

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

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

STAFF IN ATTENDANCE: Susan Patterson – CAO/Clerk  
Lana Sharpe – Treasurer/Deputy 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 Glanville and seconded by Councillor Budd to approve the March 9<sup>th</sup>, 2026 regular meeting agenda with the additions of Wildland gear for the Fire Departments and an update on DTI owned land in Benton and removing the request from DFD for a station expansion.

All in favor.

Motion carried #0016-2026

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

none

4. **ADOPTION OF MINUTES:**

**MOTION:** It was moved by Councillor Grant and seconded by Councillor Glanville to approve the February 9<sup>th</sup>, 2026, regular meeting minutes.

All in favor.

Motion carried #017-2026

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

a) **Sergeant James Gallant RCMP** – In response to councils concerns with the safety of first responders on highway calls, Sergeant Gallant explained there is lack of manpower available to attend the scene of all accidents. Officers cannot chase cars and provide traffic control at the

scene at the sometime. He suggested that responders take pictures or video of the speeding vehicles and their plates and call that information in so it can be followed up on.

**b) Matthew Derrah – 2024 Audit** – Matthew, with Nicholson and Beaumont, presented the 2024 audited financial statements. 2024 ended with a surplus of \$252,562.

**c) DFD – request for 30 x 40 building** – this item was removed from agenda at the request of the Overall Fire Chief.

**6. UNFINISHED BUSINESS:**

**a) Honorarium Proposal** – Overall Fire Chief Foster presented a proposal that is meant to equalize honorarium opportunities across all four stations. Using four key performance indicators, each station chief will decide the weight and rate for each.

**MOTION:** It was moved by Councillor Porter and seconded by Councillor Grant to accept the honorarium proposal with the weighting and rate of each KPI determined by the individual station chiefs.

All in favor.

Motion carried #018-2026

**b) Fire Study** – Mayor Foster asked council to consider moving forward with putting out tender for a fire study. He said there would be no commitment to follow through with the study but he would like to have that information for the next council to review and make a decision.

**MOTION:** It was moved by Councillor Grant and seconded by Councillor Glanville to put out an RFP for a Fire Study review with the stipulation that their quote must include at least two options and one of those options cannot be to remain as status quo.

Question to the motion: Councillor Stairs said it should be an RFQ not an RFP.

**Amendment to the motion:** It was moved by Councillor Grant and seconded by Councillor Glanville to amend the original motion to an RFQ instead of an RFP.

6 Yay votes

2 Nay votes (Councillor Porter and Councillor Budd)

Motion carried #019-2026

**c) Meductic Building Bathroom renovation** – Two other options to deal with the lead paint were reviewed. Original quote included only removing paint from identified drilling areas for \$8,625. Option 2 includes removing paint from identified drilling areas and encapsulating the rest for \$13,570. Option 3 is complete removal of all lead paint which would cost \$36,455. All three quotes include asbestos abatement. The estimate to renovate the bathroom with barrier free standards was \$53,475.00. This estimate included 2x4 stud walls around the perimeter for

electrical, plumbing and sheetrock. The application for the RBC Barrier Buster Grants program deadline is March 15 and approval notifications will be sent on April 16. A decision on how to proceed will be done after we know if we will receive the grant.

**d) NLFD expansion RFQ** – Councillor Stairs questioned the RFP and said the engineered drawings should include design details for walls, roof, slab, etc. Deputy Mayor Stairs suggested adding a clause that quotes be good for 90 days. Others suggested 90 to 120 days expiration date. Mayor Foster asked that those changes be made and have Overall Fire Chief Foster review before posting.

**e) Animal Control** – The first and second reading of By-Law #10 relating to the control and licensing of dogs was completed by title only.

**f) update of license agreement for Meductic Park** – DTI is still waiting for the revisions to the survey to be completed and submitted by Welch's Surveying.

**g) Response from WNBSC** – An email was read from Planning Director Conor Tripp confirming that the service commission is responsible to draft the land use by-law in the form of a rural plan. Due to current staffing capacity, it will likely be two years before they can begin working on it.

**h) Response from WNBSC** – an email was read from Director of Operations confirming that four \$10,000 scholarships were awarded. Councillor Porter asked if the two emails for WNBSC be forwarded to council.

