

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
April 1, 2026 – 6:00 pm

1. Call To Order

2. Roll Call

3. Declaration of Conflict of Interest

4. Addition, Deletion, or Approval of the Agenda

5. Approval of the Minutes

Regular Council Meeting – March 4, 2026

Committee of the Whole – March 18, 2026

6. Presentation to Council

7. Business Arising from the Minutes/Old Business

a. Procedural By-Law – By-law Attached

Council has completed the first and second reading of the Procedural By-Law, to enact the by-law, Council will need to hold the third reading by title.

Possible Motion: be it that by-law A-7-2026, being the Procedural By-Law, for the Rural Community of Fundy Shores be read by title for the third time and enacted.

Required Reading – (One the motion above is approved)

Title: By-Law A-7-2026, the Procedural By-Law.

b. Tourism Accommodation Levy – By-Law Attached

This item was tabled at the last meeting and to be brought forward for consideration in April. Attached to tonight's agenda is a copy of the draft by-law.

(I will provide possible motions in another document.)

c. Fire Truck Recommendation – Recommendation Attached

The tender review for the new fire truck has been completed and attached to the agenda. Council will need to decide whether to proceed with the award.

Possible motion: be it resolved to approved the award of the fire truck tender per the recommendation of the Fire Department.

d. Mutual Aid Agreement – Agreement Attached

Attached is the mutual aid agreement as drafted to reflect the amalgamations in the Southwest Region of New Brunswick for fire service. This item has been reviewed by Council a few times in the past year and by legal to ensure its appropriateness.

Originally drafted at the request of Musquash Fire and Eastern Charlotte Fire, it has since been officially adopted by Saint Andrews, McAdam and Campobello, with positive responses from St. Stephen and Eastern Charlotte, (staff is still waiting for confirmation of adoption). The Rural District has indicated it needs to be reviewed by Provincial Directors.

Staff is wondering if Council is interested in officially adopted the agreement for Fundy Shores.

Possible Motion (if Council wishes to adopt): be it resolved to adopt the mutual aid agreement for fire protection as drafted.

e. Community Complex Study Report – Report Attached

Information Only. The final report has been made available to Council regarding the recommendations on construction phases and features of the new Community Complex.

f. Pocologan Land Transfer – Letter Attached

Fundy Shores has been offered land in Pocologan for public use from the Department of Transportation and Infrastructure for \$1.00 as long as it is recognized and agreed to that the areas on the map, indicated for high archaeological potential, remain undisturbed. Furthermore, if the plan is to disturb those portions of the land, archeological studies may be communicated with the Department. If Council still wishes to secure this property a motion will need to be made.

Possible Motion: be it resolved to accept the Department of Transportation and Infrastructures proposal on the Pocologan Property from the letter dated March 9, 2026.

g. Presenting to Council Policy – Policy Attached

The policy draft was presented to Council at the March, Committee of the Whole Meeting. Council requested it be brought forward for official consideration at the April, Regular Council Meeting.

Possible Motion: to approve the policy as drafted.

h. Digital Connectivity Survey – Survey Attached

This item was presented at the March, Committee of the Whole Meeting. Per Council's questions/recommendations the survey was updated and resubmitted tonight for review. If Council wishes to see this survey released, it will be scheduled for release mid-April with a scheduled closing date in mid-May (4-6 weeks). This will allow staff the opportunity to advertise and move the questions into an online platform.

Possible Motion: to approved the digital connectivity survey for release.

8. Department Reports

a. General Government

i. Mayor's Report –

- ii. Councillor's Report
 - 1. Deputy Mayor Heather Saulnier
 - 2. Councillor Deanna Bent
 - 3. Councillor Tina Dealy
 - 4. Councillor Lorraine Thompson
- iii. CAO Report to Council – Report Attached

b. Planning & Inspection

- i. Planning Director's Report – Report Attached

c. Public Safety

- i. Fire Department – Report Attached

d. Economic Development

- i. Synergi – Report Attached

9. Standing Committee Reports

- a. Community & Economic Empowerment Committee
- b. PRAC Committee
- c. Safe Community & Emergency Preparedness Committee
- d. Recreation & Destination Committee

10. Correspondence

a. Correspondence Received

- i. Response from Department of Education – Fundy Shores Elementary

b. Correspondence Issued

11. Approval of Payments

General Government – Invoices

12. Approval of Accounts

Expense Report – March 25, 2026, Report Attached

13. New Business

a. Grant Request – Seven Mile Lake Project – Project Folder Attached

Saint John Cycling Club Inc. has requested a \$1000 grant for the Seven Mile Lake Trail Network expansion project. According to their application, the Seven Mile Lake project is a multi-phase project to create a premier back county, non-motorized trail system on crown land north of Lepreau, in the Eagle Mountain Area.

The long-term goal of the project is to connect to New River and Lepreau Falls, providing eco-tourism and rural economic development opportunities through the creation of the trail system.

b. Grant Request – YMCA Southwest NB – Project Folder Attached

Per the discussions at the March Committee of the Whole Meeting, the YMCA has requested financial support for their summer licensed day care. According to their letter, the program is scheduled from June 22 through September 4, 2026 from 7:30am until 6:00pm, with weekly bus trips for the children. A financial proposal

has been submitted but it did not confirm the official request, this information will be provided as soon as it becomes available.

c. Wildlife Management Donation – File Attached

Council received a letter from the Department of Natural Resources, offering to donate equipment and supplies to the Musquash Fire Department to help support wildland fire capabilities.

CAO Brown has confirmed with Chief Pollock that these supplies are needed, wanted and able to be serviced by Musquash Fire.

Council will need to make a motion to accept the agreement provided by the Department of Natural Resources.

d. Letter of Support Requested – Energy Project

Mayor Cogswell to address.

(CAO to provide details in CAO Report to Council.)

14. Closed Session

(Not Confirmed - Land Donation - MOU Proposal)

15. Next Meetings

- a. Committee of the Whole
Community Building
April 15, 2026– 6:00 pm
- b. Regular Council Meeting
Community Building
May 6, 2026 – 6:00 pm

16. Announcements

17. Adjournment

**Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
March 4, 2026 – 6:00 pm**

Call to Order

Mayor Cogswell called the meeting to order at 6:00pm

Roll Call

Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Deanna Bent, Councillor Tina Dealy, Councillor Lorraine Thompson, Chief Administrator Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland

Declaration of Conflict of Interest

None.

Additions, Deletions and Approval of the Agenda

2026.03.04.27 Moved by Councillor Dealy, **seconded** Deputy Mayor Saulnier to approve the agenda.

Motion Unanimously Carried

Approval of the Minutes

2026.03.04.28 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the minutes of the February 4, 2026 Regular Council meeting and the February 18, 2026 Committee of the Whole meeting as written.

Motion Unanimously Carried

Presentation to Council

None.

Business Arising from the Minutes/Old Business

a. Procedural By-Law

2026.03.04.29 Moved by Councillor Dealy, seconded by Councillor Bent to declare that the by-law A-7-2026, being the Procedural By-Law for the Rural Community of Fundy Shores be read for the second time by title and by summary.

Motion Unanimously Carried

The following was read by CAO Linda Sullivan Brown: *“This by-law provides directions on the fundamental principles for Council meetings, conflict of interest, vacancies on Council, procedures for all meetings of Council and Committees. It further outlines the type of participation from Council, Staff and Public as meetings to*

help maintain order and transparency.”

Department Reports

a) General Government

- i) Mayor's Report- Mayor Cogswell submitted his reports online. Additionally, Denny informed Council that he had received several messages and emails regarding the potential closure of Fundy Shores Elementary School. He advised that he had sent a letter to the Minister of Education and will share any updates with Council as further information becomes available.
- ii) Councillor's Reports
 - 1. Deputy Mayor Heather Saulnier- Deputy Mayor Saulnier submitted her report online.
 - 2. Councillor Deanna Bent- Councillor Bent submitted her reports online. Councillor Bent added that there will be a Community Development meeting with the Regional Services Commission on Thursday, March 5, 2026.
 - 3. Councillor Tina Dealy- Councillor Dealy submitted her reports online.
 - 4. Councillor Lorraine Thompson- Councillor Thompson submitted her reports online.
- iii) **CAO Report to Council**
2026.03.04.30 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the CAO report as submitted.
Motion Unanimously Carried

b) Planning and Inspection

- i. **2026.03.04.31 Moved** by Councillor Bent, **seconded** by Deputy Mayor Saulnier to approve the Planning Director's Report for February 2026 as submitted online.

c) Public Safety

- i. **2026.03.04.32 Moved** by Councillor Bent, **seconded** by Councillor Thompson to approve the Musquash Fire Department Report for February 2026 as submitted online.

