

1. Call to Order
2. Adoption of Agenda
3. Conflict of Interest Declarations
4. Public Presentations
 - 4.1 Chris Bowron – Subdividing property
5. Information Items
 - 5.1 Development Activity Report – Plan 360 (July and August)
 - 5.2 Maritime By-Law Enforcement Services Report (July and August)
 - 5.3 E6 Financial Update
 - 5.4 AMANB certification
6. Council Direction Requests
 - 6.1 Riverside-Albert Utility Transfer - Operating Reserve to Operating Fund
 - 6.2 Application for Financing
 - 6.3 Travel and Expense Policy for Elected Officials
 - 6.4 Maritime By-Law Services 2026 Contract
 - 6.5 PMHP 2028-2030 Plan
7. Departmental Reports
 - 7.1 CAO Report
 - 7.2 Legislative Services
 - 7.3 Operations
 - 7.4 Financial services
8. Mayor and Council Statement and Inquiries
9. Public Statements and Inquiries
10. Closed Session
11. Adjournment

Development Activity Report

July 2025

The monthly Planning and Development report provides frequent up-to date information on planning and development requests in the municipality of **Fundy Albert**. It also provides a year-to-date total of development activity.

The following are the total number of applications **received** this month based on type:

Application	July	Year to Date
Development Permit	3	13
Building Permit	4	31
Subdivisions	4	16
Zoning Confirmations	2	7
Regulation Amendment	0	0
Policy Amendment	0	0
Rezoning	0	2
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	0	3
Complaints, Zoning & Building Infractions	1	3
Document Approvals	0	3
Sidewalk Cafe	0	0

Main / Principal
1234 rue Main Street, Suite 200
Moncton, NB E1C 1H7
(506) 238-5386

Shediac
815A rue Bombardier Street
Shediac, NB E4P 1H9
(506) 533-3637

Tantramar
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Sackville, NB E4L 0C3
(506) 364-4701

Riverview
Operations Centre d'opérations
300 rue Robertson Street
Riverview, NB E1B 0T8
(506) 382-3574

Permit Breakdown

The following table provides the year-to-date permits **issued** sorted by development type and provides a comparison to the same period as the previous year.

Construction values represent the estimated construction value of issued building permits and are not actual construction costs.

Permit Type	July 2025		2025 YTD		July 2024		2024 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	1	\$521,580	22	\$9,010,778	1	\$498,970	17	\$4,467,355
Multi Residential	0	\$0	0	\$0	0	\$0	0	\$0
Commercial	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Institutional	0	\$0	3	\$2,323,190	0	\$0	0	\$0
Accessory Buildings & Structures	3	\$27,954	14	\$362,331	6	\$239,642	18	\$575,640
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
Total	4	\$549,534	39	\$11,696,299	7	\$738,612	35	\$5,042,995

Number of Units Created – Note negative numbers indicate demolition of units

	July 2025		2025 YTD		July 2024		2024 YTD	
Single Dwelling Unit		1		20		1		15
Two-unit/semi-detached		0		0		0		0
Townhouse/Rowhouse		0		0		0		0
Multiple Dwelling Unit		0		0		0		0
Accessory Dwelling Unit		0		0		0		0
Mobile / Mini Home		0		1		0		0
Total		1		21		1		15

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Active Subdivision Applications

The following table provides the year-to-date subdivision applications received and provides a comparison to the same period as the previous year.

	July 2025	2025 YTD	July 2024	2024 YTD
# of Plans	4	15	5	18
# of Proposed Lots	5	15	6	56
# of Proposed Parcels	3	6	3	9

Southeast Planning Review and Adjustment Committee

The Southeast Planning Review and Adjustment Committee is a non-political group who provide input on land use planning related issues in the municipality. Under the *Community Planning Act*, they provide advice to Council on amendments to the planning related by- laws and rezonings as well as the location of new infrastructure and lands for public purposes. The committee acts as an approval body on variances, temporary uses, conditional uses, similar or compatible uses and extensions to non-conforming uses. Please note that some proposals may contain more than one application (ie. a conditional use that requires a variance).

	July 2025	2025 YTD
Variance Request	0	2
Similar and Compatible Use	0	0
Conditional Use	0	0
Non-Conforming Use	0	0
Temporary Use Approval	0	0
Policy Amendment	0	0
Regulation Amendment	0	0
Rezoning	0	0
Total	0	2

Main / Principal 1234 rue Main Street, Suite 200 Moncton, NB E1C 1H7 (506) 238-5386	Shediac 815A rue Bombardier Street Shediac, NB E4P 1H9 (506) 533-3637	Tantramar 112C rue Main Street Sackville, NB E4L 0C3 (506) 364-4701	Riverview Operations Centre d'opérations 300 rue Robertson Street Riverview, NB E1B 0T8 (506) 382-3574
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Development Activity Report

August 2025

The monthly Planning and Development report provides frequent up-to date information on planning and development requests in the municipality of **Fundy Albert**. It also provides a year-to-date total of development activity.

The following are the total number of applications **received** this month based on type:

Application	August	Year to Date
Development Permit	1	14
Building Permit	5	36
Subdivisions	0	16
Zoning Confirmations	0	7
Regulation Amendment	0	0
Policy Amendment	0	0
Rezoning	0	2
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	0	3
Complaints, Zoning & Building Infractions	0	3
Document Approvals	0	3
Sidewalk Cafe	0	0

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Permit Breakdown

The following table provides the year-to-date permits **issued** sorted by development type and provides a comparison to the same period as the previous year.

Construction values represent the estimated construction value of issued building permits and are not actual construction costs.

Permit Type	August 2025		2025 YTD		August 2024		2024 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	5	\$1,486,810	27	\$10,497,588	1	\$352,740	18	\$4,820,095
Multi Residential	0	\$0	0	\$0	0	\$0	0	\$0
Commercial	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Institutional	0	\$0	3	\$2,323,190	0	\$0	0	\$0
Accessory Buildings & Structures	4	\$71,232	18	\$433,563	4	\$107,784	22	\$683,424
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
Total	9	\$1,558,042	48	\$13,254,341	5	\$460,524	40	\$5,503,519

Number of Units Created – Note negative numbers indicate demolition of units

	August 2025	2025 YTD	August 2024	2024 YTD
Single Dwelling Unit	3	23	1	16
Two-unit/semi-detached	0	0	0	0
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	0	1	0	0
Total	3	24	1	16

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(506) 382-3574

The following table provides the year-to-date subdivision applications received and provides a comparison to the same period as the previous year.

	August 2025	2025 YTD	August 2024	2024 YTD
# of Plans	0	15	3	21
# of Proposed Lots	0	15	1	57
# of Proposed Parcels	0	6	2	11

Southeast Planning Review and Adjustment Committee

The Southeast Planning Review and Adjustment Committee is a non-political group who provide input on land use planning related issues in the municipality. Under the *Community Planning Act*, they provide advice to Council on amendments to the planning related by-laws and rezonings as well as the location of new infrastructure and lands for public purposes. The committee acts as an approval body on variances, temporary uses, conditional uses, similar or compatible uses and extensions to non-conforming uses. Please note that some proposals may contain more than one application (ie. a conditional use that requires a variance).

	August 2025	2025 YTD
Variance Request	0	2
Similar and Compatible Use	0	0
Conditional Use	0	0
Non-Conforming Use	0	0
Temporary Use Approval	0	0
Policy Amendment	0	0
Regulation Amendment	0	0
Rezoning	0	0
Total	0	2

Main / Principal	Shediac	Tantramar	Riverview
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July 2025

Monthly Report, Fundy Albert
Jacob Bolton & Colleen Quigg, Maritime Enforcement

MON	TUE	WED	THU	FRI	SAT	SUN
		Jacob/Colleen		5	6	
7	8	9	10 Colleen Inspection Ward 6 Inspection Ward 4 Inspection reports completed and printed and put away Letters of inspection prepared for Ward 3 and Ward 6 Property	11 Jacob Second inspection at Ward 2 Reports for inspection and file update Create exhibit A for form 4 (circle all images that need cleaned) affidavits from served documents signed	12	13
14	15	16	17	18 Jacob Form 4 preparation for Ward 2 property have document created, reviewed and ready to go	19	20

Print all copies of
form 4 for affidavits
and delivery and
for registry

Patrol of
jurisdiction and see
properties that have
been form 4'd

Check on Ward 3
property

Have Kim stamp
Form 4 and register
it

21	22	23	24 Colleen	25 Jacob	26	27
			Inspection Ward 2	Post, send, and hand deliver form 4		
			Inspection Ward 4	notice to comply for Ward 2		
			Discussion with Ward 4 resident	Have Kim sign all affidavits of proof of delivery		
			Inspection Ward 6	Begin warrant template for Ward 2		
			All reports for inspections done and printed and put away			

Inspection Ward 3

2nd Inspection Ward
4

Inspection Ward 4

Inspection with
RCMP Ward 1

All reports done up
and printed and put
away

Review for letters to
go out next week
and preparation



August 2025

Monthly Report, Hillsborough, NB
Jacob Bolton & Colleen Quigg, Maritime Enforcement

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	
4	5	6	7 Colleen & Jacob Contact with Joma for inspection quotes Inspection at Ward 2 Property to see progress See Ward 3 resident to see compliance Send out all letters of inspections for three properties in Ward 4; two in Ward 3; and one in Ward 2 Inspetion at Ward 6 property (Engineer maybe needed) Reports done and printed and put	8	9	10

away from
Inspections

See Kim to update

11	12	13	14	15	16	17
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Inspection at Ward
4 property to see
progress and
reports

Inspection at Ward
4 property to see
progress and
reports

Follow up at Ward 2
property

Letter for Ward 3
inspection

Patrol of properties
coming up for
inspection

18	19	20	21	22	23	24
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Inspection at Ward
3 property and
reports

Inspection at Ward
4 property and
reports

Inspection at Ward
3 Property to see

progress and reports

Circle photos on report for Ward 4 property and give back to resident

Follow up at Ward 2 property to see progress

25

26

27

28

29

30

31

Inspection at Ward 4 property and reports

Inspection at Ward 2 Property and reports and view body cam footage

Second inspection at Ward 3 property and reports – file closure

Follow up at Ward 2 property to see progress

Audit Remediation Project – Status Update

Reporting Period: August 2025

1. Overview

The Audit Remediation Project continues to progress in line with the remediation plan. The focus has transitioned from closing activities for the 2023 fiscal year to building a sustainable and accurate framework for the 2024 audit cycle. Efforts remain concentrated on standardization, reconciliation, and correction of identified inconsistencies to strengthen the integrity of financial reporting.

2. 2023 Audit Package

- The complete 2023 financial reporting package has been submitted to the external auditors.
- All required working papers, supporting schedules, and reconciliations were included to enable timely completion of the audit.
- Management's attention will remain available to respond to auditor inquiries as needed during their review.

3. 2024 Audit Preparation

- Development of **standardized templates** for all working papers has been completed. These templates will streamline documentation, reduce risk of omission, and provide a consistent basis for audit support.
- Preliminary population of these templates with 2024 data has commenced to ensure readiness for year-end review.

4. Reconciliation Work

- **Payroll Payables:** Reconciliations of payables have been completed with the exception of vacation. Outstanding payroll items are in progress, with a plan for resolution in the next reporting cycle.
- **Vacation Accruals:** Work continues to reconcile vacation accrual balances. The goal is to eliminate prior inconsistencies and confirm that accruals are properly calculated and aligned with accounting standards.

5. Next Steps

- Finalize payroll reconciliation and incorporate results into the 2024 working paper package.
- Complete reconciliation of vacation accruals and update accounting entries where required.
- Conduct internal review of all working papers to validate accuracy before submission to auditors.
- Continue engagement with auditors on 2023 inquiries while preparing for 2024 year-end.



P.O. Box 7988, Grand Falls, NB, E3Z 3G1 | T: (506) 475-2415 | E: info@amanb-aamnbnb.com

Sent by email

August 25, 2025

Mr. Sean Wallace
Chief Administrative Officer
Village of Fundy Albert

Mr. Wallace,

The Association of Municipal Administrators of New Brunswick is pleased to inform you that **Ms. Jillian Hutchinson** has been awarded the **Level I Professional Certification in Local Government Administration**.

This distinction reflects her fundamental skills and knowledge required in local governance. For more information on the requirements for this certification — including education, experience, and professional development — we invite you to visit [our website](#).

Established in 1989, the Professional Certification in Local Government Administration will this year be awarded to **11 members** who have achieved Level I, II, or III. To celebrate these accomplishments, certificates will be presented at the **AMANB Annual Banquet on September 10, 2025 in Grand-Bouctouche**.

The Certification Committee encourages your municipality to publicly recognize Ms. Hutchinson's achievement — for example, during a regular council meeting, through a press release, or by organizing any other activity you deem appropriate.

If you have any questions, please feel free to contact me or the Executive Director of the AMANB at 506-475-2415 or by [email](#).

Yours sincerely,

Paul Lang,
Certification Committee Chair

c.c. Jillian Hutchinson, Treasurer, Village of Fundy Albert

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Jillian Hutchinson
Date	September 5, 2025
Subject	Transfer of Riverside-Albert Utility Operating Reserve to Operating Fund
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	PublicPrivate✓Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

n/a

ISSUE

Transfer of Riverside-Albert Utility Operating Reserve to Riverside-Albert Utility Operating Fund

CURRENT STATUS & BACKGROUND

On January 2nd, 2025, council approved the Utility Operating Budgets which included a transfer of \$12,400 from the Riverside-Albert Operating Reserve Fund as a revenue item.

RECOMMENDATION

WHEREAS it was included in the Utility Budget to transfer \$12,400 from the Riverside-Albert Utility Operating Reserve Fund to the Riverside-Albert Operating Fund;

BE IT RESOLVED that \$12,400 from the Riverside-Albert Operating Reserve Fund to the Riverside-Albert Operating Fund.

OTHER OPTIONS

No other options for revenue to support Riverside-Albert Utility.

RISK ANALYSIS

n/a

CONSIDERATIONS

Legal	Council Authorization
Financial	Budget Alignment
Environmental	n/a
Policy	n/a
Stakeholders	Riverside-Albert Utility Users
Community Sensitivities	Transparency
Council priorities	n/a
Documents, maps, photos or presentations attached	n/a
Consultation	n/a
Intergovernmental considerations	n/a



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Jillian Hutchinson
Date	September 5, 2025
Subject	Application for Financing
Presenters	Jillian Hutchinson
(if applicable)	
Length of Presentation	
(if applicable)	

Type	Public	Private	✓	Committee of the Whole
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RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

ISSUE

Issue and Sale of Debentures for Ministerial Orders: 19-0081, 23-0016, 23-0024 & 24-0043

CURRENT STATUS AND BACKGROUND

- o November 2019 – Village of Alma was awarded with ministerial order #19-0081 for Alma Water Exploration & Related Infrastructure Phase I Project in the amount of \$28,000 for a term not to exceed five years
- o March 2023 – Village of Fundy Albert was awarded with ministerial order #23-0016 for Alma Water Exploration & Related Infrastructure Phase I Project in the amount \$19,000 for a term not to exceed five years
- o April 2023 – Village of Fundy Albert was awarded with ministerial order #23-0024 for Riverside-Albert Water System Upgrades in the amount of \$259,000 for a term not to exceed twenty years
- o May 2024 – Village of Fundy Albert was awarded with ministerial order #24-0043 for Riverside-Albert Water Treatment Upgrades in the amount of \$40,000 for a term not to exceed fifteen years
- o September 2025 – Projects are upon completion or already completed and the interim debts are ready to be sold to the New Brunswick Municipal Finance Corporation

OTHER OPTIONS

N/A

RECOMMENDATION

WHEREAS projects for the Ministerial Orders of 23-0024, 24-0043, 19-0081 and 23-0016 are complete/upon completion;

WHEREAS the Clerk, Treasurer & Mayor require resolution of council to be authorized to issue and sell to a Debenture to the New Brunswick Municipal Corporation;

WHEREAS the consolidated total principal of \$336,040 on such terms and conditions listed below as recommended by the New Brunswick Municipal Finance Corporation;

WHEREAS the Local Government of Fundy Albert agrees to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debentures;

BE IT RESOLVED that the Clerk, Treasurer and Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Local Government of Fundy Albert Debentures in the amount of \$336,040 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation;

AND BE IT FURTHER RESOLVED that the Local Government of Fundy Albert Agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debentures.

