

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
January 14, 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 – December 3, 2025

Committee of the Whole – Not Applicable

6. Presentation to Council

a. Community Complex – Dillon Consulting

Stephen Stone from Dillon Consulting will be providing Council a presentation related to the draft functional plan.

7. Business Arising from the Minutes/Old Business

a. Building By-Law

No questions or comments have been received regarding this by-law, therefore, if Council wishes they can proceed with the second reading by summary.

Possible Motion: be it that by-law C-4-2026, being the Building By-Law for the Rural Community of Fundy Shores be read by title and summary.

Required Reading

“By-Law No. C-4-2026 being the Building By-Law for the Rural Community of Fundy Shores.

The Rural Community of Fundy Shores currently follows the Province’s General Regulation under the Building Code Administration Act (BCAA), which sets out the National Building Code and serves as the default building by-law for communities without their own. With this building by-law, Council now has the option to adopt its own building rules, though most requirements must remain consistent with Provincial regulations. The proposed by-law largely mirrors the existing BCAA regulation but introduces two key policy changes: it would set clear timelines for building permit expiry—requiring construction to begin within 12 months and not pause for more than 24 months— and it would double permit fees for projects that proceed without a permit and ignore a written stop-work order. These changes would help reinforce building and planning rules already in place for Fundy Shores.”

b. Universal Building Fees By-Law

No questions or comments have been received regarding this by-law, therefore, if Council wishes they can proceed with the second reading by summary.

Possible Motion: be it that by-law C-3-2026, being the Fees By-Law for the Rural Community of Fundy Shores be read by title and summary.

Title

"By-Law C-3-2026 being the Universal Fees By-Law for the Rural Community of Fundy Shores.

Council has the authority to adopt its own fees by-law to set planning and development application fees. Since Fundy Shores was formed in 2023, it is no longer covered by the Provincial planning fees regulation, so adopting a local fees by-law would ensure compliance and a continuation of existing fees structures. The proposed fees match those historically used in Lepreau and Musquash, and all collected fees are collected by the regional service commission and returned to the Rural Community to help offset the cost of providing planning services."

c. Code of Conduct By-Law Update

No questions or comments have been received regarding this by-law, therefore, if Council wishes they can proceed with the second reading by summary.

Possible Motion: be it that by-law A-6-2026, being the Council Code of Conduct by-law for the Rural Community of Fundy Shores be read by title and summary.

Title

"A By-Law for the Rural Community of Fundy Shores Respecting the Code of Conduct for Council.

Council is updating the Code of Conduct by-law to become compliant with current regulations. The new by-law includes updates relating to representing Fundy Shores, communicating with Council and Staff, use of communication tools, including social media and matter of confidentiality and conflict of interest. This by-law also outlines the compliant process, investigation of complaints and any sanctions that can be taken against a member of Council."

d. Remuneration By-Law

No questions or comments have been received regarding this by-law, therefore, if Council wishes they can proceed with the second reading by summary.

Possible Motion: be it that by-law A – 5 – 2026, being the Remuneration By-Law for the Rural Community of Fundy Shores be read by title and summary.

Title

"A by-law respecting the Remuneration of Council for the Rural Community of Fundy Shores.

In accordance with the Local Governance Act, Council has the authority to set the remuneration of member of Council. This by-law will adjust the annual rate paid to members of Council, as well as include the number of meetings each member must

attend to retain their full annual rate. Other items have remained unchanged. This by-law is scheduled to come into effect following the 2026 Local Government Election."

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 – (No Report)

b. Planning & Inspection

- i. Planning Director's Report – (No Report)

c. Public Safety

- i. Fire Department – (No Report)

d. Economic Development

- i. Synergi – (No Report)

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. Fundy High School – Political Science Class
- ii. Fundy High School – Civics Class
- iii. Response to Dredging Request for Dipper Harbour

b. Correspondence Issued

- i. Dredging at Dipper Harbour
- ii. Nuclear Support Press Release

11. Approval of Payments

General Government – Invoices

12. Approval of Accounts

Expense Report – December 31, 2025

13. New Business**a. Canada Community Building Fund – Payment Transfers**

The Canada Community Building Fund that was submitted to the Department of Environment and Local Government, has been approved. The province has since issued 3 payments to Fundy Shores, those payments need to be transferred from the General Operating Fund to the Canada Community Building Fund.

Payments received were as follows.

2024 2nd Payment - \$43,186.00

2025 1st Payment - \$44,986.00

2025 2nd Payment - \$44,986.00

Total Transfer \$133,158

Possible Motion: be it resolved to transfer \$133,158 from the General Operating Fund to the Canada Community Building Fund Account.

b. Canadian Nuclear Conference Attendance

Per Council's discussion during the budget process CAO Sullivan Brown booked airfare and hotel rooms for the Canadian Nuclear Conference in April 2026.

Registration just opened; therefore, CAO Sullivan Brown is looking for confirmation on if Council wishes to have members attend, and if so who would be representing Fundy Shores. All reservations made to date can be cancelled without penalty, other than the travel insurance.

c. Donation Request – Fundy Shores Home & School Association

Council has received an application from the Fundy Shores Home & School Association for a one-time donation of \$500 to support their efforts to recognize and celebrate the dedication, hard work, and positive impact of teachers and staff during Staff Appreciation Week (February 2026).

d. Election of Deputy Mayor –

Per the Procedural By-Law Council needs to hold an Election Annually in January for the position of Deputy Mayor.

14. Closed Session

No Topics.

15. Next Meetings

a. Committee of the Whole
Community Building
January 21, 2026– 6:00 pm

b. Regular Council Meeting
Community Building
February 4, 2026 – 6:00 pm

16. Announcements

17. Adjournment

**Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
December 3, 2025 – 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 (online), Councillor Deanna Bent, Councillor Tina Dealy, Councillor Lorraine Thompson (online), Chief Administrator Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland, Executive Director of Synergi – Brian Cooke

Declaration of Conflict of Interest

None.

Additions, Deletions and Approval of the Agenda

2025.12.03.149 Moved by Councillor Dealy, **seconded** Councillor Bent by to approve the agenda, with the addition of the RCMP Q2 report on Public Safety.

Motion Unanimously Carried

Approval of the Minutes

2025.12.03.150 Moved by Councillor Thompson, **seconded** by Deputy Mayor Saulnier to approve the minutes of the November 5, 2025 Committee of the Whole meeting and the November 19, 2025 as written.

Motion Unanimously Carried

Presentation to Council

a. Synergi- Brian Cooke, Executive Director

Mr. Cooke delivered a presentation to Council regarding the annual review of the five-year Economic Development Plan. The purpose of the presentation was to provide accountability, assess progress to date, and identify areas requiring continued focus and prioritization.

Mr. Cooke outlined Synergi's key initiatives and accomplishments for 2025. He highlighted ongoing collaboration with GNB, NB Power, and other stakeholders on nuclear energy development and medical isotope production opportunities; the creation of a Fundy Shores business directory; and visitor statistics collected for New River Beach and Lepreau Falls. He also noted Synergi's work with the YMCA to

support the establishment of an after-school program, as well as the initiation of a feasibility and needs assessment for a potential commerce park, among several other projects currently underway.

Brian also addressed several barriers and challenges encountered within the community over the past year, including issues related to land acquisition, ATV trail development, wharf infrastructure, and ongoing nuclear development initiatives.

Brian informed Council of Synergi's areas of focus for 2026. Priorities for the coming year include implementing commercial and residential incentives, advancing a multi-care strategy, medical isotope opportunities, enhancing digital infrastructure, and further developing a tourism strategy.

Business Arising from the Minutes/Old Business

a. Financial -

i. 2026 Fundy Shores Budget

For informational purposes only. The following is a draft of the 2026 budget for the Rural Community of Fundy Shores:

Total Budget	\$2,421,787
Less Non-Tax Revenue	<u>\$ 210,443</u>
Net Budget	\$2,210,344
Less Fiscal Capacity Funding	<u>\$ 42,338</u>
Warrant to be Raised by Local Rate	<u>\$2,168,006</u>

Ratios (No change)

Non-Residential Tax Based Ratio 1.7%

Heavy industrial Tax Base Ratio 1.7%

Tax Rates: (No Change)

Residential: \$0.2838

Non-Residential \$0.4825

Heavy Industrial \$0.4825

2025.12.03.151 Moved by Councillor Bent, **seconded** by Councillor Dealy to certify that on the 3rd day of December 2025, the council of the Local Government of the Rural Community of Fundy Shores, resolved that the sum of \$2,421,787 be the total operating budget if the local government, that the sum of \$2,168,006 be the warrant of the local government of the ensuing year, and that the tax rates for the local government be as listed above.

The Council orders and directs the levying by the Minister of Local Government of said amount on real property liable to taxation under the Assessment Act within the local government of the Rural Community of Fundy Shores.

Adopted this 3rd day of December 2025, by the Council of the local government of the Rural Community of Fundy Shores.

Motion Unanimously Carried

ii. Capital Investment Plan – CCFB

2025.12.03.152 Moved by Councillor Dealy, **seconded** by Councillor Bent to certify that the document entitled Rural Community of Fundy Shores Five-Year Capital Investment Plan for the Canada Community Building Fundy (CCBD) 2024-2028 be adopted.

Motion Unanimously Carried

iii. Capital Investment Plan –Capital Renewal Fund (GNB)

2025.12.03.153 Moved by Councillor Dealy, **seconded** by Councillor Thompson to certify that the document entitled Rural Community of Fundy Shores 2026-2029 Capital Renewal Plan (CRP) for the capital renewal funding (CRF) allocation be adopted.

Motion Unanimously Carried

iv. Crownland Lease Application- Cherry Tree

2025.12.03.154 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to finalize the application to lease the “Cherry Tree” Crownland Lease and submit it to the Department of Natural Resources and Energy.

Motion Unanimously Carried

b. Tabled Items

i. CUPW – Postal Service Request

Council discussed and reviewed the request from CUPW to submit a letter of support to provide input in the upcoming mandate review of Canada Post. No motion made.

ii. Building By-Law

2025.12.03.155 Moved by Councillor Dealy, **seconded** by Councillor Bent to declare that the by-law C-4-2026 being the Building By-Law for the Rural Community of Fundy Shores be read for by the title for the first time.

Title

“By-Law No. C-4-2026 being the Building By-Law for the Rural Community of Fundy Shores”

Motion Unanimously Carried

iii. Universal Building Fees By-Law

2025.12.03.156 Moved by Councillor Dealy, **seconded** by Councillor Bent to declare that by-law C-3-2026, being the Fees By-Law for the first Rural Community of Fundy Shores be read by title for the first time.

Title

“By-Law C-3-2026 being the Universal Fees By-Law for the Rural Community of Fundy Shores.”

Motion Unanimously Carried

c. Other

i. J.D.I Woodlands Letter of Support Request

2025.12.03.157 Moved by Councillor Thompson, **seconded** by Councillor Bent to send a letter that has been drafted by JDI Woodlands in support of their conservation plan to the province.

Motion Unanimously Carried

ii. Respectful Workplace Policy

2025.12.03.158 Moved by Councillor Deputy Mayor Saulnier, **seconded** by Councillor Dealy to adopt the Respectful Workplace Policy that had been drafted, sent for legal review, and discussed at the October Committee of the Whole Meeting.

Motion Unanimously Carried

iii. Code of Conduct By-Law Update

2025.12.03.159 Moved by Councillor Dealy, **seconded** by Councillor Thompson that the by-law A-6-2026, being the Code of Conduct by-law for the Rural Community of Fundy Shores be read by title for the first time.

Title

"A By-Law for the Rural Community of Fundy Shores Respecting the Code of Conduct for Council."

