



**REGULAR COUNCIL MEETING  
MINUTES**

**Monday, February 12, 2024, 7:00 pm**

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

Members Absent: Councillor Sarah Colwell

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

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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 Bannister

**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 - January 8, 2024

**MOTION:** The Minutes for the Regular Council Meeting held January 8, 2024, be adopted.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Gallant

**Motion Carried**

2. Committee of the Whole Meeting - January 22, 2024

**MOTION:** The Minutes for the Committee of the Whole Meeting held January 22, 2024, be adopted.

**Moved by:** Councillor O'Blenis

**Seconded by:** Councillor Gallant

**Motion Carried**

5. **CONSENT AGENDA**

**MOTION:** Council adopt the Consent Agenda of February 12, 2024.

**Moved by:** Councillor Dykstra

**Seconded by:** Councillor D'Ettore

**Motion Carried**

1. RCMP J Division Quarterly Report (Oct.-Dec., 2023) - Southeast District

Printed quarterly report to Southeast Regional Service Commission is from RCMP-J Division Southeast District, which includes Caledonia Regional Detachment, of which the Salisbury region is part of. The report covers October 1, 2023 to December 31, 2023. This is their third quarterly report of the fiscal year spanning April 1, 2023 to March 31, 2024.

2. Southeast Regional Service Commission / Plan 360 Planning Review and Adjustment Committee - Notice of Decision Re: Variance

Letter received from Plan 360 (of Southeast Regional Service Commission) is the official notice of the decision taken at the Southeast Planning Review and Adjustment Committee meeting on January 24, 2024, for the property bearing PID 70374582. The PRAC motion approved the request for a variance to allow the construction of a camp.

3. Southeast Regional Service Commission / Plan 360 - Development & Building Permit List, January 2024

Four development and building permits were issued in the Town of Salisbury by Plan 360 (Southeast Regional Service Commission) in January, 2024, carrying a total estimated project value of \$142,924.

4. Southeast Regional Service Commission / Plan 360 - Local Planning Revenues

The latest Local Planning Revenue quarterly report from Southeast Regional Service Commission (SERSC) shows the Town of Salisbury received \$15,390.11 for the October-December period, breaking down to \$2,063.05 in October, \$4,821.04 in November and \$8,506.02 in December, with an end-of-year total of \$62,979.74.

Also received from SERSC was a Fee Correction statement covering seven files, showing four corrections. Additional payments to Salisbury on two of the corrected sums totaled \$7,813.00, and another two fee corrections will total another \$1,224.00 to be paid back to Salisbury.

5. SRS Renaissance team - Request Re: International Renaissance Leadership Conference

Regarding a funding request from the Salisbury Regional School Renaissance Team, a provided letter from the Town CAO detailed a grant from the Town of \$1,750, which works out to \$250 toward each student taking part in an international leadership conference taking place in Orlando, Florida in July, 2024. The Renaissance program focuses on making the school environment more positive and welcoming for all students and staff and better connect the school with the community.

**6. PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

No public or Administrative presentations this meeting.

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

1. Recommendations - Committee of the Whole Meeting - January 22, 2024

Financial Assistance in Recreation (FAR) Policy

During the Committee of the Whole Meeting of January 22, 2024, Salisbury Town Council was presented a proposed policy for a new Financial Assistance in Recreation (FAR) Program. This program, to be implemented initially as a pilot program, will aim to ensure that all youth in the Town of Salisbury, regardless of their financial circumstances, have equal access to recreational opportunities. Since the COTW meeting, the policy was revised to include that each approval is considered a one-time approval and does not constitute a guarantee of future funding under the program, in addition to adding a clause that the Town will also consider

previous FAR funding to ensure it can be allocated equitably to different residents within Salisbury.

**MOTION:** Council approve the Financial Assistance in Recreation (FAR) Policy as-presented.

**Moved by:** Councillor O'Blenis

**Seconded by:** Councillor Thorne

On the Question, Councillor D'Ettore inquired if it could be implied that the same applicant could be approved every year. CAO says it is explained in the policy that applicants must apply each year and will be considered each year based on the FAR criteria. Discussion also touched on where in the Town participants in sports are coming from, inside the former Village boundary or from the former local service districts, and if transportation may be a cost deterrent to participation.