Motion Unanimously Carried

- ii. RCMP Q3 Report was provided for information only.

d) Economic Development

- i. **2026.03.04.33 Moved** by Councillor Dealy, **seconded** by Councillor Thompson to approve the Synergi Report for February 2026 as submitted.

Motion Unanimously Carried

Standing Committee Reports

- a) **Community & Economic Empowerment Committee**
No meeting in February and no committee report was submitted.
- b) **PRAC Committee**
PRAC did not meet in February. There was no report.
- c) **Safe Community & Emergency Preparedness Committee**
No meeting in February and no committee report was submitted.
- d) **Recreation & Destination Committee**
No meeting in February and no committee report was submitted.

Correspondence

- a) **Correspondence Received**
 - i. Council received a letter from Irving Woodlands regarding the province's decision to deny Irving's Proposed Harvesting Plan.
- b) **Correspondence Issued**
 - ii. Mayor Cogswell informed Council that he met with the Canadian Nuclear Isotope Council regarding the potential development of medical isotope production at the Point Lepreau Nuclear Generating Station. He noted that the meeting was informative and provided detailed information on the initiative.
Mayor Cogswell and MLA Ian Lee were also given a tour of the facility and met with staff who would be involved in the production of medical isotopes. He advised that the process will take time, potentially over a year, but noted that meeting with PLNGS represents an important first step toward the development and processing of medical isotopes.

Approval of Payments

2026.03.04.34 Moved by Councillor Bent, **seconded** by Councillor Thompson to accept payment of General Government Invoices of February 2026.

Motion Unanimously Carried

Approval of Accounts

2026.03.04.35 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the Expense Report for February 2026.

Motion Unanimously Carried

New Business

- a. Upon receiving a request from the Epilepsy Association of the Maritimes (EAM) to declare March 26 Epilepsy Awareness Day, council agreed to the request.

- b. **2026.03.04.36 Moved** by Councillor Bent, **seconded** by Councillor Thompson to have the Fundy Shores Human Resources Manual submitted for approval by Council.

Motion Unanimously Carried

- c. After reviewing the Commercial and Residential Incentive Package document, Council agreed to defer further discussion to a future meeting before sending it to legal review.
- d. Council decided to postpone the implementation of the Tourism Accommodation Levy and agreed to revisit the matter at the April 2026 Committee of the Whole meeting.
- e. Council requested a meeting with NB Health Minister Dornan to discuss the proposed Paramedicine Clinical Pilot Project in Fundy Shores.
- f. CAO Linda Brown received four proposals for fire trucks for the Musquash Fire. These offers are under review for compliance, and a recommendation will be provided as soon as possible.

Closed Session

None.

Next Meetings

- a) Committee of the Whole
Community Building
March 18, 2026- 6:00 pm
- b) Regular Council Meeting
Community Building
April 1, 2026- 6:00 pm

Announcements

None.

Adjournment

2026.03.04.37 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to adjourn. Meeting adjourned at 6:40 pm.

Motion Carried

George (Denny) Cogswell

Linda Sullivan Brown

Mayor
Rural Community of Fundy Shores

Chief Administrative Officer/Clerk
Rural Community of Fundy Shores

Minutes
Rural Community of Fundy Shores
Committee of the Whole Meeting
Community Building
March 18, 2026 – 6:00 pm

Call to Order

Mayor Cogswell called the meeting to order at 6:00 pm

Roll Call

Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Deanna Bent (6:06pm), Councillor Tina Dealy, Councillor Lorraine Thompson, Chief Administrator Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland

Declaration of Conflict of Interest

None

Presentation to Council

None

Topics

a. Tourism Accommodation Levy

Council received the updated draft of the Tourism Accommodation Levy (TAL) and continued to discuss the pros and cons of implementing this levy. Council decided to table this topic until the next council meeting to discuss whether they wish to implement the TAL this year or next year.

b. Coastal Link Trail- Alternative Route

Hilcon Ltd. presented an alternative route for the Coastal Link Trail after the original alignment through the marine protected areas was not supported by property owners. Hilcon met with New Brunswick Department of Transportation and DTI gave positive feedback regarding this issue. Hilcon is going to work on the preliminary design and present it to stakeholders and Council for feedback.

c. Digital Connectivity Survey

A digital connectivity survey was suggested to help identify areas of concern in Fundy Shores, as a part of the five year “Open for Business” strategy. Synergi drafted a survey and Council reviewed it and made changes. Council acknowledged the frustration of community members who do not have cellular service at their residences, and hopefully this survey is the first step to securing cellular service in all areas of Fundy Shores. Staff and Council hope to finalize the digital connectivity survey to be discussed at the next council meeting in April.

d. Presenting to Council Policy

Council reviewed the new Procedural By-Law and will continue to discuss the document before enacting it at a future Regular Council meeting.

e. Pocologan Property DTI Proposal

Council discussed the purchasing and intention of a property in Pocologan. This topic will be further discussed at the regular Council Meeting in April.

Next Meetings

- a. Regular Council Meeting
Community Building
April 1, 2026 – 6:00 pm

- b. Committee of the Whole
Community Building
April 15, 2026 – 6:00pm

Adjournment

This meeting was adjourned at 7:15 pm.

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

Linda Sullivan Brown
CAO/Clerk – Treasurer
Rural Community of Fundy Shores

BY-LAW NO. A – 7 – 2026

A BY-LAW FOR THE RURAL COMMUNITY OF FUNDY SHORES REGULATING THE PROCEEDINGS OF COUNCIL

BE IT ENACTED by the Council for the Rural Community of Fundy Shores, under the authority vested in in by section 10 (2) of the Local Governance Act, Chapter 2017, c.18 of the Province of New Brunswick, and in accordance with New Brunswick Regulation 2018-84 – Order in Council No. 2018-310, hereby enacts as follows:

1. Title
 - a. This by-law shall be cited as the “Procedural By-Law”.
2. Application
 - a. This procedural by-law of Council:
 - i. Applies to the following:
 1. All members of Council, including Mayor, Deputy Mayor and Councillors, and
 2. All members of staff required or requested to attend Council meetings, and Committee of Council meetings, and
 3. Any member of the public attending the meetings and/or appearing before Council and/or Committees of Council meetings
 - ii. Shall be used to dispatch of the business of Council and Committees of Council.
3. Fundamental Principles
 - a. The Rural Community of Fundy Shores is committed to open, respectful, and effective local government. These principles are intended to guide the conduct of all Council and Committee meetings and to support good decision-making on behalf of the community.
 - i. Transparency
Council meetings and decisions should be open and accessible to the public whenever possible.
 - ii. Accountability
Members of Council shall conduct themselves in compliance with established procedural rules and ethical standards set out in this by-law
 - iii. Respect and Civility
All participants in Council meetings shall treat one another with courtesy and respect.
 - iv. Fairness and Equal Opportunity
Each Member shall have an opportunity to contribute to discussions, regarding all matters before Council, except where prohibited by law.
 - v. Order and Efficiency
The Council Chair shall take all available measures to ensure respectful discussion and balanced participation.
 - vi. Integrity and Impartiality

Members are expected to act honestly, avoid conflicts of interest, and make decisions that reflect the best interests of the community as a whole.

vii. Inclusiveness and Participation

Council values the input of residents and encourages public participation in a respectful and constructive way. Council is to facilitate action, not obstruct it, while giving all Member of Council a fair opportunity to be heard.

viii. Informed Decision-Making

Decisions should be based on accurate information, professional advice, and thoughtful consideration. Members are responsible for preparing in advance of meetings.

ix. Consistency and Clarity

Procedures and decisions should be applied consistently so that the community and Council Members understand and trust the process.

x. Record and Continuity

Accurate records of meetings ensure transparency, accountability, and the continuity of Council's work on behalf of the community.

- b. These principles reflect Council's commitment to good governance, collaboration, transparency and service to the residents of the Rural Community of Fundy Shores

4. Conflict of Interest

- a. Conflict of Interest shall be disclosed and managed in accordance with the Local Governance Act of New Brunswick and any amendments thereto.

