

1. **Call to Order**
2. **Adoption of Agenda**
3. **Conflict of Interest Declarations**
4. **Adoption of Minutes**
  - a. October 7, 2025 – Regular Council Meeting
  - b. October 21, 2025 – Committee of the Whole Meeting
  - c. October 29, 2025 – Special Closed 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
    - Minutes – June 11, 2025
    - Minutes – August 13, 2025
  - d. ATV Access on Roads & Streets Committee
8. **Reports from Administration**
  - a. Flag Policy
  - b. Streetlight Policy
  - c. Surplus Land & Land Acquisition Policy
  - d. Appointment of Assistant Clerk
  - e. Maritime By-Law Enforcement Services Contract
  - f. Fleet Management – Truck Purchase
  - g. Arena Ventilation
  - h. 2026 PMHP Project – Scenic Drive Shoulder and Swale Reconstruction
9. **By-Laws**
  - a. BY-LAW NO. 2025-03 FUNDY ALBERT EMERGENCY MEASURES BY-LAW

First reading, by title only and second reading, by section only.
10. **Mayor and Council Statement and Inquiries**
11. **Notices of Motion and Resolutions**
12. **Closed Session**

Local Governance Act 68 (1) (b) personal information as defined in the *Right to Information and Protection of Privacy Act*

### **13. Adjournment**

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

Absent: Mayor Campbell

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

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

#### **CALL TO ORDER**

***Deputy Mayor Ward-Russell*** called the meeting to order at 6:00 pm

#### **ADOPTION OF AGENDA**

***Councillor Land*** requested an addition under Closed Session Local Governance Act, s. 68(1)(c) and ***Deputy Mayor Ward-Russell*** requested the following additions "Public Statements and Inquiries" as Item 12; renumber "Closed Session" to Item 13 and "Adjournment" to Item 14; and to specify that Closed Sessions will be held pursuant to the Local Governance Act, s. 68(1)(f) and Local Governance Act, s. 68(1)(g)

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

**MOTION CARRIED** (unanimously)

#### **CONFLICT OF INTEREST DECLARATIONS**

None.

#### **ADOPTION OF THE MINUTES**

**IT WAS MOVED** by ***Councillor Elderkin*** **SECONDED** by ***Councillor Jonah*** **THAT** the Minutes of the Regular Council Meeting held August 5, 2025 be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by ***Councillor Land*** **SECONDED** by ***Councillor Elderkin*** **THAT** the Minutes of the Special Closed Meeting held August 19, 2025, be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by *Councillor Elderkin* **SECONDED** by *Councillor Garden* **THAT** the Minutes of the Special Council Meeting held August 28, 2025, be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by *Councillor Elderkin* **SECONDED** by *Councillor Garden* **THAT** the Minutes of the Public Hearing held September 2, 2025, be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by *Councillor Jonah* **SECONDED** by *Councillor Elderkin* **THAT** the Minutes of the Special Council Meeting held September 2, 2025, be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by *Councillor Garden* **SECONDED** by *Councillor Land* **THAT** the Minutes of the Special Council Meeting held September 16, 2025, be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by *Councillor Land* **SECONDED** by *Councillor Jonah* **THAT** the amended Minutes of the Committee of the Whole Meeting held September 16, 2025, be approved.

*Deputy Mayor Ward-Russell* requested to include that Mr. McGrath provided documents to Council and this should be included in the minutes.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by *Councillor Elderkin* **SECONDED** by *Councillor Land* **THAT** the Minutes of the Special Council Meeting held October 1, 2025, be approved.

**MOTION CARRIED** (unanimously)

**CONSENT AGENDA**

None

**PUBIC AND ADMINISTRATIVE PRESENTATIONS**

None

**REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS**

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

EMO Committee – **Councillor Coates** advised there is nothing to report.

Recreation Committee – **Councillor Jonah** advised an application was received from Dominique Piquard to join the recreation committee.

**IT WAS MOVED** by **Councillor Jonah** **SECONDED** by **Councillor Elderkin** to appoint Dominique Piquard to the recreation committee.

**MOTION CARRIED** (unanimously)

ATV Access on Roads and Streets Committee – **Councillor Coates** advised that the ATV Committee has requested access of a portion of the trail on Fundy Albert's land. Ms. Beers confirmed that she has reached out to the local Snowmobile Club as the Federation has something similar in place.

## REPORTS FROM ADMINISTRATION

### Travel and Expense Policy for Elected Officials

**IT WAS MOVED** by **Councillor Elderkin** **SECONDED** by **Councillor Land** **THAT** the Council of the Municipality of Fundy Albert hereby approves the Travel and Expense Policy for Elected Officials as presented.

Discussion took place regarding the mileage rate section of the policy. It was noted that while the meal allowance includes a defined rate, the mileage rate is not specified. Council considered whether the mileage rate should be included or simply referenced as being in accordance with the current Provincial Government rate.

It was further noted that Provincial mileage rates are subject to periodic changes, sometimes once or twice per year, and excluding specific amounts would avoid the need for frequent policy amendments. Council agreed that the policy should reference the Provincial rate without listing the specific amount, and that staff may update the applicable rate administratively as it changes. Council expressed support for approving the policy as presented, with the understanding that minor amendments can be made in the future if needed.

**MOTION CARRIED** (unanimously)

### Riverside-Albert Utility Transfer

**IT WAS MOVED** by **Councillor Elderkin** **SECONDED** by **Councillor Coates** **THAT 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.

Ms. Hutchinson confirmed that the Riverside-Albert Operating Fund is the Utility account.

**MOTION CARRIED** (unanimously)

Trade in of Surplus Dump Trailer for Float Trailer

**IT WAS MOVED** by *Councillor Land* **SECONDED** by *Councillor Jonah* **THAT 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.

Council discussed the purchase of a new equipment trailer. Questions were raised regarding whether the trailer was heavy-duty enough to haul the municipal tractor and the size of the axle. Staff confirmed that while the exact specifications were not available at the meeting, the Lead Hand had inspected the trailer and verified that it is capable of safely hauling the tractor with its attachment.

A question was raised for clarification regarding the motion to authorize Administration to proceed with a variance of up to \$3,500. It was confirmed that this variance is not an addition to the original amount but allows flexibility up to \$3,500, if necessary, depending on final pricing and availability. Administration noted that if the preferred trailer is unavailable, the supplier has offered to provide a comparable unit at a similar rate.

**MOTION CARRIED** (unanimously)

**BY-LAWS**

By-Law - 25- WAP-069-FA-2 – Third Reading

**IT WAS MOVED** by *Councillor Garden* **SECONDED** by *Councillor Land* **THAT** Council give third and final reading by title only to By-Law number 25-WAP-069-FA-2, A By-Law to Amend Ministerial Regulation 21-WAP-069-00.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by *Councillor Elderkin* **SECONDED** by *Councillor Land*

**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) 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.

**MOTION CARRIED** (unanimously)

By-Law No. 2025-02, A Code of Conduct By-Law for the Council of Fundy Albert – Third Reading

**IT WAS MOVED** by *Councillor Land* **SECONDED** by *Councillor Jonah* **THAT** Council give third and final reading by title only to By-Law No. 2025-02, A Code of Conduct By-Law for the Council of Fundy Albert.

**WHEREAS** the Village of Fundy Albert is **HEREBY GIVEN** its third and final reading **THAT** Bylaw 2025-02 is enacted on this 7th day of October 2025.

**MOTION CARRIED** (unanimously)

**MAYOR AND COUNCILLOR STATEMENTS**

*Councillor Land* advised that the Golf Club Road project has experienced minor delays due to unforeseen issues; however, work is progressing, and the new pipe has arrived on-site, allowing assembly to begin shortly.

**Councillor Land** extended a thank you to Danny Jonah, Kim Hoar, and all volunteers involved in organizing the Eric Steeves Memorial Golf Tournament held the previous weekend. The event saw a strong turnout and raised approximately \$9,500, which will be donated toward the Hillsborough Playground Project. **Councillor Land** expressed appreciation to everyone who contributed to the event's success.

**Councillor Elderkin** advised that arrangements are underway for the upcoming Remembrance Day ceremonies. Confirmation was received from Mr. Jubb that he will once again lead services in both Riverside-Albert and Alma. **Councillor Elderkin** and **Councillor Garden** will finalize details and logistics.

**Councillor Elderkin** advised that the Riverside-Albert Fire Department will be hosting an Open House on Wednesday night at 6:00 p.m. and all were encouraged to attend.

**Councillor Elderkin** reported attending the UMNBC conference with her fellow Councillors, noting it was an informative and productive weekend that provided valuable networking opportunities and updates on municipal governance best practices.

**Councillor Elderkin** asked a question regarding the current **water conservation measures in Riverside-Albert**, noting there appears to be some public confusion about the severity of the situation and the specific restrictions in place. Mr. Barrett advised that the reservoir level is currently 24 inches below the spillway, compared to its lowest point this summer of 31 inches below, which occurred during reservoir cleaning operations. Over the past week, the water level has remained stable or shown slight improvement.

Administration continues to issue community-wide water conservation notices, which have been in place since July. More recently, targeted door-to-door notices have been distributed in different sections of the village to encourage daily awareness and reinforce the importance of conserving water. It was noted that this approach has successfully generated community discussion. Water usage remains higher than at the same time last year, averaging 40,000 to 48,000 gallons per day, compared to mid-to-high 30,000s previously. The increase may be partly due to population growth and new developments; however, staff suspect there may also be an undetected leak within the system. Public Works is actively investigating, monitoring approximately 15 to 20 areas for possible leakage, checking unoccupied buildings, and ensuring curb stops are closed. Residents are encouraged to report any signs of potential leaks, such as soft ground or unusually green patches of grass, so staff can investigate promptly. Staff continue door-to-door delivery of water conservation notices in sections, and while some residents may not have received notices yet, the rotation continues to ensure full coverage.

**Councillor Elderkin** asked whether the proposal of purchasing a truck will be brought back to Council. Mr. Barrett confirmed yes, the item will return for consideration at the next committee of the whole meeting.

**Councillor Coates** reported attending the All Municipal Council Session on September 27th



alongside the Mayor and Deputy Mayor, noting that the session was informative and provided valuable discussion on municipal operations and collaboration.

**Councillor Coates** also participated in the 2025 UMNBC Conference, which included updates on various initiatives and a presentation regarding fire department matters

It was further noted that the Emergency Measures Organization (EMO) has circulated a draft regional communications and evacuation plan for review. Feedback and any proposed changes are requested by October 9th.

**Councillor Coates** requested that staff explore the potential installation of showers at the Riverside-Albert Rec Centre, noting that funding opportunities may be available through Regional Development Corporation (RDC) programs or other sources. The addition would support community use of the facility, particularly during extended emergency events or situations requiring overnight stays.

**Councillor Garden** advised that the Alma Fleet Launch Weekend is taking place October 10–13, 2025. The event will feature a variety of family-friendly festivities, with the official fleet launch scheduled for Tuesday, October 14th.

Residents are encouraged to attend and participate in the celebrations. A full schedule of events is available at [www.almafleetlaunch.com](http://www.almafleetlaunch.com) or on the Alma Fleet Launch 2025 Facebook page.

**Councillor Garden** asked a question regarding the status of the Alma Water Project. Mr. Barrett advised that the project remains on schedule with an anticipated completion date in December 2025, at which point the system is expected to be fully operational.

