

1. **Call to Order**
2. **Adoption of Agenda**
3. **Conflict of Interest Declarations**
4. **Adoption of Minutes**
 - a. July 2, 2025 – Regular Council Meeting
 - b. July 15, 2025 – Committee of the Whole Meeting
 - c. July 22, 2025 – Special Closed Council Meeting
5. **Consent Agenda**
6. **Public and Administrative Presentations**
 - a. Plan 360 - Rezoning from RA to IRD (PID# 05123070 and 00617969)
7. **Reports and Recommendations from Committee and Private Meetings**
 - a. CAO Appointment
 - b. Personnel Committee
 - c. Emergency Measures Committee
 - d. Recreation Committee
 - e. ATV Access on Roads & Streets Committee
8. **Reports from Administration**
 - a. EMO Agreement between the Village and the Kiwanis
 - b. Upcoming Council Meeting Schedule
 - c. Service Connection – 2963 Main Street, Hillsborough
 - d. Service Connection – Wastewater – Page Street, Hillsborough
 - e. Fleet Management – Bobcat Snowblower
 - f. Fleet Management - Truck purchase
9. **By-Laws**
 - a. By-Law No. 2025-02, A Code of Conduct By-Law for the Council of Fundy Albert.
First reading, by title only and second reading, by section only.
10. **Mayor and Council Statement and Inquiries**
11. **Notices of Motion and Resolutions**
12. **Closed Session**
13. **Adjournment**

Present: Mayor Campbell
Councillor Ward-Russell
Councillor Elderkin
Councillor Land
Councillor Jonah
Councillor Coates

Staff Present: Kim Beers – Director, Legislative Services
Jillian Hutchinson – Treasurer
Ian Barrett – Director, Operations

Plan 360 – Mr. Caleb Babin and Mr. Phil Robichaud

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:00 pm

ADOPTION OF AGENDA

IT WAS MOVED by **Councillor Land** and **SECONDED** by **Councillor Elderkin** **THAT** the agenda be adopted with the addition of Public Statements.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None.

ADOPTION OF THE MINUTES

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Garden** **THAT** the Minutes of the Public Hearing held June 3, 2025 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Jonah** **SECONDED** by **Councillor Coates** **THAT** the Minutes of the Regular Council Meeting held June 3, 2025 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Land** **THAT** the Minutes of the Special Council Meeting held June 6, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Jonah** **SECONDED** by **Councillor Coates** **THAT** the Minutes of the Committee of the Whole Meeting held June 17, 2025, be approved.

MOTION CARRIED (unanimously)

CONSENT AGENDA

None

PUBIC AND ADMINISTRATIVE PRESENTATIONS

Mr. Troy Boudreau - Rezoning (2 minutes)

Mr. Boudreau expressed his concerns about the proposed housing development that would introduce 48 units initially, eventually expanding to 96. Mr. Boudreau's primary concerns include:

- **Traffic study timing:** the decision to conduct the traffic study outside of tourist season, advising it would not reflect the true impact on traffic, particularly when children are most active in the area.
- **Infrastructure and safety:** He pointed out that the area lacks essential infrastructure, such as sidewalks, water, and sewage.
- **Decision-making process:** He expressed concern with what he sees as a lack of common sense in the planning and approval process.
- **Environmental and ethical concerns:** Drawing from his own experience, he mentioned owning waterfront property that he chose not to develop for profit because it would have harmed the natural environment. He implied that others should act with similar responsibility.
- **Developer critique:** While he acknowledged the developer's past achievements, he believes the developer is bending the rules.

Ms. Rebecca Davis – Rezoning (2 minutes)

Ms. Davis referenced a letter sent earlier that day on behalf of her family and noted that many neighbors had also submitted letters opposing the project.

Ms. Davis emphasized that when her family built their home, they trusted the zoning laws and local officials to protect their safety and community. Now, with the proposed development advancing, she expressed concerns that it has progressed this far without someone firmly rejecting it.

Ms. Davis described the situation as frightening for many local residents, particularly given the lack of community input.

Ms. Davis reminded council that they were elected to protect residents and make the right decisions. She urged them to consider the real safety concerns, especially for children who already face dangers waiting for the bus on Hillsborough Road.

REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

Personnel Committee – Councillor Elderkin advised interviews are being conducted. **Mayor Campbell** added that they continue to review resumes as part of the ongoing selection process.

EMO Committee – **Councillor Coates** advised he attended a meeting focused on comfort stations and emergency preparedness, particularly in the event of power outages or snowstorms. It was noted that there are three locations in Fundy Albert that have been identified for potential use during such events. The plan is to coordinate with the Red Cross and EMO to have these locations added to the official list of 18 designated sites across cities, towns, and villages.

Recreation Committee – **Councillor Jonah** advised since the last meeting; two individuals have expressed interest in joining the Recreation Committee: Joanne Butland and Clint LaBute. Joanne is involved with the CCRC and is hoping to help revive the Riverside-Albert Recreation Council Committee. Clint serves as Vice President of the Fundy Hiking Trail Association and is active in volunteer efforts. Both individuals have met the necessary requirements to join the committee. The next Recreation Committee meeting is scheduled for August 13, 2025.

IT WAS MOVED by **Councillor Jonah** **SECONDED** by **Councillor Land** **THAT** Council hereby appoints Joanne Butland and Clint LaBute to the Recreation Committee, subject to the applicable requirements set forth in its Terms of Reference.

MOTION CARRIED (unanimously)

ATV Access on Roads and Streets Committee – **Councillor Coates** advised he is waiting for the maps of the proposed roads.

REPORTS FROM ADMINISTRATION

2024-2028 Capital Investment Plan for the Canada Community-Building Fund (CCBF)

Ms. Hutchinson presented Council the Fundy Albert's 2024-2028 Capital Investment Plan under the Canada Community Building Fund (CCBF), which allocates \$1,653,785 over five years for essential municipal infrastructure projects.

The plan, developed in partnership with Englobe Corp. and aligned with Fundy Albert's Asset Management Plan, includes five key projects:

1. **Utility Gap Analysis** – \$189,500
2. **Fundy View Drive Storm Water Pipe Replacement** – \$290,000
3. **King Street Culvert Replacement** – \$545,000
4. **Hillsborough Sanitary Sewer Upgrades** – \$570,000
5. **School Street Storm Water Pipe Replacement (Phase I)** – \$59,285

All projects, except for the fifth, are fully funded by the CCBF. The School Street project has a total estimated cost of \$925,100, with Phase I covering only the initial design and planning stages.

Ms. Hutchinson advised that if priorities shift in the next two or three years and a different piece of critical infrastructure becomes more urgent, the use of Canada Community Building Fund (CCBF) allocations can be adjusted. Any such changes would require a resolution from council,

allowing flexibility within the Asset Management Plan to address evolving infrastructure needs.

Councillor Ward-Russell reminded Council that the Canada Community Building Fund (CCBF) money is not limited to just the three villages mentioned. **Councillor Ward-Russell** would like to see recognition of other areas, including the Local Service Districts (LSDs), and hoped future funding would also benefit those broader parts of the community.

Councillor Land advised that with the upcoming elections, it's important to highlight that the order of projects can be changed as needed. If a critical issue arises, such as a sanitary or water problem in any community, the funding can be reallocated accordingly.

Councillor Garden advised that the dates listed have already passed. Ms. Hutchinson advised that these funds are not received all at once but distributed in installments over five years. Because of that, the original project timelines included projected start dates rather than fixed ones. These projections may need to be updated, as they were never meant to be final; they were based on anticipated timelines aligned with funding availability. **Councillor Garden** asked if the proposal is approved; updated dates be provided in the future to show when the projects are actually planned to move forward. Ms. Hutchinson advised that once the proposal is approved and a plan is developed over the coming year, there will be more confidence in the project's timeline and details.

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Garden** **THAT WHEREAS** administration has presented a Five-Year Capital Investment Plan for the Canada Community Building Fund for the 2024-28 allotment of \$1,653,785
AND WHEREAS the Capital Investment Plan requires a resolution of council to be adopted;
BE IT RESOLVED that the document entitled Fundy Albert Five-Year Capital Investment Plan for the Canada Community Building Fund (CCBF) 2024-2028 be adopted.

MOTION CARRIED (unanimously)

BY-LAWS

Councillor Ward-Russell expressed her objection to the rezoning of P05115621, emphasizing that her concern is not with housing itself but with the importance of following proper procedures. **Councillor Ward-Russell** acknowledges the value of Plan 360's recommendations but points out that the consultants do not live in the area and are primarily focused on procedural requirements rather than long-term impacts. As the only councillor living in the affected area, she has heard many concerns from residents and feels obligated to represent them. The current proposal is only the first phase of a larger development; the full impacts of which, on infrastructure, the environment, and community character are not yet clear. **Councillor Ward-Russell** calls for mandatory environmental impact assessments (EIAs) for future developments and urges council not to approve further rezoning without full environmental and procedural review, advocating

for responsible, transparent growth.

Councillor Elderkin asked representatives from Plan 360, Mr. Caleb Babin and Mr. Phil Robichaud, to confirm that the current approval applies only to the 48 units proposed in this phase. She clarified that any future development phases would require the developers to return to council for separate approvals. Per Mr. Robichaud, yes, that is correct.

Councillor Elderkin acknowledges that the current step is just the first phase of the process, involving approval of the rezoning. **Councillor Elderkin** asks whether, if the developers fail to meet all required criteria in subsequent steps, that information will be reported back to the council. Mr. Phil Robichaud explained that after a rezoning approval, there are specific conditions that must be met before a development permit is issued. While the council can follow up on the status, the process after rezoning no longer involves the council directly. Instead, it is handled between the planning department, the developer, and relevant provincial agencies.

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Garden** **THAT** Council give third and final reading by title only to By-Law number 25- WAP-069-FA-01, A By-Law to Amend Ministerial Regulation 21-WAP-069-00.

MOTION CARRIED

Aye: Councillor Garden, Councillor Jonah, Councillor Coates, Councillor Land, Councillor Elderkin, and Mayor Campbell

Nay: Councillor Ward-Russell

RESOLUTION OF THE COUNCIL ESTABLISHED UNDER ARTICLE 59 OF THE COMMUNITY PLANNING ACT

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Elderkin** **THAT** White Birtch Subdivisions Inc. has made an application to rezone the property bearing PID 05115621 to the DG zone – Dwelling Group to allow a Mini Home Park.

AND CONSIDERING THAT the Council has approved this request subject to conditions;

IT IS RESOLVED THAT:

1. Notwithstanding any other provisions to the contrary, the lands, buildings and structures developed on the aforementioned property are subject to the following terms and conditions:
 - a. That the permitted main uses of the property be limited to:
 - i. A mini home park subject to Section 4.9.3;
 - ii. A passive recreation use;
 - iii. Institutional uses;
 - iv. Light commercial uses subject to Section 3.19; and

v. Recreation uses.

b. That the permitted secondary uses of the property be limited to:

i. A home-based business or home industry subject to Section 3.11.

c. That all on-site maintenance (e.g. garbage collection, snow removal) and infrastructure (e.g. accesses, fire hydrants) are the responsibility of the property owner(s);

d. That all development must follow the National Building Code fire safety setbacks;

e. the approval of the local fire chief must be obtained regarding access for emergency vehicles prior to the issuance of a development permit;

f. That future development of the property shall be done in substantial conformity to the attached site plan;

g. That the 30m riparian buffers from each side of the watercourse identified along the northern property line be maintained;

h. That a comprehensive water study be conducted and submitted to the Environmental Science and Protection Division of the Department of Environment and Local Government in order to determine if the water supply source can provide adequate water quantity and acceptable water quality for the intended purpose over the short and long term without creating any potential impacts to existing groundwater users in the area prior to the issuance of a development permit;

i. That it is the sole responsibility of the owner to maintain a secondary access for an emergency exit on Justin Drive in perpetuity;

j. A traffic impact study is to be conducted and submitted for review to the Department of Transportation and Infrastructure in respect to traffic flow onto Route 114 prior to the issuance of a development permit;

k. That a sight distance report is to be conducted and submitted for review to the Department of Transportation and Infrastructure prior to the issuance of a development permit;

l. That a plan showing that all private streets within proposed mini home park respect the minimum road thickness of a 150mm base & 300mm subbase prior to the issuance of a development permit; and

m. That a report be provided to the Regional Service Commission by a professional engineer licenced in the province of New Brunswick confirming streets meet the requirement of a

minimum road thickness of a 150mm base & 300 mm subbase prior to the issuance a development permit.

MOTION CARRIED

Aye: Councillor Garden, Councillor Jonah, Councillor Coates, Councillor Land, Councillor Elderkin, and Mayor Campbell

Nay: Councillor Ward-Russell

MAYOR AND COUNCILLOR STATEMENTS

Councillor Elderkin advised that Canada Day in Fundy Albert was a major success, thanking the Alma Rec Council and volunteers for their excellent organization. This year's celebration took place at the rink instead of the activity center, which proved to be a great location. The playground was busy, the barbecue was popular, and the event ran smoothly. Special thanks were also given to **Councillor Jonah** for a successful evening in Hillsborough, where the fireworks went off without issue.

Councillor Elderkin advised that the ParticipACTION challenge has ended, with Fundy Albert placing 10th nationally, a significant achievement credited to a dedicated committee. A celebratory event is being planned to recognize their efforts.

Councillor Land thanked everyone involved in organizing the Canada Day celebrations in Alma and Hillsborough; there was a strong turnout, people enjoyed spending time with family, and the fireworks were a highlight. Special thanks were given to the firefighters for safely setting up and managing the event, ensuring everything went smoothly with no incidents.

Councillor Ward-Russell advised that she was unable to attend the June committee meeting due to her daughter's graduation and extends congratulations to the Class of 2025.

Councillor Ward-Russell advised she attended the Southeast Regional Service Commission meeting with **Mayor Campbell**, where two key presentations were given. The first was a healthcare initiative in New Brunswick where communities sponsor medical students to become family doctors and return to their regions. The second was on the launch of the GeoPortal Hub, a data resource useful for village planning.

Councillor Ward-Russell is looking forward to an update on the Greensboro Lagoon project at the next meeting.