Motion Unanimously Carried

iv. Renumeration By-Law

2025.12.03.160 Moved by Councillor Bent, **seconded** by Councillor Dealy that by-law A-5-2026, being the Renumeration By-Law for the Rural Community of Fundy Shores be read by title for the first time.

Title

"A by-law respecting the Remuneration of Council for the Rural Community of Fundy Shores."

Motion Unanimously Carried

v. Insurance Proposals

2025.12.03.161 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Thompson that the Rural Community of Fundy Shores proceed with Marsh Insurance after CAO Linda Brown compared two insurance providers.

Motion Unanimously Carried

vi. Community Complex

No additional information has been received from engineering at this time. Mayor Cogswell requested that CAO Brown reach out to Dillon Consulting for more information.

Department Reports

a) General Government

- i) Mayor's Report- Mayor Cogswell submitted his reports online. He also thanked the Fundy Shores Council and staff for attending the funeral of former Deputy Mayor Sue Farquarson. Mayor Denny requested revisions to the recently adopted remuneration by-law, specifically pertaining to meeting attendance. He asked that the terminology addressing absences be updated to clarify provisions for illness, emergencies, and pre-approved conflicts, such as attending another official meeting or event on behalf of Fundy Shores.
- 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.
 - 3. Councillor Tina Dealy- Councillor Dealy submitted her reports online. She also noted that Christmas Bingo will be held on December 12, 2025, and is open to individuals aged 19 and over. Additionally, the Christmas Breakfast with Santa is scheduled for Saturday, December 13, 2025, from 8:00 a.m. to 11:00 a.m. at Musquash Fire Station #1. She encouraged residents to register if they wish to receive a gift from Santa. Free childcare will be available following the breakfast from 11:00 a.m. to 4:00 p.m.
 - 4. Councillor Lorraine Thompson- Councillor Thompson submitted her reports online.

iii) **CAO Report to Council**
2025.12.03.162 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the CAO report as submitted.
Motion Unanimously Carried

b) **Planning and Inspection**
No report submitted.

c) **Public Safety**

- i. Fire Department
2025.12.03.163 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the Musquash Fire Department Report for November 2025.
Motion Unanimously Carried
- ii. RCMP 2024 Annual Report
Submitted online.

d) **Economic Development**
2025.12.03.164 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the Synergi report as submitted online.
Motion Unanimously Carried

Additionally, Brian Cooke provided a brief update on a recent presentation from UNB regarding the production of medical isotopes. He noted that this life-saving technology, used in the treatment of cancer patients, represents a unique opportunity to complement the nuclear industry in Fundy Shores.

Standing Committee Reports

- a) **Community & Economic Empowerment Committee** No report.
- b) **PRAC Committee** Submitted online.
- c) **Safe Community & Emergency Preparedness Committee** No report. A meeting is expected to take place in the new year to discuss wildfire prevention.
- d) **Recreation & Destination Committee** Submitted online.

Correspondence

- a) **Correspondence Received**
None.
- b) **Correspondence Issued**
 - i. **Letter to Opportunities New Brunswick**
Mayor Cogswell wrote a letter to Opportunities New Brunswick to request a meeting to discuss opportunities to enhance the nuclear industry in the community, particularly in the area of Small Modular Reactor (SMR) development and medical isotope production.

Approval of Payments

2025.12.03.165 Moved by Councillor Bent, **seconded** by Councillor Dealy to accept payment of General Government Invoices of November 2025.

Motion Unanimously Carried

Approval of Accounts

2025.12.03.166 Moved by Councillor Thompson, **seconded** by Councillor Dealy to approve the Expense Report for November 2025.

Motion Unanimously Carried

New Business

- a. **Year End Transfers**
 - i. **Scheduled Transfers**
 - 1. **Operational Reserve Fund**
2025.12.03.167 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to resolve to transfer \$20,000 from the

general operating fund to the general operating reserve fund.

Motion Unanimously Carried

2. Capital Reserve Fund

2025.12.03.168 Moved by Councillor Dealy, **seconded** by Councillor Bent to resolve to transfer \$100,000 from the general operating fund to the capital reserve fund.

Motion Unanimously Carried

ii. Additional Transfers

CAO Brown presented to Council an overview of the year-end financial surplus, noting that \$146,000 in savings will be transferred to the capital reserve. **2025.12.03.169 Moved** by Councillor Dealy, **seconded** by Councillor Bent to approve the transfer.

Motion Unanimously Carried

b. Tourism Proposal – Lepreau Falls

2025.12.03.170 Moved by Councillor Dealy, **seconded** by Councillor Thompson to move the Lepreau Falls Tourism Project forward to the Department of Transportation and the Department of Tourism, Heritage, and Culture;

Motion Unanimously Carried

Closed Session

None.

Next Meetings

- a) Committee of the Whole (If needed)
Community Building
December 17, 2025- 6:00 pm
- b) Regular Council Meeting
Community Building
January 14, 2026- 6:00 pm

Announcements

Mayor Cogswell wished staff and council a wonderful and safe Holiday season and thanked everyone for a great year. Denny expressed his appreciation for Council's work over the term, noting that he is extremely pleased with the progress made. He stated that Council has established a strong foundation and thanked members for their commitment and contributions.

Adjournment

2025.12.03.171 Moved by Councillor Bent, **seconded** by Councillor Dealy to adjourn. Meeting adjourned at 7:02 pm.

Motion Carried

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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

BY-LAW No. C-4-2026

BY-LAW No. C-4-2026 being the Building By-law for the Rural Community of Fundy Shores

The Council of the Rural Community of Fundy Shores, under authority vested in it by the Building Code Administration Act (2020), and amendments thereto, hereby makes the following by-law:

Definitions

1 In this By-law

“accessory building” means a building located on the same lot as the main building to which it is accessory and which has a use that is naturally or customarily incidental or complementary to the main use of the land or building but does not include a building designed for public congregation;

“building inspector” means a person as defined in the Building Code Administration Act;

“building” means a building as defined in the National Building Code of Canada;

“change of use” means to change the use of a building or part of a building in such a way that affects its occupancy classifications under the National Building Code of Canada;

“Code” means the National Building Code adopted by reference in the regulations under the Building Code Administration Act, and includes all revisions, errata and corrections to errata issued from time to time;

“construct” means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere;

“constructor” means a person constructing a building, and includes a contractor and subcontractor;

“demolish” means to do anything in the removal of a building or a material part of a building;

“development officer” means a development officer as defined in the Community Planning Act;

“maintenance” means any non-structural work that does not meet the definition of ‘construct’ under this by-law and does not affect the fire safety of a building under Code, nor affect the life safety, health, or accessibility for the occupants of a building under Code;

“National Building Code of Canada” means version of the National Building Code of Canada or National Energy Code as referenced in the Building Code

Administration Act and amendments thereto;

“owner” means a person who holds title to real property and includes a person who has entered into an agreement to purchase the real property; and,

“regional service commission” means a regional service commission established under the Regional Service Delivery Act.

2 Purpose & Scope

(a) The purpose of this By-law is to:

- (i) prescribe a system of permits for:
 - construction work, and
 - demolition work,
- (ii) prescribe the terms and conditions for the issuance of those permits,
- (iii) prescribe the terms and conditions of those permits,
- (iv) prescribe the grounds on which the issuance of those permits may be refused,
- (v) prescribe the grounds on which those permits may be suspended, revoked or reinstated,
- (vi) provide for the form and manner in which applications for the issuance of those permits may be made and the content of the applications,
- (vii) prescribe the fees for the issuance of those permits, and
- (viii) provide for the circumstances in which the fees paid for those permits may be refunded.

(b) Even if no construction work is proposed, no person shall change the use of a building or part of a building with respect to the occupancy classifications of the Code or permit the use to be changed unless a building permit has been issued.

3 Exemptions

(a) The following are exempt from the application of the Act, this Building By-law and the Code:

- (i) an accessory building with a total floor area that is not greater than 55 m² and that is not intended for overnight accommodation;
- (ii) a building on a construction site that is intended to be used only during the course of construction on the site and that is not intended for overnight accommodation;
- (iii) a building with a total floor area that is not greater than 58.06 m² that is intended for overnight accommodation; and,

- (iv) a temporary building which is not intended to remain where it is erected or located for more than 28 days.

4 Notice of commencing construction

- (a) Before commencing construction or demolition work, an owner or a person acting on behalf of the owner shall provide written notice to the local government or regional service commission, as the case may be, with the following information:
 - (i) the date on which work on the building site is to commence;
 - (ii) the names of all constructors, architects, engineers or designers, as the case may be, that will perform work with respect to the building or demolition permit; and
 - (iii) the name of all inspection or testing agencies engaged to monitor the work or part of the work.
- (b) During the course of construction, the owner or a person acting on behalf of the owner shall, as soon as practical, give written notice to the local government or regional service commission of any change in, or termination of, the employment of a person referred to in subsection (a), and in no case shall the notice be given later than 72 hours after the change in, or termination of, the employment.

5 Posting on the premises

- (a) For the purpose of section 8 of the Act, an owner or a person acting on behalf of the owner shall ensure that a copy of the building or demolition permit, as the case may be, is posted before the construction or demolitions work begins and shall remain posted until the completion of the work.
- (b) An owner or a person acting on behalf of the owner shall ensure that all approved plans and specifications related to the building and construction are made available to the building inspector on the premises referred to in section 8 of the Act during working hours.

6 Obligations of constructor

- (a) In addition to the requirements of the Act, a constructor shall construct a building in accordance with
 - (i) the *National Energy Code of Canada for Buildings 2011* as adopted under subsection 3(2) of the Act,
 - (ii) the description of the construction work contained in the building permit, and
 - (iii) any plans approved by the building inspector.
- (b) If the work for which a building permit is issued is not under the control of a constructor, the owner shall be deemed to be the constructor and accept the responsibilities and obligations of the constructor.

7 Stages of construction

- (a) For the purposes of subsection 9(2) and section 10 of the Act, at least one inspection shall be made at each of the following stages of construction:
- (i) on the completion of the footings and foundations, but before the commencement of any backfilling;
 - (ii) on substantial completion of structural framing; and
 - (iii) on completion of construction or before occupation of the building.
- (b) Factory-built homes, modular homes and manufactured homes that are constructed to the following standards are not subject to inspection at the stage of construction referred to in paragraph (1)(b):
- (i) the National Standard of Canada CAN/CSA A277-16 Procedure for certification of prefabricated buildings, modules, and panels; and
 - (ii) the National Standard of Canada CAN/CSA-Z240 MH Series-16 *Manufactured Homes*.

8 Notice of readiness for inspection

- (a) For the purposes of section 10 of the Act, the notice of readiness for inspection sent by an owner or a person acting on behalf of the owner shall contain the following:
- (i) the civic address and the Service New Brunswick parcel identifier number for the property referred to on the permit;
 - (ii) the stage of construction referred to in section 7;
 - (iii) the requested date and time for the inspection;
 - (iv) the telephone number of the owner or a person acting on behalf of the owner; and
 - (v) any other electronic means of communication of the owner or the person acting on behalf of the owner accepted by the local government or regional service commission.
- (b) An inspection shall be made within two days of the receipt of the notice of readiness for inspection, or the date and time agreed to by the building inspector and the owner or a person acting on behalf of the owner.

9 Retention of documents

- (a) A building inspector shall maintain a registry of all applications received, permits and orders issued, inspections and tests made, and shall keep copies of all documents related to the performance of the building inspector's duties.
- (b) The local government and regional service commission shall keep copies of the following documents for a period of no less than seven years from the date of completion of the work to which the building or demolition permit applies:
- (i) all applications for building permits and demolition permits;
 - (ii) the building permits and demolition permits issued;
 - (iii) any orders made by a building inspector under section 14 of the Act;

- (iv) any inspection reports and tests; and
- (v) any other document or electronic record related to the administration of the Act.

