REGULAR COUNCIL MEETING

MINUTES

Monday, September 8, 2025, 7:00 PM

Members Present:	Mayor Rob Campbell Councillor Jason Gallant Councillor Phyllis Bannister Councillor Sarah Colwell Councillor John-Wiebe Dykstra Deputy Mayor Nathan O'Blenis
Members Absent:	Councillor Stephanie Thorne
Staff Present:	Austin Henderson, CAO Dianne Ayles, Clerk/Treasurer Trevor Douthwright, Manager of Infrastructure and Public Works Scott Landry, Assistant Clerk

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1. CALL TO ORDER

Meeting was called to order at 7:00 PM.

2. ADOPTION OF AGENDA

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

THAT the Agenda be adopted.

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. ADOPTION OF MINUTES

4.1 Regular Council Meeting - Aug. 11, 2025

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

THAT the Minutes for the Regular Council Meeting held August 11, 2025, be adopted.

Motion Carried

4.2 Special Council Meeting - Aug. 27, 2025

Councillor Phyllis Bannister joined the meeting at 7:01 PM.

Moved by: Councillor Gallant
Seconded by: Councillor Colwell

THAT the Minutes for the Special Council Meeting held August 27, 2025, be adopted.

Motion Carried

5. CONSENT AGENDA

There were six items on the Consent Agenda.

Moved by: Councillor Gallant
Seconded by: Councillor Dykstra

THAT Council adopt the Consent Agenda of September 8, 2025.

Motion Carried

5.1 Southeast Regional Service Commission (SERSC)/Plan360 - Report, Planning and Development Applications in Salisbury - July 2025

SERSC/Plan360 Development Activity Report for July provides up-to-date information on planning and development requests in Salisbury, as well as a year-to-date total of development activity, containing Application totals, the various types of Permits issued (eg. Residential Construction - 4 in July and 24 YTD), a breakdown of Active Subdivision Applications, and decisions by the Southeast PRAC.

5.2 SERSC/Plan360 - Planning Review and Adjustment Committee (PRAC) Approval of Conditional Use Application PID 70698865

During the August 27 meeting of the Southeast Planning Review and Adjustment Committee (PRAC), the Committee approved a conditional

use application request for a Fredericton Road property, proposing to build two multi-unit dwellings (town houses) of six and four units.

5.3 SERSC/Plan360 - PRAC Approval of Conditional Use Application PID 00957274

During the August 27 meeting of the Southeast PRAC, the Committee approved a conditional use application for the property located at 291 Scott Road for a two-unit dwelling secondary to an agricultural use.

5.4 RCMP J Division - Quarterly Report - Q1 2025

Report covers 2025-04-01 to 2025-06-30. Salisbury-specific data: there were 479 reported occurrences in Salisbury in the second quarter, 75% of which were non-Criminal Code matters (67% being traffic related). Criminal Code occurrences made up the remaining 25%, just over half of those falling under the category of Property Crimes, and 30% declared Crimes Against Persons.

5.5 SERSC/Plan360 - Development and Building Permit List, August 2025

A Southeast Regional Service Commission Development and Building Permit report lists six permits issued in Salisbury by Plan360 in August, 2025, with a total estimated project value of $1,127,667. Included are permits for two single unit dwellings.

5.6 Pine Hill Cemetery Ltd. - Thank You Letter

Received was a letter of gratitude from the Pine Hill Cemetery Board of Directors for its annual grant from Salisbury. Aside from regular maintenance this Summer was the paving of a section of the road into the cemetery, from the entrance gates up the hill to just past the vault. Paving was opted for because of the tendency of washout-ruts to form on the section of road in question following heavy rainstorms.

6. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

There were two Administrative presentations this meeting.