Councillor Jonah thanked the Alma Rec Council for their outstanding work and strong community turnout at the Canada Day celebrations. **Councillor Jonah** also thanked various individuals and businesses who supported the Hillsborough event, including Party Perfect, Gateway Market for donating the cake, the Kiwanis for providing free hot dogs and access to their building, and the fire department, especially Mr. Andrew Snider, for their reliable coordination and safety support.

Councillor Jonah advised that although fireworks were canceled for Canada Day in Alma, they will be held in Alma for New Brunswick Day. This is a good opportunity to promote Alma as a fireworks destination for the holiday, which would benefit local businesses and draw visitors from across southeastern New Brunswick.

Councillor Garden advised he was in attendance at Canada Day events in Alma, along with **Councillor Elderkin** and **Mayor Campbell**. The event had great weather and an excellent turnout from both residents and visitors. **Councillor Garden** thanked the Alma Rec Council, board members, and their families for their efforts, and praised the successful market.

Councillor Garden also expressed his gratitude to the Riverside-Albert and Alma Fire Department members, who were prepared for fireworks but couldn't proceed due to weather conditions. **Councillor Garden** supports **Councillor Jonah's** idea to promote Alma as a destination for New Brunswick Day fireworks and suggests using social media to spread the word and attract visitors to Fundy Albert.

Councillor Garden requested an update on the audit. Ms. Beers responded that the auditor is currently on vacation and will return next week. Once she is back, they will have a clearer idea of when she can begin work on the audit file.

Councillor Garden requested an update on the number of outstanding invoices and total unpaid amount for the Alma Water Project. Ms. Hutchinson indicated she was not fully prepared to provide that information, while Ms. Beers confirmed that the first contractor invoice has been paid.

Councillor Coates advised that he attended a government update on hurricanes and tropical storms, noting concerns about rising ocean temperatures that can fuel storms. **Councillor Coates** mentioned that warning notices will be issued 72 hours before a storm's expected arrival and promised to share this information with the clerk for distribution.

Councillor Coates also praised the community participation at the Canada Day event.

Councillor Coates advised that inappropriate behavior at a council meeting is unacceptable and that the council has the authority to remove disruptive individuals or involve the police if necessary.

Councillor Land advised there are issues with people camping overnight on Greys Island Road, noting that one individual blocked the road but eventually moved after a brief confrontation. **Councillor Land** asked if it would be possible to install no-parking signs in the area near the graveyard to prevent further problems. **Councillor Land** advised permission would need to be given by the landowner to install a sign. **Councillor Elderkin** recalls receiving detailed information on restrictions from Mrs. Sutherland.

Mayor Campbell advised he attended Canada Day celebrations in Alma, enjoying various activities including a well-attended cakewalk and serving cake to happy participants in Hillsborough. He praised the community's festive spirit, noting many Canada flags and decorations.

Mayor Campbell advised he participated in a productive gazebo meeting in Alma and attended the new councillor orientation session. He has joined the safety committee and continues to serve on the trails and tourism committee. **Mayor Campbell** also took part in a team-building exercise with fellow councillors. Additionally, he met with Dan Tingley from Timber Restoration Services to discuss wooden bridge projects, highlighting Tingley's success in Nova Scotia and his intent to pursue similar opportunities in New Brunswick with provincial backing.

PUBLIC STATEMENTS

Ms. Kathy Weir thanked Director, Operations, Ian for his role in a successful partnership initiative at Crooked Creek Falls involving Nature Conservancy, Fundy Albert, Fundy National Park, and the Friends of Fundy. The project placed a garbage container at the top of a trail, encouraging hikers to carry out their trash. The village has agreed to collect the full containers, and the response has been positive, with the current barrel is already more than half full.

Ms. Weir advised that the ParticipACTION results, noting that while the challenge is over, final rankings are still being calculated. As of now, the community ranks 11th in Canada and 3rd in New Brunswick, with hopes of climbing higher once all data is in.

Ms. Weir asked **Councillor Jonah** about progress on sound system solutions. **Councillor Jonah** advised he will reach out to a local expert, Peter, who is familiar with the village and buildings.

NOTICES OF MOTION AND RESOLUTIONS

None

CLOSED SESSION

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Land** that Council have an in-camera session at 6:43 pm.

MOTION CARRIED (unanimously)

Local Governance Act, SNB 2017, 68(1)(j) labor and employment matters

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Land** to return to the regular session at 6:52 pm

MOTION CARRIED (unanimously)

ADJOURNMENT

Moved by **Councillor Land** to adjourn at 6:52 pm



Fundy Albert Council Regular Meeting Minutes

Date: Wednesday, July 2, 2025

Time: 6:00 P.M.

Location: Riverside-Albert Recreation Centre, 9 Bicentennial

Mayor

Clerk

Present: Mayor Campbell
Councillor Garden
Councillor Land
Councillor Jonah
Councillor Coates
Councillor Elderkin

Absent: Councillor Ward-Russell

Staff Present: Kim Beers – Director, Legislative Services/Clerk
Ian Barrett – Director, Operations
Jillian Hutchinson - Treasurer

CALL TO ORDER

Mayor Campbell called the meeting to order at 4:30 pm.

ADOPTION OF AGENDA

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Jonah** **THAT** the agenda be adopted with the following amendments as requested by **Councillor Land**:

- Closed Session - Local Governance Act, SNB 2017, 68(1)(j) labor and employment matters, and

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

Mr. Caleb Babin, Plan 360 – [Rezoning application PID #05123070 and 00617969](#)

Mr. Babin advised that 681884 NB Ltd. is requesting a rezoning to allow for a quarry development on two parcels of land located near Route 910 and Shenstone Road, between Hillsborough and Riverside-Albert.

Purpose of Presentation:

- Describe the proposal
- Identify required amendments to zoning
- Provide context from rural plan policies
- Determine if council wishes to initiate the rezoning process

Site Details:

- Two parcels: PID 05123070 & 00617969
- Access via Shenstone Road and Caledonia Mountain Road
- Near a Nav Canada radar installation (~325m away)
- Currently zoned as "Rural Area"; a small portion overlaps with a water protection zone
- Quarry would require rezoning to "Intensive Resource Development Zone"

Concerns and Considerations:

- Environmental impacts: Awaiting feedback from the Dept. of Environment
- Nav Canada: Reviewing impact on radar and aircraft safety
- Road access: DTI (Department of Transportation) has not yet responded
- Traffic: Potential conflicts with seasonal agricultural use (e.g., blueberry harvest)

Current Activity:

- Site visits confirm ongoing quarrying
- Satellite imagery shows significant land alteration between Oct 2023 and July 2024
- Road has been widened by the applicant

Next Steps (Pending Council Decision):

- Staff prepared a draft bylaw for rezoning
- First proposed rezoning to this zoning category under the current rural plan
- Staff recommends pausing the process until key concerns (especially radar safety and environmental impact) are addressed

Council Options:

1. Proceed with public process
2. Refuse to proceed
3. Postpone pending additional information

Questions from Council:

- There was discussion around access from Caledonia Mountain Road and adjacent parcels, specifically distinguishing which lands are part of the rezoning request and which are not.
- A parcel with assessment number 01767396 was noted as being designated for a "gravel pit and timberland", located slightly south of the primary rezoning site.

Pit vs. Quarry Definition:

- Clarification was made that a pit is typically for surface extraction (e.g., sand or gravel) and quarries involve blasting and deeper rock removal.
- A 2022 email from Mark Langport (ELG) indicated no known approval to operate a quarry in the referenced area.
- It was suggested that depending on the activity's scale or type, permits may not have been required.
- A community member contacted Kirk Brewer of Plan360 in October 2023 for clarity, but

no follow-up occurred. Brewer reportedly left Plan360 in August 2024.

Permit and Enforcement:

- As of the meeting, no stop-work order had been issued, though some activity (possibly quarrying) had been observed.
- It was unclear whether the necessary approvals were in place for operations that may already be occurring on site.

Historical Use of the Land:

- Recollection of a small pit operating in the 1980s/90s, which was later abandoned due to the rock being too difficult to break.
- Area was also used as part of a snowmobile trail.

Rezoning Purpose and Conditions:

- Staff clarified that the rezoning is specifically for blasting/quarrying, and conditions related to other activities (like an asphalt plant) have not yet been finalized.

Alicia O'Hara – Fundy Albert Community Greenhouse Project

Ms. O'Hara advised that this is a collaborative initiative to build a 25x42 ft geothermal greenhouse behind Caledonia Regional High School in partnership with:

- Caledonia Regional High School
- Albert County Health Centre
- District of Fundy Albert
- Foods of the Fundy Valley

Education:

- Integrate into school curriculum (science, math, etc.)
- Teach students about food security and agriculture
- Involve students in planting, tending, harvesting, and food prep using produce

Community Engagement:

- Open to the public in summer months
- Run free or low-cost workshops on food growing
- Distribute produce through food banks and food security organizations

Funding & Support:

- **Funding Secured:**
 - Received a major grant from the Atlantic School Food Infrastructure Fund
 - Applied to the Regional Development Corporation's Community Investment Fund for additional support
- **Funding Request:**
 - Requested \$10,000 from the Fundy Albert community grant program to help close the remaining funding gap
 - Willing to accept smaller amounts; appreciates any contribution

Timeline & Next Steps:

- Aiming to begin construction in fall 2025, before snowfall
- Estimated 6-week construction period

- Actively seeking additional partners and donors with an interest in food security
- Anglophone school district representative advised that a similar project was launched in Port Elgin with great success.

Questions from Council:

Councillor Elderkin asked whether charitable receipts will be issued? Ms. O'Hara advised that yes, provided the donation is made directly to the school or the school district, with a note specifying that the funds are intended for the greenhouse. Donors will receive an official tax receipt from the district. A donation link is either already active or will be made available soon, allowing people to donate online and automatically receive a receipt by mail. Any donation over \$25 qualifies for a charitable receipt issued by the Minister of Finance.

Councillor Jonah stated that food security is a major issue and noted that doing this initiative would be a significant benefit not just for the school, but for the broader community as well.

Mayor Campbell thanked the presenters, and they exited the meeting.

Councillor Coates introduced Ms. Cindy Kennedy from Phillip Brothers and asked if Council had any questions regarding the rezoning application. Ms. Kennedy advised that they are actively working with the Department of Transportation and Infrastructure (DTI), the Department of Environment, and NAV CANADA. While NAV CANADA reportedly cited a 350-foot threshold, the project site is actually over 500 meters away. Ms. Kennedy acknowledged that she does not yet fully understand NAV CANADA's specific parameters, as coordination is still in early stages, but committed to continued cooperation.

She noted that if NAV CANADA determines 500 meters is not a sufficient distance, blasting could be relocated further away within the available area. Ms. Kennedy emphasized their willingness to collaborate and adapt, reiterating that the project represents a significant investment and that operations are still ongoing.

Councillor Land advised that he has no problem supporting this as long as they do the homework and provide the information needed for Plan 360.

INFORMATION ITEMS

The following reports were presented to Council as information items only:

[Maritime By-Law Enforcement Services Report](#)

[NBSPCA Quarterly Report](#)

[E6 Financial Update](#)

Fire Department Quarterly Reports

[-Alma](#)

[-Hillsborough](#)
[-Riverside-Albert](#)
[-Riverview](#)

Councillor Jonah asked whether Maritime By-Law Services were able to do the cleanup on July 3rd. Per Ms. Beers yes, it did occur, acknowledging that while it may not appear obvious based on the current state of the site, the cleanup did in fact happen.

Councillor Land advised that as of July 15, the necessary paperwork still had not been submitted to the auditors. **Councillor Land** expressed his disappointment, especially given the urgency and seriousness of the financial situation, suggesting that the issue has been known for some time and that responses have lacked the necessary urgency. **Councillor Land** advised there is a lack of action and accountability, referencing holidays and missed timelines as part of the problem. With budget decisions looming and financial uncertainty growing, he described the situation as unacceptable and feels that those responsible for managing the audits have not delivered, despite being well-compensated.

Ms. Beers advised that there has been significant work happening behind the scenes, even if it's not publicly visible. Internal paperwork was sent to council members the previous week, though it wasn't meant for public distribution. Ms. Beers advised that the financial file is very complex and involves multiple accountants. Ms. Beers confirmed that meetings with the accounting firm E6 have been ongoing. The working papers are complete, and a final review meeting is scheduled for the next morning involving both accountants on the file. The goal is to submit the completed package to the auditors by the end of the current week, or early next week at the latest. Once submitted, the auditors will begin their review. Ms. Beers acknowledged the frustration and noted this is not a new problem; the audits in question are for 2023 and 2024, making the delay even more significant given it's now mid-2025.

Councillor Land asked for clarification why the report references 2022? Ms. Beers advised that the adjusting entries were not completed; these had to be done to ensure the starting numbers in 2023 were correct.

Councillor Elderkin acknowledged and understands **Councillor Land's** concerns about the ongoing delays but expressed optimism about the list of corrective actions being implemented. **Councillor Elderkin** conveyed trust that once these measures are fully in place and followed through, the administration will catch up and operate more efficiently moving forward.

Mayor Campbell advised he agrees with **Councillor Elderkin**

Councillor Garden advised for clarity; it is confirmed that the goal is to have the 2023 working papers finalized and submitted to the auditor by the end of this week or early next week. Per Ms. Beers yes, the package will be submitted through the auditor portal.

Councillor Garden asked whether there is a timeline for the audit process once the working papers are submitted. Specifically, if there's a ballpark estimate, such as a week, two weeks, or two months, for how long the auditors will take to complete their review. Per Ms. Beers, no timeline has been provided.

Councillor Garden asked about the status of the 2024 working papers, with the understanding that 2023 needs to be completed first. Ms. Beers advised that the 2023 and 2024 processes are being worked on in tandem, as they share similar formats and paperwork. However, the 2023 audit must be finalized and returned before work can proceed fully on the 2024 audit, including completing the current year-end and obtaining council approval. Some time lag between the two audits is expected.

Councillor Jonah exited the meeting at 5:14 pm and returned at 5:17 pm.

COUNCIL DIRECTION REQUESTS

Code of Conduct By-Law

Ms. Beers provided Council an updated Code of Conduct By-Law for the Council of Fundy Albert. This update incorporates new provincial regulations issued in August 2024 that all New Brunswick municipalities must adopt. The proposed by-law replaces the previous By-Law No. 2022-02, established at the time of amalgamation. Key elements include compliance with section 10(2)(b) of the *Local Governance Act* and a detailed complaint process outlined in Schedule A.

