

**1. Call to Order**

**2. Adoption of Agenda**

**3. Conflict of Interest Declarations**

**4. Public Presentations**

4.1 Terri Hennessey – President, Heritage Hillsborough (Steeves House Museum)

**5. Information Items**

5.1 CCRC thank you letter

**6. Council Direction Requests**

6.1 Request to purchase property 37 Water Street

6.2 Alma Water Project Indigenous monitor agreement

6.3 Bobcat Snowblower Attachment

6.4 Ford F350 Replacement

6.5 Southeast Planning Review and Adjustment Committee Member

6.6 Right to Information and Protection of Privacy Policy

6.7 CCRC

6.8 Riverside-Albert Fire Department – Capital Purchase – High Angle Rescue Equipment

**7. Departmental Reports**

7.1 Chief Administrative Officer

7.2 Operations

7.3 Financial services

7.4 Legislative Services

**8. Mayor and Council Statement and Inquiries**

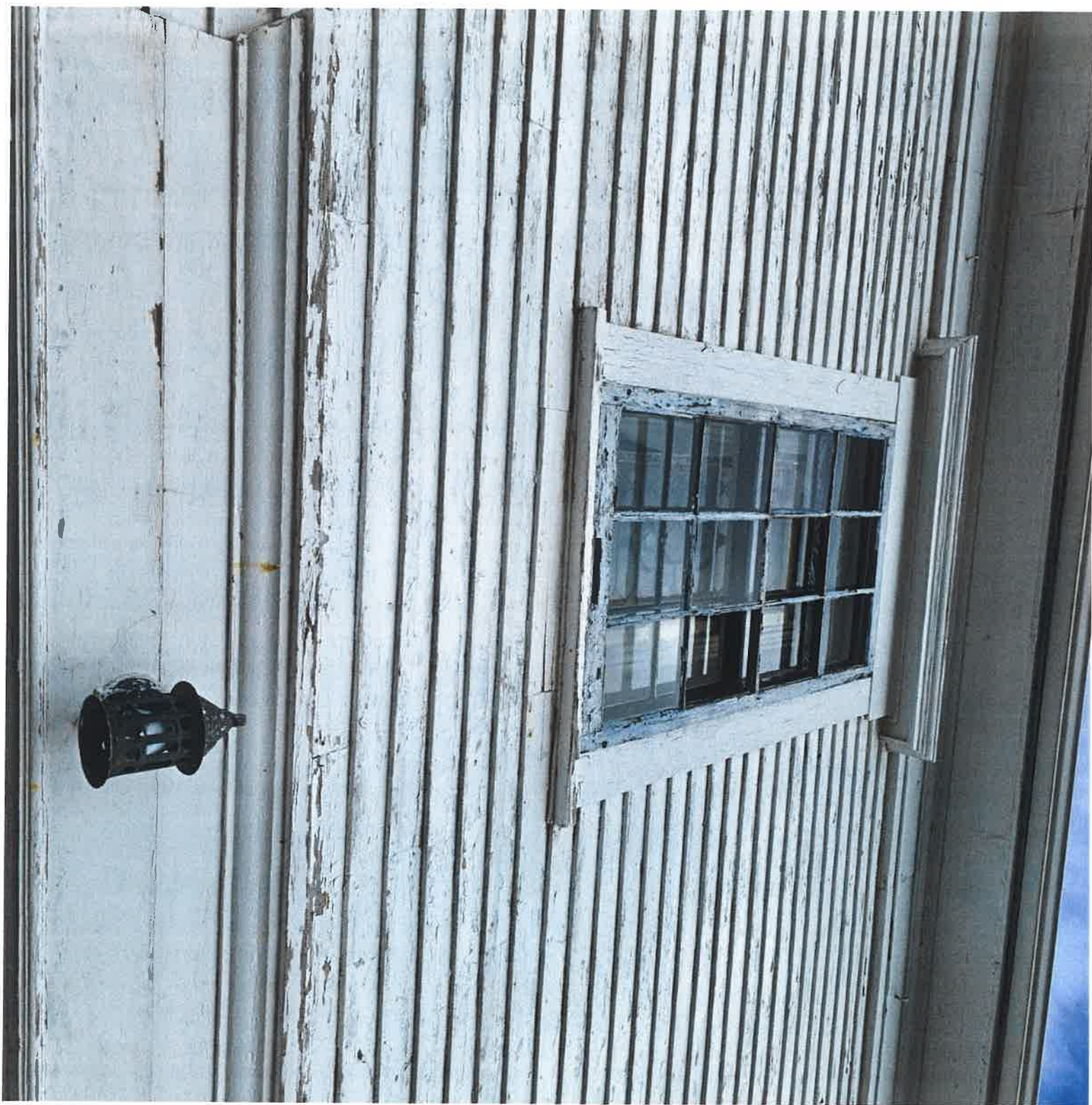
**9. Public Statements and Inquiries**

**10. Closed Session**

10.1 Local Governance Act, SNB 2017, 68(1)(c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract.

**11. Adjournment**

Steeves house museum  
Item 4.1















Chipoudy Communities Revitalization Committee  
9 Bicentennial Road, Riverside Albert E4H 3W3

Village of Fundy Albert

February 25, 2025

Delivered by Hand

Attention: Ms Kim Beers

Dear Kim,

Please express our thanks to the Village Council for continued support of the many initiatives that revitalize our communities. A sample of the material we sent out for our neighbourhood socials and a copy of the Directory of Resources for Rural Albert County is included. The Resource Directory is closely aligned to the community directory published in digital form by Connecting Albert County. In this way we are collaborating to provide consistent and verified information to the citizens of Fundy Albert. We were pleased to add the Fundy Albert Voyent Alert system to this directory.

Unfortunately your community grant of \$500.00 was received after the initial printing and acknowledgment of your funding is not incorporated into our printing. Nonetheless, the village has our sincere thanks and we will acknowledge your grant through our website and Neighbourhood Social promotions.

Sincerely,

Kathy Weir  
Treasurer, CCRC



## COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session  
From Ian Barrett  
Date February 18<sup>th</sup> 2025  
Subject Request to Purchase Municipal Property  
Presenters Ian Barrett  
(if applicable)  
Length of Presentation  
(if applicable)

Type                      ✓   Public                      Private                      Committee of the Whole

### RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

### ISSUE

#### ALL UPDATES HIGHLIGHTED OR IN RED TEXT

The owner of 37 Water Street has approach administration inquiring about the purchase of the municipally owned land next to their property.

### CURRENT STATUS AND BACKGROUND

37 Water Street, Riverside Albert, PID 00629618, comprises of a small lot 15m x 24m (360m<sup>2</sup>) and a single-family dwelling. As per the Existing [Riverside-Albert Rural plan](#), Page 60, this makes it an undersized Lot: Minimum lot size for Single Dwelling: 450m<sup>2</sup>. The small size of the lot has resulted in encroachment onto municipal land for use to access the property.

The adjacent municipal owned lot, PID 5015607 is believed to have been used as a filling station making it a brown field site limiting its use for future development and creating potential for environmental issues. Further investigation has identified that the PID is not a Brownfield site and has no environmental flags on the PID file. Additionally, a municipal trail exists along the eastern boundary connecting water street to the Riverside-Albert Recreation Centre.

The Owners approached the Administration requesting information about purchasing the lot, they have provided the following information:

- They already encroach onto municipal property to access their land and home.
- They already maintain some areas of the municipal property around their home.
- Would like to purchase the land to further expand the potential of their property to include the addition of a Garden and possibly a storage building.
- They Have proposed a purchase price of \$5000.00 for the entirety of PID 5015607.

1. **Valuation of PID 5015607:**

- Three realtors were asked to provide a valuation. One required a fee and was not pursued. The remaining two provided estimates of **\$15,000–\$20,000** and **\$17,000**.
- Based on these valuations, the estimated land value is **\$3,000–\$5,000 per acre**.

2. **Impacts of Retaining the Lot:**

- The municipality incurs an annual property tax cost of **\$53.75**, equating to **\$537.50 over 10 years** (excluding inflation).
- Fundy Albert retains **full access to the trail**.
- The potential future value of the land, assuming **2% annual inflation**, could increase to **\$18,000–\$24,000 over 10 years**.

3. **Impacts of Subdividing the Lot (at Purchaser's Expense):**

- Fundy Albert retains **ownership and access** to the village trail.
- The municipality retains **3.25 acres**, with an adjusted tax levy of approximately **\$35.57 annually (\$355.70 over 10 years)**.
- Fundy Albert receives a **one-time payment of approximately \$6,000–\$10,000** for the subdivided lot.

• **Property Tax Impact:**

- Selling the additional lot to **37 Water Street** could **increase property value** by eliminating the undersized designation.
- Comparisons to similar properties:
  - **31 Horn Road** – \$3,461.65 tax levy (duplex, similar lot size).
  - **40 Horn Road** – \$3,409.26 tax levy (residence + in-law suite, similar lot size).
  - **112 Water Street** – \$1,553.89 tax levy (smaller lot with residence).
  - **37 Water Street (current)** – \$196.25 tax levy (undersized lot with residence).
- If the increased lot size brings **37 Water Street's tax levy closer to \$1,000–\$1,500 annually**, the **10-year revenue impact** for Fundy Albert could be **\$16,000–\$25,000**.
- Combined with the one-time payment, total 10-year financial benefit could range **\$28,000–\$41,000** (including retained land value of **\$12,000–\$16,000**).

4. **Current Value of the Lot to the Municipality:**

- **Section A (Water Street & Horn Road Border):**
  - Low-lying area with wetland vegetation (alders, reeds), requiring **significant investment** for development.
- **Section B (Adjacent to Water Street):**



- Could be developed into a 25m x 25m parking lot for users of the village and Shepody trails.
- **Section C (Horn Road Border):**
  - **Steep embankments and natural drainage area;** development could negatively impact water management.
  - **Recommendation:** Retain this portion of the land and avoid development.



## RECOMMENDATION

Sub divide and sell a portion (Section A) of PID 5015607 to provide a one off payment followed by an ongoing revenue source

If council approves the sale, or parts thereof PID 00629618, the Administration have the following recommendations

1. Ensure the sale of the lot is carried out as per Fundy-Albert Policies to ensure full transparency.
2. ~~Conduct an environmental assessment to ensure all environmental risks and liabilities are known.~~ Not required as no brown field or environmental flag exists on the PID File
3. If the sale is to proceed, sever the lot as per the attached diagram; this will ensure Fundy Albert maintain access to the existing trail and retain the potential to develop a parking lot for the village and Shepody trails in the future.
4. Seek formal Valuation of the property. Desk top valuation has been conducted returning a value of \$15-20K for entire PID, revaluation would have to be conducted on severance.
5. Purchaser is to be responsible for all cost related to valuation, severance and sale.

## OTHER OPTIONS

1. Do not sell the property- If it is considered the risks outweigh the benefits.
2. Sell the entirety of PID 5015607 to the owners of 37 Water Street, this will reduce costs to the purchaser and result in a quicker sale, however, it will restrict or deny future access to the trail impacting tourism in Riverside-Albert, unless an easement is put in place.
3. Request further information from administration before approving or rejecting the request.

## RISK ANALYSIS

There are a number of risks associated with the sale of municipal land, these include handling the sale transparently, public access to the municipal trail and receiving fair market value for the property. The considerations below provide detail to support council in making a decision regarding the sale of the land.

## CONSIDERATIONS

Legal	Municipal land sales must follow legal procedures, including public notice, appraisals, and council approval.
Financial	<b>Fair Market Value &amp; Precedent</b>  Selling land below market value or without competitive bidding could set a precedent for future requests.  The municipality must ensure it is receiving fair compensation for public assets.  <b>Recommendation:</b> Determine fair market value and assess whether a competitive sale process is appropriate.
Environmental	<b>Environmental Liability</b>  The lot is classified as a brownfield site, meaning it may have environmental contamination.

	<p>If sold, the municipality must ensure it does not retain future liability for remediation.</p> <p><b>Recommendation:</b> Conduct an environmental assessment and require the buyer to assume any liability as a condition of sale.</p> <p>This environmental risk is no longer valid as it was not on this lot. Confirmed with Plan 360 that no flag regarding environmental issues exist for the PID.</p>
<b>Policy</b>	<p><b>Future Development &amp; Land Use Planning</b></p> <p>The buyer intends to further develop their property, but it is unclear what type of development is planned.</p> <p>The municipality should assess whether the sale aligns with long-term land-use planning goals.</p> <p><b>Recommendation:</b> Confirm zoning compliance and consider placing restrictions (e.g., limiting land use to residential purposes).</p>
<b>Stakeholders</b>	Council, Owners of 37 Water Street, Residents of Riverside-Albert/Fundy Albert, Trail users
<b>Community Sensitivities</b>	<p><b>Public Access &amp; Trail Use</b></p> <p>The lot includes a municipal trail that may be regularly used by the public.</p> <p>Selling the land could result in loss of public access or legal disputes over the right-of-way.</p> <p><b>Recommendation:</b> Retain an easement to protect public access to the trail. Or sever PID to retain trail portion.</p>
<b>Council priorities</b>	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Village Services</li> <li>✓ Communications</li> <li>• Strategic Partnerships</li> <li>✓ Economic Development &amp; Tourism</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	<ol style="list-style-type: none"> <li>1. Letter from Owner of 37 Water Street</li> <li>2. Map of PIDS 006629618 &amp; 5015607</li> </ol>
<b>Interdepartmental consultation</b>	CAO, DirOps, Treasurer
<b>Intergovernmental considerations</b>	





water st 2025 land  
letter (1).pdf

To: whom this may concern

I (Seepaul D Rampadarat) and my wife (Jennifer Achaia) own 37 Water st riverside-albert, New Brunswick. We want to purchase the land around our house shown in the highlighted parts. The land around my house would involve buying the driveway that leads to the house that I park on, also all the yard space around the house that we have taken care of.

Creating additional space for the property will bring potential improvement. This could include expanding or adding a garden, landscaping features, sheds or storage. Making improvements that would benefit both my property and the community. The overall goal would be to make the land more functional and create a better living environment for us. Our offer for the land is \$5000.00CAN.



## COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session  
From Ian Barrett  
Date March 18<sup>th</sup> 2025  
Subject Alma Water Project Indigenous monitor agreement  
Presenters Ian Barrett  
(if applicable)  
Length of Presentation  
(if applicable)

Type                      ✓ Public                      Private                      Committee of the Whole

### RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

### ISSUE

As part of the Alma Water Project approval criteria, Fundy Albert must have an Indigenous monitor on-site whenever ground-disturbing activities occur.

### CURRENT STATUS AND BACKGROUND

Englobe has been working with MTI (Mi'gmawe'l Tplu'taqnn Inc.) to develop a draft agreement outlining the responsibilities of both Fundy Albert and the Indigenous monitor. This agreement follows standard provincial and federal guidelines, including proposed fees set at government standard rates.