10 Request for information

- (a) The local government and regional service commission shall answer any relevant question as may be reasonable with respect to the provisions of the Act, the Building By-law and the Code when requested to do so, but shall refrain from assisting in the laying out of any work and from acting in the capacity of a designer or engineering or architectural consultant.

11 Application for permits

- (a) An application for a building permit shall include the fee referred to in paragraph 12(a) and 12(b) contain the following information:
 - (i) the name, telephone number, civic address and email address of
 - the owner or a person acting on behalf of the owner, as the case may be,
 - all constructors, architects, engineers or designers that will perform work with respect to the building permit,
 - all inspection or testing agencies engaged to monitor the work or part of the work;
 - (ii) the location of the property on which the work is to be performed, its civic number, street name, lot number, property identification number or any other information that could be used to locate the property;
 - (iii) a detailed description of the scope of the work to be performed;
 - (iv) the approximative cost of the work to be performed;
 - (v) a description of the intended use of the building or structure;
 - (vi) a copy of the specifications and legible scale drawings of the site and building or structure with respect to the proposed work to be carried out and any other related document required by the building inspector; and
 - (vii) If cooling towers are intended to be used as part of the construction, a declaration that the Provincial Department of Health has been, or will be, notified of this intent.
- (b) An application for a demolition permit shall include the fee referred to in paragraph 12(c) and contain the following information:
 - (i) the location of the property on which the work is to be performed, its civic number, street name, lot number, property identification number or any other information that could be used to located the property; and

- (ii) a detailed description of the scope of the work to be performed.

12 Fees

The fee for a building permit or demolition permit shall be the following:

- (a) for a building permit, \$25 plus \$5 for each \$1,000 of the estimated construction cost of the work to be performed;
- (b) for a demolition permit, \$25, and
- (c) Where work requiring a permit under this by-law has been commenced by anyone prior to issuance of a permit, and unauthorized work has continued after an order to comply has been delivered by a building inspector in accordance with the Act, the fees prescribed under (a) of this section are doubled.

13 Refusal to issue permit

A building inspector may refuse to issue a building or demolition permit if

- (a) the application for the permit is incomplete or contains information that is false,
- (b) the fee for the permit has not been paid, or
- (c) the information provided is not sufficient to determine compliance with the National Building Code, the National Energy Code, or applicable standards referenced therein.

14 Suspension or revocation of permit

- (a) A building inspector may suspend or revoke a building or demolition permit if

- (i) there is contravention of the Act, the Building By-law or the Code, or any applicable approval under section 108 of the Community Planning Act, and any term or condition under which the permit was issued,
- (ii) the permit was issued in error, or
- (iii) the permit was issued on the basis of incomplete or false information.

- (b) A building inspector shall notify in writing the owner or a person acting on behalf of the owner of the suspension or revocation of the permit.

- (c) A building inspector shall reinstate a permit that has been suspended if all requirements under the Act, the Building By-law and the Code, or any applicable approval under section 108 of the Community Planning Act, and the terms and conditions under which the permit was issued, are complied with.

15 Terms & Conditions

(a) Subject to section 6(b), a building permit or demolition permit, or renewal thereof, is issued on the condition that the construction work is:

- (i) Started within twelve (12) months from the date of the permit approval;
- (ii) Not discontinued or suspended for a period of more than twenty four (24) months; and,
- (iii) Carried out in compliance with the specification contained in the approved application, unless otherwise approved by the building inspector.

(b) No refunds of permit fees may be given after a permit fee has been paid, including where it has been revoked subject to section 14.

Read the first time this ___ day of ___, A.D.

Read the second time this ___ day of ___, A.D.

Read the third time this ___ day of ___, A.D.

George (Denny) Cogswell,
Mayor

Linda Sullivan Brown,
CAO/Clerk - Treasurer

BY-LAW C-3-2026
BEING THE UNIVERSAL FEES BY-LAW FOR THE RURAL
COMMUNITY OF FUNDY SHORES

The Council of the Rural Community of Fundy Shores, under the authority vested in it by the Community Planning Act, R.S.N.B. (2017), and amendments thereto, hereby makes the following by-law:

Citation

1 This By-law may be cited as the “Fees By-law.”

Purpose

2 The purpose of this By-law is

(a) to prescribe fees for the following community planning and development services provided by the Rural Community of Fundy Shores as authorized by Section 127 of the Community Planning Act and as set out in Schedule "A" attached hereto:

1. Providing a zoning confirmation letter;
2. Providing a letter confirming that a use of land, a building, or a structure is in compliance with the Zoning By-law;
3. Processing and considering applications for terms and conditions when required by the Zoning By-law;
4. Processing and considering requests for variances from the Zoning By-law; and
5. Approval or exemption of documents under paragraph 77(1)(1) of the Community Planning Act.

Read the first time this __ day of __, A.D.

Read the second time this __ day of __, A.D.

Read the third time this __ day of __, A.D.

George (Denny) Cogswell,
Mayor

Linda Sullivan Brown,
CAO/Clerk - Treasurer

Schedule "A"

Service	Fee
Zoning confirmation letter	\$100.00
Zoning compliance letter	\$200.00
Variance application	\$250.00
Terms and conditions application	\$250.00
Similar and compatible use application	\$250.00
Temporary use application	\$250.00
Approval or exemption of documents under paragraph 77(1)(I) of the Community Planning Act	\$100.00

By-LAW No. A – X – 2025/6

**A BY-LAW FOR THE
RURAL COMMUNITY OF FUNDY SHORES
RESPECTING CODE OF CONDUCT FOR COUNCIL**

BE IT ENACTED by the Council for the Rural Community of Fundy Shores, under the authority vested in the Rural Community of Fundy Shores (hereinafter “Fundy Shores”) by section 10(2)(b) of the Local Governance Act, SNB 2017, c18 (the “Local Governance Act”):

1. Title
 - a. This by-law shall be cited as the “Council Code of Conduct”.
2. Application
 - a. This Council Code of Conduct by-law shall apply to all members of council.
3. Code of Conduct
 - a. Representing the Rural Community
 - i. Council and staff seek to maintain and enhance the quality of life for all residents through responsible, fair, community-minded and sustainable government.
 - ii. Council Members are dedicated to the concept of effective and democratic local government and should maintain a constructive, creative, cooperative and practical attitude towards working together in public service.
 - iii. Members shall adhere to the values of council, including:
 1. Honesty,
 2. Integrity,
 3. objectivity,
 4. impartiality, and
 5. accountability.
 - iv. Members shall respect and adhere to the structure of government and administration as established in Fundy Shores. In this structure, the Council determines the policies of Fundy Shores with the advice, information and analysis provided by Staff, Committees and the Public.
 - v. Members therefore, shall not interfere with the Administrative functions of Fundy Shores or with the professional duties of Fundy Shores staff, nor shall they impair the ability of staff to implement Council policy decisions.
 - vi. Members shall fully prepare themselves for public meetings, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall not interrupt other speakers, make personal comments not germane to the business of the meeting, or otherwise disturb the meeting.
 - b. Communicating on Behalf of Council
 - i. Members of Council recognize that the Mayor or, if unavailable, the Deputy Mayor speaks on behalf of Council.
 - ii. Members of Council acknowledge that official information related to the decision of Council will be communicated by the Mayor or, if unavailable, the Deputy Mayor to the public and the media.

- iii. Members of Council have a duty to accurately communicate the decision of Council, even if they disagree with Council's decision to foster respect for the decision-making process.
- iv. Members of Council recognize they are always representatives of the Community including when they engage in social media activities and must identify when the views they express are their own and are not those of Council.
- v. Additionally, a member of Council must not:
 - 1. Make a statement that the member knows or reasonably ought to know:
 - a. Is false or misleading with respect to a material fact or omits to state a material fact, the omission of which makes the statement false or misleading, or,
 - b. Is defamatory to a Member of Council, an Officer or Employee of the Rural Community or a member of the public, and,
 - 2. Disclose confidential information of which the member becomes aware in the exercise of their duties concerning
 - a. The property , personnel, or legal affairs of the Rural Community, or
 - b. A Member of Council, an Officer, or Employee of the Rural Community or a Member of the public.

c. Use of Communication Tools

Electronic communication devices provided by Fundy Shores are the property of Fundy Shores, and shall, at all times, be treated as the property of Fundy Shores. Members are advised there is no expectation of privacy in the use of these devices and further that:

- i. Members are required to acknowledge and sign out electronic communication devices provided to them for the duration of their Council term; which may be amended by Council from time to time by resolution;
- ii. All records which are not otherwise excluded under the *Right to Information and Protection of Privacy Act*, SNB 2009, c R-10.6 ("RTIPPA"), including but not limited to emails, messages or documentation sent, received or created on Fundy Shores devices, as well as emails, messages, or documentation relating to the business of Fundy Shores received by regular mail, courier, hand-delivered or emailed; sent/received on private devices or through personal email accounts are considered records of Fundy Shores, and are subject to requests for access under RTIPPA, and copies shall be provided to the Clerk's Office upon request;
- iii. All files stored on Fundy Shores devices, all use of email and the internet through Fundy Shores firewalls may be inspected, traced or logged by Fundy Shores;
- iv. In the event of a complaint pursuant to this by-law, Council may require that any or all of the electronic communication devices provided by Fundy Shores to Members may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation.

- v. No member shall use any property, equipment, services or supplies of Fundy Shores, including but not limited to email, internet, or any other electronic communication device, if the use could be considered offensive inappropriate, or otherwise contrary to this by-law or any other by-law or provincial or federal legislation.
- d. Use of Social Media
 - i. Once posted on social media, any material or content is accessible to anyone with an internet connection. Furthermore, the content can never be effectively removed, As public figures and representative of Fundy Shores, Members should act with discretion and be judicious in what material they post on social media. As with any other communications, members are accountable for content. Care should be exercised in debates or comments on contentious matters, as feelings and emotions can become inflamed very quickly.
 - ii. No member shall attempt to disguise or mislead as to their identity or status as an elected representative of Fundy Shores when using social media.
 - iii. No member shall use social media to make public anything that is dishonest, untrue, unsubstantiated, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way.
 - iv. Where members provide personal views or opinions on social media, members should take steps to ensure such personal view or opinions are not constructure to be those of the whole of Council.
- e. Respectful Interaction with Members, Officers and employees of Fundy Shores, the Public and Other Members of Society
 - i. Members of Council have a duty to treat fellow Councillors, Officers and Employees of Fundy Shores and members of the public with respect, concern and courtesy.
 - ii. Members of Council must not engage in discrimination, bullying, harassment or use of derogatory language towards others in their roles.
 - iii. Members of Council shall respect the presiding officer, fellow members, officers and Employees of Fundy Shores and the public present during meetings to provide an environment for transparent and healthy debate on matters requiring decision-making.
 - iv. Members of Council must not harass or use indecent, abusive, or insulting words or expressions towards any other member, officer or Employees of Fundy Shores or the public.
 - v. Members of Council must not use, or attempt to use, their authority or position to influence staff with the intent of interfering in their duties.
 - vi. Members of Council must not maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of Fundy Shores.
 - vii. In addition to I through vi, a member of Council
 - 1. Must not use their position for any purpose other than the exercise of their official duties, and
 - 2. Must be familiar with the relevant federal, provincial and local government by-laws, policies and procedures, including, without limitation, the *Local Governance Act*, SNB 2017, c18 and the *Right to Information and Protection of Privacy Act*, SNB 2009, c R-10.6.

f. Confidential Information

- i. Members shall respect the confidentiality of information concerning the property, personnel or legal affairs of the Rural Community of Fundy Shores as well as the personal information of other Members of Council, officers and employees of Fundy Shores and members of the public as well as all information related to constituency matters, as outlined in the *Local Governance Act*, SNB 2017 c18 and the *Right to Information and Protection of Privacy Act*, SNB 2009, c R-10.6. Members shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial, or other private interests.
- ii. Members are bound by the rules of confidentiality set out herein with respect to all knowledge and information gained as a result of their role as a Member of Council during their tenure as a Member of Council and Members remain bound after their tenure as a Member of Council has concluded

g. Conflict of Interest

- i. Members must be familiar with the conflict of interest provisions set out in Part 8 of the *Local Governance Act*, SNB 2017, c18 and shall comply with those provisions.
- ii. Upon taking office, Members shall file a statement with the Clerk disclosing any actual or potential conflict of interest of which the Member has knowledge on the prescribed form.
- iii. Where a conflict of interest arises while a Member is in office:
 1. if the Member becomes aware of the conflict during a meeting, they shall:
 - a. as soon as the matter is introduced, disclose on the record that they have a conflict interest in the matter and immediately withdraw from the meeting room while the matter is under consideration or put to a vote; and
 - b. as soon afterwards as circumstances permit, file a statement disclosing the conflict of interest with the clerk.
- iv. Improper Use of Influence Members shall not:
 1. Accept any fees, gifts, gratuities or other benefit that could reasonably be seen to influence any decision made by them in carrying out their functions as a member, or
 2. For their own personal gain or private advantage or for that of a family associate or any other person or entity, make use of, or attempt to make use of, their office, position or authority or any information that is obtained in their position and is not available to the public.
- v. Members shall not place themselves in a position of obligations to any person or entity which might reasonably be seen to benefit from special considerations or may seek preferential treatment.

