

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
February 4, 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 – January 14, 2026
Committee of the Whole – January 21, 2026
- 6. Presentation to Council**
 - a. Lorraine Justason – Community Busing**
- 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 third (final) reading by title and enact it.

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 for the third time and be enacted.

Required Reading
"By-Law No. C-4-2026 being the Building By-Law for the Rural Community of 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 third reading by title and enact it.

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 for the third time and be enacted.

Title
"By-Law C-3-2026 being the Universal Fees By-Law for the Rural Community of Fundy Shores."
 - 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 third reading by title and enact it.

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 for the third time and be enacted.

Title

"A By-Law for the Rural Community of Fundy Shores Respecting the Code of Conduct for 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 third reading and enact it.

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 for the third time and be enacted.

Title

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

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 –

b. Planning & Inspection

- i. Planning Director's Report –

c. Public Safety

- i. Fire Department –

d. Economic Development

- i. Synergi –

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. Capital Renewal Fund - Approved**
- b. Correspondence Issued**

11. Approval of Payments

General Government – Invoices

12. Approval of Accounts

Expense Report – January

13. New Business

a. Procedural By-Law

The new draft procedural by-law has been prepared for Council's consideration. If acceptable to Council they can provide the first reading by title.

Possible Motion: be it resolved that By-Law A-7-2026 a by-law for the Rural Community of Fundy Shores regulating the proceedings of Council be read by title.

(If motion is approved. Read Title)

Title: By-Law No. A-7-2026 A by-law for the Rural Community of Fundy Shores "Procedural By-Law".

14. Closed Session

No Topics.

15. Next Meetings

- a. Committee of the Whole
Community Building
February 18, 2026– 6:00 pm
- b. Regular Council Meeting
Community Building
March 4, 2026 – 6:00 pm

16. Announcements

17. Adjournment

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
January 14, 2026 – 6:00 pm

Call to Order

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

Roll Call

Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Deanna Bent, Councillor Tina Dealy, Councillor Lorraine Thompson, Chief Administrator Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland, Steven Stone- Dillon Consulting Partner, Brenda-Dale McLean- FBM Architect (online)

Declaration of Conflict of Interest

None.

Additions, Deletions and Approval of the Agenda

2026.01.14.01 Moved by Councillor Bent, **seconded** Deputy Mayor Saulnier to approve the agenda, with the addition of the request for a letter of support from NB Power.

Motion Unanimously Carried

Approval of the Minutes

2026.01.14.02 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the minutes of the December 3, 2025 Regular Council meeting as written.

Motion Unanimously Carried

Presentation to Council

a. Community Complex- Dillon Consulting

Dillon Consulting Partner Steven Stone provided Council with a presentation related to the draft functional plan.

Mr. Stone presented an overview of the demographics and community profile of the Rural Community of Fundy Shores, including information on population trends, household composition, and the local economic context. Steven outlined the existing facilities within the area and provided a comparison with those available in the neighboring communities of Saint John and Eastern Charlotte.

Steven reminded Council of the community needs previously identified at past meetings regarding the community complex (health, clinic, childcare space, indoor

recreation space, etc.) and outlined the anticipated square footage requirements for the building components necessary for development.

Steven advised Council of the anticipated challenges associated with the construction of a new community complex. He identified operational risks related to high staffing requirements and long-term utility and maintenance costs, competition with regional facilities in Eastern Charlotte and Saint John, and the overall capital cost of the project.

Mr. Stone, along with his associate Brenda-Dale McLean, architect with Grey Cardinal Management Inc via Zoom, presented an overview of the estimated costs for the proposed community project, providing a breakdown by major components, including the electrical system, septic and well systems, excavation, and related elements. She also outlined the square footage associated with each component.

Following the presentation, Council agreed to further discuss the building design plan at the next Committee of the Whole meeting scheduled for January 21, 2026. Council will provide its feedback to Mr. Stone at a future date. Council also directed Mr. Stone and Ms. McLean to prepare a conceptual drawing of the proposed community complex for discussion at the January Committee of the Whole meeting.

Business Arising from the Minutes/Old Business

a. Building By-Law

2026.01.14.03 Moved by Councillor Thompson, seconded by Councillor Dealy 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 second time and by summary.

Motion Unanimously Carried

The following statement was read by Councillor Thompson: *“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

2026.01.14.04 Moved by Councillor Bent, seconded by Deputy Mayor Saulnier to declare that the by-law C-3-2026 being the Universal Fees By-Law for the Rural Community of Fundy Shores be read for by the title for the second time and by

summary.

Motion Unanimously Carried

The following statement was read by Councillor Bent: *"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

2026.01.14.05 Moved by Deputy Mayor Saulnier, seconded by Councillor Dealy to declare that the by-law A-6-2026 being the Code of Conduct By-Law for the Rural Community of Fundy Shores be read for by the title for the second time and by summary.

Motion Unanimously Carried

The following statement was read by Deputy Mayor Saulnier: *"By-Law A-6-2026 being the Code of Conduct By-Law for the Rural Community of Fundy Shores.*

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

2026.01.14.06 Moved by Councillor Dealy, seconded by Deputy Mayor Saulnier to declare that the by-law A-5-2026 being the Remuneration By-Law for the Rural Community of Fundy Shores be read for by the title for the second time and by summary.

Motion Unanimously Carried

The following statement was read by Councillor Dealy: *"By-Law A-5-2026 being the Remuneration By-Law 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."

Department Reports

a) General Government

- i) Mayor's Report- Mayor Cogswell submitted his reports online. Denny expressed his interest in increased municipal involvement in nuclear-related matters, noting his support for the production and processing of medical isotopes and the potential development of a second CANDU reactor within Fundy Shores.

Mayor Denny also informed Council that, at the most recent Regional Service Commission meeting, he was introduced to the new Communications Coordinator, Steven MacDougall. He noted that he was impressed with Mr. MacDougall's experience, ideas, and ambition, and expressed interest in connecting with him in the future regarding initiatives for 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.
- 4. Councillor Lorraine Thompson- Councillor Thompson submitted her reports online.

iii) CAO Report to Council

No report submitted.

b) Planning and Inspection

No report submitted.

c) Public Safety

No report submitted.

d) Economic Development

No report submitted.

