

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Conflict of Interest Declarations**
- 4. Adoption of Minutes**
 - a. October 30, 2025 – Special Council Meeting
 - b. November 4, 2025 – Committee of the Whole Meeting
 - c. November 6, 2025 – Special Council Meeting
 - d. November 12, 2025 – Special Council Meeting
 - e. November 13, 2025 – Special Council Meeting
 - f. November 18, 2025 – Committee of the Whole Meeting
- 5. Consent Agenda**
 - a. Hillsborough Public Library – Appointment of Board Members
 - b. Hillsborough Public Library – Name Change
 - c. 2026 Regular Meetings
 - d. December 16, 2025, Committee of the Whole
- 6. Public and Administrative Presentations**
 - a. Jessica O'Dell – Update on the outcomes of the All Women's Firefighting Symposium
- 7. Reports and Recommendations from Committee and Private Meetings**
 - a. Personnel Committee
 - b. Emergency Measures Committee
 - c. Recreation Committee
 - d. ATV Access on Roads & Streets Committee
 - e. Committee of the Whole – JDI Conservation Plan Letter of Support
- 8. Reports from Administration**
 - a. Hillsborough Water Exploration Land Purchase
 - b. Arena Land
 - c. Service connection (Hillsborough)
 - d. Fundy Albert General Village Core Capital Account
 - e. GIC Investments 2025
 - f. Hillsborough Utility Yearend Surplus 2025
 - g. General Yearend Surplus 2025 (shared and village centre)
- 9. By-Laws**
 - a. BY-LAW NO. 2025-03 FUNDY ALBERT EMERGENCY MEASURES BY-LAW
Third Reading and Enactment.

10. Mayor and Council Statement and Inquiries

11. Notices of Motion and Resolutions

12. Closed Session

Local Governance Act 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.

13. Adjournment

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

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

LETTER OF RESIGNATION – Ward 1 Councillor Garden

Councillor Garden read his letter of resignation

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Land* **THAT** Council of the Village Fundy Albert accepts the resignation of office of Ward 1 Councillor David Garden from the Village of Fundy Albert Council as of November 1, 2025.

MOTION CARRIED (unanimously)

Council members and staff expressed their appreciation to *Councillor Garden* following his resignation. Members thanked him for his dedication, positive attitude, and valuable contributions to Ward 1 and the Municipality of Fundy Albert since joining Council in May. Remarks highlighted his strong connection with residents, his collaborative spirit, and his role in advancing community initiatives such as the completion of the gazebo project.

Councillor Garden expressed gratitude for the kind words and noted his appreciation for the opportunity to serve, acknowledging that several projects were already in progress prior to his tenure. Council collectively wished him well in his future endeavors.

CLOSED SESSION

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Land** that Council have an in-camera session at 5:04 pm.

MOTION CARRIED (unanimously).

Councillor Ward-Russell and **Councillor Garden** exited the meeting

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

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Jonah** to return to regular session at 6:08 pm.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by **Councillor Elderkin** **THAT** the meeting be adjourned at 6:09 pm.

Mayor

Clerk

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

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

STATEMENT FROM MAYOR

Mayor Campbell acknowledged the recent resignation of **Councillor Garden** (Ward 1) and, on behalf of Council, expressed appreciation for his service and contributions to the municipality and the residents of his ward. Council extended best wishes to Mr. Garden as he relocates to a new province. **Mayor Campbell** assured residents of Ward 1 that their interests will continue to be represented during the transition period and reaffirmed Council and Administration's commitment to maintaining stability and continued service to all residents of Fundy Albert until the vacancy is filled in accordance with the *Local Governance Act*.

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:01 pm

ADOPTION OF AGENDA

Councillor Land requested an addition under Closed Session Local Governance Act, s. 68(1)(d) land acquisition or disposition, **Councillor Ward-Russell** requested the addition of Notice of Motion pertaining to a streetlight request, and **Mayor Campbell** wishes to add Public Statements and Inquiries as Item 12; renumber "Closed Session" to Item 13 and "Adjournment" to Item 14;

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None.

ADOPTION OF THE MINUTES

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Jonah* **THAT** the Minutes of the Regular Council Meeting held October 7, 2025 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Coates* **THAT** the Minutes of the Committee of the Whole Meeting held October 21, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Jonah* **SECONDED** by *Councillor Land* **THAT** the Minutes of the Special Closed Council Meeting held October 29, 2025, be approved.

