

**Agenda**  
**Rural Community of Fundy Shores**  
**Regular Council Meeting**  
**Community Building**  
**April 5, 2023 – 6:30 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 1, 2023  
Committee of the Whole - March 15, 2023
- 6. Presentation to Council**  
Not Applicable
- 7. Business Arising from the Minutes**
  - a. Synergi Board Appointment**  
Update – Since the last meeting, verbal confirmation has been received that Fundy Shores Chair of the Economic Development Committee has been given a seat on Synergi’s Board of Directors.  
  
(Written confirmation has been requested regarding this appointment.)
  - b. Terms of Reference Document & Committee Appointments**  
During the Work Meeting on March 15, 2023, Council requested a few changes be made to the Terms of Reference Document and Committee Appointments that were approved at the March 1, 2023 meeting. Attached to tonight’s agenda is the updated documents. Council can review and advise staff how they wish to proceed.
  - c. Community Hall Rentals**  
This topic was tabled at the March 1, 2023 meeting. (Since that date, the NB Museum Group have requested permission to tent on the property in conjunction with the basement usage.) Information gathered to date regarding local organization rental fees are: Fundy Bay 50+ Club \$125.00; Fire Hall \$ 50.00; Previous Rec Hall \$25.00.
  - d. Working Document Public Release**  
It was anticipated Council would be able to release the working document on March 28, but due to scheduling issues, that date was not possible.  
  
Does Council have an alternative location and date they wish to see a Public Meeting held to close the feedback loop on the Public Engagement Sessions?

## **8. Department Reports**

- a. General Government
  - i. Mayor's Report
  - ii. Councillor's Report
  
  - iii. CAO Report to Council
  
- b. Planning & Inspection
  - i. Planning Director's Report
  - ii. Update on Rural Plan By-Law Background Document
  - iii. Update on PRAC Decision

## **9. Standing Committee Reports**

- a. **Community Development Committee**
- b. **Economic Development Committee**
- c. **Public Safety Committee**
- d. **Recreation Committee**
- e. **Tourism Committee**

## **10. Correspondence**

- a. **Regional Service Commission – Tipping Fees**

Hollis Bartlett, CEO of Southwest New Brunswick Service Commission (SNBSC) advised Council of the change to the cost per tonne for solid waste collected in the region. The price per tonne is being reduced from \$92 to \$72 per tonne. The Board of Directors approved the reduction due to a surplus experienced primarily from deposit of foreign waste at the landfill facility. The \$20 per tonne reduction is being used to eliminate the recycling surcharge that was applied with the recycling program was first introduced. Mr. Bartlett is comfortable that the reduction can be experienced year over year.
  
- b. **Proclamation** Mayor Cogswell received a request to proclaim May 2023 as Lyme Awareness Month. They also requested, if possible, Fundy Shores light up a structure of our choice in green or a green spotlight for the month.
  
- c. **Canada Community – Building Fund**

Minister of Local Government and Local Government Reform, Daniel Allain issued a memo on March 13, 2023 confirming \$6.75 million has been earmarked for new entities affected by Local Government Reform.
  
- d. **Atlantic Canada Opportunities Agency**

Mayor Cogswell received a letter from Ginette Petitpas Taylor, MP and Minister responsible for Atlantic Canada Opportunities Agency (ACOA), congratulating him on the election and offering information on ACOA programs and providing the contact information for the local ACOA office.

## 11. Approval of Payments

Vender Name	Invoice Description	Amount
Southwest NB Service Commission	Membership Charges - March	\$31,120.83
Irving Oil	Community Hall - Furnace Oil	\$ 314.25
BrunNet Inc.	Laptops for Council	\$ 6,284.76
Assumption Life	Health Insurance	\$ 355.18
BrunNet Inc.	Office 365 Annual License	\$ 227.01
Env. & Local Government	Telephone Bill – Rec Hall	\$ 67.68
Uline	Signage, First Aid Kit, Fire Extinguishers	\$ 1,014.52
Bell Mobility	New Corporate Cell Phone (Monthly Bill)	\$ 137.76
RBC	Annual Fee – Visa Card	\$ 175.00
Bell Aliant	Office Telephone	\$ 134.42
Receiver General of Canada	Payroll Deduction Remittance	\$ 396.60
G.R. Burnett Enterprise Ltd	Snow Removal (January & February 2023)	\$ 1,207.50
Canoe Procurement Group of Canada	File Folders, Binders, Labels, Post-it	\$ 129.62
	<b>TOTAL</b>	<b>\$ 41,565.13</b>

## 12. Approval of Accounts

March 30, 2023 Revenue and Expense Report Attached

## 13. New Business

### a. Right to Privacy and Protection of Personal Information Appointment

Under the Right to Information and Protection of Privacy Act, a “head” whose responsibility is to ensure the act is followed and is responsible for any request needs to be appointed by by-law or resolution. Due to staffing size, it is recommended that Council appointed CAO Sullivan Brown to fulfill that role.