Standing Committee Reports

a) Community & Economic Empowerment Committee

No report.

b) PRAC Committee

Submitted online.

c) Safe Community & Emergency Preparedness Committee

No report submitted.

d) Recreation & Destination Committee

No report submitted. But Mayor Denny thanked Councillor Dealy along with other community members for

spearheading a food drive within the community to help the St. George Food Bank after a recent fire

Correspondence

a) Correspondence Received

i. Fundy High School- Political Science Class

Mayor Cogswell and CAO Brown attended this class earlier this month and gave a presentation to students about federal and municipal politics.

ii. Fundy High School- Civics Class

Mayor Cogswell and CAO Brown attended this class earlier this month and gave a presentation to students about local government, government roles and responsibilities, getting involved.

iii. Responding to Dredging Request for Dipper Harbour

Doug Wentzell, Regional Director General, Fisheries and Oceans Canada, informed Mayor Cogswell that the Harbour Authority undertakes repairs and maintenance, including dredging, based on annual assessment 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 dredging requirements.

b) Correspondence Issued

i. Dredging at Dipper Harbour

Mayor Cogswell sent a letter to the Hon. Joanne Thompson, Minister of Fisheries, highlighting the urgent need for dredging at the Dipper Harbour Wharf due to sediment accumulation that is affecting vessel access.

ii. Nuclear Support Press Release

Mayor Cogswell issued a public press release expressing support for the production and processing of medical isotopes, as well as the potential development of a second CANDU reactor within the community. He noted that such initiatives would build on existing employment opportunities, strengthen the economy of southern New Brunswick, and help secure a sustainable municipal tax base.

Approval of Payments

2026.01.14.07 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to accept payment of General Government Invoices of December 2025.

Motion Unanimously Carried

Approval of Accounts

2026.01.14.08 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Thompson to approve the Expense Report for December 2025.

Motion Unanimously Carried

New Business

a. Canada Community Building Fund- Payment Transfer

2026.01.14.09 Moved by Councillor Bent, **seconded** by Councillor Thompson to resolved to transfer\$133,158 from the General Operating Fund to the Canada Community Building Fund.

Motion Unanimously Carried

b. Canadian Nuclear Conference Attendance

2026.01.14.10 Moved by Councillor Dealy, **seconded** by Councillor Bent to send CAO Brown to represent Fundy Shores at the Canadian Nuclear Conference in April 2026.

Motion Unanimously Carried

c. Donation Request- Fundy Shores Home & School Association

2026.01.14.11 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve a one-time monetary donation of \$500 to the Fundy Shores Home & School Association to recognize and celebrate the dedication, hard work, and positive impact of teachers and staff during Staff Appreciation Week (February 2026)

Motion Unanimously Carried

d. NB Power- Request for Letter of Support

2026.01.14.12 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to send a letter of support from the Rural Community of Fundy Shores to NB Power regarding nuclear matters.

Motion Unanimously Carried

e. Election of Deputy Mayor

Per the Procedural By-Law, Council held the annual vote for Deputy Mayor of The Rural Community of Fundy Shores, and Heather Saulnier was re-elected as Deputy Mayor.

Closed Session

None.

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

Announcements

Mayor Cogswell informed Council of the ongoing YMCA after-school program at Fundy Shores School and shared the newly released program brochure that will be shared on the community social media.

Adjournment

2026.01.14.13 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

Minutes
Rural Community of Fundy Shores
Committee of the Whole Meeting
Community Building
January 21, 2025 – 6:00 pm

Call to Order

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

Roll Call

Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Deanna Bent (arrived at 6:36 pm), Councillor Tina Dealy, Councillor Lorraine Thompson, Chief Administrator Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland

Declaration of Conflict of Interest

None

Presentation to Council

None

Topics

a. Community Complex- Floor Space and Needs Review

Council and staff discussed potential floor plan layouts for the proposed community complex and identified which design elements are considered essential versus optional. Council agreed on a preferred floor design, and CAO Brown will present the revised conceptual design to Dillon Consulting at their next meeting.

Council hopes Dillon will label the revised design and provide updated pricing so it can be further discussed at the February Committee of the Whole meeting. Mayor Cogswell indicated plans to present a revised conceptual design for the community complex to the public in the near future and to potentially host open house-style meetings in various communities.

Next Meetings

- a. Regular Council Meeting
Community Building
February 4, 2025 – 6:00 pm
- b. Committee of the Whole
Community Building
February 18, 2025 – 6:00pm

Adjournment

This meeting was adjourned at 8:11 pm.

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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

BY-LAW No. C-4

BY-LAW No. C-4 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
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: February 4, 2026

Departmental Report

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

Activities:

Date: Jan 1, 2026

Item: Attended Polar Dip Fundraiser at New River Beach

Date: Jan 5, 2026

Item: Afternoon at Fundy Shores office to sign payroll cheques

Date: Jan 7, 2026

Item: Hosted lecture at Fundy High School with CAO Brown for grade 10 and 12
Political Science and Civics class 8am-1130am

Date: Jan 8, 2026

Item: Regional Service Commission meeting

Date: Jan 9, 2026

Item: Office to sign cheque for St. George Food Bank.

Date: Jan 10, 2026

Item: Attended the St. George and area food bank food drive. Councillor Dealy and I
presented a cheque for \$1,000 and approx 300lbs of donated food

Date: Jan 13, 2026

Item: Meeting at Point Lepreau with Nuclear Waste Management Organization

Date: Jan 14, 2026

Item: 9am meeting with MLA.

Item: Regular Council Meeting

Date: Jan 15, 2026

Item: meeting with Fundy Shores CAO Linda Brown and Executive Director of
Synergi Brian Cooke to review our motion.

Date: Jan 19, 2026

Item: Fundy Shores Office sign cheques

Date: Jan 20, 2026

Item: Synergi board meeting

Date: Jan 21, 2026

Item: Council meeting of the Committee of the Whole

Date: Jan 22, 2026

Item: Meeting with the Regional Service Commission

Date: Jan 23, 2026

Item: Attended Fundy Shores School Career Fair

Date: Jan 28, 2026

Item: Musquash Sewerage Commission meeting 6:30pm, Fundy Shores Office

Date: Jan 29, 2026

Item: Meeting with Synergi and Cross Rivers regarding Small Modular
Reactors/medical isotopes

Various emails throughout the month to RCMP (updates, break and enter in maces bay) and MLA Ian lee.