The agreement is currently under MTI's review and will be returned to Fundy Albert for final approval. It must be in place before any excavation or ground-disturbing work begins.

### RECOMMENDATION

Council is requested to review the draft agreement (Appendix A) and provide any suggested amendments before it is finalized and brought back for signature. Ensuring this agreement is in place will allow the Alma Water Project to proceed without delays.

### OTHER OPTIONS

N/A

### RISK ANALYSIS

Failure to comply with the Indigenous monitor requirement could result in the withdrawal of project approval and funding, leading to significant delays, financial setbacks, and regulatory non-

compliance. Ensuring the agreement is finalized before any ground-disturbing work begins is essential to keeping the Alma Water Project on track.

## CONSIDERATIONS

<b>Legal</b>	<ul style="list-style-type: none"> <li>• Legal requirement as part of project approval</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Cost of an indigenous monitor have already been factored into the project costs.</li> </ul>
<b>Environmental</b>	
<b>Policy</b>	
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Fundy Albert</li> <li>• Englobe</li> <li>• MTI</li> </ul>
<b>Community Sensitivities</b>	<ul style="list-style-type: none"> <li>• Recognition of indigenous history.</li> <li>• Delivery of Alma water project.</li> </ul>
<b>Council priorities</b>	Strategic Plan Alignment: <ul style="list-style-type: none"> <li>✓ Infrastructure</li> <li>• Village Services</li> <li>• Communications</li> <li>✓ Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	
<b>Interdepartmental consultation</b>	Operations, CAO
<b>Intergovernmental considerations</b>	Englobe, MTI



## INDIGENOUS MONITORING AGREEMENT

THIS INDIGENOUS MONITORING AGREEMENT (the "Agreement") is made on \_\_\_\_\_, 2025

BETWEEN:

Fundy Albert ("The Proponent")

AND

**Mi'gmawe'l Tplu'taqnn Incorporated ("Mi'gmawe'l Tplu'taqnn")** for the purposes of this Agreement represents the following Mi'gmaq First Nations in New Brunswick: Amlamgog (Fort Folly), Esgenoôpetitj (Burnt Church), L'nu Menikuk (Indian Island), Metepenagiag (Red Bank), Natoaganeg (Eel Ground), Oinpegitjoig (Pabineau), Tjipôgtôtjg (Buctouche), and Ugpi'ganjig (Eel River Bar), hereby represented by Chief George Ginnish and Chief Rebecca Knockwood, Executive Directors, duly authorized to sign for the purposes hereof (hereinafter referred to as "**MTI**").

WHEREAS:

- A. Fundy Albert intends to proceed with upgrades to their municipal water system to improve its capacity and resolve recurring boil water advisories. The scope is generally as follows:
  - a. Existing Wells and Pumphouse Site:
    - i. Upgrades to the existing municipal well
    - ii. Conversion of the backup municipal well to a monitoring well;
    - iii. Upgrades to the existing municipal well pumphouse;
    - iv. Decommissioning of existing water reservoir;
    - v. Construction of a new communication tower
    - vi. Site work and grading.
  - b. New Well Site:
    - i. Construction of a new Water Control Building;
    - ii. Construction of two (2) above-ground water storage reservoirs;
    - iii. Commissioning of two (2) water wells constructed in 2022-2023, including pump installation;
    - iv. Underground piping, site work and fencing.
  - c. New Access Road and Watermain Area:
    - i. Clearing, grubbing and stripping operations;
    - ii. Installation of new water mains;
    - iii. New electrical servicing from the existing well site to the new well site (Overhead lines and poles);

- iv. Construction of new gravel access road, including ditching.
- d. Pressure Reducing Valve (PRV) Area:
  - i. Construction of a new Pressure Reducing Valve building;
  - ii. Site work including watermain connections, ditching, culvert installation, driveway construction, road restoration.
- e. Construction Laydown Area:
  - i. Construction of a laydown area for Contractor use during construction, including tree cutting, grubbing, stripping of organic materials, ditching, and placement of gravel or crushed rock;
- f. Future Contract:
  - i. Design is not yet complete for future phases of the project, including a new water booster station serving the School St. area and planned water distribution system expansion. Once details are available, further information will be provided by the Proponent.
- B. The project includes several parcels of land as identified in Appendix A, each of which are held by private landowners or the Village of Fundy Albert (the "Project Area").
- C. MTI is concerned that there is potential that pre-contact archaeological resources are located in the Project Area, and MTI desires to be informed when (list concerns).
- D. The Parties wish to enter into this Agreement to set the terms and obligations of both parties regarding the environmental/archaeological monitoring of the Project Area during on site environmental, archaeological work or excavation.

**NOW THEREFORE**, the Parties covenant and agree as follows:

1. MTI will provide an Indigenous monitor (the "Monitor") to perform monitoring of the Project and related services at the Project Area, as further described in Appendix B (the "Monitoring Work").
2. The Monitoring Work will initially consist of **750** hours (including travel time). If additional monitoring is requested by MTI after completion of the **750** hours of Monitoring Work, the parties agree to negotiate a new agreement or an extension of this Agreement on similar terms.
3. Fundy Albert agrees to provide funds to MTI for the Monitoring Work, as follows:
  - a. \$30.00 per hour for the time spent at the Project Area by the Monitor for the purpose of monitoring the Project, including the reasonable travel time directly to and from the Project (the "Monitoring Fees").
  - b. Reimbursement for Monitor's travel, meals and overnight accommodations if required, will be paid by **Fundy Albert** to MTI at the following rates (the "Additional Fees"):
    - i. \$0.59/km travelled;
    - ii. Up to \$109.45/day for meals;
    - iii. Up to \$120/night for accommodation.
  - c. **Fundy Albert** will pay to MTI a 10% administration fee on the reimbursement of expenses identified in subsection (b).

- d. During the term of this agreement, MTI shall notify **Fundy Albert** if the fees identified in subsection (b) shall exceed a total of **\$20,000**.
  - e. All financial values set out in this Section 3 are in Canadian money.
4. MTI shall provide Fundy Albert with a monthly invoice that includes the following information, and which shall be a condition for payment:
- a. detailed number of hours of Monitoring Work performed, by date completed;
  - b. additional Fees incurred in carrying out the Monitoring Work, in accordance with Section 3 (b);
  - c. the number of hours remaining to reach the **750** hours agreed to in this Agreement; and
  - d. the dollar value remaining to reach the upset budget of \$20,000 agreed to in this agreement for travel cost reimbursement.

Subject to such invoices being complete, valid, and to the reasonable satisfaction of **Fundy Albert**, **Fundy Albert** agrees to pay such invoices within 30 days of receipt and submission of supporting documentation.

5. If artifacts are discovered, the Archaeological protocol of the Archaeology and Heritage Branch will be followed: As per the *Heritage Conservation Act* (New Brunswick), all activity will be stopped near the find and the Manager, Regulatory Unit of the Archaeology and Heritage Branch, Department of Tourism, Heritage and Culture will be contacted at (506) 453-2748, as well as the designated MTI monitor, if not present on site at that moment. This Section 6 does not create an enforceable obligation or alter or amend **Fundy Albert's** obligations under the *Heritage Conservation Act* (New Brunswick) as such may be amended from time to time.
6. MTI must ensure the Monitor always complies with **Fundy Albert's** health and safety rules when present at the Project Area, as well as the health and safety rules of the Contractor retained by Fundy Albert to execute the construction work. **Fundy Albert** shall provide a copy of all health and safety rules to the Monitor and **Fundy Albert** may restrict access or remove the Monitor from the Project Area at its discretion if the Monitor is not in compliance with **Fundy Albert's** or the on-site Contractor's safety protocols or safety rules, or if the presence or activities of the Monitor may pose, in **Fundy Albert's** reasonable opinion, a risk to safety, property, or the environment.
7. Primary contact for MTI during the term of this agreement will be Stephen Ginnish, Forestry and Natural Resource Coordinator for MTI. Other contacts are listed under Appendix B.

IN WITNESS WHEREOF the parties have executed this Agreement on this\_\_\_\_\_.

**Mi'gmawe'l Tplu'taqnn Incorporated**  
**(MTI)**

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Name: Chief George Ginnish  
Title: MTI Executive Director

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Name: Chief Rebecca Knockwood  
Title: MTI Executive Director

## **Fundy Albert**

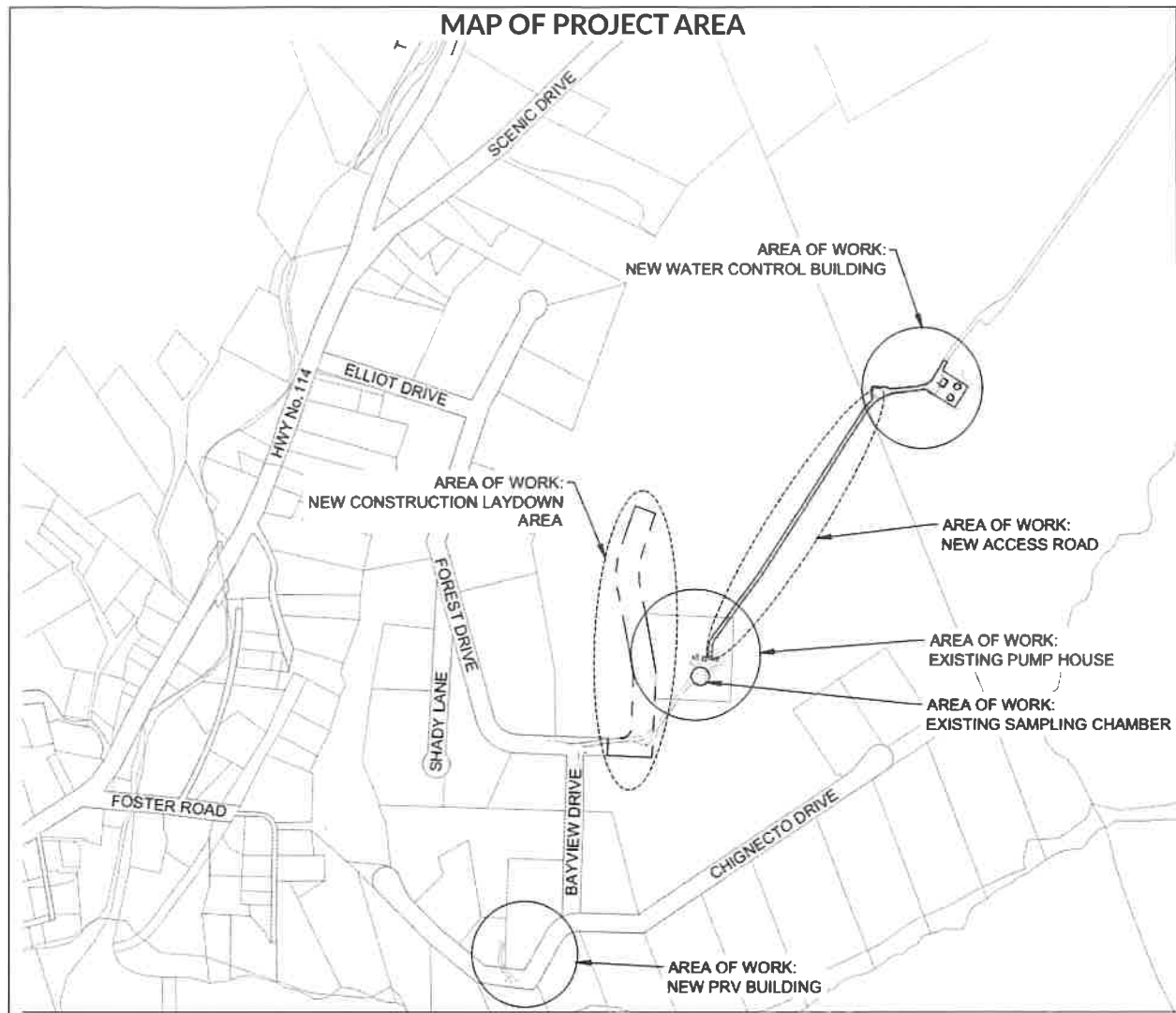
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Name:  
Title:

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Name:  
Title:

**APPENDIX A**  
**MAP - PROJECT DEVELOPMENT AREA**



**APPENDIX B:**  
**LIST OF KEY CONTACTS**

<b>Organization</b>	<b>Function</b>	<b>Name</b>	<b>Cell</b>	<b>Email</b>
Fundy Albert	Director of Operations	Ian Barrett	506-232-3846	<a href="mailto:Operations@fundyalbert.ca">Operations@fundyalbert.ca</a>
Englobe Corp. (Engineering Consultant for Fundy Albert)	Project Manager	Brandon Duchesne	506-227-7172	<a href="mailto:Brandon.Duchesne@englobecorp.com">Brandon.Duchesne@englobecorp.com</a>
Englobe Corp. (Engineering Consultant for Fundy Albert)	Site Inspector	Doug Arbeau	506-378-9197	<a href="mailto:Doug.Arbeau@englobecorp.com">Doug.Arbeau@englobecorp.com</a>
MTI	Executive Officer	Dean Vicaire	581-884-2677	<a href="mailto:deanvicaire@migmawel.org">deanvicaire@migmawel.org</a>
MTI	Forestry/Natural Resource Coordinator	Steve Ginnish	506-626-1914	<a href="mailto:steve@migmawel.org">steve@migmawel.org</a>
MTI	Assistant	Georgianna Barlow	506 523-5026	<a href="mailto:georgianna@migmawel.org">georgianna@migmawel.org</a>
MTI	Indigenous Monitor			

**APPENDIX B**  
**Monitoring Work**

The Monitor retained by MTI for the Project shall perform the following services:

1. Monitoring at the Project Area during the following Project activities:
  - a. Ground-disturbing work in previously undeveloped areas of the project, as follows:
    - i. Stripping and grubbing operations;
    - ii. Excavation for the new water control building foundation, PRV Building foundation, water storage reservoirs foundations, underground piping and structures installation.
2. The Monitor will:
  - a. Use a time log for tracking the monitoring services; and
  - b. Have a copy of the Monitor's worksheet signed and submitted to **Fundy Albert** each day the Monitor is on site;
  - c. Comply with **Fundy Albert's and any Contractor on-site's** health and safety rules, which include
    - i. The constant wearing of the following protective equipment:
      1. Safety helmet;
      2. Gloves;
      3. Safety glasses;
      4. Vest; and
      5. Safety boots.

These safety rules shall be followed in addition to any other safety protocols that may be required by Fundy Albert or the on-site Contractor.





## COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session  
From Ian Barrett  
Date March 18<sup>th</sup> 2025  
Subject Fleet Management- Bobcat Snowblower Attachment  
Presenters Ian Barrett  
(if applicable)  
Length of Presentation  
(if applicable)

Type                      ✓ Public                      Private                      Committee of the Whole

### RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

### ISSUE

The snowblower attachment for a Bobcat Toolcat 5600, used to clear sidewalks in Hillsborough, requires major repairs or replacement. This report outlines the background and financial aspects of repairing or replacing the snowblower to give council the information they need to make an informed decision.