RISK ANALYSIS

Failure to complete the application could put us in compliance with the New Brunswick Municipal Finance Corporation for Interim Financing is only for a term not to exceed three years from the awarded date and, affect the yearend surplus/deficit.

Please note that the interim financing for ministerial order 19-0081 was paid off with operating funds in prior years.

CONSIDERATIONS

Legal	n/a
Financial	New Long Term Debt Expenses of Interest & Principal Payments, Repayment Terms
Environmental	n/a
Policy	n/a
Stakeholders	Alma & Riverside-Albert Utility Users
Community Sensitivities	Transparency
Council priorities	Infrastructure
Documents, maps, photos or presentations attached	- o Appendix I – Ministerial Order #19-0081 - o Appendix II – Ministerial Order #23-0016 - o Appendix III – Ministerial Order #23-0024 - o Appendix IV – Ministerial Order #24-0043
Interdepartmental consultation	Jillian Hutchinson, Ian Barrett, David Hogarth (Community Finance Officer of Environment and Local Government)
Intergovernmental considerations	New Brunswick Municipal Finance Corporation

Appendix I – Ministerial Order #19-0081

Fundy Albert		AUTHORIZATION TO BORROW										(0000)			
AUTHORIZED	RESOLUTION	PURPOSE					TOTAL					TOTAL			
BY O.J.C.	DATE	GENERAL GOVT	PRO-TECTIVE	TRANSPOR-TATION	ENVIRON DEVELOP	SOLID WASTE	RECREATION & CULTURAL	GENERAL FUND	WATER & SEWER	WATER	SEWER	FUND	W & S	OTHER	TERM
19-0081	Sep 30/19							0	28			28			5
Nov 12-19								0	390			390			3
								0				0			0
	TOTAL AUTH	0	0	0	0	0	0	0	418	0	0	418	0	0	418
	USED							0				0			0
								0				0			0
								0				0			0
	BALANCE	0	0	0	0	0	0	0	418	0	0	418	0	0	418

Appendix II – Ministerial Order #23-0016

March 13, 2023

23-0016

Under subsection 4(3) of the *Municipal Capital Borrowing Act*, the Minister of Local Government and Local Governance Reform approves an authorization granted by the Municipal Capital Borrowing Board on March 13, 2023 for the local government of "Fundy Albert":

(a) to obtain for capital expenses, by way of a loan or by the issue and sale of debentures to the New Brunswick Municipal Finance Corporation amounts not exceeding:

- (i) \$19,000 for Environmental Health Services (Utility) for a term not to exceed five years;
- (ii) \$262,910 (Interim Financing) for Environmental Health Services (Utility) for a term not to exceed three years; and

(b) to borrow, for temporary purposes pending the issue and sale of debentures referred to in paragraph (a), the funds referred to in paragraph (a), from a chartered bank, trust company, credit union or the New Brunswick Municipal Finance Corporation at an interest rate not exceeding the chartered bank's prime rate, which borrowing may be evidenced by securities having a term to maturity of less than one year.



Daniel Allain
Minister of Local Government and Local
Governance Reform

This is to certify that the foregoing is a true copy of a Resolution of the Municipal Capital Borrowing Board of the Province of New Brunswick, made on the 13th day of March 2023.



Grace Lee Cutler, CPA, CGA, Secretary
Municipal Capital Borrowing Board

Appendix III – Ministerial Order #23-0024

April 12, 2023

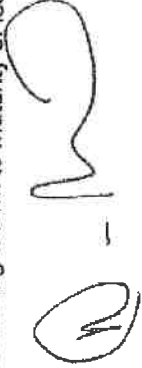
23-0024

Under subsection 4(3) of the *Municipal Capital Borrowing Act*, the Minister of Local Government and Local Governance Reform approves an authorization granted by the Municipal Capital Borrowing Board on May 9, 2022 for the local government of "Fundy Albert" (Riverside-Albert) :

(a) to obtain for capital expenses, by way of a loan or by the issue and sale of debentures to the New Brunswick Municipal Finance Corporation amounts not exceeding:

- (i) \$259,000 for Environmental Health Services (Utility) for a term not to exceed twenty years;
- (ii) \$712,672 (Interim Financing) for Environmental Health Services (Utility) for a term not to exceed three years; and

(b) to borrow, for temporary purposes pending the issue and sale of debentures referred to in paragraph (a), the funds referred to in paragraph (a), from a chartered bank, trust company, credit union or the New Brunswick Municipal Finance Corporation at an interest rate not exceeding the chartered bank's prime rate, which borrowing may be evidenced by securities having a term to maturity of less than one year.



Daniel Allain
Minister of Local Government and Local
Governance Reform

This is to certify that the foregoing is a true copy of a Resolution of the Municipal Capital Borrowing Board of the Province of New Brunswick, made on the 9th day of May 2022.



Grace Lee Cutler, CPA, CGA, Secretary
Municipal Capital Borrowing Board

Appendix IV – Ministerial Order #24-0043

May 13, 2024

24-0043

Under subsection 4(3) of the *Municipal Capital Borrowing Act*, the Minister of Local Government approves an authorization granted by the Municipal Capital Borrowing Board on May 13, 2024 for the local government of "Fundy Albert":

(a) to obtain for capital expenses, by way of a loan or by the issue and sale of debentures to the New Brunswick Municipal Finance Corporation amounts not exceeding:

- (i) \$40,000 for Environmental Health Services (Utility) for a term not to exceed fifteen years;
- (ii) \$559,980 (Interim Financing) for Environmental Health Services (Utility) for a term not to exceed three years; and

(b) to borrow, for temporary purposes pending the issue and sale of debentures referred to in paragraph (a), the funds referred to in paragraph (a), from a chartered bank, trust company, credit union or the New Brunswick Municipal Finance Corporation at an interest rate not exceeding the chartered bank's prime rate, which borrowing may be evidenced by securities having a term to maturity of less than one year.



Hon. Glen Savoie
Minister of Local Government

This is to certify that the foregoing is a true copy of a Resolution of the Municipal Capital Borrowing Board of the Province of New Brunswick, made on the 13th day of May 2024.



Grace Lee Cutler CPA CGA Secretary

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session			
From	Kim Beers			
Date	September 16, 2025			
Subject	Travel and Expense Policy for Elected Officials			
Presenters (if applicable)	N/A			
Length of Presentation (if applicable)	N/A			
Type	Public	Private	✓	Committee of the Whole

PROPOSAL

To adopt and implement a formalized Travel and Expense Policy for Elected Officials that ensures transparent, consistent, and accountable reimbursement of expenses incurred while conducting municipal business.

BACKGROUND

Currently, the Municipality does not have a standardized policy governing travel and expense claims for elected officials. While expenses have historically been handled on a case-by-case basis, the absence of a consistent framework has resulted in a lack of clarity for Council members, administrative staff, and the public.

The development of this policy is in line with the Municipality’s ongoing efforts to strengthen governance, transparency, and accountability in financial management.

This policy reflects best practices from other New Brunswick municipalities and incorporates federal standards for mileage reimbursement.

DISCUSSION

The proposed Travel and Expense Policy outline clear parameters for allowable expenses, approval processes, documentation requirements, and public reporting expectations.

Key features include:

- Pre-approval process for travel by the Mayor or CAO
- Defined maximums for meals and accommodations
- Reimbursement rates based on National Joint Council kilometer rates
- Monthly reporting and receipt requirements
- Annual public disclosure of elected officials' expenses

By implementing this policy, the Municipality will improve its ability to manage budgets effectively, support fair treatment of elected officials, and respond to public expectations for transparency.

If approved, the policy would take effect immediately and be administered by the Clerk and CAO, with expenses categorized and reported annually in the Village's Annual Report.

RECOMMENDATION

That Council approve the Travel and Expense Policy for Elected Officials, as presented at the next Regular meeting.

OTHER OPTIONS

- Defer approval and request additional revisions or clarifications.
- Approve the policy with amendments.
- Reject the policy and continue with the current informal practice.

RISK ANALYSIS

- Low Risk: Implementing the policy reduces financial and reputational risks by ensuring clear rules for reimbursement and approvals.
- Higher Risk if Not Approved: Continuing without a formal policy increases exposure to inconsistent practices, disputes, and potential non-compliance with best practices.

CONSIDERATIONS

Legal	Aligns with principles of financial accountability and transparency as expected of elected officials under provincial municipal governance legislation.
Financial	Provides clarity and control over allowable expenses, promoting budget discipline and helping staff to forecast travel expenditures.
Environmental	NA
Policy	Introduces a new policy framework and aligns with municipal best practices.
Stakeholders	Elected officials (Mayor and Councillors) CAO and Clerk responsible for administration Municipal residents seeking transparency in elected officials' expenditures
Community Sensitivities	Public sensitivity around the use of taxpayer funds requires strong accountability for elected officials' expenses. The policy helps mitigate concerns.
Council priorities	Strategic Plan Alignment: • Infrastructure ✓ Village Services • Communications • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Travel and Expense Policy for Elected Officials
Consultation	Reviewed by CAO Policy content informed by comparison with similar-sized municipalities and New Brunswick provincial guidelines
Intergovernmental considerations	Kilometric reimbursement rates aligned with the National Joint Council (Government of Canada), specific to New Brunswick. Policy ensures consistency with provincial auditing expectations.

Travel and Expense Policy for Elected Officials

Effective Date:

Approving Authority: Fundy Albert Council

1. Purpose

The purpose of this policy is to provide clear direction for the reimbursement of necessary, actual, and reasonable expenses incurred by elected officials in the conduct of official municipal business.

It is acknowledged that, from time to time, elected officials may incur expenses while carrying out their responsibilities. These expenses will be reimbursed provided they are reasonable, in the best interest of the Municipality, and appropriately documented.

2. Definitions

For the purposes of this Policy, the following definitions are provided:

- a. “CAO” refers to the Chief Administrative Officer of the Municipality.
- b. “Council” means the Council of the Municipality.
- c. “Councillor” refers to a Council member and includes the Mayor and Deputy Mayor, unless otherwise indicated.
- e. “Municipality” refers to the Village of Fundy Albert.

3. Travel Expenses

Travel should be planned in advance to take advantage of early booking discounts whenever possible. All travel must be pre-approved and budgeted before any bookings are made.

- Councillors must obtain approval from the Mayor.
- The Mayor must obtain approval from the CAO.

Once approval is obtained, the Fundy Albert Clerk will coordinate travel arrangements and registrations on behalf of council members.

3.1 Airfare

- Councillors must use the lowest logical and reasonable airfare available.
- Airline tickets will be purchased using a municipal credit card to take advantage of travel insurance for flight cancellations, lost baggage, and medical emergencies.
- Any travel points associated with ticket purchases will be used by the Municipality to offset future travel costs.

3.2 Lodging

- Lodging must be selected based on the lowest reasonable cost while balancing proximity to the primary meeting or conference venue.
- Personal charges (e.g., in-room movies, minibar items) are not eligible for reimbursement.

3.3 Mileage

- Mileage must be submitted using the official expense claim form and must include the starting point, destination, and total kilometers driven.
- Reimbursement is provided only for the use of personal vehicles and only for travel deemed necessary for municipal business.
- The Municipality follows the National Joint Council (Government of Canada) Kilometric Rates applicable to the Province of New Brunswick.
- Vehicle-related costs such as maintenance, tires, and repairs are not reimbursable, as they are considered included in the kilometric rate.
- When two or more individuals travel together in the same vehicle, only the driver (or one designated individual) may claim mileage reimbursement.

3.4 Meals

A daily meal allowance including taxes and gratuities may be claimed while travelling on Village business. Meal expenses will be reimbursed based on actual costs with receipts, up to the following daily limits:

- **Breakfast:** \$20.00
- **Lunch:** \$25.00
- **Dinner:** \$30.00

Receipts must be submitted for all meal claims. Credit card slips alone are not sufficient. Claims without receipts will not be reimbursed unless a written justification is provided and approved.

3.5 Cell Phones

Council shall fix each year a monthly amount to be used for a cell phone allowance for council members.

4. Hospitality Expenses

From time to time, elected officials may incur reasonable hospitality expenses related to the performance of their duties.

- Hospitality expenses over \$50.00 for elected officials must be approved in advance by the Mayor.
- All hospitality expenses must be appropriately documented with itemized receipts.
- The Mayor must obtain approval from the CAO.

5. Documentation Requirements

- Expense reports must be submitted on a monthly basis.
- All expense claims must be submitted with detailed, itemized receipts.
- Digital receipts are accepted and must clearly show the date, vendor, items purchased, and total amount.
- Credit card slips alone are not acceptable as proof of purchase.
- Any missing documentation must be explained in the “Comments” section of the expense claim form.
- Claims without adequate documentation may be denied.

6. Verification and Approval

- Travel and expense claims for elected officials must be approved by the Mayor.
- Claims submitted by the Mayor must be reviewed and approved by the CAO.

7. Public Reporting and Budgeting

- Expenses incurred by elected officials will be published annually in the Village's Annual Report, categorized by: mileage, accommodation, meals, incidentals, and other.
- Administration is responsible for recommending any necessary changes to the elected officials' travel and expense budget during the annual budget deliberation process to ensure that officials can effectively represent the Municipality.

8. Policy Review

This policy will be reviewed every two years or as directed by Council to ensure its ongoing relevance and alignment with municipal best practices.

9. Contact Information

Village Office
61 Academy Street
Hillsborough, NB E4H 2R4
Phone: 506.734.3733
Email: clerk@fundyalbert.ca

Approval and Signatures

Mayor: _____

Clerk: _____

Date: _____

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Kim Beers		
Date	September 16, 2025		
Subject	Maritime By-Law Services 2026 Contract		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	✓ Committee of the Whole

PROPOSAL

To approve and authorize the execution of a service agreement between the Village of Fundy Albert and Maritime Enforcement Services Inc. for the provision of by-law enforcement services for the 2026 calendar year.

BACKGROUND

The Village of Fundy Albert requires municipal by-law enforcement services to support the implementation and compliance of local by-laws and regulations enacted under the Local Governance Act and other applicable provincial legislation.