Date: February 4, 2026

Departmental Report

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

Activities:

Date: Jan 14, 2026

Item: Regular Council meeting

Date: Jan 20, 2026

Item: Regional Service Commission tourism zoom meeting

Date: Jan 21, 2026

Item: Committee of the Whole Meeting



Date: January 1, 2026

Departmental Report

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

Activities:

Date: January 14, 2026

Item: Attended Regular Council Meeting

Date: January 21, 2026

Item: Attended Committees as a whole



Date: February 4, 2026

Departmental Report

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

Activities:

Date: January 14, 2026

Item: Attended regular council meeting.

Date: January 21, 2026

Item: Attended the committee of the whole meeting.

Recreation and Destination Development Committee report

The RDD Committee did not meet in January. No meetings are scheduled at this time.

Upcoming events – Musquash Community Bingo February 13th, everyone 19 and over welcome.



Date: February 4, 2026

Departmental Report

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

Activities:

Date: January 14, 2026

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

Date: January 21, 2026

Item: Committee of the Whole Council Meeting 31 Malcolm Meehan Rd.
Musquash NB

Date: January 28, 2026

Item: Attended Thompson Subdivision Sewage Commission Meeting 31 Malcolm Meehan Rd. Musquash NB.

January 15/2026 Due to personal reasons I was unable to attend the January 15, 2026 PRAC Committee Meeting. There were no files pertaining to Fundy Shores.



JANUARY 29, 2026

TO: MAYOR & COUNCIL

FROM: LINDA SULLIVAN BROWN, CAO

SUBJECT: MONTHLY REPORT – JANUARY 2026

SUMMARY

January 2026 has been a typical start to a new year for a municipality. Working through the various tasks associated with a new year. Including application for summer student funding, renewed memberships to various municipal organizations (added Tourism Industry Association of NB), closed out 2025 finances and input 2026 budget into the financial software, while continuing day to day operations.

KEY ACTIVITIES – CURRENT MONTH

- Community Centre Project
 - As Council is aware, I have been holding meetings and corresponding with both Stephen Stone and Brenda-Dale McLean to update the design of the facility and attain an updated class d estimate. While working with engineering, I have begun the process of examining the construction, operation, grant opportunities, mortgage costs, fiscal capacity and tax base impacts of this project.
- Procedural By-Law
 - This is the final by-law identified by Council as needing updates prior to election. It has had legal review and is available for consideration at the February Council meeting.
- NB Power Property Taxation Review
 - At the request of NB Power, I have reviewed NB Power's property tax holdings in Fundy Shores and prepared a presentation on property taxation. It is scheduled to be presented on February 6 to the Chief Nuclear Officer and Site Vice President of Point Lepreau – Steve Bagshaw.
- Contract Position Draft Documentation
 - Per the 2026 approved budget, Council asked that I draft documentation for a contract position to host events for Fundy Shores, where other hosting options are not available. Documentation has been prepared and shared with Councillor Dealy, as I required additional support prior to presenting to Council at February's Committee of the Whole.
- Land Acquisitions
 - I continued to work with Brian on the land under review by the Department of Transportation. The Pocologan property is in the final stages of the process for valuation and costing. We have requested the property at \$1, however the province has the final say in cost. This property (in certain sectors) would require archaeological assessment for pre-contact artifacts; however, those areas are also close to wetland areas, and most likely would be avoided for construction, and therefore the assessment could be avoided. A property under consideration in Mink Brook was a public access to

the beach, however given its direct access to “water lots” and having to cross private waters to gain access, we decided due to potential access and liability issues, we would not pursue it. The Thompson Subdivision properties are scheduled for review in February by the Department.

- New Human Resource Documentation
 - Similar to the financial review with Moncton Treasurer (through UMNb), I have worked with MC Advisory on a human resource review, it has been completed and the new documentation (handbook, job descriptions and pay scale) have been collated and provided to Fundy Shores for consideration to adopt. These documents will be shared to discuss at the February committee of the whole meeting.

MONTHLY OBJECTIVES – FEBRUARY

- Community Centre Project
 - The goal for February to complete a funding analysis of the proposed facility.
- Business Park Study
 - We held our first meeting in late 2025, regarding the business park study, and starting in February we begin to meet monthly.
- Fire Truck Tender Closes
 - The fire truck tender closes on February 18, the committee and staff will review the tenders provided and prepare a recommendation for Council’s March meeting.
- T4s
 - Tax season, T4’s and all relevant cra documentation will be completed by month’s end.
- Asset Management – Second Phase
 - The second phase in the asset management strategy for Fundy Shores, (since demonstrating its usefulness through the fleet review), will be to draft an official policy and begin the facility review. I am hoping to work with the same committee on facilities as the fleet.
- Annual Audit
 - I will be working to provide the Auditors the necessary materials to complete the 2025 audit.

FINANCIAL CONSIDERATIONS

There are currently no financial risks under consideration for the above-mentioned objectives.

ANTICIPATED RISKS AND/OR ISSUES

There are, however, risks or concerns associated with timelines and deliverables, particularly on the community centre project, as engineering has overshot their project timeline quite a few times in the past few months. A secondary issue to consider will be the annual audit, as it has been completed late, due to the Auditors workload the past two years. I have reached out early to try to have our audit put in their business plan early, as we are currently prepared on site.

COUNCIL REQUESTS, CONFIRMATIONS OR DIRECTION REQUESTED

None at this time in relation to this report. All items requesting direction will be presented as agenda items.