It is recommended to proceed with the first and second readings of By-Law No. 2025-02 at the August 5, 2025 Regular Council Meeting.

Councillor Elderkin asked if this process is being followed across municipalities? Per Ms. Beers yes, this is guided by established regulatory guidelines. A training session with a lawyer was conducted to ensure compliance, and the materials were also reviewed by legal to verify that all necessary updates and key points were addressed appropriately.

EMO Agreement between the Village and the Kiwanis

Ms. Beers presented a revision to the 2022 Emergency Measures Organization (EMO) agreement, updating the name from "Village of Hillsborough" to "Village of Fundy Albert" to reflect recent municipal restructuring. The agreement designates the Kiwanis Centre as a warming centre during emergencies. The EMO committee has requested this administrative update. It is recommended that Council approve the name change at the August 5, 2025 Regular

Council Meeting.

Councillor Land noted that there are two gas furnaces included in the new agreement that were not in the original. **Councillor Jonah** advised that the agreement should include the two gas furnaces. Ms. Beers will clarify prior to being brought back to Council for approval in August.

Upcoming Council Meeting Schedule

Ms. Beers presented to Council asking to cancel the August 19, 2025 Committee of the Whole Meeting and the September 2, 2025 Regular Council Meeting to allow a summer break for Council members and staff. This mirrors a similar break taken in summer 2024. Meetings would resume on September 16, 2025. If necessary, a Special Meeting can be held during the break. There are no legislative barriers to this adjustment, as the *Local Governance Act* only requires a minimum of four regular meetings per year, and By-Law No. 2022-03 does not specifically regulate summer meetings.

Councillor Elderkin, Councillor Land and Mayor Campbell expressed no issues with proceeding as long as the audit process remains on track and any issues arising can be addressed through special meetings, either via Zoom or in person. It was noted that taking a summer break is common among municipalities, though last year the Council did hold multiple special meetings during the break. Ms. Beers advised that regular meetings and Committee of the Whole meetings require significant preparation time. Overall, the group agreed to remain flexible and reconvene if necessary.

Service Connection

Mr. Barrett presented Council a service connection request and requires Council approval as the cost exceeds the unbudgeted spending threshold. Two quotes were received, and although the \$17,000 quote is the higher of the two, it includes asphalt repair, which the lower quote does not. Staff recommend proceeding with the \$17,000 quote, noting it will likely be more cost-effective in the long run due to the inclusion of necessary restoration work.

Councillor Land advised that he received a call from a concerned citizen inquiring about whether a building permit is associated with a structure receiving a new service connection, amid rumors that someone might live there. Mr. Barrett confirmed he spoke with the property owner, who is currently only cleaning up the building, work that does not require a permit. However, the owner indicated potential future plans for a residential loft and commercial space. Mr. Barrett advised the owner that permits would be required if those plans move forward.

Councillor Land asked for clarification on the annual water service cost in Hillsborough, which was confirmed to be \$500 per year. Given the \$17,000 cost for the new service connection,

Councillor Land noted it would take many years to recover that amount through fees. Mr. Barrett confirmed that because no permit is currently required for the building's existing use, the owner can be billed for water service as soon as the connection is complete, regardless of future development.

Councillor Elderkin advised that there have been multiple costly water and sewer connection requests in Hillsborough this fiscal year, totaling around \$34,000. Given these significant expenses, she suggested it may be worth budgeting for such infrastructure needs more proactively. Mr. Barrett proposed for further review and discussion to determine the best approach for managing these expensive connections going forward.

Councillor Land asked whether the administration explored the traditional method of installing pipes by digging and cutting asphalt, laying the pipe, backfilling with stone, compacting, and repaving, as a potentially more cost-effective alternative to directional drilling. Mr. Barrett advised that if there were an easy alternative route, traffic could be diverted to allow for traditional digging methods. However, because the work is on Main Street (Route 114), which has heavy traffic, directional drilling is considered the most appropriate method.

Fleet Management – Bobcat Snowblower

Mr. Barrett recommends replacing a piece of equipment before the next snow season and has gathered quotes for suitable models. Although the quoted prices are current, they are subject to change due to ongoing tariff issues. The cheapest model, available through MacKay's Truck Centre, is not in stock and has an 8-week delivery time, prompting the need for a decision now to ensure readiness for winter.

Councillor Land supports the purchase of a new snow blower, stating there is no objection. Snow blowers are necessary, and shovels are not a viable alternative. **Councillor Land** also noted that the current equipment is outdated and has deteriorated significantly, especially due to salt exposure over time.

Councillor Garden asked for clarification of the original proposal which was brought to council on March 18th. While it wasn't formally declined, it also wasn't approved. Ms. Beers confirmed that the request was put on hold primarily due to the audit not being completed. **Councillor Garden** asked what happens if the purchase is not approved at the upcoming August meeting. Mr. Barrett confirmed the service levels for winter snow clearing will be significantly reduced. Currently, only one operational unit serves both Hillsborough and Alma, requiring constant transportation between the two. The only other option would be hiring a private contractor, which would likely cost the same or more than purchasing the equipment. **Councillor Elderkin** advised if not approved in August, the next opportunity for approval won't be until October, potentially causing delays in winter readiness.

Councillor Land asked whether the old equipment is still operational and, if so, whether it could be repurposed for lighter-duty tasks. **Councillor Land** noted that there were originally two machines and suggested that instead of relocating both a machine and a blower, perhaps the blower from one unit could be transferred to the other machine for continued use. Mr. Barrett explained that by the end of last season, the old equipment had issues, specifically, the chute wasn't turning properly due to hydraulic problems in the control box. While it might still be usable for tasks like clearing parking lots, it's less suitable for more precise work like sidewalks where snow needs to be placed accurately.

Councillor Jonah advised that the replacement is imperative before the upcoming season. Using Academy Street as an example, **Councillor Jonah** advised that with the blower, the job takes just 10 minutes, whereas it can take an hour using push methods.

Councillor Land advised that **Councillor Ward-Russell** had submitted some questions prior to the meeting. These issues have since been addressed, with responses and clarifications provided by the CAO.

ADMINISTRATION REPORTS

Refer to the following reports:

[Director, Legislative Services](#)

Councillor Elderkin acknowledged Ms. Beers who also played a significant role in the ParticipACTION committee. Additionally, some community members also contributed by assisting on a part-time basis, highlighting a collaborative effort in supporting the process.

Councillor Garden asked if there is a date set for the unveiling of the new Fundy Albert sign and if the administration can share the photo of the sign. Ms. Beers shared something a while back to Council but will share again as it has been a while.

Councillor Garden asked Ms. Beers when Council can be expected to receive the policies that are currently being worked on. Ms. Beers advised that she has been working on them since early in the year but hopes to make more progress once a full-time CAO is hired, which would free up more of her time. Ms. Beers advised that draft versions are already well underway and tentatively commits to having them ready by the end of the year.

[Director, Operations](#)

Mr. Barrett provided Council recent updates that were not included in his report:

Pool Opening: In its first full week of operation, the community pool welcomed 261 swimmers, a strong start. Public feedback has been positive, especially regarding the updated schedule, the increase in swimming lessons, and the support provided by lifeguards to various groups.

Alma Gazebo Project: The project has moved into the initial design phase, with concept drawings now being developed. Mr. Barrett thanked the community for their involvement and support, particularly in shaping Grateful Sawyer's original vision. To keep residents informed, progress updates will be shared through Facebook posts as the project continues.

Riverside-Albert and Alma paving/padding: Water Street sections in Riverside-Albert have been completed. The remaining pothole repairs in Riverside-Albert are scheduled to be completed in the coming week. In Alma, work is expected to begin on Monday (June 21st), as confirmed in a conversation with Browns. Mr. Barrett apologized for the delays, explaining that Browns has been handling other priority jobs, which have affected the timeline. Efforts have also been made to ask the crew to avoid working during the busiest times of day to minimize disruption.

Alma Water: Mr. Barrett advised there was an issue related to the Alma water system over the weekend. **Mayor Campbell** advised that the issue was addressed promptly. The problem stemmed from an electrical issue that temporarily shut down a well. Fortunately, it was quickly resolved, thanks in part to staff who happened to be present when it occurred, allowing for immediate action.

Councillor Land asked whether the feed from Fundy Park still supplies the same number of people or if its capacity and coverage have been increased. Ms. Heather Cail advised it has increased; the shut-off valve was relocated from the intersection of Main Street and School Street to the intersection of Main Street and Foster. As a result:

- Areas west of the new valve, including School Street, are now being supplied by Fundy National Park.
- Areas east of the valve are supplied by the Alma Water System.

Ms. Cail provided an update on the Alma water system's recent improvements:

- **Pumps & Flow Rate:** Two pumps are now running 24/7, producing approximately 2.9 liters per second, or around 45 gallons per minute.
- **Production Restored:** For the first time in about three months, the system is *making* water again instead of just distributing stored water. As of 2:00 PM that day, the water tank had reached the one-meter mark.
- **Collaboration & Future Plans:** A meeting was held earlier in the day with the Department of Health and municipal staff. They are hopeful that Fundy National Park will permit continued operations under this new setup through the end of the season. This includes maintaining the new shut-off valve location at Main Street and Foster rather than School Street.

Councillor Land advised that there are now fewer people on the system and efforts are focused on maintaining a smaller portion of it, water consumption remains unexpectedly high. This leads to the suggestion or implication that installing water meters could help better understand and manage usage across the system.

Councillor Jonah advised that there is an increase in the number of Airbnbs operating in the area. Airbnb renters typically are not focused on conserving water, which likely contributes to the unusually high-water usage being observed.

Ms. Beers advised that their engineering partners are developing a communication plan, which will be reviewed by the Department of Health. Once approved, the team will distribute revised water system maps to Alma residents. These updated maps will clearly indicate where each property is located within the newly adjusted water system.

Ms. Cail advised that the region is currently experiencing a very dry season, which affects all three water systems as well as private wells. People should be mindful and conserve water where they can.

Councillor Land asked about well operations in Hillsborough, specifically if both wells are currently running. Ms. Cail confirmed yes, both wells are currently running and are effectively keeping up with demand.

Councillor Elderkin requested an update on the road repairs for Bicentennial Road. Mr. Barrett advised the request for proposal to close on Friday. **Councillor Elderkin** asked what budget line does this repair come from. Mr. Barrett advised that it will come from the summer roads maintenance budget line.

Councillor Elderkin asked about funding related to the cleaning of the ponds in the reservoir at Riverside Albert. **Councillor Elderkin** advised that it is noted staff are handling the work but wants to know if there are any additional expenses involved beyond the staff's efforts. Mr. Barrett advised that yes, the pond cleaning is being handled by staff due to a very limited utility budget. The administration team are actively working to find additional funds to cover further cleaning costs, which are expected to be a few thousand dollars.

Councillor Land asked whether the Riverside-Albert reserve fund be used to pay for the reservoir cleaning as he does not think the General Operating should be used. **Councillor Elderkin** confirmed that this expense is to be covered through the Riverside-Albert utility account, not the general operating account.

Mr. Barrett advised that the long-term plan is to use Canada Community-Building Fund (CCBF) resources for improvements to the ponds. The goal is to make the pond system more sustainable, beyond the immediate maintenance being done with limited staff and budget.

Councillor Garden asked if the gap analysis project could be expedited or if an assessment focused on potential leaks could be conducted sooner. **Councillor Garden** advised that Pierre Plourde of Englobe, who noted that some leakage is normal in all systems. However, **Councillor Garden** questions whether the increased water usage is due to actual demand or potential leaks, especially given that the system's capacity hasn't changed significantly.

Mr. Barrett advised that the current financial limitations due to audits but notes that CCBF funding has been approved for the gap analysis project. However, the project cannot proceed until the funding is officially received, and once started, the analysis will take a significant amount of time to complete.

In the short term, it is suggested that the most practical and immediate action is to increase public messaging around water conservation, even though this approach has its challenges, especially with the high number of tourists and Airbnb guests who may not follow local communication channels.

Mr. Barrett advised that spending money now to search for possible leaks is not viable, given the financial constraints. Instead, we will need to closely monitor the system and potentially consider stricter conservation measures if the situation doesn't improve, though there is some hope that the increased supply from Fundy National Park will help stabilize the system in the coming weeks.

Councillor Garden asked whether the hydrant assessment will be completed in time to coincide with the expected December start of a new project. Ms. Cail advised that based on conversations with the on-site inspector and project manager, the hydrant assessment is scheduled to take place later this fall.

Councillor Garden asked whether there is a possible shortage of fleet vehicles, whether the current number of vehicles is sufficient to handle the required workload. Mr. Barrett advised that the municipality is struggling with its fleet of vehicles. Out of five trucks, usually only three or four are operational due to age related issues the oldest being around 10 to 12 years old, which is quite old for commercial use. Increased daily checks have revealed more maintenance problems, leading to more trucks being out of service for repairs.

Currently, they lack a vehicle capable of carrying gravel, which restricts essential work like shoulder repairs on certain roads. Because of these limitations, the municipality plans to request funds at the next meeting to purchase a used vehicle.

Councillor Elderkin advised that when the vehicle funding request is presented, it must be very clear where the money will come from, as funding sources can become a contentious issue among council members. **Councillor Elderkin** advised that although some focus may be on former village areas like Riverside Albert, the equipment (trucks, mowers, etc.) is now shared across the entire Fundy Albert municipality, not just one area. To avoid unnecessary debate, she recommends clearly specifying the funding source upfront in the council presentation.

Councillor Garden asked for clarification about municipal utility funding rules, specifically whether the municipality is prohibited from using any funds outside of service fees for the three water and sewer utilities (utility-related expenses must be covered strictly by those service fees.). Ms. Beers advised not without permission from Council and Ms. Hutchinson advised a ministerial order would have to be issued from the province.

Councillor Land asked when the exact expiration date is regarding the work done on pound hill. Mr. Barrett advised that it is a 12-month warranty that started when the project was completed, likely around mid-October.

Treasurer Report
Alma Utility
Hillsborough Utility
Riverside-Albert Utility
Fundy Albert General Operating

Ms. Hutchinson provided Council recent updates that were not included in her report: The municipality has received its second-quarter planning revenue, which is now over \$27,000 more than originally budgeted, an encouraging result halfway through the year.

