

1. Call to Order

2. Adoption of Agenda

3. Conflict of Interest Declarations

4. Public Presentations

- 4.1** Andrew Willett – Irving Woodlands- Change in Conservation Forest by Community
- 4.2** Jessica O'Dell – Update on the outcomes of the All Women's Firefighting Symposium
- 4.3** Dani Clark - Update on the outcomes of the All Women's Firefighting Symposium
- 4.4** Jim Lindsay – EMO Planning and EMO Document Development

5. Information Items

- 5.1** Development Activity Report – Plan 360 (October)

6. Council Direction Requests

- 6.1** Hillsborough Public Library – Appointment of Board Members
- 6.2** Hillsborough Public Library – Name Change
- 6.3** CAO Policy Update and Best Practices
- 6.4** 2026 Regular Meetings
- 6.5** December 16, Committee of the Whole Meeting

7. Departmental Reports

- 7.1** Legislative Services
- 7.2** Operations
- 7.3** Financial services

8. Mayor and Council Statement and Inquiries

9. Public Statements and Inquiries

10. Closed Session

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

11. Adjournment



Municipal Support for the Shared Landscapes Initiative

Balancing Outcomes on Crown Lands



Shared Landscapes Initiative



New Brunswick
Nouveau Brunswick

10% → 15%

The Shared Landscapes Initiative commits to achieving 15% protected lands and waters in New Brunswick by 2027.

- Crown lands account for ~50% of province
- Thus, 15% in NB = ~30% on Crown lands
- Licencees were asked to submit a plan by October 3rd, 2025

Shared Landscapes Initiative

Our Balanced Forestry Management Plan



Crown License 7

Exceeds
conservation
target of 15%



Increases
public support
for the sector



Improves the
competitiveness
of the sector



Ensures a healthy
environment &
biodiversity



Reduces the # of
trucks on
public roads



- Count the conservation lands we already have
- Add connectivity, water & wetland protection

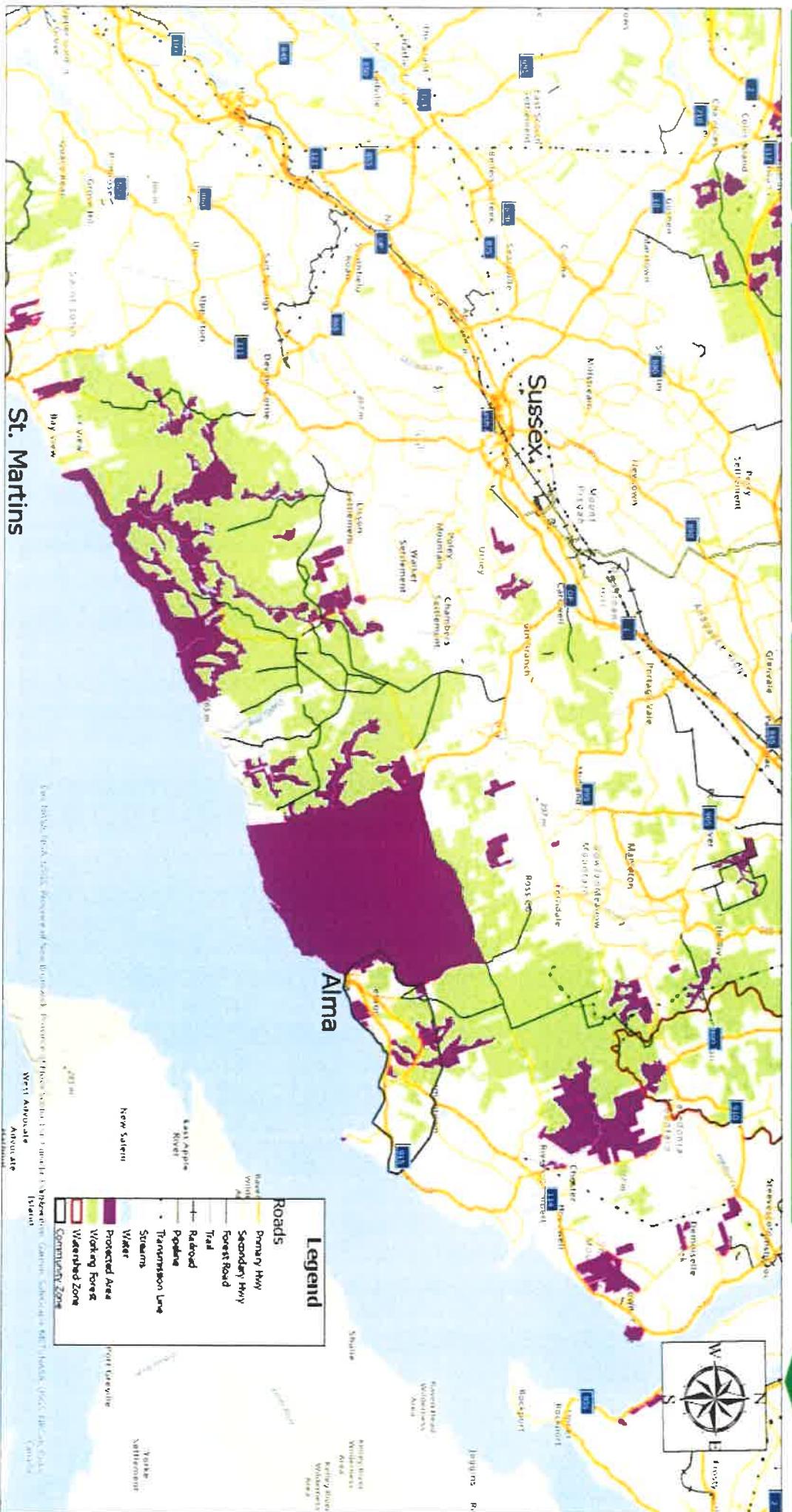
- Add new "social impact areas" for tourism, drinking water, and public concerns
- Consolidate more operations in forest-dependent areas



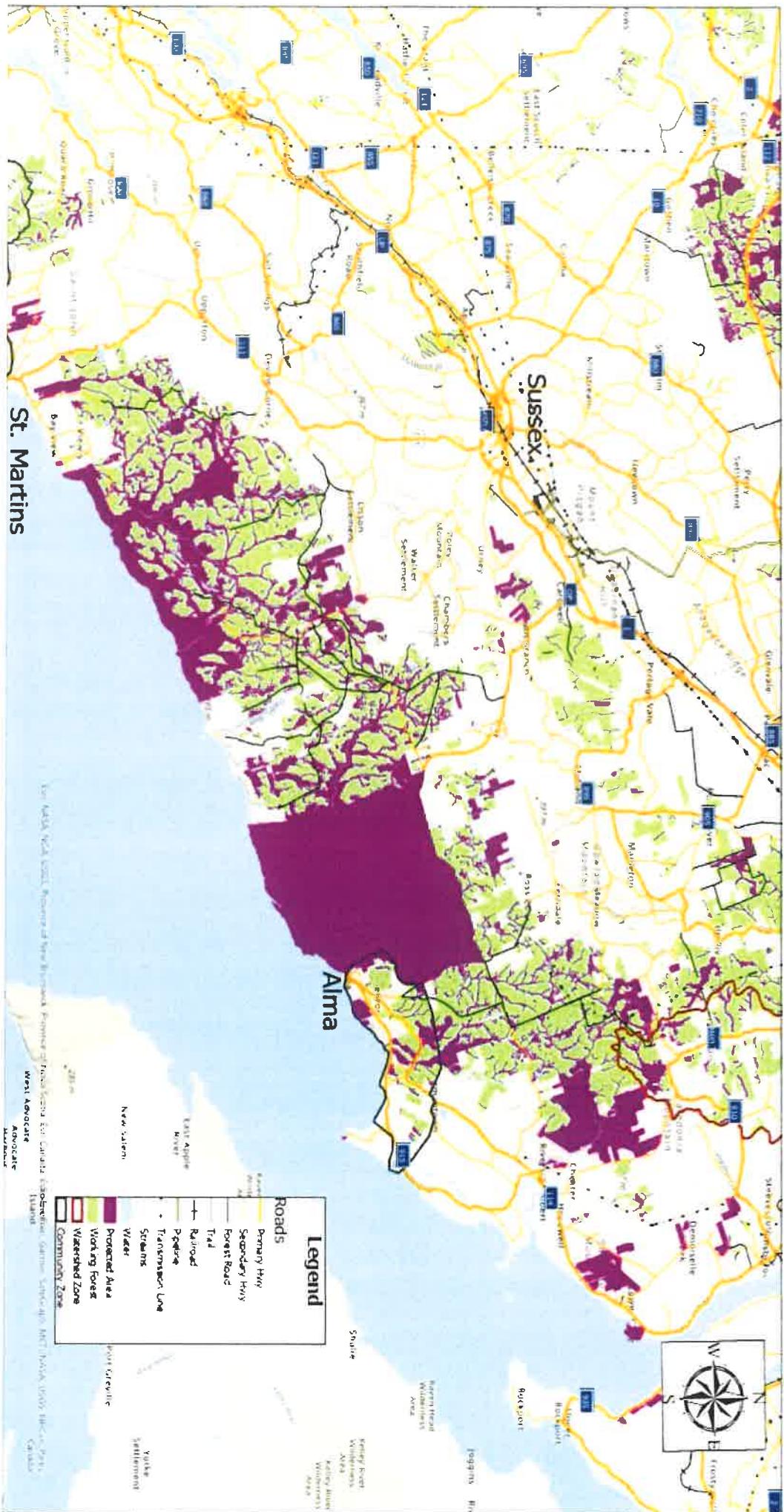
- Swaps with "social impact areas" – return some working forests to improve competitiveness of forest-dependent communities

- Implement world-class biodiversity monitoring
- Exceed the "acceptable" old forest target

