Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
January 8, 2025 – 6:00 pm

1. **Call To Order**

2. **Roll Call**

3. **Declaration of Conflict of Interest**

4. **Addition, Deletion, or Approval of the Agenda**

5. **Approval of the Minutes**
   Regular Council Meeting – December 4, 2024
   Rural Plan Public Hearing – December 5, 2024

6. **Presentation to Council**
   a. **RCMP Policing Presentation**

7. **Business Arising from the Minutes**
   a. **Rural Plan** – PRAC Letter to Council & Draft Rural Plan Attached
      The final draft of the Rural Plan is available for Council to consider moving forward with the adoption process. At this point only small changes can be made to the document, without an additional public hearing process. If Council choses to start the process the following motion needs to be read in its entirety.

      Possible Motion:
      Be it resolved that by-law C-2-2024, dated January 8, 2025, a By-Law to repeal and replace the Lepreau Musquash Planning Area Rural Plan Regulation being the Rural Plan for the Rural Community of Fundy Shores be read by title for the first time.

   b. **Economic Development Plan** – Draft Document Attached
      The Economic Development Plan as drafted by Synergi is available for Council to consider adopting. Brian Cooke, Executive Director for Synergi has indicated there is still questions regarding the verbiage used in relation to the Indigenous engagement process, to make sure we capture how Council wishes to foster and build relationships in our activities.

      Possible Motion: be it resolved to adopt the Economic Development Plan.

      OR

      Possible Motion: be it resolved to adopt the Economic Development Plan, with the expectation that the Indigenous Relationship Building portion of the document, be redrafted to better represent the wishes of Council.

8. **Department Reports**
    a. General Government
        i. Mayor's Report – Report Attached
        ii. Councillor's Report
            1. Deputy Mayor Susan Farquharson
            2. Councillor Deanna Bent
            3. Councillor Tina Dealy
            4. Councillor Heather Saulnier
            5. Councillor Lorraine Thompson
        iii. CAO Report to Council

    b. Planning & Inspection
        i. Planning Director's Report – December Report Attached

    c. Public Safety
        i. Fire Department – November & December Report Attached

    d. Economic Development
        i. Synergi –

    e. Recreation, Community & Culture
        i. Community Coordinator Report – December Report

9. **Standing Committee Reports**
    a. **Community & Economic Empowerment Committee**
    b. **PRAC Committee**
    c. **Safe Community & Emergency Preparedness Committee**
    d. **Recreation & Destination Committee**

10. **Correspondence**
    a. **Correspondence Received**
        i. **Rural Plan Review – PRAC**
        Council received a response from PRAC regarding the updated Rural Plan Draft, scheduled for a Public Hearing on December 5, 2024.

    b. **Correspondence Issued**

11. **Approval of Payments**
    General Government – Report Attached

Approval of Payments
Sewerage Commission – Thompson Subdivision
(Reminder these payments will be recouped following the re-establishment of the Commission.)

Vender Name	Invoice Description	Amount
Broker Link	Insurance	3558.00
Jamieson Mullin	November Fees	368.00

12. **Approval of Accounts**

Expense Report – Not Available

13. New Business

a. **Deputy Mayor Election**
Per the Procedural By-Law, the Deputy Mayor needs to be elected annually. Mayor Cogswell to hold election process.

b. **Alzheimer's Awareness Proclamation** – Request Attached
Council has been requested to make an Alzheimer's Awareness proclamation for the month of January 2025.

c. **Dog Control By-Law Draft** – Draft Attached
The current dog control efforts by the SPCA under the Provincial Regulation is coming to an end, and Fundy Shores needs to have a by-law in place to ensure dog control is continued per the Local Governance Act.

Council needs to review the options for a dog control by-law, a draft has been attached to the agenda. Are there additional considerations Council would like to add to for consideration before sending the by-law to the Public Safety Committee for review.

d. **EMO By-Law Draft** - Draft Attached
A draft by-law has been created for consideration and review for EMO in Fundy Shores. This by-law provides additional structure to the work of the local EMO Team. Are there additional considerations Council would like to add for review by the Public Safety Committee?

e. **Fire Truck**
Information Only. The fire truck tender is in the final phases of review and is expected to be available for Council to review in February. Also, in February the financial considerations and timelines will be available for review.

14. Closed Session

a. **Contract Negotiations –** (Local Governance Act, Section 68 (1) (c))–
Synergi Contract –

15. Next Meetings

a. Committee of the Whole –
Community Building
January 15, 2024 – 6:00 pm

b. Regular Council Meeting
Community Building
February 5, 2024 – 6:00 pm

16. Announcements

17. Adjournment

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
January 8, 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 Susan Farquharson (Virtual), Councillor Tina Dealy (Virtual), Councillor Heather Saulnier, Councillor Lorraine Thompson, Councillor Deanna Bent (Virtual), Chief Administrative Officer/Clerk Linda Sullivan Brown, Xander Geopen – Planner SNBSC, Brian Cooke – Executive Director Synergi, Officer Jeff Peters & Officer Chris Henderson RCMP

Declaration of Conflict of Interest
None.

Addition, Deletion, or Approval of the Agenda
2025.01.08.01 Moved by Councillor Thompson, **seconded** by Councillor Saulnier to approve the agenda as presented.

Motion Unanimously Carried

Approval of the Minutes
2025.01.08.02 Moved by Councillor Saulnier, **seconded** by Councillor Thompson to approve the minutes of December 4 and 5, 2024.

Motion Unanimously Carried

Presentation to Council
RCMP Policing Presentation –

Officer Jeff Peters & Officer Chris Henderson provided a review of the RCMP's operations in Fundy Shores over the past two quarters and the arrests and investigations into operating effecting the community.

Officer's left the meeting after their presentation was concluded.

Business Arising from the Minutes
Rural Plan
2025.01.08.03 Moved by Deputy Mayor Farquharson, **seconded** by Councillor Saulnier that be it resolved that By-law C-2-2024, A Rural Plan for the Rural Community of Fundy Shores, dated January 8, 2025, a by-law to repeal and replace the Lepreau Musquash Planning Area Rural Plan Regulation being the Rural Plan for the Rural Community of Fundy Shores be read by title for the first time.

Motion Unanimously Carried

Council requested that the Rural Plan include a section that all animals listed under the by-law be required to remain on their own property, regardless of home use or farming.

Xander Geopen left the meeting after the Rural Plan discussion.

Economic Development Plan
2025.01.08.04 Moved by Councillor Saulnier, **seconded** by Councillor Thompson that be it resolved to adopt the Economic Development Plan, with the expectation that the Indigenous Relationship Building portion of the document, be redrafted to better reflect the wishes of Council.

Motion Unanimously Carried

Department Reports
General Government
Mayor's Report – Mayor Cogswell submitted his report online, however wanted to thank Logan and Katie for hosting activities for the children following breakfast with Santa in December.

Councillor's Report
Deputy Mayor Susan Farquharson – Deputy Mayor submitted her report online.

Councillor Deanna Bent – Councillor Bent submitted her report online.

Councillor Tina Dealy – Councillor Dealy submitted her report online and thanked everyone for their participation in the Breakfast with Santa event.

Councillor Heather Saulnier – Councillor Saulnier did not have written report, however she indicated that she attended various events through the month.

Councillor Lorraine Thompson – Councillor Thompson submitted her report online.

CAO Report to Council –
There was no report submitted.

Planning & Inspection
2025.01.08.05 Moved by Councillor Saulnier, **seconded** by Councillor Bent to accept the Planning Directors Report.

Motion Unanimously Carried

Public Safety
2025.01.08.06 Moved by Deputy Mayor Farquharson, **seconded** by Councillor Thompson to accept the Fire Department's reports for November and December.

Motion Unanimously Carried

Economic Development
No report submitted.

Community Coordinator
2025.01.08.07 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the Community Coordinator's report.

Motion Unanimously Carried

Standing Committee Reports
All standing committee information was provided during Councillor's reports.

Correspondence Received
John Williamson MP –
Mr. Williamson issued a letter to Council to advise them Linda Robichaud had been selected as the recipient of the King Charles Coronation medal.

Correspondence Issued
Mayor Cogswell indicated correspondence had been send to the Department of Public Safety, Transportation and NB Power requesting a meeting and a letter to the Department of Education indicating Fundy Shores was interested in hosting the new Francophone School.

Approval of Payments
General Government
2025.01.08.08 Moved by Councillor Bent, **seconded** by Councillor Thompson to approve the invoices.

Motion Unanimously Carried

Approval of Payments
Sewerage Commission – Thompson Subdivision
2025.01.08.09 Moved by Deputy Mayor Farquharson, **seconded** by Councillor Saulnier to approve the payments.

Motion Unanimously Carried

Approval of Accounts
No report for December 2024.

New Business
Deputy Mayor Election
Councillor Susan Farquharson was nominated to hold the seat of Deputy Mayor for the next year by Councillor Lorraine Thompson.

No other nominations were put forward. Councillor Susan Farquharson accepted the nomination and will continue as Deputy Mayor for 2025.

Alzheimer's Awareness Proclamation
2025.01.08.10 Moved by Deputy Mayor Farquharson, **seconded** by Councillor Saulnier to proclaim January 2025 as Alzheimer's Awareness month in Fundy Shores.

Motion Unanimously Carried

Dog Control By-Law
Council requested the by-law be reviewed by the Public Safety Committee and ask they review the rules around dog collars, leashing and euthanasia.

EMO By-Law
Council requested this by-law be reviewed by the Public Safety Committee for comment.

Fire Truck
This item was information only.

2025.01.08.11 Moved by Councillor Saulnier, **seconded** by Councillor Thompson to table the closed session item until February.

Motion Unanimously Carried

Council moved into Closed Session at 6:50pm.

Next Meetings
Committee of the Whole
Community Building
January 15, 2025 – 6:00 pm

Regular Council Meeting
Community Building
February 5, 2025 – 6:00 pm

Announcements

Adjournment
2025.01.08.12 Moved by Councillor Saulnier, **seconded** by Councillor Bent to adjourn the meeting.

_____	_____
George (Denny) Cogswell Mayor Rural Community of Fundy Shores	Linda Sullivan Brown Chief Administrative Officer/Clerk Rural Community of Fundy Shores

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
February 5, 2025 – 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 8, 2025
   Committee of the Whole – January 15, 2024

6. **Presentation to Council**
   None.

7. **Business Arising from the Minutes**
   a. **Rural Plan** – Draft Rural Plan Attached
   The minor corrections requested by Council have been implemented by the Regional Service Commission in the attached draft Rural Plan. If Council wishes to proceed, it can do so with the Second Reading by Title & Summary; and the Third Reading by Title.

   Possible Motion:
   Be it resolved that by-law C-2-2024, a By-Law to repeal and replace the Lepreau Musquash Planning Area Rural Plan Regulation being the Rural Plan for the Rural Community of Fundy Shores be read by title for the second time – "By-Law No. C-2-2024, A Rural Plan By-Law for the Rural Community of Fundy Shores," and by summary.

   Summary:
   The Council of the Rural Community of Fundy Shores, under the authority vested in it under the Community Planning makes the following Rural Plan By-law (herein called the "By-Law" or "Rural Plan").

      1. *By-Law No. C-2-2024, the Rural Community of Fundy Shores Rural Plan By-Law, is hereby adopted.*
      2. *This By-Law may be cited as "Rural Plan for Fundy Shores."*
      3. *This By-Law applies to the Rural Community of Fundy Shores local government boundaries as outlined in Subsection 68 of Regulation 2022-50 under the Local Governance Act.*
      4. *This Rural Plan By-Law:*
         i. *Divides the Rural Community into zones as shown on a zoning map;*

ii. *Prescribes powers reserved in the Regional Service Commission;*
iii. *Regulates how land, buildings and structures in any zone may be used;*
iv. *Sets standards that land use, and the placement erection, alteration and use of building and structures must conform to; and,*
v. *Prohibits the use, placement, erection or alteration of land, buildings or structures other than in conformity with the purpose and standards mentioned in clauses (i) – (iv).*

5. *For the purposes of this By-Law, the Rural Community is divided into zones as shown on the Rural Community of Fundy Shores Zoning Map attached as 'Schedule A.'*

Possible Motion:
Be it resolved to adopt by-law C-2-2024, a By-law to repeal and replace the Lepreau Musquash Planning Area Rural Plan Regulation being the Rural Plan for the Rural Community of Fundy Shores by giving third and final reading to: "By-Law No. C-2-2024, A Rural Plan By-Law for the Rural Community of Fundy Shores."

b. Dog Control By-Law

The Dog Control By-Law was forwarded to the Safe Community and Emergency Preparedness Committee for consultation and recommendations. Attached to tonight's agenda is the final draft from that committee and legal. If Council wishes this by-law can be moved forward to March's agenda to begin the adoption process.

The committee felt there should be an awareness campaign to let the public know this by-law has been in existence in Fundy Shores in the past, and this process is to bring the same regulation under Fundy Shores' authority, rather than the Provincial Government.

c. EMO By-Law

This item too was forwarded to the Safe Community and Emergency Preparedness Committee for consultation and recommendations. The committee had no additional comments on this by-law. If Council wishes this by-law can be moved forward to March's agenda to begin the adoption process.

d. Community Complex Working Committee Terms of Reference

Per Council's request at the Committee of the Whole meeting on January 15, 2025, a Community Complex Working Committee – Terms of Reference has been drafted for consideration. These terms provide an outline on of the anticipated project and a timeline to support the needs assessment of the proposed facility.

8. Department Reports

a. General Government
   i. Mayor's Report – Report Attached
   ii. Councillor's Report
      4. Deputy Mayor Susan Farquharson
      5. Councillor Deanna Bent
      6. Councillor Tina Dealy

7. Councillor Heather Saulnier
8. Councillor Lorraine Thompson

iii. CAO Report to Council

b. Planning & Inspection
   i. Planning Director's Report – January Report Attached

c. Public Safety
   i. Fire Department -

d. Economic Development
   i. Synergi –

e. Recreation, Community & Culture
   i. Community Coordinator Report -

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

10. Correspondence

a. Correspondence Received

i. International Atomic Energy Agency
Mayor Cogswell received an invitation to the IAEA's International Conference in Vienna, Austria.

ii. Minister of Education – Response Letter

iii. National Farmers Union NB – Introduction Letter

b. Correspondence Issued
In response to correspondence issued to Department of Transportation and Infrastructure in November 2024 a meeting has been scheduled on February 3, 2025. Also, in response to correspondence issued to the Department of Public Safety in November 2024 a meeting has been scheduled for February 11, 2025.

11. Approval of Payments
General Government – Report Attached

Approval of Payments
Sewerage Commission – Thompson Subdivision
(Reminder these payments will be recouped following the re-establishment of the Commission.)

Vender Name	Invoice Description	Amount

12. Approval of Accounts

Expense Report – December 2024 & January 2025

13. New Business

a. Social Media

While Fundy Shores continues to develop its programming and social media presence, staff has drafted sample guidelines and policy that could help direct our social media work and ensure Fundy Shores goals of transparency and brand is protected into the future.

i. Guidelines

Draft guidelines have been prepared and submitted to Council for review and consideration.

ii. Policy

A draft policy on social media use on behalf of the Local Government and when representing the Local Government has been included in tonight's agenda.

b. Eastern Charlotte Chamber of Commerce Membership

Since Andrea Foster, Executive Director for Eastern Charlotte Chamber of Commerce's presentation last fall, would Council like to provide direction on if it wishes to join the Organization as a member. Annual fees are $55.

14. Closed Session

a. Contract Negotiations – (Local Governance Act, Section 68 (1) (c))–

15. Next Meetings

a. Committee of the Whole –
Community Building
February 19, 2025– 6:00 pm

b. Regular Council Meeting
Community Building
March 5, 2025 – 6:00 pm

16. Announcements

17. Adjournment

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
January 8, 2025 – 6:00 pm

Call To Order
Mayor Cogswell called the meeting to order at 6:01 pm.

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Susan Farquharson (Virtual), Councillor Tina Dealy, Councillor Heather Saulnier, Councillor Lorraine Thompson, Councillor Deanna Bent, Chief Administrative Officer/Clerk Linda Sullivan Brown, Alex Henderson – Planner Director

Declaration of Conflict of Interest
None.

Addition, Deletion, or Approval of the Agenda
2025.02.05.13 Moved by Councillor Saulnier, **seconded** by Councillor Dealy to approve the agenda.

Motion Unanimously Carried

Approval of the Minutes
2025.02.05.14 Moved by Councillor Bent, **seconded** by Councillor Saulnier to approve the minutes of January 8 and 15, 2025.

Motion Unanimously Carried

Presentation to Council
None.

Business Arising from the Minutes
Rural Plan
2025.02.05.15 Moved by Deputy Mayor Farquharson, **seconded** by Councillor Thompson that be it resolved that by-law C-2-2024, a By-Law to repeal and replace the Lepreau Musquash Planning Area Rural Plan Regulation being the Rural Plan for the Rural Community of Fundy Shores be read by title for the second time – "By-Law No. C-2-2024, A Rural Plan By-Law for the Rural Community of Fundy Shores," and by summary.

Summary:
The Council of the Rural Community of Fundy Shores, under the authority vested in it under the Community Planning makes the following Rural Plan By-law (herein called the "By-Law" or "Rural Plan").

1. By-Law No. C-2-2024, the Rural Community of Fundy Shores Rural Plan By-Law, is hereby adopted.
2. This By-Law may be cited as "Rural Plan for Fundy Shores."
3. This By-Law applies to the Rural Community of Fundy Shores local government boundaries as outlined in Subsection 68 of Regulation 2022-50 under the Local Governance Act.

4. This Rural Plan By-Law:
    i. Divides the Rural Community into zones as shown on a zoning map;
    ii. Prescribes powers reserved in the Regional Service Commission;
    iii. Regulates how land, buildings and structures in any zone may be used;
    iv. Sets standards that land use, and the placement erection, alteration and use of building and structures must conform to; and,
    v. Prohibits the use, placement, erection or alteration of land, buildings or structures other than in conformity with the purpose and standards mentioned in clauses (i) – (iv).
5. For the purposes of this By-Law, the Rural Community is divided into zones as shown on the Rural Community of Fundy Shores Zoning Map attached as 'Schedule A.'
6. Regulation 11-LEM-035-00, Lepreau Musquash Area Rural Plan Regulation – Community Planning Act, enacted on June 7, 2011, and all amendments thereto, is hereby repealed.

Motion Unanimously Carried

2025.02.05.16 Moved by Councillor Bent, **seconded** by Councillor Saulnier that Be it resolved to adopt by-law C-2-2024, a By-law to repeal and replace the Lepreau Musquash Planning Area Rural Plan Regulation being the Rural Plan for the Rural Community of Fundy Shores by giving third and final reading to: "By-Law No. C-2-2024, A Rural Plan By-Law for the Rural Community of Fundy Shores."

Motion Unanimously Carried

Dog Control By-Law
2025.02.05.17 Moved by Councillor Thompson, **seconded** by Councillor Bent to bring the by-law forward for its first reading at the March Regular Council Meeting.

Motion Carried
Yes Votes: Deputy Mayor Farquharson, Councillor Lorraine Thompson, Councillor Deanna Bent, Councillor Tina Dealy
No Votes: Councillor Heather Saulnier

EMO By-Law
2025.02.05.18 Moved by Councillor Saulnier, **seconded** by Councillor Dealy to bring this by-law forward for the first reading at the April Regular Council Meeting.

Motion Unanimously Carried

Community Complex Working Committee Terms of Reference
2025.02.05.19 Moved by Deputy Mayor Farquharson, **seconded** by Councillor Bent to move forward with the Needs Assessment Committee.

Motion Unanimously Carried

Department Reports
General Government
Mayor's Report – Mayor Cogswell submitted his report online.

Councillor's Report
Deputy Mayor Susan Farquharson – Deputy Mayor submitted her report online and the Economic and Community Empowerment Committee did not meet in January.

Councillor Deanna Bent – Councillor Bent submitted her report online.

Councillor Tina Dealy – Councillor Dealy submitted her report online. The next Recreation and Destination Development Committee will be on February 11. Reminder that Bingo is February 14.

Councillor Heather Saulnier – Councillor Saulnier submitted her report online.

Councillor Lorraine Thompson – Councillor Thompson submitted her report online and brought up the concerns expressed by residents on Cranberry Head Road and snow removal.

CAO Report to Council –
2025.02.05.20 Moved by Councillor Dealy, **seconded** by Councillor Thomspon to approve the report as submitted.

Motion Unanimously Carried

Planning & Inspection
2025.02.05.21 Moved by Councillor Dealy, **seconded** by Councillor Bent to accept the Planning Directors Report.

Motion Unanimously Carried

Public Safety
2025.02.05.22 Moved by Councillor Dealy, **seconded** by Councillor Saulnier to accept the Fire Department.

Motion Unanimously Carried

Council thanked the Musquash Firefighters for their time over the past few weeks, they have experienced a few hard calls and Council wants them to know they are supported by the Community.

Economic Development
2025.02.23 Moved by Councillor Thompson, **seconded** by Deputy Mayor Farquharson to approve the report as submitted.

Motion Unanimously Carried

Community Coordinator
No report submitted.

Standing Committee Reports
PRAC Committee –
Councillor Thompson could not participate due to technical difficulties.

Safe Communities and Emergency Preparedness Committee –

Mayor Cogswell reported that the committee did meet during January to discuss plans for safety month (May 2025), the Dog Control By-Law and EMO By-Law, as well as road safety concerns.

Correspondence
International Atomic Energy Agency
Mayor Cogswell received an invitation to the IAEA's International Conference in Vienna, Austria.

Minister of Education – Response Letter
National Farmers Union NB – Introduction Letter

Correspondence Issued
In response to correspondence issued to Department of Transportation and Infrastructure in November 2024 a meeting has been scheduled on February 3, 2025. Also, in response to correspondence issued to the Department of Public Safety in November 2024 a meeting has been scheduled for February 11, 2025.

Approval of Payments
General Government
2025.02.05.24 Moved by Councillor Bent, **seconded** by Councillor Saulnier to approve the invoices.

Motion Unanimously Carried

Approval of Payments
Thompson Subdivision – Sewerage Commission
No invoices for sewerage commission at this time.

Approval of Accounts
2025.02.05.25 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the expense reports for December and January.

Motion Unanimously Carried

New Business
Social Media
2025.02.05.26 Moved by Councillor Dealy, **seconded** by Councillor Saulnier to approve the guidelines and policy for Fundy Shores Official Social Media Channels.

Motion Unanimously Carried

Eastern Charlotte Chamber of Commerce Membership
2025.02.05.27 Moved by Councillor Dealy, **seconded** by Councillor Saulnier purchase a membership with the Eastern Charlotte Chamber of Commerce.

Motion Unanimously Carried

2025.02.05.28 Moved by Councillor Dealy, **seconded** by Councillor Thompson to move into closed session.

Motion Unanimously Carried

Closed Session
Council directed staff to negotiate the terms of the contract per the closed session discussion.

Council also directed Deputy Mayor Farquharson to inform the contractor of the Local Governments position on expansion and risk mitigation.

Once business was concluded Council returned from Closed Session.

Next Meetings
Committee of the Whole
Community Building
February 19, 2025 – 6:00 pm

Regular Council Meeting
Community Building
March 5, 2025 – 6:00 pm

Announcements
None.

Adjournment
Council adjourned the meeting at 8:08pm.

_____	_____
George (Denny) Cogswell	Linda Sullivan Brown
Mayor	Chief Administrative Officer/Clerk
Rural Community of Fundy Shores	Rural Community of Fundy Shores

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
March 5, 2025 – 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 – February 5, 2025
   Committee of the Whole – February 19, 2025

6. **Presentation to Council**
   None.

7. **Business Arising from the Minutes/Old Business**
   a. **Dog Control By-Law**
      The proposed Dog Control By-Law has been publicly available for a month, along with an opportunity for questions. There have only been a few questions received by the Office. Clarification on tethering laws, which are under the NBSPCA legislation directly and what is means when a dog can only be destroyed by judicial approval. These questions were answered and per Council's direction at the recent Committee of the Whole, document changes were made and uploaded to the website. (For a By-Law to enacted the following steps shall be taken: read three times by title and once in its entirety or by summary, special notice must be given for summary reading.)

      If Council chooses, they are now in a position to conduct the first reading by title of the Dog Control By-Law. If that option is chosen, the following motion should be made:

      "Be it resolved that by-law C-2-2025, A By-Law Respecting Dog Control in the Rural Community of Fundy Shores by title, "Dog Control By-Law".

      If not, Council can choose if they wish for additional re-writes, those can be conducted.

   b. **Terms of Reference – Eastern Charlotte Arena**
      Followed up with CAO Gaudett of Eastern Charlotte regarding the proposed Terms of Reference that were issued in October 2024, to see if they were still interested in this project. He confirmed that they were still interested and would prioritize a response to Fundy Shores Draft Terms of Reference.

c. **Environmental Trust Fund Projects**
The Environmental Trust Fund Project is almost completed, attached to tonight's agenda are the completed reports for Council's consideration.
   i. **Green House Gas Emissions Study**
   ii. **Energy Efficiency Studies**
   iii. **Climate Adaptation Plan**
   iv. **Community Energy Efficiency Plan –** (Incomplete at this time, will be submitted to the Province by Quest mid March.)

8. **Department Reports**
   a. General Government
      i. Mayor's Report – Report Attached
      ii. Councillor's Report
         4. Deputy Mayor Susan Farquharson
         5. Councillor Deanna Bent
         6. Councillor Tina Dealy
         7. Councillor Heather Saulnier
         8. 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 –

   e. Recreation, Community & Culture
      i. Community Coordinator Report – Report Attached

9. **Standing Committee Reports**
   a. **Community & Economic Empowerment Committee**
   b. **PRAC Committee**
   c. **Safe Community & Emergency Preparedness Committee**
   d. **Recreation & Destination Committee**

10. **Correspondence**
   a. **Correspondence Received**
      i. **Thank you Letter – Linda Robichaud**
      ii. **CUPW Letter – Industrial Inquiry Commission**
      iii. **NB Power – Response Letter**

   b. **Correspondence Issued**

11. **Approval of Payments**
General Government – Report Attached

Approval of Payments

Sewerage Commission – Thompson Subdivision
(Reminder these payments will be recouped following the re-establishment of the Commission.)

Vender Name	Invoice Description	Amount
Jamieson Mullin	January Accounting Fees	498.59

12. Approval of Accounts
Expense Report – February 26, 2025

13. New Business

a. Purple Day Proclamation
Council received a request from a Safe Community & Emergency Preparedness Committee Member to declare Purple Day in Fundy Shores on March 26, 2025. Council received a presentation by Susan Rahey of the Epilepsy Association of the Maritimes at the Committee of the Whole Meeting. She provided a draft proclamation for Council's consideration.

b. Other

14. Closed Session

15. Next Meetings

a. Committee of the Whole
Community Building
March 19, 2025– 6:00 pm

b. Regular Council Meeting
Community Building
April 2, 2025 – 6:00 pm

16. Announcements

17. Adjournment

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
March 5, 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 Susan Farquharson (Virtual), Councillor Tina Dealy, Councillor Heather Saulnier, Councillor Lorraine Thompson, Councillor Deanna Bent, Chief Administrative Officer/Clerk Linda Sullivan Brown

Declaration of Conflict of Interest
None.

Addition, Deletion, or Approval of the Agenda
2025.03.05.29 Moved by Councillor Saulnier, **seconded** by Councillor Thompson to approve the agenda.

Motion Unanimously Carried

Approval of the Minutes
2025.03.05.30 Moved by Councillor Saulnier, **seconded** by Councillor Thompson to approve the minutes of February 5 and 19, 2025.

Motion Unanimously Carried

Presentation to Council
None.

Business Arising from the Minutes
Dog Control By-Law
2025.03.05.31 Moved by Councillor Saulnier, **seconded** by Councillor Dealy that be it resolved that by-law B-2-2025, A by-law Respecting Dog Control in the Rural Community of Fundy Shores be read by title, "Dog Control By-Law".

Motion Unanimously Carried

Term of Reference
This was an information only item.

Environmental Trust Fund Projects
2025.03.05.32 Moved by Councillor Thompson, **seconded** by Councillor Dealy to adopt the Community Climate Adaptation Plan.

Motion Unanimously Carried

Department Reports
General Government

Mayor's Report – Mayor Cogswell submitted his report online. There were a few items Mayor Cogswell wanted to mention that is outside of his report. Department of Transportation and Infrastructure has installed new signage in various locations in the community. The meeting with NB Power allowed his to express his concerns for power restoration and response. Mayor Cogswell encourage members of Council to attend the upcoming Innovation Night at Fundy Shores Elementary.

Councillor's Report
Deputy Mayor Susan Farquharson – Deputy Mayor submitted her report online.

Councillor Deanna Bent – Councillor Bent submitted her report online.

Councillor Tina Dealy – Councillor Dealy submitted her report online..

Councillor Heather Saulnier – Councillor Saulnier submitted her report online.

Councillor Lorraine Thompson – Councillor Thompson submitted her report online and there are no PRAC files for Fundy Shores this month.

CAO Report to Council –
Due to a family emergency a report was not available.

Planning & Inspection
No report available.

Public Safety
No report available.

Economic Development
2025.03.05.33 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the report as submitted.

Motion Unanimously Carried

Community Coordinator
2025.03.05.34 Moved by Councillor Thompson, **seconded** by Councillor Bent to accept the report as submitted.

Motion Unanimously Carried

Standing Committee Reports
Recreation and Destination Development Committee
Committee Co-Chairs Councillor Dealy and Saulnier discussed the upcoming community days scheduled for August 15-17.

2025.03.05.35 Moved by Councillor Saulnier, **seconded** by Councillor Dealy to remove Rod Perry, Tim Holland, Deanna Vlug, and Audrey Sanojca from the Recreation and Destination Development Committee as their schedules do not permit regular attendance.

Motion Unanimously Carried

Correspondence Received
Thank you, Letter from Linda Robichaud,
CUPW Letter – Industrial Inquiry Commission
NB Power – Response to Meeting

Approval of Payments
General Government
2025.03.05.36 Moved by Councillor Saulnier, **seconded** by Councillor Bent to approve the invoices.

Motion Unanimously Carried

Approval of Payments
Thompson Subdivision – Sewerage Commission
2025.03.05.37 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the invoices.

Motion Unanimously Carried

Approval of Accounts
2025.03.05.38 Moved by Councillor Dealy, **seconded** by Councillor Saulnier to approve the expense reports.

Motion Unanimously Carried

New Business
Purple Day Proclamation
2025.03.05.39 Moved by Councillor Dealy, **seconded** by Councillor Saulnier proclaim March 26, 2025 as Purple Day in Fundy Shores.

Motion Unanimously Carried

Mayor Cogswell read the proclamation.

Next Meetings
Committee of the Whole
Community Building
February 19, 2025 – 6:00 pm

Regular Council Meeting
Community Building
March 5, 2025 – 6:00 pm

Announcements
None.

Adjournment
2025.03.05.40 Moved by Councillor Dealy, **seconded** by Councillor Thompson to adjourn.

Motion Carried

The meeting adjourned at 6:49pm.

George (Denny) Cogswell Mayor Rural Community of Fundy Shores	Linda Sullivan Brown Chief Administrative Officer/Clerk Rural Community of Fundy Shores

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
April 2, 2025 – 6:00 pm

1. **Call To Order**

2. **Roll Call**

3. **Declaration of Conflict of Interest**

4. **Addition, Deletion, or Approval of the Agenda**

5. **Approval of the Minutes**
   Regular Council Meeting – March 5, 2025
   Committee of the Whole – March 19, 2025

6. **Presentation to Council**
   None.

7. **Business Arising from the Minutes/Old Business**
   a. **Fire Service Agreement with Point Lepreau Nuclear Generating Station**
   Last summer Council was provided with an agreement for mutual aid support from the Musquash Fire Department for the Point Lepreau Nuclear Generating Station. This agreement has existed for many years and due to local governance reform and the subsequent transition of the Musquash Fire Department under the Rural Community of Fundy Shores operational umbrella the agreement needed to be reviewed.

   Chief Pollock and the Local Government Solicitor have both reviewed the document. Chief Pollock has confirmed Musquash Fire's continued ability to support this agreement. The solicitor has reviewed it and provided comment to Council.

   If Council chooses to adopt this agreement, a motion indicating such will need to be approved.

   b. **Community Complex Needs Assessment Committee Appointments**
   Council received a remarkable 19 volunteers to serve on the Community Complex Needs Assessment Committee. At the Committee of the Whole meeting held on March 19, 2025, the applicants were reviewed and a list of 8 members were recommended to serve at this time.

   c. **Dog Control By-Law**
   At the Committee of the Whole meeting Council reviewed the draft version of the by-law and contract. A change was made to the by-law to comply with the needs of the NBSPCA for enforcement measures. Those changes to the by-law and shared on Fundy Shores website. Also a summary copy of the by-law was shared to the

website to indicated the by-law would be read by summary on April 2 as part of the adoption process.

Motion 1 – be it resolved to provide the second reading of by-law B-2-2025, A By-Law Respecting Dog Control in the Rural Community of Fundy Shores by title, "Dog Control By-Law," and summary:

"Council for the Rural Community of Fundy Shores, under the authority vested in it under the Local Governance Act makes the following by-law respecting the control of Dogs for the Rural Community of Fundy Shores (herein called the by-law):

1. *By-law No. B-2-2025*
2. *This by-law may be cited as the Dog Control By-Law*
3. *This by-law applies to the Rural Community of Fundy Shores government boundaries as outlined in subsection 68 of Regulation 2022-50 under the Local Governance Act.*
4. *This By-law:*
    - i. *Defines ownership of dogs*
    - ii. *Identifies dog control officers*
    - iii. *The vaccine and registration requirements of dogs in Fundy Shores.*
    - iv. *Rules associated with housing and keeping of dogs in Fundy Shores.*
    - v. *Seizure of dogs at large, rabid, aggressive/dangerous dogs in Fundy Shores*
    - vi. *Tranquilization and if necessary in opinion of a licensed vet the humane euthanasia of dogs.*
    - vii. *And prohibitions and penalties for contravention of the by-law.*

Motion 2 – be it resolved to provide the third and final reading of by-law B-2-2025, A By-Law Respecting Dog Control in the Rural Community of Fundy Shores by title "Dog Control By-Law" and enact it.

d. Dog Control Contract

Council was provided a copy of the proposed contract between Fundy Shores and the NBSPCA for service to enforce the Dog Control By-Law. Council will need to make a motion to accept the contract as provided.

8. Department Reports

a. General Government
    - i. Mayor's Report – Report Attached
    - ii. Councillor's Report
        1. Deputy Mayor Susan Farquharson
        2. Councillor Deanna Bent
        3. Councillor Tina Dealy
        4. Councillor Heather Saulnier
        5. 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 –

e. Recreation, Community & Culture
    i. Community Coordinator Report –

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

10. Correspondence

a. Correspondence Received

i. Riversgold Ltd.

Council received a letter pursuant to the New Brunswick Mining Act regarding mineral claims on property identification number 00272005 (future site of the Community Complex).

This letter was to advise of Riversgold Ltd allowable work on the property (light, non-damaging). Consultation would occur prior to any work. If invasive work is requested, according to the Mining Act, agreements would have to be reached with the property owner and claim holder.

ii. Other

b. Correspondence Issued

11. Approval of Payments

General Government – Report Attached

Approval of Payments
Sewerage Commission – Thompson Subdivision
(Reminder these payments will be recouped following the re-establishment of the Commission.)

Vender Name	Invoice Description	Amount
Jamieson Mullin	February Bookkeeping Fees	457.72
Service NB	Property Tax	41.79
Service NB	Property Tax	689.54
		1189.05

12. Approval of Accounts

Expense Report – March 25, 2025

13. New Business

a. Playground

i. **Inspection**
Last fall staff ordered the inspection of the playground located at 31 Malcolm Meehan Road. Attached are the results of that inspection.

ii. **Upgrades Options**
To correct the deficiency outlined in that report are quotes for upgrading the swing set and ground cover.

b. Community Complex Needs Assessment - Engineering
Eric Dube of RDC has confirmed its financial support of the needs assessment for the new community complex in the amount of $16,000. The remainder of the project cost of $24,000 is that of Fundy Shores. If Council wishes they can approve the hiring of Dillon Consulting to support the Community Complex Needs Assessment and Preliminary Design and Class D estimate.

c. Fire Truck – Application for Authorization – Municipal Capital Borrowing Board
As Council is aware a request to purchase a new Fire Truck has been made, this purchase is to replace the oldest vehicle in the fleet. Council can find attached a recommendation report outlining the process of purchase. The truck design has not changed since its original presentation in February and all tender documents are drafted for use once borrowing capacity has been granted. If council wishes to move forward, the following motion needs to be made.

Motion:
The Rural Community of Funday Shores submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

Purpose	*Amount ($)*	*Term*
Protective Services		
- *Fire Truck*	*$736,000*	*10 Years*

d. Other

14. Closed Session
a. Contract Review

15. Next Meetings
a. Committee of the Whole
Community Building
April 16, 2025– 6:00 pm

b. Regular Council Meeting
Community Building
May 7, 2025 – 6:00 pm

16. Announcements

17. Adjournment

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
April 2, 2025 – 6:00 pm

Call To Order
Mayor Cogswell called the meeting to order at 6:02 pm.

Roll Call
Mayor George (Denny) Cogswell, Councillor Tina Dealy, Councillor Heather Saulnier, Councillor Lorraine Thompson, Chief Administrative Officer/Clerk Linda Sullivan Brown

Regrets: Deputy Mayor Susan Farquharson, Councillor Deanna Bent

Declaration of Conflict of Interest
None.

Addition, Deletion, or Approval of the Agenda
2025.04.02.41 Moved by Councillor Dealy, **seconded** by Councillor Saulnier to approve the agenda.

Motion Unanimously Carried

Approval of the Minutes
2025.04.02.42 Moved by Councillor Thompson, **seconded** by Councillor Dealy to approve the minutes of March 5th and 19th, 2025.

Motion Unanimously Carried

Presentation to Council
None.

Business Arising from the Minutes
Fire Service Agreement with Point Lepreau Nuclear Generating Station
2025.04.02.43 Moved by Councillor Saulnier, **seconded** by Councillor Dealy to adopt the agreement as drafted.

Motion Unanimously Carried

Community Complex Needs Assessment Committee Appointments
2025.04.02.44 Moved by Councillor Saulnier, **seconded** by Councillor Thompson to appoint Alan Oulette, Bill Melvin, Devan Shaw, Holly Waycott, Janice Lang, John Kellock, Mike Parsons and Sarah Benevides to the Community Complex Needs Assessment Committee.

Motion Unanimously Carried

Dog Control By-Law
2025.04.02.45 Moved by Councillor Dealy, **seconded** by Councillor Saulnier that be it resolved to provide the second reading of by-law B-2-2025, A By-Law Respecting Dog Control in the Rural Community of Fundy Shores by title, "Dog Control By-Law," and summary:

"Council for the Rural Community of Fundy Shores, under the authority vested in it under the Local Governance Act makes the following by-law respecting the control of Dogs for the Rural Community of Fundy Shores (herein called the by-law):

1. By-law No. B-2-2025
2. This by-law may be cited as the Dog Control By-Law
3. This by-law applies to the Rural Community of Fundy Shores government boundaries as outlined in subsection 68 of Regulation 2022-50 under the Local Governance Act.
4. This By-law:
    i. Defines ownership of dogs
    ii. Identifies dog control officers
    iii. The vaccine and registration requirements of dogs in Fundy Shores.
    iv. Rules associated with housing and keeping of dogs in Fundy Shores.
    v. Seizure of dogs at large, rabid, aggressive/dangerous dogs in Fundy Shores
    vi. Tranquilization and if necessary in opinion of a licensed vet the humane euthanasia of dogs.
    vii. And prohibitions and penalties for contravention of the by-law.

Motion Unanimously Carried

2025.04.02.46 Moved by Councillor Saulnier, **seconded** by Councillor Thompson that be it resolved to provide the third and final reading of by-law B-2-2025, A by-law respecting Dog Control in the Rural Community of Fundy Shores by title "Dog Control By-Law" and enact it.

Motion Unanimously Carried

Dog Control Contract

2025.04.02.47 Moved by Councillor Thompson, **seconded** by Councillor Dealy to accept the contract as provided by NBSPCA.

Motion Unanimously Carried

Department Reports

General Government

Mayor's Report – Mayor Cogswell submitted his report online.

Councillor's Report

Deputy Mayor Susan Farquharson – Deputy Mayor submitted her report online.

Councillor Deanna Bent – Councillor Bent was away and unable to submit her report.

Councillor Tina Dealy – Councillor Dealy submitted her report online. Councillor Dealy also provided a report on the activities of the Recreation and Destination Development Committee and their work on Community Days. Their next meeting is April 11 at 6:30pm at the community centre.

Councillor Heather Saulnier – Councillor Saulnier submitted her report online. She also reported that Theresa has been accepted to the Coastal Link Trail Board for the Fundy Shores Region.

Councillor Lorraine Thompson – Councillor Thompson submitted her report online and updated Council on PRAC's work this month.

CAO Report to Council –

2025.04.03.48 Moved by Councillor Thompson, **seconded** by Councillor Saulnier to accept the report as submitted.

Motion Unanimously Carried

Planning & Inspection
2025.04.02.49 Moved by Councillor Dealy, **seconded** by councillor Saulnier to approve the report as submitted.

Motion Unanimously Carried

Public Safety
No report available.

Economic Development
2025.04.02.50 Moved by Councillor Thompson, **seconded** by Councillor Saulnier to approve the report as submitted.

Motion Unanimously Carried

Standing Committee Reports
Public Safety Committee at the regional level received the Q2 RCMP report. Safety Month is coming up with speakers and events planned.

Economic Development will be meeting on April 10, 2025.

Correspondence Received
Riversgold Ltd.
This was an information only item.

Approval of Payments
General Government
2025.04.02.51 Moved by Councillor Dealy, **seconded** by Councillor Saulnier to approve the invoices.

Motion Unanimously Carried

Approval of Payments
Thompson Subdivision – Sewerage Commission
2025.04.02.52 Moved by Councillor Thompson, **seconded** by Councillor Saulnier to approve the invoices.

Motion Unanimously Carried

Approval of Accounts
2025.04.2.53 Moved by Councillor Saulnier, **seconded** by Councillor Dealy to approve the expense reports.

Motion Unanimously Carried

New Business
Playground
Inspection – Information Only.

Upgrades
2025.04.02.54 Moved by Councillor Saulnier, **seconded** by Councillor Thompson to correct the deficiency on the playground and purchase a new swing set and include an adaptive swing. Do not purchase the fiber ground cover at this time.

Motion Unanimously Carried

Community Complex Needs Assessment – Engineering
2025.04.02.55 Moved by Councillor Dealy, **seconded** by Councillor Saulnier to hire Dillon Consulting to complete the community complex needs assessment.

Motion Unanimously Carried

Fire Truck – Application for Authorization – Municipal Capital Borrowing
2025.04.02.56 Moved by Councillor Saulnier, **seconded** by Councillor Thompson that:
The Rural Community of Funday Shores submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

Purpose	Amount ($)	Term
Protective Services		
- Fire Truck	$736,000	10 Years

Motion Unanimously Carried

2025.04.02.57 Moved by Councillor Saulnier, **seconded** by Councillor Thompson to adjourn to closed session.

Motion Unanimously Carried

This meeting adjourned into closed session at 6:40pm.

Closed Session
RSC Contract Review
Council directed staff to draft a letter.

This meeting returned to open session at 8:02pm,

Next Meetings
Committee of the Whole
Community Building
April 16, 2025– 6:00 pm

Regular Council Meeting
Community Building
May 7, 2025 – 6:00 pm

Announcements
None.

Adjournment
2025.04.02.8 Moved by Councillor Saulnier, **seconded** by Councillor Dealy to adjourn.

Motion Carried

The meeting adjourned at 8:04pm.

_____ _____

George (Denny) Cogswell
Mayor

Linda Sullivan Brown
Chief Administrative Officer/Clerk

Rural Community of Fundy Shores

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
May 7, 2025 – 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 – April 2, 2025
   Special Council Meeting – April 9, 2025
   Committee of the Whole – April 16, 2025

6. **Presentation to Council**
   None.

7. **Business Arising from the Minutes/Old Business**
   a. **Community Complex Needs Assessment**

7. **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 – April Report

   b. Planning & Inspection
      i. Planning Director's Report – April Report

   c. Public Safety
      i. Fire Department – February, March, April Reports

   d. Economic Development
      i. Synergi – April Report

   e. Recreation, Community & Culture
      i. Community Coordinator Report – Annual Report

8. **Standing Committee Reports**
    a. **Community & Economic Empowerment Committee**
    b. **PRAC Committee**
    c. **Safe Community & Emergency Preparedness Committee**
    d. **Recreation & Destination Committee**

9. **Correspondence**
    a. **Correspondence Received**
        i. **Elections NB – Council Vacancy**
        Response from Elections NB to advice they are aware of the vacancy on Council, however due to regulations they cannot hold a bi-election within 12 months of the quadrennial election.

    b. **Correspondence Issued**
        i. **Congratulations John Williamson**
        ii. **Minister Chassion – Department of Transportation – Requesting Meeting**
        iii. **Premier Holt – Requesting Meeting**

10. **Approval of Payments**
    General Government – Report Attached

Approval of Payments
Sewerage Commission – Thompson Subdivision
(Reminder these payments will be recouped following the re-establishment of the Commission.)

Vender Name	Invoice Description	Amount

11. **Approval of Accounts**
    Expense Report – April 30, 2025

12. **New Business**
    a. **Community Emergency Planning By-Law (EMO)**
    The EMO By-Law was originally proposed at the same time as the Dog Control By-Law at the February Regular Council Meeting. To give the public time to review by-laws and be involved in the process, it was decided to only adopt one by-law at a time, when possible. Since the Dog Control By-Law was adopted in April, the EMO By-Law can begin the process of adoption. If Council chooses, they can conduct the first reading by title only, this evening and staff can begin the advertising campaign to raise awareness and receive input. Since this by-law does not have the impact on daily life, like the Dog Control by-law a mailer would not be issued, however, the website, social media pages and posters for local stores would be made available.

    Possible Motion: be it resolved to have the first reading of By-Law B-3-2025 A by-law respecting Community Emergency Planning for Fundy Shores by title: "Community Emergency Planning By-Law for Fundy Shores."

b. Voyent Alert Policies
Working with the Safe Community and Emergency Management Committee to establish policies and procedures related to the operation of the emergency alerting system for Fundy Shores. Two policies have been developed and reviewed by the committee – Emergency Alerting and Public Alerting, both policies have been considered appropriate by the committee for adoption.

(Background: Since Voyent can be used for both urgent and non urgent dissemination of information to the public, it was felt it would help staff remain mindful of the impact of messaging if two policies were established.)

Council may adopt these policies as drafted, if they wish, or alternatively they may wish to recommend changes.

c. Recreation & Destination Development Committee Member
Ella Hoyt, who sat on the Tourism Committee prior to the Committees amalgamation, has indicated she is no longer able to participate at this time. Council can accept her resignation and issue a call for volunteers, if other committees require additional volunteers.

d. Fundy Bay Senior Citizens Club – Donation Request
Fundy Bay Senior Citizens Club Inc. has requested a donation through a Community Grant Application in amount of $1000.00 to help replace the roof on the facility and upgrade their electrical system.

e. Proclamation – Disability Awareness Week
The Premier's Council on Disabilities has requested that municipalities declare May 25 – May 31, 2025, as Disability Awareness Week. This years' focus is Championing Accessibility, Celebrating Diversity."

f. Dolly Parton Imagination Library
A request has been received that Fundy Shores establish a Dolly Parton Imagination Library. A detailed report has been prepared for Council's consideration.

13. Closed Session
N/A

14. Next Meetings

a. Safety Month – RCMP
Community Building
May 6, 2025 – 7:00pm

b. Safety Month Webinar –
FireSmart NB
May 8, 2025 – 7:00pm

c. Safety Month Webinar – NB
Power
May 14, 2025 – 7:00pm

d. Safety Month – NB EMO
Community Building
May 15, 2025 – 7:00pm

e. Safety Month – LUNG NB
Community Building
May 20, 2025 – 7:00pm

f. Venders Market
Community Building
May 24, 2025 – 10am – 1pm

g. Safety Month Webinar – NB211
May 27, 2025 – 7:00 pm

h. Committee of the Whole
Community Building
April 16, 2025– 6:00 pm

i. Regular Council Meeting
Community Building
May 7, 2025 – 6:00 pm

15. Announcements

16. Adjournment

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
May 7, 2025 – 6:00 pm

Call To Order
Mayor Cogswell called the meeting to order at 6:01 pm.

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Tina Dealy, Councillor Deanna Bent, Councillor Lorraine Thompson, Community Coordinator Bobbie Craft, Chief Administrative Officer/Clerk Linda Sullivan Brown, Executive Director of Synergi – Brian Cooke

Declaration of Conflict of Interest
Deputy Mayor Heather Saulnier and Councillor Tina Dealy declared conflict on item 12.d.

Addition, Deletion, or Approval of the Agenda
2025.05.07.59 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the agenda.

Motion Unanimously Carried

Approval of the Minutes
2025.05.07.60 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the minutes of April 2nd, 9th and 16th, 2025 as drafted.

Motion Unanimously Carried

Presentation to Council
None.

Business Arising from the Minutes
Community Complex Needs Assessment
Council received the update on the work to date from CAO Sullivan Brown. In regards to there being no Chair for this committee, Council said the Committee could select a Chair at their next meeting.

Department Reports
General Government
Mayor's Report – Mayor Cogswell submitted his report online. Mayor Cogswell, thanked NB Power for the Red Dress pins, in honour of Red Dress day on May 5, 2025 and read the inscription on the card.

Councillor's Report
Deputy Mayor Heather Saulnier – Deputy Mayor submitted her report online and discussed the RCMP meeting with the Regional Service Commission. She explained the new mobile mental health service which is now available in St. Stephen from 8am to 4pm. She explained that the service needs to be expanded to cover hours in which more concerns arise for mental health crisis, however the service is currently not fully staffed.

Councillor Deanna Bent – Councillor Bent submitted both her report and the Committee Report online. Councillor Bent also addressed Linda Ellis removing herself from the committee for personal reasons. As well as the upcoming community meeting of Overcoming Poverty Together on June 5th at Magaguadavic Place in Eastern Charlotte.

Councillor Tina Dealy – Councillor Dealy submitted her report online. Councillor Dealy also provided a brief report of the festival planning for August.

Councillor Lorraine Thompson – Councillor Thompson submitted her report and PRAC report online. She said PRAC is still looking for members if there are any interested volunteers.

CAO Report to Council –
2025.05.07.61 Moved by Councillor Thompson, **seconded** by Councillor Saulnier to accept the report as submitted.

Motion Unanimously Carried

Planning & Inspection
2025.05.07.62 Moved by Councillor Thompson, **seconded** by Councillor Dealy to approve the report as submitted.

Motion Unanimously Carried

Public Safety
2025.05.07.63 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Thompson to approve the February, March, and April reports as provided.

Motion Unanimously Carried

Economic Development
2025.05.07.64 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the report as submitted.

Motion Unanimously Carried

There was also discussion regarding the request from Musquash ATV Club and Quad NB for highway usage permits for New River Beach area.

Recreation, Community & Culture
2025.05.07.65 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the Community Coordinator Report.

Motion Unanimously Carried

There was a brief discussion review the outreach program, and the issues raised with the Y at Fundy Shores Elementary. Staff are in the process of setting up meetings with the Y to discuss the issues and if remedies can be found.

Standing Committee Reports
Public Safety Committee – Mayor Cogswell announced that Fundy Shores has been selected to participate 100 Community Radon Challenge. This will be officially launched in the late summer and carry through the winter.

Correspondence

2025.05.07.66 Moved by Councillor Dealy, **seconded** by Councillor Thompson to publicly acknowledge the lack of commitment of the Premiers Office to meet with Fundy Shores Council despite repeat requests and meetings in the area with other Mayors and Council.

Motion Unanimously Carried

Approval of Payments
General Government
2025.05.07.67 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the invoices as submitted.

Motion Unanimously Carried

Approval of Accounts
2025.05.07.68 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the expense reports.

Motion Unanimously Carried

New Business
Community Emergency Planning By-Law (EMO)
2025.05.07.69 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier that be it resolved to have the first reading of By-Law B-3-2025 A by-law respected Community Emergency Planning for Fundy Shores read by title: "Community Emergency Planning By-Law for Fundy Shores."

Motion Unanimously Carried

Voyent Alert Policies
2025.05.07.70 Moved by Councillor Dealy, **seconded** by Councillor Bent to adopt both policies as drafted for use of the Voyent Alert System.

Motion Unanimously Carried

Recreation & Destination Development Committee Member
2025.05.07.72 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to accept Ella Hoyts resignation from the committee.

Motion Unanimously Carried

Deputy Mayor Saulnier and Councillor Dealy stepped out of the meeting while the next item was considered.

Fundy Bay Senior Citizens Club – Donation Request
2025.05.07.73 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the donation request from the Fundy Bay Seniors Citizens Club for $1000.00.

Motion Unanimously Carried

Deputy Mayor Saulnier and Councillor Dealy returned to the meeting.

Proclamation – Disability Awareness Week
Mayor Cogswell read the proclamation as prepared.

Dolly Parton Imagination Library
2025.05.07.74 Moved by Councillor Dealy, **seconded** by Councillor Bent to establish this initiative in Fundy Shores for children ages 0-5.

Motion Unanimously Carried

Closed Session
None.

Next Meetings

a. Safety Month – RCMP
Community Building
May 6, 2025 – 7:00pm

b. Safety Month Webinar – FireSmart NB
May 8, 2025 – 7:00pm

c. Safety Month Webinar – NB Power
May 14, 2025 – 7:00pm

d. Safety Month – NB EMO
Community Building
May 15, 2025 – 7:00pm

e. Safety Month – LUNG NB
Community Building
May 20, 2025 – 7:00pm

f. Venders Market
Community Building
May 24, 2025 – 10am – 1pm

g. Safety Month Webinar – NB211
May 27, 2025 – 7:00 pm

h. Committee of the Whole
Community Building
May 21, 2025– 6:00 pm

i. Regular Council Meeting
Community Building
June 4, 2025 – 6:00 pm

Announcements
None.

Adjournment
2025.05.075 Moved by Councillor Thompson, **seconded** by Deputy Mayor Saulnier to adjourn.
Motion Carried

The meeting adjourned at 7:27pm.

_____
George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
May 7, 2025 – 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 – May 7, 2025
   Committee of the Whole – May 21, 2025

6. **Presentation to Council**
   None.

7. **Business Arising from the Minutes/Old Business**
   a. **Dolly Parton Imagination Library**
   The Memorandum of Understand is completed at this time and all other necessary documentation completed. During a meeting with the Regional Director, we discussed a launch date of August 1, 2025, this should give us enough time to promote the initiative and get the necessary funding sent to the organization. There are three payment options, however, to prevent any delay in shipping we will be issuing a cheque for an estimated 5 months of cost, and should additional funding be needed it will be issued once the initial payment is depleted.

   b. **Community Emergency Planning By-Law (EMO)**
   The by-law was shared to our website and summary to move to the next part in the process.

   Possible Motion: be it resolved to provide the second reading of By-Law B-3-2025, a by-law respecting Community Emergency Planning for Fundy Shores by title: "Community Emergency Planning By-Law for Fundy Shores," and by summary:

   Council for the Rural Community of Fundy Shores, under the authority vested in it under the Local Governance Act and Emergency Management Act makes the following by-law respected Community Emergency Planning for the Rural Community.

   1) Title of the By-Law – Community Emergency Planning By-Law for Fundy Shores.
   2) Standing Committee of Council.
   3) General
   a. Ability to negotiate with other local government unit and/or the Province of New Brunswick as it relates to mutual aid, joint organizations, members, services, etc.
   b. Scaling up or down the size of the committee response.

c. *Notification and convening of the committee.*
d. *Obligations of the committee and EMO Director.*

Possible Motion 2: be it resolved to provide third and final reading of by-law B-3-2025, A by-law respecting Community Emergency Planning By-Law by title for the Rural Community of Fundy Shores and enact it. "Community Emergency Planning By-Law.

c. Municipal Capital Borrowing Board – Update
All paperwork and advertising have been finalized and filed for the hearing on June 9, 2025 in Fredericton for the purchase of the fire truck as presented by the Musquash Fire Department.

d. Other

7. 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 – May Report

b. Planning & Inspection
   i. Planning Director's Report – May Report

c. Public Safety
   i. Fire Department – May Report

d. Economic Development
   i. Synergi – May Report

e. Recreation, Community & Culture
   i. Community Coordinator Report – May Report

8. Standing Committee Reports

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

9. Correspondence

a. Correspondence Received

i. Canadian Association of Municipal Administrators
Mayor Cogswell received a letter to notify him, that CAO Linda Sullivan Brown qualified for the 20-year Long Service Award from the Association.

ii. Invitation to Fundy Shores Elementary School

Mayor Cogswell has been invited to Fundy Shores Elementary Schools Positivity Club Tea.

b. Correspondence Issued

10. Approval of Payments
General Government – Report Attached

11. Approval of Accounts
Expense Report – May 28, 2025

12. New Business

a. Committee Resignation – Recreation & Destination Development
Unfortunately, due to health reasons, Brenda LeBlanc has had to resign from the Committee.

b. Other

13. Closed Session
N/A

14. Next Meetings

a. Committee of the Whole
Community Building
June 18, 2025– 6:00 pm

b. Regular Council Meeting
Community Building
July 2, 2025 – 6:00 pm

15. Announcements

16. Adjournment

DRAFT

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
May 7, 2025 – 6:00 pm

Call To Order
Mayor Cogswell called the meeting to order at 6:01 pm.

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Tina Dealy, Councillor Deanna Bent, Councillor Lorraine Thompson, Community Coordinator Bobbie Craft, Chief Administrative Officer/Clerk Linda Sullivan Brown, Executive Director of Synergi – Brian Cooke

Declaration of Conflict of Interest
Deputy Mayor Heather Saulnier and Councillor Tina Dealy declared conflict on item 12.d.

Addition, Deletion, or Approval of the Agenda
2025.05.07.59 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the agenda.

Motion Unanimously Carried

Approval of the Minutes
2025.05.07.60 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the minutes of April 2nd, 9th and 16th, 2025 as drafted.

Motion Unanimously Carried

Presentation to Council
None.

Business Arising from the Minutes
Community Complex Needs Assessment
Council received the update on the work to date from CAO Sullivan Brown. In regards to there being no Chair for this committee, Council said the Committee could select a Chair at their next meeting.

Department Reports
General Government
Mayor's Report – Mayor Cogswell submitted his report online. Mayor Cogswell, thanked NB Power for the Red Dress pins, in honour of Red Dress day on May 5, 2025 and read the inscription on the card.

Councillor's Report
Deputy Mayor Heather Saulnier – Deputy Mayor submitted her report online and discussed the RCMP meeting with the Regional Service Commission. She explained the new mobile mental health service which is now available in St. Stephen from 8am to 4pm. She explained that the service needs to be expanded to cover hours in which more concerns arise for mental health crisis, however the service is currently not fully staffed.

DRAFT

Councillor Deanna Bent – Councillor Bent submitted both her report and the Committee Report online. Councillor Bent also addressed Linda Ellis removing herself from the committee for personal reasons. As well as the upcoming community meeting of Overcoming Poverty Together on June 5th at Magaguadavic Place in Eastern Charlotte.

Councillor Tina Dealy – Councillor Dealy submitted her report online. Councillor Dealy also provided a brief report of the festival planning for August.

Councillor Lorraine Thompson – Councillor Thompson submitted her report and PRAC report online. She said PRAC is still looking for members if there are any interested volunteers.

CAO Report to Council –
2025.05.07.61 Moved by Councillor Thompson, **seconded** by Councillor Saulnier to accept the report as submitted.

Motion Unanimously Carried

Planning & Inspection
2025.05.07.62 Moved by Councillor Thompson, **seconded** by Councillor Dealy to approve the report as submitted.

Motion Unanimously Carried

Public Safety
2025.05.07.63 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Thompson to approve the February, March, and April reports as provided.

Motion Unanimously Carried

Economic Development
2025.05.07.64 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the report as submitted.

Motion Unanimously Carried

There was also discussion regarding the request from Musquash ATV Club and Quad NB for highway usage permits for New River Beach area.

Recreation, Community & Culture
2025.05.07.65 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the Community Coordinator Report.

Motion Unanimously Carried

There was a brief discussion review the outreach program, and the issues raised with the Y at Fundy Shores Elementary. Staff are in the process of setting up meetings with the Y to discuss the issues and if remedies can be found.

Standing Committee Reports
Public Safety Committee – Mayor Cogswell announced that Fundy Shores has been selected to participate 100 Community Radon Challenge. This will be officially launched in the late summer and carry through the winter.

Correspondence

DRAFT

2025.05.07.66 Moved by Councillor Dealy, **seconded** by Councillor Thompson to publicly acknowledge the lack of commitment of the Premiers Office to meet with Fundy Shores Council despite repeat requests and meetings in the area with other Mayors and Council.

Motion Unanimously Carried

Approval of Payments
General Government
2025.05.07.67 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the invoices as submitted.

Motion Unanimously Carried

Approval of Accounts
2025.05.07.68 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the expense reports.

Motion Unanimously Carried

New Business
Community Emergency Planning By-Law (EMO)
2025.05.07.69 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier that be it resolved to have the first reading of By-Law B-3-2025 A by-law respected Community Emergency Planning for Fundy Shores read by title: "Community Emergency Planning By-Law for Fundy Shores."

Motion Unanimously Carried

Voyent Alert Policies
2025.05.07.70 Moved by Councillor Dealy, **seconded** by Councillor Bent to adopt both policies as drafted for use of the Voyent Alert System.

Motion Unanimously Carried

Recreation & Destination Development Committee Member
2025.05.07.72 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to accept Ella Hoyts resignation from the committee.

Motion Unanimously Carried

Deputy Mayor Saulnier and Councillor Dealy stepped out of the meeting while the next item was considered.

Fundy Bay Senior Citizens Club – Donation Request
2025.05.07.73 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the donation request from the Fundy Bay Seniors Citizens Club for $1000.00.

Motion Unanimously Carried

Deputy Mayor Saulnier and Councillor Dealy returned to the meeting.

Proclamation – Disability Awareness Week
Mayor Cogswell read the proclamation as prepared.

Dolly Parton Imagination Library
2025.05.07.74 Moved by Councillor Dealy, **seconded** by Councillor Bent to establish this initiative in Fundy Shores for children ages 0-5.

Motion Unanimously Carried

DRAFT

Closed Session
None.

Next Meetings

a. Safety Month – RCMP
Community Building
May 6, 2025 – 7:00pm

b. Safety Month Webinar – FireSmart NB
May 8, 2025 – 7:00pm

c. Safety Month Webinar – NB Power
May 14, 2025 – 7:00pm

d. Safety Month – NB EMO
Community Building
May 15, 2025 – 7:00pm

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Community Building
May 20, 2025 – 7:00pm

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Community Building
May 24, 2025 – 10am – 1pm

g. Safety Month Webinar – NB211
May 27, 2025 – 7:00 pm

h. Committee of the Whole
Community Building
May 21, 2025– 6:00 pm

i. Regular Council Meeting
Community Building
June 4, 2025 – 6:00 pm

Announcements
None.

Adjournment
2025.05.075 Moved by Councillor Thompson, **seconded** by Deputy Mayor Saulnier to adjourn.
Motion Carried

The meeting adjourned at 7:27pm.

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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

DRAFT

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

Call To Order
Mayor Cogswell called the meeting to order at 6:01pm.

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Tina Dealy, Councillor Deanna Bent, Councillor Lorraine Thompson, Community Coordinator Bobbie Craft, CAO/Clerk Linda Sullivan Brown, Age Friendly Community Presenters Rose Pitt and Brenda Lee.

Declaration of Conflict of Interest
None.

Presentation
Age-Friendly Communities
Brenda Lee provided the presentation of Age Friendly Communities of New Brunswick and what Fundy Shores can do to participate in that programs. She also recommended we reach out to Emma Ketch regarding the Charlotte County Resource Centre.

Topics
Heavy Industrial Tax
CAO/Clerk Sullivan Brown provided the presentation made available by the City of Saint John and the potential request to be made a group to the Province of New Brunswick to keep the Provincial portion of the Heavy Industrial Tax Revenue.

Council reviewed the information and agreed this should go to the Regional Service Commission and be advocated for on behalf of Southwest New Brunswick.

Closed Session
Council moved into a brief closed session to discuss an emergent business development topic as it only became available last week. Council directed staff at this time to pursue this opportunity and see what needs to be done locally to entice the business to locate to Fundy Shores. Options will be presented to Council before any official actions can be taken by Staff.

Next Meetings
Regular Council Meeting
Community Building
June 4, 2025 – 6:00 pm

Committee of the Whole
Community Building
June 18, 2025 – 6:00 pm

Adjournment
This meeting adjourned at 8:17pm.

DRAFT

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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

Linda Sullivan Brown

From: George (Denny) Cogswell
Sent: May 29, 2025 11:01 AM
To: Linda Sullivan Brown
Subject: May report

May 6th.. evening meeting synergi board

May 7th ... morning meeting at school 2hrs , holly, linda pass out surveys and get student input on community complex.

Office.. return calls (radio canada re new school)..
Evening council 6pm
May 8th.. meeting at plngs with Steve Bagshaw VP Nuclear)

May 8th .. spoke with family [redacted] this evening. She will get me info early next week .. would like to get [redacted]

May 10th.. umnb special meeting morning. Vote on by laws

May10th . Afternoon attended Anne Laurie's book launch. (Saint john library)

May 13th.. meeting mayor reardon. Discussions on heavy industry.

May 14th .. meeting (Fredericton) minister of energy. Afternoon. Evening nbpower webinar 7pm.

May 15... rsc committee of the whole

May 16th.. meeting with [redacted] regarding medical isotopes

May 20.. meeting afternoon office with Brian, linda and deputy mayor saulnier.
May 20 .. evening attended lung nb radon presentation.

May 21 .. meeting with [redacted], Brian (synergi) re land development.

May 21 evening committee of the whole

May 22... board meeting (RSC)

May 24, attended vendors market, office sign cheques. Pick up agendas for sewerage

commission meeting Monday evening.

May 26th.. school meeting with MFD safety presentation.
Sewerage commission meeting evening.

May 27th.. office picked up playbox. Reviewed roads list with cao.
Placed playbox at maces bay beach(afternoon). Checked chance harbour Bridge (pictures) re weight .

May 28th.. fundy high school 830 discuss municipal politics with class(d
St. George.

130 meeting with Steve Bagshaw vp nuclear point lepreau (on site).

Office, return calls.

Thank you

George(Denny)Cogswell
Mayor
Rural Community of Fundy Shores

31 Malcolm Meehan Road

Musquash NB, E5J 2G2

Office: 506-693-0207

Website: www.fundyshores.ca

Deputy Mayor Monthly report for May

May 1st – attended the AGM of Eastern Charlotte Chambe of Commerce in St. George

May 7th - regular council meeting

May 12th - toured community with councillor Thompson to scope out scavenger hunt for RDD summer festival

May 14th - RDD meeting

May 20th - meeting at office with mayor,cao and brian Cooke from synergy

May 21st - committee of the whole

May 28th – RDD meeting

Recreation and destination development Committee

Ongoing work on August Fundy Shores Festival. Events and requirements are defined. Budgeting is mostly complete. Letters for donation of prizes are being distributed. Preferred vendors for farmers market are being contacted. Hope to start promotional campaign – first week of July.

Report

Ward 2 Report

June 4th, 2025

May 7th, 2025 – Regular council meeting.
May 14th, 2025 – Fifth meeting of Recreation & Destination Development Committee.
May 15th, 2025 – NBEMO – Presentation on 72-hour readiness.
May 20th, 2025 – Safety months NB Lung Presentation on Radon at the office.
May 21st, 205 - Attended the committee of the whole.
May 24th, 2025 – Attended the vendors market at the fire hall
May 27th, 2025 -Attended virtual webinar 211
May 28th, 2025 – 6th RDD meeting

Corresponded with various contacts for the upcoming community days and Heather and Lorraine regarding planning.

Recreation and Destination Development Committee report.

We held our fifth meeting on May 14th @ 6:30pm and our sixth meeting May 28th here at the hall planned half the events. Sponsors are being sought for prizes at the Fundy Shores Festival. Events are coming together nicely and the input from the committee has been invaluable. Thank you all. We should have information ready to submit for a flyer by mid July.