**Motion Carried**

#### Municipal Surplus Land and Land Acquisition Policy

During the Committee of the Whole Meeting of January 22, 2024, a proposed policy for the acquisition and disposal of municipal lands was presented to Council. The Town's Strategic Plan has a pillar of creating an environment that is attractive to developers and where affordable housing is accessible. Under this, there are actions 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.

**MOTION:** Council approve the amended Municipal Surplus Land and Land Acquisition Policy as-presented.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Gallant

**Motion Carried**

#### FCM and UMNB Conference Attendance Policy

During the Committee of the Whole Meeting of January 22, 2024, Council was presented with a proposed policy to regulate attendance of elected officials and the Chief Administrative Officer (CAO) at the Federation of Canadian Municipalities (FCM) and Union of the Municipalities of New Brunswick (UMNB) annual conferences. To ensure that Council can consistently understand whom will represent Salisbury at these important opportunities for regional and municipal collaboration and networking, and

to ensure that the Town can budget appropriately, the proposed policy was presented.

**MOTION:** Council approve the Federation of Canadian Municipalities (FCM) and Union of the Municipalities of New Brunswick (UMNB) Conference Attendance Policy as-presented.

**Moved by:** Councillor Gallant  
**Seconded by:** Councillor Dykstra

On the Question, Councillor D'Ettore asked if they should impose a limit on this item, mainly due to the potential cost of travel to these conferences. He asked if they were bound by this policy. It was clarified that Council is not bound by it, but this ensures that the conferences are budgeted for if attendance is considered.

**Motion Carried**

#### Use and Retention of Video Surveillance Policy

As a public body, we have additional expectations and requirements when it comes to footage, public records, and privacy. At the same time, protecting our assets is critical, like any private organization or resident. The proposed policy aims to outline the Town's use and authorization of video surveillance. This proposed policy was presented at the Committee of the Whole Meeting of January 22, 2024.

**MOTION:** Council approve the Use and Retention of Video Surveillance Policy as-presented.

**Moved by:** Councillor Dykstra  
**Seconded by:** Councillor Bannister

**Motion Carried**

#### NB Power Camera Pilot Project

NB Power, in 2024, is launching a pilot program for security cameras on the top of street lights. These can be rented by the Municipality and be used 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. As discussed during the Committee of the Whole Meeting of January 22, 2024, the Town will be participating in the program for six months, with potential extensions to be determined in the future through budget deliberations and based on NB Power's pilot outcomes, by installing two of these cameras.

**MOTION:** Council authorize Administration to opt-into the NB Power six-month pilot program, for two cameras at a cost of \$149/month, per light, and authorize the Clerk/Treasurer and Mayor to sign the agreement between the Town and NB Power and affix the corporate seal accordingly.

**Moved by:** Councillor Bannister

**Seconded by:** Councillor Thorne

On the Question, Councillor O'Blenis asked if the Town could install these cameras itself. It was explained by the CAO that they could, but in this particular case it is cost-efficient to take advantage of this offer from NB Power because, since the municipality does not own the utility poles, it would otherwise have to rent the access to the poles or pay for installation of its own poles or posts.

**Motion Carried**

## **8. REPORTS FROM ADMINISTRATION**

### **1. New Elementary School**

The purpose of Item 8.1 was to provide Council with an update on the process for the location of the new Salisbury Elementary School, and seek direction on a preliminary letter to be sent to the District Education Council (DEC) related to their request to discuss locations where the School should not go.

Background -

In the 2023 Capital Estimates, the Government of New Brunswick confirmed that this fiscal year, work will begin (land acquisition) for a new Salisbury Elementary School.

The location of a school is the Minister of Education's decision according to the Education Act. The DEC is requested at the outset to provide broad parameters as to where a school should -not- be located, which is where Town Council is weighing in with its opinions, based on sewer serviceability and proximity to after-school services and recreational amenities. Also reached out to for their thoughts on this matter were local service providers, eg. daycares. The general consensus so far is that the school location, should it move from its current downtown location, would impact them greatly.