DISCUSSION

The proposed agreement will provide by-law enforcement services to the Village from January 1, 2026, to December 31, 2026. The services include:

- Inspection, documentation, and enforcement of assigned municipal by-laws
- Issuance of legal document delivery
- Communication with residents and property owners
- Court-related support, including acting as witnesses
- Officers named through Council resolution under the Local Governance Act

Key contractual terms include:

- Total contract value: \$56,490.00 (plus HST)
- Quarterly payment schedule, with payments of \$11,298.00 (plus HST) each
- Initial payment due: January 1, 2026
- Termination clause: Either party may terminate with 30 days' written notice
- Insurance & liability: Maritime Enforcement Services holds liability coverage and is responsible for defense in cases of negligence

RECOMMENDATION

That Council approve the 2026 Municipal Enforcement Services Agreement between the Village of Fundy Albert and Maritime Enforcement Services Inc., and further authorize the Mayor and Clerk to sign the agreement on behalf of the Municipality.

OTHER OPTIONS

Approve the agreement as **presented** for the 2026 term.

Increase enforcement **hours** by negotiating a revised service level with Maritime Enforcement Services Inc., which would require a corresponding budget adjustment.

RISK ANALYSIS

- **Without agreement:** Risk of enforcement gap in January 2026, legal non-compliance, reduced service to residents
- **With agreement:** Service continuity, legal compliance, and clear enforcement protocol in place.

CONSIDERATIONS

Legal	Officers to be formally appointed by Council resolution in compliance with Section 72 of the <i>Local Governance Act</i>
Financial	The total annual cost is \$56,490.00 + HST, to be included in the 2026 operating budget. Quarterly billing and clear payment schedule included. Price is the same as 2025
Environmental	NA
Policy	Supports enforcement of existing municipal by-laws and regulations.
Stakeholders	Elected officials (Mayor and Councillors) Staff Municipal residents
Community Sensitivities	Consistent by-law enforcement is an ongoing expectation among residents. Contracted services should uphold fairness, responsiveness, and legal compliance.

Council priorities	Strategic Plan Alignment: • Infrastructure ✓ Village Services • Communications • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Municipal Enforcement Services Agreement – 2026
Consultation	CAO
Intergovernmental considerations	Officers named under provincial legislation require local resolution for appointment Legal framework guided by New Brunswick laws and municipal regulations

MUNICIPAL ENFORCEMENT SERVICES AGREEMENT

THIS AGREEMENT made this ____ Day of _____, 20__.

BETWEEN:

The **Village of Fundy Albert**, a Local Government created under the *Local Governance Act* and its regulations, with its municipal office located at 61 Academy Street Hillsborough, NB E4H 2R4 hereinafter called the “**Municipality**”

- AND -

Maritime Enforcement Services Inc., a corporation created under the laws of the Province of New Brunswick, with its registered office located at 144 Edinburgh Dr., Suite 212, Moncton, NB, hereinafter called “**Maritime Enforcement Services**”

WHEREAS the **Municipality** wishes to purchase municipal enforcement services regarding the Municipality’s By-Laws & Regulations adopted under the *Local Governance Act* and any other Act or Regulation of the Province of New Brunswick;

AND WHEREAS municipal enforcement services is defined as enforcing the Municipality’s by-laws through a range of by-law enforcement activities;

AND WHEREAS **Maritime Enforcement Services** provided the **Municipality** with a proposal;

AND WHEREAS all parties agree this agreement is for the enforcement of the Municipality’s By-Laws and any other Act or Regulation the **Municipality** is authorized to enforce;

AND WHEREAS, in consideration of the mutual covenants, agreements, and conditions contained herein, the parties agree as follows:

1. **Maritime Enforcement Services** will provide by-law enforcement services for the local government.
2. The term of the contract is as follows:
 - a) It begins on the 1st day of January 2026.
 - b) It ends on the 31st day of December 2026.
3. **Maritime Enforcement Services** shall charge the client a rate of \$56,490.00 (plus HST) and shall include the following stipulations:
 - a) An initial down payment in the amount of \$11,298.00 (plus HST) is due upon commencement of services.

- b) All payments shall be made quarterly in the amount of \$11,298.00 (plus HST), due respectively on 1 January 2026, 1 April 2026, 1 July 2026, and 1 October 2026.
 - c) Maritime Enforcement Services Inc. shall provide an invoice for all required payments.
 - d) All payments shall be made by cheque payable to “Maritime Enforcement Services Inc.” or paid by Electronic Funds Transfer.
 - e) All invoices shall be paid within 14 days of receipt.
4. The current agreement is issued within the discretionary threshold of the Procurement Act and its regulations. Any extension of this contract is not guaranteed because of procurement requirements and the Municipality reserves the exclusive right to decide how it will proceed with any future procurement. Should Maritime Enforcement Services not provide a satisfactory service during the term of this agreement, the Municipality shall provide such reasons in writing and may use this in its future procurements.
5. The services delivered by **Maritime Enforcement Services** shall consist of providing inspection, documentation and enforcement services related to the enforcement of assigned by-laws by the Clerk of the **Municipality** which may include issuing penalty notices, dialoguing with property owners or tenants, serving various documents, acting as witnesses for various court proceedings and such other related tasks pertaining to Municipal Enforcement.
6. The Municipality will provide resolutions naming the Officers of **Maritime Enforcement Services** as By-Law Enforcement Officers in accordance with Section 72 of the *Local Governance Act* and Section 14(3) of the *Police Act*,
7. **Maritime Enforcement Services** accepts full legal responsibility and will pay for the defense of any lawsuits resulting from negligence, misuse or errors originating with and committed by Maritime Enforcement Services as well as dereliction of duty in providing its services and any action brought against the Municipality in relation thereto will be defended at the expense of Maritime Enforcement Services.
8. If a matter proceeds before the courts for enforcement purposes, the **Municipality** is responsible for associated legal fees. As part of its services, **Maritime Enforcement Services** will provide the employees who worked on the matter to act as witnesses at no additional cost.
9. Under this agreement, **Maritime Enforcement Services** shall ensure liability insurance coverage for the services they provide. The Municipality shall also provide a certificate purporting that Maritime Enforcement Services Inc. is a named insured onto the Municipalities liability insurance policy.
10. **Maritime Enforcement Services** will ensure that its Officers have received appropriate training, have a valid criminal record check with vulnerable sector screening.

11. Neither this agreement, nor any rights, remedies, liabilities, or obligations arising under it or by reason of it shall be assignable. This Agreement shall ensure to the benefit of and be binding on the parties and their respective successors and permitted assigns.
12. The parties shall with reasonable diligence do all things and provide all assurances as may be required to perform the obligations contemplated by this Agreement, and each party shall provide further documents or instruments required by any other party as may be reasonably necessary or desirable to affect the purpose of this Agreement and to carry out its provisions, whether before or after date of Signature.
13. This agreement constitutes the entire agreement between the parties and except as stated in it and in the instruments and documents to be executed and delivered, contains all the representations and warranties of the respective parties.
14. This Agreement may be supplemented, amended, or modified only by the parties' mutual agreement. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
15. This agreement may be terminated with an official notice issued by either party, providing thirty (30) days' advance written notice, after which services will cease on the final day of that notice period.
16. This agreement shall be interpreted in accordance with the Laws of the Province of New Brunswick.
17. In the event of any dispute of claim in respect of this Agreement, the parties agree that the same shall be determined by a single arbitrator. If the parties cannot agree on an arbitrator, then either party may apply to the Court pursuant to the Arbitration Act for the appointment of an arbitrator.

IN WITNESS WHEREOF the parties have hereunto affixed their signatures & Seals, attested by the hands of their duly authorized officers as of this _____ day of _____, 20_____.

Maritime Enforcement Services Inc.

Village of Fundy Albert

Jordan Cyr, Director

Jim Campbell, Mayor

Kim Beers, Clerk

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Ian Barrett, Director of Operations
Date	16 Sept, 2025
Subject	Approval of 2028-2030 PMHP plan
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	Public Private ✓ Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

BACKGROUND

The Provincial Municipal Highways Partnership (PMHP) is an ongoing initiative between the province of New Brunswick; Department of Transportation and Municipalities to deliver highway infrastructure projects. Each year an application is submitted to the province for approval of funding. In 2024 a letter was submitted covering 2027-2031 with the following proposed project:

- 2024 Plan:
 - 2027: Route 114 (Stiles Road to village limits). (\$1,680,000.00)
 - 2028: Route 114 (Civic 2591–2647). (\$510,000.00)
 - 2029: Route 114 (Civic 2647–Salem Road). (\$760,000.00)
 - 2030: Route 114 (8553 Main to Green Hill Drive, including curbs/gutters). (\$225,000.00)
 - 2031: Route 915 (King Street to Shepody River limits). (\$490,000.00)

The 2025 application requested a three year plan which was presented as follows:

- 2025 Plan:

- 2028: Route 114 (Stiles Road to village limits). (\$1,618,000.00)
- 2029: Route 114 (Civic 2591–2647). (\$499,000.00)
- 2030: Route 114 (Civic 2647–Salem Road). (\$745,000.00)

You will note that due to funding application being unsuccessful in 2024 the projects have been moved back by one year respectively in order to maintain our priorities. It will also be noted that the total cost estimates for each project have been checked and updated by Englobe.

The 2025 PMHP letter narrows the project scope, but provides **updated, more realistic cost estimates**. The overall municipal share remains similar due to proportional 5% funding. though absolute costs are slightly lower per project with a total village contribution of \$143,100.00 compared to the previous estimate of \$147,500. The 2024 plan provided broader long-term visibility, while the 2025 plan is more immediate and financially detailed.

RECOMMENDATION

It is recommended that council approve the 2025 PMHP application letter as presented to ensure it can be submitted by the 26 Sept, 2025 deadline.

OTHER OPTIONS

N/A

RISK ANALYSIS

The primary risk with this application is financial. While the Provincial–Municipal Highways Partnership covers the majority of costs, the municipality remains responsible for its 5% share, even if tendered costs come in higher than anticipated. This could place unplanned pressure on the budget or require reallocation of funds from other priorities, this must be taken into consideration during budget preparation. Additional risks include potential delays in tendering or construction, scope changes required by the province, and public dissatisfaction if timelines or expectations are not met.

CONSIDERATIONS

Legal	
Financial	• Budget forecasting
Environmental	
Policy	
Stakeholders	
Community Sensitivities	• On going maintenance and asset management of roads

Council priorities	Strategic Plan Alignment: ✓ Infrastructure • Communications
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	• Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	2024 PMHP letter previously approved for submission 2025 PMHP draft letter submitted for council approval Draft PMHP application form 2028-2030
Consultation	Internal, Englobe, DTI
Intergovernmental considerations	N/A



September 24, 2024

Village of Fundy Albert
61 Academy Street
Hillsborough, NB E4H 2R4
Attention: Ms Linda Sabourin - Chief Administration Officer/Clerk

Subject: **Village of Fundy Albert**
Project Descriptions and Preliminary Cost Estimates - Municipal Highway Partnership
Program 2027 to 2031
Englobe reference: 2408813.000

Dear Ms. Sabourin:

Further to your request, Englobe Corp. is pleased to present the project descriptions and cost estimates for the Village of Fundy Albert under the Municipal Highway Partnership Program 2027-2031. The details provided are in accordance with Schedule A - PMHP Project Descriptions.

As noted on NBDTI website, funding has been approved for the project titled "Shoulder reconstruction & swale paving for Route 915 (Scenic Drive, Bucket Hill to Route 114)", which was proposed in the previously submitted plan. This project is scheduled for 2026.

For each project described below, the Village proposes a 5% minimum allowable contribution and requests NBDTI's collaboration to cover 95% of the total cost.

2027: Route 114 - Road resurfacing, from Stiles Road toward the village limits (beyond 5632 Main Street)

This project includes asphalt milling and paving on Route 114 from Stiles Road toward the village limits (beyond 5632 Main Street), covering a total distance of approximately 1,600 meters. In areas not serviced by sidewalks, three-lane roads will be considered to accommodate pedestrian traffic and ensure efficient water flow to the storm drain system.

The estimated project cost is approximately \$1,680,000.00 (net HST). The village contribution represents \$84,000.00 (Net HST), and the NBDTI contribution represents an amount of \$1,596,000.00 (Net HST).

2028: Route 114 - Road resurfacing, from the northerly limit (end of new paving in 2023) near Civic 2591 to Civic 2647

This project includes asphalt milling, and paving on Route 114 from the northerly limit near Civic 2591 to Civic 2647, covering a total distance of approximately 600 meters.

The estimated project cost is approximately \$510,000.00 (net HST). The village contribution represents \$25,500.00 (Net HST), and the NBDTI contribution represents an amount of \$484,500.00 (Net HST).

2029: Route 114 - Road resurfacing, from Civic 2647 to the intersection of Route 114 and Salem Road

This project includes asphalt milling, and paving on Route 114 from Civic 2647 to the intersection of Route 114 and Salem Road, covering a total distance of approximately 640 meters.

The estimated project cost is approximately \$760,000.00 (net HST). The village contribution represents \$38,000.00.00 (Net HST), and the NBDTI contribution represents an amount of \$722,000.00 (Net HST).

2030: Route 114 - Road resurfacing, from 8553 Main Street to Green Hill Drive

This project includes the placement of curbs and gutters, covering a total distance of approximately 270 meters on Route 114 from 8553 Main Street to Green Hill Drive.

The estimated project cost is approximately \$225,000.00 (net HST). It is expected that NBDTI represents an amount of \$213,750.00 (Net HST), and the village represents the remaining amount, \$11,250.00(Net HST).

2031: Route 915 - Road resurfacing, from the intersection of King Street and Main Street to Shepody River community limits

This project includes the application of asphalt seals on Route 915 from the intersection of King Street and Main Street to Shepody River community limits (before the bridge), with a total distance of approximately 592 meters.

The estimated project cost is approximately \$490,000.00 (net HST). NBDTI is expected to represent \$465,500.00 (Net HST), and the village represents the remaining amount, \$24,500.00 (Net HST).

A summary of the proposed work for the fiscal year 2027-2031 is included below:

Year	Project Description	Total Contribution
2027	Route 114 - Road resurfacing, from Stiles Road toward the village limits (beyond 5632 Main Street)	Total Cost (Net HST): : \$ 1,680,000.00
		NBDTI Contribution (95%) : \$ 1,596,000.00
		Village Contribution (5%) : \$ 84,000.00
2028	Route 114 - Road resurfacing, from the northerly limit (end of new paving in 2023) near Civic 2591 to Civic 2647	Total Cost (Net HST) : \$ 510,000.00
		NBDTI Contribution (95%) : \$ 484,500.00
		Village Contribution (5%) : \$ 25,500.00
2029	Route 114 - Road resurfacing, from Civic 2647 to the intersection of Route 114 and Salem Road	Total Cost (Net HST) : \$ 760,000.00
		NBDTI Contribution (95%) : \$722,000.00
		Village Contribution (5%) : \$ 38,000.00
2030	Route 114 - Road resurfacing, from 8553 Main St to Green Hill Drive	Total Cost (Net HST) : \$ 225,000.00
		NBDTI Contribution (95%) : \$ 213,750.00
		Village Contribution (5%) : \$ 11,250.00
2031	Route 915 - Road resurfacing, from the intersection of King Street and Main Street to Shepody River community limits	Total Cost (Net HST) : \$ 490,000.00
		NBDTI Contribution (95%) : \$ 465,500.00
		Village Contribution (5%) : \$ 24,500.00
GRAND TOTAL (NET HST):		\$ 3,665,000.00
NBDTI Contribution (95%):		\$ 3,481,750.00
Village Contribution (5%):		\$ 183,250.00

Englobe appreciates the continued opportunity to provide our services to the Village of Fundy Albert. We are committed to delivering results and look forward to our ongoing collaboration. Should you require any additional information or have any questions, please do not hesitate to contact us at your convenience.

