SPECIAL COUNCIL MEETING

MINUTES

Tuesday, December 30, 2025, 8:00 AM

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

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1. CALL TO ORDER

Virtual meeting was called to order at 8:01 AM.

2. ADOPTION OF AGENDA

Moved by: Councillor Thorne
Seconded by: Councillor Bannister

THAT the Agenda be adopted.

Motion Carried

3. CONFLICT OF INTEREST DECLARATIONS

Mayor Campbell noted that Conflict of Interest Declarations may be submitted to the Clerk.

4. REPORTS FROM ADMINISTRATION

There were two reports from Administration this meeting.

1. Year-End Budget Transfers

CAO explained the following recommendations (motions) with respect to year-end transfers, offering a few highlights:

• Projected year-end income is approximately $8.2-million (M). This is more than the $7.8M that was budgeted, mostly due to the usual increase from grants, as well as an increase in building permit revenues.

• Projected year-end expenses are approximately $8.124M. This includes projected amounts for things like December power billing and remaining wages and remittances.

• In the 2025 budget, the Town had a budgeted transfer from Operating reserves for Sunrise/Twilight (project) engineering. This was expensed in the current Operating budget and staff are, therefore, not recommending pulling these from reserves. This funding will remain in Operating reserves.

• At the year-end transfer meeting in 2024, $125,000 was transferred to Capital reserves for Trail Work (Main Street connection and behind school). Due to landowner talks, the connection behind the school was not completed. The connection to Main, to maximize funding, is currently accounted as Operating to Capital. The $125,000 will, therefore, also remain in Capital reserves and can be used on trail connections next year.

• Currently, there is a projected surplus in the Operating budget of approximately $138,464. Administration is recommending transferring $75,000 of that to Capital reserves as part of the motions/resolutions.

• In the Utility Operating Budget, consideration was given to using Capital reserves to fund the purchase of the ~$40,000 pump acquired for a lift station earlier this year. However, the current projections denote a projected surplus and staff are, therefore, not recommending pulling from reserves for this.

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

THAT in addition to the $3,000 contribution budgeted for the Financial Assistance for Recreation (FAR) program, Council transfer an additional $2,000, totalling a $5,000 financial contribution.

Motion Carried

Moved by: Councillor Thorne
Seconded by: Councillor Gallant

THAT whereas Section 101(b) of the Local Governance Act permits the Local Government to establish, manage, and contribute to a Capital Reserve Fund, BE IT THEREFORE RESOLVED THAT the sum of $24,000 be transferred to the Town's Capital Reserve Fund, as budgeted.

Motion Carried

Moved by: Councillor Gallant
Seconded by: Councillor Thorne

THAT whereas Salisbury Town Council, during a Special Meeting on December 30, 2024, transferred a total of $380,000 to the Town's Capital Reserve Fund, as authorized by Section 101(b) of the Local Governance Act, for the purposes of undertaking renovations at the Salisbury Town Hall which have now been completed, BE IT THEREFORE RESOLVED that Council authorize the withdrawal of $380,000 from the Capital Reserve Fund to be utilized towards the capital improvements at Town Hall.

Motion Carried

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

THAT whereas the Town, under the Residential Development Program, has approved a contribution of $40,000 under the Residential Development Stream for Project No. 559370 and held such funds this year accordingly, BE IT THEREFORE RESOLVED that $40,000 be deposited into the Town's General Operating Reserve Fund, as permitted by Section 101(a) of the Local Governance Act, and that the Chief Administrative Officer be authorized to withdraw and disperse such funds at project completion, pursuant to the Agreement, in 2026.

Motion Carried

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

THAT whereas Section 101(b) of the Local Governance Act permits the Local Government to establish, manage, and contribute to a Capital Reserve Fund, BE IT THEREFORE RESOLVED THAT the sum of $75,000 be transferred to the Town's Capital Reserve Fund based on 2025 budgetary projections.

Motion Carried

Moved by: Councillor Bannister
Seconded by: Councillor Gallant

THAT whereas Section 117(7) of the Local Governance Act permits the establishment of Utility Capital Reserves, BE IT THEREFORE RESOLVED THAT the sum of $20,000 be transferred to the Town's Utility Capital Reserves based on 2025 projections.

Motion Carried

Moved by: Councillor Thorne
Seconded by: Councillor Bannister

THAT whereas Salisbury Town Council, during a Special Meeting on December 30, 2024, transferred a total of $15,000 to the Town's Capital Reserve Fund, as authorized by Section 101(b) of the Local Governance Act, being the 2024 prize for being named New Brunswick's Most Active Community to be earmarked for a future recreational project, BE IT THEREFORE RESOLVED that Council authorize the withdrawal of $15,000 from the Capital Reserve Fund for to be utilized towards the Roxboro Court Park project.

Motion Carried

2. Resolution - Amended CCBF Capital Investment Plan

The revised Canada Community-Building Fund plan, reflecting Salisbury's five-year Capital plan and actual spending on 2025 projects, was provided to Council.

CAO spoke on Council's pending ratification of this CCBF plan, noting the direction was provided by Council back in April to integrate MacDonald Road into the CCBF plan to cover overages for that project. To keep it procedurally clean, Admin wanted to have the formal plan ratified during the same calendar year.

Moved by: Councillor Gallant
Seconded by: Councillor Thorne

THAT the revised document entitled Salisbury Five-Year Capital Investment Plan for the Canada Community Building Fund (CCBF) 2024 - 2028 be adopted/amended, as-presented.

On the Question, Deputy Mayor O'Blenis received clarification that this was for the project completed earlier this year. Councillor Bannister received clarification about a different project in the CCBF plan, the Railway Trestle, confirming equal direct contributions from the local ATV and Snowmobile clubs.

Motion Carried

5. ADJOURNMENT

Mayor Campbell wished everyone a safe and happy new year, thanking them for everything they have done this past year.

Moved by: Councillor Dykstra

THAT the meeting be adjourned. (8:14 AM)

Motion Carried

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Chair

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Clerk