**MOTION:** Council authorize the Mayor to sign the letter to the District Education Council as-drafted for consideration in advance of their February 20, 2024 meeting.

**Moved by:** Councillor O'Blenis

**Seconded by:** Councillor Bannister

On the Question, Council expressed its support for the letter drafted to send to the DEC, outlining its opinions where the school should -not- be located. Council feels a new school should be located within the former Village's serviceable boundary and near after-school services and amenities. The letter also encourages the Province, as the final decision-maker regarding school location, to ensure that there is public consultation on this matter. It was stressed repeatedly that the Town has no say on where the school goes -- just an opinion. This is a Department of Education decision.

**Motion Carried**

2. Election of Deputy Mayor, 2024

In accordance with the current Salisbury Procedural By-Law, the Town's Deputy Mayor is a position for one year at a time, and was due for re-election.

Councillor Thorne's nomination of Councillor Gallant for the position of Deputy Mayor was seconded by current Deputy Mayor Bannister. Councillor Gallant accepted. This was the sole nomination.

**MOTION:** It is moved that Councillor Gallant be elected as the Deputy Mayor for the upcoming year.

**Moved by:** Councillor Thorne  
**Seconded by:** Councillor Dykstra

**Motion Carried**

3. Municipal Lands Residential Development Feasibility Study, PID 01089606

During the Closed Session of November 14, 2023, Salisbury Town Council approved in principle that it would be applying for Provincial RDC (Regional Development Corporation) funding and retaining a consultant to explore the Feasibility of developing, for residential purposes, the Municipal-owned lands located at PID 01089606 (Sunrise/Twilight Avenue through to Hilltop Phase 3, or Deepwood Avenue). In partnership with Housing Hub of New Brunswick, a not-for-profit housing organization established with provincial and federal funding, the Town has solicited proposals for a number of services with the intent of exploring what, how, and when these lands could be developed in order to secure much-needed housing.

The Town has since received funding from the RDC's Pre-Infrastructure Housing Fund to fund 75% of the total costs for this feasibility study.

To start this process, Administration is recommending retaining Stantec to complete the following scope of work (noting that proposals were solicited from two vendors for this scope. A third vendor was not able to complete the work without several sub-contractors):

- Wetland Investigation Report/Wetland Presence/Absence Investigation
- Wetland Delineation (which may not be required, but we have included an allowance)
- Stormwater Management Plan
- Subdivision Plan (incl. entry/exits, sewer main locations, setbacks, legal survey, topographical survey, etc.)
- Municipal Servicing Plan, including Class D estimates
- Financial Development Analysis, which shall be completed in conjunction with Housing Hub in order to determine potential lot yield, capital construction estimates, estimated sale prices based on current markets, etc.

Administration is recommending to retain Stantec, versus Gemtec who is slightly lower, because Stantec is completing the work for the Town's Development Incentive Program which would blend well with this project. While both are capable of completing the work, this would provide both the Housing Hub and the Town an opportunity to diversify the engineering consultants used for work. Both proposals are comparable and offer similar work.

Upon approval to do so, the Town will also communicate publicly that we are exploring the feasibility of these lands and recognize the contribution of RDC. This is subject to approval from RDC.

**MOTION:** Council authorize Administration to engage Stantec in the total amount of \$63,767.84, excluding HST, for the first phase of work related to exploring the residential development potential of municipal-owned land at PID 01089606, and authorize Administration and Housing Hub of New Brunswick to continue working with Stantec for future phases of work insofar as it consists of eligible items under the Regional Development Corporation's funding approval for the Town of Salisbury under the Pre-Infrastructure Housing Fund and; that Council authorize the Clerk and Mayor to sign the funding agreement with the Regional Development Corporation that will cover 75% of eligible expenses for this project, subject to the terms and conditions of the agreement.

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Bannister

On the Question, it was clarified that this is to have Housing Hub develop a plan for the Town to determine what is feasible for the land in question. The Town will own the created plan, whether it goes forward with a development vision of its own (for which infrastructure funding eligibility would be unlocked) or decides it is not feasible for the municipality to lead



it and instead opts to dispose of the lands through an RFP (request for proposals) process.

