

1. **Call to Order**
2. **Adoption of Agenda**
3. **Conflict of Interest Declarations**
4. **Adoption of Minutes**
 - a. August 5, 2025 – Regular Council Meeting
 - b. August 19, 2025 – Special Closed Council Meeting
 - c. August 28, 2025 – Special Council Meeting
 - d. September 2, 2025 – Public Hearing
 - e. September 2, 2025 – Special Council Meeting
 - f. September 16, 2025- Special Council Meeting
 - g. September 16, 2025 - Committee of the Whole Meeting
 - h. October 1, 2025 – Special Council Meeting
5. **Consent Agenda**
6. **Public and Administrative Presentations**
7. **Reports and Recommendations from Committee and Private Meetings**
 - a. Personnel Committee
 - b. Emergency Measures Committee
 - c. Recreation Committee
 - d. Appointment of Dominique Piquard
 - d. ATV Access on Roads & Streets Committee
8. **Reports from Administration**
 - a. Travel and Expense Policy for Elected Officials
 - b. Riverside-Albert Utility Transfer – Operating Reserve to Operating Fund
 - c. Trade in of Surplus Dump Trailer for Float Trailer
9. **By-Laws**
 - a. By-Law No. 25-WAP-069-FA-2, A By-Law to Amend Ministerial Regulation 21-WAP-069-00. The Westmorland-Albert Planning Area Rural Plan Regulation. Third Reading and Enactment
 - b. By-Law No. 2025-02, A Code of Conduct By-Law for the Council of Fundy Albert. Third Reading and Enactment, by title only
10. **Mayor and Council Statement and Inquiries**
11. **Notices of Motion and Resolutions**

12. Closed Session

13. Adjournment

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

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

Plan 360 – Mr. Caleb Babin and Mr. Oscar Chappe

CALL TO ORDER

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

ADOPTION OF AGENDA

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Land** **THAT** the agenda be adopted as presented.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None.

ADOPTION OF THE MINUTES

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Elderkin** **THAT** the Minutes of the Regular Council Meeting held July 2, 2025 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Jonah** **THAT** the Minutes of the Committee of the Whole Meeting held July 15, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Garden** **THAT** the Minutes of the Special Closed Council Meeting held July 22, 2025, be approved.

MOTION CARRIED (unanimously)

CONSENT AGENDA

None

PUBIC AND ADMINISTRATIVE PRESENTATIONS

Plan 360 Rezoning from RA to IRD (PID# 05123070 & 00617969) - Mr. Caleb Babin and Mr. Oscar Chappe

Mr. Babin provided an update regarding the rezoning and advised that with all previously missing agency comments now received.

Agency Feedback Summary:

- **WAWA (Watercourse and Wetlands Alteration) Branch:** Identified watercourses within 30 meters of the project area, requiring a WAWA permit.
- **Department of Transportation:**
 - Confirmed the Route 910 access meets sightline requirements.
 - Clarified they are not the authority for access permits from Shenstone Road, permits will be issued from Route 910.
 - Acknowledged wear and tear on the road and noted improvement requests.
 - Indicated the Caledonia Mountain Road access option may not meet their standards.
- **NAV Canada:**
 - Blasting is permitted but any damage-related corrective actions will be at the proponent's cost.
 - Blasting alerts must include the Moncton Technical Operations Coordinator and coordination is required before blasting to allow radar monitoring.
 - The current assessment remains valid for 18 months and applies only to impacts on the air navigation system.

Additionally, NAV Canada clarified that a road referenced in an email passed across private property outside of their core area and belongs to a separate landowner, not part of the development site.

Councillor Garden asked for clarification regarding the mention of a WAWA permit and approval to operate under the Clean Air Act, as well as the requirements outlined by NAV Canada. Could you please clarify whether these approvals need to be in place prior to proceeding with the project, or if they can be addressed in conjunction with Plan 360?

Mr. Babin advised that these agency comments and requirements will form the basis for drafting conditions for the rezoning. The conditions will be prepared before the upcoming Committee of Review and Adjustment meeting in August and will also be presented at the public meeting.

Councillor Garden inquired whether, based on the comments received from the various agencies, is there any action required at this stage to upgrade the road to meet specific agency requirements. Mr. Babin advised that based on the response from the Department of

Transportation, the current access from Route 910 appears to be acceptable. However, they

noted seasonal road closures to heavy vehicles in the spring. It was clarified that any decision regarding road upgrades would be at the discretion of the Department of Transportation, as they are responsible for issuing the necessary access permits.

Councillor Elderkin advised that at the last meeting they were in full operation. Mr. Babin advised that Plan 360 issued a stop work order just over two weeks ago, and it appears that all work has currently ceased.

IT WAS MOVED by **Councillor Coates** and **Seconded** by **Councillor Land** **THAT**

WHEREAS Council received a request from 681884 N.B. Ltd. for a rezoning of the properties located on Shenstone Road and bearing PIDs 05123070 and 00617969 from Rural Area Zone (RA) to the Intensive Resource Development Zone (IRD) to permit a quarry.

AND WHEREAS the Council wishes to consider the above-mentioned modifications;

BE IT RESOLVED THAT:

- a) A bylaw amending the rural plan bylaw be drafted;
- b) The Clerk, in name and on behalf of Council, will publish the public notifications in conformance with section 111 of the Community Planning Act;
- c) The hearing of objections to the proposed bylaw is set for **September 2nd**, in the Council Chambers at **6:00pm**;
- d) The Clerk, in name and on behalf of Council, will request the views of the Southeast Regional Service Commission on the proposed bylaw in conformance with section 110 of the Community Planning Act; and
- e) The proposed bylaw will be available for consultation by the public at the municipal building during operating hours from the date the first notice is published.

MOTION CARRIED (unanimously)

REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

CAO Appointment

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Garden** **THAT** the Fundy Albert Council approves the appointment of Mr. Sean Wallace, to the position of CAO for Fundy Albert, effective August 11, 2025.

MOTION CARRIED (unanimously)

Personnel Committee – **Councillor Elderkin** advised there is nothing to report.

EMO Committee – **Councillor Coates** advised that the Red Cross assessed three comfort centers in Fundy Albert and made recommendations for improvements. EMO is considering establishing a regional Community Action Committee. The first committee meeting will take place in Grand Digue on October 30th, from 11:00 a.m. to 2:00 p.m.

Recreation Committee – **Councillor Jonah** advised that there is a meeting scheduled next week.

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

REPORTS FROM ADMINISTRATION

EMO Agreement

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Jonah** **THAT** Council approve the revision of the Emergency Measures Organization agreement originally established in 2022 between the former Village of Hillsborough and the Kiwanis Centre, updating the agreement to reflect the new municipal name, "Village of Fundy Albert," as requested by the EMO committee.

MOTION CARRIED (unanimously)

Upcoming Meeting Schedule

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

MOTION CARRIED (unanimously)

2963 Main Street, Hillsborough - Service Connection

IT WAS MOVED by **Councillor Jonah** **SECONDED** by **Councillor Elderkin** **THAT** Council approve the use of capital funds from the Hillsborough Utility Capital Reserve to contract MRM for the water service connection at 2963 Main Street, Hillsborough, at the quoted rate of \$17,000.00 plus HST. This work includes directional drilling and asphalt repair and is necessary to avoid traffic disruption on Main Street.

MOTION CARRIED (unanimously)

Page Street – Wastewater Connection

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Coates* **THAT** Council approve the reallocation of \$7,323.85 from the Hillsborough Utility Water Service Connection budget line to the Sewer Service Connection budget line in order to complete the combined water and sewer service installation at 20 Page Street, Hillsborough, as budgeted in 2025.

MOTION CARRIED (unanimously)

Bobcat Snowblower

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Jonah* **THAT** Council approve the release of \$13,768.63 + HST from Fundy Albert Capital for the purchase of a snowblower attachment from MacKay's Truck Center at the quoted price of \$13,768.63 plus HST, to ensure operational readiness for sidewalk snow clearing in winter 2025–2026

MOTION CARRIED (unanimously)

Truck Purchase

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Jonah* **THAT WHEREAS** \$25,000 is available in account 2.8.1.1.6 – Short-Term Interest for Capital Projects for the purchase of a new Public Works truck;

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

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

MOTION DEFEATED (Nay: Mayor Campbell, Councillor Garden, Councillor Elderkin, Councillor Land, Councillor Jonah, Councillor Coates, and Councillor Ward-Russell)

Councillor Elderkin advised that she is not in favor of the current truck purchase proposal. In the past, decisions were based on detailed comparisons of three specific truck quotes, which is not the case this time.

Mr. Barrett advised that he conducted further market research and found that vehicles tend to sell quickly once available. After calling several places today, he identified a GMC Sierra as the best available option that meets the required criteria: a smaller, more fuel-efficient engine with sufficient payload capacity. The best price found for this vehicle was \$60,151.00 before tax.

Mayor Campbell recommends going to tender and obtaining three quotes for this larger purchase. **Mayor Campbell** advised he is not opposing the acquisition of the truck but rather emphasizing the need for more concrete information and due process before making a final decision.

Councillor Land advised we should obtain three quotes and detailed specifications for the truck to ensure clarity on what is being purchased and at what cost. Once the quotes are received, they can be shared, and a discussion can follow promptly, even on short notice. Also, earlier in the spring it was advised that no spending should occur until the audit is complete, and **Councillor Land** continues to stand by that position. **Councillor Land** also suggests allowing time for the new CAO to get settled, and clarified that he is not opposed, but prefer a more cautious approach.

Councillor Garden advised that while he understands and agrees with the concerns raised, he believes there is urgency in addressing the truck purchase, as the issue predates his time on council and was raised by operations last year. **Councillor Garden** is concerned that delays may hinder the public works crew. **Councillor Garden** recommends not voting on the purchase today but urges council to keep the process moving, whether that means seeking additional quotes, waiting for the new CAO, or holding further discussions, so the matter doesn't lose momentum.