Next meeting will be June 28th @ 6:30 at 31 Malcolm Meehan Road

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

Report to Council Ward #3

June 04/2025

Lorraine Thompson

May 07/2025	Attended Regular Council Meeting 31 Malcolm Meehan Rd. Musquash NB
May 08/2025	Attended Fire Smart NB Wildfire Presentation (Webinar)
May14/2025	Attended RDDC committee meeting 31 Malcolm Meehan Rd. Musquash NB
May15/2025	Attended PRAC committee meeting (online)
May21/2025	Attended Committee 31 Malcolm Meehan Rd. Musquash NB
May 26/2025	Attended Musquash Sewage Commission committee meeting 31 Malcolm Meehan Rd. Musquash NB
May 28/2025	Attended RDDC committee meeting 31 Malcolm Meehan Rd. Musquash NB

Reported online washout of road at the end of Cranberry Head RD Chance Harbour NB to DTI.

PRAC Committee Meeting Report June04/2025

Report to Council

Views on By-Laws and Regulations:

The Municipal District of St. Stephen submitted to PRAC the new Bylaw for the committee's review. The proposed Municipal Plan By-law No. M-4 is a by-law to repeal and replace the municipal and rural plans within the territory of the newly amalgamated Municipal District of St. Stephen. The by-laws would adopt new local planning policies to align community objectives with new Provincial planning law. These planning policies range from land use planning regulations to promote housing, economic development, and rural and environmental protection, as well as the co-ordination of municipal programs and capital works. The municipal plan is meant to achieve the community's objectives for development over a ten-year horizon. After much discussion and comments the committee send a letter back to the council with their approval of the proposed by law.

Some highlights were reducing underused properties tax base Levy on the downtown sector.

Promoting access to waterfront and boat launch, multiple housing (small homes), attracting business to area, tourism.

Also to reduce costs to municipality to offload properties no longer in use by municipality.

As well a potential project of the Airport being used as a fueling site for Blackhawks being used for Border Patrol.

PRAC Business:

Election of Officers

Sam Walsh was re-elected as Chair for the 4-year term.

Vance Johnson was re-elected as Vice chair.

A training session was also discussed we have a new committee member, Brenda Allison, no definite date was set. It was suggested that if there are no PRAC files in June we could do training on the regular PRAC meeting Date.

Next Meeting June 19/2026 6:30 pm

CAO Memo to Council

Prepared by: Linda Sullivan Brown
Date Prepared: June 2, 2025

Re: Monthly Activity Report

Projects-

New Facility – This project has been be on-going. The online form has 69 responses as of 9am on June 2, 2025. The Committee will be meeting this month to schedule there in person engagement sessions and any pop-ups over the summer. (One pop-up was completed at the Market on May 24, 2025.) I attended Fundy Shores Elementary School with Mayor Cogswell and Holly Matthews to share the survey.

100 Community Challenge – Fundy Shores was originally wait listed for this radon testing challenge, however since the application we have been approved. I attended a meeting and completed the necessary documentation for launching this program in late summer/early fall.

Audit – Provided a significant amount of information to the Auditors at Teed Saunders Doyle, just waiting on any final questions they may have before finishing the December 31

Mutal Aid Agreement – Chief Pollock and I attended a brief meeting in Saint Andrews to discuss the draft agreement with there CAO and Fire Chief. We have since reached out to St. Stephen to gauge their interest, their CAO was away, so a meeting will be scheduled when he returns.

Administrative Assistant – Interviews are being scheduled for this position. There was not a lot of uptake on the job, as it was part-time. Additional considerations may need to be made.

Summer Employment – Bobbie has scheduled interviews for June 3 and 4, 2025.

Municipal Capital Borrowing Board & Fire Truck Tender – All documentation was filed with MCBB. The here is in scheduled for June 12, 2025.

Playground Upgrades – The installation date has been set for the new swing set (July 7-11, 2025). This has been advertised on Social Media and will be advertised again with signage on site prior to the proposed construction date.

Safety Month – This has been completed. All webinar events were shared to our youtube page and have received some hits. I must admit, I was disappointed in turn out and was hoping for a few more members of the public to attend. Considerations are being made for next year, and we may scale project back.

Tourism Promotion – Mr. Lemmon has not responded to last month's request, and I will be moving in a different direction. I believe given the contacts made a Port Days, and the desire to get cruise ship tourism back in this area, this initiative will need to be developed, as soon as possible.

FireSmart NB Funding – I am working with Dillon Consulting to get a cost estimate on a community assessment and resiliency plan for urban/rural wildland fires, and I am also in discussions with Musquash Fire regarding public education.

Department of Transportation – Completed a drive through the community with a DTI supervisor, and thought it was very helpful to identifying key concerns.

Energy – Prepared briefing notes for the meeting with the Minister of Energy.

Property Taxation & Assessment – Met with UMNB in Grand Bay – Westfield regarding the Property Assessment work with SNB. SNB and Provincial Representatives presented the new assessment software and practices to be implemented and their goal for their assessment cycles to be a maximum of 10 years, with the goal of 6. Provincial Officials also discussed the launch of their review and wanted to know where municipal officials saw concerns in the assessment system, as that was their next area of review. Municipal Officials clearly pointed out this is a two fold issue, 1 – property assessment, 2 – property taxation. During this meeting it was discussed that it was NOT the wish of municipalities to see the municipal assessment frozen as when it was done in 2017, it caused significant concerns for municipalities. Property assessment freeze was announced within the week.

Municipal Advisory Corp – I attended an education day in Fredericton for the MAC. This meeting was very informational, I was able to gather a greater understanding of the health insurance, incoming diversion programs, and support. They also had additional presentations related to Social Media Best Practices and Council/Staff relations.

Heavy Industrial Tax Rate – I attended a presentation by the City of Saint John and shared that presentation with Council regarding the collaborate request to retain the Provincial portion of the HI Taxes charged in our communities.

Dolly Parton Imagination Library – all documents have been signed, a cheque will be sent in June for this program to launch in July.

Bingo – applied for new licenses and I am currently filing the year end report for the previous license.

I think this report hits the high notes of the month, and as always, if you feel I am missing an important topic or project let me know.

Respectfully Submitted
Linda Sullivan Brown
Chief Administrative Officer

Planning & Inspections Report to Council

As of May 29th, 2025

Rural Community planning update

- SNBSC working on printing a high-quality booklet version of the Rural Plan for Fundy Shores By-law for council, developers, or residents to use.
- Meeting with the CAO, Synergi and a developer about a potential development proposal.
- Planning staff supported CAO with a RDC grant application for sewerage commission.

Rural Community building and development 2025 update

- Nine (9) building or development permits issued year-to-date - $899,000 in new construction value added year-to-date.
- One (1) development permit was abandoned and rejected.
- Four (4) new homes/dwelling units approved year-to-date – two (2) new dwelling units in last month's report period.
- Eight (8) subdivision plans approved year to date with two (2) new subdivision plans approved in the last month – eight (8) total building lots added to Fundy Shores.
- Two (2) variances approved year-to-date - no new in report period.
- One (1) deed document exempted to be registered at the Provincial Land Registry – no new.

Rural Community enforcement update

- Thirty-five (35) enforcement files have historically been opened in Fundy Shores under the Building Code Administration Act, Community Planning Act, or the Dangerous & Unsightly Premises By-law. Year to date, and twenty-seven (27) of those files have been closed since reporting began. Two (2) new properties were brought into compliance in last month's report.

Rural Community civic addressing update

- Two (2) new civic address assigned in Fundy Shores to-date in 2025 – no change in last month.

Respectfully submitted by,

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

Linda Sullivan Brown

From: Wayne Pollock <musquashfire@gmail.com>
Sent: May 27, 2025 4:21 PM
To: Linda Sullivan Brown
Subject: Activities for May/25

Hi Linda
Following are the activities for May:

May 5 - Medical assist for cardiac arrest in Dipper Harbour
May 9-10 - 4 members took air brake course in Pennfield
May 12 - Walkdown for Mutual Aid drill at PLNGS
May 14 - Mutual Aid drill with SJFD and PLNGS ERT
May 14 - Mutual Aid with ECFD structure fire with fatality
May 20 - Debrief on Mutual Aid drill and structure fire in Pennfield
May 21 - MVC via cell phone crash in Pocologan
May 21 - Medical assist with adult male not breathing in Little Lepreau
May 23 - Vehicle fire in Prince of Wales

Thanks
Wayne

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

Meeting: June 4, 2025
31 Malcolm Meehan Rd., Musquash
Prepared by Brian Cooke, Executive Director

- **Update on Land Acquisition:**
  - Surplus disposal process is underway for property in Pocologan. As part of the process, DTI is asking other departments if they would have use for the property, and then will circle back with Fundy Shores. No new update on this file.

- **Business Development:**
  - Mayor Cogswell, Linda, and Synergi met with Deputy Premier/Energy Minister René Legacy to discuss Point Lepreau and nuclear energy projects.

  - Had a meeting with a company to understand what the scope of work and costs would be to undertake a needs analysis/ business case to present to the government on a light-industrial park.

  - Met with QuadNB staff & Musquash ATV Club #38 to discuss the ATV trail systems in Fundy Shores for HUP (Highway Usage Permits) application approvals and trail gaps/opportunities. Fundy Shores reached out to a company regarding access to a property for one trail in Prince of Wales. QuadNB will also be reaching out to another company to gain access to their property for future trail development in Musquash/Prince of Wales. Synergi also drafted a

letter to THC Minister Isabelle Thériault to consider a pilot project at the New River Beach Provincial Park.

- Met with a company that is looking to set up a commercial medical isotope facility in New Brunswick.

- Met with a developer to discuss housing development. A further meeting has been scheduled with the RSC, the developer, Synergi, and Fundy Shores to discuss zoning.

- Setting up a meeting with a member of the 2029 Canada Summer Games committee to discuss potential partnerships/ opportunities for Fundy Shores' accommodations and tourism sector. (No update)

- Linda and Synergi attended Port Days in Saint John to meet with cruise liners, tour groups, and warehousing vendors that will be at the event. The expansion of the Port of Saint John is crucial for the region and taking advantage of future opportunities is key for growth in Fundy Shores.

- Meeting has been scheduled with the YMCA to get a progress report on the after-school care program and discuss how Fundy Shores can help improve/expand programming and services.

- **Housing:**
  - Further to the discussions with the Economic and Community Empowerment Committee and Mayor and Council, Synergi is working on a recommendations report on what we heard from the two groups, and recommendations on proceeding with a commercial and residential incentive.

Council Update- May 2025

I have had a busy month of planning for our summer activities and student working plan.

This summer is going to be a mix of activities with the weekly scheduling below

Monday's will be drop-in days at the hall- themed days 9-5

Tuesday- We will be doing community outreach on this day for our isolated individuals in the community.

Wednesday-

Morning- Our students will be working on planning their own summer activity for July. We will also be working on supporting any initiatives council may have need for le Tourism- Scavenger hunt, research for community sites.

Evening- Students will be offering a community event in the evening. They will plan and host this event to encourage entrepreneurship skills, and planning

Thursday-

Morning- We will be going back out to the community to provide community outreach.

Afternoon- We will be offering Fundy Shores Explorers. We will meet at various sites in the community for lessons on tourism that the students researched, games and enjoyment of that site i.e. Musquash Falls, New River Beach.

The students will also be working on weekends as needed.

Updates

1. Linda and I took the time to evaluate our programming and activities for the past year to see what has been successful and what has not been. We were able to decide what will be continuing and what won't be.
2. I attended the career fair put on my Envision Saint John. We were successful in obtaining over 20 resumes for summer student positions at this fair.
3. Our summer job posting has come to an end and we will be calling for interviews this week. We received many local candidates
4. I went to Shediac for a recreation conference. It was very informative, and I will be using what I learned to adjust my planning and activity offerings.
5. We had the first market of the year. Although smaller and with minimal vendors due to last-minute cancellations it was still a success with the vendors being happy with their sales and number of shoppers.

6. We had an operation white heart campaign which produced 3 large white hearts being placed in the community.
7. I finished the policy and procedure manual and submitted it for final review. Thank you to counsellor Deanna Bent and to Linda Robichaud for their contribution to this project.
8. Book Club is going well. We are meeting an author tomorrow.

Coming up

1. We have our participation challenge beginning on June 1st with a theme day each day. The calendar will be posted.
2. We have a special ParticiPACTION event weekend on June 20-22.
3. We are hiring our summer students to begin very soon.
4.

CAMA ACAM

Canadian Association of Municipal Administrators ◆ L'Association canadienne des administrateurs municipaux

Tony Kulbisky
President / Président

Brenda Orchard
First Vice-President /
Première vice-présidente

Marc Melanson
Second Vice-President /
Deuxième vice-président

Gary Kent
Treasurer / Trésorier

Bev Hendry
Past President /
Présidente sortante

Raffaelle Di Stasio
Director / Directrice

Jeff Gushue
Director / Directeur

Evan Parliament
Director / Directeur

Lisa Niblock
Director / Directrice

Tracy Thomas
Director / Directrice

Yves Leger
Director / Directeur

Jennifer Goodine
Executive Director
Directrice générale

May 12, 2025

Mayor George (Denny) Cogswell
Rural Community of Fundy Shores
31 Malcom Meehan Road
Musquash, NB
E5J 2G2

Dear Mayor Cogswell,

The Long Service Recognition Awards Program of the Canadian Association of Municipal Administrators (CAMA) is dedicated to honoring and celebrating the dedication of our members to public service and municipal management, a cornerstone priority for our Association. These awards are based on the duration of full-time, paid employment in municipal government, specifically in management roles such as Chief Administrative Officer or those reporting directly to them. Recognition is granted at the ten-year mark and subsequently in five-year intervals.

This year, it is our privilege to acknowledge the commitment of your Chief Administrative Officer, Linda Sullivan Brown, for her remarkable twenty years of service in municipal government management roles. Linda's dedication to her role has undoubtedly contributed to the advancement of your municipality, and we are pleased to recognize her achievements. Her recognition pin has been mailed to her directly.

We invite you to assist us in recognizing Linda for this milestone, perhaps through a special presentation at City Council, in acknowledgement of her continued support of the municipal profession.

In closing, we wish to express our heartfelt appreciation to City Council for their unwavering support of Linda as a valued member of CAMA.

Sincerely,

Tony Kulbisky
CAMA President

cc Linda Sullivan Brown, Chief Administrative Officer

CAMA
P. O. Box 128, Station A
Fredericton, NB
CANADA
E3B 4Y2

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E3B 4Y2

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Positivity Club 2024-2025

Fundraising for the St. George Food Bank:
Food Drive
Birthday Bins

Snack bags for the Saint John Street Team

Beach clean-up
Black'a Harbour

Cooking a meal at HVHS for Romero House

Donations for Bobby's Hospice

Pi Day Fundraiser

Donations for SPCA

Valentine's Treats for Peers

Dear Denny Cogswell,

We are inviting you to our Positivity Club Tea. Thank you for your help this year!

From,

Audrey Bug

Approval of Invoices
Month of: June 2025

Services	Vender	Description	Invoice Total		
General Government:					
	Southwest NB Service Commission	June Membership Fees	$ 31,311.50		
	Community Develoment of Eastern Charlotte Inc.	Synergi June Contract	$ 6,333.33		
	Bell Mobility	Corporate Cell Phone	$ 117.27		
	Rentokil	Pest Control	$ 65.13		
	Worksafe NB	Worksafe Charges	$ 43.66		
	Lindsay Vautour	Logo Drafts 2024	$ 575.00		
	NB Power	Community Centre Power	$ 437.58	EFT Payment	
	Denny Cogswell	Meeting with Minsiter Legacy Mileage and Meal Allowance	$ 208.34		
	BDB Electrical	Heater and Lighting Repairs	$ 196.34		
	Roadway Traffic Supplies	Dowd Road Sign Replacement	$ 106.55		
	Canada Revenue Agency	PEIR Report	$ 101.95		
	Rentokil	Pest Control	$ 62.11		
	BrunNet	April IT Support	$ 700.12		
	Bell Allant	Corporate Phones	$ 533.52	EFT Payment	
			Subtotal	*$*	*40,792.40*
Fire Department					
	Bell Mobility	Chief's Cell Phone	$ 132.23	EFT Payment	
	Canadian Tire	Packing Tape	$ 25.99		
	LE Whittaker	Annual SCBA Testing and Inspection	$ 3,149.45		
	BDB Electrical	Electrical Upgrades at Station 1 - LED Conversion	$ 5,575.91	(Upgrades at Station 2 will be planned for 2026)	
	Canadian Tire	Hose	$ 152.90		
	RC Fire Tec	NFPA Ladder Inspection 2025	$ 1,581.25		
	MD Medal Mounting	Medal Mounting	$ 183.00		
	NB Power	Station 2	$ 538.27	EFT Payment	
	NB Power	Station 2 - Garage	$ 186.07	EFT Payment	
	NB Power	Station 1	$ 881.69	EFT Payment	
	Canadian Tire	Motor Lock	$ 46.20		
	Saint John Energy	Station 2 Heat Pump Rental	$ 172.49	EFT Payment	
	Saint John Energy	Station 1 Heat Pump Rental	$ 6.43	EFT Payment	
	Kent	Steel Padlock, Bolts and Washers	$ 73.80		
	Minister of Finance	2 TMR Radio Purchased	$ 8,807.51		
	Kent	Wax Gasket and floor bolts	$ 27.58		
	Xplore	Station 2 Internet	$ 120.74	EFT Payment	
	NBAFPOE	Membership	$ 350.00		
	Canadian Tire	Keylock	$ 24.77		
	Source Atlantic	Drill and Battery	$ 432.40		
	Source Atlantic	Carbide Blades	$ 197.36		
	Stokes	Engraved Name Bars	$ 93.00		
	Kent	20inch Sink	$ 56.11		
	Penguin Management	Edispatch	$ 876.00	EFT Payment	
			Subtotal	*$*	*23,691.15*
Community Services					
	Bobble Craft	Mileage for Training in Moncton	$ 208.80		
	Uline	Sandwich Boards	$ 663.25		
	Recreation NB	2025 Conference	$ 481.85		
	KV Jump	Bounce House for Community Days	$ 1,667.50		
	Service New Brunswick	Bingo & 50/50 License	$ 70.00	EFT Payment	
	JKL Home Services	Yard Cleanup - Community Centre	$ 1,485.00		
	Utopia Groundworks	Removing the Rink Liner	$ 687.13		
			Subtotal	*$*	*5,263.53*
Solid Waste					
	Fero	April Contract Fees	$ 21,868.11		
	Minister of Finance	Lepreau Tipping Fees 1st Quarter 2025	$ 4,017.50	There was an error at the weigh station during the first quarter of 2025, and the Province was charged for Lepreau's garbage disposal at Hemlock Knoll, this is a reimbursement for those fees.	
	Fero	May Contract Fees	$ 21,868.11		
			Subtotal	*$*	*47,753.72*
			Total Invoices	**$**	**117,500.80**

The Rural Community of Fundy Shores

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

Income & Expense Statement

Printed: 11:04:42AM 05/28/2025

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
EXPN	EXPENSES							
EX01	Expense							
E	01-2100-0000	General Government Expenses	$ 0.00	$ 0.00	$0.00	$ 0.00	$ 0.00	0.00
E	01-2111-0000	Mayor Honourarium	2,805.72	1,870.48	$4,676.20	11,223.00	6,546.80	41.67
E	01-2111-0100	Mayor Other	415.89	76.58	$492.47	1,000.00	507.53	49.25
E	01-2113-0000	Councillor Honourarium	8,951.61	4,809.82	$13,761.43	35,840.00	22,078.57	38.40
E	01-2113-0100	Councillor Other	1,130.35	68.36	$1,198.71	2,000.00	801.29	59.94
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	35,199.27	7,822.06	$43,021.33	101,800.00	58,778.67	42.26
E	01-2121-2301	Payroll Deductions	9,338.02	1,474.84	$10,812.86	21,500.00	10,687.14	50.29
E	01-2121-4000	Office Building	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2121-4110	Janitorial Services	260.17	0.00	$260.17	3,000.00	2,739.83	8.67
E	01-2121-4120	Power	830.46	0.00	$830.46	6,000.00	5,169.54	13.84
E	01-2121-4130	Building Repairs/Maintenance	1,838.43	118.56	$1,956.99	7,000.00	5,043.01	27.96
E	01-2121-4160	Property Taxes	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2121-4170	Office Building Insurance	1,192.00	0.00	$1,192.00	2,500.00	1,308.00	47.68
E	01-2121-4200	Solicitor/Legal Fees	1,292.11	0.00	$1,292.11	10,000.00	8,707.89	12.92
E	01-2121-9000	Other Administrative Services	0.00	0.00	$0.00	16,000.00	16,000.00	0.00
E	01-2121-9110	Office Telephone	1,285.95	0.00	$1,285.95	4,500.00	3,214.05	28.58
E	01-2121-9130	Office IT	3,562.31	0.00	$3,562.31	14,003.00	10,440.69	25.44
E	01-2121-9160	Photocopier Supplies	570.38	0.00	$570.38	2,000.00	1,429.62	28.52
E	01-2121-9170	Office Supplies	1,964.28	0.00	$1,964.28	4,500.00	2,535.72	43.65
E	01-2121-9180	Miscellaneous	5,409.64	0.00	$5,409.64	0.00	(5,409.64)	0.00
E	01-2121-9200	Accounting Software Fees	16,324.28	0.00	$16,324.28	18,000.00	1,675.72	90.69
E	01-2122-0000	Financial Management	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2122-5000	External Audit	0.00	0.00	$0.00	19,000.00	19,000.00	0.00
E	01-2122-9000	Accounting Services	1,907.07	0.00	$1,907.07	14,000.00	12,092.93	13.62
E	01-2125-0000	Common Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2125-2000	Civic Relations	2,046.00	521.43	$2,567.43	7,500.00	4,932.57	34.23
E	01-2126-0000	Cost of Assessment	0.00	0.00	$0.00	134,583.00	134,583.00	0.00
E	01-2127-0000	Collaborative Services RSC	952.90	0.00	$952.90	2,287.00	1,334.10	41.67
E	01-2128-0000	Travel & Training Council	1,043.98	188.93	$1,232.91	7,500.00	6,267.09	16.44
E	01-2128-2000	Travel & Training Staff	1,221.70	0.00	$1,221.70	6,000.00	4,778.30	20.36
E	01-2190-0000	Other General Adm Services	0.00	0.00	$0.00	0.00	0.00	0.00

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2193-0000	Liability Insurance	23,412.00	0.00	$23,412.00	30,000.00	6,588.00	78.04
E	01-2194-0000	Municipal Association Memberships	8,063.55	0.00	$8,063.55	11,500.00	3,436.45	70.12
E	01-2195-0100	Donations to Organizations	0.00	0.00	$0.00	10,000.00	10,000.00	0.00
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	40,000.00	40,000.00	0.00
E	01-2210-1000	Worksafe NB Coverage	1,657.11	43.66	$1,700.77	1,500.00	(200.77)	113.38 **
E	01-2210-1001	Firefighters Legislative Coverage	9,240.00	0.00	$9,240.00	12,000.00	2,760.00	77.00
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	45.89	168.94	$214.83	4,000.00	3,785.17	5.37
E	01-2210-1200	Recognition Dinner	0.00	0.00	$0.00	3,500.00	3,500.00	0.00
E	01-2210-1300	Membership Fees	250.00	0.00	$250.00	1,000.00	750.00	25.00
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	523.96	0.00	$523.96	3,000.00	2,476.04	17.47
E	01-2210-2300	Meeting Registration	0.00	350.00	$350.00	1,500.00	1,150.00	23.33
E	01-2210-2400	Training Materials	521.43	0.00	$521.43	2,000.00	1,478.57	26.07
E	01-2210-2500	Training Courses	4,239.75	0.00	$4,239.75	17,000.00	12,760.25	24.94
E	01-2210-3110	Telephone	2,005.10	0.00	$2,005.10	8,400.00	6,394.90	23.87
E	01-2210-3120	Advertising	967.54	0.00	$967.54	6,000.00	5,032.46	16.13
E	01-2210-3130	Office Equipment & IT Support	281.56	0.00	$281.56	2,000.00	1,718.44	14.08
E	01-2210-3160	Office Supplies & Postage	286.18	0.00	$286.18	800.00	513.82	35.77
E	01-2210-4110	Janitorial Services	867.65	0.00	$867.65	7,500.00	6,632.35	11.57
E	01-2210-4120	Heating	498.82	0.00	$498.82	3,500.00	3,001.18	14.25
E	01-2210-4125	Lights & Power	7,525.93	0.00	$7,525.93	16,000.00	8,474.07	47.04
E	01-2210-4130	Building Repairs & Maintenance	1,994.66	5,081.44	$7,076.10	10,000.00	2,923.90	70.76
E	01-2210-4135	Snow Removal	5,856.66	0.00	$5,856.66	5,500.00	(356.66)	106.48 **
E	01-2210-4140	General Supplies	1,869.35	274.57	$2,143.92	5,000.00	2,856.08	42.88
E	01-2210-4170	Building Insurance	9,212.00	0.00	$9,212.00	10,000.00	788.00	92.12
E	01-2210-5000	Contracted Dispatch Services	19,626.00	0.00	$19,626.00	43,000.00	23,374.00	45.64
E	01-2210-5100	Alarm Systems	258.60	0.00	$258.60	1,500.00	1,241.40	17.24
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	295.47	0.00	$295.47	1,000.00	704.53	29.55
E	01-2210-5500	Small Equipment Repairs	5,452.89	4,289.96	$9,742.85	13,700.00	3,957.15	71.12

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2210-5600	Other Non-Related Rescue	13,369.35	0.00	$13,369.35	10,500.00	(2,869.35)	127.33 **
E	01-2210-5700	Contract Services from Other Districts	0.00	0.00	$0.00	35,000.00	35,000.00	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	1,598.80	0.00	$1,598.80	20,000.00	18,401.20	7.99
E	01-2210-6100	Gas & Oil - Vehicle	2,430.06	0.00	$2,430.06	16,000.00	13,569.94	15.19
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	25,505.00	0.00	$25,505.00	17,500.00	(8,005.00)	145.74 **
E	01-2210-7000	Communication Equipment - Capital	1,068.93	7,986.95	$9,055.88	10,000.00	944.12	90.56
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	37,544.19	0.00	$37,544.19	46,000.00	8,455.81	81.62
E	01-2210-8000	Lease Payments - Fire	70,966.77	0.00	$70,966.77	74,000.00	3,033.23	95.90
E	01-2210-9000	Other Recoverable Expenses	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	3,128.58	0.00	$3,128.58	4,000.00	871.42	78.21
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)	467.50	0.00	$467.50	1,122.00	654.50	41.67
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	1,407.00	0.00	$1,407.00	21,000.00	19,593.00	6.70
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)	4,596.25	0.00	$4,596.25	11,031.00	6,434.75	41.67
E	01-2326-1000	Street Signs	0.00	96.62	$96.62	2,500.00	2,403.38	3.86
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	79,323.05	0.00	$79,323.05	275,000.00	195,676.95	28.84
E	01-2433-9000	Solid Waste Dispoal (Tipping Fees)	6,664.25	9,101.95	$15,766.20	80,000.00	64,233.80	19.71
E	01-2490-0000	Other Environmental Health	0.00	0.00	$0.00	5,000.00	5,000.00	0.00
E	01-2600-0000	Environmental Development Serv	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2610-0100	Environmental Trust Fund Project	33,223.15	0.00	$33,223.15	0.00	(33,223.15)	0.00
E	01-2611-0000	Planning & Inspection Services (RSC)	83,775.40	0.00	$83,775.40	201,061.00	117,285.60	41.67
E	01-2611-0100	Unsightly/Dangerous Premise Enforcement (RSC	0.00	0.00	$0.00	9,000.00	9,000.00	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)	3,357.10	0.00	$3,357.10	8,057.00	4,699.90	41.67
E	01-2624-0001	Community Development Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2629-0000	Other Environmental Developmen	50.00	0.00	$50.00	5,000.00	4,950.00	1.00
E	01-2670-0000	Economic Development Services	0.00	0.00	$0.00	0.00	0.00	0.00

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2671-5000	Economic Development (RSC)	4,484.60	0.00	$4,484.60	10,763.00	6,278.40	41.67
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	31,666.65	6,333.33	$37,999.98	76,000.00	38,000.02	50.00
E	01-2690-0000	Other Devlopment Services	0.00	0.00	$0.00	3,000.00	3,000.00	0.00
E	01-2691-0000	Tourism	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2691-1800	Tourism Promotion (RSC)	15,742.50	0.00	$15,742.50	37,782.00	22,039.50	41.67
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	15,485.40	3,441.20	$18,926.60	46,000.00	27,073.40	41.14
E	01-2712-0020	Community Centre - Summer Staff	548.96	0.00	$548.96	14,000.00	13,451.04	3.92
E	01-2712-0030	Community Centre- Payroll Deductions	4,797.57	833.19	$5,630.76	6,000.00	369.24	93.85
E	01-2712-0040	Community Centre - Travel & Training & Members	144.25	626.30	$770.55	3,000.00	2,229.45	25.69
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	1,500.00	1,500.00	0.00
E	01-2712-0300	Community Centre Supplies	1,492.68	0.00	$1,492.68	5,000.00	3,507.32	29.85
E	01-2712-0400	Community Centre Advertising	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2712-0600	Community Centre Repairs/Miscellaneous	2,014.66	741.66	$2,756.32	10,000.00	7,243.68	27.56
E	01-2712-0605	Community Centre - Power	830.47	0.00	$830.47	6,000.00	5,169.53	13.84
E	01-2712-0610	Community Centre - Building Insurance	1,722.00	0.00	$1,722.00	2,500.00	778.00	68.88
E	01-2712-0650	Community Event	2,042.18	2,113.61	$4,155.79	20,000.00	15,844.21	20.78
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)	43,181.25	0.00	$43,181.25	103,635.00	60,453.75	41.67
E	01-2712-1450	Recreation/Cultural Library Supplies	160.00	0.00	$160.00	5,500.00	5,340.00	2.91
E	01-2712-1460	Recreation/Culture Library Phase 3	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2712-1465	New Horizons Project	223.04	0.00	$223.04	0.00	(223.04)	0.00
E	01-2712-3000	Community Centre - LGR Project	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2755-0000	Other Recreational & Cultural Services	0.00	0.00	$0.00	30,000.00	30,000.00	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	31.79	0.00	$31.79	4,000.00	3,968.21	0.79
E	01-2759-2000	Deficit Second Previous Year	0.00	0.00	$0.00	21,961.00	21,961.00	0.00
E	01-2759-3000	Capital Projects	341.33	0.00	$341.33	205,000.00	204,658.67	0.17
E	01-2759-3500	Transfer to Capital Reserve Fund	0.00	0.00	$0.00	100,000.00	100,000.00	0.00

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2759-4000	Operating Reserve Fund	0.00	0.00	$0.00	20,000.00	20,000.00	0.00
E	01-2999-9999	Rounding Account	0.00	0.00	$0.00	0.00	0.00	0.00
	Totals For: EX01		**697,879.33**	**58,434.44**	**756,313.77**	**2,349,848.00**	**1,593,534.23**	**32.19**
Totals For: EXPN			**697,879.33**	**58,434.44**	**756,313.77**	**2,349,848.00**	**1,593,534.23**	**32.19**

Total Income:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	0.00
Total Expenses:	697,879.33	58,434.44	756,313.77	$ 2,349,848.00	1,593,534.23	32.19
Totals:	**$(697,879.33)**	**$(58,434.44)**	**$(756,313.77)**	**$(2,349,848.00)**	**$(1,593,534.23)**	**-32.19**

Note: The items marked with ** are over budget

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
June 4, 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 Tina Dealy, Councillor Deanna Bent, Councillor Lorraine Thompson, Community Coordinator Bobbie Craft, Chief Administrative Officer/Clerk Linda Sullivan Brown

Declaration of Conflict of Interest
None.

Addition, Deletion, or Approval of the Agenda
2025.06.04.76 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the agenda with additions.

Motion Unanimously Carried

Approval of the Minutes
2025.06.04.77 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the minutes of May 7th and 21st, 2025 as drafted.

Motion Unanimously Carried

Presentation to Council
None.

Business Arising from the Minutes
Dolly Parton Imagination Library
Information only.

Community Emergency Planning By-Law
2025.06.04.78 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy that be it resolved to provide the second reading of By-Law B-3-2025, a by-law respecting Community Emergency Planning for Fundy Shores by title: "Community Emergency Planning By-Law for Fundy Shores," and by summary:

Council for the Rural Community of Fundy Shores, under the authority vested in it under the Local Governance Act and Emergency Management Act makes the following by-law respected Community Emergency Planning for the Rural Community.

1) Title of the By-Law – Community Emergency Planning By-Law for Fundy Shores.
2) Standing Committee of Council.
3) General

a. Ability to negotiate with other local government unit and/or the Province of New Brunswick as it relates to mutual aid, joint organizations, members, services, etc.

b. Scaling up or down the size of the committee response.
c. Notification and convening of the committee.
d. Obligations of the committee and EMO Director.

Motion Unanimously Carried

2025.06.04.79 Moved by Councillor Thompson, **seconded** by Councillor Bent that be it resolved to provide third and final reading of by-law B-3-2025, A by-law respecting Community Emergency Planning By-Law by title for the Rural Community of Fundy Shores and enact it. "Community Emergency Planning By-Law.

Motion Unanimously Carried

Municipal Capital Borrowing Board
Information only.

Department Reports
General Government
Mayor's Report – Mayor Cogswell submitted his report online and reviewed the highlights of his month.

Councillor's Report
Deputy Mayor Heather Saulnier – Deputy Mayor submitted her report online.

Councillor Deanna Bent – Councillor Bent submitted her report online, and thanked the kids at Fundy Shores Elementary School for welcoming the firefighters for Safety Day.

Councillor Tina Dealy – Councillor Dealy submitted her report online. Councillor Dealy also provided a brief report of the festival planning for August. She also wanted to remind everyone of Bingo on June 13.

Councillor Lorraine Thompson – Councillor Thompson submitted her report and PRAC report online.

CAO Report to Council –
2025.06.04.80 Moved by Councillor Bent, **seconded** by Councillor Thompson to accept the report as written.

Motion Unanimously Carried

Planning & Inspection
2025.06.04.81 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the report as submitted.

Motion Unanimously Carried

Public Safety
2025.06.04.82 Moved by Councillor Bent, **seconded** by Councillor Thompson to approve the report as provided.

Motion Unanimously Carried

Economic Development
2025.06.04.83 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Bent to approve the report as submitted.

Motion Unanimously Carried

Recreation, Community & Culture
2025.06.04.84 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the Community Coordinator Report.

Motion Unanimously Carried

Standing Committee Reports
Reports were provided with the Councillor reports.

Correspondence
Mayor Cogswell read the two letters aloud for Council.

Mayor Cogswell also discussed his disappointment with the two bridges being removed from the 2025 Capital Budget from Department of Transportation and that a letter indicating so was issued today.

Approval of Payments
General Government
2025.06.04.85 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the invoices.

Motion Unanimously Carried

Approval of Accounts
2025.06.04.86 Moved by Councillor Bent, **seconded** by Councillor Dealy to approve the expense reports.

Motion Unanimously Carried

New Business
Committee Resignation
2025.06.04.87 Moved by Councillor Dealy, **seconded** by Councillor Thompson to accept the resignation.

Motion Unanimously Carried

Seniors Companion Program
2025.06.04.89 Moved by Councillor Dealy, **seconded** by Councillor Bent approve as submitted.

Motion Carried
Yes Votes – Councillor Deanna Bent, Councillor Lorraine Thompson, Mayor George Cogswell
No Votes – Deputy Mayor Heather Saulnier, Councillor Tina Dealy

Council had many questions during the question period of the motion. Questions related to volunteer qualifications, oversight, safety and why the program should be offered by Fundy Shores directly rather than a volunteer organization.

Closed Session
2025.06.04.90 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to move into closed session.

Motion Unanimously Carried

Closed Session
Potential Land Purchase for Commercial Use

Council direct staff to continue to look for suitable land to purchase.

Council returned from closed session at 8:32pm.

Next Meetings

a. Committee of the Whole
Community Building
June 18, 2025– 6:00 pm

b. Regular Council Meeting
Community Building
July 2, 2025 – 6:00 pm

Announcements
None.

Adjournment
The meeting adjourned at 8:34pm.

_____
George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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

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Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
July 2, 2025 – 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 – June 4, 2025
   Committee of the Whole – June 18, 2025

6. **Presentation to Council**
   None.

7. **Business Arising from the Minutes/Old Business**
   a. **Municipal Capital Borrowing Board – Update**
   The approval for the fire truck has been conditionally approved. The only condition is that the December 31, 2024, Financial Statements be filed. The audited financial statements are being drafted by Teed Saunders Doyle.

7. **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 – June Report Attached

   b. Planning & Inspection
      i. Planning Director's Report – June Report Attached

   c. Public Safety
      i. Fire Department – June Report Attached

   d. Economic Development
      i. Synergi – June Report Attached

   e. Recreation, Community & Culture
      i. Community Coordinator Report –

8. **Standing Committee Reports**
   a. **Community & Economic Empowerment Committee**
   b. **PRAC Committee**
   c. **Safe Community & Emergency Preparedness Committee**
   d. **Recreation & Destination Committee**

9. **Correspondence**
   a. **Correspondence Received**
      i. **Canadian Postmasters and Assistants Association (CPAA)**
      Council received a letter from Eugene Verdon, President Maritime Branch of CPAA. Please find attached to tonight's agenda the letter.

   b. **Correspondence Issued**

10. **Approval of Payments**
    General Government – June 26, 2025

11. **Approval of Accounts**
    Expense Report – June 26, 2025

12. **New Business**
    a. **New River Beach – Musquash ATV Club Request**
    Synergi and CAO Brown met with Musquash ATV and Quad NB, the discussion was around access of ATV's to New River Beach. Under the Act governing the parks, ATV's are not permitted on the property. However, they have requested that we request they conduct a pilot program to allow ATV use to see if it can increase users and revenue of the area.

    b. **FASD – Fetal Alcohol Spectrum Disorder – Proclamation**
    The NB FASD Centre of Excellence with the Vitalite Health Network is asking Council declare September 9, as FASB Awareness Day.

    "Fetal Alcohol Spectrum Disorder (FASD) is a lifelong neurodevelopmental disability caused by prenatal alcohol exposure, affecting over 1.6 million Canadians—more than Down Syndrome, Cerebral Palsy, Tourette's Syndrome, and Autism combined. Individuals with FASD may experience challenges with learning, memory, attention, emotional regulation, and social skills, requiring ongoing support in education, employment, and healthcare." This year's theme is "Everyone Plays A Part," to highlight the collective responsibility of supporting individuals diagnosed with FASD and their families

13. **Closed Session**
    N/A

14. **Next Meetings**
    a. Community Complex Needs Assessment Committee
    Community Building
    July 3, 2025 – 6:00 pm

    b. Committee of the Whole
    Community Building
    July 16, 2025– 6:00 pm

c. Regular Council Meeting
Community Building
August 6, 2025 – 6:00 pm

15. Announcements

16. Adjournment

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Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
June 4, 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 Tina Dealy, Councillor Deanna Bent, Councillor Lorraine Thompson, Community Coordinator Bobbie Craft, Chief Administrative Officer/Clerk Linda Sullivan Brown

Declaration of Conflict of Interest
None.

Addition, Deletion, or Approval of the Agenda
2025.06.04.76 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the agenda with additions.

Motion Unanimously Carried

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Motion Unanimously Carried

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Information only.

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a. Ability to negotiate with other local government unit and/or the Province of New Brunswick as it relates to mutual aid, joint organizations, members, services, etc.

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b. Scaling up or down the size of the committee response.
c. Notification and convening of the committee.
d. Obligations of the committee and EMO Director.

Motion Unanimously Carried

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Motion Unanimously Carried

Municipal Capital Borrowing Board
Information only.

Department Reports
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Mayor's Report – Mayor Cogswell submitted his report online and reviewed the highlights of his month.

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Deputy Mayor Heather Saulnier – Deputy Mayor submitted her report online.

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Councillor Lorraine Thompson – Councillor Thompson submitted her report and PRAC report online.

CAO Report to Council –
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Motion Unanimously Carried

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2025.06.04.81 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the report as submitted.

Motion Unanimously Carried

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Motion Unanimously Carried

Economic Development
2025.06.04.83 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Bent to approve the report as submitted.

Motion Unanimously Carried

DRAFT

Recreation, Community & Culture
2025.06.04.84 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the Community Coordinator Report.

Motion Unanimously Carried

Standing Committee Reports
Reports were provided with the Councillor reports.

Correspondence
Mayor Cogswell read the two letters aloud for Council.

Mayor Cogswell also discussed his disappointment with the two bridges being removed from the 2025 Capital Budget from Department of Transportation and that a letter indicating so was issued today.

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Motion Carried
Yes Votes – Councillor Deanna Bent, Councillor Lorraine Thompson, Mayor George Cogswell
No Votes – Deputy Mayor Heather Saulnier, Councillor Tina Dealy

Council had many questions during the question period of the motion. Questions related to volunteer qualifications, oversight, safety and why the program should be offered by Fundy Shores directly rather than a volunteer organization.

Closed Session
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Motion Unanimously Carried

DRAFT

Closed Session
Potential Land Purchase for Commercial Use

Council direct staff to continue to look for suitable land to purchase.

Council returned from closed session at 8:32pm.

Next Meetings

a. Committee of the Whole
Community Building
June 18, 2025– 6:00 pm

b. Regular Council Meeting
Community Building
July 2, 2025 – 6:00 pm

Announcements
None.

Adjournment
The meeting adjourned at 8:34pm.

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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

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Minutes
Rural Community of Fundy Shores
Committee of the Whole
Community Building
June 18, 2025 – 6:00 pm

Call To Order
Mayor Cogswell called the meeting to order at 6:00pm.

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Tina Dealy, Councillor Lorraine Thompson, Councillor Deanna Bent. Chief Administrative Officer/Clerk Linda Sullivan Brown, Executive Director – Synergi – Brian Cooke, Gil Morie

Declaration of Conflict of Interest
None.

Presentation
None.

Topics
Noise Complaints – Kystal May (Tentative)
Ms. May was not present. However, Mr. Morie provided a copy of a letter received from the Department of Transportation regarding the discontinuation of service on DAM Road in Musquash NB. Mr. Morie requested Council's support in learning more about this letter and actions taken by the Department to see if it could be rectified.

FireSmart NB Application – Wildland Fire Risk Assessment – CAO Brown
CAO provided a presentation on the application to conduct a wildland fire risk assessment. The assessment would include a risk assessment and mapping of the region, as well as recommendation for future planning needs of Fundy Shores. An opportunity of funding has been presented by FireSmart NB, and Council agreed the application should be submitted at this time.

Meeting Updates – Mayor Cogswell
Mayor Cogswell provided an update on the meeting with Premier Holt on June 5, particularly noting the importance of the energy file in Fundy Shores and the potential expansion of Point Lepreau. Mayor Cogswell also discussed the potential for medical isotope development in Fund Shores.

Mayor Cogswell had a phone meeting with Lori Clark from NB Power. They discussed her concerns with outside organizations discussing NB Power's involvement in projects that they were not actively participating in.

Mayor Cogswell spoke with Kris Austin, the Energy Critic for the Province of New Brunswick. He reviewed concerns that would bring up in meetings held over the last two months and Mr. Austin agreed to review the information and provide an update.

Development Incentives – Synergi – Executive Director Cooke
Mr. Cooke provided an overview of the potential development incentives that could be used in Fundy Shores. Council appreciated the slideshow and asked questions on overall annual costs and

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if the per door development opportunity and the rebate program, they also wanted to know if these programs have been successful in other regions. Council agreed to bring this forward to the next Committee of the Whole meeting for additional discussions.

Development Support – Pilot Project – CAO Brown
CAO Brown presented the pilot project for consideration. The pilot focusing on grants for individuals needing urgent home repairs. It was discussed as a social project. Council did have concerns that the program would be something better suited for the Department of Social Development and would the funding be sufficient to truly make an impact. Council agreed to bring this forward to the next Committee of the Whole Meeting for additional discussions.

Additional Item:
Mayor Cogswell brought up the need for support from the Regional Service Commission for Heavy Industrial Tax as well as the Energy File in Fundy Shores. Council agreed to move this item to the RSC for discussion.

Next Meetings
Regular Council Meeting
Community Building
July 2, 2025 – 6:00 pm

Committee of the Whole
Community Building
July 16, 2025 – 6:00 pm

Adjournment
This meeting was adjourned at 8:27pm.

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

Linda Sullivan Brown
CAO/Clerk
Rural Community of Fundy Shores

Linda Sullivan Brown

From: George (Denny) Cogswell
Sent: June 26, 2025 12:13 PM
To: Linda Sullivan Brown
Subject: June's mayors meetings

May 31.. attended 50 plus club fundraiser

June 4th.. fundy shores school tea (positivity club) Evening council

June 5th .. Fredericton meeting with premier evening meeting with MLA Ian Lee.

June 9th... morning phone call with Lori clark(CEO NB Power) afternoon meeting with cross rivers.
Interviews afternoon for admin.

June 10th.. Synergi's AGM in mcadam.
Attended Synergi board meeting

June 11th... attended recreation committee meeting

June 12th .. rsc meeting, board meeting with Dr. Dornan (Minister of Health).

June 16th.. phone calls from Ian lee, Kris Austin re energy file . Sent Emails for meeting with Dr Taylor, tour st andrews wellness center.

June 18th.. committee of the whole

June 21st .. all day at plngs for annual fire training

June 22... attended vendors market and colour run at firehall.

June 25th.. meeting with MP John Williamson (St. Stephen office)

June 26th .. rsc board meeting

Many phone calls/messages returned throughout the month ..

George(Denny)Cogswell
Mayor
Rural Community of Fundy Shores

31 Malcolm Meehan Road

Musquash NB, E5J 2G2

Office: 506-693-0207

Website: www.fundyshores.ca

Deputy Mayor June Report

June 3 - - attended RCMP webinar on Outlaw Motorcycle Gangs

June 4 – Regular CouncilMeeting

June 5th – attended meeting in St. George hosted by RSC on Poverty in NB particularly South West NB

June 10th - Attended Synergi AGM in McAdam

June 11th – RDD meeting

June 12th - meeting in St. George hosted by RSC for collaborate health care clinics in NB

June 18th council committee of the whole

June 25th - RDD meeting

Councilor at Large and Community & Economic Empowerment Committee June 2025 Report

Submitted to Council by Deanna Bent: July 2, 2025

	Event
June 3	NB First Responders' Mental Health Conference 2025 • Wounded Warriors a national mental health service provider helping Canada's veterans, first responders and their families • With Workplace Safety and Insurance Board, Insight Health Solutions offers a mental health program for first responders. Visit the Trillium Health Partners, Insight Health Solutions website.
June 4	Regular Council Meeting
June 5	Overcoming Poverty Together Presentation • RSC Community Development presentation • Economic & Social Inclusion Corporation (ESIC) presented Overcoming Poverty Together 4: The NB Economic and Social Inclusion Plan 2025-2030 • Presentation by Heather Chase on Completed Community Needs Assessment
June 10	Synergy AGM at McAdam Train Station and Tour
June 18	Committee of the Whole Meeting
June 21	Volunteered at Provincial Training Session at Point Lepreau G.S. Over 100 firefighters got training in many areas such as boat rescue, FF1 signoffs, Auto Ex, and much more. In New Brunswick dogs are used in fire investigation to help identify potential evidence of arson. These dogs are trained to locate ignitable liquids at fire scenes. A sweet dog gave a demonstration and was able to find all six hidden accelerants

CAO Memo to Council

Prepared by: Linda Sullivan Brown
Date Prepared: June 26, 2025

Re: Monthly Activity Report

Projects-

100 Community Challenge – Received confirmation that our kits would be delivered the end of August. At which time we will prepare a few presentations and registration opportunities for people in Fundy Shores.

Playground Upgrades – Reminder the installation date for the new swing set is July 7-11, 2025. The playground will be closed that week, also Fundy Fencing is scheduled to be on site to make necessary repairs to the fencing around the park.

Heavy Industrial Tax Rate – I drafted a letter for presentation to the SNBSC by Mayor Cogswell, to gain support in moving this project forward.

Dolly Parton Imagination Library – Received the login credentials for this program on June 26, 2025. I have a meeting scheduled with the Regional Director to review the portal to make sure we can launch mid July, for the first book in September. This is later than what was originally hoped, however the credentialing process took a little longer than expected.

Home Safe and Sound Program – drafted a potential pilot project for Council to partner with the Province of New Brunswick. Council reviewed this once, but agreed additional review needed to be conducted at the July Committee of the Whole.

NB Pay Equity Coalition Meeting – this meeting was amazing. I learned so much about pay equity and how it was established in other provinces. New Brunswick currently only requires pay equity in the civic service, however it is expected to roll out to all employers in 2027. I believe the age of our organization is a benefit in this process. It will still take time to complete, but since being educated on the requirements of demonstrating pay equity, it can be implemented at the ground level when developing employment opportunities with the community. We will also need to review the internal equity as well of position, I do need more education on this topic before I can provide any recommendations.

UMNB – I have registered all Council (and myself) for the October Conference. I have an upcoming meeting with the UMNB Infrastructure Group and with the Rural Communities group.

Reminder- July and August – I try not to book additional meetings, so I can focus on the larger projects including – Tourism Strategy for Lepreau Falls, Fire Contract Pricing, Trail Network Proposal, Collaborative Care Clinical Option, Tourism Accommodation Levy Review, Brochure Updates and the Annual Reporting.

I think this captures the work of the past few weeks. If you feel anything need additional attention please let me know.

Respectfully Submitted
Linda Sullivan Brown
Chief Administrative Officer

Planning & Inspections Report to Council

As of June 26th, 2025

Rural Community planning update

- Met with a developer to look at the various Rural Plan-compliant options for a residential cluster housing development proposal in Maces Bay.
- Bringing a one (1) lot private access subdivision approval application for a cemetery use in Dipper Harbour to the PRAC for consideration in July.

Rural Community building and development update

- Assisting a provincial crown corporation with making a building permit application.
- Three (3) new building or development permits issued last month – twelve (12) total permits and $1,639,000 in new construction value added year-to-date.
- Six (6) new homes/dwelling units approved year-to-date – two (2) new homes in last month's report period.
- Two (2) subdivision plans approved last month and ten (10) new subdivision plans approved year to date – eleven (11) total building lots added to Fundy Shores.
- Two (2) variances approved year-to-date - no new in report period.
- One (1) deed document exempted to be registered at the Provincial Land Registry – no new.

Rural Community enforcement update

- Helped direct resident about a concern regarding odours on a federally owned property.
- Thirty-eight (38) enforcement files have historically been opened in Fundy Shores under the Building Code Administration Act, Community Planning Act, or the Dangerous & Unsightly Premises By-law. Year to date, and twenty-seven (27) of those files have been closed since reporting began. Three (3) new enforcement files were opened in last month's report.

Rural Community civic addressing update

- Three (3) new civic address assigned in Fundy Shores to-date in 2025 – one (1) new civic address in last month's report period.

Respectfully submitted by,

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

Linda Sullivan Brown

From: Wayne Pollock <musquashfire@gmail.com>
Sent: June 26, 2025 1:45 PM
To: Linda Sullivan Brown
Subject: Activities for June

Hi Linda

Following are the activities for June:

Jun 3 - MVC vehicle hit guard rail Prince of Wales
Jun 7 - Four members took EFF course
Jun 11 - Outside fire New River
Jun 14 - Hazmat training
Jun15 - RCMP requested assistance Musquash
Jun 15 - Public hazard tree on power line Musquash
Jun 15 - MVC single vehicle roll over Prince of Wales
Jun 21 - PLNGS workshops
Jun 23 - MVC car vs Moose Musquash
Jun 24 - Mutual aid structure fire Pennfield
Jun 25 - Structure fire Maces Bay

Thanks
Wayne

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

Meeting: July 2, 2025
31 Malcolm Meehan Rd., Musquash
Prepared by Brian Cooke, Executive Director

- **Update on Land Acquisition:**
  - Surplus disposal process is underway for property in Pocologan. As part of the process, DTI is asking other departments if they would have use for the property, and then will circle back with Fundy Shores. No new update on this file.

  - Reached out to the John Law Corporation on land in Dipper, Chance Harbour and Maces Bay. Awaiting a reply.

- **Business Development:**

  - Added one business to the business directory in June. A total of 14 businesses/organizations are currently listed as of June 25/25. Listed here: https://www.synerginb.ca/fundy-shores-business-directory

  - Met with a company to understand what the scope of work and costs would be to undertake a needs analysis/ business case to present to the government on a light-industrial park. Waiting for a quote from the company.

  - Met with a developer to discuss housing opportunities and zoning options/changes with the RSC.

- Supported Mayor Cogswell and CAO with briefing materials for their meeting with Premier Susan Holt.

- Had a follow up meeting with a company that is looking to set up a commercial medical isotope facility and to better understand their needs.

- Synergi and CAO met with the YMCA of Southwestern New Brunswick to discuss the After-School Care program at the Fundy Shores School and opportunities for expansion. The YMCA recently announced that the program will be delivered during Professional Development (PD) Days. Registration is currently open for children ages 5-12; to register, reach out to Kara Fillmore: k.fillmore@yswnb.ca.

- As a follow-up from Port Days in Saint John, Synergi and CAO are in the process of scheduling a meeting with a cruise tour company to scout out opportunities for cruise ship passengers to explore Fundy Shores.

- Synergi met with the Fundy North Fishermen's Association's (FNFA) Executive Director to discuss proposed Marine Protected Areas (MPAs) by DFO and impacts, American and Chinese tariff impacts on the lobster fishery, provincial tariff relief funding, wharf infrastructure, and connecting a boat building business in the region with FNFA members. Synergi did send a letter of support to the provincial Minister responsible for Economic Development and the Minister of Agriculture, Aquaculture, and Fisheries to consider initiatives to support the fisheries in the region for owner/occupiers, with the province's tariff response assistance funding.

- Attended the RSC's Committee of the Whole meeting with the provincial Minister of Health, Dr. Dornan on collaborative care clinics and health care in the Southwest region.

- Synergi developed an information briefing on proposing a paramedics clinic based out of the Lepreau ANB bay for access to some primary care services. More details to follow.

- Synergi and Fundy Shores reached out to the St. Andrews Wellness Centre to request a meeting with Dr. Levesque-Taylor to take a tour and discuss her model for community health care. Scheduling in progress.

- Met briefly with a representative from the Peskotomuhkati First Nation to discuss items relating to the nuclear energy file and the Fundy Shores 5-year economic development plan.

- Synergi and Fundy Shores staff met with NB Power representatives on a bi-monthly update on the nuclear energy file at PLNGS.

- Drafted a letter of support for nuclear energy development in Fundy Shores for the RSC to send to Prime Minister Mark Carney as part of the federal government's push for Canada to be an energy superpower.

- Attended the first public NB Power review session.

- Scheduling a meeting with a member of the 2029 Canada Summer Games committee to discuss potential partnerships/ opportunities for Fundy Shores' accommodations and tourism sector. (No update)

- **Housing:**
  - Synergi and Fundy Shores CAO worked on drafting three policy options and presented them to the Mayor & Council for commercial and residential development incentives.

Dear Council Members,

My name is Eugene Verdon, I am honored to serve as the President of the Maritime Branch of the Canadian Postmasters and Assistants Association (CPAA)—the second-largest and oldest union at Canada Post, representing over 8,500 employees in more than 3,000 rural post offices across Canada.

While much public attention is focused on the CUPW union, CPAA has quietly but firmly served as the voice of rural post office employees since 1902. Our members—92% women—are the backbone of small-town Canada, providing vital services and human connection in communities where few federal services remain.

We do not strike. We serve.

Canada Post's vast network is one of the last threads tying rural Canadians to essential services—from parcel delivery and bill payments to money transfers and government forms. Yet, our workforce and network continue to shrink. From over 10,000 jobs and 5,220 post offices in the 1980s, we are now down to just over 8,500 employees and 3,093 rural post offices—and that number continues to decline.

Although a moratorium on closures has existed since 1994, it has not stopped job cuts, hour reductions, and office closures. With the return of the Kaplan inquiry, the risk of losing more post offices is real.

Our members were declared essential during the pandemic. When others stayed home, we kept rural Canada running—delivering medication, groceries, and vital supplies. In places where banks have pulled out, the post office has become a lifeline.

If Canada Post's exclusive privilege to deliver letter mail is removed, rural areas could be left behind in favor of urban markets by private carriers. We must ensure equal access for all Canadians, regardless of geography.

Why This Matters to You? The loss of a rural post office is more than inconvenience—it's the loss of a community hub, a reliable job, and access to vital services. When replaced with dealer outlets or community mailboxes, the identity of the town fades. We've seen it happen.

Your support is critical. If you are contacted by Canada Post about service changes, please reach out to me. I'm here to answer questions and help defend your community's right to accessible postal services.

Let's keep the heart of rural Canada beating.

Sincerely,
Eugene Verdon
President, Maritime Branch
Canadian Postmasters and Assistants Association (CPAA)

CPAA / ACMPA
In the rhythm of life, Find your heartbeat.

CPAA Website

Approval of Invoices
Month of: July 2025

Services	Vender	Description	Invoice Total		
General Government					
	Southwest NB Service Commission	July Membership Fees	$ 31,311.50		
	Community Develoment of Eastern Charlotte Inc.	Synergi July Contract	$ 6,333.33		
	Denny Cogswell	Mileage (Meeting with John Williamson)	$ 96.86		
	NB Power	Office Power	$ 368.17		
	Bell Mobility	Corporate Cellphone	$ 117.27		
	AMANB	Membership Dues	$ 861.35		
	Denny Cogswell	Mileage (Synergi AGM)	$ 160.08		
	Heather Saulnier	Mileage (Synergi AGM)	$ 127.60		
	BrunNet Inc	May IT Support	$ 672.81		
	Deanna Bent	Mileage (Moncton Training)	$ 160.00		
			Subtotal	$	*40,208.97*
Fire Department					
	NB Power	Station 1	$ 539.13		
	NB Power	Station 2	$ 375.42		
	NB Power	Station 2 - Garage	$ 147.96		
	Canadian Tire	Wiper Blades	$ 58.63		
	Irving Oil	Propane	$ 13.05		
	Atlantic Emergency Medical Training Solutions	Medical First Responder Training	$ 575.00		
	Versatile Training Solutions	Airbrake Training	$ 900.86		
	Forst Green Lawncare	Station 1 - mowing	$ 320.00		
	Forst Green Lawncare	Station 2 - mowing	$ 270.00		
	J.V. Rathburn	Oil Change	$ 588.69		
	XploreNet	Internet Station 2	$ 120.74		
	Saint John Energy	Heat Pump Station 2	$ 172.49		
	Saint John Energy	Heat Pump Station 1	$ 76.43		
			Subtotal	$	*4,158.40*
Community Services					
	Mike Gerrits	Reimbursement for Canopy Purchase	$ 150.00		
	Dillon Consulting	Needs Assessment	$ 1,182.20		
	Utopia Groundworks	Moving Buildings	$ 1,802.63		
	Dillon Consulting	Needs Assessment	$ 2,562.20		
	Forest Green Lawncare	Mowing Community Centre	$ 480.00		
			Subtotal	$	6,177.03
Solid Waste					
	Fero	Contract Fees	$ 21,868.11		
	Southwest NB Service Commission	May Garbage Tipping Fees	$ 5,222.15		
			Subtotal	$	*27,090.26*
			Total Invoices	**$**	**77,634.66**

June 10, 2025

To whom it may concern,

Fetal Alcohol Spectrum Disorder (FASD) is a lifelong neurodevelopmental disability caused by prenatal alcohol exposure, affecting over 1.6 million Canadians—more than Down Syndrome, Cerebral Palsy, Tourette's Syndrome, and Autism combined. Individuals with FASD may experience challenges with learning, memory, attention, emotional regulation, and social skills, requiring ongoing support in education, employment, and healthcare.

On behalf of the NB FASD Centre of Excellence, we kindly request that your region,

1. **Proclaim September 9 as FASD Awareness Day** to raise awareness of FASD.
2. **Light up [City Hall/Local Landmark] in red** on September 9, 2025, joining landmarks across New Brunswick in solidarity.

FASD Awareness Day, first recognized in 1999, is held on 9/9 to emphasize the importance of going alcohol-free during the full 9 months of pregnancy. This year's theme, **"Everyone Plays A Part,"** highlights the collective responsibility of supporting individuals diagnosed with FASD and their families. Lighting up red will not only show solidarity but also help spread awareness in your community. This campaign hopes to shine light on this hidden disability and promote action to address it.

We invite you to join this initiative alongside other municipalities in New Brunswick and across Canada. Our goal is to build on last year's success and expand our impact even further. Will your municipality take part in this important initiative?

If this request is approved, we will submit your region to the national and provincial list of participating sites. Please let us know your decision by **August 1, 2025**.

Thank you for considering this important initiative. Please feel free to reach out if you have any questions.

Kind regards,

Maria DesRoches, Educational Coordinator
NB FASD Center of Excellence/ Vitalité Health Network
667 Rue Champlain St, suite 120, Dieppe, NB E1A 1P6
Tel : (506) 869-3572 Fax : (506) 869-2147
maria.desroches@vitalitenb.ca

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
July 2, 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 Tina Dealy, Councillor Deanna Bent, Councillor Lorraine Thompson, Chief Administrative Officer/Clerk Linda Sullivan Brown

Declaration of Conflict of Interest
None.

Addition, Deletion, or Approval of the Agenda
2025.07.02.91 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the agenda with additions.

Motion Unanimously Carried

Approval of the Minutes
2025.07.02.92 Moved by Councillor Bent, **seconded** by Councillor Thompson to approve the minutes as written.

Motion Unanimously Carried

Presentation to Council
None.

Business Arising from the Minutes
Municipal Capital Borrowing Board – Update
Information Only.

Department Reports
General Government
Mayor's Report – Mayor Cogswell submitted his report online and reviewed the highlights of his month. Highlights included the Regional Service Commission adopting the letters drafted by Fundy Shores for support of the retention of the Heavy Industrial Tax and Energy Development in Fundy Shores. Mayor Cogswell also noted the letter issued to the Department of Transportation and Infrastructure regarding their changes to the 5 Year Capital Plan, including removing Chance Harbour Bridge from this year's scheduled infrastructure repairs.

Councillor's Report
Deputy Mayor Heather Saulnier – Deputy Mayor submitted her report online.

Councillor Deanna Bent – Councillor Bent submitted her report online.

Councillor Tina Dealy – Councillor Dealy submitted her report online. Councillor Dealy and Councillor Saulnier also updated Council on the festival planning.

Councillor Lorraine Thompson – Councillor Thompson submitted her report and PRAC report online.

CAO Report to Council –
2025.07.02.93 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the report as submitted.

Motion Unanimously Carried

Planning & Inspection
2025.07.02.94 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the report as submitted.

Motion Unanimously Carried

Public Safety
2025.07.02.95 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Thompson to approve the report.

Motion Unanimously Carried

Economic Development
2025.07.02.96 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the report as submitted.

Motion Unanimously Carried

Council requested an update on the YMCA and their programming at Fundy Shores Elementary and the potential for a Collaborative Care Clinic.

Recreation, Community & Culture
No Report

Standing Committee Reports
Reports were provided with the Councillor reports.

Correspondence
Mayor Cogswell reviewed the letter from the Association of Canadian Postmasters and Assistants.

Approval of Payments
General Government
2025.07.02.97 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the invoices.

Motion Unanimously Carried

Approval of Accounts
2025.07.02.98 Moved by Councillor Bent, **seconded** by Councillor Dealy to accept the expense report.

Motion Unanimously Carried

New Business
New River Beach – Musquash ATV Club Request
2025.07.02.99 Moved by Councillor Bent, **seconded** by Councillor Dealy to approve the government about allowing ATV's to use roadways within the park.

Motion Unanimously Carried

FASD – Fetal Alcohol Spectrum Disorder - Proclamation
2025.07.02.100 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to proclaim September 9, 2025 as FASD Awareness Day.

Motion Unanimously Carried

Mayor Cogswell read the proclamation.

Appointment to the Public Safety Committee
2025.07.02.101 Moved by Councillor Thompson, **seconded** by Deputy Mayor Saulnier to appoint Jolanta Kliwer to the Public Safety Committee.

Motion Unanimously Carried

UMNB Resolution
2025.07.02.102 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Bent be it resolved that:
WHEREAS local governments play a critical role in delivering essential services and fostering sustainable communities across the province of New Brunswick; and

WHEREAS the position of Municipal Advisor previously provided valuable support, guidance, and expertise to local governments in navigating complex governance structures, financial, and legislative matters; and

WHEREAS the removal of this position has resulted in a gap in accessible, consistent provincial support for Councils and Administrators;

THEREFORE BE IT RESOLVED THAT the Union of Municipalities of New Brunswick respectfully request that the Government of New Brunswick reinstate the position of Municipal Advisor within the Department of Local Government;

AND BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of New Brunswick and the Minister of Local Government for their consideration.

Motion Unanimously Carried

Mayor Cogswell took this time to read a letter he sent to a local firefighter regarding their bravery at a house fire in Maces Bay.

Closed Session
None.

Next Meetings
Committee of the Whole
Community Building
June 18, 2025– 6:00 pm

Regular Council Meeting
Community Building
July 2, 2025 – 6:00 pm

Announcements
None.

Adjournment
2025.07.02.103 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to adjourn.
The meeting adjourned at 7:09pm.

_____

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

_____

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

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
August 6, 2025 – 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 – July 2, 2025
   Committee of the Whole – July 16, 2025

6. **Presentation to Council**
   None.

7. **Business Arising from the Minutes/Old Business**

7. **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 – July's Report Attached

   b. Planning & Inspection
      i. Planning Director's Report – Not Available

   c. Public Safety
      i. Fire Department – July's Report Attached

   d. Economic Development
      i. Synergi – Not Available

   e. Recreation, Community & Culture
      i. Community Coordinator Report – Not Available

8. **Standing Committee Reports**
   a. **Community & Economic Empowerment Committee**
   b. **PRAC Committee**
   c. **Safe Community & Emergency Preparedness Committee**

d. Recreation & Destination Committee

9. Correspondence

a. Correspondence Received

i. Charlotte County Archives
ii. ATV Access to New River Beach – Response from Minister of Tourism
iii. Canadian Association of Nuclear Host Communities
iv. Office of the Prime Minister – Nuclear Energy
v. Energy Development – Mayor Reardon & Mayor Merrifield

b. Correspondence Issued

i. Mayor's Letter Regarding the Heavy Industrial Tax Rate
ii. Mayor's Letter Regarding Nuclear Energy Development In Fundy Shores

10. Approval of Payments

General Government – Report Attached

11. Approval of Accounts

Expense Report – Income and Expense Report for July 30, 2025

12. New Business

a. Appointment of Assistant Clerk

Council will need to officially appoint Administrative Assistant Jillian Holland as the Assistant Clerk for the Rural Community of Fundy Shores, to provide her with the authority under section 74 (2) of the Local Governance Act 2017 C.18. This appointment provides security to the Rural Community, should the CAO/Clerk be incapacitated or unavailable to conduct the duties as required in accordance with the Act.

Possible Motion: be it resolved to appoint Jillian Holland as the Assistant Clerk for the Rural Community of Fundy Shores under section 74 (2) of the Local Governance Act whereby: "The assistant clerk is subject to the directions of the clerk and, in the absence or disability of the clerk or when there is no clerk, has all the powers and duties of the clerk."

b. UMNB Fee Review

UMNB presented a fee structure review at the Zone Meeting. Attached are their findings.

13. Closed Session

a. Employment Matter (Local Governance Act 2017 C. 18 – Section 68 (1) (j) labour and employment matters.)

b. Potential Commercial Investor (Local Governance Act 2017 C. 18 – Section 68 (1) (c) information that could.... jeopardize negotiations leading to an agreement or contract.)

14. Next Meetings

a. Committee of the Whole
Community Building
August 20, 2025– 6:00 pm

b. Regular Council Meeting
Community Building
September 3, 2025 – 6:00 pm

15. Announcements

16. Adjournment

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
July 2, 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 Tina Dealy, Councillor Deanna Bent, Councillor Lorraine Thompson, Chief Administrative Officer/Clerk Linda Sullivan Brown

Declaration of Conflict of Interest
None.

Addition, Deletion, or Approval of the Agenda
2025.07.02.91 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the agenda with additions.

Motion Unanimously Carried

Approval of the Minutes
2025.07.02.92 Moved by Councillor Bent, **seconded** by Councillor Thompson to approve the minutes as written.

Motion Unanimously Carried

Presentation to Council
None.

Business Arising from the Minutes
Municipal Capital Borrowing Board – Update
Information Only.

Department Reports
General Government
Mayor's Report – Mayor Cogswell submitted his report online and reviewed the highlights of his month. Highlights included the Regional Service Commission adopting the letters drafted by Fundy Shores for support of the retention of the Heavy Industrial Tax and Energy Development in Fundy Shores. Mayor Cogswell also noted the letter issued to the Department of Transportation and Infrastructure regarding their changes to the 5 Year Capital Plan, including removing Chance Harbour Bridge from this year's scheduled infrastructure repairs.