5. Vacancies In Council

- a. Subject to 5(b), the Clerk shall notify Council if a Council seat becomes vacant at the next Regular Meeting of Council, and the Chief Electoral Officer of New Brunswick pursuant to the *Local Governance Act*, SNB 2017, c18 and the *Municipal Elections Act*, SNB 1979, c M-21.01 and any amendments thereto.
- b. Where a vacancy on council results from fewer candidates than are required for office being nominated, the Municipal Electoral Officer shall hold a by-election to fill the vacancy pursuant to the *Local Governance Act*, SNB 2017, c18 and the *Municipal Elections Act*, SNB 1979, c M-21.01 and any amendments thereto.

6. Meetings of Council

- a. The Clerk shall schedule the first Council meeting in accordance with the Local Governance Act, SNB 2017, c 18 and the Municipal Elections Act, SNB 1979, c M-21.01 and any amendments thereto.
- b. At its first meeting, Council shall elected a Deputy Mayor from among the membership of Council. The Deputy Mayor shall be elected by a majority vote of Council, for the term of one year.
- c. The Clerk shall be responsible for the preparation and circulation of the agenda for all meetings of Council. The deadline for agenda submission for the regular meeting of Council shall be noon on the Wednesday preceding that of the meeting.
- d. Agendas shall be posted to the Fundy Shores website, the Monday prior to the scheduled meeting. Should Monday be a holiday, it shall be posted the very next working day.
- e. Types of Meetings
- i. Regular Council Meetings

1. Council shall hold its regular monthly meetings at its Local Government Office on the first Wednesday of the month starting at 6:00pm. If that Wednesday is a holiday, the meeting shall be held on the following day of the week that is not a holiday. Notice of the regular meeting shall be posted to the Fundy Shores Website a week in advance. Should an alternative location be used, a notice shall be placed in accordance with the Local Governance Act of New Brunswick.
 2. Regular Council meetings are used to dispatch the business of the community.
- ii. Committee of the Whole Meetings
1. A Committee of the Whole meeting is scheduled for the third Wednesday of the month at 6:00pm at the Local Government Office. If that Wednesday is a holiday, the meeting shall be held on the following day of the week that is not a holiday. Notice of the Committee of the Whole shall be posted to the Fundy Shores Website a week in advance. Should an alternative location be used, a notice shall be placed in accordance with the Local Governance Act of New Brunswick.
 2. No motions are made at the Committee of the Whole.
 3. Committee of the Whole is an opportunity for Council to get together to discuss the current projects or programs of the day and any progress thereto.
- iii. Special Council Meetings
1. A Special Meeting of Council is called, when the business to be discussed is time sensitive and cannot wait until the next regularly scheduled meeting of Council.
 2. The Mayor or a Majority of Council upon written petition, may, at any time, call a Special Meeting of Council on twenty-four (24) hours notice to the Clerk and its members.
 3. The notice of any special meeting shall be circulated in writing to the member of Council by the Clerk identifying the topics to be discussed, additionally the notice shall be posted to the Fundy Shores website.
 4. Council shall not transact any business at a special meeting except matters specified in the notice, unless ALL members of Council vote unanimously to discuss the matter.
- iv. Emergency Council Meetings
1. The Mayor or Deputy Mayor may, when deemed necessary call an Emergency Council Meeting in the event of a public emergency in relation to the Emergency Management Act of New Brunswick.
 2. An Emergency meeting shall be considered a special public meeting, expect that time requirements for notice of special meetings shall not apply, and the only item to be considered that of the emergency at hand.
 3. The Clerk attempt to post the information to the local government website if possible, however notice is not necessary in the case of an

emergency, however, the business discussed must be publicly available within seven (7) days following the meeting.

f. Open & Closed Meetings

- i. Subject to section 68(1) of the *Local Governance Act*, SNB 2017, c18, which describes those circumstances in which a meeting may be closed, all meetings of Council and Committees of Council shall be open to the public.
- ii. If a meeting is closed to the public, a record shall be made containing only the date of the meeting and the type of matter discussed under section 68(1) of the *Local Governance Act*, SNB 2017, c18. If a meeting is closed to the public, no decisions shall be made with the exception of decisions related to:
 1. Procedural matters;
 2. Direction to an officer or employee of the local government, or directions to a solicitor for the local government.

7. Electronic Meetings

a. General Intent

- i. Council Meetings of all types are ordinarily intended to be held in person. However, it is recognized that circumstances such as illness, travel, or other commitments may make it impractical for in-person attendance.
- ii. Subject to subsection 8.e, a member of Council may attend a meeting of Council by electronic means, in accordance with the *Local Governance Act* of New Brunswick, provided that the technology used:
 1. Allows all Members to hear and speak to each other; and
 2. In the case of an open meeting to the public, allows the public to hear the participating Member(s).
- iii. Fully Electronic Meetings – Exceptional Circumstances
 1. Only in exceptional or extraordinary circumstances – such as a mandatory federal or provincial order related to health, safety, or security and/or;
 2. An extreme weather-related event – as determined by Mayor or in their absence the Deputy Mayor;Council may conduct any type of meeting by fully electronic means. In such cases, Public Notice will be provided in accordance with the sections 69 (7) and 70 of the *Local Governance Act*, SNB 2017 c 18.

b. Notice of Electronic Participation

- i. A Member intending to participate a meeting electronically must provide sufficient notice to the Clerk to:
 1. Ensure the relevant meeting materials are delivered in the Member in advance
 2. Confirm the availability of suitable electronic communication methods; and
 3. If applicable, allow time for the public to be notified of the electronic participation.

c. Closed Session Participation

- i. If a Member is participating electronically to a meeting that is closed to the public, they must at the start of the meeting confirm that they are alone and that confidentiality can be maintained.

- d. Attendance Status
 - i. Any member participating electronically in accordance with this by-law shall be deemed present at the meeting.
- e. Public Notice
 - i. Public notice of the use of electronic means for meetings shall be provided in accordance with the Local Governance Act, SNB 2017, c 18.
- f. Limitations
 - i. Except in the case of illness and/or disability, or with the authorization of Council, by motion, a Member shall not participate in meetings of Council by electronic means, more than 3 times during a calendar year.

8. Quorum

- a. A quorum of Council is a majority of the members elected to Council. At a minimum four (4) members must be present to call the meeting to order.
 - i. Should a meeting fall below quorum due to a conflict of interest during a meeting, Council shall follow procedure outlined in the Local Governance Act.
- b. A quorum must be present to call all meetings of Council to Order. If quorum is not present after fifteen (15) minutes, the Clerk shall record the names of the Council Members present and the meeting shall stand adjourned until the next scheduled meeting or the scheduling of a special meeting of Council to dispatch the business of the Community.
- c. If a Member knows in advance of the meeting, that they will be unable to attend the meeting, the Clerk should also be advised; and if this notice is given to the Clerk at least twenty-four (24) hours in advance of the meeting, and it is determined by the Clerk that as a result of the non-attendance there will be no quorum, the Clerk is authorized to advise the Members the meeting is cancelled and is authorized to advertise on the Fundy Shores website the postponement of the meeting.

9. Presiding Officer

- a. The Mayor shall preside over all meetings of Council. If the Mayor is unable to chair the meeting, the Deputy Mayor shall act as the Chair for the meeting. If the Deputy Mayor is also absent from the meeting, then a Member shall be elected by a majority vote of Council to act as the Chair for that meeting.
 - i. If the Chair is other than the Mayor or Deputy Mayor, they shall preside over the meeting until the arrival of the Mayor or Deputy Mayor (as the case may be), at which time the chair shall be turned over to the Mayor or Deputy Mayor.
- b. The presiding officer, whether the Deputy Mayor, or elected by Council to act in the absence of the Mayor and Deputy Mayor, shall have the same authority, subjected to Act, which presiding over the meeting.