### CURRENT STATUS AND BACKGROUND

For several years, snow removal on Hillsborough sidewalks has been conducted using a UTV-mounted Bobcat Toolcat 5600 snowblower. This method has proven to be the most efficient and safest way to clear snow while allowing for controlled directional placement. This approach helps prevent excessive snow accumulation in sensitive areas, ensuring better accessibility and reducing operational challenges.

The current snowblower attachment has been in use for 10 seasons and is showing significant wear and tear, with several parts requiring replacement. A quote for the necessary repairs was obtained, totaling **\$7,553.00 (tax inclusive)**.

Additionally, a quote was sought for a new replacement unit, which was returned at **\$15,185.52 (tax inclusive)**. The new unit also includes a 24-month manufacturer's warranty.

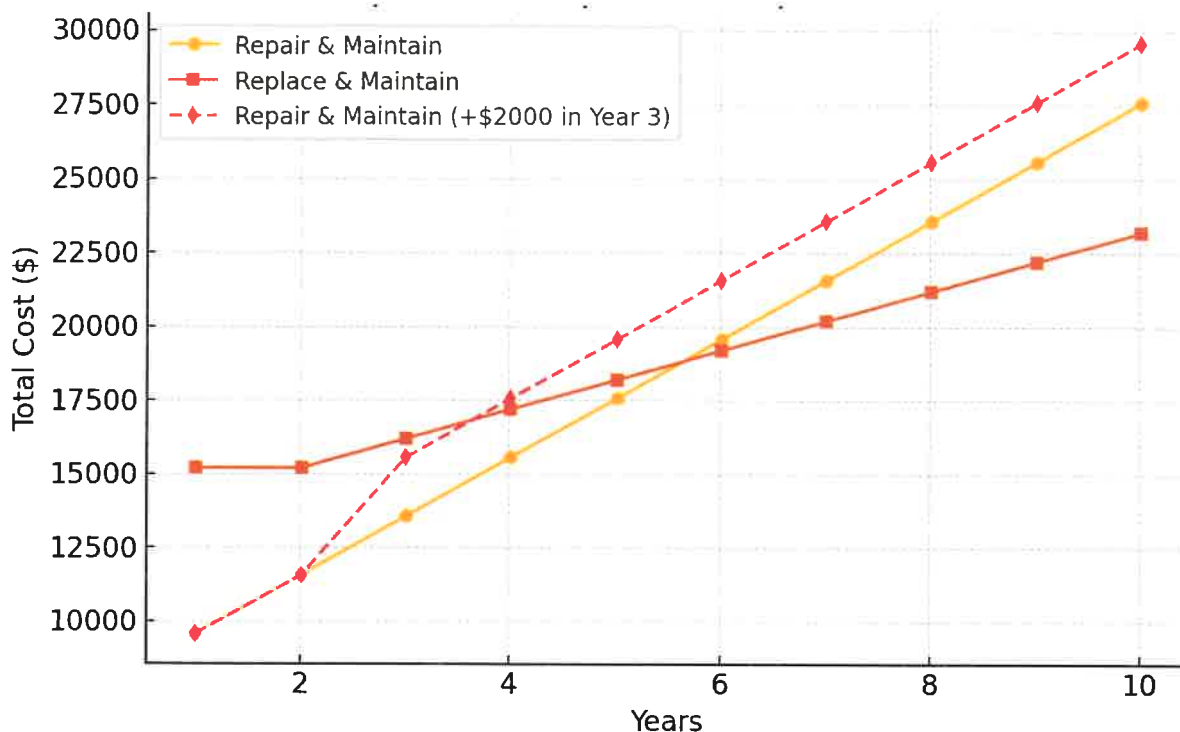
The typical lifespan of a commercial snowblower is 8-12 seasons reducing to as low as 5 seasons with heavy use, this would suggest that the current snow blower has already achieved its expected operational lifespan.

Furthermore, a common industry guideline suggests that when repair costs exceed 50% of the replacement cost, replacement is generally the most financially efficient choice. As equipment ages, this threshold decreases, meaning that for a piece of equipment nearing the end of its

lifecycle, even repairs costing less than 50% of the replacement value may still justify replacement as the most cost-effective option.

Currently the cost of repairing the snowblower has been quoted at 49.7% of replacement value. If these major repairs are carried out there is still a risk that other unidentified latent issues exist that would require further investment or lead to replacement.

**Figure 1.** below presents a 10-year cost comparison of repair vs replace and additionally includes the impact of a \$2000 repair in year 3 of the repaired equipment. Ongoing repair costs are calculated at 5-10% of original purchase price per year, increasing with age.



**Figure 1.** 10-year cost comparison

The figures and comparison above suggest that replacing the snowblower is the most cost-efficient choice over the long term. However, opting for replacement also offers additional benefits. The municipality operates two identical snowblowers: one in **Hillsborough** (already discussed) and a second in **Alma**. Parts from the replaced Hillsborough blower could potentially be repurposed to reduce repair costs for the Alma unit. Furthermore, since the Alma blower is **six years old**, replacing the Hillsborough unit now would help maintain a consistent **5-6-year replacement cycle** between the two units. In contrast, extending the life of the Hillsborough blower would result in requiring the replacement of two snow blowers in a shorter space of time, leading to less efficient long-term asset management.

#### Financial:

The 2025 Budget allocated \$15,000 for major equipment repairs and replacements (Transportation services, General Equipment 2.3.1.5.3). However, this budget has been fully expended due to several major repairs, including:

- Tractor: Replacement turbo
- Bobcats (both units): Hydraulic repairs
- Ford F-550: Replacement water pump and coolant

As a result, any further major repairs would require council approval for the reallocation of funds.

Additionally, the 2025 Budget allocated \$172,000.00 for capital expenditures, though these funds were not assigned to specific purchases or projects. It is suggested that a portion of this allocation could be used to finance the purchase of a replacement snow blower.

## RECOMMENDATION

It is recommended council provide a decision to :

1. Reallocate capital funds to repair the existing snowblower (\$7,553<sup>1</sup>)

Or

2. Approve the use of capital funds to purchase a replacement snowblower (\$15,185)

## OTHER OPTIONS

### 1. Lease or Rent a Snowblower for the 2025/26 Season

Instead of purchasing a new unit, the municipality could explore leasing or renting a snowblower for the upcoming season.

This option preserves capital funds while still ensuring reliable snow removal. However, no budget was forecast for the lease or rental of snow removal equipment and other General operating fund would need to be reallocated.

#### Risks:

- Leasing costs over multiple seasons may exceed the cost of ownership. (based on previous quotes it would cost in the region of \$2000/month to rent an attachment)
- Limited availability—municipal snow removal equipment is in high demand during winter, making rental options unreliable.
- The municipality would not have a long-term asset and would need to revisit the decision annually.

## RISK ANALYSIS

**The repair or replacement of the snowblower carries a number of risks; reduced efficiency, increased wear on other equipment, and potential service disruptions during peak winter conditions. While repairing the unit may offer short-term savings, it carries the risk of recurring breakdowns and escalating maintenance costs. Replacing the unit requires upfront investment but ensures long-term reliability, reduced maintenance expenses, and consistent snow-clearing performance. Failure to act proactively could lead to liability risks, public safety concerns, and higher emergency repair costs if the unit fails unexpectedly. A timely decision will help maintain effective winter operations and fiscal responsibility.**

## CONSIDERATIONS

Legal	<ul style="list-style-type: none"><li>• Safe equipment for employees to use</li></ul>
Financial	<ul style="list-style-type: none"><li>• Efficient Asset management</li><li>• Long term financial efficiency</li></ul>
Environmental	
Policy	<ul style="list-style-type: none"><li>• Snow removal policy</li></ul>

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<sup>1</sup> Actual cost may vary due quotes expiring

	<ul style="list-style-type: none"> <li>• Asset Management</li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Fundy Albert Staff and Residents of the three former villages</li> </ul>
<b>Community Sensitivities</b>	<ul style="list-style-type: none"> <li>• Maintenance of service standards</li> </ul>
<b>Council priorities</b>	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>✓ Village Services</li> <li>• Communications</li> <li>• Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	
<b>Interdepartmental consultation</b>	Operations, Treasurer
<b>Intergovernmental considerations</b>	



## COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session  
From Ian Barrett  
Date March 18<sup>th</sup> 2025  
Subject Fleet Management- Ford F350 Dump Replacement  
Presenters Ian Barrett  
(if applicable)  
Length of Presentation  
(if applicable)

Type                      ✓ Public                      Private                      Committee of the Whole

### RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

### ISSUE

The Ford F-350 dump truck, which has been serving as the Fundy Albert garbage truck, requires repairs estimated at up to \$7,000. Given the cost, consideration must be given to the financial sustainability and value for money of repairing the truck versus replacing it with a different vehicle that better suits the municipality's needs.

### CURRENT STATUS AND BACKGROUND

Upon amalgamation, Fundy Albert inherited a fleet of vehicles that had been purchased and managed based on the individual needs and financial planning of each former village. As a result, the current fleet is not optimally suited to the municipality's operational requirements. Additionally, many vehicles are reaching the end of their useful life simultaneously, making efficient fleet management challenging and increasing overall operating costs. A more strategic approach to fleet renewal could improve efficiency and reduce expenses.

The current fleet consist of five trucks as detailed in table 1 below:

Vehicle	Year	Age	Replacement Date <sup>1</sup>	Fuel Efficiency <sup>2</sup>	Cost per 100km <sup>3</sup>	Remarks
Ford F350 Flatbed	2012	13	2024	18L/100km	\$28.80	General use Facilities and Maintenance
Ford F550 Dump	2012	13	2022	26L/100km	\$41.60	Heavy use dump, towing vehicle for excavator and Bobcat

<sup>1</sup> Based on industry practice of 10 years Heavy duty & 12 Years Light Duty

<sup>2</sup> Based on average from online research

<sup>3</sup> Based on Gas price of \$1.60 per Liter



Ford F350 Dump	2016	9	2026	18L/100km	\$28.80	Was Garbage truck, now general use facilities and maintenance
GMC Canyon	2022	3	2034	12L/100km	\$19.20	Main use water & wastewater
Dodge Ram 2500	2024	1	2036	16L/100km	\$25.60	Water & Waste water/General use.

**Table 1: Current Fundy Albert Fleet**

A recent inspection of the Ford F-350 dump truck, formerly used for municipal garbage collection, identified issues with the rear differential and axle. Repair estimates have been quoted at up to \$7,000. Given that the industry-standard lifespan for such a vehicle is approximately 10 years, this truck has already reached 90% of its expected service life. Additionally, with the municipality no longer responsible for garbage collection, this type of vehicle is no longer required, making repairs financially inefficient. This presents an opportunity to trade in the truck and invest in a more suitable and fuel-efficient vehicle. Doing so would align with fleet renewal objectives while ensuring cost-effective asset management. Given the need to maintain community facilities such as recreation centers, public washrooms, and the collection of garbage from public waste bins, a light-duty truck—such as a GMC Canyon, which is already in use for Water & Wastewater operations—would be a more efficient and suitable option for the municipality's current needs. Table 2 below provides a financial comparison of repairing versus replacing the vehicle.

Category	Repair & Retain Ford F-350	Trade in & Replace with more efficient Vehicle <sup>4</sup>
Current Value (Trade in Estimate)	\$10,000.00	\$10,000.00 Applied to purchase
Repair Cost	\$7,000.00	\$0
Purchase price of Replacement Vehicle	N/A	\$35,000.00
Expected future maintenance costs (5 years) <sup>5</sup>	\$15,000.00	\$7,500.00
Annual Fuel Costs <sup>6</sup>	\$6,000.00	\$3,500.00
5 year fuel costs	\$30,000.00	\$17,000.00
Estimated Resale value after 5 years	\$5,000.00	\$20,000.00
Operational Suitability	Misaligned with Current Needs	Better suited to current operational needs
Total 5 year Cost estimate	\$57,000.00	\$40,000.00

**Table 2. Cost comparison Repair Vs Replace**

This cost comparison shows that, while replacing the vehicle costs more upfront than repairing it, the long-term savings amount to **30% over five years**.

#### **Financial:**

The 2025 Budget allocated \$15,000 for equipment repairs and replacements (Transportation services, General Equipment 2.3.1.5.3). However, this budget has been fully expended due to several major repairs, including:

<sup>4</sup> 2020 GMC Canyon or similar

<sup>5</sup> Based on an industry guideline of 5-10% of original purchase price increasing with age.

<sup>6</sup> Based on three return trips, Hillsborough to Alma per week

- Tractor: Replacement turbo
- Bobcats (both units): Hydraulic repairs
- Ford F-550: Replacement water pump and coolant

As a result, any further major repairs would require council approval for the reallocation of funds.

Additionally, the 2025 Budget allocated \$172,000.00 for capital expenditures, though these funds were not assigned to specific purchases or projects. It is suggested that a portion of this allocation could be used to finance the purchase of a replacement truck, aligning with the municipality's fleet renewal strategy and long-term cost savings.

**Note:** This replacement is in addition to the replacement of the Ford F550 Dump truck that was discussed throughout budget deliberations. This will be reviewed and another council report form submitted once more analysis of the requirements is completed.

## OTHER OPTIONS

### Purchase a Different, More Versatile Municipal Vehicle

Instead of a light-duty truck like the GMC Canyon, Council could consider acquiring a mid-size cargo van or a hybrid/electric vehicle that better aligns with municipal operations.

#### Pros:

- Cargo van option: Provides enclosed storage for tools and equipment needed for facility maintenance.
- Hybrid/electric option: Lowers fuel costs and aligns with environmental sustainability goals.
- May offer longer service life and lower future maintenance costs.

#### Cons:

- May not be as versatile as a truck for some municipal tasks.
- Initial purchase cost for hybrid or electric vehicles may be higher.
- Could require additional infrastructure, such as charging stations for EVs.

## RECOMMENDATION

It is recommended that Council approve either:

1. The reallocation of Capital funds to fund the repairs of the Ford F350 Dump Truck.
- Or
2. Authorise the use of unallocated capital funds and the trade in value of the Ford F350 Dump to finance the purchase of a smaller and more efficient vehicle.

## RISK ANALYSIS

The decision to repair or replace the truck carries different risks that impact operations, costs, and service reliability. Repairing an aging vehicle may seem cost-effective initially, but frequent breakdowns can lead to rising maintenance expenses, unplanned downtime, and reduced efficiency. Older trucks also consume more fuel **and** may not meet evolving safety or compliance

standards, **increasing** long-term operational costs. Conversely, while replacement requires a higher upfront investment, it offers greater reliability, lower maintenance costs, and a projected 30% savings over five years. Delaying action risks disruptions in service delivery, unexpected failures, and higher emergency repair costs. A proactive decision **will ensure** fiscal responsibility and operational efficiency.

