REGULAR COUNCIL MEETING

MINUTES

Monday, May 12, 2025, 7:00 PM

Members Present:	Mayor Rob Campbell Councillor Jason Gallant Councillor Phyllis Bannister Councillor Sarah Colwell Councillor Joe D'Ettore Councillor 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 Scott Landry, Assistant Clerk

1. CALL TO ORDER

Meeting was called to order at 7:00 PM.

2. ADOPTION OF AGENDA

Moved by: Councillor Bannister
Seconded by: Councillor Thorne

THAT the Agenda be adopted.

Motion Carried

3. CONFLICT OF INTEREST DECLARATIONS

Mayor Campbell noted that Conflict of Interest Declaration forms should be submitted to the Clerk should any councillor need to do so.

4. ADOPTION OF MINUTES

Formally approved meeting minutes are kept in physical form in the Clerk's Office, as well as posted on the Town of Salisbury official website.

4.1 Regular Council Meeting - April 14, 2025

Moved by: Councillor Thorne
Seconded by: Councillor Bannister

THAT the Minutes for the Regular Council Meeting held April 14, 2025, be adopted.

Motion Carried

4.2 Committee of the Whole Meeting - April 30, 2025

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

THAT the Minutes for the Committee of the Whole Meeting held April 30, 2025, be adopted.

Motion Carried

5. CONSENT AGENDA

There were four items on the Consent Agenda this meeting.

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

THAT Council adopt the Consent Agenda of May 12, 2025.

Motion Carried

5.1 RCMP - Engagement Strategy presentation to Southeast Regional Service Commission

Received was a copy of the recent RCMP presentation to Southeast Regional Service Commission that includes the priorities for this fiscal year, 2025/'26.

5.2 Canadian Heritage - Canada Day Funding Approval for Salisbury

Letter received from Canadian Heritage Regional Director General Colin Boyd informs Salisbury that the Town will be receiving a grant of $1,060 to put toward Canada Day activities this year.

5.3 Southeast Regional Service Commission/Plan360 - Development and Building Permits List, April 2025

A Southeast Regional Service Commission Development and Building Permit report lists 10 permits issued in Salisbury by Plan360 in April, 2025, with a total estimated project value of $4,678,819. Included are permits for a New Brunswick Department of Transportation and Infrastructure Repair Facility in River Glade, valued at $3,846,474, as well as permits for two single dwelling units.

5.4 Southeast Regional Service Commission/Plan360 - Variance - Middlesex Road, File #25-0258

Received from Plan360 was a notice of decision regarding a variance application to reduce the width of a remnant lot bearing PID 00641241 on Middlesex Road from 54m to 24m. Formal approval by the Southeast PRAC (Planning Review and Adjustment Committee) was made at its meeting on April 23, 2025.

6. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

There was one item under Public and Administrative Presentations.

6.1 Eagles Soccer Club - 2024 in Review

Eagles Soccer Club President Todd McNeil joined the meeting to provide an overview of the Club last year and so far this year. He explained how the Club now runs the Timbits Soccer Program previously run by the Town, and also has options available for older girls and boys to continue playing competitive soccer. Year-one was a success with 354 children signing up, and this year there are 390 players registered.

Council offered congratulations for the program's success. During questions from Council, McNeil noted that a third soccer field would be very helpful to the program. Mayor Campbell and Council thanked him for his presentation.

7. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

There were three items under Reports and Recommendations from Committees and Private Meetings.

7.1 Recommendation from Committee of the Whole – January 27, 2025

There was one recommendation from the January 27 Committee of the Whole meeting.

Purchase of Land - Public Utility Easement

As discussed in Closed Session during the Committee of the Whole Meeting on January 27, 2025, pursuant to Section 68(1)(d) of the Local

Governance Act, Council agreed to acquire a parcel of land, being the size of a public utility easement, from current PID 00937698, for a purchase price of $12,500, in addition to legal and surveying fees for amalgamating the remainder of PID 00937698 with neighbouring PID 00937714. This is resulting from the location of an unregistered easement for municipal underground services on PID 00937698.

Moved by: Councillor Thorne
Seconded by: Councillor Bannister

THAT Council assent to the location of the Local Government Service Easement on PID 00937698, as shown on Plan 25124SD and surveyed by Hub Surveys for the purposes of encompassing existing underground infrastructure.

Motion Carried

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

THAT Council acquire the parcel of land for the purposes of a Local Government Service Easement on PID 00937698 with an acquisition price of $12,500 and authorize the Clerk/Mayor to sign and affix the corporate seal on relevant transfer and release documents accordingly.