**Motion Carried**

4. Salisbury 250 Banner Program

The purpose of item 8.4 was to seek confirmation from Council to award the Salisbury 250 Banner Program, or, seek resolution to amend the Financial Management Policy in order to provide additional clarity on the threshold to permit using local bidders in the event they are not the lowest bidder(s).

As part of the Salisbury 250 Programming, Administration is proceeding with the creation of a Salisbury 250 Banner Program, highlighting 40 different people/places/things on banners along Main Street. These will be supplemented with a webpage that will promote the banners and provide additional information to serve as an interpretive walk to immerse residents in the Salisbury 250 banner program.

Given the number of banners, the Town has solicited quotes for the work, including graphic design for the banners, as well as the printing. Only one local vendor exists, to the Town's knowledge, for this work. We often work with this vendor. While this local vendor was asked for a quote for this project, it is over 60% higher than the lowest proponent.

In an effort to promote local vendors, the local vendor was provided this information and the Town inquired if there was something (quantity, design, etc.) that could make the price more comparable. The Vendor did not respond directly to these questions.

Therefore, it is the opinion of Administration that we should proceed with the lowest-priced bidder, pursuant to the Town's Financial Management Policy.

On past projects, there have been concerns raised related to not selecting local vendors. As such, Administration is bringing this to Council in the event that they choose to proceed with the local vendor, or propose an amendment to the Town's Financial Management Policy that better offers guidance to municipal staff to award contracts to local vendors, even if they are not the lowest bidder. While normally a decision within the authority of the CAO, Administration would like to ensure Council remains in agreement with the current policy/approach and does not wish to make modifications for additional support for local vendors.

In the Town's Financial Management and Procurement Policy, the following clause exists for the CAO to authorize a sole-source purchase:  
- In an effort to facilitate and encourage supporting local or the particular vendor is the only vendor within the municipal limits or immediate area.

This local-sole-source is generally used for one-offs; however, given that this is a larger project and involves funding from other levels of government, it was decided to solicit quotes.

The Salisbury 250 funding, in particular that from the Federal Government, encourages the celebration of local artisans and heritage; therefore, an argument could be made that using a local vendor also uses a local creator/artist. It is the opinion of Administration, however, that this could also set a precedent for not procuring goods competitively and advising local vendors that they will not be subject to competitive pricing.

Council may choose to amend the policy, authorize the CAO to authorize a sole-source justification, and/or award based on the lowest bidder.

**MOTION:** Council direct Administration to award the Salisbury 250 Banner contract, for printing and design services, to Advocate Printing, in the amount of \$4,110, not including HST.

**Moved by:** Councillor Bannister

**Seconded by:** Councillor Thorne

On the Question, Councillor Thorne supported establishing a formal threshold for how much more the Town is willing to pay a local vendor, noting they are dealing with public funds. Perhaps 25%, she said. Further to that, Councillor O'Blenis suggested establishing a matrix that would serve as a decision-making tool. Councillor D'Ettore questioned the need for it, saying unless there were several cases of this happening, he would rather they just dealt with issues as they arise. Councillor Gallant also had concerns about the necessity of having a formal matrix in place. Along the same lines as Councillor Thorne, Councillor Bannister commented that she believes in supporting local business, but just because a bid is local does not mean it must be successful in the event that it is significantly more costly to the taxpayers. Councillor D'Ettore commented that, in this particular case, the deciding factor for him was the 60% difference. Councillor Dykstra asked if all of the bids in this case were offering the same level and quality of service, to which the CAO confirmed that they were. Mayor Campbell then pointed out that it can often be more difficult, in terms of volume, for artists or businesses in smaller towns as opposed to those in cities, and that it is often seen as acceptable to pay more for a service when it can be provided closer to home. Councillor Dykstra added that a lack of support for a small-but-local provider can sometimes result in that service, and its geographical convenience, being lost.

**Motion Carried**

Mayor Campbell voted "nay" (that is, against the motion).