Yours very truly,

Englobe Corp.

Mathilde W. Diraamba
Project Manager

Enclosure: Preliminary Cost Estimates

C.C.: Ian Barrett, Director of Operations - Village of Fundy Albert
Robert Rochon, Mayor - Village of Fundy Albert

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Project: 2027: Route 114 - Road resurfacing, from Stiles Road toward the village limits (beyond 5632 Main Street)
No. P2408813.000
Client: Village of Fundy Albert
Date: September 20, 2024

Item no.	Description	Unit	Estimated Quantity	Unit Price	Total Cost
Asphalt Paving, Levelling and Resurfacing					
1	Asphalt Cold Milling, 40 mm Thick, Complete	sq.m	18,900.00	\$ 12.00	\$ 226,800.00
2	Asphalt Levelling Course Type "D", 20mm Thick, Complete	tonne	500.00	\$ 350.00	\$ 175,000.00
3	Asphalt Seal Type "D", 40 mm Thick, Complete	tonne	2,000.00	\$ 350.00	\$ 700,000.00
4	Tack Coat	sq.m	18,900.00	\$ 3.00	\$ 56,700.00
5	Line Painting, Complete	lump sum	1.00	\$ 5,000.00	\$ 5,000.00
Construction Sub-Total: \$ 1,163,500.00					
Construction Contingency (+~20%): \$ 232,700.00					
Engineering Services: \$ 209,500.00					
Material Testing: \$ 5,000.00					
Sub-Total: \$ 1,610,700.00					
HST @ 15 %: \$ 241,605.00					
HST Rebate: -\$ 172,575.00					
GRAND TOTAL (NET HST): \$ 1,679,800.00					



Project: 2028 - Fundy Albert - Route 114 - Road resurfacing, from the northerly limit (end of new paving in 2023) near Civic 2591 to Civic 2647
No. P2408813.000
Client: Village of Fundy Albert
Date: September 20, 2024

Item no.	Description	Unit	Estimated Quantity	Unit Price	Total Cost
Asphalt Paving, Levelling and Resurfacing					
1	Asphalt Cold Milling, 40 mm Thick, Complete	sq.m	4,800.00	\$ 14.00	\$ 67,200.00
2	Asphalt Levelling Course Type "D", 20mm Thick, Complete	tonne	200.00	\$ 368.00	\$ 73,600.00
3	Asphalt Seal Type "D", 40 mm Thick, Complete	tonne	500.00	\$ 368.00	\$ 184,000.00
4	Tack Coat	sq.m	4,800.00	\$ 4.00	\$ 19,200.00
5	Line Painting, Complete	lump sum	1.00	\$ 5,000.00	\$ 5,000.00
Construction Sub-Total: \$ 349,000.00					
Construction Contingency (+-20%): \$ 69,800.00					
Engineering Services: \$ 62,900.00					
Material Testing: \$ 5,000.00					
Sub-Total: \$ 486,700.00					
HST @ 15 %: \$ 73,005.00					
HST Rebate: -\$ 52,146.43					
GRAND TOTAL (NET HST): \$ 507,600.00					

Project: 2029 - Fundy Albert - Route 114 - Road resurfacing, from Civic 2647 to the intersection of Route 114 and Salem Road
No. P2408813.000
Client: Village of Fundy Albert
Date: September 20, 2024

Item no.	Description	Unit	Estimated Quantity	Unit Price	Total Cost
Asphalt Paving, Leveling and Resurfacing					
1	Asphalt Cold Milling, 40 mm Thick, Complete	sq.m	7,100.00	\$ 13.00	\$ 92,300.00
2	Asphalt Leveling Course Type "D", 20mm Thick, Complete	tonne	200.00	\$ 387.00	\$ 77,400.00
3	Asphalt Seal Type "D", 40 mm Thick, Complete	tonne	800.00	\$ 387.00	\$ 309,600.00
4	Tack Coat	sq.m	7,100.00	\$ 5.00	\$ 35,500.00
5	Line Painting, Complete	lump sum	1.00	\$ 5,000.00	\$ 5,000.00
				Construction Sub-Total:	\$ 519,800.00
				Construction Contingency (+-20%):	\$ 104,000.00
				Engineering Services:	\$ 93,600.00
				Material Testing:	\$ 5,000.00
				Sub-Total:	\$ 722,400.00
				HST @ 15 %:	\$ 108,360.00
				HST Rebate:	-\$ 77,400.00
				GRAND TOTAL (NET HST):	\$ 753,400.00



Project: 2030 - Fundy Albert - Route 114 - Road resurfacing, from 8553 Main Street to Green Hill Drive
No. P2408813.000
Client: Village of Fundy Albert
Date: September 20, 2024

Item no.	Description	Unit	Estimated Quantity	Unit Price	Total Cost
Environmental Procedure					
1	Common Excavation	cu.m	200.00	\$ 50.00	\$ 10,000.00
2	Borrow Material	cu.m	80.00	\$ 50.00	\$ 4,000.00
Asphalt Paving, Leveling and Resurfacing					
3	Asphalt Key Milling - 140mm deep	sq.m	200.00	\$ 20.00	\$ 4,000.00
4	Asphalt Slug - 600mm wide and 140mm deep	tonne	100.00	\$ 500.00	\$ 50,000.00
Concrete Curb					
5	Concrete Curb and Gutter - 600 mm Wide, Complete	lin.m.	270.00	\$ 250.00	\$ 67,500.00
6	0-31.5mm Crushed Rock - 300 mm Thick, Complete	tonne	300.00	\$ 53.00	\$ 15,900.00
Construction Sub-Total:					\$ 151,400.00
Construction Contingency (+~20%):					\$ 30,300.00
Engineering Services:					\$ 27,300.00
Material Testing:					\$ 3,000.00
Sub-Total:					\$ 212,000.00
HST @ 15 %:					\$ 31,800.00
HST Rebate:					-\$ 22,714.29
GRAND TOTAL (NET HST):					\$ 221,100.00



Project: 2031 - Fundy Albert - Route 915 - Road resurfacing, from the intersection of King Street and Main Street to Shepody River community limits

No. P2408813.000

Client: Village of Fundy Albert

Date: September 20, 2024

Item no.	Description	Unit	Estimated Quantity	Unit Price	Total Cost
Asphalt Paving					
1	Asphalt Leveling Course Type "D", 20mm Thick, Complete	tonne	200.00	\$ 427.00	\$ 85,400.00
2	Asphalt Seal Type "D", 40 mm Thick, Complete	tonne	500.00	\$ 427.00	\$ 213,500.00
3	Tack Coat	sq.m	4,800.00	\$ 6.00	\$ 28,800.00
4	Line Painting, Complete	lump sum	1.00	\$ 5,000.00	\$ 5,000.00
Construction Sub-Total: \$ 332,700.00					
Construction Contingency (+-20%): \$ 66,600.00					
Engineering Services: \$ 59,900.00					
Material Testing: \$ 5,000.00					
Sub-Total: \$ 484,200.00					
HST @ 15 %: \$ 69,630.00					
HST Rebate: -\$ 49,735.71					
GRAND TOTAL (NET HST): \$ 484,100.00					



September 6, 2025

Village of Fundy Albert
61 Academy Street
Hillsborough, NB E4H 2R4
Attention: Ian Barrett - Director of Operations

Subject: **Village of Fundy Albert**
Project Descriptions and Preliminary Cost Estimates - Municipal Highway Partnership
Program 2028 to 2030
Englobe reference: P2408813.000

Dear Mr. Barrett:

Further to your request, Englobe Corp. is pleased to present the project descriptions and cost estimates for the Village of Fundy Albert under the Municipal Highway Partnership Program 2028-2030. The details provided are in accordance with Schedule A - PMHP Project Descriptions.

As noted on NBDTI website, funding has been approved for the project titled "Shoulder reconstruction & swale paving for Route 915 (Scenic Drive, Bucket Hill to Route 114)", which was proposed in the previously submitted plan. This project is scheduled for 2026.

For each project described below, the Village proposes a 5% minimum allowable contribution and requests NBDTI's collaboration to cover 95% of the total cost.

2028: Route 114 - Road resurfacing, from Stiles Road toward the village limits (beyond 5632 Main Street)

This project includes asphalt milling and paving on Route 114 from Stiles Road toward the village limits (beyond 5632 Main Street), covering a total distance of approximately 1,600 meters. In areas not serviced by sidewalks, three-lane roads will be considered to accommodate pedestrian traffic and ensure efficient water flow to the storm drain system. The estimated project cost is approximately \$1,688,000.00 (net HST).

2029: Route 114 - Road resurfacing, from the northerly limit (end of new paving in 2023) near Civic 2591 to Civic 2647

This project includes asphalt milling and paving on Route 114 from the northerly limit near Civic 2591 to Civic 2647, covering a total distance of approximately 600 meters. The estimated project cost is approximately \$521,000.00 (net HST).

2030: Route 114 - Road resurfacing, from Civic 2647 to the intersection of Route 114 and Salem Road

This project includes asphalt milling and paving on Route 114 from Civic 2647 to the intersection of Route 114 and Salem Road, covering a total distance of approximately 640 meters. The estimated project cost is approximately \$777,000.00 (net HST).

A summary of the proposed work for the fiscal year 2028-2030 is included below. Please note that the cost presented in the table below are before HST.

Year	Project Description	Total Contribution
2028	Route 114 - Road resurfacing, from Stiles Road toward the village limits (beyond 5632 Main Street)	Total Cost (Before HST) : \$ 1,618,000.00
		NBDTI Contribution (95%) : \$ 1,537,100.00
		Village Contribution (5%) : \$ 80,900.00
2029	Route 114 - Road resurfacing, from the northerly limit (end of new paving in 2023) near Civic 2591 to Civic 2647	Total Cost (Before HST) : \$ 499,000.00
		NBDTI Contribution (95%) : \$ 474,050.00
		Village Contribution (5%) : \$ 24,950.00
2030	Route 114 - Road resurfacing, from Civic 2647 to the intersection of Route 114 and Salem Road	Total Cost (Before HST) : \$ 745,000.00
		NBDTI Contribution (95%) : \$ 707,750.00
		Village Contribution (5%) : \$ 37,250.00
GRAND TOTAL (NET HST):		\$ 2,862,000.00
NBDTI Contribution (95%):		\$ 2,718,900.00
Village Contribution (5%):		\$ 143,100.00

Should you require any additional information or have any questions, please do not hesitate to contact us at your convenience.

Yours very truly,

Englobe Corp.



Mathilde W. Diramba, P.Eng.
Project Manager

Enclosure: Preliminary Cost Estimates

C.C.: Laura Leger, P.Eng., Project Manager, Municipal Engineering - Englobe



Project: 2028: Route 114 - Road resurfacing, from Stiles Road toward the village limits (beyond 5632 Main Street)
No. P2408813.000
Client: Village of Fundy Albert
Date: September 6, 2025

Item no.	Description	Unit	Estimated Quantity	Unit Price	Total Cost
Asphalt Paving, Levelling and Resurfacing					
1	Asphalt Cold Milling, 40 mm Thick, Complete	sq.m	18,900.00	\$ 12.00	\$ 226,800.00
2	Asphalt Levelling Course Type "D", 20mm Thick, Complete	tonne	500.00	\$ 350.00	\$ 175,000.00
3	Asphalt Seal Type "D", 40 mm Thick, Complete	tonne	2,000.00	\$ 350.00	\$ 700,000.00
4	Tack Coat	sq.m	18,900.00	\$ 3.00	\$ 56,700.00
5	Line Painting, Complete	lump sum	1.00	\$ 10,000.00	\$ 10,000.00
Construction Sub-Total: \$ 1,168,500.00					
Construction Contingency (+~20%): \$ 233,700.00					
Engineering Services: \$ 210,000.00					
Material Testing: \$ 5,000.00					
Sub-Total: \$ 1,618,000.00					
HST @ 15 %: \$ 242,700.00					
HST Rebate: -\$ 173,357.14					
GRAND TOTAL (NET HST): \$ 1,688,000.00					



Project: 2029 - Fundy Albert - Route 114 - Road resurfacing, from the northerly limit (end of new paving in 2023) near Civic 2591 to Civic 2647
No. P2408813.000
Client: Village of Fundy Albert
Date: September 6, 2025

Item no.	Description	Unit	Estimated Quantity	Unit Price	Total Cost
Asphalt Paving, Leveling and Resurfacing					
1	Asphalt Cold Milling, 40 mm Thick, Complete	sq.m	4,800.00	\$ 15.50	\$ 74,400.00
2	Asphalt Leveling Course Type "D", 20mm Thick, Complete	tonne	200.00	\$ 370.00	\$ 74,000.00
3	Asphalt Seal Type "D", 40 mm Thick, Complete	tonne	500.00	\$ 370.00	\$ 185,000.00
4	Tack Coat	sq.m	4,800.00	\$ 4.00	\$ 19,200.00
5	Line Painting, Complete	lump sum	1.00	\$ 5,000.00	\$ 5,000.00
				Construction Sub-Total:	\$ 357,600.00
				Construction Contingency (+/-20%):	\$ 71,600.00
				Engineering Services:	\$ 64,400.00
				Material Testing:	\$ 5,000.00
				Sub-Total:	\$ 499,000.00
				HST @ 15 %:	\$ 74,850.00
				HST Rebate:	-\$ 53,464.29
				GRAND TOTAL (NET HST):	\$ 521,000.00

Project: 2030 - Fundy Albert - Route 114 - Road resurfacing, from Civic 2647 to the intersection of Route 114 and Salem Road
No. P2408813.000
Client: Village of Fundy Albert
Date: September 6, 2025

Item no.	Description	Unit	Estimated Quantity	Unit Price	Total Cost
Asphalt Paving, Leveling and Resurfacing					
1	Asphalt Cold Milling, 40 mm Thick, Complete	sq.m	7,100.00	\$ 15.00	\$ 106,500.00
2	Asphalt Leveling Course Type "D", 20mm Thick, Complete	tonne	200.00	\$ 389.00	\$ 77,800.00
3	Asphalt Seal Type "D", 40 mm Thick, Complete	tonne	800.00	\$ 389.00	\$ 311,200.00
4	Tack Coat	sq.m	7,100.00	\$ 5.00	\$ 35,500.00
5	Line Painting, Complete	lump sum	1.00	\$ 6,000.00	\$ 6,000.00
Construction Sub-Total: \$ 537,000.00					
Construction Contingency (+~20%): \$ 106,400.00					
Engineering Services: \$ 96,600.00					
Material Testing: \$ 5,000.00					
Sub-Total: \$ 745,000.00					
HST @ 15 %: \$ 111,750.00					
HST Rebate: -\$ 79,821.43					
GRAND TOTAL (NET HST): \$ 777,000.00					



Village of Fundy Albert

Provincial-Municipal Highway Partnership Program Three-Year Plan

2028 - 2030

June 2025

Department of Transportation and Infrastructure





INTRODUCTION

Village of Fundy Albert has prepared a Three-Year Plan for the years 2028-2030 for the *Provincial-Municipal Highway Partnership Program*. Included are project names, descriptions, project limits, cost estimates and financing for each selected project.