Councillor Ward-Russell advised that she does not support the motion for several reasons. First, the audits have not been completed, and council had previously agreed that no significant spending would occur until they were finalized. Second, **Councillor Ward-Russell** feels more research is needed regarding the percentage of truck usage for shared services. She is uncomfortable with the suggested \$60,000 of the \$85,000 being attributed to shared services, as this implies about 70% usage. Based on **Councillor Ward-Russell's** research, other municipalities do not charge Local Service Districts (LSDs) for such services. Additionally, she pointed out that LSDs, like Coverdale and Hillsborough have seen a 21% increase in their tax base over the past three years, and further spending of this nature could raise your municipality's costs while reducing others.

Councillor Garden asked if the CAO could gather factual information from similar communities to better understand how they handle comparable situations. Specifically, how consistently do other municipalities allocate funding, particularly whether LSDs are directly contributing when they aren't being directly serviced by the asset. If most do not, that model could be considered.

Councillor Elderkin asked while conducting research, it's important to clearly acknowledge that revenue from shared services is not currently being shared proportionally, for example, there is no 60/40 split on revenue, even though cost-sharing is being discussed. **Councillor Elderkin** pointed out that former villages already bear significant costs for wages and vehicles related to water and sewer services, which are billed separately. Therefore, the research must ensure a true apples-to-apples comparison, recognizing that not all municipalities have multiple former villages

with distinct water, sewer, and shared assets like Fundy Albert does.

BY-LAWS

First Reading

IT WAS MOVED by *Councillor Garden* **SECONDED** by *Councillor Land* **THAT** first reading, by title only, be given to By-Law 2025-02, A Code of Conduct By-Law for the Council of Fundy Albert.

MOTION CARRIED (unanimously)

Second Reading

IT WAS MOVED by *Councillor Garden* **SECONDED** by *Councillor Elderkin* **THAT** the second reading, by section only, be given to By-Law 2025-02, A Code of Conduct By-Law for the Council of Fundy Albert. Sections as follows:

1. Short title
2. Definitions
3. Application and Purpose
4. Interpretation and Scope
5. Code of Conduct
6. Complaints
7. Council Decisions
8. Corrective Actions
9. Repeal
10. Effective Date

MOTION CARRIED (unanimously)

MAYOR AND COUNCILLOR STATEMENTS

Councillor Garden began by welcoming the new CAO, Mr. Sean Wallace, and expressing appreciation to Fundy National Park for its continued support in supplying water to the former Village of Alma, a critical and appreciated partnership as water usage has increased.

Councillor Garden addressed concerns related to paving delays in the former Village of Alma. Though it was communicated during the June 17th Committee of the Whole meeting that paving would begin on July 7th, it did not commence until July 28th, after multiple delays. During that period, residents expressed concerns due to vehicle damage and tourist safety, particularly with deteriorating road conditions and potholes that posed hazards.

Councillor Garden advised that the paving contractor completed their interpreted scope by July 31st, but that School Street, a key concern, remains unfinished. Completing that work will

require additional funds beyond the originally approved budget.

While respecting the boundary that council does not give direction to staff, **Councillor Garden** offered several suggestions to improve future project planning and reduce resident concerns:

1. Include a detailed scope of work in RFPs with clear requirements and constraints.
2. Issue RFPs earlier in the year to allow for realistic planning.
3. Specify start and end dates, with financial penalties for missed deadlines.

Councillor Garden emphasized that these are common procurement practices and not restrictive.

Councillor Garden thanked the paving contractor and staff for their hard work, particularly given the challenges of the busy summer season, and encouraged learning from this experience to improve future projects.

Councillor Elderkin shared several community reminders and updates:

- Road Construction: Residents traveling through Fundy Albert, especially toward Hillsborough, should expect delays due to multiple traffic lights and increased traffic. Councillor Elderkin encouraged patience, noting it's positive to see significant work being done on Route 114.
- Water Conservation: Residents of Riverside-Albert are asked to be diligent with water usage, and flyers have been distributed to raise awareness.
- Albert County Exhibition: Scheduled for September 11–14, with volunteers already working hard at the exhibition grounds in preparation.
- Farmers Market: A reminder that the weekly farmers market takes place every Sunday from 12:10 to 2:00 p.m. at the exhibition grounds.

Councillor Coates advised he attended:

- July 8 – Attended a public consultation in Alma related to the Alma Water Project.
- July 12 – Attended a fundraiser at the Kiwanis
- July 22 – Participated in a council meeting
- July 30 – Attended a meeting with Irving in regard to Glyphosate spraying
- July 31 – Took part in the annual general meeting of Connecting Albert County

Councillor Coates asked whether the 2023 audit had been submitted. Per Ms. Beers yes, the auditor has the 2023 files to begin the audit.

Councillor Jonah thanked the team for making the decision to postpone the fireworks in Alma due to extremely dry conditions.

Councillor Jonah suggested the fireworks could be used during Fleet Launch or perhaps as part of a Labor Day weekend event.

Councillor Jonah thanked the Director of Operations Ian for taking the time in June to drive

around with him and assess paving and patching needs and thanked DTI for the work they do.

Councillor Land advised that DTI have started mowing the sides of the roads and some places have not been completed, especially between Hopewell Cape and Hillsborough.

Councillor Land recommends installing GPS trackers in all new municipal vehicles to improve tracking and security, particularly in cases of theft.

Councillor Land proposed a pilot project in collaboration with the high school to train students interested in municipal summer work, including helping them obtain their Water Certification. This aims to address future staffing challenges due to upcoming regulatory changes.

Councillor Land welcomed Mr. Sean Wallace.

Councillor Land advised that there is an urgent need for water conservation in both Fundy Albert due to ongoing dry conditions. **Councillor Land** also advised that burn bans have been issued across the province and highlight the absence of rain in the 10-day forecast.

Mayor Campbell thanked Ms. Tammy Rampersaud from Every Lemon Consulting for her professionalism and support in helping identify and present candidates for the Chief Administrative Officer position. **Mayor Campbell** welcomed Mr. Sean Wallace as the new CAO and is looking forward to working with him.

Mayor Campbell advised he is concerned about increased water consumption in Riverside-Albert. While the situation is currently manageable, residents are urged to be mindful and conserve water wherever possible.

Mayor Campbell provided an update is provided on a meeting with Irving Woodlands regarding glyphosate spraying. **Mayor Campbell** previously reached out to the Premier and various MLAs and ministers, but only Irving responded. The meeting was described as cordial, and Irving has committed to sharing more information.

Councillor Ward-Russell congratulated the Town of Riverview fire department on their recent purchase of two new vehicles, a squad and a tanker, noting that this will positively impact the Village of Fundy Albert.

Councillor Ward-Russell requested an updated relating to the **status of the Lagoon project**, noting that a **public meeting** had been promised but no date has yet been announced.

NOTICES OF MOTION AND RESOLUTIONS

None

CLOSED SESSION

None

ADJOURNMENT

Moved by ***Councillor Land*** to adjourn at 6:41 pm

Mayor

Clerk

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

Staff Present: Sean Wallace – Chief Administrative Officer
Kim Beers – Director, Legislative Services

Guest: Ms. Dominique Fontaine, McInnis Cooper

Call to Order

Mayor Campbell called the meeting to order at 3:00 pm.

Adoption of Agenda

Mayor Campbell requested to include a closed session of Council under the Local Governance Act, SNB 2017, 68(1)(c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract.

IT WAS MOVED by **Councillor Coates** and **SECONDED** by **Councillor Land** **THAT** the agenda be adopted with the following amendments:

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

MOTION CARRIED (unanimously)

Conflict of Interest Declarations

NONE

Closed Session

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Jonah** that Council have an in-camera session at 3:02 pm.

MOTION CARRIED (unanimously).

Local Governance Act, SNB 2017, 68(1) (f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business.

Ms. Dominique Fontaine exited the meeting at 3:55 pm

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

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Coates* to return to the regular session at 4:19 pm.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Garden* and **SECONDED** by *Councillor Coates* to approve the expense of \$23,985.67 (plus tax) for the 2023 audit.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Jonah* to approve the November and December payments for the Riverside-Albert Fire Truck, totalling \$17,131.19 (plus tax).

MOTION CARRIED (unanimously)

Adjournment

Moved by *Councillor Coates* that the meeting be adjourned at 4:20 pm.

Mayor

Clerk

Present: Mayor Campbell
Councillor Elderkin (virtual)
Councillor Land
Councillor Jonah
Councillor Coates
Councillor Garden

Absent: Councillor Ward-Russell

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

Call to Order

Mayor Campbell called the meeting to order at 3:30 pm.

Adoption of Agenda

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

MOTION CARRIED (unanimously)

Conflict of Interest Declarations

NONE

Award of Tender

Golf Club Road Culvert Replacement

IT WAS MOVED by **Councillor Jonah** and **SECONDED** by **Councillor Land**

THAT Fundy Albert Council award the Golf Club Road Culvert Replacement Project No.: 2403166 to C. MacLean Construction in the amount of \$966,425.11 plus HST and that the Mayor and Clerk be authorized to sign all related documentation.

MOTION CARRIED (unanimously)

Resolution – Golf Club Road Project – Project Payments

IT WAS MOVED by **Councillor Garden** and **SECONDED** by **Councillor Land**

WHEREAS the Village of Fundy Albert has received a ministerial order from the Municipal Capital Borrowing Board (Ministerial Order #25-0051) for \$1,159,000;

AND WHEREAS the Golf Club Road Project has been approved by NB EMO Disaster Funds for 100% less our portion of HST;

AND WHEREAS the Village of Fundy Albert has been approved for increment payments less the \$250,000;

AND WHEREAS the bank has declined the Village of Fundy Albert's application for interim funding until the 2023 and 2024 audits are completed;

AND WHEREAS Hillsborough Capital Reserve, Account #1004159, has a balance of \$371,898.31 for which payments will be rotated out and in of the reserve account;

BE IT RESOLVED THAT Hillsborough Capital Reserve, Account #1004159, be used to fund increment payments in absence of interim bank funding.