Respectfully Submitted,

L. Brown

Linda Sullivan Brown, CAO/Clerk - Treasurer

Appendix – Monthly Meeting

Meetings & Events		
Date	Name	Description
07-Jan-26	Fundy High School	Civics Class & Political Science Class (Denny and I)
12-Jan-26	NB Power	Synergi & SMR Touchpoint Meeting
13-Jan-26	YMCA	Expanding Programs in Fundy Shores Year Round
13-Jan-26	NB Power	NWMO @ PLNGS - Transport of Spent Fuel
14-Jan-26	Ian Lee & Denny	Motion for Legislature Discussion
14-Jan-26	Brian Cooke	Motion for Legislature Discussion
14-Jan-26	Regular Council	
15-Jan-26	Denny & Brian	Motion for Legislature Discussion
15-Jan-26	Rachel @ McCinnus C	UMNB - HR Documents and Profiles for New Municipalities
19-Jan-26	Fire Department	Accounting Software Annual Cleanup
19-Jan-26	Jacquet Doucet	Financial Reporting UMNB Support for new Municipalities
20-Jan-26	Musquash MPA	20th Anniversary Committee
21-Jan-26	Brian Cooke	Review DTI Properties and NB Power Taxation Slideshow
21-Jan-26	Committee of the Whole	
22-Jan-26	UMNB	Infrastructure Committee
22-Jan-26	CAGFO	Board of Directors Meeting
28-Jan-26	Sewer Commission	Budget Approval
29-Jan-26	Cross Rivers/Eden	Meeting with Mayor, Synergi and Cross Rivers for Updates

Planning & Inspections Report to Council

As of January 28th, 2026

Rural Community planning update

- SNBSC Planning will begin preliminary work on a subdivision by-law for Fundy Shores that is framed by the policies and proposals that Council adopted in the Rural Plan.
- SNBSC Planning has offered GIS capacity to support Synergi with future mapping projects related to any Fundy Shores' development.

Rural Community building and development totals for 2025

- Thirty-two (32) total building or development permits issued in 2025
- \$6,304,494.00 in new construction value added in 2025.
- Twelve (12) total net new homes/dwelling units approved year-to-date and one (1) demolition in 2025.
- Thirteen (13) subdivision plans approved and fifteen (15) total building lots created in 2025.
- Three (3) variances approved in 2025.
- Nine (9) zoning confirmation letters issued in 2025. One (1) deed document exempted.

Building & Development Comparisons 2023, 2024, 2025

Rural Community of Fundy Shores

<i>Year</i>	2023	2024	2025
<i>Millions in Construction Value Added to Rural Community (\$)</i>	\$3.5	\$1.3	\$6.3
<i>Building or Development Permits</i>	21	22	32
<i>Other Approvals</i>	12	35	13
<i>Subdivision Approvals</i>	7	16	13
<i>New Dwelling Units Permitted</i>	9	5	12

Rural Community enforcement update

- One (1) new enforcement under the Community Planning Act so far in 2026.

Rural Community civic addressing update

- One (1) new civic address assigned in Fundy Shores to-date in 2026.

Respectfully submitted by,



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



Date: February 4, 2025

Departmental Report

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

Activities:

Date: Jan 4, 2026

Item: Provided mutual aid for Eastern Charlotte Fire Department

Date: Jan 5, 2026

Item: Responded to burning smell in house Dipper Harbour

Date: Jan 6, 2026

Item: Provide traffic control for tow truck in Lepreau

Date: Jan 7, 2026

Item: MVC Musquash

Date: Jan 7, 2026

Item: MVC Lepreau

Date: Jan 12, 2026

Item: MVC Musquash

Date: Jan 14, 2026

Item: Meeting with NBCC fire director in Saint Andrews

Date: Jan 17 , 2026

Item: MVC Prince of Wales

Date: Jan 17-18, 2026

Item: MFR course

Date: Jan 28, 2026

Item: Provide traffic control for tow truck on NB Highway 1 to remove tractor trailer on median



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

Meeting: Feb. 04, 2026

31 Malcolm Meehan Rd., Musquash

Prepared by Brian Cooke, Executive Director

January/February Reporting

- **Land Acquisition:**

- DTI reached out to Fundy Shores regarding properties they applied for. Feedback from Synergi was provided to the CAO on properties in Pocologan and Mink Brook areas. Upon further investigation, it was decided to abandon an application for one piece in the Mink Brook area and upon feedback from THC, Fundy Shores is still interested in property in Pocologan. Also requested that THC assess all other properties the municipality applied for in regards to potentially triggering archaeological impact assessments (AIAs). None of the other properties will trigger AIA.
- Synergi met with Deputy Minister Cade Libby and staff from DNR to discuss Crown land near Exits 86 and 96. Synergi has identified parcels for potential development near those exits and along Rte. 790.
- We are still waiting for a crown corporation to complete their surplus disposal process on properties identified in 2024. It is understood that these properties are with its legal department.



- **Business Development:**

- Synergi staff attended a webinar hosted by the Canadian Nuclear Isotope Council and received additional information regarding air transportation of medical isotopes.
- Met with Dillon Consulting to start the kick-off to the commerce park study. Monthly meetings will be held to update on progress and information required.
- Reviewed the Southwest RSC's welcoming package. Submitted 50 notes on improvements to the document.
- Annual Review has been completed and posted on Fundy Shores' website for public viewing.
- The cruise tourism business plan was submitted for consideration of potential excursions in 2027.
- Reached out to the Point Lepreau Bird Observatory to discuss opportunities, no appetite from the Observatory to meet.
- Synergi met with UNB's Centre for Nuclear Research, Integrated Health Initiative to discuss energy projects and medical isotopes. And later met with the same group with Envision Saint John, with the Mayor and CAO. It was agreed for Synergi and Envision Saint John to meet in January to discuss a framework around nuclear energy and medical isotope production. UNB is meeting with the two NB health networks to understand what types of isotopes are needed for diagnostics and treatments.
- A draft template for the nuclear energy framework was prepared ahead of our meeting with Envision Saint John. Synergi met with Envision Saint John to discuss the framework and nuclear energy support. Synergi and Envision will reconnect in the coming weeks. Once the framework is in a finalized draft, we will engage the Mayors and CAOs of Fundy Shores and Saint John to discuss next steps.