THREE-YEAR PLAN CONTENT

DTI publishes a three-year annual capital plan of anticipated projects. These projects include bridges, highways, buildings, and the Provincial-Municipal Highway Partnership (PMHP) Program.

The Three-Year Plan for the PMHP Program includes the following:

1. Certified copy of the resolution from Council adopting the PMHP Program Three-Year Plan of the local government.
2. Schedule A: Project Description. Schedule A to be completed separately for each project including project name, description, project limits and estimated costs.
3. Schedule B: PMHP Funding Request Summary (Excel spreadsheet).
4. Schedule C: Checklist signed by CAO or Transportation head.



Provincial-Municipal Highway Partnership Program - Three Year Plan

Village of Fundy Albert

THREE-YEAR PLAN

FOR THE PROVINCIAL-MUNICIPAL HIGHWAY PARTNERSHIP (PMHP) PROGRAM

2028-2030

RESOLUTION

202X-XXX Moved by Councilor _____ and seconded by Councilor _____
_____"that the document entitled _____ (Name of your local government)
Three-Year Plan for the PMHP Program 2028-2030 be adopted".

Motion Carried

I certify that the above resolution of the council of _____
was adopted while in *regular/special* session XXXXXX, 202X.

SEAL

CLERK

Village of Fundy Albert





Schedule A – Project Description

Route number or name: Route 114

Project Description (Include limits and length of the work, type of rehabilitation):

Road resurfacing, from Stiles Road toward the village limits (beyond 5632 Main Street)

This project includes asphalt milling and paving on Route 114 from Stiles Road toward the village limits (beyond 5632 Main Street), covering a total distance of approximately 1,600 meters. In areas not serviced by sidewalks, three-lane roads will be considered to accommodate pedestrian traffic and ensure efficient water flow to the storm drain system.

Identify non-eligible items of work that will be done as part of this project (i.e., water main, sanitary sewer, sidewalk, etc.):

Year	DTI Contribution of Eligible Items (000s)	Municipal Contribution of Eligible Items (000s)	Other Contribution of Eligible Items (000s)	Non-Eligible Items (000s)	Total Project Cost (000s)
2028	1,537,100	80,900			1,618,000
2029					
2030					

(Use a copy of this page for each project in your submission)



Schedule A – Project Description

Route number or name: Route 114

Project Description (Include limits and length of the work, type of rehabilitation):

Road resurfacing. from the northerly limit (end of new paving in 2023) near Civic 2591 to Civic 2647

This project includes asphalt milling, and paving on Route 114 from the northerly limit near Civic 2591 to Civic 2647, covering a total distance of approximately 600 meters.

Identify non-eligible items of work that will be done as part of this project (i.e., water main, sanitary sewer, sidewalk, etc.):

Year	DTI Contribution of Eligible Items (000s)	Municipal Contribution of Eligible Items (000s)	Other Contribution of Eligible Items (000s)	Non-Eligible Items (000s)	Total Project Cost (000s)
2028					
2029	474,050	24,950			499,000
2030					

(Use a copy of this page for each project in your submission)



Schedule A – Project Description

Route number or name: Route 114

Project Description (Include limits and length of the work, type of rehabilitation):

Road resurfacing, from Civic 2647 to the intersection of Route 114 and Salem Road

This project includes asphalt milling, and paving on Route 114 from Civic 2647 to the intersection of Route 114 and Salem Road, covering a total distance of approximately 640 meters.

Identify non-eligible items of work that will be done as part of this project (i.e., water main, sanitary sewer, sidewalk, etc.):

Year	DTI Contribution of Eligible Items (000s)	Municipal Contribution of Eligible Items (000s)	Other Contribution of Eligible Items (000s)	Non-Eligible Items (000s)	Total Project Cost (000s)
2028					
2029					
2030	707,750	37,250			745,000

(Use a copy of this page for each project in your submission)



Schedule B: PMHP Funding Request Summary

Please refer to the Excel document named: “PMHP Funding Request Summary 2028-2030.xls”.



Schedule C: Checklist

- Schedule A for each individual project duly completed
- Schedule B duly and correctly completed
- Signed Council Resolution
- Submitted application by the requested deadline
- Failure to have the above completed properly and on time may result in the rejection of the application

Authorized Signature: _____

SCHEDULE B – PMHP PROGRAM FUNDING REQUEST SUMMARY

Insert your data in the green cells
Fixed cells (do not alter)

[Insert the name of your Local Government]				
	2028	2029	2030	
Provincial share	95%	95%	95%	
Municipal share	5%	5%	5%	

Project Name with Route Number or Name	Total Eligible Items (000s)			Total
	2028	2029	2030	
Route 114 - Road resurfacing, from Stiles Road toward the village limits (beyond 5632 Main Street)	\$1,618,000			\$1,618,000
Route 114 - Road resurfacing, from the northerly limit (end of new paving in 2023) near Civic 2591 to Civic 2647		\$499,000		\$499,000
Route 114 - Road resurfacing, from Civic 2647 to the intersection of Route 114 and Salem Road			\$745,000	\$745,000
(Insert rows if required)				
DTI Contribution of Eligible Items	\$1,537,100	\$474,050	\$707,750	\$2,718,900
Municipal of Contribution Eligible Items	\$80,900	\$24,950	\$37,250	\$143,100
Other Contribution (Eligible Items)	\$0			\$0
Total Eligible Items	\$1,618,000	\$499,000	\$745,000	\$2,862,000
Non-Eligible Items (if applicable)	\$0			\$0
Total Project Cost (Eligible and Non-Eligible Items)	\$1,618,000	\$499,000	\$745,000	\$2,862,000

Administrative Report

From the Office of the Chief Administrative Officer (CAO)
Municipality of Fundy Albert

The following provides an overview of key administrative matters currently underway within the Municipality:

1. Legacy Contracts

Administration has initiated a comprehensive review of legacy contracts carried forward from the former communities to ensure compliance with current standards, minimize municipal liability, and clarify ongoing responsibilities. Presently, this review is focused on contracts related to Operations, particularly with the Department of Education. Specific items under examination include agreements connected to the community pool and the pumphouse currently used by the Hillsborough Fire Department. This work will continue over the coming months, with findings and recommendations to be reported back to Council as appropriate.

2. Budget Preparation

The Administration team has met on two occasions to begin developing pre-budget estimates for Council's consideration. A preliminary budget package will be provided to Council by **October 4** for review and discussion. This package is intended to support informed deliberations and provide an early opportunity for Council to align priorities before the formal 2026 budget process.

3. Security Enhancements

Following a recent security assessment, two measures are being implemented to strengthen municipal infrastructure security:

- Installation of an internet connection at the Public Works shop to enable enhanced monitoring of the shop and yard.
- Installation of a controlled-access lock at the Municipal Hall.

Both measures have been ordered, and installation will be completed at the earliest opportunity.

4. Golf Club Road Project

The tender for the Golf Club Road reconstruction project has been awarded, with construction scheduled to commence on **September 15**. In collaboration with Emergency Measures Organization (EMO), a streamlined claims program has been designed to expedite the reimbursement process for residents and stakeholders. Englobe, the project consultant, will provide bi-weekly progress updates throughout the duration of the project.

5. E6 Update

An update on the E6 file has been provided as part of the Council package. Further details are attached for Council's review.

6. PMHP Costing

At the request of Administration, Englobe has prepared an updated costing for the PMHP to assist with planning for future projects. This update is included within the Council package for information.

7. Staffing Update

We are pleased to announce the hiring of **Kevin Ford** as the new Lead Hand for Public Works. Mr. Ford brings extensive experience in crew leadership, mechanical repair, heavy equipment operation, and holds multiple certifications that will strengthen the effectiveness and capacity of our Public Works team.

8. Employee Milestone

Congratulations are extended to **Jillian Hutchinson**, who has successfully achieved her **Level 1 Professional Administrators Certification**. This accomplishment reflects Jillian's commitment to professional development and enhances her contributions to the delivery of high-quality municipal services.

9. Community Support – Shepody Food Bank

The Municipality has assisted the **Shepody Food Bank** in securing temporary operational space in Riverside-Albert while renovations are completed at their permanent location. This support ensures continuity of service for residents who rely on the Food Bank's programs.

10. RCMP Liaison

Administration has initiated discussions with the RCMP to establish biannual, in-person reporting updates to Council. The Acting Detachment Commander has confirmed that this will not present any issues. A new Detachment Commander is scheduled to assume leadership in **October**, at which time Administration will request a formal reporting schedule to ensure consistent communication and timely updates for Council.

11. Firefighters Nation Memorial Day

Council recognized **Firefighters' National Memorial Day** on September 14, 2025, honouring those across Canada who have made the ultimate sacrifice in the line of duty. Mayor and Council expressed gratitude to our volunteer firefighters in Fundy Albert for their dedication, courage, and service in protecting our community

Closing Remarks

The above initiatives demonstrate Administration's ongoing focus on ensuring compliance, strengthening operations, supporting staff development, and delivering effective services to the residents of Fundy Albert. Council will be kept informed of progress on these files as developments occur.

Respectfully submitted,

Sean Wallace
Chief Administrative Officer (CAO)
Municipality of Fundy Albert

COMMUNITY GRANTS PROGRAM

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

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

BUILDING PERMITS

July

WARD	Number of Permits	Value
1	0	0
2	0	0
3	0	0
4	0	0
5	1	\$11,520
6	3	\$538,014
TOTAL	4	\$549,534

August

WARD	Number of Permits	Value
1	0	0
2	0	0
3	3	\$613,885
4	1	\$4,800
5	3	\$913,917
6	2	\$25,440
TOTAL	9	\$1,558,042

FUNDING

- Alma EV charger (NB Power). **Pending**
- FireSmart Program – The Federal and Provincial Governments announced around **\$40 million in funding to increase New Brunswick's wildfire preparedness**, which includes a FireSmart program. As part of the program, the Provincial Government is encouraging communities to create wildfire resiliency plans. The purpose of these plans is to identify critical infrastructure in high-risk areas within a community that would be severely impacted by wildfire. The plan would then indicate what forms of mitigation could be implemented to make a community more resilient in the event of wildfire. Once the program has officially launched, municipalities will be able to apply for funding for wildfire resiliency plans – **Pending**
- AED – Alma Activity Centre – Heart & Stroke NB's AED Subsidy Fund

FUNDY ALBERT SIGNAGE

Installation of sign in Lower Coverdale. **Hansen signs working on locates**

BY-LAWS AND POLICIES

- Council Expense Policy - Completed
- Streetlight Policy - In progress
- Code of Conduct – Third reading October 7th, 2025
- A by-law respecting water and sewer connections, long-service charges, and local improvement cost recovery
- Village of Fundy Albert municipal emergency planning by-law
- Review of By-Laws – As part of our ongoing efforts to ensure our municipal by-laws remain current and enforceable, I will be holding a meeting with the CAO to review existing by-laws and establish a priority list for updates or revisions.

HILLSBOROUGH FIRE DEPARTMENT

The Hillsborough Fire Department has successfully purchased a 2004 Freightliner Heavy Rescue truck from the Town of Riverview through a bidding process that was open to all Fundy Albert fire departments and the Town of Salisbury.

Hillsborough's bid of \$40,500 was successful. The purchase was fully funded through the Fire Department's own bank account, specifically using a combination of 50/50 fundraising funds and community donations; no municipal funds were used for this purchase.

This newly acquired truck will replace Truck #9 (Rescue Truck), which was also originally purchased through the department's own funds. The 2004 Freightliner will be modified to meet Hillsborough Fire Department's operational needs, with all associated costs also being covered by the department's internal funds.

Once the modifications are complete, Chief Collins plans to bring forward a formal request to Council to sell Truck #9 requesting the proceeds from that sale returned to the Fire Department's bank account to support future equipment needs.

This purchase reflects the department's ongoing commitment to improving operational capacity while remaining financially self-reliant.

VISITOR INFORMATION CENTRE - HILLSBOROUGH AND ALMA

The Hillsborough VIC was open 7 days a week from June 27th to August 29th. During this period, the VIC saw a total of 1,528 visitors. The majority of those visitors came in looking for maps and/or directions.

In 2024 there were 1081 people who visited the VIC with the majority of people visiting for shopping (market) and seeking maps/directions.

The Alma VIC was open for a total of 28 days.

July 1-July 22: 4 days a week, 7.5 hours a day 10 am-5:30pm.
July 24- Aug 30: 5 days a week 7.5 hours a day 10 am-5:30pm.

The Alma VIC welcomed 887 visitors. In 2024 there were 1201 people who visited the VIC

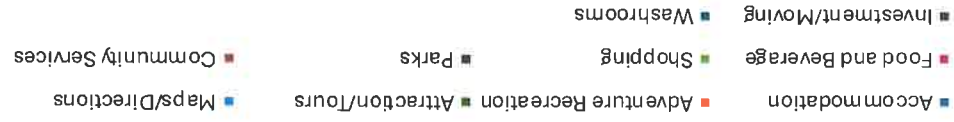
Hillsborough Visitor Information 2025

June 2025 (opened June 28 and June 30th)

Visitors to the Centre (face to face) engagements (only)		Origin		Nights in the community	
10:30 am	4	New Brunswick	3	Day Trip	
11 am	5	Alberta		1	
12 pm	7	Ontario		2	2
1 pm	5	Europe		3	
2 pm	3	Asia		4-6 (1 week)	2
3 pm		Other	14	7-13 (2 weeks)	
4 pm	1	United States		14+ days	
5 pm					
6 pm	4				
Total	29				

Information Requested	
Accommodation	
Adventure Recreation	
Attraction/Tours	5
Maps/Directions	9
Food and Beverage	
Shopping	
Parks	
Community Services	
Investment/Moving	
Washrooms	3
Computer Usage	

June Information Requested

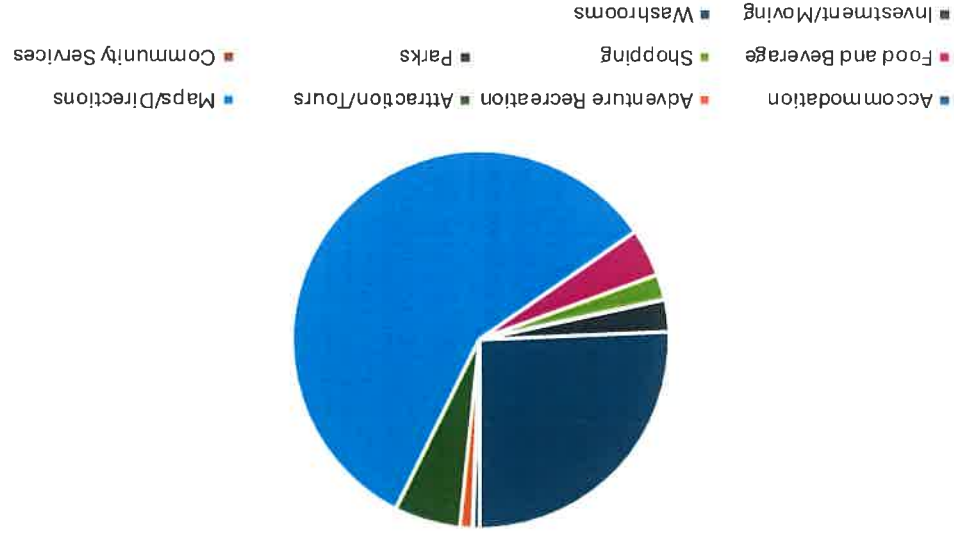


July 2025

Visitors to the Centre (face to face)		Origin		Nights in the community	
engagements only)					
10:30 am	79	New Brunswick	22	Day Trip	40
11 am	130	Alberta	7	1	20
12 pm	107	Ontario	14	2	12
1 pm	111	Europe	1	3	4
2 pm	102	Asia	0	4-6 (1 week)	2
3 pm	73	Nova Scotia	10	7-13 (2 weeks)	
4 pm	53	United States	19	14+ days	1
5 pm	26	Quebec	42		
6 pm	5	British Columbia	2		
Total	686	Manitoba	1		

