COMMITTEE OF THE WHOLE MEETING

MINUTES

Monday, June 24, 2024, 6:00 pm

Members Present:	Mayor Rob Campbell Deputy Mayor Jason Gallant Councillor Phyllis Bannister Councillor Sarah Colwell Councillor Joe D'Ettore 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

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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 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. NEW BUSINESS

1. Presentation – Re-Zoning Application Introduction, PID 00816140 – Lori Bickford, Plan 360

Southeast Regional Service Commission-Plan 360 Planning Manager/Planner Lori Bickford joined the meeting to introduce a re-zoning application for the property PID 00816140, located on Dundee Drive in Salisbury. The request is to change the zoning for that property to Village Centre in order to permit the applicant to, tentatively, create five multiple unit dwellings, consisting of two 8-unit dwellings and three 6-unit dwellings. The proposed rezoning would also involve an amendment to the municipal plan. Also along with the proposed rezoning is a change to the zoning by-law for Salisbury to align its multi-unit building lot sizes to the Provincial standard.

MOTION: WHEREAS Council has considered an application from Michaud Capital Corp to amend By-law No 50, The Village of Salisbury Municipal Plan by changing the designation on the property known as PID 00816140 from Residential to Village Centre on the Future Land Use Map;

AND Whereas Council has agreed to consider rezoning the aforementioned property from Residential Use to Village Centre;

BE IT RESOLVED that the Council of the Town of Salisbury directs that the appropriate by-laws be prepared to amend the Municipal Plan and Zoning By-law as it pertains to the above noted changes; that the proposed by-laws be referred to the Southeast Planning Review and Adjustment Committee for their views; that the notice of intention requirements of the *Community Planning Act* be fulfilled with respect to the proposed amendments, and sets the Council Meeting on **Monday July 8, 2024** at 6:00 pm, in the Council Chambers at the Municipal Office, 56 Douglas Street, Salisbury, NB at as the date, time and place for the **Public Presentation** of Council's intent to amend the Municipal Plan and sets a special Council meeting on **Wednesday August 7, 2024,** at the Municipal Office, 56 Douglas Street, Salisbury, NB at 7:00 pm as the date, time and place for the **Public Hearing** of consideration of objections to the proposed by-laws.

Moved by: Councillor Thorne
Seconded by: Councillor Colwell

On the Question, it was clarified that the public hearing on July 8 will be part of the regular council meeting scheduled for the same date, with the meeting to begin at 6:00 PM.

Motion Carried

MOTION: WHEREAS Council has considered amending By-law No 51, The Village of Salisbury Zoning By-law to change the minimum lot area for Multiple Unit Dwellings in the Village Centre and Residential Neighbourhood Service Zones;

BE IT RESOLVED that the Council of the Town of Salisbury directs that the appropriate by-laws be prepared to amend the Zoning By-law as it pertains to the above noted change; that the proposed by-law be referred to the Southeast Planning Review and Adjustment Committee for their views; that the notice of intention requirements of the *Community Planning Act* be fulfilled with respect to the proposed amendment, and sets the special Council meeting on **Wednesday August 7, 2024,** at the Municipal Office, 56 Douglas Street, Salisbury, NB at 7:00 pm as the date, time and place for the **Public Hearing** of consideration of objections to the proposed by-laws.

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

On the Question, Councillor Thorne asked why the multi-unit lots in Salisbury were not going by the same minimum standard as used by the Province of New Brunswick, to which Lori Bickford surmised that the lot size number was a carry-over from previous municipal plans and the difference was not caught at review-time.

Councillor Bannister requested additional information about the planned connector street between Dundee Drive and MacDonald Road, coming out near the intersection with Chad Crescent. It would be the street turned over to the municipality upon completion.

Motion Carried

2. <u>Presentation – 2023 Municipal Financial Statements – Lise Caissie, Ernst & Young</u>

As per Section 71(1) of the New Brunswick Local Governance Act, Municipalities must appoint an Auditor. In 2023, the Town of Salisbury appointed Ernst & Young (EY) for a subsequent year to audit the Municipality, pursuant to the Act.

As per Section 79(3) of the Local Governance Act, Municipalities must complete an audit on an annual basis.

Lise Caissie, EY audit partner on the Salisbury file, joined the meeting to provide the 2023 financial statements for the municipality.

The Town of Salisbury's General Operating Fund finished 2023 with a $257,678 surplus in accordance with Province of New Brunswick (PNB) requirements, which adhere to Public Sector Accounting Standards (PSAS). This surplus will be applied as revenue to the 2025 budget.

Under the General Capital Fund, the value of Capital Assets was $9,473,888 at the close of 2023.

