

**Municipality of Lakeland Ridges**  
Regular Meeting Minutes  
February 9<sup>th</sup>, 2026

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COUNCIL PRESENT: Mayor Leonard Foster  
Councillor Linda Porter  
Councillor Patricia Budd  
Councillor Randy Stairs  
Councillor Chris Yerxa  
Councillor Gary Grant  
Councillor Barb Glanville

SENT REGRETS: Deputy Mayor Ross Stairs

STAFF IN ATTENDANCE: Susan Patterson – CAO/Clerk  
Lana Sharpe – Treasurer/Assistant Clerk

1. **CALL TO ORDER:** Mayor Foster called the regular meeting to order at 7:00 pm.

**2. APPROVAL OF AGENDA:**

**MOTION:** It was moved by Councillor Grant and seconded by Councillor Glanville to approve the February 9<sup>th</sup>, 2026, regular meeting agenda with one additional request from Councillor Porter for an update on the 2024 Audit under the Treasurer’s Report.

All in favor.

Motion carried #004-2026

**3. DECLARATIONS OF CONFLICT OF INTEREST:**

Mayor Foster stated that he may have a conflict when it comes to the NLFD expansion but no official declaration was made and no form was signed. Councillor Yerxa and Councillor Stairs said they may have a conflict when it came to stipends for the MFD but no official declarations were made and no forms were signed.

**4. ADOPTION OF MINUTES:**

**Approve the minutes of the January 12<sup>th</sup>, 2026 regular meeting.**

**MOTION:** It was moved by Councillor Stairs and seconded by Councillor Porter to approve the January 12<sup>th</sup>, 2026, regular meeting minutes.

Question to the motion: Councillor Porter asked for further update on the website and her request for Julia Grant to have access to be able to post on behalf of the Tourism Committee. Councillor Glanville explained that she sat down with the CAO and reviewed the back office of the website and that there is limited access for updating. Councillor Porter replied that she spoke with the web developer and was told it was possible and she had requested the funds be put in the budget. Councillor Stairs said that we should ask the questions to the developer before council says no.

Question to the motion: Councillor Stairs asked that the CAO explain to the public 12 c) on Asset Management. Susie explained her request to enroll in an Asset Management Course through IPWEA at a cost of \$3100 was denied during a special meeting on the 19th. Since then, both staff have enrolled in free sessions offered by the New Brunswick Infrastructure Institute. Mayor Foster pointed out it would not give us a full plan like the bigger course would but it would be a start.

All in favor. (of approving Jan. 12 minutes)

Motion carried #005-2026

**Approve the minutes of the January 19<sup>th</sup>, 2026 special meeting.**

**MOTION:** It was moved by Councillor Porter and seconded by Councillor Glanville to approve the January 19<sup>th</sup>, 2026, regular meeting minutes.

All in favor.

Motion carried #006-2026

**5. PUBLIC INPUT/INQUIRIES/PRESENTATIONS:**

None

**6. UNFINISHED BUSINESS:**

**a) SPCA contract**– After a long debate on cost, coverage, etc., the following motion was made.

**MOTION:** It was moved by Councillor Glanville and seconded by Councillor Grant to approve the contract with the SPCA for animal control at a cost of \$9,162 per year.

Question to the motion: Councillor Stairs asked if there was a clause to allow us to cancel the contract at any time. Susie confirmed that either party may cancel the agreement, or call for its re-negotiation, by notifying the other party in writing thirty days prior to the re-negotiation or cancellation.

5 Yay votes

2 Nay votes (Councillor Budd and Councillor Porter)

Motion carried #007-2026

**b) Animal Control By-Law** – The revised draft by-law was reviewed. Council had a few more changes that they would like made before first reading.

**c) Fire Service Study** – Susie explained that based on our Procurement Policy we would need to put out an RFP (Request for Proposal) so companies understand what council wants. Councillor Stairs said he didn't feel like we were ready for the study or for putting out an RFP yet. Mayor Foster asked if there was interest to continue talks of a study. Councillors Grant and Glanville said yes with Councillors Budd, Porter, Stairs and Yerxa saying yes only if it was reviewed by the Public Safety Committee first. Councillor Stairs said his committee would prepare something and suggested getting legal advice from the lawyer before moving forward.

**d) Meductic Garage Floor** – Susie shared information on the Duradek product sold and installed by Beaver Construction. The product is expensive at \$19.55 a square foot. New ¾" plywood would need to be laid first at an additional cost for materials and labour. Councillor Stairs and Councillor Yerxa felt that moving the trucks around resolved the leaking issue for now and suggested we hold off on any further work.

**e) Capital Renewal Plan** – Council approved the 4-year plan that included \$40,000 for a Fire Study and \$17,563 for street repairs to White Birch Lane (Meductic) in 2026, \$60,000 for street resurfacing of McAdam St (Canterbury) in 2027, and \$120,000 towards a new fire apparatus in 2029 using 2028 & 2029's funds.