## CONSIDERATIONS

<b>Legal</b>	
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Upfront capital cost and long-term cost savings compared to ongoing repairs.</li> <li>• Availability of unallocated capital funds and potential financial constraints.</li> <li>• Risk of unforeseen costs associated with acquiring a used vehicle.</li> <li>• Risk of unforeseen cost for repairing unidentified latent issues with the Ford F-350</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• Impact of fuel consumption and emissions from the new vehicle choice.</li> <li>• Potential opportunity to invest in a more fuel-efficient or alternative fuel vehicle.</li> <li>• Disposal or resale considerations for the Ford F-350 to minimize waste.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Alignment with the municipality's fleet management and asset renewal strategy.</li> <li>• Ensuring a structured and sustainable vehicle replacement schedule.</li> <li>• Impact on operational efficiency and service delivery expectations.</li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Public works and maintenance teams who rely on fleet availability.</li> <li>• Council's responsibility to balance operational needs with budgetary constraints.</li> <li>• Taxpayer; providing value for money and efficient delivery of services</li> </ul>
<b>Community Sensitivities</b>	<ul style="list-style-type: none"> <li>• Public perception of vehicle purchases or the use of heavy duty vehicles for light duty tasks and potential concerns over spending.</li> <li>• Expectations regarding service delivery improvements with a more efficient fleet.</li> <li>• Ensuring transparency in decision-making to maintain public trust.</li> </ul>
<b>Council priorities</b>	Strategic Plan Alignment: <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>✓ Village Services</li> <li>• Communications</li> <li>• Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>

<b>Documents, maps, photos or presentations attached</b>	
<b>Interdepartmental consultation</b>	Operations, Treasurer
<b>Intergovernmental considerations</b>	



Item 6.5



### **Seeking New Southeast Planning Review and Adjustment Committee Members**

The Southeast Planning Review and Adjustment Committee (PRAC) is an eleven (11) member non-political committee that provides advisory and decision-making functions under the NB *Community Planning Act (CPA)*. This is an independent body that provides input on land use planning and development matters. Members are appointed to the Committee by the Southeast Regional Service Commission (SERSC) Board.

There is currently 1 vacancy on the committee, and 3 additional member openings in the fall.

The Committee conducts their meetings on the fourth Wednesday of the month at 7:00 pm at the SERSC Headquarters boardroom at 70 Enviro Drive, Berry Mills. Milage and per diems are offered to compensate for member participation.

There are two (2) roles and responsibilities of the PRAC:

#### **Advisory**

Recommendations on:

- Amendments to rural plans, municipal development plans, zoning by-laws, or rezonings; and
- location of new infrastructure (e.g. roads), public rights-of-way, and land for public purpose dedications (subdivision process)

#### **Approval**

Decisions on:

- Variances to requirements of zoning by-laws and regulations;
- Temporary uses;
- Conditional uses;
- Similar or compatible uses;
- Extending Non-conforming uses;
- Subdividing property with a suitable access other than a public street; and
- In some instances, street/road names during a new subdivision.

The decisions and recommendations made by the PRAC are guided by the provisions of the *Community Planning Act*, and any other applicable regulations and by-laws in effect. The deliberations of the Committee are public and are supported by the analysis and advice of Planning staff.

Membership Criteria:

- Members must reside in a community receiving local planning services from the SERSC (Fundy Albert, Three Rivers, Salisbury, Maple Hills, Shediac, Cap-Acadie, Memramcook, Strait Shores, Tantramar and the rural district)
- Members must be eligible to vote in Provincial elections
- Members of municipal councils or SERSC Board members are excluded from membership
- Members representation on a geographic basis is sought
- Members should have basic knowledge of planning and/or local government functions, and experience on volunteer-based committees
- Seek a diversity of skills/backgrounds of members

If you are interested in applying, or would like more information about becoming a member of the SEPRAC, please submit a resume to:

Plan360  
Attention: Lori Bickford  
[Lori.bickford@nbse.ca](mailto:Lori.bickford@nbse.ca)  
112 Main Street, Unit C  
Sackville, NB E4L 0C3



#### COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session  
From Director, Legislative Services – Kim Beers  
Date March 18, 2025  
Subject Right to Information and Protection of Privacy Act Policy  
Presenters (if applicable) N/A  
Length of Presentation (if applicable) N/A  
Type Public Private ☒ Committee of the Whole

#### RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

#### ISSUE

The RTIPPA policy requires Fundy Albert to maintain transparency while ensuring privacy protection. It defines key terms related to access to information and outlines the procedures for individuals to request access to records held by the municipality. The policy also describes mandatory and discretionary exemptions where information can be withheld from release.

#### RECOMMENDATION

It is recommended that the Council approve the Right to Information and Protection of Privacy Policy, ensuring proper handling and disclosure of information in accordance with the Act at the next regularly scheduled Council meeting April 1, 2025.

#### OTHER OPTIONS

#### RISK ANALYSIS

#### CONSIDERATIONS

Legal	The implementation of the RTIPPA policy is necessary to comply with the legal requirements of the Right to Information Act. This will also ensure the protection of personal data as outlined by privacy laws, including the Privacy Act, in relation to the handling of personal information by the council.
Financial	NA
Environmental	NA
Policy	The RTIPPA policy directly supports the council's commitment to transparency, accountability, and the protection of citizens' rights to privacy. It aligns with the council's broader strategic goals of fostering open communication and governance practices.
Stakeholders	NA
Community Sensitivities	Clear guidelines will be established for classifying information and determining what can be released to the public, ensuring the protection of personal privacy
Council priorities	Infrastructure ✓ Village Services ✓ Communications Strategic Partnerships Economic Development & Tourism
Documents, maps, photos or presentations attached	The proposed RTIPPA policy below.
Consultation	CAO
Intergovernmental considerations	The RTIPPA policy will require coordination with provincial privacy and information access offices to ensure compliance with broader legislative frameworks.



## RIGHT TO INFORMATION AND PROTECTION OF PRIVACY POLICY

This policy requires that all Fundy Albert employees adhere to the proper usage, collection, storage, access, use, disclosure, retention and disposal of all personal information in their conduct while performing duties and activities. It also outlines how Fundy Albert collects and protects personal information.

### DEFINITIONS:

- **ACT** - means the *Right to Information and Protection of Privacy Act*, SNB 2009, c. R-10.6
- **CHIEF ADMINISTRATIVE OFFICER** - is the head of the municipal administration. The individual is the only employee who reports directly to Council ("CAO").
- **CLERK** - is appointed pursuant to section 74(1) of the Local Governance Act, SNB 2018, c.18.
- **DISCRETIONARY EXEMPTIONS** - refers to records that will be withheld in the event of an RTIPPA request, at the discretion of the head of a public body, pursuant to Section 24-33 of the Act.
- **EMPLOYEE** - means an individual or organization hired by the municipality to perform work, including permanent and part-time employees and those contracted to provide work or services;
- **IDENTIFYING INFORMATION** is information that identifies an individual or which it is reasonably foreseeable in the circumstances could be utilized, either alone or with other information, to identify an individual.
- **MANDATORY EXEMPTION**: are records that will not be provided in the event of an RTIPPA request as stipulated in Section 4 of the Act.
- **OMBUD** - are confidential, impartial and independent conflict management professionals who work to resolve complaints with a government organization. An Ombud is appointed under section 2 of the Ombud Act.
- **RECORD** means, as defined in the Act, a record of information in any form, and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means, including by graphic, electronic or mechanical means, but does not include electronic software or any mechanism that produces records. Records provided, under the purposes of this Act, only constitute records produced while carrying out municipal business and do not apply to personal records.
- **RTIPPA (Right to Information and Protection of Privacy Act)** - legislation that became law in September 2010 giving people the right to request information held or controlled by public bodies. It is meant to help balance the public's right to know and people's right to privacy.
- **TREASURER** is appointed pursuant to section 76(1) of the Local Governance Act, SNB 2018, c.18.

### ACCESS TO INFORMATION

Records in custody or under the control of Fundy Albert shall be used, maintained, disclosed and disposed of in accordance with municipal policies and procedures and all applicable legislation. Unless exempted or limited under the Act, Fundy Albert shall allow the public the right to access records in its custody or under its control.

### Mandatory Exemptions

Pursuant to Section 4 of the Act, there are mandatory exemptions in which the municipality must withhold information in the event of an RTIPPA request. This is covered in sections 17 -22 and includes:

- a. Executive Council confidences;
- b. Information provided in confidence;
- c. Disclosure harmful to governmental relations;
- d. Information in a law enforcement record for which the disclosure is prohibited;
- e. Information provided by a council of the band;
- f. Information from a harassment, personnel or university investigation;
- g. Unreasonable invasion of third party's privacy;
- h. Information subject to a solicitor-client privilege of a third party;



### Discretionary Exemptions

In addition to the mandatory exemption, pursuant to the Act, a public body can withhold information at their discretion if it constitutes certain types of information. These are considered discretionary exceptions and are at the discretion of the public body. This is covered in sections 24-33 of the Act and includes:

- a. Information the disclosure of which would be harmful to relations between New Brunswick and a council of the band;
- b. Information that would reveal local public body confidences; d) Advice, opinions and recommendations given to a public body;
- c. Legal advice given to a public body and other information subject to solicitor-client privilege;
- d. Information the disclosure of which would be harmful to an individual's health or safety or to public safety in general;
- e. Information the disclosure of which would be harmful to law enforcement, corrections or legal proceedings;
- f. Information the disclosure of which would be harmful to the economic or financial interests of a public body;
- g. Information that would compromise the validity of tests, testing procedures and audits;
- h. Confidential evaluations about the eligibility or suitability of a person for employment or an award;
- i. Information that is already or will soon be available to the public.

### THE REQUEST PROCESS

Before a formal request for information is made, Fundy Albert encourages people to explore the municipal website where several records and information are readily available and accessible. In the event that the information cannot be found online, they have the right to request the information from Fundy Albert under the provisions of RTIPPA and this policy.

#### **Head of a Public Body**

Pursuant to Section 6 of the Act, the Clerk of Fundy Albert is considered the head of a public body and is responsible for administering this Policy under the provisions of the Act. In the event of the absence of the Clerk, the Treasurer or/CAO serves as the head of the public body for the purposes of administering this policy.

#### **Making a Request for Information**

To make a request, individuals are required to complete a physical form which can either be downloaded [here](#) or picked up at the Fundy Albert office located at 61 Academy St., Hillsborough, NB E4H 2R4

In the request you will need to have the following information

- a. A description of the information being sought, including date, time, place and subject matter. Please be as specific as possible and include what form of records you are seeking; this will assist the head of the public body in identifying the nature of the records being sought.
- b. Name, mailing address, email, and phone number
- c. A statement that the information is being made as a request for access under the Act.
- d. If applicable, the name of the business or organization that the information is sought on behalf of: *(Please note that if information is being requested on behalf of someone, a certified witnessed form must be provided before the request will be considered.)*
- e. Whether you are asking to receive or examine a public record
- f. Whether you are asking for a copy of a record and if electronic means are requested and are possible, whether the request is to receive the records electronically or not

Upon receipt of the request the head of the public body will send confirmation, in writing (email is acceptable), that the request has been received. This confirmation will serve as the official date that Fundy Albert received the request. The individual may request physical copies, which would have to be picked up at the office, or electronic copies that can be provided by email. In the event the electronic version is too large to be sent via email, the head of the public body may arrange to have the records saved on a portable device to be collected at the municipal office.

All requests for information must be made in writing (email is acceptable). Oral requests will only be accepted from applicants with limited ability to read or write English upon disclosure to the public body.

#### **RESPONSE TIME**

Fundy Albert is required to reply to the applicant, in writing (email is acceptable), within 30 business days of receiving the request. This response must include whether or not the record(s) will be provided in whole, in part, or if there is a refusal to disclose the record(s)

#### **EXTENSIONS**

The head of the public body is able to extend the 30-day time period for an additional 30 business days if one of the following occurs:

- a. There is not enough detail in the request for Fundy Albert to identify the record(s) being sought
- b. The request included a large number of records

- c. Responding to the request within the original 30 business day timeframe would interfere unreasonably with the daily operation of a public body
- d. The information requested includes information relate to a third party, which pursuant to the Act, will be notified of the request and/or that the head of a public body needs to be determined whether it is appropriate to provide access to this party information.
- e. The information requested is related to, or part of, court proceedings.

#### **Responsibilities of the Municipality**

- a. The Clerk is responsible for the administration of formal access to information requests under RTIPPA. Where a request is received for access to a record that does not meet the routine disclosure requirements described above, it should be immediately referred to the Clerk.
- b. In the event that a municipality is seeking authorization to disregard a request, the request must be made in writing to the Ombud
- c. The municipality must inform the applicant, in writing (email is acceptable), of the status of their request upon either confirming the receipt of request, completing the request, requesting an extension or dismissing a request.
- d. In the event the information or record(s) are being withheld, the municipality must note the justification of the omission by noting the applicable section of relevant policies or the Act.
- e. The municipality must inform the applicant that they have a right to appeal and to have their decision and/or omissions reviewed by the Ombud and must also supply contact information once the decision of the request is completed
- f. When an RTIPPA request has been received, the municipality, through the Clerk, must compile all relevant documents. All employees and elected officials must respond within the timeframe allotted for all records that may be in their care in relation to the RTIPPA request

#### **Responsibilities of the Applicant**

- a. Applicants must make all requests in writing (email is acceptable) to the municipality
- b. If the public body has any questions regarding the applicant's request, the applicant will have 20 business days to respond. If the applicant does not reply within the 20-day period, the request will then be considered an abandoned request, at which time the public body will send a notification to this effect.
- c. Upon receipt of a request for information, the applicant must pursue any complaint or request for review through the Ombud if the municipality provides their justification for any exemption of any record(s).

#### **PROTECTION OF PRIVACY**

In the event that personal information is collected, it shall only be used by the public body for the purpose in which it was collected for.

In the interest of protecting personal and identifiable information, the municipality will not disclose any information that meets the definition of personal or identifiable information under the Act. This includes any imagery or records that could reasonably be used to identify personal or identifiable information (including, for example, photos that identify residential areas that with other records, could identify an individual).

At any point where personal information is retained (such as email distribution, billing purposes, completion of a form, etc.), the municipality must disclose how the information is used. Any personal information can only be used for the purpose it was obtained for and disclosed to the individual or organization.

#### **COMPLAINT OR REQUEST FOR REVIEW**

Pursuant to Section 15, the head of the public body can make a request to the Ombud to seek authorization to disregard a request if it meets provisions of the Act.

Upon provision of written notice with record(s) or the identification of record(s) that may be withheld, the municipality will identify any applicable justification, either pursuant to applicable policies or sections of the Act, if they must withhold information and/or records(s). In this instance, they must specify the provisions on which the refusal is based. If the applicant does not agree with the response from the public body and /or is not satisfied, they can proceed with requesting a review from the provincial Ombud, pursuant to Section 67(1) of the Act.