The Town of Salisbury's Utility Operating Fund finished 2023 with a $144,989 deficit in accordance with PNB requirements using PSAS. This deficit will be applied to the 2026 budget as an expense.

Under the Utility Capital Fund, the value of Capital Assets was $2,801,641 at the close of 2023.

The Town of Salisbury ended 2023 with a total of $1,388,666 in reserves:

- $642,964 in its General Capital Reserve Fund
- $90,000 in its General Operating Reserve Fund
- $655,702 in its Utility Capital Reserve Fund

Salisbury's General fund debt ratio (that is, debt payments (plus interest) in a year presented as a percentage of the annual Operating budget) has dropped to a low 2.0 per cent, which is considered very good, said Lise Caissie. The Utility (sewer) fund debt ratio is 12.7 per cent, which she noted is always higher than the General debt ratio, because the utility budget is smaller.

MOTION: Council approve the 2023 Audit for the Town of Salisbury as presented and forward the audit to the next Regular Council Meeting for official ratification.

Moved by: Councillor O'Blenis
Seconded by: Councillor Thorne

Motion Carried

3. Presentation – 2023 Annual Report and Strategic Plan Progress

Section 105 of the NB Local Governance Act requires that Municipalities prepare an annual report each year.

(Link to Salisbury Annual Report: 2023 Annual Report - Final Review)

CAO also provided Council with a verbal Strategic Plan update to December 31, 2023, explaining that most projects in the strat plan are proceeding on-track, with only a few delays, such as:

- Family physician(s) recruitment through Horizon Health Network - Nothing specific yet to doctors; however, there has been an increase in health services provided by a Licensed Counselling Therapist.
- Spring Garden wastewater treatment facility - There have not been any further talks with the Provincial government regarding transferring responsibility for the facility to the Town; however, there has been discussion concerning land for public purposes in Spring Garden.
- Sewage Treatment Plant Polishing Pond Stabilization Project - This project was delayed, originally intended to be done in 2023. It was pushed to this year due to delays with Provincial permitting approvals. The Town is currently in post-tender negotiations.
- Culvert replacement on Route 106 between Parkin Street and Larsen Lane - A responsibility of the New Brunswick Department of Transportation and Infrastructure, this was delayed due to land acquisition, as noted in the NBDTI three-year "The Road Ahead" capital plan.
- Riverbank erosion - Some conversations have taken place regarding this, but nothing formal; however, discussion continues with partners, mainly the Petitcodiac Watershed Alliance.
- Electric vehicle charging stations - Town is exploring options for integrating these into new public facilities, but funding has not been confirmed or formalized.
- Signing of a long-term plan for Salisbury Lions Pool - This has not been postponed, but delayed, resulting in the MOU being extended. The lease has been drafted and reviewed, but a schedule has to be finalized, pending funding confirmation.

CAO closed by saying things are going very well, and thanked staff for keeping projects moving.

Council asked that the Annual Report also include photos from the tractor dealership opening in June of 2023.

Councillor D'Ettore predicted that in next year's annual report it will be an eye-opener for people when they see all of the grant money that is coming into the municipality in 2024.

MOTION: Council approve the 2023 Annual Report for the Town of Salisbury as presented and refer the matter to the next Regular Council Meeting for official ratification.

Moved by: Councillor D'Ettore
Seconded by: Deputy Mayor Gallant

Motion Carried

5. CLOSED SESSION - Financial (68(1)(c) Local Governance Act), Litigation or Potential Litigation (68(1)(g) Local Governance Act)

MOTION: Enter into a Closed Session. (6:45 pm)

Moved by: Councillor O'Blenis
Seconded by: Councillor Thorne

Motion Carried

CLOSED SESSION

MOTION: Return to the Regular Meeting. (7:22 pm)

Moved by: Councillor Bannister
Seconded by: Councillor Colwell

Motion Carried

6. MAYOR AND COUNCILLORS' STATEMENTS/INQUIRIES

Class of 2024 - Mayor Campbell congratulated the graduates of Salisbury Regional School.

Salisbury 250 Banner Program - Council commented that the banners look great, and credited the work of the Coordinator of Events and Strategic Projects and the Salisbury 250 Committee.

Stanley Cup Final Game-Seven Prediction - Mayor Campbell went around the room, asking for predictions of who would win that evening's Stanley Cup deciding game. The Edmonton Oilers were the overwhelming favourite.

7. ADJOURNMENT

MOTION: Adjourn the meeting. (7:25 pm)

Moved by: Councillor Thorne
Seconded by: Councillor D'Ettore

Motion Carried

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Chair

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Clerk