



**COMMITTEE OF THE WHOLE MEETING
MINUTES**

Monday, January 22, 2024, 6:00 pm

Members Present: Mayor Robert Campbell
Councillor Phyllis Bannister
Councillor Sarah Colwell
Councillor Joe D'Ettore
Councillor Jason Gallant
Councillor Nathan O'Blenis
Councillor Stephanie Thorne

Members Absent: Councillor John-Wiebe Dykstra

Staff Present: Austin Henderson, CAO
Dianne Ayles, Clerk/Treasurer
Scott Landry, Assistant Clerk
Massimo Caracristi, Director of Recreation and Wellness
Kate Doucette, Coordinator of Events and Strategic Projects

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

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 Colwell

Motion Carried

3. **CONFLICT OF INTEREST DECLARATIONS**

Mayor Campbell noted that Conflict of Interest Declaration forms are on the Council Table should any councillor need to fill one out for submission to the Clerk.

4. **NEW BUSINESS**

1. **Salisbury 250 Programming Overview**

This presentation by Events and Strategic Projects Coordinator Kate Doucette, who is overseeing all Salisbury 250 programming, aimed to update Council on the variety of related events, programming, and initiatives that have begun and will take place throughout 2024. This is a celebration of heritage, history, and connection. Special projects are designed with the intent of building on everyday knowledge by sharing and celebrating local heritage.

1774 is when Yorkshire settlers set up the first permanent settlement here, although Acadian and Indigenous settlers prior to that tie in to almost every aspect of history and the celebration will include a special focus on that. Each month will feature a different theme.

January, with the monthly focus being the Silver Fox, committee member Connie Colpitts delivered a public presentation on the history of fox farming in the region, which was well-attended and received many positive reviews. It was recorded and uploaded to the web page, and a digital copy was also saved.

The Salisbury 250 Committee is a very knowledgeable 10-person committee consisting of four members of the community, as well as three members of Council and three Town staff members. Their input ensures the area's history is properly captured, highlighting significant events and engaging other residents. Community involvement is key to any related projects and events.

Kate Doucette's presentation also touched on a Salisbury 250 Banner Program that will see the central streets of Salisbury lined with historical banners and promoted with an interactive "walking tour;" and a Salisbury 250 Documentary, 25-30 minutes in length, that will be created in an interview-style format and will feature local subject matter experts. As well, local artists will be involved in several projects, such as a mural, an amphitheatre, an art show, etc.

Key to the success of Salisbury 250 is the financial support of sponsors: the Government of Canada and Government of New Brunswick.

The best way for the community to stay up to date is the Salisbury 250 web page at the Town website: <https://salisbury-nb.ca/salisbury-250/>.

Mayor and Council thanked Kate Doucette for her presentation.

2. Proposed Financial Assistance for Recreation Policy

The purpose of this presentation by Recreation and Wellness Director Massimo Caracristi was to seek a resolution from council on the proposed Financial Assistance in Recreation (FAR) program policy, as well as seek direction for staff to commence fundraising, promoting, and planning the FAR program.

The Town's Financial Assistance for Recreation (FAR) program is aimed at ensuring that all youth in the Town of Salisbury, regardless of their financial circumstances, have equal access to recreational opportunities, from sports to lessons and camps to cultural activities. This program is similar to programs such as JumpStart, ProKids, KidSport, etc. However, in exploring other programs, it was determined that a Made-in-Salisbury program should be piloted given the unique circumstances of our recreation offerings and community.

The premise of the program is as follows:

- There are two streams - one for registration and one for other associated costs (ie. transportation, etc.). This is the primary difference with Salisbury's program, given many programs exist to only cover registration, which is only one of the expenses of organized recreation activities.
- Families of children between the ages of 4 and 18 within the Town of Salisbury will be eligible for funding allocated to sustained programs that involve a sport, art, membership, leisure activity, education component, and/or physical activity. Eligible programs or memberships must be a minimum of four weeks in duration and include at least one session per week. In the case of camps, the program must last at least five consecutive days for consideration.
- Eligible recipients shall receive up to \$300 per calendar year under the FAR program, and families may be eligible for up to \$500 per calendar year.
- Approval and amount(s) of funding is subject to funding availability and is offered on a first-come, first-serve basis. Priority will be given to applicants who meet Revenue Canada's Low-Income Cut-Offs and/or who have not previously received FAR funding.
- In order to maximize equitable funding amongst families who need it most, and leverage other opportunities available, families who meet JumpStart's specific financial criteria, using the Canada's Low-Income Cut-Offs (LICO), will be asked to first apply for JumpStart's Individual Child Grant prior to applying for Registration Assistance Grant (RAG) funds through the Salisbury FAR program. The FAR program will then cover the remaining registration cost(s) not covered by JumpStart's Individual Child Grant. These recipients will also be pre-approved for up to \$300 from the Gas, Equipment, and Tournament Grant (GET), minus the amount given to cover the cost of registration.