6.1 Presentation - Sunrise/Twilight Subdivision

Work is ongoing to explore the feasibility of a for-purpose and non-profit driven residential development on a 28-acre parcel of Town-owned land Twilight and Sunrise avenues. The goal is to address housing needs with a maximum yield of ~85 units across various forms of housing units. Pre-development work with Housing Hub of New Brunswick to be aided by funding from the New Brunswick Regional Development Corporation (RDC) has included the launch of an Environmental Impact Assessment (EIA) due to adjacency to wetland, which is a non-fish bearing watercourse, and a potential water draw of 80,000 litres per day, for which pump test results are expected in the coming weeks. Geotechnical work will continue throughout the Winter. The EIA process also involves

consultation with first nations. The EIA was first registered in April 2025. While the Town is the Owner of the land, Staff felt it prudent to issue a public presentation on-the-record as the public consultation process is initiated. The intent of the Town is to issue public communications beginning Tuesday, September 9. Meantime, images displayed at this meeting showed a development mix on vacant, residential-zoned land between Sunrise and Twilight and to the southwest of Karen Court that would have the added benefit of providing a second access into the Hilltop Subdivision. The Town will build municipal infrastructure from ditch to ditch, and construction of a retention pond will mitigate wetland impacts and help with drainage issues in the existing neighbourhood to the immediate southwest. Again, a number of the lots created will be reserved for non-profit developers, while there will be an expression of interest to developers for market homes. The public information process launching with this presentation, and also involving outreach in newspapers and online, continues until October 31. The project proceeding is contingent on a number of factors: the rezoning process, funding being secured, EIA determinations and conditions, and interest from developers and community partners.

6.2 Presentation - New CRM Tool

As part of Town Hall's 2025 launch and use of its new Citizen Relationship Management (CRM) tool, Staff presented an overview of AccessE11. As explained in detail by the CAO, the intent of the tool is to track all work orders, complaints, files, applications, etc. in a central location and, beyond the initial information, also factors in all follow-up activity involving all Town staff. All property owners in the Town of Salisbury are included by using Service New Brunswick's Property Tax Roll database. Renters are added to the database manually as new work orders are created. Using a CRM program aligns with Salisbury's Strategic Plan priorities of digitizing records and being an engaged, accessible, and informative local government.

Upon further discussion of how the system works and questions from Council, potential integrations down the road include telephone voicemail, email, as well as Facebook-Messenger. Also discussed was how to provide progress reports to Council and to the public, and the possibility of providing some form of dashboard stewardship on the Town website as a public way of tracking report and resolution numbers.

Austin Henderson, CAO left the meeting at 7:49 PM.

7. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

There was one recommendation from a private meeting.

7.1 Recommendation from Closed Session of August 11, 2025

Clerk introduced the matter concerning the Annual Performance Evaluation of the Chief Administrative Officer, which was discussed by Council in Closed Session on August 11, 2025, pursuant to Section 68(1)(j) of the Local Governance Act. It was explained that the Town uses the Canadian Association of Municipal Administrators (CAMA) template for this process. The evaluation forms were completed following input and deliberation by Council, and have been reviewed by the Mayor and CAO.

Moved by: Councillor Bannister
Seconded by: Councillor Colwell

THAT Council approve the 2025 Annual Performance Evaluation of the CAO and authorize the Clerk to sign and file the evaluation in the personnel file.

Motion Carried

8. REPORTS FROM ADMINISTRATION

Austin Henderson, CAO joined the meeting at 7:51 PM.

There were four reports from Administration.

8.1 Provincial-Municipal Highway Partnership (PMHP) Program 2028-2030 Plan

Staff sought direction from Council on the proposed 2028-2030 Provincial Municipal Highway Partnership (PMHP) Application, for which the deadline is September 26. For background, each year municipalities must submit a list of priorities to the New Brunswick Department of Transportation and Infrastructure (NBDTI) for work to be undertaken under the PMHP program, which covers Provincial Highways. Under PMHP, NBDTI pays 80% of eligible project costs, while the municipality pays 20%.

The previous submission from the Town covered 2026-2030. This year, NBDTI requested a three-year plan for 2028-2030. The items listed in the application are a continuation of the items that were in that 2026-2030 application.

An overview of the plan to be submitted:
2028 - Extension of sidewalk and storm sewer on Route 112/Fredericton Road, Phase 1, to Rae Drive
2029 - Continuing resurfacing on Rt. 106/Main St.
2030 - Continuing sidewalk and storm sewer on Rt. 112/Fredericton Rd., Phase 2

Meantime, a look at the upcoming two years:
2027 - Extension of sidewalk and storm sewer on Rt. 112/River Rd. However, this was instead moved closer, to 2026, in anticipation of NBDTI

work on the P380 Bridge to start the following year.
2027 - No project now, due to the change noted above.