Recent work on Forest and Chignecto Drive involved connecting the existing system to the new well infrastructure, which is now complete. Upcoming work will focus on the reservoirs and reservoir towers, expected to take place this week or next. Overall, the project continues to progress positively.

**Councillor Garden** asked for an update regarding the Alma gazebo completion. Mr. Barrett advised that the temporary work stoppage caused delays of approximately two to three weeks, as the contractor did not have the required 20-foot logs available in the yard at the time. Despite the setback, work has resumed and is progressing well. The structure is expected to be completed before winter, and recent progress photos will be shared on the Municipality's Facebook page once additional images are collected.

**Councillor Jonah** advised that he and Members of Council attended the Union of Municipalities of New Brunswick (UMNB) Annual Conference held in Saint John. It was noted that the event was well attended and provided valuable networking opportunities with representatives from other municipalities across the province.

Discussion topics included policing, governance, and shared municipal challenges. **Councillor Jonah** advised that it was reassuring to learn that many other municipalities are facing similar

issues related to local government reform and service integration.

**Councillor Jonah** advised that the Hillsborough Fire Department will be hosting an Open House on Wednesday October 8 at 6:00 p.m. Residents are encouraged to attend and show their support.

It was also noted that the Kiwanis Community Breakfast Buffet will take place on October 18th from 8:00 a.m. to 10:00 a.m. Everyone is invited to come out and enjoy the event.

**Deputy Mayor Ward-Russell** advised that she attended the Southeast Regional Service Commission (SERSC) All Council Meeting held on September 27th, 2025. The meeting included an overview of the proposed 2026 Commission budget and a presentation on regional tourism. It was noted that Fundy National Park saw a 5.1% increase in guests, while Hopewell Rocks experienced a 20% increase in visitors, reflecting strong tourism growth in the region.

**Deputy Mayor Ward-Russell** also attended the UMNBA Annual Conference in Saint John along with other Council members. Highlights included updates from the Department of Environment and Local Government (ELG) on a new municipal funding model that will incorporate fiscal capacity and capital renewal funding. Further details are expected to be provided to the CAO in the coming days.

It was also noted that, with the recent provincial freeze on property assessments, there was discussion among municipalities about ensuring that letters are submitted to the Province outlining the potential impacts on budget balancing and service delivery. Mr. Wallace will confirm whether a letter has been sent on behalf of the Municipality.

**Deputy Mayor Ward-Russell** requested updates on the following outstanding items from the previous meeting:

- The cost of the PMP/HP plan; and
- A breakdown of summer student expenses compared to grant funding received.

**Deputy Mayor Ward-Russell** suggested the creation of a **working document** to track items raised during Council reports, including their status and follow-up actions, to improve accountability and transparency.

**Deputy Mayor Ward-Russell** advised that the 2023 Municipal Audit remains pending, with completion now estimated to be one week behind schedule.

**Deputy Mayor Ward-Russell** emphasized the importance of updating the Council Procedure By-law and meeting agenda format to ensure consistency and efficiency.

#### NOTICES OF MOTION AND RESOLUTIONS

None

**PUBLIC STATEMENTS & INQUIRIES**

None

**CLOSED SESSION**

**IT WAS MOVED** by *Councillor Land* **SECONDED** by *Councillor Coates* **THAT** Council have an in-camera session at 6:39 pm.

**MOTION CARRIED** (unanimously)

Ms. Hutchinson and Mr. Barrett exited the meeting.

Local Governance Act, s. 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,

Local Governance Act, s. 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

Local Governance Act, s. 68(1)(g) litigation or potential litigation affecting the local government or any corporation referred to in subsection 8(1), the local government's agencies, boards or commissions including a matter before an administrative tribunal.

**IT WAS MOVED** by *Councillor Elderkin* **SECONDED** by *Councillor Land* **THAT** Council return to regular session at 7:19 pm

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by *Councillor Garden* **SECONDED** by *Councillor Land* **THAT** council authorizes staff to direct the municipal solicitor to undertake all necessary legal action with regards to legal matter as discussed in-camera 68(1)(g) on October 7, 2025.

**MOTION CARRIED** (unanimously)

**ADJOURNMENT**

Moved by *Councillor Coates* to adjourn at 7:20 pm

---

Mayor

---

Clerk

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

Absent: 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 Land** and **SECONDED** by **Councillor Elderkin** **THAT** the agenda be adopted as presented.

**MOTION CARRIED** (unanimously)

### **CONFLICT OF INTEREST DECLARATIONS**

None declared.

### **PUBLIC PRESENTATIONS**

#### **Dave Tuck**

Mr. Dave Tuck, a resident of Curryville, addressed Council regarding concerns about potential tax increases. He noted that he had recently spoken with a neighbour who suggested that residents may see additional municipal taxes, which he found concerning as a senior on a fixed income.

Mr. Tuck stated that he was unfamiliar with the municipal governance structure and sought clarification on what services are provided by the Municipality, particularly within Curryville. He expressed support for both the Riverside-Albert and Hillsborough areas, noting that he frequently shops and obtains services locally. His primary question to Council was what specific services Curryville residents receive in return for their municipal taxes.

Council and staff provided clarification in response to a resident's inquiry regarding potential tax increases and municipal responsibilities. It was explained that, following provincial local governance reform and regionalization, the Municipality of Fundy Albert now encompasses the area from Lower Coverdale to Alma, including the former villages and surrounding local service districts. Shared municipal facilities such as the Alma Activity Centre, Hillsborough Arena, and Riverside-Albert Recreation Centre are now under the Municipality's ownership and operations.

Council and the CAO confirmed that no municipal tax increase is proposed, and efforts are being made to achieve a zero percent increase in the upcoming budget. It was further noted that municipal taxes fund local services, while provincial taxes support health care, education, and other province-wide services.

The CAO advised that the Municipality is preparing its 2026 budget, with a government-mandated submission deadline of November 15, though an extension to November 30 may be used to allow for public consultation sessions, which will be announced shortly.

Council members encouraged residents to contact their ward representative or the municipal office directly with any questions to ensure accurate information, rather than relying on social media sources.

#### David Knickle

Mr. David Knickle addressed Council to express concerns regarding the allocation of shared services and potential impacts on Local Service District (LSD) residents. He emphasized that his comments were not about tax increases for the current year, acknowledging Council's statement that a zero percent tax increase is being targeted.

The resident noted that, during early discussions following municipal reform, Public Works was not intended to be included as part of shared services. However, he expressed concern that over time, certain Public Works expenses are being reclassified as shared services, resulting in a greater portion of costs being shifted to LSD residents.

He referenced past tax increases imposed by the Province during the initial stages of regionalization and stated that LSD residents have already borne significant cost increases, while former municipal areas have experienced comparatively stable tax rates. He urged Council to avoid further reallocations of costs to the LSDs and to maintain the current financial balance among all areas within the municipality.

Council members acknowledged the resident's concerns and noted that all areas within Fundy Albert contribute to and benefit from shared services. Discussion also touched on property assessments and tax rate calculations, with Council reiterating that they are collectively striving to hold the line on taxes and ensure fairness across all wards.

#### Sean McGrath

Mr. Sean McGrath of Lower Coverdale addressed Council regarding ongoing concerns with shared services allocations. He stated that residents in Lower Coverdale continue to feel that the current cost-sharing model is disproportionately unfair, particularly given their distance from certain municipal amenities that they seldom use.

Mr. McGrath emphasized that Lower Coverdale residents have consistently raised this concern during previous budget deliberations, and they continue to advocate for shared services allocation reform. He cautioned against expanding shared service categories to include Public Works, expressing that doing so would set a concerning precedent and further increase financial burdens on Local Service District (LSD) residents.

He acknowledged Council's efforts to target a zero percent tax increase for the upcoming year.

### **INFORMATION ITEMS**

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

[Development Activity Report – Plan 360 September Report](#)

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

[NBSPCA Quarterly Report](#)

[Riverview Fire Department Quarterly Report](#)

[Hillsborough Fire Department Quarterly Report](#)

[Riverside-Albert Fire Department Quarterly Report](#)

[Alma Fire Department Quarterly Report](#)

**Councillor Elderkin** requested clarification on the process for issuing a Form 4 under the Unsightly Premises By-law. Ms. Beers explained that Maritime By-Law Enforcement Services follows a progressive enforcement approach, beginning with education and up to three written warnings to the property owner. If the property owner fails to comply within the established deadlines, a Form 4 – Notice of Registration is issued. This notice is then registered with the Provincial Land Registry Office in St. Stephen, authorizing the Municipality to proceed with cleanup or remediation. Associated cleanup costs are recorded and later brought to Council for direction on recovery or further action.

It was noted that issuing a Form 4 represents the final stage of the enforcement process.

### **COUNCIL DIRECTION REQUESTS**

#### **Flag Policy**

Ms. Beers presented the proposed Flag Policy, which establishes clear and consistent standards for flag display, half-masting, and special occasion flags on municipal properties. The policy designates official flag locations, outlines procedures for community flag requests, and promotes

transparency, consistency, and respect in municipal flag practices.

Notable proposed changes include:

- The relocation of existing flagpoles from the Artisan Village to the Municipal Building.
- The Acadian flag at the Riverside-Albert monument to be flown year-round rather than for a three-month period, as the seasonal schedule is often overlooked.

Council discussed the previous 2023 motion that authorized the Acadian flag to be flown for a three-month period each year.

Administration clarified that the proposed Flag Policy would have the Acadian flag flown year-round for consistency and ease of implementation. However, Council may choose to maintain or reinstate the previous three-month display period if preferred.

### Streetlight Policy

Ms. Beers presented the proposed Street Light Policy, which establishes a clear and consistent framework for the installation, management, and cost-sharing of municipal streetlights. The policy defines service levels, outlines approval processes, and clarifies administrative and Council responsibilities.

A key addition in the proposed policy is the introduction of a formal request and petition process designed to promote fairness, transparency, fiscal accountability, and to ensure that public safety needs are appropriately addressed.

### Surplus Land & Land Acquisition Policy

Ms. Beers presented the proposed Municipal Land Acquisition and Disposal Policy, which establishes clear and transparent procedures for the acquisition, evaluation, and disposal of municipal lands in accordance with the Local Governance Act.

The policy outlines how lands are identified, assessed, and declared surplus, and introduces various disposal methods, including direct sale, public solicitation, and partnerships with non-profit housing organizations. It also includes a reversion clause to protect municipal interests and requires that at least 50% of net proceeds from land sales be directed toward housing initiatives or municipal reserve funds.

Adoption of the policy will promote fairness, accountability, and alignment with Council's strategic priorities for housing, transparency, and community development.

Council discussed the proposed policy clause requiring that a minimum of 50% of net proceeds from land sales be directed toward housing-related initiatives. A Councillor inquired whether this practice was common among other municipalities or originated as an administrative recommendation.

Administration clarified that this provision is modeled on practices in other municipalities, where the 50% allocation typically applies only when lands are sold for economic development or affordable housing purposes. The funds may be directed either to a housing reserve fund, for

example, to support future non-profit or seniors' housing projects, or to general reserves, depending on Council's direction.

It was noted that Fundy Albert does not currently maintain a dedicated housing reserve fund, and Administration suggested that until such a fund is established, revenues could be placed in general reserves, allowing Council flexibility in future decisions.

#### EMO By-Law

Ms. Beers presented the proposed Emergency Measures By-law, which establishes a unified emergency management framework for the Municipality of Fundy Albert in accordance with the Emergency Measures Act and the Local Governance Act.