- Worked with Mayor & CAO to amend a drafted motion for support of nuclear energy development and medical isotope production.
- As part of Fundy Shores' economic development plan, there will be a focus this year on digital infrastructure needs in the community. Synergi met with the Department of Finance and Treasury Board to discuss digital infrastructure needs throughout Fundy Shores. Synergi suggested doing a public survey to fully understand its digital infrastructure and barriers. Synergi will draft a survey template to the CAO and the survey can be filed electronically and by paper.
- Held a bimonthly meeting with NB Power to discuss nuclear energy development and where the utility is with nuclear projects and the 2026 year-ahead. Synergi and Fundy Shores will also be requesting a meeting with members of the senior management team of the utility.
- Provided a synopsis to the Mayor and CAO on the [What we heard](#) document that was released by the NB Power review panel.
- Continue to hold biweekly meetings with the proponent of the medical isotope facility. The proponent met in-person to discuss potential projects and agreed to do an educational brief to the Mayor and Council in February.
- Synergi met with representatives of ONB to discuss the nuclear file and outlined the need for the Minister and CEO to meet with Fundy Shores on this matter. Synergi is also preparing a brief to ONB for future business opportunities and investment attractiveness.
- Fundy Shores received a letter from the federal Minister of Fisheries regarding dredging at the Dipper Harbour Wharf. The letter did not address the concerns raised and referred us back to the regional DFO office, with whom Synergi met in October. Lack of funding availability was cited as the primary reason. A public copy of the letter was also provided to the Fundy North Fishermen's Association.
- Met with the local YMCA Director to discuss the after-school care program operating in Fundy Shores and their interest in expanding to



offer a summer program at the school. This program was identified as a barrier for some families wishing to participate in programming with year-round care. Staffing, funding, and planning considerations were discussed.

- Discussed potential tour excursions and business case with a bus service based out of Eastern Charlotte.
 - Synergi spoke with the Regional VP of the Canadian Manufacturers and Exporters to discuss and identify opportunities for Fundy Shores.
 - Synergi followed up with the Atlantic Economic Panel regarding opportunities in Southwest New Brunswick (in the communities that Synergi represents). Synergi will be preparing a briefing package so that items relating to nuclear, medical isotopes, Port of Saint John expansion opportunities, traditional fisheries and aquaculture are highlighted specifically for Fundy Shores.
 - Discussed items as part of a presentation that the CAO developed on industrial taxation.
 - Synergi staff also attended the State of the Province address and spoke to stakeholders and government regarding nuclear opportunities.
- **Housing:**
 - Worked with the CAO on amending the formula for the commercial incentive package. Some fine tuning is needed for the residential incentive.

January 13, 2026

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

**Subject: Capital Renewal Fund (CRF) – 2026-2029 Capital Renewal Plan, Fundy Shores,
Reference No. (6960.128.0000)**

Your Worship,

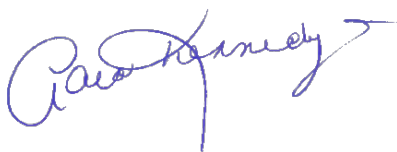
I am pleased to confirm that Fundy Shores is eligible to receive financial support for qualifying infrastructure renewal projects under the CRF. The funds allocated to your local government are subject to the terms and conditions outlined in the *NEW BRUNSWICK REGULATION 2025-35* under the *Community Funding Act*.

Departmental staff have reviewed and approved your 2026-2029 Capital Renewal Plan. Please ensure you have submitted the Capital Asset Management Plan Survey in order to receive your 2026 first payment.

Please contact Luc Thériault, Programs Coordinator, at (506) 453-4021 if you have any questions or concerns.

In closing, I wish you success with the projects in your 2026-2029 Capital Renewal Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read "Aaron Kennedy", with a stylized flourish at the end.

Hon. Aaron Kennedy
Minister of Local Government

c.c. Alex Berry, Director of Community Funding
Luc Thériault, Program Coordinator, Community Funding Branch

Minister/Ministre

Environment and Local Government/ Environnement et Gouvernements locaux

P.O. Box 6000, Fredericton, New Brunswick E3B 5H1 / C.P. 6000, Fredericton, Nouveau-Brunswick E3B 5H1

GNB.CA

Approval of Invoices
Month of: January 2026

Services	Vender	Description	Invoice Total
General Government			
	NB Power	Office Power	\$ 603.44
	Icesoft Technologies	Voyent Alert Subscription Renewal	\$ 3,450.00
	UMNB	Membership Renewal	\$ 4,883.76
	Federation of Canadian Municipalities	Membership Renewal	\$ 806.75
	Gallagher Insurance	Insurance	\$ 41,898.00
	Canoe	Office Supplies	\$ 55.81
	Canoe	Outdoor Sand/Salt Bin	\$ 413.70
	Gorman Nason	Professional Legal Services	\$ 1,432.90
	Bell Mobility	Cellular Services	\$ 11.50
	Southwest NB Service Commission	Member Charges for February 2026	\$ 27,007.33
	Mark Kenny	Plumbing Services	\$ 419.75
	Southwest N Service Commission	Service Fees	\$ 27,007.33
	Rentokill	Pest Control Services	\$ 65.13
	Rentokill	Pest Control Services	\$ 65.13
	Rentokill	Pest Control Services	\$ 65.13
			<i>Subtotal</i> \$ 51,697.76
Musquash Fire Department			
	Saint John Energy	Heat Pump Rental- Station 1	\$ 76.43
	Saint John Energy	Heat Pump Rental- Station 2	\$ 172.49
	Xplore	Station 1 Internet	\$ 120.74
	NB Power	Station 1 Power	\$ 1,440.13
	NB Power	Station 2 Power	\$ 1,007.18
	NB Power	Station 2 Garage Power	\$ 189.07
	Derek McNiece Promotions	Firefighter Gifts	\$ 2,123.97
	Greg Burnett Enterprises Ltd.	Snow Removal	\$ 862.50
	Greg Burnett Enterprises Ltd.	Snow Removal	\$ 1,552.50
	City of Saint John	Dispatch Services	\$ 11,615.99
	NB Environment and Local Government	Pumper Truck Lease	\$ 70,966.77
	Fleet Ready	Vehicle Repairs	\$ 623.76
	Dave's Fire Pump Services	Auto Eject Installation	\$ 207.00
	Clean Heroes	Services	\$ 660.75
	Irving Energy	Propane Tank Rental	\$ 172.50
	Canadian Tire	Mouse Traps	\$ 31.20
	JV Rathburn	Fire Dept Vehicle Services	\$ 889.10
	Fire Safe Headquarters	Firefighter Gear	\$ 17,208.62
			<i>Subtotal</i> \$ 90,127.77
Community Services			
	Linda Robichaud	Building Supplies	\$ 341.99
	St. George & Area Food Bank Inc.	Donation	\$ 1,000.00
	Greg Burnett Enterprises Ltd.	Snow Removal	\$ 1,053.00
			<i>Subtotal</i> \$ 2,394.99
Solid Waste			
			<i>Subtotal</i> \$ -
			Total Invoices \$ 144,220.52