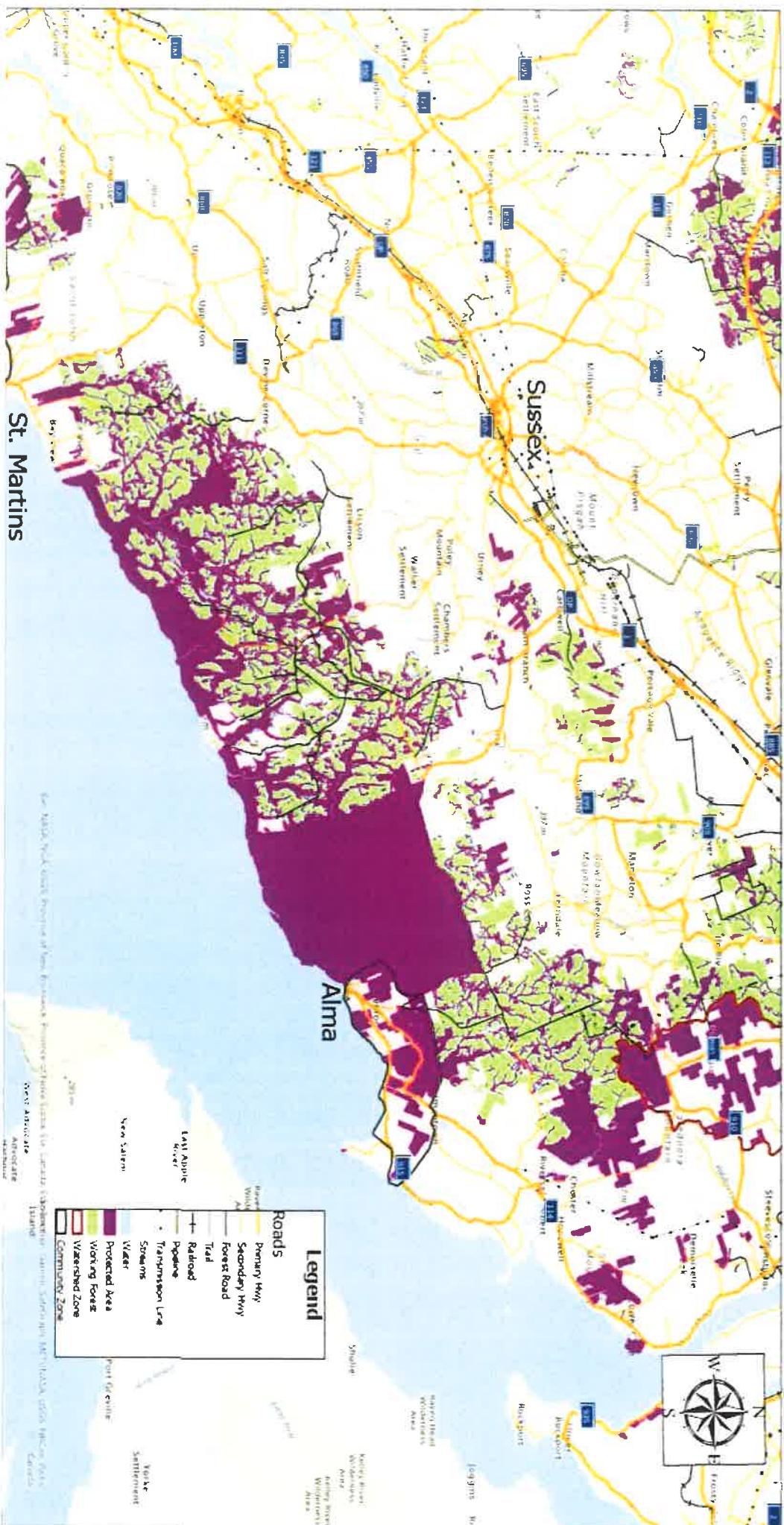
Fundy Region - Current Accounting of Protected Zones



Fundy Region - Full Accounting (Count What You Have) Protected Zone

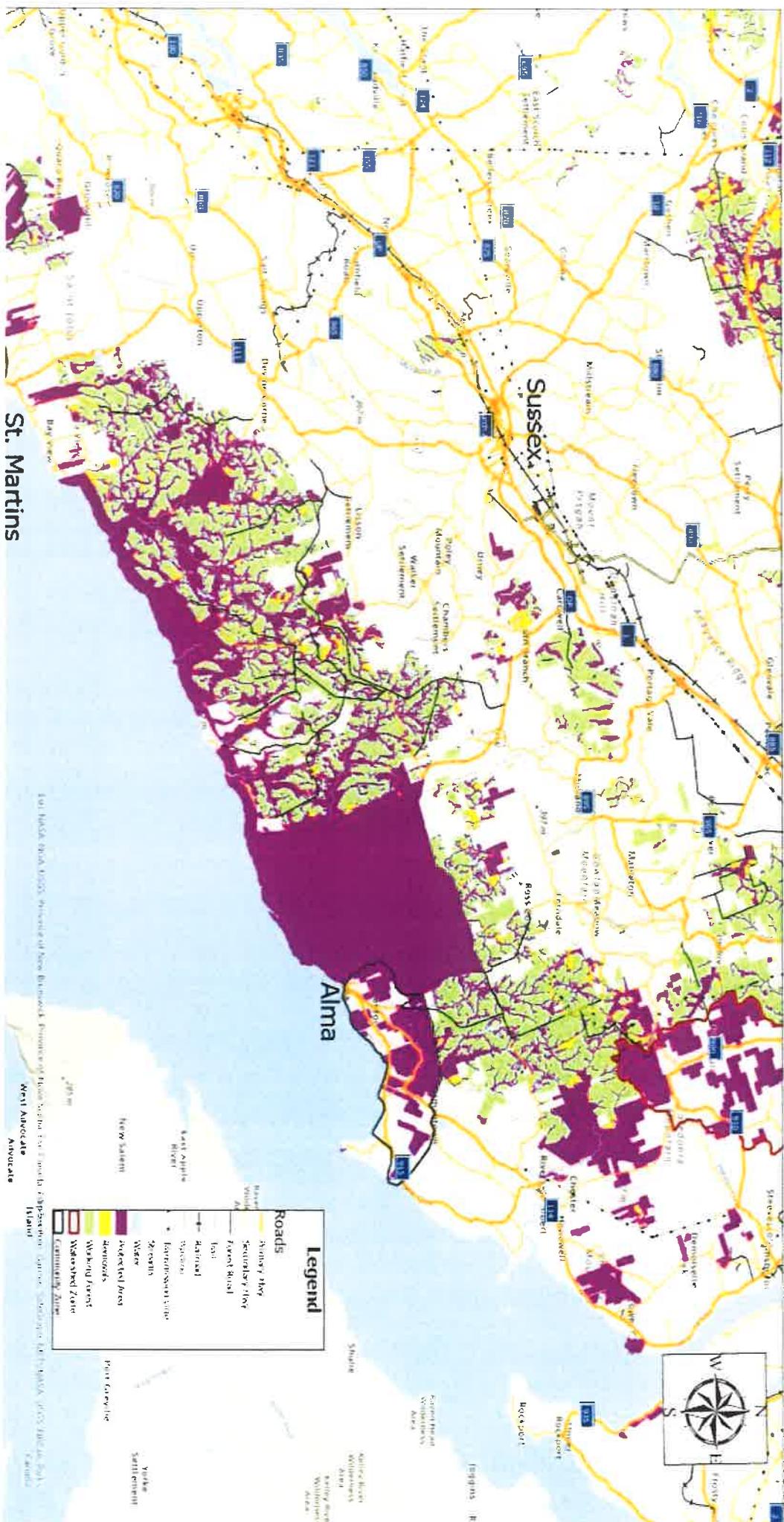


Fundy Region - Full Accounting + JDI Additions



Fundy Region - Full Accounting + JDI Additions - JDI Removals

IRVING

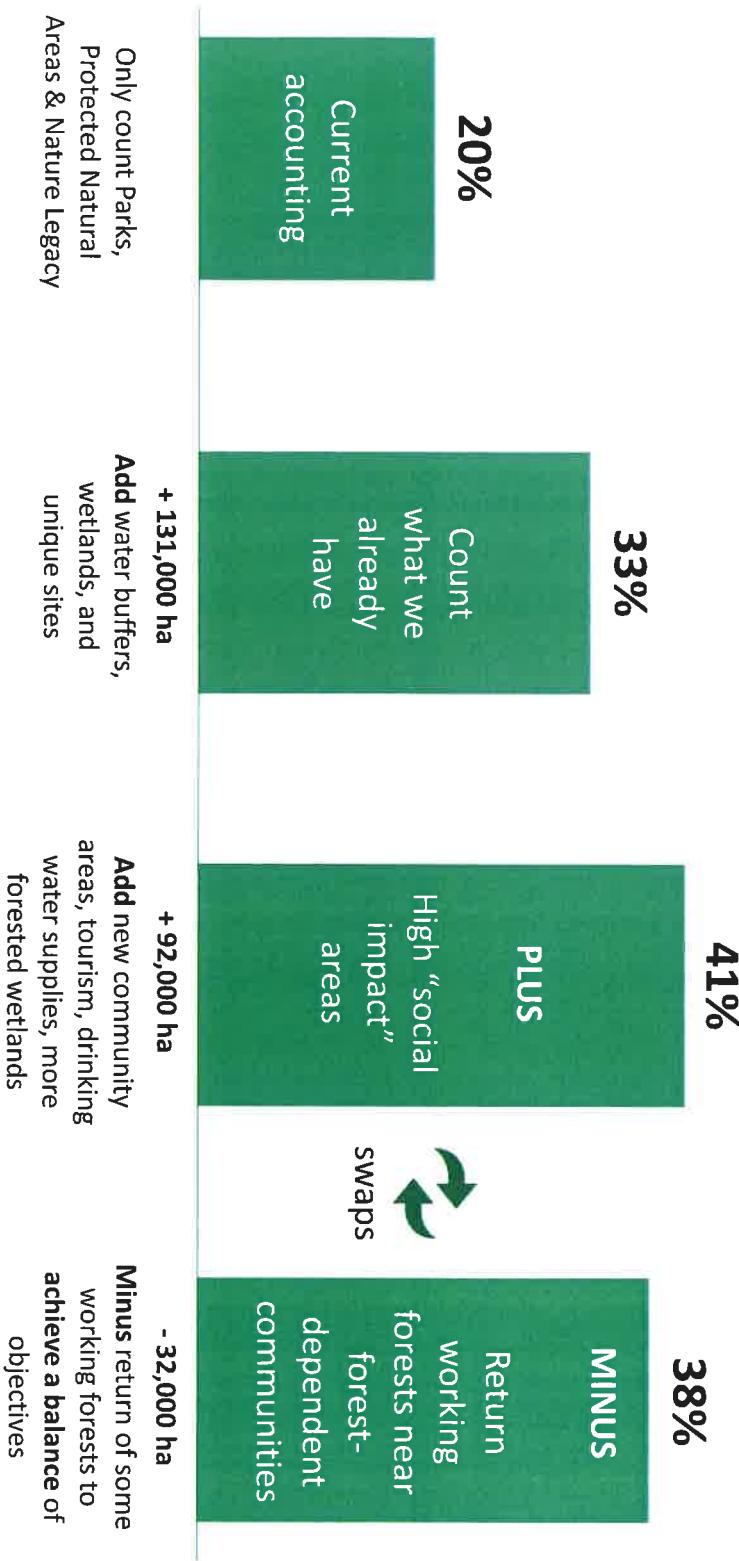




Shared Landscapes Initiative

Our Plan – by the #'s

Doing our part on Crown License 7



Our Ask: We need your voice



Your 'voice' needs to be heard to help the Minister of Natural Resources balance competing interests – it's essential to achieving the economic and social benefits for your community.

YESTERDAY

Previous Conservation Plans

Strong focus on ecological outcomes.
Insufficient focus on economic and social impacts.