In the event that an applicant would like to make a complaint about a public body, including if the municipality does not satisfy the time requirements to fulfill a request, they may do so, pursuant to Act.



## COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Linda Sabourin, CAO/Clerk
Date	March 18, 2025
Subject	CCRC
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	Public      Private      ✓ Committee of the Whole

### RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

### ISSUE

Council passed a motion at the meeting on February 4, 2025, to enter into an agreement with the Chipoudy Communities Revitalization Committee (CCRC) to lease of parcels of property (PIDs 06852934, 01104108, and part of 00629311) from Fundy Albert for the purpose of improving the corner of 114 and 915.

The Memorandum of Understanding stipulated that the CCRC *"Shall not, without prior written consent of the municipality, excavate, drill, install, erect or extend any building, foundation or other structure on any of the land."*

The CCRC is requesting permission to commence work on the property for the placement of the light house, is shown on the picture in [Annex A](#), specifically:

- removal of alders and brush, on the south and east side of lot
- placement of large rocks to control the parking area.
- regrading of the area behind and around the flower bed.

### RECOMMENDATION

It is recommended that the Council approve this request, as it aligns with the scope of work and the intended use of the property, however they must consult with the Director, Operations prior to regrading the area behind the flower bed to ensure that ditching/runoff from the road is not adversely affected.

## RISK ANALYSIS

The MOU stated that the CCRC must “comply with all applicable laws and regulations in the use of the Property”.

It's important to approach the above activities with careful planning and consideration of the environmental impacts. Consulting with environmental experts or professionals can help mitigate these risks and ensure sustainable practices.

- removing vegetation can lead to soil erosion, as the roots that stabilize the soil are removed.
- brush and alders provide habitat for various wildlife. Clearing these areas can disrupt local ecosystems and reduce biodiversity.
- alders can regrow quickly if not properly managed, potentially requiring ongoing maintenance.
- rocks can alter water runoff patterns, potentially leading to water pooling.
- depending on the scope of the regrading, permits may be required to ensure compliance with local regulations and to mitigate environmental impacts.

It is our understanding that CCRC is working with Plan360 to obtain the necessary permits for the work.

## CONSIDERATIONS

<b>Legal</b>	N/A
<b>Financial</b>	N/A
<b>Environmental</b>	See Risk Analysis, above.
<b>Policy</b>	N/A
<b>Stakeholders</b>	
<b>Community Sensitivities</b>	<ul style="list-style-type: none"> <li>• Residents may be concerned about the loss of natural habitats and the potential for increased erosion.</li> <li>• Some community members might value the natural look of the area and oppose changes that alter its appearance.</li> </ul>
<b>Council priorities</b>	Strategic Plan Alignment: <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Village Services</li> <li>• Communications</li> <li>✓ Strategic Partnerships</li> <li>✓ Economic Development &amp; Tourism</li> </ul>
<b>Documents, maps, photos or</b>	Annex A

<b>presentations attached</b>	
<b>Consultation</b>	CAO, Director, Operations; Chipoudy Community Revitalization Committee
<b>Intergovernmental considerations</b>	N/A

## ANNEX A







## COUNCIL REPORT FORM (CRF)

**To** Fundy Albert Council in Public Session  
**From** Jillian Hutchinson, Treasurer  
**Date** March 13, 2024  
**Subject** Riverside-Albert Fire Department – Capital Purchase – High Angle Rescue Equipment  
**Presenters** Jillian Hutchinson  
*(if applicable)*  
**Length of Presentation**  
*(if applicable)*

**Type**                      Public                      Private                      ☒ Committee of the Whole

### RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

### ISSUE

Approval for Riverside-Albert Fire Department Capital Purchase of High Angle Rescue Equipment

### CURRENT STATUS AND BACKGROUND

In recent years, the Riverside-Albert Fire Department have received a number of calls that required the use of High Angle Rescue Equipment and had to depend on the ability to borrow said equipment. To ensure low response times on these types of rescues, the Riverside-Albert Fire Department would like to order their own equipment and train their department on the use.

During 2025 Budget deliberations with the Fire Departments, Chief Osmond requested a budgeted amount of \$15,000 added to his budget to purchase High Angle Equipment.

January 2, 2025 – Council approved the 2025 General Operating Budget which included this amount.

### RECOMMENDATION

Our recommendation is for Council to give approval for the capital purchase of High Angle Rescue Equipment up to the estimated amount of \$15,000.

### OTHER OPTIONS

- Continue to depend on the ability to borrow High Angle Equipment
- Dispatch Riverview Fire Department to take the Call

### RISK ANALYSIS

Not having high-angle rescue equipment during search and rescue operations can pose significant risks. Here are some key points to consider:

#### 1. Limited Access to Victims

Without high-angle rescue equipment, rescuers may struggle to reach victims in challenging environments such as cliffs or deep ravines. This can delay rescue efforts and reduce the chances of a successful outcome

#### 2. Increased Risk to Rescuers

Rescuers may have to rely on improvised methods or less suitable equipment, increasing their risk of injury. Proper high-angle rescue gear, such as harnesses, ropes, and pulleys, is designed to ensure the safety and stability of rescuers during operations

#### 3. Inefficient Rescue Operations

High-angle rescue equipment allows for efficient and safe movement of both rescuers and victims. Without it, operations can become cumbersome and slow, potentially leading to further complications or worsening the victim's condition

#### 4. Inadequate Response to Technical Rescues

Technical rescues involving angles greater than 45 degrees require specialized equipment and training. Without high-angle rescue gear, teams may be unable to perform these rescues effectively, compromising the safety of both rescuers and victims

#### 5. Psychological Impact

The inability to perform a rescue due to lack of equipment can have a psychological impact on both rescuers and victims. Rescuers may feel helpless and frustrated, while victims may experience increased anxiety and fear

## CONSIDERATIONS

Legal	N/A
Financial	<ul style="list-style-type: none"> <li>Estimated Cost \$15,000</li> <li>Riverside-Albert Fire Department Equipment Replacement Budget \$40,000</li> </ul>
Environmental	N/A
Policy	N/A
Stakeholders	Fundy Albert Taxpayers & Visitors
Community Sensitivities	Rescue Services
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none"> <li>Infrastructure</li> <li>✓ Village Services</li> <li>Communications</li> <li>Strategic Partnerships</li> <li>Economic Development &amp; Tourism</li> </ul>
Documents, maps, photos or presentations attached	A. Fire Department Budget Breakdown – 2.2.4.3.4 Fighting Equipment
Interdepartmental consultation	Jillian Hutchinson, Linda Sabourin, Everett Osmond, Peter Brzezicki (Retired Riverview Fire Fighter)
Intergovernmental considerations	N/A

### Annex A. – Fire Department Budget Breakdown – 2.2.4.3.4 Fighting Equipment

<b>2.2.4.3.4 Fighting Equipment</b>		<b>\$ 225,000</b>
<i>Alma Equipment</i>		
*Fire Equipment Insurance, Repair, Fuel	\$	25,000
*Fire Equipment Replacement	\$	27,300
<i>Hillsborough Equipment</i>		
*Fire Equipment Insurance, Repair, Fuel	\$	35,000
*Fire Equipment Replacement	\$	62,700
<i>Riverside-Albert Equipment</i>		
*Fire Equipment Insurance, Repair, Fuel	\$	35,000
*Fire Equipment Replacement	\$	40,000

## ADMINISTRATION REPORT

March 18, 2025

### COMMUNITY GRANTS PROGRAM

2025 Grants Council Approval - \$25,000 (80% - \$20,000)

Literacy Express - Pre-School Program	\$2,500
Hillsborough District Minor Hockey Association – Ice Rental Subsidy	\$8,000
Fundy Blades Figure Skating Club – Ice Rental Subsidy	\$4,000
Chipoudy Communities Revitalization Committee	\$500
<b>TOTAL APPROVED February 4, 2025</b>	<b>\$15,000</b>

### UNSIGHTLY PREMISES



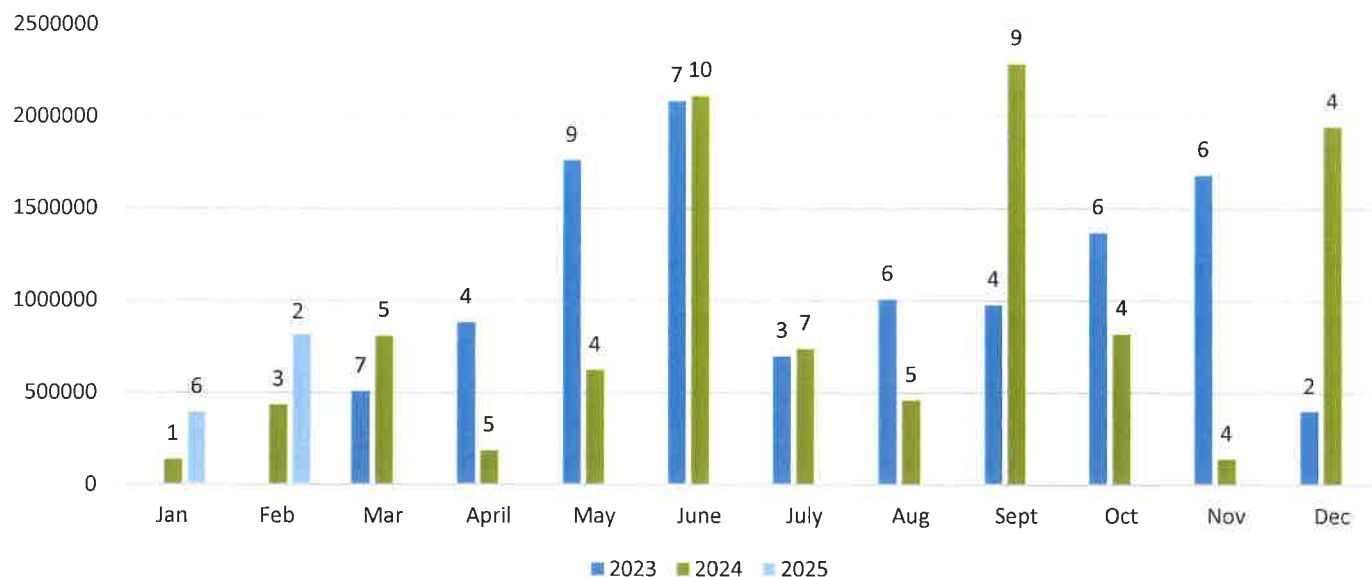
### RFPs / TENDERS / QUOTES

All Requests for Proposals, quotes and tenders are enacted and awarded as outlined in the [Fundy Albert Financial Management and Procurement Policy](#).

Item	Process Used	Results	Status
None			

## BUILDING PERMITS

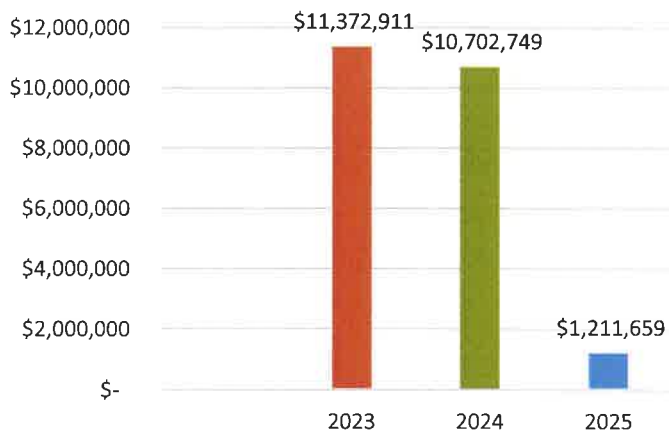
Permits Issued by Month



2025 Building Permits by Ward

WARD	2023	2024	2025
1	\$1,453,979	\$1,122,046	
2	\$261,100	\$484,564	\$78,260
3	\$620,133	\$769,375	
4	\$201,917	\$1,827,456	\$658,829
5	\$1,367,570	\$364,427	\$474,570
6	\$7,468,212	\$6,134,881	
<b>TOTAL</b>	<b>\$11,372,911</b>	<b>\$10,702,749</b>	<b>\$394,929</b>

Permits by Dollar Value



## FIRE DEPARTMENT

Monthly meetings with the Hillsborough, Riverside-Albert and Alma Fire Chiefs and Deputy Chiefs commenced on March 10, 2025. A list of topics (non-exhaustive) was developed for discussion including budgets, procurement, TMR Radios, regional dispatch, honorariums, asset management, and amalgamation of bylaws.

### Quarterly Reporting

**Q1:** January, February, March — Report due in April

**Q2:** April, May, June — Report due in July

**Q3:** July, August, September — Report due in October

**Q4:** October, November, December — Report due in January (of the following year)



## ANIMAL CONTROL

The NBSPCA will provide quarterly reports.

**Q1:** January, February, March — Report due in April

**Q2:** April, May, June — Report due in July

**Q3:** July, August, September — Report due in October

**Q4:** October, November, December — Report due in January (of the following year)

## FINANCE

### Bank Account Availability

Fundy Albert – General	\$582,160.22
Alma Utility	-\$20,418.94*
Hillsborough Utility	\$270,007.47
Riverside-Albert Utility	\$22,980.91**
Fundy Albert Operating Reserve	\$103,102.75
Hillsborough Utility Capital	\$270,029.64
Riverside-Albert Utility Capital	\$16,324.32
Fundy Albert Capital	\$150,571.70
Hillsborough Capital Reserve	\$361,061.73
Riverside-Albert Capital	\$2,300.19
RAFD Reserve	\$6,313.69
CCBF 2014-2018	\$293,272.20
CCBF 2019-2023	\$75,661.99
Hillsborough Recreation Council	\$2,942.26
Hillsborough Homecoming Days	\$4,615.98
Hillsborough Utility – Operating Reserve	\$47,408.01
Riverside-Albert Utility – Operating Reserve	\$12,523.57
GIC 1 (CCBF – 2019-2023)	\$141,938.27
GIC 2 (CCBF – 2014-2018)	\$15,254.27
GIC 4 (RAFD)	\$17,273.60
GIC 5 (Riverside-Albert General Capital)	\$13,055.14
GIC 6 (Riverside-Albert General Capital)	\$15,265.51
GIC 7 (Riverside-Albert Recreation Centre)	\$11,667.89
GIC 10 (Hillsborough General Capital)	\$198,502.00
GIC 11 (Fundy Albert – Village Centre Capital)	\$172,345.00
GIC 12 (Hillsborough Fire Department Capital)	\$28,165.02
GIC 13 (Alma Fire Department Capital)	\$22,949.28

\*Alma Utility – This account is setup with a \$50,000 overdraft to allow for payment of invoices under the Water Exploration Projects. With the overdraft, we have \$29,581.06 available.

\*\*Riverside-Albert Utility – This account is setup with a \$100,000 overdraft to allow for payment of invoices under the Riverside-Albert Water Systems Upgrade. With the overdraft, we have \$122,980.91 available.