The Rural Community of Fundy Shores
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Income & Expense Statement

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		Fiscal YTD						
account	AcctName	Period YTD	Current Month		Annual Budget	Variance	% Used	
INCM	REVENUE							
IN01	Income							
I 01-1121-0100	Warrant - Property Taxes	\$ 0.00	\$ 179,495.12	\$179,495.12	\$ 2,168,005.00	\$ 1,988,509.88	8.28	
I 01-1122-0100	Community Funding & Equalization Grant	0.00	3,451.75	\$3,451.75	42,338.00	38,886.25	8.15	
I 01-1317-4000	Recreational Cost Sharing - RSC	0.00	0.00	\$0.00	78,537.00	78,537.00	0.00	
I 01-1500-0000	Other Revenue Own Source	0.00	0.00	\$0.00	1,500.00	1,500.00	0.00	
I 01-1517-0000	Building Permits	0.00	0.00	\$0.00	20,000.00	20,000.00	0.00	
I 01-1530-0000	Building Rentals	0.00	0.00	\$0.00	0.00	0.00	0.00	
I 01-1534-0200	Copies and Scans	0.00	0.00	\$0.00	0.00	0.00	0.00	
I 01-1550-0000	Return on Investments	0.00	406.00	\$406.00	1,500.00	1,094.00	27.07	
I 01-1551-0000	Interest	0.00	0.00	\$0.00	0.00	0.00	0.00	
I 01-1590-0000	Miscellaneous	0.00	250.00	\$250.00	0.00	(250.00)	0.00	
I 01-1592-0000	Contributions (Gifts, Donations)	0.00	0.00	\$0.00	0.00	0.00	0.00	
I 01-1600-0000	Unconditional Transfers	0.00	0.00	\$0.00	0.00	0.00	0.00	
I 01-1700-0000	Conditional Transfers	0.00	0.00	\$0.00	0.00	0.00	0.00	
I 01-1911-0000	Surplus Second Previous Year	0.00	0.00	\$0.00	109,907.00	109,907.00	0.00	
I 01-1930-0000	Transfers from Own Reserves and Allowances	0.00	0.00	\$0.00	0.00	0.00	0.00	
I 01-1991-0100	PILT Adjustment	0.00	0.00	\$0.00	0.00	0.00	0.00	
Totals For: IN01		0.00	183,602.87	183,602.87	2,421,787.00	2,238,184.13	7.58	
Totals For: INCM		0.00	183,602.87	183,602.87	2,421,787.00	2,238,184.13	7.58	
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	0.00	0.00	\$0.00	26,814.00	26,814.00	0.00	
E 01-2111-0100	Mayor Other	0.00	0.00	\$0.00	2,500.00	2,500.00	0.00	
E 01-2113-0000	Councillor Honourarium	0.00	0.00	\$0.00	57,985.00	57,985.00	0.00	
E 01-2113-0100	Councillor Other	0.00	0.00	\$0.00	7,500.00	7,500.00	0.00	
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	0.00	8,172.50	\$8,172.50	106,361.00	98,188.50	7.68	
E 01-2121-2301	Payroll Deductions	0.00	1,656.45	\$1,656.45	27,000.00	25,343.55	6.14	
E 01-2121-4000	Office Building	0.00	0.00	\$0.00	0.00	0.00	0.00	
E 01-2121-4110	Janitorial Services	0.00	0.00	\$0.00	3,000.00	3,000.00	0.00	
E 01-2121-4120	Power	0.00	0.00	\$0.00	6,000.00	6,000.00	0.00	
E 01-2121-4130	Building Repairs/Maintenance	0.00	702.79	\$702.79	8,000.00	7,297.21	8.78	

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		Fiscal YTD					
account	AcctName	Period YTD	Current Month		Annual Budget	Variance	% Used
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	0.00	0.00	\$0.00	1,750.00	1,750.00	0.00
E 01-2121-4200	Solicitor/Legal Fees	0.00	0.00	\$0.00	12,500.00	12,500.00	0.00
E 01-2121-9000	Other Administrative Services	0.00	1,568.00	\$1,568.00	30,000.00	28,432.00	5.23
E 01-2121-9110	Office Telephone	0.00	0.00	\$0.00	7,000.00	7,000.00	0.00
E 01-2121-9130	Office IT	0.00	2,805.00	\$2,805.00	17,000.00	14,195.00	16.50
E 01-2121-9160	Photocopier Supplies	0.00	0.00	\$0.00	2,500.00	2,500.00	0.00
E 01-2121-9170	Office Supplies	0.00	221.74	\$221.74	5,000.00	4,778.26	4.43
E 01-2121-9180	Miscellaneous	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2121-9200	Accounting Software Fees	0.00	16,709.54	\$16,709.54	18,000.00	1,290.46	92.83
E 01-2122-0000	Financial Management	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2122-5000	External Audit	0.00	0.00	\$0.00	17,000.00	17,000.00	0.00
E 01-2122-9000	Accounting Services	0.00	0.00	\$0.00	14,000.00	14,000.00	0.00
E 01-2125-0000	Common Services	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2125-2000	Civic Relations	0.00	0.00	\$0.00	7,500.00	7,500.00	0.00
E 01-2126-0000	Cost of Assessment	0.00	0.00	\$0.00	135,531.00	135,531.00	0.00
E 01-2127-0000	Collaborative Services RSC	0.00	629.83	\$629.83	7,558.00	6,928.17	8.33
E 01-2128-0000	Travel & Training Council	0.00	35.77	\$35.77	17,500.00	17,464.23	0.20
E 01-2128-2000	Travel & Training Staff	0.00	0.00	\$0.00	16,000.00	16,000.00	0.00
E 01-2190-0000	Other General Adm Services	0.00	0.00	\$0.00	12,000.00	12,000.00	0.00
E 01-2193-0000	Liability Insurance	0.00	39,093.00	\$39,093.00	25,000.00	(14,093.00)	156.37 **
E 01-2194-0000	Municipal Association Memberships	0.00	6,690.51	\$6,690.51	11,000.00	4,309.49	60.82
E 01-2195-0100	Donations to Organizations	0.00	1,500.00	\$1,500.00	10,000.00	8,500.00	15.00
E 01-2200-0000	Protective Services	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2210-0000	Stipends	0.00	0.00	\$0.00	80,000.00	80,000.00	0.00
E 01-2210-1000	Worksafe NB Coverage	0.00	0.00	\$0.00	2,000.00	2,000.00	0.00
E 01-2210-1001	Firefighters Legislative Coverage	0.00	0.00	\$0.00	11,000.00	11,000.00	0.00
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	0.00	73.21	\$73.21	5,000.00	4,926.79	1.46
E 01-2210-1200	Recognition Dinner	0.00	0.00	\$0.00	4,000.00	4,000.00	0.00
E 01-2210-1300	Membership Fees	0.00	0.00	\$0.00	1,200.00	1,200.00	0.00
E 01-2210-2000	Travel Lodging	0.00	0.00	\$0.00	1,500.00	1,500.00	0.00
E 01-2210-2100	Travel - Mileage	0.00	0.00	\$0.00	500.00	500.00	0.00
E 01-2210-2200	Travel - Meals	0.00	0.00	\$0.00	3,000.00	3,000.00	0.00