- vi. Members of Council shall not pressure or direct staff to provide preferential treatment, alter professional recommendations, or circumvent established procedures or policies.
 - h. Use of Rural Community Assets and Services
 - i. Members of Council must not request or permit the use of property, resources and services belonging to Fundy Shores for personal convenience or profit, except where such privileges are granted to the public.
 - ii. Members must ensure that, when conducting the business of Fundy Shores, they do so with efficiency while avoiding waste or abuse of municipal resources.
 - iii. In addition to i and ii, a member of Council must not use Fundy Shores property, resources and services in a way that is
 - 1. Unreasonable or for purposes other than those intended,
 - 2. For their personal gain, or
 - 3. In support of a candidate in a local, provincial or federal election.
 - i. Orientation and Training Attendance
 - i. Members of Council shall attend local orientation sessions for Council.
 - ii. Members of Council shall if possible attend orientation sessions provided by the Provincial Government.
 - iii. Additional training for Council and Staff should be advocated for and attended whenever possible.
 - j. Compliance with Applicable Laws
 - i. Members of Council shall comply with all applicable federal and provincial laws, as well as all local government by-laws, policies and procedures in the performance of their duties.
4. Complaint Process
- a. Informal Complaint Process
 - i. Any person who has identified or witnessed conduct by a member that the person reasonably believes, in good faith, is in contravention of this By-Law may address the prohibited conduct informally by advising the Member that the conduct violates this By-Law and encouraging the Member to stop.
 - ii. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this By-Law. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal process as outlined in this By-Law
 - b. Formal Complaint Process
 - i. The complaint form, found in Schedule B, must contain the following information before filing:
 - 1. The name of the member(s) about whom the complaint is being made,
 - 2. The section(s) of this by-law which have been violated [council may wish to exclude this from the required fields, as it may be difficult for some complainants to identify the specific section(s)],
 - 3. When the complainant believes the by-law was contravened,
 - 4. A summary of the facts,
 - 5. Date of the complaint,
 - 6. Signature of the complainant, and

7. Contact information of the complainant
- ii. All complaints made pursuant to this by-law must be filed within 45 days of the date when the member is alleged to have contravened the by-law.
- iii. The complaint must be filed with the clerk's office, which must then be promptly forwarded to the Mayor for an initial review.
- iv. If the complaint involves the Mayor, the Deputy Mayor shall conduct the initial review. If the Deputy Mayor is also unable to consider the complaint, the Clerk's office shall ask council to select another member.

Initial Review

- v. Upon receiving a written complaint, the Mayor, or the Member designated to perform the initial review in their place, shall:
 1. notify the Member who is the subject of the complaint of the allegations made therein with a copy of the completed complaint form within 72 hours of receipt of the same; and
 2. review the written complaint as presented.
- vi. If, after conducting their initial review, the Mayor or other designated Member concludes that the complaint as presented is filed after the required time period, the Mayor or other designated Member shall summarily dismiss the complaint.
- vii. If the Mayor or other designated Member summarily dismisses the complaint, the decision setting out the reasons why the complaint will be dismissed shall be provided in writing to both the complainant and the affected member of council within 7 days of receiving the complaint.
- viii. If the complaint is not summarily dismissed, the Mayor or other designated Member must refer the complaint to the clerk's office, who shall bring the matter before council at a closed meeting within 7 days of receiving the complaint.

Initial Review by Council

- ix. If, after conducting their initial review, the council concludes that the complaint as presented:
 1. is, on its face, devoid of merit;
 2. references an action or conduct that, even if committed, is clearly not a matter covered by this by-law; and/or
 3. is frivolous, vexatious or made for an improper purpose,the council shall summarily dismiss the complaint.
- x. If the council summarily dismisses the complaint, the decision shall be provided in writing to both the complainant and affected member of council and set out the reasons why complaint will be dismissed.
- xi. If the complaint is not summarily dismissed, the council must hold a vote as to whether it will investigate or refer the matter to an external consultant with relevant experience as recommended by the Local Governance

- Commission to conduct an investigation and provide a report in accordance with the parameters set out below along with a recommendation to council.
- xii. A report under (xii) must be returned to council within 3 months of council's decision to refer the matter to the external consultant.

Investigation by Consultant

- xiii. An external consultant appointed by council must
 1. meet with or otherwise communicate with the complainant to obtain whatever additional information, submissions and documentation they wish to provide,
 2. meet with or otherwise communicate with the Member who is the subject of the complaint to obtain whatever additional information, submission and documentation they wish to provide,
 3. meet with or otherwise communicate with any others who might have knowledge of the subject matter of the complaint
 4. consider any other material deemed, in the sole discretion of the external consultant, to be relevant and
 5. explore with the complainant and the affected Member if the complaint can be resolved in a satisfactory manner.
- xiv. If the complainant or affected Member refuses or fails to meet or otherwise communicate with the consultant under (15), the consultant must proceed with their review and produce a report detailing their findings, conclusions and recommendations.

Investigation by Council

- xv. If council conducts the investigation, the clerk shall schedule a closed meeting where the complainant and the affected member of council will be invited to attend and answer questions or clarifications from council.
- xvi. In the closed session under (xvi), both the affected Member and the complainant shall have a right to be represented by counsel.
- xvii. If council under (xvi) determines that a member has potentially violated this by-law, it must provide reasons to the complainant and the affected Council Member in support of such a determination in a report and direct that the matter be considered at the next regularly scheduled public meeting so long as said meeting will take place within a period of 30 days.

Report

- xviii. When preparing the investigation report, the author(s) shall familiarize themselves with section 68(1) of the *Local Governance Act*, SNB 2017, c18 and the RTIPPA definition of "personal information" and shall take into consideration any implications to the privacy of the complainant and other named individuals.

Council Decision

xix. Upon receipt of the investigation report, the Clerk shall provide copies of said report to the complainant and the affected Member of Council and shall add the matter to the agenda for the next Council meeting.

1. Subject to 2 and 3 below, Council must,
 - a. Review the report, and
 - b. When the review is finished, hold a vote
 - i. To determine whether the member of Council breached the code of conduct, and
 - ii. To pass a resolution respecting the appropriate corrective action, if any.
2. If the report under xx. Deals with any of the matters referred to in subsection 68(1) of the *Local Governance Act*, SNB 2017, c18, the public may be excluded from the meeting for the duration of the review under paragraph (1)(a).
3. The affected member of Council shall not participate in any vote held under 2(b).

5. Corrective Actions

- a. Subject to (b) and in the case of a breach of a provision of the code of conduct, council may impose any corrective actions it deems appropriate, including, but not limited to,
 1. reprimanding the member of council,
 2. requiring that the member of council issue a letter of apology,
 3. requiring that the member of council attend training or counselling as directed by council,
 4. suspending the member of council from exercising the powers or performing the duties conferred under section 48 of the *Local Governance Act*, SNB 2017, c18,
 5. reducing or suspending the member of council's compensation for the duration of any suspension imposed under paragraph (d),
 6. and reducing or suspending the member of council's privileges, including travel or the use of resources, services or property of the local government.
- b. A corrective action under paragraph (1)(d) or (e) shall not be imposed for a period longer than the maximum period prescribed for a suspension under the *Local Governance Commission Act*.

6. Role of the Local Governance Commission

- a. If a matter respecting an alleged breach of provision of this Council Code of Conduct By-Law cannot be resolved under this By-law or the *Local Governance Act*, SNB 2017, c18, a person may request in writing that the Local Governance Commission investigate the alleged breach, in accordance with the *Local Governance Commission Act*, SNB 2023, c18.
- b. If a matter respecting an alleged conflict of interest cannot be resolved under this by-law or the *Local Governance Act*, SNB 2017 c 18, a person may request in writing that the Local Governance Commission investigate the alleged conflict, in accordance with the *Local Governance Commission Act*, SNB 2023, c18.

7. Violation Not Cause to Challenge a Decision

- a. A violation of this by-law shall not be considered a basis for challenging the validity of the Council or a Council or Committee decision.

8. Review

- a. This by-law shall be reviewed every four (4) years in October prior to the quadrennial elections, with the first review in October 2029.

9. By-Law Repealed

- a. By-Law Number A-3-2022 "Council Code of Conduct" is hereby repealed and of no further force or effect.

10. 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 Sullivan Brown
Chief Administrative Officer/Clerk

Schedule A

**DECLARATION OF FAMILIARITY
WITH THE
CONFLICT OF INTEREST PROVISIONS**

I, (full name) _____ declare that, as a member of council,

- I have read and understood Part 8 of the *Local Governance Act* regarding conflicts of interest,
- I commit to respecting those requirements,
- I understand that any breach of those requirements may be investigated and sanctioned by council and the Local Governance Commission and

Declared on _____ 20 _____

Signature

Before me _____
Clerk

A copy of this declaration is filed with the Clerk's office and may be subject to requests under the *Right to Information and Protection of Privacy Act*.

Schedule B
COMPLAINT FORM

This complaint is against what member(s) of council?

What section(s) of this by-law do you believe has(have) been violated?

When was the by-law contravened?

Facts: Why do you believe a member of council has contravened the by-law. Include the date, time and location of the conduct, details and names of all persons involved, as well as any witnesses and their contact information.

Attach extra page if necessary.

By signing below,

- I understand that this form may be sent to the member(s) named in this complaint, council, an external consultant and the Local Governance Commission,
- I understand that I may be asked to participate further in an investigation of the complaint,
- I understand that this matter may be discussed and voted upon in a council meeting which is open to the public, unless the subject matter of the complaint has been identified as being appropriate for a closed meeting; and
- I certify that I have personal knowledge of the facts as laid out in this form and declare that the information is true and accurate to the best of my knowledge.

Date : _____

Signature : _____

Please provide your name, complete address and how to reach you (telephone, cell and email):

Name: _____

Address: _____

T: (____) _____- _____ C: (____) _____- _____

_____ @ _____

This complaint may be subject to requests under the *Right to Information and Protection of Privacy Act*.