MOTION CARRIED (unanimously)

Councillor Land asked whether the HST will come out of the general operating or the reserve? Ms. Hutchinson advised that the funding source is open to Council's discretion. The cost could be covered through the reserve account, but staff would need to review financial projections to determine if it could alternatively be funded through daily operating funds. A debenture is also a possible funding option.

Councillor Land suggested that the Hillsborough reserve should remain unchanged.

Councillor Elderkin advised her preference is to keep the financial process as simple as possible, emphasizing that intertwining multiple accounts complicates audits. **Councillor Elderkin** supported the idea that the funds should remain in the same account from start to finish, aligning with **Councillor Land's** position. If HST adjustments are required, they should be resolved by year-end. **Councillor Elderkin** supports administration in managing the funds efficiently, provided the necessary funding is available and the process remains straightforward. **Councillor Elderkin** also extended appreciation to administration for their efforts over the past two weeks and suggested that, pending a successful vote, a courtesy call be made to the Hillsborough Fire Department in recognition of their long-standing concern about the project.

Adjournment

Moved by **Councillor Land** that the meeting be adjourned at 3:35 pm.

Mayor

Clerk

Fundy Albert Council Public Hearing

To rezone properties bearing PID 00617969 and 05123070 from Rural Area (RA) to Intensive Development Zone (IRD) to allow the establishment of a rock quarry.

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

Staff Present: Sean Wallace – Chief Administrative Officer
Kim Beers – Director, Legislative Services/Clerk

Caleb Babin and Phil Robichaud, Planners with Plan 360

CALL TO ORDER

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

CONFLICT OF INTEREST DECLARATIONS

None declared.

PRESENTATION FROM PLAN 360

Presentation by Caleb Babin Plan 360 Planner

REVIEW OF WRITTEN SUBMISSIONS

One (1) written submission was read for the record.

COMMENTS FROM GALLERY

Mayor Campbell asked those in the gallery if anyone wishes to speak.

Mr. Danny Shannon requested clarification regarding the designated "buffer zone" area. They inquired whether the buffer zone would extend onto private property or remain solely on land owned by the responsible entity. The concern was that the marked area appeared to affect multiple private parcels.

Mr. Caleb Babin clarified that the 100-meter buffer zone is used only to identify which neighboring properties receive notification letters. It does not indicate any planned work or alterations on private property. All activity will remain on the land being rezoned. The process is consultation only for those within the buffer zone.

Mr. Shannon advised the confusion appeared to stem from documentation received from Plan 360, which he felt was not clearly described.

Mr. Shannon concluded by stating they had no opposition to the project and were simply seeking clarity on the documentation and process.

QUESTIONS FROM COUNCIL

Mayor Campbell asked if there are any questions from Council.

Councillor Garden asked Mr. Babin if Plan 360 were aware of any ongoing activity at the site. Mr. Babin confirmed that their last site visit was on August 5th. They stated they are not aware of any activity that may have occurred on the site since that date.

CONCLUDE PUBLIC HEARING

Mayor Campbell concluded the Public Hearing at 6:21 pm

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

Staff Present: Sean Wallace – Chief Administrative Officer
Kim Beers – Director, Legislative Services/Clerk

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:23 pm.

ADOPTION OF AGENDA

IT WAS MOVED by **Councillor Land** and **SECONDED** by **Councillor Elderkin** **THAT** the agenda be adopted as presented.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

BY-LAW

First Reading

IT WAS MOVED by **Councillor Landl** and **SECONDED** by **Councillor Elderkin** **THAT** Council give first reading by title only to By-Law 25-WAP-069-FA-02, A By-Law to Amend Ministerial Regulation 21-WAP-069-00.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Coates** **THAT** Council give second reading in its entirety to By-Law 25-WAP-069-FA-02, A ByLaw to Amend Ministerial Regulation 21-WAP-069-00.

The Westmorland-Albert Planning Area RURAL PLAN REGULATION

The Council of the Village of Fundy Albert under the authority vested in it by Section 44 and in accordance with Section 59 of the Community Planning Act, SNB 2017, c.19 amends Ministerial Regulation 21-WAP-069-00, the Westmorland-Albert Planning Area Rural Plan Regulation and enacts as follows:

1. Ministerial Regulation 21-WAP-069-00, filed in the Westmorland County Registry Office on September 6, 2022 as number 43069906, is hereby amended as follows:
 - Schedule A-2, being the Westmorland-Albert Planning Area Zoning Map, is amended as shown on the map dated March 04, 2025, attached hereto as Schedule FA-1

MOTION CARRIED (unanimously)

PRESENTATION

Ms. Jessica O'Dell – All women's firefighting symposium

Ms. O'Dell presented a proposal regarding attendance at the All-Women's Firefighting Symposium in Oakville, Ontario, a North America-wide training and networking event specifically tailored for women in the fire service. The symposium includes both hands-on and theoretical training, catering to all levels from beginners to chiefs, and includes leadership development components.

The event is designed to address the unique challenges women face in a male-dominated field, offering alternative techniques and approaches suited to female firefighters. It also aims to improve adaptability and inclusivity within the fire service. As one of the few female fire instructors in the region, Ms. O'Dell emphasized the value of this training in enhancing her instructional capabilities and outreach across New Brunswick.

Keynote speakers include high-ranking female fire service professionals, such as a battalion chief from FDNY. Attendees have already been registered in their selected courses, some of which have since sold out.

Funding efforts were discussed Ms. O'Dell is presenting to the Hillsborough Fire Dept. for support.

Any surplus funds raised beyond expenses will be used to purchase training equipment or materials from the trade show to benefit local departments and improve community training efforts.

Councillor Elderkin expressed strong support for the symposium opportunity, noting it as a wonderful initiative. Also, highlighted the potential to recruit more talented women from the Fundy Albert area to join the volunteer fire service, emphasizing the value of expanding female participation in local departments.

Councillor Land advised he supports the symposium attendance, stating it is a great idea.

Councillor Elderkin requested a follow-up on the outcome of the funding request and presentation to the Hillsborough Fire Department regarding support for symposium attendance.

Councillor Jonah advised he is fully supportive of the symposium participation.

CLOSED SESSION

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Jonah* that Council have an in-camera session at 6:34 pm.

MOTION CARRIED (unanimously)

Local Governance Act 68(1) (d) the proposed or pending acquisition or disposition of land.

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Jonah* to return to the regular session at 6:59 pm.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by *Councillor Elderkin* **THAT** the meeting be adjourned at 6:59 pm

Mayor

Clerk

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

Staff Present: Sean Wallace – Chief Administrative Officer
Kim Beers – Director, Legislative Services/Clerk
Jillian Hutchinson – Treasurer
Ian Barrett – Director, Operations

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:38 pm.

ADOPTION OF AGENDA

IT WAS MOVED by **Councillor Land** and **SECONDED** by **Councillor Ward-Russell** **THAT** the agenda be adopted with the following amendment as requested by Administration:

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

RESOLUTIONS

UMNB Voting Member(s)

IT WAS MOVED by **Councillor Ward-Russell** **SECONDED** by **Councillor Land** **THAT** the Council of Fundy Albert hereby resolves that Mayor Jim Campbell be appointed as the voting member at meetings of the Union of Municipalities of New Brunswick (UMNB), with Deputy Mayor Heather Ward-Russell appointed as the alternate voting member.

MOTION CARRIED (unanimously)

PMHP 2028-2030 Application

IT WAS MOVED by *Councillor Garden* and **SECONDED** by *Councillor Jonah*
THAT the document entitled Village of Fundy Albert Three-Year Plan for the PMHP Program
2028-2030 be adopted.

MOTION CARRIED (unanimously)

Councillor Ward-Russell advised that she acknowledged the importance of the issue being
discussed and recognized that it involves a financial cost to the council and Fundy Albert
taxpayers. *Councillor Ward-Russell* expressed interest in understanding whether the provincial
government is actually listening and responding to the council's suggestions, emphasizing that
this should be kept in mind moving forward.

CLOSED SESSION

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Jonah* to move to a
closed session at 6:42 pm.

MOTION CARRIED (unanimously).

Mr. Barrett and Ms. Hutchinson exited the meeting at 6:42 pm

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Coates* to return in
session at 7:04 pm.

MOTION CARRIED (unanimously).

ADJOURNMENT

IT WAS MOVED by *Councillor Land* **THAT** the meeting be adjourned at 7:05 pm.

Mayor

Clerk

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

Staff Present Sean Wallace – Chief Administrative Officer
Kim Beers – Director, Legislative Services/Clerk
Ian Barrett – Director, Operations
Jillian Hutchinson - Treasurer

CALL TO ORDER

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

ADOPTION OF AGENDA

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Jonah** THAT the agenda be adopted as presented.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

Chris Bowron – Subdividing property

Mr. Bowron presented a proposal to subdivide his land at 41 Foster Road in Alma. The intent is to create a new lot from existing property while maintaining access via an existing 20-foot-wide right-of-way.

Mr. Bowron requested Council for guidance on how to proceed with obtaining the necessary variance. Mr. Sean Wallace advised that he would contact Plan 360 and get back to him.

Sean McGrath

Mr. McGrath stated the importance of balanced governance that respects the rural contribution, especially ahead of budget deliberations. Mr. McGrath encouraged Council to maintain awareness of these dynamics in all decision-making processes.

Councillor Land asked Mr. McGrath if there was a specific ask, per Mr. McGrath, no he advised

that residents in rural areas or LSDs are often overlooked due to their minimal reliance on municipal services. Mr. McGrath noted that while they contribute through separate taxes (e.g., for road maintenance), they have few service needs and thus may be "easily forgotten" in broader municipal planning. Mr. McGrath encouraged Council to reconsider this mindset and recognize the presence and contributions of low-need rural communities.

David Knickle

Mr. Knickle thanked Council for their efforts, especially in navigating the complexities following municipal amalgamation. Mr. Knickle focused on two key areas of concern ahead of upcoming budget deliberations:

1. Fair taxation and service equity for Local Service District (LSD) residents, and
2. Clarification around shared service costs, particularly related to public works assets.