Motion Carried

7.2 Recommendations from Committee of the Whole - April 30, 2025

There were two recommendations stemming from the April 30 Committee of the Whole meeting.

Enhanced Notification for Planning Matters Policy

During the Committee of the Whole meeting for April 30, 2025, Town Council discussed a proposed Enhanced Notification for Planning Matters Policy. This Policy outlines additional steps beyond the standard mailed notices issued by Plan360 that the Town will undertake when rezonings and/or municipal plan amendments are proposed for specific properties. The Town will continue to leverage channels such as social media, the Town website, and the monthly newsletter, but will also begin installing templated signage on properties subject to rezoning requests to generate additional awareness with respect to the application and with respect to the public hearing date being advertised.

Moved by: Councillor Gallant
Seconded by: Councillor Thorne

THAT Council approve the Enhanced Notification for Planning Matters Policy.

Motion Carried

Storefront Beautification Program

During the Committee of the Whole meeting for April 30, 2025, Town Council discussed a proposed Storefront Beautification Policy. This Policy outlines a municipal program that will provide a grant to eligible recipients, as outlined in the Policy, for the purposes of storefront beautification. Applications will be accepted two times per year, with the first intake expected in the Fall of 2025. Following direction from Council at Committee of the Whole, the Town will provide a maximum of $3,000 per applicant to a maximum of 50 per cent of eligible costs, as outlined in the policy. The Policy has also been amended since initial introduction in order to stipulate that properties cannot be used for residential occupancy to be eligible for the grant program, and that certain properties may be eligible on a case-by-case basis if off of the designated areas (Main Street and Fredericton Road), insofar as they have visibility to these areas to promote downtown beautification. It is expected that the first intake for 2025 will be in the Fall of this year.

Moved by: Councillor Bannister
Seconded by: Councillor Dykstra

THAT Council approve the Storefront Beautification Grant Program.

Motion Carried

8. REPORTS FROM ADMINISTRATION

There were five items under Public and Administrative Presentations.

8.1 Award of SALS2025-06, Roxboro Court Park Playground Equipment

As explained, following a period of public engagement regarding two submissions for playground equipment for the proposed Roxboro Court Park, the majority of the public, 71 per cent, preferred Play Power Canada's bid for supply, delivery, and installation. Staff also preferred this submission.

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

THAT Council award SALS2025-06, Roxboro Playground Equipment, Protective Surfacing, and Installation to Play Power LT Canada Ltd. in the amount of $149,854.00, excluding 15% HST, under the Sourcewell/Canoe contract 010521-LTS, as authorized by the Minister of Service New Brunswick in the letter dated December 8, 2023

On the Question, Council discussed the breakdown of funding for this project, it being noted that $15,000 comes from ParticipACTION Challenge winnings. CAO also clarified the project timeline, which targets a Fall completion.

Motion Carried

8.2 Award of SALS2025-26, Roxboro Court Park Landscaping and Site Preparations

The staff recommendation follows the analysis of three compliant bids for Tender SALS2025-26, Roxboro Court Park, a project that entails site grading, parking lot, bioswale construction, walking path construction, building of two gazebo sun shelters, bench/waste receptacle pads, basketball court installation, and other related site work.

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

THAT Council award SALS2025-26, Roxboro Court Park, to Ayles Natural Landscaping Ltd. in the amount of $328,172.00, excluding HST.

Motion Carried

8.3 Award of SALS2025-05, Route 106 Culvert Replacement at Reeder Road

CAO explained that Tender SALS2025-05, for a project to mill and pave 200m of Route 106 under the Provincial Municipal Highways Program (PMHP) and replace a wooden boxed culvert crossing Main Street at Reeder Road, both being projects included in the Town's capital plan, closed on April 7, 2025. With the submitted pricing extremely over budget, the Town issued a post-tender addendum for the culvert replacement only, NBDTI having confirmed that the PMHP funding could be re-allocated to doing just the culvert. Where the mill-and-pave would go towards a Provincial asset, it was recommended to prioritize the culvert, given that it is a Town asset.

Background - This culvert is the responsibility of the Town, unlike many culverts crossing Provincial highways, because the Town's storm system connects directly to the culvert.

There were two compliant bids.

Moved by: Councillor Dykstra
Seconded by: Councillor Thorne

THAT Council award SALS2025-05 (as amended), consisting of the replacement of the wooden box culvert at Route 106/Reeder Road to MacDonald Paving and Construction Ltd. in the amount of $381,111.00, excluding HST.