TODAY

Other Outcomes Needed to Achieve Balance

Economic & social impacts need more consideration.
The three are connected.

ecological



economic



social



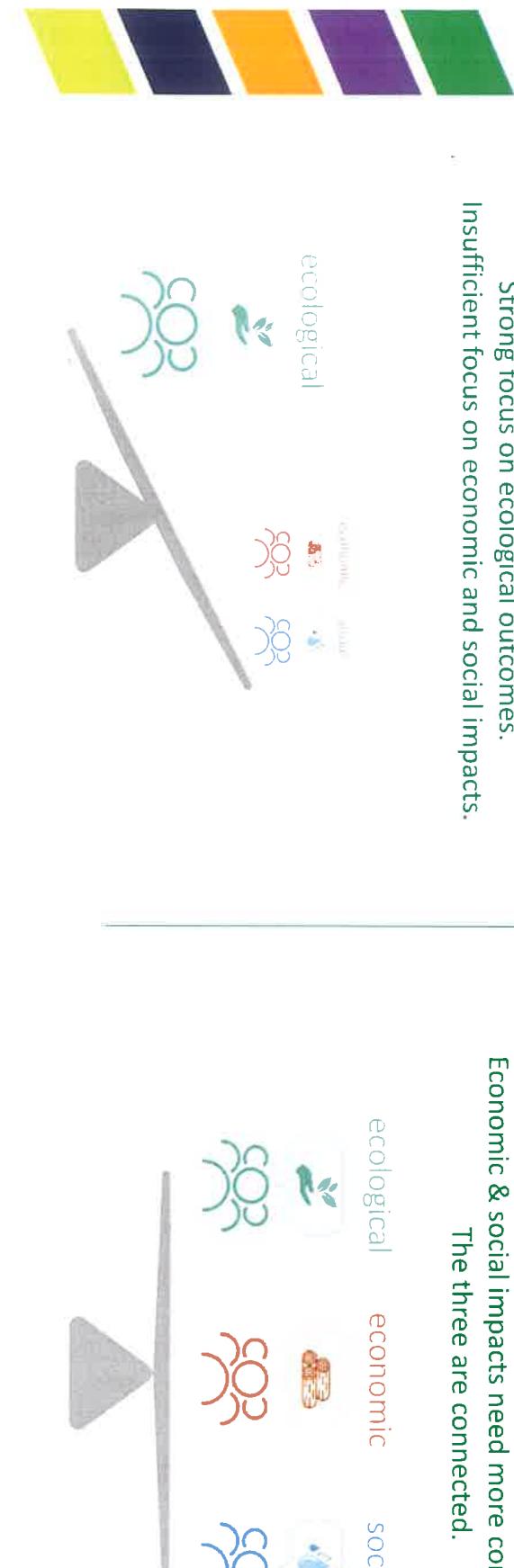
ecological



ecological



ecological



Summary: Calling for a Balanced Approach

- forests that work for all of NB



- We have a good plan. But it will require political will to implement.
- For this proposal to be successful, we need municipalities, like you, to champion the plan, and advocate for balance.



Our Balanced Forest Management Plan:

- Exceeds the Shared Landscapes Initiative conservation target of 15%
- Counts what we have + new water protections + new social impact areas
- **Swaps are KEY: Add social impact areas → Return working forest areas**
 - Achieves a balance – economic, ecological, and social



Community	Total Area	Crown Area	Proposed CF Area	DNR CF Area	Per Cent Crown	Per Cent Proposed Protected	Per Cent DNR Protected	Per Cent Increase	New Protected Area
Arcadie	70,823	2,794	838	612	4%	30%	22%	36%	226
Beaurivage	36,349	1,870	1,867	319	5%	100%	17%	488%	1,549
Butternut Valley	144,723	32,780	7,205	5,492	23%	22%	17%	29%	1,713
Cap-Acadie	38,260	673	670	75	2%	100%	11%	809%	596
Champlain	53,950	10,287	3,641	1,778	19%	35%	17%	106%	1,863
Dieppe	11,071	161	158	16	1%	98%	10%	880%	142
Doaktown	27,060	7,855	1,574	1,137	29%	20%	14%	43%	437
Eastern Charlotte	58,661	10,677	5,135	2,898	18%	48%	27%	78%	2,237
Five Rivers	94,810	29,365	9,615	4,429	31%	33%	15%	120%	5,186
Fundy Albert	108,601	12,013	9,441	3,953	11%	79%	33%	139%	5,488
Fundy Shores	47,327	18,573	17,346	9,332	39%	93%	50%	86%	8,015
Fundy-St. Martins	80,418	21,575	11,184	6,912	27%	52%	32%	63%	4,272
Grand Bay-Westfield	9,149	132	109	56	1%	83%	42%	98%	53
Grand Lake	79,966	30,005	8,106	7,197	38%	27%	24%	13%	909
Grand-Bouctouche	27,144	137	35	18	1%	26%	13%	100%	18
Harvey	87,760	23	3	3	0%	11%	12%	-8%	0
Maple Hills	52,202	12,617	4,092	1,737	24%	32%	14%	129%	2,355
McAdam	1,566	148	53	21	9%	36%	14%	157%	32
Nashwaak	97,233	10,030	2,847	3,250	10%	28%	32%	-13%	-403
Nouvelle-Acadie	92,557	11,378	5,465	3,544	12%	48%	31%	55%	1,920
Riverview	3,912	3	2	0	0%	49%	0%		2
Saint Andrews	11,403	102	102	80	1%	100%	78%	28%	22
Saint John	45,404	680	679	428	1%	100%	63%	59%	252
Salisbury	32,978	766	147	68	2%	19%	9%	111%	80
Shediac	19,913	556	455	94	3%	82%	17%	382%	361
St. Stephen	30,975	2,526	2,289	570	8%	91%	23%	296%	1,719
Strait Shores	54,019	223	217	128	0%	97%	57%	70%	89
Three Rivers	62,771	5,777	1,670	981	9%	29%	17%	71%	689
Tracy	2,709	539	77	48	20%	14%	9%	56%	29
Upper Miramichi	184,283	107,798	24,446	24,562	58%	23%	23%	0%	-116
Valley Waters	72,642	259	55	26	0%	21%	10%	110%	29





COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From CAO
Date Nov. 18, 2025
Subject EMO Planning and EMO Document Development
Presenters Jim Lindsay
(if applicable)
Length of Presentation 5 Minutes
(if applicable)

Type Public Private **X Committee of the Whole**

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

NA

ISSUE

Developing Emergency Management and Operations (EMO) plans, supporting documents, and risk assessments is essential for ensuring the safety and resilience of our municipality. These tools provide a structured framework for responding effectively to emergencies such as floods, fires, storms, and other critical events. By identifying potential risks, outlining roles and responsibilities, and establishing clear communication protocols, Council can ensure the municipality is prepared to protect residents, property, and essential services. Advancing these plans demonstrates proactive leadership, fulfills legislative and public safety obligations, and positions the municipality to access future funding and support from provincial and federal partners.

CURRENT STATUS AND BACKGROUND

Emergency Management and Operations (EMO) planning is a cornerstone of responsible municipal governance and risk mitigation. Every municipality in New Brunswick is expected to have an updated and comprehensive EMO plan that identifies local hazards, vulnerabilities, and critical infrastructure. These plans not only outline how the municipality will respond to emergencies, but also how it will prepare for, mitigate, and recover from them. Developing associated documents such as risk assessments, emergency contact lists, and resource inventories ensures that municipal staff and first responders have clear direction when minutes matter most.

For Council, advancing EMO planning is both a strategic and fiduciary responsibility. Having current, well-documented plans enhances the municipality's readiness and reduces liability exposure by demonstrating due diligence and compliance with provincial legislation. Moreover, it strengthens the municipality's eligibility for disaster assistance and infrastructure funding programs that often require proof of emergency preparedness. Moving forward on these initiatives signals that Council is committed to protecting residents, maintaining service continuity, and building a safer, more resilient community.

Phase 1

- Review all existing documents, agreements, and risk assessments.
- Review facilities, equipment, training, etc
- Meet with NBEMO and mutual aid partners
- Brief Committee and Council

Phase 2

- Provide proposals for updates and operations
- Provide all action cards
- Provide orientation training to committee and/or Council as needed

Phase 3

- Prepare an initial paper exercise to test structure, activation, communication, and readiness
- De-brief Committee/Council on results (open to participants)
- Provide written report with recommendations, as needed
- Update all materials once approved

OTHER OPTIONS

N/A

RECOMMENDATION

That Council approve the proposal submitted by Lindsay & Associates Fire Services Inc. for the development and implementation of Fundy Albert's Emergency Measures Plan at a cost of \$360 per month for one year, plus mileage and material costs as outlined in the proposal. This engagement will provide the Municipality with professional support in reviewing and updating all existing EMO documents, agreements, and risk assessments; coordinating with NBEMO and mutual aid partners; and preparing updated operational and training materials. The project also includes a paper-based emergency exercise to evaluate municipal readiness and provide recommendations for improvement. Approval of this proposal will ensure Fundy Albert moves forward with a compliant and effective Emergency Measures framework, enhancing preparedness and coordination across all wards and departments.

RISK ANALYSIS

1. Regulatory Non-Compliance

Without updated Emergency Measures plans and documentation, the Municipality risks falling out of compliance with provincial emergency management requirements under the *Emergency Measures Act*. This could expose Council to liability in the event of an incident.

2. Reduced Emergency Readiness

Existing plans, training, and risk assessments may be outdated or incomplete, leaving municipal staff and volunteers unprepared to respond effectively to emergencies such as floods, fires, or severe weather events.

3. Coordination Gaps with Partners

Failing to review and update agreements with NBEMO, fire departments, and mutual aid partners could result in unclear responsibilities, slower response times, and communication breakdowns during critical incidents.

4. Loss of Funding or Support Opportunities

Incomplete or outdated emergency plans can make the Municipality ineligible for certain provincial or federal emergency management grants, training programs, and cost-recovery assistance following a declared event.

CONSIDERATIONS

Legal	Not having adequate EMO plans and measure places the municipality in a liability position
Financial	Budgeted in the 2026 budget
Environmental	NA
Policy	Best practices and required compliance
Stakeholders	Council, community groups and all residents
Community Sensitivities	None
Council priorities	Strategic Plan Alignment: ✓ Infrastructure ✓ Village Services ✓ Communications ✓ Strategic Partnerships ✓ Economic Development & Tourism
Documents, maps, photos or presentations attached	NA
Interdepartmental consultation	NA
Intergovernmental considerations	NA

Development Activity Report

October 2025

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

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

Application	October	Year to Date
Development Permit	2	19
Building Permit	8	50
Subdivisions	5	23
Zoning Confirmations	1	9
Regulation Amendment	0	0
Policy Amendment	0	0
Rezonings	0	2
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	0	3
Complaints, Zoning & Building Infractions	1	5
Document Approvals	0	3
Sidewalk Cafe	0	0

Permit Breakdown

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

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

Permit Type	October 2025		2025 YTD		October 2024		2024 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	5	\$2,638,745	32	\$13,136,333	1	\$294,880	21	\$5,870,655
Multi Residential	0	\$0	0	\$0	1	\$360,940	3	\$1,745,375
Commercial	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Institutional	0	\$0	3	\$2,323,190	0	\$0	0	\$0
Accessory Buildings & Structures	6	\$105,396	29	\$583,563	2	\$163,792	29	\$997,071
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
Total	11	\$2,744,141	64	\$16,043,086	4	\$819,612	53	\$8,613,101

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

	October 2025	2025 YTD	October 2024	2024 YTD
Single Dwelling Unit	5	28	1	19
Two-unit/semi-detached	0	0	2	6
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	0	1	0	0
Total	5	29	3	25

Active Subdivision Applications

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

	October 2025	2025 YTD	October 2024	2024 YTD
# of Plans	5	22	3	24
# of Proposed Lots	48	93	5	62
# of Proposed Parcels	3	8	0	11

Southeast Planning Review and Adjustment Committee

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

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



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Kim Beers		
Date	November 18, 2025		
Subject	Appointment of Library Board Members		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	<input checked="" type="checkbox"/> Committee of the Whole

PROPOSAL

To seek Council's approval for the appointment of new members to the Library Board.