Councillor's Report
Deputy Mayor Heather Saulnier – Deputy Mayor submitted her report online.

Councillor Deanna Bent – Councillor Bent submitted her report online.

Councillor Tina Dealy – Councillor Dealy submitted her report online. Councillor Dealy and Councillor Saulnier also updated Council on the festival planning.

Councillor Lorraine Thompson – Councillor Thompson submitted her report and PRAC report online.

CAO Report to Council –
2025.07.02.93 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the report as submitted.

Motion Unanimously Carried

Planning & Inspection
2025.07.02.94 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the report as submitted.

Motion Unanimously Carried

Public Safety
2025.07.02.95 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Thompson to approve the report.

Motion Unanimously Carried

Economic Development
2025.07.02.96 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the report as submitted.

Motion Unanimously Carried

Council requested an update on the YMCA and their programming at Fundy Shores Elementary and the potential for a Collaborative Care Clinic.

Recreation, Community & Culture
No Report

Standing Committee Reports
Reports were provided with the Councillor reports.

Correspondence
Mayor Cogswell reviewed the letter from the Association of Canadian Postmasters and Assistants.

Approval of Payments
General Government
2025.07.02.97 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the invoices.

Motion Unanimously Carried

Approval of Accounts
2025.07.02.98 Moved by Councillor Bent, **seconded** by Councillor Dealy to accept the expense report.

Motion Unanimously Carried

New Business
New River Beach – Musquash ATV Club Request
2025.07.02.99 Moved by Councillor Bent, **seconded** by Councillor Dealy to approve the government about allowing ATV's to use roadways within the park.

Motion Unanimously Carried

FASD – Fetal Alcohol Spectrum Disorder - Proclamation
2025.07.02.100 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to proclaim September 9, 2025 as FASD Awareness Day.

Motion Unanimously Carried

Mayor Cogswell read the proclamation.

Appointment to the Public Safety Committee
2025.07.02.101 Moved by Councillor Thompson, **seconded** by Deputy Mayor Saulnier to appoint Jolanta Kliwer to the Public Safety Committee.

Motion Unanimously Carried

UMNB Resolution
2025.07.02.102 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Bent be it resolved that:
WHEREAS local governments play a critical role in delivering essential services and fostering sustainable communities across the province of New Brunswick; and

WHEREAS the position of Municipal Advisor previously provided valuable support, guidance, and expertise to local governments in navigating complex governance structures, financial, and legislative matters; and

WHEREAS the removal of this position has resulted in a gap in accessible, consistent provincial support for Councils and Administrators;

THEREFORE BE IT RESOLVED THAT the Union of Municipalities of New Brunswick respectfully request that the Government of New Brunswick reinstate the position of Municipal Advisor within the Department of Local Government;

AND BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of New Brunswick and the Minister of Local Government for their consideration.

Motion Unanimously Carried

Mayor Cogswell took this time to read a letter he sent to a local firefighter regarding their bravery at a house fire in Maces Bay.

Closed Session
None.

Next Meetings
Committee of the Whole
Community Building
June 18, 2025– 6:00 pm

Regular Council Meeting
Community Building
July 2, 2025 – 6:00 pm

Announcements
None.

Adjournment
2025.07.02.103 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to adjourn.
The meeting adjourned at 7:09pm.

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
Community Building
July 16, 2025 – 6:00 pm

Call To Order
Mayor Cogswell called the meeting to order at 6:00pm.

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Lorraine Thompson, Councillor Tina Dealy, Councillor Deanna Bent, CAO/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland, Executive Director Brian Cooke - Synergi

Declaration of Conflict of Interest
None.

Presentation
None.

Topics
Development Incentives – Synergi – Executive Director Cooke
Council discussed this topic in great detail, working on a balance of residential and commercial development incentives. There was also conversations regarding how to keep the work and purchase of materials local, regional or national. Council requested Brian continue working on the proposals and make the adjustments as explained. This item will be considered under the 2026 Operational Budget.

Development Support – Pilot Project – CAO Brown
Council thanked CAO/Clerk Brown for her work on this project, however given the demand for resources needed on development incentives, this project will need to be withdrawn from the potential for 2026.

Upcoming Projects

Tourism Accommodation Levy and Tourism Strategy Briefing – CAO Brown
Council briefly discussed the opportunities and potential weaknesses of implementing a Tourism Accommodation Levy on the Community. Council requested additional clarity on the financial impacts to be presented at the next Committee of the Whole. As for the Tourism Strategy Council wanted work on this to continue once information is made available from the Department of Tourism Heritage and Culture to see if it is possible to fold into a use for the Tourism Accommodation Levy.

IT/Cyber Updates Briefing – CAO Brown
This was simply an update of the cyber security and IT upgrades scheduled for August. These items were budgeted, BrunNet and Staff have be able to discuss a timeline and expected outcomes for August.

Next Meetings
Regular Council Meeting

Community Building
August 6, 2025 – 6:00 pm

Committee of the Whole
Community Building
August 20, 2025 – 6:00 pm

Adjournment
This meeting adjourned at 7:36pm.

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

Linda Sullivan Brown
CAO/Clerk
Rural Community of Fundy Shores

Date: August 6, 2025

Departmental Report

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

Activities:

Date: July 2, 2025
Item: Umnb morning.. at office.
Council 6pm

Date: July 3, 2025
Item: office launch dolly Parton imagination library
Meeting for community complex committee.

Date: July 10, 2025
Item: 10 am meeting at unb synergi (Brian/Trevor)
RSC meeting (Committee of the whole)

Date: July 14, 2025
Item: office picked up supplies/signs for meeting
6-8 pm.community engagement meeting 50 plus club

Date: July 15, 2025
Item: calls mayor reardon re letters of support for nuclear. Calls coastal for quote on gravel for playground .

Date: July 17, 2025
Item: community engagement meeting 6-8pm
Church(lepreau)

Date: July 21, 2025
Item: meeting at Wayne Long office with Don Darling to review our energy file

Date: July 22, 2025
Item: umnb zone meeting st andrews.
Presented a resolution on behalf of fundy shores and gave update.

Date: July 24, 2025
Item: meeting with Minister chiasson and DTI Staff.
RSC. Meeting

Date: July 26, 2025
Item: community engagement

Date: July 29, 2025
Item: morning picked up tourism brochures(city), afternoon meetings with eden and cross rivers re medical isotopes

Date: July 31, 2025
Item: RSC special meeting

Other Communications:

- Returned multiple messages/emails etc throughout the month re roads. Etc..

Date: August 6, 2025

Departmental Report

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

Activities:

Date: July 2
Item: Regular Council Meeting

Date: July 3rd
Item: Needs Assessment Meeting

Date: July 16th –
Item: Committee of the Whole

Date: July 17th
Item: Needs Assessment Engagement Session

Date: July 26th
Item: Needs Assessment Engagement Session

Date: August 6, 2025

Departmental Report

Department:	Council
Reporting Period:	July 2025
Prepared by (Name):	Tina Dealy

Activities:

Date: July 2, 2025
Item: Attended regular council meeting.

Date: July 3, 2025
Item: Attended the Community Complex Meeting

Date: July 14, 2025
Item: Attended the 1st Community Complex Open House Maces Bay.

Date: July 16, 2025
Item: Attended Committee of the whole

Date: July 17, 2025
Item: Attended the 2nd Community Complex Open House Lepreau

Date: July 19, 2025
Item: Attended the Fundy Bay Seniors Christmas Yard Sale Fundraiser.

Date: July 20, 2025
Item: Moved all donations to the hall for the Fundy Shores Festival

Date: July 30, 2025
Item: Meeting at office for Fundy Shores Festival Days

Other Communications:

- Corresponded with various contacts for the upcoming community days and Heather and Lorraine regarding planning.

- Recreation and Destination Development Committee report.
  Heather and I met with staff to discuss their rolls for the upcoming events. Prepared responsibility lists and organized prizes for the winners.

- No meetings were held in July. Corresponded with various contacts for the upcoming community days and Heather and Lorraine regarding planning. Met with NB Power regarding sponsorship for the festival and everything is on track. Numerous phone calls to everyone involved in the festival for confirmation. Lots of moving parts going on behind the scenes by our committee.

- Next meetings will be Tuesday August 5th and August 12th @ 6:30 at 31 Malcolm Meehan Road

- Upcoming events – Musquash Community Bingo August 15th, everyone 19 and over welcome. This is part of this years Fundy Shores Festival Days.

Date: August 6, 2025

Departmental Report

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

Activities:

Date: July 2, 2025
Item: Attended Regular Council Meeting 31 Malcolm Meehan Rd. Musquash NB

Date: July 14, 2025
Item: Attended Needs Assessment Committee Open House Senior's Club Maces Bay NB.

Date: July 16, 2025
Item: Attended Committee as a Whole meeting 31 Malcolm Meehan Rd. Musquash NB

Date: July 17, 2025
Item: Attended PRAC committee meeting (online)

Date: July 26, 2025
Item: Attended Needs Assessment Committee Open House 31 Malcolm Meehan Rd. Musquash NB

Other Communications:

- Worked on flyers for Farmer's Market and organization of event table bookings and calls etc.

CAO Memo to Council

Prepared by: Linda Sullivan Brown
Date Prepared: July 31, 2025

Re: Monthly Activity Report

Projects-

Playground Upgrades – The swing set has been installed, fence repaired, and Coastal is in the process of removing all grass and placing new pea gravel in the playground space. (We will most likely need a small fence repair following this completion of work.)

Dolly Parton Imagination Library – It's Official the first set of books to arrive in September have been ordered for the kids.

2026 Budget – Budget work has begun for next year.

Tourism Brochures – they have been updated, reprinted and issued to areas that have requested them. 😊

Premier's Office – I did reach out to the Premier's Office to help us secure a meeting with the Department of Transportation and Infrastructure. The meeting was secured, Mayor Cogswell to update Council.

Community Needs Assessment – I confirmed the meetings location, advertised, etc. A draft document has been completed of all responses from the online survey, in person survey, community engagement on Route 790 social media page as well as any personal emails. I will be scheduling a meeting with the Committee to review the document for preparation for Council and Engineering. (FYI 95 pages.)

Staffing – Hired Jillian Holland as the Administrative Assistant for the Rural Community 😊 Jill started work on July 14.

Promotional Materials for Fire Department – drafted promotional materials for their Public Safety Officer to use at an upcoming event.

Fire Department – Mutual Aid Agreement – continued to work on this project, it appears we are almost to a point, where we can hopefully present to Council as a whole.

Coastal Link Trail – received an update from CLT, that access to the MPA has been denied by property owners, the Chair of the Committee will be seeking alternative routes.

Asset Management – I continued to work with a committee from Musquash Fire to complete a draft asset management – status of the infrastructure for the Department's fleet. It is having its final review by the committee and will hopefully be presented to Council in September. The Committee also asked if they could expand their scope of work to evaluate their equipment as well (for example, jaws of life, generators, pumps etc.). Firefighter Mike Delany and I will be working on the scope for later presentation.

Collaborate Care Clinic- finalized a template for review regarding the Collaborate Care Clinic, Mayor Cogswell and I will be working together to ensure the template fits the needs of the project before presenting to Council.

Council Remuneration Review – I have finalized a draft review document regarding council remuneration for consideration for the incoming council in May 2026. This will be presented at the August Committee of the Whole Meeting.

High Priority Items for August - Fire Contract Pricing, Tourism Accommodation Levy Review, Code of Conduct by-law, Procedure By-Law and the Audit/Annual Reporting.

I think this captures the work of the past few weeks. If you feel anything needs additional attention, please let me know.

Respectfully Submitted
Linda Sullivan Brown
Chief Administrative Officer

Date: August 6, 2025

Departmental Report

Department:	Musquash Fire
Reporting Period:	July 2025
Prepared by (Name):	Chief Wayne Pollock

Activities:

Date: July 6
Item: Outside fire in Musquash

Date: July 8
Item: MVC in Prince of Wales

Date: July 9 -
Item: MVC in Prince of Wales

Date: July 15
Item: Car fire in Musquash

Date: July 26
Item: Medical assist in Musquash

Date: July 28
Item: Water rescue in Maces Bay

CHARLOTTE COUNTY ARCHIVES
123 Frederick Street,
St. Andrews, NB E5B 1Z1

July 10, 2025

Dear Mayor Cogswell,

I am writing to request a meeting with you concerning the request of the Charlotte County Archives for support from the Regional Service Commission.

I would like to come with Anna Krentz, our professional archivist and Archives Manager, to meet with you to:

- highlight the vital role the Charlotte County Archives plays in keeping the memory of our community safe for the future;
- demonstrate the value of our archival records as evidence for present day decision-making;
- lay out the services we currently offer to public bodies and private individuals, as well as those we would provide given additional financial resources;
- underline the value of our professional expertise to regional and local efforts to manage important records;
- discuss the draft Memorandum of Understanding prepared with the office of the RSC to provide sustainable support for the operations of the Charlotte County Archives;
- and to seek your backing for this MOU to be funded in next year's Regional Service Commission budget.

If you could suggest a convenient time when we could come to meet with you, we will welcome the opportunity to provide all the information you may need to support our application to the RSC.

Looking forward to meeting you again,

Sincerely,

Sandi Omson
Board Chair
Charlotte County Archives

July 30, 2025

Denny Cogswell
Mayor
Rural Community of Fundy Shores
Musquash, New Brunswick
linda.sullivanbrown@fundyshores.ca

Mayor Cogswell,

Thank you for your email of July 3, 2025, regarding the all-terrain vehicle (ATV) access to New River Beach Provincial Park.

In reference to ATV use in provincial parks, the *Parks Act* prohibits ATV operation by the public. However, the Act also makes allowances for Park Wardens and employees to operate off-road vehicles in the course of their duties. Currently, the Department is not considering the designation of public access routes for ATVs within provincial parks.

The Department of Tourism, Heritage and Culture collaborates closely with the Department of Natural Resources and Energy Development to support Quad New Brunswick's efforts to develop a well-managed ATV trail system across New Brunswick. I encourage you to continue engaging with QuadNB to enhance ATV access and amenities in the Fundy Shores region.

In closing, I wish to thank you for your support of New Brunswick's Provincial Parks and for bringing your concerns to my attention.

With gratitude,

The Honourable Isabelle Thériault
Minister

c.c. Hon. Chuck Chiasson, Minister, Transportation and Infrastructure
Ryan Coleman, Manager, Tourism, Heritage and Culture
Vance Johnson, Trail Coordinator, QuadNB
Sandy Moses, President, Musquash ATV Club #38
Jamie Grannan, Owner, New River Beach Takeout

Tourisme, Patrimoine et Culture / Tourism, Heritage and Culture
C.P. 6000, Fredericton, Nouveau-Brunswick E3B 5H1 / P.O. Box 6000, Fredericton, New Brunswick E3B 5H1
Tél. / Tel. : (506) 453-3115 Téléc. / Fax : (506) 453-4984

GNB.CA

CANHC
Canadian Association of Nuclear Host Communities

July 29, 2025

The Right Honourable Mark Carney
Prime Minister of Canada
Office of the Prime Minister
90 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Carney:

RE: Support for Nuclear Energy Sector Projects at Point Lepreau

The members of the Canadian Association of Nuclear Host Communities (CANHC) are requesting your support for Premier Susan Holt and the provincial government's push for large scale nuclear energy development at the Point Lepreau Nuclear Generating Station, along with future development of Small Modular Reactors (SMRs). CANHC members agree that these developments are significant national building projects that will generate and assist in providing clean, reliable and net-zero power to Atlantic Canadian neighbours, Quebec and the State of Maine; which aligns with the federal government's vision of Canda being an energy superpower.

CANHC is a not-for-profit association that supports local governments by acting as a resource for all current, future, and interested nuclear host communities, while maintaining the best interests of their communities in an ongoing proactive relationship with the Canadian nuclear industry and regulators.

Sincerely,

Adrian Foster
Chair, CANHC

Office of the
Prime Minister

Cabinet du
Premier ministre

Ottawa, Canada K1A 0A2

Ref.: LM005482567

July 22, 2025

Hollis Bartlett
Chief Executive Officer
Southwest New Brunswick Service Commission
33 Wall Street
St. Stephen, New Brunswick E3L 2L5

Dear Hollis Bartlett:

On behalf of the Right Honourable Mark Carney, Prime Minister of Canada, I acknowledge receipt of your correspondence dated June 26, 2025, relating to nuclear energy projects at Point Lepreau. I regret the delay in replying.

Thank you for taking the time to write to Prime Minister Carney. Please be assured that the remarks you offer on behalf of the Mayors of the Southwest Region of New Brunswick have been carefully read.

As you have also sent a copy of your letter to the Minister of Energy and Natural Resources, the Honourable Tim Hodgson, the Prime Minister will leave the matter you raise to be considered by the Minister.

Thank you, once again, for writing.

Yours sincerely,

M Bredeson

M. Bredeson
Executive Correspondence Officer
Executive Correspondence Services

c.c.: The Honourable Tim Hodgson, P.C., M.P.
Minister of Energy and Natural Resources

Canada

The City of Saint John

Mayor Donna Noade Reardon
Mayor's Office/Bureau de la mairesse

July 21, 2025

The Honourable Tim Hodgson
Minister of Energy and Natural Resources
House of Commons
Ottawa, Ontario,
Canada
K1A 0A6

Dear Minister Hodgson,

As the mayors of Saint John, Grand Bay–Westfield, and Fundy Shores, we want to express our collective support for the development of a second CANDU reactor at the Point Lepreau Generating Station.

Point Lepreau is uniquely positioned to help Canada meet its growing energy needs. With an existing licence, established infrastructure, a highly skilled workforce, and a solid record of community and regulatory confidence, it is one of the most viable sites in the country for new nuclear generation. Fundy Shores has held the social license for nuclear for 40 years and is home to the only volunteer fire department trained in nuclear response, further strengthening the region's readiness for this project. A second reactor would provide dependable, zero-emission baseload power, an essential foundation as we scale up renewable sources and transition to a cleaner grid.

We believe the project aligns strongly with the federal government's criteria for nation-building infrastructure: it enhances Canada's energy independence, supports long-term climate goals, offers significant economic value, and can be advanced through respectful engagement with Indigenous partners. It also complements the Eastern Energy Partnership by positioning New Brunswick to contribute to a more integrated and reliable regional power system.

With both public and private proponents exploring this opportunity, we encourage the federal government to provide a clear and timely path forward for assessment and consideration. Our municipalities are ready to work alongside federal and provincial partners around the due diligence needed to support this important initiative.

We look forward to hearing about the conversations at Deerhurst next week and thank you for your attention.

Sincerely,

Donna Noade Reardon
Mayor, City of Saint John

Brittany Merrifield
Mayor, Town of Grand Bay–Westfield

Denny Cogswell
Mayor, Community of Fundy-Shores

cc:
The Honourable Dominic LeBlanc, P.C., M.P.
Premier Susan Holt, Province of New Brunswick
Wayne Long, M.P., Saint John - Kennebecasis

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

July 7, 2025

Premier Susan Holt
Province of New Brunswick
PO Box 6000
Fredericton NB
E3B 5H1

Subject: Request for Support – Retention of Heavy Industrial Property Taxes

Honourable Premier,

Local governments, share the responsibility of delivering services that directly support our residents and the industries operating within our communities. Today, Fundy Shores is writing to seek your governments support in local governments retaining the full property tax revenues collected from heavy industrial properties within our respective jurisdictions.

Heavy industry places significant demands on services including emergency, planning, inspection etc. The property taxes collected would act as NEW FUNDING to support operational and capital budgets within our communities; they would allow for additional necessary and direct investment in the local government's capacity and enable more robust services to residents and industry alike. The decentralization and redistribution of these revenues from the provincial would be invested in the communities and would positively impact the financial sustainability of many local governments, particularly those hosting large-scale industrial operations, and strengthen our ability to provide core services, maintain infrastructure, and plan responsibly for future growth.

We formally request that the province allow local governments to keep revenues collected from the heavy industrial tax rate, to be used within the communities in which the development occurs. Also, these funds need to be classified as a NEW vital revenue stream and not used to replace other revenues currently collected.

Thank you for considering this important matter. Together, we can ensure that our communities remain strong, increase our self-sufficiency, and equip us to support both our residents and our local economies.

Sincerely,

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

Attachment: 1

CC. Rene Legacy, Deputy Premier
Aaron Kennedy, Minister of Local Government
Ian Lee, MLA Fundy-the-Isle – Saint John Lorneville
Donna Reardon, Mayor City of Saint John

Southwest
New Brunswick
Service Commission

June 26, 2025

Premier Susan Holt
Province of New Brunswick
PO Box 6000
Fredericton NB
E3B 5H1

Cc.
Rene Legacy, Deputy Premier
Aaron Kennedy, Minister Department of Local Government
Ian Lee, MLA, Fundy-the Isles-Saint John Lorneville
Donna Reardon, Mayor City of Saint John

Subject: Retention of Heavy Industrial Property Taxes

Honourable Premier,

Local governments share the responsibility of delivering services that directly support our residents and the industries operating within our communities. Today, the Mayors of Southwest New Brunswick are writing to seek your governments support in local governments retaining the full property tax revenues collected from heavy industrial properties within our respective jurisdictions.

We find that heavy industry places significant demands on services including emergency, planning, infrastructure, inspection etc. The property taxes collected from these operations would act as NEW FUNDING to support operational and capital budgets within our communities; they would allow for additional necessary and direct investment in the local government's capacity and enable a more robust service to residents and industry alike. The decentralization and redistribution of these revenues from the provincial would be invested in the communities and would positively impact the financial sustainability of many local governments, particularly those hosting large-scale industrial operations, and strengthen our ability to provide core services, maintain infrastructure, and plan responsibly for future growth.

Southwest New Brunswick and its communities join us in formally requesting that the province allow local governments to keep property taxes collected from the heavy industrial tax rate, to be used within the communities in which the development occurs. Also, these funds need to be classified as a NEW vital revenue stream and not used to replace other revenues currently allocated, current fiscal reform initiatives notwithstanding.

Thank you for considering this important matter. Together, we can ensure that our communities remain strong, increase our self-sufficiency, and equip us to support both our residents and our local economies.

On behalf of the Board of Directors for the Southwest New Brunswick Service Commission,

Bonnie Morse
Mayor, Village of Grand Manan

Kate Akagi,
Acting Mayor, Town of Saint Andrews

George (Denny) Cogswell
Mayor, Rural Community of Fundy Shores

Jim Tubbs
Chair, Southwest Rural District

John Craig
Mayor, Rural Community of Eastern Charlotte

Ken Stannix
Mayor, Village of McAdam

Allan MacEachern
Mayor, Municipal District of St. Stephen

Harvey Matthews
Mayor, Rural Community of Campobello

Hollis Bartlett, CEO
Southwest New Brunswick Service Commission

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

July 7, 2025

The Right Honourable Mark J. Carney, P.C., O.C., M.P.
Prime Minister of Canada
Office of the Prime Minister
80 Wellington St.
Ottawa, ON K1A 0A2

Re: Support for Nuclear Energy Sector Projects at Point Lepreau

Dear Prime Minister Carney,

The Mayors of the Southwest Region of New Brunswick wrote to you to provide support for Premier Susan Holt and the provincial government's push for large scale nuclear energy development at the Point Lepreau Nuclear Generating Station, along with future development of Small Modular Reactors (SMRs). Fundy Shores' agree that these developments are significant nation building projects that will generate and assist us in providing clean, reliable, and net-zero power to our Atlantic Canadian neighbours, Québec, and the State of Maine; which aligns with the federal government's vision of Canada being an energy superpower.

The Rural Community of Fundy Shores has been the host of the only nuclear power plant east of Ontario, providing approximately 660 MWs of clean and net-zero energy since 1981. It has proudly held and an overwhelmingly supported social license to host nuclear and looks forward to expanding its capacity at the Point Lepreau site. Our region currently benefits from the approximately 1,300 jobs at the Point Lepreau Nuclear Generation Station, which contributes $287M to the overall provincial GDP ($130.5M is from the Southern region alone).

As a region whose population is aging, we believe that projects like these will attract more skilled workers and younger families to our region and province. We invite yourself, along with Ministers LeBlanc, Hodgson, and Secretary of State Long to come to our region and support the large-scale nuclear energy development at Point Lepreau.

Sincerely,

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

Attachment: 1

cc. Hon. Susan Holt, Premier, New Brunswick
Hon. Rene Legacy, Deputy Premier and Minister of Energy, New Brunswick
Hon. Dominic LeBlanc, P.C., K.C., M.P., Minister, Responsible for Canada-U.S. Trade,

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

Intergovernmental Affairs, and One Canadian Economy
Hon. Tim Hodgson, P.C., M.P., Minister, Energy and Natural Resources
Hon. Wayne Long, P.C., M.P, Secretary of State, Canada Revenue Agency & Financial Institutions
John Williamson, M.P., Saint John-St. Croix
Ian Lee, MLA, Fundy-the Isles-Saint John Lorneville
Lori Clark, President & CEO, NB Power
Steve Bagshaw, Site Vice President, Point Lepreau Nuclear Generating Station
Adrian Foster, Chair, Canadian Association of Nuclear Host Communities

Southwest
New Brunswick
Service Commission

Thursday, June 26, 2025

The Right Honourable Mark J. Carney, P.C., O.C., M.P.
Prime Minister of Canada
Office of the Prime Minister
80 Wellington St.
Ottawa, ON K1A 0A2

Re: Support for Nuclear Energy Sector Projects at Point Lepreau

Dear Prime Minister Carney,

We, the Mayors of the Southwest Region of New Brunswick are writing to you today to support Premier Susan Holt and the provincial government's push for large scale nuclear energy development at the Point Lepreau Nuclear Generating Station, along with future development of Small Modular Reactors (SMRs). We agree that these developments are significant nation building projects that will generate and assist us in providing clean, reliable, and net-zero power to our Atlantic Canadian neighbours, Québec, and the State of Maine; which aligns with the federal government's vision of Canada being an energy superpower.

The Rural Community of Fundy Shores has been the host of the only nuclear power plant east of Ontario, providing approximately 660 MWs of clean and net-zero energy since 1981. It has proudly held and an overwhelmingly supported social license to host nuclear and looks forward to expanding its capacity at the Point Lepreau site. Our region currently benefits from the approximately 1,300 jobs at the Point Lepreau Nuclear Generation Station, which contributes $287M to the overall provincial GDP ($130.5M is from the Southern region alone).

As a region whose population is aging, we believe that projects like these will attract more skilled workers and younger families to our region and province. We invite yourself, along with Ministers LeBlanc, Hodgson, and Secretary of State Long to come to our region and support the large-scale nuclear energy development at Point Lepreau.

On behalf of the Board of Directors for the Southwest New Brunswick Service Commission,

Bonnie Morse
Mayor, Village of Grand Manan

George (Denny) Cogswell
Mayor, Rural Community of Fundy Shores

John Craig
Mayor, Rural Community of Eastern Charlotte

Allan MacEachern
Mayor, Municipal District of St. Stephen

Kate Akagi,
Acting Mayor, Town of Saint Andrews

Jim Tubbs
Chair, Southwest Rural District

Ken Stannix
Mayor, Village of McAdam

Harvey Matthews
Mayor, Rural Community of Campobello

Hollis Bartlett, CEO
Southwest New Brunswick Service Commission

Southwest
New Brunswick
Service Commission

cc. Hon. Susan Holt, Premier, New Brunswick
Hon. Rene Legacy, Deputy Premier and Minister of Energy, New Brunswick
Hon. Dominic LeBlanc, P.C., K.C., M.P., Minister, Responsible for Canada-U.S. Trade, Intergovernmental Affairs, and One Canadian Economy
Hon. Tim Hodgson, P.C., M.P., Minister, Energy and Natural Resources
Hon. Wayne Long, P.C., M.P, Secretary of State, Canada Revenue Agency & Financial Institutions
John Williamson, M.P., Saint John-St. Croix
Ian Lee, MLA, Fundy-the Isles-Saint John Lorneville
Lori Clark, President & CEO, NB Power
Steve Bagshaw, Site Vice President, Point Lepreau Nuclear Generating Station
Adrian Foster, Chair, Canadian Association of Nuclear Host Communities

Approval of Invoices
Month of: August 2025

Services	Vender	Description	Invoice Total		
General Government					
	Canoe	Office Supplies	$ 170.44		
	Canoe	Office Supplies and Funiture	$ 1,398.25		
	Canoe	Office Supplies	$ 44.20		
	Canoe	Office Supplies	$ 346.91		
	Canoe	Office Supplies	$ 34.48		
	Canoe	Computer Monitor	$ 246.83		
	Canoe	Office Supplies	$ 12.03		
	ULine	Office Supplies	$ 270.15		
	NB Power	Office Power	$ 315.84		
	BrunNet	July IT Support	$ 648.37		
	UMNB	Registration for UMNB Conference and AGM	$ 2,750.00		
	Southwest NB Service Commission	August Membership Fees	31,311.50		
	Denny Cogswell	Mileage (St. Andrews)	$ 76.56		
	Denny Cogswell	Milegae and Parking (Meeting with Don Darling)	$ 49.90		
	Linda Sullivan Brown	Mileage	$ 393.50		
	Community Develoment of Eastern Charlotte Inc.	August Billing	$ 6,333.33		
			Subtotal	$	*44,402.29*
Fire Department					
	NB Power	Station 1	$ 434.04		
	NB Power	Station 2	$ 275.34		
	Bell Mobility	Cellular Services	$ 153.16		
	Back to Black Asphalt Inc.	Paving/Sealing	$ 6,624.00		
	Canadian Tire	Drain plug, Baitwell plug	$ 25.28		
	Canadian Tire	Varsol	$ 37.94		
	Cumings Fire and Safety	Rain Gear	$ 1,911.75		
	Safety Source	Clamps	$ 58.58		
	Safety Source	Gear	$ 25,137.85		
	Stokes International	Engraving (Boutin, Crawford)	$ 93.04		
	Dave Davenport	TFT Hurricane Monitor Installed on Engine 4	$ 1,644.50		
	Derek McNiece Promotions	Gel Pens	$ 413.36		
	Saint John Energy	Heat Pump Rental Station 2	$ 172.49		
	Saint John Energy	Heat Pump Rental Station 1	$ 76.43		
	Royal Firefighter's Association	Royal Membership Dues	$ 200.00		
	Royal Firefighter's Association	Royal Membership Zone 2 Dues	$ 125.00		
	Telus	Alarms Station 1	$ 137.97		
	Telus	Alarms Station 2	$ 138.00		
	Seamasters Marine Services	D Ring	$ 30.73		
	Saint John West Home Hardware	Shingles and Nails	$ 106.28		
	MD Metal Mounting & Sewing	Medals and Ribbins	$ 183.00		
	Service New Brunswick	Air Brake Licence	$ 22.00		
	Dollarama	Food Supplies	$ 18.40		
	Dollarama	Drano	$ 4.60		
	Sobeys	Cat Litter and Vinegar	$ 10.00		
	Costco	Food	$ 219.67		
	Domino's Pizza	Food	$ 106.88		
			Subtotal	$	*38,360.29*
Community Services					
	JIL Engineering	Supply and Install Playground Swing Set	$ 18,483.68		
	Gorman Nason Lawyers	July 2025 Services	$ 448.50		
	Bobbie Craft reimbursment	Tie Dye Activity	$ 136.14		
	Fundy Lacrosse	Sponsorship	$ 75.00		
	Forest Green Lawncare	Mowing Community Centre	$ 480.00		
	Roadway Traffic Supplies	Signs	$ 37.04		
	Roadway Traffic Supplies	Sign Post	$ 237.99		
	Dantech	Tourism Brochures	$ 1,035.00		
	Rentokill	General Pest Services	$ 65.13		
	GC Trophies	(Mugs, keychains, T-shirts)	$ 273.50		
	Dillion Consulting	Civic Space Needs Assessment	$ 1,407.60		
			Subtotal	$	*22,679.58*
Solid Waste					
	Fero	Contract Fees	$ 21,868.11		
	Southwest NB Service Commission	Fero Waste and Recycling	$ 3,950.10		
			Subtotal	$	*25,818.21*
			Total Invoices	$	**131,260.37**

The Rural Community of Fundy Shores

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

Income & Expense Statement

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
INCM	REVENUE							
IN01	Income							
I	01-1121-0100	Warrant - Property Taxes	$ 1,009,679.22	$ 179,495.12	$1,189,174.34	$ 2,153,942.00	$ 964,767.66	55.21
I	01-1122-0100	Community Funding & Equalization Grant	20,710.50	3,451.75	$24,162.25	41,421.00	17,258.75	58.33
I	01-1317-4000	Recreational Cost Sharing - RSC	19,132.50	19,132.50	$38,265.00	76,530.00	38,265.00	50.00
I	01-1500-0000	Other Revenue Own Source	4,763.93	473.21	$5,237.14	1,500.00	(3,737.14)	349.14 **
I	01-1517-0000	Building Permits	0.00	3,490.00	$3,490.00	15,000.00	11,510.00	23.27
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	926.70	417.50	$1,344.20	0.00	(1,344.20)	0.00
I	01-1551-0000	Interest	0.00	0.00	$0.00	0.00	0.00	0.00
I	01-1590-0000	Miscellaneous	415.31	26,967.37	$27,382.68	0.00	(27,382.68)	0.00
I	01-1592-0000	Contributions (Gifts, Donations)	16,000.00	0.00	$16,000.00	0.00	(16,000.00)	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	43,461.28	0.00	$43,461.28	0.00	(43,461.28)	0.00
I	01-1911-0000	Surplus Second Previous Year	0.00	0.00	$0.00	61,455.00	61,455.00	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**		**1,115,089.44**	**233,427.45**	**1,348,516.89**	**2,349,848.00**	**1,001,331.11**	**57.39**
Totals For:	**INCM**		**1,115,089.44**	**233,427.45**	**1,348,516.89**	**2,349,848.00**	**1,001,331.11**	**57.39**
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	4,676.20	935.24	$5,611.44	11,223.00	5,611.56	50.00
E	01-2111-0100	Mayor Other	492.47	38.29	$530.76	1,000.00	469.24	53.08
E	01-2113-0000	Councillor Honourarium	13,761.43	2,404.91	$16,166.34	35,840.00	19,673.66	45.11
E	01-2113-0100	Councillor Other	1,198.71	34.18	$1,232.89	2,000.00	767.11	61.64
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	50,843.39	7,822.06	$58,665.45	101,800.00	43,134.55	57.63
E	01-2121-2301	Payroll Deductions	12,287.70	1,529.49	$13,817.19	21,500.00	7,682.81	64.27
E	01-2121-4000	Office Building	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2121-4110	Janitorial Services	715.71	0.00	$715.71	3,000.00	2,284.29	23.86
E	01-2121-4120	Power	1,410.26	0.00	$1,410.26	6,000.00	4,589.74	23.50
E	01-2121-4130	Building Repairs/Maintenance	2,466.52	274.51	$2,741.03	7,000.00	4,258.97	39.16

	account	AcctName	Period YTD	Current Month	Fiscal YTD	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	1,192.00	0.00	$1,192.00	2,500.00	1,308.00	47.68
E	01-2121-4200	Solicitor/Legal Fees	1,292.11	406.72	$1,698.83	10,000.00	8,301.17	16.99
E	01-2121-9000	Other Administrative Services	0.00	2,027.98	$2,027.98	16,000.00	13,972.02	12.67
E	01-2121-9110	Office Telephone	2,388.52	174.38	$2,562.90	4,500.00	1,937.10	56.95
E	01-2121-9130	Office IT	5,104.86	0.00	$5,104.86	14,003.00	8,898.14	36.46
E	01-2121-9160	Photocopier Supplies	799.81	67.06	$866.87	2,000.00	1,133.13	43.34
E	01-2121-9170	Office Supplies	3,822.18	(1,007.64)	$2,814.54	4,500.00	1,685.46	62.55
E	01-2121-9180	Miscellaneous	5,409.64	0.00	$5,409.64	0.00	(5,409.64)	0.00
E	01-2121-9200	Accounting Software Fees	16,324.28	0.00	$16,324.28	18,000.00	1,675.72	90.69
E	01-2122-0000	Financial Management	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2122-5000	External Audit	0.00	0.00	$0.00	19,000.00	19,000.00	0.00
E	01-2122-9000	Accounting Services	1,907.07	0.00	$1,907.07	14,000.00	12,092.93	13.62
E	01-2125-0000	Common Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2125-2000	Civic Relations	2,567.43	1,857.90	$4,425.33	7,500.00	3,074.67	59.00
E	01-2126-0000	Cost of Assessment	0.00	0.00	$0.00	134,583.00	134,583.00	0.00
E	01-2127-0000	Collaborative Services RSC	1,143.48	380.58	$1,524.06	2,287.00	762.94	66.64
E	01-2128-0000	Travel & Training Council	5,028.47	114.67	$5,143.14	7,500.00	2,356.86	68.58
E	01-2128-2000	Travel & Training Staff	2,783.10	356.84	$3,139.94	6,000.00	2,860.06	52.33
E	01-2190-0000	Other General Adm Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2193-0000	Liability Insurance	23,412.00	0.00	$23,412.00	30,000.00	6,588.00	78.04
E	01-2194-0000	Municipal Association Memberships	9,212.65	0.00	$9,212.65	11,500.00	2,287.35	80.11
E	01-2195-0100	Donations to Organizations	0.00	0.00	$0.00	10,000.00	10,000.00	0.00
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	40,000.00	40,000.00	0.00
E	01-2210-1000	Worksafe NB Coverage	1,700.77	0.00	$1,700.77	1,500.00	(200.77)	113.38 **
E	01-2210-1001	Firefighters Legislative Coverage	9,240.00	0.00	$9,240.00	12,000.00	2,760.00	77.00
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	1,938.99	171.71	$2,110.70	4,000.00	1,889.30	52.77
E	01-2210-1200	Recognition Dinner	0.00	0.00	$0.00	3,500.00	3,500.00	0.00
E	01-2210-1300	Membership Fees	375.00	200.00	$575.00	1,000.00	425.00	57.50
E	01-2210-2000	Travel Lodging	278.10	0.00	$278.10	1,500.00	1,221.90	18.54
E	01-2210-2100	Travel - Mileage	89.99	0.00	$89.99	500.00	410.01	18.00
E	01-2210-2200	Travel - Meals	1,159.45	0.00	$1,159.45	3,000.00	1,840.55	38.65

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2210-2300	Meeting Registration	350.00	0.00	$350.00	1,500.00	1,150.00	23.33
E	01-2210-2400	Training Materials	1,564.29	0.00	$1,564.29	2,000.00	435.71	78.21
E	01-2210-2500	Training Courses	5,578.11	0.00	$5,578.11	17,000.00	11,421.89	32.81
E	01-2210-3110	Telephone	3,789.40	316.76	$4,106.16	8,400.00	4,293.84	48.88
E	01-2210-3120	Advertising	967.54	598.24	$1,565.78	6,000.00	4,434.22	26.10
E	01-2210-3130	Office Equipment & IT Support	281.56	0.00	$281.56	2,000.00	1,718.44	14.08
E	01-2210-3160	Office Supplies & Postage	364.19	0.00	$364.19	800.00	435.81	45.52
E	01-2210-4110	Janitorial Services	2,439.45	0.00	$2,439.45	7,500.00	5,060.55	32.53
E	01-2210-4120	Heating	1,176.01	0.00	$1,176.01	3,500.00	2,323.99	33.60
E	01-2210-4125	Lights & Power	11,896.29	0.00	$11,896.29	16,000.00	4,103.71	74.35
E	01-2210-4130	Building Repairs & Maintenance	7,677.93	119.30	$7,797.23	10,000.00	2,202.77	77.97
E	01-2210-4135	Snow Removal	5,856.66	0.00	$5,856.66	5,500.00	(356.66)	106.48 **
E	01-2210-4140	General Supplies	2,856.25	221.69	$3,077.94	5,000.00	1,922.06	61.56
E	01-2210-4170	Building Insurance	9,212.00	0.00	$9,212.00	10,000.00	788.00	92.12
E	01-2210-5000	Contracted Dispatch Services	20,868.06	0.00	$20,868.06	43,000.00	22,131.94	48.53
E	01-2210-5100	Alarm Systems	508.87	0.00	$508.87	1,500.00	991.13	33.92
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	567.92	0.00	$567.92	1,000.00	432.08	56.79
E	01-2210-5500	Small Equipment Repairs	9,742.85	1,491.29	$11,234.14	13,700.00	2,465.86	82.00
E	01-2210-5600	Other Non-Related Rescue	13,369.35	0.00	$13,369.35	10,500.00	(2,869.35)	127.33 **
E	01-2210-5700	Contract Services from Other Districts	0.00	0.00	$0.00	35,000.00	35,000.00	0.00
E	01-2210-5800	Accident Insurance	5,985.50	0.00	$5,985.50	6,500.00	514.50	92.08
E	01-2210-6000	Vehicle Repairs	3,093.69	0.00	$3,093.69	20,000.00	16,906.31	15.47
E	01-2210-6100	Gas & Oil - Vehicle	5,360.38	0.00	$5,360.38	16,000.00	10,639.62	33.50
E	01-2210-6200	Licensing - Vehicle	158.00	0.00	$158.00	1,500.00	1,342.00	10.53
E	01-2210-6300	Insurance - Vehicle	25,505.00	0.00	$25,505.00	17,500.00	(8,005.00)	145.74 **
E	01-2210-7000	Communication Equipment - Capital	9,055.88	0.00	$9,055.88	10,000.00	944.12	90.56
E	01-2210-7100	Capital from Operating Fund - Fire	0.00	6,006.87	$6,006.87	15,000.00	8,993.13	40.05
E	01-2210-7200	New Equipment - Capital	60,340.07	0.00	$60,340.07	46,000.00	(14,340.07)	131.17 **
E	01-2210-8000	Lease Payments - Fire	70,966.77	0.00	$70,966.77	74,000.00	3,033.23	95.90
E	01-2210-9000	Other Recoverable Expenses	748.35	0.00	$748.35	2,000.00	1,251.65	37.42
E	01-2250-0000	Emergency Measures	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2250-0100	EMO - Other	3,128.58	0.00	$3,128.58	4,000.00	871.42	78.21

	account	AcctName	Period YTD	Current Month	Fiscal YTD	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)	561.00	187.00	$748.00	1,122.00	374.00	66.67
E	01-2290-0100	Public Safety Committee - Local	817.12	0.00	$817.12	1,000.00	182.88	81.71
E	01-2293-9000	Animal Control/SPCA	5,297.00	0.00	$5,297.00	21,000.00	15,703.00	25.22
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)	5,515.50	1,838.50	$7,354.00	11,031.00	3,677.00	66.67
E	01-2326-1000	Street Signs	96.62	249.41	$346.03	2,500.00	2,153.97	13.84
E	01-2400-0000	Environmental Health Expense	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2432-0000	Solid Waste Collection Contract	118,984.58	0.00	$118,984.58	275,000.00	156,015.42	43.27
E	01-2433-9000	Solid Waste Dispoal (Tipping Fees)	24,938.45	0.00	$24,938.45	80,000.00	55,061.55	31.17
E	01-2490-0000	Other Environmental Health	0.00	0.00	$0.00	5,000.00	5,000.00	0.00
E	01-2600-0000	Environmental Development Serv	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2610-0100	Environmental Trust Fund Project	33,223.15	0.00	$33,223.15	0.00	(33,223.15)	0.00
E	01-2611-0000	Planning & Inspection Services (RSC)	100,530.48	33,510.16	$134,040.64	201,061.00	67,020.36	66.67
E	01-2611-0100	Unsightly/Dangerous Premise Enforcement (RSC	0.00	0.00	$0.00	9,000.00	9,000.00	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)	4,028.52	1,342.84	$5,371.36	8,057.00	2,685.64	66.67
E	01-2624-0001	Community Development Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2629-0000	Other Environmental Developmen	50.00	0.00	$50.00	5,000.00	4,950.00	1.00
E	01-2670-0000	Economic Development Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2671-5000	Economic Development (RSC)	5,381.52	1,793.84	$7,175.36	10,763.00	3,587.64	66.67
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	37,999.98	12,666.66	$50,666.64	76,000.00	25,333.36	66.67
E	01-2690-0000	Other Devlopment Services	0.00	0.00	$0.00	3,000.00	3,000.00	0.00
E	01-2691-0000	Tourism	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2691-1800	Tourism Promotion (RSC)	18,891.00	6,297.00	$25,188.00	37,782.00	12,594.00	66.67
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	22,367.80	3,441.20	$25,809.00	46,000.00	20,191.00	56.11
E	01-2712-0020	Community Centre - Summer Staff	2,005.70	4,601.09	$6,606.79	14,000.00	7,393.21	47.19
E	01-2712-0030	Community Centre- Payroll Deductions	6,389.48	836.87	$7,226.35	6,000.00	(1,226.35)	120.44 **
E	01-2712-0040	Community Centre - Travel & Training & Members	1,291.27	0.00	$1,291.27	3,000.00	1,708.73	43.04

	account	AcctName	Period YTD	Current Month	Fiscal YTD	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	1,500.00	1,500.00	0.00
E	01-2712-0300	Community Centre Supplies	2,918.87	123.55	$3,042.42	5,000.00	1,957.58	60.85
E	01-2712-0400	Community Centre Advertising	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2712-0600	Community Centre Repairs/Miscellaneous	5,356.05	29.53	$5,385.58	10,000.00	4,614.42	53.86
E	01-2712-0605	Community Centre - Power	1,410.26	0.00	$1,410.26	6,000.00	4,589.74	23.50
E	01-2712-0610	Community Centre - Building Insurance	1,722.00	0.00	$1,722.00	2,500.00	778.00	68.88
E	01-2712-0650	Community Event	4,501.33	654.27	$5,155.60	20,000.00	14,844.40	25.78
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)	51,817.50	17,273.08	$69,090.58	103,635.00	34,544.42	66.67
E	01-2712-1450	Recreation/Cultural Library Supplies	160.00	166.84	$326.84	5,500.00	5,173.16	5.94
E	01-2712-1460	Recreation/Culture Library Phase 3	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2712-1465	New Horizons Project	223.04	0.00	$223.04	0.00	(223.04)	0.00
E	01-2712-3000	Community Centre - LGR Project	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2755-0000	Other Recreational & Cultural Services	0.00	16,761.63	$16,761.63	30,000.00	13,238.37	55.87
E	01-2759-0000	Fiscal Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2759-1000	Banking Fees	31.79	0.00	$31.79	4,000.00	3,968.21	0.79
E	01-2759-2000	Deficit Second Previous Year	0.00	0.00	$0.00	21,961.00	21,961.00	0.00
E	01-2759-3000	Capital Projects	6,581.05	1,276.46	$7,857.51	205,000.00	197,142.49	3.83
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	20,000.00	20,000.00	0.00
E	01-2999-9999	Rounding Account	0.00	0.00	$0.00	0.00	0.00	0.00
	Totals For:	**EX01**	**931,522.30**	**129,592.96**	**1,061,115.26**	**2,349,848.00**	**1,288,732.74**	**45.16**
Totals For:		**EXPN**	**931,522.30**	**129,592.96**	**1,061,115.26**	**2,349,848.00**	**1,288,732.74**	**45.16**

Total Income:	$ 1,115,089.44	$ 233,427.45	$ 1,348,516.89	$ 2,349,848.00	$ 1,001,331.11	57.39
Total Expenses:	931,522.30	129,592.96	1,061,115.26	$ 2,349,848.00	1,288,732.74	45.16
Totals:	**$ 183,567.14**	**$ 103,834.49**	**$ 287,401.63**	**$ 0.00**	**$(287,401.63)**	**12.23**

Note: The items marked with ** are over budget

Pollett
Strategy Inc.

UMNB MEMBERSHIP DUES MODEL ANALYSIS

Submitted by Pollett Strategy Inc.

May 2025

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Executive Summary

The Union of Municipalities of New Brunswick (UMNB) retained the services of Pollett Strategy Inc. (PSI) to develop options for new membership dues models to update the existing model. As per direction from UMNB, the dues model options are required to be balanced, namely that dues increases are to be spread out among members, and minimized to the best extent possible. Models must account for both the expected 2026 revenue needs as outlined in the latest budget as well as a needed increase of approximately $30,000 in gross revenue, the purpose of which is to explore options for new revenue sources to reduce the medium-and-long-term financial burden on UMNB's membership.

The analysis included four model options, outlined below. These models reflect the most common models used by municipal associations across Canada. Using membership data provided by UMNB, we have projected overall dues revenue for UMNB and the impact on individual member municipalities from each model. Detailed data tables are found in Appendix A.

When comparing model options, it is important to consider:

1. The revenue generated
2. The balance and fairness to members
3. The ease of implementation
4. The clarity of the model
5. The long-run sustainability of the model

Option 1 – Status Quo+ A 10% increase to dues for all members
This increase was determined to cover an expected 3.5% CPI increase as well as the requested $30,000 gross revenue increase
Total projected revenue for 2026: **$571,123.70**
Option 2 - A Fixed Base Rate + a Tax Base Assessment Rate
A model that uses a moderate fixed dues rate with an additional top up calculated in proportion with the 2025 Tax Base Assessment.
Versions of this model are used by Rural Municipalities of Alberta (RMA), Saskatchewan Association of Rural Municipalities (SARM), Association of Manitoba Municipalities (AMM), and Association of Francophone Municipalities of New Brunswick (AFMNB).
Total Projected Revenue for 2026: **$568,603.48**
Option 3 - A Fixed Base Rate + a Per Capita Rate
A model that uses a moderate fixed dues rate with an additional top up calculated in proportion with the latest Census population estimates.
Versions of this model are used by Union of British Columbia Municipalities (UBCM), Northwest Territories Association of Communities (NWTAC), Association of Municipalities of Ontario (AMO), Federation of Prince Edward Island Municipalities (FPEIM), and Municipalities Newfoundland and Labrador (MNL).
Total Projected Revenue for 2026: **$565,895.00**
Option 4 - A Fixed Base Rate + a Per Capita Rate + a Tax Base Rate
A model that uses a small, fixed dues rate with two additional top ups calculated using the 2025 Tax Assessment in proportion with the latest Census population estimates.
A version of this combination model is used by Nova Scotia Federation of Municipalities (NSFM).
Total Projected Revenue for 2026: **$567,864.54**

Based on our assessment of these five considerations, we recommend UMNB adopt Option #4 for implementation in 2026.

Introduction

The Union of Municipalities of New Brunswick (UMNB) has reached a pivotal moment in the evolution of its financial model. As the organization continues to support a broad and diverse membership of municipalities across the province, it faces the dual challenge of ensuring fiscal sustainability while maintaining fairness and clarity in its membership dues structure. In response to these needs, UMNB has engaged Pollett Strategy Inc. (PSI) to conduct a comprehensive analysis and develop viable models for updating the current dues framework.

This report outlines four distinct membership dues models, each grounded in structures already in use by municipal associations across Canada. The objective is to provide options that not only meet UMNB's revenue requirements for 2026—including an expected $30,000 increase to support long-term revenue diversification efforts—but also distribute the financial burden equitably among members. Importantly, the proposed models strive to minimize sudden or significant increases in dues for individual municipalities and to align with principles of fairness, clarity, and administrative feasibility.

Through detailed financial modelling and qualitative analysis, this report evaluates each option against key criteria: revenue generation, fairness to members, implementation complexity, transparency, and long-term sustainability. The goal is to support UMNB's decision-making with data-driven recommendations that reflect the diverse fiscal capacities of its member municipalities and the organization's evolving strategic needs.

In this report, we project the revenue delivered by each of the four options and the impact on the fees of a variety of membership types. We then review the non-financial considerations before summarizing the pros and cons of each option. Finally, we provide a recommendation for the option to implement.

Financial Considerations Analysis

Model I: Status Quo+

- A 10% increase from the 2025 Dues amounts to all members.
- Increase of $51,920.34 from 2025 dues amounts, totalling $571,123.70.
- This increase covers an expected 3.5% CPI increase, as shown in the UMNB draft budget, as well as a gross revenue boost of $30,000 to support future efforts to seek new funding sources, as requested.
- No group of members (Cities, Towns, Rural Communities, or Villages) is particularly advantaged or disadvantaged by this model, as all pay in proportionally equal amounts.
- It is clear, however, that cities will pay the largest absolute portion of the increase, which may be challenging especially given the need to reduce financial burden on cities after the merging of UMNB and CNBA.
- Since the model is simply an extension of the previous years' dues structure, any inequities or weaknesses in the dues structure from 2025 will carry over to 2026, i.e. overleveraged members from 2025 will still view 2026 dues as expensive.

Model 2: Fixed Base Rate + Tax Base Assessment

- A cumulative 9.39% increase from the 2025 dues spread across all members based on tax base assessment amounts.
- Increase of $49,400.12 from 2025 dues amounts, totalling $568,603.48.
- The model is designed in the following way:

Membership Type	Fixed Base Rate	Tax Base Assessment Rate
City	$5,000	0.0000040
Town	$4,000	0.0000045
Rural Community	$3,000	0.0000050
Village	$3,000	0.0000050

- Under this model, each member pays dues according to the formula:
  - Fixed Base Rate + Tax Base Assessment * Rate = Total Dues
- Examples:
  - Miramichi, a City with Tax Base = 1,939,980,500 would pay:
    - $5,000 + 1,939,980,500 * 0.000004 = $12,759.92, an increase of ($961.77) 7.54% over 2025.
  - Grand Bay-Westfield, a Town with Tax Base = 664,792,600 would pay:
    - $4,000 + 664,792,600 * 0.0000045 = $6,991.57, an increase of ($488.02) 6.98% over 2025.
  - Harvey, a Rural Community with Tax Base = 512,117,100 would pay:
    - $3,000 + 512,117,100 * 0.000005 = $5,560.59 an increase of ($175.01) 3.15% over 2025.
  - Fundy – St Martins, a Village with Tax Base = 455,777,000 would pay:
    - $3,000 + 455,777,000 * 0.000005 = $5,278.89 an increase of ($568.64) 10.77% over 2025.
- Fixed Base Rate and Tax Base Assessment Rate values were calculated to meet a 2026 revenue target of approximately $559,000.00 as well as to minimize the number of members that will pay more than a 15% increase compared with 2025 dues. We call these members 'outliers'.
  - Given that a 10% across-the-board increase will cover the needed revenue increases, an outlier threshold of 15% represents those that will pay more than 5% extra beyond the needed average increase, indicating an additional burden to them under this model.

- The breakdown of dues increases by member type is shown in the table below:

	City Average Increase	Town Average Increase	Rural Community Average Increase	Village Average Increase
Increase by Member Type	8.79%	11.72%	4.64%	13.70%
City vs Non-City Increase	8.79%	10.02%		
Overall Increase	9.41%			

- In general, the increase is split evenly between cities and non-cities, but the largest increases will be borne by Villages, while Rural Communities show the lowest average increase.
- No member group, on average, lies outside of the 15% outlier threshold, however several individual members will end up paying more than a 15% increase. Under this model, those members are:
    - Baie-des-Hérons/Heron Bay – (S1270.74) 21.25%
    - Bathurst – (S1896.76) 16.91%
    - Campbellton – ($1543.27) 16.52%
    - Campobello Island - (S1075.67) 29.68%
    - Dieppe – (S6604.43) 25.97%
    - Doaktown – (S1802.79) 51.81%
    - Grand Manan – ($ 671.45) 15.28%
    - Hartland – (S1062.78) 18.41%
    - Municipality of Lakeland Ridges – ($781.92) 17.36%
    - Oromocto – (S1982.04) 16.73%
    - Quispamsis – ($5942.55) 36.45%
    - Regional Community of Southern Victoria – (S970.12) 23.88%
    - Rothesay –($2901.60) 22.73%
    - Saint Quentin - (S1,570.51) 29.67%
    - Shediac – ($2744.45) 21.95%
    - Strait Shores –($3722.80) 16.66%
    - Village of Fredericton Junction –(S1316.33) 39.86%
    - Village of McAdam –($1331.70) 40.14%
- In total, there are 18 outliers under this model: 2 Rural Communities, 6 Villages, 7 Towns, and 3 Cities, averaging a 25.39% increase.
- Comparing the total number of outliers and their average increase across models will give us a stronger sense of the appropriateness of each model to apply to UMNB's dues needs

Model 3: Fixed Base Rate + Per Capita Rate

- A cumulative 9.66% increase from the 2025 dues spread across all members based on per capita amounts.
- Increase of S46,691.64 from 2025 dues amounts, totalling $565,895.00.
- Population figures are from the most recent national Census (2021). Future analyses should update the population figures using the upcoming 2026 census.
- The model is designed in the following way:

Membership Type	Fixed Base Rate
City	$6,000
Town	$4,000
Rural Community	$2,500
Village	$2,000

Population Thresholds	Per Capita Rate
< 2,000	$1.20/capita
2,001 – 4,000	$0.85/capita
4,001 – 6,000	$0.75/capita
6,001 – 8,000	$ 0.67/capita
8,001 – 10,000	$0.62/capita
10,000 – 20,000	$0.55/capita
>20,000	$0.50/capita

- Under this model, each member pays dues according to the formula:
  - Fixed Base Rate + Population * Per Capita Rate = Total Dues
- Examples:
  - Miramichi, a City with Population = 18,125 would pay:
    - $6,000 + 18,125 * $0.55/capita = $15,968.75, an increase of ($4170.60) 26.12% over 2025.
  - Grand Bay-Westfield, a Town with Population = 5,880 would pay:
    - $4,000 + 5,880 * $0.75/capita = $8,410.00, an increase of ($1906.45)22.67% over 2025.
  - Harvey, a Rural Community with Population = 3,895 would pay:
    - $2,500 + 3,895 * $0.85/capita = $5,810,75 an increase of ($425.17) 7.32% over 2025.
  - Fundy – St Martins, a Village with Population = 5,225 would pay:
    - $2,000 + 5,225 * $0.75/capita = $5,918.75 an increase of ($1208.50) 20.42% over 2025.
- Fixed Base Rate and Per Capita values were calculated to meet a 2026 revenue target of approximately $559,000.00 as well as to minimize the number of members that will pay more than a 15% increase compared with 2025 dues. We call these members 'outliers'.
  - Given that a 10% across-the-board increase will cover the needed revenue increases, an outlier threshold of 15% represents those that will pay more than 5% extra beyond the needed average increase, indicating an additional burden to them under this model.

- The breakdown of dues increases by member type is shown in the table below:

	City Average Increase	Town Average Increase	Rural Community Average Increase	Village Average Increase
Increase by Member Type	12.34%	14.83%	3.87%	11.55%
City vs Non-City Increase	12.34%	10.08%		
Overall Increase	10.65%			

- In general, the increase is split evenly between cities and non-cities, but the largest increases will be borne by Towns, with Cities and Villages also paying above 10% increases
- Town increases, on average, lie outside of the 15% outlier threshold, although they are not the only group. Several individual members will end up paying more than a 15% increase. Under this model, those members are:
    - Alnwick – ($1815.95) 32.79%
    - Baie-des-Hérons/Heron Bay – ($3403.50) 41.95%
    - Bathurst – ($4987.55) 34.85%
    - Beaurivage – ($2741.62) 33.73%
    - Butternut Valley – ($1190.67) 18.11%
    - Campbellton – ($4803.25) 38.12%
    - Campobello Island – ($1091.92) 30.00%
    - Champdoré – ($2450.67) 31.27%
    - District of Carleton North ($2194.40) – 22.66%
    - Doaktown – ($1823.05) 52.09%
    - Edmundston – ($4147.75) 25.75%
    - Fundy – St Martins – ($1208.50) 20.42%
    - Grand Bay – Westfield – ($1906.45) 22.67%
    - Grand-Bouctouche – ($1733.95) 21.05%
    - Hartland – ($2473.00) 34.43%
    - Miramichi – ($4170.60) 26.12%
    - Miramichi River Valley – ($1309.52) 17.86%
    - Municipal District of St Stephen – ($ 2053.67) 22.66%
    - Nackawic – Millville –($1489.40) 26.13%
    - Nashwaak – ($1356.00) 22.35%
    - Quispamsis – ($3966.45) 27.68%
    - Regional Community of Southern Victoria – ($1074.62) 25.79%
    - Salisbury – ($1698.15) 18.48%
    - Strait Shores – ($1099.20) 22.80%
    - Sussex – ($1536.55) 19.11%
    - Village of Fredericton Junction – ($871.75) 30.50%
    - Village of McAdam –($1423.75) 41.75%
- In total, there are 27 outliers under this model: 7 Rural Communities, 5 Villages, 11 Towns, and 4 Cities, averaging a 28.19% increase.

Model 4: Fixed Base Rate + Tax Base Assessment + Per Capita Rate

- A cumulative 8.40% increase from the 2025 dues spread across all members based on both tax base and per capita amounts.
- Increase of $48,661.18 from 2025 dues amounts, totalling $567,864.54.
- Population figures are from the most recent national Census (2021) and adjustments by statisitics Canada in 2023 to reflect the local government changes in New Brunswick. Future analyses should update the population figures using the upcoming 2026 census.
- The model is designed in the following way:

Membership Type	Fixed Base Rate	Tax Base Assessment Rate
City	$2,000	0.0000038
Town	$1,000	0.0000047
Rural Community	$1,000	0.0000050
Village	$1,000	0.0000050

Population Thresholds	Per Capita Rate
< 2,000	$0.70/capita
2,001 – 4,000	$0.60/capita
4,001 – 6,000	$0.50/capita
6,001 – 8,000	$ 0.40/capita
8,001 – 10,000	$0.30/capita
10,000 – 20,000	$0.20/capita
>20,000	$0.10/capita

- Under this model, each member pays dues according to the formula:
  - Fixed Base Rate + (Population * Per Capita Rate) + (Tax Base Assessment * Rate) = Total Dues
- Examples:
  - Miramichi, a City with Population = 18,125 and Tax Base = 1,939,980,500 would pay:
    - $2,000 + 18,125 * $0.20/capita + 1,939,980,500 * 0.0000038 = $12,996.93, an increase of ($1198.78) 9.22% over 2025.
  - Grand Bay-Westfield, a Town with Population = 5,880 and Tax Base = 664,792,600 would pay:
    - $1,000 + 5,880 * $0.50/capita + 664,792,600 * 0.0000047 = $7,064.53, an increase of ($560.98) 7.94% over 2025.
  - Harvey, a Rural Community with Population = 3,895 and Tax Base = 512,117,100 would pay:
    - $1,000 + 3,895 * $0.60/capita + 512,117,100 * 0.0000050 = $5,897.59, an increase of ($512.01) 8.68% over 2025.
  - Fundy – St Martins, a Village with Population = 5,225 and Tax Base = 455,777,000 would pay:
    - $1,000 + 5,225 * $0.50/capita + 455,777,000 * 0.0000050 = $5,891.39, an increase of ($1181.14) 20.05% over 2025.
- Fixed Base Rate, Per Capita Rates, and Tax Base Assessment Rates were calculated to meet a 2026 revenue target of approximately $559,000.00 as well as to minimize the number of members that will pay more than a 15% increase compared with 2025 dues. We call these members 'outliers'.
  - Given that a 10% across-the-board increase will cover the needed revenue increases, an outlier threshold of 15% represents those that will pay more than 5% extra beyond the needed average increase, indicating an additional burden to them under this model.

- The breakdown of dues increases by member type is shown in the table below:

	City Average Increase	Town Average Increase	Rural Community Average Increase	Village Average Increase
Increase by Member Type	9.24%	8.20%	5.38%	6.76%
City vs Non-City Increase	9.24%	6.78%		
Overall Increase	8.01%			

- In general, the increase is split close between cities and non-cities, but Cities and Towns will bear a slightly higher proportional cost than other member types under this model.
- No member group, on average, lies outside of the 15% outlier threshold, however several individual members will end up paying more than a 15% increase. Under this model, those members are:
    - Baie-des-Hérons/Heron Bay –($1101.29) 18.95%
    - Dieppe – ($5480.04) 22.55%
    - Doaktown – ($677.79) 28.78%
    - Fundy – St Martins ($1181.14)– 20.05%
    - Nackawic – Millville – ($902.88)17.66%
    - Nashwaak – ($920.07) 16.34%
    - Quispamsis – ($7245.44) 41.15%
    - Rothesay – ($2,296.60) 18.89%
    - Shediac – ($2292.34) 18.86%
- In total, there are 9 outliers under this model: 2 Rural Communities, 2 Villages, 4 Towns, and 1 City, averaging a 22.58% increase.

Non-financial Considerations

Clearly, the primary considerations for UMNB are financial. That said, there is not a significant difference in the revenue projections provided outside the number of outliers created by each model. However, the models do create potential imbalances within the membership which is one of the key considerations in this analysis.

In addition to the financial considerations, there are three related considerations.

Firstly, we must consider the ease of implementation. Included in this consideration are: how administratively straightforward is the calculation of the fees; and, how open to the model are the members. The options presented in this report range from simply increasing the existing fees to tracking two proxies for ability to pay (population and assessment base). While the latter may seem the more complex, it is really no more complicated than the former. The spreadsheets used to calculate the fees are set and relatively easy to understand. As long as the population and assessment data is available to input (and we have no reason to believe it will not continue to be easily available), the annual calculations are straightforward no matter which option is chosen.

Member acceptance of a new model also seems likely. UMNB has had several member-facing conversations on the dues model since the merger with the CNBA and before. A new revenue model is expected and, for many, expected with some anticipation. The key issue driving member acceptance (beyond financial impact as discussed in the previous section) will be the clarity of the model.

Model clarity should not be confused with model simplicity. The simplest models would be a flat fee or a per capita rate. However, most members of municipal associations understand that neither of these options alone provide the fairness and balance required. A sector that routinely manages resident expectations of the property tax system recognizes the need for a dues formula that accounts for the fact that size and capacity to pay do not always co-exist. A combination of flat fees, per capita rates, and assessment base rates exist across Canada.

Lastly, we must consider the capacity of UMNB to maintain the model – keep the data updated, respond to economic shocks, respond to structural changes within the sector, etc. Again, the crux of the issue here is ensuring that the required data will continue to be available over time.

Model Analysis and Comparison

Model 1: Status Quo+

Advantages	Disadvantages
• Simple to calculate, both for UMNB and for members. • Proportionally fair – everyone pays a 10% increase. No outliers	• Not reflective of any of the characteristics of the members (size, population, Tax Base, etc.). • Makes a good baseline for other models' calculations, but not a robust model for the future. • Not fair in terms of absolute contributions, which would see larger dues from cities and towns but without a rationale to provide justification.

Model 2: Fixed Base Rate + Tax Base Assessment

Advantages	Disadvantages
• Fairly easy to calculate, just need to ensure members know their base rates and Tax Base Assessment rates and the formula for calculation. • Good financial rationale for implementing dues increases – based on tax assessments • Somewhat proportionally fair – City and Non-City groups will pay approximately the same increases. • Model is self-updating; as tax base assessments increase year over year, revenue will naturally increase as well.	• Not reflective of population, just tax bases and municipality types. • Villages will end up paying the highest increase (13.70%) although this is still below the outlier threshold of 15%. • Relatively high number of outliers (18) paying an average of 25.39%; discounts for fairness may be required for these members, reducing overall revenue.

• Reduces the proportional burden on cities, which is a goal in light of the recent merger with CNB. • The distribution of changes is relatively narrow: the highest decrease is -15.45% while the highest increase is 51.81%, a difference of 67.26%	

Model 3: Fixed Base Rate + Per Capita Rate

Advantages	Disadvantages
• Fairly easy to calculate, just need to ensure members know their base rates and Per Capita rates and the formula for calculation. • Reduces the proportion payable by the Rural Communities.	• Not reflective of tax assessment or financial standing, just population and municipality types. • Financial rationale is not strong – population is only tangentially related to municipal fiscal standing • Population numbers can get out of date quickly and only get updated every 5 years at the Census. This would require regular updating of dues amounts in the intervening years. • Cities and Towns will end up paying the highest increase (12.34% and 14.83% respectively). Towns as a group will fall outside the outlier threshold, the only model where this is the case. • The distribution of changes is very wide: the highest decrease is -41.93% while the highest increase is 52.09%, a range of 94.01% from biggest payer to biggest saver. This could cause significant fairness issues among members. • Not especially proportionally fair • Very high number of outliers (27) paying an average of 28.19%; discounts for fairness may be required for these members, significantly reducing overall revenue

Model 4: Fixed Base Rate + Tax Base Assessment + Per Capita Rate

Advantages	Disadvantages
• Completely reflective of financial standing, including population, municipality type, and tax base assessments • The fairest of all dynamic models, the increase to all municipal groups is approximately the same between City and Non-City groups, and all are less than 10%.	• Harder to calculate than all other models – members need to know their per capita rates, their tax assessment base rates, and their fixed base rates, as well as the formula for calculation. • Population numbers can get out of date quickly and only get updated every 5 years at the Census. This would require regular

• Although population numbers are only updated every 5 years, the overall proportion of dues that come from the per capita rates are lower than for other models, reducing the impact of outdated population numbers. • The model is self-updating, as both populat ion and tax base assessments increase, dues revenue will increase. • The distribution of changes is relatively narr ow: the highest decrease is -23.29% while the highest increase is 41.15%, a different of 64.44% • The lowest number of outliers, with only 9, paying an average increase of 22.58%, the lowest average outlier increase of all models. Adjustments can be made on an individual basis, if needed for fairness, without impacting overall revenue too greatly.	updating of dues amounts in the intervening years. • Cities will end up paying the highest rate increases, but by the smallest margins recorded among the models.

