

Agenda
Rural Community of Fundy Shores
Regular Council Meeting
Community Building
February 1, 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 - January 4, 2023
 Committee of the Whole - January 18, 2023
- 6. Presentation to Council**
 - a. Mr. Robert Speaker - Traffic Concerns - Petition Submission
- 7. Business Arising from the Minutes**
 - a. Public Engagement Sessions-
 Dates and locations have been confirmed for the public engagement sessions, mail
 outs are being sent to the mail on January 30, 2023.
- 8. Department Reports**
 - a. General Government
 Mayor's Report
 CAO Report to Council
- 9. Standing Committee Reports**
 (Standing Committees have not been established.)
- 10. Correspondence**
 (There is no correspondence to date.)

11. Approval of Payments

Vender Name	Invoice Description	Amount
Southwest NB Service Commission	Membership Charges - January	\$31,120.83
Southwest NB Service Commission	Membership Charges - February	\$31,120.83
CANOE	Office Furniture	\$ 620.97
CANOE	Maintenance Supplies	\$ 74.02
CANOE	Office Supplies	\$ 1,073.25
Bell Aliant	January Phone Bill	\$ 122.35
Linda Sullivan Brown	Cell Phone Reimbursement February	\$ 57.93

Linda Sullivan Brown	Expense Report - Website/Domain/Software Package, Membership ICMA & Xplore Internet Reimbursement (Xplore was approved last month, however it had to be registered to a credit card, so it automatically deducted it from Linda's personal card)	\$ 657.91
Gilles Arsenault	Fuel for Snowblower	\$ 30.01
Linda Robichaud	Keys for Rec Centre/Community Hall	\$ 35.29
ULINE	Table Coverings	\$ 501.04
Worksafe NB	Estimate of Yearly Filings	\$ 3,514.00
RBC	Cheques	\$ 335.55
	TOTAL	\$69,263.98

12. Approval of Accounts

January 25, 2023 Revenue and Expense Report Attached

13. New Business

- a. Pre Approval of Payments
To help expedite the payment process for invoices that must be paid prior to month's end. CAO Linda Sullivan Brown, is seeking approval to pay the following invoices and report them to Council at the following month's meeting. Payment pre approval includes Bell Aliant, Bell Mobility, NB Power, Xplore, Software Subscriptions (Zoom, Email, Office365), Canada Post or reimbursement of those payments should staff have to make them personally, until such time a corporate credit card can be applied against the account.
- b. VISA Card & Policy
A corporate credit card is now needed for conducting business on behalf of Fundy Shores. Staff have completed the necessary documentation for Council review and approval. Staff have also drafted a Corporate Credit Card Policy to serve as an outline for appropriate use and auditing of the cards use..
- c. Citizen Recognition Policy
It is common for Mayor and Council to present certificates from Council to recognize milestone birthdays and/or anniversaries of members of the Community. A draft policy is attached to the agenda.
- d. Planning Contract & Inspector Appointment
Per the contract released to Council on January 19, 2023 regarding Planning and Inspection Service. Council will need to make a motion to engage in the contract and appoint inspectors on behalf of Fundy Shores.
- e. Janitorial
A draft invitation to quote was sent to Council earlier this month. However, after reviewing the cost of an indepent contractor to secure insurance (\$1000), it may be

more beneficial for a janitor to be hired 2-3 hours per week for the Community Centre.

This item to be discussed to determine if an invitation to quote should be released or an employment advertisement.

- f. Committee Composition & Mandate Documents

14. Closed Session

- a. Land Use Planning Enforcement - Alex Henderson

15. Next Meetings

- a. Public Engagement Session
Community Building
February 7, 2023 - 6:30pm
- b. Public Engagement Session
Fundy Bay 50+ Club
February 9, 2023 - 6:30 pm
- c. Public Engagement Session
United Baptist Church Pocologan
February 11, 2023 - 2:30 pm
- d. Committee of the Whole
Community Building
February 15, 2023 – 6:30 pm
- e. Regular Council Meeting
Community Building
March 1, 2023 – 6:30 pm

16. Adjournment