BACKGROUND

The Fundy Albert Library Board has identified new members to ensure continued governance, community engagement, and program support.

The following individuals have expressed interest in serving on the Library Board

- Kimberly McKinley
- Jas Shukla
- Erica Muise Wilbur

These appointments will strengthen the Board's representation and help advance community-based initiatives

DISCUSSION

The addition of these members will ensure balanced representation and enhance the Board's ability to deliver on its objectives. Their diverse backgrounds and community involvement will contribute to the ongoing success of the library and its programs.

Appointments to the Library Board are subject to Council approval

RECOMMENDATION

That Council approve the appointment of **Kimberly McKinley, Jas Shukla, and Erica Muise Wilbur** to the Fundy Albert Library Board.

CONSIDERATIONS

Legal	
Financial	
Environmental	
Policy	
Stakeholders	
Community Sensitivities	
Council priorities	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none">• Infrastructure✓ Village Services• Communications• Strategic Partnerships• Economic Development & Tourism
Documents, maps, photos or presentations attached	
Consultation	Councillor Coates and the CAO
Intergovernmental considerations	



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Kim Beers		
Date	November 18, 2025		
Subject	Hillsborough Public Library – Name Change		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	<input checked="" type="checkbox"/> Committee of the Whole

PROPOSAL

To seek Council's consideration and approval to support the proposed renaming of the *Hillsborough Public Library* to *Fundy Albert Public Library* to better reflect the regional identity of the Municipality and align with community unification efforts.

BACKGROUND

The Library Board, with the support of Councillor Coates, has requested that Council endorse the renaming of the *Hillsborough Public Library* to *Fundy Albert Public Library*.

The Board expressed that the name change would:

- Better represent the broader Fundy Albert community served by the library;
- Support Council's ongoing efforts to promote unity and a shared identity across all wards; and
- Foster a sense of inclusiveness and pride among residents from the former communities of Hillsborough, Riverside-Albert, Alma, and surrounding areas.

The Board noted that new signage would be required to reflect the change. However, they understand that community-wide signage updates are anticipated in the near future, and therefore this cost would be consistent with the municipality's broader rebranding efforts.

DISCUSSION

To seek Council's consideration and approval to support the proposed renaming of the *Hillsborough Public Library* to *Fundy Albert Public Library* to better reflect the regional identity of the Municipality and align with community unification efforts.

RECOMMENDATION

That Council support the request from the Library Board to rename the *Hillsborough Public Library* to the *Fundy Albert Public Library*.

CONSIDERATIONS

Legal	
Financial	Minimal costs anticipated for replacement signage, which may be integrated into future planned municipal signage updates.
Environmental	
Policy	
Stakeholders	
Community Sensitivities	
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none">• Infrastructure✓ Village Services• Communications• Strategic Partnerships• Economic Development & Tourism
Documents, maps, photos or presentations attached	
Consultation	Councillor Coates and the CAO
Intergovernmental considerations	



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From CAO
Date Nov. 18, 2025
Subject CAO Policy Update on Best Practices
Presenters CAO
(if applicable)
Length of Presentation
(if applicable)

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

NA

ISSUE

The current Chief Administrative Officer (CAO) Policy requires Council approval for employee promotions and terminations, a provision that, while permissible under the *Local Governance Act*, is atypical among New Brunswick municipalities and exposes the municipality to increased legal and administrative risk. This governance structure blurs the distinction between Council's oversight role and the CAO's administrative authority, potentially undermining effective human resource management. More critically, it heightens the risk of judicial review in the event of a disputed termination, which could lead to employee reinstatement or other legal remedies. Aligning the policy with established best practices by delegating full authority for promotions and terminations to the CAO would mitigate these risks and reinforce sound administrative governance.

CURRENT STATUS AND BACKGROUND

Under the *Local Governance Act*, Council holds all powers of a local government, including the power to hire and dismiss staff needed to carry out municipal operations (s. 6). Council may exercise these powers directly, by by-law or resolution, or delegate them to a committee or municipal officer (s. 9(1)). When delegating authority, Council may also impose any terms or conditions it considers appropriate (s. 9(2)). Unlike other municipal officers, the Act does not prescribe the powers of the Chief Administrative Officer (CAO). Instead, it provides that the CAO has only those powers delegated by Council (s. 81), including any accompanying terms or conditions. Accordingly, while it is unusual for Council to require the CAO to obtain approval for promotions or disciplinary actions, Council is legally entitled to do so as part of its power to impose terms and conditions on delegated authority.

OTHER OPTIONS

N/A

RECOMMENDATION

To minimize these risks:

- Best practice is to remove the requirement for Council approval of promotions and terminations, leaving those decisions with the CAO.
- Alternatively, Council could limit its approval role to senior positions only and clearly set out procedural safeguards (e.g., documentation, right to make submissions, conflict-of-interest protocols). However, even with these safeguards, the risk of judicial review would remain whenever Council becomes directly involved in personnel decisions.

RISK ANALYSIS

The primary risk associated with requiring Council approval for terminations (and potentially promotions) is exposure to judicial review. Ordinarily, when an employee is terminated by Administration, their recourse is a wrongful dismissal claim, where the remedy is limited to monetary damages (e.g., pay in lieu of notice). However, when the termination decision is made or approved by Council, the decision becomes administrative in nature, meaning the employee may apply for judicial review instead. On judicial review, a court examines whether Council's decision was "reasonable" and whether it met standards of procedural fairness. If the court finds the decision unreasonable, biased, or procedurally unfair (for instance, politically motivated or made without allowing the employee to respond), it can quash the decision. In that case, the termination is treated as if it never occurred and the employee would be reinstated with back pay. The same reasoning applies to promotions. An employee denied a promotion by Council, or who perceives another employee was promoted for political reasons, could also seek judicial review.

CONSIDERATIONS

Legal	Heightened legal exposure
Financial	High legal costs and potential for lawsuits
Environmental	NA
Policy	Current policy is atypical of the norm and contrary to best practices. Policy update will mitigate potential exposures.
Stakeholders	Council, Administration & ratepayers
Community Sensitivities	None
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none">• Infrastructure• Village Services• Communications• Strategic Partnerships• Economic Development & Tourism
Documents, maps, photos or presentations attached	Legal Opinion from our solicitor
Interdepartmental consultation	
Intergovernmental considerations	

Fundy Albert Chief Administrative Officer (CAO) Policy
Effective this 6th day of June, 2023

PURPOSE STATEMENT

The purpose of this Policy is to define the Chief Administrative Officer's roles, responsibilities, and work conditions as well as the relationship between Council and the CAO; the CAO and other employees of the municipality; and Council with other employees of the municipality, pursuant to section 81 of the Local Governance Act, SNB 2017, c18.

DEFINITIONS

"Act" means the Local Governance Act, SNB 2017, c 18.

"Chief Administrative Officer" means the head of the municipal administration. The individual is the only employee who reports directly to Council.

"CAO" means the Chief Administrative Officer for the Village of Fundy Albert.

"Council" means all members of Council duly elected and holding office.

"Employee" means any other person employed by the Village of Fundy Albert aside from the Chief Administrative Officer.

"Municipality" means the Village of Fundy Albert.

POLICY

Responsibilities of the CAO:

- The CAO is responsible for implementing Council's guidelines and decisions in compliance with the by-laws, regulations, laws, policies, and resolutions adopted by Council or by other legislative authorities.
- The CAO oversees the implementation and delivery of programs and services that are approved by Council and ensures that these programs and services are delivered to all residents and ratepayers in a manner that makes efficient and effective use of the human,

financial and physical resources of the municipality. The CAO is not, however, responsible for directly delivering the services of Department Heads.

- In collaboration with Council, the CAO develops the municipality's strategic plan and measurable outcomes. The CAO is also responsible for assigning resources to strategic priorities accordingly, determining annual operational plans, annual departmental and staff-specific goals, and objectives, as required.
- Makes recommendations to Council and coordinates the implementation and evaluation of Council policies, procedures, plans, works and any other modifications necessary for the proper function of the municipality.
- Oversees key aspects of human resource management including recruitment and hiring, training and development, employee engagement, performance management, compensation (within budgets approved by Council). Promotions and terminations are subject to Council approval.
- The CAO is responsible for assessing staffing needs and recommending organizational structure changes to Council. In the event of an organizational change, the CAO shall consult with Council prior to proceeding.
- Ensures effective and meaningful communication and customer service to the public, department heads and staff, as well as external organizations, Provincial and Federal Governments and Council on matters relating to the governance, management, and administration of the municipality.
- Prepares written reports and/or makes verbal presentations to various audiences, including Council, Committees, and administration.
- Will foster relationships with other municipalities to address common issues.
- Will work with local agencies, boards, and commissions to improve relationships, and protect and promote the interests of the municipality.
- The CAO shall supervise the performance of all contracts and agreements entered by the municipality and ensure that all the conditions are fulfilled.
- Prepare administrative policies and procedures, including employment directives and procedures that govern the administrative practices of the municipality, subject to Council review.

Financial Duties of the CAO:

- Exercises financial control over all corporate operations to ensure compliance with Council approved budgets.
- The CAO shall approve payment of all expenditures and invoices of budgeted operations.
- Refer all non-budgeted expenditures to Council for consideration and approval.
- Responsible for assessing any funding applications which will require significant human or financial resources before submission and, unless assigned to another senior manager, will approve the signing of funding applications submitted by the municipality to ensure they are actioned.

- Monitor and control expenditures within the budgets approved by Council and ensure Council is apprised of any requested budgetary amendments.
- Responsible for approving miscellaneous employee expenses, including but not limited to travel, reimbursements, or overtime.
- Responsible for the negotiation of Village contracts and agreements, whether it be for the goods, product, or services. Where the amount of the expenditure is budgeted or within the amount determined by Council.
- Ensure that the municipality follows procurement best practices for goods and services in addition to relevant legislation and policies.

