

THE COMMUNITY OF THREE RIVERS
MINUTES
February 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.

Agenda It was moved by Councillor Lymburner that the agenda be approved as circulated.
Seconded by Councillor Murphy.

MOTION CARRIED
11-2026

Conflict of Interest Councillor Lymburner declared a conflict with the agenda item 7C; Resolution to enter into Developer's Agreement.

Approval of Minutes of January 21, 2026

Councillor Hall-Middleton made a motion to approve the minutes of January 21, 2026, as presented. Seconded by Councillor Murphy.

MOTION CARRIED
12-2026

Public Hearing The Community of Three Rivers Rural Plan

Background: At a meeting held January 21, 2026, Council made a resolution to consider repealing By-law No. 60, "Village of Petittcodiac Rural Plan" along with the portion of the Westmorland-Albert Planning Area Regulation 21-WAP-069-00 that affects properties in the new municipal entity and adopting a new Rural Plan for the Community of Three Rivers; part of this process is to host a public hearing to hear any questions or concerns regarding the new rural plan.

Lori Bickford of Plan 360 hosted a public hearing to address any questions or concerns regarding By-Law 2026-09, The Community of Three Rivers Rural Plan. As no concerns were raised, she proceeded to present key details of the proposed amalgamated rural plan. It is Council's intention to bring this by-law to the next meeting on February 18, 2026, for first and second reading by title.

Business Arising from The Minutes

Respectful Workplace Policy

WHEREAS Council is committed to fostering a safe, inclusive, and respectful work environment for all employees, elected officials, and members of the public;

AND WHEREAS a Respectful Workplace Policy has been developed to promote professionalism, prevent harassment and discrimination, and outline processes for addressing concerns;

THEREFORE, BE IT RESOLVED THAT Council hereby adopts the Respectful Workplace Policy as presented, effective February 4, 2026

Moved by: Councillor Lymburner
Seconded by: Councillor Silverthorn

MOTION CARRIED
13-2026

Code of Conduct Policy

WHEREAS Council recognizes the importance of establishing standards of conduct for staff and council, to promote accountability, transparency, and public trust;

AND WHEREAS a Code of Conduct Policy has been prepared outlining expectations for ethical behavior and professional conduct;

THEREFORE, BE IT RESOLVED THAT Council hereby adopts the Code of Conduct Policy as presented, effective February 4, 2026

Moved by: Councillor Lymburner
Seconded by: Councillor Murphy

MOTION CARRIED
14-2026

Resolution The Community Of Three Rivers Capital Renewal Plan 2026-2029

Moved by Councillor Dennis Murphy and seconded by Councillor Angela Silverthorn “that the document entitled The Community of Three Rivers 2026-2029 Capital Renewal Plan (CPR) for the capital renewal funding (CRF) allocation be adopted.

MOTION CARRIED
15-2026

New Business

Policy – Personal Days Council was presented with a draft policy outlining the provision of personal days for office staff to accommodate matters such as medical appointments. Following discussion, Council did not support the proposed policy and directed that staff make accommodations under the existing provisions for absenteeism.

Elgin Senior Citizen’s Club request for Funding Council received a request from the Elgin’s Seniors Club seeking financial assistance to support its ongoing community health screening program. In addition to the screenings, the Club has initiated a “Lunch and Learn” component to complement the sessions.

The requested funding is \$599 to support sessions scheduled for February and March of 2026.

Councillor Murphy made a motion that The Community of Three Rivers donate \$1000 as a onetime donation for the year 2026 to the Elgin Senior Citizen’s Club to help fund their Health Screening/ Lunch and Learn programs. Seconded by Councillor Silverthorn.

MOTION CARRIED
16-2026

Councillor Lymburner left the meeting at this time.

Resolution of Council – Developer’s Agreement

WHEREAS by virtue of the Community Planning Act of New Brunswick, being Chapter C-12, a person proposing to subdivide land must enter into an agreement with the Municipality for the provision of streets, water and sewer lines or other services required by the Subdivision By-Law; and

WHEREAS by Resolution of the Council of The Community of Three Rivers, meeting date of February 4, 2026, the said Council will authorize that the services mentioned and set out in the developer’s agreement, be performed and provided by the Developer and the Municipality, under the terms and conditions set forth herein, and that this Agreement be executed by and on behalf of the Municipality by its proper signing officers, duly authorized in that behalf.

BE IT RESOLVED that Company No. 685046 NB Ltd. and The Community of Three Rivers are entering into the Subdivision Developer’s Agreement No. 2026-01; an agreement outlining terms and conditions for the development.

Motioned By Councillor Murphy
Seconded By Councillor Hall-Middleton

On this 4th day of the Month of February 2026

MOTION CARRIED
17-2026

Councillor Lymburner returned to the meeting at this time

Correspondence Nothing to report.

In Camera Session

Motion to go In Camera

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

MOTION CARRIED
18-2026

Human Resources

Motion to go back to Regular Session

Councillor Hall-Middleton made a motion that the meeting go back to a regular session.
Seconded by Councillor Lymburner.

MOTION CARRIED
19-2026

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 February 4, 2026, in the amount of \$83,923.73. Seconded by Councillor Hall-Middleton. MOTION CARRIED 20-2026

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 February 4, 2026, in the amount of \$2120.58. Seconded by Councillor Silverthoron. MOTION CARRIED 21-2026

Adjournment Councillor Murphy made a motion to adjourn the meeting.

Mayor Peter Saunders

Clerk Janice Conley