10. Order of the Day (Agenda)

The business of the day shall be dispatched in the following order unless agreed upon by Council to alter the order of business:

- a. Regular Council Meeting
 - Call to Order
 - Roll Call

Declaration of Conflict of Interest
Additions, Deletions or Approval of the Agenda
Approval of the Minutes
Presentations to Council
Old Business
Business Arising from the Minutes
Departmental Reports
Standing Committee Reports
Correspondence
Approval of Payments
Approval of Accounts
New Business
Open Session
Closed Sessions
Next Meetings
Announcements
Adjournment

b. Committee of the Whole

Call to Order
Roll Call
Declaration of Conflict of Interest
Presentations to Council
Projects or Program Updates
Business Reports
Adjournment

c. Special Council Meeting

Call to Order
Roll Call
Declaration of Conflict of Interest
Addition, Deletion or Approval of the Agenda
Business
Adjournment

d. Emergency Council Meeting

Call to Order
Roll Call
Declaration of Conflict of Interest
Addition, Deletion or Approval of the Agenda
Business
Adjournment

11. Admitting Members of the Public Before Council (Scheduled Public Presentations)

- a. Any person, persons or delegates requesting to address Council may be entitled to address Council on a matter of local government jurisdiction. Request to appear before Council shall be made to the Clerk in legible writing (written, printed, typed or emailed) without the use of obscene or improper language. The request must

include the Sender's Name, Contact Information, Civic Address, Presenter's Name if different from the Sender, Subject Matter to be Discussed and supporting documentation to be presented to Council.

- b. Application must be submitted by noon no later than a week in advance of the scheduled meeting (Regular Council or Committee of Council).
- c. Scheduled public presentations shall be no longer than 20 minutes, unless it is persons speaking on behalf of an organization and/or consulting firm commissions by Fundy Shores Council to perform certain studies, projects and/or works. They shall be permitted the time necessary to make presentation to Council if needed to go beyond 20 minutes.
- d. Notwithstanding above section, Council by majority vote, may allow or deny anyone or organization to address Council for whatever time period stipulated in the motion.
- e. When, in the opinion of the Chair of the meeting, a member of the public is guilty of improper conduct at a Council Meeting, the Chair may require that person to leave the meeting forthwith. In accordance with the Code of Conduct Policy for Public Presentations to Council.
- f. These presentations and the information provided before hand are to prepare Council, if they wish, to ask clarifying questions regarding the information provided not to enter into debate with the presenter.

12. Admitting Members of the Public Before Council (Open Session)

- a. An open session during a Council meeting shall be limited to a total 10 (ten) minutes in duration, unless extended by the affirmative votes of the majority of the Council Members present.
- b. Each member of the public may have (3) three minutes during the Open Session to address Council regarding items on the agenda for the meeting, unless prohibited elsewhere in accordance with this by-law or other enactments extended to Council.
- c. A member of the public wishing to address Council must do so in accordance with the Code of Conduct Policy for Public Presentations to Council and also start their presentation by stating their name and local address.
- d. A Council Member may ask or answer a question of the member of the public who is addressing Council, but must not enter into a debate.
- e. The presiding officer may refer members of the public to the appropriate member of Council, department head or other public body for response.

13. By-Laws

- a. Proposed by-laws shall be provided no later than forty-eight (48) hours in advance of a Council meeting, unless it is resolved by a majority affirmative vote of the Council members present at the meeting it is being presented.
- b. All other matters related to the dispatching of by-laws shall be done in accordance with the Act and Regulations of the Province of New Brunswick.

14. Motions

- a. Council may debate and vote on a motion only if it first made by one Council Member and then seconded by another.
- b. Any motion without a seconder, is defeated.

- c. After a motion has been seconded it shall be deemed to be in the hands of Council but the mover may, with the permission of the seconder, withdraw the motion at any time before the decision or amendment.
- d. Council may make only the following motions, when considering the question:
 - i. To refer to committee or staff;
 - ii. To amend;
 - iii. To lay on the table (to set the motion aside temporarily for consideration later in the same meeting);
 - iv. To table under the next meeting;
 - v. To postpone indefinitely;
 - vi. To move the previous question;
 - vii. To adjourn;
- e. A motion made under subsection d iii to vii is not amendable or debatable.

15. Limits of Debate

- a. Once a motion is made and seconded, the mover shall have the privilege to speak first during the debate and at closing the debate prior to the vote of Council.
- b. A member of Council may, at any time during the debate, request that the question, motion or matter under discussion be clarified or restated.
- c. Members should follow the decorum of normal debate by being brief, confining remarks to the question before them, refraining from personal attacks, always being courteous and not speaking until being recognized by the Chair.
- d. A Member of Council may speak more than once in connections with the same question only:
 - i. With permission of Council, or
 - ii. If the Member is explaining a material part of a previous speech without introducing a new matter.

16. Voting

- a. Every member of Council present, who has not withdrawn from the meeting room while the matter is under consideration or put to a vote due to a conflict of interest, shall announce their vote openly and individually and the Clerk shall record it.
- b. No vote shall be taken by ballot or by any other method of secret voting. Any vote taken in such a manner shall be of no effect.
- c. A tie vote on any motion presented to Council is considered defeated.

17. Minutes

- a. The minutes shall be recorded without note or comment:
 - i. The place, date and time of the meeting
 - ii. The name of the presiding officer and the attendance of Council Members and staff
 - iii. The reading, if required, correction and adoption of the minutes of prior meetings, and
 - iv. All resolutions, decisions and proceedings of the Council without note or comment.
 - v. The name and vote of every member voting on a question;
 - vi. If a meeting is closed, a record containing only the type of matter being discussed under section 68(1) Local Governance Act, SNB 2017, c 18 and

the date of the meeting shall be made available to the public, pursuant to section 68 (3) of the Local Governance Act, SNB 2017, c 18.

- vii. Every oral disclosure of a conflict of interest made during the meeting.
- viii. The taking of every oath and the making of every affirmation under section 58 of the Local Governance Act, SNB 2017 c 18.

18. Decorum & Deportment

- a. A member of Council may, at any time, rise on a point of order, a point of privilege or a point of information. All debate shall cease, and the matter be clearly stated by the member and, if applicable, ruled upon by the chair.
- b. No member or person attending the meeting may interrupt a member of Council who is speaking, except to raise a point of order or privilege.
- c. No Member or person attending the meeting may cause a disturbance, disruption or in any manner delay the conduct of the business at a meeting,
- d. Any member or other person permitted to speak on any matter during Council Meetings shall speak respectfully and free from disrespectful or offensive language.
- e. Comments made by an member or other person during Council Meetings shall be restricted to matters within the jurisdiction of Council.
- f. All members of Council shall follow the rules set forth in the Code of Conduct By-Law.
- g. Any person, at the discretion of the chair, may be required to leave the meeting who:
 - i. Breaches this by-law;
 - ii. Behaves in a disorderly manner, or;
 - iii. Uses threats or profane language in a debate.

19. Reconsideration

- a. No by-law, motions, questions, or other matters that have been disposed of by a majority vote at a Council Meeting shall be introduced for re-consideration at a Council Meeting prior to the expiration of 3 months from the disposal date, without a two-thirds (2/3) vote of Council present.

20. Public Hearings

- a. In the event that a Public hearing is required by statute, the hearing shall be held in accordance with the requirements set out in the applicable statute.

21. Communication on Behalf of Council

- a. The Mayor shall be the spokes person on behalf of Council's decisions and direction.
 - i. Personal opinions shall not be included in the capacity of Council's spokesman.

22. Committees

- a. Council may establish or abolish Committees of Council by a majority vote.
- b. The mandate of each Committee of Council must be recorded and approved by a majority vote of Council.
- c. Each Committee of Council shall include at least one member of Council.
- d. The Mayor, or their chosen delegate from Members of Council, shall be a member of each Committee of Council.

- e. Council shall, by a majority vote, appoint the remaining committee participants from the residents of Fundy Shores.
- f. Each Committee of Council shall appoint its own secretary, who shall record the minutes of the committee meetings and deliver said minutes to Council.

23. Other Procedural Matters

- a. When any matter or proceeding has not been contemplated by this by-law or provincial legislations, the most recent version of “Roberts Rules of Order” shall be used as a guide.

24. By-Law Repealed

- a. By-Law Number A-2-2022 “A Procedural By-Law for the Council of the Rural Community of Fundy Shores” is hereby repealed.

25. Effective Date

- a. This by-law comes into effect on the date of final reading and enactment thereof.

Reading for the First Time by Title: _____

Read for the Second Time by Title & Summary: _____

Read for the Third Time and Enacted: _____

George (Denny) Cogswell
Mayor

Linda N. S. Brown
Chief Administrative Officer/Clerk

By-Law No. D – 1 – 2026

**A By-Law Relating to
Tourism Accommodation Levy
in the
Rural Community of
Fundy Shores**

Pursuant to subsection 101.1(2) of the Local Governance Act, S.N.B., 2017 c.18, amendments thereto and regulations adopted thereunder, the Council of the Rural Community of Fundy Shores hereby enacts as follows:

1. Title

This by-law may be referred to as the “Tourism Accommodation Levy”.