### Audit

Current priority is to complete full review of our twenty (20) accounting companies for 2023, prepare any adjustments as required, and have them reviewed by an CPA (Chartered Public Accountant) outside of our auditing firm. The completion of those audits is the priority for daily operations and for capital projects to move



forward. Along with the review of the 2023/2024 accounting, we are recommending the outside accountant assisting in collapsing our twenty (20) accounting companies to eight (8) and compare Riverside-Albert & Hillsborough's 2022 accounting companies to their audited financial statements (as presented by Ascend) to ensure the validity of the final surpluses/deficits, as recommended by our consultants, E6.

#### Year-end

Upon completion of the 2023 audit, focus will be shifted to completing 2024 yearend report and preparing for the 2024 audit. Currently, we are finishing up yearend adjustments, annual depreciation calculations and capitalizing capital purchases.

#### Funding/Grant Applications

**CCBF (Canada Community Building Fund)** - This fund is set to assist with the following project categories: Public Transit, Wastewater Infrastructure, Drinking Water, Solid Waste Management, Community Energy Systems, Local Roads and Bridges. Capacity Building, Highways, Local and Regional Airports, Short-line Rail, Short-Sea Shipping, Resilience, Broadband and Connectivity, Culture, Tourism, Sport, Recreation, Fire Halls, and Brownfield Development. Our Director of Operations and Treasurer have met with Englobe to assist with the costing of the following projects for our 2024-2028 Capital Plan:

- Culvert Replacement on King Street, Riverside-Albert & Forty-Five Road, Alma
- Master Plan – With our completed consolidated Asset Management Plan and Gap Analysis, we will conduct a thorough review to identify and prioritize the necessary capital projects. This master plan will enable us to strategically plan capital projects based on their urgency and importance.

**CHIF (Canada Housing Infrastructure Fund)** – Released in 2024, this fund is offering up to \$6 billion over ten (10) years. Under this program there are two funding streams:

1. the direct delivery stream which provides funding to shovel ready projects. Applications for this close on the 31<sup>st</sup> of March. While we are investigating this opportunity it is likely we do not have projects mature enough or fitting the correct criteria to pursue.
2. up to \$150 million over 10 years for water, wastewater and stormwater projects that are delivered to directly support affordable housing. To be eligible for this, municipalities must provide evidence that there is both a need for community growth and initiatives are being pursued to enable the development of affordable housing such as rezoning to allow for multi-unit developments and the freezing of development fees in support of affordable housing. It is possible we apply to this stream to fund the later stages of the Hillsborough Water Exploration, or upgrades to the existing system. If we can provide such evidence of development requests for affordable housing. To date, we have had two (2) inquiries regarding developments that may fit this scheme.

**Rural & Northern Communities Funding Stream** of the Infrastructure of Investing in Canada Infrastructure Program – Released in 2012 for 12 years offering \$2 Billion to communities across Canada. Under this fund, New Brunswick received almost \$700 million. This program was aimed in assisting small rural communities with Stormwater, Wastewater, Water Capital Projects and other large infrastructure Projects at a much more affordable rate. Further applications for this project have been closed for some time as all funds have been allocated. Under Fundy Albert, we have been granted \$13,349,154 applied to the following projects:

- \$652,910 - Alma Water Exploration & Related Infrastructure Phase I (\$46,661 to be covered by Municipality\*)
- \$11,423,592 – Alma Water Exploration & Related Infrastructure Phase II (\$816,408 to be covered by Municipality\*)
- \$712,672 - Riverside-Albert Water Systems Upgrade (\$259,000 to be covered by Municipality\*)
- \$559,980 - Riverside-Albert Water Treatment Upgrades (\$66,342.34 to be covered by Municipality)
- Riverside-Albert applied for reconstruction of Water Street but was denied.

\*These projects are not completed, and the Municipality contribution amount may increase/decrease

## Financial Reporting

Please see Income Statement Attachment.

## Aging Receivables

We have prepared disconnection warnings, disconnection notices and receivables to be sent to collections.

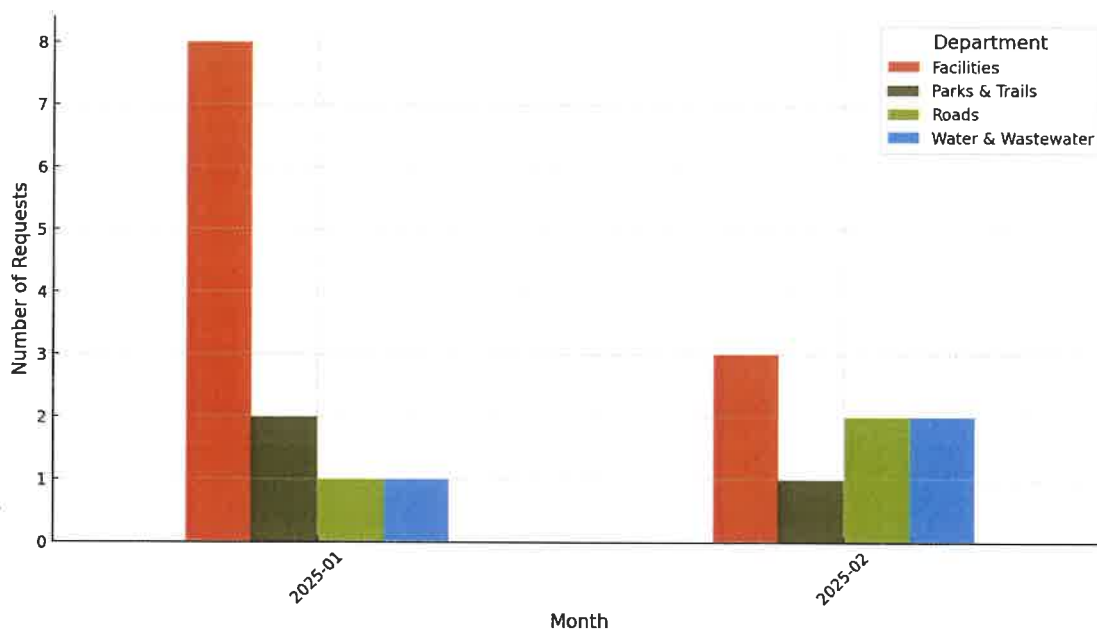
Department	61-90 (01/25)	61-90 (02/25)	91+ (11/24)	91+ (01/25)	Collections*
Alma Utility	0	0	42,986	30,707	\$8,041
R-A Utility	0	0	59,285	46,118	\$28,337
Hillsborough Utility	16,738	0	65,398	77,008	\$11,538
General Operating	0	0	15,239	10,032	\$5,687

\*Collections – These amounts have been sent to collections/services disconnected

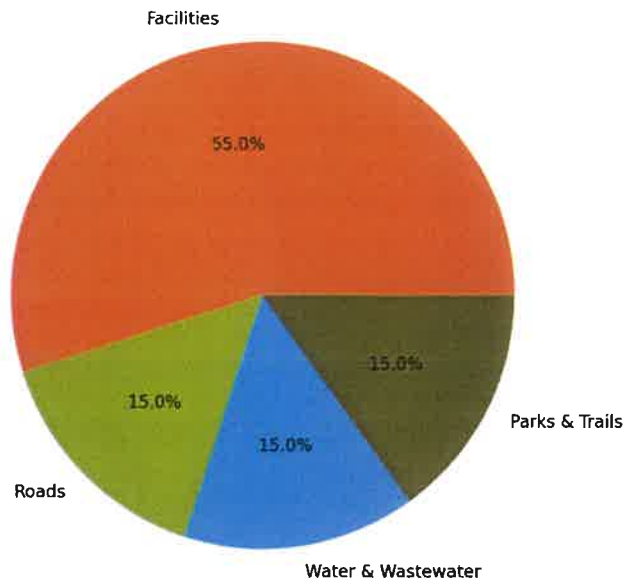
## COMMUNICATIONS

### Fundy Albert Ticketing Statistics 2025

#### Monthly Submission by Department



## Breakdown of Ticket by Department



### VOYENTALERT!

As of March 12, 2025, there are 509 subscribers to the Voyent ALERT! System.

Activated alerts can include everyday communications, boil orders or critical event notifications.

**Alerts Activated by Administration – January, February and March: 37**

**Alerts Activated by Administration since August 2024: 60**

### FUNDING

- Interpretive signage for the Crooked Creek Trail – **Pending**
- Applied for a grant through the Enabling Accessibility Fund for 2849 Main Street (Library). Wheelchair ramp in the front of the building and an automated door. **Pending**
- Alma EV charger (NB Power). **Pending**
- Canada Summer Job program – **Pending**
- Seed Student application – Submitted January 16<sup>th</sup> - **Pending**
- Dept. Canadian Heritage for Canada Day Activities – **Pending**
- Trans Canada Trail, trail care application Submitted February 28<sup>th</sup>- **Pending**

### PROGRAMS

#### Branding Session & Website Re-design

Installation of sign in Lower Coverdale has been approved by DTI. Pending until Spring.

## MUNICIPAL ASSETS

### Rental Units

- Artisan Village Huts (6 huts in total) - 4 huts confirmed for the upcoming season. Reaching out to interested parties prior to advertising.
- Alma Incubator Space (3 in total) - There is one tenant not returning. The space is currently advertised for rent.
- Alma Cultural Centre - Lease agreement in place.
- Alma Village office (portion of) - Lease agreement in place.
- Riverside-Albert office - Lease agreement in place (March 1, 2025)
- Riverside-Albert Land - MOU in place, legal lease to follow. (April 1, 2025)
- 61 Academy Unit 2 - Lease agreement in place March 1st, 2025 to April 30, 2025
- A verbal agreement has been reached with Family and Early Childhood, Anglophone East to rent office space in the Riverside-Albert Recreation Centre at a rate of \$250 per month. This will place them to effectively support families across Fundy Albert.
- The former Riverside-Albert Office has now been leased to Forestdale home.

### Community Centre Rentals

Fundy Albert Rentals					
Month	Riverside Albert Community Room	Riverside-Albert Rec Centre Gym	Alma Activity Centre	Alma Cultural Centre	Revenue
January	16	5	8	6	\$ 90.00
February	24	14	8	4	\$ 250.00
<b>Total</b>	40	19	16	10	\$ 340.00

For the month of February

#### Riverside-Albert Recreation Centre

The revenue generated for the month of February is from two (2) rentals of the Riverside-Albert Rec Centre gym for birthday parties; two (2) rentals of the Lower Community Room at the Rec Centre for a baby shower and the NB smart meter presentation.

The rest of the rentals consists of free usage:

Girl guides  
CCRC  
Shepody Fish and Game  
Nursing homes without walls  
Pickleball  
Home school group

#### Alma Activity Centre

Nursing homes without walls

#### Alma Cultural Centre

Weekly Seniors' Game Night (winter session ending March 22, 2025)

## OTHER - INTERNAL POLICIES, PROCESSES and HUMAN RESOURCES

- RTIPPA Policy - submitted
- Surplus Assets Policy, pending.
- Code of Conduct By-Law - pending
- Guide for Fundy Albert Councilors – pending

## WATER & WASTEWATER

- **Hillsborough.**
  - Recent increased precipitation and snowmelt have led to higher turbidity in the Albert Mines Well, requiring greater reliance on the Beaumont Well. While the Beaumont Well meets all safety standards, it has naturally higher concentrations of iron and manganese, which can amplify the taste and smell of chlorine in the drinking water.

It is important to emphasize that all drinking water continues to be delivered within the strict guidelines set by the Department of Health. We appreciate residents' understanding and will continue to monitor water quality to ensure the highest standards are maintained.

- **Riverside-Albert.**
  - **Bicentennial Road water Leak.** Due to cold weather conditions and snow cover it has been challenging to identify the exact location of the leak.
  - A temporary line has been provided to the school allowing us to isolate the part of the system with the leak and reduce wastage.
  - Temporary washroom facilities have been provided for the recreation centre to ensure groups can still use the space.
  - With warmer weather approaching the team will continue to pinpoint the leak and resolve the issue in the most cost-effective manner.
- **Alma.**
  - Lift station pumps have now been ordered and rebuilds instructed. - Awaiting delivery (8-10 weeks from time of ordering) we are currently at week 6.

## PUBLIC WORKS

- **In response to a question asked by Councillor Elderkin** at the February Committee of the Whole meeting regarding the portion of the Riverside albert Project to be paid for by Riverside-Albert Utility:
  - The total value of the Water Filtration Project to date is \$559,980 with a sum of \$66,342.34 to be funded by the utility. This number is subject to change while the final details of the project are completed (Detail under major Projects).
- **In response to a resident's comments regarding the Golf Club Road Culvert Project.**

At the February 2025 Committee of the Whole meeting, resident Norman Woodworth inquired why a culvert was being pursued instead of a bridge, suggesting that a bridge could offer a more expedited and effective solution. He also proposed that a local supplier might have a viable alternative.

We appreciate Mr. Woodworth's perspective and have conducted further investigation, including consultation with Englobe, the engineering firm overseeing the project. The following key findings address his concerns:

- The local supplier identified specializes in wooden structures, which are not suitable for this project.

- **Project Costs to Date:** The municipality has incurred \$31,000 in engineering design, permitting, and tendering services. An additional \$55,000 was proposed for construction administration but was not included in the initial approval.
- **Cost of Switching to a Bridge:**
  - Additional design phase fees would range from \$90,000 to \$100,000, including structural and geotechnical work and revised permitting.
  - The total construction cost of the culvert project is \$966,425.11 + HST (including a \$60,000 contingency).
  - A bridge alternative is estimated at \$2.6 million + HST, significantly increasing the project's financial impact.
  - A bridge requires ongoing maintenance, including inspections and deck upkeep. For reference, a recent quote for inspection of the Steeves Street Bridge in Hillsborough came in at \$4,657.50 and must be repeated every two years.

### Timeline Considerations

- Transitioning to a bridge alternative would require a minimum of 8–10 weeks for re-design, permitting, and council approval before proceeding to tender.
- Construction timelines differ significantly:
  - Bridge: Estimated at 30 weeks.
  - Culvert: Estimated at 6 weeks.

### Project Delays & Next Steps

Two key factors have delayed progress:

1. **Financial Delays:** The 2023 audited financials are not yet finalized, which has postponed interim financing approval and caused the municipality to miss a critical construction window in late 2024.
2. **Regulatory Permits:** Due to the presence of a watercourse, a WAWA permit is required. These permits restrict construction to June 1st – September 30th each year and require additional review by advisory agencies if construction is to be carried out outside of these dates.

We acknowledge Mr. Woodworth's concerns and appreciate his engagement in this matter. While a bridge solution is technically feasible, the cost, extended timelines, and ongoing maintenance requirements make the culvert the most practical and financially responsible choice. We remain committed to transparency and will provide further updates as the project progresses.