INFORMATION ITEMS

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

[Development Activity Report – Plan 360 -July](#)
[Development Activity Report – Plan 360 - August](#)
[Maritime By-Law Enforcement Services Report July](#)
[Maritime By-Law Enforcement Services Report August](#)

Councillor Ward-Russell requested additional information pertaining to the Maritime By-Law Enforcement Services reports: Next steps and addresses.

Ms. Beers advised that specific addresses or locations cannot be disclosed in public reports due to privacy concerns. While general reference to actions (such as clean-ups) may be included, location details using PID numbers are only shared when a clean-up is recommended.

Mr. Wallace advised that SERSC is looking at By-Law enforcement as a shared service offering. More information to come.

E6 Financial Update

Mr. Wallace advised that he is meeting with e6 financial services tomorrow to discuss software options.

Councillor Elderkin addressed a concern raised by Mr. Knickle, who was unsure about the status of financial reporting. It was clarified that the full financial package received by Council is also publicly available and uploaded to the municipal website. The intention was to ensure that both

Council and the public have access to the same information.

Councillor Ward-Russell asked when the 2023 audit was submitted.

Mr. Wallace indicated approx. two weeks ago, and the standard processing time is typically 4–6 weeks, and the response from the auditor appears to be about one week behind schedule. Once the 2023 E6 is finalized, work on the 2024 financials will begin immediately. All necessary data for 2024 will already be prepared, allowing for a smooth transition. Weekly check-ins with the auditor are being conducted to monitor progress.

Councillor Ward-Russell advised that Council was firm last year about the importance of having finalized financials before beginning budget preparation. Without knowing the previous year's surplus or deficit, it is challenging to develop an accurate budget. **Councillor Ward-Russell** advised that having both 2023 and 2024 financials approved would support a more effective and informed 2026 budget process.

Mr. Wallace advised that the 2023 financial report will significantly aid the budgeting process but acknowledged that the 2024 report also represents a substantial portion of the financial picture needed for accurate planning.

Councillor Land asked whether the 2024 financial report will be completed by Christmas or if the E6 process might allow an earlier review of what is possible before then.

Mr. Wallace advised that a meeting with e6 is scheduled for tomorrow and will obtain a confirmed timeline. An update on the 2024 audit date will be provided after that meeting. Mr. Wallace advised that the internal budget preparations are currently underway, but without the finalized financial numbers, the process lacks key information. The provincial assessment numbers are expected to be received next week, which will assist in finalizing the budget.

Councillor Elderkin advised that she has confidence in the administration team's understanding of the urgency to complete the 2023 and 2024 financial audits and acknowledged the progress made so far and look forward to having these audits finalized, allowing the council to move forward with the 2026 budget planning.

Councillor Garden asked what the plans are to integrate new accounting software and when the new system would be set up.

Mr. Wallace advised that the software would serve as a comprehensive "one-stop shop," covering general ledger, human resources, asset management, and more. Training sessions will be provided to senior staff to ensure smooth adoption. Mr. Wallace advised he hopes this will be in place in 2026.

AMANB certification

Mayor Campbell congratulated Ms. Hutchinson on receiving her Level 1 Certificate from the AMANB.

COUNCIL DIRECTION REQUESTS

Riverside-Albert Utility Transfer - Operating Reserve to Operating Fund

Councillor Ward-Russell asked about the timing why this is happening now.

Ms. Hutchinson advised that the delay was intentional, and acknowledged that it is becoming increasingly necessary, so preparations are being made accordingly.

Application for Financing

Travel and Expense Policy for Elected Officials

Councillor Garden asked staff to explain why the mayor is required to approve expenses instead of staff, seeking to better understand the rationale behind this approval procedure.

Ms. Beers advised that the mayor functions similarly to a supervisor who approves expenses. Since council reports to the mayor, it is appropriate for the mayor to have the authority to approve council expenses, maintaining proper oversight and authority structure.

Councillor Garden suggested revising the wording for expense claims from "municipal business" to "representing the municipality" to better encompass day-to-day expenses such as mileage or attending community events. This change would more accurately reflect the smaller, routine costs incurred in the role of a councilor.

Councillor Ward-Russell inquired whether the expense policy under discussion was initiated by the council itself.

Ms. Beers advised that a Travel and Expense Policy for elected officials is a standard policy.

Councillor Ward-Russell advised that a council approved motion was made in 2023 to reimburse mileage, and it is functioning effectively.

Councillor Ward-Russell expressed concern about the practicality of the policy requiring prior approval from the mayor for expenses, how to handle routine or smaller items. **Councillor Ward-Russell** suggested the process may need clearer guidelines to distinguish between minor and

major expenditures.

Councillor Ward-Russell the current use of national joint federal rates for mileage, noting inconsistencies where only mileage rates are adopted but meal rates differ significantly.

Councillor Ward-Russell suggested it would be clearer and more consistent to adopt provincial rates entirely, as these are more appropriate and standardized across municipalities.

Mayor Campbell advised that the current meal allowance rates are too low, noting that it is challenging to cover typical dining costs, such as meals in hotel restaurants.

Councillor Land asked about the meaning of "lowest reasonable cost" as the basis for lodging.

Mayor Campbell advised that judgment should be used to ensure that costs are comparable and not unreasonably far away just to save a small amount (e.g., \$20). The focus is on practicality and fairness.

Councillor Elderkin asked whether the current policy requiring monthly expense reporting could be adjusted to a quarterly basis.

Ms. Beers agreed to review internally and provide an update at the next regular meeting.

Councillor Elderkin asked how the reported expenses will be communicated to taxpayers, whether the expenses will continue to be presented as a lump sum or if they will be broken down and categorized by wards for greater transparency.

Ms. Beers advised that currently, expenditures are reported by ward in the budget formats. In the ideal scenario, once audits are completed, an annual general report will be published providing detailed breakdowns of attendance at meetings and associated expenses, enhancing transparency for taxpayers.

Councillor Elderkin advised that from a councilor's perspective, maintaining transparency regarding expenses and their purposes is important to ensure accountability and public trust.

Councillor Ward-Russell suggested changing the wording in section 3.5 regarding cell phones from "council shall fix" to "council may fix," reflecting the past agreement that council members are responsible for their own cell phones.

Councillor Jonah raised a concern about the current hospitality section requiring mayoral approval for any expense over \$50, which limits informal business opportunities such as taking someone out for a meal. The suggestion was made to consider a small annual hospitality budget, like the Village of Hillsborough's \$350 yearly allowance, to enable reasonable business hospitality without the need for constant approval.

Mr. Wallace advised that the \$50 hospitality rate is quite low and recommended creating a more

flexible spending limit that can be adapted based on the situation and potential benefits.

Maritime By-Law Services 2026 Contract

Councillor Garden asked whether the contracted services, originally focused on unsightly and/or dangerous premises would also cover the inspection, documentation, and enforcement of other municipal bylaws.

Ms. Beers clarified that expanding the bylaw enforcement services to include additional municipal bylaws beyond unsightly and/or dangerous premises is possible, but it would require increasing the contracted hours, potentially from 16 to 24 or even 36 hours per week, to accommodate the broader scope.

Mayor Campbell advised that there are efforts to collaborate with other municipalities, on a shared bylaw enforcement model through the Southeast Regional Service Commission. The goal is to reduce costs by pooling resources with Maritime Bylaw Enforcement. This flexible model would allow municipalities to adjust scheduled days as needed. While the current labor contract expires December 31, the group is exploring options to either renew or restructure the agreement as part of this broader shared services initiative.

Councillor Ward-Russell expressed the need to delay committing to any bylaw enforcement contracts for 2026 until budget discussions are complete. While acknowledging that contractors are seeking early commitments, potential additional funds, and ongoing negotiations with the Southeast Regional Service Commission must be considered first. The distinction between needs and wants was highlighted, and the current 16-hour service level was noted. Further analysis is required to evaluate the cost and benefits of expanding hours versus pursuing a shared services model.

Mr. Wallace added that one of the goals is to gather solid figures ahead of budget planning to reduce reliance on estimates. Since a contract with the bylaw enforcement provider is anticipated for the new year, having accurate cost projections now will support more precise pre-budget preparation and decision-making.

PMHP 2028-2030 Plan

Councillor Ward-Russell asked regarding the cost and effectiveness of updates made through our engineering partner Englobe. The question focused on whether past recommendations and priorities set by council (e.g., from the 2024 plan and upcoming 2025 plan) are being actively implemented, or if they are simply being postponed year after year. There was concern that proposed work might just be recorded without being acted upon, and that the final decisions may rest with the province, rather than reflecting council's input.

Mr. Barrett advised that yes, the province decides which municipal projects receive funding. Currently, the municipality offers a 5% contribution on applications, but increasing this to 10% might improve the chances of approval, though it would mean higher costs locally. While the province is listening, project prioritization remains unclear. Going forward, there is an intent to focus more on detailed asset management to better demonstrate project urgency. It is noted that delayed projects only worsen over time, reinforcing the need for timely support and clearer funding applications.

Councillor Ward-Russell asked what it is costing us to prepare this document.

Mr. Barrett advised he will have to get back to her with that information.

Councillor Jonah exited the meeting at 5:22 pm and returned at 5:25 pm.

Mr. Wallace advised that a government relations program is being considered to improve lobbying efforts for priority projects. The idea is to develop a targeted list of projects that require advocacy. It's noted that other New Brunswick communities have seen success by ensuring their mayors maintain direct engagement with key ministers. This approach is now being pursued to keep the municipality front and center in the minds of decision-makers and improve the chances of project funding and approval.

ADMINISTRATION REPORTS

Refer to the following reports:
Chief Administrative Officer

Councillor Ward-Russell thanked Mr. Wallace for the regular Friday reports and thanked staff for arranging an upcoming meeting with the RCMP, noting it is important to understand their presence in the community given the significant cost of their services. Additionally, **Councillor Ward-Russell** commented on the National Firefighters Memorial Day, suggesting that both volunteer and full-time firefighters (e.g., in Riverview) be acknowledged, not just volunteers.