Relationship between Council and the CAO:

- The CAO is the principal advisor to Council and is responsible for ensuring that Council is informed of their legislative responsibilities and authorities, and all other relevant information necessary to make informed decisions on every municipal matter.
- The CAO is to be evaluated annually by Council on a date either established by Council or on a mutually agreed upon date which coincides with the date the CAO was hired.
- The CAO reports to Council, through the mayor and is accountable to Council for the execution of their priorities and objectives.
- All personal expenses directly incurred by the CAO must be pre-approved by the mayor.
- All expenditures and invoices for non-budgeted items must be approved by Council.

Relationship between employees, the CAO, and Council:

- Council shall deal and communicate with administration through the CAO or his/her designate with the exception of any inquiry or investigation involving the CAO.
- No member of Council, or committee, or member of a committee established by Council shall instruct or give direction to, either publicly or privately, an employee of the Village.
- Council is responsible for determining policy and governance priorities, and through motions of Council and strategic priorities, provides direction to the CAO to assign administration resources accordingly.
- The CAO acts as the primary link between Council and employees to ensure that administration has appropriate input to Council deliberations, and that Council decisions and directives are understood by administration and implemented in a timely and effective manner. The CAO shall communicate to Council on behalf of employees.
- All Department Heads of the municipality are accountable to the CAO.
- The CAO shall carry out annual performance appraisals of all Department Heads and ensure that annual performance appraisals of all other employees are carried out by their supervisors.
- The CAO is responsible for determining any personnel salary and wage adjustments, based on the performance evaluations and within financial limits authorized by Council during the budgetary process.

- Department Heads shall submit the reports and recommendations of their Departments to the CAO for review and approval prior to presentation to Council.
- The CAO shall promote a positive culture and is responsible for ensuring a safe, and productive work environment for all employees of Fundy Albert.

Absence and/or dismissal of the CAO:

- When the CAO is absent, this Policy applies to their designate, as assigned by Council.
- The CAO shall obtain permission from the mayor for absences from the municipality in excess of three (3) days.
- In the case of a prolonged absence or incapacity of the CAO, a member of the senior management may be appointed by Council to replace the CAO on an interim basis.
- Pursuant to Subsection 71(4) of the Act, the CAO is entitled to hold office until retirement, death, resignation, or dismissal for cause by the affirmative vote of at least two thirds of the whole Council.

Evaluation of the CAO:

- The CAO is subject to an annual performance evaluation, to be led by the Mayor and Personnel Committee, with consultation from elected officials, staff, and stakeholders as Council may deem appropriate.
- The annual performance management of the CAO is the determination for any annual wage increases.

This Policy was approved and adopted by the Council of Fundy Albert on the 6th day of June 2023.



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Kim Beers		
Date	November 18, 2025		
Subject	2026 Meetings		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	<input checked="" type="checkbox"/> Committee of the Whole

PROPOSAL

To seek Council's direction regarding the locations for Regular Council Meetings for the 2026 calendar year.

BACKGROUND

Since the Municipality of Fundy Albert's formation in 2023, Regular Meetings of Council have been held in rotation across various community locations, including the Hillsborough Kiwanis Centre, the Riverside-Albert Recreation Centre, Alma Cultural Centre, Snowmobile Club, and the Lower Coverdale Baptist Church.

This practice has supported community accessibility, engagement, and visibility across all wards within Fundy Albert.

As planning begins for the 2026 Council Meeting Schedule, direction is sought from Council on whether this rotational model should continue or if meetings should be centralized at a single, designated location (e.g., Council Chambers at 61 Academy Street, Hillsborough).

DISCUSSION

Council is asked to consider the following options:

1. Continue Rotating Locations:

Maintain the current model by alternating Regular Council Meetings among community venues in Hillsborough, Riverside-Albert, and Alma.

Benefits: Increased community visibility and accessibility.

Considerations: Higher logistical demands (setup, audio/visual requirements, staff and council travel).

2. Centralized Location:

Designate a permanent meeting location (e.g., Council Chambers, 61 Academy Street, Hillsborough) for all Regular Meetings.

Benefits: Consistency, reduced administrative setup, and improved technical reliability.

Considerations: Reduced community presence

3. Hybrid Approach:

Establish a central meeting location for the majority of meetings while scheduling select sessions (e.g., quarterly or biannual) in alternate communities.

Benefits: Combines efficiency with continued community outreach.

RECOMMENDATION:

That Council provide direction to Administration on the preferred approach for 2026 Regular Council Meeting locations, either continuing the rotation among communities, establishing a fixed central meeting location, or adopting a hybrid schedule.

CONSIDERATIONS

Legal	NA
Financial	Minimal (facility rental and setup costs as applicable).
Environmental	NA
Policy	Local Governance Act, SNB 2017, c.18 – Section 10 and 99 (procedural by-law and public meeting requirements).
Stakeholders	Council, municipal staff, and residents of Fundy Albert.
Community Sensitivities	There may be varying expectations among residents and Councillors regarding equitable access and visibility of Council throughout all wards. Maintaining a rotational or hybrid approach may help preserve perceptions of fairness and inclusivity across the municipality.
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none">• Infrastructure✓ Village Services• Communications• Strategic Partnerships• Economic Development & Tourism
Documents, maps, photos or presentations attached	

Consultation	CAO
Intergovernmental considerations	NA



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Mayor Campbell		
Date	November 18, 2025		
Subject	December 16, Committee of the Whole Meeting		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	<input checked="" type="checkbox"/> Committee of the Whole

PROPOSAL

Cancellation of December 16, 2025 Committee of the Whole Meeting

BACKGROUND

To seek Council's approval to cancel the Committee of the Whole (COW) meeting scheduled for **Tuesday, December 16, 2025**, due to scheduling conflicts that materially affect quorum and staff/Member availability

DISCUSSION

Cancelling the December 16 COW avoids quorum risk and ensures items are considered with full participation.

Any urgent matters can be:

1. brought forward to the next Regular Council Meeting; or
2. addressed at a Special Meeting at the call of the Chair.

Public notice and website/calendar updates will be issued promptly by the Clerk.

RECOMMENDATION:

That Council cancel the Committee of the Whole meeting scheduled for Tuesday, December 16, 2025, due to meeting conflicts, and direct the Clerk to issue public notice,

update the municipal meeting calendar, and re-schedule any time-sensitive items to the next Regular Council Meeting or to a Special Meeting at the call of the Chair.

CONSIDERATIONS

Legal	NA
Financial	NA
Environmental	NA
Policy	Local Governance Act, SNB 2017, c.18 – Section 10 and 99 (procedural by-law and public meeting requirements).
Stakeholders	Council, municipal staff, and residents of Fundy Albert.
Community Sensitivities	Ensure clear, early public communication and alternate pathways for urgent business to maintain transparency and service continuity.
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none">• Infrastructure✓ Village Services• Communications• Strategic Partnerships• Economic Development & Tourism
Documents, maps, photos or presentations attached	NA
Consultation	CAO and Clerk
Intergovernmental considerations	NA

COMMUNITY GRANTS PROGRAM

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

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

BUILDING PERMITS

October

WARD	Number of Permits	Value
1	0	0
2	0	0
3	0	0
4	2	\$14,760
5	3	\$466,125
6	6	\$2,263,256
TOTAL	11	\$2,744,141

FUNDING

- Alma EV charger (NB Power). Pending
- FireSmart Program –Approved - \$96,000

The Village of Fundy Albert is in need of a Community Wildfire Resiliency Plan (CWRP) to address wildfire risk posed to the community and has applied for provincial FireSmart funding supported by federal grants to complete this project. The CWRP is intended to be a holistic plan that will address all FireSmart disciplines and guide the community on the pathway to wildfire resilience. Specific objectives include: Increase communities' capacity and understanding of wildfire risk, Foster greater collaboration across administrative boundaries,

Be adaptable and tailored to the unique needs of the Village of Fundy Albert, and Develop achievable and accountable action items that go beyond just vegetation management.

Forsite Consultants Ltd. (Forsite) will work with Fundy Albert to create the plan. Forsite has extensive experience in wildfire risk management, modelling, geographic information system (GIS), fuel management, and CWRP development for numerous clients across Canada.

Basic Project Schedule

Milestone Completion Date	Task	Deliverables
Phase 1 - Project Initiation		
October 31, 2025	Project Initiation Meeting	Completed
Phase 2 - Information Gathering		
November 15, 2025	Community Description: delineate area of interest, description of interface types, existing community planning around wildfire risk/mitigation; potential social and economic impacts of wildfire to the community	Compiled summary of background research
December 1, 2025	Map Values (structures, critical infrastructure, cultural, social, ecological)	Spatial Dataset, Values at Risk Database
Phase 3 - GIS Analysis		
January 6, 2026	Exposure Analysis (Fuel Hazard), Impact Analysis (Wildfire Risk), and FireShed Analysis (Probability of Wildfire)	Completed maps and spatial data of analysis outputs

Phase 4 – Values at Risk		
February 2, 2026	Delineate Values at Risk (where Values overlap with Wildfire Behaviour Potential)	Values at Risk dataset
Phase 5 – Fuel Management Unit Delineation and Field Assessments		
February 15, 2026	Using results of GIS analysis and values at risk dataset, delineate fuel management units and create priority ranking/risk matrix	Map of proposed fuel management units
March 1, 2026	Field data collection and threat assessment plots within proposed fuel management units	Field data and threat plots forms completed
Phase 6 – CWRP Development		
March 9, 2026	Draft CWRP report summarizing community description, analysis results, values at risk, FireSmart disciplines, fuel management areas, and wildfire mitigation recommendations	Draft CWRP and supporting documents, maps, spatial data
March 16, 2026	Finalize CWRP based on review and feedback from client	Submission of final CWRP and supporting documents, maps, spatial data

- AED – Alma Activity Centre – Heart & Stroke NB's AED Subsidy Fund
- Canadian Heritage – Applied for \$11,370 for Canada Day celebrations. Rec Committee to make a recommendation to Council.
- Canada Summer Jobs - Applied for
 - 2 Public Works Labourers
 - 1 GIS mapping technician
 - 2 Visitor information Centre attendants

- 4 lifeguards

FUNDY ALBERT SIGNAGE

Installation of sign has changed locations to the Fundy Albert boundary (Lower Coverdale). **Work in progress with landowner, coordination with public works team to complete groundwork.**

BY-LAWS AND POLICIES

- Water and Sewer By-Law including water and sewer connections, long-service charges, and local improvement cost recovery – In Progress
- By-law no. 2022-03 A bylaw respecting the proceedings of Fundy Albert municipal council and committee meetings – In Progress (amendments)
- Review of By-Laws – As part of our ongoing efforts to ensure our municipal by-laws remain current and enforceable, I will be holding a meeting with the CAO to review existing by-laws and establish a priority list for updates or revisions.

Communications

VOYENTALERT!