**i) Response letter from Minister of Public Safety** – Mayor Foster read the response from Hon. Robert Gauvin addressing the letter sent on behalf of council regarding the safety of first responders on the highway. He states that highway safety is a priority and he has forwarded our letter to the RCMP.

**j) Land Purchase in Benton** – A letter was received from DTI to inform council that the business case they submitted for PID's 10122745 & 10183077 was reviewed and denied. The municipality has 30 days to purchase the land at the appraised combined value of \$16,600.

**MOTION:** It was moved by Councillor Yerxa and seconded by Councillor Grant to not move forward with purchasing the land in Benton.

Question: Councillor Budd asked if DTI would give us a heads up before auctioning the land and if we could add a clause to the motion to bid on the property at auction.

Response: Mayor Foster asked Susie if DTI would notify us before the land was auctioned. Susie said no, they have never done so in the past.

All in favor.

Motion carried #020-2026

## **7. CORRESPONDENCE:**

**a) Land Use Agreement request from Roots and Ridges** – The committee requires the use of land located at 22 Mill Street for their community garden project. The group is applying for a grant which requires confirmation there is a “memorandum of understanding” in place for longevity. The proposed memorandum of understanding asked for a 25-year agreement but council felt that was too long and suggested a 5-year agreement which could be renewable.

**MOTION:** It was moved by Councillor Stairs and seconded by Councillor Grant to approve the “Memorandum of Understanding” between Lakeland Ridges and Roots and Ridges for a 5-year term with the option to renew.

All in favor.

Motion carried #021-2026

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

No report provided. Mayor Foster informed council the WNBSC board members were meeting with the three PC MLAs to discuss the issue with the URVH. He also stated the board would be meeting with Horizon again at the end of the month.

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

No reports provided.

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

Report was provided. No questions.

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

No report provided.

**a) Amend 2025 surplus transfers** – Lana explained the amounts approved during the February 9<sup>th</sup> meeting no longer matched the actual transfer amounts due to a few last-minute invoices that needed to be paid. The DNRED transfer amount also needed to have a slight adjustment.

**MOTION:** It was moved by Councillor Stairs and seconded by Councillor Grant to amend the previous 2025 transfer for DNRED revenue from \$27,711.18 to \$27,711.78 into Capital Reserve.

All in favor.

Motion carried #022-2026

**MOTION:** It was moved by Councillor Yerxa and seconded by Councillor Stairs to amend the previous 2025 surplus transfer for the Meductic Fire Department into Capital Reserve from \$35,260 to \$34,465.

All in favor.

Motion carried #023-2026

**MOTION:** It was moved by Councillor Yerxa and seconded by Councillor Grant to amend the previous 2025 surplus transfer for the North Lake Fire Department into Capital Reserve from \$19,207 to \$17,984.

All in favor.

Motion carried #024-2026

**b) Proceeds from sale of Capital Assets** – Councillor Stairs stated that all funds should go back to the municipality as it is the municipalities money. Lana will need to get clarification from the auditor on how that should be handled.

**c) Motion to amend 2025 surplus** – Now that the 2024 audit has been completed the additional amount will need to be transferred into Operating Reserve.

**MOTION:** It was moved by Councillor Grant and seconded by Councillor Glanville to transfer the surplus amount of \$103,662 out of the General Operating account and into Capital Reserve account. This is the difference between the actual \$252,562 confirmed by Nicholson Beaumont less the estimated \$148,900 that was used during the budget process.

All in favor.

Motion carried #025-2026

## **12. NEW BUSINESS**

**a) Rescue vehicle for MFD** – Overall Fire Chief Foster addressed council regarding the purchasing of a used 2012 Ford F550 Rescue vehicle for the Meductic Fire Department. The unit is located in Tennessee. The price of the truck is \$68,000US plus approximately \$500US for title search and \$1,500 in brokerage fees for a total of around \$70,000US.

**MOTION:** It was moved by Councillor Yerxa and seconded by Councillor Porter to purchase the 2012 Ford F550 from a dealer in Tennessee at a cost of around \$102,500 (Canadian) using Meductic's Capital Reserve of \$41,920.63, Meductic's General Operating of \$21,850.16, Lakeland Ridges Capital Reserve of \$34,465 and the balance to be paid out of MFD's portion of the DNRED revenue.

There was a long discussion.