The by-law replaces outdated versions from the former Villages of Alma, Hillsborough, and Riverside-Albert, ensuring consistent authority, coordination, and response procedures across the municipality. It clearly defines the roles and responsibilities of Council, the Emergency Measures Coordinator, and the Emergency Measures Committee, and outlines procedures for declaring a State of Local Emergency and entering into mutual aid agreements.

The by-law was prepared in consultation with NB EMO and reviewed by the municipal EMO Committee, with the goal of strengthening community safety, preparedness, and leadership during emergencies.

#### Shared Portion of Public Works Employees and Fleet

Ms. Hutchinson advised Council that, during budget preparation, it is essential to distinguish between shared and non-shared expenses to determine an appropriate and equitable tax rate across the municipality.

Ms. Hutchinson requested Council's direction regarding the allocation of Public Works wages, expenses, and fleet costs, noting that unlike larger municipalities, Fundy Albert does not have a separate Parks and Recreation Department. As a result, many recreation- and maintenance-related tasks are performed by Public Works staff, which complicates expense categorization. Administration provided examples from the work plan to illustrate approximate cost distributions and requested Council guidance on how these items should be treated in the upcoming budget process.

**Councillor Elderkin** raised several questions regarding the allocation of Public Works wages and expenses between utilities and shared services within the draft budget. She noted discrepancies between the work plan, which identifies 40% of Public Works time toward general operations, and the budget figures, which allocate up to 90% of two employees' wages to utilities.

The Councillor emphasized the need for accurate data to make informed budget decisions, particularly since wages represent one of the municipality's largest expenditures. She asked whether the newly implemented timesheet system provides clear tracking of where Public Works employees spend their time to support these allocations.



She further discussed concerns from constituents regarding fairness in cost and revenue sharing following amalgamation, noting that while revenues from municipal assets are shared across Fundy Albert, questions remain about whether expenses are distributed equitably.

The Councillor reiterated her support for maintaining a 0% tax rate increase, particularly communities, which has already experienced rising utility costs, an increase of approximately \$160,000 from the previous year without any change in service levels.

She concluded by advising that Council requires factual, detailed financial data showing how various allocations (e.g., shifting salaries between departments or services) will impact tax and utility rates, before making final budget decisions.

**Councillor Garden** sought clarification from the Treasurer regarding the allocation of Public Works employee wages between utilities and general operations. He noted that two positions are currently budgeted with 90% of their time charged to utilities and asked whether the remaining 10% of their time is included within the 40% allocation attributed to Public Works activities under the broader budget recommendation.

The inquiry aimed to confirm the accuracy and consistency of percentage allocations used to determine departmental cost distributions in the budget.

Ms. Hutchinson provided clarification regarding the 60/40 allocation used in the budget for Public Works activities. The distribution is based on the current year's work plan, reflecting how staff time was allocated across various municipal functions.

It was explained that work related to sidewalks and other village-specific infrastructure is classified as a village centre expense, while time spent on shared functions, such as facility maintenance, trail work, and similar activities, is categorized under the shared services portion. The Treasurer also confirmed that travel time was excluded from the calculation, as it does not directly relate to specific operational tasks.

**Councillor Garden** raised questions regarding the 90% wage allocations of two Public Works staff to municipal utilities, noting the significant financial impact on smaller utility systems, such as Riverside-Albert (an estimated \$160,000 increase) and Alma (approximately \$111,000).

**Councillor Garden** suggested that staff re-examine the accuracy of these allocations and explore possible efficiencies to mitigate rising costs.

Further discussion addressed the 40% Public Works time and 24% fleet usage currently assigned to shared services and facilities. The Councillor emphasized the importance of distinguishing between shared and non-shared expenses to support an equitable tax rate and to address resident concerns about fairness.

**Councillor Garden** also inquired whether, under the previous budget, these costs were billed as shared services across all wards or allocated differently, seeking clarification on how the new recommendations differ from past budget practices.

Ms. Hutchinson explained that in 2023, all Public Works employees and related equipment costs were budgeted under the village centres (Hillsborough, Riverside-Albert, and Alma). Shared facilities were

supported indirectly by staff working across locations, but all costs were charged to the village budgets for ease of reporting.

The recommendation going forward proposes that a portion of these expenses be treated as shared services, reflecting the time and resources used for shared municipal infrastructure and community-wide activities. This approach would provide a more equitable and transparent cost distribution across all wards.

Administration emphasized that this remains a Council decision and is being presented for discussion purposes only.

**Councillor Land** recommended that staff review Public Works timesheets from the past five to six months to verify where employees are allocating their time. He suggested creating graphs or visual summaries to provide a clearer picture of how staff resources are being used, noting that assumptions such as 40% or 90% allocations are insufficient without data-backed analysis. **Councillor Land** also requested that during budget deliberations, any proposed additions or changes be accompanied by information showing their impact on tax rates for each ward or LSD area, to help Council make informed decisions.

He emphasized the need to streamline operations and reduce inefficiencies, noting that some duplication of effort and unnecessary travel may be contributing to higher costs. He encouraged a focus on “needs versus wants” in budget priorities and suggested that trimming excess spending could allow for necessary purchases, such as equipment replacements, without increasing overall expenditures.

Finally, he noted that final 2023 financial results and potential surpluses should be reviewed before finalizing the upcoming budget, as this information will better inform Council’s fiscal decisions.

**Councillor Elderkin** raised concerns regarding the fleet cost allocations proposed in the draft budget, noting that 24% of fleet expenses were recommended for shared services and 30% for utilities, leaving 46% of fleet use unaccounted for. She questioned how the remaining fleet time was allocated and whether travel time should be reflected consistently in both employee time tracking and equipment cost calculations.

Ms. Hutchinson clarified that travel-related costs are captured within the equipment expense calculations, though not within staff time allocations. **Councillor Elderkin** emphasized the importance of obtaining detailed and accurate data on fleet and staff usage to ensure equitable cost distribution among village centres, shared services, and utilities.

She further agreed with previous comments that final 2023 financial data and any available 2024 figures should be reviewed before making final budget decisions, stressing that Council must have complete and factual information to make informed financial choices.

Ms. Hutchinson requested more information as to what Council is looking for. **Councillor Elderkin** outlined the specific information Council requires to make informed budget decisions regarding Public Works wage and cost allocations.

She emphasized the need for accurate data showing where staff time is actually being spent,

noting that budget allocations must reflect the true distribution of labour among utilities, shared services, and general operations. Referring to previous discussions, she highlighted that if two employees are billed 90% to utilities, then the corresponding water and sewer systems should receive 90% of their time and service, underscoring the importance of aligning expenses with actual work performed.

The Councillor clarified that discussing cost allocations does not imply any proposed tax increase but rather seeks transparency and factual data. She also advised that while work plans are helpful for estimating workloads, they may differ significantly from actual time usage, and Council needs that verified information to ensure fair and responsible budgeting across all areas of Fundy Albert.

**Councillor Elderkin** emphasized the importance of understanding the bottom-line impact of any budget adjustments or reallocations recommended by Administration or Council. She noted that when proposing to shift or reassign funds, for example, moving \$100,000 between departments or service areas, Council must be provided with a clear picture of how such changes affect the overall tax rate and municipal budget outcome.

She advised that both Council and residents are ultimately focused on the final financial result and having that information presented clearly is essential for transparent and responsible decision-making.

**Mayor Campbell** noted the importance of treating the Municipality's finances with the same accountability and discipline as a business operation. He emphasized that while the Municipality has both revenues and expenditures, it must ensure funds are spent responsibly and supported by clear policies, tracking systems, and oversight.

He reiterated that effective management requires knowing where staff are working, what tasks they are performing, and how much time is being spent on each function to ensure accurate budgeting and accountability in service delivery.

#### Fleet Management – Truck Purchase

Mr. Barrett acknowledged the complexity of accurately tracking Public Works time and travel, noting that when staff perform multiple tasks, such as shared services and public works duties during the same trip, it becomes difficult to allocate precise percentages of time or cost to each function.

It was noted that the Municipality has begun recording actual staff time spent on various activities to supplement the existing work plan estimates, recognizing that day-to-day operations often differ from projected plans. Administration committed to compiling these details for Council's review.

Additionally, Administration reported that the Municipality's Public Works fleet is aging, resulting in frequent breakdowns and higher maintenance costs. To improve reliability and efficiency, staff recommended the replacement of a fleet vehicle to support ongoing operational needs across

the municipality.

**Councillor Garden** expressed support for ensuring staff have the appropriate tools and reliable equipment to perform their duties effectively, noting that the Municipality has inherited an aging fleet from the former villages, some of which now require replacement or have been retired. The Councillor inquired about the funding source for the proposed \$60,000 vehicle purchase, which is currently designated under shared services, and asked whether this represents a change from past practice, where vehicles were typically purchased and funded by the individual former villages prior to amalgamation.

He suggested researching comparable municipalities, such as Fundy-St. Martins, to better understand how shared versus localized asset costs are managed in similar rural governance structures. The Councillor emphasized that having this context will help Council make an informed and transparent decision and allow the Municipality to clearly explain to residents the rationale behind future shared equipment purchases and funding models.

**Councillor Land** expressed caution regarding the timing of the proposed vehicle purchase, noting that the 2025 budget and potential surplus have not yet been finalized. He suggested deferring the decision until Council has a clearer understanding of available funds and updated financial projections.

He emphasized the importance of maintaining reserve and capital funds for emergency infrastructure needs, citing the example of aging clay water pipes in Hillsborough that could require significant future investment. The Councillor acknowledged the need to replace aging fleet vehicles but recommended exploring operational efficiencies, such as reducing mileage and stationing staff closer to their work locations, particularly in Riverside-Albert, to extend vehicle lifespan and reduce costs.

He concluded that while he supports replacing vehicles when financially feasible, Council should wait for confirmed budget figures before proceeding.

**Councillor Jonah** asked for an update on the 2023 financial statements, emphasizing that this lack of finalized information limits their ability to make informed budget and purchasing decisions.

**Councillor Jonah** expressed concern that the Municipality is effectively working two years behind, creating uncertainty in financial planning.

While supportive of providing Public Works with necessary equipment and resources, **Councillor Jonah** agreed that major spending decisions should be deferred until the 2023 financials are complete and the Municipality has a clearer understanding of its current fiscal position.

Mr. Wallace confirmed that the Municipality is still awaiting the finalized 2023 statements.

Confirming that the file is currently in the testing phase with the external auditors. It was noted that while the Municipality and its accounting support team (E6) submitted the required documentation several weeks ago, the auditors have not yet completed their review.

Administration emphasized that E6's preparatory work was thorough and complete, and that delays are likely due to capacity issues within the auditing firm, which may have taken on a

heavy workload. The Municipality continues to follow up with the auditors to expedite completion of the 2023 financial statements.

**Councillor Jonah** reflected on past practices in the former Village of Hillsborough, noting that the Municipality previously managed effectively with used vehicles due to shorter travel distances. However, since amalgamation, staff now travel daily between Hillsborough and Alma, causing greater wear and tear on vehicles and making second hand options less sustainable.

While acknowledging the need for reliable equipment, the Councillor emphasized the importance of financial restraint until the Municipality has resolved its 2023 and 2024 financial statements, suggesting that major capital purchases should be deferred until the 2025 budget once prior-year figures are finalized.