**MOTION:** It was moved by Councillor Grant and seconded by Councillor Glanville that the document entitled "Municipality of Lakeland Ridges 2026-2029 Capital Renewal Plan" for the capital renewal funding allocation be adopted.

Question to the motion: Councillor Budd asked if we could use the 2026 money (\$40,000) for the Meductic Community Centre Bathroom instead of the Fire Study? Susie was not sure if that project would qualify and explained that ELG had preapproved the projects listed in the current plan. Mayor Foster explained that we needed to get the plan in asap or we were going to miss out on the money and suggested council approve this plan so funds were secured and we could consider amending it later.

All in favor.

Motion carried #007-2026

**f) Code of Conduct By-Law Amendment** – The third and final reading was completed.

**MOTION:** It was moved by Councillor Stairs and seconded by Councillor Grant to adopt the Code of Conduct By-Law with amendments.

All in favor.

Motion carried #008-2026

**g) Meductic Building Bathroom Renovation** – A quote was received from Nordic Clean Air Ltd. for the abatement of asbestos containing and lead containing materials for the downstairs washroom. The quoted included removal and disposal of asbestos containing material (floor tiles, underlaying mastic and mechanical pipe insulation). Lead paint removal on the wall surfaces only in the areas identified by the contractor where drilling will be required to install new electrical and plumbing. Those areas must be marked out by the contractor prior to commencing the work.

**MOTION:** It was moved by Councillor Grant and seconded by Councillor Porter to accepted the quote from Nordic Clean Air Ltd. in the amount of \$8,625 for the abatement of asbestos containing material.

All in favor.

Motion carried #009-2026

The proposed renovation plans were then discussed with Councillor Stairs stating that he would like to see an RFP be put out so contractors could submit their ideas. He suggested having the walls between the bathrooms be well insulated and sound proofed. Council also discussed allowing contractors a chance to review the space so they could submit a proposed design. Susie will draft an RFP and distribute it to council has a chance to review and provide input before posting.

**h) NLFD expansion** – Chief Weston made a recommendation to council to move forward with the project. There was a long discussion on whether to go with the larger of the two options. The smaller expansion raised concerns of stacking trucks, making it difficult to remove all apparatus' in an emergency. Needs versus wants were discussed as well. Funding was discussed with \$61, 288 in CCBF money earmarked for the project. It was suggested that NL's 2025 fire budget surplus be deferred towards the expansion and possibly reallocating other CCBF project money to cover the additional expense. Council suggested putting out an RFP for both options. Councillor Stairs asked the Chief Foster be included in those discussions.

**i) Meductic Park/DTI land update** – Susie read an email update she received from DTI on the process. There are many steps and departments involved which will take several months to complete. Councillor Stairs expressed his frustration at the situation and said the land has been promised to Meductic dating back to the 70's. He asked that Mayor Foster write a very stern letter to DTI.

**j) Response letter from Minister of Transportation regarding street line painting** – A letter was sent to the Minister in October of 2025. This was the second letter that was sent requesting street line painting for the roads in the North Lake/Fosterville/Forest City area. Unfortunately, the request was denied because the section of roadway does not meet the minimum annual average daily traffic thresholds required for pavement markings. Mayor Foster stated he would send a response requesting that a new traffic study be done during the summer months when the cottages open up for the season which generates higher traffic flow.

**k) Old Municipal Office in Canterbury** – Mayor Foster read the requirements to follow when selling a property that previously contained underground storage tanks. Council decided the best action was to put a notice out to the public to gather ideas for the building or see if local groups had any interest.

#### **7. CORRESPONDENCE:**

Mayor Foster read a letter of complaint from a Debec area resident regarding Unsightly Premises. Council suggested sending letter of concern to the Department of Environment, Department of Health and to the RCMP.

#### **8. QUESTIONS REGARDING MAYOR'S REPORT**

No report provided. Mayor Foster gave a brief summary from the meeting he and other mayors in the Western Valley attended last week with the Premier, Minister of Health and Horizon Health President Margaret Melanson. Mayor Foster also spoke of the letter he drafted in support of reopening our medical clinic. Councillor Porter asked that the letters also be sent to PC leader Glen Savoie and Green leader David Coon.

#### **9. QUESTIONS REGARDING COUNCIL MEMBER REPORTS**

Councillor Porter read a statement she prepared to recognize “Teacher and Staff Appreciation Week” from February 9<sup>th</sup> – 14<sup>th</sup>. She thanked the teachers and staff at the Canterbury and Woodstock schools for their dedication and their role in shaping the minds of our youth.

#### **10. QUESTIONS REGARDING CAO'S REPORT**

Report was provided.

**Voyent Alert** - Chief Foster commented that there are currently around 350 residents signed up. Councillor Glanville said that she will be attending the Canterbury Seniors meeting this month to offer support for anyone needing help getting signed up.

**DTI letter** - Councillor Stairs asked if we could invite the RCMP to attend our next meeting to discuss the danger first responders face when answering highway accidents. Mayor Foster asked Susie to extend an invitation.

#### **11. QUESTIONS TO THE TREASURERS REPORT**

**a) CFD & MFD stipends** – After a long discussion it was agreed to pay the shortfall for 2025 and to have a policy in place to outline the process moving forward.

