COMMITTEE OF THE WHOLE MEETING

MINUTES

Monday, September 28, 2026, 6:00 PM

Members Present:	Mayor Rob Campbell Deputy Mayor Phyllis Bannister Councillor Jason Gallant Councillor Glenn McLaughlin Councillor Holly McNeil (joined online via Webex) Councillor Nathan O'Blenis Councillor Stephanie Thorne Councillor Krista Ingraham-Côté
Staff Present:	Austin Henderson, CAO Dianne Ayles, Clerk/Treasurer Scott Landry, Assistant Clerk Trevor Douthwright, Manager of Infrastructure and Public Works

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1. CALL TO ORDER - Immediately following brief Special Council Meeting at 6:00 PM.

Meeting was called to order at 6:16 PM.

2. ADOPTION OF AGENDA

Moved by: Councillor Gallant
Seconded by: Deputy Mayor Bannister

THAT the Agenda be adopted.

Motion Carried

3. CONFLICT OF INTEREST DECLARATIONS

Mayor Campbell noted that Conflict of Interest Declaration forms are available should any councillor need to fill one out to submit to the Clerk. No new conflicts of interest were declared at this time.

4. NEW BUSINESS

There were nine items under New Business this meeting.

1. Asset Management Plan - Update

Joining the meeting to present Salisbury's updated Asset Management Plan were representatives of Englobe Corp. The Town commissioned Englobe for this update to reflect capital asset additions since 2023, including the new fire hall, Town hall renovations, trail network additions, and the amphitheatre at Highland Park, to name a few.

Beyond taking inventory, the update also reflected condition changes from 2023 to 2026 in previously identified assets, to enable the Town to understand what each asset currently needs and make informed decisions going forward. Priority scores, ranging from very low to very high, are calculated using a table that measures both condition and criticality of assets. Another aspect of asset management for the Town to work toward is establishing a Level of Service report card, LOS described as being the bridge between assets and residents.

Moved by: Councillor Thorne
Seconded by: Deputy Mayor Bannister

THAT Council receive the updated Asset Management Plan presentation for-information and direct Staff to continue using the asset management plan to prioritize capital spending.

Motion Carried

2. Fredericton Road Traffic Study - Presentation

Joining the meeting at this point was Englobe Transportation Engineer Andrew Northmore, who presented data from the Fredericton Road Traffic Study. Among the report's focus points were the four lanes in front of the Irving Big Stop, which can be confusing for drivers, and safety at the intersection of Homestead Road and Fredericton Road/Route 112, as well as high speeds on Homestead Road, traffic at The Green Pig market, the high traffic volumes in that overall area during the Summer, in particular, and ongoing and planned developments in between and around the two major intersections in that highway commercial area. Suggested improvements are reducing the four lanes on Fredericton Road to three with a central turning lane, and adding a sidewalk and crosswalk to that area.

Regarding the Homestead/Fredericton intersection, the study's recommended traffic control option is to use an Intersection Warning treatment, warning of approaching vehicles, which is a new concept for New Brunswick. Other options mentioned were rumble strips approaching the intersection, pavement markings, speed display signs, and automated speed enforcement. Jurisdiction for traffic control was also discussed, noting that it is an intersection of two roadways that are managed by the Province's transportation department (NBDTI).

Moved by: Councillor Thorne
Seconded by: Deputy Mayor Bannister

THAT Council receive the Fredericton Road Traffic Study for-information and ratify its recommendations at a future Council Meeting for integration into the Capital Plan and for advocacy to NBDTI.

Motion Carried

Deputy Mayor Bannister left the meeting at 7:24 PM.

3. 2027 Budget / Capital Plan – Direction

Deputy Mayor Bannister rejoined the meeting at 7:26 PM

Regarding the 2027 Town Budgets, CAO said staff are currently setting priorities for capital planning/spending. The early projection for the Operating-to-Capital funding line item is $782,000 in 2027, noting that in the five-year plan it will eventually reach $900,000.