Mr. Wallace discussed the potential for technology to improve efficiency and reduce operational costs, particularly related to travel between communities such as Hillsborough and Alma. It was noted that some Public Works tasks could eventually be managed remotely or through digital monitoring systems, minimizing the need for staff to travel for routine checks or maintenance. Administration confirmed that technology improvements in Alma are already being explored as part of an ongoing project. Future budget planning should consider opportunities to balance investments between equipment and technology to achieve long-term operational efficiencies across the Municipality.

**Councillor Land** exited the meeting at 5:22 pm and returned at 5:24 pm.

#### 2026 PMHP Project – Scenic Drive Shoulder and Swale Reconstruction

Mr. Barrett advised that the 2025 Transportation and Highway Program (PMHP) project for scenic drive and swale reconstruction that the updated cost estimate provided by Englobe Engineering was higher than the original projection, creating a funding shortfall.

Several options were presented for Council's consideration:

1. Request additional funding from DTI, though the likelihood of approval is low due to pre-allocated provincial budgets;
2. Maintain the full project scope and cover the shortfall through municipal capital reserves;
3. Reduce the project scope to remain within the existing approved funding; or
4. Seek alternative proposals from other engineering firms to determine if a more cost-effective option is available.

**Councillor Elderkin** questioned why the Municipality would consider using its own capital reserves before first requesting additional funding from the Department of Transportation and Infrastructure (DTI) to address the cost increase for the project in Alma.

Administration confirmed that a funding request to DTI is already in progress, acknowledging that the project's original cost estimate dated back to 2022, and cost escalations since then are expected. **Councillor Elderkin** agreed that it is appropriate to pursue additional provincial funding

first before making any further financial commitments from municipal reserves.

**Councillor Coates** exited the meeting at 5:26 pm and returned at 5:28 pm.

**Councillor Land** inquired about the portion of the \$125,000 project cost allocated to Englobe Engineering and expressed dissatisfaction with the firm's previous performance on the Pound Hill project, noting that issues identified during that work were not adequately addressed. He recommended that the Municipality seek proposals from other engineering firms for future projects to ensure better value and accountability. The Councillor supported first requesting additional funding from DTI, and if unsuccessful, proceeding within the existing \$125,000 budget while reapplying for future funding opportunities if needed. He concluded that Fundy Albert must manage its finances prudently and equitably, ensuring projects and expenditures are distributed responsibly across the Municipality.

**Councillor Elderkin** advised that the cost breakdown noting that design, tendering, and construction administration are estimated at \$30,000, while construction costs are projected at \$155,000, bringing the total project estimate to \$185,000. This represents an increase of approximately \$60,000 over the original budget, or roughly 20% of the total project cost.

**Councillor Garden** expressed concern about potential delays in securing additional funding from the Department of Transportation and Infrastructure (DTI). While supportive of pursuing more funding, he cautioned against selecting an option that could prolong the project timeline for several years, noting that the original design dated back to 2022 and further deferral could push completion to 2028 or beyond. He emphasized that the affected section of road is visibly deteriorating, with erosion worsening over time, and that inaction could lead to higher repair costs and greater urgency later.

#### Hillsborough Water Exploration

Mr. Barrett provided an update on the Hillsborough Water Exploration Project, noting that Council had previously reviewed and approved the initial phase earlier in the year. The project has now progressed to the stage where Council is being asked to approve the next steps and related proposals in order to move forward with the implementation phase of this infrastructure transformation initiative.

**Councillor Land** emphasized the importance of advancing the Hillsborough Water Exploration Project to ensure a reliable long-term water supply for the Municipality. He noted that dry summer conditions have become more frequent and that increasing population and development are placing greater demand on municipal water systems. He urged Council to proceed proactively with next steps, including the construction of access

roads, test wells, hydrogeologic assessments, and public consultation, to secure future water sources and maintain service reliability for residents who depend on the municipal systems.

### Arena Ventilation

Mr. Barrett reported that the arena's current ventilation system is not compliant with required safety standards in the event of an ammonia leak. The issue was identified earlier in the year, when it was noted that the existing system does not meet regulatory requirements.

Two quotes were sought to address the deficiency. Several contractors declined due to project scope, but Cimco Refrigeration submitted a comprehensive proposal, along with a quote previously provided by Black and MacDonald.

Administration recommended that Council approve the submitted quote to proceed with necessary upgrades and bring the arena ventilation system back into compliance as soon as possible.

Council reviewed quotes for the arena ventilation system upgrade required to meet ammonia safety compliance standards. After discussion, Council agreed that the most suitable option was to proceed with Black & MacDonald, noting the company's longstanding experience with the arena's existing system, comprehensive scope of work, and inclusion of disposal, demolition, freight, and delivery in its proposal, costs excluded from other submission.

Administration confirmed that project costs would be funded through the arena contingency, which currently has available funds. It was noted that the existing system remains operational but poses a potential risk, and prompt action is necessary to maintain compliance.

### ADMINISTRATION REPORTS

Refer to the following reports:

#### Director, Legislative Services

Ms. Beers reported that five building permits were issued across Wards 2-6 in September 2025, with a total project value of \$44,604.

Key updates included:

- **Funding Initiatives:** The Municipality received \$96,000 through the FireSmart Program to develop a Community Wildfire Resiliency Plan in partnership with Forsite Consultants. The plan will assess wildfire risks, improve preparedness, and outline mitigation strategies, with completion expected by March 2026.
- **Infrastructure:** The Fundy Albert welcome sign will be installed at the Lower Coverdale boundary, with site work and an easement agreement with the landowner currently underway.
- **By-laws and Policies:** Work is ongoing on a Water and Sewer By-law, and amendments are being prepared for the Procedural By-law No. 2022-03.

- Community Projects: Veteran banners will be installed on October 27, weather permitting, and will remain in place for the month of November in recognition of Remembrance Day.

Director of Operations

Mr. Barrett provided further updates on water system projects and community infrastructure:

- Water Conservation: Despite recent rainfall, residents are asked to continue conserving water while wells and reservoirs recover. It was noted that full replenishment will take time, and public cooperation over the summer was appreciated, resulting in a strong overall position given the extended dry periods.
- Alma Gazebo Installation: The gazebo installation is scheduled for October 24, weather permitting, with conditions currently favorable for completion.
- Alma Water Project: The Alma Water Reservoir project is progressing well, with one reservoir nearly complete and work on the second expected to begin shortly. Commissioning of the wells is anticipated in December, followed by approximately one month of testing before the system is fully operational.

**Councillor Elderkin** requested clarification on the statement that “additional funding was identified through diligent financial review.” Specifically, they asked where the additional funds originated and how they were determined.

Mr. Barrett clarified that the additional funding identified resulted from cost savings in concurrent utility projects in Riverside-Albert. Specifically, funds remaining from the water main replacement project were reallocated to cover the final components of the water filtration project.

**Councillor Elderkin** inquired about the status of the Ward 6 lagoon project and the reason for ongoing delays. Administration responded that a meeting is being scheduled with Mr. Jeff Russell to review the project’s current status and determine next steps. The meeting is expected to take place within the next week to address the outstanding issues.

**Councillor Jonah** inquired about the status of the land agreement related to the Hillsborough water exploration project. Administration confirmed that progress is being made and that the property owner is satisfied with the most recent revisions to the agreement. The document has been forwarded to the landowner’s lawyer for final review, and Administration expects to meet with the owner later this week or early next week to finalize and secure the signed agreement.

Treasurer Report

Alma Utility



Hillsborough Utility

Riverside-Albert Utility

Fundy Albert General Operating

Ms. Hutchinson provided an update on the Municipality's financial position, noting that overall operations remain stable.

Key points included:

- Revenue Adjustments: Work is ongoing with Circular Materials to correct revenue amounts owed. The Municipality has lost revenue from Anglophone East School District for the Recreation Centre after changes to their partnership agreement. However, unbudgeted revenues have allowed the Municipality to preserve its operating reserve for future use.
- Expenditures:
  - General equipment costs are over budget.
  - Recreation "Other" category shows overages but is offset by a grant from Canadian Heritage, allowing flexibility for additional community programming.
  - NB Power costs have increased across several facilities due to new meters and higher rates.
- Capital Reporting: In compliance with PSAB standards, capital items and related grants are being moved to capital accounts, resulting in clearer reporting of net income and project expenses. Council may request income statements for capital accounts going forward.
- Utilities:
  - Hillsborough Utility reserves remain intact, originally intended to support the Water Exploration Project,
  - Water treatment and wastewater systems in both Hillsborough and Riverside-Albert have exceeded budgeted repair and contingency amounts, largely due to leaks and increased NB Power costs.
  - Riverside-Albert and Alma capital-related grants and expenses are also being reclassified to capital accounts.
- Accounts Receivable: Collections are improving but remain below expectations.
- Student Employment Programs: The Municipality received \$13,000 in funding through SEED and Canada Summer Jobs, offsetting part of the \$51,000 total student wage cost.
- Visitor Information Centre: Repairs to the mini-split system exceeded the budget, but projections are being reviewed to reallocate funds and complete the work within the current fiscal year.

**Councillor Elderkin** commented on the high water and sewer receivables in Riverside-Albert, noting the challenges caused by recent Canada Post service disruptions. She emphasized the need for the Municipality to develop a plan to continue billing and communication in the event of prolonged postal interruptions.

The Treasurer confirmed that the Municipality is actively collecting email addresses to support

paperless billing, although some residents have requested to revert to paper invoices. Other municipalities have introduced incentive programs, such as draws for residents who switch to paperless billing.

Council agreed that the Municipality should explore similar strategies to encourage electronic billing and reduce dependency on postal services. The Councillor also noted that outstanding receivables, totaling approximately \$30,000, represent a significant burden on the small number of ratepayers in Riverside-Albert, underscoring the importance of improving collection and communication methods.

**Councillor Coates** expressed concerns regarding the total outstanding utility receivables, estimated at approximately \$176,338 as of September. A Councillor noted that a significant portion falls within the 91+ day category, raising questions about collection effectiveness and fairness to residents who consistently pay their bills.

The Treasurer explained that some of the long-term arrears relate to accounts where services have already been discontinued, and these amounts are secured through automatic liens on the properties, ensuring recovery upon property sale, though the process can be lengthy. Council discussed whether other municipalities use different enforcement or collection methods to address persistent non-payment. Administration agreed to consult with other municipalities to explore additional strategies or best practices for managing overdue utility accounts and improving collection timelines.

## **MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES**

**Councillor Garden** presented his report:

1. Public Safety Concern – Alma Well Road:

A resident reported a potential traffic safety issue near the Alma well access road where increased construction traffic has raised concerns. **Councillor Garden** asked whether installing a stop or yield sign could be installed to improve safety. Administration confirmed that security gates for the Alma well site—and similar gates in Hillsborough and Riverside-Albert—are part of the ongoing well project and will be installed toward project completion, with the Alma gate repositioned closer to Forest Drive for better control.

2. 2023 Audit Update:

Administration advised that the 2023 municipal audit remains in the testing phase. The auditor postponed a scheduled meeting, and staff are following up with both E6 Consulting and the audit firm's lead partner to expedite progress. The municipality is prepared to move forward with 2024 financial work once the 2023 audit is finalized. Council requested continued updates to keep residents informed.

3. RCMP Crime Report Inquiry:

**Councillor Garden** requested a copy of the RCMP crime activity report. Staff clarified that

RCMP data is publicly available online by detachment area and noted that crime activity has recently increased. The RCMP will attend Council in November for discussion. The link to the online crime data to is posted on the municipal website under "Frequently Asked Questions."