5. Award of SALS 2023-16 Winter Maintenance Contract

On December 18th, 2023, Tender 2023-16 was issued on the New Brunswick Opportunities Network (NBON), for Winter Maintenance Services for Ward 3 only (the former Village of Salisbury). Two submissions were received and were in compliance.

The bid from the recommended proponent, who is also the current service-provider, is the lowest bid at \$124,900.00 annually for three years, beginning this Fall.

In 2024, the budget line was increased in anticipation of higher prices for this contract. The existing contract, including HST, will require approximately \$56,000 (70% of annual value, incl. HST). The December installment of the new contract (30% annual allotment) will be approximately \$43,090 (incl. HST). This means this budget line will have a projected shortfall of approximately \$8,085, prior to the Town's HST rebate.

**MOTION:** Council award Tender 2023-16 to Trent Blakney Towing & Excavating for Winter Maintenance Services for the price of \$374,000.00 over a three-year term, beginning on November 1, 2024, with an optional extension period of up to five (5) years, and authorize the Mayor and Clerk/Treasurer to sign a Contract for the scope of work noted in the tender document.

**Moved by:** Councillor Dykstra  
**Seconded by:** Councillor O'Blenis

On the Question, Councillor Dykstra noted that the recommendation was in favour of a local bidder when the bid was lower, to which Councillor Bannister noted that (in the last two agenda items) they've gone from one extreme to the other; while both councillors noted that the recommended proponent does excellent work. CAO noted that in some municipalities they have seen similar contracts increase significantly, even by as much as 80, 90 or 100% more, while in this particular case the previous price was about 40% less.

**Motion Carried**

6. Request for Utility Bill Rebates, Lions Senior Villa

Under agenda item 8.6, staff sought direction from Council related to the correspondence received from the Lions Senior Villa requesting a lower sewer rate for 2024.

Background:

On February 5, the correspondence was received from the Lions Senior Villas on Horsman Street. For context, the following buildings and their unit counts are as follows:

- 83 Horsman, 20 units, \$8,000 annual charge
- 79 Horsman, 13 units, \$5,000 annual charge

Similar to the Lions Villa, the rising costs of operating the wastewater utility (NB Power, labour, materials, repairs, etc.) have forced the Municipality to raise the rates for 2024. It is important to note that the Utility Rate is set based on total costs to operate the utility, divided by the number of units. Therefore, any reduction in revenue from the utility will essentially become a shortfall. It is also important to note that the Utility Budget must balance itself, in the sense that no funds from the Operating Budget may be allocated towards the Utility Budget. There are further legal considerations within the context of the New Brunswick Local Governance Act, specifically Section 102(4), which states municipalities are not permitted to provide grants for utility fees.

CAO suggested the Lions Villa be offered the opportunity to enter into a signed legal payment plan, which is a standard offer to residential users allowing for payments over a longer term without interest; however, still at the same base rate.

**MOTION:** Council direct Administration to notify the Lions Senior Villa that a reduction in their Utility Rate(s) for 2024 is not possible given the legal constraints of the Municipality under Section 102(4) of the Local Governance Act, and given the comparable realities of rising costs to the Municipality to operate the Utility.

**Moved by:** Councillor Dykstra  
**Seconded by:** Councillor Thorne

On the Question, it was clarified that the sewer rate in this case is based on the number of residential units, not on flow or usage, which is not possible given that a metering system is not used in Salisbury.

**Motion Carried**

## 9. BY-LAWS

1. By-Law No. 8 - A By-Law Respecting the Operation of All-Terrain Vehicles in Salisbury (Second Reading)

Second Reading for By-Law No. 8 followed a period of public consultation.

Background:

In 2022, a group of Councillors from the former Village Council began work on a proposed ATV road access by-law. This by-law was drafted by QuadNB and a public survey was issued. This was later delayed due to Local Governance Reform.

In May of 2023, Council determined at Committee of the Whole that the ATV By-law remained a priority.

In September of 2023, Council received a presentation of the draft by-law for consideration, including an overview of different elements and locations proposed. This led to Council having first reading of the by-law and initiated the public consultation process.