On the Question, Council received clarification of the project's expected impact on traffic, including a brief detour for a few days while the culvert pipe is being laid. A traffic plan is being prepared. Proactive communication will be key.

Motion Carried

8.4 Grant Request - BGC Salisbury

The Town received a grant request from the Boys and Girls Club of Salisbury in the amount of $2,500. It was explained that the purpose of the funding is to support BGC Salisbury's foundational food support by covering a portion of the operating costs associated with food delivery and programming, teaching food literacy, and nurturing their community gardening programs on-site.

Moved by: Councillor Thorne
Seconded by: Councillor Bannister

THAT Council approve a one-time grant request to BGC Salisbury in the amount of $2,500 for the purposes of supporting the BGC's commitment to providing foundational food support for the club.

On the Question, there was discussion about only $10,000 being left in the grant budget for the rest of the year. Meantime, Mayor Campbell encouraged Council to reach out to the BGC to learn about their many programs. Councillor Colwell said she would like to see presentations from the recipients of multi-year grants, which the CAO confirmed is a provision of the MYG program.

Motion Carried

8.5 Flag Request - Greater Moncton Scottish Association

The Town received a formal request from the Greater Moncton Scottish Association to fly the Scottish Flag from June 12-15 in alignment with the Greater Moncton Highland Games hosting an event at the Highland Park Amphitheatre featuring the RCMP Pipes & Drums and youth performers.

Moved by: Councillor Thorne
Seconded by: Councillor Bannister

THAT Council authorize a Special Occasion Flag Raising for the Greater Moncton Scottish Association between June 12-June 15 at Highland Park, as part of the inclusion of the Town in the Greater Moncton Highland Games events.

Motion Carried

9. BY-LAWS

Two proposed by-laws were brought forward for possible first and second readings.

9.1 First and Second Readings - Municipal Plan and Zoning By-law Consolidation

Clerk explained for the record that on February 24, Council had the initial presentation to introduce the proposed consolidation of the former Village of Salisbury Zoning By-law and Municipal Plan with the Westmorland Albert Rural Plan. This process is intended to serve as the creation of one overarching planning document for the entire Town. Clerk reiterated that it is important to note, as has been done continually throughout the process, that this is a consolidation of existing regulations/policy and does not constitute a full new municipal plan for the Town from scratch. The public presentation was held on March 24, and the public hearing held on April 30 at the Salisbury Lions Club. Notices were issued on the town website, on social media, and in the Town's newsletter. The required notices pursuant to the Community Planning Act had, therefore, been met. As mentioned during the Public Hearing, with the exception of one question which was addressed, no written submissions were submitted to the Clerk. At this meeting, should Council choose, they could have first and second readings of the consolidated by-laws, which would be by title only. While they had been available in-full on the Town website since the public presentation, the Town will re-issue notices that the by-laws are being read by title only, pursuant to the Local Governance Act.

Moved by: Councillor Dykstra
Seconded by: Councillor Gallant

THAT Council give first and second reading to the By-law titled, By-law No. 16 - Town of Salisbury Municipal Plan, by title only.

Motion Carried

Clerk proceeded with First and Second Readings of By-law No. 16, Town of Salisbury Municipal Plan, by title only.

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

THAT Council give first and second reading to the By-law titled, By-law No. 17 - Town of Salisbury Zoning By-law, by title only.

Motion Carried

Clerk proceeded with First and Second Readings of By-law No. 17, Town of Salisbury Zoning By-law, by title only. It was noted that both by-laws will be posted on the Town of Salisbury website for review prior to Third and final reading.

10. CLOSED SESSION

There were two matters that required discussion in a Closed session.

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

THAT Council enter into a Closed Session. (7:46 PM)

Motion Carried

10.1 Contractual (68(1)(c) Local Governance Act)

10.2 Financial/Contractual (68(1)(c) Local Governance Act)

11. MAYOR AND COUNCILLORS' STATEMENTS/INQUIRIES

Municipal Taxes - Councillor D'Ettore asked if the few areas of New Brunswick that, following municipal reform, remained rural and under the direct responsibility of the Province, such as local service districts used to be, also saw an increase in tax rates, or did their rates remain significantly lower? He asked staff to look into this, adding it would be good to have this information for comparison purposes. CAO to check on.

12. NOTICES OF MOTIONS AND RESOLUTIONS

No Notices of Motions or Resolutions this meeting.

13. ADJOURNMENT

Moved by: Councillor Dykstra
Seconded by: Councillor Bannister

THAT the meeting be adjourned. (8:27 PM)

Motion Carried

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Chair

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Clerk