THE COMMUNITY OF THREE RIVERS
MINUTES
September 16, 2026

Present

Mayor	-	Peter Saunders
Councillors	-	Dennis Murphy
	-	Danny McCully
	-	Karen Hall-Middleton
Staff	-	Liberty Bschaden, Janice Conley
Absent	-	Andrew Goggin

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

Agenda It was moved by Councillor Hall-Middleton that the agenda be approved as circulated. Seconded by Councillor McCully.

MOTION CARRIED
146-2026

Conflict of Interest No Conflict of interest was declared.

Approval of Minutes of September 2nd, 2026

Councillor Murphy made a motion to approve the minutes of September 2, 2026, as presented. Seconded by Councillor McCully. MOTION CARRIED
147-2026

Presentations No Presentations

Business Arising from the Minutes

UMNB Silent Auction

Councillor Murphy moved that The Community of Three Rivers purchase a gift certificate from the Cornhill Nursery to donate to the UMNB Conference silent auction. Seconded by Councillor McCully. MOTION CARRIED
148-2026

Library Update Revisions have been completed to the funding applications to better align the library project with available funding programs and maximize funding opportunities. The applications have been forwarded for process, and staff will follow up to confirm submission status with Englobe.

Passing of Motions, By-Laws and Resolutions

Resolution to Approve the Appointment of the Chief Administrative Officer for The Community of Three Rivers

WHEREAS Liberty Bschaden was appointed to the position of Chief Administrative Officer on an interim or probationary basis effective March 16, 2026; and

WHEREAS Liberty Bschaden will have successfully completed the designated 6-month probationary period; and

WHEREAS Council has conducted a performance evaluation and determined that Liberty Bschaden meets or exceeds all performance standards and expectations for the position;

NOW THEREFORE BE IT RESOLVED that Council hereby approves the permanent appointment of Liberty Bschaden to the position of Chief Administrative Officer, effective September 16, 2026, under the terms and conditions outlined in the employment agreement dated September 16, 2026.

Moved By: Councillor Murphy — MOTION CARRIED
Seconded By: Councillor McCully — 149-2026

Third Reading by summary of By-Law 2023-06
The Community of Three Rivers Municipal By-Law Designating Portions of Roads to be Accessible to Off-Road Vehicles

Councillor McCully moved that third reading in summary be given to By-Law 2023-06, The Community of Three Rivers Municipal By-Law Designating Portions of Roads to be Accessible to Off-Road Vehicles

and that it be ordained and passed and that the Mayor and Clerk be authorized to sign same and affix the Corporate Seal of the Municipality thereto. Seconded by Councillor Hall-Middleton.

MOTION CARRIED
150-2026

The clerk gave third reading in summary to **By-Law 2023-06, The Community of Three Rivers Municipal By-Law Designating Portions of Roads to be Accessible to Off-Road Vehicles**

Resolution to Borrow – 2026 Plow Truck and Attachments & Elgin Fire ¾ Ton Truck

Be it resolved that the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Local Government of The Community of Three Rivers debenture in the principal amount of $360,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Local Government of The Community of Three Rivers agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

Moved by: Councillor Murphy — MOTION CARRIED
Seconded by: Councillor McCully — 151-2026

Motion To Transfer Funds – 2026 Plow Truck & Attachments

Councillor Murphy made a motion that The Community of Three Rivers transfers $100,000 from the Village of Petitcodiac General Capital Reserve to The Community of Three Rivers General Capital Fund for the purchase of a 2026 Plow-Salt Truck and Attachments (Plow and Wing Assembly, Sand/Salt Spreader System) for the COTR Works Department. Seconded by Councillor Hall-Middleton.

MOTION CARRIED
152-2026

Resolution Provincial-Municipal Highway Partnership Program – 2029-2031

Moved by Councilor Dennis Murphy and seconded by Councilor Danny McCully that the document entitled The Community of Three Rivers Three-Year Plan for the PMHP Program 2029-2031 be adopted. MOTION CARRIED
153-2026

Introduction and Consideration of Upcoming Motions, By-Laws and Resolutions

Nothing to Report

New Business

Request for Donation - Dart Club Petitcodiac Legion

Councillor McCully made a motion that The Community of Three Rivers donate $200 to the Dart Club at the Petitcodiac Legion. Seconded by Councillor Hall-Middleton.