4. Alma Fleet Launch:

**Councillor Garden** noted the annual fleet launch took place October 10–13 in Alma with strong community participation. The event is considered an important part of the local fishing economy. **Councillor Garden** requested staff explore available budget or grant funding to assist with volunteer and event costs in recognition of the community's contribution.

5. Fundy National Park Update (October 2025):

Highlights included:

- Improved Atlantic salmon return numbers following early-October rainfall after drought conditions.
- Seasonal facility closures began October 13; automated fee terminals now operational at park entrances.
- Canada Strong Pass renewed for the 2025–26 holiday and summer periods.
- Park remains open year-round, with winter recreation opportunities and ongoing facility access at Headquarters Campground.

**Councillor Land** inquired whether any payments have been issued for the Golf Club Road project. Administration confirmed that electronic money transfers have replaced paper cheques for project payments. The first payment has been sent, and the second payment is currently being processed.

**Councillor Coates** expressed frustration over repeated postponements despite multiple target completion dates since early August, noting the impact on Council's ability to provide financial updates to residents.

The Treasurer explained that the municipality has faced challenges finding qualified municipal auditors, as only a limited number of firms in the province handle this specialized work. The current auditor was engaged after the previous firm's partner retired, with outreach extending as far as Sussex and Saint John to secure services.

Administration confirmed they are actively exploring alternative audit firms and have raised the issue with E6 Consulting to identify an auditor with greater capacity to meet deadlines. The Treasurer emphasized that all financial documentation is fully prepared and ready for review, and the delays lie solely with the auditing firm.

**Councillor Jonah** requested an update on the Golf Club Road project; Administration confirmed that construction on Golf Club Road is approximately 75% complete. Despite recent weather

delays and minor issues with anchor bolts, a solution has been implemented. The estimated project completion date is around November 10, possibly sooner if conditions remain favourable.

**2. Hillsborough Christmas Parade:**

It was announced that the annual Hillsborough Christmas Parade will take place on December 6, 2025. Residents or organizations wishing to participate are encouraged to contact Becky Snider, who is coordinating the event.

**3. Acknowledgement of Staff Efforts:**

Council extended appreciation to Mr. Wallace and the municipal administrative team for their leadership and productivity. Members noted significant progress in policy development, project management, and interdepartmental coordination.

**Councillor Elderkin** advised:

**1. Remembrance Day ceremonies will take place as follows:**

- November 10 – Riverside-Albert
- November 11 – Alma and Hillsborough

A special thank-you was extended to Peter Jubb for coordinating and ensuring participation across all former villages each year.

**2. Community Acknowledgements:**

**Councillor Elderkin** expressed appreciation to the organizers of the Shepody Food Bank fundraiser, recognizing their efforts to support a vital local cause.

**3. Financial Audits:**

Council Elderkin reiterated the urgency of receiving the 2023 and 2024 audits, emphasizing that timely completion is essential for informed financial decision-making.

**4. RCMP Presentation:**

**Councillor Elderkin** is happy to hear that the RCMP will attend the November Council meeting to provide an update and answer questions from Council and the public.

**5. Council and Administration Collaboration:**

**Council Elderkin** recognized that recent meeting packages have been extensive but necessary to support informed decision-making. She thanked the administration team for their detailed work and acknowledged the importance of mutual support between Council and staff to ensure decisions are well-founded and communicated effectively to residents.

**Mayor Campbell** reaffirmed his commitment to representing all residents across Fundy Albert, from Alma to Lower Coverdale and surrounding areas. He expressed appreciation for Council's and staff's ongoing efforts to strengthen municipal unity and service delivery.

Mayor Campbell advised that in September, he participated in 21 meetings, noting a high level of engagement and emphasizing that Council and staff are actively working to address community priorities.

During October, the Mayor attended the three-day municipal conference in Saint John, describing it as informative, with valuable discussions and networking among mayors and councillors across the province.

The Mayor noted that October he has attended eight meetings to date.

**Councillor Elderkin** advised that there is an upcoming fundraiser in support of the local library, scheduled for November 1st. The event aims to raise funds for ongoing library initiatives and community programming, and residents were encouraged to attend and support the cause.

### **PUBLIC STATEMENTS AND INQUIRIES**

Resident Jason Horsman addressed Council to express concerns regarding shared costing, taxation, and fleet management within the Municipality of Fundy Albert.

Mr. Horsman noted that although the provincial tax rate for LSD areas has not formally increased, residents' property assessments have risen significantly, resulting in higher tax bills. He advised that the province has not adjusted its financial contributions to municipalities to reflect these increases and urged Council to advocate more strongly with the Province of New Brunswick for fair funding rather than increasing costs to residents.

He emphasized that residents in LSD areas already contribute through both provincial taxes and user fees for recreation and other services, questioning additional shared service costs for facilities such as the Alma Activity Centre and Hillsborough Arena.

Drawing from his background as a CUPE Local 51 executive member, Mr. Horsman stated that amalgamation in New Brunswick has been poorly managed compared to other provinces, leading to administrative inefficiencies and accountability issues.

Regarding municipal fleet management, he cautioned against the premature replacement of aging vehicles, suggesting that refurbishment or maintenance is often more cost-effective than new purchases. He encouraged Council to carefully monitor operating costs and consider delaying fleet replacements until broader economic and regulatory changes.

Mr. Horsman concluded by reaffirming his willingness to assist with local issues and encouraged Council to direct its lobbying efforts toward the provincial government rather than imposing further costs on residents.

Resident Todd Geldart addressed Council to support previous remarks and emphasize the need for stronger efforts to secure provincial and federal funding for infrastructure and tourism improvements.

Mr. Geldart expressed concern that Route 114, despite being a key tourism corridor connecting major attractions such as Hopewell Rocks, Cape Enrage, and Fundy National Park, is not officially designated or maintained as such. He urged Council to advocate for provincial recognition of Route 114 as a tourism corridor, which would open access to funding for road repairs, beautification, and community development.

The resident highlighted the deteriorated condition of Main Street and other local infrastructure, noting that poor visual appearance discourages investment and tourism. He stated that improving roads, signage, and streetscapes would attract travelers who currently pass through without stopping, thereby increasing local business activity and municipal revenue.

Council acknowledged the concerns and confirmed that advocacy efforts with both provincial and federal governments are ongoing to seek infrastructure funding and tourism development support.

**Councillor Land** reminded attendees that with the next municipal election expected next Spring, new candidates will be needed to step forward and continue supporting local progress.

Mr. Geldart concluded by thanking Council for their transparency and communication during the meeting and reaffirmed his desire to see the municipality grow and thrive through coordinated development efforts.

Mr. Sean McGrath reiterated ongoing concerns about budget allocation fairness and to commend Council for their commitment to data-driven decision-making, particularly during discussions about Public Works resource distribution.

He expressed appreciation that Council members requested additional data and analysis before making financial decisions, noting that this approach demonstrates transparency and accountability.

However, he restated his concern about a perceived village-centric focus in municipal budgeting and operations, emphasizing that approximately 70% of the municipality's population resides in the former Local Service District (LSD) areas. He urged Council to ensure that allocations of services and resources reflect this demographic reality and that rural areas, particularly Coverdale, receive equitable consideration.

Mr. McGrath also stated that while he believes tax rates are high, he equally supports the principle that revenues generated within former village areas should remain available to those areas to help balance service levels fairly across all wards.

He referenced an independent analysis he conducted using municipal financial data from the past three years since amalgamation, which examines population, local versus shared expenses, and taxation trends. He invited Council to review and challenge the data if any inaccuracies were found and offered to continue sharing it publicly for transparency.

He concluded by thanking Council for their engagement and reaffirming his intent to continue participating constructively in future meetings to advocate for fair and balanced municipal service delivery.

Mr. David Knickle expressed appreciation for Council's commitment to fact-based decision-making and acknowledged the challenges faced in managing municipal services. He noted that the limited user base in smaller communities makes it difficult to sustain infrastructure and utilities without either raising taxes or reducing services, and since utilities are essential, reductions aren't an option.

Mr. McGrath suggested that during the past few years, shared contributions across the municipality could have helped offset some of the financial strain, emphasizing that "as costs rise, we all have to pay together."

Council members clarified that:

- Utility systems (water and sewer) are separate from the general operating budget.
- These services are funded only through user fees, not through general taxation, as

required by provincial regulations.

- Each former village is responsible for the costs of its own utility systems, and funds from one system cannot be used to pay for another.

Council also noted that major infrastructure projects, such as the \$12 million Alma water project, rely heavily on federal and provincial funding, as no municipality could afford such costs independently.

Mr. Knickle thanked Council for their efforts, recognizing the complexity of managing growth and service delivery across Fundy Albert, and Council reaffirmed their commitment to collaboration and transparency.

### **CLOSED SESSION**

**Mayor Campbell** read a statement to clarify the purpose and legal necessity of Council's closed (in-camera) sessions. It was emphasized that municipalities are required by law to hold certain discussions in private under the Local Governance Act and the Right to Information and Protection of Privacy Act (RTIPPA).

Closed sessions are used to protect sensitive information related to:

- Personnel matters,
- Legal advice,
- Contract negotiations, and
- Issues involving identifiable individuals.

**Mayor Campbell** noted that these sessions are not about secrecy, but rather about protecting the privacy, legal rights, and financial interests of residents, employees, and organizations.

**Mayor Campbell** further explained that disclosing confidential information improperly could expose the municipality to legal action or financial penalties, which would ultimately be borne by taxpayers.

**Mayor Campbell** concluded that by holding in-camera meetings when required, Council is acting in compliance with legislation and safeguarding both the public interest and the municipality's financial integrity.

**Councillor Garden** requested two additional points of discussion under an existing Closed Session item pursuant to Section 68(1)(b) of the *Local Governance Act*, relating to personal information as defined under the Right to Information and Protection of Privacy Act (RTIPPA).

**IT WAS MOVED** by **Councillor Land** and **SECONDED** by **Councillor Coates** that Council have an in-camera session at 6:28 pm.

**MOTION CARRIED (unanimously).**

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.

Mr. Barrett exited the meeting at 7:20 pm.

68 (1) (b) personal information as defined in the Right to Information and Protection of Privacy Act

**IT WAS MOVED** by *Councillor Land* and **SECONDED** by *Councillor Jonah* to return to the regular session at 7:50 pm.

**MOTION CARRIED (unanimously)**

**ADJOURNMENT**

**IT WAS MOVED** by *Councillor Coates* **THAT** the meeting be adjourned at 7:50 pm.

-----  
Mayor

-----  
Clerk



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

Absent: Councillor Garden

Staff Present: Sean Wallace – CAO  
Kim Beers – Director, Legislative Services/Clerk

### **CALL TO ORDER**

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

### **ADOPTION OF AGENDA**

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

**MOTION CARRIED** (unanimously)

### **CONFLICT OF INTEREST DECLARATIONS**

None declared.

### **CLOSED SESSION**

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

**MOTION CARRIED** (unanimously).

Local Governance Act, s. 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.

**IT WAS MOVED** by **Councillor Elderkin** and **SECONDED** by **Councillor Jonah** to return to regular session at 5:27 pm.

**MOTION CARRIED** (unanimously)

### **ADJOURNMENT**

**IT WAS MOVED** by **Councillor Elderkin** **THAT** the meeting be adjourned at 5:27 pm.



Fundy Albert Closed Special Meeting Minutes

Date: Wednesday, October 29, 2025

Time: 5:00 P.M.