Councillor Garden asked about the status of the Level Two Water Operator job posting, whether the position is still necessary. It was noted that previously, there were three separate operators for water and wastewater across three utilities.

Mr. Wallace advised that the Level Two Water Operator posting has expired and initially identified one candidate who chose to remain in their current role. However, an upcoming proposal will be presented to Council outlining a long-term strategy for managing the water systems. This plan focuses on sustainability and securing a steady pipeline of water operators for decades to come. The information will be shared soon and is expected to be very well received.

Councillor Garden suggests that staff and operations review the security of the water supply sites, such as implementing gated access or improved locking mechanisms, to prevent unauthorized access.

Mr. Wallace advised that that water security has already been reviewed, and improvements are planned. The budget proposal will include funding for enhanced security measures like internet-connected cameras to monitor water facilities.

Director, Legislative Services

Councillor Ward-Russell asked why the gateway sign has been delayed.

Ms. Beers advised due to staff changes, originally managed by one person who left, and now a new staff member has taken over. The goal is to have it installed before winter. Administration will request a timeline for completion.

Councillor Ward-Russell raised concerns about the use of Hillsborough Fire Department fundraising funds for the purchase of a rescue truck. Councillor Ward-Russell advised that a large purchase should have come from the department's budget and not fundraising dollars.

Councillor Jonah advised that the previous vehicle (number 9 truck), was also purchased by the Hillsborough Fire Department using fundraising funds. They managed to purchase themselves to upgrade to a better vehicle.

Councillor Elderkin expressed appreciation for the Hillsborough Fire Department's successful acquisition of the truck, highlighting their hard work in fundraising and the positive community impact when funds visibly return as assets. It was noted that while the council maintains these assets, the community supports fundraising because they see tangible benefits. A concern was raised about the council's role in being notified about such purchases, whether that should happen before or after the fact, since the assets eventually become council property.

Mr. Wallace clarified that the current by-law states the fire department reports directly to council, and the clerk is only mentioned as the recipient of budget estimates from the chiefs. The CAO is not currently included in the bylaw. There is a 2007 policy addressing some interaction, but bylaws take precedence over policies. To improve collaboration and communication between the fire department and council (including the CAO and treasurer), a bylaw rewrite would be necessary.

Councillor Elderkin acknowledged that the fire department by-law and related policies have not been updated for some time, partly due to other priorities. While not urgent, there is an importance of clarifying and understanding council's role and involvement with the three active volunteer firefighter groups moving forward.

Director of Operations

Mr. Barrett provided an update to his report: Snow Blower: The new snow blower is at the Moncton dealer for a final check and will be delivered before the first snowfall.

Pool Season: It was a highly successful year with significantly more swimming lessons delivered, thanks to having four fully qualified lifeguards. Their dedication made a big difference, and discussions are underway about creating a pipeline through the school to ensure lifeguard availability in the future.

Riverside-Albert Water Treatment Plant: Chlorine panel upgrades were completed last week and are operational, with adjustments underway. The remaining ventilation and flooring work should be completed by the end of October.

Greensboro Lagoon Project: A public meeting is being scheduled after addressing comments on the drawings. Coordination is now underway with confirmation received just this evening.

Alma Gazebo: The old gazebo has been removed, and work is progressing on the replacement. Ground preparation is complete, and the slab is scheduled to be poured on September 26, with precautions planned to protect the fresh concrete.

Councillor Land asked for an update of the Hillsborough Water Exploration project and if there is a timeline of completion.

Mr. Barrett advised that a renewed proposal has been received covering the remaining steps of the project, with amended prices included. The earlier requirements, such as the EIA letter and hydrological surveys, are nearly complete. The updated proposal will be brought to Council for approval, and negotiations with the landowner are ongoing and progressing well. Discussions with the engineers confirm that the EIA process is lengthy, involving extensive back-and-forth with government departments. Although it appears stalled, this is a normal stage of the process. Once the necessary approvals are secured and the landowner agreement is finalized, the project will be ready to proceed.

Mr. Wallace added that they had met with the landowners, and they agreed to all the stipulations. So, it is just a matter of signing a contract.

Mr. Barrett advised that the test well drilling is anticipated to begin early next year.

Councillor Garden asked whether the Greensboro lagoon project would be completed before the Municipality assumes responsibility for the infrastructure. This includes holding public meetings

and addressing rate adjustments, which are expected to increase significantly from the current \$50 per year. Concerns were expressed about the Municipality taking over without these issues being resolved, to avoid inheriting potential challenges.

Mr. Barrett advised that a rate study is underway to determine sustainable utility fees. The goal is to set rates that prevent the need for sudden increases or financial shortfalls. With the new asset, costs and lifespan are known, allowing expenses for repairs and replacement to be built into the budget from the outset, ensuring long-term financial stability.

Councillor Jonah asked for information regarding an email received over the weekend that reported that Hillsborough is currently on a backup water system due to low levels, with the main well shut off.

Mr. Barrett advised that this was the first time hearing this. While water levels are naturally lower at this time of year compared to periods of heavier rainfall, the municipality remains in a good position compared to last year. Some variability is occurring due to seasonal drawdown, but no significant issues have been identified.

Mr. Wallace advised that follow-up on the backup water system email confirmed the situation was not serious. A 35-minute system flush was carried out, after which everything returned to normal. The issue was not urgent or detrimental.

Councillor Land advised he has received calls from residents about a new business in town and whether its water usage is being properly monitored to track flow levels.

Mr. Barrett advised yes, the water usage is being monitored and remains below the agreed limit. The owner has been cooperative, already reducing production slightly to support water levels. They have committed further cutbacks if requested, ensuring the municipality will not need to restrict their operations.

Councillor Land asked how often staff check the usage.

Mr. Barrett advised that an update was missed last week, but the intent is to provide these updates on a weekly basis going forward.

Mayor Campbell asked how long Fundy National Park will be providing water to Alma.

Mr. Barrett advised that the current agreement runs until the end of October. The agreement was extended last year due to delays, and again this year. The expanded area has been critical in supporting ongoing water supply, though it has caused reduced water pressure in some homes. These impacts are being monitored and managed.

Mayor Campbell advised that during a visit to the Albert County exhibition grounds, it was noted that organizers had already arranged water totes on site to support conservation efforts. Their proactive measures were commended, especially given the high usage associated with serving approximately 800 meals on Saturday. Appreciation was expressed for their responsible approach and contribution as good community partners.

Councillor Ward-Russell expressed appreciation to the Director of Operations for following up on the Greensboro Lagoon issue. Residents have been seeking answers for some time, and it was noted that they will be reassured to hear that a public meeting is being planned.

[Treasurer Report](#)

[Alma Utility](#)

[Hillsborough Utility](#)

[Riverside-Albert Utility](#)

[Fundy Albert General Operating](#)

Councillor Ward-Russell asked regarding a report table, a possible error where two columns were both labeled “91 days plus” for June 2025. Clarification was sought as to whether one of the columns should instead be marked “August 2025.”

Ms. Hutchinson advised yes, it should be the last column.

Councillor Garden raised concern about significant utility arrears: over \$100,000 for the Alma utility and over \$200,000 for the Hillsborough utility. While staff currently make phone calls and send letters, questions were asked about whether different processes or stronger measures are needed to recover these funds. The outstanding amounts pose a major financial impact, especially since borrowing is not an option and utilities must fund ongoing repairs, maintenance, and projects.

Ms. Hutchinson clarified that the arrears columns in the report **are not cumulative**, but reflect time-based categories (e.g., 61–90 days, 91+ days). The figures show changes month to month, with this case covering two months due to no August committee meeting. The only enforcement option available is disconnection after proper notice, as utility charges remain tied to the property with an automatic lien. Residents often wait until the end of the quarter to pay, which also affects the numbers.

Councillor Ward-Russell asked what the collections are.

Ms. Hutchinson clarified that the “collections” figures in the report represent accounts either sent to collections or disconnected. Even when service is disconnected, charges continue to

accrue quarterly, so balances keep accumulating until paid.

Councillor Ward-Russell asked what the process is for disconnecting services.

Ms. Hutchinson advised that the process for overdue utility accounts involves sending a warning after two unpaid quarters. If there is no response by the deadline, a disconnection notice is issued, and service is shut off. A payment arrangement form is also available for residents, clearly stating that failure to follow the agreed plan will result in disconnecting without further notice.

Councillor Land exited the meeting at 6:04 pm and returned at 6:08 pm

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Garden advised that Fundy National Park reported a successful 2025 summer season despite fire bans and trail closures. From May–August, the park welcomed over 230,800 visitors, a 5% increase from 2024. Camping saw growth, with front-country use up 5% and backcountry up nearly 8%. Visitor center contacts rose by 20%, and events like the annual Fundy Star Party drew strong participation.

The Canada Strong Pass program ended September 2, with regular entry and camping fees reinstated. Several facilities closed for the season, while fall programming continues with stargazing, wildlife features, and cultural exhibitions until mid-October. Seasonal highlights also include the Fundy 75 for 75 Challenge and Thanksgiving weekend events.

Additionally, appreciation was expressed for the Albert County Exhibition, recognizing its long history and the efforts of directors and volunteers in making the event a success.

Councillor Jonah has nothing to report.

Councillor Coates advised he has concerns about traffic and signage issues. At Salem Road near the covered bridge, an NB Power truck was seen using a route unsuitable for heavy vehicles, highlighting the need for proper signage restricting trucks over 10 tons. Additionally, roadwork on the main route to Alma has caused confusion, with increased traffic, trucks, trailers, and motorhomes, being redirected through Osburn Corner. Residents have requested clearer signage to prevent misdirection.

Councillor Ward-Russell attended a recent Regional Service Commission meeting, the 2026 budget was approved. Discussions included potential shared service partnerships between municipalities in areas such as water management, enforcement services and engineering.

Concerns were raised about the lack of approved audits for 2023 and 2024 while moving ahead with the 2026 budget, emphasizing the need for timely audits. It was also suggested that the municipality consider a zero-tax rate increase, given residents have already faced significant property assessment increases since 2023.