One main change would be proposing to advance the ballfield lighting from 2028 to 2027, due to available federal ACOA funding, also noting that the Province's RDC will typically cost-share on things like this. Any equipment pieces planned for the budget next year would be mostly related to operation and maintenance of the trail network. Sludge removal at the sewage lagoon would take place over a two-year period. Also in the vision for 2027 are a proposed health centre and the proposed Sunrise-Twilight subdivision.

Council was asked what items they would like to see deferred, considering some cost-savings need to be identified. CAO mentioned that, historically, cuts always seems to target street resurfacing. Main Street sidewalk could move to 2028, but no later, so as not to jeopardize funding.

It was clarified that any numbers presented are under the assumption that the Town will hold its tax rate.

Discussion also touched on the need for a replacement fire truck, a replacement for the aging Works one-tonne truck, and upgrades to Highland Park.

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

THAT Council direct Administration to proceed with budgeting for the 2027 capital projects, as-presented, and provide an update as part of future budget deliberations later this Fall.

Motion Carried

Councillor O'Blenis left the meeting at 7:41 PM.

4. Scenic Drive Removal - Advocacy Letter

Councillor O'Blenis rejoined the meeting at 7:42 PM.

The Town drafted a letter in response to receiving word that the Province will begin phasing out Scenic Drive signs, using the rationale that tourists use online tools instead and no longer require the signs. The letter notes the poor state of cellular service in New Brunswick.

Moved by: Councillor Ingraham-Côté
Seconded by: Councillor McLaughlin

THAT Council direct staff to send the letter, as-drafted, to the Provincial Minister of Tourism, Heritage, and Culture regarding the phasing out of provincial tourism signs amidst deteriorating cellular reception coverage in the province.

Motion Carried

5. MRDC Letter - August 2026 Ramp Closure

Letter drafted to send to MRDC is in reaction to an unannounced Salisbury highway exit closure in August. Mayor Campbell commented that even though this is not a jurisdictional matter for the Town, it is important that they play an advocacy role and not be complacent with regards to incidents such as these, saying it was a safety issue and it hurt local businesses.

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

THAT Council direct Staff to forward the proposed letter to MRDC Corporation with respect to the August 2026 ramp closure on the TransCanada Highway at the Salisbury exit.

Motion Carried

Councillor Gallant left the meeting at 7:48 PM.

6. Proposal of By-Law No. 21, A By-Law Respecting the Operation of Retail Businesses in the Municipality of Salisbury (Sunday Shopping)

Councillor Gallant rejoined the meeting at 7:50 PM.

A new by-law is proposed to replace the old Village of Salisbury Sunday Shopping By-Law (By-law No. 39) and be for the entire Town.

Without a municipal by-law in place, a retail business (as defined in the New Brunswick *Days of Rest Act*) is only allowed to operate on Sundays during the Provincial Sunday shopping period, which technically runs from the Sunday before New Brunswick Day through to the second Sunday after Christmas, citing the *Act*. It must also be noted that it is also clarified in the *Days of Rest Act* that there are certain types of retail businesses that are exempt from the *Act* and may be open on Sundays.

Under the proposed updated by-law, Salisbury retail businesses throughout the entire Town would be permitted to set their own hours and not be restricted to 1:00-5:00 PM, provided they follow labour laws.

Moved by: Deputy Mayor Bannister
Seconded by: Councillor Gallant

THAT Council approve the proposed By-Law, By-Law No. 21, A By-Law Respecting the Operation of Retail Businesses in the Municipality of Salisbury, in principle and direct Administration to bring the By-Law forward for official ratification at future Council Meeting.

Motion Carried

7. Solid Waste Collection By-law

Salisbury's garbage collection by-law will be updated to reflect 2023 municipal reform and current collection practices.

The proposed by-law would replace the existing Village of Salisbury waste collection by-law (By-law No. 47), also taking into consideration that, in 2025, the Town entered into a contract with Southeast Regional Service Commission and Eco360 for regional garbage collection.

At this introduction of the proposed by-law, Council questioning touched on residential waste sorting for multi-units, size restrictions on garbage containers, residential weekly bag limits, and the role played by Circular Materials, which will be addressed at a future meeting.