Location: Village office, 61 Academy Street, Hillsborough NB

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

---

**Synopsis:** Flag Policy

**Date:** October 25, 2025

**Department:** Legislative Services

---

**PURPOSE**

To adopt the Fundy Albert Flag Policy, which establishes consistent standards for the display, maintenance, and management of flags on municipal properties, ensuring alignment with national and provincial protocols and promoting civic pride, respect, and transparency.

**BACKGROUND**

The Municipality of Fundy Albert currently displays various flags across its facilities without a unified policy or clear administrative procedures. This policy provides a comprehensive framework governing both permanent and special occasion flag displays, as well as the half-masting of flags to mark occasions of mourning or national significance.

The policy is enacted under Section 10 of the Local Governance Act (S.N.B. 2017, c.18) and follows the Rules for Flying the National Flag of Canada and the Government of New Brunswick Protocol Manual.

Key policy features include:

- Designation of permanent flag locations at municipal sites in Hillsborough and Riverside-Albert.
- Authorization procedures for special occasion flags, with written applications, Council approval, and eligibility criteria.
- Guidelines for half-masting during periods of mourning or solemn observance.
- Restrictions on political, religious, or commercial flag displays.
- Requirements for maintenance, respectful retirement, and recordkeeping in compliance with the *Archives Act* and *RTIPPA*.

This policy ensures that all flag-related decisions reflect municipal values, respectful protocol, and administrative consistency.

**RECOMMENDATION**

That Council approve the Fundy Albert Flag Policy as presented, effective immediately upon adoption.

**Fundy Albert Flag Policy**  
**Effective Date:**

## **1. PURPOSE STATEMENT**

The Municipality of Fundy Albert will fly flags on its premises on a permanent basis and on a temporary basis to mark special occasions. This policy applies to all municipal buildings, parks, and public facilities under municipal control, including leased lands. It also provides guidelines for receiving and considering requests from the public to display a flag on municipal property. No individual, organization, or group may install or fly a flag on any municipal property without prior authorization from the Municipality.

The Municipality recognizes that flags are important symbols of civic pride, identity, and respect. The proper display and care of flags reflect the Municipality's commitment to national, provincial, and community values.

## **2. LEGISLATIVE AUTHORITY**

This Policy is adopted under the authority of Section 10 of the *Local Governance Act*, S.N.B. 2017, c.18, which authorizes Council to manage and regulate the use of municipal property and to establish related policies.

The Municipality will ensure adherence to the *Rules for Flying the National Flag of Canada*, issued by the Government of Canada, and the *Government of New Brunswick Protocol Manual* for official flag display practices and procedures.

## **3. DEFINITIONS**

- “Chief Administrative Officer (CAO)” means the head of the municipal administration and the only employee who reports directly to Council.
- “Council” means the Mayor and Councillors of the Municipality of Fundy Albert.
- “Half-mast” means the position halfway between the top of a mast and its base, generally used for flags to show respect or mourning.
- “Special Occasion” means a commemorative date, event, or recognized period observed by a community organization that may warrant a request to the Municipality to have a flag flown.

## **4. PERMANENT FLAGS**

### **4.1 Location and Display**

The following flags will be flown on a permanent basis on municipal properties:

- **2849 Main Street, Hillsborough – Two Flagpoles**
  - The Hillsborough Public Library will permanently fly the *National Flag of Canada* and

the *Provincial Flag of New Brunswick* on a daily basis.

- One flagpole is designated for the display of a special occasion flag, when permitted under this Policy. In such cases, the special occasion flag will be flown in place of the Provincial Flag of New Brunswick for a specified period.
- **61 Academy Street, Hillsborough – Two Flagpoles (Future Installation)**
  - The Municipal Office will fly the *National Flag of Canada* and the *Provincial Flag of New Brunswick* on a daily basis.
  - One flagpole is designated for special occasion flags, under the same terms as above.
- **McClelan Memorial Park, Riverside-Albert – Three Flagpoles**
  - ~~The park will permanently fly the *National Flag of Canada*, the *Provincial Flag of New Brunswick*, and the *Acadian Flag*.~~
  - The park will permanently fly the **National Flag of Canada** and the **Provincial Flag of New Brunswick** on a daily basis.
  - The **Acadian Flag** will be flown annually from **June 1 to August 31** to recognize the region's Acadian heritage and cultural significance.
  - One pole is designated for **special occasion flags** under this Policy, flown temporarily in place of the **Provincial Flag of New Brunswick**.
- **9 Bicentennial Road, Riverside-Albert – One Flagpole**
  - The Riverside-Albert Recreation Centre will permanently fly the *National Flag of Canada* on a daily basis.

All permanent and special occasion flagpoles shall meet applicable engineering and safety standards and be maintained in good condition by the Municipality.

## 4.2 Position of Honour

When multiple flags are flown on separate poles, the *National Flag of Canada* shall occupy the position of honour, in accordance with federal and provincial flag protocols.

## 5. HALF-MASTING

### 5.1 Circumstances

Flags shall be flown at half-mast as a sign of mourning or solemn respect in the following circumstances:

- When directed by the Office of Protocol (Government of New Brunswick) or the Government of Canada;
- Upon the death of a sitting member of Council of Fundy Albert;
- Upon the death of an active municipal employee;
- In other circumstances as determined jointly by the Mayor and the Chief Administrative

- Officer (or their designates);
- On designated commemorative dates such as *Remembrance Day* (November 11) and *National Day for Truth and Reconciliation* (September 30).

## 5.2 Emergency or Exceptional Circumstances

In the event of a national tragedy, local disaster, or other emergency situation, the Mayor or Chief Administrative Officer may authorize the immediate half-masting of flags without the need for a Council resolution. Such action shall be communicated to Council as soon as reasonably possible, and the duration shall be determined in consultation with the Mayor or CAO.

## 5.3 Duration

- Flags shall remain at half-mast from the time of notification until sunset on the day of the funeral or memorial service.
- If no funeral is held, the flag shall be lowered for at least one full business day within ten days of notification.

## 6. SPECIAL OCCASIONS

The Municipality may receive requests to fly flags recognizing community events or organizations. The following guidelines apply:

- Special occasion flags shall only be flown on designated flagpoles, as listed in this Policy.
- Requests must be submitted in writing using *Appendix A – Application to Fly a Community Organization Flag*.
- Applications must be received a minimum of six (6) weeks prior to the requested display date to allow for Council consideration.
- Council approval is required for all special flag displays.
- In time-sensitive cases, the CAO, in consultation with the Mayor, may authorize a temporary flag display, subject to ratification by Council at its next regular meeting.
- Approved flags shall be provided by the applicant and must be in good condition. The Municipality will not fly a damaged or poor-quality flag.
- Flags will normally be flown for a maximum of seven (7) consecutive days, unless otherwise approved by Council resolution.
- The Municipality reserves the right to refuse or remove a flag at any time if it becomes damaged, deteriorated, or presents a safety concern.
- Requests will be considered in the order received.
- The Municipality will advise the public of the significance of any special occasion flag through municipal communication channels.

### 6.1 Ineligible Requests

The Municipality will not approve flag requests that promote or represent:

- a. Political parties or campaigns;
- b. For-profit corporate entities;
- c. Religious organizations or observances;
- d. Groups supporting social or racial intolerance, violence, or hatred.

## **6.2 Public Awareness**

Where appropriate, the Municipality may post brief explanatory information about the special occasion flag being displayed on its website or social media.

## **7. DAMAGED OR RETIRED FLAGS**

Flags that are damaged, faded, or no longer in suitable condition for display will be retired respectfully in accordance with the *Government of Canada's Guidelines for the Disposal of the National Flag of Canada* and similar standards for other flags.

## **8. FLAGS AT THE DISCRETION OF COUNCIL**

Council may, by resolution, direct Administration to fly a flag on a community flagpole for a specific event, recognition, or period of mourning. Such decisions shall be documented in the Council minutes and specify the reason, duration, and location for the display.

## **9. ADMINISTRATION AND CONTACT**

Municipality of Fundy Albert – Municipal Office  
61 Academy Street, Hillsborough NB E4H 2R4  
Phone: (506) 734-3733  
Email: [clerk@fundyalbert.ca](mailto:clerk@fundyalbert.ca)

## **10. TRANSPARENCY AND RECORDKEEPING**

All flag-raising requests, approvals, and Council decisions will be recorded and retained in accordance with the *Archives Act* (S.N.B. 2009, c. A-26.1), and the *Right to Information and Protection of Privacy Act (RTIPPA)*.

Approved flag events shall be noted in Council minutes for public access.

**APPENDIX A – Application to Fly a Community Organization Flag**

**Instructions:**

- Applications must be submitted a minimum of six (6) weeks prior to the requested date.
- The Municipality reserves the right to determine which flags may be flown on municipal property.
- Approved flags must be provided by the applicant in good condition.
- The significance of the flag provided will be used for any public communication.
- The flag shall only be flown on the designated Special Occasion Flagpole, pursuant to this Policy.

**TO BE COMPLETED BY COMMUNITY ORGANIZATION**

Name of Organization: \_\_\_\_\_

Significance of Flag: \_\_\_\_\_

Requested Duration to be Flown: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Image Attached: ☐ Yes ☐ No

Preferred Location (select one):

☐ 2849 Main Street, Hillsborough – Hillsborough Public Library

☐ 61 Academy Street, Hillsborough – Municipal Office (future installation)

☐ McClellan Memorial Park, Riverside-Albert

☐ 9 Bicentennial Road, Riverside-Albert – Recreation Centre

**TO BE COMPLETED BY THE MUNICIPALITY**

Date Received: \_\_\_\_\_

CAO or Designate Signature: \_\_\_\_\_

Council Decision Date: \_\_\_\_\_



---

**Synopsis:** Streetlight Policy

**Date:** October 25, 2025

**Department:** Legislative Services

---

#### PURPOSE

To adopt the Fundy Albert Street Light Policy, providing a clear, equitable, and transparent framework for the installation, management, and cost-sharing of streetlights across both serviced and outside areas of the Municipality.

#### BACKGROUND

Following local government reform, the Municipality of Fundy Albert assumed responsibility for streetlights previously managed by the former villages and local service districts.

Currently, there is no formal administrative procedure or consistent standard for approving new streetlight installations, removals,

The proposed policy:

- Establishes consistent criteria for installation, removal, and management of streetlights;
- Defines service levels for *Serviced Areas* (former villages) and *Outside Areas* (former LSDs);
- Clarifies the process for resident petitions, safety-based installations, and Council approvals;
- Aligns with NB Power service standards and environmental best practices, including LED and dark-sky compliance;
- Defines administrative responsibilities for the Director of Operations, CAO, and Council; and
- Introduces a formal Streetlight Request Form for property owners and residents.

This policy ensures decisions are made fairly, consistently, and in alignment with public safety and fiscal responsibility, while maintaining transparency for residents.

#### RECOMMENDATION

That Council approve the Municipality of Fundy Albert Street Light Policy as presented,

**Municipality of Fundy Albert  
Street Light Policy**

Effective Date:

**1. Policy Purpose**

This Policy establishes a consistent approach for installing and managing municipal street lighting. It balances public safety needs with concerns about light pollution and reflects the views of residents. Fundy Albert recognizes that residents hold differing views on street lighting. This policy aims to balance the need for pedestrian and vehicle safety with community concerns regarding light pollution and cost.