Additional financial questions were flagged for follow-up, including the true cost of

student employment versus grant funding received, and whether the installation of a ductless heat pump at the Visitor Information Center, approved in the January 2025 budget, has been completed.

Ms. Beers confirmed that the ductless heat pump for the Visitor Information Center has not been installed. Due to not receiving funding for VIC students this year, the choice was made to hire two part-time staff in order to keep the center open. Also, an unbudgeted bathroom repair was also completed. Plans are to pursue additional student funding or budget adjustments next year.

Councillor Ward-Russell advised that if Council approved and budgeted for the Visitor Information Center heat pump, staff should have reported back when plans changed. The funds were redirected to student staffing instead, and Council should be informed when such adjustments occur.

Councillor Land asked whether there is money left in the budget to install a heat pump at the Visitor Information Centre this year.

Ms. Hutchinson will look at the projections and Mr. Barrett advised that NB Power has conducted walkthroughs, including at the Visitor Information Center. They will be providing a list of potential upgrades that may qualify for assistance programs.

Councillor Land advised the Golf Club Roadwork is progressing well, with significant excavation already underway. A question was raised about Legion Street regarding the patch over the water line trench, specifically whether it was an additional cost and how much the municipality paid for it.

Mr. Barrett advised that the total project cost came in higher than expected due to unforeseen issues that required digging a larger section of road than originally planned, resulting in increased expenses.

Councillor Land advised that one of the project quotes included asphalt, but the final contract did not reflect this item.

Mr. Barrett acknowledged that the procurement processes need to be tightened. Responsibility was accepted for earlier oversights, noting it was one of the first projects handled, and improvements have been made through experience over the past year.

Councillor Land advised that the Albert County Exhibition had strong participation this year, with higher numbers across the board. Directors and volunteers were commended for their efforts, with hopes that the event was financially successful.

Councillor Elderkin provided her report:

Volunteer Fire Departments – Appreciation was expressed for the dedication, training, and responsiveness of local volunteer firefighters, noting their sacrifice and vital role in community safety.

Albert County Exhibition – Strong attendance and enthusiasm this year were highlighted. The event, running continuously for 112 years, was commended along with the leadership of Terry Steeves and the many volunteers involved.

Public Safety – At a meeting with provincial ministers, it was noted that municipalities across NB share similar challenges, particularly with policing presence. Fundy Albert has benefited from strong responses during major incidents.

Roadwork – Recognition was given to the significant provincial roadwork investments in the municipality this year. While construction causes daily inconvenience, it is positive to see funds being spent locally.

Tourism – The Albert County Tourism Association is already preparing for Christmas in the Country (Dec. 6-7) after record-breaking attendance last year. Plans include improving VIC presence in Alma, hosting member workshops, and exploring a Barn Quilt Trail project in partnership with the museum. Concerns were raised that Hillsborough's Artisan Village was less active this year, with a call to strengthen promotion and vendor participation for next year.

Public Works – Thanks were extended to Ian and the public works team for their strong maintenance efforts over the summer. While lawn mowing was less frequent, flower displays were beautiful, with improved watering methods noted and appreciated by residents.

Mayor Campbell advised that he and **Councillor Elderkin** participated in the Albert County Exhibition parade, continuing a long-standing tradition. The municipality worked with the food bank to support its relocation into the Riverside Albert recreation center, where it is now settled. Meetings have been held with the Hillsborough Railway Museum regarding their trackway lease, with discussions ongoing. At the Southeast Regional Service Commission, efforts on shared services continue, with hopes of achieving cost savings. Finally, appreciation was expressed for the past 21 days of working with Sean Wallace.

PUBLIC STATEMENTS AND INQUIRIES

Mr. Sean McGrath advised that communities like Coverdale and other LSDs have been disproportionately impacted since amalgamation, and this needs stronger recognition during budget deliberations. Concerns remain about shared services allocations and the importance of having accurate financials for 2023-2024 finalized before making budget decisions. In the past, council lacked clarity on whether finances showed a surplus or deficit, which limited informed decision-making. Moving forward, timely financials are essential to ensure proper debate and fair rate-setting.

CLOSED SESSION

None

ADJOURNMENT

IT WAS MOVED by *Councillor Land* **THAT** the meeting be adjourned at 6:30 pm.

Mayor

Clerk

Present: Deputy Mayor Ward-Russell
Councillor Jonah
Councillor Coates
Councillor Garden (virtual)

Absent: Mayor Campbell
Councillor Land
Councillor Elderkin

Staff Present: Sean Wallace – CAO
Kim Beers – Director, Legislative Services
Jillian Hutchinson – Treasurer

Call to Order

Deputy Mayor Ward-Russell called the meeting to order at 5:00 pm.

Adoption of Agenda

Deputy Mayor Ward Russell requested to include a closed session of Council under the Local Governance Act, SNB 2017, 68(1) (c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract.

IT WAS MOVED by **Councillor Coates** and **SECONDED** by **Councillor Jonah** **THAT** the agenda be adopted with the following amendment:

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

MOTION CARRIED (unanimously)

Conflict of Interest Declarations

NONE

Application for Financing

IT WAS MOVED by **Councillor Coates** and **SECONDED** by **Councillor Jonah** **THAT**

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 \$317,000 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 \$317,000 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.

MOTION CARRIED (unanimously)

Closed Session

IT WAS MOVED by *Councillor Jonah* and **SECONDED** by *Councillor Coates* to have an in-camera session at 5:06 pm.

MOTION CARRIED (unanimously)

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

IT WAS MOVED by *Councillor Jonah* and **SECONDED** by *Councillor Coates* to return to regular session at 5:44 pm.

MOTION CARRIED (unanimously)

Adjournment

Moved by Councillor Coates that the meeting be adjourned at 5:44 pm.

Mayor

Clerk

Synopsis: Transfer of Riverside-Albert Utility Operating Reserve

Date: October 1st, 2025

Department: Finance

DESCRIPTION

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.

To transfer the funds from the operating reserve, it requires a resolution from the council.

PROPOSED MOTION

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.

Synopsis: Travel and Expense Policy for Elected Officials

Date: October 2, 2025

Department: Legislative Services

DESCRIPTION

The Municipality is proposing the adoption of a formal **Travel and Expense Policy** to ensure transparent, consistent, and accountable reimbursement of expenses incurred by elected officials while conducting municipal business.

Background

- No standardized policy currently exists; expenses are handled case-by-case.
- This lack of framework creates uncertainty for Council, staff, and the public.
- The policy aligns with governance best practices, draws from other NB municipalities

Key Features:

- Wording revised from "*municipal business*" to "*representing the municipality*".
- Reimbursement rates based on Provincial standards (not federal).
- Section 3.5 wording revised to "may".
- Hospitality expense limit increased to \$100.00 (from \$50.00).

Implementation will strengthen financial management, fairness, and public trust. The policy would take effect immediately, administered by the Clerk and CAO.

Recommendation

That Council approve the policy as presented

Other Options

- Defer and request revisions.
- Approve with amendments.
- Reject and continue current informal practice.

Risk Analysis

- **Low Risk if Approved:** Policy reduces financial/reputational risks by ensuring clear rules.
- **Higher Risk if Rejected:** Continuing without a policy risks inconsistency, disputes, and non-compliance with best practices.

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 while representing the Municipality.

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.
- d. "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 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 while representing the Municipality.
- The Municipality adopts the Province of New Brunswick's mileage reimbursement rates in their entirety for consistency and clarity.
- 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

The Village follows the Provincial meal allowance rates. A daily meal allowance including taxes and gratuities may be claimed while travelling on Village business. Reimbursement will be based on actual costs with receipts, up to the following limits:

Meal Period	In-Province	Out-of-Province
Breakfast	\$12.18	\$16.01
Lunch	\$17.05	\$19.19
Dinner	\$31.59	\$38.45
TOTAL DAILY ALLOWANCE	\$60.82	\$73.65

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 may 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 \$100.00, must be approved in advance by the Mayor.
- All hospitality expenses must be appropriately documented with itemized receipts.

5. Documentation Requirements

- All expense claims must be submitted with detailed, itemized receipts.
- 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.
- Claims may be submitted monthly or on a quarterly basis to reduce administrative burden.

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: _____

Village of Fundy Albert - Travel and Expense Reimbursement Form (Elected Officials)

Name:

Period Covered (dates):

Date of Submission:

Mileage					
Date	Purpose of Travel	Starting Point	Destination	Kilometers	Total

Meals				
Date	Meal (Breakfast/Lunch/Dinner)	In-Province / Out-of-Province	Actual Cost	Total

Lodging					
Date	Location	Hotel/Accommodation	Nights	Cost per Night	Total

Hospitality					
Date	Description of Event	Names of Guests / Purpose	Vendor	Cost	Approved By

Claim Summary

Mileage			\$	
Meals			\$	
Lodging			\$	
	<i>Breakfast</i>	<i>In-Province</i>	<i>12.18</i>	<i>Out-of-Province</i>
	<i>Lunch</i>	<i>In-Province</i>	<i>17.05</i>	<i>Out-of-Province</i>
	<i>Dinner</i>	<i>In-Province</i>	<i>31.59</i>	<i>Out-of-Province</i>
	<i>TOTAL DAILY ALLOWANCE</i>	<i>In-Province</i>	<i>60.82</i>	<i>Out-of-Province</i>
Hospitality			\$	
TOTAL CLAIM				
AMOUNT			\$	

Certification by Claimant:

I certify that the expenses claimed above were incurred while representing the Municipality and are in accordance with the Village of Fundy Albert Travel and Expense Policy.

Signature of Claimant:

Date:

Approved By (Mayor/CAO as applicable):

Date:



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Ian Barrett, Director of Operations
Date	7 October, 2025
Subject	Trade in of Surplus Dump Trailer for Float Trailer
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 Village of Fundy Albert owns two dump trailers. One of these, a high-sided trailer, was originally acquired to support municipal garbage collection. Since garbage collection is no longer a municipal responsibility, this trailer has been surplus to requirements and remains idle.