Summary

The following table summarizes the assessment of the four options across the financial and non-financial considerations. Green indicates the option delivers the required consideration, amber indicates the option partially delivers the required consideration, red indicates the option does not deliver the required consideration.

Considerations	Option 1	Option 2	Option 3	Option 4
Meets Revenue Targets				
Fairness				
Financial Rationale				
Self-Updating				
Clarity				
Few Outliers				
Change Distribution				
Overall Increases Below 15%?				
Implementation				
Sustainability				

Recommendation

Based on the above considerations, we recommend Option 4 be implemented for calculating the 2026 UMNB member dues, with options for discounts for the identified outliers, and accompanied by a strong communications component to help members understand the formula and the reasons for the change.

Implementation

Changes to fee structures for any association require three things to be successful: member engagement; meaningful analysis; and an authentic narrative for implementation. UMNB has engaged its membership on this discussion since the members of the former Cities of New Brunswick Association joined. It was clear that a new approach to the fee structure needed to be investigated as opposed to simply tweaking the existing model.

This report provides an in-depth and thoughtful analysis of the most reasonable options available to UMNB for a new or modified fee structure. The recommendation of Option 4 recognizes the revenue needs outlined by UMNB and provides the best solution for finding a balance between population and tax assessment base as proxies for capacity to pay. Option 4 also creates the fewest outliers and is still a model that is sustainable in terms of the economic environment and the ability of UMNB to administer. **We recommend that the changes be adopted in full for 2026, with possible exceptions made for the few outliers. These municipalities could be provided with a two-year implementation schedule should the Board of Directors deem it reasonable.**

The last requirement is the key messaging and schedule for implementation. One of the considerations here is the scale of the fee increase, or at least the scale of the increase in the context of increased value for that fee. The increases presumed by Option 4 are not insignificant. However, it has been clear for some time that an increase in revenue – mainly from fees – was necessary. It has also been recognized that the distribution of fees – on an absolute basis – between the various categories of members needed to adapt.

The greater context includes the historic "merger" with CNBA and the continued growth of UMNB's advocacy success. Our sense is that UMNB members are seeing more value for money and should understand that this investment will only improve the situation again. There is a positive momentum that needs to be supported. All that to say, the membership are likely more open to a significant change in the fee structure today than they have been in recent memory. The narrative around this change is authentic and should resonate with members.

Given the budget approval processes in place for UMNB and New Brunswick municipalities, it will be important to begin the conversation with members long before the Annual General Meeting in October. Key messages and an engagement plan should be ready to implement as soon as the Board has made its decision. It will be important for Councils to see the absolute cost increases as these are often less intimidating that when expressed as percentage increases. The tables we have provided will allow UMNB to communicate the dollar amount increase for each member well in advance of the AGM along with the aforementioned key messaging on the rationale and benefit of this change.

Union of Municipalities of New Brunswick
Union des municipalités du Nouveau-Brunswick

June 25, 2025

Dear Mayor Cogswell and Council,

I am writing to you to provide an update on resolution U-24-11, adopted at the 2024 AGM, which calls for a review of the Union of Municipalities of New Brunswick's (UMNB) membership dues formula.

In January 2025, Pollett Strategy Inc. was engaged to conduct a review of UMNB's Dues formula and recommend potential models for consideration by the Board and Membership. We are pleased to share this report with you for information and discussion.

The report presents four (4) options on how to fund our Union in a transparent and equitable way. The UMNB board has met and discussed the options presented and is in support of model #4 which is based on a base amount, population, and tax base with a sliding scale that reduces as size increases. While this is the recommendation of the board, the decision on dues lies with the members. UMNB will be engaging with its members throughout the summer and fall to answer questions and help our members make an informed decision on a new model.

Together, we have made some significant progress on key issues for our sector - whether that's negotiating a new fiscal agreement, rolling out a new insurance service for members, or uniting the municipal voice through our merger with the Cities Association and greater partnership with the AFMNB. We have done a lot and the last few years and this is the next step in the evolution.

Municipal Reform has changed local governments - and UMNB

In 2024, UMNB celebrated its 30th year of incorporation. A lot has changed since 1994, including the expectations of the public on local governments and in turn the expectations our members have on NB's largest municipal association. Increasingly UMNB is leading advocacy at the provincial and federal levels, conducting research, preparing position papers, providing education and service delivery on behalf of 60 member municipalities.

Despite the increased mandate and expansion of services, the organization's formula has not changed SINCE 1994 to meet the demand. Up until 2018, UMNB was powered by one full-time staff member. In 2024, UMNB grew to 4 full time staff. This was achieved by adding new members, expanding services, and merging with the Cities of New Brunswick Association. The Union cannot continue to strengthen its advocacy role, provide improved services and continue to be a trusted leader for municipal governments without additional resourcing.

Union of Municipalities of New Brunswick
Union des municipalités du Nouveau-Brunswick

Why investigate the dues formulas?

There are several reasons to re-examine dues formulas. Firstly, the current formula does not meet inflationary needs and requires frequent adjustments. Much like our members our costs increase every year and a new formula should account for this. Secondly, the merger between the CNBA and UMNB has caused us to have a 2-tier formula (one for members of the urban caucus and one for rest of the members) which exposes inequities between members. Finally, the current formula lacks a rationale and transparency which doesn't meet the needs of a modern UMNB. There also needs to be predictability for members that allows you to budget effectively year over year. The change in formula will allow regular growth for the Union without the need for yearly debates on increasing or changing the formula.

What does this change mean for your municipality?

Under the blended model (#4), most communities can expect an average increase of 9% over your 2025 dues. While 9% seems like a large number, most communities will see an increase of less than $1,000 overall. As with any model, there are outliers. To ease the burden of transition, UMNB proposes that for the nine (9) members that have an increase of 15% or more, the increase would be phased in over a two-year period.

FUNDY SHORES

2025 Dues:	$ 6201.18
Proposed 2026 Dues:	$ 4883.76
Difference (- 23%)	$ -1137.42 (reduction)

What are the next steps?

UMNB finds itself at a critical crossroads. Since 2021, UMNB has added 15 new municipal members which has enabled our growth and allowed us to do more for members of all size. The time has come for us to further professionalize the organization by enabling better research, advocacy, and services to benefit our members. It's time for us to dig deeper and to accomplish it together by resourcing the union in an equitable and sustainable fashion.

Please take the time to review the report and discuss it with your council. There will be opportunities to discuss this initiative with the membership in the months ahead and at this year's annual conference. We intend to follow a similar process used for the recent UMNB by-law updates, with many opportunities for questions and discussion before it comes to a vote of the members at a special meeting by the end of 2025. Should you have any questions, please don't hesitate to reach out to your zone director or to the staff.

Union of Municipalities of New Brunswick
Union des municipalités du Nouveau-Brunswick

Thank you for your continued support of the UMNB in these critical times. We look forward to continuing the progress we have made together on behalf of all communities.

Sincerely,

Brittany Merrifield, President
Union of Municipalities of New Brunswick

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Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
August 6, 2025 – 6:00 pm

Call to Order
Mayor Cogswell called the meeting to order at 6:04pm

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Tina Dealy, Councillor Deanna Bent, Chief Administrator Officer/Clerk Linda Sullivan Brown, Members of the Public 1

Regrets: Councillor Lorraine Thompson

Declaration of Conflict of Interest
None

Additions, Deletions and Approval of the Agenda
2025.08.06.104 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the agenda with additions.

Motion Unanimously Carried

Approval of the Minutes
2025.08.06.105 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the minutes as drafted.

Motion Unanimously Carried

Presentation to Council
None

Business Arising from the Minutes/Old Business
None

Department Reports
General Government
Mayor's Report- Mayor Cogswell submitted his reports online and reviewed the highlights of his month.

Councillor's Reports
Deputy Mayor Heather Saulnier- Deputy Mayor submitted her reports online.

Councillor Deanna Bent- Councillor Bent submitted her reports online.

Councillor Tina Dealy- Councillor Dealy submitted her reports online. She informed council that the flyers for the upcoming Community Day event (Aug 15-17, 2025) had been posted to social media and mailed. She informed us there is a call for vendors for the Community Day Farmer's market. The schedule for the Community Day Festival was read. Councillor Dealy was commended for her efforts and organization by Mayor Cogswell.

Councillor Lorraine Thompson- Councillor Thompson submitted her reports online.

2025.08.06.106 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to approve the CAO report as submitted.

Motion Unanimously Carried

Planning and Inspection
2025.08.06.107 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the report as submitted.

Motion Unanimously Carried

Public Safety
2025.08.06.108 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the Musquash Fire Department Report for July.

Motion Unanimously Carried

Economic Development
2025.08.06.109 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the report as submitted.

Motion Unanimously Carried

Recreation, Community & Culture
No report

Correspondence
Discussed letters of correspondence issued and received.
Approval of Payments
2025.08.06.110 Moved by Councillor Dealy, **seconded** by Councillor Bent as provided.

Motion Unanimously Carried

Approval of Accounts
2025.08.06.111 Moved by Councillor Bent, **seconded** by Councillor Dealy as provided.

Motion Unanimously Carried

New Business
a) Appointment of Assistant Clerk
2025.08.06.112 Moved by Councillor Bent, **seconded** by Councillor Dealy that be it resolved to appoint Jillian Holland as the Assistant Clerk for the Rural Community of Fundy Shores under section 74 (2) of the Local Governance Act whereby: "The assistant clerk is

subject to the directions of the clerk an in the absence or disability of the clerk or when there is no clerk, has all the powers and duties of the clerk."

Motion Unanimously Carried

b) UMNB Fee Review.
Information Only.

Closed Session
2025.08.06.113 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to move into closed session.
Motion Unanimously Carried
Council moved into closed session at 6:26pm.

Employment Matter – Council gave direction to the CAO to complete the organizational restructuring as directed.

Potential Commercial Investor – Council gave directions to the CAO to contact Opportunities New Brunswick and set up a meeting to discuss the potential commercial investor and if any support can be provided.

Council returned to open session at 7:29pm.

Next Meetings
Committee of the Whole
Community Building
August 20, 2025- 6:00 pm

Regular Council Meeting
Community Building
September 3, 2025- 6:00 pm

Announcements
Mayor Cogswell Welcomed Jillian Holland to the Rural Community of Fundy Shores Staff.
Adjournment
2025.08.06.114 Moved by Councillor Dealy, **seconded** by Deputy Mayor Heather Saulnier to adjourn. The meeting adjourned at 7:32 pm.

_____ _____

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
September 3, 2025 – 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 – August 6, 2025
   Committee of the Whole – August 20, 2025

6. **Presentation to Council**
   a. **RCMP Presentation**
   b. **SNBSC 2026 Budget Presentation – CEO Hollis Barlett**
   c. **Audit Presentation – Teed Saunders Doyle** (Potentially)
      i. **Audit Results Adoption**
      Possible Motion: to approve the audited financial statements for the Rural Community of Fundy Shores, year ending December 31, 2024.

7. **Business Arising from the Minutes/Old Business**

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 – August Report

   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**

DRAFT

b. PRAC Committee
c. Safe Community & Emergency Preparedness Committee
d. Recreation & Destination Committee

10. Correspondence

a. Correspondence Received

b. Correspondence Issued

11. Approval of Payments

General Government – Report Attached

12. Approval of Accounts

Expense Report – Income and Expense Report for August 26, 2025

13. New Business

a. Mutal Aid Agreement Briefing

Chief Pollock and CAO Brown have been working with fire departments throughout Southwest New Brunswick on the establishment of an up-to-date mutual aid agreement to reflect Southwest NB post Local Governance Reform. This project has been on-going since October/November of 2024, and we believe we are in the final stage of the process to receive Council's approval in principle and draft before sending it off to legal for review. After legal review is completed, Chief Pollock and CAO Brown will be requesting final adoption of the document.

b. Light Industrial Park Study – Scope of Work

Year end projections have been provided, (keeping in mind, it is very premature at this time), however it shows ample financial room within the current operating budget to complete this project with the support of the Regional Development Corporation.

Per Council's discussion at the Committee of the Whole hosted on August 20, 2025, and comments since, concerns related to the depth of the environmental assessment being provided by Dillon Consulting were identified and should be revisited to ensure appropriate review. This along with the potential scope of work change regarding light industrial park to business/commerce park, should be discussed and approved prior to committing to advancing this project.

c. 2026 Budget

It is that time of year, when Council begins to work on the operating and capital budgets for 2026. CAO Brown would ask, that any projects or items to consider for financing be submitted for scope of work and costing before the end of September 2025.

d. Annual Report 2024

The Annual Report for 2024 has been drafted. This report typically accompanies the Annual Audited Financial Statements. If Council wishes, they can approve the annual report for 2024 or request additions or deletions to the report.

14. Closed Session

DRAFT

15. Next Meetings

a. Committee of the Whole
Community Building
September 17, 2025– 6:00 pm

b. Regular Council Meeting
Community Building
October 1, 2025 – 6:00 pm

16. Announcements

17. Adjournment

DRAFT

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
August 6, 2025 – 6:00 pm

Call to Order
Mayor Cogswell called the meeting to order at 6:04pm

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Tina Dealy, Councillor Deanna Bent, Chief Administrator Officer/Clerk Linda Sullivan Brown, Members of the Public 1

Regrets: Councillor Lorraine Thompson

Declaration of Conflict of Interest
None

Additions, Deletions and Approval of the Agenda
2025.08.06.104 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the agenda with additions.

Motion Unanimously Carried

Approval of the Minutes
2025.08.06.105 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the minutes as drafted.

Motion Unanimously Carried

Presentation to Council
None

Business Arising from the Minutes/Old Business
None

Department Reports
General Government
Mayor's Report- Mayor Cogswell submitted his reports online and reviewed the highlights of his month.

Councillor's Reports
Deputy Mayor Heather Saulnier- Deputy Mayor submitted her reports online.

Councillor Deanna Bent- Councillor Bent submitted her reports online.

Councillor Tina Dealy- Councillor Dealy submitted her reports online. She informed council that the flyers for the upcoming Community Day event (Aug 15-17, 2025) had been posted to social media and mailed. She informed us there is a call for vendors for the Community Day Farmer's market. The schedule for the Community Day Festival was read. Councillor Dealy was commended for her efforts and organization by Mayor Cogswell.

Councillor Lorraine Thompson- Councillor Thompson submitted her reports online.

2025.08.06.106 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to approve the CAO report as submitted.

Motion Unanimously Carried

Planning and Inspection
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Motion Unanimously Carried

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2025.08.06.108 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the Musquash Fire Department Report for July.

Motion Unanimously Carried

Economic Development
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Motion Unanimously Carried

Recreation, Community & Culture
No report

Correspondence
Discussed letters of correspondence issued and received.
Approval of Payments
2025.08.06.110 Moved by Councillor Dealy, **seconded** by Councillor Bent as provided.

Motion Unanimously Carried

Approval of Accounts
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Motion Unanimously Carried

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a) Appointment of Assistant Clerk
2025.08.06.112 Moved by Councillor Bent, **seconded** by Councillor Dealy that be it resolved to appoint Jillian Holland as the Assistant Clerk for the Rural Community of Fundy Shores under section 74 (2) of the Local Governance Act whereby: "The assistant clerk is

subject to the directions of the clerk an in the absence or disability of the clerk or when there is no clerk, has all the powers and duties of the clerk."

Motion Unanimously Carried

b) UMNB Fee Review.
Information Only.

Closed Session
2025.08.06.113 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to move into closed session.
Motion Unanimously Carried
Council moved into closed session at 6:26pm.

Employment Matter – Council gave direction to the CAO to complete the organizational restructuring as directed.

Potential Commercial Investor – Council gave directions to the CAO to contact Opportunities New Brunswick and set up a meeting to discuss the potential commercial investor and if any support can be provided.

Council returned to open session at 7:29pm.

Next Meetings
Committee of the Whole
Community Building
August 20, 2025- 6:00 pm

Regular Council Meeting
Community Building
September 3, 2025- 6:00 pm

Announcements
Mayor Cogswell Welcomed Jillian Holland to the Rural Community of Fundy Shores Staff.
Adjournment
2025.08.06.114 Moved by Councillor Dealy, **seconded** by Deputy Mayor Heather Saulnier to adjourn. The meeting adjourned at 7:32 pm.

_____ _____

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
Community Building
August 20, 2025 – 6:00 pm

Call To Order
Mayor Cogswell called the meeting to order at 6:00pm.

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Deanna Bent, Councillor Tina Dealy, Councillor Lorraine Thompson, CAO/Clerk Linda Sullivan Brown, Synergi – Brian Cooke & Wade Greenlaw

Declaration of Conflict of Interest
None.

Presentation
None.

Topics
Development Incentives – Synergi – Executive Director Cooke
Mr. Cooke presented the development incentives as requested by Council with the comments from previous meetings redrafted into the plan. Council reviewed the documents and have requested additional considerations be made related to bonus points, contractors and conflict of interest rules. Council thanked Brian for his work on this file to date.

Councillor Thompson mentioned Council may want to consider the addition of a subdivision by-law to its repertoire of planning documents.

Tourism Accommodation Levy – Synergi – Executive Director Cooke
Mr. Cooke presented the currently available documentation and information on the potential for a Tourism Accommodation Levy for Fundy Shores. Council seemed supportive of the idea and documents to date, outlining now our goal is stakeholder and public engagement.

Council asked the documentation be prepared for mid September to issue to Tourism Accommodation Owners on the future of a TAL program in Fundy Shores.

Light Industrial Park Study – Financial Review – CAO Brown
CAO Brown presented the potential year end numbers for 2025, indicating it is quite difficult to do so at this time, considering the time of year. However, preliminary numbers do indicate Fundy Shores can afford to do this study with the support of RDC.

Additionally, Council discussed the project and wanted to better define light industrial and/or if it should be considered a business park. As Council does not want a “smokestack” industrial park.

Mutual Aid Agreement – Southwest New Brunswick
CAO Brown provided information on the potential use of this mutual aid agreement. Council was agreed this would help move the southwest municipalities forward in supporting one another. This item is to be brought forward at the next regular Council Meeting.

Next Meetings
Regular Council Meeting
Community Building
September 3, 2025 – 6:00 pm

Committee of the Whole
Community Building
September 17, 2025 – 6:00 pm

Adjournment
Business concluded and this meeting was adjourned at 7:38pm.

_____	_____
George (Denny) Cogswell	Linda Sullivan Brown
Mayor	CAO/Clerk – Treasurer
Rural Community of Fundy Shores	Rural Community of Fundy Shores

Date: September, 2025

Departmental Report

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

Activities:

Date: Aug 1, 2025
Item: Meeting with Dr Levesque Taylor and tour of St Andrews wellness center.

Date: Aug 6, 2025
Item: office sign cheques (payroll), Council meeting (evening)

Date: Aug 9, 2025
Item: teams meeting re Wildfire risk

Date: Aug 11, 2025
Item: Mtg 1pm re fire updates (EMO)
picked up foam machine at Blacks Harbour arena.

Date: Aug 13, 2025
Item: meeting afternoon Minister Kennedy, evening meeting for community complex review/committee.

Date: Aug 14, 2025
Item: RSC committee of the whole meeting

Date: Aug 15, 2025
Item: attended BBQ hosted by MLA Ian lee. Also signed card thanking first responders. Evening attended Fundy Shores bingo/movie

Date: Aug 16, 2025
Item: Attended Fundy Shores Community Day Festival all day. Maces Bay, Dipper Harbour, New River Beach

Date: Aug 17, 2025
Item: attended Fundy Shores Community Day Festival all day- Musquash

Date: Aug 19, 2025
Item: office sign payroll cheques

Date: Aug 20, 2025
Item: office signed flyby approval letter for Mr. Burrill on behalf of council, Committee of the whole Meeting 6pm

Date: Aug 22, 2025
Item: returned foam machine to arena in Blacks Harbour.

Date: Aug 25, 2025
Item: office morning review upcoming agenda. Returned phone calls. Meeting with GNB (fire) 1:30pm.

Date: Aug 28
Item: Meeting with RSC- evening, Returned messages concerning sewage invoices.

Date: September 3, 2025

Departmental Report

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

Activities:

Date: Aug 5, 2025
Item: RDD meeting

Date: Aug 6, 2025
Item: Regular Council Meeting

Date: Aug 12, 2025
Item: RDD meeting

Date: Aug 13, 2025
Item: Needs Assessment Meeting

Date: Aug 14, 2025
Item: Beauceron Training

Date: Aug 15, 2025
Item: Fundy Shores day setup and Bingo

Date: Aug 16, 2025
Item: Fundy Shores Day- Farmer's Market, sea glass hunt, buoy Painting, and mystery clue scavenger hunt

Date: Aug 17, 2025
Item: Fundy Shores Community Day Festival

Date: Aug 18
Item: Fundy Shores Festival clean up and wrap up

Date: Aug 2o, 2025
Item: Committee of the Whole Meeting

Date: September 3, 2025

Departmental Report

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

Activities:

Date: August 20/2025
Item: Attended Committee as a Whole Meeting, 31 Malcolm Meehan Rd. Musquash NB

Date: August 21/2025
Item: Attended PRAC Committee meeting (Online)

Date: August 26/2025
Item: Attended meeting concerning Chili Cook off being held on Sept 6, 2025, 35 Malcolm Meehan Rd. Musquash NB

Other Communications:

Made phones calls and email concerning booking of tables for Farmer's Market on Aug16th. Worked with Linda Richard committee member on the planning of the event and the day of the event organization.

I received a call from new resident concerning buses in our area. Their child, who has a disability, is expected to walk 1 km to the bus stop as the bus will not go down the road to pick up. The driver said that the bus never went on this road, which is not true, there was always a bus stop at the church. They stopped going down the road when there we no children living in the road, which is not the case now. As far as no safe turning spot there is plenty of room to turn it is not a high traffic area. The bus goes in Malcom Meehan Rd and turns at the fire Hall same situation. The point was made we want to encourage people to move into our area, yet we are not supplying basic bus service in our residential areas for children to attend the local school.

Date: September 3, 2025

Departmental Report

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

Activities:

Date: August 5, 2025
Item: RDD Meeting

Date: August 6, 2025
Item: Attended regular council meeting

Date: August 8, 2025
Item: Met with a committee member to finish signs for Community Day event

Date: August 12, 2025
Item: Attended last RDD meeting before the Fundy Shores Festival Days

Date: August 13, 2025
Item: Attended the Community Complex Meeting

Date: August 15, 2025
Item: – Festival prep and organization, phone calls etc.

Date: August 15 -17, 2025
Item: Fundy Shores Community Day Festival

Date: August 20, 2025
Item: Attended Committee of the whole

Other Communications:

-Corresponded with all the upcoming community days vendors, sponsors, organizers.

-Recreation and Destination Development Committee report.

-Two official meetings were held to finalize the Fundy Shores Festival Days. Many phone calls to everyone involved in the festival for confirmation. Lots of moving parts going on behind the scenes by our committee to make sure the festival goes as planned. We would like to take this time to say a big Thank You to our committee for all their time and effort put into this year's festival to make it the remarkable success that it was. We sure could not have had this great weekend with your continued commitment to Fundy Shores.
We have recorded the following numbers Friday

- Bingo had 51 players and 4 volunteers
- Movie had 15 people and 4 volunteers
- Saturday's Farmers Market event has more than 152 customers through the door, with 12 volunteers.
- Buoying painting was a huge success with all 48 buoys being painted and 6 being donated to the Chance Harbour Christmas Tree and 10 volunteers
- Sea Glass hunt was also well attended with 61 people registered with 4-5 volunteers. - --
-The Mystery Clue Chase had 32 people register and 13 completed the quest.
-Sunday the BBQ had 239 sold and raised $493.00 for the breakfast with Santa.
-The Sunday Family Day event registered 233 people and not everyone that attended had registered. All volunteers where onsite this day along with NB Power for set up and take down.

Next meeting to be determined.

Upcoming events – Musquash Community Bingo September 12th, everyone 19 and over welcome.

Date: September 3, 2025

Departmental Report

Department:	Musquash Fire
Reporting Period:	August 2025
Prepared by (Name):	Chief Wayne Pollack

Activities:

Date: Aug 1, 2025
Item: Rubbish fire in Musquash

Date: Aug 3, 2025
Item: Provide First Aid Station at Sand Sculptures in New River

Date: Aug 5, 2025
Item: Wildland Fire in Prince of Wales

Date: Aug 5, 2025
Item: Medical assist in Musquash

Date: Aug 5, 2025
Item: Outside Fire in Lepreau

Date: Aug 16, 2025
Item: False alarm in Lepreau

Date: Aug 18, 2025
Item: Business meeting Musquash

Date: Aug 25, 2025
Item: MVC in Lepreau

Date: Aug 26, 2025
Item: False alarm in Lepreau

Date: Aug. 26, 2025
Item: Boat training with CACG in Grand Bay

CAO Memo to Council

Prepared by: Linda Sullivan Brown
Date Prepared: August 26, 2025

Re: Monthly Activity Report

Projects-

Playground Upgrades – Are officially completed, with fencing repairs and pea gravel added to increase coverage around play structures.

2025 Year End – year end projections were provided to Council for consideration when approving projects between now and year end.

Community Needs Assessment – prepared for a community needs assessment committee meeting and forwarded all documentation to the Engineer for review post meeting. A meeting has been scheduled for August 27 to discuss Council's wishes for the structure with Engineering.

Fire Contract Pricing – was completed in August, with assessment value and property coverage value almost the same. Council will need to review, during the budget process if any contractual changes should be considered in 2026.

Tourism Accommodation Levy – documents have been received from Synergi and are currently being reviewed. I believe it is Synergi's intention to request an Economic and Community Development Meeting in the coming weeks to review the proposal.

Annual Report – the annual report is complete and attached to this months agenda for consideration. I am hopeful the annual audit will be completed as well and presented on September 3.

Voyent Alert System – the system was used several times in August for announcements on the Provincial Fire Ban and updates on community activities.

Asset Management – work has been on-going on this file and will be presented during the 2026 Budget process.

IT Upgrades – All Council members should have received their training log in for Beauceron and worked towards completing the training modules. The office vulnerability scan has been completed; I am awaiting the results.

Coursework – I have almost completed the Corporate Social Responsibility course and have registered for two additional courses this fall – Parliamentary Governance Management and Procedures (Dalhousie) and Climate Adaptation & Resiliency through the CLIMAtlantic (Free of charge).

High Priority Items for September - Code of Conduct by-law, Procedure By-Law and 2026 Budget

I think this captures the work of the past few weeks. If you feel anything needs additional attention, please let me know.

Respectfully Submitted
Linda Sullivan Brown
Chief Administrative Officer

Approval of Invoices
Month of: August 2025

Services	Vender	Description	Invoice Total		
	General Government				
	Grant Thornton	Professional Accounting Services for June 2025	$ 1,492.61		
	Grant Thornton	Professional Accounting Services for July 2025	$ 1,535.54		
	NB Power	August Utilities	$ 306.20		
	Bell Mobility	August Mobile Phones	$ 117.27		
	GC Trophies	Office Supplies	$ 22.00		
	Canoe	Office Supplies	$ 172.27		
	Tina Dealy	Office Supplies	$ 18.85		
	Southwest NB Service Commission	August Membership Fees	$ 31,311.50		
	Xpert Office Products	Printing	$ 218.82		
	Bell Aliant	Office Phone	$ 535.44		
	Community Development of Eastern Charlotte	September Billing	$ 6,333.33		
			Subtotal	*$*	*34,976.24*
Fire Department	Community				
	Wes Brown	Community Day BBQ food and services	$ 500.00		
	Dave Hansen	Community Day Music Entertainment	$ 250.00		
	Coastal Enterprises	Pea Gravel delivery, spreading, weeding, labour	$ 1,132.75		
	Bobbie Craft	August Mileage	$ 136.30		
	Sydney Muise	August Mileage	$ 136.30		
	Dave Emmerson	Community Day Cotton Candy	$ 200.00		
	Forest Green	Community Centre Lawn July Mowing	$ 240.00		
	Tina Dealy	Storage Containers	$ 137.86		
	GC Trophies	17 x 24 sign	$ 68.00		
	Dillon Consulting	Civic Space Needs Assessment	$ 8,482.40		
	Forest Green	August Landscaping	$ 320.00		
			Subtotal	$	11,603.61
	Musquash Fire Department				
	Canadian Tire	Paint	$ 87.38		
	Xplore	Internet Station 1	$ 120.74		
	NB Department of Transportation	Radio Communication Services	$ 125.85		
	Saint John Energy	Heat Pump Rental	$ 76.43		
	Saint John Energy	Heat Pump Rental	$ 172.49		
	WL Construction		$ 887.53		
	NB Power	August Utilities Station 1	$ 402.35		
	NB Power	August Utilities Station 2	$ 41.56		
	GC Trophies	Promotional Items	$ 397.50		
	Telus	Alarms	$ 137.97		
	Telus	Late Payment Fee	$ 2.04		
	LewCo	BA Cylinder Inspection &Testing	$ 123.34		
	Kent	Saw Blades, Windshield Washing Fluid	$ 82.98		
	Sobeys	Food and Water	$ 24.96		
	Kenny King	Car Shipping	$ 1,700.00		
	RCMP	Finger printing	$ 25.00		
	Lepreau Irving	Gas Can	$ 10.57		
	Lepreau Irving	Diesel Fuel	$ 70.00		
	Sobeys Fast Fuel	Supreme Fuel	$ 143.39		
	A&W	Food	$ 78.96		
	Dollarama	Tableloths and Photo Frames	$ 33.35		
	Signs Plus	Banner	$ 51.75		
	Bell Mobility	Celluar Phone	$ 0.44		
	Forest Green	Mowing Station 1	$ 160.00		
	Forest Green	Mowing Station 2	$ 180.00		
	Seamasters	Adhesive and Wheel	$ 220.32		
	Codiac Printing	Printing	$ 278.48		
	Forest Green	Mowing Station 1	$ 320.00		
	Forest Green	Mowing Station 2	$ 360.00		
	WorkSafe NB	Annual Firefighter Insurance	$ 45.00		
			Subtotal	*$*	*6,315.38*
Solid Waste	Solid Waste				
	Fero	Contract Fees	$ 21,868.11		
	Southwest NB Service Commission	Fero Waste & Recycling	$ 5,097.70		
			Subtotal	*$*	*26,965.81*
			Total Invoices	**$**	**79,861.04**

The Rural Community of Fundy Shores

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

Income & Expense Statement

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
INCM	REVENUE							
	IN01	Income						
I	01-1121-0100	Warrant - Property Taxes	$ 1,189,174.34	$ 246,786.62	$1,435,960.96	$ 2,153,942.00	$ 717,981.04	66.67
I	01-1122-0100	Community Funding & Equalization Grant	24,162.25	3,451.75	$27,614.00	41,421.00	13,807.00	66.67
I	01-1317-4000	Recreational Cost Sharing - RSC	38,265.00	0.00	$38,265.00	76,530.00	38,265.00	50.00
I	01-1500-0000	Other Revenue Own Source	5,466.89	(473.21)	$4,993.68	1,500.00	(3,493.68)	332.91 **
I	01-1517-0000	Building Permits	3,490.00	0.00	$3,490.00	15,000.00	11,510.00	23.27
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	1,344.20	0.00	$1,344.20	0.00	(1,344.20)	0.00
I	01-1551-0000	Interest	0.00	0.00	$0.00	0.00	0.00	0.00
I	01-1590-0000	Miscellaneous	27,382.68	(345.31)	$27,037.37	0.00	(27,037.37)	0.00
I	01-1592-0000	Contributions (Gifts, Donations)	16,000.00	0.00	$16,000.00	0.00	(16,000.00)	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	43,461.28	0.00	$43,461.28	0.00	(43,461.28)	0.00
I	01-1911-0000	Surplus Second Previous Year	0.00	0.00	$0.00	61,455.00	61,455.00	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**	**1,348,746.64**	**249,419.85**	**1,598,166.49**	**2,349,848.00**	**751,681.51**	**68.01**
Totals For:	**INCM**		**1,348,746.64**	**249,419.85**	**1,598,166.49**	**2,349,848.00**	**751,681.51**	**68.01**
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	5,611.44	935.24	$6,546.68	11,223.00	4,676.32	58.33
E	01-2111-0100	Mayor Other	530.76	38.29	$569.05	1,000.00	430.95	56.91
E	01-2113-0000	Councillor Honourarium	16,166.34	2,404.91	$18,571.25	35,840.00	17,268.75	51.82
E	01-2113-0100	Councillor Other	1,232.89	34.18	$1,267.07	2,000.00	732.93	63.35
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	58,665.45	7,822.06	$66,487.51	101,800.00	35,312.49	65.31
E	01-2121-2301	Payroll Deductions	13,817.19	1,538.67	$15,355.86	21,500.00	6,144.14	71.42
E	01-2121-4000	Office Building	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2121-4110	Janitorial Services	845.86	0.00	$845.86	3,000.00	2,154.14	28.20
E	01-2121-4120	Power	1,553.47	0.00	$1,553.47	6,000.00	4,446.53	25.89
E	01-2121-4130	Building Repairs/Maintenance	2,861.03	0.00	$2,861.03	7,000.00	4,138.97	40.87

	account	AcctName	Period YTD	Current Month	Fiscal YTD	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	1,192.00	0.00	$1,192.00	2,500.00	1,308.00	47.68
E	01-2121-4200	Solicitor/Legal Fees	1,698.83	453.42	$2,152.25	10,000.00	7,847.75	21.52
E	01-2121-9000	Other Administrative Services	2,027.98	1,187.50	$3,215.48	16,000.00	12,784.52	20.10
E	01-2121-9110	Office Telephone	2,978.31	0.00	$2,978.31	4,500.00	1,521.69	66.18
E	01-2121-9130	Office IT	6,007.27	0.00	$6,007.27	14,003.00	7,995.73	42.90
E	01-2121-9160	Photocopier Supplies	866.87	0.00	$866.87	2,000.00	1,133.13	43.34
E	01-2121-9170	Office Supplies	2,814.54	178.22	$2,992.76	4,500.00	1,507.24	66.51
E	01-2121-9180	Miscellaneous	5,409.64	0.00	$5,409.64	0.00	(5,409.64)	0.00
E	01-2121-9200	Accounting Software Fees	16,324.28	0.00	$16,324.28	18,000.00	1,675.72	90.69
E	01-2122-0000	Financial Management	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2122-5000	External Audit	0.00	0.00	$0.00	19,000.00	19,000.00	0.00
E	01-2122-9000	Accounting Services	4,653.10	0.00	$4,653.10	14,000.00	9,346.90	33.24
E	01-2125-0000	Common Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2125-2000	Civic Relations	4,425.33	0.00	$4,425.33	7,500.00	3,074.67	59.00
E	01-2126-0000	Cost of Assessment	0.00	134,583.00	$134,583.00	134,583.00	0.00	100.00
E	01-2127-0000	Collaborative Services RSC	1,524.06	0.00	$1,524.06	2,287.00	762.94	66.64
E	01-2128-0000	Travel & Training Council	5,143.14	71.01	$5,214.15	7,500.00	2,285.85	69.52
E	01-2128-2000	Travel & Training Staff	4,280.55	(818.52)	$3,462.03	6,000.00	2,537.97	57.70
E	01-2190-0000	Other General Adm Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2193-0000	Liability Insurance	23,412.00	0.00	$23,412.00	30,000.00	6,588.00	78.04
E	01-2194-0000	Municipal Association Memberships	9,212.65	0.00	$9,212.65	11,500.00	2,287.35	80.11
E	01-2195-0100	Donations to Organizations	1,000.00	0.00	$1,000.00	10,000.00	9,000.00	10.00
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	40,000.00	40,000.00	0.00
E	01-2210-1000	Worksafe NB Coverage	1,700.77	0.00	$1,700.77	1,500.00	(200.77)	113.38 **
E	01-2210-1001	Firefighters Legislative Coverage	9,240.00	45.00	$9,285.00	12,000.00	2,715.00	77.38
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	2,613.09	0.00	$2,613.09	4,000.00	1,386.91	65.33
E	01-2210-1200	Recognition Dinner	0.00	0.00	$0.00	3,500.00	3,500.00	0.00
E	01-2210-1300	Membership Fees	575.00	0.00	$575.00	1,000.00	425.00	57.50
E	01-2210-2000	Travel Lodging	278.10	0.00	$278.10	1,500.00	1,221.90	18.54
E	01-2210-2100	Travel - Mileage	89.99	0.00	$89.99	500.00	410.01	18.00
E	01-2210-2200	Travel - Meals	1,272.64	77.65	$1,350.29	3,000.00	1,649.71	45.01

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2210-2300	Meeting Registration	350.00	0.00	$350.00	1,500.00	1,150.00	23.33
E	01-2210-2400	Training Materials	1,889.54	1,696.42	$3,585.96	2,000.00	(1,585.96)	179.30 **
E	01-2210-2500	Training Courses	5,578.11	0.00	$5,578.11	17,000.00	11,421.89	32.81
E	01-2210-3110	Telephone	4,707.67	0.00	$4,707.67	8,400.00	3,692.33	56.04
E	01-2210-3120	Advertising	1,565.78	447.89	$2,013.67	6,000.00	3,986.33	33.56
E	01-2210-3130	Office Equipment & IT Support	378.49	0.00	$378.49	2,000.00	1,621.51	18.92
E	01-2210-3160	Office Supplies & Postage	365.69	0.00	$365.69	800.00	434.31	45.71
E	01-2210-4110	Janitorial Services	2,764.82	0.00	$2,764.82	7,500.00	4,735.18	36.86
E	01-2210-4120	Heating	1,401.74	0.00	$1,401.74	3,500.00	2,098.26	40.05
E	01-2210-4125	Lights & Power	12,632.65	0.00	$12,632.65	16,000.00	3,367.35	78.95
E	01-2210-4130	Building Repairs & Maintenance	8,662.87	32.80	$8,695.67	10,000.00	1,304.33	86.96
E	01-2210-4135	Snow Removal	5,856.66	0.00	$5,856.66	5,500.00	(356.66)	106.48 **
E	01-2210-4140	General Supplies	3,158.72	24.55	$3,183.27	5,000.00	1,816.73	63.67
E	01-2210-4170	Building Insurance	9,212.00	0.00	$9,212.00	10,000.00	788.00	92.12
E	01-2210-5000	Contracted Dispatch Services	20,868.06	0.00	$20,868.06	43,000.00	22,131.94	48.53
E	01-2210-5100	Alarm Systems	510.91	125.11	$636.02	1,500.00	863.98	42.40
E	01-2210-5200	Communication Maintenance	0.00	114.13	$114.13	500.00	385.87	22.83
E	01-2210-5300	Radio License	0.00	0.00	$0.00	800.00	800.00	0.00
E	01-2210-5400	Cylinder Refills	640.06	111.85	$751.91	1,000.00	248.09	75.19
E	01-2210-5500	Small Equipment Repairs	12,527.29	0.00	$12,527.29	13,700.00	1,172.71	91.44
E	01-2210-5600	Other Non-Related Rescue	13,369.35	0.00	$13,369.35	10,500.00	(2,869.35)	127.33 **
E	01-2210-5700	Contract Services from Other Districts	0.00	0.00	$0.00	35,000.00	35,000.00	0.00
E	01-2210-5800	Accident Insurance	5,985.50	0.00	$5,985.50	6,500.00	514.50	92.08
E	01-2210-6000	Vehicle Repairs	3,575.40	0.00	$3,575.40	20,000.00	16,424.60	17.88
E	01-2210-6100	Gas & Oil - Vehicle	7,123.18	220.25	$7,343.43	16,000.00	8,656.57	45.90
E	01-2210-6200	Licensing - Vehicle	291.00	0.00	$291.00	1,500.00	1,209.00	19.40
E	01-2210-6300	Insurance - Vehicle	25,505.00	0.00	$25,505.00	17,500.00	(8,005.00)	145.74 **
E	01-2210-7000	Communication Equipment - Capital	9,055.88	0.00	$9,055.88	10,000.00	944.12	90.56
E	01-2210-7100	Capital from Operating Fund - Fire	6,006.87	0.00	$6,006.87	15,000.00	8,993.13	40.05
E	01-2210-7200	New Equipment - Capital	60,340.07	75.25	$60,415.32	46,000.00	(14,415.32)	131.34 **
E	01-2210-8000	Lease Payments - Fire	70,966.77	0.00	$70,966.77	74,000.00	3,033.23	95.90
E	01-2210-9000	Other Recoverable Expenses	748.35	478.83	$1,227.18	2,000.00	772.82	61.36
E	01-2250-0000	Emergency Measures	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2250-0100	EMO - Other	3,128.58	0.00	$3,128.58	4,000.00	871.42	78.21

	account	AcctName	Period YTD	Current Month	Fiscal YTD	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)	748.00	0.00	$748.00	1,122.00	374.00	66.67
E	01-2290-0100	Public Safety Committee - Local	817.12	0.00	$817.12	1,000.00	182.88	81.71
E	01-2293-9000	Animal Control/SPCA	5,297.00	0.00	$5,297.00	21,000.00	15,703.00	25.22
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)	7,354.00	0.00	$7,354.00	11,031.00	3,677.00	66.67
E	01-2326-1000	Street Signs	346.03	0.00	$346.03	2,500.00	2,153.97	13.84
E	01-2400-0000	Environmental Health Expense	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2432-0000	Solid Waste Collection Contract	138,815.34	0.00	$138,815.34	275,000.00	136,184.66	50.48
E	01-2433-9000	Solid Waste Dispoal (Tipping Fees)	24,938.45	5,156.60	$30,095.05	80,000.00	49,904.95	37.62
E	01-2490-0000	Other Environmental Health	0.00	0.00	$0.00	5,000.00	5,000.00	0.00
E	01-2600-0000	Environmental Development Serv	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2610-0100	Environmental Trust Fund Project	33,223.15	0.00	$33,223.15	0.00	(33,223.15)	0.00
E	01-2611-0000	Planning & Inspection Services (RSC)	134,040.64	0.00	$134,040.64	201,061.00	67,020.36	66.67
E	01-2611-0100	Unsightly/Dangerous Premise Enforcement (RSC	0.00	0.00	$0.00	9,000.00	9,000.00	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)	5,371.36	0.00	$5,371.36	8,057.00	2,685.64	66.67
E	01-2624-0001	Community Development Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2629-0000	Other Environmental Developmen	50.00	0.00	$50.00	5,000.00	4,950.00	1.00
E	01-2670-0000	Economic Development Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2671-5000	Economic Development (RSC)	7,175.36	0.00	$7,175.36	10,763.00	3,587.64	66.67
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	50,666.64	0.00	$50,666.64	76,000.00	25,333.36	66.67
E	01-2690-0000	Other Devlopment Services	0.00	0.00	$0.00	3,000.00	3,000.00	0.00
E	01-2691-0000	Tourism	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2691-1800	Tourism Promotion (RSC)	25,188.00	0.00	$25,188.00	37,782.00	12,594.00	66.67
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	25,809.00	3,441.20	$29,250.20	46,000.00	16,749.80	63.59
E	01-2712-0020	Community Centre - Summer Staff	6,606.79	5,767.63	$12,374.42	14,000.00	1,625.58	88.39
E	01-2712-0030	Community Centre- Payroll Deductions	7,226.35	863.65	$8,090.00	6,000.00	(2,090.00)	134.83 **
E	01-2712-0040	Community Centre - Travel & Training & Members	1,642.61	247.20	$1,889.81	3,000.00	1,110.19	62.99

	account	AcctName	Period YTD	Current Month	Fiscal YTD	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	1,500.00	1,500.00	0.00
E	01-2712-0300	Community Centre Supplies	4,032.52	0.00	$4,032.52	5,000.00	967.48	80.65
E	01-2712-0400	Community Centre Advertising	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2712-0600	Community Centre Repairs/Miscellaneous	5,635.73	0.00	$5,635.73	10,000.00	4,364.27	56.36
E	01-2712-0605	Community Centre - Power	1,553.46	0.00	$1,553.46	6,000.00	4,446.54	25.89
E	01-2712-0610	Community Centre - Building Insurance	1,722.00	0.00	$1,722.00	2,500.00	778.00	68.88
E	01-2712-0650	Community Event	5,445.89	1,950.00	$7,395.89	20,000.00	12,604.11	36.98
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)	69,090.58	0.00	$69,090.58	103,635.00	34,544.42	66.67
E	01-2712-1450	Recreation/Cultural Library Supplies	568.60	0.00	$568.60	5,500.00	4,931.40	10.34
E	01-2712-1460	Recreation/Culture Library Phase 3	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2712-1465	New Horizons Project	223.04	0.00	$223.04	0.00	(223.04)	0.00
E	01-2712-3000	Community Centre - LGR Project	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2755-0000	Other Recreational & Cultural Services	16,761.63	1,027.22	$17,788.85	30,000.00	12,211.15	59.30
E	01-2759-0000	Fiscal Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2759-1000	Banking Fees	31.79	0.00	$31.79	4,000.00	3,968.21	0.79
E	01-2759-2000	Deficit Second Previous Year	0.00	0.00	$0.00	21,961.00	21,961.00	0.00
E	01-2759-3000	Capital Projects	7,857.51	0.00	$7,857.51	205,000.00	197,142.49	3.83
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	20,000.00	20,000.00	0.00
E	01-2999-9999	Rounding Account	0.00	0.00	$0.00	0.00	0.00	0.00
Totals For:	**EX01**		**1,097,430.17**	**170,331.21**	**1,267,761.38**	**2,349,848.00**	**1,082,086.62**	**53.95**
Totals For:	**EXPN**		**1,097,430.17**	**170,331.21**	**1,267,761.38**	**2,349,848.00**	**1,082,086.62**	**53.95**

Total Income:	$ 1,348,746.64	$ 249,419.85	$ 1,598,166.49	$ 2,349,848.00	$ 751,681.51	68.01
Total Expenses:	1,097,430.17	170,331.21	1,267,761.38	$ 2,349,848.00	1,082,086.62	53.95
Totals:	**$ 251,316.47**	**$ 79,088.64**	**$ 330,405.11**	**$ 0.00**	**$(330,405.11)**	**14.06**

Note: The items marked with ** are over budget

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

Meeting: Sept. 3, 2025
31 Malcolm Meehan Rd., Musquash
Prepared by Brian Cooke, Executive Director

- **Update on Land Acquisition:**
  - Surplus disposal process is underway for property in Pocologan. As part of the process, DTI is asking other departments if they would have use for the property, and have until Aug. 18 to respond. Then they will make an offer to Fundy Shores. No new update.

- **Business Development:**
  - Reviewed quotes with Mayor and Council on the commerce park market analysis and feasibility study quotes. Preparing some additional documents for council considerations.

  - Synergi had a follow up meeting with the Fundy North Fishermen's Association (FNFA) to consider initiatives to support the fisheries in the region for owner/occupiers, as it relates to the province's tariff response assistance funding. In the process of gathering statistics.

  - Synergi gave a presentation to the Mayor & Council on a proposed Tourism Accommodation Levy for Fundy Shores. Updated some additional research to reflect additions/changes to accommodations in Fundy Shores. Working with the CAO to set up a meeting with ECEC and preparing stakeholder engagement documents for further consideration.

- Received updated statistics on visitors to the New River Beach Provincial Park since opening day for the 2025 season; numbers show an increase in visitors and camping from the 2024 season. Synergi has also requested additional statistics and a breakdown, once the season ends next month. The park manager and Synergi are setting up a follow-up meeting to discuss the 2026 Sand Sculpture competitions and successes and improvements from the three-day event this year.

- Fundy Shores received a letter last month from the Minister of Tourism, Heritage, and Culture regarding quad access to New River Beach Provincial Park. Regrettably and unfortunately the province will not look at exploring a pilot to grant access to quads to the campground or to the parking lots at NRB. DTI will also not issue a HUP, since there is no end destination. Synergi will explore any potential alternative routes that could be of benefit to Quad NB and Musquash ATV Club. Synergi and Fundy Shores have sent follow-up correspondence to a company regarding property access to trails in Prince of Wales, with no responses.

- As a follow-up from Port Days in Saint John, Synergi and CAO are in the process of scheduling a meeting with a cruise tour company to scout out opportunities for cruise ship passengers to explore Fundy Shores. Awaiting a reply from the company.

- Scheduling a meeting with a member of the 2029 Canada Summer Games committee to discuss potential partnerships/ opportunities for Fundy Shores' accommodations and tourism sector. (No update)

- **Housing:**
  - Synergi presented and deliberated on draft policies to Fundy Shores' council regarding commercial and residential incentives. Synergi worked on a combined draft policy. The final draft is near completion.

Fundy Shores

Rural Community

2024 Annual Report

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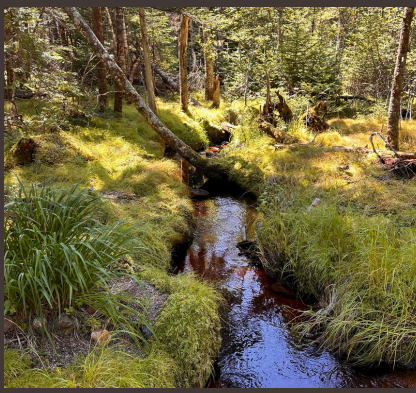

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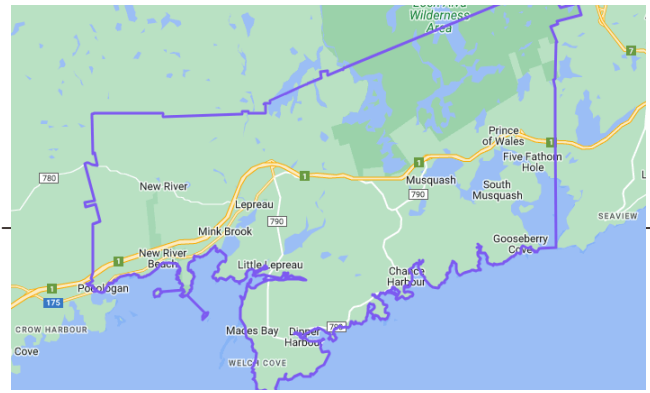
Community Profile

The Rural Community is situated in the southwest region of New Brunswick, approximately 15 kilometers west of the City of Saint John. It encompasses a land area of roughly 350 square kilometers and is home to a population of approximately 2,100 residents.

The Rural Community of Fundy Shores proudly serves the communities of Chance Harbour, Dipper Harbour, Lepreau, Little Lepreau, Maces Bay, Musquash, New River, Pocologan and Prince of Wales.



Message from the Mayor

This past year has been one of growth, collaboration, and significant progress for Fundy Shores. A major milestone was the successful amalgamation of the Musquash fire department into the Rural Community, strengthening our emergency services and ensuring long-term sustainability for fire protection across the region. We also achieved continued improvements in our solid waste management contract, resulting in enhanced service delivery and better overall value for residents. These efforts reflect our commitment to efficiency, accountability, and strengthening core services that directly impact quality of life in our community.

In addition, Fundy Shores made meaningful strides in economic development, working to create conditions that attract investment and support local business opportunities. Public participation in community events has also grown, demonstrating the pride and engagement of our residents in shaping a vibrant and connected community. Together, these achievements highlight the strong foundation we are building for the future, ensuring Fundy Shores remains a place where residents can thrive and where opportunities continue to expand.

Denny Cogswell, Mayor
Fundy Shores

#fundyshores #explorefundyshores
#southwestNB #growthandcollaboration

Council Compensation

Council is paid in accordance with By-Law A-4-2023; known as the Remuneration By-Law.

The remuneration for 2024 was as follows:
Mayor: $10959.84
Deputy Mayor: $7828.44
Councillor: $6784.70

Travel & Training Reimbursements
(Meals & Mileage Allowance)

George (Denny) Cogswell	$1505.32
Susan Farquharson	$ 0.00
Deanna Bent	$ 326.96
Heather Saulnier	$ 309.00
Tina Dealy	$ 310.93
Lorraine Thompson	$ 105.00
TOTAL	**$2557.21**

Meetings & Attendance

		George Cogswell	Susan Farquahrson	Deanna Bent	Heather Saulnier	Tina Dealy	Lorraine Thompson
Date	Meeting Type						
10-Jan-24	Regular Council Meeting	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
17-Jan-24	Committee of the Whole	In-Person	In-Person	In-Person	In-Person	Regrets	In-Person
07-Feb-24	Regular Council Meeting	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
21-Feb-24	Committee of the Whole	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
06-Mar-24	Regular Council Meeting	In-Person	In-Person	Regrets	In-Person	In-Person	In-Person
27-Mar-24	Committee of the Whole	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
03-Apr-24	Regular Council Meeting	In-Person	In-Person	In-Person	In-Person	Regrets	In-Person
17-Apr-24	Committee of the Whole	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
01-May-24	Regular Council Meeting	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
08-May-24	Public Hearing	In-Person	Regrets	Regrets	In-Person	In-Person	In-Person
15-May-24	Committee of the Whole	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
05-Jun-24	Regular Council Meeting	In-Person	Regrets	In-Person	In-Person	In-Person	In-Person
19-Jun-24	Committee of the Whole	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
03-Jul-24	Regular Council Meeting	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
07-Aug-24	Regular Council Meeting	In-Person	Virtual	In-Person	In-Person	In-Person	In-Person
04-Sep-24	Regular Council Meeting	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
18-Sep-24	Committee of the Whole	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
02-Oct-24	Regular Council Meeting	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
16-Oct-24	Committee of the Whole	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
13-Nov-25	Regular Council Meeting	In-Person	In-Person	In-Person	In-Person	Virtual	In-Person
20-Nov-24	Committee of the Whole	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person
04-Dec-24	Regular Council Meeting	In-Person	Virtual	In-Person	In-Person	In-Person	In-Person
05-Dec-24	Public Hearing	In-Person	Virtual	In-Person	In-Person	In-Person	In-Person

Members of Council continue to serve on public committees which are not demonstrated in the above list.

George Cogswell serves on the Southwest New Brunswick Regional Service Commission (SNBSC), SNBSC Public Safety Committee, Fundy Shores Public Safety Committee.

Susan Farquharson sat as an alternate Director for the SNBSC Board of Directors, Chair of the Economic Development Committee for Fundy Shores, Member of the Community Development Committee. Director for Synergi and YMCA Foundation

Deanna Bent sat as an alternate Director for the SNBSC Board of Directors, Chair of the Economic Development Committee for Fundy Shores, Member of the Community Development Committee. Director for Synergi and YMCA Foundation

Heather Saulnier served as the Chair of the Fundy Shores Tourism Committee and a member of the Recreation Committee.

Tina Dealy served as the Chair of the Recreation Committee and member of Tourism Committee and the CBDC.

Lorraine Thompson served as a member of the SNBSC PRAC Committee and member of the Fundy Shores Tourism Committee.

Property Tax Base & Tax Rates

2024 General Operating Fund Budget	
1. Total Budget	$2,243,259
2. Less: Non-Tax Revenue	$109,984
3. Net Budget	$2,133,275
4. Less: Community Funding and Equalization Grant	$34,868
5. Warrant to be Raised by a Local Rate	$2,098,407

Non-Residential Tax Base Ratio 1.7
Heavy Industry Tax Base Ratio 1.7

Taxing Authorities (#)	Residential Assessment	Non-Residental	Heavy Industrial	Tax Base	Warrant	Residential Rate	Non-Residental Rate	Heavy Industrial Rate
464.00	99,471,300	26,750,300	287,298,400	633,354,090	$1,797,585	0.2838	0.4825	0.4825
464.01	83,166,500	13,428,300		105,994,610	$300,818	0.2838	0.4825	0.4825
				-				
	182,637,800	40,178,600	287,298,400	739,348,700	$2,098,403			

Above is a chart that indicates the property tax base for both taxing authorities in Fundy Shores (Taxing Authority 464 is the former LSD of Musquash and 464.01 is the former LSD of Lepreau). This chart also shows the property tax rates applied to each property tax base in Fundy Shores, for how the funding for the total budget is collected.

2024 Budget Report

Rural Community of Fundy Shores
2024 General Operating Budget

		2023	2024
General Government			
	Legislative Expense	$ 66,000.00	$ 59,460.00
	General Administration	$ 145,900.00	$ 129,000.00
	Financial Management	$ 22,500.00	$ 42,500.00
	Common Services	$ 176,183.00	$ 182,252.00
	Facility Operations	$ 21,500.00	$ 19,219.00
	General Operations	$ 15,000.00	$ 19,000.00
		$ 447,083.00	$ 451,431.00
Protective Services			
	EMO	$ 12,500.00	$ 10,000.00
	Animal Control	$ 17,855.00	$ 18,033.00
	Public Safety	$ 1,553.00	$ 2,187.00
	Fire Department	$ -	$ 456,650.00
		$ 31,908.00	$ 486,870.00
Environmental Services			
	Land Use Services	$ 196,696.00	$ 217,178.00
	Solid Waste Collection & Disposal	$ 734,888.00	$ 471,038.00
		$ 931,584.00	$ 688,216.00
Pubilc Transportation			
	Transportation	$ 1,774.00	$ 1,413.00
		$ 1,774.00	$ 1,413.00
Local Development			
	Community Development	$ 5,921.00	$ 4,844.00
	Economic Development	$ 37,002.00	$ 122,008.00
	Tourism Promotion	$ 35,995.00	$ 31,864.00
		$ 78,918.00	$ 158,716.00
Recreation & Cultural Services			
	General Administration	$ -	$ 66,850.00
	Facility	$ 119,472.00	$ 118,050.00
	Operations	$ 2,350.00	$ 4,180.00
	Other	$ 47,500.00	$ 41,000.00
		$ 169,322.00	$ 230,080.00
Fiscal Services			
	General	$ 4,000.00	$ 2,500.00
	Debt	$ -	$ -
	Capital Projects	$ 22,000.00	$ 100,000.00
	Capital Reserve Transfers	$ -	$ 40,000.00
	Operating Deficit	$ 73,141.00	$ 50,935.00
	Operating Reserve Transfers	$ 25,000.00	$ 20,000.00
		$ 124,141.00	$ 213,435.00
	Total Expense	$ 1,784,730.00	$ 2,230,161.00
	Less: Non-Tax Revenue	$ 121,598.00	$ 108,984.00
	Less Community Funding	$ 23,936.00	$ 23,690.00
	Warrant to be Raise through Taxation	**$ 1,639,196.00**	**$ 2,097,487.00**

Tax Rate Comparison	2023	2024
Residential Tax Rate	0.2292	0.2837
Non-Residential	0.3896	0.4825
Heavy Industrial	0.3896	0.4825
FD	0.0532	0
Unsightly	0.0014	0
Residential Total Tax Rate	0.2838	0.2837

*Fire Department & Unsightly added to the General Budget, no longer Administered by the Province.

Grants to Organizations

Over $500.00 - Only two grants were issued this year.

Operation White Heart

Council donated $500.00 to Operation White Heart and organization's whose purpose it is to raise awareness and help eliminate the stigma of mental health illness located in New Brunswick

Hook & Paddle

A fishing tournament was held in East Branch Dam, but Hook and Paddle. Council sponsored prizes for this region for a total of $750.00

Highlights

1 Musquash Fire

This year one major highlight for Fundy Shores was bringing the Musquash Fire/Rescue Department into our organization. A partnership that will help support local initiatives and our local members.

2 Open for Business - Synergi

This year Fundy Shores completed its first business development strategy, officially branding ourselves as “Open for Business”. Thank you to Synergi, for developing this document and continuing to work with Fundy Shores on economic development opportunities.

3 Solid Waste Contract

2024 saw the final year of the old solid waste collection contract, which was mixed with the provincial contracts. All future years contracted will be for Fundy Shores only and have thus far demonstrated huge savings for the region.

Contact Us

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506-693-0207

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linda.sullivanbrown@fundyshores.ca

FUNDY SHORES RURAL COMMUNITY

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
September 3, 2025 – 6:00 pm

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

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Deanna Bent, Councillor Tina Dealy, Councillor Lorraine Thompson, Chief Administrator Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland, RCMP Staff Sergeant Geoff Peters, Staff Seargent Chris Henderson, Cpl. Remi LeBlanc, Executive Director at Southwest New Brunswick Regional Service Commission- Hollis Bartlett, Teed Saunders Doyle Manager- Chelsea Nicholls, CPA, Executive Director of Synergi – Brian Cooke,

Declaration of Conflict of Interest
None

Additions, Deletions and Approval of the Agenda

2025.09.03.115 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the agenda.
Motion Unanimously Carried

Approval of the Minutes
2025.09.03.116 Moved by Councillor Bent, **seconded** by Councillor Thompson to approve the minutes as written.
Motion Unanimously Carried

Presentation to Council

a) RCMP Presentation

Staff Sergeant Jeff Peters introduced Cpl. Remi LeBlanc and Staff Seargent Chris Henderson. Sgt. Peters explained the new body worn cameras (BWC) that are now used by RCMP. The policy regarding these body cams can be found on the RCMP website.

Sgt. Peters commended the organization and efforts put into the 2025 New River Beach Sand Sculpting Competition as well as the Fundy Shores Community Days Festival in August. Sgt. Peters mentioned that officers that attended these events were not pulled off their regular shifts, but rather extra officers were appointed to attend.

Sgt. Peters discussed the growing amount of traffic enforcement within the Southwest NB Service Commission and encouraged community members to call the RCMP to report any issues regarding speeding or any other safety concerns.

Sgt. Peters discussed a recent media release of a routine traffic stop that lead to a number of significant drug seizures in St. Stephen. This successful drug seizure was due to proactive traffic check stops.

Sgt. Chris Henderson also gave praise for the New River Beach Sand Sculpting Competition and his involvement in locating a lost 7-year boy at the beach and reuniting him with his family. Sgt. Henderson expressed his appreciation for the Fundy Shores Community Day festivities, farmer's market, breakfast, etc.

Sgt. Henderson provided a report on the number of motorists apprehended for speeding along Route 790 over the past several months.

Sgt. Peters expressed interest in planning another public meeting regarding traffic concerns with Sgt. Comley in the Fall. He also mentioned Cpl. Lisa Horseman will be at the upcoming Fundy Shores safety event.

Mayor Cogswell thanked the RCMP officers for attending and gave praise for their work in Southwest NB. Denny hopes RCMP officers can attend another public information session this fall. Sgt. Peters suggested another Police Safety Meeting be held in Fundy Shores in the near future. Mayor Cogswell expressed his gratitude to Inspector Mike Barry for his ongoing support and his contributions to the continued improvement of Southwest New Brunswick. Lastly, Mayor Cogswell thanked Inspector Barry for filling in for Superintendent Andy LeClair upon his retirement.

b. SNBSC 2026 Budget Presentation – CEO Hollis Barlett

CEO Barlett provided insight into the 2026 budget, Corporate Services, Solid Waste Services estimates, Local Planning, Co-operative and Regional Budgeting, Regional Tourism Promotion, Regional Economic Development, Regional Transportation, Public Safety Committee; Regional Sport, Recreation, and Cultural Development; and Infrastructure Support and Development. CEO Barlett's presentation can be found on the livestream video of this meeting.

Mayor Cogswell thanked CEO Barlett for his presentation and for his work within the SNBSC.

c. Audit Presentation – Teed Saunders Doyle – Chelsea Nicholls, CPA, Manager

i. **2025.09.03.117 Moved** by Councillor Dealy, **seconded** by Deputy Mayor Heather Saulnier to approve the audited financial statements for the Rural Community of Fundy Shores, year ending December 31, 2024.

Motion Unanimously Carried

Business Arising from the Minutes/Old Business

None

Department Reports

a) General Government

i) Mayor's Report- Mayor Cogswell submitted his reports online and reviewed the highlights of his month.

ii) Councillor's Reports

1. Deputy Mayor Heather Saulnier- Deputy Mayor submitted her reports online.
2. Councillor Deanna Bent- Councillor Bent did not submit her reports online, but she attended Community Days Festival, attended meetings, and did prep work for the upcoming 40th Anniversary of Musquash

Fire Department Event.

3. Councillor Tina Dealy- Councillor Dealy submitted her reports online.
4. Councillor Lorraine Thompson- Councillor Thompson submitted her reports online. She also mentioned an issue regarding a Fundy Shores Elementary student with a disability and insufficient busing. Communication between council, Anglophone School District-South, Fundy Shores School, and the student's parents will continue to hopefully resolve the issue.

iii) **2025.09.03.118 Moved** by Councillor Dealy, **seconded** by Councillor Thompson to approve the CAO report as submitted.

Motion Unanimously Carried

b) Planning and Inspection

2025.09.03.119 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the report as submitted.

Motion Unanimously Carried

c) Public Safety

2025.09.03.120 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Bent to approve the Musquash Fire Department Report for August 2025.

Motion Unanimously Carried

d) Economic Development

2025.09.03.121 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the Synergi report as submitted online.

Motion Unanimously Carried

Standing Committee Reports

a) Community & Economic Empowerment Committee None received.

b) PRAC Committee None received.

c) Safe Community & Emergency Preparedness Committee None received.

d) Recreation & Destination Committee None received.

Correspondence

a) Correspondence Received None.

b) Correspondence Issued None.

Approval of Payments

2025.09.03.122 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy as provided.

Motion Unanimously Carried

Approval of Accounts

2025.09.03.123 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the Income and Expense Report for August 2025.

Motion Unanimously Carried

New Business

a) Mutual Aid Briefing

2025.09.03.124 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the draft mutual aid agreement to reflect Southwest NB post Local Governance Reform, for legal review.

Motion Unanimously Carried

b) Light Industrial Park Study- Scope of Work

2025.09.03.125 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve conducting a feasibility study.

Motion Unanimously Carried

c) 2026 Budget

CAO Brown requested that any projects or items to consider for financing be submitted before the end of September 2025.

d) Annual Report 2024

2025.09.03.126 Moved by Councillor Thompson, **seconded** by Councillor Bent to review the 2024 Annual Report.

Motion Unanimously Carried

Closed Session

None.

Next Meetings

a) Committee of the Whole
Community Building
September 17, 2025- 6:00 pm

b) Regular Council Meeting
Community Building
October 1, 2025- 6:00 pm

Announcements

None.

Adjournment

2025.09.03.127 Moved by Councillor Bent, **seconded** by Deputy Mayor Heather Saulnier to adjourn. The meeting adjourned at 7:34 PM.

Motion Carried

_____ _____

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
October 1, 2025 – 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 – September 3, 2025
   Committee of the Whole – September 17, 2025

6. **Presentation to Council**

7. **Business Arising from the Minutes/Old Business**
   a. **Mutual Aid Agreement – Fire Department**
      CAO Brown, is expecting the mutual aid legal review to be completed by Monday, September 29, 2025. It will be forwarded to Council at that time.

   b. **Fire Truck Tender – Update**
      Fundy Shores is now compliant with the Municipal Capital Borrowing Board to proceed with the tender and financing process for the new fire truck. Staff is seeking Council's permission to proceed with the tender process and then prepare a recommendation document for award. The draft tender was included on the shared drive.

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

DRAFT

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.** Ministerial Task Force on Homelessness
    Mayor Cogswell received a letter from the Office of the Premier regarding the establishment of a cross-departmental body dedicated to providing coordinated leadership and action on homelessness across New Brunswick.
- **b. Correspondence Issued**

11. Approval of Payments
General Government – September 25, 2025

12. Approval of Accounts
Expense Report – September 25, 2025

13. New Business
- **a. Cyber Security - Incident Response Plan**
  As the on-going upgrades to the IT System as planned for 2025, BrunNet and CAO Brown drafted an incident response plan for cyber security issues. It is attached for Council's consideration.
- **b. Other**

14. Closed Session

15. Next Meetings
a. Tourism Accommodation Levy – Stakeholder Meeting
Musquash Fire Station 1 – 35 Malcolm Meehan Road
October 15, 2025 – 6:00 pm

b. Committee of the Whole
Community Building
October 22, 2025– 6:00 pm

c. Regular Council Meeting
Community Building
November 5, 2025 – 6:00 pm

16. Announcements

17. Adjournment

DRAFT

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
September 3, 2025 – 6:00 pm

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

Roll Call
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Declaration of Conflict of Interest
None

Additions, Deletions and Approval of the Agenda

2025.09.03.115 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy to approve the agenda.
Motion Unanimously Carried

Approval of the Minutes
2025.09.03.116 Moved by Councillor Bent, **seconded** by Councillor Thompson to approve the minutes as written.
Motion Unanimously Carried

Presentation to Council

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i. **2025.09.03.117 Moved** by Councillor Dealy, **seconded** by Deputy Mayor Heather Saulnier to approve the audited financial statements for the Rural Community of Fundy Shores, year ending December 31, 2024.