- **Strategic Partnerships-** With insurance for volunteer groups agreed in principle—pending membership on the Recreation Committee of Council—Rod Gallant of Codiac Cycling Trails (CCT) has engaged administration to explore how the municipality can support trail upkeep. Additionally, CCT seeks approval to join the committee when the opportunity arises.

In a constructive discussion, we acknowledged that while direct financial support is limited, the municipality may be able to assist by loaning equipment and resources, helping to reduce costs for CCT's activities. However, before any support is extended, we must confirm with our insurers what liabilities exist for volunteer groups. For example, if we loan a chainsaw, do we need to verify its condition and safety, and must CCT members provide proof of competency in its use?



Clarifying these details will ensure we support CCT effectively while upholding safety and liability requirements. We will provide further updates as we receive guidance from our insurers. Council's direction on CCT's membership and potential municipal support will help shape the next steps.

- **Riverside-Albert Recreation Centre Kitchen.** A request has been submitted to license the Riverside-Albert Recreation Centre kitchen for business use. The proponent has offered to cover licensing costs and contribute to the kitchen's upkeep and maintenance to meet commercial standards. This presents an opportunity to enhance the facility's quality and support local economic development. However, it is essential that the municipality ensures full compliance with all regulations and minimizes liability risks.

During our review, we identified a potential issue regarding the original kitchen installation permits. To date, **Plan360** has not located any records of these permits. In response, we have reached out to the original suppliers and contractors, requesting a search of their records for any relevant documentation. Our priority is to confirm that the municipality is not exposed to any liability risks related to the kitchen's use.

We will continue our due diligence and provide further updates as new information becomes available.

- **Gray Brook Trail Bridge.** Over the winter, the bridge on the Gray Brook Trail was washed out, requiring assessment for repair or replacement. We are reaching out to Trans Canada Trail to explore potential funding opportunities to support this work. Given the expected costs, it is unlikely that the current \$9,000 trail maintenance budget will be sufficient to cover the necessary repairs and conduct other maintenance activities required.

A Council Report Form will be prepared once we have gathered further information on cost estimates and funding options. Updates will be provided as they become available.

- **Training.**
  - 8 First aid Courses Completed
  - 1 x Confined space course completed, 2 planned
  - 3 x Fall Arrest Courses Planned

## MINOR (INTERNAL) PROJECTS

Project	Budget	Lifecycle stage	Remarks
Look Out Outhouses refurb	\$1200	Initiation	
Picnic Shelter Roofs	\$3000	Initiation	
RA Rec Centre Mezzanine, stairs	\$4800	Planning	Review of original permit application has identified deficiencies in the design. Advice has been sought from Fire marshal and Plan 360
Roads-Summer Maintenance	\$180,000 (padding Patching) \$14,000 (Gravel roads)	Planning	Meeting arranged with suppliers to discuss and develop scope of works
Pool Repairs/Maintenance	\$20,000	Planning	Discussion started with supplier regarding repair of Leaks

Bridge Inspection (Steeves Street)	\$5000	Planning	Quotes requested

## MAJOR PROJECTS

### WARD 1

#### Alma Water Project Phase 1 & Phase 2

- **Booster station.** Discussion with landowners still ongoing to identify a suitable location
- Englobe continues to coordinate efforts to secure an aboriginal monitor for the construction phase of the project. (See council report form for details)
- Construction began on 10 March 2025; this initial phase will see the tree clearing conducted on the project area before grubbing and excavation work begins with the completion of the MTI Monitor agreement.

### WARD 2

#### Riverside Albert Water Filtration Project

- Through diligent financial review, our Treasurer has identified additional funding, allowing for a scope expansion in the project. These enhancements will deliver significant benefits, including:
  - **Improved Ventilation System** – Enhancing air quality and creating a safer work environment.
  - **Renewed Floor Covering** – Increasing cleanliness and durability within the facility.
  - **Upgraded Chlorination Equipment** – Strengthening water treatment processes to ensure drinking water meets mandated safety standards.
- These improvements to be delivered over the coming months reflect our commitment to workplace safety, operational efficiency, and public health, ensuring long-term benefits for both staff and residents.

### WARD 3

#### Golf Club Road

- Financing agreed in principle, awaiting receipt of 2023 financials to move forward.
- Meeting to be arranged with the contractor once funding is received.

### WARD 4

#### Hillsborough Water Exploration

- Hydrogeological survey and Environmental Impact Assessment (EIA) In progress.
- Administration has coordinated with Landowner; the agreement is currently sat with the landowner's lawyer and potential amendments may be requested.
- Englobe Proposal requires signature to allow project to continue moving forward.

#### Grey Brook (Route 114)

- No Further updates

#### Pound Hill

- Review to be made of project late April early May to identify any defects covered by warranty.

### WARD 5

- NIL

### WARD 6

- **Greensboro Lagoon:** Fundy Albert will now be included as a stakeholder as this project moves forward, this will allow us to establish a better understanding and provide input into the development.

# Alma Utilitiy

## Income Statement 2025-01-01 to 2025-02-28

### REVENUE

#### Sale of Water

Residential - Water	34,943.20
Commercial - Water	6,691.05
Industrial - Water	0.00
Institutional - Water	0.00
Own Local Government - Water	1,365.00

**Total Sale of Water** 42,999.25

**Total Sale of Wastewater Disp...** 43,224.50

#### Other

Connection & Service Charges	0.00
Other	30.00

**Total Other** 30.00

#### Other Revenue

Interest on Investments	0.00
Surcharges	0.00
Interest	1,116.89
Misc Other	0.00

**Total Other Revenue** 1,116.89

#### Unconditional Transfers

Federal Government (UT)	0.00
Provincial Government (UT)	0.00
Other Governments (UT)	0.00

**Total Unconditional Transfers** 0.00

#### Conditional Transfers

Federal Government (CT)	0.00
Provincial Government (CT)	0.00
Other Governments (CT)	0.00

**Total Conditional Transfers** 0.00

#### Other Transfers

Surplus from Previous - Water	0.00
Surplus From Previous - Wastew...	0.00
Surplus From Previous - Combin...	0.00
Operating Reserve Fund	0.00

**Total Other Transfers** 0.00

**TOTAL REVENUE** 87,370.64

### EXPENSE

#### Water Supply

Admin. & General: Personnel	0.00
Admin. & General: Other (W)	289.75
Purification & Treatment: Person...	0.00
Purification & Treatment: Other	760.82
Source of Supply: Personnel	0.00
Source of Supply: Other	0.00
Transmission & Distribution: Per...	0.00
Transmission & Distribution: Other	1,928.00
Power & Pumping: Personnel	0.00
Power & Pumping: Other	1,465.00
Billing & Collection: Personnel (W)	0.00
Billing & Collection: Other (W)	0.00
Water Purchased	0.00
Water Supply: Other	163.00

# Alma Utility

## Income Statement 2025-01-01 to 2025-02-28

<b>Total Water Supply</b>	4,606.57
<b>Wastewater Disposal</b>	
Admin. & General: Personnel (W...	0.00
Admin. & General: Other (WW)	289.76
Wastewater Collection System: ...	0.00
Wastewater Collection System: ...	892.50
Wastewater Lift Station(s): Per.	0.00
Wastewater Lift Station(s): Other	26,829.47
Wastewater Treatment & Dispos...	0.00
Wastewater Treatment & Dispos...	2,066.10
Storm Sewers	0.00
Billing & Collection: Personnel (...)	0.00
Billing & Collection: Other (WW)	0.00
Other Wastewater Disposal	236.72
Less Transfer: General (SS)	0.00
<b>Total Wastewater Disposal</b>	30,314.55
<b>Water System Debt Charges</b>	
Interest on Temporary Borrowing...	4,489.69
Interest on Long-Term Debt (W)	0.00
Principal Installments (W)	0.00
Capital Leasing Arrangements (W)	0.00
Other: Water System Debt Charg...	0.00
Total Wastewater Debt Charges	0.00
Wastewater Debt Charges	0.00
Interest on Temporary Borrowing...	0.00
Interest on Long-Term Debt (WW)	0.00
Principal Installments (WW)	0.00
Capital Leasing Arrangements (...)	0.00
Other: Wastewater Debt Charges	0.00
<b>Total Wastewater Debt Charges</b>	4,489.69
<b>Transfers to Own Funds &amp; Res...</b>	
Reserve: Capital Water	0.00
Reserve: Operating Water	0.00
Reserve: Capital Wastewater Sy...	0.00
Reserve: Operating Wastewater ...	0.00
Capital: Water	0.00
Capital: Wastewater	0.00
Capital Investment	72,223.90
Deficit from Previous: Combined	0.00
Deficit From Previous: Water	0.00
Deficit From Previous: Wastewater	0.00
Discounts	0.00
Provision for Loss on Accounts R...	0.00
Previous Unaccrued Liability: Wa...	0.00
Previous Unaccrued Liability: WW	0.00
<b>Total Transfers to Own Funds ...</b>	72,223.90
<b>Billing &amp; Collections Fees</b>	
Bank Fees	0.00
Net HST	0.00
Bad Debt Expense	0.00
Debit/Credit Cards Fees	0.00
<b>Total Billing &amp; Collection Fees</b>	0.00
<b>Payroll Expense</b>	
EI Expense	0.00
CPP Expense	0.00
<b>Total Payroll Expense</b>	0.00
<b>TOTAL EXPENSE</b>	111,634.71

**Alma Utilitiy**  
**Income Statement 2025-01-01 to 2025-02-28**

NET INCOME	-24,264.07
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# Fundy Albert - General

## Income Statement 2025-01-01 to 2025-02-28

### REVENUE

#### Local Taxes

Local Warrant	829,172.24
Equalization Grant	40,476.08

<b>Total Local Taxes</b>	<b>869,648.32</b>
--------------------------	-------------------

#### Sale of Services

Fire	4,674.00
Roads & Streets - Hillsborough	0.00
Roads & Streets	0.00
Environmental Health - Circular Mat	5,033.07
Alma Activity Centre	1,800.00
Riverside-Albert Recreation Centre	550.00
Community Centre (Hall)	2,350.00
Hillsborough Swimming Pool	0.00
Swimming Pools, Beaches, Marinas	0.00
Hillsborough Arena	38,840.77
Skating Rink & Arena	38,840.77

<b>Total Sale of Services</b>	<b>50,897.84</b>
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#### Other Revenue From Own Sources

Animal License & Permits	0.00
Building Permits	0.00
Fines - By-Law Enforcement	0.00
Alma Multicultural Building	3,790.00
Alma Office	0.00
Artisan Village	0.00
Riverside-Albert Office	0.00
Rentals - Buildings Other	0.00
Return on Investments - Interest	0.00

<b>Total Other Revenue From Own Source</b>	<b>3,790.00</b>
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#### Return on Investments

Interest on Investments	3,721.97
Profit on Sale of Investment	0.00

<b>Total Return on Investments</b>	<b>3,721.97</b>
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#### Miscellaneous

Commissions	0.00
Contributions (Gifts, Donations, Etc)	0.00
Other, Miscellaneous	0.00

<b>Total Miscellaneous</b>	<b>0.00</b>
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#### Unconditional Transfers

Federal Government (UT)	0.00
Provincial Government (UT)	0.00
Other (UT)	0.00

<b>Total Unconditional Transfers</b>	<b>0.00</b>
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#### Conditional Transfers

Federal Government (CT)	0.00
Provincial Government (CT)	0.00
Other (CT)	0.00

<b>Total Conditional Transfers</b>	<b>0.00</b>
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#### Other Transfers

Second Previous Surplus	0.00
Transfer From Operating Reserve	0.00
Alma Utility	0.00
Hillsborough Utility	0.00
Riverside-Albert Utility	0.00

# **Fundy Albert - General** **Income Statement 2025-01-01 to 2025-02-28**

Utility Fund	0.00
Other	1,034.58
Grants	0.00
PILT	0.00
<b>Total Other Transfers</b>	<b>1,034.58</b>

**TOTAL REVENUE** 929,092.71

## **EXPENSE**

### **General Government Services**

Mayor: Personnel.	0.00
Mayor: Personnel	0.00
Mayor: Other	0.00
Councillor - Ward 1: Personnel	1,691.62
Councillor - Ward 2: Personnel	3,496.96
Councillor - Ward 3: Personnel	3,496.96
Councillor - Ward 4: Personnel	3,496.96
Councillor - Ward 5: Personnel	3,333.34
Councillor - Ward 6: Personnel	3,496.96
Councillors: Personnel	19,012.80
Councillor - Ward 1: Other	0.00
Councillor - Ward 2: Other	361.34
Councillor - Ward 3: Other	0.00
Councillor - Ward 4: Other	0.00
Councillor - Ward 5: Other	0.00
Councillor - Ward 6: Other	0.00
Councillors: Other	361.34
Development Seminars	0.00
Other Legislative Costs	0.00
Manager, Administrator: Personnel	12,854.66
Manager, Administrator: Other	674.23
Clerk: Personnel	12,601.04
Clerk: Other	6,013.48
Human Resources: Other	130.00
Alma Office	1,962.60
Hillsborough Office	11,006.27
Riverside-Albert Office	901.44
Office Building(s)	13,870.31
Legal Services	0.00
Other Administrative Services	17,598.87
Financial Administration: Personnel	10,433.36
Financial Administration: Other	0.00
Accounting: Personnel	9,055.02
Accounting: Other	0.00
External Audit: Audit Fees	0.00
Purchasing: Other	0.00
Civic Relations	7.94
Training & Development	2,813.09
Cost of Assessment	0.00
Regional & Collaborative Services	2,803.44
Other General Administration Serv	905.00
Conventions & Delegations	0.00
Liability Insurance	0.00
Municipal Association Membership	0.00
Grants: Other	15,150.00
<b>Total General Government Services</b>	<b>124,284.58</b>

### **Protective Services - Police**

R.C.M.P.	0.00
<b>Total Protective Services - Police</b>	<b>0.00</b>

### **Protective Services - Fire**

A - Fire Admin.: Personnel	0.00
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**Fundy Albert - General**  
**Income Statement 2025-01-01 to 2025-02-28**