BY-LAW NO. A – 5 – 2026

A BY-LAW RESPECTING THE REMUNERATION OF COUNCIL FOR THE RURAL COMMUNITY OF FUNDY SHORES

The Council for the Rural Community of Fundy Shores, under the authority vested in it by the Local Governance Act (S.N.B. 2017, Chapter 18), Section 49 (1) and amendments thereto enacts as follows:

1.0 Title

This by-law may be cited as the “Remuneration By-Law”

2.0 Interpretation

Definitions

In this By-law:

- 2.1 "Act" means the Local Governance Act (S.N.B. 2017, Chapter 18), amendments thereto and regulations adopted thereunder;
- 2.2 "Council" means the Mayor and Councillors of Fundy Shores;
- 2.3 "Councillor" means a Member of Council other than the Mayor;
- 2.4 “Fundy Shores” means the Rural Community of Fundy Shores, as established by New Brunswick Regulation 2022-50, under the Act, (Section 68)
- 2.5 "Member" or "Members of Council" means any person elected to the Council;
- 2.6 "Remuneration" means the annual salary of members of Fundy Shores Council;
- 2.7 "Rural Community" means the Rural Community of Fundy Shores, as established by New Brunswick Regulation 2022-05, under the Act, Section (68)
- 2.8 "Treasurer" means the Treasurer of the municipality as appointed in accordance with the Act.

3.0 Remuneration of Council

The remuneration of Council shall be set by Council, upon adoption of the annual operating budget for the Rural Community of Fundy Shores, based on the following amounts, and adjusted annually based on the general specifications. The following amounts are to be implemented after the quadrennial election in May 2026, for the incoming Council.

- 3.1 The Mayor shall be paid an annual salary of \$26,813; the amount being payable in equal instalments.
- 3.2 The Deputy Mayor shall be paid an annual salary of \$12,669; the amounts being payable in equal instalments.
- 3.3 Each Councillor shall be paid an annual salary of \$11,328, the amounts being payable in equal instalments.

4.0 General Specifications

4.1 On the first day of January, the salaries set out in previous paragraphs, shall be adjusted annually. The annual increase shall be based on the New Brunswick Consumer Price Index (CPI) - All Items Scale. Calculation shall be completed by averaging the monthly changes to CPI over the twelve-month period ending September of the previous year. Should an average reduction be recorded in CPI during the period under review. Salaries will not be adjusted to the negative. For years there is negative growth in CPI salaries shall remain unchanged.

4.2 Attendance

4.2 a) Attendance: The remuneration shall be based on attendance of a minimum of ten regularly scheduled and ten committee of the whole meetings of Council, with said attendance to mean continuous presences for at least one-half of the duration of the meeting.

4.2 b) Remuneration shall be pro-rated for any member who does not attend a minimum of ten regularly scheduled and ten committee of the whole meetings of Council.

4.3 Excused Absences

4.3 a) Absences due to illness, medical appointments, family emergencies, or pre-approved conflicts, such as attending another official meeting or event on behalf of Fundy Shores, will be considered excused and will not count against the attendance requirement listed in subsection 4.2.

4.3 b) Members must notify the meeting Chair or designate as soon as reasonably possible when an excused absence is required.

5.0 By-Laws Repealed

By-Law A-4-2022, A By-Law Respecting the Remuneration of Council for the Rural Community of Fundy Shores, is repealed effective May 31, 2026.

6.0 Effective Date

This By-Law comes into effect on June 1, 2026.

First Reading by Title: _____

Second Reading by Title and its Summary: _____

Third Reading by Title: _____

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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



Date: January 14, 2026

Departmental Report

Department:	Council
Reporting Period:	December 2025
Prepared by (Name):	Mayor Denny Cogswell

Activities:

Date: Dec. 1, 2025

Item: 7pm phone meeting on nuclear matters with Trevor and Brian

Date: Dec. 3, 2025

Item: 08:30am TEAMS meeting Trevor, Brian, Wade, and Linda

Item: 6pm Regular Council Meeting

Date: Dec. 8, 2025

Item: Meeting with Kris Austin regarding nuclear matters and medical isotopes

Date: Dec. 9, 2025

Item: Regional Service Commission review meeting 1pm

Date: Dec. 10, 2025

Item: Meeting with Point Lepreau.

Item: Afternoon call with Wade briefing for envision meeting (1hr), Fundy Shores Office sign payroll and letters (dredging, tourism)

Date: Dec. 11, 2025

Item: Morning meeting with envision, Afternoon meeting with Regional Service Commission

Date: Dec. 13, 2025

Item: morning: Breakfast with Santa, Afternoon: attended supper in St. George for Fundy Bay 50+ Club

Date: Dec. 14, 2025

Item: Attended 80th Birthday for Doug Waycott at 50+ club.

Date: Dec. 15, 2025

Item: Morning at Fundy Shores office to sign cheques, papers. Afternoon spoke with Mayor Reardon updating on nuclear.

Date: Dec. 16, 2025

Item: Interview times transcript legislature reporter on nuclear.

Item: 5pm Synergi board meeting

Date: Dec. 17, 2025

Item: Meeting with John Williamson, Prepared letter for Fundy High School and press release

Date: Dec. 20, 2025

Item: power outage (wind storm). Spoke with NB Power for update. Drove through area and spoke with a couple lineman.

Date: Dec. 25, 2025

Item: Stopped by the Christmas dinner organized by Audrey and Andrew Sanojca

Date: Jan. 1, 2026

Item: Attended the Polar Dip at New River Beach



Date: January 14, 2025

Departmental Report

Department:	Council
Reporting Period:	December 2025
Prepared by (Name):	Deputy Mayor Heather Saulnier

Activities:

Date: Dec 3, 2026

Item: Attended Regular Council meeting via Zoom

Date: Jan. 1, 2026

Item: Attended polar dip in New River as an observer only



Date: January 1, 2026

Departmental Report

Department:	Council
Reporting Period:	December 2025
Prepared by (Name):	Councilor at Large Deanna Bent

Activities:

Date: November 28, 2025

Item: Attended Tree Lighting in Chance Harbour

Date: December 3, 2025

Item: Attended Regular Council Meeting

Date: December 4, 2025

Item: RSC Community Development Quarterly Meeting

Date: December 10, 2025

Item: Attended SW Regional Economic and Workforce Meeting

Date: December 15, 2025

Item: Attended Committees as a whole

Date: December 13, 2025

Item: Attended breakfast with Santa



Date: January 14, 2025

Departmental Report

Department:	Council
Reporting Period:	December 2025
Prepared by (Name):	Ward #2- Tina Dealy

Activities:

Date: December 3, 2025

Item: Attended regular council meeting

Date: December 5, 2025

Item: Attended the CBDC 22nd Annual Christmas Party

Date: December 6th, 2025

Item: Attended the Musquash Fire Hall 40th Annual Christmas Dinner

Date: December 8, 2025

Item: Went to the Rec Centre wit Kathy Crandlemere to organize for the upcoming Breakfast with Santa event

Date: December 10th -11th, 2025

Item: Shopping for the upcoming Breakfast with Santa event

Date: December 12th, 2025 –

Item: Attended the Fundy Shores Christmas Bingo and set up for Breakfast with Santa event

Date: December 13th, 2025

Item: Breakfast with Santa Event

Date: January 9th, 2025

Item: Fundy Shores Food Drive as part of Hillary's Hope for Hungry for the St. George Food Bank. Musquash Fire Hall from 3pm-9pm.

Item: Bingo was held and a free 3 face card was given to all those who brought a food donation. We had 35 participants and collected over 300 lbs of food along with \$630 in donations. This was also in collaboration with the Maces Bay 50+ Club.

Recreation and Destination Development Committee report.

The RDD Committee did not meet in December and will pick up again in the new year

Upcoming events – Musquash Community Bingo January 9th, everyone 19 and over welcome.



Date: January 14, 2025

Departmental Report

Department:	Council
Reporting Period:	December 2025
Prepared by (Name):	Lorraine Thompson, Ward #3

Activities:

Date: December 03 /2025

Item: Attended Regular Council Meeting 31 Malcolm Meehan Rd. Musquash NB

Date: December 18/2025

Item: Attended PRAC Committee meeting (Online)

Date: January 09/2026

Item: Attended Recreation & Destination Committee Meeting

Item: Bingo and Food Drive for St George Food Bank at Musquash Fire Department Station 1

PRAC Committee Meeting Report January 14/2026

Report to Council

1.SUBDIVISION APPLICATION:

Item 25-12-01 – Walker Subdivision Phase 2

DeSaulniers Surveys Inc. applied to the Commission, on behalf of the owner, seeking approval for a one-lot subdivision accessed via a publicly maintained road over a right-of-way through the Parent PID. The plan's purpose is to create the lot around the existing workshop. The property in question is approximately 14 hectares in size and located on Route 127 in Bocabec. The property includes a workshop. The surrounding area consists of residential, shoreline, and woodland. There are no existing rural plans or planning statements for this area; all legal land uses are permitted.

It was recommended that the PRAC Committee approve a private right-of-way for the development of land as shown on plan “WALKER Subdivision Phase 2”.

The final subdivision plan must be stamped with the “Private Right-of-Way” note and 30-metre buffer from the Provincially Significant Wetland must be shown on, and the following statements added to the final plan: “This area is subject to Regulation 90-80 – Watercourse and Wetland Regulation – Clean Water Act” and, “Watercourses, wetlands, and their 30-metre buffers are areas of environmental constraints that require obtaining a permit issued by the Department of Environment and Local Government before carrying out alterations such as excavation, cutting of vegetation, erosion control etc. It is the responsibility of the landowner to ensure no alterations take place in those areas without a WAWA permit.”

After some discussion, R. Hall makes a motion to approve the staff's recommendations, based on the presentation, seconded by B. Cornish.

The motion was passed unanimously

There was no PRAC business the meeting was adjourned, next meeting will be on January 18/2026



Fundy Middle and High School

44 Mount Pleasant Rd., St. George, New Brunswick, Canada E5C 2K4

Principal: *Rebecca Rudderham*, B.A., B.ED., M.ED.

Vice Principals: *Tyler Yost TTED, B.Ed., M.Ed.* and *Amanda Chambers, BRSS, B.Ed., M.Ed.*
Tel.: 506-755-4005 Fax: 506-755-4025 <http://fundyhs.nbed.nb.ca>

December 16, 2025

Mayor Denny Cogswell
Rural Community of Fundy Shores
31 Malcolm Meehan Rd
Musquash, NB
E5J 2G2

Dear Mayor Cogswell,

We are writing to you from Fundy Middle and High School. We have been learning about political ideologies and the various federal and provincial political parties in Canada in Political Science 120.

We hope you will be willing to come to our class to talk to us about municipal politics and government, the resources you have to manage, and the values of our community.

We would like to invite you and Linda Sullivan Brown to come and discuss how the Rural Community of Fundy Shores functions. We hope you can visit sometime between January 5 and January 16, 2026.

With thanks and best wishes for a happy holiday season,

Shyloh Brown and Kieran Lelslie



Fundy Middle and High School

44 Mount Pleasant Rd., St. George, New Brunswick, Canada E5C 2K4

Principal: *Rebecca Rudderham*, B.A., B.ED., M.ED.

Vice Principals: *Tyler Yost TTED, B.Ed., M.Ed.* and *Amanda Chambers*, BRSS, B.Ed., M.Ed

Tel.: 506-755-4005 Fax: 506-755-4025 <http://fundyhs.nbed.nb.ca>

December 16, 2025

Mayor Denny Cogswell
Rural Community of Fundy Shores
31 Malcolm Meehan Rd
Musquash, NB
E5J 2G2

Dear Mayor Cogswell,

My name is Kira Koteff and I am 15 years old. I go to Fundy Middle and High School, and I am in Grade 10 Civics with Mr. Blokhuis. This term, we have been learning about what it means to be a responsible, informed citizen in a democratic society. As well, we have been learning about government structures, political and social development.