Motion Unanimously Carried

Business Arising from the Minutes/Old Business

None

Department Reports

a) General Government

i) Mayor's Report- Mayor Cogswell submitted his reports online and reviewed the highlights of his month.

ii) Councillor's Reports

1. Deputy Mayor Heather Saulnier- Deputy Mayor submitted her reports online.
2. Councillor Deanna Bent- Councillor Bent did not submit her reports online, but she attended Community Days Festival, attended meetings, and did prep work for the upcoming 40th Anniversary of Musquash

Fire Department Event.

3. Councillor Tina Dealy- Councillor Dealy submitted her reports online.
4. Councillor Lorraine Thompson- Councillor Thompson submitted her reports online. She also mentioned an issue regarding a Fundy Shores Elementary student with a disability and insufficient busing. Communication between council, Anglophone School District-South, Fundy Shores School, and the student's parents will continue to hopefully resolve the issue.

iii) **2025.09.03.118 Moved** by Councillor Dealy, **seconded** by Councillor Thompson to approve the CAO report as submitted.

Motion Unanimously Carried

b) Planning and Inspection

2025.09.03.119 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the report as submitted.

Motion Unanimously Carried

c) Public Safety

2025.09.03.120 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Bent to approve the Musquash Fire Department Report for August 2025.

Motion Unanimously Carried

d) Economic Development

2025.09.03.121 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the Synergi report as submitted online.

Motion Unanimously Carried

Standing Committee Reports

a) Community & Economic Empowerment Committee None received.

b) PRAC Committee None received.

c) Safe Community & Emergency Preparedness Committee None received.

d) Recreation & Destination Committee None received.

Correspondence

a) Correspondence Received None.

b) Correspondence Issued None.

Approval of Payments

2025.09.03.122 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Dealy as provided.

Motion Unanimously Carried

Approval of Accounts

2025.09.03.123 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the Income and Expense Report for August 2025.

Motion Unanimously Carried

New Business

a) Mutual Aid Briefing

2025.09.03.124 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the draft mutual aid agreement to reflect Southwest NB post Local Governance Reform, for legal review.

Motion Unanimously Carried

b) Light Industrial Park Study- Scope of Work

2025.09.03.125 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve conducting a feasibility study.

Motion Unanimously Carried

c) 2026 Budget

CAO Brown requested that any projects or items to consider for financing be submitted before the end of September 2025.

d) Annual Report 2024

2025.09.03.126 Moved by Councillor Thompson, **seconded** by Councillor Bent to review the 2024 Annual Report.

Motion Unanimously Carried

Closed Session

None.

Next Meetings

a) Committee of the Whole
Community Building
September 17, 2025- 6:00 pm

b) Regular Council Meeting
Community Building
October 1, 2025- 6:00 pm

Announcements

None.

Adjournment

2025.09.03.127 Moved by Councillor Bent, **seconded** by Deputy Mayor Heather Saulnier to adjourn. The meeting adjourned at 7:34 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
Community Building
September 17, 2025

Call to Order
Meeting was called to order at 6:00 PM.

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Deanna Bent, Councillor Tina Dealy, Councillor Lorraine Thompson, Chairperson Sandi Omson- Charlotte County Archives, Archives Manager Anna Krentz- Charlotte County Archives, Chief Administrative Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland

Declaration of Conflict of Interest
None

Presentations

a. **Charlotte County Archives Presentation**
   Chairperson Sandi Omson and Archives Manager Anna Krentz provided an overview of the Charlotte County Archives, a registered non-profit charity responsible for preserving regional historical records. The Archives manage a large collection of documents, photographs, sound recordings, maps, newspapers, and other materials, including items from Fundy Shores (e.g., postcards, letters from Little Lepreau, newspapers from the 1970s).

   The Charlotte County Archives building, which is located in Saint Andrews, support a wide range of research needs (property, historical, governmental, scientific, and educational) and focus on preservation measures and plan to digitize materials for online access in the near future. The Archives, maintain strong connections with schools and community programs to engage the public.

   Sandi and Anna noted that the Archives recently celebrated their 50th anniversary, and they invited Fundy Shores to take a more active role in supporting heritage programming, education, and knowledge sharing. It was further explained that Archives exist to help uncover, preserve, and provide access to the history of Charlotte County. They outlined their funding sources, which include private donations, grants, event admissions, and sales. They also welcomed donations of items from the community to expand their collections.

   CAO Linda Brown noted that Fundy Shores offers grants through the municipal website and encouraged the Charlotte County Archives to apply. Mayor Denny suggested adding a link to the Charlotte County Archives on the Fundy Shores website and in future tourism brochures.

Council members had the opportunity to ask questions, which were addressed by Sandi and Anna. Council also thanked Sandi and Anna for their presentation during the meeting.

b. Babysitting Course

CAO Linda Sullivan Brown mentioned to Council that a community member inquired about the likelihood of a babysitting course happening in the community. Linda explained to Council that she had been in contact with St. John Ambulance to get more information about the course. Linda asked to get the perspective of Council on Fundy Shores offering the course.
Mayor Cogswell suggested that we offer the course to kids in Fundy Shores first, then to outlying areas.

Topics

a. 2026 Level of Service & Budget Considerations

CAO Brown announced that she has drafted a by-law respective the remuneration of council for the Rural Municipality of Fundy Shores, that will hopefully come into effect on June 1, 2026.

Mayor Cogswell raised the idea of holding open meetings to provide the public with an opportunity to share their views and opinions. Denny emphasized the importance of establishing clear rules of respect and courtesy and suggested a three-minute speaking limit per person. CAO Brown noted that in other municipalities, such sessions are typically held at the end of the regular meeting, prior to the closed session. Denny further encouraged members of the public to discuss issues with their Ward Councillors privately rather than during Council meetings.

CAO Brown provided an update on the Economic Development strategy for Fundy Shores. She spoke about the importance of supporting Synergi and the five-year Economic Development Plan, including land acquisition, business opportunities in the area, and the potential development of incentive programs. She also referenced the implementation of the Tourism Accommodation Levy, support for SMR and PLNGS, and advocacy for improved digital infrastructure.

CAO Brown spoke about community development in Fundy Shores. She recognized the newly established YMCA after-school program at Fundy Shores School, highlighted the community's age-friendly recognition. Linda discussed the design and lot plan of the future Community Complex, the community building funding plan, and the potential for a clinic within the municipality. To elaborate, Mayor Denny also spoke about the potential for a future clinic. He reported on a meeting with the Paramedics Association, where discussions included scope of practice and services that could be offered, such as phlebotomy, casts, sutures, ECGs, blood work, and similar services. Mayor Denny provided examples of other municipalities with clinics operated by Advanced Care Paramedics (ACPs), such as Sussex and Doaktown. He further outlined examples of procedures that can be performed by Primary Care Physicians and Advanced Care Paramedics.

CAO Brown asked Council to consider the future of recreation within the municipality, including whether staff should be hired externally, part-time, or only for special occasions. She also expressed interest in developing a community calendar of events to highlight activities held throughout the year.

Mayor Denny spoke about green space development, specifically proposed trail upgrades to the Cherry Tree Project and Lepreau Falls, pending approval. Councillor Brown also raised the idea of replacing playground gravel with rubber surfacing; however, Council determined this was not a necessity at this time.

CAO Brown asked Council to consider developing a tourism strategy. She spoke about the implementation of the tourism accommodation levy (TAL), the creation of an annual brochure, and suggested including items such as a calendar of events for the year and local history. Councillor Bent recommended contacting the Staycation New Brunswick website to help advertise the community. CAO Brown also spoke about branding and increasing exposure for Fundy Shores. She suggested hiring someone to manage a Fundy Shores TikTok account and possibly engaging an influencer to promote the area.

Mayor Denny proposed further branding initiatives, such as lapel pins, pens, and merchandise. CAO Linda Brown also suggested exploring the idea of organizing a motorcycle run event to promote the community.

CAO Brown raised the topic of Public Safety and asked Council to consider whether Public Safety Month should continue. She spoke about several related matters, including the fire truck tender award, radon awareness kit collection, Musquash Fire Department asset management for facilities and equipment, a power outage response plan, mental health awareness sessions for post-incident support, 72-hour emergency preparedness, and firefighter wages. Linda explained the current Musquash firefighter wage system and asked Council to review practices in other municipalities for comparison. Options discussed included increasing the stipend and removing call wages.

CAO Brown suggested implementing Council orientation sessions, pre-election sessions, and post-election processes to educate the public about joining the Fundy Shores Council. She also addressed staff support, including formalizing an employee handbook, reviewing occupational health and safety and WorkSafe policies, as well as training, travel, and security updates.

CAO Brown further spoke about climate adaptation within the community and provided an update on the Fundy Shores Sewer Commission, including maintenance, testing, and planned infrastructure upgrades for the upcoming year and budget.

Next Meetings

a. Regular Council Meeting
Community Building
October 1, 2025 – 6:00 pm

b. Committee of the Whole
Community Building
October 15, 2025 – 6:00 pm

Adjournment

Meeting of the Committee of the Whole was adjourned at 8:45 pm.

_____	_____
George (Denny) Cogswell	Linda Sullivan Brown
Mayor	Chief Administrative Officer/Clerk
Rural Community of Fundy Shores	Rural Community of Fundy Shores

MUTUAL AID AGREEMENT

Southwest New Brunswick

Abstract

This document is the agreement drafted for mutual aid for fire services in Southwest New Brunswick.

August 2025 – Version 4 Draft

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Southwest New Brunswick
Mutual Aid Agreement
This agreement made on MONTH DAY, YEAR

Preamble

The participating local governments are entering into this Mutual Aid Agreement pursuant to section 6 (5) of the Local Governance Act, SNB 2017, c 18, which grants local governments the authority to enter into an agreement to provide services to persons outside the territorial limits of the Local Government. (New Article)

Parties

Rural Community of Campobello Island, a local government established under the *Local Governance Act*, and its regulations and amendments thereto;

Municipality of Eastern Charlotte, a local government established under the *Local Governance Act*, and its regulations and amendments thereto;

Rural Community Fundy Shores, a local government established under the *Local Governance Act*, and its regulations and amendments thereto;

Village of Grand Manan, a local government established under the *Local Governance Act*, and its regulations and amendments thereto;

Town of McAdam, a local government established under the *Local Governance Act*, and its regulations and amendments thereto;

Town of Saint Andrew, a local government established under the *Local Governance Act*, and its regulations and amendments thereto;

Southwest Rural District, a local government established under the *Local Governance Act*, and its regulations and amendments thereto;

Municipal District of St. Stephen, a local government established under the *Local Governance Act*, and its regulations and amendments thereto;

Whereas the local government parties by their respect local government Councils and Rural District Manager may authorize their fire departments to give mutual aid to other departments, and in furtherance of this resolve, the parties agree as follows:

Definitions

- “Chair of the Southwest New Brunswick Group” means the chair of the

Southwest New Brunswick Fire Chief's group, responsible for the oversight and updating of this agreement."

- "Emergency" means any present or imminent serious incident that in the opinion of the Fire Chief of the Requesting Department cannot be brought under control by use of the available local Emergency Service Resources and that require prompt coordination or action or special regulation of persons or property to protect health, safety or welfare of people, or to limit property damage;
- "Emergency Service Resources" means all persons, equipment and material held by, in the service of, or directly available to the fire department of a Party;
- "Fire Chief" mean for each Party, the senior municipally appointed person responsible for the fire service of the Party or his/her delegate;
- "Incident Commander" is a delegate of the Fire Chief for the purpose of identifying an Emergency and requesting Emergency Service Resources under this Agreement and is the person responsible for all aspects of an emergency response including quickly developing incidents. (Amended Article)
- "Incident Command System" is a standardized approach to the command, and coordination of emergency response providing a common hierarchy within which responders form multiple agencies can be effective.
- "Mutual Aid" means Emergency Resources provided by a Party outside that Party's jurisdictional boundaries to a Party requesting the Emergency Resources;
- "Requesting Department" means a Party requesting Mutual Aid under this Agreement; and "Responding Department" means a Party providing Mutual Aid under this Agreement.

Article 1 - Mutual Aid Agreement

1.1 The Fire Departments listed above agreed to assist each other in the event of fires or other emergencies that may require assistance mitigating an incident beyond the capabilities of their local resources. It is recognized that some departments assistance will only occur on very large-scale, long duration events due to distance between departments.

1.2 The types of response requested under this mutual aid agreement may consist of: water tanker, manpower, specific equipment, command staff, or combination thereof.

1.3 This agreement will be known as the "Southwest New Brunswick mutual aid agreement".

1.4 The Parties agree to consult, on a regular basis, through their Fire Chiefs and CAOs on the best ways to achieve the optimum deployment of Emergency Resources to control Emergencies within the areas covered by this Agreement. (Clarity Sought By Parities – What qualifies as being on a regular basis? Will the consultations be formally scheduled meetings or will the consultation process be an ongoing dialogue regarding the optimization of the deployment of resources.)

1.5 It is recognized that in certain situations, such as structures fires, mutual aid is more effective when pre-arranged ("automatic aid"). Nothing in this agreement precludes Fire Chiefs from mutually establishing procedures which prescribe first alarm responses by an aiding party.

Article 2 – Implementation

2.1 If, in the opinion of the incident commander of a fire or emergency, mutual aid assistance is required, the parties to this agreement shall respond to a request for assistance to the extent they are able, keeping in mind any demands that are being made on their personnel and equipment at the time.

2.2 Should a fire department be unable to provide mutual aid due to an emergency within its own jurisdiction or the lack of personnel or equipment, it shall not be compelled to respond, nor shall it be excluded from this agreement in future because of its inability or incapacity to respond.

2.3 Should a fire department, while providing mutual aid, have an emergency within its jurisdiction it shall be able to recall its apparatus and personnel to provide emergency response to its own community.

2.4 Upon arriving at the scene of the fire or emergency the responding fire department will report to the incident commander and receive instructions and assigned duties.

2.5 This Agreement may be amended only by the written consent of all Parties. Any proposed amendment must be submitted in writing to all Parties at least thirty days prior to the date on which a vote is to be taken (the "Notice Period"). Each Party shall review and respond to the proposed amendment within the Notice Period. An amendment shall become effective only upon execution of the proposed amendment by an authorized representative of each Party. (Amended)

2.6 The Fire Chief of the Responding Department, or their delegate, shall have the authority to determine the extent to which the said department's firefighting personnel is involved in responding to the Emergency. (Amended)

2.7 Should the department requiring mutual aid require additional staffing, they must make a specific request through their dispatch. When additional staffing is supplied the responding departments have the option of sending a

chief officer to the scene who will work with the incident commander and direct their crew.

2.8 The requesting department may request additional command staff for assistance from neighbouring departments. Should the receiving department not have a chief officer on scene initially, the receiving department may request an outside chief officer to take command. There must be radio communications to identify the incident commander. The outside chief officer shall have the same authority as would the receiving department officers.

Article 3 - Equipment Responsibilities

3.1 In instances where equipment is loaned to a member of the agreement without personnel from the loaning department to operate or care for the equipment, the department receiving the equipment assumes all responsibility for repair or replacement of the equipment if any damage is caused while in their possession. (Everyone should check with their insurance company.)

3.2 In instances where equipment and personnel to operate the equipment is made available under this agreement the department receiving the equipment is not responsible for any damages. (Everyone should check with their insurance company)

3.3 Each Party shall submit a current inventory of resources available for mutual aid under this Agreement to the Chair of the Southwest New Brunswick Group on or before [set desired date] of each year. This submission shall include a written certification that all listed equipment has been serviced and maintained in accordance with the manufacturer's specifications and applicable industry standards. Upon receipt of a written request from another Party, the responding Party shall provide copies of the relevant service and maintenance records for any listed equipment within thirty days. (Amended Article - Deadline for annual list?)

Article 4 - Area of Protection

4.1 This Agreement shall apply to Emergencies arising within the geographical areas identified in Appendix A as being the normal areas of jurisdiction of the Parties (Amended Article)

Article 5 - Instructions

5.1 The Fire Chief of each department will ensure that their personnel receive instruction concerning the terms of this agreement on an annual basis so that the agreement will be carried about in an efficient manner.

Article 6 - Insurance

6.1 Each fire department will maintain its own public liability and property damage insurance in an amount of not less than $5 million for each occurrence and will ensure that it has the same coverage for any assistance provided to another fire department under the terms of this agreement each fire department will provide evidence of this insurance to any other department, if requested. (Check with insurance company.)

6.2 Each fire department shall be responsible for providing WorkSafe (WSNB) coverage for its members.

Article 7 - Training

7.1 The departments who are part of this agreement shall conduct an exercise annually to maintain efficiency while working together.

7.2 The exercises conducted may be of the full-scale event or tabletop style and could also be at the command staff level.

7.3 All departments agree that Firefighters who have successfully completed Firefighter Level 1 or Firefighter Level 2 shall be those dispatched for mutual aid purposes.

Article 8 - Opting Out

8.1 This agreement will continue in force until notification in writing by a party or parties intending to opt out. Notice of this intention shall be delivered in writing to each party to this agreement at least 30 days prior to the department opting out.

8.2 If at any time a fire department wishes to become a party to this agreement a request in writing to a party to this agreement may be presented to the membership. A special meeting may be called to discuss the application. Acceptance requires the written consent of at least 2/3 of the parties to this agreement.

Article 9 Conflict Resolution

9.1 In case of any dispute arising between two or more Parties as to their rights and obligations under this Agreement, a Party shall be entitled to give the other Party or Parties notice of such dispute in writing, and request a dispute resolution process between the Fire Chiefs and Chief Administrative Officers of the affected Parties.

9.2 If the dispute is not resolved within sixty (60) days, the Parties shall employ alternative dispute resolution procedures involving nonbinding mediation of the dispute by a neutral third party.

(Legal Asked the following questions for clarity - Will all Parties be involved in this process or only those Parties involved in the dispute? Will an impartial third party be employed to guide the Parties through the alternative dispute resolution process? What will this process involve? How will the Parties choose a mediator? Who will be entitled to participate in the mediation process? Who will be responsible for the associated cost?)

Article 10 Previous Agreements Supersession Claus

10.1 This document supersedes and replaces any and all prior agreements, understandings, or documents whether written or oral, relating to the subject matter herein.

Additional Question – Is there any need to consider implementing a cost recovery model for responding departments, my initial thought was no….but, I wonder what everyone else was thinking.

Also according to section 8 (1) (c) of the Emergency Measures Act grants the Minister the authority to require municipalities to prepare mutual assistance programs and submit them to the Emergency Measures Organization for review for adequacy and integration with the Provincial emergency measures plans. – I will submit our draft document and get an opinion on it.

Signature Page

We the undersigned agree to participate in the Mutual Aid Fire Agreement for Southwest New Brunswick. This agreement made on MONTH, DAY, YEAR.

Rural Community of Campobello

_____	_____
Harvey Matthews	Amanda Mitchell
Mayor	Clerk

Municipality of Eastern Charlotte

_____	_____
John Craig	Jason Gaudett
Mayor	CAO/Clerk

Rural Community of Fundy Shores

_____	_____
George (Denny) Cogswell	Linda Sullivan Brown
Mayor	CAO/Clerk

Village of McAdam

_____	_____
Ken Stannix	Michelle Porelle
Mayor	Clerk/Treasurer

Town of Saint Andrews

_____	_____
Kate Akagi	Unknown
Acting Mayor	Clerk

Signature Page # 2

Southwest Rural District

_____	_____
Jim Tubbs Chair	Darren McCabe Rural Services Manager

Municipal District of St. Stephen

_____	_____
Allan MacEachern Mayor	Jeff Renaud CAO/Clerk

Appendix

A- Map of Region

B- Maps of Fire Service Districts

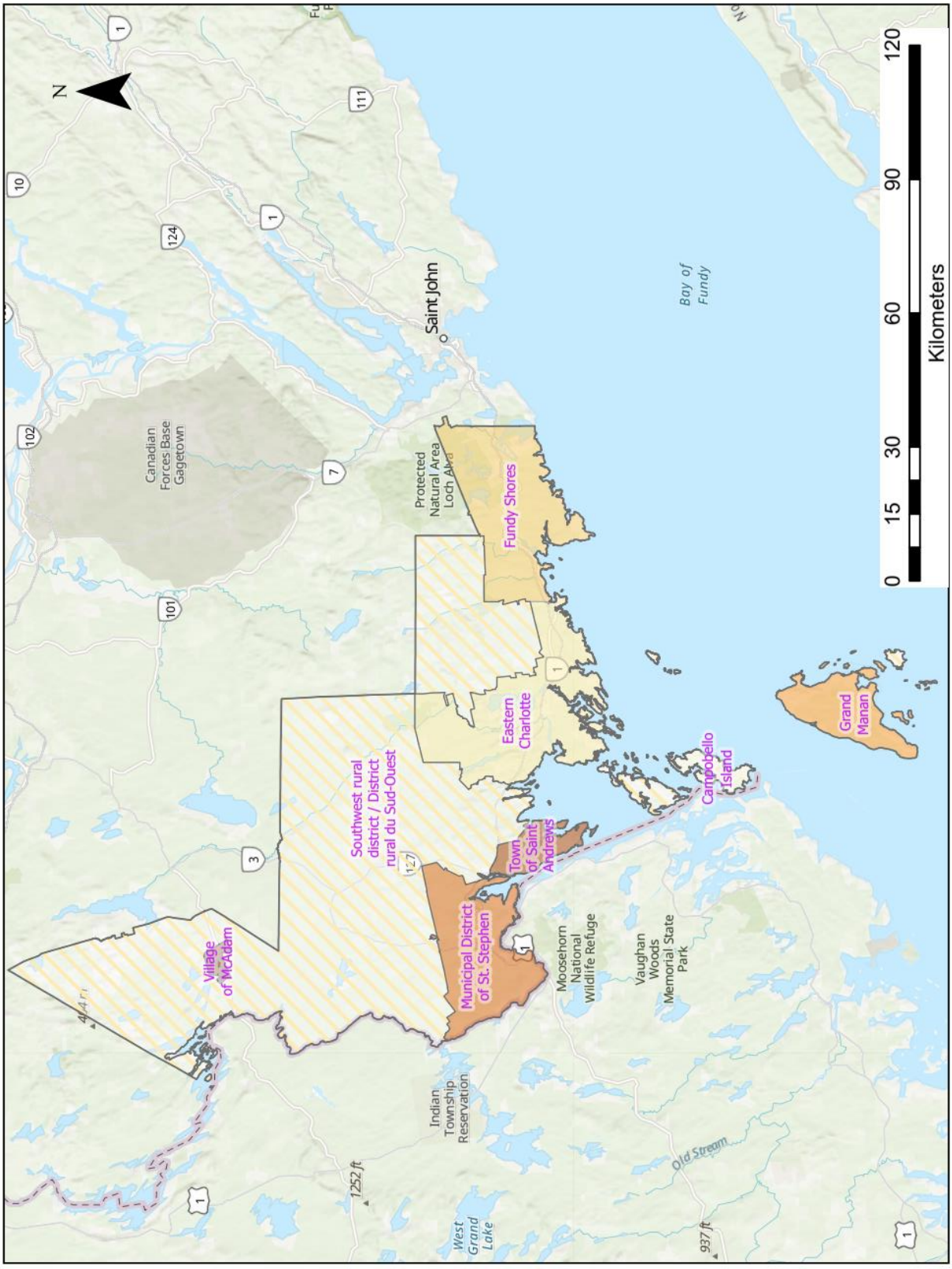
C- Incident Command System (These three could be a separate document, but we need to determine a review and approval process.)

D- Incident Action Plan

E- Other

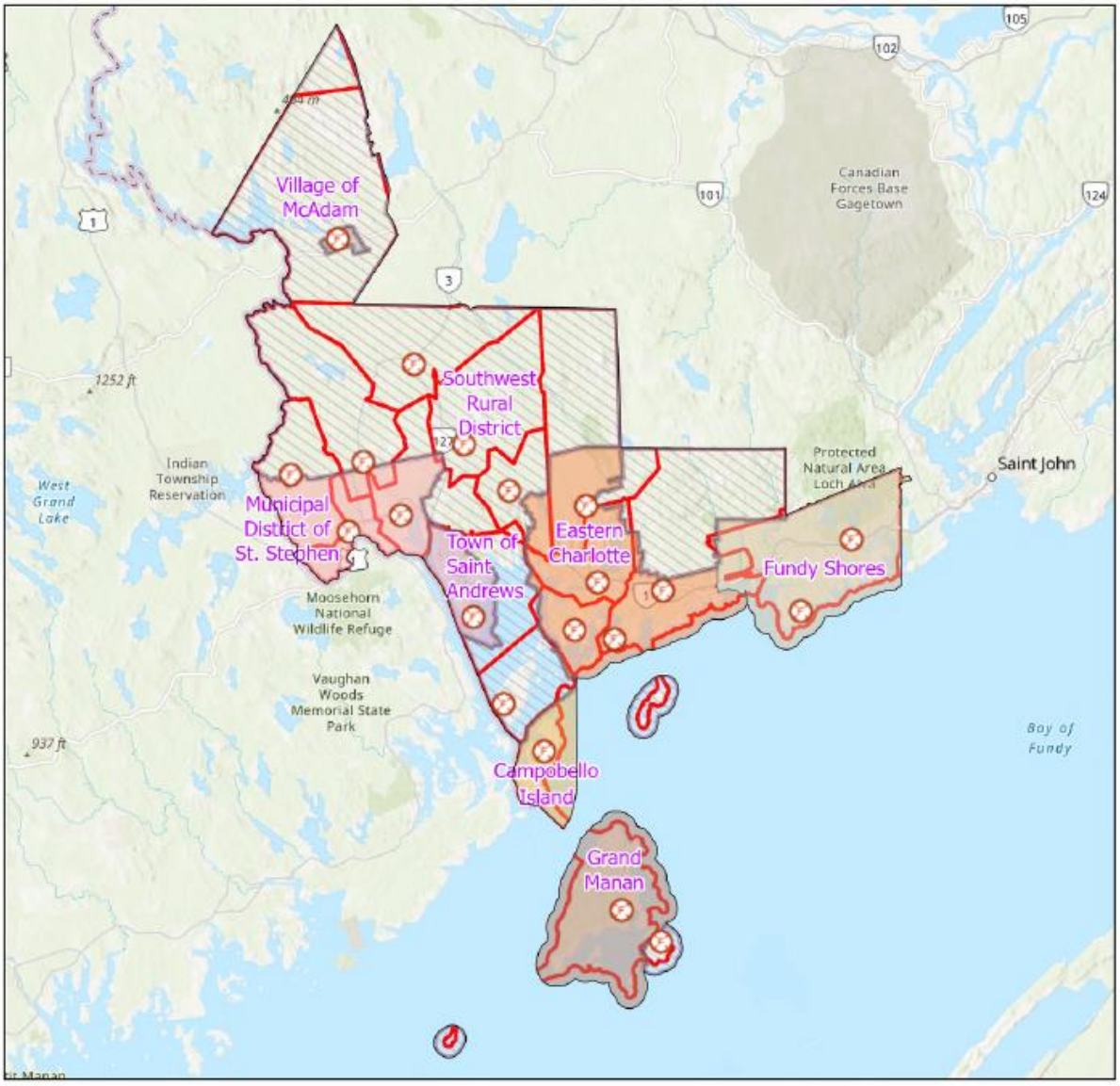
Appendix – A

Map of Region



Appendix - B

Maps Fire Service Districts



Fire Stations
Rural Districts
Fire Boundaries

Local Governments
Fundy Shores
Eastern Charlotte
Campobello Island
Town of Saint Andrews
Municipal District of St. Stephen
Grand Manan
Village of McAdam

Regional Service Commission 10

Kilometers
0 5 10 20
Miles
0 5 10 20

N

Appendix C –
Incident Command System

The incident command system is designed to apply management principles to an emergency incident. Incident command offers a practical framework for emergency operations and allows for the effective integration of the efforts of on-scene personnel. Incident command facilitates an organized and orderly tactical operation and concentrates efforts on a common goal. It eliminates "freelancing" by requiring all operations at an incident to be the responsibility of one individual.

The incident command system is intended to be modular; any or all portions of the system may be activated as conditions warrant. Small incidents may require that only the incident commander (IC) be identified. Larger incidents will require that all components of the system are put in place and followed by on-scene personnel.

The IC has the overall responsibility for managing the incident. Simply stated, the IC has complete authority and responsibility for the incident. If a higher-ranking officer wants to effect a change in the management of an incident, this person must be on the scene of the incident and then utilize the transfer of command procedure.

The ICS should not drive the incident - the incident drives the ICS. Do not fill out the incident command system at the expense of tactically covering the fire.

Definition

Accountability Board - provides command with information concerning the location of SCBA teams and other information such as members in staging, rehab, and other personnel assignments.

Benchmarks - a standard by which something can be measured or judged. Formal announcements (radio transmissions to command) that a particular activity or assignment has been completed.

BIR. - Brief Initial Report is the message that is relayed from the first arriving apparatus officer when they arrive on scene to the remaining responding personnel and apparatus.

Chain of Command - dividing and grouping of members into crews at emergency incidents defines the lines of authority and responsibility. The object of the ICS is to assign each officer/crew leader a specific assignment/task. Once that assignment has been given and received the crew officer's job is to focus on that task.

Command Post - the location from which primary command functions are executed. Typically located in a secure position away from excessive noise and distractions. Command posts are developed in proportion to the incident being managed.

Remove - removing occupants from a building or hazard area.

Evacuate - an emergency order for all firefighters (or other responders) to leave an area as fast as possible.

Team - teams shall consist of a team leader and a maximum of three firefighters assigned to his/her command and control.

Team Leader - a member assigned by the IC to lead a crew of firefighters for a specific tactical assignment in the absence of a company officer. Typically, a team leader will be a senior member with the requisite experience to direct the operation of the team.

Division - means of dividing the incident into specific areas allowing us to give direction and communicate with specific areas of the structure or scene without causing confusion.

Fast Attack Mode - a division of mobile command. Refers to situations that require immediate intervention to stabilize and require the incident commander's assistance and direct involvement. In these situations, the IC goes with the crew and maintains command through use of the portable radio until relieved of current assignment or command is transferred to another officer.

Freelancing - self-assignment of firefighting personnel and resources as they arrive at an emergency incident. The ICS does not permit freelancing in any form.

Group - refers to more than one team being assigned to complete an assigned task. (Example: attack group)

Group Supervisor - officer in charge of two or more teams.

Hot Zone - any location(s) that may pose a safety and/or health risk to firefighters due to, but not limited to, the presence of products of combustion, hazardous or otherwise oxygen deficient or otherwise oxygen enriched atmosphere or the potential for any IDLH atmosphere, hazardous equipment or operations or the potential for any of these situations to exist.

Warm Zone - inside the exterior exclusion zone (taped off area), for emergency responders only.

Exclusionary Zone - an aspect of safety that should not be overlooked is that safety of involved personnel from outside agencies, onlookers, and displaced occupants. Their safety may be better protected if scene tape is used to establish an exclusion zone that only fire/emergency personnel can enter.

Incident Action Plan - a plan consisting of strategic goals, tactical objectives, and support requirements for the incident. All incidents require an incident action plan. For simple incidents the plan does not need to be written. For large or complex incidents, the plan should be documented in writing.

Incident commander (IC)- the individual who establishes the strategy and tactical priorities and is in command and control of an emergency incident.

Investigative Mode - a division of mobile command. Refers to situations that generally require investigation by the initial arriving officer and lasts as long as the first arriving officer is the lone officer on the scene. The IC should go with a crew to investigate while utilizing a portable radio to update in-coming crews.

Mobile command - is used where, because of limited resources, the initial arriving officer is immediately required to either investigate the situation or be actively involved in controlling the situation. It is made up of two distinct modes; investigative mode and fast attack mode.

Officer - may refer to a company officer, a senior firefighter or a person in charge of a specific task in the capacity of team leader.

Outside Agency - all agencies assisting the parties at emergency incidents.
P.A.R. - Personnel Accountability Report

Rehab - rehabilitation within the Incident Command System is a function to provide at scene personnel with an area to rest, replenish fluids, and have their basic and minor

medical needs met.

Shelter in Place - act of seeking safety within the building one already occupies or being advised by first responders to stay in place until evacuated.

Sit-Rep - Situation Report provides information to the IC and responding personnel of the conditions encountered and the status of the task assigned, and actions taken or going to be taken. The information provided shall follow the format of location, conditions, actions and needs (LCAN report)

Size-up - the ongoing process of evaluating a situation to determine what has happened, what is happening, and ·what is likely to happen, and what resources will be needed to resolve the situation.

Span of Control- defined as "the number of subordinates one supervisor can effectively handle". The effective span of control for emergency operations is considered to be three to seven with the optimal being five.

Staging - an area identified by the IC where resources gather and standby while awaiting assignment from the IC. Usually, a staging officer is assigned to report the resources available to the IC and assign tasks to available crews.

Static/Strategic command - certain incidents by virtue of their size, complexity, or potential for rapid expansion require immediate, strong, direct overall command. In such cases the first arriving officer will initially assume a safe command position and maintain that position until relieved by a chief officer and a permanent command post is established.

Structure Description - given during the BIR, the description of the structure is given using simple terminology and/or the common name of a structure. (i.e., *Quint 1 is on scene at two-story home with attached garage; or, Engine 2 is on scene at Kingsway Nursing home)*

Task - tactical event within the IAP ordered by the incident commander, such as attack, search, or ventilation.

Unified command - standard method to coordinate command of an incident when multiple agencies have jurisdiction, authority or expertise.

<u>Incident Priorities</u>

The incident commander is responsible for the completion of the incident priorities as follows:

- Firefighter safety - our community calls us to a real or perceived emergency to solve a problem. To help them solve their problem, we must take every effort to

control actions that may cause us to become part of the problem. If one of our firefighters becomes trapped, lost or injured we will immediately place their welfare as high a priority as the civilian rescue, depending upon the situation presented.

- Civilian safety - when the incident commander has determined that crews can effectively operate in a risk-managed manner, we next need to provide for the safety of citizens (victims and bystanders).

- Identify and stop the problem - confine, control, extinguish, and attend to the patient or victim's needs. "Stop the Problem" applies in some form to every incident responded to except those involving emergency medical calls.

- Conserve property - salvage and overhaul at structure fires, service calls including water problems, smoke/odour removal etc., are all examples of property conservation.

- Environmental protection - minimizing a hazardous materials spill or allowing a toxic chemical to burn are examples of command identifying a threat to the environment and implementing tactical decisions to mitigate the problem.

To achieve these priorities, the IC must define the following:

- Incident objectives - statements of guidance and direction that are achievable, measurable, and necessary for the selection of the appropriate strategy and the tactical direction of resources. (SMART Objectives)

- Strategy - general plan or direction selected to accomplish incident objectives.

- Tactics - deploying and directing resources on an incident to accomplish the objectives designated by current incident strategy.

<u>Establishing Command</u>

At any incident involving two or more crews, a formal announcement of command must be made. Command may be assumed by the first arriving company officer or the highest-ranking company/chief officer depending on the type and scope of the incident.

The first company officer or chief officer on scene shall size-up the incident and provide a brief initial report (BIR) regarding the conditions found.

The BIR from the cab of the vehicle should include:

- Confirm Address
- Simple description of incident (for fires, include property type)
- What is showing (either nothing, smoke or fire)

The officer shall then conduct a 360 size-up of the incident and provide a follow-up report. The initial incident commander shall remain in command unless command is transferred to a chief officer or second arriving company officer or until the incident is stabilized and terminated.

Command Options

Investigation Mode/Nothing Showing.

Upon arrival, an incident may not have visible indicators of a significant event. These situations generally require investigation by the first-arriving crew, with other responding members remaining staged or being downgraded to a "cold" response. The officer of the first-in crew should assume command and may go with the crew to investigate, using a portable radio to command the incident.

Fast-Attack Mode

Situations that require immediate action to stabilize the incident mandate the company officer's assistance to carry out the critical operation. Examples include:

- Offensive fire attacks (especially in marginal situations)
- Critical life safety situations (rescue) that must be achieved in a compressed time.
- Any incident where the safety and welfare of responders are of major concern.
- Working incidents that require further investigation by the company officer.

Follow-Up Report

Once the fast-attacking IC completes the 360 size-up of the property, a follow-up report shall be given to provide details of additional critical factors that were not visible at the time of the initial BIR and that could affect the original action being taken.

The radio transmission shall also include that the 360 benchmark has been completed; if not, the second arriving company officer and/or chief officer will complete the 360.

Appendix D –
Incident Action Plan

Developing an incident action plan, communicating the plan to company officers and monitoring progress towards its completion are three of the key responsibilities for the incident commander.

Early in an incident, the IAP may not be written but it should be communicated and understood by all members operating on the fireground. Incident commanders are encouraged to use a command sheet during the incident; this helps prompt them on necessary tasks and can be the foundation for a written incident action plan. The successful development of an IAP includes:

- Size-up - *What happened prior to my arrival? What is continuing to happen as time goes by? What will continue to happen without intervention?*
- Risk assessment - *Risk assessment is a continuous process for the entire duration of each incident.*
- Determine mode of operation - *offensive operations, the risk to responders is worth the risk (no building is worth high-risk operations) Defensive operations means the risk is not worth the reward.*
- Set incident goals - *Life safety. Are there occupants in need of rescue or protection from the fire? Incident stabilization. What needs to happen to make the situation better? Property conservation. What needs to happen to prevent further loss of property after the incident has been stabilized?*
- Determine objectives needed to meet incident goals - *conduct a primary search, fire control, exposures protection, etc.*
- Monitor progress – *have the incident goals changed? Is time passing with no measurable progress in fire or incident control?*

<u>Command Post</u>

The incident commander shall establish the area to be used for the command post, usually a vehicle or a geographic area of an incident. This information should be included in the incident commander follow up report to PSCC. The location of the command post should be communicated all personnel on route to a scene or those on scene. The command post should be identified as a vehicle, command board or other location preferably marked by a green flag or flashing light.

Transfer of Command

Command is transferred to improve the quality of the incident command organization. The arrival of a higher-ranking chief officer does not automatically mean that transfer of command has occurred. Command is only transferred when the transfer of command procedures has been completed. Personnel being relieved of command will be reassigned as needed.

Transfer of command happens automatically when the on-call chief arrives at an

incident and assumes command with PSCC.

Transfer of command will only take place when both officers involved are physically present at the incident scene. Both officers involved in the transfer of command will communicate directly, preferably face-to-face, and exchange relevant information.

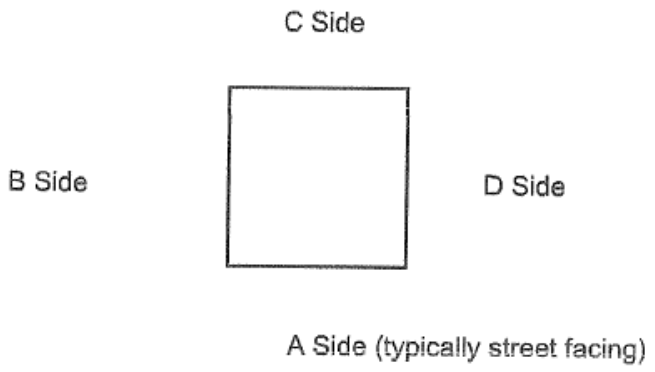
The report given to the new incident commander during the transfer will include:

- General situation and status
- Incident conditions
- Operational strategy
- Completion of the tactical objectives
- Safety considerations
- Deployment status:
- Assignments of all companies working or staged.

Incident Scene Designation

To use division terminology effectively, the incident site shall be broken down to facilitate coordination at the scene.

Incidents shall be designated as follows:



Generally, the "A" side of the building will be the side facing the street, but this may be changed at the discretion of the incident commander.

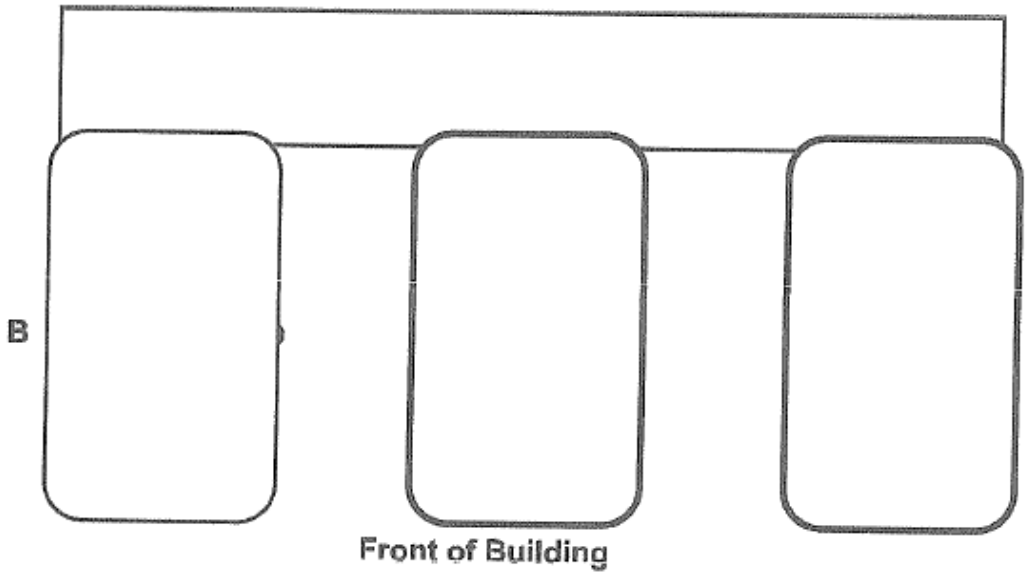
When the "A" side is not immediately obvious, the incident commander may direct the placement of a pylon to indicate the "A" side.

Any exposures will be designated by the side of the building they are on (ex. Exposure B).

For multi-story buildings, each floor may also be called by name; i.e., first floor, second floor, etc. or by division. (Division 1, 2, etc.)

The basement is always called "basement" and the roof is "roof".

For larger structures, they may be broken down into smaller segments using the same format as above.



Terminating Command

As the incident is stabilized and draws to a close, a formal retraction of the incident command system shall begin.

If the incident is downgraded to a level where only a limited number of personnel are required, command may be transferred and control of the incident assigned to an officer remaining on scene.

Incident Scene Risk Management

The incident commander's first duty is to the safety of his/her crew followed by the duty to save life and property. No property is worth the life of a member of the fire

department.

A basic level of risk is recognized and accepted, in a measured and controlled manner, in efforts that are routinely employed to save lives and property; however, no level of risk to responders is acceptable in situations where there Is no potential to save lives or property.

A higher level of risk is acceptable only when there is a realistic potential to save known endangered lives. This elevated risk shall be limited to operations that are specifically directed toward rescue and where there is a realistic potential to save person(s) known to be in danger.

The incident commander makes strategic decisions with regard to whether they will use an offensive strategy or a defensive strategy in fighting a fire. Every fire ground situation will have its own unique circumstances which will have to be overcome to bring the situation under control.

The first officer assuming command has a choice of offensive or defensive modes, and degrees of personal involvement in the tactical activities, but continues to be fully responsible for all command functions.

Company and chief officers should be aware of the "sunk cost" fallacy; at times, the plan will not work and must be abandoned.

Offensive Mode

In an offensive mode, the IC shall assess the risk to responders and take actions to reduce these risks. Should the IC choose the offensive mode, it means that carrying on an aggressive interior attack or rescue is worth the risk and that sufficient resources are available to meet the incident demands.

Defensive Mode

In a defensive mode, the risk versus gain to responders is too significant to make an interior fire attack or conduct an effective rescue. The probability of saving lives is highly unlikely and the risk to responders in attempting to save property outweighs the gain.

Anytime the decision is made to switch from one operational mode to another, that the switch is communicated to all personnel at the incident and that confirmation of the change is received. Notification of the change shall be done over the radio by using emergency traffic radio procedures.

Risk Assessment

Rules of Engagement for Structural Firefighting

- No building or property is worth the life of a fire fighter.
- All interior firefighting involves an inherent risk
- Some risk is acceptable, in a measured and controlled manner.
- No level of risk is acceptable where there is no potential to save lives or savable property.
- All feasible measures shall be taken to limit or avoid risks through risk assessment by a qualified officer.
- It is the responsibility of the Incident commander to evaluate the level of risk in every situation.
- Risk assessment is a continuous process for the entire duration of each incident.
- If conditions change, and risk increases, change strategy and tactics.

Initial Fireground Staffing

The IC must use their knowledge and experience, along with best practices, to ensure the safety of on-scene personnel while bringing the incident to a completion as quickly and efficiently as possible.

One of these issues is the limited number of personnel on scene during first critical few minutes of a response. The initial responding officer must use all tools available to them to make calculated, warranted decisions to deal with situation e.g., information received from dispatch, knowledge and experience, pre-plans, size up and available resources. They must show due diligence towards the safety of on-scene personnel with a high priority towards the protection of life and property.

If a company arrives on scene at a working structural fire with IDLH and less than four persons on scene, the company shall wait until four persons are assembled on-scene before initiating interior fire attack or entry in the IDLH atmosphere unless there is a probability of a victim rescue as outlined below:

Exceptions to 2 in/2 out

If members are going to initiate actions that would involve entering a structure because of a probable or eminent life-threatening situation where immediate action may prevent a loss of life or serious injury, the IC shall carefully evaluate the level of risk that they would be exposed to by taking such actions. in all cases, a minimum of two people shall form the entry team.

Such action is intended to apply only to those rare and extraordinary circumstances when, in the IC's professional judgement, the specific instance requires immediate action to prevent the loss of life or serious injury.

We will risk a lot to save a lot, including doing rescues that are likely to save a life.

Examples of actions that can be safely undertaken with less than four firefighters on scene include size up, establishing a water supply, exposure protection, transitional attack, and other exterior operations as deemed appropriate by the IC.

Incident Safety Officer (ISO)

The primary responsibility of the ISO at every incident is to protect the safety of the responders. The ISO should ensure that responders follow safe practices. The ISO can do this in a variety of ways. Some examples are to see that the responders:

- Wear full personal protective equipment (PPE).
- Work in teams in hazardous areas.
- Have backup personnel available to react to an unexpected event quickly (RIT).
- Use an accountability system to track personnel.
- Follow departmental and recognized safety practices.
- Follow safe practices during training exercises.

The incident command shall appoint an incident safety officer as soon as possible when:

- There is a structure fire.
- The incident has a large geographic area.
- At the discretion of the incident commander.

When necessary, the safety officer shall advise/recommend to command either the partial or complete evacuation of any unsafe area. If/when obvious and immediate danger is presented, the safety officer is authorized to personally order any work stopped.

On completion of an incident, if any safety concerns have arisen during the incident, the safety officer shall submit a written report to the appropriate fire chief.

Personnel Accountability Report (PAR)

As part of the accountability system, the incident commander, accountability officer, or safety officer may request a PAR from crews working out of sight. A PAR may be

called as part of the normal monitoring of crews or when the incident commander (or other incident management positions) is concerned about the safety of the crew.

A PAR will be requested using proper radio procedure; the response to the PAR will be given by the task leader and will include the number of the members of the team and their surnames along with their location (side/floor/division).

E.g., "Engine 2 portable, PAR of 2, Macleod and Garrett"

Apparatus Staging

All vehicle operators including apparatus service vehicles should consider POSITIONING over PARKING at emergency scenes.

Roles and Responsibilities

In Level I Staging, the individual company officers of each individual responding apparatus shall select the appropriate location to stage.

In Level II Staging, the incident commander chooses the site where incoming apparatus, equipment, crews and outside agencies stage.

It is the responsibility of the operator of each vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the New Brunswick Motor Vehicle Act. This Act provides specific legal exceptions to regular traffic regulations which apply to fire department vehicles only when responding to an emergency incident. Emergency response does not absolve the driver of any responsibility to drive with due caution. The driver of the emergency vehicle is responsible for its safe operation at all times.

Level I Staging

Level I staging shall be used at all responses up to a first or regular alarm assignment.

In level I staging, the individual company officers of each individual responding apparatus shall select the appropriate location to position/stage. This depends on the incident type, fire conditions, access, water supply and collapse potential. Aerial apparatus should attempt to position with the consideration of the potential use of the ladder further into the operation.

Chief officers will position at their discretion, but usually as close as possible to the incident without creating an obstruction with their vehicles.

Level II Staging

Level II Staging is used at large, complex incidents or incidents of long duration and consuming a large number of resources. These major incidents are beyond the first or regular alarm response. The key difference between level I and level II Staging is

that in level I, the individual company officers determine the location at which they stage.

In Level II Staging, the incident commander (or designate, ex staging officer) chooses the site where incoming apparatus, equipment, crews and outside agencies stage. In level II staging, once the staging area has been designated, all responding apparatus, equipment and crews go to that Level II Staging site and not to the incident scene.

Once in the level II staging area, the incident commander or operations officer (if designated) orders apparatus, equipment and crews into the incident.

Incident Scene Assignments

Teams and Groups

Teams and groups are established to achieve tasks at the emergency incident scene. A team shall consist of a team leader and a maximum of three firefighters.

Groups shall be formed when the specific task to be completed requires the equivalent strength of two or more teams. The senior company officer will be in charge of the group and only they will communicate with the incident commander.

Incident Commander

The incident commander is the individual who establishes the strategy and tactical priorities and is in command and control of an emergency incident.

The incident commander should don the IC vest.

Benchmark: “Situation Under Control”

Fire Attack

The fire attack team(s) initiate and conduct fire attack for the duration of a fire incident. Once assigned fire attack, the team shall:

- Conduct a 360 prior to first entry.
- Select the appropriate hose line.
- Consider a transitional fire attack.
- Identify and control the flow path.
- Select the appropriate door for entry.
- Force and control the door.

- Advance to the seat of the fire.
- Attack the fire and communicate progress and benchmarks with command.

Benchmark: Fire Knocked Down

Benchmark (exposures): Exposure Covered

Benchmark (extension): Extension Areas Checked

Primary Search

The primary search is a priority of any fire incident and has a direct impact on the initial incident action plan. Usually, a primary search is done early in the incident and may be followed up with a secondary search.

Once assigned primary search, the team shall:

- Obtain as much information as possible from command (confirmed victim? Fire attack team location?)
- Conduct a 360 as needed.
- Determine the search starting point.
- Determine the type of search to be conducted (left/right hand, oriented, VEIS, etc.)
- Conduct a risk assessment. (hose line?)
- Communicate progress and benchmarks with command.

Benchmark: All Clear *(may* be done by floor/area)

Ventilation

Ventilation helps the fire attack team manage the fire incident. Ventilation must be coordinated with the incident commander, and/or operations officer, and the fire attack team(s).

Once assigned as ventilation, the team shall:

- Coordinate with command about the IAP and fire attack plan.
- Once directed to the type of ventilation (roof, horizontal, PPV, etc.) gather the appropriate tools and equipment.
- Prepare for ventilation and coordinate with the fire attack team(s).
- Communicate progress and benchmarks with command.

Benchmark: Ventilation Complete

Back-Up

The back-up team is distinct from the on-deck crew; the back-up line is a safety net for the team on the attack line. This safety net has two main functions:

It provides primary egress protection for the initial attack crew and in the event that the volume of fire overwhelms the initial line, the backup line can move up to provide additional fire flow. The back-up team can also move up and take the place of the fire attack team with less interruption to the fire attack.

Once assigned back-up, the team shall:

- Select the appropriate hose line.
- Communicate with command (benchmark).
- Position the back-up line appropriately based on the conditions present, the position of the attack line, and lay-out of the structure (outside door, stair landing, floor below, etc.)
- Be prepared to manage fire conditions behind the fire attack team and be prepared to assume fire attack.

Benchmark: Back-up line in place

On-Deck

The on-deck team(s) are firefighting teams that are ready to be deployed into any role needed on the fireground. Once assigned as on-deck, the team shall:

- Gather all RIT equipment and stage it near the command post.
- Conduct a 360.
- For structures two-levels and above, place ground ladders at potential egress points based on firefighting operations.
- Monitor radio traffic.
- Be prepared to be deployed into a firefighting task and initial RIT team.
- Cycle through on-deck, to a task, to rehab, and back to on-deck

On-deck team in place

Rapid Intervention (RIT)

RIT team(s) need to be ready to be deployed to assist or rescue firefighters who become lost, trapped, or injured inside a structure fire. Once assigned to RIT, firefighters will not participate in any other fireground duties that compromise their ability to respond. Once assigned to RIT, the team shall:

- Gather required equipment and tools (if not already completed)
- Familiarize themselves (size-up) with the incident. Considerations will be given to the building structure, involvement of fire, location of teams and tasks, means of egress.
- Monitor radio traffic and consult with the IC and accountability officer.
- Be prepared for deployment into the structure.

Benchmark: Crew Located

Benchmark: Crew Outside

Group Supervisor

When two or more teams are required to complete a task (e.g., fire attack) or the geography of an area is too large to manage, the IC may assign a group supervisor to oversee the task or area.

The group supervisor differs from the operations officer in that they only focus on a specific task or geographic area.

- Coordinate with command on task instructions
- Inform team leaders and members that they are assigned
- Manage the task and communicate with the IC and operations officer
- Maintain the safety and accountability of teams working in their group

The call sign for the group supervisor is related to the task (e.g., attack group, roof group, division 3).

Accountability Officer

The accountability officer is tasked to manage the operation of the personnel accountability system.

Once assigned as the accountability officer, the member shall:

- Don the accountability vest.
- Designate an accountability post (usually with IC).

- Ensure they are aware of all members on scene and have a PAT for each member.
- Keep an ongoing awareness of locations of members on scene with a focus on teams working in a hot zone.
- Call for a PAR as necessary.
- Communicate and coordinate with command.

The radio call sign for the accountability officer is "accountability".

Operations Officer

The operations officer reports directly to the IC and is responsible for the management of all tactical operations directly applicable to the IAP established by the IC. The operations officer activates and supervises organization elements, requests additional resources and directs their execution to fulfill the tactical objectives of the IAP.

Once assigned as the operations officer, the member shall:

- Don the operations officer vest.
- Communicate with command about the conditions and IAP.
- Conduct a 360.
- Establish communication with crews inside a structure (PAR).
- Manage the tactics that support the strategy of the IAP.

The radio call sign for the operations officer is "operations".

Water Supply Officer

The water supply officer is responsible for ensuring that water supplies are adequate for the fire attack water flow requirements. Once assigned as water supply, the member shall:

- Don the water supply vest.
- Conduct a survey of the incident scene to ensure that all water supplies have been utilized or identified.
- If available water supplies are inadequate, set up a water relay or shuttle.
- Oversee pumping and relay operations to ensure an efficient use of equipment.
- Liaise with public utilities.

- Identify and access alternate sources of water.

The radio call sign for the water supply officer is "water supply".

Staging Officer

For larger incidents that require multiple agencies and apparatus, a staging officer may be assigned to assist the IC with managing resources. Once a member is assigned as the staging officer, they shall:

- Don the staging officer vest.
- Assist the Incident commander with the location, establishment, and operation of staging.
- Co-ordinate with police for traffic and access control.
- Responsible for inventory and management of regular and specialized equipment in the staging area.
- Must be visible and accessible.
- Advise the Incident commander of resources available.
- Assist crews in responding to their assignments.

The radio call sign for the staging officer is "staging".

Incident Safety Officer

Once assigned as the incident safety officer, the member shall:

- Don the safety officer vest.
- Complete a 360 survey of the incident and continue with regular 360 surveys throughout the incident.
- Review the IAP with the incident commander.
- Inspect the entire incident scene to ensure that all apparatus, equipment, and personnel are being used in a safe manner.
- Ensure that the personnel accountability system is being utilized properly.
- Inspect (within reason) the structural integrity of walls, floors, roofs, etc. where possible.
- Work with police to ensure a safe perimeter is established and maintained.
- Advise command on safety matters.

The radio call sign for the ISO is "safety".

Chief's Aide/Advisor

The chief's aide or advisor is an on-scene assistant for the incident commander. Once a member is assigned as chief's aide or advisor, they will:

- Assist in establishing command post and/or determining command post location.
- Assist in setting up command post if not already completed.
- Obtain cellphone from IC and answer phone/texts.
- May obtain command binder and begin scribe duties.
- Assist with obtaining preplan information.
- Monitor radio traffic that pertains to command with special attention to key phrases/benchmarks.
- Represent IC at command post during brief absences.
- Advise the IC on strategy and tactics.

Personnel Accountability System (PAS)

- Incident commanders are responsible for ensuring that the appropriate level of accountability has been implemented to manage the incident.
- Company officers/team leaders shall maintain an awareness of the location and condition of all assigned firefighters.
- All firefighters are responsible to remain under the supervision of their assigned company officer/task leader (which may change during an incident).
- All members are responsible for knowing and following the personnel accountability system.
- On the fireground, teams should stay together and should enter and exit the building together.

Personnel Accountability System Components

- Helmets: Chief officers shall wear white helmets, company officers shall wear red helmets, and firefighters shall wear black helmets.

- Personnel Accountability Tag (PAT): plastic tag displaying the department name and logo, and the individual's name, photo, rank, member number.

Emergency medical and contact information will be provided on the folded inside of the tag for privacy purposes. The tag is part of an assembly consisting of: paper tag stock, plastic laminate, nylon tie, ring, and snap. Personnel will be issued one complete tag assembly.

The PAT is for accounting for personnel on an emergency incident, not for maintaining accountability when members move from task to task.

Colour coding of PAT

White - Chief Officers

Red - Company Officers

Black - Firefighters

Yellow - Non-Entry Firefighters

- Command Board: a clip board style whiteboard with space to attach a tactical worksheet, designate assignments, and fasten PAT's. Command boards may be used by the IC and other staff officers.
- Command Case: the portable hard case incident command management tool. ICs are encouraged to use the command case as a visible command post.

Personnel Accountability System Levels

Level 1

Level 1 accountability is the minimum level of PAS and is considered to be always active. Level 1 incidents include single engine incidents (EMS, service, fire alarm) or incidents with two engines where all members remain in line of sight of the company officers and/or incident commander.

PAT's will remain with members.

Level2

Level 2 accountability shall be implemented for structure fires, rescue incidents with a large geographic area, hazmat incidents, wildland fires, or at the discretion of the incident commander for incidents involving the on-duty personnel.

For level 2:

- The incident commander is responsible for the accountability of members on the scene.
- In the situation where a leader or senior official from the Department of Natural Resources and Energy for the Province of New Brunswick arrive on scene and take control of scene operations they shall become incident commander.
- Each member will provide their PAT to the IC.
- The incident commander shall maintain the PAT on the command board and arrange them by team assignment.
- The incident commander shall ensure that they can account for all members inside the hot zone at all times; if not, they shall move to level 3.

Level 3

Level 3 accountability shall be implemented when the IC cannot maintain accountability.

For level 3:

- The incident commander will assign an accountability officer and delegate accountability to them.
- Firefighters arriving to the incident will give their tag to the accountability officer.
- The accountability officer will ensure they are aware of all members on scene and their team assignment.
- The accountability officer will track the assignments of teams as they move in and out of the hot zone using the PAT or
- The accountability officer may recommend the establishment of groups or sectors to the IC to assist with accountability.

Termination

Personnel accountability will be maintained until personnel and/or apparatus are released by command. Upon termination and release from the incident, the company officer and firefighters shall collect their PAT prior to leaving the scene. The IC may also downgrade to level 2 PAS as the incident is brought under control (moving into overhaul /salvage, personnel on-scene are reduced back to on-duty levels)

<u>Mayday Readiness and Response</u>

Definition of a Mayday Situation

Any situation where a firefighter is unable to safely exit an IDLH zone, is injured, lost or an event that cannot be resolved by that individual within 30 seconds.

Rule of Mayday Readiness

It is every individual firefighter's responsibility to maintain a high level of mayday readiness at all times. This includes everyday preparation and prevention as well as the practiced ability to communicate and respond to a mayday scenario.

Definition of Mayday Readiness

In order to reach a position of mayday readiness, a firefighter must adopt an attitude and preparation to look at every incident from the standpoint of "what if I or another firefighter gets in trouble" prior to the development of a bad scenario or outcome.

Additionally, the *NFPA 1500 Standard* defines mayday readiness as the ability to "don, doff and manipulate the SCBA in zero visibility while wearing firefighting gloves."

The most important factors for mayday prevention begin with the following operational standards:

- Working within an Incident Command System/Risk Management System.
- Working within the incident action pian.
- Always being accountable to someone within the incident command system (Never Freelance).
- Maintaining individual and crew air management.
- Management of work cycles.
- Monitoring distances traveled into buildings.
- Layering of resources and providing for a tactical reserve.
- Planning and acting out an exit plan.

In order to establish effective mayday readiness, it is necessary to recognize that mayday readiness has 2 components. These components are prevention and response.

Task Level Mayday Readiness and Response

Every firefighter has the responsibility to actively and routinely prepare for the prevention of mayday situations and the response to mayday situations.

Individual firefighter responsibilities for mayday prevention include the following:

- Maintaining SCBA proficiency.
- Practicing individual air management.
- Ensuring the Low Air Alarm (EOSTI) does not activate in IDLH.
- Use and care of personal protective equipment.
- Portable radio proficiency and use.
- Practiced crew communications.
- Be familiar with all ICS PPG.

Company officer responsibility for mayday prevention includes:

- Integrating a daily SCBA check into the crew routine.
- Ensuring the Low Air Alarm (EOSTI) does not activate in IDLH.
- Practicing crew communication in the hazard zone.
- Maintaining knowledge of portable radios and practicing their use.
- Ensuring company officer responsibilities and expectations are clear to the entire crew.
- Practicing and maintaining crew integrity/accountability.
- Instilling the standard that firefighters should always stay on a hose line.
- Be aware of daily staffing (number and composition).
- Be aware of current and forecasted weather.
- Be familiar with all ICS PPG.

Incident commander/chief officer responsibility for mayday prevention include:

- Delivering regular training on individual and department level response to mayday situations (wall breech, disentanglement, ladder bail, practiced mayday scenarios).
- Be aware of daily staffing (number and composition).
- Be aware of current and forecasted weather.
- Be familiar with all ICS PPG.
- Ensuring a proper size-up (360) is completed at all incidents.
- Ensuring an IAP is developed.

- Ensuring the proper level of accountability is initiated.
- Ensuring enough resources are available to manage the incident (if not, consider a defensive strategy).

Emergency Traffic

Any member on scene may broadcast an emergency message to convey information that can impact the safety of members at the incident; e.g., power lines down, collapse, water supply failure, etc.

To broadcast the message, the member will transmit "emergency traffic, emergency traffic" followed by the message.

Mayday Response

Firefighter/Company Officer

A mayday is initiated by any member using the emergency button. Follow radio procedure for the assigned radio type.

When operating under duress in a survival situation, consistent and relevant information must be passed between the Mayday firefighter and command. To help the firefighter and command communicate effectively, use the WHO WHAT WHERE format:

WHO - Engine 2 portable

WHAT - We had a ceiling collapse

WHERE - Division 1, A side

These items do not have to be relayed to command in the exact order as in the acronym. The purpose of the acronym is to act as a prompt or reminder about specific or important information.

Mayday is called by a firefighter or officer who has/is experiencing the following:

- Fall
- Confused
- Collapse
- Trapped, Caught
- Low on air (not enough to get out)
- Injured or ill

Any member at an emergency scene is empowered to call a mayday when the above conditions exist. This can be during response, on scene of any incident or any time when a member becomes in trouble and a portable radio is available. Early identification of a mayday situation is critical. The longer it takes to declare a mayday situation the less likely a successful resolution is possible.

The mayday firefighter(s) should take the following steps:

- Stay calm; conserve air.
- Stay together.
- Turn on flashlight (one at a time pointed upward).
- Use tool to make noise.
- Activate PASS.
- Seek exit or refuge.
- Look for light, sounds, walls, windows, doors or doors.
- Follow a hose line to an exit.

Go down steps unless they go to a basement or subfloor, (if unsure do not), movement down a division must be communicated to command.

Firefighters and company officers not involved in the mayday must stay on task and be prepared to give a PAR and for reassignment to assist with the mayday.

Incident Command

Once a Mayday is declared, the incident commander should:

- Transmit an emergency traffic message and begin communicating with the firefighters in distress.
- Verify the status of the other members of the team of the firefighter in distress.
- Conduct a PAR for other members working on the fireground.
- Assign a RIT operations officer.
- Request additional resources.
- Maintain control of the incident.

Rapid Intervention Team

Initial Two In/Two Out

Except for a viable rescue, firefighters must not engage in interior structural firefighting in the absence of at least two standby fire fighters on the scene (which can include the engine operator).

On Deck Team

The on-deck team(s) are considered the initial (and possibly on-going) RIT team.

Once assigned as on-deck, the team shall:

- Gather all RIT equipment and stage it near the command post.
- Conduct a RIT 360 via size up on each division for multiple points of egress.
- For structures two-levels and above, place ground ladders at potential egress points based on firefighting operations.
- Monitor radio traffic.
- Be prepared to be deployed into a firefighting task and initial RIT team.
- Cycle through on-deck, to a task, to rehab, and back to on-deck.

Rapid Intervention Team Assignment

A RIT team will be formed based on the incident size and scope. The RIT will consist of a team of at least two (preferably four) firefighters and the IC will designate one of the members as the RIT leader.

RIT team(s) need to be ready to be deployed to assist or rescue firefighters who become lost, trapped, or injured inside a structure fire. Once assigned to RIT, firefighters will not participate in any other fireground duties that compromise their ability to respond. Once assigned to RIT, the team shall:

- Gather required equipment and tools (if not already completed).
- Familiarize themselves (size-up) with the incident. Considerations will be given to the building structure, involvement of fire, location of teams and tasks, means of egress.
- Monitor radio traffic and consult with the IC and Accountability Officer.
- Be prepared for deployment into the structure.

The RIT team is designated, announced via radio and assigned to a location by the incident commander. When assigned, the RIT leader will obtain a briefing from the incident commander and conduct a specific size up that focuses on:

- Fire location

- Interior team(s) entry point and location
- Critical fire ground factors (scene conditions & hazards)
- Type of construction and condition
- Air management (elapsed time)
- Firefighter fatigue
- Radio communications
- Potential firefighter rescue operations

During size up, every RIT member will be assigned a primary function, if deployed and equipped for such function (air, water, radio, extraction).

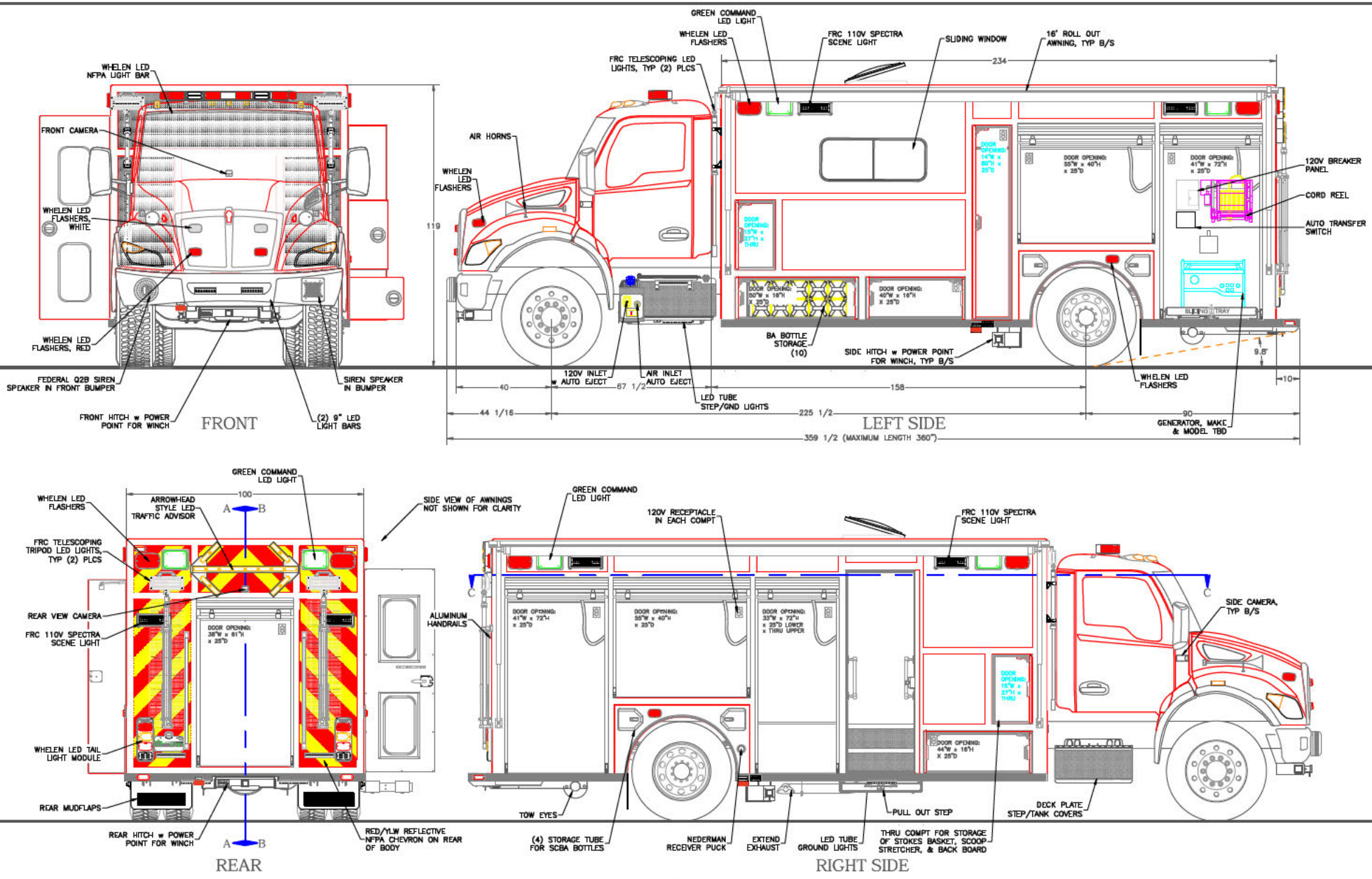
Water, A Radio and Extrication.