Information Requested	
Accommodation	2
Adventure Recreation	4
Attraction/Tours	21
Maps/Directions	212
Food and Beverage	15
Shopping	8
Parks	10
Community Services	
Investment/Moving	
Washrooms	94
Computer Usage	

July Information Requested

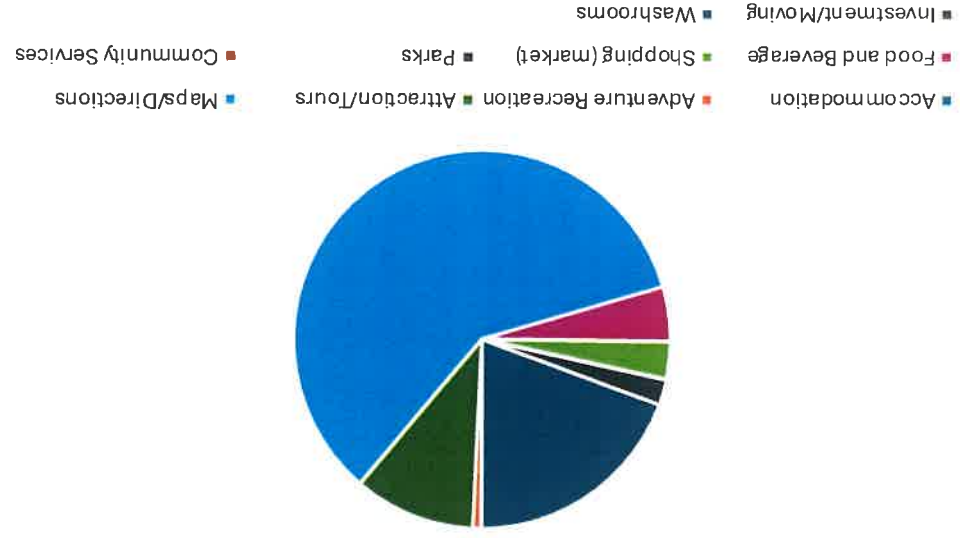


August 2025

Visitors to the Centre (face to face) engagements only)		Origin	Nights in the community	
10:30 am	87	New Brunswick	10	Day Trip
11 am	124	Alberta	1	
12 pm	131	Ontario	8	2
1 pm	142	Europe	2	3
2 pm	115	Asia		4-6 (1 week)
3 pm	99	Quebec	16	7-13 (2 weeks)
4 pm	78	Other: Israel		14+ days
5 pm	31	Manitoba	1	
6 pm	6	Nova Scotia	4	
Total	813	United States		

Information Requested	
Accommodation	
Adventure Recreation	2
Attraction/Tours	29
Maps/Directions	165
Food and Beverage	13
Shopping (market)	9
Parks	6
Community Services	
Investment/Moving	
Washrooms	54
Computer Usage	

August Information Requested



Communications

VOYENTALERT!

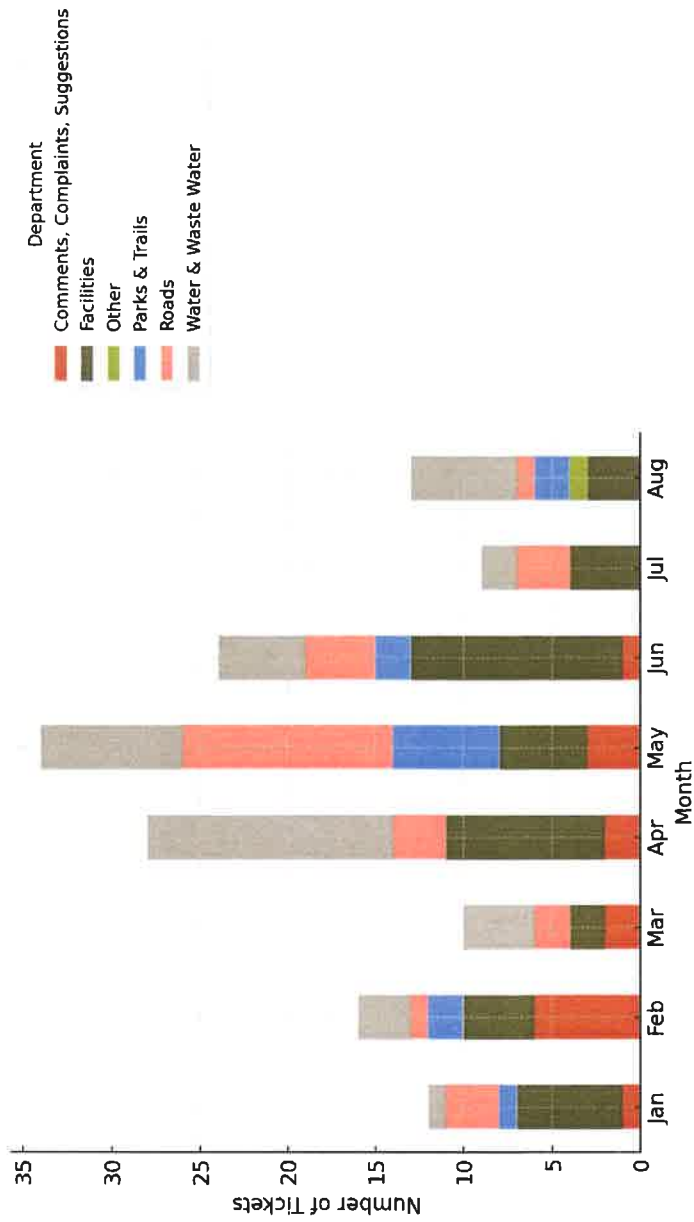
As of September 8, 2025, there are 867 subscribers to the Voyent ALERT! System.

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

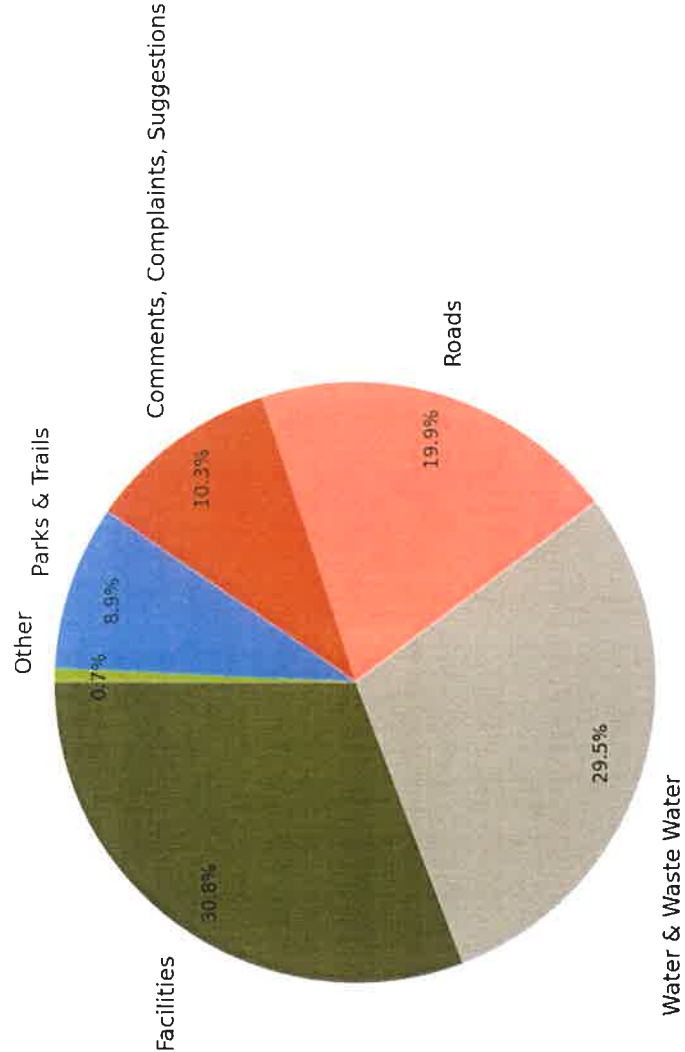
Alerts Activated by Administration – Year to Date: 52

Alerts Activated by Administration since August 2024: 75

Ticket Categories by Month 2025 to date:



Proportion of Tickets by Category 2025 to date:



Average time to complete ticket: 8.8 days

Municipal Short term Rental Revenue

Fundy Albert Rentals					
Month	Riverside Albert Community Room	Riverside- Albert Rec Centre Gym	Alma Activity Centre	Alma Cultural Centre	Revenue
January	16	5	8	6	\$90.00
February	24	14	8	4	\$250.00
March	30	9	9	4	\$150.00
April	35	15	11	1	\$2901.00*
May	24	15	9	3	\$150.00
June	20	11	10	2	\$1415.00
July	29	0	12	1	\$0.00

August	21	0	8	1	\$15.00
Total	199	69	75	31	\$4971.00

*Aprils higher revenue was due to rental to elections (municipal & Federal)

For the Months of July & August:

The revenue generated for the month of August is from union meeting.
The rest of the rentals consists of free usage:

Riverside-Albert Recreation Centre

- RA Fire Department
- Nursing homes without walls
- Pickleball
- Gentle Yoga
- Basketball
- BACH Foundation
- Shepody Fish & Game
- ACTA
- Hillsborough Library

Alma Activity Centre

- Nursing homes without walls
- Fundy Albert
- Canada Day Market

Alma Cultural Centre

- Fundy Albert

POOL REPORT 2025

1652 admissions to the pool in 2025 which was approx.**\$1854.00** in revenue (not including daycare and swim passes revenue)

500 were from the 2 local day cares which equaled **\$1000.00** in revenue

25 swim passes were sold, which equaled **\$450.00** in revenue

65 registrations for swimming lessons which equaled **\$4000.00** in revenue.

Total Revenue for the 2025 Pool Season: **\$7304.00**

Water & Wastewater (Activity related to ongoing projects is reported in Major project Paragraph)

Water conservation efforts- Fundy Albert has partnered with Friends of Fundy and Guardian ecology to increase water conservation education and messaging. The early engagement with water conservation measures and effective management of wells has allowed our water systems to effectively keep up with demand.

Alma

- Expanded distribution of park water has relieved capacity issues over the busy summer months however has created some low-pressure issue that are being investigated by Englobe in close communication with DoH and DELG.
- Wastewater lift stations now have both new and rebuilt pumps installed

Riverside-Albert

- Works ongoing to improve raw water reservoirs to include reservoir maintenance plans.

Hillsborough

- Nothing significant to report on water & wastewater.

Public Works

Pool

- The 2025 pool season was successful with the team delivering more swimming lessons than have previous years resulting in an increased revenue.
- Positive feedback from public have allowed us to identify future improvements that can be initiated to continue to improve the service delivered. These include lane ropes and accessibility initiatives.

Arena

- Work has begun on starting up the arena for the 25/26 season
- Advertising opportunities have been offered to local businesses.

Roads

- All planned patching and padding work has been completed among with the upgrade/repair of the gravel roads art Chignecto drive and Bicentennial road.

- Works continue to address other issues such as the repair of service cuts and problem areas affecting snow removal operations.

Equipment

- Currently 4 out of 5 Trucks on road. 3 ton dump truck has significant issues that are like beyond economical repair
- Quotes being requested for ½ tonne truck previously discussed hopefully to be presented at Sept CoW or subsequent regular meeting.

Minor (Internal) Projects

Project	Budget	Lifecycle stage	Remarks
Look Out Outhouses refurb	\$1200	Complete	Approx \$900 spent
Picnic Shelter Roofs	\$3000	Executing	\$750 spent to date (Materials)
Roads-Summer Maintenance	Total cost to date Patching and Gravel= \$200,000	Complete	All Patching and Padding work complete for 2025, Chignecto and Bicentennial gravel road rehab complete. Service cuts and minor works remaining.
Pool Repairs/Maintenance	\$20,000 (Approx \$12,000 remaining)	Planning	Requesting quotes for refinishing liner
Alma Gazebo	\$49,514.00	Executing	Plans received, demolition planned 2 nd week September, proposed completion in time for fleet launch
<u>Steeves House</u> <u>Museum</u>	\$14,120 (TBC) TBC	Initiate/Planning	Foundation Repair Complete. Heritage new Brunswick Assessment Oct 2025, subsequent works to follow

Major Projects

WARD 1

Alma Water Project Phase 1 & Phase 2

- The prefabricated PRV building has been installed.
- The contractor painted the walls and ceilings of the water control building
- Minor preparation works are required on the reservoir foundations prior to scheduling Greatario for the installation of the reservoirs.
- The wells have been grouted.
- The construction work was put on hold on August 11, 2025, because of fire bans in the Province. The Village reached out to Irving, who confirmed that they would agree to let the works on their land continue (at the new well site) with the condition that we obtain a permit from the Department of Natural Resources (DNR). Englobe reached out to the DNR and provided them information. Permit received August 25th, valid until August 31, 2025.

WARD 2

Riverside Albert Water Filtration Project – Work commenced 8 Sept 2025

Through diligent financial review, our Treasurer has identified additional funding, allowing for a scope expansion in the project. These enhancements will deliver significant benefits, including:

- o Improved Ventilation System – Enhancing air quality and creating a safer work environment.
- o Renewed Floor Covering – Increasing cleanliness and durability within the facility.

- o Upgraded Chlorination Equipment – Strengthening water treatment processes to ensure drinking water meets mandated safety standards.

These improvements to be delivered over the coming months reflect our commitment to workplace safety, operational efficiency, and public health, ensuring long-term benefits for both staff and residents.

WARD 3

Golf Club Road – Work to Commence 15 Sept 2025

WARD 4

Hillsborough Water Exploration

- Renewal of Landowner Agreement in Progress
- Wetland Screening report received
- EIA Letter requested
- Englobe to provide updated proposal for next tasks.

Grey Brook (Route 114) – On Hold

WARD 5

NIL

WARD 6

Greensboro Lagoon: awaiting response from DELG regarding public meeting

Date: September 5, 2025

Department: Finance

Income Statements/Bank Balance

Please see below for balances as per August 31st, 2025.

General

- Net Income/Loss: \$333,259.08
- Available Bank Balance: \$1,233,664.34

Please see Appendix I – General Gross Margin Income Statement & Notes.

Alma Utility

- Net Income/Loss: \$160,097.00
- Available Bank Balance: \$7,471.79 plus \$50,000 overdraft

Please see Appendix II – Alma Utility Gross Margin Income Statement & Notes.

Hillsborough Utility

- Net Income/Loss: \$41,806.97
- Available Bank Balance: \$315,871.63

Please see Appendix III – Hillsborough Utility Gross Margin Income Statement & Notes.

Riverside-Albert Utility

- Net Income/Loss: \$(60,790.67)
- Available Bank Balance: \$37,069.20 plus \$100,000 overdraft

Please see Appendix IIII – Riverside-Albert Utility Gross Margin Income Statement & Notes

Receivables

Billing for Hillsborough Utility 2nd Quarter and, Alma & Riverside-Albert Utility 3rd Quarter was processed and mailed out with statements at the first week of July.