This year - 2025 - Part of Rt. 106/Main St. was resurfaced
2026 - Was supposed to be the same as 2025, but funding was reallocated to the culvert replacement on Main St. at Reeder Rd

Moved by: Councillor Dykstra
Seconded by: Councillor Gallant

THAT Salisbury Town Council direct staff to submit the 2028-2030 PMHP application to the New Brunswick Department of Transportation & Infrastructure.

On the Question - Following up on a request from Councillor Colwell for a look ahead to be provided to Council at budget-time, Council will see an updated five-year Capital Plan for 2026-2031 at the October Committee of the Whole meeting. While the five-year document is more of a conceptual forecast, the plan for the following year is detailed, including costing, as part of budget preparations.

Motion Carried

8.2 Sewer Collection Update (Ward 3)

During the August Regular Council Meeting, as part of the Q2 Financial Update, Council was briefed on the status of sewer invoicing this year and payments to date. Regarding outstanding sewer accounts, Staff committed to report back to Council following that week's collection meeting.

Since that meeting:
- Eight letters were sent to properties to advise of the Town proceeding to the court judgment phase. One has since paid (due to refinancing).
- Another 18 letters were sent in the first stage of the collections process (for accounts three years in arrears). Three payment plans have since been arranged, two other accounts were paid in full (through the sale of the properties), and one other was also paid in full.
- Seven letters were sent to properties that have been on the collections list for a long time, stating the Town was exploring further collections and/or disconnection. One of these property owners has since reached out to Town Hall.

Also from staff: Opinions of Probable Costs have been prepared in-house to project potential costs for disconnections. OPCs ranged from $11,840 to $25,640, noting that exact costs are unpredictable as properties vary greatly with regards to ease of disconnection. Up-front costs associated with disconnecting are significant, even though all costs can theoretically be recuperated at a later point through the court judgment process. Given current utility projections; that is, available funds, Staff are not comfortable

recommending disconnection for all properties. An additional risk is that the majority of local contractors will not be comfortable undertaking this work.

Meantime, the Town also consulted with the Town's Solicitor with respect to additional steps for some properties, some of which have upwards of six judgments on their accounts. It was advised that the Town involve the Sheriff under the Enforcement of Money Judgments Act, to try and have the judgments, all or in part, repaid. Staff recommends doing so with regards to five properties and continuing with standard collections for the remaining properties. Also, since the Q2 Update, three accounts facing judgment proceedings and/or the first stage of collections were paid, while another facing potential disconnection has contacted the Town. The Town has also since drafted a Standard Operating Procedure (SOP) for the collections process, including integrating payment plans with the Town's CRM system (Access E11).

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

THAT Council direct Administration to engage the Province of New Brunswick Sherriff Services for Money Judgment Enforcement on properties as recommended. In the event that this not result in additional collections, Council directs Staff to proceed with bringing forth a recommendation to formally disconnect properties.

Council also directs Administration to continue ongoing collection efforts in an attempt to reduce the number of delinquent accounts, as presented.

On the Question - Some on Council were adamant that there must be consequences, especially in the cases of chronically overdue accounts, and disconnection/s must take place to send a strong message. Of the properties of concern, it was noted that not all of them are at the point of facing disconnection. It was explained that it's not as simple as closing a shut-off valve, because without municipal water there is no such option. Disconnections must involve digging to the sewer lateral and disconnecting it underground. Councillor Colwell asked if there is a way to install shut-off mechanisms on new builds, even without municipal water. It is the understanding of staff that this is not possible.

Motion Carried

8.3 Health and Safety Policy Review

The Town is continuing work with WorkSafeNB to undertake a complete review and overhaul of the Town's Health and Safety Program. The Town currently has a Health & Safety Policy that is all-encompassing. However. for the purposes of WSNB, the meaning of Policy is different than what we at the municipal level consider it to be, and in light of that, it was proposed

to take our former Commitment to Safety, with slight amendments, and turn it into a one-page Health and Safety Policy document. This is what we are seeking approval on from Council.

