the outstanding variables. Small adjustments will be made as numbers are finalized.

**MOTION:** Council direct Administration to continue finalizing the recommended option as presented for the 2024 Operating Budget and bring the finalized budget for official ratification at an upcoming meeting of Council.

On the Question, Council's lengthy discussion of the recommended budget touched on a number of areas. Asked about the several different tax rates for the former local service districts and the likelihood of ever seeing the so-called outside areas (former LSDs) achieving a common tax rate considering their common level of service, the CAO responded that

pre-existing contracts for services, notably waste collection, are complicating factors in this. The need to address the infrastructure backlog for street resurfacing in the Ward 3 (former Village) billing unit, as made evident in the asset management exercise, was also discussed. As for sewer rates and the possibility of an increase, it was noted that wastewater facility maintenance and spot repairs to the sewer system now face significant outside financial pressures, with the spike in costs for asphalt reinstatement being just one example. Further discussion of needs and wants, and immediate demands versus those which can be deferred, included a possible rec centre in the long term, citing expressed interest in the community; and further, the need for preparatory plans to be in place in the event that higher government funding should become available. In the end it was noted that asset management and growth comes at a cost, with Mayor Campbell saying this is a Council that does, not a Council that talks.

**Moved by:** Councillor O'Brien

**Seconded by:** Councillor Colwell

**Motion Carried**

6. Bike Park Re-Purposing Proposal

The purpose of this agenda item was to seek direction from Council on the proposed re-purposing of the current bike park.

Background:

A number of years ago (around 2011/2012, approximately), a community group installed a BMX park near the baseball fields. This was not maintained by the Municipality at that time. The Bike Park was named in memory of Josh Damery, a local teenager who passed away in a car accident. He was an avid motorcrosser and was working to install the BMX park prior to his accident.

Since its installation, a number of community organizations and businesses have worked on the project. Much of the work had been done by volunteer groups or those that volunteered time in memory of Josh.

In recent years, we have seen theft and vandalism on-site. This includes being required to remove the gazebo that was at the start of the course due to vandalism and damage, removing all signage (that identified it as the Josh Damery Memorial Bike Park), and seeing fence damage. In recent years, there has been decreasing use of the park for its intended purposes, and we have also seen an increase in theft and vandalism in that area (baseball hut, sheds, and field lights).



Where the Bike Park is also on School District land, we have also been in contact with the School. They are concerned that the park is a liability, with which the Town agrees. This is true regardless of whether or not the Park has seen disrepair in recent years.

Prior to bringing this to Council for direction, it was most important to contact the Damery Family. They have confirmed that they would support re-purposing the space, which is when formal conversations began around the potential uses. As has been mentioned before, including by some Members of Council, a suitable purpose would be for a dog park. The family has confirmed that they support this re-purposing and given Josh's love for dogs, would support it remaining named in his memory.

Council was then provided with a number of photos offering views of the bike park in both its early years and present day.

The request for a dog park is often anecdotally mentioned in surveys on recreation priorities.

**MOTION:** Council direct Administration to continue exploring the feasibility and practicality of re-purposing the current bike park to a dog park.

On the Question, Mayor Campbell thanked staff for their work on this file, saying it will help with community beautification and vibrancy. Communication with business owners who contributed to the bike park will be important going forward.

Councillor O'Blenis asked if the park would be four-season use. CAO responded that would be the intent, although, it would not be ready for this coming Winter. Better lighting would also be needed.

It was further added that it becoming a dog park would likely help combat vandalism with more traffic in that area.

**Moved by:** Councillor Bannister  
**Seconded by:** Councillor Thorne

**Motion Carried**

**5. CLOSED SESSION**

No Closed Session held this meeting.

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

No statements or inquiries were made.

7. **ADJOURNMENT**

**MOTION:** Adjourn the meeting. (8:12 pm)

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Bannister

**Motion Carried**

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Chair

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Clerk