The following is an overview of the steps taken since the presentation at Committee of the Whole:

- First reading of the By-law occurred during the Regular Council Meeting of October 10, 2023;
- The Town published a webpage with information on the by-law, that remains online here: <https://salisburynb.ca/atv-access/>. This webpage received over 300 visits;
- Close to 30 letters were sent via mail to businesses along the proposed route. No formal feedback or objections were received;
- A public consultation session was held at the Salisbury Lions Club on October 19, 2023. This was attended by representatives of the Albert County and Moncton ATV Clubs, the Town, and Justice and Public Safety's Off-Road Enforcement Division. Approximately 28 individuals attended the open house (not including staff or elected officials) and the written summary of the six attendees who provided written feedback at the session has been provided to Council;
- The consultation process and call for input was published in the November issue of the Local News and Views community newspaper;
- The consultation overview and information on the open house was included in the October 2023 Salisbury Newsletter;
- Posts on social media were made on the Town's Facebook Page on October 3, October 16, October 18, October 19, November 4, and November 6 promoting the open house and/or the website to direct people to provide feedback/input;
- Input was directed to be sent to the Town Clerk. Five emails were received and were provided to Council.

The following presents an overview of the modifications to the By-Law itself since the last time it was brought forward to Council:

- The Highway Coordinator Manager with NB-DTI confirmed in December that roadways not within the Town's jurisdiction must have permitted access by way of a Highway-Use Permit (HUP). Therefore, the Town has updated the Schedules and the Maps and has suggested passing resolutions to formally request QuadNB to request the HUPs for the areas in the initial By-law (although this is only a formality);
- The access point along Homestead Road has been removed, although this would be affected by the bullet above. However, the primary reason for its removal is that the Moncton Mudrunners are pursuing a HUP for along the side of the TransCanada, enabling access in a safer fashion. This would not require crossing any busy intersections and would meet municipally-managed streets at Fredericton Road nonetheless. One of the proposed resolutions for a desired HUP is to provide access from Taylor

Road to Fredericton Road, which is the secondary option that was initially proposed by QuadNB as an option as well;

- The text of the By-law has been modified to include the list of streets within the By-law itself, in-lieu of the schedule. QuadNB has stated that other entities have been requested to make this modification;
- We have modified the enforcement fines to match the maximum penalty (\$100) enforceable, pursuant to the Provincial legislation.

The general input has been favourable, or, for those with concerns, they are intended to be addressed in the proposed by-law. Additionally, the effective date has remained for a period of one year, requiring Council to re-pass the by-law in one year following enactment. This will also include an update from staff on any complaints that may have arisen.

Exploring ways and amenities to welcome all-terrain vehicles as a year-round tourism draw is a strategic plan action item under the Economic Development and Sustainability pillar of the Town's Strategic Plan.

**MOTION:** Council have second reading of the By-law titled By-law No. 8, A By-law Respecting the Operation of All-Terrain Vehicles in Salisbury, by title only.

**Moved by:** Councillor D'Ettore

**Seconded by:** Councillor Dykstra

On the Question, Councillor Dykstra expressed frustration at the input of the municipality's insurance provider, particularly that, in the eyes of the insurer, a trail parallel to the TCH is now the preferred option as the connector to Route 112 rather than the shoulder of Homestead Road. He advocated in favour of keeping Homestead Road in the plan for HUPs, and adding others -- as many as possible.

**Motion Carried**

Clerk proceeded with second reading of By-law No. 8, A By-law Respecting the Operation of All-Terrain Vehicles in Salisbury, by title only. It was noted by the Clerk that changes could be made up until third reading.

**MOTION:** Council direct Administration to forward the By-law to QuadNB to be sent to the Department of Transportation and Infrastructure for approval, and that the Town request that QuadNB request the following Highway Use Permits (HUP) for the purposes of ensuring additional connectivity within the new municipal boundaries:

- Bridge crossing the TransCanada Highway on Route 112;
- Route 112 between New England Drive and the New Brunswick Trail, in addition to the following residential streets: New England Drive, Riverbend Drive, Patriot Court, Zenith Street, Carriage Drive, and Woodbine Lane;
- Route 112 between and including Taylor Road to Homestead Road and civic address 2995 Fredericton Road (Route 112).