2. Definitions

For the purposes of this By-Law:

“Guest” includes persons who contract for sleeping accommodation in a lodging establishment for a continuous period not exceeding 31 days.

“Levy” means the tourism accommodation levy.

“Operator” means a person who, in the normal course of the persons business sells, offers to sell, provides, and offers to provide tourism accommodation in the Rural Community of Fundy Shores.

“Purchase Price” means the price for which accommodation is purchased, including the price in money, the value of services rendered, and other considerations accepted by the operator in return for the accommodation provided, but does not include the harmonized sales tax (HST)

“Rural Community of Fundy Shores” means the Rural Community of Fundy Shores and may be referred to as the “Community”.

“Tourism Accommodation” means the provision of lodging in any premises operated to provide, for remuneration, temporary sleeping accommodation for the travelling public or for the use of public engaging in recreational activities and includes campgrounds, glamping, Airbnb and trailer parks for a continuous period not exceeding 31 days.

“Tourism Development” means planning and implementation of strategies, infrastructure, or other projects deemed appropriate by the council to support tourism with the objective of developing the tourism sector to increase the attractiveness of a destination and thereby attract more tourists.

“Tourism Promotion” means activities, operations, and expenditures designed to increase the number of visitors at a destination and to maximise the utilized capacity of a tourist business including but not limited to advertising, publicizing, or otherwise distributing information for the purposes of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and to fund the marketing of or the operation of special events and festivals designed to attract tourists.

3. Application of the Levy

- a) A guest shall, at the time of purchasing tourism accommodation, pay a levy in the amount of 3.5% of the purchase price of the tourism accommodation. An operator shall include on every invoice or receipt for the purchase of such accommodation a separate item for the amount of levy imposed on the purchase.
- b) Where an operator sells accommodation in combination with meals and other packaged services for an all-in-one price, the purchase price of the accommodation shall be deemed to be the purchase price of the accommodation when such accommodations are offered for sale in the same tourism establishment without such specialized services.

4. Exemptions

This levy shall not apply to:

- a) A student who is accommodated in a building owned or operated by a post-secondary institution while the student is registered at and attending that post-secondary institution;
- b) A person who is accommodated in a room for more than 31 consecutive days;
- c) Hotel or motel rooms provided by the community or province, or their agents, for emergency shelter accommodation purposes;
- d) A person and/or member of the person’s family, accommodated while the person and/or a member of the person’s family is receiving medical treatment at a hospital or provincial health-care centre or seeking specialist medical advice, provided the person or member of the person’s family provides the operator with a written statement from a hospital, provincial health-care centre or physician licensed to practice medicine in the Province of New Brunswick that the person and/or member of the person’s family is receiving medical treatment, that as a result the person or member of the person’s family is in need of accommodation, and the time period for which such accommodation is required.

5. Collection by Operator

Operators shall collect the levy from the guest at the time the accommodation is purchased and shall remit the levy to the Community at the times and manner set forth in this By-Law.

6. Report and Remittance

- a) Subject to the provisions of subsection b), unless otherwise provided, all operators shall make separate quarterly reports to the Community, on the prescribed report form, of tourism accommodation sales and levy collected.
- b) The Community may at any time require an operator to provide a report of sales and levy collected, such report to cover any period or periods.
- c) A separate report shall be made for each place of business, unless a consolidated report has been approved by the Community.
- d) The reports by operators shall be made to the Community by the 28th day of the month following the collection of the levy by the operator, and the levy shall be remitted no later than 30 days from the date the report is due.
- e) If an operator during the preceding period has not collected any levy, he shall nevertheless make a report to that effect on the prescribed report form.
- f) Where an operator ceases to carry on or disposes of his business, he shall make the report and remit the levy collected within 20 days of the date of discontinuance or disposal.

7. Records

- a) Every operator shall keep books of account, records and documents sufficient to furnish the Community with the necessary particulars of:
 - a. sales of tourism accommodation,
 - b. amount of levy collected, and
 - c. disposal of levy.
- b) Every operator shall retain any book of account, record, or other document referred to in this section for a minimum period of the current year plus six (6) years.

8. Use of Funds

- a) A minimum of 30% of the funds collected through the Tourism Accommodation Levy by Fundy Shores proprietors will be kept in the Community as incremental revenue to be put towards event funding for the Fundy Shores area.
- b) Remaining proceeds raised by the Tourism Accommodation Levy may be used for the following:
 - a. to promote Fundy Shores as a tourist destination.
 - b. to construct and maintain shared used facilities owned by Fundy Shores including trail networks, recreation spaces, public washrooms etc.
 - c. to attract special events that have a direct impact related to tourism enhancement and promotion and the potential to raise new revenues for the Rural Community.
 - d. at Council's discretion funds collected may also be used to pay for mandated service fee for the Region Tourism by the Regional Service Commission
 - e. and/or help offset the cost associated with administering the collection of the levy.

- c) All of the funds collected will be allocated to a special fund, administered through the Fundy Shores Treasurer.

9. Inspection, Audit, Assessment

- a) A person appointed by Fundy Shores may enter at a reasonable time the business premise or the premises where the person's records are kept.
- b) To determine whether or not the person is an operator, or the premises are accommodations within the meaning of this bylaw;
- c) To determine whether or not this bylaw is being and has been complied with, or
- d) To inspect, audit and examine books of accounts, records, or documents.

10. Interest

Interest payable under the by-law shall be payable at the Bank of Canada's prime interest rate plus two percent.

11. Enforcement

Any by-law enforcement officer, whom has been appointed by council, is hereby authorized to take such actions, exercise such powers and perform such duties, as may be set out in this by-law or in the Local Governance Act and as they may deem to be necessary to enforce any provisions of this by-law.

12. Offences

- a) Any person who violates any provision of this by-law is guilty of an offence and is liable on conviction to a fine.
- b) The minimum fine for an offence committed under this by-law is one hundred and forty dollars (\$140) and the maximum fine for an offence committed under this by-law is two thousand one hundred dollars (\$2,100).
- c) If an offence committed under this by-law continues for more than one (1) day:
 - a. the minimum fine that may be imposed is the minimum fine established in this by-law multiplied by the number of days during which the offence continues; and
 - b. the maximum fine that may be imposed is the maximum fine established in this by-law multiplied by the number of days during which the offence continues.

13. Effective Date

This by-law shall come into effect on the date of enactment there from:

FIRST READING: (By Title) _____

SECOND READING: (By Title and Summary) _____

THIRD READING AND ENACTMENT: (By Title) _____

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

Linda Sullivan Brown
CAO/Clerk – Treasurer
Rural Community of Fundy Shores

APPENDIX 1 – TOURISM ACCOMMODATION LEVY
2026 PROPERTY REGISTRATION FORM

RURAL COMMUNITY OF FUNDY SHORES
31 MALCOLM MEEHAN ROAD, MUSQUASH NB, E5J 2G2
TEL: 506-693-0207
WWW.FUNDYSHORES.CA

CORPORATION NAME _____
(if applicable)

OPERATING NAME _____

RENEWAL If there are no changes from the previous year, check here ☐ then skip to page 2

CONTACT NAME AND TITLE _____

TELEPHONE () - ____ - _____

EMAIL: _____

MAILING ADDRESS _____

ACCOMMODATION ADDRESS _____
(if different from mailing address)

NUMBER OF RENTAL UNITS _____

YEAR ROUND ☐

SEASONAL ☐

(Check the box)

Provide Open and Close Dates: _____

AUTHORIZED SIGNING OFFICER NAME (PLEASE PRINT) _____

By signing and dating this document, you agree to collect and submit the Tourism Accommodation Levy on behalf of this property and the Rural Community of Fundy Shores, by virtue of issuing a registration number, agree to keep all specific property financial information confidential unless required for audit purposes per By-Law A-1-2026, A By-Law of the Rural Community of Fundy Shores Regarding Tourism Accommodation Levy.

DATE: _____

SIGNING AUTHORITY SIGNATURE: _____

Once complete, please email this form to: linda.sullivanbrown@fundyshores.ca or
print and drop off in person or mail to: Community Office at the address above.

