



**REGULAR COUNCIL MEETING
MINUTES**

Monday, January 8, 2024, 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
Trevor Douthwright, Manager of Infrastructure and Public Works

Staff Absent: Lorie Paterson, Administrative Assistant
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 Colwell

Seconded by: Councillor O'Blenis

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. ADOPTION OF MINUTES

1. Regular Council Meeting - December 11, 2023

MOTION: The Minutes for the Regular Council Meeting held December 11, 2023, be adopted.

Moved by: Councillor Gallant

Seconded by: Councillor D'Ettore

Motion Carried

2. Special Council Meeting - December 29, 2023

MOTION: The Minutes for the Special Council Meeting held December 29, 2023, be adopted.

Moved by: Councillor Thorne

Seconded by: Councillor O'Blenis

Motion Carried

5. CONSENT AGENDA

MOTION: Council adopt the Consent Agenda of January 8, 2024.

Moved by: Councillor D'Ettore

Seconded by: Councillor Colwell

On the question, Councillor O'Blenis asked for clarification regarding item number 2. Therefore, a new motion was required to reflect this request to address the single item.

MOTION: Council adopt items 1, 3, 4, and 5 of the Consent Agenda of January 8, 2024.

Moved by: Councillor D'Ettore

Seconded by: Councillor Colwell

Motion Carried

MOTION: Council adopt item number 2 of the Consent Agenda of January 8, 2024.

Moved by: Councillor O'Blenis

Seconded by: Councillor Colwell

On the Question, the expropriation, for which the Town of Salisbury was one of the notified stakeholders, CAO explained that the Town was notified because it is a rights-holder in the right-of-way through the property that is being expropriated by NBDTI. This is related to culvert replacement plans at Route 106/McNaughton Brook.

Motion Carried

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

Two development and building permits were issued in the Town of Salisbury by Plan 360 (Southeast Regional Service Commission) in December, 2023, carrying a total estimated project value of \$44,117.

2. NBDTI - Notice of Expropriation - Land near WM-32 Culvert

Letter from Brandon Mazerall, Expropriation, Abstract and Document Support Manager/Property Services Branch details the intention of the New Brunswick Department of Transportation and Infrastructure to expropriate lands from addressed property owners for highway purposes. This is regarding plans to replace a failed culvert on NB Route 106 at McNaughton Brook.

3. Elections NB - Rules re: Contributions to Registered Political Parties

Letter from New Brunswick Chief Electoral Officer Kim Poffenroth is a reminder to new municipal council members and employees, in advance of the 2024 provincial general election, of the rules in place in New Brunswick regarding contributions to registered political parties, registered district associations, registered independent candidates, and leadership or nomination contestants.

4. Gabby Goggin - Thank You card re: Bursary

Thank You card was received from Salisbury Regional School graduate Gabby Goggin, who was a recipient of one of the Town of Salisbury bursaries to the Class of 2023.

5. UMNB - Update on UMNB-CNBA Merger

Correspondence from UMNB President Andrew Black provides an update on the letter sent on December 14 regarding the discussions on the merger of UMNB and the Cities of New Brunswick Association (CNBA). On December 19, the CNBA Board of Directors voted in favour of the merger of the CNBA and UMNB. As of January 1, 2024, UMNB expanded

its existing Cities Zone within UMN, which is now officially recognized as the Urban Municipal Caucus (UMC).

6. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

1. 2024 Property Tax Increase - Joe Hughes, Resident of Ward 1

Councillor John-Wiebe Dykstra joined the meeting at 7:07 pm.