- Lead-Orientated
- Primary-patient
- Secondary-Packaging
- Support-Equipment/haul

RIT shall be immediately ready for assignment wearing full protective clothing and SCBA in standby with a minimum of one portable radio for the team and preferably one radio for each member. The RIT leader must closely monitor the tactical radio channel at all times to maintain awareness of the activities and status of working firefighters.

RIT Deployment

It is beyond the scope of a policy or procedure to outline the responsibilities of a RIT team during a potential rescue. However, a RIT team will be deployed when a Mayday is called, a PAR is not answered in a reasonable time, or command is concerned about the welfare of a team working in a structure.



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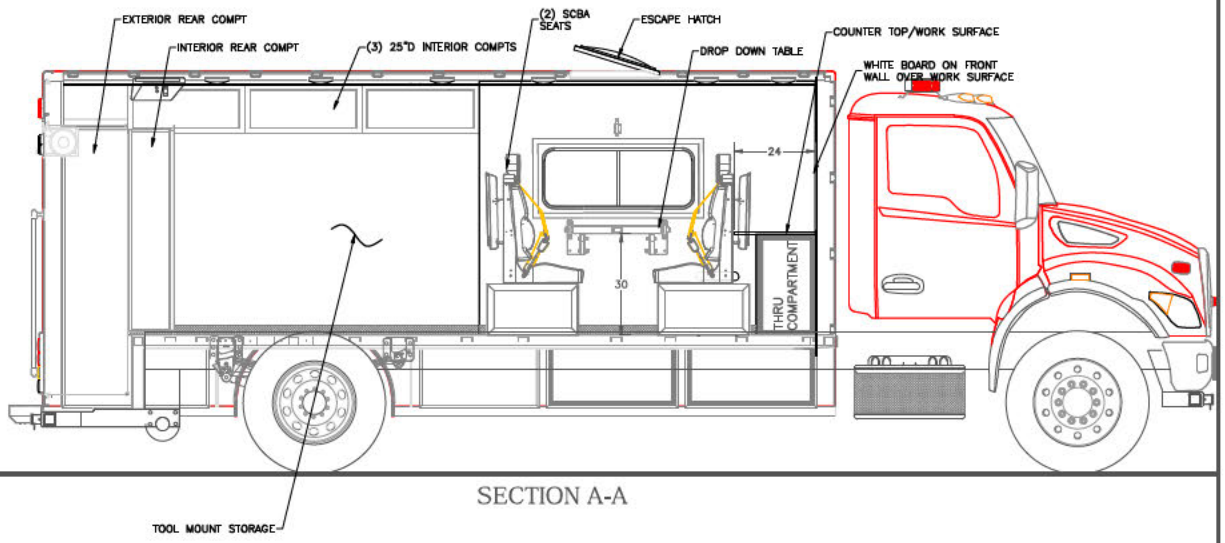
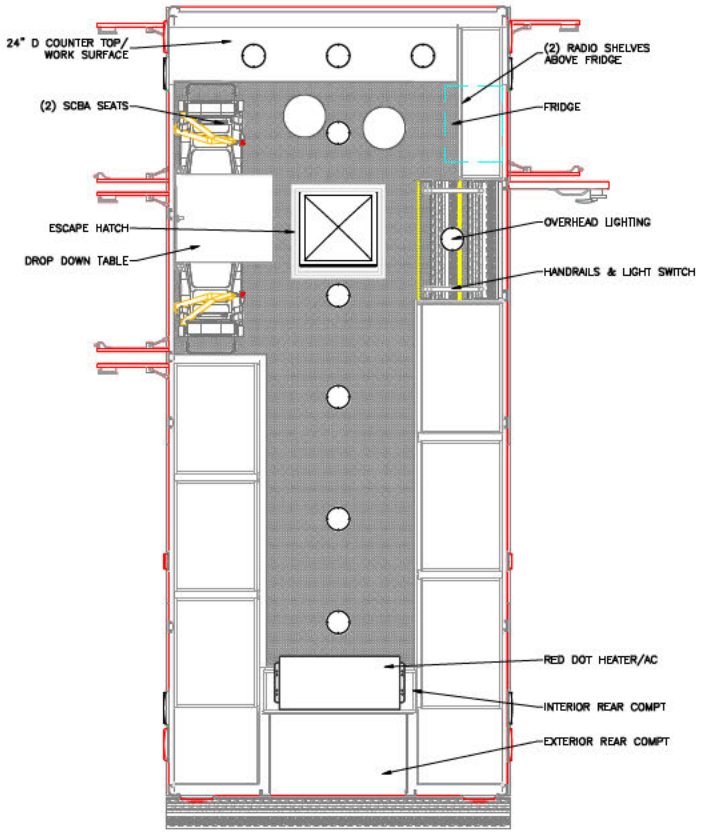
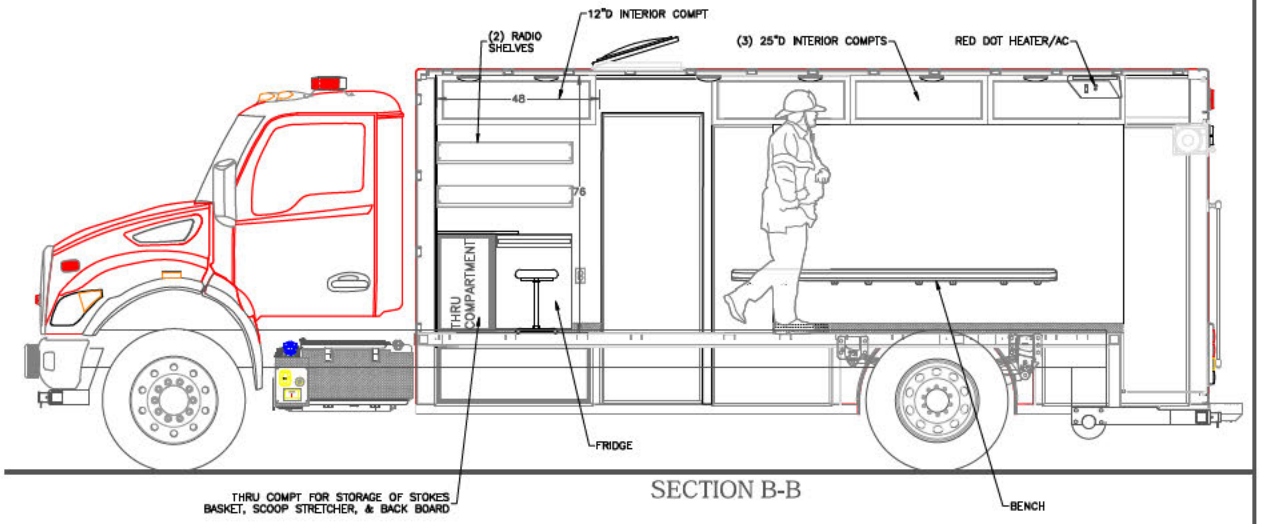


SECTION A-A



SECTION C-C



SECTION B-B

[redacted]

-ALL ALUMINUM CONSTRUCTION -- ALL DIMENSIONS ARE IN INCHES & APPROXIMATE

Date: October 1, 2025

Departmental Report

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

Activities:

Date: September 2, 2025
Item: Fundy Shores Office to sign payroll cheques

Date: September 3, 2025
Item: Office in morning to sign release.
Item: Regular Council Meeting in the evening

Date: September 4, 2025
Item: Spoke with CBC regarding Fundy Shores Chili Cook-off pre interview for radio one in the morning

Date: September 5, 2025
Item: Interview with CBC Radio one 6:30am in Saint John.
Item: Delivered audit to Teed Saunders Doyle.
Item: 4:30pm-7pm Helped set up for chili cook-off event

Date: September 6, 2025
Item: 8am. Vendor set-up for Chili Cook-off Event

Date: September 8, 2025
Item: Returned messages and made calls regarding bussing concerns
Item: Evening, attended Musquash Fire 40th Anniversary Open House

Date: September 9, 2025
Item: Meeting with Synergi

Date: September 10, 2025
Item: Meeting for Tourism Accommodation Levy, Fundy Shores Office 6pm.

Date: September 11, 2025
Item: Morning meeting with resident and Councillor Thompson in Chance Harbour
Item: Fundy Shores Office, returned calls and messaged school board Susan Cunningham/ Derek O'Brien.
Item: Evening Regional Service Commission meeting, St. Stephen

Date: September 12, 2025
Item: Meeting with Coastal Enterprises regarding land work for government quote.

Date: September 14, 2025
Item: Took part in beach clean-up at New River Beach

Date: September 15, 2025
Item: Office zoom meeting with Paramedics Association New Brunswick regarding community health clinic

Date: September 16, 2025
Item: Meeting with Opportunities New Brunswick regarding energy file

Date: September 17, 2025
Item: Council photographs for Fundy Shores website
Item: Committee of the Whole meeting

Date: September 18, 2025
Item: RCMP meeting St. Stephen

Date: September 23, 2025
Item: Sewerage commission meeting

Date: September 24, 2025
Item: Public Safety Committee meeting

Date: September 25, 2025
Item: Afternoon meeting with Synergi
Item: RSC meeting evening

Date: September 26, 2025
Item: Attended community event: Safety and Sirens

Other Communications:

Multiple calls and emails with Anglophone School District- South regarding bussing accommodations in Chance Harbour

Met with resident to discuss business opportunity. Referred him to speak with Alex then present to council if he wishes

Date: October 1, 2025

Departmental Report

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

Activities:

Date: Sept. 3, 2025
Item: UMNB Zoom meeting on property assessment

Date: Sept 3, 2025
Item: Regular Council Meeting

Date: Sept 6, 2025
Item: Chili Cookoff

Date: Sept 8, 2025
Item: 40th anniversary of Fire Dept

Date: Sept 10, 2025
Item: Tourism Levy meeting with all committees

Date: Sept. 16, 2025
Item: RSC zoom tourism meeting with Hollis

Date: Sept 17, 2025
Item: Committees as a whole

Date: Sept 23, 2025
Item: Recreation and Destination Development (RDD) meeting

Tourism meeting at RSC included a somewhat new direction focusing on the people and their stories in the communities. A new communications officer will take on the role of tourism communications approx. 50% of their time. They will be mandated to visit a community in person once a week to stay abreast of all events etc. Until this person is hired, Hollis will be directing the committee. It was decided that the committee will meet via zoom once a month.

RDD meeting was held to review the community festival. Since all events appeared to have success, it was suggested that these events will be encompassed at next year's event. One drawback was the length of time to give out prizes. There was some discussion on how this can be improved for next year. We did have a complaint that there was not enough for adults to do. Discussions around something musical or a variety show or open mike might be worked on – even for a different event day. We discussed Breakfast with Santa and reviewed volunteers for bingo in the coming months. The pricing at the bingo canteen must be increased to maintain a break-even point.

Date: October 1, 2025

Departmental Report

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

Activities:

Date: September 1st, 2025
Item: Went to the Fundy Shores office to organize downstairs storage area

Date: September 3rd, 2025
Item: Attended regular council meeting

Date: September 5th, 2025
Item: Picked up corn, butter and supplies for Chili Cook Off

Date: September 6th, 2025
Item: Participated in Chili, Chowder, Soup Cook Off at Musquash Fire Station 1

Date: September 7th, 2025
Item: Attended Musquash Fire 40th Anniversary Event at Fire Station 1

Date: September 10th, 2025
Item: Meeting with Recreation and Destination Development (RDD) Committee members, Economic Development regarding Tourism Accommodation Levy

Date: September 17th, 2025
Item: Attended the Community Complex Meeting. Started organizing the basement with Deputy Mayor Heather Saulnier

Date: September 22, 2025
Item: Assembled the storage unit in the basement of the Fundy Shores Office

Date: September 23rd, 2025
Item: Held RDD Meeting at Musquash Fire Station 2 to discuss the community day events

Date: September 27th, 2025
Item: Attended the Sirens & Safety Event at Station 1

Other Communications:

Recreation and Destination Development Committee report

RRD meeting was held September 23, 2025 to discuss the overall outcome of the community day events. All events were reviewed and suggestions made to improve the event in the future. New bingo schedule was created. Discussions were had regarding upcoming events. Breakfast with Santa will be held December 13, 2025 and registration will be required for gifts. Staff will be responsible for registration, and it will be advertised on social media when ready.

Next meeting to be determined.

Upcoming events – Musquash Community Bingo October 11th, 2025 everyone 19 and over welcome.

Breakfast with Santa is scheduled for December 13th 2025– more information on registration to follow.

Date: October 1, 2025

Departmental Report

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

Activities:

Date: September 3, 2025
Item: Attended Regular Council Meeting, Fundy Shores Office 31 Malcolm Meehan Rd. Musquash NB

Date: September 4, 2025
Item: Attended (online) UMNB and AFMNB Property Tax Freeze and Communications Briefing

Date: September 6, 2025
Item: Attended 2025 Chili/Chowder Cook Off, Musquash Fire Station 1: 35 Malcolm Meehan Rd, Musquash NB

Date: September 8, 2025
Item: Attended 40th Anniversary Celebration of Musquash Fire Department, Station 1, 35 Malcolm Meehan Rd, Musquash NB

Date: September 11, 2025
Item: Attended meeting with Mayor Cogswell and Parent with a disabled child, concerning a former bus stop being returned to the church location on Chance Harbour Rd.

Date: September 3, 2025
Item: Attended Committee of the Whole meeting, Fundy Shores Office: 30 Malcolm Meehan Rd Musquash NB.

Date: September 18, 2025
Item: Attended PRAC Committee Meeting (online)

Date: September 3, 2025
Item: Attended Musquash Sewage Commission Meeting (online)

PRAC Committee Meeting Report October 01/2025

Report to Council

Old Business: Item 25-09-01 Linda Matheson(Alexander Wilkins)

120 Mount Pleasant Road, Letang PID 01241132

Background: The subject lot is farmland and contains a single-unit dwelling and outbuildings for the agriculture use. The property is zoned Agriculture and Forestry “AF” Zone under the Fundy Bay Planning Area Rural Plan. Agriculture is a permitted main use, and a single-unit or multiple unit dwelling is a permitted secondary use. The rural plan allows for one secondary use. The applicant is proposing to build two single-unit dwellings to support the operation of the farm by providing housing for farm workers. The rural plan states that no more than one building containing one or more dwelling unit shall be erected on any lot except where such dwellings are so located that they would be in conformity with the provisions of all applicable regulations regarding size, frontage, setback and configuration of lots if the lot was divided into separate lots, each abutting a publicly-owned street and containing one dwelling.

A lot in the AF zone shall have and contain a width of at least 68 metres, a depth of at least 38 metres and an area of at least 2 hectares. Although the lot exceeds the minimum depth and area (30+ hectares), the lot does not have sufficient width to be subdivided to allow for more than one single-unit dwelling.

Discussion: PRAC was asked to consider a variance to allow for two additional single-unit dwellings, for a total of three dwelling units, for workers’ accommodations. The AF zone allows for one single-unit dwelling or a multiple dwelling up to a maximum of four dwelling units. The proposed location of the houses allows for each to have its own on-site septic system and drilled well. Variances can be applied in situations where it is reasonable and desirable to develop land within the general intent of the rural plan. The general intent of the rural plan is to regulate the maximum number of dwellings allowed on a property within the AF zone to ensure that the agriculture land is protected and that the dwellings are secondary to the agriculture use.

PRAC Committee Meeting Report October 01/2025

Report to Council

The proposed dwellings will provide housing for farm workers which are essential to the agriculture viability of the property. The proposed development conforms to the policies within the rural plan and Statements of Public Interest Regulation. Therefore, staff believe that the proposed variance should be approved as they are reasonable or desirable for land development and within the general intent of the rural plan.

This variance was tabled at the August 21/2025 meeting until the applicants came back with a more detailed application concerning their farm plans.

The applicants came back with more detailed application and answered all questions to the committee's satisfaction.

The motion was made and seconded to approve the variance. Passed unanimously.

Subdivision Applications: Item 25-09-02

Subdivision: 738777 N.B INC. Subdivision Route 172, Upper Letang Rural Community of Eastern Charlotte, County of Charlotte, NB PID # 01344589 Subject: Consideration of a private access for the development of land. Background: Murphy Surveys (2022) has applied to the Commission for approval of a five-lot subdivision accessed from a new private road accessed by an existing right-of-way across PID 15100977. The primary use of the lots is commercial, with the goal of creating a business park area. The property in question is approximately 25 hectares, located off Route 172 in Upper Letang. The property is vacant land with an old gravel pit in the rear, with surrounding properties containing a church, dwellings, and vacant land. A portion of the property was rezoned from the Agriculture and Forestry "AF" Zone to the Mixed Use "MU" zone under the Fundy Bay Planning Area Rural Plan Regulation. The MU zone allows for the proposed commercial uses. The following terms and conditions were imposed on the rezoning:

1. A five (5) meter wide landscaped buffer, including a fence, or hedge, or shelter belt of trees shall be installed and/or maintained along the northern lot line.

2. A thirty (30) meter wide buffer, with a minimum two (2) meter high visual screen consisting of either fences or hedges or a belt of trees shall be installed and/or maintained along a lot line adjacent to a residential use

3. Any lighting is shielded, downward facing, and directed so that no light shines onto another property

4. No light industrial uses or residential uses shall be allowed on the subject lands. The definition of "commercial use" means the use of land, building or structure for the purpose of buying and

selling merchandise, serving food or liquor, and supplying of services but does not include such uses as the manufacturing or assembling of goods, warehousing, transportation terminals, aquaculture uses, cannabis production facilities, contractor's yards, salvage yards, or excavation of minerals and quarriable substances

The development concept included with the application states that the lots will not be used for residential or heavy industrial uses. The owner aims to attract various business operations, including security services, carpentry, electrical work, office space, plumbing, and glass/window repair. The tentative plan is marked with the buffers as imposed. The lots exceed the requirements regarding area, width, and depth for lots not serviced by a sewer system for public use.

Discussion: As the proposal meets the requirements of the Rural Plan regarding use and lot sizes, staff recommend that the Planning Review and Adjustment Committee approve private access for the development of the land.

Recommendation: It was recommended that the Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission approve a private access and the variance in the length of a cul-de-sac for the development of land as shown on plan "738777 N.B INC. Subdivision". The final plan of subdivision must be stamped with the "Private Access."

After much discussion, a motion was made and seconded to follow the Recommendation of staff. The vote was unanimous.

Subdivision Application: Item 25-09-03

Subdivision: 667545 NB INC. Subdivision Route 740, Heathland Municipal District of St. Stephen, County of Charlotte, NB PID # 15167059

Subject: Consideration of private access for the development of land. Consideration of a variance in the length of private access.

Background: Murphy Surveys (2022) had applied to the Commission for approval of a four-lot subdivision accessed from an existing private road, known as Crest Avenue. The primary use of the proposed lots is residential. The private access was created before the enactment of the Town of St. Stephen Subdivision Bylaw and exceeds the maximum length permitted for accesses. The property in question is approximately 17 hectares, located off Route 740 in Heathland. The property is vacant timberland, with surrounding properties containing dwellings. In 2016, the PRAC approved access, and three lots have been created to date. There are no rural plans or planning statements for this area; any legal land use is permitted.

The Municipal District of St. Stephen Subdivision By-Law No. 13-23 has requirements for lot sizes; every lot or other parcel of land shall have and contain (a) a width of at least fifty-four

meters, (b) a depth of at least thirty-eight meters, and (c) an area of at least four thousand square meters. The required dimensional standards for other accesses include (a) minimum right of way total width of 20 meters; (b) for the purposes of emergency vehicle response and emergency egress, the total length of cul-de-sac, or total length measured from the point of access on a public maintained road, is not greater than 365 meters;(c) maximum vehicle lane width of 3.05 meters, two lanes bi-directional; and (d) required multi-use path width of 3 meters.

Statements of Public Interest Regulation - 3(1) With respect to settlement patterns, it is a public interest and public priority to promote settlement patterns that: (f) with respect to development that occurs in a community with no existing or planned public infrastructure or services, promote development in locations with previously constructed and actively maintained roads.

There is a watercourse present on the parent property as well as on proposed lots 11 & 12. Any new development within the 30-metre buffer will require a permit from the Surface Water Management Branch.

The proposed lots will be serviced with an on-site sewage disposal system and an on-site well to be drilled.

Discussion: PAC was asked to consider the creation of four lots on existing private access that does not meet the standards prescribed by the Subdivision By-law for a Class-1 Other Access regarding the length of a cul-de-sac.

The existing private right-of-way exceeds the maximum length of a cul-de-sac and preexisted prior to the enactment of the St. Stephen Subdivision Bylaw. The variance in length does not create more of a hazard than what currently exists. This was previously approved in 2016 by DTI before the Subdivision Bylaws. After much discussion, a motion to approve was made and seconded. The variance was passed unanimously with the following recommendations.

Recommendation: It was recommended that the Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission approve a private access and the variance in the length of a cul-de-sac for the development of land as shown on plan “667545 NB INC. Subdivision”.

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

Subdivision Application: Item 25-09-04

Subdivision: Judith Marlene HARMON Subdivision Spur No. 1 Road, Bocabec Southwest Rural District, Charlotte County

PID #01246768

Subject: Approval of a private right-of-way for the development of land.

Background: Murphy Surveys (2022) has applied to the Commission for approval of a one-lot subdivision, accessed by a private right-of-way across the remnant property. The primary use of the proposed lot is for seasonal recreation. There is an existing camper trailer on the proposed lot. The property in question is approximately 10 hectares located off Spur No. 1 Road, in Bocabec. The property abuts Route 127 and Route 1's on-ramp. This area does not have a Rural Plan or zoning bylaw in effect; any legal land use is permitted. The Provincial Subdivision Regulation has minimum requirements for the area, frontage, and depth of lots. The tentative plan meets/exceeds the minimum requirements.

Discussion: SNBSC's internal policy recommends design standards for two types of private accesses. Class-A for year-round, high-traffic developments of Code-compliant structures, and Class-B for seasonal, low-traffic developments that do not have to meet Code. Standards for a Class-B access recommend that the road have a minimum width of 10m and connect to a maintained public road.

Recommendation: It is recommended that the Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission approve a private right-of-way for the development of land as shown on plan "JUDITH MARLENE HARMON Subdivision." The final plan of subdivision must be stamped with the "Private Right-of-Way" note

A motion was made and seconded to accept the staff recommendations the vote was unanimous.

PRAC Business: The SW Regional Service Commission has accepted the committee's recommendations concerning Antenna System Siting Protocol.

Next Meeting October 16/2025

CAO Memo to Council

Prepared by: Linda Sullivan Brown
Date Prepared: September 25, 2025

Re: Monthly Activity Report

Meetings -

- Completed the Corporate Social Responsibility Course from Dalhousie University and started the Climate Adaptation and Resilience program with ClimAtlantic.
- I have been able to participate in the Canadian Association of Municipal Administrators "Think Tank" regarding Council/CAO/Public Relations.
- Enabling Aging in Place – Attended a webinar on Social Return on Investment Training with Federal partners.
- UMNB – Property Assessment Freeze – Communication Briefing
- Tourism/Cruise Ship Meeting – Had a great meeting with Brian from Synergi and Trina from Aquila Tours out of the port of Saint John. Trina gave us some great insight into what is needed to bring cruise ship excursions to Fundy Shores. Including multiple destinations and potential places for meals. A proposal needs to be completed prior to December 31, 2025 for consideration for the 2027 Tourism Season. We have started reaching out to local stakeholders to help curate an experience.
- Public Safety Meeting – General Update and Table Top Exercise – The meeting went well and a lot of positive work towards possible communication plans and taking a bite sized approach to supporting people in attaining a 72 hour preparedness kit. This will result mostly in a social media campaign next year.
- Health Clinic – With Mayor Cogswell, we met with a member from the Paramedics Association, to discuss scope of work and potentials for Paramedical Clinical Services in Fundy Shores. The goal for this is to have a draft clinic document for Council by year end, for requesting a the Province support a pilot in 2026.
- UMNB Infrastructure Committee – We met to discuss future goals of the committee, the highest priority is an open line of communications with the Department, for when they are completing work in the community.
- With Mayor Cogswell, had a meeting with Opportunities New Brunswick, to discuss a potential business interest in Fundy Shores.
- Touch a Truck is scheduled for September 27, fingers crossed it is a well-attended event.

Projects -

2026 Budget – Worked with Council on a 2026 Project Listing to help establish the budgetary goals for 2026. Numbers have been coming together, currently the biggest hold up on being able to provide a complete presentation to Council is the Property Assessment Base from Service New Brunswick as well as the additional fundings and rules surrounding the core funding grants.

By-Laws – Began drafting the by-laws that are needing to be reviewed and are on the list below as high priorities for year end.

Public Outreach – Worked with Council on hosting the "It's Getting Chili Event", also was contacted by a member of the public to have a Babysitters Course offered in Fundy Shores, the day of the course has been set for November 8, and registration has begun. Shared documents with Raymond Funk at the Regional Service Commission to support daycare spaces in Fundy Shores.

Tourism Accommodation Levy – I worked with Brian on preparing forward facing documents related to the Tourism Accommodation Levy.

Business Plans – I worked with BrunNet to complete a Cyber Incident Plan as well as started a business continuity plan. Members of Council have volunteered to help work through this project.

Social Media – Jill has completed her social media course, now has access to our social media accounts and has started working on plans to increase our presence.

High Priority Items for October - Tourism Accommodation Levy Review, Tourism Strategy, Code of Conduct by-law, Procedure By-Law, Bonding By-law, 2026 Budget, .

I think this captures the work of the past few weeks. If you feel anything needs additional attention, please let me know.

Respectfully Submitted
Linda Sullivan Brown
Chief Administrative Officer

Date: October 1, 2025

Departmental Report

Department:	Musquash Fire
Reporting Period:	September 2025
Prepared by (Name):	Firefighter Phil Melanson on behalf of Chief Wayne Pollack

Activities:

Date: September 1, 2025
Item: MVC- Lepreau

Date: September 3, 2025
Item: Vehicle Fire- New River Beach

Date: September 4, 2025
Item: Training with Coast Guard

Date: September 8, 2025
Item: Musquash Fire Department 40th Anniversary Open House- Station 1

Date: September 14, 2025
Item: Auto Extrication Training- Musquash

Date: September 13, 2025
Item: Outside Fire- Lepreau

Date: September 18, 2025
Item: MVC- Musquash

Date: September 19, 2025
Item: Report of Outisde Fire- Lepreau

Date: September 20, 2025
Item: Outside Fire

Date: September 20, 2025
Item: MVC- Little Lepreau

Date: September 23, 2025
Item: MCV- Musquash

Date: September 24, 2025
Item: Outside Fire- Lepreau

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

Meeting: Oct. 1, 2025
31 Malcolm Meehan Rd., Musquash
Prepared by Brian Cooke, Executive Director

On behalf of the Board and staff of Synergi, we wish to thank the Musquash Fire Department for allowing us to use their space at Station 1 for our board meeting/strategic planning session held on September 25, 2025.

- **Land Acquisition:**
  - Surplus disposal process is underway for a property in Pocologan. As part of the process, DTI is asking other departments if they would have use for the property, and have until Aug. 18 to respond. Then they will make an offer to Fundy Shores. No new update.

  - Fundy Shores applied for five other properties through DTI in the Mink Brook & Musquash. Other properties were identified, but will be considered in the future.

  - Other properties owned by a crown corporation that were identified are also undergoing its disposal process.

- **Business Development:**
  - Synergi had a follow up meeting with the Fundy North Fishermen's Association (FNFA) to consider initiatives to support the fisheries in the region for owner/occupiers, as it relates to the province's tariff response assistance funding. It was determined by both organizations to not proceed further as it would be difficult– in a short period to

determine Chinese tariff impact on owner-occupiers in the Southwest region. The tariff relief funding expires in March 2026.

- FNFA also provided an update on the federal government's proposed Marine Protected Areas in Fundy Shores and other areas of the region.

- Synergi gave a presentation to a joint meeting of the Economic and Community Empowerment (ECEC) and Recreation and Destination Committees regarding a proposed Tourism Accommodation Levy. Discussions were positive and committee members provided productive and valuable feedback. Synergi prepared a mailout/virtual package to stakeholders and a meeting will be held in the middle of October.

- Met with a cruise tour company based out of Saint John to discuss opportunities and barriers for tour operations to resume in the area. Synergi will develop a proposal to the company by December. Will be reaching out to various stakeholders in the municipality in the coming months.

- Reached out to the head of the Dipper Harbour Harbour Authority to discuss opportunities/barriers. Have requested a call/meeting with Small Craft Harbours to discuss items relating to the wharf.

- Scheduling a meeting with a member of the 2029 Canada Summer Games committee to discuss potential partnerships/ opportunities for Fundy Shores' accommodations and tourism sector. (No update)

- **Housing:**
    - Fundy Shores Mayor and Council will be considering residential and commercial development incentives as part of its budgeting process this month.

- **Five-Year Economic Development Strategy:**
    - As an accountability mechanism and progress tracker- Synergi will provide an annual review to establish whether priority areas are completed, on/off track, or should be reconsidered, and the focus for 2026. A draft will be prepared for Mayor and Council's consideration for the middle of October.

September 16, 2025

Denny Cogswell
Mayor, Fundy Shores

Re: Ministerial Task Force on Homelessness

Dear Mayor Cogswell,

The safety and security of all New Brunswickers is of the utmost importance to the Government of New Brunswick, and we recognize that homelessness and related social challenges impact communities across New Brunswick. Every level of government plays a vital role in addressing homelessness, crime, and the underlying social issues that affect our communities.

We are pleased to announce the establishment of the ***Ministerial Task Force on Homelessness***, a cross-departmental body dedicated to providing coordinated leadership and action on homelessness across New Brunswick. This task force will bring together the Ministers and Deputy Ministers from Social Development, Health, Housing, Justice and Public Safety, Mental Health and Addictions, and Local Government.

The Task Force is authorized to:

- Set priorities and coordinate cross-departmental actions related to homelessness.
- Review, validate, and approve the provincial homelessness strategy.
- Recommend policy, program, and funding initiatives for government approval.
- Engage with stakeholders, as appropriate, to support effective implementation.
- Act as a decision-making body, where appropriate, to accelerate processes and ensure timely action.

This new Task Force will play a pivotal role in guiding efforts to address homelessness across the province, ensuring that strategies are coordinated, responsive, and impactful. By leveraging its authority, the Task Force will help streamline decision-making and accelerate the

implementation of initiatives that improve the lives of New Brunswickers experiencing homelessness and strengthen communities of all sizes.

We look forward to continued collaboration with the Fundy Shores community and region as we work together to reduce homelessness and its impacts in New Brunswick.

With gratitude,

Susan Holt
Premier

CC: Hon. Aaron Kennedy, Minister of Local Government
Hon. David Hickey, Minister responsible for the New Brunswick Housing Corporation

Approval of Invoices
Month of: September 2025

Services	Vender	Description	Invoice Total		
General Government	Government				
	Tori Skodje Photography	Council and Staff head shots and group photos	$ 490.00		
	NB Power	Office Electricity	$ 327.46		
	BrunNet	IT Support	$ 2,709.52		
	Bell Aliant	Cell Phone	$ 535.44		
	Teed Doyle Saunders	2025 Financial Audit	$ 13,800.00		
	Canoe	Office Supplies	$ 24.92		
	NB Minister of Finance and Treasury Board	2025 Insurance Costs for Fire Departments	$ 4,139.20		
	Bell Mobility	Mobile Phones	$ 117.27		
			Subtotal	*$*	*22,143.81*
Musquash Fire Department					
	Brian's Garage	Engine Oil, Filters, Labour	$ 154.10		
	Kent	Eye Bolt Snaps	$ 25.81		
	Source Atlantic	Ball Type Wye Valve	$ 407.40		
	Source Atlantic	Male Adapter, Female Adapter	$ 75.85		
	Chandler	Jacket with Embroidery	$ 85.66		
	NB Power	Station 2	$ 41.66		
	NB Power	Station 2	$ 237.64		
	NB Power	Station 1	$ 392.93		
	Maritime Paramedic Services	CPR Training	$ 1,644.50		
	Flewelling Press Ltd.	5 year pins	$ 153.18		
	Source Atlanic	Npah Male Adapter	$ 387.42		
	Seamasters	Tie-down and compass	$ 367.18		
	Brian's Garage	Oil, filters, tire rotation	$ 188.60		
	G.C. Trophies	Plaques	$ 70.00		
	Saint John Energy	Heat Pump Rental- Station 1	$ 76.43		
	C&C Creations	Uniforms	$ 2,157.58		
	Signs Plus	Banners	$ 601.07		
	Xplore	Internet- Station 1	$ 120.74		
	Worksafe NB	Annual Coverage	$ 45.00		
	ER Steeves Ltd.	Fire Station 1 well repairs	$ 7,476.36		
	Canadian Tire	Battery	$ 26.44		
	Canadian Tire	Bottled Water	$ 58.03		
	Signs by Andrew	Decals and Labels	$ 623.50		
			Subtotal	*$*	*15,417.08*
Community Services	Community				
	Fundy Fencing	Fence Repair	$ 1,223.60		
	Sobey's	Garbage Bags	$ 25.26		
	Rosemary Thorne	50% deposit on Catering Services	$ 1,560.00		
	Tina Dealy	Chilli Cookoff Supplies	$ 647.98		
	Kathy Crandlemere	Corn for Chilli Cookoff Event	$ 150.00		
	Forest Green Landscaping	Sept. 18, 2025 Mowing- MFD Station 2	$ 90.00		
	Forest Green Landscaping	Sept. 18, 2025 Mowing- MFD Station 1	$ 160.00		
	Forest Green Landscaping	Sept. 18, 2025 Mowing- Fundy Shores Office	$ 250.00		
	Community Deveopment of Eastern Charlotte Inc.	October Billing	$ 6,333.33		
	Southwest NB Service Commission	Member Charges for October 2025	$ 31,311.50		
			Subtotal	$	41,751.67
Solid Waste	Solid Waste				
	Fero	September Services	$ 21,868.11		
			Subtotal	*$*	*21,868.11*
			Total Invoices	**$**	**101,180.67**

The Rural Community of Fundy Shores

Fiscal Year Period January 01,2025 To September 30,2025

Income & Expense Statement

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
EXPN	EXPENSES							
EX01	Expense							
E	01-2100-0000	General Government Expenses	$ 0.00	$ 0.00	$0.00	$ 0.00	$ 0.00	0.00
E	01-2111-0000	Mayor Honourarium	6,546.68	935.24	$7,481.92	11,223.00	3,741.08	66.67
E	01-2111-0100	Mayor Other	569.05	38.29	$607.34	1,000.00	392.66	60.73
E	01-2113-0000	Councillor Honourarium	17,992.29	2,983.87	$20,976.16	35,840.00	14,863.84	58.53
E	01-2113-0100	Councillor Other	1,267.07	34.18	$1,301.25	2,000.00	698.75	65.06
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	66,487.51	7,822.06	$74,309.57	101,800.00	27,490.43	73.00
E	01-2121-2301	Payroll Deductions	18,414.66	(761.58)	$17,653.08	21,500.00	3,846.92	82.11
E	01-2121-4000	Office Building	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2121-4110	Janitorial Services	845.86	0.00	$845.86	3,000.00	2,154.14	28.20
E	01-2121-4120	Power	1,553.47	0.00	$1,553.47	6,000.00	4,446.53	25.89
E	01-2121-4130	Building Repairs/Maintenance	2,861.03	2,409.03	$5,270.06	7,000.00	1,729.94	75.29
E	01-2121-4160	Property Taxes	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2121-4170	Office Building Insurance	1,192.00	0.00	$1,192.00	2,500.00	1,308.00	47.68
E	01-2121-4200	Solicitor/Legal Fees	2,152.25	0.00	$2,152.25	10,000.00	7,847.75	21.52
E	01-2121-9000	Other Administrative Services	3,215.48	1,140.00	$4,355.48	16,000.00	11,644.52	27.22
E	01-2121-9110	Office Telephone	2,978.31	0.00	$2,978.31	4,500.00	1,521.69	66.18
E	01-2121-9130	Office IT	8,464.35	0.00	$8,464.35	14,003.00	5,538.65	60.45
E	01-2121-9160	Photocopier Supplies	1,065.31	0.00	$1,065.31	2,000.00	934.69	53.27
E	01-2121-9170	Office Supplies	3,009.85	22.60	$3,032.45	4,500.00	1,467.55	67.39
E	01-2121-9180	Miscellaneous	5,409.64	0.00	$5,409.64	0.00	(5,409.64)	0.00
E	01-2121-9200	Accounting Software Fees	16,324.28	0.00	$16,324.28	18,000.00	1,675.72	90.69
E	01-2122-0000	Financial Management	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2122-5000	External Audit	0.00	12,514.32	$12,514.32	19,000.00	6,485.68	65.86
E	01-2122-9000	Accounting Services	4,653.10	0.00	$4,653.10	14,000.00	9,346.90	33.24
E	01-2125-0000	Common Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2125-2000	Civic Relations	4,425.33	1,560.00	$5,985.33	7,500.00	1,514.67	79.80
E	01-2126-0000	Cost of Assessment	134,583.00	0.00	$134,583.00	134,583.00	0.00	100.00
E	01-2127-0000	Collaborative Services RSC	1,524.06	190.58	$1,714.64	2,287.00	572.36	74.97
E	01-2128-0000	Travel & Training Council	5,214.15	0.00	$5,214.15	7,500.00	2,285.85	69.52
E	01-2128-2000	Travel & Training Staff	3,462.03	0.00	$3,462.03	6,000.00	2,537.97	57.70
E	01-2190-0000	Other General Adm Services	0.00	0.00	$0.00	0.00	0.00	0.00

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2193-0000	Liability Insurance	23,412.00	0.00	$23,412.00	30,000.00	6,588.00	78.04
E	01-2194-0000	Municipal Association Memberships	9,212.65	0.00	$9,212.65	11,500.00	2,287.35	80.11
E	01-2195-0100	Donations to Organizations	1,000.00	0.00	$1,000.00	10,000.00	9,000.00	10.00
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	40,000.00	40,000.00	0.00
E	01-2210-1000	Worksafe NB Coverage	1,700.77	0.00	$1,700.77	1,500.00	(200.77)	113.38 **
E	01-2210-1001	Firefighters Legislative Coverage	9,285.00	45.00	$9,330.00	12,000.00	2,670.00	77.75
E	01-2210-1002	Liability Insurance	0.00	0.00	$0.00	2,000.00	2,000.00	0.00
E	01-2210-1100	Clothing	2,690.77	1,956.56	$4,647.33	4,000.00	(647.33)	116.18 **
E	01-2210-1200	Recognition Dinner	0.00	0.00	$0.00	3,500.00	3,500.00	0.00
E	01-2210-1300	Membership Fees	575.00	0.00	$575.00	1,000.00	425.00	57.50
E	01-2210-2000	Travel Lodging	278.10	0.00	$278.10	1,500.00	1,221.90	18.54
E	01-2210-2100	Travel - Mileage	89.99	0.00	$89.99	500.00	410.01	18.00
E	01-2210-2200	Travel - Meals	1,350.29	0.00	$1,350.29	3,000.00	1,649.71	45.01
E	01-2210-2300	Meeting Registration	350.00	0.00	$350.00	1,500.00	1,150.00	23.33
E	01-2210-2400	Training Materials	3,585.96	0.00	$3,585.96	2,000.00	(1,585.96)	179.30 **
E	01-2210-2500	Training Courses	7,069.40	0.00	$7,069.40	17,000.00	9,930.60	41.58
E	01-2210-3110	Telephone	4,707.67	0.00	$4,707.67	8,400.00	3,692.33	56.04
E	01-2210-3120	Advertising	2,811.28	832.41	$3,643.69	6,000.00	2,356.31	60.73
E	01-2210-3130	Office Equipment & IT Support	378.49	0.00	$378.49	2,000.00	1,621.51	18.92
E	01-2210-3160	Office Supplies & Postage	365.69	0.00	$365.69	800.00	434.31	45.71
E	01-2210-4110	Janitorial Services	2,764.82	0.00	$2,764.82	7,500.00	4,735.18	36.86
E	01-2210-4120	Heating	1,401.74	0.00	$1,401.74	3,500.00	2,098.26	40.05
E	01-2210-4125	Lights & Power	12,632.65	0.00	$12,632.65	16,000.00	3,367.35	78.95
E	01-2210-4130	Building Repairs & Maintenance	9,035.67	2,507.69	$11,543.36	10,000.00	(1,543.36)	115.43 **
E	01-2210-4135	Snow Removal	5,856.66	0.00	$5,856.66	5,500.00	(356.66)	106.48 **
E	01-2210-4140	General Supplies	3,252.05	78.28	$3,330.33	5,000.00	1,669.67	66.61
E	01-2210-4170	Building Insurance	9,212.00	4,139.20	$13,351.20	10,000.00	(3,351.20)	133.51 **
E	01-2210-5000	Contracted Dispatch Services	20,868.06	0.00	$20,868.06	43,000.00	22,131.94	48.53
E	01-2210-5100	Alarm Systems	636.02	0.00	$636.02	1,500.00	863.98	42.40
E	01-2210-5200	Communication Maintenance	114.13	23.98	$138.11	500.00	361.89	27.62
E	01-2210-5300	Radio License	0.00	0.00	$0.00	800.00	800.00	0.00
E	01-2210-5400	Cylinder Refills	751.91	0.00	$751.91	1,000.00	248.09	75.19
E	01-2210-5500	Small Equipment Repairs	13,248.07	0.00	$13,248.07	13,700.00	451.93	96.70

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2210-5600	Other Non-Related Rescue	13,569.14	332.98	$13,902.12	10,500.00	(3,402.12)	132.40 **
E	01-2210-5700	Contract Services from Other Districts	0.00	0.00	$0.00	35,000.00	35,000.00	0.00
E	01-2210-5800	Accident Insurance	5,985.50	0.00	$5,985.50	6,500.00	514.50	92.08
E	01-2210-6000	Vehicle Repairs	3,715.14	171.03	$3,886.17	20,000.00	16,113.83	19.43
E	01-2210-6100	Gas & Oil - Vehicle	7,343.43	0.00	$7,343.43	16,000.00	8,656.57	45.90
E	01-2210-6200	Licensing - Vehicle	291.00	0.00	$291.00	1,500.00	1,209.00	19.40
E	01-2210-6300	Insurance - Vehicle	25,505.00	0.00	$25,505.00	17,500.00	(8,005.00)	145.74 **
E	01-2210-7000	Communication Equipment - Capital	9,055.88	0.00	$9,055.88	10,000.00	944.12	90.56
E	01-2210-7100	Capital from Operating Fund - Fire	6,006.87	0.00	$6,006.87	15,000.00	8,993.13	40.05
E	01-2210-7200	New Equipment - Capital	60,415.32	0.00	$60,415.32	46,000.00	(14,415.32)	131.34 **
E	01-2210-8000	Lease Payments - Fire	70,966.77	0.00	$70,966.77	74,000.00	3,033.23	95.90
E	01-2210-9000	Other Recoverable Expenses	1,227.18	2,677.44	$3,904.62	2,000.00	(1,904.62)	195.23 **
E	01-2250-0000	Emergency Measures	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2250-0100	EMO - Other	3,128.58	0.00	$3,128.58	4,000.00	871.42	78.21
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)	748.00	93.50	$841.50	1,122.00	280.50	75.00
E	01-2290-0100	Public Safety Committee - Local	817.12	0.00	$817.12	1,000.00	182.88	81.71
E	01-2293-9000	Animal Control/SPCA	5,297.00	0.00	$5,297.00	21,000.00	15,703.00	25.22
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)	7,354.00	919.25	$8,273.25	11,031.00	2,757.75	75.00
E	01-2326-1000	Street Signs	346.03	0.00	$346.03	2,500.00	2,153.97	13.84
E	01-2400-0000	Environmental Health Expense	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2432-0000	Solid Waste Collection Contract	158,646.11	0.00	$158,646.11	275,000.00	116,353.89	57.69
E	01-2433-9000	Solid Waste Dispoal (Tipping Fees)	35,192.75	0.00	$35,192.75	80,000.00	44,807.25	43.99
E	01-2490-0000	Other Environmental Health	0.00	0.00	$0.00	5,000.00	5,000.00	0.00
E	01-2600-0000	Environmental Development Serv	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2610-0100	Environmental Trust Fund Project	33,223.15	0.00	$33,223.15	0.00	(33,223.15)	0.00
E	01-2611-0000	Planning & Inspection Services (RSC)	134,040.64	16,755.08	$150,795.72	201,061.00	50,265.28	75.00
E	01-2611-0100	Unsightly/Dangerous Premise Enforcement (RSC	0.00	0.00	$0.00	9,000.00	9,000.00	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)	5,371.36	671.42	$6,042.78	8,057.00	2,014.22	75.00
E	01-2624-0001	Community Development Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2629-0000	Other Environmental Developmen	50.00	0.00	$50.00	5,000.00	4,950.00	1.00
E	01-2670-0000	Economic Development Services	0.00	0.00	$0.00	0.00	0.00	0.00

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2671-5000	Economic Development (RSC)	7,175.36	896.92	$8,072.28	10,763.00	2,690.72	75.00
E	01-2671-5001	Economic Development Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2671-5010	Other Economic Development - Synergi	50,666.64	6,333.33	$56,999.97	76,000.00	19,000.03	75.00
E	01-2690-0000	Other Devlopment Services	0.00	0.00	$0.00	3,000.00	3,000.00	0.00
E	01-2691-0000	Tourism	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2691-1800	Tourism Promotion (RSC)	25,188.00	3,148.50	$28,336.50	37,782.00	9,445.50	75.00
E	01-2691-1801	Tourism Promotion Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2691-9000	Other Tourism	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	29,250.20	9,045.44	$38,295.64	46,000.00	7,704.36	83.25
E	01-2712-0020	Community Centre - Summer Staff	12,374.42	0.00	$12,374.42	14,000.00	1,625.58	88.39
E	01-2712-0030	Community Centre- Payroll Deductions	8,090.00	969.62	$9,059.62	6,000.00	(3,059.62)	150.99 **
E	01-2712-0040	Community Centre - Travel & Training & Members	1,889.81	0.00	$1,889.81	3,000.00	1,110.19	62.99
E	01-2712-0050	Community Centre - Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2712-0100	Community Centre Telephone	0.00	0.00	$0.00	1,500.00	1,500.00	0.00
E	01-2712-0300	Community Centre Supplies	4,032.52	0.00	$4,032.52	5,000.00	967.48	80.65
E	01-2712-0400	Community Centre Advertising	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2712-0600	Community Centre Repairs/Miscellaneous	6,237.17	2,389.45	$8,626.62	10,000.00	1,373.38	86.27
E	01-2712-0605	Community Centre - Power	1,553.46	0.00	$1,553.46	6,000.00	4,446.54	25.89
E	01-2712-0610	Community Centre - Building Insurance	1,722.00	0.00	$1,722.00	2,500.00	778.00	68.88
E	01-2712-0650	Community Event	7,463.89	758.31	$8,222.20	20,000.00	11,777.80	41.11
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)	69,090.58	8,636.25	$77,726.83	103,635.00	25,908.17	75.00
E	01-2712-1450	Recreation/Cultural Library Supplies	568.60	0.00	$568.60	5,500.00	4,931.40	10.34
E	01-2712-1460	Recreation/Culture Library Phase 3	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2712-1465	New Horizons Project	223.04	0.00	$223.04	0.00	(223.04)	0.00
E	01-2712-3000	Community Centre - LGR Project	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2755-0000	Other Recreational & Cultural Services	18,898.45	0.00	$18,898.45	30,000.00	11,101.55	62.99
E	01-2759-0000	Fiscal Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2759-1000	Banking Fees	31.79	0.00	$31.79	4,000.00	3,968.21	0.79
E	01-2759-2000	Deficit Second Previous Year	0.00	0.00	$0.00	21,961.00	21,961.00	0.00
E	01-2759-3000	Capital Projects	15,549.65	0.00	$15,549.65	205,000.00	189,450.35	7.59
E	01-2759-3500	Transfer to Capital Reserve Fund	0.00	0.00	$0.00	100,000.00	100,000.00	0.00

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2759-4000	Operating Reserve Fund	0.00	0.00	$0.00	20,000.00	20,000.00	0.00
E	01-2999-9999	Rounding Account	0.00	0.00	$0.00	0.00	0.00	0.00
	Totals For:	**EX01**	**1,311,149.15**	**92,270.23**	**1,403,419.38**	**2,349,848.00**	**946,428.62**	**59.72**
Totals For:		**EXPN**	**1,311,149.15**	**92,270.23**	**1,403,419.38**	**2,349,848.00**	**946,428.62**	**59.72**

Total Income:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	0.00
Total Expenses:	1,311,149.15	92,270.23	1,403,419.38	$ 2,349,848.00	946,428.62	59.72
Totals:	**$(1,311,149.15)**	**$(92,270.23)**	**$(1,403,419.38)**	**$(2,349,848.00)**	**$(946,428.62)**	**-59.72**

Note: The items marked with ** are over budget

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

POLICY TITLE: INCIDENT RESPONSE PLAN – CYBER SECURITY

POLICY NUMBER: 2025 – 03

VERSION NUMBER: DRAFT

DATE APPROVED:

EFFECTIVE DATE:

Purpose:
This response plan describes the Fundy Shores Cyber Security Incident Response Plan. The plan outlines the stakeholders and actions required to ensure that cyber security events and incidents are addressed in a consistent, coordinated and timely manner.

The incident response plan portion of the document is to be distributed to contractors, consultants, all internal users, management team, executives and IT professionals.

Scope:
This incident response plan be documented to provide a well-defined, organized approach for handling any potential threat to computers and data, as well as taking appropriate action when the source of the intrusion or incident at a third party is traced back to Fundy Shores private network. This Incident Response Plan identifies and describes the roles and responsibilities of the Incident Response Team (IRT). The IRT is responsible for putting the plan into action.

Incident Response Team:

Role	Person Name	Phone	Email
Incident Response Leader/Decision Maker Role	Primary - CAO Alternate -	CAO, (506)-693-0207 CAO Afterhours (506)-754-1685/(506)-425-7470	linda.sullivanbrown@fundyshores.ca
Incident Communication Coordinator	Primary – CAO Alternate -	CAO, (506)-693-0207 CAO Afterhours (506)-754-1685/(506)-425-7470	linda.sullivanbrown@fundyshores.ca
Cyber Insurance Coordinator	Primary – CAO Alternate -	CAO, (506)-693-0207 CAO Afterhours (506)-754-	linda.sullivanbrown@fundyshores.ca

		1685/(506)-425-7470	
Cyber Incident Manager/Cyber Insurance Name	Kelsey Tilley – Account Manager Gallagher Insurance CFC Underwriting Limited	Kelsey – (506)-405-1830 CFC information at the back of this document	Kelsey_tilley@ajg.com
IT Support/Administrator Role	BrunNet IT Solutions (MSP)	(506) 450-4561 Ext 1	support@brunnet.com
Legal Council	Steven Veniot	(506)-634-8600	steven.veniot@gormannason.com

The Incident Response Team is established to provide a quick, effective, and orderly response to computer-related incidents such as virus infections, hacker attempts and break-ins, improper disclosure of confidential information to others, system service interruptions, breach of personal information, and other events with serious information security implications.

The Incident Response Team's mission is to prevent a serious financial loss, citizen confidence or information assets by providing an immediate, effective, and skillful response to any unexpected event involving computer information systems, networks, or databases.

The Incident Response Team is authorized to take appropriate steps deemed necessary to contain, mitigate or resolve a computer security incident. The Incident Response Team is responsible for investigating suspected intrusion attempts or other security incidents in a timely, cost-effective manner and reporting findings to management and the appropriate authorities, as necessary.

Types of Incidents and Response Levels

There are three response levels that govern our cybersecurity incident management activities. These response levels will dictate the level of coordination required in response to any given cyber security event or incident, including the level of escalation, stakeholder participation and reporting required. Fundy Shores has a cyber insurance policy covering the following clauses outlined in their cyber insurance package at the end of this document.

Many types of computer incidents may require Incident Response Team activation. Some examples include:

- Breach of personal information
- Firewall breach
- Virus outbreak or ease

- Unauthorized system access
- Phishing or Ransomware attack
- Privilege abuse
- Insider data theft

LEVEL 1 - Severity Level: Low

In this state, most incidents are isolated to an individual's account or device within Fundy Shores. Staff are to follow the phases noted in the next section, coordinate a response in accordance with their defined policies and maintain communication with BrunNet IT Solutions. BrunNet will advise and assist with remediation. Cyber Insurance providers will not be notified of low severity incidents as these incidents pertain to spam/phishing emails, or equipment failure.

LEVEL 2 – Severity Level: Medium

This level implies that some coordination may be required with more than one resource within Fundy Shores. Examples of a medium severity level would pertain to an individual's account credentials being leaked (by phishing email, etc.), or malware/virus detection (on a single device). The affected staff members will follow the phases noted in the next section and maintain communication with BrunNet IT Solutions. At this level, appropriate stakeholders will be notified as it pertains to further detection and remediation. BrunNet will advise, but in most cases, the Cyber Insurance provider will only be notified if containment and remediation exercises are unsuccessful.

LEVEL 3 - Severity Level: High

This level indicates that immediate focus and action are required at the highest level. At this level, a response will be fully coordinated with all the IRT and BrunNet IT Solutions. The affected staff members will follow the incident response phases noted below and maintain communication with Brunnet IT Solutions along with notifying senior management. Incident examples of a severity level 3 would include: firewall breach, virus or malware outbreak (multiple affected systems), data theft, privilege abuse, unauthorized system access, etc. Cyber Insurance providers' Incident Response Line will be contacted to speak with a cyber incident manager to coordinate the initial response to work with BrunNet IT Solutions or any other third-party incident response as deemed necessary.

Incident Response Phases

Plan Administration

- Establish Roles & Responsibilities
- Document & Test Procedures
- Train Personnel
- Apply Protective Measures

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Questions to address:

- Has everyone been trained on cyber/security policies?
- Are our security policies recent?
- Has the incident response plan been approved?
- Do the members of the IRT know their roles?
- Have all IRT members participated in mock drills?

Detection & Assessment

- Request our MSP/Cyber Insurance to conduct mitigation analysis
- Engage Cyber Insurance Provider
- Request a detailed assessment from MSP and/or Cyber Insurance

Questions to address:

- When did the event happen?
- How was it discovered?
- Who discovered it?
- Have any other areas been impacted?
- What is the scope of the compromise?
- Does it affect our operations?
- Has the source of the event been discovered?

Containment

- Monitor information sources
- Detect & Recognize Cyber Security Events
- Triage and Prioritize
- Report to MSP/Cyber Insurance

Questions to address:

- What has been done to contain the breach short term?
- What has been done to contain the breach long term?
- Has any malware been discovered?
- Are our devices protected with MFA?
- Are the cloud services we use protected with MFA?
- Have all access credentials been reviewed/changed?
- Have all recent security patches and updates been applied?
- Have artifacts/malware from the attacker been securely removed?

Mitigation & Recovery

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- Mitigate (via containment & education) (MSP & Cyber Insurance)
- Restore to Normal Operations

Questions to address:

- When can the systems be returned to production?
- Have systems been patched, hardened, and tested?
- Can the system be restored from a trusted backup?
- Can the system(s) be re-imaged?
- How long will the affected systems be monitored?

Post Incident Activity

- Conduct Post-Event Analysis (MSP & Cyber Insurance)
- Conduct Lessons Learned
- Continuous Improvement

Questions to address:

- Are we approaching cyber security correctly?
- Do we need to amend our security strategy?
- Should staff be trained differently?
- What weakness did the breach exploit?
- What tools will ensure similar attacks / incidents will not reoccur?

Once a potential incident has been reported, our MSP, BrunNet IT Solutions will be responsible for performing the initial assessment, containment, and recovery unless otherwise deemed a 3rd party will be involved as per the Cyber Insurance policy.

The following checklist identifies steps that can be used to facilitate classifying the incident if one in fact has occurred:

- Collection and review of log files.
- Review of installed or running privileged programs.
- Inspection for system file tampering.
- Sniffer or Network Monitoring Programs reports.
- Detection of unauthorized services installed on systems.
- Evidence of password file changes.
- Review system and network configurations.
- Detection for unusual files.

Incident Response Team

Annual incident response testing will be performed to ensure the organization is prepared in the event of a sensitive data breach by coordinating informal testing with staff and IT Service Providers.

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Changes to the policy will be made as deemed appropriate based on the outcome of the IRP tests and/or changes in technology and regulatory requirements.

Staff Responsibilities

All Fundy Shores staff must report any suspected or confirmed breach of personal information on individuals to the CAO. In the event the CAO is unavailable, the CAO's Administrative Assistant and BrunNet IT Solutions are to be notified immediately upon discovery. This includes notification received from any third-party service providers or other business partners with whom the organization shares personal information on individuals.

The staff member reporting the suspected breach will assist in acquiring information, preserving evidence, and providing additional assistance as deemed necessary by the CAO or other Incident Response Team members throughout the investigation.

Roles & Responsibilities

The Chief Administrative Officer (CAO) of Fundy Shores is responsible for supporting the application of this policy and ensuring that cybersecurity concerns are addressed properly.
It is the responsibility of any staff member who does not fully understand any aspect of this policy or their role within it, to seek clarification from the CAO and agree to undertake further training as required.

The "Incident Response Plan" is designed to protect Fundy Shores business activities, citizens, suppliers, and vendors. Failure to adhere to the good practice outlined, or to follow any associated procedures may lead to disciplinary action.

Contact:

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

Maintenance:

Annual incident response testing will be performed to ensure the organization is prepared in the event of a sensitive data breach by coordinating informal testing with staff members and IT Service Providers. Changes to the policy will be made as deemed appropriate based on the outcome of the IRP tests and/or changes in technology and regulatory requirements.

Version Number	Editor	Changes	Date
1.0	Justin Wood (Brunnet IT Solutions)	Initial Draft	18/08/2025
1.1	Linda Sullivan Brown, CAO Fundy Shores	Formatted to reflect Fundy Shores document style. Completed unknown sections, provided insurance information and	18/09/25

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		contact information for all involved, minor grammatical changes.	

Approval & Adoption

This Cyber Security Incident Response Plan has been approved by Rural Community of Fundy Shores on [Insert Date]. It shall be implemented and adhered to by all relevant stakeholders to ensure responsible asset stewardship for the benefit of current and future generations.

Annotation for Official Policy Book

This is to certify that the foregoing is a true and accurate copy of the Cyber Security Incident Response Plan for the Rural Community of Fundy Shores, which was adopted by Council at its duly convened meeting held XXX day of the MONTH, 2025.

_____ _____

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

Date

Appendix –

1) Cyber Insurance Contact Information
2) Cyber Insurance Package

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

cfc

Are you experiencing a cyber incident?

Our in-house team is ready to help you, 24 hours a day, 365 days a year

Phone

USA (local):
1-844-677-4155

Australia (local):
1800 803 202

UK (local):
0800 975 3034

Rest of World:
+44 (0) 208 798 3134

Canada (local):
1-800-607-1355

OR

CFC app

- **Download**
  Get our free incident response app at time of policy purchase
- **Register**
  Sign up by entering your policy number when prompted
- **Report**
  It takes just a few short clicks through the app

OR

Online

Notify a claim at
www.cfc.com/claims

OR

Email

Send your details to
cyberclaims@cfc.com

How it works

1. **Get in touch**
   Reach out to us right away and provide us with you company name, phone number, policy number, and brief description of the incident.
2. **Immediate response**
   You'll immediately be assigned an experienced cyber claims specialist to guide you through the incident.
3. **Proactive management**
   We'll support you through the entire lifecycle of your claim, getting you back up and running as quickly as possible.

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Registered Office: 85 Gracechurch Street, London EC3V 0AA VAT Number: 135541330

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
October 1, 2025 – 6:00 pm

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

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

Declaration of Conflict of Interest
None

Additions, Deletions and Approval of the Agenda

a) Mayor Cogswell presented a letter from Minister Kennedy regarding the Regional Service Commission Review. The letter stated that the government has commissioned an independent review of the Regional Services Delivery Model. The purpose of the review is to conduct an in-depth and objective analysis of the Regional Service Commission (RSC) and Rural District models with the goal of providing evidence-based recommendations to support stronger outcomes for regional collaboration and service delivery across New Brunswick.

b) Mayor Cogswell presented a letter from the Association of Occupational Therapy requesting that Fundy Shores recognize October as Occupational Therapy Month. See **New Business.**

2025.10.01.128 Moved by Councillor Dealy Deputy, **seconded** by Mayor Saulnier to approve the additions to the agenda.

Motion Unanimously Carried

Approval of the Minutes
Regular Council Meeting- September 3, 2025
Committee of the Whole- September 17, 2025

2025.10.01.129 Moved by Councillor Bent, **seconded** by Councillor Thompson to approve the minutes as written.

Motion Unanimously Carried

Presentation to Council
None.

Business Arising from the Minutes/Old Business

a) Mutual Aid agreement- Fire Department
CAO Linda Brown stated that the mutual aid legal review was submitted for legal review and due to changes and additions made, the document was sent to NB Emergency Management Organization for revision. CAO Brown said the document is not ready for approval at this time but hopes it will be ready in the near future.

b) Fire Truck Tender- Update

Fundy Shores is now compliant with the Municipal Capital Borrowing Board to proceed with the tender and financing process for the new fire truck. Staff sought Council's permission to proceed with the tender process and then prepare a recommendation document for award.

2025.10.01.130 Moved by Councillor Dealy, **seconded** by Deputy Mayor Heather Saulnier to proceed with the tender process.

Motion Unanimously Carried

Department Reports

a) General Government

i) Mayor's Report- Mayor Cogswell submitted his reports online. Denny also mentioned that the issue of a school bus in Fundy Shores needing to make a route change to accommodate a student with a disability has been resolved. Mayor Denny thanked Councillor Thompson for handling this issue.

ii) Councillor's Reports

1. Deputy Mayor Heather Saulnier- Deputy Mayor submitted her reports 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, along with the PRACC report for this month.

iii) **2025.10.01.131 Moved** by Councillor Thompson, **seconded** by Councillor Dealy to approve the CAO report as submitted.

Motion Unanimously Carried

b) Planning and Inspection

i. Planning Director's Report **None**.

c) Public Safety

i. Fire Department- submitted online by Firefighter Phil Melanson
2025.10.01.132 Moved by Councillor Dealy, **seconded** by Councillor Bent to accept the Public Safety report.

Motion Unanimously Carried

d) Economic Development

i. Synergi Report- submitted online
2025.10.01.133 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Thompson to approve the Synergi report as submitted.

Motion Unanimously Carried

Standing Committee Reports

a) Community & Economic Empowerment Committee Submitted online.

b) PRAC Committee Submitted online

c) Safe Community & Emergency Preparedness Committee No reports submitted, but a meeting was held to discuss the Take Action on Radon testing kits, and an update was received from the RCMP and the Regional Service Commission regarding a potential community RCMP information session in November 2025.

d) Recreation & Destination Committee Submitted online.

Correspondence

a) Correspondence Received

Ministerial Task Force on Homelessness

Mayor Cogswell received a letter from the Office of the Premiere regarding the establishment of a cross-departmental body dedicated to taking action on homelessness in New Brunswick. Denny met with Minister Gauvin, and he announced that a full report is being developed and will be unveiled before the end of the year.

b) Correspondence Issued

None.

Approval of Payments

2025.10.01.134 Moved by Deputy Mayor Saulnier, **seconded** by Councillor Thompson to approve the General Government payment report of September 25, 2025 as provided.

Motion Unanimously Carried

Approval of Accounts

2025.10.01.135 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to approve the Expense Report for September 20, 2025. Councillor Dealy mentioned she would like to see janitorial services implemented at Musquash Fire Station #2. Councillor Dealy also sought clarification on the payments of the summer students in our community for the summer programs. CAO Brown explained that the summer students are paid by the SEED program, the Canada Summer Jobs Program, and the municipality.

Motion Unanimously Carried

New Business

a) Cyber Security- Incident Response Plan

2025.10.01.136 Moved by Councillor Thompson, **seconded** by Councillor Dealy to approve the Cyber Security- Incident Response Plan. CAO Brown and BrunNet have drafted an incident response plan for cyber security issues for 2025.

Motion Unanimously Carried

b) Mayor Cogswell presented a letter from the New Brunswick Association of Occupational Therapy requesting that Fundy Shores recognize October as Occupational Therapy Month. Council approved the request, and Denny made the following declaration: "I, Denny Cogswell, Mayor of Fundy Shores, do hereby proclaim October as Occupational Therapy Month in the Rural Community of Fundy Shores."

c) Mayor Cogswell received a letter from Minister Aaron Kennedy announcing that Mr. Yves Gagnon of Consultation Gagnon Strategic Consulting Inc. and Dr. Christine Palmer of the Université de Moncton have been retained to lead the review of the Regional Service Commission. This review will occur in the Spring of 2026.

Closed Session

None.

Next Meetings

a) Tourism Accommodation Levy – Stakeholders Meeting
Musquash Fire Sation 1- 35 Malcolm Meehan Road
October 15, 2025- 6:00 pm

b) Committee of the Whole
Community Building
October 22, 2025- 6:00 pm

c) Regular Council Meeting
Community Building
November 5, 2025- 6:00 pm

Announcements

None.

Adjournment

2025.10.01.137 Moved by Councillor Dealy, **seconded** by Deputy Mayor Heather Saulnier to adjourn. The meeting adjourned at 6:21 pm.

Motion Carried

_____

George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

_____

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

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
November 5, 2025 – 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 – October 1, 2025
   Special Council Meeting (Budget) – October 14, 2025
   Committee of the Whole – October 22, 2025

6. **Presentation to Council**
   a. **Vern Faulkner – Building Inspector**
      i. **Building By-Law**
      ii. **Uniform Fees By-Law**

7. **Business Arising from the Minutes/Old Business**

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**

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d. Recreation & Destination Committee

10. Correspondence

a. Correspondence Received

i. CUPW – Postal Service Cuts

ii. Department of Transportation – Highway Assets Requests Submissions

b. Correspondence Issued

i. Statement on Intergovernmental Relations – Department of Energy

11. Approval of Payments

General Government – Invoices October 2025

12. Approval of Accounts

Expense Report – October 30, 2025

13. New Business

14. Closed Session

a. Land Acquisition – Local Governance Act 68 (1) (d) "the proposed or pending acquisition or disposition of land,

b. Building Official Enforcement Files Review – Local Governance Act 68 (1) (g) "litigation or *potential litigation* affecting the local government" (italicised for emphasis)

15. Next Meetings

a. RCMP Meeting
Fundy Bay 50+ Club
November 18, 2025 – 6:00pm

b. Committee of the Whole
Community Building
November 19, 2025– 6:00 pm

c. Regular Council Meeting
Community Building
December 3, 2025 – 6:00 pm

16. Announcements

17. Adjournment

DRAFT

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
October 1, 2025 – 6:00 pm

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

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

Declaration of Conflict of Interest
None

Additions, Deletions and Approval of the Agenda

a) Mayor Cogswell presented a letter from Minister Kennedy regarding the Regional Service Commission Review. The letter stated that the government has commissioned an independent review of the Regional Services Delivery Model. The purpose of the review is to conduct an in-depth and objective analysis of the Regional Service Commission (RSC) and Rural District models with the goal of providing evidence-based recommendations to support stronger outcomes for regional collaboration and service delivery across New Brunswick.

b) Mayor Cogswell presented a letter from the Association of Occupational Therapy requesting that Fundy Shores recognize October as Occupational Therapy Month. See **New Business.**

2025.10.01.128 Moved by Councillor Dealy Deputy, **seconded** by Mayor Saulnier to approve the additions to the agenda.

Motion Unanimously Carried

Approval of the Minutes
Regular Council Meeting- September 3, 2025
Committee of the Whole- September 17, 2025

2025.10.01.129 Moved by Councillor Bent, **seconded** by Councillor Thompson to approve the minutes as written.

Motion Unanimously Carried

Presentation to Council
None.