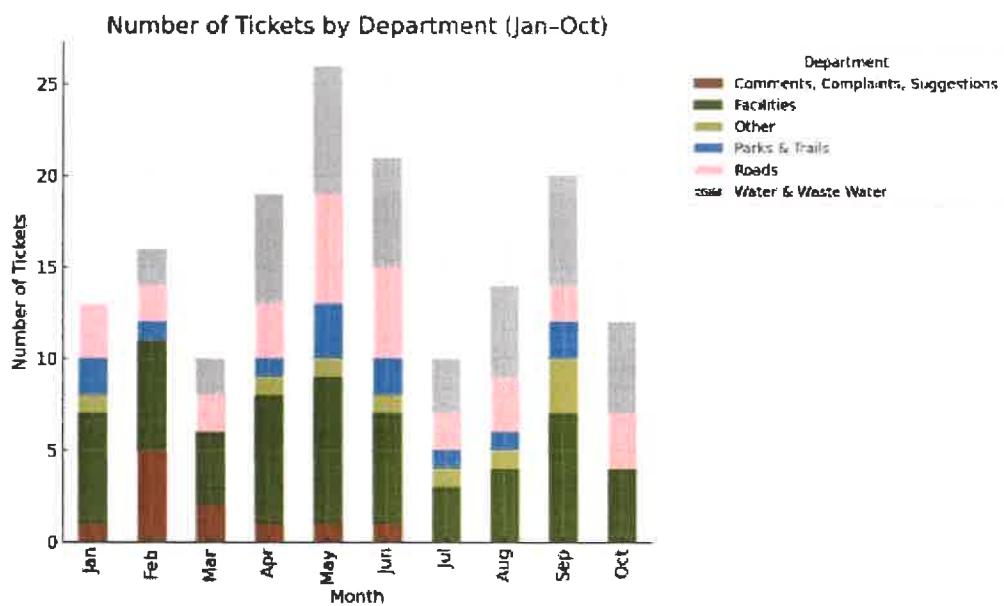
As of November 7, 2025, there are 873 subscribers to the Voyent ALERT! System.

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

Alerts Activated by Administration - Year to Date: 62

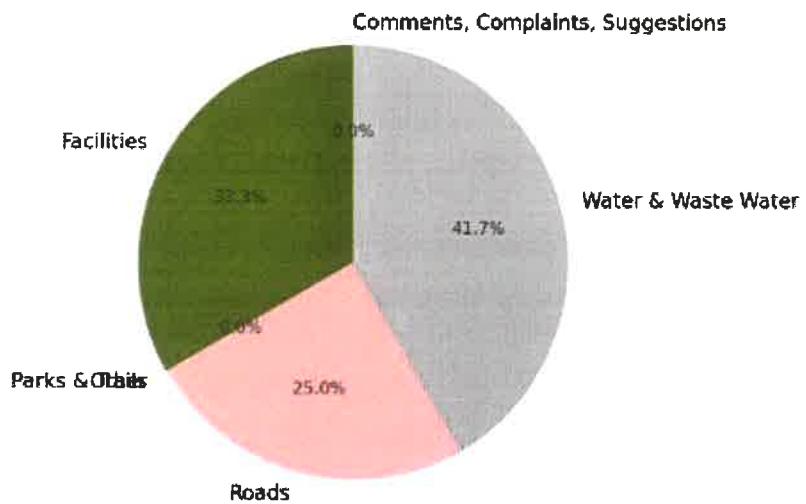
Alerts Activated by Administration since August 2024: 84

Ticket Categories by Month 2025 to date:



Proportion of Tickets by Category September 2025:

October Ticket Distribution by Department



Average time to complete ticket: 7.4 days

Municipal Short term Rental Revenue

Month	Fundy Albert Rentals					Revenue
	Riverside Albert Community Room	Riverside-Albert Rec Centre Gym	Alma Activity Centre	Alma Cultural Centre		
January	16	5	8	6		\$90.00
February	24	14	8	4		\$250.00
March	30	9	9	4		\$150.00
April	35	15	11	1		\$2901.00*
May	24	15	9	3		\$150.00
June	20	11	10	2		\$1415.00
July	29	0	12	1		
August	21	0	8	1		\$15.00

September	20	5	14	1	\$575.00
October	20	12	12	4	\$115.00
Total	239	86	101	27	\$5661.00

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

For the Months of September:

The revenue generated for the month of October is from a Union Meeting, a birthday party and a baby shower.

The rest of the rentals consists of free usage:

Riverside-Albert Recreation Centre

RA Fire Department
 Nursing homes without walls
 Pickleball
 Gentle Yoga
 Fire Department

Alma Activity Centre

Nursing homes without walls
 Fleet Launch
 Foot Clinic
 Horizon Health

Alma Cultural Centre

Fleet Launch
 Union Meeting

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

Water conservation efforts- We continue to provide public updates on water conservation notices. Despite the recent rain and cooler temperatures following a long, dry summer, residents are reminded that water conservation remains essential as wells and reservoirs require time to fully recover.

Enhanced Sampling

2026 will see enhanced sampling mandated for our drinking water, additionally the province is adjusting its criteria for acceptable levels for certain elements. We are currently investigating what this means for us. Possibilities include improving systems or installing further treatment to meet the new regulations for which money is being set aside by federal and provincial governments to support.

Alma

- Temporary water supply from the park has now been turned off, and with the Ongoing Water project there should be no further requirement for a temporary water supplies.

Riverside-Albert

- Recent rain has seen the reservoir level on the hill begin to recover; however water conservation efforts must continue until it is fully recovered.

Hillsborough

- Due to the recent rain and cooler weather, the wells are beginning to recover, however efforts should still be made to reduce water consumption. .

Public Works

Arena

- Arena operations and events are running well.
- Ammonia Ventilation works instructed to move forward (Black & MacDonald)

Equipment

- Currently 4 out of 5 Trucks on road.
- 3-ton dump truck in for repair

Tree Trimming

- Public works team is conducting tree trimming to clear sight lines and remove dead limbs

Minor (Internal) Projects

Project	Budget	Lifecycle stage	Remarks
Picnic Shelter Roofs	\$3000	Executing	\$750 spent to date (Materials)
Roads-Summer Maintenance	Total cost to date Padding Patching and Gravel= \$200,000	Complete	Focus now moved to final minor repairs in preparation for winter roads maintenance
Pool Repairs/Maintenance	\$20,000 (Approx \$12,000 remaining)	Planning	Quote received for sandblasting to prepare for resealing pool- \$12,000.
Alma Gazebo	\$49,514.00	Complete	Complete- public works to carry out landscaping works
Steeves House Museum	\$14,120 (TBC)	Execute	Heritage New Brunswick Assessment Oct 2025, Delayed until Dec 2025/Jan 2026

Major Projects

WARD 1

Alma Water Project Phase 1 & Phase 2

- Alma Water project is on schedule to be commissioned in December/January

WARD 2

Riverside Albert Water Filtration Project – Work commenced 8 Sept 2025- Complete pending final snagging

- o Improved Ventilation System – Complete

- o Renewed Floor Covering – Complete
- o Upgraded Chlorination Equipment – Complete

WARD 3

Golf Club Road – Work to Commenced 15 Sept 2025, work is progressing as expected.

WARD 4

Hillsborough Water Exploration

- Englobe has provided updated proposal for next tasks for council approval.

Grey Brook (Route 114) – On Hold

WARD 5

NIL

WARD 6

Greensboro Lagoon: awaiting response from DELG regarding public meeting. However, work still ongoing to finalize drawings and confirm hook up fees and charges.

Date: November 13, 2025

Department: Finance

Income Statements/Yearend Projections/Bank Balance

Please see below for balances as per October 31st, 2025

General

- Net Income/Loss: \$86,034
- Projected Yearend Net Income/Loss: \$540,679
- Available Bank Balance: \$816,802

Please see Appendix I – General Yearend Projections – Oct 2025

Alma Utility

- Net Income/Loss: \$161,483
- Projected Yearend Net Income/Loss: \$67,146
- Available Bank Balance: \$67,320 plus \$50,000 overdraft

Please see Appendix II – Alma Utility Yearend Projections – Oct 2025

Hillsborough Utility

- Net Income/Loss: \$128,871
- Projected Yearend Net Income/Loss: \$177,990
- Available Bank Balance: \$336,384

Please see Appendix III – Hillsborough Utility Yearend Projections – Oct 2025

Riverside-Albert Utility

- Net Income/Loss: \$70,318
- Projected Yearend Net Income/Loss: \$(10,726)
- Available Bank Balance: \$17,707 plus \$100,000 overdraft

Please see Appendix IV – Riverside-Albert Utility Yearend Projections – Oct 2025

Yearend Finance Recommendations

General

- \$20,000 – Office Renovation Drawings & Property Survey
- \$60,000 – Transfer to Operating Reserve
- \$60,000 – Transfer to Shared Reserve
- \$10,000 – Mini Split in VIC & Municipal Office 2nd Floor
- \$11,000 – Munisoft – Pubworks (PW Tracking Program)
- \$18,000 – Push Camera
- \$200,000 – Transfer to Village Core Capital Reserve

Alma Utility

- \$30,000 – Transfer to Utility Reserve for Capital Water

Hillsborough Utility

- \$5,500 – Transfer to Utility Reserve for Capital Wastewater
- \$80,000 – Transfer to Utility Reserve for Capital Water (ex. Phase II Water Exploration)

Riverside-Albert Utility

- No Yearend Recommendations

Receivables

For all utility overdue accounts, we have sent out either disconnection warnings or disconnection notices the first part of November 2025.

Please see chart below for update collection efforts:

Department	61-90 (09/25)	61-90 (10/25)	91+ (09/25)	91+ (10/25)	Collections*
Alma Utility	881	-	46,516	23,495	11,816
Riverside-Albert Utility	-	-	30,347	26,059	32,958
Hillsborough Utility	486	-	97,009	66,101	17,933
General	1,130	3,044	2,466	3,574	5,687