- Recipients who do not fall within Revenue Canada's Low-Income Cut-Offs (LICO) will be eligible to apply for up to \$200 per recipient.

A \$10,000 donation has already been secured for the FAR program and, pending approval from Council, the intent will be to begin a formal campaign to solicit additional donations while staff also work on branding and marketing. The first intake of three intakes per year will be in the Spring of 2024.

The creation of this program is a Strategic Plan item in the Community and Quality of Life Pillar.

MOTION: Salisbury Town Council approve the Financial Assistance for Recreation policy for official ratification at an upcoming meeting of Council.

Moved by: Councillor Thorne

Seconded by: Councillor O'Blenis

On the Question, Council discussion touched on governance of this program, legal considerations, and funding through donations or sponsorships. Asked about budgetary predictions, the Director of Recreation and Wellness said his goal is a budget of \$20,000-\$25,000. CAO stressed that the FAR is very much a pilot project at this time and that adjustments are anticipated based on what is learned during the first intake.

Council expressed excitement about this program.

Motion Carried

3. Proposed FCM and UMNB Conference Policy

The purpose of this presentation by CAO Austin Henderson was to seek direction from Council on the proposed Policy to regulate attendance at the Federation of Canadian Municipalities (FCM) and Union of Municipalities of New Brunswick (UMNB) annual conferences.

In January of 2023, Council provided direction to have the Mayor and CAO attend the FCM Conference in 2023, held in Toronto. This also included having the CAO attend CAMA (the national municipal administrators conference) in Huntsville, Ontario. It was determined that it was an important expense to have Salisbury represented at these types of conferences moving forward.

To ensure that Council can consistently understand who will represent Salisbury and how the Town budgets reasonably to attend these conferences, a proposed policy has been drafted. The premise of the Policy is as follows:

- The Mayor and Deputy Mayor will attend FCM annually. Council may appoint designates in the event of lack of availability, and in the event that

the Deputy Mayor is serving multiple years, Council may choose to appoint a designate to attend to provide additional opportunity to other elected officials.

- When FCM is held in Toronto or East of Toronto, an additional member of Council may attend. When it is held in the Maritimes, all of Council will be afforded the opportunity to attend for that one year.
- All of Council shall be able to attend UMNb in Fredericton annually.
- CAO shall attend FCM if it is in the same flight location as CAMA (eg. this year the CAO will fly to Calgary for CAMA as it is in Banff, and Calgary is same location as FCM). The CAO shall also attend UMNb annually with Council.

In light of the 2023 desire to begin attending the conference, the Council expense budget was increased to send two members of Council to FCM and all members of Council to UMNb. The Mayor has a separate expense budget which accounts for both events. The proposed policy, given the location in Calgary this year, would instead send the Mayor plus the Deputy Mayor or designates (minus one from the original budgeted amount).

The premise of the Policy is that the Town is reasonable with expenses while recognizing the importance of ensuring Salisbury can be represented, network, learn best practices, and advocate for our priorities on a provincial and national level. The policy also aims to provide succession amongst Council and ensure continuity by identifying the level of involvement of the senior-staff member or the CAO. Lastly, it will ensure staff can consistently budget accordingly for these conferences.

MOTION: Council approve the proposed FCM and UMNb Conference Policy as-presented and bring the policy forward for official ratification at an upcoming Regular Meeting of Council.

Moved by: Councillor Gallant

Seconded by: Councillor Bannister

On the Question, it was clarified that at the FCM conference smaller communities are generally better represented than cities.

Motion Carried

4. Proposed Use and Retention of Video Surveillance Policy

The purpose of this agenda item was to seek direction from Council on a proposed policy for the use and retention of video surveillance, in addition to seeking direction on participating in an NB Power program for surveillance cameras on streetlights. While the NB Power pilot is an option, it is the recommendation and intent of Staff to seek direction on the Policy, regardless.

NB Power, in 2024, is launching a pilot program for security cameras on the top of streetlights. These can be rented by the Municipality and be used as a deterrent for crime, assist with post-incident scenarios (ie. when there are a series of crimes), and be used for things such as monitoring weather conditions to deploy snow contractors, for examples.

The Town had a meeting with NB Power to better understand their six-month pilot. In essence, we would sign a contract with NB Power and they would place the cameras on our existing street lights at locations of our choice. We have consulted with the RCMP on two potential locations along Main Street, in particular.