FOR OFFICE USE ONLY

DATE RECEIVED:

BY: _____

APPENDIX 2 –

RURAL COMMUNITY OF FUNDY SHORES

REPORTING PERIOD: FROM: TO:

CORPORATE NAME (if applicable):

OPERATING NAME:

CONTACT PERSON:

TELEPHONE:

EMAIL:

REGISTRATION NUMBER (assigned by Annually):

TOURISM LEVY CALCULATION FOR THE REPORTING PERIOD

1. Total Number of Bookings _____

2. Total Number of Guests _____

3. Gross Revenue (Before HST and Levy) from Accommodation _____

4. Amount of Guaranteed No-Show Refunds, Rebates, & Bad Debts _____

5. Revenue from Accommodation Room Rentals Exempt from Levy _____

6. Net Rental Revenue (Line 3 minus Lines 4 and 5) _____

7. Tourism Levy Due: 3.5% of Line 6 (Line 6 X 0.035) _____

8. Amount Remitted with this Form _____

If Amount Remitted does not equal Levy Due, please explain:

I CERTIFY THAT INFORMATION GIVEN ON THIS TAL RETURN IS CORRECT AND COMPLETE. SUPPORTING RECORDS WILL BE KEPT

AS PER BY-LAW D-1-2026 AND SUBJECT TO AUDIT, AS WELL THE ABOVE SPECIFIC PROPERTY FINANCIAL INFORMATION WILL

REMAIN CONFIDENTIAL UNLESS REQUIRED FOR AUDIT PURPOSES.

Authorized Person Signature: -----Date:

For instructions on filling out this form, please see reverse.

INSTRUCTIONS

1. This is the number of bookings completed in the period. If a guest books a room/rental for multiple nights, that would be considered one booking. Please do not include any cancellations in this number.
2. Ensure you include the total number of guests for each booking. If the same guest books multiple separate stays, count each stay as a separate guest.
3.
 - a) Total Amount of Revenue collected for bookings in the reporting period before any discounts or rebates are deducted.
 - b) Any fees charged and/or amounts kept as a result of a no-show or a cancellation after the free cancellation period should be included.
 - c) If a guest cancels their booking during their free-cancellation period and is fully refunded, do not include that amount in this number.
4.
 - a) No-show refunds would be any amounts (full or partial) refunded to the guests in the event they did not cancel and did not show up for their prepaid booking.
 - b) If a guest cancels their booking during their free cancellation period and is fully refunded, do not include that amount in this number.
 - c) If any other discounts or rebates are given, or any bad debts are written off, please include in this number.
5. Any amounts collected from qualifying situations under the Exemption List below.
6. Net Rental Revenue is Gross Revenue less refunds/discounts, less exempt accommodations (Line 3 minus Line 4 minus Line 5).
7. Tourism Levy Due is 3.5% of Net Rental Revenue (Line 6 X 0.035).
8. Amount Remitted should match the Tourism Levy Due. In some circumstances your remittance may include adjusted amounts from a previous period, or if there are any bookings you are still awaiting payment for in the current remitting period that are not included in your remittance.

Exemptions:

1. A student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending a post-secondary educational institution.
2. A person who is accommodated in a room for more than 31 consecutive days.
3. Medical Classification.
4. Hotel or Motel rooms provided by for emergency shelter accommodation purposes.

If you need any clarification pertaining to the completion of this form, please call the Community Office at 1 {506} 693-0207.

Title: 2026 Fire Truck Tender Recommendation

Prepared by: Musquash Fire

Overview:

The tender was originally released December 10, 2025, with a scheduled closing of January 14, 2026; due to an amendment and request from the respondents the tender schedule was extended until February 18, 2026.

Four tender packages were received:

Name	Price	Delivery Date
• Carl Thibault Emergency Vehicles	\$773,469.30	(24 month construction or less)
• Industries LaFleur	\$710,518.10	(November 15, 2027)
• Metalfab (Option 1)	\$760,150.00	(14 Months)
• Metalfab (Option 2)	\$725,650.00	(14 Months)

Recommendation:

The following review of the tender packages, including cost, design, specifications etc., the following recommendation is made by the Musquash Fire Truck Committee.

To award the tender to construct a fire truck Fundy Shores/Musquash Fire from Metalfab in the amount of \$760,150.00.

Notes:

The following notes have been provided to support the above recommendation:

- Industries LaFleur Inc., did not meet the specifications laid out in section 1.3.2. requiring an aluminum constructed chassis. The bid contained a galvanized steel chassis as the suggested replacement. Given the lifecycle and use, the Truck Committee was concerned this option would not be a suitable replacement for aluminum.
- Metalfab (Option 2) did not meet the specifications laid out in section 2.1.1 and did not meet the minimum required torque.
- Metalfab (Option 1) was acceptable, as the deviations from the specifications were within an acceptable perimeter to ensure the operational needs were met.
- Carl Thibault Emergency Vehicles, was acceptable, however, was the highest price point for construction and since operational needs could be met with a lower priced truck, the lower priced truck was recommended.



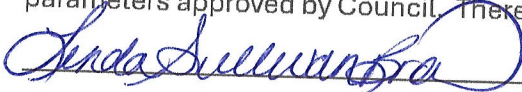
Wayne Pollock, Fire Chief



Mike Delaney, Chair of Truck Committee

Note on Financials:

Council approved the borrowing of \$736,000 on April 2, 2025; this amount was approved by the Capital Borrowing Board in June 2026. Once the truck is purchased and HST Rebates are considered the total cost of the truck will be \$689,330.46 (HST Rebate of \$70,819.54). This supports the needs of the Department and this falls within the parameters approved by Council. Therefore, I support this recommendation.



Linda Sullivan Brown, CAO/Clerk - Treasurer



POLICY TITLE: PRESENTING TO COUNCIL POLICY

POLICY NUMBER: 2026 – 01

VERSION NUMBER: 2.0

DATE APPROVED:

EFFECTIVE DATE:

Policy Statement:

At Fundy Shores, we believe that every person is welcome to provide public input into local government issues. This belief and practice plays an important role in Fundy Shores being an open, transparent and responsive level of government. The policy below sets out the expectations for individuals or groups presenting to Council or attending meetings of Council to ensure an respectful, fair and orderly meeting.

Scope:

This policy applies to all individuals, groups, organizations, employees, elected officials, volunteers, contractors, students, and others wishing to speak during a meeting of Council.

Respectful Communication

- All presenters must schedule their presentation in accordance with the procedural by-law
- Persons, groups, organizations etc., wishing to speak as a presenter or during open session, must follow this policy.
- All presenters and attendees are expected to treat Council members, staff, and other participants with courtesy and respect.
- Comments should focus on issues, not individuals. Personal attacks, discriminatory remarks, or offensive language will not be tolerated.
- Presentations should be made in a calm and professional manner.

Speaking to Council

- Presentations must be directed to the Chair of the meeting and not to individual members or staff.
- The Chair of the meeting will recognize each presenter in turn and may limit speaking time to ensure all voices can be heard in accordance with the procedural by-law.
- Questions from Council may follow a presentation, but Council nor presenters are to interrupt or engage in debate.

Orderly Conduct

- Disruptive behavior, shouting, or interruptions of Council business are not permitted.
- Applause, booing, or other forms of demonstration are discouraged, as they may interfere with proceedings.
- Anyone who fails to follow this policy may be asked to leave the meeting.

Accessibility and Inclusion

- Fundy Shores values the participation of all community members.



- Accommodations are available upon request to ensure everyone can take part meaningfully and respectfully.

Confidentiality and Privacy

- Presenters should avoid sharing personal or private information about others during their remarks.
- Matters involving identifiable individuals or confidential issues should be discussed privately with staff, not in open session.

Commitment to Constructive Engagement

- The goal of public participation is to contribute to informed, thoughtful decision-making.
- Presenters are encouraged to offer clear, factual, and solution-oriented input to support the community's best interests.

Contact:

For more information or if you have any questions about this policy, please contact the Chief Administrative Officer for the Rural Community of Fundy Shores

Version Number	Editor	Changes	Date
1.0	Linda Sullivan Brown, CAO Fundy Shores	Initial Draft	October 14, 2025
2.0	Linda Sullivan Brown, CAO Fundy Shores		

Approval & Adoption

This Presenting to Council Policy has been approved by Rural Community of Fundy Shores on Month, Day, 2026. It shall be implemented and adhered to by all relevant stakeholders to ensure responsible and respectful pathway for individuals wishing to present to Council.

Annotation for Official Policy Book

This is to certify that the foregoing is a true and accurate copy of the Presenting to Council Policy for the Rural Community of Fundy Shores, which was adopted by Council at its duly convened meeting held XX day of the MONTH, 2026.