The municipality currently lacks a float trailer, which has been identified as an important addition to the fleet for safe and efficient transport of heavy equipment. At present:

- Dump trailers are being used to haul equipment, but they are not designed for this purpose and lack proper tie-down points. This increases the risk of load slippage and unsafe transport.
- The trailers are too small to transport the Bobcat Toolcat with attachments. Attachments must be transported separately and reconnected/disconnected at each use, causing delays.
- The municipality has no way to float the John Deere tractor. Currently, this requires either driving the tractor between sites (causing wear, tear, and lost staff time) or hiring contractors at ~\$300 per move.

Based on supplier quotes (Attached), the high-sided dump trailer can be traded in toward the purchase of a new float trailer from Down east Trailers LTD, requiring only

\$2,764 plus HST and licensing as a balance payment. The vendor has advised that no refundable deposit can be placed; while they will honor the quoted price if the trailer remains available, if sold they have committed to offering a similar deal on another unit.

Sufficient funds are available from capital; the residual amount from the transfer conducted to purchase the snowblower.

RECOMMENDATION

That Council approve the trade-in of the high-sided dump trailer for a new float trailer, with a net municipal cost of \$2,764 plus HST and licensing and authorize administration to proceed with an equivalent purchase up to the value of \$3,500.00 plus tax and licencing should the specific trailer quoted no longer be available.

OTHER OPTIONS

1. Do nothing: Continue using dump trailers for equipment transport, retaining associated safety and efficiency risks.
2. Purchase without trade-in: Acquire a float trailer while retaining the high-sided dump trailer, increasing costs.
3. Contract equipment floats: Continue paying contractors (~\$300 per move), resulting in higher long-term costs.

RISK ANALYSIS

The primary risk relates to safety and liability.

- **Load security:** Dump trailers do not provide adequate tie-down systems. An insecure load could cause accidents, injuries, or property damage.
- **Compliance risk:** Using non-purpose-built trailers may expose the municipality to liability under provincial transport regulations.
- **Operational inefficiency:** Without a float trailer, operations remain dependent on contractors or inefficient equipment relocation, costing time and money.
- **Financial risk:** Though the upfront cost is modest, failing to act could result in higher cumulative costs and potential liabilities.
- **Availability risk:** The vendor will not accept a refundable deposit. Therefore, there is a possibility the quoted trailer may be sold before Council approval is acted upon. The vendor has indicated they will honor the deal if the trailer remains available, or provide a similar deal on another unit. Approval up to \$3,500.00 mitigates the risk of delay while ensuring fiscal responsibility.

CONSIDERATIONS

Legal	<ul style="list-style-type: none">• Compliance with provincial secure load and equipment transport regulations.• Liability if an accident occurs due to inadequate equipment.
Financial	<ul style="list-style-type: none">• One-time expenditure of \$2,764 + HST and licensing.• Potential long-term savings by reducing contractor use (~\$300 per float).

	<ul style="list-style-type: none"> • Reduced wear-and-tear costs on equipment. • Council authorization for up to \$3,500.00 provides flexibility should the specific trailer be unavailable, while still ensuring the purchase remains within acceptable budget limits.
Environmental	<ul style="list-style-type: none"> • Lower fuel consumption and emissions by reducing unnecessary equipment driving. • Repurposing/selling surplus equipment instead of storing unused assets.
Policy	<ul style="list-style-type: none"> • Aligns with municipal policies prioritizing safety, operational efficiency, and prudent asset management
Stakeholders	<ul style="list-style-type: none"> • Operations staff: safer, more efficient equipment transport. • Council: responsible capital investment with positive return. • Residents: improved service delivery and reduced road safety risks.
Community Sensitivities	<ul style="list-style-type: none"> • Residents may question the need for a new trailer. Emphasizing safety, efficiency, and cost avoidance will help demonstrate fiscal responsibility.

Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none"> ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Quotes received from: <ol style="list-style-type: none"> 1. Down East Trailers 2. L & M Ventures 3. Blair Agencies LTD
Consultation	Internal
Intergovernmental considerations	N/A

Proposed Motion

WHEREAS the Village of Fundy Albert owns a surplus high-sided dump trailer that is no longer required; and

WHEREAS a float trailer is needed for the safe and efficient transport of municipal equipment, reducing safety risks and contractor costs; and

WHEREAS a supplier has offered a trade-in resulting in a net cost of \$2,764 plus HST and licensing, and has committed to offering a similar deal on another unit should the quoted trailer be unavailable;

BE IT RESOLVED THAT Fundy Albert Council approve the trade-in of the surplus dump trailer toward the purchase of a float trailer, at a net cost of \$2,764 plus HST and licensing, and authorize administration to proceed within a variance of up to \$3,500.00 should a comparable unit be required.

Quote 1- Down East Trailers LTD

		BILL OF SALE DOWN EAST TRAILERS LTD 1 STEPHENS DR. SACKVILLE, NB E4L 1J3 PHONE: (506) 869-0851 FAX: EMAIL: SALES@DOWNEASTTRAILERS.COM DEALER NO: 7202 - HST # 135908614 RT 0001 HST:																																																					
Sale Date: 09/25/2025		INVOICE #																																																					
BUYER		CO-BUYER																																																					
Name: FUNDY ALBERT		Name:																																																					
Address: 61 ACADEMY STREET HILLSBOROUGH NB E4H 2R4		Address:																																																					
Phone: H: (506) 734-3733 W:		Phone: H: W:																																																					
Email: BIGBOREVTWINS@GMAIL.COM		Email:																																																					
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BALANCE:	\$ 3,428.60																																																						
<small> PURCHASER AGREES THAT THIS ORDER INCLUDES ALL OF THE TERMS AND CONDITIONS HEREOF, THAT THIS ORDER CANCELS AND SUPERSEDES ANY PRIOR AGREEMENT WRITTEN OR ORAL. PURCHASER AGREES TO PAY THE TOTAL OF THE PAYMENTS IN ACCORDANCE WITH THE ABOVE PAYMENT SCHEDULE. THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER OR HIS AUTHORIZED REPRESENTATIVE. I HAVE READ THE FACE OF THIS ORDER AND AGREE TO THIS PURCHASE PRICE. I HEREBY CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER. NOTICE : DEALER PROVIDES NO INSURANCE </small>																																																							
<input type="checkbox"/> ALL WARRANTY CLAIMS ARE TO BE DELT WITH THROUGH THE MANUFACTURER <input checked="" type="checkbox"/> PLEASE RE-TOURQUE AFTER 80KM <input checked="" type="checkbox"/> REGULAR MAINTENANCE IS REQUIRED ON ALL EXTERIOR FINISHES. <input checked="" type="checkbox"/> I MAKE THIS PURCHASE KNOWINGLY WITHOUT ANY GUARANTEE EXPRESSED OR IMPLIED, BY THIS DEALER OR HIS AGENT. I AGREE TO NOTIFY LIENHOLDER, IF CHANGE OF ADDRESS OCCURS AND/OR CHANGE OF EMPLOYMENT OCCURS.																																																							
FINANCING IS SUBJECT TO CREDIT APPROVAL.																																																							
FUNDY ALBERT Purchaser(s) _____ Signature _____		09/25/2025 Date _____																																																					
Purchaser(s): _____ Signature _____		09/25/2025 Date _____																																																					
DOWN EAST TRAILERS LTD Seller _____ Signature _____		09/25/2025 Date _____																																																					

Quote 2- L&M Venture LTD

L & M VENTURES LTD.
213 HOULTON RD
WOODSTOCK, NEW BRUNSWICK E7M 4L7
CANADA

INVOICE

Invoice No.: 37417
Date: 09/25/2025
Ship Date:
Page: 1
Re: Order No.

Sold to:

Kevin Ford
420 RTE 915
Harvey Albert County, New Brunswick E4H 2M3
Canada

Ship to:

Kevin Ford
420 RTE 915
Harvey Albert County, New Brunswick E4H 2M3
Canada

Business No.: 817723786 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
		1	2023 LVL Gravity Tilt 20'	H	11,000.00	11,000.00
			Vin: TBD			
			Model: TBD			
		1	License	H	255.00	255.00
		1	Safety	H	40.00	40.00
		1	Transfer	H	20.00	20.00
		-1	Trade In: 2015 7x16 Sure-Track Dump	H	8,000.00	-8,000.00
			H - HST 15%			
			HST			498.75
Shipped By: Tracking Number:					Total Amount	3,823.75
Comment: CREDIT CARD PAYMENTS ARE SUBJECT TO A 2.5% FEE. WHEELS SHOULD ALWAYS BE RETORQUED AFTER FIRST USE					Amount Paid	0.00
Sold By: DAVID TRIBE					Amount Owed	3,823.75

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
TT8116+4-TA5	1	Each	TILT TRAILER, Maxi-Roule 252" x 81" electric brake	NB	12,900.00	12,900.00
TRANS	1	Each	TRANSFER FEE	NB	20.00	20.00
TIRE LEVY P	4	Each	TIRE LEVY, Passenger Tires "P" "LT", "T" "ST"	NB	4.50	18.00
SAFETY -TRAILER	1	Each	SAFETY INSPECTION -Braked trailers annual	NB	40.00	40.00
PLATE	1	Each	LICENSE PLATE FEE	NB	50.00	50.00
REG	1	Each	REGISTRATION FEE	NB	232.00	232.00
	1		Trade In:2018 Suretrac ST8216DD-140 VIN#5JW1D1624J4226683	NB	-7,000.00	-7,000.00
			Subtotal			6,260.00
			NB - HST NB			
			HST			939.00
Blair Agencies Ltd HST #10054 0673						
Shipped by						
Terms Net 30 Due 10/25/2025						
Comments Quotes are valid for 30 days and are subject to availability of inventory					Total Amount	7,199.00
Sold By COLPITTS, AJ						

Synopsis: By-Law No. 25-WAP-069-FA2

Date: October 2, 2025

Department: Legislative Services

DESCRIPTION

Plan 360 advised that following further clarifications with provincial agencies, two conditions have been removed from BY-LAW NO. 25-WAP-069-FA-2.