I am writing to you because I think it would be a great idea to visit our class sometime between January 5, when we return to school after the Christmas break, and January 16, the last day before exams.

If you come to visit, we would be interested in learning more about your role and all the interesting things you'd like to share with us.

Merry Christmas! We hope to see you soon.

With thanks,

Kira Koteff

December 10, 2025

Hon. Joanne Thompson, P.C., M.P.
Minister of Fisheries
200 Kent St.
Station 15N100
Ottawa, ON K1A 0E6

Re: Urgent Need for Dredging at Dipper Harbour Wharf

Dear Minister Thompson,

On behalf of the Rural Community of Fundy Shores, I am writing to draw your attention to the urgent need for dredging at the Dipper Harbour Wharf. This critical piece of marine infrastructure serves as a vital hub for our local fishing fleet, seafood sector, and marine service industries.

The accumulation of sediment in the harbour is impacting vessel access. As a result, many fish harvesters and small craft operators will be unable to safely navigate in and out of the wharf. This situation jeopardizes both their livelihoods and the broader economic stability of our coastal community. The issue has become increasingly acute, with the harbour depth posing significant operational and safety challenges that cannot be ignored.

While I recognize that the federal government has not increased funding to the Small Craft Harbours budget, it is concerning that the Department of Fisheries and Oceans is prioritizing internal wharf infrastructure, such as the \$45M at the St. Andrews Biological Station, tendered to a Québec-based company. I strongly urge your department to allocate the necessary funds to ensure working harbours—that directly support Canada's seafood sector—are prioritized ahead of internal capital projects. At a time of global trade pressures, safeguarding Atlantic Canada's seafood industry and its public wharf infrastructure is essential to maintaining the resilience of our coastal economies.

Our fishers and harbour users have repeatedly expressed their concerns through the Fundy North Fishermen's Association and directly to the municipality. The situation warrants immediate attention and action from the department to ensure continued safe and reliable access. Dredging at Dipper Harbour Wharf is essential to support the sustainability of our vibrant seafood sector and to uphold the federal government's commitments to rural coastal communities.

Thank you for your prompt consideration of this urgent matter.

Sincerely,



George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

cc. John Williamson, M.P., Saint John- St. Croix
Brad Small, President, Fundy North Fishermen's Association/ Dipper Harbour Harbour Authority
Amanda Johnson, Executive Director, Fundy North Fishermen's Association



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PO Box 1006
Dartmouth, NS
B2Y 4A2

JAN 08 2025

His Worship George (Denny) Cogswell
Mayor of the Rural Community of Fundy Shores
c/o Ms. Linda N. Sullivan Brown
< linda.sullivanbrown@fundyshores.ca >

Dear Mr. Mayor:

Thank you for your correspondence of December 10, 2025, addressed to the Honourable Joanne Thompson, Minister of Fisheries, concerning dredging at Dipper Harbour. I have been asked to respond on the Minister's behalf.

Fisheries and Oceans Canada's (DFO) Small Craft Harbours (SCH) program operates and maintains a national network of harbours that provide commercial fish harvesters with safe and accessible facilities. These harbours are leased to harbour authorities, independent, not-for-profit organizations responsible for day-to-day management of harbour operations. Accordingly, the Harbour Authority of Dipper Harbour manages the harbour infrastructure in Dipper Harbour.

DFO-SCH undertakes repairs and maintenance, including dredging, based on annual assessments of regional and national priorities and subject to available funding. Program officials will continue to collaborate with the Harbour Authority of Dipper Harbour to address infrastructure and dredging requirements at this site.

For additional questions or concerns, I invite you to contact Ms. Angela Vance, Area Manager for Southern New Brunswick, by telephone at 506-754-6816 or by email at < Angela.Vance@dfo-mpo.gc.ca >.

Thank you for providing the Minister with your thoughts on this matter.

Yours sincerely,

Doug Wentzell
Regional Director General
Maritimes Region

c.c.: Office of Mr. John Williamson, M.P.
Saint John-St. Croix



For Immediate Release

December 17, 2025

Fundy Shores Advocates for Nuclear Innovation and Medical Isotope Development

Fundy Shores, NB – Mayor George “Denny” Cogswell today reaffirmed the community's commitment to advancing energy innovation and healthcare technology through strategic nuclear development. The Rural Community is actively pursuing discussions on small modular reactors (SMRs), the potential addition of a second CANDU reactor, and the establishment of a medical isotope production facility.

“These initiatives represent a transformative opportunity for our region,” said Mayor Cogswell. “We want to expand on our existing nuclear infrastructure not only to create stable and clean energy but also good-paying jobs and to strengthen the economy of southern New Brunswick and secure a sustainable tax base.”

Over the past year, Fundy Shores has had some engagement with provincial leadership, including the Premier and the Minister of Energy, to advocate for these priorities. The community emphasizes that medical isotope production will position New Brunswick as a leader in global healthcare innovation, supporting life saving cancer treatment and diagnostic technologies.

Mayor Cogswell expressed concern over recent provincial announcements regarding Point Lepreau without prior consultation with the Rural Community. “We believe in partnership and transparency. Our door is always open to collaborate for the betterment of our community and the province.”

The community of Fundy Shores remains committed to fostering dialogue with all stakeholders to ensure these projects deliver long-term benefits for residents and the broader region.

About Fundy Shores

Incorporated in 2023, Fundy Shores is a growing municipality in southwest New Brunswick, dedicated to economic development, energy innovation, and community well-being.

-END -

Media Contact

George (Denny) Cogswell, Mayor

mayor@fundyshores.ca

Approval of Invoices Month of: December 2025			
Services	Vender	Description	Invoice Total
General Government			
	BrunNet	Printer Support	\$ 1,076.43
	Bell Aliant	Office Phone (November 2025)	\$ 544.20
	Bell Aliant	Office Phone (October 2025)	\$ 528.63
	Bell Aliant	Office Phone (December 2025)	\$ 530.83
	NB Power	Office Electricity	\$ 473.27
	BrunNet	Computer Program	\$ 465.75
	Bell Mobility	Cellular Services	\$ 117.27
	Canadian Association of Nuclear Host Communities	2026 Membership Fee	\$ 1,000.00
	Community Development of Eastern Charlotte	Economic Development Services	\$ 6,333.33
	Xpert Office Products	Office Equipment Services	\$ 62.54
	TownSuite Municipal Software	Financial Subscription	\$ 18,426.22
	BrunNet	Office IT Support	\$ 983.00
	Mayor Denny Cogswell	Mileage for Meeting in St. George	\$ 39.44
		<i>Subtotal</i>	\$ 3,736.38
Musquash Fire Department			
	Bell Mobility	Cellular Phone	\$ 139.12
	BDB Electrical	Station #1 Generator Service	\$ 481.85
	BDB Electrical	Station #2 Generator Service	\$ 420.31
	Seamasters	Gasket, Pins, Oil	\$ 77.11
	Xplore	Fire Station #1 Internet	\$ 120.74
	JV Rathburn	Automotive Services- Engine #1	\$ 829.16
	JV Rathburn	Automotive Services- Engine #2	\$ 691.50
	JV Rathburn	Automotive Services- Engine #3	\$ 671.34
	JV Rathburn	Automotive Services- Rescue #1	\$ 947.85
	JV Rathburn	Brake Services	\$ 2,453.58
	NB Power	Station #1 Electricity	\$ 901.16
	NB Power	Station #2 Electricity	\$ 881.64
	NB Power	Station #2 Garage Electricity	\$ 42.06
	Canadian Association of Fire Chiefs	Membership	\$ 362.25
	Source Atlantic	Battery & Charger Kit	\$ 1,899.80
	Source Atlantic	Lithium Ion Battery	\$ 432.40
	Source Atlantic	Steel Carbon Blade	\$ 197.36
	Source Atlantic	Handle Cage	\$ 39.77
	Saint John Energy	Heat Pump Rental	\$ 172.49
	Fleet Ready	Equipment Parts	\$ 623.76
	NB Environment and Local Government	2024 Freightliner M2 Pumper	\$ 70,966.77
	City of Saint John	Communication Services for Musquash Fire Dept.	\$ 11,615.99
	Safety Source	Battery Chargers	\$ 26,455.75
	Clean Heroes	Lettering/ Numbering	\$ 80.73
	KENT	Garbage Bags	\$ 114.98
	Myron	Custom Items	\$ 308.56
	WFR Wholesale	Firefighter Gear	\$ 3,094.65
	Eric Thompson	Station 1 Snowplowing	\$ 470.00
	Lepareau Pizza Shack	Training Lunch	\$ 66.65
	Walmart	Food	\$ 6.00
	Kenny King	Vehicle Delivery	\$ 900.00
	Amazon	Coffee Urn	\$ 584.18
	Emco	Equipment	\$ 170.97
	Dobson	Vehicle Parts	\$ 46.00
	Bell Mobility	Cellular Phone	\$ 139.12
	Safety Source	Tool Service and repairs	\$ 2,728.38
	Cummings Fire & Safety Equipment Ltd.	Signage	878.03
		<i>Subtotal</i>	\$ 7,733.72
Community Services			
	Tina Dealy	Breakfast with Santa Event Costs and Food	\$ 1,937.71
	Carolyn Spear	Fitness Class (March- December 2025)	\$ 300.00
	Rentokill	Pest Control Services	\$ 68.13
	Tina Dealy	Breakfast with Santa Event Costs	\$ 365.46
	Linda Robichaud	Building Materials for Community Buildings	\$ 372.33
	JKL Home Services	Tree Removal Services	\$ 230.00
		<i>Subtotal</i>	\$ 3,043.63
Solid Waste			
	Fero	Monthly Services	\$ 21,868.11
	Southwest NB Service Commission	Fero Waste and Recycling	\$ 4,310.20
	Fero	Monthly Services	\$ 21,868.11
		<i>Subtotal</i>	\$ 21,868.11
		Total Invoices	\$ 36,381.84