Circular materials revenue, Ms. Hutchinson contacted Eco360 for clarification, as the current revenue is lower than expected. The estimate suggests that the Village should be receiving more than budgeted, currently awaiting further information from Circular Materials before updating council.

Alma utility: Ms. Hutchinson advised they have just received the Claim 7 refund from RDC and are now processing the transfer of funds to the Alma Utility. Additionally, the second payment to the contractor is expected to be issued by the end of the week.

Riverside-Albert utility: Ms. Hutchinson advised that she is working with E6 and their internal team to begin a projection process for the utility. The goal is to gain a clearer picture of year-end financial outcomes and identify what actions are needed to avoid ending the year in a deficit.

Councillor Elderkin asked for clarification about a capital funds withdrawal related to the gazebo project. Ms. Hutchinson explained it was due to a clerical error, she had mistakenly categorized the gazebo as part of the village core, when it actually falls under the village shared since it's part of the parks system. The funds that were transferred can still be used for the village core capital or reinvested at the end of the year, depending on council's direction. For example, some purchases, like the snowblower, are considered village core expenses. Ms. Hutchinson suggests keeping the funds in operating to be used for other necessary expenses within the village core and reinvest if not used by year end.

Councillor Elderkin advised she is concerned about the current deficit in the Riverside-Albert utility account, and she is looking forward to seeing the financial projections to understand the situation better and see how the municipality plans to address the shortfall.

Ms. Hutchinson advised the importance of completing current projects in Riverside Albert, noting that doing so is crucial to recouping funds that have already been spent. This financial recovery is seen as a key step in managing the municipality's larger budget concerns.

Councillor Elderkin asked what projects are still ongoing in Riverside-Albert. Ms. Hutchinson advised that the water treatment upgrade is completed, however, the water system upgrade is not, the flooring, chlorine pumps, and ventilation.

Mr. Barrett advised that:

- Flooring is expected to be done soon, pending a day when the facility is not in use.
- The chlorine pump installation is delayed due to parts still on order.
- An update is still needed on the ventilation component.

Ms. Cail advised the completion date is September 30th, 2025.

Councillor Garden asked whether the funds withdrawn from the GIC for the gazebo, which were mistakenly taken out, whether it would make more sense to return the funds to the original GIC, since the withdrawal wasn't intended, or whether it no longer matters now that the money is sitting in a capital account or general operating (GO) account. Ms. Hutchinson confirmed the funds are sitting in the capital account.

Councillor Garden requested an updated list of all invoices related to the Alma water project, including any that are unpaid, pending, or omitted. Ms. Hutchinson confirmed she will do that.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Garden advised he attended the Hillsborough Homecoming Days kickoff and takeout dinner, **Councillor Garden** thanked the residents, fellow councillors, and provincial and federal representatives attending, as well as the volunteers who helped make the event a success.

Councillor Garden highlighted a key part of the Code of Conduct (Section 5E), emphasizing that all councillors should communicate and work with each other in an open, transparent, and honest way, promoting cooperation and respecting differing opinions.

Councillor Garden thanked Ms. Beers the interim CEO and Clerk for her hard work and guidance.

Councillor Jonah asked if there is a reason why flags are not up along Main Street in Hillsborough this year. Ms. Beers advised it was probably an oversight and administration will look into. **Councillor Jonah** advised that there should be 20 flags, 10 Canadian flags and 10 NB flags.

Councillor Jonah thanked the Hillsborough Homecoming Committee, highlighting that

activities are scheduled every evening throughout the week. A key highlight is the return of the Homecoming Parade, which is happening for the first time in 100 years, scheduled for Saturday at noon, running from Academy Street to Mill Street.

Councillor Jonah thanked the Homecoming Committee members for their extensive efforts: James Wilson, Becky Snider, Paula Steeves, Lindsey Anderson, Cheryl Neil, Jenna Rossiter, and Katrina Currie.

Councillor Jonah reminded everyone that fireworks are coming up in a few weeks in Alma and emphasized the importance of actively promoting the event.

Councillor Land thanked the Hillsborough Homecoming Days Committee, acknowledging the significant effort involved in organizing the events. Councillor Land noted a good turnout at the opening ceremony.

Councillor Coates advised that there are inconsistencies in property taxation related to pits and timberland in Albert County. **Councillor Coates** advised that he has a map identifying pits and woodland areas, and that some properties are significantly undervalued for tax purposes, especially compared to their sale prices.

For example:

- A property on Caledonia Road sold for \$200,000 yet is taxed at only around \$4,000.
- There are other similar discrepancies exist in areas like Shortcut Road and New Ireland Road.

Councillor Coates advised that the province's assessment system may be flawed or outdated and encouraged the municipality to explore how to advocate for fairer tax assessments, especially where commercial or resource-extraction land is concerned.

Councillor Elderkin thanked the ParticipACTION Team for their time and dedication, noting the past month's activities were a success and planning will begin earlier next year to build on that success. **Councillor Elderkin** attended the following events: Alma water project update; the Hillsborough Homecoming official opening alongside other council members. **Councillor Elderkin** thanked the volunteers, acknowledging the extensive effort that goes into organizing community events and emphasized that the work does not go unnoticed. **Councillor Elderkin** thanked Mr. Barrett and the Public Works Team: lawns and flowers look great.

Mayor Campbell advised that he attended the Alma water project meeting in Alma, well-attended, calm, and respectful. The meeting was seen as productive.

Mayor Campbell attended a ceremony hosted by RB Bennett to commemorate a salvaged bell from the ship *Opel*, which has now found a permanent home. The bell was custom-made in England.

Mayor Campbell met with a resident in Alma along with **Councillor Garden** to discuss ongoing water issues.

Mayor Campbell took part in the ribbon-cutting ceremony for Hillsborough Days alongside MP Rob Moore and MLA Sherry Wilson and expressed appreciation for the attendance of fellow

council members. **Mayor Campbell** thanked the volunteers who helped bring the event together, noting the effort required to revive the celebration.

PUBLIC STATEMENTS AND INQUIRIES

Ms. Kathy Weir shared positive feedback regarding recent improvements around the lookout area, noting that the grounds have been mowed and that there was no garbage present. While one bathroom is currently out of service, the other remains open, and the overall condition of the area has improved.

Ms. Weir also mentioned that the local market is thriving, with an increase in vendors attending on Sundays. Additionally, preparations are underway for a New Brunswick Day celebration at the fairgrounds.

Ms. Heather Cail advised that she attended the recent public meeting in Alma regarding the water system, and she wants to make sure she understood correctly. Did Pierre say that the well is still producing the same amount of water? Mr. Barrett advised the current well is producing around three liters per second, and the new well will produce six or nine

Councillor Coates exited the meeting at 6:18 pm and returned at 6:20 pm

CLOSED SESSION

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Jonah** that Council have an in-camera session at 6:20 pm.

MOTION CARRIED (unanimously)

Local Governance Act, SNB 2017, 68(1)(j) labor and employment matters

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Land** to return to the regular session at 6:43 pm

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by **Councillor Elderkin** **THAT** the meeting be adjourned at 6:43 pm.

Mayor



Fundy Albert Committee of the Whole Meeting Minutes
Date: Tuesday, July 15, 2025
Time: 4:30 P.M.
Location: Village office, 61 Academy Street, Hillsborough

Clerk

Present: Mayor Campbell
Councillor Elderkin
Councillor Land
Councillor Ward-Russell
Councillor Jonah
Councillor Garden
Councillor Coates

Staff Present: Kim Beers – Director, Legislative Services

Guest: Tammy Rampersaud, Every Lemon, Public Relations & Consulting Firm

Call to Order

Mayor Campbell called the meeting to order at 5:00 pm.

Adoption of Agenda

IT WAS MOVED by **Councillor Coates** and **SECONDED** by **Councillor Elderkin** THAT the agenda be adopted.

MOTION CARRIED (unanimously)

Conflict of Interest Declarations

NONE

Closed Session

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Land** that Council have an in-camera session at 5:01 pm.

MOTION CARRIED (unanimously).

Local Governance Act, SNB 2017, 68(1)(j) labor and employment matters

IT WAS MOVED by **Councillor Ward-Russell** and **SECONDED** by **Councillor Jonah** to return to the regular session at 5:46 pm.

MOTION CARRIED (unanimously)

Adjournment

Moved by Councillor Elderkin that the meeting be adjourned at 5:46 pm.



Fundy Albert Council Closed Special Meeting Minutes

Date: Friday July 22, 2025

Time: 5:00 P.M

Location: 61 Academy Street, Hillsborough

Mayor

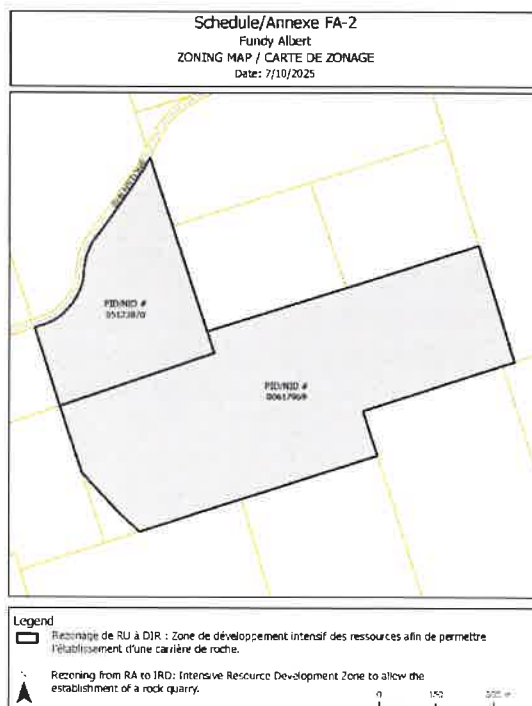
Clerk

PRELIMINARY COUNCIL REPORT

Subject: Rezoning from RA to IRD
File: 25-0923
Meeting date: July 31, 2025
From: Oscar Chappe, Planner; Caleb Babin, Planner

Applicant: 681884 N.B. Ltd.
Owner: 681884 N.B. Ltd. And Waldow Farms Ltd.
Location: Shenstone road
PID: 05123070 and 00617969
Dimension of lot : 14.99 ha and 40.47 ha
Services available: None
Current zoning: RA – Rural Area and WP-Water Protection (Zone C)
Proposed zoning: Intensive Resource Development Zone - IRD

Request : Rezoning from Rural Area (RA) to Intensive Resource Development (IRD) to permit a quarry



DISCUSSION

Preamble

This preliminary report reflects the most recent comments from consulted agencies, and status of the application with Plan 360, dated July 31st 2025. This document does not propose a motion to initiate the rezoning process. New comments were received from the WAWA branch, the Department of Environment and NAV Canada expressing their position on the project, with conditions that will be included in the new by-law. We are awaiting comments from the Department of Transportation and Infrastructure (DTI) who owns Shenstone Road before providing a recommendation in favour of the project. A Stop Work Order had been issued July 21st, 2025, ordering work to cease by August 4th, 2025, until all necessary permits have been obtained.

Request

Our office has received a rezoning application from 681884 N.B. Ltd. for the properties identified as PID 05123070 and PID 00617969. The request is to rezone the lands from the Rural Area Zone to the Intensive Resource Development Zone to allow for the establishment of a rock quarry. The properties are located within the municipality of Fundy Albert (former Hillsborough LSD), along Shenstone Road, a public non-maintained road, with Shenstone road in turn being accessed via Route 910. The proposed operation will include blasting activities.

The following list of figures has been attached to this report:

- 1- Map of current zoning**
- 2- Satellite imagery**
- 3- Site plan**
- 4- Access point**
- 5- Site photos**

Context

The subject lands encompassing PID 05123070 and PID 00617969 are situated in a mountainous valley between the rural communities of Baltimore and Shenstone. This valley is in turn situated within the Caledonia highlands, surrounded by Solomon Hill to the north, Jonah Hill to the west, and Caledonia Mountain to the South. A Mode-A/C radar operated by NAV Canada is situated on the most elevated portion of Caledonia Mountain. NAV Canada will be upgrading the radar to function between Mode-S and Mode A/C sometime before 2028. The Quarry is extracting aggregate towards the base of Caledonia Mountain. Shenstone Road is impassible to larger vehicles between the quarry and Shenstone, whilst it has in recent years been widened by the applicant from its access along Route 910 near Baltimore to enable the transportation of aggregate in dump trucks.

On June 6, 2025, Ms. Cindy Lee representing 681884 N.B. Ltd. contacted staff to discuss a potential rezoning of PID 05123070 and PID 00617969 to permit a rock quarry, citing “historical use of the site”. Preliminary information was shared regarding compliance with pit and quarry operation standards, including setbacks, access routes and environmental protection measures. To date, there has not been any record presented of the site being used as a quarry prior to the extraction operations initiated by 681884 N.B. Ltd.

The formal rezoning application was submitted on June 14, along with signed forms and a to-scale site plan. The applicant confirmed that existing access will be used, no new roads are planned near waterways, and truck traffic is estimated at 15–20 trips per day. A crusher spread is planned, but no asphalt plant or permanent

structures are proposed. Blasting is expected to occur 1–2 times a year, and the site will be visually buffered by the forest and surrounding mountains. Recent site visits suggest the quarry has been active over the past few years through stripping, crushing, and aggregate production. Based on satellite imagery, activity appears to have begun around July 2023.

PLANNING CONSIDERATIONS

Planning Staff has identified the following preliminary considerations and consulted with the appropriate provincial departments:

Protection of Natural Environment

There appear to be natural features (such as watercourses and wetlands) on the subject properties. According to the applicant, no extraction will take place within 30 metres of any watercourses (see attached site plan). Since this is an aggregate quarry, staff understands the operation will be subject to Department of Environment and Local Government (DELG) Approval to Operate under the Rock Quarry Siting Standards. Whether an Environmental Impact Assessment under the Mining Act is required will be determined by DELG.

Additionally, the operation is reportedly located above the water table. The applicant has committed to implementing erosion and sediment control (ESC) measures, including slope stabilization using silt fences, natural vegetation, hay bales, and regular site inspections following rainfall.