All in favour

Motion carried #026-2026

**b) Gifting Agreement from DNR** – A letter was read from DNR stating that the department would gift each of our four fire departments a fully refurbished Wajax Mark III portable high-pressure fire pump kit upon signing and returning the Gifting Agreement.

**MOTION:** It was moved by Councillor Glanville and seconded by Councillor Grant to accept the Gifting Agreement from DNR as written.

All in favor.

Motion carried #027-2026

**c) Office Security** – Susie explained that the main door to the office entrance and her office door were both broken into. The locks are now loose; there are pry marks on the door frames and the pins were raised from the hinges. It does not appear as if anything was taken but a file drawer was left slightly open.

Councillors asked if there were cameras. There are not. It was suggested installing them.

Overall Fire Chief Foster stated that he had someone from Standard Auto Glass come and look at the Fire Station doors and said the CAO should have that quote or will have it soon.

The CAO said she was not aware that anyone had been in the building to look at the locks.

Councillor Stairs said that he met the guy last week and they discussed installing a new locking system on the Fire Departments outside man door, and the two inside doors that access the main building. He said they are pricing a swipe card system.

The CAO stated that she has not received any information or a quote.

**d) Plumbing issue** – A plumber was called after grease was found plugging both drains in the upstairs kitchenette on a Monday morning. Upon further inspection the plumber found issues with how the pipes are run, which prevents the sink from draining properly. He recommended replumbing so the pipes have proper flow.

**e) Fire Service Revenue Policy** - Overall Fire Chief Foster presented a policy that he drafted for handling revenue coming in from DNR calls and MVA calls. He stated that the committee and the station chiefs reviewed it and he recommended that council adopt it.

**MOTION:** It was moved by Councillor Grant and seconded by Deputy Mayor Stairs to approve and accept the Revenue Policy as written.

All in favor.

Motion carried #028-2026

**f) Emergency Measures By-Law-** was not reviewed.

**g) Returning Municipal Laptops** - Susie stated that we currently do not have a policy for the control of municipal owned assets. Council agreed that they would return their laptops after the May 11 election unless they are re-elected.

**h) Disposal of Capital Assets Policy** – was not reviewed.

**i) Municipal Signage** – Mayor Foster requested a sign be installed at the bottom of School Street along Rte 165 to indicate the Municipal Offices. Councillor Porter suggested at least five signs be installed in the Debec area which would cover all entrance points. No other locations were identified.

**j) Wildland Gear** – Overall Fire Chief Foster informed council the fire departments are required to purchase wildland gear that meets the standards as per the Fire Marshals Office. He has found a supplier who outfits DNR and has confirmed that the gear is certified and does come tagged. It would cost approximately \$800 per fire fighter to outfit them with pants/shirts or coveralls and boots. The total will cost between \$40,000 to \$48,000. He said each department had budgeted a bit of money for gear but DNR money would also need to be used.

**MOTION:** It was moved by Councillor Yerxa and seconded by Councillor Glanville to purchase the Wildland Gear using the 2025 DNR revenue, after confirming with the auditor that those funds can be used for this purchase, and the remaining amount out of the fire departments 2026 budgets.

**Questions:**

Councillor Stairs stated we need a heads up from the Fire Marshal's Office when they are going to change policies. Councillor Stairs also questioned the Treasurer if there was clarity from the auditor on using DNR revenue. Lana stated she understood it would just require a motion from council but she would confirm.

Chief Foster stated the gear was needed to comply with WorkSafe NB.

All in favor.

Motion carried #029-2026

**13. UPCOMING EVENTS**

An updated list has been posted on our website social media page

**14. CLOSED SESSION**

None

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

The last regular meeting before the May 11<sup>th</sup> election will be held on Monday, April 13th, 2026.

***\*Items not on the agenda but discussed at the end of the meeting\****

Councillor Grant informed everyone that he will not be reoffering. He thanked everyone for his time spent on council and said that he enjoyed himself.

Mayor Foster suggested everyone come prepared the night of the April meeting for a group photo.

Councillor Porter asked the CAO who was the trainer that would be presenting at the upcoming meetings. Susie stated that if she was referring to the open houses scheduled in each of the four wards, that she is the one hosting and that the meetings were to share materials and information on the upcoming election with potential candidates. There would be no training.

**16. ADJOURNMENT** at 9:48pm.

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Mayor

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CAO/Clerk