

THE COMMUNITY OF THREE RIVERS
MINUTES
March 4, 2026

Present

Mayor	-	Peter Saunders
Deputy Mayor	-	Dennis Murphy
Councillors	-	Angela Silverthorn
	-	Karen Hall-Middleton
	-	Luke Lymburner
Staff	-	Sandra Kelly, Janice Conley

Call to Order Mayor Saunders called the meeting to order at 6:30 pm and asked for any additions to the agenda.

Conflict of Interest No conflict declared.

Agenda It was moved by Councillor Hall-Middleton that the agenda be approved with one addition. Seconded by Councillor Lymburner

MOTION CARRIED
31-2026

Addition: Arena Ice Plant

Approval of Minutes of February 18, 2026

Councillor Murphy made a motion to approve the minutes of February 18, 2026, as presented.
Seconded by Councillor Hall-Middleton.

MOTION CARRIED
32-2026

Presentation – Climate Change Adaptation Collaborative Council received a presentation on Climate Adaptation with information on funding opportunities and support that is available to communities and the benefits of having an Adaptation Plan.

Business Arising from The Minutes

Motion to Approve Drug, Alcohol and Medication Policy

WHEREAS the Community of Three Rivers is committed to providing a safe, healthy, and productive work environment for all employees;

AND WHEREAS the establishment of a Drug, Alcohol and Medication Policy will help ensure that employees perform their duties safely and responsibly;

BE IT RESOLVED THAT the Council of the Community of Three Rivers hereby approves and adopts the Drug, Alcohol and Medication Policy as presented, and that the policy shall take effect immediately upon adoption.

Moved by Councillor Murphy
Seconded by Councillor Lymburner

MOTION CARRIED
33-2026

Motion to Approve Progressive Discipline Policy

WHEREAS the Community of Three Rivers is committed to maintaining a fair, consistent, and respectful workplace for all employees;

AND WHEREAS a Progressive Discipline Policy provides a clear and structured process for addressing employee conduct and performance issues in a fair and consistent manner;

BE IT RESOLVED THAT the Council of the Community of Three Rivers hereby approves and adopts the Progressive Discipline Policy as presented.

Moved by Councillor Murphy
Seconded by Councillor Silverthorn

MOTION CARRIED
34-2026

Third Reading by Summary and Adoption of The Community of Three Rivers Rural Plan By-Law No. 2026-09

Councillor Murphy made a motion that third reading by summary be given to By-Law No. 2026-09, being The Community of Three Rivers Rural Plan By-Law, and that it be ordained and passed. Further, that the Mayor and Clerk be authorized to sign the same and affix the Corporate Seal of The Community of Three Rivers thereto. Seconded by Councillor Silverthorn.

MOTION CARRIED
35-2026

The clerk gave third reading by summary of by-law 2026-09; The Community of Three Rivers Rural Plan By-Law.

New Business

Motion to Approve Guidelines for Public Skating re: Wheelchairs

WHEREAS the Community of Three Rivers is committed to providing public skating as a recreational program open to individuals of all ages and skill levels, fostering inclusion and community participation;

BE IT RESOLVED THAT Council hereby adopts the following Guidelines for Public Skating – Wheelchairs:

Purpose

To establish a clear and consistent process for permitting wheelchair use during Public Skate sessions at municipal arena and outdoor rink facilities.

Policy

Public skating programs shall be inclusive and accessible. Wheelchair use on the ice surface is permitted during designated public skate times in accordance with the procedures outlined below.

Procedure

1. Wheelchair users are encouraged to remain in the area closest to the boards for safety purposes.
2. Wheelchairs must not interfere with the general flow of skaters.
3. A person accompanying a wheelchair participant must wear skates while on the ice surface.
4. Both the wheelchair participant and accompanying person must adhere to facility helmet regulations.

Motion continued:

5. Wheelchair wheels must be cleaned prior to entering the ice surface to ensure no debris is tracked onto the ice that could create a hazard. Arena staff will provide assistance with cleaning if required.

Motioned By: Councillor Murphy
Seconded By: Councillor Hall-Middleton

MOTION CARRIED
36-2026

Motion to Appoint CAO for The Community of Three Rivers

Moved by Councillor Murphy and seconded by Councillor Hall-Middleton that Council authorize the hiring of Liberty Bschaden as the Chief Administrative Officer (CAO) for The Community of Three Rivers effected March 16, 2026, as per the terms and conditions outlined in the employment agreement dated February 27, 2026.

MOTION CARRIED
37-2026

Request for Donation The Pantry

Councillor Hall-Middleton made a motion that The Community of Three Rivers donate \$500 to The Pantry to support their Food Box Program for 2026. Seconded by Councillor Silverthorn.

MOTION CARRIED
38-2026

Donation Agreement Dept. of Natural Resources A letter was received from the Department of Natural Resources & Energy Development regarding an initiative designed to enhance wildfire response capabilities across New Brunswick by delivering repurposed firefighting equipment to the Elgin and Petitcodiac Fire Departments. Council had no issues with this initiative if it is approved by the fire departments.

2027 - Pedestrian Bridge – During P400 Bridge Replacement DTI reached out to discuss partnership with the municipality, the ATV Club and DTI to provide a walking path that would be used when Petitcodiac River #6 Bridge work was being completed.

Request for Donation Figure Skating Club

Councillor Murphy made a motion that The Community of Three Rivers donates ice time at the Petitcodiac Arena on April 4, 2026, to the Petitcodiac & District Figure Skating Club for their annual ice show. Seconded by Councillor Hall-Middleton.

MOTION CARRIED
39-2026

Arena Ice Plant Councillor Murphy informed council that a draft report from EastPoint Engineering Ltd. was received regarding energy efficiency upgrade options to identify practical and cost-effective retrofit strategies for the Petitcodiac Arena. He will provide Council with more information when available.

Correspondence

Department of Transportation – Crack Sealing Provincial-Municipal Highways. Correspondence was received from the Department of Transportation and Infrastructure to announce that beginning in 2026, DTI will take responsibility for crack sealing on all provincial-municipal highways (roads under the Provincial-Municipal Highway Partnership Program). As a result, crack sealing will no longer be eligible for funding under the Provincial-Municipal Highway Partnership Program.

In Camera Session

Motion to go In Camera

Councillor Lymburner made a motion that the meeting go into an in-camera session.

Seconded by Councillor Hall-Middleton.

MOTION CARRIED

40-2026

Human Resources

Motion to go back to Regular Session

Councillor Murphy made a motion that the meeting go back to a regular session. Seconded by

Councillor Lymburner.

MOTION CARRIED

41-2026

Passing of Accounts

Community of Three Rivers General Operating Fund

Councillor Murphy made a motion to pay the bills from The Community of Three Rivers General Operating Fund up to March 4, 2026, in the amount of \$118,810.26. Seconded by Councillor Hall-Middleton.

MOTION CARRIED

42-2026

Community of Three Rivers Sewer Operating Fund

Councillor Murphy made a motion to pay the bills from The Community of Three Rivers Sewer Operating Fund up to March 4, 2026, in the amount of \$2135.55. Seconded by Councillor Silverthoron.

MOTION CARRIED

43-2026

Adjournment

Councillor Murphy made a motion to adjourn the meeting.

Mayor Peter Saunders

Clerk Janice Conley