It is also important to note that a portion of PID 00617969 is zoned under the Water Protection designation (Zone C) and is located near Turtle Creek, the watershed area for the City of Moncton's drinking water supply. While the proposed extraction activities appear to be outside the watershed boundary, the site is in close proximity to this sensitive area.

Transportation

The existing quarry operation currently uses Shenstone Road, which is a public non-maintained road, as well as a secondary private access located in the southeastern portion of PID 00617969 via Caledonia Mountain Road and PID 05002381. It also appears that an additional access route crosses a parcel of Crown land (PID 05009139), which was not identified by the applicant. The applicant anticipates daily truck traffic ranging from 15 to 20 vehicles. Transportation derived from the proposed quarry is expected to share Route 910 with seasonal agriculture-derived traffic generated from the nearby harvest of blueberries. The proximity to a Mode A/C radar operated by NAV CANADA may affect Canada's civil air navigation system. However, following several exchanges between NAV CANADA and the applicant, the project has been conditionally approved by NAV CANADA, subject to specific mitigation measures and ongoing coordination.

Conflict with Residential Uses

There are no residential properties directly adjacent to the quarry operation. Based on the site plan and a Google Maps review, the nearest dwellings are approximately 700m to the south on Caledonia Mountain Road. Although blasting may occur 1–2 times per year, given the remote location and absence of nearby residences, conflicts in the immediate vicinity of the quarry with residential uses appear to be minimal. However, the increase in trucking needed to transport aggregate may result in nuisance or aesthetic impacts to properties along transport routes.

Agriculture

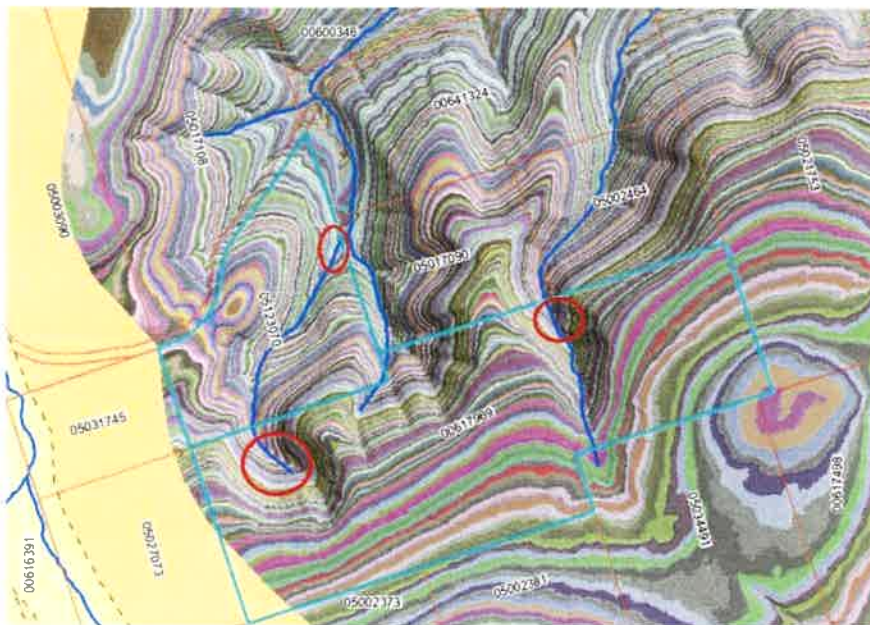
There is no indication that the subject properties are currently used for agricultural purposes. The proposed rezoning and quarry expansion are not anticipated to directly conflict with existing agricultural operations identified approximately 1.5km from the subject quarry.

Department of Environment and Local Government - Watercourse and Wetland Alteration Branch (WAWA)

The WAWA Branch offers the following comments: There appear to be natural features, such as watercourses and wetlands, on the subject properties. According to the Department of Environment and Local Government (DELG), there may be potential wetlands along the watercourse on PID 00617969 and PID 05123070. The applicant has submitted drone images of the sites, with the areas of interest outlined in red. These images have been reviewed by the department and according to DELG, potential wetlands may exist along the watercourses on both properties. The WAWA Reference Map confirms watercourses and 30 m buffers, though unmapped features may also be present.

Any work within 30 m of a watercourse or wetland requires a WAWA permit. All plans should include the note: "Area subject to the Watercourse and Wetland Alteration Regulation of the Clean Water Act."

The WAWA Branch recommends applying DELG's mitigation hierarchy: avoid, minimize, and compensate if needed. Lots should allow development outside regulated areas.



Department of Environment and Local Government - DELG's Authorizations Branch

According to the Department of Environment and Local Government's Authorizations Branch, a Ministerial Order was being prepared to require the company to cease all operations on PID 00617969, following a blast that occurred on June 12, 2025, without a valid approval to operate.

Despite this, the Authorizations Branch does not object to the proposed rezoning of PID 00617969 to the Intensive Resource Development Zone to allow for the establishment of a rock quarry.

Department of Environment and Local Government - Department of Agriculture, Aquaculture and Fisheries

According to the Department of Agriculture, Aquaculture and Fisheries (DAAF), there is an active wild blueberry farm located approximately 1.5 km away. While no significant issues are anticipated, there may be increased traffic (e.g., tractors, trucks) in the area during the harvest season in August.

Department of Environment and Local Government - Air Sciences Section

According to the Department of Air Sciences, quarry operations may generate dust and noise that could affect nearby residents. These emissions can result not only from the extraction and processing of rock but also from truck traffic. While the project may not necessarily trigger additional regulatory actions from this Department, some residual levels of dust and noise are expected to remain despite any mitigation measures or regulatory controls. Although these emissions are not considered significant from an environmental impact standpoint, they may still cause aesthetic or nuisance impacts to neighbouring properties and those located along the access routes.

Department of Environment and Local Government - Healthy Environments Branch

According to the Healthy Environments Branch, there are no wellfields in proximity to the subject properties, and the Branch has no concerns with the proposed rezoning. However, a small portion of PID 00617969 is located within Area C of the Turtle Creek Watershed, a protected public water supply system for the City of Moncton. As per Section 7(h) of the Watershed Protected Area Designation Order, aggregate extraction and crushing are permitted in Area C, provided that washing, grading, and other secondary processing do not occur.

Staff from the Healthy Environments Branch indicated that an Approval to Operate under the Clean Air Act may be required, depending on the nature of blasting activities. In addition, the applicant must ensure conformity with the required setbacks and regulatory standards outlined in the Rock Quarry Siting Standard and the Guidelines for the Extraction of Consolidated Rock.

Department of Tourism, Heritage and Culture – Archaeology and Heritage Branch

The Archaeology and Heritage Branch has reviewed the notice of planned work and has no concerns or comments at this time. However, in the event of an accidental discovery of archaeological resources during any ground-disturbing activities, the proponent is reminded that, under Section 9 of the Heritage Conservation Act, all work must cease immediately and the Branch must be notified.

Department of Transportation and Infrastructure (DTI)

At this stage, the Department of Transportation and Infrastructure (DTI) has not provided comments regarding the recent improvements made to the access road. It remains unclear whether the Department considers the upgraded road sufficient and whether access from the public road will be officially permitted. Their feedback is considered essential to assess the project's overall viability and compliance with transportation infrastructure standards.

NAV CANADA

NAV CANADA objects to blasting activities at the proposed quarry site due to its proximity to a radar installation located at approximately 45°51'17.01" N / 64°47'31.18" W, which is critical for aeronautical safety. The site is operated by NAV CANADA who requested any blasting in the area requires a detailed technical review.

Following the review by NAV CANADA based on applicant materials, a response provided on JULY 29 stated NAV CANADA has no objections to the project as submitted provided the following conditions are met:

- Blasting may proceed where required, however any corrective action required by NAV CANADA resulting from damages due to blasting will be on a cost recovery basis.

- Blasting alerts should include the Moncton Technical Operations Coordinator (TOC) mrccqm@navcanada.ca.
- The proponent shall coordinate with the TOC prior to blasting to allow for monitoring of the RADAR equipment.

This conditional acceptance remains valid for 18 months and pertains solely to the impact on the air navigation system.

POLICIES

PART B: POLICIES

8. Natural Resources

8.1 Policies

- a) It is policy that development on Crown land be consistent with Section 129 of the Act.
- b) It is a policy to recognize resource-related uses as the intended primary use of land throughout the planning area.
- c) It is a policy to require resource-related developments to employ best management practices to minimize environmental degradation in the Planning Area.
- d) It is a policy that pits and associated uses shall be considered Intensive Resource Developments and shall be zoned as such.
- e) It is a policy to recognize that temporary mobile asphalt plants used on a seasonal as-needed basis are compatible with resource extraction uses.
- f) It is a policy to recognize that quarries that employ blasting, permanent asphalt plants, and landfills are intensive land uses with respect to heavy truck traffic, noise, and air and water quality, and are not compatible with residential and conservation uses. As such, these uses shall be considered on a case-by-case basis through a specific proposal rezoning to the Intensive Resource Development zone.
- g) It is a policy that quarries that employ blasting are subject to Department of Environment approval to operate.

ZONING REGULATIONS

Intensive Resource Development (IRD) Zone

4.5.1. In an Intensive Resource Development Zone, any land, building, or structure may be used for the purpose of :

a) One or more of the following main uses:

- i. Resource-related uses;
- ii. Resource extraction subject to Section 4.4.2;
- iii. A quarry;
- iv. Recreation uses;
- v. Agricultural uses subject to Subsection 3.12;
- vi. Aquaculture uses;
- vii. Wind turbines subject to Section 3.13;
- viii. A camp subject to Section 3.14;
- ix. A salvage yard subject to Section 3.18;
- x. Light and intensive commercial uses subject to Section 3.19;
- xi. Light industrial uses;
- xii. A water bottling operation;
- xiii. An asphalt plant; and
- xiv. An abattoir
- xv. A landfill

b) One or more buildings, structures or accessory uses related to the main use of the land, building or structure

“quarry” means a resource extraction operation that uses explosives to extract consolidated rock (carrière);

STAFF RECOMMENDATION

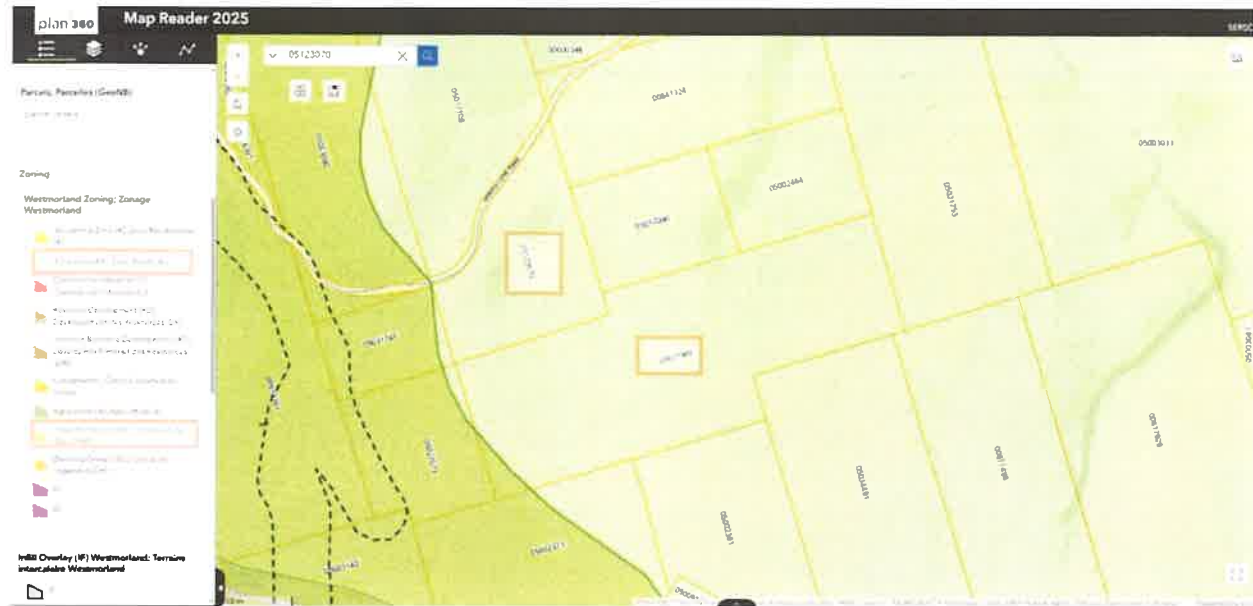
In general, the proposed location for the quarry appears to be appropriate. However, several important questions remain unanswered at this stage, particularly regarding road access.

Given the outstanding nature of these issues, staff recommends that the application not proceed further until satisfactory responses and documentation have been received and reviewed.