MOTION CARRIED
154-2026

Office Hours Holiday Season 2026

Councillor McCully made a motion that the Municipal Office close from December 24, 2026 at noon and reopen January 4, 2027. Staff must use their own vacation time for days off not recognized as statutory or recognized holidays in The Community of Three Rivers Leave Management Policy. Seconded by Councillor Hall-Middleton. MOTION CARRIED 155-2026

Communications

Regional Service Commission Meeting Summary for August 25, 2026 Provided for information purposes. No action required no action taken

Thank you Letter – Golf for the Girls Council received a thank you letter from the Golf for the Girls fundraiser for cancer.

Development Activity Report Plan 360 Provided for information purposes. No action required no action taken.

Buckley Professional Corporation Council received a letter from Buckley Professional Corporation notifying the municipality that they are no longer providing accounting services as a result of retirements within the firm.

Closed Session

Motion to go Into Closed Session

Councillor Murphy made a motion that the meeting go into a closed session. Seconded by Councillor Hall-Middleton. MOTION CARRIED 156-2026

Land

Motion to go back into Open Session

Councillor Hall-Middleton made a motion that the meeting go back to an open session. Seconded by Councillor McCully. MOTION CARRIED 157-2026

Motion to Accept Offer to Purchase

Councillor McCully made a motion that Council accept the Offer to Purchase, including all conditions, submitted through REMAX Real Estate for the sale of building and land identified as PID 811752, Seconded by Councillor Murphy. MOTION CARRIED 158-2026

Administration Report Preparations for the upcoming arena season are underway, including a naming contest for the new ice resurfacer, with arena ice plant start-up having commenced on September 15. A meeting with the Regional Service Commission was held on September 14 to review proposed shared service opportunities. The Elgin Fire Department's new 3/4-ton truck entered service on September 8, and progress continues on the new fire hall generator project, with site preparation and pad installation now underway. EMO training exercises with local fire departments are planned for October, and administration will attend three upcoming EMO training courses to help ensure the municipality remains current with emergency management requirements.

Infrastructure updates included the completion of the Old Post Road resurfacing project and correction of identified deficiencies. Maintenance work is planned for the railing on the Plantation Road Bridge, while work will begin on the Renfrew Street sewer project. The Climate Adaptation Project will also move forward to ensure the municipality meets provincial requirements for the development of a Climate Adaptation Plan.

Mayor & Councillor's Comments

Mayor Saunders The Mayor reported that Premier Holt has initiated a five-month review of natural gas opportunities in New Brunswick and is encouraging the purchase of Canadian products. The Mayor attended the SPOT anniversary celebration on Mill Road on August 16 and participated in Mayor School in Fredericton.

The Mayor also highlighted several upcoming events, including the Butternut Valley Open House on September 24, Regional Service Commission meetings in Miramichi from September 25 to 27, and the UMNB Conference from October 1 to 4. An appreciation event for Dr. Nyack is scheduled for October 18. In addition, the Southeast Regional Service Commission will host a meeting on October 24 for Mayor and Council members to participate in a brainstorming session focused on Council's vision for the future.

Financial Report

Council received an updated budget report.

			Aug 26	Jan - Aug 26	% of Budget	Annual Budget
Expense						
		GENERAL GOVERNMENT	40,663.29	485,477.01	69.50%	698,498.00
		POLICE PROTECTION	59,228.50	473,828.00	65.36%	724,957.00
		FIRE PROTECTION	25,444.56	423,936.56	64.59%	656,380.00
		EMERGENCY MEASURERS	0.00	948.22	7.90%	12,000.00
		OTHER PROTECTION-By Law, Dog	2,610.43	31,962.80	71.70%	44,578.00
		TRANSPORTATION SERVICES	62,505.33	527,259.63	58.88%	895,463.00
		ENVIRONMENTAL HEALTH	33,848.95	271,015.30	65.66%	412,757.00
		ENVIRO & DEVELOPMENT SERVICES	11,555.12	98,076.50	54.72%	179,245.00
		RECREATION SERVICES	37,435.61	304,862.86	65.79%	463,411.00
		FINANCIAL SERVICES	11,838.12	157,474.73	33.17%	474,743.00
	Total Expense		285,129.91	2,774,841.61	60.82%	4,562,032.00
Net Ordinary Income						

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 September 11, 2026, in the amount of $161,955.10. Seconded by Councillor Hall-Middleton. MOTION CARRIED 159-2026

Adjournment Councillor Murphy made a motion to adjourn the meeting. Seconded by Councillor McCully.

Mayor Peter Saunders

Clerk Janice Conley