**Moved by:** Councillor O'Blenis  
**Seconded by:** Councillor Bannister

On the Question, Councillor Dykstra continued in the vein of his comments around the previous motion. He requested that if the entire municipality cannot be opened up for ATV access, then at least open up all of Ward 1, his ward. CAO explained that because Ward 1 is not within the former Village boundary, which are the only roads the municipality has any jurisdiction over, accessing more roads in Ward 1 would have to be negotiated by QuadNB with NB-DTI through even more highway-use permits.

Councillor Bannister noted that when Petitcodiac requested simply opening the entire community up to street-access for ATVs, the request was denied. She said what the Province is looking for is a detailed plan geared around safety, not something general.

Councillor Gallant was concerned that adding more HUP requests to the process at this point might get in the way of the By-Law being finalized as soon as possible. He wondered about the possibility of having additional HUPs negotiated by QuadNB at a later time, so as not to slow down the process.

In the end, Council expressed a desire for as many ATV-users as possible in the municipality to eventually be able to get from their homes to a trail, wherever that may be, and, beyond the current request as part of this by-law process, asked the CAO to explore that long-term goal with QuadNB.

**Motion Carried**

10. **CLOSED SESSION - Contractual (68 (1)(c) Local Governance Act), Contractual (68 (1)(c) Local Gov. Act), Financial (68 (1)(c) Local Gov. Act), Legal (68 (1)(f) Local Gov. Act), Land (68 (1)(d) Local Gov. Act), Land (68 (1)(d) Local Gov. Act)**

**MOTION:** Enter into a Closed Session. (8:20pm)

**Moved by:** Councillor Bannister  
**Seconded by:** Councillor Dykstra

**Motion Carried**

**MOTION:** Return to the Regular Meeting. (9:24pm)

**Moved by:** Councillor Gallant  
**Seconded by:** Councillor Bannister

**Motion Carried**

## 11. MAYOR AND COUNCILLORS' STATEMENTS/INQUIRIES

There were no Mayor and Councillors' statements or inquiries this meeting.

## 12. NOTICES OF MOTIONS AND RESOLUTIONS

### 1. Councillor D'Ettore - Councillor Remuneration

Background:

One of the by-laws created by the provincially-appointed transition facilitator for the new entity of the Town of Salisbury is By-Law No. 4, A By-Law Respecting the Remuneration of Council for Salisbury.

This by-law states that the annual rate of payment for Mayor, Deputy Mayor, and Council salaries shall be adjusted (increasing or decreasing) by the same percentage as the change in the average annual consumer price index (CPI) for the Province of New Brunswick calculated from January to December in the year prior to the year for which the adjustment is made.

Councillor D'Ettore has requested to have his remuneration not change from 2023.

However, since this is an approved enacted By-Law, any change would have to formally go through Council.

As explained by the Clerk, it is always an option for a councillor, should they not want to receive remuneration, to donate it to a charity or even back to the Town.

CAO explained that based on staff research, the options are to either have Council approve just a one-time exception to the by-law; or honour the request as well as proceed with an amendment to the by-law to also allow for any future situations, since the by-law is currently worded so remuneration is tied exclusively to CPI.

If Council wishes to accommodate Councillor D'Ettore by adjusting (holding) his rate, it is recommended that a motion be brought forward to proceed with an amendment to the by-law to eliminate that automatic increase or allow a councillor to make the decision by request.

At the request of Councillor D'Ettore, the following motion has been drafted for consideration by Council:

**MOTION:** As requested, the councillor remuneration rate, for any one or more councillors, may remain unchanged or reduced for any given year on the basis of an email from said Councillor(s) to the Clerk despite the automatic annual inflationary increase stipulated in the Town's By-law.

**Moved by:** Councillor D'Ettore

**Seconded by:** Councillor Bannister



On the Question, some on Council expressed support for the status quo, saying that having the by-law in its current form takes the politics out of remuneration and if a councillor does not want it, they can always donate it.

Councillor D'Ettore passionately defended his motion, arguing the taxpayers have seen their property taxes increase significantly and he would not feel right if he accepted an increase in remuneration.