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

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

**Fundy Albert - General
Yearend Projections
October 31, 2025**

	Budget	Actual	Projections	Yearend	Difference	Shared	Village Care	Notes
REVENUE								
Local Warrant	5,602,033.00	4,668,360.10	933,672.02	5,602,032.12	-0.88	-0.88		
Equalization Grant	213,527.00	177,339.30	35,587.86	213,527.16	0.16	0.16		
Fire	18,696.00	14,022.00	4,674.00	18,696.00	-	-		
Roads & Streets - Hillsborough	10,566.00	7,043.96	3,521.98	10,565.94	-0.06	-0.06		
Roads & Streets	10,566.00	7,043.96	3,521.98	10,565.94	-0.06	-0.06		
Fire Services: Other	-	-	-	21,629.35	-	-		
Environmental Health - Circular Mat	92,636.00	49,096.72	42,913.42	92,010.14	-21,629.35	-21,629.35		
Alma Activity Centre	13,000.00	14,935.00	200.00	-	-	-		
Riverside-Albert Recreation Centre	13,500.00	6,508.27	200.00	-	-	-		
Community Centre (Hall)	26,500.00	21,443.27	400.00	21,843.27	-4,656.73	-4,656.73		
Hillsborough Swimming Pool	5,000.00	7,330.95	-	-	-	-		
Swimming Pools, Beaches, Marinas	5,000.00	7,330.95	-	7,330.95	-	-		
Hillsborough Arena	120,003.00	62,761.68	49,150.00	-	-	-		
Skating Rink & Arena	120,003.00	62,761.68	49,150.00	111,911.68	-8,091.32	-8,091.32		
Animal License & Permits	500.00	-	-	-	-	-		
Building Permits	35,000.00	81,980.25	27,000.00	106,980.25	-73,980.25	-73,980.25		
By-Law Enforcement	-	1,200.00	-	1,200.00	-	-		
Fines - By-Law Enforcement	-	-	-	-	-	-		
Alma Multicultural Building	24,120.00	20,695.00	3,720.00	24,415.00	-295.00	-295.00		
Alma Office	-	4,000.00	1,000.00	-	-	-		
Artisan Village	-	3,170.00	-	-	-	-		
Riverside-Albert Office	-	4,393.08	1,000.00	-	-	-		
Rentals - Buildings Other	15,750.00	-	11,563.08	2,000.00	13,563.08	-2,186.92	-2,186.92	
Return on Investments - Interest	-	-	-	-	-	-		
Interest on Investments	30,000.00	-	20,349.51	4,000.00	24,349.51	-5,650.49	-5,650.49	
Profit on Sale of Investment	-	-	-	-	-	-		
Commissions	-	-	-	-	-	-		

Based on Average of first 3 quarters

1,336.00	866.52	1,336.00	1,336.00
1,320.00			
1,336.00			
8,000.00	2,542.60	4,350.46	6,893.06
1,000.00	1,864.09	1,864.09	1,106.94
3,500.00	852.84	250.00	1,102.84
117,688.00	49,986.32	24,963.96	74,950.28
2,500.00	1,636.20	327.24	1,963.44
58,561.00	118,222.12	26,382.44	144,604.56
4,400.00	12,827.00	12,827.00	12,827.00
23,356.00	9,942.98	2,008.16	8,427.00
46,375.00	47,381.82	11,588.30	
9,140.00	5,868.21	274.56	
78,871.00	63,193.01	13,871.02	77,064.03
25,000.00	20,090.92	4,018.18	24,109.10
44,790.00	35,494.43	35,494.43	890.90
67,981.00	56,139.58	69,092.64	9,295.57
59,764.00	47,009.47	11,592.71	58,602.18
3,750.00	60,000.00	20,000.00	80,000.00
25,000.00	11,500.00	36,500.00	48,000.00
159,981.00	77,094.47	24,599.82	101,694.29
5,000.00	2,937.94	500.00	3,437.94
20,000.00	13,911.74	3,400.00	17,311.74
128,249.00	128,249.00		128,249.00
16,821.00	14,017.20	2,803.44	16,820.64
	16,021.40		16,021.40
7,000.00	6,250.83	550.00	6,800.83
59,400.00	46,261.82	8,462.34	54,724.16
10,000.00	8,443.17		8,443.17
25,000.00	15,350.00		15,350.00
1,097,838.00	274,459.50		1,097,838.00

Emergency Measures - Disaster Contr	6,913.00	1,599.84	2,845.26	4,445.10	2,467.90	2,467.90
By-Law Enforcement: Other	56,490.00	60,575.65	200.00	60,775.65	4,285.65	4,285.65
Demolition		27,000.00	27,000.00		27,000.00	27,000.00
Animal & Pest Control: Other	18,126.00	14,729.48	4,494.00	19,223.48	1,097.48	1,097.48
Regional Public Safety Committee	1,580.00	1,316.40	263.28	1,379.68	0.32	0.32
Common Services: Personnel	255,787.00	145,100.69	57,027.07	202,127.76	53,659.24	53,659.24
Common Services: Other	6,180.00	2,357.04	800.00	3,157.04	3,022.96	3,022.96
General Equipment	85,000.00	94,385.38	23,927.28	118,212.66	33,212.66	33,212.66
Workshops, Yards & Buildings: Perso	406,165.00	319,538.52	61,817.08	38,355.60	24,809.40	24,809.40
Workshops, Yards & Buildings: Other	53,414.00	40,862.14	10,705.75	5,567.89	1,846.11	1,846.11
Summer Maintenance: Private Contract	249,202.00	201,994.40	15,000.00	216,994.40	32,207.60	32,207.60
Summer Maintenance: DTI	34,961.00	32,487.78	7	32,388.78	2,472.22	2,472.22
Sidewalks	6,000.00	4,050.00	7	4,050.00	1,950.00	1,950.00
Culverts & Drainage Ditches	89,260.00	36,010.00	25,000.00	61,010.00	28,250.00	28,250.00
Snow Removal: Private Contract	261,971.00	195,554.31	65,934.66	26,488.97	482.03	482.03
Snow & Ice Removal: DTI	85,551.00	54,006.14	54,006.14	31,544.86	3,544.86	3,544.86
Bridges, Viaduct, Causeway & Grade	5,000.00	3,350.00	7	3,350.00	1,650.00	1,650.00
Street Lights	78,821.00	69,220.51	14,271.36	83,491.87	4,670.87	4,670.87
Street Signs	1,500.00	1,638.67	7	1,638.67	138.67	138.67
Regional Transport: RSC	2,173.00	1,811.00	362.20	2,173.20	0.20	0.20
Collection: Personnel/Contract	599,732.00	512,019.47	94,316.60	606,336.07	6,604.07	6,604.07
Collection: (RSC)	104,370.00	86,975.00	17,395.00	104,370.00	7	7
Disposal: Tipping Fees (RSC)	7	7	7	7	7	7
Cemeteries	4,634.00	3,861.30	772.26	4,633.56	0.44	0.44
Public Health Services: Other	204,274.00	170,228.30	17,022.83	18,251.13	17,022.87	17,022.87
Planning (RSC)	16,714.00	4,041.84	12,500.00	16,541.84	172.16	172.16
Beautification & Rehabilitation	5,000.00	4,715.56	7	4,715.56	284.44	284.44
Natural Resources Dev - Other	7,667.00	7	3,500.00	3,500.00	4,167.00	4,167.00
Tree Removal & Planting	5,320.00	4,433.30	886.66	5,319.96	0.04	0.04
C&S Development : RSC	7	7	7	7	7	7
Industrial Parks & Commissions	79,904.00	7,075.11	7	72,828.89	72,828.89	72,828.89
Eco. Develop.: Personnel	-	-	-	-	-	-
Eco. Develop.: Other	-	-	-	-	-	-

Tourist Bureau	24,485.00	18,823.39	3,074.90	21,898.29	2,586.71	2,586.71	
Tourist Camps, Parks, Etc.	12,856.00	5,983.37	3,000.00	8,983.37	3,872.63	3,872.63	
Promotion of Tourist Attraction	-	201.72	-	201.72	-	201.72	
Tourism: Other(Decorative Lighting)	-	-	-	-	-	-	DTI Sign Repair
Other Develop. Services - RSC	1,129.00	940.60	188.12	1,128.72	0.28	0.28	
Recreation Administration: Other	10,000.00	11,234.58	1,500.00	12,734.58	2,734.58	2,734.58	
Community Centres & Halls: Other	59,469.00	49,171.22	9,166.80	58,338.02	1,130.98	1,130.98	\$6000 offset by grant
Swimming Pools, Beaches, Marinas: P	16,133.00	22,462.74	-	22,462.74	6,329.74	6,329.74	
Swimming Pools, Beaches, Marinas: O	35,000.00	14,217.75	20,122.76	34,340.51	659.49	659.49	
Skating Rinks & Arenas: Personnel	114,768.00	112,686.00	27,911.17	140,597.17	25,829.17	25,829.17	
Skating Rinks & Arenas: Other	141,478.00	122,796.73	31,996.08	156,792.81	13,314.81	13,314.81	
Arena Ventilation	-	-	23,177.00	23,177.00	23,177.00	23,177.00	
Parks & Playgrounds: Personnel	17,904.00	22,537.12	-	22,537.12	4,633.12	4,633.12	
Parks & Playgrounds: Other	14,922.00	11,548.67	3,779.80	15,328.47	406.47	406.47	
Cultural Buildings & Facilities: P	-	-	-	-	-	-	
Cultural Buildings & Facilities: O	15,594.00	13,582.56	1,014.50	14,597.06	996.94	996.94	
Museums: Personnel	-	-	-	-	-	-	
Museums: Other	20,924.00	6,547.18	16,326.00	22,873.18	1,949.18	1,949.18	
Libraries: Personnel	-	-	-	-	-	-	
Libraries: Other - H. Library	7,289.00	4,721.23	2,567.77	-	-	-	
Library Building	20,555.00	13,908.19	3,871.84	-	-	-	
Libraries: Other - Literacy Express	-	-	-	-	-	-	
Libraries: Other	27,844.00	18,629.42	6,439.61	25,069.03	2,774.97	2,774.97	
Place of Assembly: Other	-	-	-	-	-	-	
Other Recreation & Cultural Service	1,388.00	1,153.80	230.76	1,384.56	0.44	0.44	
Interest: STB for Capital Projects	45,499.00	-	-	-	45,499.00	45,499.00	
Interest: Current Operations (LoIC)	-	-	-	-	-	-	
Interest: Long Term Debt	73,250.00	5,540.00	35,235.00	40,775.00	32,475.00	32,475.00	
Principal Installments	90,000.00	20,000.00	70,000.00	90,000.00	-	-	
Capital Leasing Arrangements	109,865.00	94,719.15	21,048.70	115,767.85	5,902.85	5,902.85	
Cost of Issuing & Selling Debenture	2,000.00	-	2,000.00	2,000.00	-	-	
Bank Service Charge	5,500.00	5,026.27	1,675.42	6,701.69	1,201.69	1,201.69	
Transfer to Capital	-	488,335.07	-	488,335.07	-	-	Reclassified

Transfer to Capital Reserve	3,704.00	3,703.88	-	3,703.88	0.12	0.12
Transfer to Operating Reserve	-	-	-	-	-	-
Second Previous Year Deficit	-	-	-	-	-	-
Accured Sick Pay	-	-	-	-	-	-
Net HST	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
WorkSafeNB - Employees	-	-	-	-	-	-
EI	1,456.82	1,456.82	-	1,456.82	-	1,456.82
CPP	4,171.88	4,171.88	-	4,171.88	-	4,171.88
Capital Reserve	-	-	-	-	-	-
Operating Reserve	-	-	-	-	-	-
TOTAL EXPENSES	6,680,509.00	5,538,855.01	993,987.36	6,532,842.37	147,666.63	81,491.45
NET INCOME	-	86,033.67	454,645.17	540,678.84	540,678.84	311,518.57
						229,160.27