Figures

1) Map of current zoning

Figure 1 - Rural and Water Protection (Zone C) Zoning



2) Satellite imagery

Figure 2 - GEONB with Elevation, Terrain, Watercourses, Public Highways, Communities layers ACTIVE and added points of interest

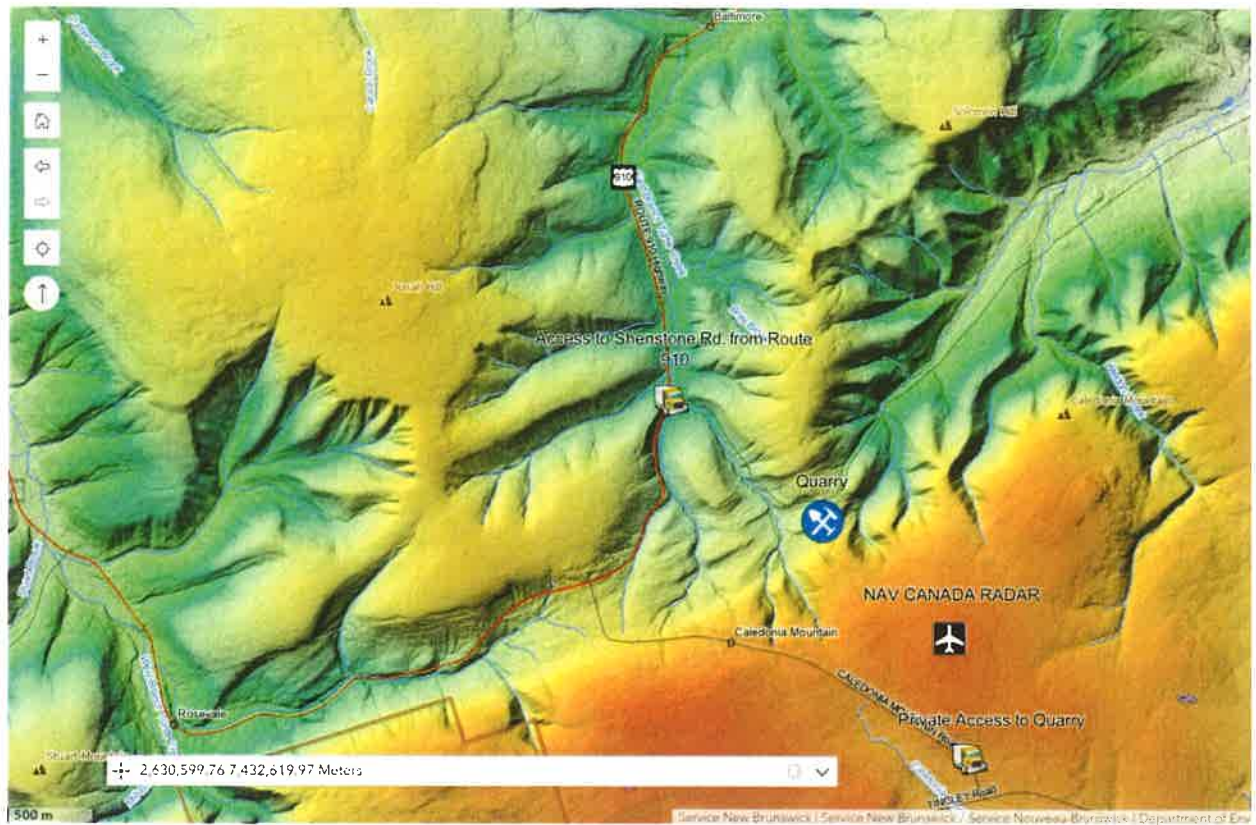


Figure 3 - July 2023 satellite imagery

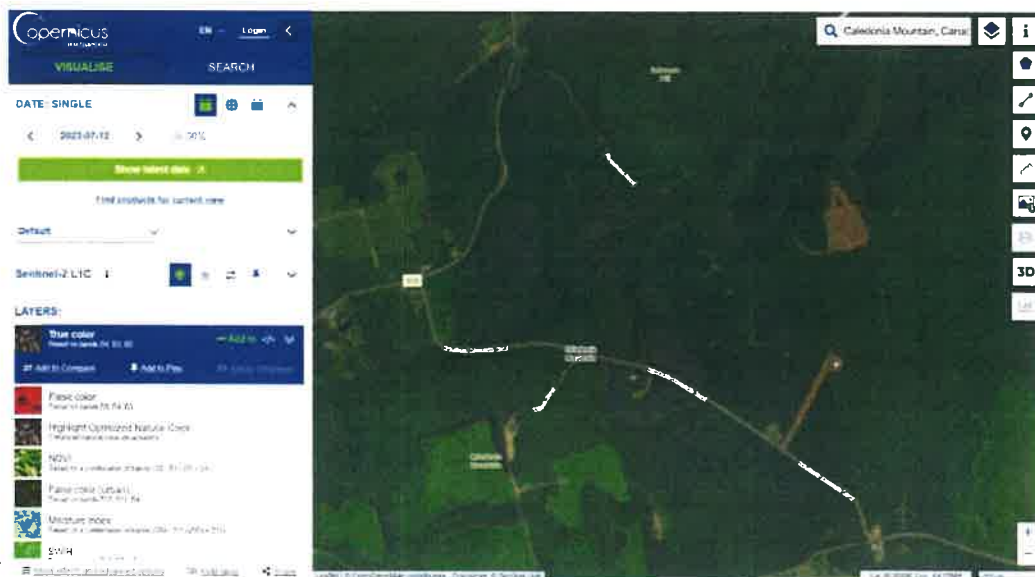
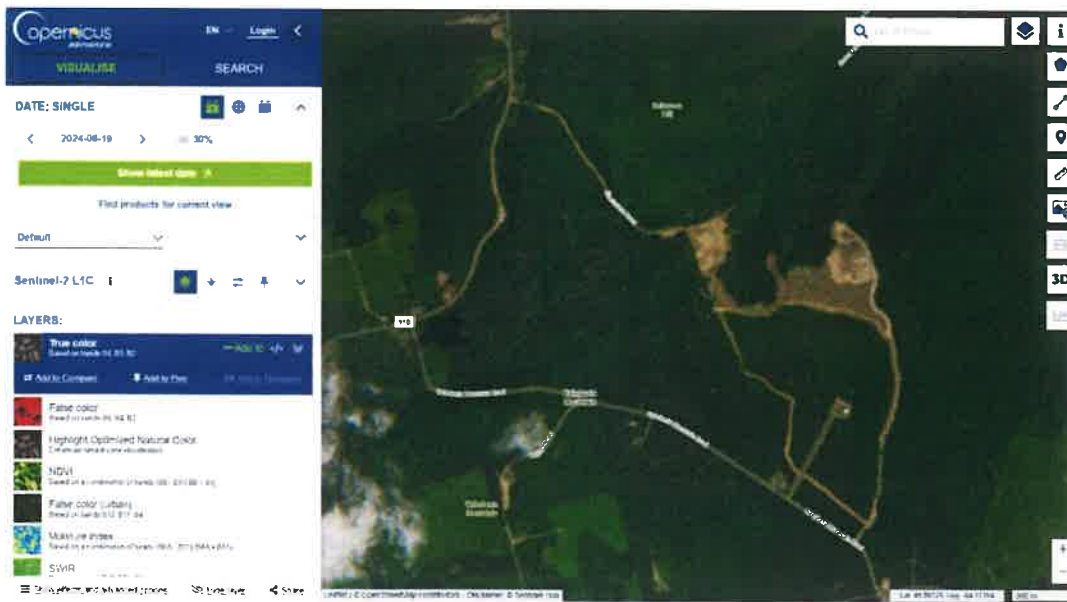


Figure 4- October 2023 satellite imagery



Figure 5 - June 2024 satellite imagery



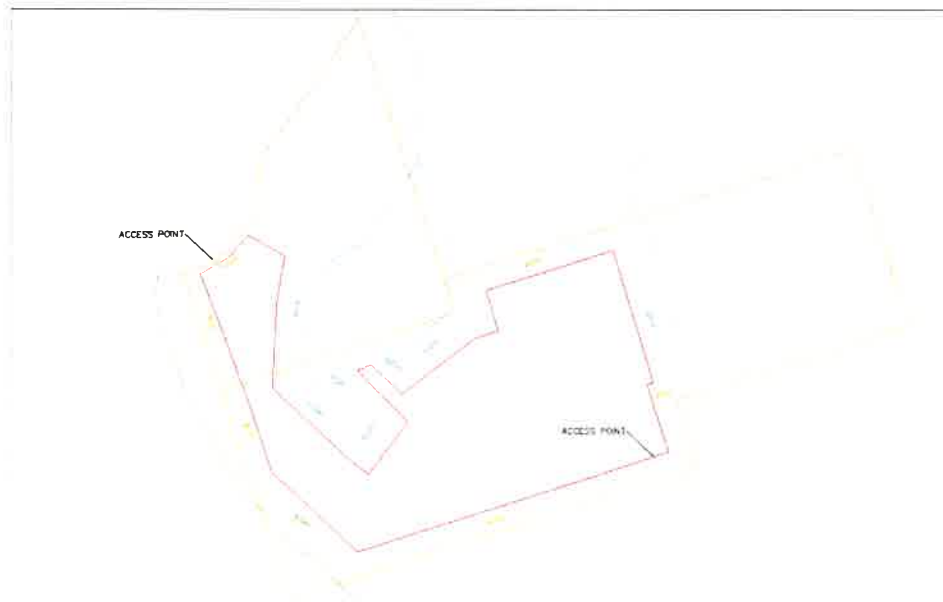
3) Site Plan

Figure 6 - Site plan provided by applicant



4) Access Points

Figure 7 - Access points indicated by applicant



5) Site Photos

Shenstone road from Route 910

Figure 8 - Shenstone road viewed from Route 910



Figure 9 - Quarry viewed from Shenstone Road



Synopsis: EMO Agreement

Date: August 5th, 2025

Department: Legislative Services

DESCRIPTION

The Council Report Form (CRF) was shared with Council at the Committee of the Whole Meeting July 15, 2025

Following municipal restructuring, the Emergency Measures Organization (EMO) agreement, originally made in 2022 between the former Village of Hillsborough and the Kiwanis Centre for use as a warming centre, requires an update to reflect the new municipal name, "Village of Fundy Albert." The EMO committee has requested this revision, and Council approval is recommended

Proposed Motion

I MOVE that Council approve the revision of the Emergency Measures Organization (EMO) agreement originally established in 2022 between the former Village of Hillsborough and the Kiwanis Centre, updating the agreement to reflect the new municipal name, "Village of Fundy Albert," as requested by the EMO committee.



AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2025. BY AND BETWEEN:

THE VILLAGE OF Fundy Albert a municipal corporation,

incorporated by special act of the Province of New Brunswick;

OF THE ONE PART

- and

HILLSBOROUGH KIWANIS CLUB _____

OF THE OTHER PART.

WHEREAS the Hillsborough Kiwanis Club own the property located at 47 Legion Street, Hillsborough, New Brunswick;

AND WHEREAS the Village of Fundy Albert made an investment towards the property located at 47 Legion Street, Hillsborough, New Brunswick in order to facilitate it's use as an Emergency Warming Center;

AND WHEREAS the Village of Fundy Albert purchased a back up generator system for the Emergency Warming Center located at 47 Legion Street, Hillsborough, New Brunswick;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants herein contained the parties hereto agree as follows:

1. The parties hereby agree and acknowledge their intention to continue the arrangement whereby the property located at 47 Legion Street, Hillsborough, New Brunswick is used as an emergency warming center.
2. The parties hereby agree and acknowledge that the backup generator system, including two generators, the 10'x12' building for the generator, transfer switch, and oil tank, shall remain at all times the sole property of the Village of Fundy Albert.
3. The parties agree and acknowledge that in the event that the property at 47 Legion Street, Hillsborough, New Brunswick should ever be sold the back up generator system shall not form part of the chattels included in the sale and shall not be transferred with the premises.



4. The parties agree and acknowledge that in the event of such sale the Village of Fundy Albert shall be notified forthwith.

5. The parties agree and acknowledge that in the event of such sale the Village of Fundy Albert shall effect the removal of the back up generator system from the premises in a timely manner, so as not to delay the sale, at their own expense.

6. **IT IS HEREBY AGREED** that this Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals the day and year first above written.

SIGNED, SEALED AND DELIVERED

in the presence of:

)

)

)**THE VILLAGE OF FUNDY ALBERT**

) Per:

) Per:

)

)**HILLSBOROUGH KIWANIS CLUB**

)Per:_____

Synopsis: Upcoming Meeting Schedule

Date: August 5th, 2025

Department: Legislative Services

DESCRIPTION

Council is being asked to approve the cancellation of the August 19, 2025, Committee of the Whole Meeting and the September 2, 2025, Regular Council Meeting to allow for a summer break, as was done in 2024. Regular meetings would resume on September 16, 2025. This break would not violate any legislation, as the Local Governance Act only requires four regular meetings per year. If needed, a Special Meeting could be called during the break.

Proposed Motion

I MOVE that Council approve the cancellation of the August 19, 2025, Committee of the Whole Meeting and the September 2, 2025, Regular Council Meeting to allow for a summer break, consistent with the practice followed in 2024. Regular Council meetings will resume on September 16, 2025. This break complies with the Local Governance Act, which requires a minimum of four regular meetings per year. If necessary, a Special Meeting may be called during the break.

Synopsis: 2963 Main Street, Hillsborough Service Connection

Date: August 5th, 2025

Department: Operations/Utilities

DESCRIPTION

Council is asked to approve unbudgeted capital funds to complete a water service connection at 2963 Main Street, Hillsborough. Directional drilling is required to install the waterline beneath Main Street without disrupting traffic, and the lowest complete quote received is \$17,000 + HST from MRM, which includes asphalt repair. This amount exceeds the administration's unbudgeted approval limit and requires Council approval. Three vendors were contacted in accordance with the procurement policy, with two responding and one declining. Similar over-threshold approvals have previously been granted for other service connections in Hillsborough. Without this approval, the property will remain without municipal water service.

Proposed Motion

I MOVE that Council approve the use of capital funds from the Hillsborough Utility Capital Reserve to contract MRM for the water service connection at 2963 Main Street, Hillsborough, at the quoted rate of \$17,000.00 plus HST. This work includes directional drilling and asphalt repair and is necessary to avoid traffic disruption on Main Street.

Synopsis: Page Street Service Connection

Date: August 5th, 2025

Department: Operations/utilities

DESCRIPTION

Council is asked to approve the reallocation of \$7,323.85 from the Hillsborough water service connection budget line to the sewer service connection budget line to complete a combined water and sewer installation at 20 Page Street, Hillsborough. While the total project was budgeted for 2025, the sewer connection cost exceeded estimates due to the distance from the nearest line, while the water connection came in under budget. The total cost remains within the overall allocation for service connections, but a budget line transfer is required to proceed. Approval will allow the installation to move forward without deferral or additional funding.

Proposed Motion

I MOVE that Council approve the reallocation of \$7,323.85 from the Hillsborough Utility Water Service Connection budget line to the Sewer Service Connection budget line in order to complete the combined water and sewer service installation at 20 Page Street, Hillsborough, as budgeted in 2025.

Synopsis: Snow Blower Purchase

Date: August 5th, 2025

Department: Operations/Fleet Management

DESCRIPTION

Council is asked to approve the release of capital funds to replace a snowblower attachment for one of the Village's Bobcats, which is beyond economical repair and essential for sidewalk snow clearing. Three quotes were obtained in line with the procurement policy, with the lowest from MacKay's Truck Center at \$13,768.63 + HST. With an estimated lead time of 8 weeks, approval in August would ensure delivery by the end of September. Delays in approval could result in the equipment not being available when needed. Where we withdrew the funds from GIC #14 already, the funds can come from Fundy Albert Capital (village core).

