

Agenda
Village of Fredericton Junction
Council Meeting
July 13, 2026 at 7:00 pm

1. Record of Attendance
2. Declaration of Conflict of Interest
3. Approval of Minutes
4. Approval of Agenda
5. Delegations & Petitions
 - Vance Johnson
Trail Coordinator, QuadNB
6. Correspondence
7. Unfinished Business
8. Council Statements
9. Council Reports

CRSC / Economic Development / Land Development	Mayor L Falconer
Water & Sewer / Fire	Deputy Mayor S Webb
Community & Health Affairs / Finance	Councillor B Hartt
Administration & Public Works / Transportation	Councillor L Daley
Recreation / Tourism / Policing	Councillor L Nason
10. Other Business
 - CAO Report / Agenda
 - 2025 Audited Financial Report
11. Payment of Bills
12. Adjournment

Village of Fredericton Junction
Council Minutes
June 22nd, 2026

ATTENDANCE: Mayor Falconer Councillor Daley
 Councillor Hartt Councillor Nason
 Kristie Fowler Grant Artes
Absent: Deputy Mayor Webb

CONFLICT OF INTEREST:
 None

APPROVAL OF MINUTES:
 "Moved by Councillor Hartt and Seconded by Councillor Daley that the June 8th, 2026 Minutes be accepted as distributed." Motion Carried.

APPROVAL OF AGENDA
 "Moved by Councillor Nason and Seconded by Councillor Daley that the Agenda be accepted as distributed." Motion Carried.

DELEGATIONS & PETITIONS:
 None

CORRESPONDENCE RECEIVED:

- Finance and Treasury Board (FTP) – Completion of the review of the Right to Information and Protection of Privacy Act (RTIPPA)
 - Available on the GNB website 'RTIPPA Review Report'
- Volleyball New Brunswick - Sponsor letters received for Ryan Murphy on team NB competing at Canada Cup on July 21-26, 2026 in Regina, Saskatchewan and Owen Murphy on team NB competing at the Eastern Elites July 17-19, 2026

"Moved by Councillor Hartt and Seconded by Councillor Daley that \$200 be provisioned for Ryan Murphy and \$200 for Owen Murphy towards their player fees with Volleyball New Brunswick." Motion Carried.

- CRSC – Agreed to send someone out to look at the lookout that is currently blocked off on Sunbury Drive and provide recommendations
- CRSC Planning – Tentative Subdivision Approval Letter
- CRSC – Building Permit received 197 Wilsey Road
- Environment and Local Government (ELG) – Report released summarizing feedback on Clean Air Act consultations
- Circular Materials – Notice of Recycling Program Changes for the Capital Region
 - Shifting from monthly to bi-weekly recycling collection, effective September 1, 2026

CORRESPONDENCE SENT:

- Ignite Tourism Brochure – Amendments sent
- Meeting Invitation sent for July 13, 2026 for the ATV By-Law discussion with QuadNB
- Response sent to resident on Horseman Rd regarding excess water pooling
- Letter sent to Glen Group awarding the tender for the design of a Recreation Court
 - Letter sent to ASD-W confirming the chosen quote
 - Letter sent to unsuccessful candidates

UNFINISHED BUSINESS:

- Former Mayor, Gary Mersereau has agreed to assist Council with the updating of By-Laws in accordance with the Local Governance Act

COUNCIL STATEMENTS:

- Attended Richard Gardiner's 80th Birthday Celebration, who served on Council for terms 1980, 1986 and 1989
- Shoutout to Kirk M for holding down the fort for illness and bereavement the first two weeks of June
- The grad banners and flowers look great
- The presentation on May 28, 2026 on the Windfarm 785 Black Spruce Project was very interesting

COUNCIL REPORTS:**Deputy Mayor Webb – Absent**

Report read by Mayor Falconer

Water / Sewer

- June 2, 2026 – Small water leak near Lagoon. Leak fixed

Fire

- Fire Calls from June 1 – 19: 7 calls
 - June 4: Two false alarms at Marwood Ltd
 - June 6: Mutual aid for a structure fire in Rusagonis
 - June 8: Mutual aid for a structure fire in Waasis
 - June 11: Mutual aid for a structure fire on French Lake Rd
 - June 16: Power line struck by paving truck at White Rapids Manor
- Fire Truck Update – Waiting on pump. Order expected to be completed by October 26, 2026
- FireSmart application deadline extended to weeks to allow the Village/Fire Department to get quotes. Meeting with ESI Thursday afternoon

Mayor Falconer:CRSC / Economic Development / Land Development:

- Attended Rick Gardiner's 80th Birthday
- Attended the Sunbury West Advancement Ceremony on June 17th, 2026
 - Presented the award for High Academics and School Spirit to April Vahi
 - Presented the award of Most Deserving and Hardworking Student to Claire Russell
- Attended the Awards Ceremony at Oromocto Highschool on June 17th, 2026
 - Presented the Village of Fredericton Junction award to Ryan Murphy
 - Presented the Hayward Memorial Award to Hannah Hearn