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		Fiscal YTD					
account	AcctName	Period YTD	Current Month		Annual Budget	Variance	% Used
E 01-2210-2300	Meeting Registration	0.00	0.00	\$0.00	1,500.00	1,500.00	0.00
E 01-2210-2400	Training Materials	0.00	0.00	\$0.00	3,000.00	3,000.00	0.00
E 01-2210-2500	Training Courses	0.00	0.00	\$0.00	17,000.00	17,000.00	0.00
E 01-2210-3110	Telephone	0.00	0.00	\$0.00	8,400.00	8,400.00	0.00
E 01-2210-3120	Advertising	0.00	1,926.09	\$1,926.09	6,000.00	4,073.91	32.10
E 01-2210-3130	Office Equipment & IT Support	0.00	0.00	\$0.00	2,000.00	2,000.00	0.00
E 01-2210-3160	Office Supplies & Postage	0.00	0.00	\$0.00	800.00	800.00	0.00
E 01-2210-4110	Janitorial Services	0.00	0.00	\$0.00	10,000.00	10,000.00	0.00
E 01-2210-4120	Heating	0.00	599.19	\$599.19	5,000.00	4,400.81	11.98
E 01-2210-4125	Lights & Power	0.00	0.00	\$0.00	20,000.00	20,000.00	0.00
E 01-2210-4130	Building Repairs & Maintenance	0.00	156.43	\$156.43	12,000.00	11,843.57	1.30
E 01-2210-4135	Snow Removal	0.00	0.00	\$0.00	7,000.00	7,000.00	0.00
E 01-2210-4140	General Supplies	0.00	132.40	\$132.40	7,000.00	6,867.60	1.89
E 01-2210-4170	Building Insurance	0.00	0.00	\$0.00	15,000.00	15,000.00	0.00
E 01-2210-5000	Contracted Dispatch Services	0.00	11,615.99	\$11,615.99	46,464.00	34,848.01	25.00
E 01-2210-5100	Alarm Systems	0.00	0.00	\$0.00	1,500.00	1,500.00	0.00
E 01-2210-5200	Communication Maintenance	0.00	0.00	\$0.00	500.00	500.00	0.00
E 01-2210-5300	Radio License	0.00	0.00	\$0.00	800.00	800.00	0.00
E 01-2210-5400	Cylinder Refills	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00
E 01-2210-5500	Small Equipment Repairs	0.00	0.00	\$0.00	17,000.00	17,000.00	0.00
E 01-2210-5600	Other Non-Related Rescue	0.00	0.00	\$0.00	10,000.00	10,000.00	0.00
E 01-2210-5700	Contract Services from Other Districts	0.00	0.00	\$0.00	70,884.00	70,884.00	0.00
E 01-2210-5800	Accident Insurance	0.00	0.00	\$0.00	6,500.00	6,500.00	0.00
E 01-2210-6000	Vehicle Repairs	0.00	993.97	\$993.97	20,000.00	19,006.03	4.97
E 01-2210-6100	Gas & Oil - Vehicle	0.00	0.00	\$0.00	16,000.00	16,000.00	0.00
E 01-2210-6200	Licensing - Vehicle	0.00	0.00	\$0.00	1,500.00	1,500.00	0.00
E 01-2210-6300	Insurance - Vehicle	0.00	0.00	\$0.00	15,000.00	15,000.00	0.00
E 01-2210-7000	Communication Equipment - Capital	0.00	0.00	\$0.00	10,000.00	10,000.00	0.00
E 01-2210-7100	Capital from Operating Fund - Fire	0.00	0.00	\$0.00	15,000.00	15,000.00	0.00
E 01-2210-7200	New Equipment - Capital	0.00	42,402.69	\$42,402.69	49,000.00	6,597.31	86.54
E 01-2210-8000	Lease Payments - Fire	0.00	70,966.77	\$70,966.77	71,000.00	33.23	99.95
E 01-2210-9000	Other Recoverable Expenses	0.00	0.00	\$0.00	2,000.00	2,000.00	0.00
E 01-2250-0000	Emergency Measures	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2250-0100	EMO - Other	0.00	3,128.58	\$3,128.58	3,500.00	371.42	89.39

The Rural Community of Fundy Shores
Fiscal Year Period January 01,2026 To January 31,2026