**MOTION:** It was moved by Councillor Glanville and seconded by Councillor Stairs to pay Canterbury Fire Department's 2025 stipend shortfall, in the amount of \$7,290, out of the CFD's 2025 fire budget surplus.

All in favor.

Motion carried #010-2026

**MOTION:** It was moved by Councillor Budd and seconded by Councillor Glanville to pay Meductic Fire Department's 2025 stipend shortfall, in the amount of \$8,048, out of the MFD's 2025 fire budget surplus.

All in favor.

Motion carried #011-2026

**b) 2025 MVA & DNR funds** – It was decided for the 2025 year that the 2025 funds, received to date, be moved to Capital Reserve as outlined in the motion. The Public Safety Committee will develop a policy and bring the recommendation to council for the process moving forward.

Each station's DNER earnings for equipment cost are:

CFD - \$13,149.87

DFD - \$9,314.09

MFD - \$4,585.98

NLFD - \$661.24

**MOTION:** It was moved by Councillor Stairs and seconded by Councillor Grant that the DNER funds totalling \$27,711.18 and the MVA funds collected to date be transferred to the Capital Reserve Fund with the actual dollar amount earned be earmarked for each department individually.

All in favor.

Motion carried #012-2026

**c) 2025 surpluses for Meductic, Canterbury & North Lake for Fire budgets**– After a long discuss regarding fire budget surpluses, the following motion was made.

**MOTION:** It was moved by Councillor Grant and seconded by Councillor Stairs that North Lake Fire Departments 2025 budget surplus in the amount of \$19,207.00 be moved to Capital Reserve to be used towards their fire station expansion in 2026.

All in favor.

Motion carried #013-2026

**MOTION:** It was moved by Councillor Stairs and seconded by Councillor Budd that Meductic Fire Departments 2025 budget surplus in the amount of \$35,260.00 be moved to Capital Reserve to be used towards replacing the rescue vehicle in 2026.

All in favor.

Motion carried #014-2026

**d) 2024 Audit** – Lana said that Terri-Lynn is on vacation but told her that the draft was sent to Matthew Derrah for his review. Susie asked Matthew for an update and was told it would not be

ready for tonight's meeting but would be completed by the end of this week. Lana told council the 2025 audit is ready to be started as soon as 2024 is wrapped up and that she has already given them all the files up to the end of August to get started with.

## **12. NEW BUSINESS**

**a) Motion to approve revised CCBF 5-year plan** – Susie read the motion passed in September of 2025 stating that any remaining funds from the Skiff Lake Waste Disposal Site be reallocated to the North Lake Pickle Ball Project. Since that motion there has been an issue with securing the land agreement (for the current location) with AV and it is unknown how much money will be required should land need to be purchased for the site. Susie explained the Environment and Waste Management Committee would be meeting with AV to discuss options within the next few weeks. Council decided to wait until after this meeting before making any changes to the current CCBF plan.

**b) Motion to appoint newly hired building inspector (WVRSC)** – Mayor Foster explained that the current building inspector is getting ready to retire and is actively training the new hire. A motion of appointment for the new building inspector is required.

**MOTION:** It was moved by Councillor Glanville and seconded by Councillor Budd to appoint Daniel Johnston, of the Western NB Service Commission, as Building Inspector for the Municipality of Lakeland Ridges, effective immediately.

Question to the motion: Councillor Stairs asked why we are paying for two building inspectors, where are they coming up with the funding and who made the decisions? Councillor Yerxa wanted to know what his qualifications are?

Mayor Foster explained that the funding was included in the 2026 budget and that he and the rest of the mayors were sitting at the table when these decisions were made. Some of the communities in our region have a lot of industry that requires more complex building inspections so it is going to take some time for the current inspector to train the new person before his retirement.

5 Yay votes

2 Nay votes (Councillor Stairs and Councillor Porter)

Motion carried #015-2026

## **13. UPCOMING EVENTS**

The website and facebook page have been updated with upcoming February events. Councillor Yerxa shared a poster for the Meductic Fire Departments fundraising breakfast on Saturday, February 21, 2026. Mayor Foster mentioned the upcoming meeting on Homelessness that Woodstock is hosting and said the poster with all the information is posted on our website.

***\*\*other items brought up that were not on the approved agenda\****

Councillor Porter asked about the motion that was made in 2025 to offer financial support for a scholarship for a medical student. She asked if that had ever been done and if there was an update or more information that could be provided. Councillor Porter also said that one of the pillars in 2023 was the requirement to develop a Land Use Planning by-law and asked if the CAO had completed this or was it the responsibility and part of WVRSC's mandate. Mayor Foster said he would ask the service commission those questions.

**14. CLOSED SESSION**

None

**15. Date & Time of next meeting:**

Strategic Plan meeting – Thursday, February 19, 2026

Next Regular meeting will be held on Monday, March 9th, 2026.

**16. ADJOURNMENT** at 9:45pm.

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Mayor

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CAO/Clerk