Some of our customers had not responded to the disconnection notices or followed through with their agreed upon payment arrangements. As a result, service disconnections notices were sent out. A good majority paid in full to avoid disconnection, but others did not comply and were disconnected.

Please see chart below for update collection efforts:

Department	61-90 (06/25)	61-90 (08/25)	91+ (06/25)	91+ (06/25)	Collections*
Alma Utility	40,354	46,014	13,461	19,711.32	10,844
Riverside-Albert Utility	16,080	24,526	13,075	16,667	31,338
Hillsborough Utility	2,593	92,434	84,060	57,691	16,041
General	-	-	3,034**	2,466**	5,686.83

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

**Credits were removed from report to show more accurate picture of receivables for General

Fundy Albert - General
Comparative Gross Margin Income Statement
January - August 2025

Target %: 67%

	Budget	Actual	Percent
REVENUE			
Local Warrant	5,602,033.00	3,734,688.08	67%
Equalization Grant	213,527.00	142,351.44	67%
Fire	18,696.00	14,022.00	75% Earned Quarterly
Roads & Streets - Hillsborough	10,566.00	7,043.96	
Roads & Streets	10,566.00	7,043.96	67%
Fire Services: Other	-	4,827.51	
Environmental Health - Circular Mat	92,636.00	37,949.33	41% Still under investigation
Alma Activity Centre	13,000.00	11,260.00	
Riverside-Albert Recreation Centre	13,500.00	5,526.00	
Community Centre (Hall)	26,500.00	16,786.00	63% Billing to Anlophone East Not Completed
Hillsborough Swimming Pool	5,000.00	7,330.95	
Swimming Pools, Beaches, Marinas	5,000.00	7,330.95	147% Higher Use than Anticipated
Hillsborough Arena	120,003.00	57,890.05	
Skating Rink & Arena	120,003.00	57,890.05	48% 1/2 Season Complete/Rate Increase in the Fall
Animal License & Permits	500.00	-	0%
Building Permits	35,000.00	62,513.56	179% Revenue Higher than Anticipated
By-Law Enforcement	-	1,200.00	Revenue for Recoverable Costs
Fines - By-Law Enforcement	-	-	
Alma Multicultural Building	24,120.00	16,675.00	69%
Alma Office	-	3,000.00	
Artisan Village	3,750.00	2,670.00	
Riverside-Albert Office	12,000.00	3,164.04	
Rentals - Buildings Other	15,750.00	8,834.04	56% Office Rental Late Start/Units Not Rented
Return on Investments - Interest	-	-	
Interest on Investments	30,000.00	18,336.77	61% Revenue Lower than Estimated
Profit on Sale of Investment	-	-	
Commissions	-	-	

Contributions (Gifts,Donations,Etc)	-		25,000.00	Donation for Gazebo
Other, Miscellaneous	-		5,775.13	NB Modlers Field, Photocopies, Elections NB
Federal Government (UT)	-		6,000.00	Heritage Canada (Canada Day)
Provincial Government (UT)	-		120,000.00	Local Government Funding
Other (UT)	-		-	
Federal Government (CT)	-		-	
Provincial Government (CT)	-		-	
Other (CT)	-		-	
Second Previous Surplus	100,000.00		-	0% Revenue Recorded at Yearend
Transfer From Operating Reserve	70,389.00		-	0% Transfer Not Completed/Healthy Cash Flow
Transfer From Reserve	-		-	
Alma Utility	105,263.00	52,632.00		
Hillsborough Utility	105,263.00	52,632.00		
Riverside-Albert Utility	105,263.00	52,632.00		
Utility Fund	315,789.00		157,896.00	50% Revenue Recorded Quarterly
Other	-		-	
Grants	-		-	
PILT	-		-	
TOTAL REVENUE	6,680,509.00		4,445,119.82	
EXPENSES				
Mayor: Personnel.	42,172.00		13,333.32	32% No Mayor January - April
Mayor: Other	2,000.00		2,814.96	141% Expenses Higher than Anticipated
Councillor - Ward 1: Personnel	20,982.00	8,685.56		
Councillor - Ward 2: Personnel	20,982.00	13,987.84		
Councillor - Ward 3: Personnel	20,982.00	13,987.84		
Councillor - Ward 4: Personnel	20,982.00	13,987.84		
Councillor - Ward 5: Personnel	20,982.00	13,333.36		
Councillor - Ward 6: Personnel	25,220.00	20,971.43		
Councillors: Personnel	130,130.00		84,953.87	65%
Councillor - Ward 1: Other	1,336.00	229.06		
Councillor - Ward 2: Other	1,336.00	-		
Councillor - Ward 3: Other	1,336.00	394.40		

Councillor - Ward 4: Other	1,336.00			
Councillor - Ward 5: Other	1,320.00		433.84	
Councillor - Ward 6: Other	1,336.00		682.66	
Councillors: Other		8,000.00	1,739.96	22% Not All Expenses Submitted
Development Seminars		1,000.00	1,864.09	186% Training w/ Brenda Knight & Barb Quigley
Other Legislative Costs		3,500.00	852.84	24% Expenses Lower Than Anticipated
Manager, Administrator: Personnel		117,688.00	31,207.76	27% Mid April - Mid August no CAO
Manager, Administrator: Other		2,500.00	839.40	34% Mid April - Mid August no CAO
Clerk: Personnel		58,561.00	99,437.16	170% Dir. Comm. Serv to Director of Leg. Serv./Interim CAO
Clerk: Other				
Human Resources: Other		4,400.00	12,827.00	292% CAO & Other Staff Recruitment
Alma Office	23,356.00		8,473.50	
Hillsborough Office	46,375.00		39,842.86	
Riverside-Albert Office	9,140.00		5,419.57	
Office Building(s)		78,871.00	53,735.93	68%
Legal Services		25,000.00	13,694.08	55% Legal Use Low
Other Administrative Services		44,790.00	29,902.76	67%
Financial Administration: Personnel		67,981.00	46,268.52	68%
Financial Administration: Other				
Accounting: Personnel		59,764.00	38,238.01	64%
Accounting: Other		3,750.00	40,000.00	1067% e6 - Funded by Local Government
External Audit: Audit Fees		25,000.00	11,500.00	46% Additional Auditing Fees for 2023 Audit
Purchasing: Other		159,981.00	49,454.17	31% Anticipated Purchasing/Projects - Not Completed
Civic Relations		5,000.00	2,857.94	57%
Training & Development		20,000.00	12,327.29	62%
Cost of Assessment		128,249.00	128,249.00	100%
Regional & Collaborative Services		16,821.00	11,213.76	67%
Other General Administration Services			14,022.00	
Conventions & Delegations		7,000.00	2,900.00	41% UMN Conference Expenses in October
Liability Insurance		59,400.00	37,799.48	64%
Municipal Association Membership		10,000.00	8,443.17	84% Annual Memberships
Grants: Other		25,000.00	15,250.00	61%
R.C.M.P.		1,097,838.00	548,919.00	50% Next Quarter Billing in the Next Month

A - Fire Admin.: Personnel	-	-		
H - Fire Admin.: Personnel	-	-		
RA - Fire Admin.: Personnel	-	-		
Fire Administration: Personnel				
A - FF Force: Personnel	13,096.00	-		
H - FF Force: Personnel	26,192.00	1,247.25		
RA - FF Force: Personnel	21,281.00	478.83		
Firefighting Force: Personnel		60,569.00	1,726.08	3% DNR Personnel Expense - Funded
A - FF Force: Other	9,212.00	6,693.46		
H - FF Force: Other	17,005.00	12,661.46		
RA - FF Force: Other	12,813.00	18,495.07		
Firefighting Force: Other		39,030.00	37,849.99	97% Annual Insurance & WorksafeNB Paid
A - Fire Alarm Systems	649.00	6,119.76		
H - Fire Alarm Systems	1,297.00	4,931.46		
RA - Fire Alarm Systems	1,054.00	1,855.25		
Fire Alarm System	102,775.00	3,311.15		
Fire Alarm Systems		105,775.00	16,217.62	15% TMR Radios Not Purchased
A - Fire Prevention		1,000.00	-	0%
H - Fire Prevention		1,000.00	126.09	13% Fire Prevention Costs Next Month
RA - Fire Prevention		1,000.00	145.00	15% Fire Prevention Costs Next Month
Fire Investigation		2,000.00	-	0%
A - Water Cost (Reg. 81-195)	-	-		
H - Water Cost (Reg. 81-195)	8,280.00	8,280.00		
RA - Water Cost (Reg. 81-195)	5,000.00	5,000.00		
Water Cost (Reg. 81-195)		13,280.00	13,280.00	100% Billed Annually
A - Training & Develop.: Personnel	-	-		
H - Training & Develop.: Personnel	-	-		
RA - Training & Develop.: Personnel	-	-		
Training & Development: Personnel				
A - Training & Develop.: Other		2,500.00	385.00	15% Training Low
H - Training & Develop.: Other		7,500.00	6,106.28	81% Majority Training Occurred Early
RA - Training & Develop.: Other		5,000.00	3,261.84	65%
Alma Station & Building	18,759.00	9,052.72		

Hillsborough Station	19,662.00	13,579.67		
Riverside-Albert Station	16,371.00	11,970.39		
Station(s) & Building(s)	54,792.00		34,602.78	63%
A - Fighting Equipment	52,300.00	10,706.66		
H - Fighting Equipment	97,700.00	35,206.73		
RA - Fighting Equipment	75,000.00	54,440.97		
Fighting Equipment	225,000.00	100,354.36	45%	Capital Replacement Not All Completed
Fire Service: Contract w/ Other Gov	382,249.00	286,686.75	75%	Billed Quarterly
Emergency Measures - Disaster Contr	6,913.00	1,254.58	18%	Honorarium Not Paid/Disaster Response Needed Low
Emergency Measure: T & D	-	-		
Other: Fire Protective Services	-	-		
By-Law Enforcement: Personnel	-	-		
By-Law Enforcement: Other	56,490.00	46,392.00	82%	Deposit & 3 Quarters Billed
Animal & Pest Control: Personnel	-	-		
Animal & Pest Control: Other	18,126.00	10,235.48	56%	Only Billed for First 2 Quarters
Regional Public Safety Committee	1,580.00	1,053.12	67%	
Common Services: Personnel	255,787.00	113,715.70	44%	Lead Hand Not Hired
Common Services: Other	6,180.00	1,885.40	31%	Lead Hand Not Hired/Cell Billed to PW Other
Road Transport: Personnel	-	-		
Road Transport: Other	-	-		
General Equipment	85,000.00	79,498.04	94%	Repairs Required Higher than Previous Years
Workshops, Yards & Buildings: Perso	406,165.00	285,103.69	70%	
Workshops, Yards & Buildings: Other	53,414.00	35,273.24	66%	
Summer Maintenance: Personnel	-	-		
Summer Maintenance: Other	-	-		
Summer Maintenance: Private Contrac	249,202.00	196,284.40	79%	Majority of Roadwork Completed
Summer Maintenance: DTI	34,961.00	32,488.78	93%	Majority of Summer Maintenance Billed
Sidewalks	6,000.00	-	0%	
Culverts & Drainage Ditches	89,260.00	35,755.00	40%	Anticipated Ditching/Culverts Lower
Storm Sewers	-	-		
Snow Removal: Personnel	-	-		
Snow Removal: Other	-	-		
Snow Removal: Private Contract	261,971.00	195,554.31	75%	Only 1 Quarter Remaining

Snow & Ice Removal: DTI	85,551.00	29,692.74	35% Only 1 Portion Billed
Bridges, Viaduct, Causeway & Grade	5,000.00	3,350.00	67%
Street Lights	78,821.00	54,951.96	70%
Street Signs	1,500.00	1,638.67	109% More Street Signs Required than Previous Years
Regional Transport: RSC	2,173.00	1,448.80	67%
Collection: Personnel/Contract	599,732.00	417,702.87	70%
Collection (RSC)	-	-	
Disposal: Tipping Fees (RSC)	104,370.00	69,580.00	67%
Cemeteries	-	-	
Public Health Services: Other	4,634.00	3,089.04	67%
Planning (RSC)	204,274.00	136,182.64	67%
Beautufucation & Rehabilitation	16,714.00	4,041.84	24% Remaining Budget for Bucket Truck & Christmas Lights
Natural Resources Dev. - Other	5,000.00	-	0%
Tree Removal & Planting	7,667.00	-	0%
C&S Development : RSC	5,320.00	3,546.64	67%
Industrial Parks & Commissions	-	-	
Eco. Develop.: Personnel	79,904.00	6,684.39	8% Dir. Comm. Serv to Director of Leg. Serv./Interim CAO
Eco. Develop.: Other	-	-	
Tourist Bureau	24,485.00	18,069.17	74% Summer Students Completed
Tourist Camps, Parks, Etc.	12,856.00	5,250.56	41% Planned Tourist Park Upgrades Still Ongoing
Promotion of Tourist Attraction	-	201.72	
Tourism: Other(Decorative Lighting)	-	-	
Other Develop. Services - RSC	1,129.00	752.48	67%
Recreation Administration: Other	10,000.00	10,542.48	105% Portion of Canada Day Funded By Heritage Canada
Community Centres: Personnel	-	-	
Community Centres & Halls: Other	59,469.00	41,820.76	70%
Swimming Pools, Beaches, Marinas: P	16,133.00	19,178.54	119% Portion Funded By Summer Student Programs
Swimming Pools, Beaches, Marinas: O	35,000.00	12,539.80	36% Remaining Repair to be Completed
Skating Rinks & Arenas: Personnel	114,768.00	74,213.09	65%
Skating Rinks & Arenas: Other	141,478.00	68,917.75	49% 1/3 of Season Remaining
Parks & Playgrounds: Personnel	17,904.00	21,196.17	118% Portion Funded By Summer Student Programs
Parks & Playgrounds: Other	14,922.00	9,883.85	66%
Cultural Buildings & Facilities: P	-	-	

Cultural Buildings & Facilities: O	15,594.00	11,860.92	76% Property Tax
Museums: Personnel	-	-	
Museums: Other	20,924.00	6,146.18	29% Repair Cost Low/Completing Further Repair Projects
Libraries: Personnel	-	-	
Libraries: Other - H. Library	7,289.00	4,816.67	
Library Building	20,555.00	11,032.10	
Libraries: Other - Literacy Express	-	-	
Libraries: Other	27,844.00	15,848.77	57% Building Costs Lower than Anticipated
Place of Assembly: Other	-	-	
Other Recreation & Cultural Service	1,385.00	923.04	67%
Interest: STB for Capital Projects	45,499.00	-	0% Short Term Borrowing Not Used
Interest: Current Operations (LoFC)	-	-	
Interest: Long Term Debt	73,250.00	5,540.00	8% Debenture Payments at Yearend
Principal Installments	90,000.00	20,000.00	22% Debenture Payments at Yearend
Capital Leasing Arrangements	109,865.00	73,670.45	67%
Cost of Issuing & Selling Debenture	2,000.00	-	0% No Debentures Issued
Bank Service Charge	5,500.00	3,860.33	70% Bank Expenses Higher than Estimated
Interac Fees	-	-	
Transfer to Capital	-	105,950.21	
Transfer to Capital Reserve	3,704.00	3,703.88	100%
Transfer to Operating Reserve	-	-	
Second Previous Year Deficit	-	-	
Accured Sick Pay	-	-	
Net HST	-	-	
Bad Debt Expense	-	-	
WorkSafeNB - Employees	-	-	
EI	-	-	
CPP	-	-	
Capital Reserve	-	-	
Operating Reserve	-	-	
TOTAL EXPENSES	6,680,509.00	4,111,860.74	
NET INCOME	-	333,259.08	