Prior to engaging NB Power formally, Administration wanted to confirm that Council was in approval with the proposed approach. It also became clear that the Town should formalize its use of any security footage, both to communicate transparently on our use of said resources, but also for the purposes of RTIPPA (ie. requests under the New Brunswick Right to Information and Protection of Privacy Act). The policy outlines reasons for video surveillance, who has access to it, the retention and provision of recordings if requested, and respect of privacy.

The current pilot would be for six months and is non-committal beyond that point. NB Power will evaluate the pilot after the completion of this period, although the public utility suspects that given demand to date (most of their cameras have already been spoken for), it will continue.

The New Brunswick Department of Transportation and Infrastructure (NBDTI), at its expense, also has the intent of installing one on a municipal street light at the WM-32 culvert, presumably in light of the theft of copper wire that has occurred at the traffic lights.

MOTION: Council approve the proposed Policy on the Use and Retention of Video Surveillance and bring the policy forward for official ratification at an upcoming Regular Meeting of Council, and that Council direct Administration to engage with NB Power for the purposes of street light cameras as part of their pilot project.

Moved by: Councillor Bannister

Seconded by: Councillor Colwell

On the Question, Council discussion touched on intended public disclosure of camera locations (using signage) and the ability to relocate cameras to areas deemed in need of surveillance. It was also clarified that in the case where footage would be subject to RTIPPA, Protection of Privacy provisions would remain in place, so access through RTIPPA could still be limited because of that.

Motion Carried

5. Proposed Municipal Surplus Land and Land Acquisition Policy

The purpose of this agenda item was to seek direction from Council on the proposed Policy related to Municipal Surplus Land and Land Acquisition.

The Town's Strategic Plan has a pillar of creating an environment that is attractive for developers and where affordable housing is accessible. Under this, there are action items of developing a land acquisition and management strategy, incentivizing residential development, maintaining a land inventory, and exploring partnerships for affordable housing. The proposed Municipal Surplus Land and Land Acquisition strategy aims to address, in different ways, all of these action items.

During a recent Council meeting, in a Closed Session, it was also discussed to prioritize the drafting of this Policy for consideration at the January Committee of the Whole Meeting.

The premise of the policy is as-follows:

- Council can designate land as surplus by way of a resolution, starting an RFP (Request for Proposals) process. This RFP process is public and involves a presentation of finalists to Council in a Closed Session. Generally, this is for the purposes of housing but may also be for other intended uses as stipulated in the RFP for the surplus lands. This does not negate Council from selling a parcel of land, via direct sale, for the highest price (ie. selling as a public listing with a realtor, etc.)
- Council can solicit, by-invite, not-for-profit developers for proposals and transfer the lands for \$1 if the proposal is successful, in order to spur the development of not-for-profit housing or affordable housing.
- The Policy outlines that when acquiring lands, Administration, through mutual agreement of the CAO and Mayor, has authorization to negotiate an intent to purchase a parcel if it meets the requirements outlined in the policy with a price of +/- 10% of the fair market value, determined by professionals as noted in the Policy. This does not purchase the land, but saves/expedites the process by saving a closed session meeting and bringing a proposed intent to purchase instead of seeking direction to draft said intent to purchase.

MOTION: Council approve the proposed Municipal Surplus Land and Land Acquisition Policy and bring the policy forward for official ratification at an upcoming Regular Council Meeting.

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

On the Question, Councillor Bannister suggested removing "minus 10 per cent" from the land acquisition section. Doing so would allow for the municipality to receive the best possible deal in a land acquisition transaction, removing the low-end restriction. Council was in agreement.

Motion Carried

5. CLOSED SESSION

No Closed Session held this meeting.

6. MAYOR AND COUNCILLORS' STATEMENTS/INQUIRIES

Mayor Campbell - Noted that there is a great energy in the community these days and credited staff for their hard work. Also spoke of how the idea of acknowledging Salisbury 250 was first brought up four years ago by Salisbury Beautification Committee members.

Councillor Thorne - At a recent library board meeting, library staff had very positive things to say about a Town Department of Infrastructure and Public Works employee who had been doing work at the library. She thanked the entire Works department for their hard work.

Councillor D'Ettore - Said he loves seeing all of these new policies for the Town, adding they will make things so much easier going forward. Mayor Campbell agreed, crediting the CAO for following up on their meetings and pushing forward with these new policies.

Councillor Bannister - Commented that she recently learned that a Provincial government minister is from Five Points and has family connections to early fox ranching in the Salisbury region.

7. ADJOURNMENT

MOTION: Adjourn the meeting. (7:02 pm)

Moved by: Councillor Thorne

Seconded by: Councillor Colwell

Motion Carried

Chair

Clerk