COMMITTEE OF THE WHOLE MEETING

MINUTES

Monday, June 23, 2025, 6:00 PM

Members Present:	Mayor Rob Campbell Councillor Jason Gallant Councillor Phyllis Bannister Councillor Sarah Colwell Councillor Joe D'Ettore John-Wiebe Dykstra Deputy Mayor Nathan O'Blenis Councillor Stephanie Thorne
Staff Present:	Austin Henderson, CAO Dianne Ayles, Clerk/Treasurer Massimo Caracristi, Director of Recreation and Wellness Kate Doucette, Coordinator of Events and Strategic Projects Scott Landry, Assistant Clerk Marni Golemba, Coordinator of Recreation and Wellness

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1. CALL TO ORDER

Meeting was called to order at 6:00 PM.

2. ADOPTION OF AGENDA

Prior to the motion to Adopt the Agenda, there was one addition to the agenda, being item 4.5 for a statement by Councillor D'Ettore.

Moved by: Councillor Thorne
Seconded by: Councillor Bannister

THAT the Agenda be adopted with addition.

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 to submit to the Clerk.

4. NEW BUSINESS

With the approved addition, there were five items under New Business.

1. Presentation - 2024 Municipal Financial Statements - Ernst & Young

As per Section 71(1) of the New Brunswick Local Governance Act, Municipalities must appoint an Auditor. In 2024, 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 2024 financial statements for the municipality.

The Town of Salisbury's General Operating Fund finished 2024 with a $106,446 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 2026 budget.

Under the General Capital Fund, the value of Capital Assets was $15,151,538 at the close of 2024.

The Town of Salisbury's Utility Operating Fund finished 2024 with a $42,411 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 $3,228,556 at the close of 2024.

The Town of Salisbury ended 2024 with a total of $1,950,995 in reserves:

$1,138,344 in its General Capital Reserve Fund
$95,000 in its General Operating Reserve Fund
$717,651 in its Utility Capital Reserve Fund

Salisbury's General fund debt ratio (i.e., debt payments (plus interest) in a year presented as a percentage of the annual Operating budget) is a low 2.46 per cent, which is considered a very good position, said Lise Caissie.

Moved by: Deputy Mayor O'Blenis
Seconded by: Councillor Gallant

THAT Council accept the Audited Financial Statements for the fiscal year ending December 31, 2024 in principle and refer the matter to the July Regular Council Meeting for official ratification.

Motion Carried

2. Presentation - Banner Program Policy Proposal

Under Item 4.2, staff sought a resolution from Council on a proposed Visual Art Banner Program to beautify downtown Salisbury and promote local talent through the display of artistic banners following pre-established themes. As presented by Events and Strategic Projects Coordinator Kate Doucette, this new banner program would build on existing banner programs in the Town, being the Veteran Banner Program and 2024's Salisbury 250 Banner Program. Pending Council approval, the Community Enhancement Committee (CEC) will determine the 10 themes and will review applications and select each year's submitted designs, with the first intake this September.

Moved by: Councillor Bannister
Seconded by: Councillor Colwell

THAT Salisbury Town Council approve the Visual Art Banner Program policy for official ratification at an upcoming meeting of Council.

On the Question, it was clarified that minors would apply through their guardians/parents.

Motion Carried

3. RSC Update (verbal)

Mayor Campbell's monthly update on Southeast Regional Service Commission touched on the Commission's Annual General Meeting held in June, including the presentation of the audited financial statements. A corresponding information package, including the many committee reports, is to be distributed to members of Council. Meantime, the RSC committee structures will be reviewed. Mayor Campbell also forwarded Council an article about the Southeast region's Shoreline trail, mentioning some naming initiatives that have begun.

4. Supplementary Agreement – Residential Subdivision Agreement No. 3

CAO explained that Council's approval is needed concerning the developer's provision of a surety deposit to ensure the satisfactory completion of the Dundee Drive Extension under Residential Subdivision Agreement No. 3. The Developer has opted to leverage the bonding option of the Contractor they have retained (Sussex Excavators). They are capable of bonding the Town, but an agreement signed by all parties, considered a supplementary agreement to the Subdivision Agreement, must be made in order for the Town to be able to call the bond and receive the funds, if ever that was required. This is the same process that is undertaken in instances where developers use bank funds (i.e., investments) as surety bonds. The drafted Supplementary Agreement was reviewed by Legal Counsel. Where it forms a basis of the agreement, the

Town is looking for approval in principle from Council, which will enable the Town to execute the agreement and allow the Developer to begin road work.

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

THAT Council approve the Supplementary Agreement for the purposes of accepting a surety bond for Residential Subdivision Agreement No. 3 in principle for official ratification at the July Council Meeting, with the agreement being between the Town of Salisbury, Michaud Capital Corp., and Sussex Excavators (2010) Ltd.

Motion Carried

5. Councillor D'Ettore - Announcement of Resignation

Councillor D'Ettore of Ward 4 announced his intention to resign his seat on Council. This was due to his recent sale of his home and pending move out of the municipality of Salisbury, effective July 30. Councillor D'Ettore expressed his gratitude for the opportunity to serve as the representative for Ward 4 and his deep respect for his peers around the Council table and for the Town of Salisbury. A formal goodbye will follow at the July meeting of Council, at which time a motion must be made to accept his resignation.

5. CLOSED SESSION

Council had to go into Closed Session for discussion of two items.

Moved by: Councillor Bannister
Seconded by: Councillor Thorne

THAT Council enter into a Closed Session. (6:51 PM)

Motion Carried

1. CLOSED - Financial (68(1)(c) Local Governance Act)
2. CLOSED - Confidential-GNB (68(1)(e) Local Governance Act)

6. MAYOR AND COUNCILLORS' STATEMENTS/INQUIRIES

Meeting returned from Closed Session at 8:51 following a motion to return (2025-141), moved by Councillor Bannister and seconded by Councillor Thorne.

Class of 2025 - Council offered congratulations to the graduates of Salisbury Regional School, adding that the graduation ceremony was beautifully done. It was noted that the Town presented three bursaries.

7. ADJOURNMENT

Moved by: Councillor Thorne
Seconded by: Councillor Bannister

THAT the meeting be adjourned. (8:52 PM)

Motion Carried

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Chair

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Clerk