Alma Utilitiy
Comparative Gross Margin Income Statement

	Budget	Actual	Percent	
OPERATING REVENUE				
REVENUE				
Residential - Water	170,742.00	101,658.60	74%	Billed Quarterly
Commercial - Water	-	20,200.65		
Industrial - Water	-	-		
Institutional - Water	-	-		
Own Local Government - Water	-	4,095.00		
Residential - Wastewater	169,287.00	103,212.35	75%	Billed Quarterly
Commercial - Wastewater	-	19,465.65		
Industrial - Wastewater	-	-		
Institutional - Wastewater	-	-		
Own Local Government - Wastewater	-	3,832.50		
Connection & Service Charges	-	-		
Other	-	-		
Interest on Investments	-	-		
Surcharges	-	-		
Interest	3,700.00	3,245.51	88%	Interest Higher than Estimated
Misc Other	100.00	50.00	50%	Property Sale Lower
Federal Government (UT)	-	-		
Provincial Government (UT)	-	-		
Other Governments (UT)	30,000.00	30,000.00	100%	Billed Annually
Federal Government (CT)	-	-		
Provincial Government (CT)	-	2,681,765.11		RDC Funding
Other Governments (CT)	-	-		
Surplus from Previous - Water	-	-		
Surplus From Previous - Wastewater	-	-		
Surplus From Previous - Combined	-	-		

Operating Reserve Fund	-	-	
TOTAL REVENUE	373,829.00	2,967,525.37	
EXPENSES			
Admin. & General: Personnel	-	-	
Admin. & General: Other (W)	69,184.00	82,085.83	119% HST Split - Capital Project - Funding Covers
Purification & Treatment: Personnel	-	-	
Purification & Treatment: Other	12,066.00	3,977.83	33% Contingency Not Used
Source of Supply: Personnel	-	-	
Source of Supply: Other	1,022.00	927.13	91% Only Expense - Insurance to Yearend
Transmission & Distribution: Person	-	-	
Transmission & Distribution: Other	14,000.00	9,332.95	67%
Power & Pumping: Personnel	-	-	
Power & Pumping: Other	7,833.00	6,014.17	77% NB Power Costs Higher then Estimated
Billing & Collection: Personnel (W)	-	-	
Billing & Collection: Other (W)	-	-	
Water Purchased	8,256.00	-	0% Billed in Fall
Water Supply: Other	-	198.60	Misc. Water Supply Parts
Admin. & General: Personnel (WW)	-	-	
Admin. & General: Other (WW)	44,156.00	82,026.03	186% HST Split - Capital Project - Funding Covers
Wastewater Collection System: Per.	-	-	
Wastewater Collection System: Other	5,000.00	892.50	18% Contingency Not Used
Wastewater Lift Station(s): Per.	-	-	
Wastewater Lift Station(s): Other	42,081.00	30,663.77	73% Repair Contingency Used
Wastewater Treatment & Disposal: P.	-	-	
Wastewater Treatment & Disposal: O.	33,817.00	7,603.64	22% Repair Contingency Not Used
Storm Sewers	-	-	
Billing & Collection: Personnel (WW)	-	-	
Billing & Collection: Other (WW)	-	-	
Other Wastewater Disposal	1,446.00	942.86	65%
Less Transfer: General (SS)	-	-	
Interest on Temporary Borrowing (W)	32,400.00	15,433.47	48% Lower than Estimated
Interest on Long-Term Debt (W)	11,783.00	5,912.25	50% Remainder Billed Nov/Dec

Principal Installments (W)	39,500.00	3,000.00	8% Remainder Billed Nov/Dec
Capital Leasing Arrangements (W)	-	-	
Other: Water System Debt Charges	-	-	
Total Wastewater Debt Charges	-	-	
Wastewater Debt Charges	-	-	
Interest on Temporary Borrowing (WW)	-	-	
Interest on Long-Term Debt (WW)	11,785.00	5,912.25	50% Remainder Billed Nov/Dec
Principal Installments (WW)	39,500.00	3,000.00	8% Remainder Billed Nov/Dec
Capital Leasing Arrangements (WW)	-	-	
Other: Wastewater Debt Charges	-	-	
Reserve: Capital Water	-	-	
Reserve: Operating Water	-	-	
Reserve: Capital Wastewater System	-	-	
Reserve: Operating Wastewater Sys	-	-	
Capital: Water	-	-	
Capital: Wastewater	-	-	
Capital Investment	-	2,549,505.09	Alma Water Project - Phase I & II
Deficit from Previous: Combined	-	-	
Deficit From Previous: Water	-	-	
Deficit From Previous: Wastewater	-	-	
Discounts	-	-	
Provision for Loss on Accounts Rec.	-	-	
Previous Unaccrued Liability: Water	-	-	
Previous Unaccrued Liability: WW	-	-	
Bank Fees	-	-	
Net HSt	-	-	
Bad Debt Expense	-	-	
Debit/Credit Cards Fees	-	-	
TOTAL EXPENSES	373,829.00	2,807,428.37	
NET INCOME	-	160,097.00	

Hillsborough Utility
Comparative Gross Margin Income Statement

	Budget	Actual	Percent	
REVENUE				
Residential - Water	231,000.00	111,292.50	48%	Billed Quarterly
Commercial - Water	-	-		
Industrial - Water	-	-		
Institutional - Water	-	-		
Own Local Government - Water	-	-		
Residential - Wastewater	290,500.00	138,041.25	48%	Billed Quarterly
Commercial - Wastewater	-	1,353.75		
Industrial - Wastewater	-	-		
Institutional - Wastewater	-	-		
Own Local Government - Wastewater	-	-		
Connection & Service Charges	2,500.00	2,000.00	80%	Majority Known Connections Completed
Other	-	-		
Interest on Investments	-	-		
Surcharges	-	-		
Interest	6,500.00	14,565.29	224%	Higher Interest than Estimated
Water Supply (Fire)	8,280.00	8,280.00	100%	
Misc. Other	200.00	170.00	85%	Based on Property Sales
Federal Government (UT)	-	-		
Provincial Government (UT)	-	-		
Other Governments (UT)	-	-		
Total Unconditional Transfers	-	-		
Conditional Transfers	-	-		
Federal Government (CT)	-	-		
Provincial Government (CT)	-	-		
Other Governments (CT)	-	-		
Surplus from Previous - Water	-	-		
Surplus from Previous - Wastewater	-	-		

Surplus from Previous - Combined	63,485.00		0%	Posted at Yearend
Operating Reserve Fund	46,000.00		0%	Not Transferred/Not Required
TOTAL REVENUE	648,485.00	275,702.79		
EXPENSES				
Admin. & General: Personnel				
Admin. & General: Other (W)	79,883.00	30,096.06	38%	Net HST Lower Than Anticipated (Water Exploration)
Purification & Treatment: Personnel				
Purification & Treatment: Other	11,148.00	9,432.77	85%	Repair Contingency Used
Source of Supply: Personnel				
Source of Supply: Other	206,322.00	18,969.20	9%	Anticipated Water Exploration Expenses Not Completed
Transmission & Distribution: Person				
Transmission & Distribution: Other	35,690.00	15,970.92	45%	Contingency Not Used
Power & Pumping: Personnel				
Power & Pumping: Other	16,161.00	10,240.72	63%	
Billing & Collection: Personnel (W)				
Billing & Collection: Other (W)				
Water Purchased				
Water Supply: Other		35.60		
Admin & General: Personnel (WW)				
Admin. & General: Other (WW)	44,977.00	29,985.66	67%	
Wastewater Collection System: Per.				
Wastewater Collection System: Other	10,000.00	10,364.78	104%	Connection Cost Higher then Estimated
Wastewater Lift Station(s): Person.				
Wastewater Lift Station(s): Other	34,619.00	12,556.09	36%	Annual Maintenance/Pump Rebuild Not Completed
Wastewater Treatment & Disposal: P				
Wastewater Treatment & Disposal: Ot	39,336.00	26,834.27	68%	
Storm Sewers				
Billing & Collection: Personnel (WW)				
Billing & Collection: Other (WW)				
Other Wastewater Disposal				
Less Transfer General (SS)				
Interest on Temporary Borrowing (W)				

Interest on Long-Term Debt (W)	-	-	
Principal Installments (W)	-	-	
Capital Leasing Arrangements (W)	-	-	
Other: Water System Debt Charges	-	-	
Interest on Temporary Borrowing (WW)	-	-	
Interest on Long-Term Debt (WW)	56,711.00	22,409.75	40% Billed in Nov/Dec
Principal Installments (WW)	81,000.00	47,000.00	58% Billed in Nov/Dec
Capital Leasing Arrangements (WW)	-	-	
Other: Wastewater Debt Charges	-	-	
Reserve: Capital Water	-	-	
Reserve: Operating Water	-	-	
Reserve: Capital Wastewater System	5,500.00	-	0% Yearend Transfer Not Completed
Reserve: Operating Wastewater Sys	-	-	
Capital: Water	27,118.00	-	0% Yearend Transfer Not Completed
Capital: Wastewater	-	-	
Deficit from Previous: Combined	-	-	
Deficit from Previous: Water	-	-	
Deficit from Previous: Wastewater	-	-	
Discounts	-	-	
Provision for Loss on Accounts Rec.	-	-	
Pprevious Unaccrued Liability:Water	-	-	
Previous Unaccrued Liability: WW	-	-	
Capital Investment	-	-	
Bank Fees	-	-	
CC Service Fees	-	-	
NET HST	-	-	
EI Expense	-	-	
CPP Expense	-	-	
TOTAL EXPENSES	648,465.00	233,895.82	
NET INCOME	-	41,806.97	

Riverside-Albert Utility Department
Comparative Gross Margin Income Statement

	Budget	Actual	Percent
OPERATING REVENUE			
REVENUE			
Residential - Water	89,369.00	64,386.00	
Residential Plus - Water	-	1,368.00	
Total Residential - Water	89,369.00	65,754.00	74% Billed Quarterly
Commercial - Water	7,921.00	6,840.00	86% Billed Quarterly
Industrial	8,607.00	8,607.00	100% Billed Annually
Institutional - Water	59,378.00	34,791.00	59% Billed Quarterly
Own Local Government - Water	3,507.00	3,507.20	100% Billed Annually
Residential - Waste Water	63,980.00	45,720.00	
Residential Plus - Wastewater	-	828.00	
Total Residential - Wastewater	63,980.00	46,548.00	73% Billed Quarterly
Commercial - Wastewater	7,150.00	6,210.00	87% Billed Quarterly
Industrial - Wastewater	-	-	
Institutional - Wastewater	50,405.00	37,804.35	75% Billed Quarterly
Own Local Government - Wastewater	520.00	620.00	119% Billed Annually
Connection & Service Charges	2,000.00	-	0% No New Connections
Other	-	40.00	Encumbrance Certificates
Interest on Investments	-	-	
Surcharges	-	-	
Interest	3,144.00	3,547.09	113% Higher Interest then Anticipated
Water Supply (Fire)	5,000.00	5,000.00	100% Billed Annually
Federal Government (UT)	-	-	
Provincial Government (UT)	-	-	
Other Governments (UT)	-	-	
Federal Government (CT)	-	-	
Provincial Government (CT)	-	56,390.00	RDC - Water Projects

Other Governments (CT)	-	-	
Surplus From Previous Year - Water	-	-	
Surplus From Previous Year - WW	-	-	
Surplus From Previous Year - Combin	-	-	
Operating Reserve Fund	12,400.00	-	0% Transfer Not Completed
Capital Reserve	-	9,984.90	
TOTAL REVENUE	313,381.00	285,643.54	
EXPENSES			
Admin. & General: Personnel	-	-	
Admin. & Personnel: Other	69,581.00	40,802.55	59% Water Operator Portion to be Adjusted
Purificaiton & Treatment: Personnel	-	-	
Purification & Treatment: Other	22,351.00	11,374.94	51% Contingency Not Used
Source of Supply: Personnel	-	-	
Source of Supply: Other	20,614.00	1,791.59	9% Tank Inspection & Cleaning Not Completed
Transmission & Distribution: Person	-	-	
Transmission & Distribution: Other	14,065.00	36,012.95	256% Water Line Repair
Power & Pumping Personnel	-	-	
Power & Pumping: Other	10,377.00	9,118.79	88% NB Power Costs Higher Than Anticipated
Billing & Collection: Personnel (W)	-	-	
Billing & Collection: Other (W)	-	-	
Water Purchased	-	-	
Water Supply: Other	-	35.60	
Admin. & General: Personnel (WW)	-	-	
Admin. & General: Other (WW)	41,246.00	40,802.55	99% Water Operator Portion to be Adjusted
Wastewater Collection System: Perso	-	-	
Wastewater Collection System: Other	5,000.00	80.59	2% Contingency Not Used
Wastewater Lift Station(s): Personn	-	-	
Wastewater Lift Station(s): Other	18,801.00	3,339.87	18% Annual Inspection/Contingency Not Used
Wastewater Treatment & Disposal: Pe	-	-	
Wastewater Treatment & Disposal: Ot	3,766.00	1,508.71	40% Expenses Lower than Anticipated
Storm Sewers	-	-	
Billing & Collection: Personnel (WW)	-	-	

Billing & Collection: Other (WW)	-	-	
Other Wastewater Disposal	-	-	
Less Transfer: General Fund (SS)	-	-	
Interest on Temporary Borrowing (W)	15,801.00	87,628.91	555% Charged Principal w/ Interest - Debenture to Cover
Interest on Long-Term Debt (W)	38,602.00	11,826.16	31% Billed Nov/Dec
Principal Installments (W)	39,617.00	-	0% Billed Nov/Dec
Capital Leasing Arrangements (W)	-	-	
Other: Water System Debt Charges	-	-	
Interest on Temporary Borrowing (WW)	-	-	
Interest on Long-Term Debt (WW)	4,560.00	2,279.92	50% Billed Nov/Dec
Principal Installments (WW)	9,000.00	-	0% Billed Nov/Dec
Capital Leasing Arrangements (WW)	-	-	
Other: Wastewater Debt Charges	-	-	
Reserve: Capital Water	-	-	
Reserve: Operating Water	-	-	
Reserve: Capital Wastewater System	-	-	
Reserve: Operating Wastewater Syste	-	-	
Capital: Wastewater	-	-	
Deficit from Previous: Combined	-	-	
Deficit From Previous: Water	-	-	
Deficit From Previous: Wastewater	-	-	
Discounts	-	-	
Provision for Loss on Accounts Rec.	-	-	
Previous Unaccrued Liability: Water	-	-	
Previous Unaccrued Liability WW	-	-	
Other	-	-	
Capital Investment	-	99,831.08	Water Project
Bank Fees	-	-	
Service Fees (A/R)	-	-	
Net HST	-	-	
Gain/loss	-	-	
EI Expense	-	-	
CPP Expense	-	-	

TOTAL EXPENSES
NET INCOME

313,381.00	346,434.21
-	- 60,790.67