H - Fire Admin.: Personnel	0.00	
RA - Fire Admin.: Personnel	0.00	
Fire Administration: Personnel		0.00
A - FF Force: Personnel	0.00	
H - FF Force: Personnel	0.00	
RA - FF Force: Personnel	0.00	
Firefighting Force: Personnel		0.00
A - FF Force: Other	3,099.50	
H - FF Force: Other	5,924.00	
RA - FF Force: Other	0.00	
Firefighting Force: Other		9,023.50
A - Fire Alarm Systems	1,142.77	
H - Fire Alarm Systems	2,588.74	
RA - Fire Alarm Systems	1,426.87	
Fire Alarm System	452.00	
Fire Alarm Systems		5,610.38
A - Fire Investigation & Prevention	0.00	
H - Fire Investigation & Prevention	0.00	
RA - Fire Investigation & Preventio	0.00	
Fire Investigation & Prevention		0.00
A - Water Cost (Reg. 81-195)	0.00	
H - Water Cost (Reg. 81-195)	0.00	
RA - Water Cost (Reg. 81-195)	0.00	
Water Cost (Reg. 81-195)		0.00
A - Training & Develop.: Personnel	0.00	
H - Training & Develop.: Personnel	0.00	
RA - Training & Develop.: Personnel	0.00	
Training & Dvelopment: Personnel		0.00
A - Training & Develop.: Other	0.00	
H - Training & Develop.: Other	184.00	
RA - Training & Develop.: Other	250.75	
Training & Development: Other		434.75
Alma Station & Building	2,016.20	
Hillsborough Station	4,891.18	
Riverside-Albert Station	2,434.78	
Station(s) & Building(s)		9,342.16
A - Fighting Equipment	12,295.91	
H - Fighting Equipment	4,733.55	
RA - Fighting Equipment	4,622.86	
Fighting Equipment		21,652.32
Fire Service: Contract w/ Other Gov		95,562.25
Emergency Measures - Disaster Contr		252.92
Emergency Measure: T & D		0.00
Other: Fire Protective Services		0.00
By-Law Enforcement: Personnel		0.00
By-Law Enforcement: Other		22,596.00
Animal & Pest Control: Personnel		0.00
Animal & Pest Control: Other		6,038.00
Regional Public Safety Committee		263.28
<b>Total Proetective Services - Fire</b>		<b>170,775.56</b>
<b>Transportation Services</b>		
Common Services: Personnel		27,159.38
Common Services: Other		90.00
Road Transport: Personnel		0.00
Road Transport: Other		0.00
General Equipment		29,291.30
Workshops, Yards & Buildings: Perso		37,449.94
Workshops, Yards & Buildings: Other		847.82
Summer Maintenance: Personnel		0.00
Summer Maintenance: Other		0.00
Summer Maintenance: Private Contrac		26,678.10
Summer Maintenance: DTI		0.00

# **Fundy Albert - General** **Income Statement 2025-01-01 to 2025-02-28**

Sidewalks	0.00
Culverts & Drainage Ditches	0.00
Storm Sewers	225.00
Snow Removal: Personnel	0.00
Snow Removal: Other	18.59
Snow Removal: Private Contract	97,767.86
Snow & Ice Removal: DTI	0.00
Street Lights	13,192.28
Street Signs	0.00
Air Transport: RSC	362.20
<b>Total Transportation Services</b>	<b>233,082.47</b>
<b>Environmental Health Services</b>	
Collection: Personnel/Contract	101,328.35
Collection (RSC)	32,774.72
Disposal: Tipping Fees (RSC)	17,395.00
<b>Total Environmental Health Services</b>	<b>151,498.07</b>
<b>Public Health Services</b>	
Cemeteries	0.00
Public Health Services: Other	772.26
<b>Total Public Health Services</b>	<b>772.26</b>
<b>Environmental Development Services</b>	
Planning (RSC)	34,045.66
Beautufucation & Rehabilitation	1,819.78
Natural Resources Dev. - Other	0.00
Tree Removal & Planting	0.00
C&S Development : RSC	886.66
Industrial Parks & Commissions	4,676.33
Eco. Develop.: Personnel	2,471.67
Eco. Develop.: Other	0.00
Tourist Bureau	1,602.98
Tourist Camps, Parks, Etc.	121.65
Promotion of Tourist Attraction	0.00
Tourism: Other(Decorative Lighting)	0.00
Other Develop. Services - RSC	188.12
<b>Total Environmental Health Services</b>	<b>45,812.85</b>
<b>Recreation &amp; Cultural Service</b>	
Recreation Administration: Other	-8.34
Community Centres: Personnel	0.00
Community Centres & Halls: Other	3,238.31
Swimming Pools, Beaches, Marinas: P	0.00
Swimming Pools, Beaches, Marinas: O	295.33
Skating Rinks & Arenas: Personnel	51,118.26
Skating Rinks & Arenas: Other	28,475.39
Parks & Playgrounds: Personnel	0.00
Parks & Playgrounds: Other	3,554.04
Cultural Buildings & Facilities: P	0.00
Cultural Buildings & Facilities: O	2,713.89
Museums: Personnel	0.00
Museums: Other	0.00
Libraries: Personnel	0.00
Libraries: Other	3,709.05
Place of Assembly: Other	0.00
Other Recreation & Cultural Service	230.76
<b>Total Recreation &amp; Cultural Service</b>	<b>93,326.69</b>
<b>Fiscal Services</b>	
Interest: STB for Capital Projects	0.00
Interest: Current Operations (LofC)	0.00
Interest: Long Term Debt	0.00
Principal Installments	0.00

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**Fundy Albert - General**  
**Income Statement 2025-01-01 to 2025-02-28**

Capital Leasing Arrangements	21,048.70
Cost of Issuing & Selling Debenture	0.00
Bank Service Charge	1,398.47
Interac Fees	32.17
Capital Investment Purchases	0.00
Transfer to Capital Reserve	0.00
Second Previous Year Deficit	0.00
Accured Sick Pay	0.00
Net HST	0.00
Bad Debt Expense	0.00
<b>Total Fiscal Services</b>	<b>22,479.34</b>
<b>Payroll Accounts</b>	
WorkSafeNB - Employees	0.00
Payroll	0.00
Vacation Earned	0.00
EI	0.00
CPP	0.00
<b>Total Payroll Accounts</b>	<b>0.00</b>
<b>Reserves &amp; Allowances</b>	
Capital Reserve	0.00
Operating Reserve	0.00
<b>Total Reserves &amp; Allowances</b>	<b>0.00</b>
<b>TOTAL EXPENSE</b>	<b>842,031.82</b>
<b>NET INCOME</b>	<b>87,060.89</b>

# Hillsborough Utility

## Income Statement 2025-01-01 to 2025-02-28

### REVENUE

#### Sale of Water

Residential - Water	0.00
Commercial - Water	0.00
Industrial - Water	0.00
Institutional - Water	0.00
Own Local Government - Water	0.00
<b>Total Sale of Water</b>	<b>0.00</b>

#### Sale of Wastewater Disposal

Residential - Wastewater	0.00
Commercial - Wastewater	0.00
Industrial - Wastewater	0.00
Institutional - Wastewater	0.00
Own Local Government - Waste...	0.00
<b>Total Sale of Wastewater Disp...</b>	<b>0.00</b>

#### Other

Connection & Service Charges	0.00
Other	70.00

#### Total Other

70.00

#### Other Revenue

Interest on Investments	0.00
Surcharges	0.00
Interest	4,571.00
Water Supply (Fire)	0.00
Misc. Other	0.00

#### Total Other Revenue

4,571.00

#### Unconditional Transfers

Federal Government (UT)	0.00
Provincial Government (UT)	0.00
Other Governments (UT)	0.00
<b>Total Unconditional Transfers</b>	<b>0.00</b>
Conditional Transfers	0.00
Federal Government (CT)	0.00
Provincial Government (CT)	0.00
Other Governments (CT)	0.00

#### Total Conditional Transfers

0.00

#### Total Other Transfers

0.00

### TOTAL REVENUE

4,641.00

### EXPENSE

#### Water Supply

Admin. & General: Personnel	0.00
Admin. & General: Other (W)	383.50
Purification & Treatment: Person...	0.00
Purification & Treatment: Other	970.66
Source of Supply: Personnel	0.00
Source of Supply: Other	550.00
Transmission & Distribution: Per...	0.00
Transmission & Distribution: Other	1,129.25
Power & Pumping: Personnel	0.00
Power & Pumping: Other	2,845.46
Billing & Collection: Personnel (W)	0.00
Billing & Collection: Other (W)	0.00
Water Purchased	0.00
Water Supply: Other	0.00

# Hillsborough Utility

## Income Statement 2025-01-01 to 2025-02-28

<b>Total Water Supply</b>	<b>5,878.87</b>
<b>Wastewater Disposal</b>	
Admin & General: Personnel (WW)	0.00
Admin. & General: Other (WW)	383.50
Wastewater Collection System: ...	0.00
Wastewater Collection System: ...	0.00
Wastewater Lift Station(s): Person.	0.00
Wastewater Lift Station(s): Other	1,609.31
Wastewater Treatment & Dispos...	0.00
Wastewater Treatment & Dispos...	4,732.67
Storm Sewers	0.00
Billing & Collection: Personnel (...)	0.00
Billing & Collection: Other (WW)	0.00
Other Wastewater Disposal	1,811.10
Less Transfer General (SS)	0.00
<b>Total Wastewater Disposal</b>	<b>8,536.58</b>
<b>Water System Debt Charges</b>	
Interest on Temporary Borrowing...	0.00
Interest on Long-Term Debt (W)	0.00
Principal Installments (W)	0.00
Capital Leasing Arrangements (W)	0.00
Other: Water System Debt Charg...	0.00
<b>Total Wastewater Debt Charges</b>	<b>0.00</b>
<b>Wastewater Debt Charges</b>	
Interest on Temporary Borrowing...	0.00
Interest on Long-Term Debt (WW)	0.00
Principal Installments (WW)	0.00
Capital Leasing Arrangements (...)	0.00
Other: Wastewater Debt Charges	0.00
<b>Total Wastewater Debt Charges</b>	<b>0.00</b>
<b>Transfers to Own Funds &amp; Res...</b>	
Reserve: Capital Water	0.00
Reserve: Operating Water	0.00
Reserve: Capital Wastewater Sy...	0.00
Reserve: Operating Wastewater ...	0.00
Capital: Water	0.00
Capital: Wastewater	0.00
Deficit from Previous: Combined	0.00
Deficit from Previous: Water	0.00
Deficit from Previous: Wastewater	0.00
Discounts	0.00
Provision for Loss on Accounts R...	0.00
Pprevious Unaccrued Liability:W...	0.00
Previous Unaccrued Liability: WW	0.00
<b>Total Transfers to Own Funds ...</b>	<b>0.00</b>
<b>Other</b>	
Capital Investment	0.00
<b>Other Total</b>	<b>0.00</b>
<b>Fees</b>	
Bank Fees	0.00
CC Service Fees	0.00
NET HST	0.00
<b>Total Fees</b>	<b>0.00</b>
<b>Payroll Expense</b>	
EI Expense	0.00
CPP Expense	0.00

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**Hillsborough Utility**  
**Income Statement 2025-01-01 to 2025-02-28**

Total Payroll Expense	<u>0.00</u>
TOTAL EXPENSE	<u>14,415.45</u>
NET INCOME	<u>-9,774.45</u>

# Riverside-Albert Utility Department

## Income Statement 2025-01-01 to 2025-02-28

### REVENUE

#### Sale of Water

Residential - Water	21,462.00	
Residential Plus - Water	456.00	
Total Residential - Water		21,918.00
Commercial - Water		2,280.00
Industrial		8,607.00
Institutional - Water		11,597.00
Own Local Government - Water		635.00
<b>Total Sale of Water</b>		<b>45,037.00</b>

#### Sale of Wastewater Disposal

Residential - Waste Water	15,240.00	
Residential Plus - Wastewater	276.00	
Total Residential - Wastewater		15,516.00
Commercial - Wastewater		2,070.00
Industrial - Wastewater		0.00
Institutional - Wastewater		7,564.70
Own Local Government - Waste...		0.00
<b>Total Sale of Wastewater Disp...</b>		<b>25,150.70</b>

#### Other

Connection & Service Charges		0.00
Other		5,080.21
<b>Total Other</b>		<b>5,080.21</b>

#### Other Revenue

Interest on Investments		0.00
Surcharges		0.00
Interest		1,196.49
Water Supply (Fire)		0.00
<b>Total Other Revenue</b>		<b>1,196.49</b>

#### Unconditional Transfers

Federal Government (UT)		0.00
Provincial Government (UT)		0.00
Other Governments (UT)		0.00
<b>Total Unconditional Transfers</b>		<b>0.00</b>

#### Conditional Transfers

Federal Government (CT)		0.00
Provincial Government (CT)		44,015.00
Other Governments (CT)		0.00
<b>Total Conditional Transfers</b>		<b>44,015.00</b>

#### Other Transfers

Surplus From Previous Year - W...		0.00
Surplus From Previous Year - WW		0.00
Surplus From Previous Year - Co...		0.00
Operating Reserve Fund		0.00
<b>Total Other Transfers</b>		<b>0.00</b>

**TOTAL REVENUE** 120,479.40

### EXPENSE

#### Water Supply

Admin. & General: Personnel		0.00
Admin. & Personnel: Other		184.24
Purification & Treatment: Person...		0.00
Purification & Treatment: Other		1,302.42

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# Riverside-Albert Utility Department

## Income Statement 2025-01-01 to 2025-02-28

Source of Supply: Personnel	0.00
Source of Supply: Other	0.00
Transmission & Distribution: Per...	0.00
Transmission & Distribution: Other	5,023.25
Power & Pumping Personnel	0.00
Power & Pumping: Other	2,249.34
Billing & Collection: Personnel (W)	0.00
Billing & Collection: Other (W)	0.00
Water Purchased	0.00
Water Supply: Other	179.55
<b>Total Water Supply</b>	<b>8,938.80</b>
<b>Wastewater Disposal</b>	
Admin. & General: Personnel (W...	0.00
Admin. & General: Other (WW)	184.25
Wastewater Collection System: ...	0.00
Wastewater Collection System: ...	0.00
Wastewater Lift Station(s): Perso...	0.00
Wastewater Lift Station(s): Other	939.32
Wastewater Treatment & Dispos...	0.00
Wastewater Treatment & Dispos...	244.25
Storm Sewers	0.00
Billing & Collection: Personnel (...)	0.00
Billing & Collection: Other (WW)	0.00
Other Wastewater Disposal	0.00
Less Transfer: General Fund (SS)	0.00
<b>Total Wastewater Disposal</b>	<b>1,367.82</b>
<b>Water System Debt Charges</b>	
Interest on Temporary Borrowing...	24,905.23
Interest on Long-Term Debt (W)	0.00
Principal Installments (W)	0.00
Capital Leasing Arrangements (W)	0.00
Other: Water System Debt Charg...	0.00
<b>Total Water System Fiscal Ser...</b>	<b>24,905.23</b>
<b>Total Wastewater Debt Charges</b>	<b>0.00</b>
<b>Total Transfers to Own Funds ...</b>	<b>19,884.77</b>
<b>Fees</b>	
Bank Fees	0.00
Service Fees (A/R)	0.00
Net HST	0.00
Gain/loss	0.00
<b>Total Fees</b>	<b>0.00</b>
<b>Payroll Expense</b>	
EI Expense	0.00
CPP Expense	0.00
<b>Total Payroll Expense</b>	<b>0.00</b>
<b>TOTAL EXPENSE</b>	<b>55,096.62</b>
<b>NET INCOME</b>	<b>65,382.78</b>