



Fundy Albert Council Special Meeting Agenda

Date: Wednesday, May 14, 2025

Time: 5:00 P.M.

Location: W.H. Steeves Museum, 40 Mill Street, Hillsborough

1. **Call to Order**
2. **Adoption of Agenda**
3. **Conflict of Interest Declarations**
4. **Resolutions:**
  - a. E6 Proposal
  - b. Appointment of Recreation Committee Member
5. **Adjournment**



# Fundy Albert

Start On Acceptance



e6 International Inc.



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## Introduction

 **Ross Lindsay**

Good afternoon Kim,

As requested, I have updated the proposal to indicate that the quoted price includes selection and implementation support for a cloud accounting software. I will send you a PDF version of this contract as well.

If you have any questions, please don't hesitate to reach out.

Ross

## Services

### Fractional Financial Controller - Monthly Retainer

#### Service Overview

Our Fractional Controller services provide New Brunswick municipalities with expert leadership and collaborative support to strengthen financial operations, enhance audit readiness, and drive operational improvements. We work closely with your finance team, offering guidance, oversight, and hands-on assistance to ensure deliverables are achieved efficiently and in compliance with public sector standards. Our flexible, cost-effective approach enables your municipality to meet growing financial accountability demands while building internal capacity.

#### Core Deliverables

##### 1. 2023 Audit Preparation

- Lead and support the finance team in the review and reconciliation of 2023 financial records.
- Guide the preparation of audit working papers, schedules, and supporting documentation.
- Identify and help address potential audit risks proactively.
- Assist with sourcing municipal auditors as required
- Serve as a liaison between the finance team and municipal auditors, supporting the team in providing required responses and documentation.
- Help ensure compliance with provincial and legislative audit requirements.

##### 2. 2024 Audit Preparation

- Lead and support the finance team in the review and reconciliation of 2024 financial records.
- Guide the preparation of audit working papers, schedules, and supporting documentation.
- Identify and help address potential audit risks proactively.
- Serve as a liaison between the finance team and municipal auditors, supporting the team in providing required responses and documentation.
- Help ensure compliance with provincial and legislative audit requirements.

##### 3. Process Analysis and Improvement

- Lead a collaborative review of existing financial and accounting processes with the finance team.
- Identify opportunities for improvement and support the team in implementing enhanced workflows.
- Provide recommendations and assist with the development of updated policy and procedure documentation.

##### 4. Needs Analysis and Selection of Accounting Software

- Facilitate a needs assessment process with finance team members and other municipal stakeholders.
- Define software requirements in collaboration with the team, ensuring alignment with operational needs and compliance obligations.
- Research and evaluate software options, guiding the finance team through the selection process.
- Provide a recommendation report to support informed decision-making by leadership.

## 5. Facilitation of Software Implementation

- Lead the implementation project in collaboration with the finance team and external vendors.
- Coordinate project timelines, vendor communications, data migration, and system configuration with strong team involvement.
- Support staff training, knowledge transfer, and change management activities to ensure a smooth transition.
- Ensure the new system meets municipal reporting standards and operational goals.

Total value of contract is \$120,000 (+tax) and will be billed in equal monthly instalments. This price **includes** selection and implementation support for a cloud accounting software (as outlined in points 4 & 5 of the services section above).

As agreed, work completed in the month of April 2025 is included in the cost quoted below. The first monthly invoice will be issued on May 1, 2025.

## Pricing

Billed every month

From acceptance, 12 times, Last bill: April 7, 2026

**\$10,000.00**

ex \$1,500.00 in taxes

✓ Fractional Financial Controller - Monthly Retainer

## Terms and Conditions

1. **Services:** e6 International Inc. ("e6") will provide services as outlined in the Services section of this proposal. e6 will deliver these services in accordance with the terms set forth herein, utilizing qualified and experienced personnel, adhering to professional and industry standards, and ensuring client satisfaction. e6 reserves the right to subcontract these services to e6 Group member firms, affiliated companies, or external service providers as needed to fulfill the engagement requirements. Any changes to the services provided must be documented through a written amendment agreed upon by both e6 and the client.
2. **Client Obligations:** The client is required to provide all necessary information promptly to facilitate the performance of services by e6.
3. **Fees and Expenses; Payment Terms:**
  - **General:** In consideration of the services provided by e6, the client agrees to compensate e6 as detailed in the Pricing section of this proposal.
  - **Invoicing and Payment:** e6 will issue invoices either monthly or upon reaching agreed-upon milestones, depending on the nature of the services. The client is required to make payment on the due date specified on each invoice, using the payment method options described in the Payment section of this proposal, without any right of set-off. All payments will be in Canadian dollars. Late payments may incur an interest charge at a rate of one percent (1%) per month.
  - **Taxes:** The client is responsible for all applicable taxes, except for those imposed on e6's income, revenues, or property.
  - **Expense Reimbursement:** The client shall reimburse e6 for all reasonable travel and out-of-pocket expenses incurred in performing the Services. These expenses must be approved by the client in writing in advance or as specified in this Agreement, and will be reimbursed at the actual cost incurred by e6.
4. **Confidentiality:** e6 agrees to use the client's confidential information solely in connection to the services provided and will not disclose this information unless required by law or professional obligations. e6 may share confidential information with its affiliates or subcontractors involved in providing the services, ensuring they are bound by similar confidentiality obligations.
5. **Use of Information:** e6 may use anonymized data derived from services for marketing or research purposes, ensuring no identifying features of the client are disclosed.
6. **Limitation of Liability:** e6's liability related to services under this agreement will be limited to the coverage of its insurance policies. Liability is restricted to direct damages and excludes indirect or consequential damages. Legal actions against e6 must be initiated within one year from the completion of the services.
7. **Electronic Communication:** Both parties acknowledge the risks associated with email communication and agree to assume all associated liabilities unless otherwise directed by the client.
8. **Conflicts of Interest:** e6 adheres strictly to the CPA New Brunswick Code of Professional Conduct to identify and manage conflicts of interest. Before providing any services, e6 will conduct a thorough conflict check to ensure compliance with these professional standards. If a conflict of interest is identified that cannot be resolved in accordance with the CPA New Brunswick Code, e6 will be unable to proceed with the engagement. This process ensures that all services provided are



conducted with the highest level of integrity and professional responsibility. No fees will be charged for performing this conflict check.

9. **Termination:** Either party may terminate the agreement with 30 days' written notice. The client will compensate e6 for services rendered up to the date of termination.
10. **Force Majeure:** e6 is not liable for delays or non-performance caused by events beyond its reasonable control.
11. **Assignment:** Neither party may assign this agreement without the prior written consent of the other party.
12. **Successors and Assigns:** This agreement benefits and binds the parties and their respective successors and permitted assigns.
13. **Severability:** If any provision of this agreement is deemed unenforceable, it does not affect the enforceability of the remaining provisions.
14. **Governing Law:** This agreement is governed by the laws of New Brunswick and Canada, with the courts of New Brunswick having exclusive jurisdiction over any disputes.



Agreement Summary

Sender	<b>e6 International Inc.</b>
Sent Date	Wednesday, May 7, 2025 1:00 PM
Recipient	<b>Fundy Albert</b>
Effective Start Date	<b>On Acceptance</b>
Payment Authority	<b>None</b>
Payment Method	<b>None</b>
Document ID	<b>prop_m7royzs2t4kqasiangja</b>
Status	<b>Awaiting Acceptance</b>