After a lengthy debate, it was pointed out that Council did not vote itself this increase, that the decision was made at the Provincial level via the appointed Local Governance Reform Facilitator who drew up the introductory by-laws in the creation of the new governing entities.

**Motion Carried**

The motion passed by a 4-3 margin.

"Nay" votes (that is, against the motion) were cast by Councillors O'Blenis, Thorne, and Gallant.

It was then clarified that the motion means staff will also draft an amendment to the by-law for Council's consideration.

2. Resolution - Extended Producer Responsibility (EPR) Contract Ratification

On December 11, 2023, Council voted to authorize Administration to inform Circular Materials of the Town of Salisbury's intent to opt-in to the Paper, Plastic, Packaging (PPP) program being mandated by the Government of New Brunswick, and that Council authorize the Clerk and Mayor to sign and affix the Corporate Seal on the Statement of Work for Curbside Collection Services Provided by Local Government, between the Town and Circular Materials.

This motion was subject to a satisfactory legal agreement, which, as noted by the CAO, has since been changed. However, any concerns raised by Eco 360 (Southeast Regional Service Commission) have been addressed. Nevertheless, the modifications to the original agreement resulted in a new motion being required.

**MOTION:** Council authorize the Clerk and Mayor to sign and affix the Corporate Seal on the Master Services Agreement between the Town of Salisbury and Circular Materials and its associated Schedules.

**Moved by:** Councillor Dykstra

**Seconded by:** Councillor Bannister

**Motion Carried**

3. Approval of Terms of Reference for Salisbury 250 Committee and Recreation Facility Steering Committee

As explained by the CAO, a Council motion was required to:

- formalize the terms of reference for the Salisbury 250 Committee, which has already been meeting;
- strike a steering committee to assist with the process of exploring the feasibility of a recreation facility;
- and as directed by Council in the Spring of 2023, begin the process of having a working group begin a review of by-laws, ie. the process of repealing old municipal by-laws and determining how or if they apply to the new municipal boundaries.

**MOTION:** Council approve the Terms of Reference for the Salisbury 250 Committee, the Recreation Facility Steering Committee, and appoint a temporary working group comprised of certain Councillors to begin reviewing former municipal by-laws.

**Moved by:** Councillor Bannister

**Seconded by:** Councillor Dykstra

**Motion Carried**

4. Appointments to Municipal Committees

With the terms of reference now formally approved for the following four committees and one working group, a motion of Council was required to approve the appointments to them. This will formalize the process of beginning their work.

The appointments are:

Community Enhancement Committee:

Finley Short

Representative from BGC Salisbury

Jodi Morris-Pond

Donna Hunwicks-Hopper

Fran Bowridge

Elsie Rolls

Staff: Katy Doucette, Dianne Ayles, Massimo Caracristi, Marni Golemba

Salisbury 250 Committee:

Councillor Phyllis Bannister

Councillor Sarah Colwell

Connie Colpitts

Jonathan Crosby

Gordon Close

Krista Ingraham-Cote

Staff: Dianne Ayles, Katy Doucette

Recreation Facility Steering Committee:  
Councillor Phyllis Bannister  
Councillor Sarah Colwell  
Carrie Wilson  
Holly McNeil  
Luke Wortman  
Jenna Morton  
Sadie Enstrom  
Staff: Austin Henderson (CAO), Massimo Caracristi (Director of Recreation and Wellness)

Salisbury Volunteer Awards Committee:  
Tracy Henderson  
Fran Bowridge

By-Law Review Working Group:  
Councillor Nathan O'Blenis  
Councillor Joe D'Ettore  
Councillor Jason Gallant  
Staff: Dianne Ayles, Brad Doucette, Austin Henderson

**MOTION:** Council approve the appointments to various municipal committees as presented.

**Moved by:** Councillor D'Ettore

**Seconded by:** Councillor Thorne

**Motion Carried**

13. **ADJOURNMENT**

**MOTION:** Adjourn the meeting. (9:45 pm)

**Moved by:** Councillor Thorne

**Seconded by:** Councillor Gallant

**Motion Carried**

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Chair

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Clerk