Business Arising from the Minutes/Old Business

a) Mutual Aid agreement- Fire Department
CAO Linda Brown stated that the mutual aid legal review was submitted for legal review and due to changes and additions made, the document was sent to NB Emergency Management Organization for revision. CAO Brown said the document is not ready for approval at this time but hopes it will be ready in the near future.

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Motion Unanimously Carried

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Motion Unanimously Carried

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i. Planning Director's Report **None**.

c) Public Safety

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Motion Unanimously Carried

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Approval of Accounts

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Motion Unanimously Carried

New Business

a) Cyber Security- Incident Response Plan

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b) Mayor Cogswell presented a letter from the New Brunswick Association of Occupational Therapy requesting that Fundy Shores recognize October as Occupational Therapy Month. Council approved the request, and Denny made the following declaration: "I, Denny Cogswell, Mayor of Fundy Shores, do hereby proclaim October as Occupational Therapy Month in the Rural Community of Fundy Shores."

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Closed Session

None.

Next Meetings

a) Tourism Accommodation Levy – Stakeholders Meeting
Musquash Fire Sation 1- 35 Malcolm Meehan Road
October 15, 2025- 6:00 pm

b) Committee of the Whole
Community Building
October 22, 2025- 6:00 pm

c) Regular Council Meeting
Community Building
November 5, 2025- 6:00 pm

Announcements

None.

Adjournment

2025.10.01.137 Moved by Councillor Dealy, **seconded** by Deputy Mayor Heather Saulnier to adjourn. The meeting adjourned at 6:21 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
Special Council Meeting
Community Building
October 14, 2025 – 6:00 pm

Call To Order
Mayor Cogswell called the meeting to order at 6:00pm.

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Deanna Bent (left at 7pm), Councillor Tina Dealy, Councillor Lorraine Thompson, CAO/Clerk – Treasurer Linda Sullivan Brown

Declaration of Conflict of Interest
None.

Presentation
None.

Topics
Budget & Capital Investment Planning Session – CCFB
Council reviewed the first draft of the 2026 Local Government Budget, a line-by-line process to review expected expenses, and proposed revenue. Council also reviewed any potential impacts to the tax rate. This process of review took approximately 2 ½ hours.

Action Items:

- Finalize Insurance Costs,
- Confirm Contracted Service Costs from Eastern Charlotte for fire coverage of Pocologan and part of the New River area
- Confirm Dispatch Fees charged by the City of Saint John
- Complete a draft CCFB Plan for 2026
- Complete the Fire Department Budget Draft in Consultation with Chief Pollock
- Complete an events list with budgetary requirements for 2026
- Prepare to review remuneration for the next elected Council of May 2026

Next Meetings
Tourism Accommodation Levy – Stakeholder Meeting
Musquash Station 1
October 15, 2025 – 6:00pm

Committee of the Whole
Community Building
October 22, 2025 – 6:00pm

Regular Council Meeting
Community Building
November 5, 2025 – 6:00 pm

Committee of the Whole
Community Building
November 19, 2025 – 6:00 pm

Adjournment
This meeting adjourned at 8:45 pm.

_____
George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

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

Minutes
Rural Community of Fundy Shores
Committee of the Whole Meeting
Community Building
October 22, 2025 – 6:00 pm

Call to Order
Mayor Cogswell called the meeting to order at 6:03 pm

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Deanna Bent (7:11pm), Councillor Tina Dealy, Councillor Lorraine Thompson, Chief Administrator Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland, Presenters: Shawn Dagenais (6:15pm) and Stephen Stone (6:30 pm via Zoom)

Presentation to Council

a. Community member Shawn Dagenais presented to Council his intention to develop a business proposal for a motocross track. He explained that the project would include a one-way single-track motocross course combined with paintball and Gellyball™. Shawn emphasized his commitment to safety, noting plans for emergency vehicle access and the installation of fire extinguishers. He also mentioned the inclusion of obstacle courses and enduro bike riding (a type of mountain bike designed for climbing efficiency and descending steep, technical terrain at speed), with the goal of offering instructional courses for both motocross and enduro riding in the future.

Shawn stated that, in the long term, he hopes to develop accommodation such as Airbnbs or cabins near the track to attract tourists to the area. The proposed site for the motocross track is located on Route 790, across from Lake Retreat Road, on approximately 160 acres of undeveloped rural land he intends to purchase. He is currently awaiting zoning permits and information from Service New Brunswick regarding rural watersheds and water proximity.

Council members had the opportunity to ask questions regarding the proposal. Mayor Cogswell inquired whether Shawn had consulted with Alex Henderson, Director of Planning Services with the Regional Service Commission regarding the rural plan, noting potential concerns about noise and zoning. Deputy Mayor Saulnier asked if the track would operate seasonally, to which Shawn confirmed that it would. When asked about potential revenue, Shawn explained that users

would pay a daily fee. Regarding maintenance, he stated that he (and potential future staff) would be responsible for upkeep.

Councillor Dealy informed Mr. Dagenais that she is a member of the Community Business Development Corporation and provided contact information for individuals and resources that may assist with funding. Mayor Cogswell encouraged Shawn to communicate with the Fundy Shores Recreation and Destination Development Committee should he require support and recommended that he establish a project timeline and submit all necessary documentation to Alex Henderson as soon as possible.

b. A virtual presentation was delivered to Council by Dillon Consulting Partner Steven Stone regarding the Fundy Shores Community Complex. Mr. Stone informed Council that he and his team are currently finalizing the functional building plan based on the planning work that has been done to date. Dillon is currently reviewing background data including existing community infrastructure and regional population trends, completing interviews with service providers, and reviewing past public feedback received from the Community Complex Needs Committee.

Mr. Stone reiterated the top three priorities for the Community Complex, as identified by the May 2025 community survey are:
1. indoor recreation space (gym, fitness center, event gathering)
2. healthcare facility (blood collection, lab services, etc.)
3. childcare space

Mr. Stone also mentioned that community members' primary concern according to feedback is the project cost, the impact of potential taxes, and future tax increases. Realistically, this project cannot rely on provincial funding, as the annual provincial community funding grant is $41,421. To offset ongoing operating costs, we need to look at the Community Complex as being a service provider as well as a revenue generator.

Mr. Stone discussed the operational balance of the Community Complex and the importance of finding the right balance between subsidized services (e.g. clinic, library) and commercial revenue generators (e.g. café, rentable business space). Steven asked Council their thoughts on operational balance of the project to sustain long-term financial sustainability. Mayor Cogswell expressed the importance of leasing/rental space within the Complex to generate revenue to help offset the cost of the project-whether from Horizon Health for a clinic, or private functions, meetings, or other events. Mayor Cogswell added, The greater the funding we can secure from external sources, the less financial burden there will be on taxpayers.

Mr. Stone asked council to consider the Community Complex project's maximum capital cost. Mayor Cogswell's response to this was that council is leaning towards a phased-in approach to building and funding, according to the priority of the needs of community members. Denny added that he was pleased with the funding model and construction timeline of the newly built Summit Centre, the community complex in the town of Hampton, NB. Mr. Stone added that ongoing annual operating costs of the project must be considered and sustained from year to year.

Mr. Stone provided an update on the next steps in the project development plan. He explained that the Dillon Consulting team will continue ongoing communication with CAO Brown and Council as the project progresses. During the design phase, the focus will be on determining which spaces can realistically be accommodated within the complex. By November, Dillon Consulting plans to present high-level renderings illustrating potential layout options and approximate space allocations. These conceptual visuals will help Council and stakeholders better understand the proposed spaces and refine design considerations. Mr. Stone also noted that stakeholder engagement reports will be completed to support informed decision-making and guide the design process. Following this, Dillon will prepare a preliminary conceptual design and corresponding cost estimate. He anticipates having more detailed information and design concepts available by the third week of November.

Council discussed next steps from their end and proposed hosting a community engagement session during the upcoming "Breakfast with Santa" event in December to gather public input.

Topics

a. **Budget Update & Capital Investment Plan- CCFB**
   Nothing to add.

b. **By-laws in Draft**
   CAO Brown presented new by-laws to council for review. Following discussion, council recommended amendments to the proposed by-laws.

c. **Policies in Draft**
   CAO Brown presented new policies to council for review. Following discussion, council recommended amendments to the proposed policies.

Next Meetings

a. Hands in the Current - Documentary, Presented by ECW,
   Community Building
   October 27, 2025 – 7:00 pm

b. Radon Awareness Meeting,
Community Building
October 29, 2025 - 7:00 pm

c. Regular Council Meeting
Community Building
November 5, 2025 – 6:00 pm

d. Committee of the Whole
Community Building
November 19, 2025 – 6:00pm

Adjournment
This meeting was adjourned at 8:20pm.

_____	_____
George (Denny) Cogswell Mayor Rural Community of Fundy Shores	Linda Sullivan Brown CAO/Clerk – Treasurer Rural Community of Fundy Shores

Date: November 5, 2025

Departmental Report

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

Activities:

Date: Sept 27, 2025
Item: Picked up playbox in Maces Bay
Item: Sirens and Safety event

Date: Sept 29, 2025
Item: Sign payroll cheques at Fundy Shores office

Date: Oct 1, 2025
Item: Regular Council Meeting at Fundy Shores Office

Date: Oct 3, 2025
Item: Union of Municipalities of New Brunswick (UMNB) meeting
Item: RCMP meeting regarding housing

Date: Oct 4, 2025
Item: UMNB meeting

Date: Oct 5, 2025
Item: UMNB meeting

Date: Oct 8, 2025
Item: Regional Service Commission Meeting of the Whole

Date: Oct 10, 2025
Item: Sent Emails to RCMP with concerns received regarding erratic driving in Chance Harbour and a break in at New River Beach takeout

Date: Oct 12, 2025
Item: Met with RCMP regarding an incident involving an individual of concern, Old Saint John Rd

Date: Oct 13, 2025

Item: Sent photos to NB Power concerning trees close to power lines on Old Saint John Rd and Duck Pond Rd.
Item: Confirm new contact for outages and emergencies since the retirement of Bob Scott

Date: Oct 14, 2025
Item: Budget meeting at Fundy Shores office

Date: Oct 15, 2025
Item: Tourism Accommodation Levy public meeting at MFD Station 1

Date: Oct 18, 2025
Item: Attended Witches and Warlocks on the Water event at New River Beach
Item: Committee Volunteer Appreciation dinner

Date: Oct 19-20, 2025
Item: Weekend call and emails regarding our energy file

Date: Oct 21, 2025
Item: UMNB health committee meeting
Item: Synergi meeting in McAdam.

Date: Oct 22, 2025
Item: Committee of the Whole Meeting

Date: Oct 23, 2025
Item: Regional Service Committee of the Whole Meeting
Item: UMNB Zoom meeting for vote

Date: Oct 24, 2025
Item: Energy partnership news conference
Item: Communication with Synergi
Item: Communication with MLA
Item: News release communication regarding nuclear

Date: Oct 27, 2025
Item: Sent media release/statement out
Item: Attended ECS Hands in the Current documentary at Fundy Shore office

Date: Oct 28, 2025
Item: Radio interview with Country 94

Date: Oct 29, 2025
Item: Signed cheques at Fundy Shores
Item: Take Action on Radon information session at Fundy Shores office

Date: Oct 31, 2025
Item: Interview with Brunswick News regarding nuclear statement
Item: Spoke with NB DTI regarding community member's concern about turnaround location in Dipper Harbour

Date: November 5, 2025

Departmental Report

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

Activities:

Date: Oct 1, 2025
Item: Regular Council Meeting

Date: Oct 3, 2025
Item: UMNB Conference

Date: Oct 4, 2025
Item: UMNB Conference

Date: Oct 5, 2025
Item: UMNB Conference

Date: Oct 14, 2025
Item: Budget meeting

Date: Oct 15, 2025
Item: Tourism Accommodation Levi Stakeholders Meeting

Date: Oct 18, 2025
Item: Witches and Warlocks on the Water at New River Beach

Date: Oct18, 2025
Item: Volunteer Appreciation Dinner

Date: Oct 21, 2025
Item: Regional Tourism Meeting

Date: Oct 22, 2025
Item: Committee of the Whole Meeting

Date: Oct 27, 2025
Item: Eastern Charlotte Waterways documentary film presentation

Date: October 31, 2025

Departmental Report

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

Activities:

Date: October 1, 2025
Item: Regular Council Meeting

Date: October 3, 2025
Item: UNMB Conference

Date: October 4, 2025
Item: UNMB Conference

Date: October 14, 2025
Item: Budget Meeting

Date: October 17, 2025
Item: Committees as a whole

Date: October 22, 2025
Item: Committee of the Whole Meeting

Date: October 25, 2025
Item: Hike with Heros with Musquash Fire

Date: November 5, 2025

Departmental Report

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

Activities:

Date: October 1, 2025
Item: Attended Regular Council meeting at Fundy Shores office

Date: October 3rd –5th, 2025
Item: Attended the AGM for UMNB (32 Hours)

Date: October 13th, 2025
Item: Phone call with St. George Food Bank for information

Date: October 14th, 2025
Item: Attended the special meeting of Council regarding the budget

Date: October 15th, 2025
Item: Attended the Tourism Accommodation Levi meeting Musquash Fire Station 1

Date: October 17th, 2025
Item: Assisted with set-up for event on Saturday

Date: October 18th, 2025
Item: Attended the Fundy Shores Committee Volunteer Appreciation Dinner and transported remaining food to the homeless shelter on Rothesay Avenue in Saint John

Date: October 22nd, 2025
Item: Attended the Committee of the Whole meeting at Fundy Shores office

Other Communications:

1. Phone call regarding large rocks blocking pull-over area in Dipper Harbour.

2. Phone call regarding new purposed motocross track in the area.

3. Working with a community member on demo/building permits.

Recreation and Destination Development Committee Report

The RDD Committee did not meet in October. We are running short of volunteers to help with Bingo and would like to reach out to anyone available to help.

Next meeting to be determined.

Upcoming events – November 14th, 2025 Musquash Community Bingo. Everyone 19 and over welcome.

– Breakfast with Santa is scheduled for December 13th – more information on registration to follow.

Date: November, 2025

Departmental Report

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

Activities:

Date: October 1, 2025
Item: Regular Council Meeting, 31 Malcolm Meehan Rd. Musquash NB

Date: October 3-5, 2025
Item: UMNB Conference Trade & Convention Centre, Saint John NB

Date: October 14, 2025
Item: Budget Meeting, 31 Malcolm Meehan Rd. Musquash NB

Date: October 15, 2025
Item: Tourism Accommodation Levi Stakeholders Meeting, Musquash Fire Station 1

Date: October 16, 2025
Item: PRAC Committee Meeting (online)

Date: October 18, 2025
Item: Attended Witches and Warlocks on the Water Event at New River Beach NB

Date: October 18, 2025
Item: Volunteer Appreciation Dinner Musquash Fire Station 1

Date: October 22, 2025
Item: Committee of a Whole Meeting 31 Malcolm Meehan Rd. Musquash NB

Date: October 28, 2025
Item: Attended Hands in The Current Documentary Screening 31 Malcolm Meehan Rd. Musquash NB

Date: October 29, 2025
Item: Attended Radon Information Session 31 Malcolm Meehan Rd. Musquash NB

Other Communications

1. I received messages from concerned residents concerning proposed Motorcross Track in Chance Harbour. I spoke with the Planning Department and they have referred the individual to the Dept

of Environment and Local Government for an Environmental Impact Assessment. To date, there are no files or permits issued by the RSC Planning Department.

Date: November 5, 2025

Departmental Report

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

PRAC Committee Meeting October 16, 2025

Report to Council November 05, 2025

Views on by-laws and regulations:

The PRAC committee was asked to review the St. Stephen Muncipal Plan some highlights were:

-Grant programs for accessory dwelling units.

-Skate Park: Moved to another location.

-Revitalization: Business Improvement areas

-Buffers for Livestock in rural areas reset to 7.5 m

-Sawmills:

Some suggestions from committee to have noise by-law set by provincial and federal standards, 200 metre buffer also suggested wording was vague and not enforceable as written. The wording should be changed to be clearer and more accurate.

Additional Dwelling Units:

The committee suggested incremental development as people have money to develop their land. Such as Rural Zone development build garage before house if that is the main use of land.

The discussion was on farmland use that is too small, the suggestion was made that this land be rezoned to alleviate a headache down the road. It was recommended that council should look at this.

A letter will be sent to the St. Stephen council with the recommendations of the committee.

PRAC Business:

Going forward, the minutes must be signed by the chair for legal reasons the meetings online and recorded. Also, Alex suggested maybe motions could be prepared with general wording ahead of time as a guide for legal purposes.

The PRAC committee is still actively looking for more members Alex is going to reach out to Campobello Island and Harvey.

Next Meeting November 20, 2025 @6:30 pm

CAO Memo to Council

Prepared by: Linda Sullivan Brown
Date Prepared: October 30, 2025

Re: Monthly Activity Report

Meetings -

- Attended Friday and Saturday for UMNB, October 3rd and 4th, 2025
- Attended the Canadian Association of Government Finance Officers Conference and was appointed to the Board of Directors
- Had a touch base with NB Power SMR Team. There are no relevant updates to provide at this time.
- CART Session on dealing with stressors of climate adaptation and resiliency.
- CART Session NB Cohort Meeting
- Budget Session October 14, 2025 (currently working through the list of action items provided at the meeting)
- Exploring Threat Mitigation October 15, 2025
- Tourism Accommodation Levy Stakeholder Meeting (Brian's notes are included on the one drive).
- UMNB Infrastructure Committee
- RBC Meeting – for finalizing the term funding on a new truck
- MAC Benefits Renewal
- Volunteer Dinner (Set Up and Event)
- Committee of the Whole including a session on the new community complex
- ECW Documentary Showing
- Musquash MPA Committee Meeting – A really informative session, the MPA will be celebrating is 20th Anniversary next year, I have offered to sit on the planning committee, so Fundy Shores can support where possible and advertise events throughout the year for them.
- CART Session – 2025 All Cohorts Meeting and discussion on meeting facilitation and engagement
- CAGFO Board of Directors Meeting

Projects -

2026 Budget – Budget process is well underway, all items have been received and reviewed. The only exception is the review that needs to be conducted to compare the two insurance quotes. I am expecting to complete that by November 7, 2025, with another budget meeting to be planned soon (more information to come next week).

By-Laws – Have been drafted and sent for legal review with the exception of the Bonding By-law for Employees. That is a work in progress. The policies that were presented to Council in October, for the most part tie into the by-laws, so they will all be presented at the same time for consideration on adoption once the legal review is complete.

Mutual Aid Agreement – Progress, it appears we are almost ready for signatures, there is only one municipality left that has not indicated their interest in involvement. I am in the process of contacting their CAO.

Pilot Project for Healthcare – a significant amount of time has been spend on this document, with the plans for review by the end of November.

Tourism Strategy – the final 2025 numbers were received late October and it is expected a tourism proposal or strategy to be completed by the end of November for council's consideration.

Radon – Kits are moving out the door, I don't expect us to reach the full 100, so I have contacted the organization to see if they can be shared with our neighbouring communities. A huge thank you to Jill for hosting this session for me, as I had another engagement.

Asset Management – I have sent an asset management draft to the Province of New Brunswick to make sure we are following their designed structure, as they are expecting a full plan with investment strategy to be determined to start securing the additional funding annually, this funding is in addition to the CCFB funding.

Land Acquisition – Brian submitted a strategy to secure the land in Pocologan for a dollar, however there was a question back from the province on our request, so that will be presented during closed session.

Canadian Nuclear Conference 2026 – I have booked the hotel and flights for the conference in 2026 with the option to cancel it all without cost by April 25, 2026. Hotel space and direct flights were becoming limited and virtual attendance was not available.

Important Projects for November – finish the 2026 Operating and Capital Investment Budget; finish my year in review document, plus finish the Pilot Project Draft and Tourism Strategy Draft.

I think this captures the work of the past few weeks. If you feel anything needs additional attention, please let me know.

Respectfully Submitted
Linda Sullivan Brown
Chief Administrative Officer

Planning & Inspections Report to Council

As of October 30th, 2025

Rural Community planning update

- SNBSC Planning has drafted a proposed building by-law (By-law C-4) for Council's consideration. Separate report and initial draft by-law for discussion attached.
- SNBSC Planning has drafted a proposed planning application fees by-law (By-law C-3) for Council's consideration. Separate report and initial draft by-law for discussion attached.

Rural Community building and development update

- Two (2) new building or development permits issued in the last month – twenty-seven (29) total permits year to date.
- $6,073,994 in new construction value added year-to-date - $704,994 added in the last month.
- Twelve (12) total net new homes/dwelling units approved year-to-date and one (1) demolition – two (2) new homes approved in last month's report period.
- No new subdivisions. Thirteen (13) subdivision plans approved year to date – fifteen (15) total building lots year to date.
- No new variances. Three (3) variances approved year-to-date.
- Nine (9) zoning confirmation letters issued year-to-date. One (1) deed document exempted for Registration.

Rural Community enforcement update

- Two (2) new enforcement files opened in Fundy Shores last month and fourteen (14) so far in 2025. Enforcements pertain to the Building Code Administration Act, Community Planning Act, or the Dangerous & Unsightly Premises By-law.
- Presenting outstanding enforcement files to Council for further legal actions.

Rural Community civic addressing update

- Seven (7) civic addresses assigned in Fundy Shores to-date in 2025 – two (2) new in last month's report period.

Respectfully submitted by,

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

Date: November 5, 2025

Departmental Report

Department:	Musquash Fire
Reporting Period:	October 2025
Prepared by (Name):	Chief Wayne Pollack

Activities:

Date: Sept. 26, 2025
Item: Cell Phone Crash- New River Beach

Date: Sept. 27, 2025
Item: MVC Car vs. Deer- Musquash

Date: Sept. 28, 2025
Item: MVC Car vs. Deer- Musquash

Date: Sept. 29, 2025
Item: Outside Fire- Lepreau

Date: Oct. 3, 2025
Item: MVC Vehicle left road- Prince of Wales

Date: Oct. 4, 2025
Item: MVC Motorcycle- Lepreau

Date: Oct. 18, 2025
Item: Provided Water Safety for Witches and Warlocks on the Water Event- New River Beach

Date: Oct. 20, 2025
Item: Business Meeting- Musquash

Date: Oct. 21, 2025
Item: Outside Fire- Chance Harbour

Date: Oct. 25, 2025
Item: Hike with Heroes Event- New River Beach

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

Meeting: Nov. 5, 2025
31 Malcolm Meehan Rd., Musquash
Prepared by Brian Cooke, Executive Director

- **Land Acquisition:**
  - DTI issued a letter of offer to Fundy Shores regarding an application for property in Pocologan. In response, Fundy Shores indicated that it would like to propose a counter offer. As part of the condition of the counter offer, Synergi prepared and submitted a business plan to DTI for their consideration.

- **Business Development:**
  - Synergi and Fundy Shores meet with NB Power on a bimonthly basis. Discussed the status of SMRs and nuclear energy development at PLNGS.

  - Synergi hosted a stakeholders information session with tourism accommodation operators on the proposed Tourism Accommodation Levy on Oct. 15, 2025 at the Musquash Fire Hall, Station 1. Four operators participated and one operator who was unable to make the meeting, requested additional information. Information relating to the TAL is still available on Synergi's website. Discussions were positive and operators provided productive and valuable feedback. Encourage operators to reach out if they have any questions or additional feedback.

- Met with a representative from Small Craft Harbours to discuss opportunities around cruise ship tourism and barriers that were identified by the tour company. Also discussed the need for dredging at the Dipper Harbour wharf and other wharf infrastructure projects in the municipality.

- Fundy Shores also sent a letter to federal fisheries minister Joanne Thompson in support of the Dipper Harbour Harbour Authority's push to have the dredging project completed.

- Synergi began working on a business plan to submit to the cruise tour company we met back in September to return cruise excursions to Fundy Shores. The business plan is expected to be completed by December.

- Monitored the recent announcement by New Brunswick and Ontario regarding a partnership agreement to provide operational support at PLNGS. Fundy Shores remains concerned about the lack of notification from the province and NBP on this announcement and comments made by the N.B. Minister of Energy regarding SMRs.

- Received numbers from New River Beach Provincial Park on its 2025 camping season. NRB saw 9,302 campers at the park this summer. Synergi is meeting with the NRB park manager on Nov. 10 to discuss the 2026 sand sculpture competition and other items.

- Fundy Shores and Synergi met with ONB to discuss opportunities on the nuclear energy file.

- Synergi is in the process of scheduling a meeting with its board of directors and Fundy Shores staff and council to meet with UNB's

Centre for Nuclear Research in Fredericton, to learn more about the advancement of nuclear energy technology and developments, and discover new opportunities.

- **Housing:**
  - Fundy Shores Mayor and Council will be considering residential and commercial development incentives as part of its budgeting process this month. Working on developing a formula on the commercial incentive.

- **Five-Year Economic Development Strategy:**
  - As an accountability mechanism and progress tracker- Synergi will provide an annual review to establish whether priority areas are completed, on/off track, reconsiderations, and the focus for 2026. A draft was prepared, with feedback provided by the CAO. A recent draft was completed and should be ready for Council and Committee review for this month.

File No. 32CTVM-ALL-200

October 3, 2025

Denny Cogswell
Mayor of Fundy Shores
31 Malcolm Meehan Road
Musquash NB, E5J 2G2

Mayor Cogswell:

Further to the information sessions regarding the Provincial-Municipal Highway Partnership (PMHP) Program held in February 2025 with local governments, I recognize the need to reduce barriers for local governments.

To aid in this initiative the department has established a new process for municipalities to submit priorities for provincial highway assets which are managed solely by the DTI. These requests will be considered along with various other provincial priorities during the development of the three-year Capital Investment Plan commencing in 2027-28.

The fillable online form is now available on the PMHP web page under the Municipal Requests for Non-PHMP Priorities section:
https://www2.gnb.ca/content/gnb/en/departments/dti/highways_roads/content/pmhp-program.html

I hope that this initiative will be well received and thank you for your continued cooperation.

Sincerely,

Honourable Chuck Chiasson
Minister of Transportation and Infrastructure

c.c.: Christian Morris, District Engineer, Saint John, DTI
Ian Lee, MLA, Fundy-The Isles-Saint John Lorneville
Marci Gould, Director of Capital Planning, DTI
Corey White, Assistant Deputy Minister, DTI
Municipal Clerk

Transportation and Infrastructure / Transports et Infrastructure
PO Box/CP 6000 Fredericton, NB E3B 5H1
Tel. / Tél. : (506) 453-3939 Fax / Téléc. : (506) 453-7987

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

Intergovernmental Relationship with the Province of New Brunswick

Fundy Shores, New Brunswick— October 24, 2025

Fundy Shores wishes to express its growing concern and disappointment regarding the current state of its working relationship with the Province on increased energy capacity in New Brunswick. Despite repeated efforts to engage constructively and collaboratively, we have encountered significant challenges in securing the support and responsiveness necessary to help move the energy file forward. A file that would not only address the needs of our community but the Province as a whole.

Key areas of concern include:

- For over forty years Fundy Shores has held the social license for nuclear energy and is the only host community of nuclear in Atlantic Canada. Although I am pleased to see some progress and movement forward on their recent announcement, I am concerned and very cautious on end results.

  I believe now is the opportunity to be leaders and show leadership as a province.

  SMRs at the NB Power site in Fundy Shores can not only provide much needed base load energy for New Brunswickers, but also expand to local development of medical isotopes, decreasing the demand from external agencies. Thus, making us a true leader within not only the region but Canada.

- Lack of Consultation in decisions affecting local infrastructure.

  We have repeatedly asked for a level playing field and to be present in energy/nuclear conversations, because we recognize the importance of a strong, respectful partnership between all levels of government. However, the current dynamic has not nurtured or respected that important relationship. Which can potentially strain our ability to deliver essential services and plan for the future in a way that reflects the values and needs of our residents.

We call on the Provincial Government to renew its commitment to cooperative governance, transparent dialogue, and equitable resource allocation. We remain steadfast in our willingness to work together toward solutions that benefit all citizens of Fundy Shores and New Brunswick

-END -

Media Contact
George (Denny) Cogswell, Mayor
mayor@fundyshores.ca

Approval of Invoices
Month of: October 2025

Services	Vender	Description	Invoice Total		
General Government					
	Gorman Nason	Employment Matter	$ 828.29		
	Xpert Office Products	Office Supplies	$ 210.74		
	Canoe	Office Supplies	$ 31.21		
	NB Power	Office Power	$ 310.82		
	Mayor Denny Cogwells	Mileage to Synergi Meeting in McAdam	$ 151.38		
	Bell Mobility	Cellular Services	$ 117.27		
	Canoe	Office Supplies	$ 73.68		
	Deputy Mayor Heather Saulnier	UMNB Conference Meal Allowance	$ 75.00		
	Councillor Deanna Bent	UMNB Conference Meal Allowance, Mileage, and Parking	$ 165.96		
	Councillor Lorraine Thompson	UMNB Conference Meal Allowance, Mileage, and Parking	$ 244.76		
	Councillor Tina Dealy	UMNB Conference Meal Allowance, Mileage, and Parking	$ 230.11		
	Mayor Denny Cogwells	UMNB Conference Mileage, and Parking	$ 182.72		
	BrunNet	IT Services	$ 741.58		
	Brun Net	IT Services	$ 324.88		
	Gorman Nason	Review of Mutual Aid Agreement	$ 2,317.83		
			Subtotal	*$*	*2,621.94*
Musquash Fire Department					
	NB Power	Station #2 Power	$ 224.60		
	NB Power	Station #2 Garage Power	$ 40.26		
	NB Power	Station #1 Power	$ 390.92		
	Bell Mobility	Mobile Phone	$ 125.20		
	City of Saint John	Fire Dept. Services	$ 9,813.00		
	Environment & Local Government	Recognition Dinner	$ 3,500.00		
	Xplore	Station 1 Internet	$ 120.74		
	Brian's Garage	Brake Calipers, Pads	$ 700.13		
	Flewwelling Press	5 year pins	$ 153.18		
	Myron Custom Gifts	Merchandise	$ 2,131.30		
	J.V. Rathburn	Mechanic Services	$ 332.90		
	Saint John Energy	Station 1 Heat Pump Rental	$ 76.43		
	Saint John Energy	Station 2 Heat Pump Rental	$ 172.49		
	Kent	Cable Ties	$ 53.99		
	Ready John	Septic Pumping	$ 441.00		
	Bell Mobility	Cellular Services	$ 142.57		
	CCM Towing	Towing	$ 287.50		
	Bell Mobility	Cellular Services	$ 125.20		
	Starlink	Internet	$ 161.00		
			Subtotal	*$*	*17,199.33*
Community Services					
	Sobeys	Food for Sirens and Safety Event	$ 29.90		
	Costco	Food for Sirens and Safety Event	$ 66.82		
	Rentokill	General Services	$ 65.13		
	NB SPCA	Dog Control By-law Enforcement (July-Sept 2025)	$ 3,890.00		
	Eastern Charlotte NB	Blacks Harbour Fire Services	$ 50,752.00		
	Tina Dealy	Volunteer Appreciation Event Supplies	$ 92.25		
			Subtotal	$	54,896.10
Solid Waste					
	Southwest NB Service Commission	Fero Waste and Recycling	$ 4,624.60		
	Fero	Collection Services	$ 21,868.11		
			Subtotal	*$*	*4,624.60*
			Total Invoices	**$**	**79,341.97**

Supplemental Invoices
Oct-25

Services	Vender	Description	Invoice Total		
General Government					
	Bell Aliant	Phone and Internet	$ 528.63		
			Subtotal	*$*	*528.63*
Musquash Fire Department					
	Ready John	Services	$ 441.00		
	LewCo	Materials and Fire Extinguisher Inspection	$ 2,527.53		
	Musquash Fire Dept.	Mileage for Course	$ 342.00		
	Firefighter Certification Board of NB	Exam	$ 175.00		
	WFR- WholesaleFire & Rescue Ltd.	Sprinkler	$ 157.02		
	Princess Auto	Vehicle parts	$ 42.53		
	Princess Auto	Materials	$ 13.79		
	Tim Hortons	Food	$ 65.76		
	Tim Hortons	Food	$ 63.25		
	Tim Hortons	Food	$ 63.25		
	Staples	Paper	$ 20.68		
	No Frills	Water	$ 22.60		
	Walmart	Photo Printing for Event	$ 4.76		
	Costco	Flowers and Food for Event	$ 165.70		
	Costco	Supplies for Event	$ 79.99		
	Costco	Supplies for Event	$ 83.14		
	Circle K	Ice for Event	$ 4.00		
	Gongsi	Battery Candles for Event	$ 37.94		
			Subtotal	*$*	*3,310.53*
Community Services					
	Life Start	Youth Babysitter's Course for Nov. 8, 2025	$ 879.75		
	Rentokill	Pest Conrtrol Services	$ 65.13		
	Community Development of Eastern Charlotte	November Billing	$ 6,333.33		
	Dillon Consulting	Civic Speace Needs Assessment	$ 4,347.00		
	Southwest NB Service Commission	Member Charges for November 2025	$ 31,311.50		
	Xpert Office Products	Office Supplies	$ 107.75		
			Subtotal	$	43,044.46
Solid Waste					
	Southwest NB Service Commission	Fero Waste and Recycling	$ 5,774.10		
			Subtotal	*$*	*5,774.10*
			Total Invoices	**$**	**52,657.72**

The Rural Community of Fundy Shores

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

Income & Expense Statement

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
INCM	REVENUE							
	IN01	Income						
I	01-1121-0100	Warrant - Property Taxes	$ 1,615,456.08	$ 179,495.12	$1,794,951.20	$ 2,153,942.00	$ 358,990.80	83.33
I	01-1122-0100	Community Funding & Equalization Grant	31,065.75	3,451.75	$34,517.50	41,421.00	6,903.50	83.33
I	01-1317-4000	Recreational Cost Sharing - RSC	57,397.50	0.00	$57,397.50	76,530.00	19,132.50	75.00
I	01-1500-0000	Other Revenue Own Source	5,733.78	0.00	$5,733.78	1,500.00	(4,233.78)	382.25 **
I	01-1517-0000	Building Permits	11,075.00	0.00	$11,075.00	15,000.00	3,925.00	73.83
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	7,726.83	3,535.94	$11,262.77	0.00	(11,262.77)	0.00
I	01-1551-0000	Interest	0.00	0.00	$0.00	0.00	0.00	0.00
I	01-1590-0000	Miscellaneous	27,816.68	0.00	$27,816.68	0.00	(27,816.68)	0.00
I	01-1592-0000	Contributions (Gifts, Donations)	16,010.00	0.00	$16,010.00	0.00	(16,010.00)	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	46,083.71	0.00	$46,083.71	0.00	(46,083.71)	0.00
I	01-1911-0000	Surplus Second Previous Year	0.00	0.00	$0.00	61,455.00	61,455.00	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**	**1,818,365.33**	**186,482.81**	**2,004,848.14**	**2,349,848.00**	**344,999.86**	**85.32**
Totals For:	**INCM**		**1,818,365.33**	**186,482.81**	**2,004,848.14**	**2,349,848.00**	**344,999.86**	**85.32**
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	8,417.16	0.00	$8,417.16	11,223.00	2,805.84	75.00
E	01-2111-0100	Mayor Other	645.63	0.00	$645.63	1,000.00	354.37	64.56
E	01-2113-0000	Councillor Honourarium	23,381.07	0.00	$23,381.07	35,840.00	12,458.93	65.24
E	01-2113-0100	Councillor Other	1,335.43	0.00	$1,335.43	2,000.00	664.57	66.77
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	78,220.60	7,822.06	$86,042.66	101,800.00	15,757.34	84.52
E	01-2121-2301	Payroll Deductions	18,287.09	1,074.32	$19,361.41	21,500.00	2,138.59	90.05
E	01-2121-4000	Office Building	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2121-4110	Janitorial Services	1,171.23	0.00	$1,171.23	3,000.00	1,828.77	39.04
E	01-2121-4120	Power	1,840.78	0.00	$1,840.78	6,000.00	4,159.22	30.68
E	01-2121-4130	Building Repairs/Maintenance	5,299.59	0.00	$5,299.59	7,000.00	1,700.41	75.71

	account	AcctName	Period YTD	Current Month	Fiscal YTD	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	1,192.00	0.00	$1,192.00	2,500.00	1,308.00	47.68
E	01-2121-4200	Solicitor/Legal Fees	2,903.37	0.00	$2,903.37	10,000.00	7,096.63	29.03
E	01-2121-9000	Other Administrative Services	5,115.48	1,520.00	$6,635.48	16,000.00	9,364.52	41.47
E	01-2121-9110	Office Telephone	3,652.24	0.00	$3,652.24	4,500.00	847.76	81.16
E	01-2121-9130	Office IT	8,570.02	967.10	$9,537.12	14,003.00	4,465.88	68.11
E	01-2121-9160	Photocopier Supplies	1,256.42	0.00	$1,256.42	2,000.00	743.58	62.82
E	01-2121-9170	Office Supplies	3,550.75	66.82	$3,617.57	4,500.00	882.43	80.39
E	01-2121-9180	Miscellaneous	5,409.64	0.00	$5,409.64	0.00	(5,409.64)	0.00
E	01-2121-9200	Accounting Software Fees	16,324.28	0.00	$16,324.28	18,000.00	1,675.72	90.69
E	01-2122-0000	Financial Management	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2122-5000	External Audit	12,514.32	0.00	$12,514.32	19,000.00	6,485.68	65.86
E	01-2122-9000	Accounting Services	4,653.10	0.00	$4,653.10	14,000.00	9,346.90	33.24
E	01-2125-0000	Common Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2125-2000	Civic Relations	6,304.60	1,643.66	$7,948.26	7,500.00	(448.26)	105.98 **
E	01-2126-0000	Cost of Assessment	134,583.00	0.00	$134,583.00	134,583.00	0.00	100.00
E	01-2127-0000	Collaborative Services RSC	1,714.64	190.58	$1,905.22	2,287.00	381.78	83.31
E	01-2128-0000	Travel & Training Council	5,214.15	952.09	$6,166.24	7,500.00	1,333.76	82.22
E	01-2128-2000	Travel & Training Staff	4,800.26	0.00	$4,800.26	6,000.00	1,199.74	80.00
E	01-2190-0000	Other General Adm Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2193-0000	Liability Insurance	23,412.00	0.00	$23,412.00	30,000.00	6,588.00	78.04
E	01-2194-0000	Municipal Association Memberships	9,212.65	0.00	$9,212.65	11,500.00	2,287.35	80.11
E	01-2195-0100	Donations to Organizations	1,000.00	0.00	$1,000.00	10,000.00	9,000.00	10.00
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	40,000.00	40,000.00	0.00
E	01-2210-1000	Worksafe NB Coverage	1,700.77	0.00	$1,700.77	1,500.00	(200.77)	113.38 **
E	01-2210-1001	Firefighters Legislative Coverage	9,330.00	0.00	$9,330.00	12,000.00	2,670.00	77.75
E	01-2210-1002	Liability Insurance	0.00	0.00	$0.00	2,000.00	2,000.00	0.00
E	01-2210-1100	Clothing	5,210.47	0.00	$5,210.47	4,000.00	(1,210.47)	130.26 **
E	01-2210-1200	Recognition Dinner	0.00	3,500.00	$3,500.00	3,500.00	0.00	100.00
E	01-2210-1300	Membership Fees	575.00	0.00	$575.00	1,000.00	425.00	57.50
E	01-2210-2000	Travel Lodging	278.10	0.00	$278.10	1,500.00	1,221.90	18.54
E	01-2210-2100	Travel - Mileage	89.99	0.00	$89.99	500.00	410.01	18.00
E	01-2210-2200	Travel - Meals	1,384.28	0.00	$1,384.28	3,000.00	1,615.72	46.14

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2210-2300	Meeting Registration	350.00	0.00	$350.00	1,500.00	1,150.00	23.33
E	01-2210-2400	Training Materials	3,585.96	0.00	$3,585.96	2,000.00	(1,585.96)	179.30 **
E	01-2210-2500	Training Courses	7,069.40	0.00	$7,069.40	17,000.00	9,930.60	41.58
E	01-2210-3110	Telephone	5,919.20	0.00	$5,919.20	8,400.00	2,480.80	70.47
E	01-2210-3120	Advertising	3,897.74	0.00	$3,897.74	6,000.00	2,102.26	64.96
E	01-2210-3130	Office Equipment & IT Support	378.49	0.00	$378.49	2,000.00	1,621.51	18.92
E	01-2210-3160	Office Supplies & Postage	529.15	0.00	$529.15	800.00	270.85	66.14
E	01-2210-4110	Janitorial Services	3,785.15	0.00	$3,785.15	7,500.00	3,714.85	50.47
E	01-2210-4120	Heating	1,853.20	0.00	$1,853.20	3,500.00	1,646.80	52.95
E	01-2210-4125	Lights & Power	13,867.47	0.00	$13,867.47	16,000.00	2,132.53	86.67
E	01-2210-4130	Building Repairs & Maintenance	11,543.36	448.88	$11,992.24	10,000.00	(1,992.24)	119.92 **
E	01-2210-4135	Snow Removal	5,856.66	0.00	$5,856.66	5,500.00	(356.66)	106.48 **
E	01-2210-4140	General Supplies	4,685.46	0.00	$4,685.46	5,000.00	314.54	93.71
E	01-2210-4170	Building Insurance	13,351.20	0.00	$13,351.20	10,000.00	(3,351.20)	133.51 **
E	01-2210-5000	Contracted Dispatch Services	30,681.06	9,813.00	$40,494.06	43,000.00	2,505.94	94.17
E	01-2210-5100	Alarm Systems	636.02	0.00	$636.02	1,500.00	863.98	42.40
E	01-2210-5200	Communication Maintenance	138.11	0.00	$138.11	500.00	361.89	27.62
E	01-2210-5300	Radio License	0.00	0.00	$0.00	800.00	800.00	0.00
E	01-2210-5400	Cylinder Refills	751.91	0.00	$751.91	1,000.00	248.09	75.19
E	01-2210-5500	Small Equipment Repairs	13,902.98	0.00	$13,902.98	13,700.00	(202.98)	101.48 **
E	01-2210-5600	Other Non-Related Rescue	13,902.12	0.00	$13,902.12	10,500.00	(3,402.12)	132.40 **
E	01-2210-5700	Contract Services from Other Districts	0.00	50,752.00	$50,752.00	35,000.00	(15,752.00)	145.01 **
E	01-2210-5800	Accident Insurance	5,985.50	0.00	$5,985.50	6,500.00	514.50	92.08
E	01-2210-6000	Vehicle Repairs	3,908.32	1,197.67	$5,105.99	20,000.00	14,894.01	25.53
E	01-2210-6100	Gas & Oil - Vehicle	8,647.67	1,052.30	$9,699.97	16,000.00	6,300.03	60.62
E	01-2210-6200	Licensing - Vehicle	360.00	0.00	$360.00	1,500.00	1,140.00	24.00
E	01-2210-6300	Insurance - Vehicle	25,505.00	0.00	$25,505.00	17,500.00	(8,005.00)	145.74 **
E	01-2210-7000	Communication Equipment - Capital	9,055.88	0.00	$9,055.88	10,000.00	944.12	90.56
E	01-2210-7100	Capital from Operating Fund - Fire	6,006.87	0.00	$6,006.87	15,000.00	8,993.13	40.05
E	01-2210-7200	New Equipment - Capital	60,415.32	1,932.73	$62,348.05	46,000.00	(16,348.05)	135.54 **
E	01-2210-8000	Lease Payments - Fire	70,966.77	0.00	$70,966.77	74,000.00	3,033.23	95.90
E	01-2210-9000	Other Recoverable Expenses	3,904.62	3,256.70	$7,161.32	2,000.00	(5,161.32)	358.07 **
E	01-2250-0000	Emergency Measures	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2250-0100	EMO - Other	3,245.38	0.00	$3,245.38	4,000.00	754.62	81.13

	account	AcctName	Period YTD	Current Month	Fiscal YTD	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)	841.50	93.50	$935.00	1,122.00	187.00	83.33
E	01-2290-0100	Public Safety Committee - Local	817.12	0.00	$817.12	1,000.00	182.88	81.71
E	01-2293-9000	Animal Control/SPCA	5,297.00	3,890.00	$9,187.00	21,000.00	11,813.00	43.75
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)	8,273.25	919.25	$9,192.50	11,031.00	1,838.50	83.33
E	01-2326-1000	Street Signs	346.03	0.00	$346.03	2,500.00	2,153.97	13.84
E	01-2400-0000	Environmental Health Expense	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2432-0000	Solid Waste Collection Contract	158,646.11	19,830.77	$178,476.88	275,000.00	96,523.12	64.90
E	01-2433-9000	Solid Waste Dispoal (Tipping Fees)	35,192.75	4,624.60	$39,817.35	80,000.00	40,182.65	49.77
E	01-2490-0000	Other Environmental Health	0.00	0.00	$0.00	5,000.00	5,000.00	0.00
E	01-2600-0000	Environmental Development Serv	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2610-0100	Environmental Trust Fund Project	33,223.15	0.00	$33,223.15	0.00	(33,223.15)	0.00
E	01-2611-0000	Planning & Inspection Services (RSC)	150,795.72	16,755.08	$167,550.80	201,061.00	33,510.20	83.33
E	01-2611-0100	Unsightly/Dangerous Premise Enforcement (RSC	0.00	0.00	$0.00	9,000.00	9,000.00	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)	6,042.78	671.42	$6,714.20	8,057.00	1,342.80	83.33
E	01-2624-0001	Community Development Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2629-0000	Other Environmental Developmen	50.00	0.00	$50.00	5,000.00	4,950.00	1.00
E	01-2670-0000	Economic Development Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2671-5000	Economic Development (RSC)	8,072.28	896.92	$8,969.20	10,763.00	1,793.80	83.33
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	56,999.97	6,333.33	$63,333.30	76,000.00	12,666.70	83.33
E	01-2690-0000	Other Devlopment Services	0.00	0.00	$0.00	3,000.00	3,000.00	0.00
E	01-2691-0000	Tourism	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2691-1800	Tourism Promotion (RSC)	28,336.50	3,148.50	$31,485.00	37,782.00	6,297.00	83.33
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	938.57	0.00	$938.57	5,000.00	4,061.43	18.77
E	01-2700-0000	Recreation and Culture	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2712-0000	Community Center	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2712-0010	Community Centre - Administration	38,295.64	0.00	$38,295.64	46,000.00	7,704.36	83.25
E	01-2712-0020	Community Centre - Summer Staff	12,374.42	0.00	$12,374.42	14,000.00	1,625.58	88.39
E	01-2712-0030	Community Centre- Payroll Deductions	9,059.62	0.00	$9,059.62	6,000.00	(3,059.62)	150.99 **
E	01-2712-0040	Community Centre - Travel & Training & Members	1,889.81	0.00	$1,889.81	3,000.00	1,110.19	62.99

	account	AcctName	Period YTD	Current Month	Fiscal YTD	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	1,500.00	1,500.00	0.00
E	01-2712-0300	Community Centre Supplies	4,148.20	0.00	$4,148.20	5,000.00	851.80	82.96
E	01-2712-0400	Community Centre Advertising	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2712-0600	Community Centre Repairs/Miscellaneous	8,981.52	0.00	$8,981.52	10,000.00	1,018.48	89.82
E	01-2712-0605	Community Centre - Power	1,840.77	0.00	$1,840.77	6,000.00	4,159.23	30.68
E	01-2712-0610	Community Centre - Building Insurance	1,722.00	0.00	$1,722.00	2,500.00	778.00	68.88
E	01-2712-0650	Community Event	9,022.40	0.00	$9,022.40	20,000.00	10,977.60	45.11
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)	77,726.83	8,636.25	$86,363.08	103,635.00	17,271.92	83.33
E	01-2712-1450	Recreation/Cultural Library Supplies	568.60	0.00	$568.60	5,500.00	4,931.40	10.34
E	01-2712-1460	Recreation/Culture Library Phase 3	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2712-1465	New Horizons Project	223.04	0.00	$223.04	0.00	(223.04)	0.00
E	01-2712-3000	Community Centre - LGR Project	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2755-0000	Other Recreational & Cultural Services	18,898.45	0.00	$18,898.45	30,000.00	11,101.55	62.99
E	01-2759-0000	Fiscal Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2759-1000	Banking Fees	31.79	15.00	$46.79	4,000.00	3,953.21	1.17
E	01-2759-2000	Deficit Second Previous Year	0.00	0.00	$0.00	21,961.00	21,961.00	0.00
E	01-2759-3000	Capital Projects	16,069.43	0.00	$16,069.43	205,000.00	188,930.57	7.84
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	20,000.00	20,000.00	0.00
E	01-2999-9999	Rounding Account	0.00	0.00	$0.00	0.00	0.00	0.00
Totals For:	**EX01**		**1,437,961.33**	**152,004.53**	**1,589,965.86**	**2,349,848.00**	**759,882.14**	**67.66**
Totals For:	**EXPN**		**1,437,961.33**	**152,004.53**	**1,589,965.86**	**2,349,848.00**	**759,882.14**	**67.66**

Total Income:	$ 1,818,365.33	$ 186,482.81	$ 2,004,848.14	$ 2,349,848.00	$ 344,999.86	85.32
Total Expenses:	1,437,961.33	152,004.53	1,589,965.86	$ 2,349,848.00	759,882.14	67.66
Totals:	**$ 380,404.00**	**$ 34,478.28**	**$ 414,882.28**	**$ 0.00**	**$(414,882.28)**	**17.66**

Note: The items marked with ** are over budget

Planning Report on Building By-law and Fees By-law

To: Council of the Rural Community of Fundy Shores

From: Southwest New Brunswick Service Commission

Date: October 30th, 2025

By-laws: Building By-law C-4 and Fees By-law C-3

Draft Building By-law Summary and Background:

The Council of the Rural Community of Fundy Shores may adopt its own building by-law under Provincial legislation. Currently, all construction in Fundy Shores is regulated under the Province's *General Regulation – Building Code Administration Act*. Since 1981, the National Building Code has been in-effect in the Local Service Districts (LSD) of Lepreau and Musquash through regulations adopted under the Community Planning Act. Later, the Province adopted the *Building Code Administration Act* ("BCAA") and its regulations on February 1st, 2021. The general regulation under the BCAA sets basic standards for what a building by-law must contain, and it adopts the National Building Code for all local governments. Importantly, it also automatically serves as the default building by-law for every municipality that does not have its own building by-law in place. All permitting, building inspections and fees are currently carried out under the authority of BCAA's general regulation.

With the proposed new Building By-law, the Council may choose to effect certain policy changes if they are so desired. For example, this by-law would be different from the *General Regulation – Building Code Administration Act* in that it would establish a timeframe for the expiration of building permits (construction must start within 12-months from permit issuance date and not discontinue progress for more than 24-months). The draft building by-law would also double the permit fees for any construction projects where the constructor continues their construction project without a building permit AND defies a written stop work order (known as a "order to comply"). Both provisions of this draft building by-law would help to reinforce the planning and building rules that already exist for everyone in Fundy Shores. The rest of the draft by-law duplicates the BCAA regulation on building that already applies in Fundy Shores. Under Provincial law, Council may not deviate from most of the building regulations as set out in the BCAA.

To adopt a building by-law it requires three Council readings, a signature of both the mayor and clerk, the seal of the local government, and a registration at the Provincial Land Registry Office. They do not require public hearings as are required with most *Community Planning Act* by-laws, such as the rural plan.

Draft Fees By-law Summary and Background:

The Council of Fundy Shores may adopt its own fees by-law to establish its own planning and development application fees. When the Rural Community was formed on January 1st, 2023, it ceased to be covered by the Provincial planning fees regulation 2020-31, which now only covers the rural district. The proposed fees in the draft fees by-law are the same planning fees that have historically applied to the LSDs of Lepreau and Musquash. To ensure compliance with Provincial legislation when charging/collecting these fees via the regional service commission, the Rural Community Council may consider adopting its own fees by-law for these specific types of planning and development applications. Any fees that the regional service commission collects for building or development applications are remitted directly to the rural community. These application fees are used to help Council to off-set the costs of the services rendered.

To adopt a fees by-law it requires three Council readings, a signature of both the mayor and clerk, the seal of the local government, and a registration at the Provincial Land Registry Office. They do not require public hearings as are required with other *Community Planning Act* by-laws, such as the rural plan.

Sincerely,

Alex Henderson, MCIP, RPP.
Planning Director, Southwest New Brunswick Service Commission

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
November 5, 2025 – 6:00 pm

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

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier, Councillor Deanna Bent, Councillor Tina Dealy, Councillor Lorraine Thompson, Chief Administrator Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland, Vern Faulkner- Building Inspector, Member of the Public 1

Declaration of Conflict of Interest
None

Additions, Deletions and Approval of the Agenda
2025.11.05.138 Moved by Councillor Dealy, **seconded** Deputy Mayor Saulnier by to approve the agenda with the addition of welcoming Finn Holland to the meeting for Harbour View High School's Take Your Kid to Work Day.

Motion Unanimously Carried

Approval of the Minutes
2025.11.05.139 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the minutes of the October 22, 2025 Committee of the Whole meeting as written.

Motion Unanimously Carried

Presentation to Council

a) **Vern Faulkner- Building Inspector**
    i. **Building By-Law**
    Mr. Faulkner spoke on behalf of Alex Henderson, Director of Planning Services with the Southwest Regional Service Commission, and recommended the implementation of a fee by-law. This by-law would include a list of proposed service fees provided by the Southwest Regional Service Commission. He noted that this is standard practice that would enable the municipality to recover a portion of the costs associated with planning services.

Mr. Faulkner recommended the adoption of a municipal building by-law that would align with existing provincial legislation, with two proposed amendments.

The first proposed change is to establish a time limit on the validity of building permits. Currently, under provincial regulations, permits do not expire, which can create issues as zoning and building codes may change over time. Mr. Faulkner noted that while the province may address this concern, it is unlikely to occur before the fall of 2026. He suggested that permits should require construction to begin within a specified timeframe and that projects not started or abandoned within that period would result in the permit being terminated.

The second proposed amendment is to double the administrative fees for projects that continue in defiance of an order to comply or stop-work order. This increase would account for the additional staff time required to conduct follow-up inspections and serve as a deterrent against non-compliance.

Council reviewed the draft by-law, and CAO Brown recommended that Council take a month to consider it further, post the draft on the municipal website, and revisit the matter in December.

ii. Uniform Fees By-Law

Mr. Faulkner proposed the development of a by-law to establish permit fees to match other local jurisdictions.

Council agreed to revisit the topic of building by-laws and uniform permit fees at the Committee of the Whole meeting in November, with the intention of bringing the matter forward for consideration and voting at the next regular Council meeting.

Business Arising from the Minutes/Old Business

None

Department Reports

a) General Government
   i) Mayor's Report- Mayor Cogswell submitted his reports online and also spoke about the recent media release regarding the Intergovernmental Relationship with the Province of New Brunswick and our energy file and nuclear matters. Mayor Cogswell noted that he has meetings in the following weeks with NB Power, Point Lepreau Nuclear Generating Station, and other media forms

regarding the lack of consultation in decisions affecting local infrastructure.

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**

2025.11.05.140 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the CAO report as submitted.

Motion Unanimously Carried

b) Planning and Inspection

2025.11.05.141 Moved by Councillor Thompson, **seconded** by Councillor Bent to approve the report as submitted.

Motion Unanimously Carried

c) Public Safety

2025.11.05.142 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the Musquash Fire Department Report for October 2025.

Motion Unanimously Carried

d) Economic Development

2025.11.05.143 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the Synergi report as submitted online.

Motion Unanimously Carried

Standing Committee Reports

a) Community & Economic Empowerment Committee No report.
b) PRAC Committee Submitted online.
c) Safe Community & Emergency Preparedness Committee No report.
d) Recreation & Destination Committee Submitted online.

Correspondence

a) Correspondence Received

i. CUPW- Postal Service Cuts

Mayor Cogswell read a letter from Jan Simpson, National President- Canadian Union of Postal Workers asking for the municipality of Fundy Shores to pass or update the resolution to:

1) Demand an immediate halt to the service cuts, to look instead for ways to increase services and revenues in other areas, and that no mandate review takes place until Canada Post returns to stabilized operations,

2) Ask the Government to commit to a fully transparent, public process for the upcoming mandate review involving input and hearings from all stakeholders in all regions, and;

3) Make a written and/or oral submission to the mandate review – if you have the capacity and depending upon how the review is structured.

Mayor Cogswell suggested that Council revisit this matter at the next Committee of the Whole Meeting and further discuss it at the next Regular Council meeting for resolution.

2025.11.05.144 Moved by Councillor Thompson, **seconded** by Councillor Dealy to table the discussion until the next Regular Council meeting on December 3, 2025.

Motion Unanimously Carried

ii. Department of Transportation- Highway Assets Requests Submissions
No questions.

b) Correspondence Issued

i. Statement on Intergovernmental Relations- Department of Energy

Approval of Payments

2025.11.05.145 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to accept payment of General Government Invoices of October 2025.

Motion Unanimously Carried

Approval of Accounts

2025.11.05.146 Moved by Councillor Dealy, **seconded** by Councillor Thompson to approve the Expense Report for October 2025.

Motion Unanimously Carried

New Business

None.

Closed Session

2025.11.05.147 Moved by Councillor Bent, **seconded** by Deputy Mayor Saulnier to move to closed session to discuss:

a. **Land Acquisition**- Local Governance Act 68 (1) (d) "the proposed or pending acquisition or disposition of land.

b. **Building Official Enforcement Files Review**- Local Governance Act 68 (1) (g) "litigation or *potential litigation* affecting the local government"

Motion Unanimously Carried

Council moved to closed session at 6:36 pm.

a. **Land Acquisition-** During closed session Council provided direction to the CAO in regards to the potential land acquisition.

b. **Building Official Enforcement Files Review**- The Building Official provided an overview on files in the community, no action was directed by Council. Council returned to regular session at 7:03 pm.

Next Meetings

a) RCMP Meeting
Fundy Bay 50+ Club
November 18, 2025- 6:00 pm

b) Committee of the Whole
Community Building
November 19, 2025- 6:00 pm

c) Regular Council Meeting
Community Building
December 3, 2025- 6:00 pm

Announcements

None.

Adjournment

2025.11.05.148 Moved by Councillor Dealy, **seconded** by Councillor Thompson to adjourn. Meeting adjourned at 7:05 pm.

Motion Carried

_____ _____

George (Denny) Cogswell Linda Sullivan Brown

Mayor
Rural Community of Fundy Shores

Chief Administrative Officer/Clerk
Rural Community of Fundy Shores

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
December 3, 2025 – 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 – November 5, 2025
   Committee of the Whole – November 19, 2025

6. **Presentation to Council**
   a. **Synergi – Brian Cooke, Executive Director**
      Synergi Annual Review

7. **Business Arising from the Minutes/Old Business**
   a. **Financial -**
      i. **2026 Fundy Shores Budget**
      Attached to tonight's agenda is a copy of the draft 2026 budget for the Rural Community of Fundy Shores along with a budget comparison chart for the 2024, 2025 and 2026.

Total Budget	$2,421,787
Less Non-Tax Revenue	$ 211,444
Net Budget	$2,210,343
Less Fiscal Capacity Funding	$ 42,338
Warrant to be Raised by Local Rate	$2,168,005

Ratios (No Change)
Non – Residential Tax Base Ratio 1.7%
Heavy Industrial Tax Base Ratio 1.7%

Tax Rates: (No Change)
Residential: $0.2838
Non-Residential: $0.4825
Heavy Industrial: $0.4825

Required Motion: this is to certify that on the 3rd day of December 2025, the Council of the Local Government of the Rural Community of Fundy Shores, resolved that the sum of $2,421,787 be the total operating budget of the local government, that the sum of $2,168,005 be the warrant of the local

government of the ensuing year, and that the tax rates for the local government be as listed above.

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

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

ii. Capital Investment Plan – CCBF

Included in the agenda package is the Capital Investment Plan for the Canada Community Building Fund 2024-2028. The document was presented at the Committee of the Whole meeting in November. If Council wishes, they can approve the document as it stands, edit, or other. Council may also in the future change the plan to reflect the needs of the Community at any given time.

Possible Motion: "that the document entitled Rural Community of Fundy Shores Five-Year Capital Investment Plan for the Canada Community Building Fund (CCBF) 2024-2028 be adopted."

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

The Capital Investment Plan focusing on the Capital Renewal Fund as provided by the Province of New Brunswick is attached to tonight's agenda, following discussions at November's Committee of the Whole. Should Council choose to adopt the document, the following motion will need to be made:

Possible Motion: "that the document entitled Rural Community of Fundy Shores 2026-2029 Capital Renewal Plan (CRP) for the capital renewal funding (CRF) allocation be adopted.

iv. Crownland Lease Application – Cherry Tree

Council was presented with the "Cherry Tree" Crownland Lease option during the October and November Committee of the Whole Meeting. Since passing the budget and the Capital Investment Plan, Council if this project is still acceptable can opt to finalize the application and submit it to the Department of Natural Resources and Energy.

b. Tabled Items

i. CUPW – Postal Service Request

This item was tabled at November's Council Meeting. Council discussed the reviewed the request from CUPW during the Committee of the Whole and requested it be placed on the December agenda.

ii. Building By-Law

Alex Henderson, Planning Director for the Southwest Regional Service Commission has provided final version of the proposed Building By-Law that was presented at the November Council Meeting. Should Council wish

they can provide the first reading by title, following which, CAO Sullivan Brown could share the by-laws to Fundy Shores website for notice and public consultation.

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 first time.

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

iii. Universal Building Fees By-Law

Alex Henderson, Planning Director for the Southwest Regional Service Commission has provided final version of the proposed Universal Fees By-Law (Fees By-Law) that was presented at the November Council Meeting. Should Council wish they can provide the first reading by title, following which, CAO Sullivan Brown could share the by-laws to Fundy Shores website for notice and public consultation.

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 first time.

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

c. Other

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

J.D.I Woodlands team provided a presentation to Council at the November, Committee of the Whole Meeting. During this meeting they requested Council support their conservation plan for submission to the Province. They also provided a draft letter. If Council wishes, the letter can be sent as drafted, edited to better reflect the wishes of Council or other.

ii. Respectful Workplace Policy

This item was presented originally to Council at the October Committee of the Whole Meeting, at that time, it had been sent for legal review. Legal review was completed, and the identified changes made.

Council can choose to adopt the policy or make any amendments thereto.

iii. Code of Conduct By-Law Update

With the implementation of the Local Governance Commission and regulation changes of the Local Governance Act, there were changes identified that should be made to Code of Conduct By-Laws established during the local government reform period. Attached to tonight's agenda is a copy of the proposed draft to repeal and replace the by-law adopted by the Transition Facilitator.

The new by-law has had legal review and amendments made thereto, following the recommendations of the Solicitor. Council can choose to being the process for adoption if they wish or make amendments.

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 first time.

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

iv. Remuneration By-Law

This by-law was originally discussed with Council during the budget process, with any changes to come into effect post 2026 Local Governance Elections. Council can choose to being the adoption process if they wish or make any amendments thereto.

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 first time.

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

v. Insurance Proposals

(In the final stages of insurance comparison. Information will be provided before the meeting. The outcome will not affect the 2026 Operational Budget.)

vi. Community Complex

No additional information has been received from engineering at this time. Should information become available it will be shared ASAP.

vii. Other

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 –
- ii. RCMP 2024 Annual Report -

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

b. Correspondence Issued

i. Letter to Opportunities New Brunswick

11. Approval of Payments

General Government – Invoices

12. Approval of Accounts

Expense Report – November 25, 2025

13. New Business

a. Year End Transfers

Annually Council designates funds to be transferred to the Capital and Operational Reserve as part of the budget process. Below are the two original transfers as indicated by Council in the 2025 Operating Budget, followed by additional transfers due to operational surplus.

i. Scheduled Transfers

1. **Operational Reserve Fund**
   Possible Motion: be it resolved to transfer $20,000 from the general operating fund to the general operating reserve fund.

2. **Capital Reserve Fund**
   Possible Motion: be it resolved to transfer $100,000 from the general operating fund to the capital reserve fund.

ii. Additional Transfers

(Information to be made available prior to meeting.)

b. Tourism Proposal – Lepreau Falls

Council can find attached to tonight's agenda a copy of the draft tourism proposal for the Lepreau Falls area. The report includes a high overview of the current trail system and other infrastructure, with potential investment opportunities for green space development. Council will need to decide if they wish to move this project forward to the Department of Tourism, Heritage and Culture (current park lands

owned by THC) as well as the Department of Transportation and Infrastructure (property adjoining Lepreau Cemetery owned by DTI).

14. Closed Session

No Topics.

15. Next Meetings

a. Committee of the Whole (If needed)
Community Building
December 17, 2025– 6:00 pm

b. Regular Council Meeting
Community Building
January 14, 2025 – 6:00 pm
(Shifted to accommodate staff vacations)

16. Announcements

17. Adjournment

Notes of Adopting By-Laws
To help with the by-law adoption process, the following information is copied from the Local Governance Act

By-law requirements – general
15(1)To be effective a by-law shall
(a) be sealed with the corporate seal of the local government;
(b) be signed by the clerk and the mayor or, in the mayor's absence, the presiding officer of the council who presided at the meeting at which it was made; and
(c) contain a statement that it is made by the council of the local government.
15(2)Subject to subsections (3), (4) and (5), to be effective, a by-law shall be read
(a) three times by title, and
(b) in its entirety in a regular or special meeting of council at least once before third reading by title.
15(3)Instead of being read in its entirety, a summary of a by-law may be read if
(a) a notice has been given in a manner specified in section 70, twice a week for two weeks, that
(i) describes the proposed by-law by title and generally by subject matter,
(ii) states that the proposed by-law may be examined
(A) in the office of the clerk during regular office hours, and
(B) on the local government's website, if the local government has posted it on its website;
(b) at least 14 days have elapsed between the day on which the notice is first given and the day on which the by-law is to be read for the third time by title; and
(c) no member of council objects.
15(4)Instead of being read in its entirety, a summary of a by-law that amends a by-law may be read if
(a) a notice has been given in a manner specified in section 70, twice a week for two weeks that
(i) describes the proposed amendment to the by-law by title and generally by subject matter, and
(ii) states that the proposed amendment to the by-law may be examined
(A) in the office of the clerk during regular office hours, and
(B) on the local government's website, if the local government has posted it on its website;
(b) at least 14 days have elapsed between the day on which the notice is first given and the day on which the by-law is to be read for the third time by title; and
(c) no member of council objects.

Minutes
Rural Community of Fundy Shores
Committee of the Whole Meeting
Community Building
November 19, 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, Councillor Tina Dealy, Councillor Lorraine Thompson, Chief Administrator Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland, Presenters: Robert Fawcett and Andrew Willett- Irving Woodlands

Presentation to Council

Robert Fawcett, Director of Corporate Relations for Irving Woodlands, provided an overview of the company and its activities. He explained that Irving Woodlands is in the process of developing a new five-year conservation plan for the Province of New Brunswick. He noted that the company does not have an economic timber-harvest objective associated with this initiative, emphasizing that the goal is to support enhanced conservation efforts within the province.

Mr. Fawcett stated that Irving Woodlands has visited several rural municipalities, including Fundy Shores, to seek participation in a joint letter to Conservation Minister Herron. The purpose of this letter is to request municipal support for the Minister's mandate to increase forest conservation across New Brunswick.

Andrew Willett, Forester with Irving Woodlands, reiterated that the company is developing a new forest management plan that includes expanded conservation measures addressing community-related social values, such as tourism. As part of this plan, Irving Woodlands is proposing to add an additional 8,000 hectares of forest to conservation within the Rural Community of Fundy Shores. This would result in approximately 93% of the Crown land within the municipality being designated for conservation.

Mr. Willett noted that this designation would mean Irving Woodlands would not conduct harvesting, tree planting, herbicide application, or similar forestry operations within the proposed conservation areas. He indicated that this initiative is expected to have a positive impact on tourism and related community interests.

Andrew provided an overview of the economic significance of the forest products sector in New Brunswick. He noted that Irving Woodlands works with approximately 1,280 forestry businesses and supports roughly 2,600 industry jobs. He also referenced

the sector's broader economic contributions, including an estimated $3.8 billion in provincial GDP and $3.7 billion in exports.

Andrew further explained that Minister Herron received a mandate from NB Premier Holt upon being appointed Minister of Natural Resources. This mandate directs the province to increase the amount of conservation forest from 10% to 15%. Irving Woodlands hopes to contribute to achieving this target by:

1. identifying new conservation areas that protect water connectivity, wetlands, and related ecological values; and
2. improving public support by incorporating areas with high social importance—such as tourism assets, drinking-water sources, and zones that would benefit from relocating forestry operations away from nearby communities.

In closing, Robert and Andrew requested that Council review the letter from Irving Woodlands to Conservation Minister Herron, seeking municipal support for increasing forest conservation within the Rural Municipality of Fundy Shores. Council expressed its intention to review the letter and will revisit the matter at a future meeting.