The Rural Community of Fundy Shores

Fiscal Year Period January 01,2025 To December 31,2025

Income & Expense Statement

Printed: 1:49:46PM 01/12/2026

Page 1 of 5

		Fiscal YTD						
account	AcctName	Period YTD	Current Month		Annual Budget	Variance	% Used	
EXPN	EXPENSES							
EX01	Expense							
E 01-2100-0000	General Government Expenses	\$ 0.00	\$ 0.00	\$0.00	\$ 0.00	\$ 0.00	0.00	
E 01-2111-0000	Mayor Honourarium	10,287.64	935.24	\$11,222.88	11,223.00	0.12	100.00	
E 01-2111-0100	Mayor Other	722.21	38.29	\$760.50	1,000.00	239.50	76.05	
E 01-2113-0000	Councillor Honourarium	28,190.89	2,404.91	\$30,595.80	35,840.00	5,244.20	85.37	
E 01-2113-0100	Councillor Other	1,403.79	34.18	\$1,437.97	2,000.00	562.03	71.90	
E 01-2119-0000	Other Legislative Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	
E 01-2120-0000	General Administrative	0.00	0.00	\$0.00	0.00	0.00	0.00	
E 01-2121-1000	Chief Administrative Officer	93,864.72	7,822.06	\$101,686.78	101,800.00	113.22	99.89	
E 01-2121-2301	Payroll Deductions	20,316.55	957.13	\$21,273.68	21,500.00	226.32	98.95	
E 01-2121-4000	Office Building	0.00	0.00	\$0.00	0.00	0.00	0.00	
E 01-2121-4110	Janitorial Services	1,431.53	0.00	\$1,431.53	3,000.00	1,568.47	47.72	
E 01-2121-4120	Power	2,151.46	0.00	\$2,151.46	6,000.00	3,848.54	35.86	
E 01-2121-4130	Building Repairs/Maintenance	6,930.48	59.06	\$6,989.54	7,000.00	10.46	99.85	
E 01-2121-4160	Property Taxes	0.00	0.00	\$0.00	0.00	0.00	0.00	
E 01-2121-4170	Office Building Insurance	1,192.00	0.00	\$1,192.00	2,500.00	1,308.00	47.68	
E 01-2121-4200	Solicitor/Legal Fees	9,155.82	0.00	\$9,155.82	10,000.00	844.18	91.56	
E 01-2121-9000	Other Administrative Services	8,155.48	1,544.00	\$9,699.48	16,000.00	6,300.52	60.62	
E 01-2121-9110	Office Telephone	4,199.27	(1,260.99)	\$2,938.28	4,500.00	1,561.72	65.30	
E 01-2121-9130	Office IT	12,286.81	1,313.78	\$13,600.59	14,003.00	402.41	97.13	
E 01-2121-9160	Photocopier Supplies	1,405.37	56.71	\$1,462.08	2,000.00	537.92	73.10	
E 01-2121-9170	Office Supplies	3,790.67	0.00	\$3,790.67	4,500.00	709.33	84.24	
E 01-2121-9180	Miscellaneous	5,409.64	0.00	\$5,409.64	0.00	(5,409.64)	0.00	
E 01-2121-9200	Accounting Software Fees	16,324.28	0.00	\$16,324.28	18,000.00	1,675.72	90.69	
E 01-2122-0000	Financial Management	0.00	0.00	\$0.00	0.00	0.00	0.00	
E 01-2122-5000	External Audit	12,514.32	0.00	\$12,514.32	19,000.00	6,485.68	65.86	
E 01-2122-9000	Accounting Services	5,846.65	0.00	\$5,846.65	14,000.00	8,153.35	41.76	
E 01-2125-0000	Common Services	0.00	0.00	\$0.00	0.00	0.00	0.00	
E 01-2125-2000	Civic Relations	8,602.00	0.00	\$8,602.00	7,500.00	(1,102.00)	114.69 **	
E 01-2126-0000	Cost of Assessment	134,583.00	0.00	\$134,583.00	134,583.00	0.00	100.00	
E 01-2127-0000	Collaborative Services RSC	2,095.80	190.58	\$2,286.38	2,287.00	0.62	99.97	
E 01-2128-0000	Travel & Training Council	6,166.24	0.00	\$6,166.24	7,500.00	1,333.76	82.22	
E 01-2128-2000	Travel & Training Staff	5,051.53	110.83	\$5,162.36	6,000.00	837.64	86.04	
E 01-2190-0000	Other General Adm Services	0.00	0.00	\$0.00	0.00	0.00	0.00	

The Rural Community of Fundy Shores

Fiscal Year Period January 01,2025 To December 31,2025

Income & Expense Statement

Printed: 1:49:46PM

01/12/2026

Page 2 of 5

		Fiscal YTD					
account	AcctName	Period YTD	Current Month		Annual Budget	Variance	% Used
E 01-2193-0000	Liability Insurance	23,412.00	0.00	\$23,412.00	30,000.00	6,588.00	78.04
E 01-2194-0000	Municipal Association Memberships	9,212.65	0.00	\$9,212.65	11,500.00	2,287.35	80.11
E 01-2195-0100	Donations to Organizations	1,000.00	1,000.00	\$2,000.00	10,000.00	8,000.00	20.00
E 01-2200-0000	Protective Services	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2210-0000	Stipends	40,221.83	0.00	\$40,221.83	40,000.00	(221.83)	100.55 **
E 01-2210-1000	Worksafe NB Coverage	1,700.77	0.00	\$1,700.77	1,500.00	(200.77)	113.38 **
E 01-2210-1001	Firefighters Legislative Coverage	9,330.00	0.00	\$9,330.00	12,000.00	2,670.00	77.75
E 01-2210-1002	Liability Insurance	0.00	0.00	\$0.00	2,000.00	2,000.00	0.00
E 01-2210-1100	Clothing	5,210.47	0.00	\$5,210.47	4,000.00	(1,210.47)	130.26 **
E 01-2210-1200	Recognition Dinner	3,500.00	0.00	\$3,500.00	3,500.00	0.00	100.00
E 01-2210-1300	Membership Fees	903.50	0.00	\$903.50	1,000.00	96.50	90.35
E 01-2210-2000	Travel Lodging	278.10	0.00	\$278.10	1,500.00	1,221.90	18.54
E 01-2210-2100	Travel - Mileage	89.99	0.00	\$89.99	500.00	410.01	18.00
E 01-2210-2200	Travel - Meals	2,019.81	69.33	\$2,089.14	3,000.00	910.86	69.64
E 01-2210-2300	Meeting Registration	350.00	0.00	\$350.00	1,500.00	1,150.00	23.33
E 01-2210-2400	Training Materials	3,585.96	1,037.79	\$4,623.75	2,000.00	(2,623.75)	231.19 **
E 01-2210-2500	Training Courses	7,244.40	0.00	\$7,244.40	17,000.00	9,755.60	42.61
E 01-2210-3110	Telephone	7,308.99	0.00	\$7,308.99	8,400.00	1,091.01	87.01
E 01-2210-3120	Advertising	4,177.55	0.00	\$4,177.55	6,000.00	1,822.45	69.63
E 01-2210-3130	Office Equipment & IT Support	378.49	0.00	\$378.49	2,000.00	1,621.51	18.92
E 01-2210-3160	Office Supplies & Postage	551.20	0.00	\$551.20	800.00	248.80	68.90
E 01-2210-4110	Janitorial Services	5,216.80	0.00	\$5,216.80	7,500.00	2,283.20	69.56
E 01-2210-4120	Heating	2,304.66	0.00	\$2,304.66	3,500.00	1,195.34	65.85
E 01-2210-4125	Lights & Power	15,675.01	0.00	\$15,675.01	16,000.00	324.99	97.97
E 01-2210-4130	Building Repairs & Maintenance	12,771.75	756.65	\$13,528.40	10,000.00	(3,528.40)	135.28 **
E 01-2210-4135	Snow Removal	5,856.66	470.00	\$6,326.66	5,500.00	(826.66)	115.03 **
E 01-2210-4140	General Supplies	5,468.01	392.12	\$5,860.13	5,000.00	(860.13)	117.20 **
E 01-2210-4170	Building Insurance	13,351.20	0.00	\$13,351.20	10,000.00	(3,351.20)	133.51 **
E 01-2210-5000	Contracted Dispatch Services	40,494.06	0.00	\$40,494.06	43,000.00	2,505.94	94.17
E 01-2210-5100	Alarm Systems	1,011.33	0.00	\$1,011.33	1,500.00	488.67	67.42
E 01-2210-5200	Communication Maintenance	138.11	0.00	\$138.11	500.00	361.89	27.62
E 01-2210-5300	Radio License	0.00	0.00	\$0.00	800.00	800.00	0.00
E 01-2210-5400	Cylinder Refills	751.91	0.00	\$751.91	1,000.00	248.09	75.19
E 01-2210-5500	Small Equipment Repairs	21,347.32	3,270.41	\$24,617.73	13,700.00	(10,917.73)	179.69 **

The Rural Community of Fundy Shores

Fiscal Year Period January 01,2025 To December 31,2025

Income & Expense Statement

Printed: 1:49:46PM

01/12/2026

Page 3 of 5

		Fiscal YTD					
account	AcctName	Period YTD	Current Month		Annual Budget	Variance	% Used
E 01-2210-5600	Other Non-Related Rescue	13,902.12	0.00	\$13,902.12	10,500.00	(3,402.12)	132.40 **
E 01-2210-5700	Contract Services from Other Districts	50,752.00	0.00	\$50,752.00	35,000.00	(15,752.00)	145.01 **
E 01-2210-5800	Accident Insurance	5,985.50	0.00	\$5,985.50	6,500.00	514.50	92.08
E 01-2210-6000	Vehicle Repairs	10,265.00	679.47	\$10,944.47	20,000.00	9,055.53	54.72
E 01-2210-6100	Gas & Oil - Vehicle	10,786.27	483.89	\$11,270.16	16,000.00	4,729.84	70.44
E 01-2210-6200	Licensing - Vehicle	360.00	0.00	\$360.00	1,500.00	1,140.00	24.00
E 01-2210-6300	Insurance - Vehicle	25,505.00	0.00	\$25,505.00	17,500.00	(8,005.00)	145.74 **
E 01-2210-7000	Communication Equipment - Capital	9,055.88	0.00	\$9,055.88	10,000.00	944.12	90.56
E 01-2210-7100	Capital from Operating Fund - Fire	6,006.87	0.00	\$6,006.87	15,000.00	8,993.13	40.05
E 01-2210-7200	New Equipment - Capital	62,490.44	1,722.80	\$64,213.24	46,000.00	(18,213.24)	139.59 **
E 01-2210-8000	Lease Payments - Fire	70,966.77	0.00	\$70,966.77	74,000.00	3,033.23	95.90
E 01-2210-9000	Other Recoverable Expenses	7,161.32	1,309.97	\$8,471.29	2,000.00	(6,471.29)	423.56 **
E 01-2250-0000	Emergency Measures	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2250-0100	EMO - Other	3,245.38	0.00	\$3,245.38	4,000.00	754.62	81.13
E 01-2250-0200	EMO - Training & Development	0.00	0.00	\$0.00	2,500.00	2,500.00	0.00
E 01-2290-0000	Protection Services Committee (RSC)	1,028.50	93.50	\$1,122.00	1,122.00	0.00	100.00
E 01-2290-0100	Public Safety Committee - Local	817.12	0.00	\$817.12	1,000.00	182.88	81.71
E 01-2293-9000	Animal Control/SPCA	13,077.00	0.00	\$13,077.00	21,000.00	7,923.00	62.27
E 01-2300-0000	Transportation Dept Expenses	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2310-0000	Transportation Services (RSC)	10,111.75	919.25	\$11,031.00	11,031.00	0.00	100.00
E 01-2326-1000	Street Signs	346.03	0.00	\$346.03	2,500.00	2,153.97	13.84
E 01-2400-0000	Environmental Health Expense	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2432-0000	Solid Waste Collection Contract	218,138.40	19,830.76	\$237,969.16	275,000.00	37,030.84	86.53
E 01-2433-9000	Solid Waste Disposal (Tipping Fees)	50,113.45	3,815.20	\$53,928.65	80,000.00	26,071.35	67.41
E 01-2490-0000	Other Environmental Health	0.00	0.00	\$0.00	5,000.00	5,000.00	0.00
E 01-2600-0000	Environmental Development Serv	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2610-0100	Environmental Trust Fund Project	33,223.15	0.00	\$33,223.15	0.00	(33,223.15)	0.00
E 01-2611-0000	Planning & Inspection Services (RSC)	184,305.88	16,755.08	\$201,060.96	201,061.00	0.04	100.00
E 01-2611-0100	Unightly/Dangerous Premise Enforcement (RSC)	0.00	495.00	\$495.00	9,000.00	8,505.00	5.50
E 01-2620-0000	Community Development	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2624-0000	Community Development (RSC)	7,385.62	671.42	\$8,057.04	8,057.00	(0.04)	100.00 **
E 01-2624-0001	Community Development Local Committee	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00
E 01-2629-0000	Other Environmental Developmen	50.00	0.00	\$50.00	5,000.00	4,950.00	1.00
E 01-2670-0000	Economic Development Services	0.00	0.00	\$0.00	0.00	0.00	0.00