**2. Definitions**

- “Outside Areas” means former Local Service Districts (LSDs) prior to the Local Government Reform process.
- “Planning Area” means the geographic area under the jurisdiction of the Village of Fundy Albert, as established by the Local Government Reform process.
- “Property Owner” means a registered owner(s) of a property, as registered with Service New Brunswick, and excludes tenants such as, but not limited to, renters.
- “Service Areas” means the portion of the Planning Area that is provided with municipal water and/or sewer services, corresponding to the former Villages as they existed prior to the Local Government Reform Process.
- “Director of Operations” means the staff member responsible for managing municipal infrastructure, including street lighting.
- “Council” means the Mayor and Councillors of the Municipality of Fundy Albert.

**2. Legal and Administrative Authority**

This Policy is adopted under the authority of the Local Governance Act, S.N.B. 2017, c.18. Management of streetlights is carried out in compliance with NB Power regulations and service standards. Requests for information under this Policy are subject to the Right to Information and Protection of Privacy Act (RTIPPA). In the event of any conflict between this Policy and an applicable municipal by-law, the provisions of the by-law shall prevail.

**3. Street Light Management and Ownership**

The Village is responsible for paying monthly fees, determined by NB Power, for streetlights installed within the Municipality. The asset registry of all municipal streetlights will be maintained by the Operations Department.

**4. Existing Street Lights**

Existing street lighting locations at the time of implementing this Policy will remain unchanged. Requests to remove streetlights must be made, in writing, to the Director of Operations, who has the authority to determine whether or not a streetlight shall be removed. Decisions on removal shall consider public safety, proximity to intersections, and existing service standards.

## **5. New Street Lights – Serviced Areas**

The standard level of service is one (1) streetlight per two (2) power poles within the Serviced Area boundary, as identified in Schedule A. New streetlights will be installed at the Village's expense as part of the Subdivision/Developer Agreement process for all new streets. All streetlights within the Serviced Area, existing and future, are to remain sub-unit-specific expenses funded by Alma (V), Hillsborough (V), and Riverside-Albert (V).

## **6. New Street Lights – Outside Areas**

**Public Safety Installations:** The Village may install streetlights in Outside Areas for reasons of public safety, in consultation with the municipal Councillor(s) of the applicable Ward. Public safety criteria may include, but are not limited to:

- Locations with a documented history of safety concerns;
- Intersections;
- Canada Post Community Mailbox sites.

**Resident Petitions:**

- Requests for streetlights in residential subdivisions must be submitted via a signed petition from at least five (5) households in the affected area.
- Petitioners must reside within 200 metres of the proposed location.
- Each household is entitled to one (1) signature, and only Property Owners may sign.
- Digital signatures are acceptable if submitted through an approved municipal form.
- The Director of Operations, in consultation with the CAO, will review requests and prepare recommendations for Council within 60 calendar days.
- If a request is declined, petitioners may submit an appeal to Council within 30 calendar days of the decision.

**Cost Allocation:**

- Streetlights in Outside Areas are shared among the area sub-units.
- Cost-sharing arrangements will be reviewed annually during budget deliberations, with public notice to ratepayers.
- Costs will appear as a separate line item in the annual budget.

**Installations Without Poles:**

- Requests will only be considered if existing power poles are available.
- Where poles are absent, Council approval is required to fund new poles.
- Cost estimates will be obtained from NB Power, and affected residents will be notified prior to Council's decision.

## 8. Technical & Environmental Standards

All new streetlights shall comply with NB Power's current specifications, including use of energy-efficient LED lighting. Where feasible, fixtures must be dark-sky compliant to minimize light pollution and light trespass onto adjacent residential properties. Council may adopt further technical standards to address advances in energy efficiency or environmental protection.

## 9. Roles and Responsibilities

Council shall:

- Approve the annual budget for street lighting.
- Review staff recommendations for new or removal requests within 90 days.
- Provide final decisions on appeals and communicate outcomes publicly.

Director of Operations shall:

- Collaborate with the CAO to review and process requests.
- Provide written responses within 30 days for removal requests and within 60 days for new requests.
- Act as liaison with NB Power for streetlight management.
- Maintain records of all requests, petitions, and Council decisions.

Chief Administrative Officer (CAO) shall:

- Ensure staff respond to resident petitions and prepare reports to Council within prescribed timelines.
- Provide administrative oversight and budget recommendations related to street lighting.

## 10. Review Cycle

This Policy will be reviewed every five (5) years, or sooner if required due to changes in technology, regulation, or municipal needs. The review shall be led by the Director of Operations in consultation with the CAO.

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_

### Instructions

The Village of Fundy Albert accepts requests for new streetlights in accordance with the Street Lighting Policy. Requests will be considered where:

- Public safety is a concern (e.g., traffic hazards, intersections, mailboxes, history of incidents);
- A petition is submitted by at least five (5) Property Owners within 200 m of the proposed location (Outside Areas only);
- The request is consistent with NB Power's standards and available infrastructure.

Staff will review requests and provide a recommendation to Council within 60 days.

**Requestor Information**

1. Name of Requestor (Property Owner only): \_\_\_\_\_
  2. Civic Address: \_\_\_\_\_
  3. Phone/Email: \_\_\_\_\_
  4. Address / Description of Location: \_\_\_\_\_
  5. NB Power Pole Number (if known): \_\_\_\_\_
  6. Attach Map/Sketch (optional but recommended) \_\_\_\_\_
  7. Reason for Request (check all that apply):
    - ☐ Public Safety Concern
    - ☐ High-Traffic Area
    - ☐ Intersection
    - ☐ Canada Post Community Mailbox
    - ☐ Other (please describe): \_\_\_\_\_
  8. Petition (Outside Areas only)
    - o Attach petition signed by at least five (5) Property Owners within 200 m of the proposed location.
    - o Only one (1) signature per household is permitted.
- For Municipal Use Only**
- Date Received: \_\_\_\_\_
  - Reviewed By (Staff): \_\_\_\_\_
  - Council Decision: ☐ Approved ☐ Declined
  - Date of Decision: \_\_\_\_\_
  - Notes: \_\_\_\_\_

Privacy Notice Personal information collected on this form is for the purpose of administering the Street Lighting Policy and will be managed in compliance with the Right to Information and Protection of Privacy Act (RTIPPA).

---

**Synopsis:** Surplus Land & Land Acquisition Policy

**Date:** October 25, 2025

**Department:** Legislative Services

---

The proposal seeks Council's adoption of the Municipal Surplus Land & Land Acquisition Policy to establish a transparent, consistent, and legally compliant framework for managing all municipal land transactions in Fundy Albert.

The policy fills a longstanding gap by setting out procedures for how municipal lands are acquired, evaluated, designated as surplus, and disposed of under the authority of the *Local Governance Act, S.N.B. 2017, c.18*. It introduces structured disposal methods—Direct Sale, Public Solicitation (RFP), and By-Invite Solicitation

Adopting this policy ensures decisions about municipal land are fair, consistent, and strategically aligned with Fundy Albert's long-term goals for housing, transparency, and community development.

Without it, the Municipality risks inconsistency, non-compliance, and reduced public trust in property transactions.

**Recommendation:**

That Council approve the policy as presented, effective immediately upon adoption.

Municipality of Fundy Albert  
Municipal Surplus Land & Land Acquisition Policy  
Effective Date:

## 1. PURPOSE

This policy establishes the framework for the acquisition and disposal of municipal lands, with particular emphasis on the disposal of surplus land for residential housing and community development. It ensures compliance with applicable New Brunswick legislation and promotes transparency, fairness, accountability, and community benefit.

This policy is established under the authority of Section 10(1)(c) of the *Local Governance Act*, S.N.B. 2017, c.18, which empowers municipalities to acquire and dispose of real and personal property.

## 2. APPLICATION

This policy does not apply to lands with existing statutory restrictions or purposes, including:

- Lands acquired for public purposes through subdivision or development processes, pursuant to Section 76 of the *Community Planning Act*, S.N.B. 2017, c.19;
- Lands transferred to the Municipality with conditions limiting their disposal.

## 3. DEFINITIONS

- **Act:** *Local Governance Act*, S.N.B. 2017, c.18.
- **Administration:** Staff of the Municipality of Fundy Albert.
- **Affordable Housing:** Housing that costs less than 30% of before-tax household income, consistent with CMHC standards and provincial housing strategies.
- **CAO (Chief Administrative Officer):** The head of municipal administration and the sole employee reporting directly to Council.
- **Council:** The elected Mayor and Councillors of the Municipality of Fundy Albert.
- **Reserve Funds:** Accounts established and maintained under Section 101 of the *Local Governance Act*.
- **Surplus Lands:** Lands determined by Council to no longer be required for municipal use, or lands Council wishes to solicit alternate proposals for in pursuit of strategic objectives (e.g., housing, economic development).

## 4. LAND ACQUISITION

### 4.1 Identification

Potential acquisitions may be identified by:

- Council;
- A third party offering land to the Municipality;
- Municipal plans, strategies, or reports;
- Public listings of land for sale;
- A municipal department requiring land for service delivery.

#### **4.2 Evaluation Criteria**

When preparing a report to Council, Administration shall assess:

- Fair market value;
- Current zoning and potential future uses;
- Development feasibility (size, location, existing structures, servicing constraints);
- Proximity to transportation, utilities, and public amenities;
- Adjacent land uses;
- Opportunities to protect or enhance existing municipal assets.

#### **4.3 Negotiation Authority**

- Administration, through the CAO in consultation with the Mayor, may negotiate with landowners for priority parcels identified by Council.
- Where urgency exists (e.g., lands publicly listed that may sell quickly), Administration may negotiate pre-approved priority lands.
- Fair market value must be determined by two independent professionals; Administration may negotiate up to the averaged price, with a  $\pm 10\%$  buffer allowance.

#### **4.4 Council Authorization**

All acquisitions require a Council resolution in regular session, pursuant to the *Local Governance Act*. All acquisitions shall be funded through the annual capital budget or by separate Council resolution authorizing the expenditure, in accordance with Section 97 of the *Local Governance Act*.

### **5. DISPOSAL OF MUNICIPAL LANDS**

#### **5.1 Designation of Surplus Lands**

- Council may designate lands as surplus by resolution.
- Initial discussion may occur in Closed Session (s.68(1)(d) LGA), but final designation and intended use must be confirmed by resolution in open session.
- Surplus designation does not obligate Council to dispose of land but initiates the process of exploring potential alternate uses.

#### **5.2 Disposal Methods**

##### **(a) Direct Sale**

- Council may choose to dispose of lands at fair market value for economic development or revenue purposes.
- Sales may be advertised directly by the Municipality or through a licensed real estate broker.
- Council shall record the rationale for the chosen method in the resolution to demonstrate transparency.

##### **(b) Public Solicitation of Proposals (RFP)**



- Disposal by RFP requires public notice via the municipal website and, where appropriate, other media.
- Notices shall remain open for a minimum of 21 days and include:
  - Location, size, and zoning of the parcel;
  - Desired use (e.g., residential, commercial);
  - Submission requirements (LOI, contracts, references, timelines, conditions);
  - Any mandatory terms (timeframes, permitted uses, lease vs. sale).

**(c) By-Invite Solicitation – Not-for-Profit Developers**

- Council may, by resolution, direct Administration to solicit proposals directly from qualified not-for-profit organizations (e.g., housing developers).
- Such transactions will generally occur at a nominal transfer value (\$1) to maximize community benefit.
- This method is intended to support affordable housing but does not exclude not-for-profit proponents from participating in open RFP processes.
- Where land is transferred below fair market value, the public benefit (e.g., affordable housing, community infrastructure, economic development) must be documented in the Council resolution authorizing the transfer.