Linda N. Sullivan Brown
Chief Administrative Officer/Clerk
Rural Community of Fundy Shores

Date



Date: April 1, 2026

Departmental Report

Department:	Council
Reporting Period:	March 2026
Prepared by (Name):	Mayor Denny Cogswell

Activities:

Date: March 3, 2026

Item: UMNb Health Committee meeting

Date: March 4, 2026

Item: Regular Council Meeting

Date: March 9, 2026

Item: 10am meeting at UNB Saint John regarding rural optometry program

Date: March 10, 2026

Item: Community Complex presentation to all committees

Date: March 12, 2026

Item: Regional Service Commission Meeting

Date: March 13, 2026

Item: Radio interview on Preventative Care Clinic

Date: March 16, 2026

Item: Office time to sign cheques

Date: March 18, 2026

Item: Committee of the Whole Council Meeting

Date: March 19, 2026

Item: RCMP quarterly meeting in Oak Bay

Date: March 23, 2026

Item: Meeting at Fundy Shores Office

Date: March 26, 2026

Item: Meeting with Regional Service Commission,

Item: UMN Council /election webinar

Date: March 28, 2026

Item: Easter Egg Hunt Event,

Item: Dinner at Fundy Bay 50+ Club

Also made follow up phone calls to resident regarding fundraising for community complex.

Spoke with resident with concerns in Dipper Harbour (policing, unsightly premises).



Date: April 1, 2026

Departmental Report

Department:	Council
Reporting Period:	March 2026
Prepared by (Name):	Deputy Mayor Heather Saulnier

Activities:

Date: March 4, 2026

Item: Regular Council Meeting

Date: March 10, 2026

Item: All committees meeting

Date: March 11, 2026

Item: Called DTI to follow up on an unsightly billboard complaint

Date: March 17, 2026

Item: *Regional Service Commission Tourism meeting

Date: March 18, 2026

Item: Committee of the Whole Council Meeting

Date: March 25, 2026

Item: Recreation and Destination Development Tourism meeting

Date: March 26, 2026

Item: submitted survey on financial security

*RSC tourism meeting discussed final plans for the symposium
Also, a lot of discussion on transportation issues in the district



Date: April 1, 2026

Departmental Report

Department:	Council
Reporting Period:	March 2026
Prepared by (Name):	Councilor at Large Deanna Bent

Activities:

Date: March 4, 2026

Item: Attended Regular Council Meeting

Date: March 5, 2026

Item: Attended Regional Service Commission Community Development Meeting

Date: March 10, 2026

Item: Attended All Committees Meeting

Date: March 18, 2026

Item: Attended Committees as a whole



Date: April 1, 2026

Departmental Report

Department:	Council
Reporting Period:	March 2026
Prepared by (Name):	Ward #2- Tina Dealy

Activities:

Date: March 4th, 2026

Item: Attended Regular Council Meeting.

Date: March 10th, 2026

Item: Attended the all committees meeting at Musquash Fire Station 2.

Date: March 14th, 2026

Item: Attended Ian Lee event in St George.

Date: March 18th, 2026

Item: Attended the Committee of the Whole Council Meeting

Date: March 22nd, 2026

Item: Attended 4th Annual Maple Fest

Date: March 25th, 2026

Item: Recreation and Destination Development Meeting to discuss/plan upcoming events

Date: March 26th, 2026

Item: Participated in the UMN B Practical Guide for Candidates in Municipal Elections

Recreation and Destination Development Committee Report

The RDD Committee met on March 25th at 31 Malcolm Meehan Road. The meeting was the first since September and we did some catching up creating a volunteer list for bingo and started making plans for the 2026 Fundy Shores Community Events.

Upcoming events: Musquash Community Bingo April 10th, everyone 19 and over welcome.



Date: April 1, 2026

Departmental Report

Department:	Council
Reporting Period:	March 2026
Prepared by (Name):	Lorraine Thompson, Ward #3

Activities:

Date: Mar 04/2026

Item: Attended Regular Council Meeting 31 Malcolm Mehan Rd Musquash NB

Date: Mar 05/2026

Item: Attended PRAC Training Session In person 33 Wall St. St. Stephen NB

Date: Mar 10/2026

Item: Attended All Committees Meeting 31 Malcolm Mehan Rd Musquash NB

Date: Mar 18/2026

Item: Attended Committee of the Whole 31 Malcolm Mehan Rd. Musquash NB

Date: Mar 19/2026

Item: Attended PRAC committee meeting (online)

Date: Mar 25/2026

Item: Attended Recreation and Destination Development Tourism meeting 31 Malcolm Mehan Rd. Musquash NB



MARCH 30, 2026

TO: MAYOR & COUNCIL

FROM: LINDA SULLIVAN BROWN, CAO

SUBJECT: MONTHLY REPORT – MARCH 2026

SUMMARY

Overall, there were not a lot of meetings this month, but the sessions held with Municipal World and George Cuff were well timed and important topics for this time of year and as you can see a lot of activity on other projects/events.

KEY ACTIVITIES – CURRENT MONTH

- **Community Complex Project**
Final cost analysis was completed and presented to the Committees. Additionally, a schedule and mailer has been completed to provide public presentations during the month of April.

Additionally, the Community Complex Committee has fulfilled its mandate, it would be recommended that following the April presentations, Council dissolve the committee at the May Regular Council Meeting.
- **Business Park Study**
The business park study for exit 96 and 86 is still on-going and will be for the next few months. Brian (Synergi) and I met with Dillon Consulting. We have found some issues in relation to the proposed areas, due to wetland, potential pre-contact sites, conservation areas, and leased logging areas. Currently, we are working to weed out the areas that cannot be used and identify suitable sites. More to come, as the project develops.
- **Fire Truck Tender**
The Fire Truck Committee's recommendation was presented to Council in this agenda package.
- **2026 Literary Event**
I applied for a grant from the Fundy Community Foundation to provide a stipend to the authors for their time.
- **Paramedicine Pilot Project –**
This project is still awaiting an opportunity to present to the Department of Health, however we have been contacted by Medavie to discuss the project mid April in Moncton.

- Event Oversight –

I have reached out my counterparts throughout NB regarding possible stipends for event coordinators. None exist at this time (from those that responded). There for my recommendation would be as follows:

- Coordinator (Medium Event - It's Getting Chili/Market) - \$350
- Coordinator (Large Event - Community Music Series 3 Evenings) - \$500
- Coordinator (Small Event – Example Beach Clean Up Event) - \$200
- Volunteers (per event) - \$25 to \$40

For such a project to work, in my opinion, we would need to develop a reporting protocol including safety measures, social media expectations, etc. Please advise if you wish me to continue with this project.

- Annual Audit

On-going.

- Property Transfers (Fire Halls)

Department of Justice has confirmed all necessary documents are with our lawyers. I have requested a meeting to execute the documents.

- 50MW Battery Storage Project

Per the request received by all Council, Mayor Cogswell and I met with Bhavin Mistry from Compass Greenfield, regarding the proposed 50MW Grid Storage Project in Prince of Wales. This project has not been adopted by NB Power, it has been listed for Expressions of Interest. According to Mr. Mistry the project would have enough storage capacity for an interruption of 4 hours of service in the grid (unsure of its coverage area when disruption occurs).

Currently the proposed area is zoned correctly for such a project. However, if chosen, they will need to conduct a few studies regarding traffic, noise, animals, etc. We have asked to be involved in any such studies. Mayor Cogswell, asked for a public safety review of the project, including fire suppression needs, they indicated they would meet with the Fire Chief (if the project is chosen), to review any needs. Mayor Cogswell also asked that additional natural noise barriers be maintained to prevent nuisance to neighbouring properties.

The project (if chosen) will be in existence for 15-20 years, with a bond placed on the clean up in year 10 (should the clean up be abandoned the clean up can still occur). The goal at the end of the clean up is a clear site, all manmade objects removed (recycled or disposed of per law), and the site could be returned to nature.

They have requested a letter of support from Council.

- Municipal Laptops

I have confirmed with our auditors that the current municipal laptops have no residual value. Tangible capital assets of this type only have value for 3 years, therefore they are fully depreciated. I would recommend Council declare them surplus, have Brunnet complete a factory reset removing any/all Council related materials, and give first refusal to purchase to the Councillor using the computer for the last 3 years at a cost of \$100.00 (to cover cost the reset). If any computers remain donate them to Fundy Shores Elementary for Teachers or Students, if they would accept?