The Rural Community of Fundy Shores

Fiscal Year Period January 01,2025 To December 31,2025

Income & Expense Statement

Printed: 1:49:46PM

01/12/2026

Page 4 of 5

		Fiscal YTD					
account	AcctName	Period YTD	Current Month		Annual Budget	Variance	% Used
E 01-2671-5000	Economic Development (RSC)	9,866.12	896.92	\$10,763.04	10,763.00	(0.04)	100.00 **
E 01-2671-5001	Economic Development Local Committee	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00
E 01-2671-5010	Other Economic Development - Synergi	69,666.63	6,333.37	\$76,000.00	76,000.00	0.00	100.00
E 01-2690-0000	Other Development Services	0.00	0.00	\$0.00	3,000.00	3,000.00	0.00
E 01-2691-0000	Tourism	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2691-1800	Tourism Promotion (RSC)	34,633.50	3,148.50	\$37,782.00	37,782.00	0.00	100.00
E 01-2691-1801	Tourism Promotion Local Committee	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00
E 01-2691-9000	Other Tourism	938.57	0.00	\$938.57	5,000.00	4,061.43	18.77
E 01-2700-0000	Recreation and Culture	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2712-0000	Community Center	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2712-0010	Community Centre - Administration	38,295.64	0.00	\$38,295.64	46,000.00	7,704.36	83.25
E 01-2712-0020	Community Centre - Summer Staff	12,374.42	0.00	\$12,374.42	14,000.00	1,625.58	88.39
E 01-2712-0030	Community Centre- Payroll Deductions	9,059.62	0.00	\$9,059.62	6,000.00	(3,059.62)	150.99 **
E 01-2712-0040	Community Centre - Travel & Training & Members	1,889.81	0.00	\$1,889.81	3,000.00	1,110.19	62.99
E 01-2712-0050	Community Centre - Local Committee	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00
E 01-2712-0100	Community Centre Telephone	0.00	1,260.99	\$1,260.99	1,500.00	239.01	84.07
E 01-2712-0300	Community Centre Supplies	4,148.20	300.00	\$4,448.20	5,000.00	551.80	88.96
E 01-2712-0400	Community Centre Advertising	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00
E 01-2712-0600	Community Centre Repairs/Miscellaneous	9,868.05	208.57	\$10,076.62	10,000.00	(76.62)	100.77 **
E 01-2712-0605	Community Centre - Power	2,151.46	0.00	\$2,151.46	6,000.00	3,848.54	35.86
E 01-2712-0610	Community Centre - Building Insurance	1,722.00	0.00	\$1,722.00	2,500.00	778.00	68.88
E 01-2712-0650	Community Event	9,051.43	2,346.11	\$11,397.54	20,000.00	8,602.46	56.99
E 01-2712-1300	Recreation & Cultural Plan Development	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2712-1400	Recreational Cost Sharing (RSC)	94,999.33	8,636.25	\$103,635.58	103,635.00	(0.58)	100.00 **
E 01-2712-1450	Recreation/Cultural Library Supplies	1,366.38	0.00	\$1,366.38	5,500.00	4,133.62	24.84
E 01-2712-1460	Recreation/Culture Library Phase 3	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2712-1465	New Horizons Project	223.04	0.00	\$223.04	0.00	(223.04)	0.00
E 01-2712-3000	Community Centre - LGR Project	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2755-0000	Other Recreational & Cultural Services	18,898.45	0.00	\$18,898.45	30,000.00	11,101.55	62.99
E 01-2759-0000	Fiscal Services	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2759-1000	Banking Fees	46.79	0.00	\$46.79	4,000.00	3,953.21	1.17
E 01-2759-2000	Deficit Second Previous Year	0.00	0.00	\$0.00	21,961.00	21,961.00	0.00
E 01-2759-3000	Capital Projects	23,482.08	0.00	\$23,482.08	205,000.00	181,517.92	11.45
E 01-2759-3500	Transfer to Capital Reserve Fund	0.00	0.00	\$0.00	100,000.00	100,000.00	0.00

The Rural Community of Fundy Shores
Fiscal Year Period January 01,2025 To December 31,2025

Income & Expense Statement

Printed: 1:49:46PM 01/12/2026

Page 5 of 5

		Fiscal YTD					
account	AcctName	Period YTD	Current Month		Annual Budget	Variance	% Used
E 01-2759-4000	Operating Reserve Fund	0.00	0.00	\$0.00	20,000.00	20,000.00	0.00
E 01-2999-9999	Rounding Account	0.00	0.00	\$0.00	0.00	0.00	0.00
Totals For: EX01		1,784,701.65	91,109.13	1,875,810.78	2,349,848.00	474,037.22	79.83
Totals For: EXPN		1,784,701.65	91,109.13	1,875,810.78	2,349,848.00	474,037.22	79.83
Total Income:		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
Total Expenses:		1,784,701.65	91,109.13	1,875,810.78	\$ 2,349,848.00	474,037.22	79.83
Totals:		<u>\$(1,784,701.65)</u>	<u>\$(91,109.13)</u>	<u>\$(1,875,810.78)</u>	<u>\$(2,349,848.00)</u>	<u>\$(474,037.22)</u>	<u>-79.83</u>

Note: The items marked with ** are over budget



Rural Community of Fundy Shores
31 Malcolm Meehan Road
Musquash NB E5J 2G2

Schedule B: COMMUNITY INVESTMENT SPONSORSHIP & DONATION APPLICATION

Instructions:

- Use this cover sheet as the first page of your application.
- The policy governing the Rural Community of Fundy Shores Community Investment program is available on the website at www.fundyshores.ca or by contacting the (506) 693-0207.
- Please apply at least ten (10) weeks prior to required date for requests of \$1000 or less, and annually during funding calls for requests over \$500.
- Requests for Sponsorship of an application to another funding organization shall be submitted at least ten (10) weeks in advance of the funding organization's application deadline to ensure Council have time to meet, review and approve the request.
- Please forward completed application to:

Linda Sullivan Brown, CAO
Rural Community of Fundy Shores
31 Malcom Meehan Road
Musquash NB, E5J 2G2

APPLICATION CHECKLIST

Organization Name: *Fundy Shores Home & School Association*

- ☒ Your Rural Community of Fundy Shores Sponsorship Grant Application delivered in person or mailed.
- ☒ A report of the activities during the previous year (Annual Report) for your group/organization.
- ☒ A report on the programs/activities proposed for the upcoming year for your group/organization.
- ☐ The application to the funding organization, for those requesting Sponsorship of an application, showing the applicant as *Your Organization's Name*.

PART A: APPLICANT INFORMATION

Community group/organization (applicant): Fundy Shores Home & School Association
Title of project: Teacher Appreciation Week Donation
Contact name: Erica Carter Title: Home & School President
Mailing address: 11 Martha Cres. Telephone: (506) 654-1490
Lepreau, NB E5J 2H5 Fax: Email: fshomeandschool@gmail.com
Federal Charitable Status Number (if applicable):

PART B: APPLICANT ORGANIZATION INFORMATION

All applications will be evaluated based on the information provided in this application.

1. Briefly describe your organization's mandate/objectives. The mandate of the Home & School Assoc. is to foster positive relationships between families, the school, and the wider community to support student learning and well-being.
2. Describe the community, area and/or group(s) your organization serves. Fundy Shores school is a small, rural elementary school serving families in the Fundy Shores region. The school emphasizes community connection, student well-being, and individualized learning.

PART C: TYPE OF SUPPORT BEING REQUESTED

3. What type of support are you requesting?

- ☐ Event Sponsorship (tournament hosting / travel, facility discounts, etc.)
- ☐ Sponsorship of an application to another funding organization
- ☒ One-time monetary donation to organization or individuals affiliated with an eligible organization

FUNDING/SUPPORT REQUESTED	AMOUNT REQUESTED
☐ Event Sponsorship	\$
☐ Sponsorship of application	\$
☒ One-time monetary donation	\$ 500.00

Erica Carter

Home & School association/
2

President

monetary

PART B: PROJECT DESCRIPTION

Provide a brief description of the project: *The Fundy Shores Home + school Assoc. is applying for a donation that will be used to recognize and celebrate the dedication, hard work, and positive impact of teachers and staff who support student learning in our small rural school community.*

DECLARATION

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the Rural Community of Fundy Shores authority to verify any and all information pertaining to this application.

Application prepared by:

J. Holland

Signature

Jillian Holland

Print Name

Dec. 16, 2025

Date

Board authorization (if applicable):

Signature

Print Name

Date

Rural Community of Fundy Shores approval:

☐ Application approved for: _____

To the following organization: _____

☐ Application denied

Chief Administrative Officer

Date

Home and School Activities 2024-2025

October

Movie Night Fundraiser –Admission, canteen

Trunk or Treat- No entry fee, just hosted the event. \$25 Gas gift card for voted best trunk

November

Craft and Bake Sale Fundraiser (details on separate page)

December

Volunteers decorated stage for Christmas Concert

Christmas Craft Day (volunteers helped classes, cookies/coffee for staff)

Donation made from community from Buoy Tree

January

Bottle Drive Fundraiser

Hot Chocolate and Cookies following skating activity during Winter Carnival (Cookies donated by volunteers, gave 2 cookies/child, 1 Costco size container plus a little extra of Hot Chocolate was enough)

February

Staff Appreciation Week (February 10-14)

Monday- Cinnamon Buns and Fruit Salad (donated)

Tuesday- Treat cart (paid by Home and School)

Wednesday- Gift Cards (15\$ for Indigo paid by Home and School)

-Yogurt and granola (donated)

Thursday- School cancelled (had planned to deliver coffee/cookies)

Friday- Potluck lunch provided and volunteers supervise children during lunch time

Lunch-Pulled chicken, hashbrown casserole, salad, rolls, sweets (all donated)

March

Ordered T-shirt for each student from GC Trophies (presented at May Celebrate)

April

Sock Hop (glow sticks and canteen)

Start order for Grade 5 sweaters (Lesters Trophies "Class of ____", Lesters provided template for each student to sign on the "25", order forms sent home for parents to choose name/size for sweater)

May

Grade 5 sweaters ordered (\$35 each) and Grade 5 gifts purchased (Costco kids movie ticket \$13 each)

Volunteers helped Blue Jays Care Program organized by school

June Volunteers helped with Field Day

Craft and Bake Sale Fundraiser Notes

Previous Dates- Mid November (has been the same weekend as "Rhoda's at TD Station)

Admission by donation

Tables borrowed from MFD (Dipper Harbour Station) --have approx 20 Tables we can borrow, school also has a 4-5 tables we've used

Approx 18 vendors for past two years, seemed better turnout 2023 although vendors seemed happy both years. Charged 15\$ per table previously

Tickets (2023-Lobster donated, 2024-Gift card from Misty Harbour Seafood donated)

Sold 75-100 Tickets 2\$ each or 3/\$5

Lottery License 20\$ GNB

Canteen- Sold 30-40 bowls of Chili (donated by Cathy Mawhinney and Melanie Brewer)

Pulled Chicken Sandwiches (Chicken donated by Michelle Dugay)

20-30 cups of coffee(large Percolator donated to H&S is at school)

Chips and Water (didn't sell too many, not a full costco box)

Home and School Baked Goods Table (donated baked goods from volunteers/school community)

2025-2026 Home and School Projected Activities/Events

1. Truck or Treat- October 2025
2. Christmas Craft Fair- November 2025
3. Teacher Appreciation Week - February 2026
4. Bottle drive fundraiser- for home and school association
5. Movie night fundraiser
6. Blue Jays baseball program for grades 3-5
7. Sock Hop dance fundraiser
8. Hot chocolate, skating, winter Carnival before March break
9. Field Day