Alma Utility Year-end Projections October 31, 2025

EXPENSES					
Admin. & General: Personnel	69,184.00	102,567.59	47,215.38	55,352.21	13,831.79
Admin. & General: Other (W)					13,831.79
Purification & Treatment: Personnel	12,066.00	7,578.58	1,515.72	9,094.30	2,971.70
Source of Supply: Personnel	1,022.00	997.63	199.53	1,197.16	175.16
Source of Supply: Other					175.16
Transmission & Distribution: Person					
Transmission & Distribution: Other	14,000.00	11,641.10	2,328.22	13,969.32	30.68
Power & Pumping: Personnel	7,833.00	8,065.89	1,613.18	9,679.07	1,846.07
Power & Pumping: Other					1,846.07
Billing & Collection: Personnel (W)					
Billing & Collection: Other (W)	8,256.00		10,256.00	10,256.00	2,000.00
Water Purchased			293.21	293.21	293.21
Water Supply: Other					293.21
Admin. & General: Personnel (WW)	44,156.00	102,507.78	46,954.54	55,553.24	11,397.24
Admin. & General: Other (WW)					11,397.24
Wastewater Collection System: Per.					
Wastewater Collection System: Other	5,000.00	3,623.36	724.67	4,348.03	651.97
Wastewater Lift Station(s): Per.					651.97
Wastewater Lift Station(s): Other	42,081.00	35,816.59	7,163.32	42,979.91	898.91
Wastewater Treatment & Disposal: P.					898.91
Wastewater Treatment & Disposal: O.	33,817.00	18,059.34	3,611.87	21,671.21	12,145.79
Storm Sewers					12,145.79
Billing & Collection: Personnel (WW)					
Billing & Collection: Other (WW)	1,446.00	1,217.57	243.51	1,461.08	15.08
Other Wastewater Disposal					15.08
Less Transfer: General (SS)					
Interest on Temporary Borrowing (W)	32,400.00	2,375.45	475.09	2,850.54	29,549.46
Interest on Long-Term Debt (W)	11,783.00	5,912.25	5,870.75	11,783.00	29,549.46
Principal Installments (W)	39,500.00	3,000.00	36,500.00	39,500.00	
Capital Leasing Arrangements (W)					

Reclassified NET HST from Capital

**Hillsborough Utility
Yearend Projections
October 31, 2025**

	Budget	Actual	Projections	Yearend Total	Difference	Water	Wastewater
REVENUE							
Residential - Water	231,000.00	184,409.25	46,590.75	231,000.00			
Commercial - Water	-	-	-	-			
Industrial - Water	-	-	-	-			
Institutional - Water	-	-	-	-			
Own Local Government - Water	-	-	-	-			
Residential - Wastewater	290,500.00	229,372.50	58,420.00	290,500.00			
Commercial - Wastewater	-	-	-	-			
Industrial - Wastewater	-	-	-	-			
Institutional - Wastewater	-	-	-	-			
Own Local Government - Wastewater	-	-	-	-			
Connection & Service Charges	2,500.00	3,025.00	1,006.33	4,033.33	1,533.33	766.67	766.67
Other	-	-	-	-			
Interest on Investments	-	-	-	-			
Surcharges	-	-	-	-			
Interest	6,500.00	19,489.14	6,496.38	25,985.52	19,485.52	9,742.76	9,742.76
Water Supply (Fire)	8,280.00	8,280.00	-	8,280.00	-		
Misc. Other	200.00	210.00	10.00	220.00	20.00	10.00	10.00
Federal Government (UT)	-	-	-	-	-		
Provincial Government (UT)	-	-	-	-	-		
Other Governments (UT)	-	-	-	-	-		
Total Unconditional Transfers							
Conditional Transfers	-	-	-	-	-		
Federal Government (CT)	-	-	-	-	-		
Provincial Government (CT)	-	-	-	-	-		
Other Governments (CT)	-	-	-	-	-		
Surplus from Previous - Water	-	-	-	-	-		
Surplus from Previous - Wastewater	-	-	-	-	-		

Surplus from Previous - Combined							
Operating Reserve Fund							
TOTAL REVENUE							
EXPENSES							
Admin. & General: Personnel							
Admin. & General: Other (W)							
Purification & Treatment: Personnel							
Purification & Treatment: Other							
Source of Supply: Personnel							
Source of Supply: Other							
Transmission & Distribution: Person							
Transmission & Distribution: Other							
Power & Pumping: Personnel							
Power & Pumping: Other							
Billing & Collection: Personnel (W)							
Billing & Collection: Other (W)							
Water Purchased							
Water Supply: Other							
Admin & General: Personnel (WW)							
Admin. & General: Other (WW)							
Wastewater Collection System: Per.							
Wastewater Collection System: Other							
Wastewater Lift Station(s): Person.							
Wastewater Lift Station(s): Other							
Wastewater Treatment & Disposal: P							
Wastewater Treatment & Disposal: O							
Storm Sewers							
Billing & Collection: Personnel (WW)							
Billing & Collection: Other (WW)							
Other Wastewater Disposal							
Less Transfer General (SS)							
Interest on Temporary Borrowing (W)							
63,485.00							
46,000.00							
648,465.00	447,493.39	1,095,958.39	672,997.85	24,532.85	10,733.57	35,266.43	
112,979.00							
58,169.19							
21,713.81							
13,915.68							
2,767.68							
27,208.63							
179,113.37							
50,697.74							
15,007.74							
19,667.99							
3,506.99							
205.21							
205.21							
58,485.89							
13,508.89							
20,042.30							
24,576.78							
10,042.22							
51,669.74							
12,333.74							
39.34							

Riverside-Albert Utility Department
Yearend Projections
October 31, 2025

	Budget	Actual	Projections	Yearend	Difference	Water	Wastewater
REVENUE							
Residential - Water	89,369.00	86,436.00					
Residential Plus - Water		1,824.00					
Total Residential - Water	89,369.00	88,260.00		88,260.00	1,109.00	1,109.00	
Commercial - Water			8,968.00		8,968.00	1,047.00	1,047.00
Industrial		7,921.00			8,607.00	8,607.00	
Institutional - Water		8,607.00			59,377.92	0.08	0.08
Own Local Government - Water		59,378.00			3,507.20	0.20	0.20
Residential - Waste Water		3,507.00					
Residential Plus - Waste Water			61,440.00				
Total Residential - Waste Water	63,960.00	61,004.00	62,544.00	62,544.00	1,436.00	1,436.00	
Commercial - Wastewater			8,142.00		8,142.00	992.00	992.00
Industrial - Wastewater		7,150.00					
Institutional - Wastewater			50,405.00		50,405.80	0.80	0.80
Own Local Government - Wastewater		520.00	620.00	620.00	100.00	100.00	
Connection & Service Charges		2,000.00			2,000.00	1,000.00	1,000.00
Other			40.00	40.00	40.00	20.00	20.00
Interest on Investments							
Surcharges							
Interest		3,144.00			4,730.73	1,586.73	793.37
Water Supply (Fire)		5,000.00			5,000.00		
Federal Government (UT)							
Provincial Government (UT)							
Other Governments (UT)							
Federal Government (CT)							
Provincial Government (CT)							
Other Governments (CT)							
Surplus From Previous Year - Water				76,497.00			
Reclassified to Capital							

Surplus From Previous Year - WW							
Surplus From Previous Year - Combin							
Operating Reserve Fund	12,400.00						
Capital Reserve							
TOTAL REVENUE	313,381.00						
EXPENSES							
Admin. & General: Personnel							
Admin. & Personnel: Other	69,581.00	54,656.46	11,789.44	66,445.90	3,135.10		
Purification & Treatment: Personnel		22,351.00	14,034.69	2,806.94	16,841.63	5,509.37	
Purification & Treatment: Other							
Source of Supply: Personnel		20,614.00	4,032.09	10,806.42	14,838.51	5,775.49	
Source of Supply: Other							
Transmission & Distribution: Person							Includes Raw Water Maintenance Plan
Transmission & Distribution: Other		14,065.00	37,462.70	7,492.54	44,955.24	30,890.24	
Power & Pumping Personnel							
Power & Pumping: Other		10,377.00	10,372.63	2,074.53	12,447.16	2,070.16	
Billing & Collection: Personnel (W)							
Billing & Collection: Other (W)							
Water Purchased							
Water Supply: Other							
Admin. & General: Personnel (WW)		41,246.00	54,656.44	10,851.45	65,507.89	24,261.89	
Admin. & General: Other (WW)							
Wastewater Collection System: Perso							
Wastewater Collection System: Other	5,000.00		99.20	19.84	119.04	4,880.96	
Wastewater Lift Station(s): Personn							
Wastewater Lift Station(s): Other		18,601.00	4,612.96	922.59	5,535.55	13,265.45	
Wastewater Treatment & Disposal: Pe							
Storm Sewers	3,766.00		1,752.96	350.59	2,103.55	1,662.45	
Billing & Collection: Personnel (WW)							
Billing & Collection: Other (WW)							
Other Wastewater Disposal							
Less Transfer: General Fund (SS)							
					39.33	39.33	
							39.33

Interest on Temporary Borrowing (W)	15,801.00	8,764.76	1,752.95	10,517.71	5,283.29	5,283.29
Interest on Long-Term Debt (W)	38,602.00	11,826.16	26,775.84	38,602.00	-	-
Principal Installments (W)	39,617.00	-	39,617.00	39,617.00	-	-
Capital Leasing Arrangements (W)	-	-	-	-	-	-
Other: Water System Debt Charges	-	-	-	-	-	-
Interest on Temporary Borrowing (WW)	-	-	-	-	-	-
Interest on Long-Term Debt (WW)	4,560.00	2,279.92	2,280.08	4,560.00	-	-
Principal Installments (WW)	9,000.00	-	9,000.00	9,000.00	-	-
Capital Leasing Arrangements (WW)	-	-	-	-	-	-
Other: Wastewater Debt Charges	-	-	-	-	-	-
Reserve: Capital Water	-	-	-	-	-	-
Reserve: Operating Water	-	-	-	-	-	-
Reserve: Capital Wastewater System	-	-	-	-	-	-
Reserve: Operating Wastewater System	-	-	-	-	-	-
Capital: Wastewater	-	-	-	-	-	-
Deficit from Previous: Combined	-	-	-	-	-	-
Deficit From Previous: Water	-	-	-	-	-	-
Deficit From Previous: Wastewater	-	-	-	-	-	-
Discounts	-	-	-	-	-	-
Provision for Loss on Accounts Rec.	-	-	-	-	-	-
Previous Unaccrued Liability: Water	-	-	-	-	-	-
Previous Unaccrued Liability WW	-	-	-	-	-	-
Other	111,645.97	-	111,645.97	-	-	-
Capital Investment	-	-	-	-	-	-
Bank Fees	-	-	-	-	-	-
Service Fees (A/R)	-	-	-	-	-	-
Net HST	-	-	-	-	-	-
Gain/loss	-	-	-	-	-	-
EL Expense	-	-	-	-	-	-
CPP Expense	-	-	-	-	-	-
TOTAL EXPENSES	313,381.00	316,366.49	14,894.24	331,260.73	- 17,878.73	- 13,387.36
NET INCOME	-	- 70,318.06	- 81,044.14	- 10,726.08	- 9,669.88	- 1,056.20

Reclassified to Capital