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

THAT Council direct Staff to proceed with drafting the updated Waste Collection By-law, based on the regional model and in alignment with the draft presented by Eco360, for consideration at upcoming Regular Council Meetings.

Motion Carried

Councillor Thorne left the meeting at 8:11 PM.

8. Southeast Regional Service Commission 2027 Budget - Presentation

Having previously declared a conflict of interest and, at this point of the meeting, having stepped away from the meeting as councillor, Stephanie Thorne then took the presenters podium in her professional role as Southeast Regional Service Commission Chief Financial Officer and presented the commission's 2027 Budget to Council. CFO described the $49-million budget as a "status quo" budget. Of that amount, $1.1-million is Salisbury's portion, which would rise by 3.55 per cent. Upon later questioning from Council, it was explained that this amount of an increase is typical. There were also questions about regional trail development, of which Phase 1 is shoreline, not involving Salisbury, and Mosquito Control, in the form of larvicide application, which Salisbury does not opt-in for.

Delving further into Salisbury's share of the overall RSC budget:
- Eco360 - up 1.09% to $147,248.
- Plan360 - up 4% to $305,369.
- Regional Collaborative Services - down 2.26% for Salisbury to $9,375.
- Transportation - up 0.42% to $2,353.
- Community and Social Development - down 0.93% to $5,275.
- Infrastructure Cost-Sharing - up 0.25% to $1,603.
- Tourism - down 0.62% to $1,680.
- Public Safety - down 1.03% to $1,680.

Non-mandated services:
- Mosquito Control - Salisbury does not take part in Mosquito Control.
- Regional Waste Collection - up 4.08 per cent for Salisbury to $659,116.

Councillor Ingraham-Cote left the meeting at 8:29 PM.
Councillor Ingraham-Cote rejoined the meeting at 8:31 PM.

Proposed new services (non-mandated) –
- GIS Asset Database Services – Would be $7,697 for Salisbury if the Town opts in.
- Engineering Support Services (not engineering, but support) - No cost.
- Water and Sewer System Operator Services – offered at $5,000 to Salisbury.

2027 goals for the Service Commission include an expansion of Eco360's public drop-off area, and Plan360 hiring and retaining new planners. Another 2027 goal is to work on an integrated regional transportation master plan, including a possible micro transit system.

Moved by: Councillor Gallant
Seconded by: Deputy Mayor Bannister

THAT Council direct Administration to inform the Southeast Regional Service Commission that there are no objections to the 2027 budget as presented on September 28, 2026, and advise that the Town wishes to opt in to GIS Asset Management Database Services and Engineering Support Services as optional non-mandated services.

Motion Carried

Councillor Thorne rejoined the meeting at 8:50 PM.

9. Regional Service Commission - Verbal Update

Mayor Campbell provided a brief verbal update on his role as a member of the Southeast Regional Service Commission Board of Directors, noting his changing committee duties, moving from Infrastructure Cost Sharing to Social Development. He also attended RSC board meetings the previous weekend, with discussion touching on challenges such as homelessness, funding for housing, and mobility coverage, as well as the need for the RSC board to take on an advocacy role.

5. MAYOR AND COUNCILLORS' STATEMENTS/INQUIRIES

Recent Town Events - Mayor Campbell thanked staff and Council for their work on Harvest Fest and the Terry Fox Run, making each event a success.

Atlantic Mayors Congress - Mayor Campbell recently attended the Atlantic Mayors Congress, describing it as a high value event.

David Bannister - Mayor Campbell offered condolences to the wife and family on the passing of Retired Fire Chief David Bannister. He also thanked neighbouring fire departments for their assistance on the day of the funeral by providing service coverage for Salisbury, as well as noting that an RCMP member, on his off-day, provided traffic control during the funeral.

Acknowledgments - Mayor Campbell also offered condolences on the passing of Campbellton Mayor Michel Soucy, and congratulated the Deputy Mayor of Cap-Acadie for getting married on the previous weekend.

6. ADJOURNMENT

Moved by: Councillor O'Blenis

THAT the meeting be adjourned. (8:57 PM)

Motion Carried

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Chair

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Clerk