- There were many awards given out. Mary Wilson was in attendance at both ceremonies

CRSC

- An email came out today seeking interest from Councillors to serve on CRSC Committees if anyone is interested in putting their name forward
 - 45% of the board is new. A chair could not be chosen as a few communities were not yet sworn in

Councillor Hartt:

Community & Health Affairs / Finance:

Community & Health Affairs

- May 19, 2026 – Attended the HorizonNB Health Update via MS Teams
 - Year 1 progress and Year 2 Priorities
- May 27, 2026 – Come Home Week Meeting
 - Parade – Need to make a request for the RCMP to lead (Councillor Nason is looking after this)
 - Mini Parade – Barricading Prides Landing Road off for appx. 30 minutes has been discussed with Fire Chief and Kirk M
 - Looking for people to potentially sit in the dunk chair
 - Auction items are still requested and CHW clothing
 - Next meeting is Tuesday, June 23, 2026 in Council Chambers. All are welcome
- May 28, 2026 – Attended the 2026 Provincial Preparedness Extreme Heat and Severe Summer Weather Briefings
 - Distributed the PowerPoint Presentation to all of Council
- May 28, 2026 – Attended the in-person session with Jason Parise (from SWEP) with the rest of Council on Windfarm 785 – Black Spruce Project
- Healthcare Recruitment for Oromocto and Surrounding Area Mon, June 1, 2026
 - Logo has been developed
 - A brochure is being created for Oromocto and Surrounding area to hand out to med students
 - A meeting for June 12, 2026 to meet with 15 residents at the DECRH for lunch, along with other members of the committees to promote our area but it was cancelled
- June 2, 2026 – Attended PRAC
 - Change of date from the end of May due to no quorum
- This is the 100th Year of the Royal Canadian Legion so they are planning some activities to commemorate that
 - Bingo on July 17, 2026 with all \$100 games
 - And an Open House on July 18, 2026 from 1-3pm
 - We should do up a certificate to be presented at the ceremony
- June 16, 2026 – Attended the UMNBS Session in New Maryland for the Capital Valley Region
 - Very informative
 - Local Governance was discussed and presentations made plus guidance for all council members and staff
- June 17, 2026 – Attended the Health Impacts Teams meeting put on by Department of Health with tips for the heat this summer
 - There was a presentation forwarded to all of Council

- Voyent Alert was mentioned and we were called out along with the Village of Tracy to be the only two communities not signed up
 - The cost is \$2,700 annually, as I have reached out to Voyent to inquire about terms and conditions plus cost
 - There would be no cost to users
 - Can be used for community events along with emergency measures, which would service as the electronic board/sign that we have wanted to get

Finance

- 2025 Audit
 - Draft Audited Statements are ready for review. Kristie and I will be meeting with the Auditors (Shannon and Buffet) on Wednesday for the first pass at the review
- From a Finance perspective, the FireSmart funding resiliency options that were extended for another two weeks from June 15, 2026. There was a bit more leg work and quotes to get to submit to the province for approval
- I have spoken to RDC and Dillon Consulting about the option in John Williamson's letter. Neither of them have heard of either of these opportunities. We will be doing an EOI (Expression of Interest) to see what we can get funding for

Other

- Coastal Graphics is going to give pricing on Council clothing
- ATV By-Law Discussion
 - Found out from ELG Minister Kennedy that the Capital Rural District Chairperson is now Jason Purdy. So, the invitation for July 13, 2026 was extended to him
- For the communication outage at WRM, the Fire Department lent out their Starlink as they've lent out their radios in the past. If there was a fire, our emergency services would be tied up. A letter could be drafted to explain and encourage their own contingency plan

Councillor Daley:

Administration & Public Works / Transportation:

Administration

- Students began their summer employment today. Their paperwork has been all signed and submitted
- Come Home Week Parade Items – Does anyone have any ideas?
 - Last year we had sunglasses and frisbees
 - Suggestion for this year: Frisbees and stress balls

Public Works

- Three culverts have been done as well as two manholes
- Street sweeping and line painting has been completed
- Flower beds have been planted and hanging baskets are up
 - Next year we will aim for the third week of May to have them a little earlier
- Some of the memorial plaques on the benches have gone missing
- For Garbage Day this week, Kevin H is tied up. Steve S will drive and our returning summer student will throw

Transportation

- ICM started working today on Riverside Drive. They will be doing 3.4km total

- The Gullison was tendered last week

Councillor Nason:

Recreation & Tourism / Policing:

- Update on Local Governance Training attended with Deputy Mayor Webb:
 - CAO and Staff – It is common practice for the CAO to provide regular reports to Council on municipal operations, ongoing projects, administrative activities, and matters requiring Council's attention. These reports are intended to assist Council in fulfilling its governance responsibilities and are generally focused on priorities, emerging issues and operational impacts rather than day-to-day task reporting
 - The CAO's role is to:
 - Advise Council on operational matters and the potential impacts of decisions
 - Manage municipal staff and oversee municipal operations
 - Identify priorities and provide updates on progress and upcoming activities
 - Council's role is to:
 - Govern the municipality
 - Establish policies and strategic direction
 - Make decisions based on information and recommendations provided by administration

Council members do not supervise or direct municipal employees. Staff report through the CAO

- Examples of CAO reporting may include:
 - Key priorities and accomplishments from the previous reporting period
 - Priorities and initiatives planned for the coming weeks
 - Significant operational issues requiring Council awareness or direction

- Meeting Procedures

The typical process for considering an Agenda item is:

1. A motion is made
2. A motion is seconded
3. Council discusses or debates the motion
4. If the Mayor wishes to participate in the debate, the Mayor temporarily leaves the chair and the Deputy Mayor assumes the chair for the duration of the discussion
5. Council votes on the motion

Additional reminders:

- Moving or seconding a motion does not require a member to vote in favour of it
- Council members are expected to vote either for or against a motion unless a legislated conflict of interest exists (in which case they would have removed themselves)

Members are elected to make decisions on behalf of the public and should participate in votes accordingly

- Right to Information and Protection of Privacy Act (RTIPPA)

A recent RTIPPA report highlighted several important responsibilities for local governments

(we were sent an email on this last week)

Under New Brunswick's Right to Information and Protection of Privacy Act (RTIPPA), every public body must formally appoint a "Head" who is responsible for ensuring compliance with access to information and privacy requirements. In many municipalities, this responsibility is assigned to the CAO or Clerk

Key points:

- . The standard response timeline for RTIPPA requests is 30 business days.
- . The identity of the applicant and the reasons for the request should not be disclosed
- . Requests are typically coordinated through the designated Head

o Municipal Communications

Council should consider using dedicated municipal email accounts for all municipal business

Under RTIPPA, records relating to municipal business may be subject to access-to-information requests regardless of the platform used

This may include:

- Emails
- . Text messages
- Social media messages
- . Messaging applications

Using personal accounts can create challenges in separating personal and municipal records and may result in personal communications being reviewed during the processing of an information request.

An example was provided of a municipality that was required to produce all municipal communications from a Councillor over a specified time period.

To protect privacy and improve records management, Council members are encouraged to use dedicated municipal email accounts, devices, and communication channels whenever possible.

Note: if a municipal email account is not available, a Gmail (or similar) account just for council correspondence is highly recommended.

o Regional Service Commission

Discussed their mandate and some of their services (ie. Sharing equipment). The Regional Service Commission provides support in several key areas, including:

- Regional Development Corporation (RDC) projects
- WorkingNB programs (Economic development initiatives)
- . Workforce development
- Environmental and regional service initiatives

o Strategic Planning and Budgeting

It was noted that municipalities are expected to maintain multi-year financial planning, including five-year capital planning. While long-term plans guide future spending, Council

must still approve budgets on an annual basis. Discussion also noted that municipalities commonly maintain a strategic plan to establish priorities and guide decision-making.

Question for follow-up: Does the Village currently have an adopted strategic plan, and if so, when was it last updated?

Tourism

- Sunbury Historical Society – Three students have started, Lily Mersereau, Winston Morneau – returning, Nathan Charest – bilingual
- We discussed having an art show during Come Home Week of local artists. Discussed Art in the Park – the pieces are decreasing, many were destroyed in the storm and many are decaying

Recreation

- The Tri-County Complex is having their annual board meeting on June 23rd, 2026
- Dillon Consulting has asked for a meeting with Councillor Hartt and myself to discuss their unsuccessful bid scheduled for Friday. Normally a list of bidders with prices is sent to unsuccessful bidders

Policing

- The quarterly RCMP report was sent by email by Kelly Shaw
 - Fredericton Junction had 15 instances .4% - much lower than other areas. Tracy was the next lowest with 19 instances .6%
- A representative from the RCMP was at the Tri-County Summer Opener 'Touch a Truck'

OTHER BUSINESS:

None

PAYMENT OF BILLS:

"Moved by Councillor Hartt and Seconded by Councillor Daley that the bills be paid as approved by the appropriate Councillor." Motion Carried.

ADJOURNMENT:

"Moved by Councillor Nason and Seconded by Councillor Hartt that the meeting be adjourned." Motion Carried. Meeting adjourned 8:12pm

Prepared by: Kristi Jansen

Approved by: LJH

Date: July 13, 2026