Proposed Motion

I MOVE that Council approve the release of \$13,768.63 + HST from Fundy Albert Capital for the purchase of a snowblower attachment from MacKay's Truck Center at the quoted price of \$13,768.63 plus HST, to ensure operational readiness for sidewalk snow clearing in winter 2025-2026.



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From Ian Barrett
Date August 5th, 2025
Subject Fleet Management- Truck Purchase
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

Purchase of ½ Tonne truck to support Fundy Albert Operations

CURRENT STATUS AND BACKGROUND

As previously reported at the Committee of the Whole, the majority of Fundy Albert's fleet—comprised of five trucks—is beyond its recommended replacement date, with three trucks over 10 years old. Due to age and routine wear and tear, the frequency and cost of repairs have increased significantly. Over the past three months, the municipality has only been able to keep three to four trucks operational at any given time, further straining an already stretched fleet.

This reduced vehicle availability has impacted our ability to deliver services efficiently across the villages. Additionally, the older, heavier trucks have higher fuel consumption, making them less cost-effective for long-distance travel and general facilities maintenance.

Two critical capability gaps have been identified:

1. A fuel-efficient, lightweight truck suitable for a variety of general tasks across Fundy Albert.
2. A roadworthy 3-tonne dump body truck capable of hauling equipment and materials to job sites effectively.

Of the two, the lack of a reliable and fuel-efficient ½-tonne truck is the more pressing need. It affects daily operations and limits our flexibility to respond to routine and unplanned work. In contrast, the 3-tonne dump truck, while also important, is typically used for scheduled heavy-haul jobs that can be planned around existing capacity or supported through external sources.

Market research indicates that a new ½-tonne base model extended or crew cab 4x4 truck costs approximately \$60,000–\$65,000 plus HST and licensing and includes a 3-year/60,000 km bumper-to-bumper warranty and a 5-year/100,000 km drivetrain warranty. This option ensures coverage for major repairs and reduces downtime.

Staff are exploring the option of trading in or tendering one of the current vehicles in the municipal fleet.

OTHER OPTIONS

1. **Do Nothing:** Continue operating the existing fleet with increased repair costs, reduced vehicle availability, and inefficient service delivery.
2. **Buy Used:** A 2–3-year-old truck of similar specifications ranges from \$35,000–\$55,000 plus HST and licensing, depending on make, mileage and condition. However, many of these vehicles have exceeded their manufacturer warranty coverage.

RECOMMENDATION

WHEREAS \$25,000 is available in account 2.8.1.1.6 – Short-Term Interest for Capital Projects for the purchase of a new Public Works truck;

AND WHEREAS \$60,000 is available in the Fundy Albert Capital (Shared) Fund for capital expenditures;

BE IT RESOLVED THAT Council approve the release of up to \$85,000 from available capital funds—including \$25,000 from Short-Term Interest for Capital Projects and \$60,000 from the Fundy Albert Capital (Shared) Fund—for the purchase of a new ½-tonne Public Works truck, in accordance with the Fundy Albert procurement policy.

RISK ANALYSIS

Failure to act will likely result in increasing maintenance costs, unplanned downtime, and continued disruption in the delivery of core municipal services. Timely investment in a reliable, efficient vehicle will improve operational effectiveness and reduce long-term costs.

CONSIDERATIONS

Legal	
-------	--

Financial	<ul style="list-style-type: none"> • Increased cost of repairs to keep an aging fleet roadworthy • Fundy Albert Procurement Policy
Environmental	<ul style="list-style-type: none"> •
Policy	<ul style="list-style-type: none"> • Alignment with the municipality's fleet management and asset renewal strategy. • Impact on operational efficiency and service delivery expectations. • Fundy Albert Procurement Policy
Stakeholders	<ul style="list-style-type: none"> • Public works and maintenance teams who rely on fleet availability. • Taxpayer; providing value for money and efficient delivery of services
Community Sensitivities	<ul style="list-style-type: none"> • Public perception of vehicle purchases or the use of heavy duty vehicles for light duty tasks and potential concerns over spending. • Expectations regarding service delivery improvements with a more efficient fleet. • Ensuring transparency in decision-making to maintain public trust.
Council priorities	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> • Infrastructure ✓ Village Services • Communications • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	See attached example vehicles from which average cost was calculated.
Interdepartmental consultation	Operations, Treasurer, Clerk
Intergovernmental considerations	

Examples of New; Prices are as of 30 July 2025 actual price may vary dependant on what is available, additional options and what offers may be applied.

GMC; base price no additional options

2025 GMC Sierra 1500 Crew Cab Standard Box 4-Wheel Drive Pro in Moncton

ALL PRO REG EXT COLUMBIA 450 450S COLUMBIA 450S COLUMBIA 450S COLUMBIA 450S



*The amount shown reflects an estimate of the amount that you can expect to pay. It includes dealer prep and excludes freight and PDI. Taxes are excluded (unless stated otherwise). Dealer represents the model offered but may vary slightly in stock, options, or features. We will strive to ensure that the information you receive is accurate. We recommend contacting us directly to verify details and obtain additional information about the vehicle, including

2025 GMC SIERRA 1500 CREW CAB STANDARD BOX 4-WHEEL DRIVE PRO
CONTINUED AT REGISTRATION

ESTIMATE YOUR PAYMENTS

2025 GMC Sierra 1500 Crew Cab Standard Box 4-Wheel Drive Pro includes your options, freight & PDI

\$62,199

Taxes & licenses

Financing 84 months
\$163 @ 3.99%
-Taxes & licenses/week 10 down payment

BOOK YOUR TEST DRIVE

BOOK YOUR APPOINTMENT

Chevrolet; Base price no additional options

2025 Chevrolet Silverado 1500 Crew Cab Standard Box 4-Wheel Drive Work Truck in Moncton

ALL WORKTRUCK CUSTOM LT AST CUSTOM TRAIL BOSS LT TRAIL BOSS LTZ HIGH COUNTRY Z71



*The amount shown reflects an estimate of the amount that you can expect to pay. It includes dealer prep and excludes freight and PDI. Taxes are excluded (unless stated otherwise). Dealer represents the model offered but may vary slightly in stock, options, or features. We will strive to ensure that the information you receive is accurate. We recommend contacting us directly to verify details and obtain additional information about the vehicle, including

BUILD & PRICE YOURS

10 SECOND TRADE VALUE

ESTIMATE YOUR PAYMENTS

2025 Chevrolet Silverado 1500 Crew Cab Standard Box 4-Wheel Drive Work Truck includes your options, freight & PDI

\$60,899

Taxes & licenses

Financing 84 months
\$160 @ 3.99%
-Taxes & licenses/week 10 down payment

BOOK YOUR TEST DRIVE

BOOK YOUR APPOINTMENT

Dodge



PURCHASE MAY QUALIFY FOR AN ADDITIONAL **\$2,000 IN SAVINGS** SEE DEALER FOR DETAILS

Calculate Your Payment

Finance it!

RAM
2025 1500
Tradesman
in Moncton

\$62,742

*Taxes & licenses
not included.
was \$67,839



19 KM. Auto., Ext. White, Int. Black



PURCHASE MAY QUALIFY FOR AN ADDITIONAL **\$2,000 IN SAVINGS** SEE DEALER FOR DETAILS

Calculate Your Payment

Finance it!

RAM
2025 1500
Big Horn
in Moncton

\$64,370

*Taxes & licenses
not included.
was \$73,419



19 KM. Auto., Ext. White, Int. Black



PURCHASE MAY QUALIFY FOR AN ADDITIONAL **\$2,000 IN SAVINGS** SEE DEALER FOR DETAILS

Calculate Your Payment

Finance it!

RAM
2025 1500
Warlock
in Moncton

\$65,596

*Taxes & licenses
not included.
was \$70,769



10 KM. Auto., Ext. White, Int. Black



Ford

Great value!



Finance it!

FORD
2025 F-150
STX
IN MONCTON NEAR
RIVERVIEW

\$63,335

was \$66,335



63 KM. Auto., Ext. Blue, Int. Black



Clearance



Finance it!

FORD
2025 F-150
STX
IN MONCTON NEAR
RIVERVIEW

\$64,235

was \$67,235



31 KM. Auto., Ext. Grey, Int. Black



Clearance



Finance it!

FORD
2025 F-150
XLT
IN MONCTON NEAR
RIVERVIEW

\$64,795

was \$70,795






31 KM. Auto., Ext. White, Int. Black






Examples of Used;

GMC Dealer

✓Great Value	✓Great Value	✓Great Value
 <p>INCOMING VEHICLE</p>	 <p>INCOMING VEHICLE</p>	
<p>Finance it!</p> <p>GMC 2022 Sierra 1500 Elevation in Moncton, NB</p> <p>\$42,594 +Taxes & Licenses</p>	<p>Finance it!</p> <p>GMC 2022 Sierra 1500 SLE in Moncton, NB</p> <p>\$44,594 +Taxes & Licenses</p>	<p>Finance it!</p> <p>GMC 2021 Sierra 1500 Elevation in Moncton, NB</p> <p>\$45,094 +Taxes & Licenses</p>
<p>136,587 KM. Auto.</p>	<p>63,091 KM. Auto. Ext. Silver.</p>	<p>104,000 KM. Auto. Ext. Grey.</p>

Chevrolet Dealer

Great Value	✓ New arrivals	Reduced Price
		
<p>Finance it!</p> <p>CHEVROLET 2019 Silverado 1500 in Moncton</p> <p>\$45,995 +Taxes & Licenses</p>	<p>Finance it!</p> <p>CHEVROLET 2022 Silverado 1500 4wd Crew Cab 147 in Moncton</p> <p>\$47,995 +Taxes & Licenses</p>	<p>Finance it!</p> <p>CHEVROLET 2024 Silverado 1500 4WD Crew Cab 147 LT Trail Boss in Moncton</p> <p>\$59,995 +Taxes & Licenses was \$61,995</p>
<p>86,750 KM. Auto. Ext. Maroon</p>	<p>97,470 KM. Auto. Ext. Black</p>	<p>179,199 KM. Auto. Ext. Grey / Int. Black</p>



Dodge Dealer



Reduced Price

CERTIFIED PRE-OWNED

Finance it!

RAM
2021 1500
Classic
Express
in Moncton

\$34,999

*Taxes & licenses
not included.
was \$36,998



Reduced Price

CERTIFIED PRE-OWNED

Finance it!

RAM
2022 1500
Tradesman
in Moncton

\$42,337

*Taxes & licenses
not included.
was \$43,998



Reduced Price

CERTIFIED PRE-OWNED

Finance it!

RAM
2022 1500
Classic
Warlock
in Moncton

\$42,899

*Taxes & licenses
not included.
was \$44,998



Ford



✓New arrivals

Finance it!

FORD
2021 F-150
XLT 4WD SuperCab 6.5' Box
IN MONCTON NEAR RIVERVIEW

\$35,995



98,672 KM. Auto., Ext. White, Int. Gray



Great value!

Finance it!

FORD
2021 F-150
LARIAT 4WD SuperCrew
5.5' Box
IN MONCTON NEAR RIVERVIEW

\$40,995



119,010 KM. Auto., Ext. Black, Int. Black



Great value!

Finance it!

FORD
2021 F-150
XLT
IN MONCTON NEAR RIVERVIEW

\$44,995



73,059 KM. 10-Speed Auto., Ext. Grey,



Independent Dealer

REDUCED \$6003!



MyCarMarket

**2022 GMC
Sierra 1500 SLE 4x4**

\$167.74wk / \$36,995

79,255km

REDUCED \$4999!



MyCarMarket

**2023 GMC
Sierra 1500 Pro 4x4**

\$173.46wk / \$41,999

40,428km



MyCarMarket

**2023 RAM
1500 Classic Tradesman 4x4**

\$175.46wk / \$42,495

34,048km

REDUCED \$3504!



MyCarMarket

**2023 Chevrolet
Silverado 1500 Custom 4x4**

\$183.51wk / \$44,494

38,534km

Synopsis: Code of Conduct By-Law

Date: August 5th, 2025

Department: Legislative Services

DESCRIPTION

The Council Report Form (CRF) was shared with Council at the Committee of the Whole Meeting July 15, 2025

The Province of New Brunswick issued updated regulations in August 2024 requiring changes to municipal Codes of Conduct. As a result, staff revised Fundy Albert's existing Code of Conduct By-Law (2022-02) and incorporated the new provincial requirements into a new version, By-Law No. 2025-02. This includes Regulation 2024-08 and a formal complaint process outlined in Schedule A.

Council is recommended to proceed with the first and second readings of the updated by-law. Alternatively, if Council chooses not to approve the by-law, they must provide direction on any necessary changes.



BY-LAW NO. 2025-02

A CODE OF CONDUCT BY-LAW FOR THE COUNCIL OF FUNDY ALBERT

BE IT ENACTED by the Council of Fundy Albert under the authority vested in it by the *Local Governance Act*, S.N.B. 2017, c.18 as follows:

1. SHORT TITLE

- a) This By-law will be cited as the "Council Code of Conduct".

2. DEFINITIONS

- a) "Act" means the *Local Governance Act*, S.N.B. 2017, c.18;
- b) "CAO" means the Chief Administrative Officer for Fundy Albert;
- c) "Complaint" means the complaint made in accordance with this By-Law;
- d) "Confidential" or "Confidential Information" includes all information that may cause harm to any other Councillor, any officer or employee of Fundy Albert or other entity or individual if improperly disclosed or any other information which is not otherwise publicly available and includes, without limiting, any aspect of in-camera deliberations in accordance with Section 68(1) of the Act, information identified as confidential within the provisions of the Right to Information and Protection of Privacy Act and information subject to solicitor-client privilege;
- e) "Council" means all members of Council duly elected and holding office;
- f) "Councillor" means any member of Council including the Mayor and Deputy Mayor;
- g) "Fundy Albert Property" means Fundy Albert's financial and non-financial assets including but not limited to land, vehicles, equipment, electronic devices and documents;
- h) "Officer" means an employee of Fundy Albert that reports directly to the CAO and may carry some delegated or designated duties of the CAO.

3. APPLICATION AND PURPOSE

- a) This Council Code of Conduct applies to all Councillors.
- b) The purpose of this Council Code of Conduct is to provide standards for the conduct of Councillors relating to their roles and responsibilities as elected officials of the municipality of Fundy Albert in order to ensure that Councillors share a common basis and understanding for acceptable conduct extending beyond the legislative provisions governing the conduct of Councillors.