MONTHLY OBJECTIVES – APRIL

- Touch a Truck –

May 9 - Post and share event on social media. Nine agencies have been confirmed.

- 2026 Literary Event

To date there have been 15 authors/storytellers confirmed, reaching our goal. Vendor spots are full and we are creating a wait list. To date this event has only spent \$500 out of its \$2500 budget.

- **Event Volunteer Handbook**
I have been working on a handbook for volunteers participating in the above event to see if it would be useful for other occasions.
- **Council Orientation**
This project is on-going, after a few sessions during March, I have participated in several sessions this month and learned new items to share with Council.
- **Council Email/Laptop Changes**
I have been speaking with Brunnet and plan to purchase tablets for Council in early April, so they can be prepared for the incoming Council. Prices have significantly increased since last fall when they were originally quoted. Price on the Dell Tablets has increased between \$900 - \$1000, so it will be more economical to purchase the surface tablets, although they will be over budget by \$2705.
- **Fundraising Stress Test**
This is planned for April/May. Depending on the results of the upcoming bilateral agreement, Fundy Shores may need to pivot and plan to fundraise or borrow additional dollars.
- **Earth Day**
 - I was contacted by Ashley Milroy, she plans to do a community clean up on April 22, she has requested I do a community alert for the travelling public, to keep their eyes out for people cleaning the area. I said Fundy Shores would definitely do that.
- **Training Update (ECC & Asset Management)**
I am scheduled to be out of the office on April 8 and 9, 2026 for Emergency Communications Training. Asset Management training is on-going.
- **SEED Student**
I am looking for ideas on how to keep a Seed Student busy. This year their work was to be focused on Cultural and Tourism related items. I was thinking along the lines of local historical items, (people/places (rudimentary graveyard mapping with pictures so people from away could see, maybe the grave of a family member) and supporting our local events, but that doesn't seem like enough work. They would also need reliable transportation, and most likely an older student.
- **Potential Proposal –**
Jillian and I have been working on a potential proposal for Council, the proposal is for a health/wellness event in October "Mind, Body and the Bay of Fundy". They event would bring together health and wellness practitioners to host a few events on a Saturday while also having a vendor's market for individuals looking to sell health and wellness related products. More to come for May's agenda.

Respectfully Submitted,

L. Brown

Linda Sullivan Brown, CAO/Clerk - Treasurer

Appendix – Monthly Meeting

Meetings & Events		
Date	Name	Description
March 1-7	Out of the Office	
04-Mar	Council Meeting	
10-Mar	All Committees Meeting	Present Financial Plan for new facility
11-Mar	YMCA	Summer Camp Discussion
11-Mar	Synergi	Discussed Business Park
17-Mar	Municipal World	Pitfalls of Hiring in the Municipal Sector
18-Mar	George Cuff	Roles and Responsibilities Presentation
18-Mar-26	Committee of the Whole	
18-Mar	George Cuff	Roles and Responsibilities Presentation
20-Mar	Professional Development M	CAGFO - Conference Committee
23-Mar	MPA	20th Anniversary Committee
24-Mar	Compass Greenfield	50MW Battery Storage Project
24-Mar	CNSC	Operators Response to Annual Report - PLNGS
25-Mar	Public Safety	Wildfire & Riverwatch Briefing
26-Mar	Public Safety	Preparedness Session
26-Mar	Dillon Consulting	Business Park Feasibility Study
26-Mar	CAGFO	Board of Directors Meeting
27-Mar	RDC	Community Complex Update
30-Mar	Ria Dhillon	CAGFO - Conference Discussion with Presenter
31-Mar	CANHC	Working Group Meeting

Planning & Inspections Report to Council

As of March 26th, 2026

Rural Community planning update

- By-law C-3 (Universal Fees By-law) and C-4 (Building By-law) have both been registered at the Provincial Land Registration Office and have taken legal effect.
- Continuing work on a rural community subdivision by-law.
- PRAC has an application for a private access subdivision near Pocologan to be considered at the April regular meeting.

Rural Community building and development update for 2026

- Three (3) new building permits issued to-date – two (2) new in last report period.
- \$161,271.00 in new construction value added to-date.
- One (1) new zoning confirmation letter issued to-date – none new.
- One (1) subdivision approved to-date - one (1) new building lot created.

Rural Community enforcement update

- One (1) new enforcement to-date – none new in report period.
- Since reporting began in 2023, thirty-six (36) enforcement files have been closed in Fundy Shores for enforcements related to the building code, dangerous or unsightly premises, or the rural plan.

Rural Community civic addressing update

- One (1) new civic address assigned in Fundy Shores to-date – no new assignments in report period.

Respectfully submitted by,



Alex Henderson, Planning Director, M.C.P., MCIP, RPP (NB)



Date: April 1, 2026

Departmental Report

Department:	Musquash Fire
Reporting Period:	March 2026
Prepared by (Name):	Chief Wayne Pollack

Activities:

Date: Feb 27, 2026

Item: MVC, Lepreau

Date: Mar 8, 2026

Item: Car fire Dipper Harbour

Date: Mar 7&14, 2026

Item: 5 members did recertification in MFR

Date: Mar 21&22, 2026

Item: 3 members took ICS 200 course



**Report to Fundy Shores Mayor and Council
Rural Community of Fundy Shores**

Meeting: Apr. 01, 2026

31 Malcolm Meehan Rd., Musquash

Prepared by Brian Cooke, Executive Director

April Report

- **Land Acquisition:**

- DTI has responded to Fundy Shores for an offer of acceptance on the property in Pocologan. The department also indicated that properties in Musquash are being deemed as surplus properties. Fundy Shores is awaiting direction from DTI on next steps. Synergi will prepare a business plan once the determined use for the property is decided by Council and staff. Some research into the properties has started.
- Synergi met with the Department of Natural Resources (DNR) to discuss Crown lands use for the commerce park study being conducted by Dillon, and discuss Crown land wood allocations. Also received tabletop archaeological assessment from the Department of Tourism, Heritage, and Culture (THC) regarding potential archaeological and paleontological triggers in the area, and will be requesting mapping once land suitability is determined.
- We are still waiting for a crown corporation to complete their surplus disposal process on properties identified in 2024. It is understood that these properties are still with its legal department.



- **Business Development:**

- Attended a meeting with UNBSJ's Director of the Integrated Health Initiative and the Special Advisor to the Provost with Mayor Cogswell to discuss support for an optometry program at the Saint John campus. UNB has requested a letter of support from Fundy Shores and Synergi. Synergi has since provided a letter of support, along with Future St. Stephen and Envision Saint John.
- Met with ONB's Director of investment attraction to discuss a potential defence sector opportunity. Will provide more details to CAO for more consideration.
- Met with the YMCA to discuss their Summer Care Program. Also prepared a press release scheduled to go out in April. The program will operate for 11 weeks out of the Fundy Shores School.
- Synergi continued holding biweekly conversations with the proponent of the medical isotope facility.
- Inquired with Airbnb about a potential issue a vendor was having. The issue was resolved.
- Provided corporate background information on the proposed battery storage project.
- Synergi and Envision Saint John are working on a framework for nuclear energy support. Working toward a final draft in the coming weeks.
- Finalized an information document for Fundy Shores to provide on the nuclear and medical isotope motion, that was introduced by MLA Ian Lee on March 26, 2026 in the Legislative Assembly. Motion is to be debated at a time determined by the Official Opposition office.
- Synergi will be attending an agricultural opportunities forum with



multiple stakeholders in Saint John on April 8.

- Made an inquiry to the Department of Education and Early Childhood Development and Anglophone South School District regarding the Fundy Shores School.
- Synergi finalized a draft survey on digital infrastructure needs survey. Due to the upcoming municipal election- postponement of the digital survey will be distributed and available after the election period.
- Staff met with the Peskomuhkati Nation Director of Operations to discuss medical isotopes and nuclear development. Proposed date for the medical isotope company to make a presentation to their Council in mid-April.
- Staff had conversations with NB Power regarding medical isotopes and SMRs.
- Synergi finalized and submitted Fundy Shores' marketing brief to be used by ONB's investment attraction team to help attract businesses and investment opportunities.
- Synergi and the CAO met with Dillon Consulting to discuss progress on the commerce park study.
- **Future events:** Synergi will also be attending Port Days on May 28-29, and the SMR Forum to be held in Saint John on June 2-3 with Fundy Shores. Synergi's AGM will be held on June 11, 2026, at the McAdam Railway Station.