Topics

a. Budget Update 2026

i. Asset Management Presentation

CAO Linda Brown delivered an asset management presentation to Council. She asked whether Council remains interested in having the Musquash Fire Department provide operational support to the community, including facility evaluations, IT maintenance, and related services.

Linda presented a spreadsheet outlining Council's guidelines for capital investment levels, recommended reserve contributions, and operational requirements. She explained that the goal of the asset management process is to compile all asset classifications and related data into a single document for Council's use during future deliberations.

CAO Brown noted that the development of an asset management plan is required under provincial regulation.

ii. Firefighter Remuneration

CAO Brown reviewed the firefighter remuneration document with Council. She explained that the Musquash Fire Department does not compensate firefighters on a per-call basis; instead, volunteer firefighters are paid from a collective fund, with amounts allocated based on the type of service performed (e.g., fire calls, training).

CAO Brown asked Council to consider what would be a fair annual amount for the Fire Department to allocate toward volunteer compensation. Council agreed that $80,000 would be appropriate.

iii. Insurance

CAO Brown informed Council that she had recently obtained two quotes for municipal insurance. Council reviewed both proposals and noted the differences between them. CAO Brown recommended deferring a decision on the insurance matter to a later date, and Council agreed.

iv. Remuneration By-law

CAO Linda Brown informed Council that approximately $65,000 remains unused in the municipal budget. She asked whether Council wished to transfer these funds to reserves or address the disparity in Council compensation. Mayor Cogswell noted that any changes to Council remuneration would apply only to the next Council elected in May 2026.

Linda reported that she had entered the municipality's attributes—such as solid waste collection, educational facilities, emergency management responsibilities, and population—into the Association Francophone des Municipalités du Nouveau-Brunswick (AFMNB) Remuneration Guidelines. Based on these criteria, the recommended compensation range for Council is $25,001 to $32,250. Linda will calculate the corresponding percentage within this range to determine the precise recommended compensation amount for the next council.

v. Capital Investment Plan – CCFB

CAO Brown stated that she hopes the Cherry Tree Project can be funded through the Canada Community-Building Fund (Gas Tax). She also noted that she is preparing a $50,000 tourism enhancement proposal for upgrades to the Lepreau Falls area, which would include improved signage.

CAO Brown added that she is exploring opportunities to enhance community green spaces, including the construction of gazebos. Any remaining funds from these initiatives would be directed toward the development of the future community complex.

vi. Capital Investment Plan – Infrastructure GNB

CAO Brown informed Council that $50,000 is available for the

municipality to allocate toward capital renewal. These funds may be used to conduct a feasibility study on facility design costs, support life-cycle extension projects such as infrastructure replacement, and participate in cost-sharing initiatives related to municipal assets and infrastructure.

vii. **Crownland Lease – Cherry Tree**
CAO Brown informed Council that she is applying for a 10-year lease to establish trails as part of the Cherry Tree Project in Lepreau.

b. Tabled Items

i. **Building By-Law**
Council approved the Building By-law that was presented at the November 5, 2025 Regular Council meeting and will vote on this matter at the next Regular Council Meeting.

ii. **Uniform Fees By-Law**
Council approved the Building By-law that was presented at the November 5, 2025 Regular Council meeting and will vote on this matter at the next Regular Council Meeting.

iii. **CUPW – Postal Service Cuts**
Deputy Mayor Saulnier expressed that Council should refrain from involvement in the CUPW strike. CAO Brown emphasized that Council is under no obligation to take any action or to introduce a motion concerning the matter. It was agreed that the issue would be further considered and formally voted upon at the December Regular Council meeting.

iv. **Unsightly Enforcement**
Building Inspector Vern Faulkner requested authority to enforce the unsightly premises by-law complaint and professional opinion, rather than just on complaint and immediate danger to the public. Council indicated that they wish to review the matter further from a legal perspective and agreed to revisit and vote on the issue at the December Regular Council meeting.

c. Outstanding Items

i. **Tourism Accommodation Levy**
Council expressed reservations about its implementation. CAO Brown will consult with Synergi Executive Director Brian Cook to assess the feasibility and potential benefits of adopting the levy.

ii. NB Power Review

Mayor Reminder staff and Council of the upcoming virtual session on November 25, 2025 regarding NB Power Review.

iii. Regional Service Commission Review

CAO Brown will prepare a draft outlining Council's perspectives on the Regional Service Commission for review by the incoming Council.

d. Other Items

i. New Building on Route 790 in Musquash

Council and community members raised concerns about a house being built on Route 790 in Musquash. The lot in question is under one acre, prompting some to question its legality. However, because the property was registered prior to 1973, the construction is lawful under "legal non-conforming use" provisions. Councillor Dealy noted that the owners obtained a permit from Public Health for a well and septic system. While complaints were made, Council confirmed that the build complies with applicable regulations.

ii. Breakfast with Santa

Councillors requested assistance from both volunteers and staff to help organize the Breakfast with Santa event scheduled for December.

iii. Update on Bike Track

Community member Shawn Dagenais was unable to purchase a parcel of land in Chance Harbour for the purpose of building a motocross track due to concerns raised by neighbours regarding noise and traffic. Mr. Dagenais subsequently announced on social media that he is seeking to acquire a different parcel of land elsewhere to pursue his motocross track proposal.

iv. Cookies for Seniors

Council agreed that the Cookies for Seniors initiative—providing treats and cards to isolated or vulnerable seniors during the holidays—is a positive and valuable activity.

Next Meetings

a. Regular Council Meeting
Community Building
December 3, 2025 – 6:00 pm

b. Committee of the Whole
Community Building
December 17, 2025 – 6:00pm

Adjournment
This meeting was adjourned at 8:35 pm.

_____	_____
George (Denny) Cogswell Mayor Rural Community of Fundy Shores	Linda Sullivan Brown CAO/Clerk – Treasurer Rural Community of Fundy Shores

Annual Review

Open for Business

DECEMBER 2025

Prepared by:

synergi

Message from Mayor & Council:

As Mayor, I am pleased to present this annual review of Fundy Shores' *Open for Business* Strategy. I want to extend our sincere appreciation to Synergi, the dedicated staff of Fundy Shores, and committees for their hard work in making our municipality a welcoming place for both businesses and residents. As this Council enters the final year of its mandate, I'm proud of what we have accomplished together. We've laid a strong foundation for the future and set a clear, strategic path toward long-term success.

This year came with its share of challenges. We have been actively advocating to the provincial government for access to developable land to support both commercial and residential growth. We've also had engaging discussions with private developers interested in investing in our community, including a significant dialogue with a private company exploring the production of medical isotopes right here in Fundy Shores. I want to thank our Southwest regional mayors, and the mayors of Saint John and Grand Bay-Westfield—for their support in enhancing nuclear development opportunities in our area.

Looking ahead, we are excited to launch new residential and commercial incentive programs in 2026. We're also finalizing a tourism strategy aimed at boosting our seasonal economy, including efforts to bring cruise tour excursions back to Fundy Shores. We are also in the process of conducting a feasibility and needs assessment for a new business commerce park. We remain committed to maintaining the lowest and most competitive tax rates in the region—a key pillar of our attractiveness to both residents and investors.

The foundation has been laid. Let's continue building together!

Mayor Denny Cogswell

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Introduction:

In January 2025, the Rural Community of Fundy Shores adopted its first five-year Economic Development Strategy. As part of the community's commitment to accountability and progress, the municipality—alongside the Economic and Community Empowerment Committee (ECEC) and Synergi—will annually review key economic development priorities, track achievements, and update strategic focus areas as required.

Since the adoption of this strategy, significant shifts have occurred at the national level. In response to the United States administration's decision to impose tariffs on non-CUSMA protected goods, the Canadian government has prioritized major nation-building projects. These include energy infrastructure—particularly the advancement of nuclear energy—and the expansion of port facilities across the country. In southern New Brunswick, two key initiatives have emerged: the expansion of the Port of Saint John and the expanded development of nuclear energy at the Point Lepreau Nuclear Generating Station. Both projects are expected to positively impact Fundy Shores.

In anticipation of these developments, Fundy Shores has proactively engaged with both federal and provincial governments to advocate for the advancement of nuclear energy. The municipality has secured letters of support from regional mayors within the Southwest Regional Service Commission, as well as the City of Saint John and Grand Bay-Westfield, addressed to the Prime Minister. Additionally, Fundy Shores receives regular updates from NB Power on the progress at Point Lepreau.

At the community level, Fundy Shores is taking strategic steps to support and stimulate economic growth. Work is underway to develop a comprehensive commercial and residential development incentive package, expected to launch in 2026. The municipality is also exploring the implementation of a Tourism Accommodation Levy, which would support tourism-related events and infrastructure while helping to maintain competitive tax rates without overburdening residents. Furthermore, efforts to enhance the community's tourism strategy and promotional activities are ongoing.

As a newly established municipality, Fundy Shores has encountered challenges in securing provincially owned land for development. The municipality has had several meetings with the provincial government, crown corporations, and advocacy via UMNB for land availability. In 2024, the municipality privately purchased 40 acres of land in Lepreau, earmarked for the future development of a community complex. Additionally, a significant landowner in the area has recently rebranded as Fundy Shores Development Inc., signaling potential new residential developments.

This summary captures just a portion of the progress made over the past year. The pages that follow will offer a more comprehensive look at where Fundy Shores stands today—and where it is heading.

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Where are We? The Progress Tracker:

Completed | **On-track** | **Off-Track** | **New**

Strategic Area	Actions	Progress/ Notes
Residential & Commercial Development	Determine the amount of land required for municipal ownership for development.	Multiple provincial government properties have been identified for multiple uses.
	Identify land to attract private investment for housing development.	Fundy Shores has met with several landowners who have expressed interest in developing properties for residential development. Fundy Shores is on track to meet its goal of seeing 25 new housing built throughout the community by 2030.
	Create incentives for developers to build diverse housing types.	Synergi has developed a residential and commercial development incentive package for Fundy Shores. This should be launched for early 2026.
Business Growth & Diversification	Identify potential areas for a commerce/ business park.	Fundy Shores is undergoing a feasibility and needs assessment study to determine a suitable location for the commerce park.
	Build the infrastructure to attract businesses to set up shop.	Requires land- Fundy Shores is working diligently with the provincial government and private partners to secure land for development.
	Design/build pad-ready sites for light industrial park.	Fundy Shores will determine location and infrastructure needs following the completion of the feasibility and needs assessment. This item was listed as a Year 3 priority and will likely get pushed out for future year and budgetary considerations.
	Develop a business directory for Fundy Shores.	The Fundy Shores Business Directory is hosted on Synergi's website. Businesses are encouraged to register for free to be a part of the directory.

Infrastructure Development 	Work with provincial and federal governments to access funding.	Fundy Shores has successfully applied for funding via RDC for the needs assessment. And will look for further funding for the construction phases of the project.
	Collaborate with providers to improve digital access.	The Southwest RSC announced this year that PRAC (Planning Review and Adjustment Committee) can work with Industry Canada on proposed sites for cell towers. Fundy Shores will work with the provincial government and providers such as Bell and Rogers to address and improve cell coverage and internet gaps throughout the community.
	Determine cost of operating a public works department.	Determined as a future priority, as needed.
	Invest in social and recreational infrastructure.	For 2025 Fundy Shores has upgraded the playground in Musquash for accessibility and safety, distributed playboxes to local beaches, and redirected recreation activities at the request of the community.
Tourism Sector 	Collaborate with Southwest RSC for tourism marketing support.	Changes to staffing at the RSC have stalled tourism marketing support for Fundy Shores.
	Meet with Cruise Lines to discuss excursions to Fundy Shores and capitalize on the 60,000 passengers taking excursions annually from the Port of Saint John.	Fundy Shores and Synergi both met with tour groups and are developing a business proposal to bring back tours to the area and come up with new ideas for tour excursions. This is expected to be complete by December 2025.

	Build upon local tourism marketing and strategy.	Fundy Shores has developed a local marketing brochure that highlights several eco-tourism destinations and other points of interests. Fundy Shores is also exploring the implementation of a Tourism Accommodation Levy to help fund tourism related infrastructure, events, and studies. Fundy Shores is in the process of developing a tourism strategy and will compliment the business proposal to bring cruise tourism back to Fundy Shores.
	Work with stakeholders to develop the Coastal Link Trail.	The proposed trail system through the Musquash Estuary was not approved. The Coastal Link Trail is reevaluating trail development location.
	Continue to work with New River Beach Provincial Park/Lepreau Falls.	Fundy Shores and Synergi meet regularly with the provincial park on ways to improve the park and visitor experiences. This was the first year for New River Beach to host its Sand Sculpture competition as a three-day event attracting thousands to the area.
	Partner with stakeholders to improve trail networks.	Fundy Shores continues to advocate with the Musquash ATV Club and QuadNB to improve trail accesses throughout the community. The Department of Tourism, Heritage and Parks denied an exploratory pilot to allow quads to the provincial park. Currently the provincial *Parks Act* does not permit access to quads on park land. Fundy Shores is working with a landowner in Prince of Wales to gain access for the Musquash ATV Club's route.

Energy Sector 	Meet regularly with PLNGS	Fundy Shores and Synergi meet regularly with NB Power and PLNGS to discuss current and future developments.
	Begin planning to meet the need for an expanded workforce at Point Lepreau Nuclear Generating Station (PLNGS).	As part of these regular meetings with NB Power, Fundy Shores is working to attract more housing development to accommodate the influx of workers. In January, Fundy Shores took part in the Canadian Nuclear Association's Workforce Planning Forum in Moncton. Fundy Shores has also met with UNB's Centre for Nuclear Energy Research to discuss the future nuclear energy workforce and technologies.
	Identify opportunities for medical isotope production to compliment existing nuclear sector infrastructure, employment, and training.	Fundy Shores has met with a company that has expressed interest in the development of medical isotopes.
Seafood Sector 	Work with small craft harbours to maintain wharf infrastructure.	Advocating for dredging at the Dipper Harbour Wharf as more vessels from aquaculture and traditional fisheries are utilizing the wharf.
	Work with organizations to provide training in succession planning and mentorships.	The Fundy North Fishermen's Association (FNFA) works closely with fishers to ensure generational succession planning and mentorship programs.
	Work with stakeholders on economic development and environment projects.	Fundy Shores has worked with a few community stakeholders on some environmental projects, such as the GHG study and Climate Change Adaptation Plan. Fundy Shores will continuously explore community-based partnerships. FNFA and Synergi are closely monitoring the economic effects of proposed MPAs throughout the community.

Government & Inclusive Community Services	**<u>Community Complex:</u>** Determine sources of capital and operating funds.	Fundy Shores has identified funding partnerships and campaign funding is on track.
	Apply for infrastructure funding.	Fundy Shores has applied for funding through RDC.
	Develop conceptual design and cost estimates, including operating. (next 12-18 months)	Fundy Shores is in the process of the design and costing phase for the community complex.
Health Care & Long-Term Care	Attract health care service providers to practice.	Fundy Shores met with the St. Andrews Wellness Centre to discuss a collaborative care clinic model. Fundy Shores will begin focusing on healthcare service delivery and attracting healthcare and long-term care workers in the coming year. Fundy Shores also met with the New Brunswick Paramedics Association to discuss scope of practice and services that could be offered by Advanced and Primary Care Paramedics (ACPs & PCPs).
	Support seniors living in place.	Fundy Shores continues to look at programming with local and provincial partners to help seniors age in place.
	Identify land for a nursing home or long-term care facility.	As land has been a challenge, Fundy Shores will continue to advocate for land for a long-term care facility.
	Identify long-term care provider.	Originally a year 2 priority, this focus has shifted to amalgamate healthcare and long-term care priority in the coming year.
Childcare	Identify childcare needs.	In 2024, Fundy Shores sent out a survey to families asking about their childcare needs. An overwhelming majority indicated the need for after-school care.

	Identify providers based on needs.	The YMCA of Southwestern New Brunswick was selected to host an after-school care program out of the Fundy Shores School for the Fall 2024. Fundy Shores hopes to build upon the after-school care program and see additional day care opportunities for families.
Environmental Stewardship & Responsible Development 	**Reducing Carbon Footprint** Create a mitigation plan for greenhouse gas emissions Use the Greenhouse Gas Emission Study to inform the mitigation plan.	Fundy Shores invested and participated in a Greenhouse Gas emissions study to determine its carbon footprint. Actions from the study included energy efficiency upgrades to municipally owned facilities such as the municipal hall and fire departments. Fundy Shores has three electric charging station locations throughout the community—Lepreau, New River Beach, and one on the Point Lepreau site. Future considerations will be made with the development of the community complex and has been taken into consideration with the commercial and residential incentive package. Fundy Shores this past fall provided the opportunity for 100 homes to participate in detecting radon gas. Testing of radioactive radon gas helps prevent long-term health risks such as lung cancer.
	Create a Climate Change Adaptation Plan Implement a phased approach to ensure sustainable growth. Integrate green building standards. Collaborate with partners as required.	The Climate Change Adaptation Plan is a guide for the community in its future planning considerations and the development of the rural plan. The Plan ensures that new builds avoid risks such as flood plains, coastal erosion, and protection of wetlands. Green building standards have been incorporated in future building needs and will be incorporated in the development incentive package.

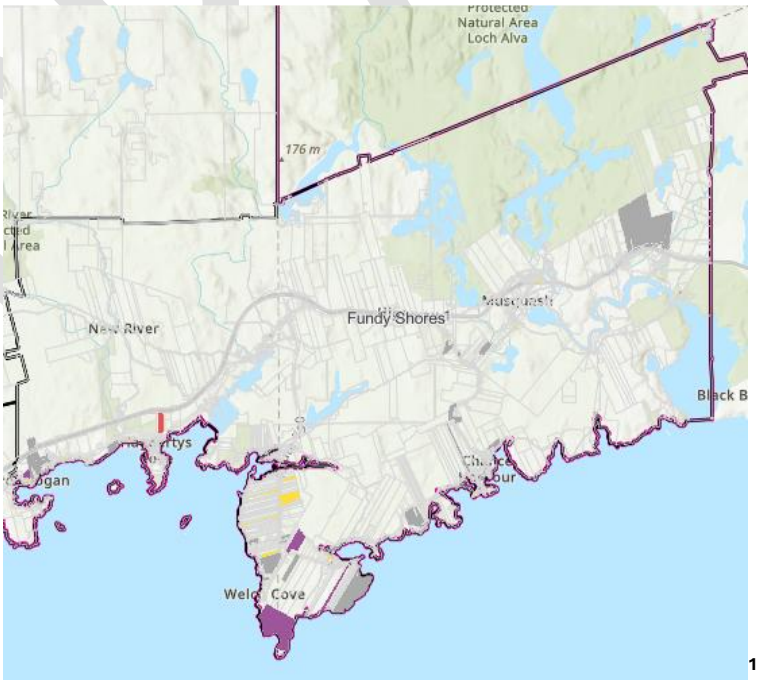
The Year in Review: 2025

Residential Development and Land Acquisitions: Accessing publicly owned land for residential and commercial development has remained a challenge for Fundy Shores. To address this, Fundy Shores has submitted applications to the Department of Transportation and Infrastructure (DTI) for seven properties across the municipality that may be suitable for housing development. One of the properties was later deemed unsuitable for development and has since been listed for public tender as surplus land on the DTI website.

In addition to these applications, Fundy Shores actively monitors tax sale listings and private land sales as part of its broader land acquisition strategy. The municipality has also met with the Premier, as well as the Ministers of DTI and Local Government, to emphasize the urgent need for access to developable land.

Fundy Shores also met with the Fundy Shores Development Inc. to discuss potential residential developments along Route 790. Synergi has also met with the newly formed New Brunswick Land Trust Co-op to discuss opportunities for non-profit housing options.

Fundy Shores experienced 30 commercial and residential developments with a total construction value of approximately $6,082,000. To spur more development, Synergi has developed a commercial and residential development incentive package designed for Fundy Shores to positively experience development, population and workforce growth. The incentive package is expected to be launched for 2026.



[1]

[1] Southwest Regional Service Commission's Regional Development Mapping and Dashboard, https://www.arcgis.com/apps/dashboards/ce5da49acd1b4e5e822bfa25b783c94c

Business Growth & Diversification: Fundy Shores has identified the development of a commerce park as a strategic priority to support economic growth and diversification. The municipality is currently conducting a feasibility and needs assessment to determine the most suitable location for the park and to identify the infrastructure requirements necessary to attract and support potential businesses. One of the key challenges identified in this process is land acquisition, which has proven to be a significant barrier and a limiting factor to growth. As a result, Fundy Shores is actively urging the provincial government to partner with the municipality to help overcome this barrier and facilitate long-term economic development. As part of broader economic development efforts, Synergi has developed a commercial and residential incentive package designed to attract new businesses. These incentives aim to stimulate commercial activity while reinforcing Fundy Shores' commitment to economic diversification. In January 2025, Synergi launched a **business directory** on its website. Local businesses are encouraged to register and take advantage of this free advertising opportunity, which also serves as a tool for promoting local commerce and increasing visibility within and beyond the region.

Infrastructure Development: DTI completed final paving improvements on the Musquash end of Route 790 this summer. The department also carried out upgrades to the Lepreau and Little Dipper Harbour bridges and plans to replace the Chance Harbour Bridge next year. Additionally, Fundy Shores has brought forward concerns to the Minister regarding ongoing flooding and public safety risks at a culvert in Musquash, requesting that DTI prioritize its replacement.

PRAC as the land-use planning authority, now has the capacity to work with Industry Canada on proposed locations for cell towers. Fundy Shores has identified digital infrastructure as a key priority for the upcoming year and will be engaging with RADCOM and service providers such as Bell and Rogers to improve cellular reception throughout the community. In addition, Fundy Shores will collaborate with government partners and internet providers to enhance connectivity in areas in the community currently experiencing poor or limited internet access. This will help residents, businesses, and employees working from home to have reliable cellular connections.

Fundy Shores has invested in accessibility and safety upgrades at the Musquash playground and installed playboxes at local beach to enhance recreational opportunities for families. The community is also currently undertaking a needs assessment, costing analysis, and design work for the future community complex in Lepreau.

Tourism Development: In 2024, Fundy Shores launched its **eco-tourism brochure,** which was distributed province-wide and featured on the municipality's website. This brochure will serve as a foundational piece in the development of a broader tourism strategy, set to be unveiled in 2026. The strategy aims to enhance tourism offerings while aligning with sustainable and eco-friendly values that highlight the community's natural beauty and cultural assets.

In May 2025, Synergi and Fundy Shores participated the Port of Saint John's annual *Port Days* event. This platform enabled valuable networking opportunities, including a meeting with a cruise tour company. A follow-up meeting occurred this Fall to explore opportunities for cruise tour

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excursions to return to Fundy Shores. These excursions would provide cruise passengers with immersive experiences in the local seafood sector, natural attractions, and small businesses throughout the community. Additionally, Synergi engaged with a regional tour bus company to discuss potential partnerships for passenger transportation, further supporting the cruise excursion initiative. Fundy Shores and Synergi are actively developing a business plan to present to the cruise company by December 2025, with the goal of launching cruise tour excursions in the 2027 tourism season.

Fundy Shores continues to foster a relationship with New River Beach Provincial Park, with ongoing discussions surrounding expanded tourism and business opportunities at both New River Beach and Lepreau Falls. This year marked the inaugural three-day Sand Sculpture Competition at New River Beach, which successfully attracted thousands of visitors to the community. The campground also experienced a stable season with 9,302 campers and welcomed approximately 7,800 visitors to Lepreau Falls.

The municipality is also exploring the implementation of a Tourism Accommodation Levy (TAL). The purpose of the Tourism Accommodation Levy is to establish a dedicated, equitable, and sustainable funding source that supports the development, promotion, infrastructure, and management of tourism within Fundy Shores. TALs in New Brunswick are set at a maximum of 3.5%. The levy ensures that visitors contribute to maintaining and enhancing the infrastructure, experiences, and natural assets they enjoy, while providing lasting benefits to residents, the local economy, and the region. Synergi hosted a joint meeting with the Economic Development and Community Empowerment and the Recreation and Destination Committees to review the TAL framework. A stakeholder engagement was held this Fall, with the goal of implementing the levy prior to the 2026 tourism season.

In Spring 2025, Fundy Shores and Synergi met with the Musquash ATV Club and QuadNB to discuss potential access improvements to the ATV trail network. A key focus of the discussion was improving connectivity to New River Beach and trail access in Prince of Wales. Due to current restrictions under the provincial *Parks Act*, which prohibits ATV use on provincial park property, Fundy Shores formally requested that the Department of Tourism, Heritage, and Culture consider a pilot project allowing ATV access to the New River Beach parking lot. This would have enabled users to access the New River Beach Takeout and the campground, a missed economic

development opportunity for the Park and the Takeout. Unfortunately, the department declined to explore the pilot project. This decision also complicated efforts to secure a Highway Usage Permit (HUP) from DTI to allow ATV access along New River Beach Road. Despite this setback, Fundy Shores and Synergi remain committed to advocating for expanded trail access for ATV users. In addition, Fundy Shores has reached out to a corporate landowner in Prince of Wales for trail access in that community. A response from the landowner is currently pending.

Progress on trail development of the Fundy Shores' portion of the Coastal Link Trail system has experienced a delay. The proposed trail segment along the Musquash Estuary was not approved, prompting the municipality to reevaluate the planned route. Fundy Shores remains committed to advancing this important regional trail initiative and is currently assessing alternative alignments that will meet environmental standards while enhancing connectivity and access for residents and visitors alike.

Energy Sector: Fundy Shores and Synergi continue to engage regularly with NB Power and the Point Lepreau Nuclear Generating Station (PLNGS) to monitor progress on the Small Modular Reactor (SMR) initiative and explore the potential development of a second nuclear reactor, identified by the provincial government as a priority energy project. As noted in the introduction, Fundy Shores has secured regional support for the advancement of enhanced nuclear energy development, reinforcing the municipality's role as a strategic partner in New Brunswick's energy future. In January 2025, Fundy Shores participated in the Canadian Nuclear Association's workforce planning session in Moncton. Recognizing the significant labour force that will be required to support nuclear expansion, the municipality is actively planning for housing developments to accommodate incoming workers. Fundy Shores has also engaged with the University of New Brunswick's Centre for Nuclear Energy Research to explore collaboration opportunities related to nuclear energy technologies and training the next generation of nuclear professionals.

In addition, the municipality recently held discussions with a company involved in the production of commercial medical isotopes. Fundy Shores is well-positioned to support this type of operation, given its strategic location within existing supply chain and trade routes, as well as the public safety expertise provided by the Musquash Fire Department. The municipality will continue working closely with the company to better understand its operational needs and potential for local establishment.

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Seafood Sector: This Fall, Synergi met with Small Craft Harbours to discuss the need for dredging at the Dipper Harbour Wharf and to explore tourism-related opportunities. Synergi will continue outreach to other Harbour Authorities within the community to identify infrastructure needs and advocate for investment and improvements accordingly. Synergi also maintains regular communication with the Fundy North Fishermen's Association (FNFA) to stay informed on advocacy efforts supporting the region's fishers, including those within Fundy Shores. Together, FNFA and Synergi are closely monitoring the federal government's proposed Marine Protected Areas (MPAs) to better understand their economic and environmental impacts on the local fishing industry and coastal communities. In addition, both organizations are watching the implications of Chinese tariffs on Canadian seafood products, particularly lobster, and assessing the potential impact on exports and local fisheries. Succession planning and mentorship remain a key priority. FNFA continues to work closely with fishers to support and develop programming that ensures knowledge transfer, industry sustainability, and workforce renewal for the next generation of harvesters.

Government and Inclusive Community Services: Fundy Shores has established a Needs Assessment Committee to guide planning for a future community complex. As part of the early development process, the municipality has submitted an infrastructure funding application to the Regional Development Corporation (RDC). Currently, the project is in the design and costing analysis phase, which will help determine the scope, scale, and feasibility of the proposed complex. This work is a critical step in ensuring the facility meets the long-term needs of the community while remaining financially sustainable.

Health Care and Long-Term Care: With an aging population and increasing demand for both health care and long-term care, Fundy Shores recognizes this as a critical priority shared by all levels of government. In response, the municipality has taken proactive steps to explore innovative and collaborative solutions. Fundy Shores has engaged in discussions with the St. Andrews Wellness Centre, the University of New Brunswick, and the New Brunswick Paramedics Association to assess the feasibility of establishing a collaborative health clinic and related opportunities in the community. These conversations include exploring the role of Advanced Care and Primary Care Paramedics in delivering services within their scope of practice—an approach that could help improve access to care in rural areas, like Fundy Shores. To support this initiative, the municipality is currently preparing a clinical and health care proposal, aimed at addressing local health needs while aligning with provincial health strategies and resources.

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Childcare: In 2024, Fundy Shores sent out a survey to families asking about their childcare needs. An overwhelming majority indicated the need for after-school care. The YMCA of Southwestern New Brunswick was selected to host an after-school care program out of the Fundy Shores School for the Fall 2024. Fundy Shores and Synergi met with the YMCA this summer to explore the potential for expanded programming and services. Fundy Shores hopes to build upon the after-school care program and see additional childcare opportunities for families.

Access to quality childcare and early childhood education plays a key role in student success. One of the strongest examples of this is the continued achievements of Fundy Shores School. With a dedicated team of educators, staff, and students, Fundy Shores School has demonstrated exceptional performance in recent provincial assessments for Grades 4 and 5: 100% in English and Science, 81.8% in Mathematics. These results are well above both the provincial and district averages, highlighting the strength of the school community and the importance of investing in early learning opportunities that set students on a path to long-term success.

As part of its commitment to youth development and community-based childcare support, Fundy Shores recently hosted a babysitter's course. This initiative provided local youth with an opportunity to gain valuable first-job experience while learning the responsibilities and skills required to care for children safely and confidently. Programs like this not only empower young people with practical life skills but also help strengthen the availability of responsible childcare support within the community.

Environmental Stewardship & Responsible Development: Fundy Shores continues to demonstrate leadership in environmental stewardship and climate action through a range of proactive initiatives. The municipality recently invested in and participated in a Greenhouse Gas (GHG) Emissions Study to assess its carbon footprint. Based on the findings, Fundy Shores has already begun implementing energy efficiency upgrades to municipally owned facilities, including the municipal hall and local fire departments. Looking ahead, sustainability has been prioritized in

future infrastructure planning. Green building standards have been integrated into the planning and design of the upcoming community complex and are also embedded in Synergi's commercial and residential incentive package to encourage environmentally responsible development.

Fundy Shores has also adopted a Climate Change Adaptation Plan to guide long-term land use and community planning. The plan ensures that new developments avoid high-risk areas, such as flood plains, areas prone to coastal erosion, and wetlands, helping to build a more resilient and sustainable community. Supporting the shift toward low-emission transportation, Fundy Shores is currently hosts three electric vehicle charging stations located in Lepreau, New River Beach, and on the Point Lepreau site. In addition to environmental initiatives, Fundy Shores also advanced public health protection by offering a radon gas detection program in Fall 2025. This initiative enabled 100 homes to test for radioactive radon gas, helping residents reduce long-term health risks such as lung cancer through early detection.

To sum 2025 up, it has been a busy year! But that's not all!

Where are we going? 2026-27 Focuses

Fundy Shores and Synergi will be heavily focused on the three key items below for next year. This will include ongoing files such as land acquisition, the launch of the commercial and residential incentive package, and among other priority items identified throughout this document.

Tourism Strategy Development: Fundy Shores is actively developing a comprehensive tourism strategy, with an official launch planned for 2026. This strategy will guide tourism growth and development in the region and is designed to support both visitor experience and local economic benefits.

Key focus areas will include :

- Implementation of the Tourism Accommodation Levy (TAL) to create a sustainable funding model for tourism-related initiatives.
- Collaboration with cruise tour companies to prepare for the return of cruise excursions beginning in the 2027 tourism season.
- Continued partnership with New River Beach Provincial Park on future projects, including exploring a pilot project for ATV access.
- The development and expansion of community trail networks, enhancing both tourism appeal and local recreation.
- A focus on creating a unique and authentic visitor experience that reflects the natural beauty, culture, and community spirit of Fundy Shores.

This strategy will serve as a roadmap for building a vibrant, sustainable, and inclusive tourism sector that benefits both residents and visitors alike.

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Digital Infrastructure: Fundy Shores recognizes the ongoing gap in digital infrastructure across the community and the impact this has on residents, businesses, and visitors. Improving cellular coverage and internet connectivity is a key priority for the municipality. With recent changes allowing PRAC to work directly with Industry Canada on zoning and cell tower placement, Fundy Shores will be engaging with RADCOM and major service providers such as Bell and Rogers to explore investments in reliable and expanded cellular service throughout the region. In addition, the municipality will continue to advocate for increased investment from federal and provincial partners to improve high-speed internet access in underserved areas, ensuring that all parts of the community can benefit from modern digital infrastructure. These efforts are essential to supporting economic development, public safety, education, and quality of life for everyone in Fundy Shores.

Health Care and Long-Term Care: As our population ages, it is important for seniors to be able to live in their homes as long as possible, and/or live in the communities they have built their lives in. Fundy Shores will be focusing on how to implement programming and services to facilitate seniors to continue living comfortably at home or in a long-term care facility. In November 2024, Fundy Shores met with Nursing Home without Walls. In the coming year, Fundy Shores will meet with the New Brunswick Association of Nursing Homes to understand the infrastructure and skilled workforce needed to install a nursing home, and leverage funding to attract and retain those workers and identify a suitable location.

Health care is at a critical juncture not just here in New Brunswick, but nationally and internationally. Health care in New Brunswick cannot focus on siloed solutions—but all levels of government streamlining processes and working together to ensure residents have access to primary health care. As mentioned earlier in this document, Fundy Shores has met with the St. Andrews Wellness Centre and the New Brunswick Paramedics Association to better understand scope of practice at how a collaborative care model could work for this municipality. Fundy Shores is drafting a clinical and health care proposal, aimed at addressing local health needs while aligning with provincial health strategies and labour resources. Fundy Shores will also work closely with nearby post-secondary institutions like UNB Saint John, NBCC Saint John, Oulton College, and the Dalhousie Medical School, to come up with solutions to attract and retain health care professionals to our community, that could service local and regional needs.

Conclusion: Fundy Shores remains committed to building upon the foundation that has been laid with the development of this strategy. It is a guide to help grow our population, workforce, and provide a place where people want to come to live, work, and play. It will take all hands-on deck to continue moving the community forward. While barriers have been identified, Fundy Shores is committed to finding the right tools to knock down and break through those barriers. This community has continued to grow since its incorporation in 2023, lets keep the momentum going!

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Fundy Shores' Economic Development Agency:

Synergi is a non-profit economic development agency partnering with local municipalities to help them achieve their goals for growth. By working together and maximizing resources, we can produce a combined effect greater than sum of our individual efforts.

Currently, *Synergi* represents the Rural Communities of Fundy Shores, Campobello Island, and the Villages of McAdam and Grand Manan. We provide local economic development services to achieve priorities such as Land Acquisition, Residential and Commercial Development, Tourism Development, Infrastructure Development, and provide Business Attraction and Support.

Our goal is to ensure that our communities thrive and remain a wonderful place to live, work, and prosper.

Executive Director, Brian Cooke
Brian.Cooke@synerginb.ca
www.synerginb.ca/
P.O. Box 1064, St. George, NB E5C 3H9
506-754-4127

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Date: December 3, 2025

Departmental Report

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

Activities:

Date: Nov 4, 2025
Item: Morning meeting with Tom Mueller media on nuclear energy

Date: Nov 5, 2025
Item: morning meeting with Andrew W. in regards to land development in Lepreau

Date: Nov 5, 2025
Item: Regular Council Meeting

Date: Nov 6, 2025
Item: Regional Service Commission Committee of the Whole meeting

Date: Nov 11, 2025
Item: Attended Musquash Fire Remembrance Day ceremony. Laid wreath on behalf of Fundy Shores.

Date: Nov 14, 2025
Item: Attended funeral service for council member Susan Farquharson.

Date: Nov 18, 2025
Item: Attended RCMP public meeting, Fundy Bay 50+ Club.

Date: Nov 19, 2025
Item: Committee of the Whole council meeting

Date: Nov 23, 2024
Item: Rink liner installation

Date: Nov 24, 2025
Item: 9 AM Meeting: CAO review with Deputy Mayor.
Item: 5 pm Synergi board meeting

Date: Nov 25, 2025
Item: Zoom meeting for NB Power review

Date: Nov 26, 2025
Item: Office to sign RDC contract, return calls, spoke with Kris Austin regarding nuclear energy

Date: Nov 27, 2025
Item: RSC board meeting

Date: Nov 28, 2025
Item: Community tree lighting

Date: December 3, 2025

Departmental Report

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

Activities:

Date: Nov 5, 2025
Item: Regular Council Meeting

Date: Nov 8, 2025
Item: New River and Eastern Charlotte Waterways erosion discussion and tree planting

Date: Nov 11, 2025
Item: Remembrance Day Service, Musquash Fire Station 1

Date: Nov 18, 2025
Item: RCMP open house, Fundy Bay 50+ Club

Date: Nov 19, 2025
Item: Committee of the Whole meeting

Date: Nov 24, 2025
Item: Year end review meeting

Date: Nov 25, 2025
Item: NB Power webinar

Date: December 1, 2025

Departmental Report

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

Activities:

Date: November 5, 2025
Item: Attended Regular Council Meeting

Date: November 11, 2025
Item: Participated in Remembrance Day Ceramony at Station 1

Date: November 18, 2025
Item: Attended RCMP Meeting at Fundy Bay 50+ Club

Date: November 19, 2025
Item: Attended Committees as a whole

Date: November 28
Item: Attended the Community Tree Lighting in Chance Harbour

Date: December 3, 2025

Departmental Report

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

Activities:

Date: November 4, 2025
Item: Cleaned up Fundy Shores Office basement with Lorraine Thompson

Date: November 5, 2025
Item: Attended Regular Council meeting.

Date: November 11, 2025 –
Item: Attended Remembrance Day Ceramony at Musquash Fire Station 1

Date: November 14, 2025 –
Item: Attended the funeral for Councillor Susan Farquarson
Item: Called Bingo

Date: November 18, 2025
Item: Attended the RCMP meeting at Fundy Bay 50+ Club in Maces Bay

Date: November 19, 2025
Item: Attended the Committee of the Whole meeting

Date: November 28, 2025
Item: Attended the Community Tree Lighting in Chance Harbour

Date: November 29, 2025
Item: Attended the Fundy Bay Seniors Fundraising Bake Sale

Recreation and Destination Development Committee report

1. The RDD Committee did not meet in November. We are running short of volunteers to help with Bingo and would like to reach out to anyone available to help.

2. Next meeting to be determined.

3. Upcoming events – Musquash Community Christmas Bingo December 12, 2025 everyone 19 and over welcome.

4. Breakfast with Santa is scheduled for December 13th – Registration for gift receiving to be through the office by calling or emailing the Name, Age and Gender. Registration will closed Monday December 8th at 2pm.

Date: December 3, 2025

Departmental Report

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

Activities:

Date: November 05/2025
Item: Regular Council Meeting 31 Malcolm Meehan Rd. Musquash NB

Date: November 11/2025
Item: Buoy Painting for tree lighting ceremony

Date: November 15/2025
Item: Attended Breakfast at Fundy Bay 50+ Club for school breakfast program

Date: November 18/2025
Item: Attended RCMP information session Fundy Bay 50+ Club

Date: November 19/2025
Item: Attended Committee of the Whole council meeting 31 Malcolm Meehan Rd. Musquash NB

Date: November 20/2025
Item: Attended PRAC committee training 33 Wall St, St. Stephen NB

Date: November 28/2025
Item: Attended Community Tree Lighting ceremony Chance Harbour Buoy Tree, Chance Harbour NB

PRAC Committee Meeting November 20/2025

Report to Council December 03/2025

PRACC Report

There were no files for PRAC committee meeting on November 20/2025. The committee meeting was used as a training session on the by-laws for the SWRSC PRAC committee by-laws.

Judy Hartford did a presentation on the new program Green Shores which she attended a seminar recently. The program is finding new strategies for protecting waterfront properties while also protecting and restoring habitats. Instead of concrete and sheet piles new practices use a combination of planting, gravel, sand, logs, stones, and setbacks and slope modification to protect against shoreline erosion and provide recreational access while at the same time maintaining the ecological attributes of the shoreline.

CAO Memo to Council

Prepared by: Linda Sullivan Brown
Date Prepared: November 26, 2025

Re: Monthly Activity Report

Projects -

Fiscal – 2026 Budget, Capital Investment Plan under the Canada Community Building Fund, Capital Investment Plan under the Capital Renewal Fund are all completed and available for Council's consideration. A dashboard has also been provided as a quick overview to the budgetary changes and financial impacts.

By-Laws – Four By-Laws are prepared and available or Council's consideration on the December Agenda. Council can provide the first reading by title, and allow for citizens to provide comments or concerns prior to January's Regular Council Meeting. If approved by Council, I will create a section on the By-Laws page, as we have in the past, that provides a background document and allows for comments or concerns from the community.

Respectful Workplace Policy – has bee completed and reviewed by legal. This is a policy we are legally obligated to have in accordance with Worksafe NB.

Pilot Project for Healthcare – This document was forwarded to Council for consideration. Mayor Cogswell will be sharing with the partners for additional project development.

Tourism Strategy – This draft document was completed and shared with Council for approval at the December Council Meeting.

Business Park Study – RDC has agreed to support this project for $32,000, the contracts have been signed (per Council's prior authorization) and should be kicking off in the new year.

Community Complex – I have received no information on the community complex to date. I have left a space on the agenda for it to be discussed, should information arrive before Council next week.

Year End Transfers – As you can see in the agenda, additional year end transfers are noted, but not identified. I want to finish the bank and visa statements to date so I can provide an accurate projection for year end and recommend the additional transfers to reserve funds.

Insurance Renewal – This item is still on-going, the rates between the two companies are coming closer into alignment, once reviewing the coverages and ensuring similar policies. I should have a recommendation for Council in December.

Course work – By the end of this week, I will have completed two additional courses – Climate Adaptation and Resiliency through ClimAtlantic and Parliamentary Governance, Management and Procedure. I have only one course scheduled for 2026 – Asset Management through the Atlantic Infrastructure Management Network. This will be funded through the Capital Renewal Fund.

I think this captures the work of the past few weeks. If you feel anything needs additional attention, please let me know.

Respectfully Submitted
Linda Sullivan Brown
Chief Administrative Officer

Date: December 3, 2025

Departmental Report

Department:	Musquash Fire
Reporting Period:	November 2025
Prepared by (Name):	Chief Wayne Pollack

Activities:

Date: October 25, 2025
Item: Hike with Heroes Event- New River Beach

Date: October 29, 2025
Item: MVC- Car vs. Deer, Musquash

Date: November 4, 2025
Item: MVC- Car hit bridge, New River Beach

Date: November 10, 2025
Item: Car Hydroplaned, Lepreau

Date: November 11, 2025
Item: Remembrance Day Ceremony- Station 1, Musquash

Date: November 12, 2025
Item: MVC- Car vs. Deer, Musquash

Date: November 15, 2025
Item: Public Service (Gain entry), Dipper Harbour

Date: November 17, 2025
Item: MVC- Rollover, Musquash

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

Meeting: Dec. 3, 2025
31 Malcolm Meehan Rd., Musquash
Prepared by Brian Cooke, Executive Director

- **Land Acquisition:**
  - Met with staff from DTI and Tourism, Heritage, and Culture (THC), to discuss potential archaeology studies that may need to be completed for the site. We are evaluating options, risks, and have requested table top data on properties applied for.

  - Drafted and submitted a business plan for a property owned by DTI in the Mink Brook area. Subject to the above conditions, we've requested a reassessment of the surplus property acquisition.

  - Identified some key properties owned by the Department of Natural Resources for potential developments and have requested a meeting with the department to discuss further.

- **Business Development:**
  - Attended the NB Power Review panel for municipalities and discussed the importance and opportunities with the Point Lepreau Nuclear Generating Station (PLNGS). Discussed the employment, GDP value, property taxation, and the critical importance it has on New Brunswick's overall energy grid and security, and skills training opportunities with UNB and NBCC. NB Power has warned of potential blackouts for 2028 and urged NB Power and the provincial government to invest more into nuclear technology.

- Synergi meets on a biweekly basis with a potential company looking to start up a medical isotope facility.
-
- Received a briefing from UNB's Centre for Nuclear Energy Research with Synergi's Board of Directors on medical isotope production, including the need as there is a global and national shortage. New Brunswick and Fundy Shores have a real opportunity to have a game changing industry focused on life saving medical isotope production.

- Met with members of New Brunswick's official opposition party to discuss the need and opportunities for nuclear and medical isotopes in New Brunswick.

- Met and spoke with representatives of the Peskotomuhkati Nation relating to a couple of business and cultural- related files.

- Drafted a letter to the ONB Minister, CEO, and VP of Business Development, requesting a meeting to discuss medical isotope production in Fundy Shores.

- Reevaluating some numbers regarding the proposed TAL for 2026 and potential vendors benefits/impacts.

- Followed up with DFO regarding Dipper Harbour Wharf dredging needs.

- Synergi began working on a business plan to submit to the cruise tour company we met back in September to return cruise excursions to Fundy Shores. The business plan draft was completed and is currently under review before submission to the tour company.

- Met with New River Beach Provincial Park manager to discuss the 2026 sand sculpture competition.
- Attended the Chance Harbour Buoy Tree Lighting on November 28.

- **Housing:**
  - Fundy Shores Mayor and Council will be considering residential and commercial development incentives as part of its budgeting process this month. Working on developing a formula on the commercial incentive.

- **Five-Year Economic Development Strategy:**
  - As an accountability mechanism and progress tracker- Synergi will provide an annual review to establish whether priority areas are completed, on/off track, reconsiderations, and the focus for 2026. A draft was prepared, with feedback provided by the CAO. The draft has been presented to council for review and will be discussed at the December 3 meeting of Council.

Approval of Invoices
Month of: November 2025

Services	Vender	Description	Invoice Total		
General Government					
	Lancaster Branch No. 69 Royal Canadian Legion	Wreath	$ 60.00		
	NB Power	Office Power	$ 374.39		
	BrunNet	IT Services	$ 763.06		
	Grant Thornton	Legal Services	$ 1,316.17		
	Bell Mobility	Cellular Services	$ 117.27		
	Gorman Nason Lawyers	By-law Review	$ 4,577.00		
	Xpert Office	Printer Services	$ 56.51		
	Dillon Consulting	Civic Space Needs Assessment	$ 3,827.20		
			Subtotal	*$*	*11,091.60*
Musquash Fire Department					
	Brian Adams' Garage	MVI	$ 51.75		
	Canadian Tire	Equipment	$ 10.91		
	Xplore	Internet	$ 120.74		
	Saint John Energy	Heat Pump-Station 1	$ 76.43		
	Saint John Energy	Heat Pump-Station 2	$ 172.49		
	Telus	Alarm Services- Station 1	$ 138.00		
	Telus	Alarm Services- Station 2	$ 138.00		
	Canadian Tire	Dewalt Equipment	$ 300.10		
	Telus	Alarm Services	$ 137.89		
	NB Power	Station 1 Power	$ 583.06		
	NB Power	Station 2 Power	$ 372.61		
	NB Power	Station 2 Garage Power	$ 40.26		
	Irving Energy	Propane Tank Rental	$ 113.85		
	Irving Energy	Propane Tank Rental	$ 113.85		
	Irving Energy	Propane Tank Rental	$ 113.85		
	NB Dept of Transport	Radio Communication Services	$ 4,453.26		
	Sobeys	Remembrance Day ceremony food	$ 145.37		
	Dollarama	Remembrance Day ceremony supplies	$ 47.15		
	Superstore	Remembrance Day ceremony food	$ 26.00		
	Costco	Fire Station Supplies	$ 184.03		
	Mike Hare	Mini Split Cleaning Services	$ 200.00		
			Subtotal	*$*	*1,729.37*
Community Services					
	Forest Green Lawncare	Fundy Shores Office Building Mowing	$ 125.00		
	Forest Green Lawncare	Station 1 Mowing	$ 80.00		
	Kent	Lumber for skating rink liner	$ 876.12		
	NB SPCA	Animal Control Services Oct-Dec	$ 3,890.00		
	Southwest NB Service Commission	Member Charges for December 2025	$ 31,311.50		
	Community Development of Eastern Charlotte	December Billing	$ 6,333.37		
	Tim Hortons	Hot Chocolate for Tree Lighting Event	$ 149.50		
	Independent Grocer	Cookies for Tree Lighting Event	$ 30.40		
			Subtotal	$	42,615.99
Solid Waste					
	Fero	Contract Fees	$ 21,868.11		
	Southwest NB Service Commission	Fero Waste & Recycling	$ 4,522.00		
			Subtotal	*$*	*21,868.11*
			Total Invoices	**$**	**77,305.07**

The Rural Community of Fundy Shores

Fiscal Year Period January 01,2025 To November 30,2025

Income & Expense Statement

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
EXPN	EXPENSES							
	EX01 Expense							
E	01-2100-0000	General Government Expenses	$ 0.00	$ 0.00	$0.00	$ 0.00	$ 0.00	0.00
E	01-2111-0000	Mayor Honourarium	8,417.16	935.24	$9,352.40	11,223.00	1,870.60	83.33
E	01-2111-0100	Mayor Other	645.63	38.29	$683.92	1,000.00	316.08	68.39
E	01-2113-0000	Councillor Honourarium	23,381.07	2,404.91	$25,785.98	35,840.00	10,054.02	71.95
E	01-2113-0100	Councillor Other	1,335.43	34.18	$1,369.61	2,000.00	630.39	68.48
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	86,042.66	7,822.06	$93,864.72	101,800.00	7,935.28	92.21
E	01-2121-2301	Payroll Deductions	19,361.41	955.14	$20,316.55	21,500.00	1,183.45	94.50
E	01-2121-4000	Office Building	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2121-4110	Janitorial Services	1,171.23	0.00	$1,171.23	3,000.00	1,828.77	39.04
E	01-2121-4120	Power	1,840.78	0.00	$1,840.78	6,000.00	4,159.22	30.68
E	01-2121-4130	Building Repairs/Maintenance	5,329.12	62.50	$5,391.62	7,000.00	1,608.38	77.02
E	01-2121-4160	Property Taxes	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2121-4170	Office Building Insurance	1,192.00	0.00	$1,192.00	2,500.00	1,308.00	47.68
E	01-2121-4200	Solicitor/Legal Fees	2,903.37	0.00	$2,903.37	10,000.00	7,096.63	29.03
E	01-2121-9000	Other Administrative Services	6,635.48	1,520.00	$8,155.48	16,000.00	7,844.52	50.97
E	01-2121-9110	Office Telephone	3,652.24	0.00	$3,652.24	4,500.00	847.76	81.16
E	01-2121-9130	Office IT	10,229.09	0.00	$10,229.09	14,003.00	3,773.91	73.05
E	01-2121-9160	Photocopier Supplies	1,354.13	0.00	$1,354.13	2,000.00	645.87	67.71
E	01-2121-9170	Office Supplies	3,617.57	0.00	$3,617.57	4,500.00	882.43	80.39
E	01-2121-9180	Miscellaneous	5,409.64	0.00	$5,409.64	0.00	(5,409.64)	0.00
E	01-2121-9200	Accounting Software Fees	16,324.28	0.00	$16,324.28	18,000.00	1,675.72	90.69
E	01-2122-0000	Financial Management	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2122-5000	External Audit	12,514.32	0.00	$12,514.32	19,000.00	6,485.68	65.86
E	01-2122-9000	Accounting Services	5,846.65	0.00	$5,846.65	14,000.00	8,153.35	41.76
E	01-2125-0000	Common Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2125-2000	Civic Relations	7,948.26	0.00	$7,948.26	7,500.00	(448.26)	105.98 **
E	01-2126-0000	Cost of Assessment	134,583.00	0.00	$134,583.00	134,583.00	0.00	100.00
E	01-2127-0000	Collaborative Services RSC	1,905.22	190.58	$2,095.80	2,287.00	191.20	91.64
E	01-2128-0000	Travel & Training Council	6,166.24	0.00	$6,166.24	7,500.00	1,333.76	82.22
E	01-2128-2000	Travel & Training Staff	4,800.26	0.00	$4,800.26	6,000.00	1,199.74	80.00
E	01-2190-0000	Other General Adm Services	0.00	0.00	$0.00	0.00	0.00	0.00

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2193-0000	Liability Insurance	23,412.00	0.00	$23,412.00	30,000.00	6,588.00	78.04
E	01-2194-0000	Municipal Association Memberships	9,212.65	0.00	$9,212.65	11,500.00	2,287.35	80.11
E	01-2195-0100	Donations to Organizations	1,000.00	0.00	$1,000.00	10,000.00	9,000.00	10.00
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	40,221.83	$40,221.83	40,000.00	(221.83)	100.55 **
E	01-2210-1000	Worksafe NB Coverage	1,700.77	0.00	$1,700.77	1,500.00	(200.77)	113.38 **
E	01-2210-1001	Firefighters Legislative Coverage	9,330.00	0.00	$9,330.00	12,000.00	2,670.00	77.75
E	01-2210-1002	Liability Insurance	0.00	0.00	$0.00	2,000.00	2,000.00	0.00
E	01-2210-1100	Clothing	5,210.47	0.00	$5,210.47	4,000.00	(1,210.47)	130.26 **
E	01-2210-1200	Recognition Dinner	3,500.00	0.00	$3,500.00	3,500.00	0.00	100.00
E	01-2210-1300	Membership Fees	575.00	0.00	$575.00	1,000.00	425.00	57.50
E	01-2210-2000	Travel Lodging	278.10	0.00	$278.10	1,500.00	1,221.90	18.54
E	01-2210-2100	Travel - Mileage	89.99	0.00	$89.99	500.00	410.01	18.00
E	01-2210-2200	Travel - Meals	1,879.66	0.00	$1,879.66	3,000.00	1,120.34	62.66
E	01-2210-2300	Meeting Registration	350.00	0.00	$350.00	1,500.00	1,150.00	23.33
E	01-2210-2400	Training Materials	3,585.96	0.00	$3,585.96	2,000.00	(1,585.96)	179.30 **
E	01-2210-2500	Training Courses	7,244.40	0.00	$7,244.40	17,000.00	9,755.60	42.61
E	01-2210-3110	Telephone	5,919.20	0.00	$5,919.20	8,400.00	2,480.80	70.47
E	01-2210-3120	Advertising	3,897.74	0.00	$3,897.74	6,000.00	2,102.26	64.96
E	01-2210-3130	Office Equipment & IT Support	378.49	0.00	$378.49	2,000.00	1,621.51	18.92
E	01-2210-3160	Office Supplies & Postage	548.49	0.00	$548.49	800.00	251.51	68.56
E	01-2210-4110	Janitorial Services	3,785.15	0.00	$3,785.15	7,500.00	3,714.85	50.47
E	01-2210-4120	Heating	1,853.20	0.00	$1,853.20	3,500.00	1,646.80	52.95
E	01-2210-4125	Lights & Power	13,867.47	309.72	$14,177.19	16,000.00	1,822.81	88.61
E	01-2210-4130	Building Repairs & Maintenance	12,392.16	264.09	$12,656.25	10,000.00	(2,656.25)	126.56 **
E	01-2210-4135	Snow Removal	5,856.66	0.00	$5,856.66	5,500.00	(356.66)	106.48 **
E	01-2210-4140	General Supplies	5,070.70	380.43	$5,451.13	5,000.00	(451.13)	109.02 **
E	01-2210-4170	Building Insurance	13,351.20	0.00	$13,351.20	10,000.00	(3,351.20)	133.51 **
E	01-2210-5000	Contracted Dispatch Services	40,494.06	0.00	$40,494.06	43,000.00	2,505.94	94.17
E	01-2210-5100	Alarm Systems	636.02	375.31	$1,011.33	1,500.00	488.67	67.42
E	01-2210-5200	Communication Maintenance	138.11	0.00	$138.11	500.00	361.89	27.62
E	01-2210-5300	Radio License	0.00	0.00	$0.00	800.00	800.00	0.00
E	01-2210-5400	Cylinder Refills	751.91	0.00	$751.91	1,000.00	248.09	75.19
E	01-2210-5500	Small Equipment Repairs	16,195.03	4,310.52	$20,505.55	13,700.00	(6,805.55)	149.68 **

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2210-5600	Other Non-Related Rescue	13,902.12	0.00	$13,902.12	10,500.00	(3,402.12)	132.40 **
E	01-2210-5700	Contract Services from Other Districts	50,752.00	0.00	$50,752.00	35,000.00	(15,752.00)	145.01 **
E	01-2210-5800	Accident Insurance	5,985.50	0.00	$5,985.50	6,500.00	514.50	92.08
E	01-2210-6000	Vehicle Repairs	5,145.76	46.93	$5,192.69	20,000.00	14,807.31	25.96
E	01-2210-6100	Gas & Oil - Vehicle	9,699.97	0.00	$9,699.97	16,000.00	6,300.03	60.62
E	01-2210-6200	Licensing - Vehicle	360.00	0.00	$360.00	1,500.00	1,140.00	24.00
E	01-2210-6300	Insurance - Vehicle	25,505.00	0.00	$25,505.00	17,500.00	(8,005.00)	145.74 **
E	01-2210-7000	Communication Equipment - Capital	9,055.88	0.00	$9,055.88	10,000.00	944.12	90.56
E	01-2210-7100	Capital from Operating Fund - Fire	6,006.87	0.00	$6,006.87	15,000.00	8,993.13	40.05
E	01-2210-7200	New Equipment - Capital	62,490.44	0.00	$62,490.44	46,000.00	(16,490.44)	135.85 **
E	01-2210-8000	Lease Payments - Fire	70,966.77	0.00	$70,966.77	74,000.00	3,033.23	95.90
E	01-2210-9000	Other Recoverable Expenses	7,161.32	0.00	$7,161.32	2,000.00	(5,161.32)	358.07 **
E	01-2250-0000	Emergency Measures	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2250-0100	EMO - Other	3,245.38	0.00	$3,245.38	4,000.00	754.62	81.13
E	01-2250-0200	EMO - Training & Development	0.00	0.00	$0.00	2,500.00	2,500.00	0.00
E	01-2290-0000	Protection Services Committee (RSC)	935.00	93.50	$1,028.50	1,122.00	93.50	91.67
E	01-2290-0100	Public Safety Committee - Local	817.12	0.00	$817.12	1,000.00	182.88	81.71
E	01-2293-9000	Animal Control/SPCA	9,187.00	3,890.00	$13,077.00	21,000.00	7,923.00	62.27
E	01-2300-0000	Transportation Dept Expenses	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2310-0000	Transportation Services (RSC)	9,192.50	919.25	$10,111.75	11,031.00	919.25	91.67
E	01-2326-1000	Street Signs	346.03	0.00	$346.03	2,500.00	2,153.97	13.84
E	01-2400-0000	Environmental Health Expense	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2432-0000	Solid Waste Collection Contract	198,307.64	0.00	$198,307.64	275,000.00	76,692.36	72.11
E	01-2433-9000	Solid Waste Dispoal (Tipping Fees)	45,591.45	0.00	$45,591.45	80,000.00	34,408.55	56.99
E	01-2490-0000	Other Environmental Health	0.00	0.00	$0.00	5,000.00	5,000.00	0.00
E	01-2600-0000	Environmental Development Serv	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2610-0100	Environmental Trust Fund Project	33,223.15	0.00	$33,223.15	0.00	(33,223.15)	0.00
E	01-2611-0000	Planning & Inspection Services (RSC)	167,550.80	16,755.08	$184,305.88	201,061.00	16,755.12	91.67
E	01-2611-0100	Unsightly/Dangerous Premise Enforcement (RSC	0.00	0.00	$0.00	9,000.00	9,000.00	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)	6,714.20	671.42	$7,385.62	8,057.00	671.38	91.67
E	01-2624-0001	Community Development Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2629-0000	Other Environmental Developmen	50.00	0.00	$50.00	5,000.00	4,950.00	1.00
E	01-2670-0000	Economic Development Services	0.00	0.00	$0.00	0.00	0.00	0.00

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2671-5000	Economic Development (RSC)	8,969.20	896.92	$9,866.12	10,763.00	896.88	91.67
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	63,333.30	6,333.33	$69,666.63	76,000.00	6,333.37	91.67
E	01-2690-0000	Other Devlopment Services	0.00	0.00	$0.00	3,000.00	3,000.00	0.00
E	01-2691-0000	Tourism	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2691-1800	Tourism Promotion (RSC)	31,485.00	3,148.50	$34,633.50	37,782.00	3,148.50	91.67
E	01-2691-1801	Tourism Promotion Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2691-9000	Other Tourism	938.57	0.00	$938.57	5,000.00	4,061.43	18.77
E	01-2700-0000	Recreation and Culture	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2712-0000	Community Center	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2712-0010	Community Centre - Administration	38,295.64	0.00	$38,295.64	46,000.00	7,704.36	83.25
E	01-2712-0020	Community Centre - Summer Staff	12,374.42	0.00	$12,374.42	14,000.00	1,625.58	88.39
E	01-2712-0030	Community Centre- Payroll Deductions	9,059.62	0.00	$9,059.62	6,000.00	(3,059.62)	150.99 **
E	01-2712-0040	Community Centre - Travel & Training & Members	1,889.81	0.00	$1,889.81	3,000.00	1,110.19	62.99
E	01-2712-0050	Community Centre - Local Committee	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2712-0100	Community Centre Telephone	0.00	0.00	$0.00	1,500.00	1,500.00	0.00
E	01-2712-0300	Community Centre Supplies	4,148.20	0.00	$4,148.20	5,000.00	851.80	82.96
E	01-2712-0400	Community Centre Advertising	0.00	0.00	$0.00	1,000.00	1,000.00	0.00
E	01-2712-0600	Community Centre Repairs/Miscellaneous	9,011.05	857.00	$9,868.05	10,000.00	131.95	98.68
E	01-2712-0605	Community Centre - Power	1,840.77	0.00	$1,840.77	6,000.00	4,159.23	30.68
E	01-2712-0610	Community Centre - Building Insurance	1,722.00	0.00	$1,722.00	2,500.00	778.00	68.88
E	01-2712-0650	Community Event	9,022.40	0.00	$9,022.40	20,000.00	10,977.60	45.11
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)	86,363.08	8,636.25	$94,999.33	103,635.00	8,635.67	91.67
E	01-2712-1450	Recreation/Cultural Library Supplies	568.60	0.00	$568.60	5,500.00	4,931.40	10.34
E	01-2712-1460	Recreation/Culture Library Phase 3	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2712-1465	New Horizons Project	223.04	0.00	$223.04	0.00	(223.04)	0.00
E	01-2712-3000	Community Centre - LGR Project	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2755-0000	Other Recreational & Cultural Services	18,898.45	0.00	$18,898.45	30,000.00	11,101.55	62.99
E	01-2759-0000	Fiscal Services	0.00	0.00	$0.00	0.00	0.00	0.00
E	01-2759-1000	Banking Fees	46.79	0.00	$46.79	4,000.00	3,953.21	1.17
E	01-2759-2000	Deficit Second Previous Year	0.00	0.00	$0.00	21,961.00	21,961.00	0.00
E	01-2759-3000	Capital Projects	20,011.44	0.00	$20,011.44	205,000.00	184,988.56	9.76
E	01-2759-3500	Transfer to Capital Reserve Fund	0.00	0.00	$0.00	100,000.00	100,000.00	0.00

	account	AcctName	Period YTD	Current Month	Fiscal YTD	Annual Budget	Variance	% Used
E	01-2759-4000	Operating Reserve Fund	0.00	0.00	$0.00	20,000.00	20,000.00	0.00
E	01-2999-9999	Rounding Account	0.00	0.00	$0.00	0.00	0.00	0.00
	Totals For: EX01		**1,625,504.11**	**102,072.98**	**1,727,577.09**	**2,349,848.00**	**622,270.91**	**73.52**
Totals For: EXPN			**1,625,504.11**	**102,072.98**	**1,727,577.09**	**2,349,848.00**	**622,270.91**	**73.52**

Total Income:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	0.00
Total Expenses:	1,625,504.11	102,072.98	1,727,577.09	$ 2,349,848.00	622,270.91	73.52
Totals:	**$(1,625,504.11)**	**$(102,072.98)**	**$(1,727,577.09)**	**$(2,349,848.00)**	**$(622,270.91)**	**-73.52**

Note: The items marked with ** are over budget

Minutes
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
December 3, 2025 – 6:00 pm

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

Roll Call
Mayor George (Denny) Cogswell, Deputy Mayor Heather Saulnier (online), Councillor Deanna Bent, Councillor Tina Dealy, Councillor Lorraine Thompson (online), Chief Administrator Officer/Clerk Linda Sullivan Brown, Administrative Assistant Jillian Holland, Executive Director of Synergi – Brian Cooke

Declaration of Conflict of Interest
None.

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

Motion Unanimously Carried

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

Motion Unanimously Carried

Presentation to Council

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

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

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

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

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

Business Arising from the Minutes/Old Business

a. Financial -

i. 2026 Fundy Shores Budget

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

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

Ratios (No change)
Non-Residential Tax Based Ratio 1.7%
Heavy industrial Tax Base Ratio 1.7%

Tax Rates: (No Change)
Residential: $0.2838
Non-Residential $0.4825
Heavy Industrial $0.4825

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

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

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

Motion Unanimously Carried

ii. **Capital Investment Plan – CCFB**

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

Motion Unanimously Carried

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

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

Motion Unanimously Carried

iv. **Crownland Lease Application- Cherry Tree**

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

Motion Unanimously Carried

b. Tabled Items

i. **CUPW – Postal Service Request**

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

ii. **Building By-Law**

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

Title

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

Motion Unanimously Carried

iii. **Universal Building Fees By-Law**

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

Title

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

Motion Unanimously Carried

c. Other

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

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

Motion Unanimously Carried

ii. Respectful Workplace Policy

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

Motion Unanimously Carried

iii. Code of Conduct By-Law Update

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

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

Motion Unanimously Carried

iv. Renumeration By-Law

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

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

Motion Unanimously Carried

v. Insurance Proposals

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

Motion Unanimously Carried

vi. Community Complex

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

Department Reports

a) General Government

i) Mayor's Report- Mayor Cogswell submitted his reports online. He also thanked the Fundy Shores Council and staff for attending the funeral of former Deputy Mayor Sue Farquarson. Mayor Denny requested revisions to the recently adopted remuneration by-law, specifically pertaining to meeting attendance. He asked that the terminology addressing absences be updated to clarify provisions for illness, emergencies, and pre-approved conflicts, such as attending another official meeting or event on behalf of Fundy Shores.

ii) Councillor's Reports

1. Deputy Mayor Heather Saulnier- Deputy Mayor Saulnier submitted her report online.
2. Councillor Deanna Bent- Councillor Bent submitted her reports online.
3. Councillor Tina Dealy- Councillor Dealy submitted her reports online. She also noted that Christmas Bingo will be held on December 12, 2025, and is open to individuals aged 19 and over. Additionally, the Christmas Breakfast with Santa is scheduled for Saturday, December 13, 2025, from 8:00 a.m. to 11:00 a.m. at Musquash Fire Station #1. She encouraged residents to register if they wish to receive a gift from Santa. Free childcare will be available following the breakfast from 11:00 a.m. to 4:00 p.m.
4. Councillor Lorraine Thompson- Councillor Thompson submitted her reports online.

iii) **CAO Report to Council**

2025.12.03.162 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the CAO report as submitted.

Motion Unanimously Carried

b) Planning and Inspection

No report submitted.

c) Public Safety

i. Fire Department

2025.12.03.163 Moved by Councillor Dealy, **seconded** by Deputy Mayor Saulnier to approve the Musquash Fire Department Report for November 2025.

Motion Unanimously Carried

ii. RCMP 2024 Annual Report

Submitted online.

d) Economic Development

2025.12.03.164 Moved by Councillor Dealy, **seconded** by Councillor Bent to approve the Synergi report as submitted online.

Motion Unanimously Carried

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

Standing Committee Reports

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

Correspondence

a) **Correspondence Received**
None.

b) **Correspondence Issued**
   i. **Letter to Opportunities New Brunswick**
   Mayor Cogswell wrote a letter to Opportunities New Brunswick to request a meeting to discuss opportunities to enhance the nuclear industry in the community, particularly in the area of Small Modular Reactor (SMR) development and medical isotope production.

Approval of Payments

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

Motion Unanimously Carried

Approval of Accounts

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

Motion Unanimously Carried

New Business

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

general operating fund to the general operating reserve fund.

Motion Unanimously Carried

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

   Motion Unanimously Carried

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

Motion Unanimously Carried

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

Motion Unanimously Carried

Closed Session
None.

Next Meetings

a) Committee of the Whole (If needed)
Community Building
December 17, 2025- 6:00 pm

b) Regular Council Meeting
Community Building
January 14, 2026- 6:00 pm

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

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

Motion Carried

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George (Denny) Cogswell
Mayor
Rural Community of Fundy Shores

_____

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