Income & Expense Statement

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		Fiscal YTD						
account	AcctName	Period YTD	Current Month		Annual Budget	Variance	% Used	
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)	0.00	1.92	\$1.92	23.00	21.08	8.35	
E 01-2290-0100	Public Safety Committee - Local	0.00	0.00	\$0.00	1,000.00	1,000.00	0.00	
E 01-2293-9000	Animal Control/SPCA	0.00	0.00	\$0.00	21,000.00	21,000.00	0.00	
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)	0.00	33.50	\$33.50	402.00	368.50	8.33	
E 01-2326-1000	Street Signs	0.00	0.00	\$0.00	3,000.00	3,000.00	0.00	
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	0.00	0.00	\$0.00	260,000.00	260,000.00	0.00	
E 01-2433-9000	Solid Waste Disposal (Tipping Fees)	0.00	0.00	\$0.00	70,000.00	70,000.00	0.00	
E 01-2490-0000	Other Environmental Health	0.00	0.00	\$0.00	15,000.00	15,000.00	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	0.00	0.00	\$0.00	0.00	0.00	0.00	
E 01-2611-0000	Planning & Inspection Services (RSC)	0.00	16,562.42	\$16,562.42	198,749.00	182,186.58	8.33	
E 01-2611-0100	Unightly/Dangerous Premise Enforcement (RSC)	0.00	0.00	\$0.00	10,000.00	10,000.00	0.00	
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)	0.00	41.25	\$41.25	495.00	453.75	8.33	
E 01-2624-0001	Community Development Local Committee	0.00	0.00	\$0.00	3,000.00	3,000.00	0.00	
E 01-2629-0000	Other Environmental Developmen	0.00	0.00	\$0.00	2,500.00	2,500.00	0.00	
E 01-2670-0000	Economic Development Services	0.00	0.00	\$0.00	0.00	0.00	0.00	
E 01-2671-5000	Economic Development (RSC)	0.00	161.58	\$161.58	1,939.00	1,777.42	8.33	
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	0.00	6,333.33	\$6,333.33	76,000.00	69,666.67	8.33	
E 01-2690-0000	Other Development Services	0.00	0.00	\$0.00	45,000.00	45,000.00	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)	0.00	1,613.08	\$1,613.08	19,357.00	17,743.92	8.33	
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	0.00	0.00	\$0.00	5,000.00	5,000.00	0.00	
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	0.00	0.00	\$0.00	46,000.00	46,000.00	0.00	
E 01-2712-0020	Community Centre - Summer Staff	0.00	0.00	\$0.00	7,500.00	7,500.00	0.00	
E 01-2712-0030	Community Centre- Payroll Deductions	0.00	0.00	\$0.00	6,000.00	6,000.00	0.00	
E 01-2712-0040	Community Centre - Travel & Training & Members	0.00	0.00	\$0.00	1,500.00	1,500.00	0.00	

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		Fiscal YTD					
account	AcctName	Period YTD	Current Month		Annual Budget	Variance	% Used
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	0.00	\$0.00	2,000.00	2,000.00	0.00
E 01-2712-0300	Community Centre Supplies	0.00	0.00	\$0.00	1,500.00	1,500.00	0.00
E 01-2712-0400	Community Centre Advertising	0.00	0.00	\$0.00	2,500.00	2,500.00	0.00
E 01-2712-0600	Community Centre Repairs/Miscellaneous	0.00	341.99	\$341.99	7,500.00	7,158.01	4.56
E 01-2712-0605	Community Centre - Power	0.00	0.00	\$0.00	4,500.00	4,500.00	0.00
E 01-2712-0610	Community Centre - Building Insurance	0.00	0.00	\$0.00	3,000.00	3,000.00	0.00
E 01-2712-0650	Community Event	0.00	0.00	\$0.00	26,000.00	26,000.00	0.00
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)	0.00	7,963.75	\$7,963.75	95,565.00	87,601.25	8.33
E 01-2712-1450	Recreation/Cultural Library Supplies	0.00	0.00	\$0.00	9,000.00	9,000.00	0.00
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	0.00	0.00	\$0.00	0.00	0.00	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	0.00	0.00	\$0.00	4,000.00	4,000.00	0.00
E 01-2759-0000	Fiscal Services	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2759-1000	Banking Fees	0.00	0.00	\$0.00	1,710.00	1,710.00	0.00
E 01-2759-2000	Deficit Second Previous Year	0.00	0.00	\$0.00	0.00	0.00	0.00
E 01-2759-3000	Capital Projects	0.00	0.00	\$0.00	166,000.00	166,000.00	0.00
E 01-2759-3500	Transfer to Capital Reserve Fund	0.00	0.00	\$0.00	100,000.00	100,000.00	0.00
E 01-2759-4000	Operating Reserve Fund	0.00	0.00	\$0.00	5,000.00	5,000.00	0.00
E 01-2999-9999	Rounding Account	0.00	0.00	\$0.00	0.00	0.00	0.00
Totals For:	EX01	0.00	244,833.27	244,833.27	2,421,787.00	2,176,953.73	10.11
Totals For:	EXPN	0.00	244,833.27	244,833.27	2,421,787.00	2,176,953.73	10.11
Total Income:		\$ 0.00	\$ 183,602.87	\$ 183,602.87	\$ 2,421,787.00	\$ 2,238,184.13	7.58
Total Expenses:		0.00	244,833.27	244,833.27	\$ 2,421,787.00	2,176,953.73	10.11
Totals:		\$ 0.00	\$(61,230.40)	\$(61,230.40)	\$ 0.00	\$ 61,230.40	-2.53

Note: The items marked with ** are over budget

BY-LAW NO. A – 7 – 2026

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

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

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

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

vii. Inclusiveness and Participation

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

viii. Informed Decision-Making

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

ix. Consistency and Clarity

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

x. Record and Continuity

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

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

4. Conflict of Interest

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

5. Vacancies In Council

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

6. Meetings of Council

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

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

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

f. Open & Closed Meetings

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

7. Electronic Meetings

a. General Intent

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

b. Notice of Electronic Participation

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

c. Closed Session Participation

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

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

8. Quorum

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

9. Presiding Officer

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

10. Order of the Day (Agenda)

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

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

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

b. Committee of the Whole

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

c. Special Council Meeting

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

d. Emergency Council Meeting

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

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

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

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

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

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

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

13. By-Laws

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

14. Motions

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

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

15. Limits of Debate

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

16. Voting

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

17. Minutes

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

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

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

18. Decorum & Deportment

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

19. Reconsideration

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

20. Public Hearings

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

21. Communication on Behalf of Council

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

22. Committees

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

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

23. Other Procedural Matters

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

24. By-Law Repealed

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

25. Effective Date

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

Reading for the First Time by Title: _____

Read for the Second Time by Title & Summary: _____

Read for the Third Time and Enacted: _____

George (Denny) Cogswell
Mayor

Linda N. S. Brown
Chief Administrative Officer/Clerk