Ward 1 resident Joe Hughes appeared before Council to speak on the 2024 tax increase in Salisbury. He explained how he understands that the municipality's costs are going up, but so are household costs, especially impacting those on fixed incomes, and questioned the need for a 10 cent tax rate hike. He noted that he built where he did knowing at the time what to expect for taxation and services. He requested and was offered clarity on the shared services between the four wards of Salisbury -- snow-removal, garbage collection, policing, and fire protection. Councillor Dykstra, who represents Ward 1, went on to explain how the village area, Ward 3, is actually paying a higher tax rate than the other wards (the former local service districts), and that Wards 1, 2, and 4 are paying 90 per cent of their portions of the shared costs. He also explained that costs are up across the board. Councillor D'Ettore, the councillor for Ward 4, added that the village area (Ward 3) does not see extra services that the former LSDs do not receive. He explained that 84 per cent of the municipality's costs are fixed costs that are out of the municipality's control (for example, policing) and that the population and geography of the municipality grew significantly, while the staff did not and must now be right-sized to handle the extra workload. Mayor Campbell said he appreciated the presenter's visit and that staff would be in touch to discuss his taxes in further detail if he wished. The mayor also stated that Salisbury's tax rates remain among the lowest in the province, adding that while some municipalities did not raise rates, or even lowered them, many other municipalities were forced to raise tax rates. Council thanked Joe Hughes for coming in to see them.

7. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

No reports or recommendations from committees and private meetings.

8. REPORTS FROM ADMINISTRATION

1. UMNB Cultural Policy Pilot Project Application

The Union of the Municipalities of New Brunswick is currently seeking an anglophone community that would be interested in playing a leadership role for a pilot project to develop a cultural policy through UMN. The development of such a policy was already in Salisbury's strategic plan for 2024 under the Community and Quality of Life pillar. The community

selected to take part in this UMNB Cultural Policy Pilot Project will demonstrate the support and engagement of municipal council, availability of a staff member to manage the project and champion its long-term needs, a willingness to take on a multi-year project involving community participation (2024- 2025), and enthusiasm for sharing their experiences in the process of developing a cultural policy with other municipalities wishing to undertake similar work in the future. This pilot project would tie in well with the theme of Salisbury 250 throughout 2024.

MOTION: Salisbury Town Council direct administration to apply to UMNB’s Cultural Policy Pilot Project by the January 31, 2024 deadline.

Moved by: Councillor Thorne
Seconded by: Councillor Colwell

On the Question, it was clarified that this pilot project is free, done by UMNB.

Motion Carried

2. Trackless MT7 Purchase (Sidewalk Plow)

As per a quote dated January 2, 2024, a request for quote under Sourcewell/Canoe Procurement Contract #090321-ELG was issued for the purchase of a 2024 Trackless MT7 with Trackless 5-way plow. Pursuant to Section 26(1) of the Procurement Act, an entity (in this case, the Town) may join a Procurement Buying Group (in this case, Canoe Procurement Canada). This request was made by the Town on November 27, 2023. As per the letter dated December 8, 2023, the Town is authorized to use Canoe Procurement as a buying group. Canoe Procurement Canada completes the procurement process through competitive procurement and their members, at no-charge, can use their contracts (in this case #090321-ELG) in order to source their goods. The price is as follows, as broken down in the detailed estimate:

| Proponent(s) | Price (excluding HST) |
|--------------------|-----------------------|
| Saunders Equipment | \$169,850.00 |

The General Operating Fund has \$200,000.00 budgeted for this expense in 2024 under line 2.3.1.5.3. This is a Village Sub-Unit specific expense. This is also a purchase in accordance to the Town’s Asset Management Plan. The specifications issued to the proponent were met. This machine will match all attachments of the existing sidewalk plow. This is also the same dealer (Saunders Equipment) that services our current machine, ensuring that the goods and products of the Town are consistent with current machinery and parts.

MOTION: Council award the purchase of a 2024 Trackless MT7 with Trackless 5-way plow, to Saunders Equipment in the amount of \$169,850.00, plus HST as per Sourcewell/Canoe Procurement Canada's Contract No. 090321-ELG, as per the authorization provided by the Minister of Service New Brunswick to the Town of Salisbury in the letter dated December 8, 2023.

Moved by: Councillor O'Blenis

Seconded by: Councillor Thorne

On the Question, CAO explained that the Town's intention is to keep the old Trackless plow as a backup machine only, noting that it endured costly repairs last year.

Councillor Dykstra suggested selling the old Trackless. Following brief discussion, Council asked Administration to obtain an estimated value for the machine to see if selling it would offer enough value to outweigh its usefulness as a back-up.

Manager of Infrastructure and Public Works pointed out that the machine being purchased is on back-order and is likely three-to-four months away.

Councillor Thorne suggested having a public naming contest for the Trackless machines.