→ Added Clause: Reversion Protection

Where municipal land is transferred below market value for community or housing purposes, the transfer agreement shall include a reversion clause stipulating that the property reverts to the Municipality if the agreed-upon project conditions (such as construction timelines, land use, or community benefits) are not fulfilled within the specified time. This provision protects public assets and ensures that the intended benefit to the community is realized.

**5.3 Proposal Evaluation**

- Administration, led by the CAO, shall evaluate submissions against posted criteria and may short-list up to three proponents in consultation with the Mayor.
- Presentations from short-listed proponents shall occur before Council in a Closed Session (s.68(1)(d)).
- Final selection of a proponent must be ratified by resolution in open session.

**5.4 Conflict of Interest**

- Council members and employees with a direct or indirect pecuniary interest in a land transaction shall declare the conflict and abstain from discussion or voting, in accordance with Sections 95–102 of the *Local Governance Act*.

**6. REVENUES FROM LAND DISPOSAL**

- Revenues from disposal shall be deposited into the General Operating Fund unless otherwise directed by Council.
- If unspent in the fiscal year, Council may transfer proceeds to a Reserve Fund under Section 101 of the *Local Governance Act*.
- ~~Where lands are disposed of for housing or economic development, at least 50% of net proceeds shall be earmarked for housing-related initiatives (e.g., future land purchases, housing partnerships, incentive programs).~~
- Council may allocate revenues and reserve transfers by resolution pursuant to Section 103 of the *Local Governance Act*.

## 7. RECORDKEEPING & TRANSPARENCY

- All records relating to acquisition or disposal shall be maintained in accordance with the *Archives Act* (S.N.B. 2009, c.A-26.1), and the *Right to Information and Protection of Privacy Act* (RTIPPA).
- All appraisals, RFP submissions, evaluations, and Council reports must be archived for a minimum of seven (7) years to ensure audit integrity and RTIPPA compliance.
- Final decisions, including method of disposal and rationale, shall be available to the public through Council minutes and resolutions.
- A summary of all municipal land acquisitions and disposals shall be published annually through a public report or posted on the Municipality's website, demonstrating transparency and accountability to residents.

## 8. REVIEW

This policy shall be reviewed every three (3) years, or sooner if legislative changes require amendment.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Kim Beers
Date	October 29, 2025
Subject	Appointment of Assistant Clerk
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Committee of the Whole

### Purpose

To ensure continuity of statutory clerk functions so Council and administration can carry out meetings, records management, and legislative compliance without interruption.

### Background / Rationale

- The Local Governance Act, SNB 2017, c.18, requires every local government to appoint a Clerk and permits Council to appoint any officers necessary for the proper management of the local government (s. 71(1)–(2)). Appointing an Assistant Clerk provides operational redundancy for meeting management, records certification, and statutory notices.
- Given current workload and meeting schedules, an Assistant Clerk is required for Council to function effectively (agenda preparation, minute-taking, custody and application of the Corporate Seal, certification of bylaws and resolutions, and public notices), and to provide coverage during Clerk absences.

### Analysis

- Service continuity: Enables Council meetings and legislative processes to proceed without delay.

- Risk reduction: Minimizes compliance risk around notice requirements, minute certification, and access to information timelines.

### **Financial Impact**

- Within approved budget. Position funded through the existing Legislative Services budget line(s). No additional appropriation required. (If salary grid/step applies, note here.)

### **Legal Authority**

- Local Governance Act, SNB 2017, c.18, s. 71(1)–(2): Council shall appoint a Clerk and may appoint officers necessary for the proper management of the local government.

### **Alternatives**

1. Do nothing – Not recommended; exposes Council to meeting and records risks during Clerk absences.
2. Temporary designation – Short-term measure; lacks clarity and continuity.

### **Recommendation (Motion)**

THAT Council appoint Sean Wallace as Assistant Clerk of the Village of Fundy Albert, effective November 4, 2025 and FURTHER THAT when acting in the absence or incapacity of the Clerk Mr. Wallace is authorized to perform all statutory and administrative duties of the Clerk, including signing authority for official records and application of the Corporate Seal.



## COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Kim Beers
Date	October 30, 2025
Subject	Maritime By-Law Services 2026 Contract
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Committee of the Whole

### Update from SERSC

It was decided that none of the Potential Shared Services will move forward in 2026 and they will be looked at again for 2027.

This includes the By-Law Enforcement Management Service – the Commission only had 4 of the 5 interested municipalities "opt-in" and the Board decided not to proceed.

### PROPOSAL

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

### BACKGROUND

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

### DISCUSSION

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

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

Key contractual terms include:

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

## RECOMMENDATION

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

## OTHER OPTIONS

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

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

## RISK ANALYSIS

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

## CONSIDERATIONS

<b>Legal</b>	Officers to be formally appointed by Council resolution in compliance with Section 72 of the <i>Local Governance Act</i>
<b>Financial</b>	The total annual cost is \$56,490.00 + HST, to be included in the 2026 operating budget. Quarterly billing and clear payment schedule included. <b>Price is the same as 2025</b>
<b>Environmental</b>	NA
<b>Policy</b>	Supports enforcement of existing municipal by-laws and regulations.

<b>Stakeholders</b>	Elected officials (Mayor and Councillors) Staff Municipal residents
<b>Community Sensitivities</b>	Consistent by-law enforcement is an ongoing expectation among residents. Contracted services should uphold fairness, responsiveness, and legal compliance.
<b>Council priorities</b>	Strategic Plan Alignment: <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>✓ Village Services</li> <li>• Communications</li> <li>• Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	Municipal Enforcement Services Agreement – 2026
<b>Consultation</b>	CAO
<b>Intergovernmental considerations</b>	Officers named under provincial legislation require local resolution for appointment Legal framework guided by New Brunswick laws and municipal regulations

## MUNICIPAL ENFORCEMENT SERVICES AGREEMENT

THIS AGREEMENT made this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

BETWEEN:

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

- AND -

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

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

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

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

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

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

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



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

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

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

Maritime Enforcement Services Inc.

Village of Fundy Albert

\_\_\_\_\_  
Jordan Cyr, Director

\_\_\_\_\_  
Jim Campbell, Mayor

\_\_\_\_\_  
Kim Beers, Clerk

---

**Synopsis:** Truck Purchase

**Date:** October 25, 2025

**Department:** Operations

---

The municipality's current fleet continues to face operational challenges due to aging vehicles, frequent mechanical issues, and limited availability, which collectively reduce service efficiency across all communities. A review of operational needs identified the requirement for a lightweight, fuel-efficient ½-tonne truck to support daily public works functions, including facility servicing, public washroom maintenance, and waste collection.

Three competitive quotes were obtained, with the 2025 GMC Sierra 1500 Pro 4WD from MacDonald Buick GMC Moncton representing the best overall value at \$66,958.90 (including HST and fees). Funding is available from existing capital reserves: the Shared Capital Reserve (\$24,277.16), Village Core Capital Reserve (\$2,751.80), and 2.8.1.1.6 – Short Term Interest for Capital Projects (\$33,663.46).

Based on analysis of vehicle use and its commitment to tasks supporting both Village Core and Shared services, administration recommends a 50/50 allocation between the respective budgets. Council is requested to approve the purchase and provide direction on the allocation of funds.

---

**Motion**

**Whereas** the existing municipal fleet has experienced ongoing mechanical issues resulting in reduced availability, increased repair costs, and decreased operational efficiency; and

**Whereas** the lack of a reliable, fuel-efficient ½-tonne truck continues to limit the municipality's ability to deliver services efficiently across all communities; and

**Whereas** the municipality has obtained three competitive quotes for a new ½-tonne truck that meets operational requirements for reliability, towing capability, and fuel efficiency; and

**Whereas** the 2025 GMC Sierra 1500 Pro 4WD from MacDonald Buick GMC Moncton represents the best overall value at a total cost of **\$66,958.90 (including HST and fees)**; and

**Whereas** funding is available within the Shared Capital Reserve (\$24,277.16), Village Core Capital Reserve (\$2,751.80), and 2.8.1.1.6 – Short Term Interest for Capital Projects (\$33,663.46);

**Be It Resolved That** Fundy Albert Council approve the purchase of the 2025 GMC Sierra 1500 Pro 4WD from MacDonald Buick GMC Moncton at a total cost of \$66,958.90 (including HST and fees), in accordance with the municipal procurement policy.

---

**Synopsis:** Arena Ventilation

**Date:** October 25, 2025

**Department:** Operations

---

### **Synopsis**

Following inspection during arena start-up, it was confirmed that the Hillsborough Arena ammonia plant room lacks a compliant emergency exhaust ventilation system, posing an immediate safety and regulatory risk. Interim mitigation measures have been implemented to reduce exposure; however, a permanent solution is required without delay.

Quotations were requested from multiple refrigeration contractors. **Black & McDonald** and **CIMCO Refrigeration (Toromont Industries)** submitted proposals, which were evaluated for scope, cost, and implementation risk. While CIMCO presented the lower base price, their proposal excluded key items such as freight, disposal, and building modifications, resulting in comparable or higher total project costs once adjusted. Black & McDonald provided a more comprehensive scope, are familiar with the existing system, and offer greater price certainty.

It is recommended that council approve administration to proceed with instructing Black and MacDonald to proceed with the required ventilation work at a cost of \$23,177 plus HST

---

### **Motion**

**WHEREAS** the Hillsborough Arena ammonia plant room requires a compliant emergency exhaust ventilation system to meet provincial health, safety, and environmental standards;

**AND WHEREAS** quotations were received from qualified contractors, including Black & McDonald and CIMCO Refrigeration (Toromont Industries), and have been reviewed for scope, cost, and compliance;

**AND WHEREAS** failure to act promptly would prolong a known safety and regulatory risk;

**BE IT RESOLVED THAT** Council approve administration to proceed with the Black and Macdonald quote to provide the required ventilation system, at a cost of \$23,177 plus HST.

---

**Synopsis:** PMHP 2026

**Date:** October 25, 2025

**Department:** Operations

---

### Synopsis

The municipality has received an updated proposal from Englobe Corp. for the 2026 PMHP project on Scenic Drive (Bucket Hill to Route 114) in Alma. The updated estimate of \$185,500 exceeds the approved \$125,000 PMHP allocation (\$119,000 DTI / \$6,000 municipal). This increase reflects inflationary pressures, expanded scope due to ongoing erosion, and updated engineering and contingency allowances.

Administration has since confirmed with the Department of Transportation and Infrastructure (DTI) that no additional provincial funding is available under the current 2026 PMHP program.

It is recommended that council approve the additional funds to carry out the full scope of works as proposed by Englobe Corp.

Alternate options include reduction in scope or pursuing proposals from other engineering firms.

---

### Motion

**WHEREAS** the Municipality of Fundy Albert has received updated cost estimates for the 2026 Provincial-Municipal Highway Program (PMHP) project on Scenic Drive (Bucket Hill to Route 114) in Alma; and

**WHEREAS** the updated estimate of **\$185,500** exceeds the approved **\$125,000** PMHP funding envelope (**\$119,000 DTI / \$6,000 municipal**); and

**WHEREAS** the **Department of Transportation and Infrastructure (DTI)** has confirmed that no additional provincial funding is available under the 2026 PMHP program; and

**WHEREAS** Council has been provided with a report outlining the available options, associated risks, and financial implications for consideration;

**THEREFORE BE IT RESOLVED THAT** Council approve the additional funds to complete the full scope of works as proposed by Englobe corp.