### b. Lottery License

With the organizational changes from municipal reform and subsequent meeting with the Musquash Recreation Committee. The activities of the Musquash Recreation Committee are now under the structure of the Rural Community of Fundy Shores. One activity (bingo), host monthly, requires Fundy Shores to obtain a Lottery License. Council will need to grant permission to CAO Sullivan Brown to obtain a license in their name and define where any net proceeds from the lottery are invested in services moving forward. Cost of the application is \$50.

### c. Regional Service Commission – Building Inspector Appointment

The Southwest New Brunswick Regional Service Commission (SNBRSC) has a new qualified inspector, Mr. John Cliff (Level 1). Mr. Cliff needs to be appointed to the roster of inspectors allowed to conduct services on behalf of the SNBRSC. Depending on the Level of Inspector dictates what type of inspection they are allowed to conduct.

Building Inspectors that are Level 1 are qualified to review and inspect residential buildings under Part 9 of the National Building Code 2015 (“Code”). If they do not

have full Building Code Qualified Official 1 status, then their training work can be supervised/signed-off by higher-level inspectors.

Building Inspectors who are Level 2 are qualified to review complex Part 9 buildings like multi-unit residential and some commercial buildings.

Level 3 inspectors are qualified to review any building under Code, which includes hospitals, churches, large commercial or industrial buildings.

**d. Recreation/Leisure Library User Policy**

A requirement for the safe operation of the Recreation/Leisure Library is the responsible collection of personal information and advisement of user responsibilities and any potential safety issues. Attached to tonight's agenda is a copy of a draft policy.

**e. Recreation/Leisure Library Phase 2**

Regional Development Corporation has a Community Investment Fund that allocates \$50,000 per electoral riding each fiscal year. Funding is granted at 100% dollars up to \$5,000 and 50% up to \$10,000 per project. CAO Linda Sullivan Brown is requesting permission to apply to this fund as Phase 2 of the Recreation/Leisure Library to enhance access to active living in Fundy Shores. This project will require a small financial commitment from Fundy Shores in the amount of \$605.96 and in-kind support of \$2050.00.

**f. Live Streaming Council Meetings**

Live streaming of Council meetings has been a topic of discussion in recent weeks. Council will need to make a determination if they wish to see their meetings livestreamed or not, or which meetings they wish to live stream. (Depending on results, staff can order the appropriate materials.)

**g. Mileage and Meal Allowances**

CAO Sullivan Brown reached out through the AMANB List Serve to ask how mileage and meal allowance rates were determined. Almost all organizations that responded use the Provincial Mileage Rate and Meal Allowance rate of \$0.50/km and Breakfast \$10.25; Lunch \$14.25 and Dinner \$26.60 for a total daily allowance of \$51.20; incidentals \$5.00/day. Fewer referenced the National Joint Council at \$0.57/km; Breakfast \$22.80; Lunch \$23.05; Dinner \$56.60 for a total daily allowance of \$102.45 misc. incidentals (parking, long distance calling etc.) \$17.30/day.

The requirement of receipts varied amongst the organizations. Some organizations just require proof of travel.

Council will need to decide how they wish to proceed.

**h. Community Branding**

(Documents to be completed Monday, waiting on additional information from the Province on funding for marketing materials.)

#### **14. Closed Session**

**a. Contract Negotiations**

Local Government Act, Section 68 (1) (c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract;

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**d. Transfer of Land**

Local Government Act, Section 68 (1) (d) the proposed or pending acquisition or disposition of land.

#### **15. Next Meetings**

- a. Committee of the Whole  
Community Building  
April 19, 2023 – 6:30 pm
  
- b. Regular Council Meeting  
Community Building  
May 3, 2023 – 6:30 pm

#### **16. Adjournment**