RECOMMENDATION

That Council proceed with the third reading and conditions as presented from Plan 360.

BY-LAW NO. 25-WAP-069-FA-2
A BY-LAW TO AMEND MINISTERIAL REGULATION 21-WAP-069-00
THE WESTMORLAND-ALBERT PLANNING AREA RURAL PLAN REGULATION

The Council of the Village of Fundy Albert under the authority vested in it by Section 44 and in accordance with Section 59 of the *Community Planning Act*, SNB 2017, c.19 amends Ministerial Regulation 21-WAP-069-00, the Westmorland-Albert Planning Area Rural Plan Regulation and enacts as follows:

1. Ministerial Regulation 21-WAP-069-00, filed in the Westmorland County Registry Office on September 6, 2022 as number 43069906, is hereby amended as follows:
 - Schedule A-2, being the Westmorland-Albert Planning Area Zoning Map, is amended as shown on the map dated June 20, 2025, attached hereto as Schedule FA-2.

FIRST READING: September 2, 2025
(by title)

SECOND READING: September 2, 2025
(by title)

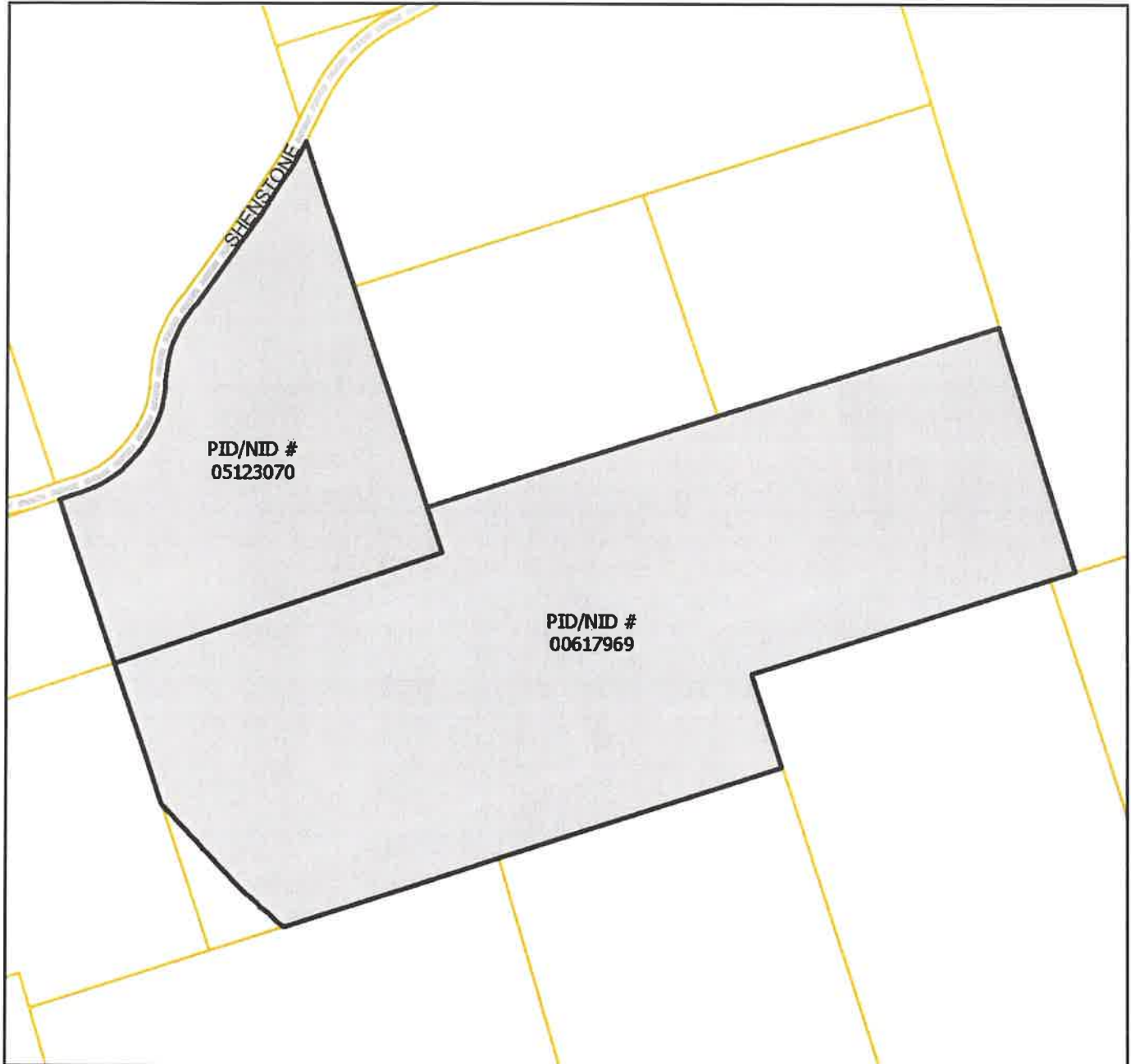
READING IN ITS ENTIRETY: September 2, 2025

THIRD READING
(by title) AND PASSED: DATE

Jim Campbell, Mayor

Kim Beers, Legislative Services Director/Clerk

Schedule/Annexe FA-2
Fundy Albert
ZONING MAP / CARTE DE ZONAGE
Date: 7/10/2025



Legend



Rezoning de RU à DIR : Zone de développement intensif des ressources afin de permettre l'établissement d'une carrière de roche.



Rezoning from RA to IRD: Intensive Resource Development Zone to allow the establishment of a rock quarry.

0 150 300 m

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

IT IS RESOLVED THAT:

CONSIDERING THAT 681884 N.B. Ltd has made an application to rezone the properties bearing PID 00617969 and 05123070 to the IRD zone –Intensive Resource Development Zone to allow the establishment of a rock quarry.

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

1. Notwithstanding any other provisions to the contrary, the lands, buildings and structures developed on the aforementioned property are subject to the following terms and conditions:
 - a) That the permitted uses be limited to a quarry.
 - b) Approval to Operate under the Rock Quarry Siting Standards must be obtained from the Department of Environment and Local Government (DELG) prior to a development permit being issued.

Jim Campbell, Mayor

Kim Beers, Legislative Services Director/Clerk

SOLEMN DECLARATION

BY-LAW NO. 25-WAP-069-FA-2

**A BY-LAW TO AMEND MINISTERIAL REGULATION 21-WAP-069-00
THE WESTMORLAND-ALBERT PLANNING AREA RURAL PLAN REGULATION**

I, _____, of the _____, in the County of Albert and the Province of New Brunswick, Clerk, DO SOLEMNLY DECLARE;

1. THAT I am the Clerk of the Village of Fundy Albert, a Municipal Corporation, and have personal knowledge of the facts herein declared;
2. THAT the requirements of Sections 59, 110 and 111 of the *Community Planning Act* have been complied with in respect to By-law No 25-WAP-069-FA-01, A By-law to Amend Ministerial Regulation 25-WAP-069-00, which was passed by the Council of the Village of Fundy Albert on XX XX, 2025;

AND, I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act*.

Declared before me at the _____)

Village of Fundy Albert, _____)

County of Albert and Province _____)

of New Brunswick, this ____ day _____)

of _____, A.D., 2025. _____)

Clerk

Commissioner of Oaths

Synopsis: Code of Conduct

Date: October 2, 2025

Department: Legislative Services

DESCRIPTION

The Council report form was shared with Council July 15th and August 5th.

On August 5th, council proceeded with the first and second reading of the proposed by-law.

RECOMMENDATION

The Council proceed with the third reading and enactment of the by-law



BY-LAW NO. 2025-02

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

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

1. SHORT TITLE

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

2. DEFINITIONS

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



3. APPLICATION AND PURPOSE

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

4. INTERPRETATION AND SCOPE

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

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

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

5. CODE OF CONDUCT

- a) Representing Fundy Albert



All Councillors shall:

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

b) Communicating on Behalf of the Municipality

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

c) Respecting the Decision-Making Process

All Councillors shall:

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

d) Adherence to Laws, Policies, Procedures and Bylaws

All Councillors shall:

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

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

All Councillors shall:

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

f) Confidential Information

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

g) Conflict of Interest

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

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

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

h) Improper Use of Influence

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

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

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

i) Use of Municipal Assets and Services

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

j) Orientation and Other Training Attendance

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

6. COMPLAINTS

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

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

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



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

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

7. COUNCIL DECISIONS

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

8. CORRECTIVE ACTIONS

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



9. REPEAL

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

10. EFFECTIVE DATE

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

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

MAYOR

CLERK

Read a First time this ____ day of _____, 2025

Read a Second time this ____ day of _____, 2025

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



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

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

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

Schedule A

COMPLAINT FORM

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

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

Section(s) of the by-law contravened?

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



Attach extra page(s) if necessary.

By signing below,

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

Date : _____

Signature : _____

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

Name: _____

Address: _____

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

Email : _____

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

Schedule B
DECLARATION OF FAMILIARITY WITH THE CONFLICT OF INTEREST PROVISIONS
I, (full name) _____ declare that, as a member of council,
<ul style="list-style-type: none"> - I have read and understood Part 8 of the <i>Local Governance Act</i> regarding conflicts of interest, - I commit to respecting those requirements, - I understand that any breach to those requirements may be investigated and sanctioned by council and the Local Governance Commission and - I understand that any violation to this by-law may constitute an offence or penalty as per section 97 of the <i>Local Governance Act</i> within three (3) years on which the offence was, or is alleged to have been, committed.
Declared on _____ 20 _____
<div style="border-bottom: 1px solid black; width: 80%; margin-left: 20px;"></div> Signature
Before me _____ <div style="text-align: center; margin-left: 100px;">Clerk</div>
A copy of this declaration is filed with the Clerk's office and may be subject to requests under the <i>Right to Information and Protection of Privacy Act</i> .