In the meantime, the Town's current H&S Policy, a seven-page document, will remain in effect, given it governs processes such as PPE, violence and harassment, etc. These will eventually become procedures and/or Codes of Practice, which will replace what currently exists as the Health and Safety Policy. This will ensure the Town is following the latest legislation and best practices.

Moved by: Councillor Colwell
Seconded by: Councillor Bannister

THAT Council approve the revised Health & Safety Policy, and direct Administration to continue ongoing work with WSNB for the Health and Safety Program improvements, including updating the former health & safety policy into appropriate policies, codes of practice, or guidelines, which shall remain in effect until such a point they are updated as part of this process.

Motion Carried

8.4 ATV Access By-Law Update

This update for Council concerned the next steps for increased local street access for all-terrain vehicles. Since the initial open house held in the Fall of 2023 to discuss this, two different proposals from the Town were turned down by the New Brunswick Department of Transportation and Infrastructure (NBDTI). At a meeting with the Town this past May, QuadNB advised that the Province would not approve street access because Fredericton Road (Route 112) is too long and too busy with insufficient shoulder, and under no circumstance would the Province permit crossing on the Trans-Canada Highway overpass. Then on June 19, the Province approved a Highway Usage Permit (HUP) for certain Provincial streets as part of the Town's request. In light of this, at a meeting of the Town and ATV Club on August 27, the option of exploring extending the trail network on private property was discussed. This would extend from the current access up to the TransCanada area. The exact location would be subject to landowner negotiations, but it would cross approximately four private properties to the East of Fredericton Road. This would require municipal street access on MacWilliam Road and certain streets in Hilltop Subdivision, as well as Trueman Street. The advantages of this would include not requiring access on Fredericton Road. Risks and challenges include being subject to landowner negotiation and that it would not happen overnight, so to speak, and unless such a trail involved shared access for pedestrians, the Town would be unable to secure government funding. Council is being asked to consider: is this a reasonable

alternative to road access? If yes, does the Town want this trail to be multi-use? And if so, does the Town explore funding the trail, and if that is the case, secure formal easements? If so, next steps would be to direct Administration accordingly; have the ATV Club propose a route; undertake landowner negotiations (and if multi-use, have the Town negotiate easements, as opposed to the ATV Club negotiating if the trail is to be only for ATVs); if multi-use, have the Town undertake pick-ups/trail design and submit applications for funding; and revise the proposed ATV By-law for municipal streets to connect the additional trail.

Moved by: Councillor Dykstra
Seconded by: Councillor Bannister

THAT in light of Provincial concerns with ATV Access on Fredericton Road, Council direct Staff to begin formally exploring an ATV trail extension on the Eastern corridor of Fredericton Road as a multi-use trail, including for motorized vehicles and pedestrians, and report back to Council with landowner negotiation updates, costing, and conceptual options, once available.

On the Question - Discussion was lengthy, given Council's long running interest in this file. Talk touched on the feasibility of securing TCH crossings either further to the East or West of Route 112. As for multi-use, it was noted that shared trails are common throughout the Maritimes -- people are aware of this. Signage is key to making these shared arrangements work.

Motion Carried

9. BY-LAWS

No by-laws addressed this meeting.

10. CLOSED SESSION

No Closed Session held this meeting.

11. MAYOR AND COUNCILLORS' STATEMENTS/INQUIRIES

Minor Baseball - Mayor Campbell acknowledged that Salisbury-Petitcodiac Minor Baseball recently hosted U13 Provincials, with 17 teams in the two communities providing a huge economic impact. It was a well-run show, he said, and gave credit to the work of Salisbury's rec department.

Summer Staffers - It was one of the Town's best Summers with regards the students who were hired and are now back at school.

Roadside Cutting - Councillor Bannister said great work on roadside cutting in the former local service districts. Works Manager said he would pass the compliments onto NBDTI, as it is the Province maintaining the roads in these areas.

12. NOTICES OF MOTIONS AND RESOLUTIONS

No Notices of Motions or Resolutions this meeting.

13. ADJOURNMENT

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

THAT the meeting be adjourned. (8:54 PM)

Motion Carried

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Chair

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Clerk