4. INTERPRETATION AND SCOPE

- a) This Council Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the municipality of Fundy Albert and the high standards of professional conduct the public expects of its Councillors. This Council Code of Conduct is intended to supplement existing legislation governing the conduct of Councillors.
- b) In addition to the bylaws and policies of Fundy Albert, Councillors' conduct is also governed by applicable provincial and federal legislation, including but not limited to:
 - The Local Governance Act;
 - The Right to Information and Protection of Privacy Act;
 - The Elections Act;
 - The Human Rights Act (New Brunswick);
 - The Occupational Health and Safety Act and
 - The Criminal Code of Canada.

Where there is any conflict between this Council Code of Conduct and the requirements of any federal or provincial laws, such federal or provincial laws shall take precedence.

- c) This Council Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible for a code of conduct to cover every possible scenario. Therefore, Councillors must be guided by and conduct themselves in a manner that reflects the spirit and intent of this Council Code of Conduct.

5. CODE OF CONDUCT

- a) **Representing Fundy Albert**

All Councillors shall:

- i. Work for the common good of Fundy Albert's citizens and taxpayers while promoting the public interest and advancing the mandate and long-term interests of Fundy Albert;
- ii. Conduct Council business in an open and transparent manner that promotes public confidence and trust, recognizing that an individual Councillor cannot exercise individual authority over Fundy Albert;
- iii. Exercise their duties with care, diligence, and skills that a reasonably prudent person would exercise in comparable circumstances;
- iv. Act honestly, in good faith and in the best interest of Fundy Albert.
- v. Exercise their duties by placing the interests of Fundy Albert ahead of their personal interests;
- vi. Exercise their duties in an impartial manner, making decisions based on objective criteria, rather than on the basis of bias or prejudice; and
- vii. Adhere to core values of honesty, integrity, objectivity, impartiality, and accountability.

b) Communicating on Behalf of the Municipality

- i. The Mayor, or in their absence the Deputy Mayor, is the official spokesperson for Fundy Albert;
- ii. All Councillors acknowledge that official information related to the decisions of Council will be communicated to the community and the media on behalf of the Council as a whole.
- iii. No Councillor shall make a statement that the member knows or reasonably ought to know is false or misleading with respect to a material fact or omits to state a material fact, the omission of which makes that statement false or misleading.
- iv. In the event Councillors provide a personal view or opinion on social media, Councillors will take steps to ensure that such personal views or opinions are not construed to be those of Fundy Albert or its Council.

c) Respecting the Decision-Making Process

All Councillors shall:

- i. Foster respect for the democratic decision-making process; and
- ii. Work towards effective and consistent implementation of the positions and/or decisions of Council.

d) Adherence to Laws, Policies, Procedures and Bylaws

All Councillors shall:

- i. Respect, and adhere to, the established policies, procedures and bylaws of Fundy Albert, showing commitment to performing their duties and functions with care and diligence; and
- ii. Be familiar with the relevant federal and provincial laws including, without limitation, the *Right to Information and Protection of Privacy Act*.

e) Respectful Interaction with Councillors, Staff, the Public and Other Members of Society

All Councillors shall:

- i. Treat fellow Councillors, Administration/Staff and the public with respect, concern and courtesy and not engage in discrimination, bullying, harassment or use of derogatory language towards others in their roles as Councillors and shall not make a statement that is defamatory to a member of Council, an officer or employee of Fundy Albert or a member of the Public;
- ii. Demonstrate the highest standards of personal integrity and honesty;
- iii. Communicate and work with all fellow Councillors in an open, transparent and honest manner promoting a spirit of cooperation by listening to and respecting those opinions that may differ;
- iv. Avoid forming "alliances" with other Councillors for the purpose of controlling Council meetings, agendas or outcomes; and
- v. Use communication tools and social media in a professional and appropriate manner only to promote the approved objectives of Council and not to attempt to reflect on Council decisions or disparage or criticize other Councillors or staff. Derogatory, defamatory, discriminatory, indecent, obscene or false comments shall not be posted on any social media account, including, without limiting, any posts made anonymously.

f) Confidential Information

All Councillors shall hold in strict confidence all confidential information which the Councillor becomes aware during the exercise of their duties concerning the property, personnel or legal affairs of Fundy Albert, or a member of Council, an officer or employee of Fundy Albert or a member of the public.

g) Conflict of Interest

All Councillors shall be familiar with the conflict of interest provisions under Part 8 of the Act, including any amendments thereto, and shall comply with those provisions. No Councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. These activities include but are not limited to:

- i. Use any influence of the office for any purpose other than official duties;
- ii. Use any information gained in the execution of the office that is not available to the general public for any purpose other than for official duties;
- iii. Place themselves in a position of obligation to any person or organization who might reasonably benefit from special consideration or may seek preferential treatment; and
- iv. Influence any Council decision or decision-making process involving or affecting any person or organization in which a Councillor or Councillors have a financial interest.
- v. Favouritism or bias towards any vendor, contractor, or others doing business for the Municipality. Members are prohibited from accepting any fees, gifts, gratuities or other benefits.

All Councillor must complete schedule "B" DECLARATION OF FAMILIARITY WITH THE CONFLICT OF INTEREST PROVISIONS within one (1) month of coming into office or the coming into force of this by-law.

h) Improper Use of Influence

All Councillors shall, at all times, conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration, and shall:

- i. Refrain from giving direction to any municipal employee or contracted resource, except through the CAO;
- ii. Convey all concerns or requests for action or information directly to the CAO or, where appropriate, and as agreed by the CAO, communicate with an officer without committing Fundy Albert to any specific course of action, expenditure, or use of municipal resources outside of Fundy Albert's established policies, procedures, or budget, or otherwise;

- iii. Not solicit, demand or accept the services of any municipal employee;
- iv. Avoid any situation in which a relationship (ex. friendship, social relationship or social interaction) with a member of staff may be perceived to create undue influence, access to information, conflict of interest, or to undermine the authority of the CAO;
- v. Not express any opinion on the performance of any municipal employee unless through a formal performance evaluation;
- vi. Not advocate for the promotion, sanction, or termination of any municipal employee; and
- vii. Not use their position for any purpose other than the exercise of their official duties.

i) Use of Municipal Assets and Services

- i. No Councillor shall use or attempt to use Fundy Albert's property, resources, funds, services, or information for personal benefit or the benefit of any other individual, in a manner that is unreasonable or for purposes other than those intended.
- ii. No Councillor shall use Fundy Albert's assets including cell phones or email accounts for provincial or federal political activity or in support of a candidate in a local government election.

j) Orientation and Other Training Attendance

All new Councillors must attend the local orientation sessions. All Councillors are encouraged to attend training opportunities that may be provided during their term.

6. COMPLAINTS

- a) Any person, in good faith, may report a perceived wrongdoing or make a complaint alleging a breach of the Council Code of Conduct by a Councillor. By using the complaint form found in schedule "A".

All reasonable attempts shall be made to keep the reports and complaints confidential until full investigation is completed in order to protect a Councillor and a complainant.

- b) All complaints must be filed within three (3) months of the perceived wrongdoing.
- c) The complaint must be addressed to the Mayor (or in the case of perceived wrongdoing of the Mayor, to the Deputy Mayor), and marked "confidential".



The complaint may be mailed, emailed, or hand-delivered to the municipal office. All received complaints shall be included in the in-camera session of an upcoming Council meeting for Council's review upon receiving it within one (1) month, by following the process outlined in Schedule "A" of this By-Law.

- d) An anonymous complaint shall not be considered valid.

7. COUNCIL DECISIONS

- a) Once the formal complaint process in Schedule "A" is finalized, an in-camera meeting will be scheduled within one (1) month for Council to review the final report. When the review is finished, Council will hold a vote:
 - i. To determine whether the member of council breached the code of conduct, and
 - ii. To pass a resolution respecting the appropriate corrective action, if any.
- b) If the report deals with any of the matters referred to in subsection 68(1) of the Act, the public may be excluded from the meeting for the duration of the review under Section 7(a) of this By-Law.
- c) The affected member of council shall not participate in any debate or vote held under Section 7(a) similar to the provisions in the Local Governance Act for Conflict of Interest.

8. CORRECTIVE ACTIONS

- a) Council may impose corrective actions on a Councillor who contravenes the Council Code of Conduct which may include (without limiting):
 - i. A letter of reprimand;
 - ii. Requiring the Councillor to issue a letter of apology;
 - iii. Requiring the Councillor attend training or counselling as directed by council;
 - iv. Suspending the member from exercising the powers or performing the duties conferred under section 48 of the Act;
 - v. Reducing or suspending the member's compensation for the duration of any suspension imposed under paragraph (iv);
 - vi. Reducing or suspending the member's privileges including travel or the use of resources, services or property of the Municipality.
- b) A corrective action under Section 8(a)(iv) or (v) shall not be imposed for a period longer than the maximum period prescribed for suspension under the Local Governance Commission Act.



9. REPEAL

- a) By-Law No. 2022-02 A Code of Conduct By-Law for the Council of Fundy Albert is hereby repealed.

10. EFFECTIVE DATE

- a) This By-Law comes into effect on the date of final passing thereof.

IN WITNESS WHEREOF Fundy Albert has caused hereto affixed its Corporate Seal of the said Municipality to be affixed to this by-law the day of _____, 2025 and signed by:

MAYOR

CLERK

Read a First time this ____ day of _____, 2025

Read a Second time this ____ day of _____, 2025

Read a Third time and passed by Council this ____ day of _____, 2025.

SCHEDULE "A"
FORMAL COMPLAINT PROCESS TO THE CODE OF CONDUCT

- a) Upon receipt of the complaint form as outlined in Section 6 of By-Law No. 2025-02 A Code of Conduct By-Law for the Council of Fundy Albert:
- i. The Mayor (or in the case of perceived wrongdoing by the Mayor, the Deputy Mayor) will provide notice in writing of the complaint to the affected member of council immediately and schedule a meeting with the affected member of council to review the complaint in its entirety prior to reviewing the complaint with all Council.
 - ii. At the council meeting where Council reviews the complaint, the affected member of council shall not be present.
 - iii. At the council meeting where Council reviews the complaint, Council:
 - a. will consider all documentary material obtained;
 - b. shall determine if the complaint is frivolous, vexatious or filed after the required time period;
 - c. determine if the complaint does or does not have merit; and
 - d. determine if further investigation is necessary.
 - iv. The Council may summarily dismiss the complaint if the Council concludes that the complaint as presented: (i) is frivolous, vexatious or made for an improper purpose; (ii) is devoid of merit; or (iii) even if committed, the actions or conduct described in the complaint are clearly not a matter that falls within the scope of this Council Code of Conduct or any other relevant legislation, policy or procedure
 - v. Following the council meeting where Council reviews the complaint, The Mayor (or in the case of perceived wrongdoing by the Mayor, the Deputy Mayor) will provide notice in writing of the determination of Council, with reasons for the determination and any next steps that may follow to the complainant and the affected member of council.
- b) Should Council determine an investigation is warranted, a fair and impartial process for the investigation of the complaint by a third party will be applied which includes:
- i. An investigator appointed by Council shall review the Complaint and decide whether to proceed with an investigation of the Complaint or not. If the investigator is of the opinion that a formal Complaint is frivolous, vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the investigator may choose not to conduct an investigation and, if already commenced, may terminate the investigation and shall advise Council accordingly.

- ii. If the investigator decides to investigate the Complaint, the investigator shall take such steps as they may consider appropriate, including conducting interviews of Members, Administration or members of the public and which may seek legal advice in appropriate circumstances. An investigator shall make all reasonable efforts to conduct their investigation on a confidential basis.
 - iii. While, ultimately, Council adjudicates the validity of any Complaint and/or imposes the resulting actions, if any, the investigator shall, upon conclusion of the investigation, provide Council including the Member who is the subject of the Complaint, with a written report outlining the outcome of the investigator's investigation, including any conclusion reached by the investigator on the validity of the Complaint and their recommendation of an appropriate actions, if any.
 - iv. A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision on the validity of the Complaint and/or any actions imposed.
- c) Should the Code of Conduct complaint be against Council as a whole, the complaint will automatically be referred to the Local Governance Commission by the Chief Administrative Officer for their direction on the formal complaint process.
- d) The decision of Council on the validity of a Complaint, including any actions imposed shall be a matter of public record.
- e) A Member who is the subject of a Complaint is entitled to be represented by legal counsel, at the Member's sole expense.

Schedule A

COMPLAINT FORM

This complaint is against what member(s) of council?

What section(s) of this by-law do you believe has been violated?

Section(s) of the by-law contravened?

Facts: Why do you believe a member of council has contravened the by-law. Include the date, time and location of the conduct, details and names of all persons involved as well as any witnesses and their contact information.

Attach extra page(s) if necessary.

By signing below,

- I understand that this form may be sent to the member(s), council, an external investigator and the Local Governance Commission and
- I certify having personal knowledge of the facts as laid out in this form and declare that the information is true and accurate to the best of my knowledge.

Date : _____

Signature : _____

Please provide your name, complete address and how to reach you (telephone, cell and email):

Name: _____

Address: _____

T: (____) _____ - _____ C: (____) _____ - _____

Email : _____

This complaint may be subject to requests under the *Right to Information and Protection of Privacy Act*.

Schedule B
DECLARATION OF FAMILIARITY WITH THE CONFLICT OF INTEREST PROVISIONS
I, (full name) _____ declare that, as a member of council,
<ul style="list-style-type: none"> - I have read and understood Part 8 of the <i>Local Governance Act</i> regarding conflicts of interest, - I commit to respecting those requirements, - I understand that any breach to those requirements may be investigated and sanctioned by council and the Local Governance Commission and - I understand that any violation to this by-law may constitute an offence or penalty as per section 97 of the <i>Local Governance Act</i> within three (3) years on which the offence was, or is alleged to have been, committed.
Declared on _____ 20 _____
_____ Signature
Before me _____ <div style="text-align: center;">Clerk</div>
A copy of this declaration is filed with the Clerk's office and may be subject to requests under the <i>Right to Information and Protection of Privacy Act</i> .