Motion Carried

3. 2024 Council Schedule - Summer Meetings

In the Town's Procedural By-law, it is required that the Town hold a Regular Council Meeting the second Monday of every month. In 2023, the Town did not hold Committee of the Whole meetings for two months during the Summer. This generally facilitates availability, especially amongst staff, given Summer is often when vacation is taken. Where Committee of the Whole meetings are not a requirement, it is the recommendation of Staff to postpone the COTW meetings for the Summer, since the business from COTW can be done at Regular Meetings, but not vice-versa.

Given the number of tenders and projects on the docket for 2024, Staff would like to confirm that this is the intent of Council and finalize the 2024 Council calendar accordingly.

MOTION: Council not hold the 2024 July and August Committee of the Whole Meetings in 2024, and should need arise, hold Special Meetings as required in addition to the regularly scheduled Regular Council Meetings in July and August.

Moved by: Councillor Dykstra

Seconded by: Councillor Thorne

On the Question, Councillor Gallant requested that the Council Meeting schedule be accurate in all places on the Town website.

Motion Carried

4. Authorization for Engineering Work - Municipal Building

In the Town's 2024 Budget, Council has approved renovations to the Municipal Building. Given the age of the building, and to unlock the only funding avenue that has proven to be a potential (NB Power for energy efficiency upgrades), work is required to the mechanical and electrical elements of the building. Given the age of the building and the likelihood of requiring additional work to ensure the work is done to code, the Architect advised undertaking mechanical and electrical drawings prior to going to tender to ensure that this scope of work could be included in the tender package.

While the Architect contract can be authorized under the CAO's threshold, the Engineering contract proposal from Englobe is beyond the \$30,000 threshold for the CAO and, therefore, requires authorization from Council to proceed.

MOTION: Council authorize Administration to engage Englobe Corp. for the purposes of completing Mechanical and Electrical Drawings for municipal building renovations and energy efficiency upgrades, as per the agreed upon scope of work, at a cost of \$33,800, excluding HST.

Moved by: Councillor Thorne

Seconded by: Councillor Gallant

On the Question, it was confirmed by the CAO to Councillor Dykstra that this was not tendered, rather the Town was able to use the Province's standing offer list for engineering. The recommendation to award this engineering component of the work to Englobe Corp. is due to Englobe having completed Salisbury's Asset Management Plan and they are aware of the current buildings and facilities, including having all inspection data, etc.

CAO also confirmed the lack of available municipal reform funding for this work at the present time.

CAO also said the drawings need to be done regardless of the timeline for the work, which is expected to take place over a number of phases.

Motion Carried

Councillor Dykstra indicated afterward that he abstained from voting. However, according to the New Brunswick Local Governance Act, members of Council cannot abstain from a vote. Therefore, it is being recorded as a "nay."

9. BY-LAWS

No by-laws to address this meeting.

CAO provided Council with a quick update on the status of the ATV road access by-law. Mapping has been updated. Also, confirmation was received regarding highway-use permits. The pieces that were not located in formal municipalities are not included in the current draft by-law, but QuadNB has confirmed that it will submit HUPs along with Salisbury's application to the Province following second reading, which is expected in February.

Following second reading, changes can take place up until third reading. This is expected to be a multi-month process.

10. CLOSED SESSION - Contractual (68(1)(c) Local Governance Act)

MOTION: Enter into a Closed Session.

Moved by: Councillor Thorne

Seconded by: Councillor Gallant

Motion Carried

CLOSED SESSION

MOTION: Return to the Regular Meeting.

Moved by: Councillor Dykstra

Seconded by: Councillor D'Ettore

Motion Carried

11. MAYOR AND COUNCILLORS' STATEMENTS/INQUIRIES

New Businesses - Mayor Campbell offered congratulations to Loopy Wool and Kayla's Food Factory. Both opened this past weekend.

12. NOTICES OF MOTIONS AND RESOLUTIONS

No Notices of Motions or Resolutions this meeting.

13. ADJOURNMENT

MOTION: Adjourn the meeting. (8:30 pm)

Moved by: Councillor Thorne

Seconded by: Councillor Dykstra

Motion Carried

Chair

Clerk