MOTION CARRIED (unanimously)

CONSENT AGENDA

None

PUBLIC 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 that the committee has been working well together, with strong collaboration and emphasis on trail development and partnerships with other organizations. The next committee meeting is scheduled for January.

ATV Access on Roads and Streets Committee – *Councillor Coates* advised there is nothing to report.

REPORTS FROM ADMINISTRATION

Flag Policy

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Land* **THAT** the Council of the Village of Fundy Albert adopt the “Flag Policy”, as presented, establishing the framework for the display, maintenance, and half-masting of flags on municipal property;

AND THAT the Policy take effect immediately upon approval, with administration authorized to implement all necessary procedures for its application and public communication.

MOTION CARRIED (unanimously)

Streetlight Policy

IT WAS MOVED by **Councillor Jonah** **SECONDED** by **Councillor Land** **THAT** the Council of the Village of Fundy Albert adopt the "Streetlight Policy", as presented, establishing a consistent and transparent framework for the installation, management, of streetlights across both serviced and outside areas of the Municipality;

AND THAT the Policy take effect immediately upon approval, with administration authorized to implement the associated procedures, forms, and standards in coordination with NB Power and applicable municipal departments.

MOTION CARRIED (unanimously)

Surplus Land & Land Acquisition Policy

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Coates** **THAT** the Council of the Village of Fundy Albert adopt the "Surplus Land & Land Acquisition Policy", as presented, establishing the framework for the acquisition, management, and disposal of municipal lands, including provisions for transparency, fairness, and community benefit;

AND THAT the Policy take effect immediately upon approval, with administration authorized to implement all necessary procedures and maintain a public inventory of surplus lands in accordance with the **Local Governance Act, S.N.B. 2017, c.18**.

MOTION CARRIED (unanimously)

Appointment of Assistant Clerk

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Jonah** **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.

MOTION CARRIED (unanimously)

Maritime By-Law Enforcement Services

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Elderkin** **THAT** Council authorize the Village of Fundy Albert to enter into an agreement with Maritime By-Law Enforcement Services for the provision of by-law enforcement services for the 2026 calendar year, in the amount of **\$56,490.00 + HST**, and that the **Mayor and Clerk** be authorized to sign all necessary documents to give effect to this agreement.

MOTION CARRIED (unanimously)

Truck Purchase

IT WAS MOVED by *Councillor Jonah* **SECONDED** by *Councillor Elderkin* **THAT** 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 $\frac{1}{2}$ -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 $\frac{1}{2}$ -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.

Councillor Ward- Russell expressed concerns that allocating public works costs to rural areas could set a dangerous and unfair precedent. It was noted that vehicle purchases of this type have not historically been funded through shared budgets, and maintaining consistency in the municipality's funding approach is important to ensure fairness and transparency.

Councillor Elderkin expressed uncertainty regarding the vehicle purchase, noting support for the need but questioning whether a four-wheel-drive truck is necessary and suggesting consideration of a more fuel-efficient option for municipal operations.

Councillor Land expressed opposition to purchasing a new truck, noting that the municipality is two years behind in receiving audited financial statements and that the 2026 budget deliberations are not yet complete. He emphasized that funds should remain in reserve for emergencies.

MOTION DEFEATED (unanimously)

Arena Ventilation

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

MOTION CARRIED (unanimously)

2026 PMHP Project – Scenic Drive Shoulder and Swale Reconstruction

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

Councillor Land asked the question regarding where the funding for the proposed purchase would be sourced.

Ms. Hutchinson advised that there are available funds, including approximately \$72,000 from Alma for ditching and culvert work, which could be considered as a potential funding source. Alternatively, some funds could be set aside this year for unfinished projects, and a temporary budget allocation has been included in the draft for consideration.

Councillor Ward-Russell suggested that the motion should specify the source of the funds to clearly identify where the money will be allocated or drawn from.

Councillor Land expressed concern regarding the engineering firm currently engaged under the project's budget envelope. It was noted that the engineering costs are significant for a relatively basic project and that there have been unresolved issues with the firm. *Councillor Land* stated that the municipality should consider seeking proposals from other engineering firms in the future to ensure better service and value.

MOTION CARRIED (*Councillor Elderkin – Nay* and *Councillor Ward-Russell- Nay*)

Mr. Wallace advised that at the end of November, the municipality will be issuing requests for

quotations (RFQs) for various services, including insurance and other suppliers, as part of the regular two-year review process.

BY-LAWS

BY-LAW NO. 2025-03 FUNDY ALBERT EMERGENCY MEASURES BY-LAW

First reading

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Coates* **THAT** Council give first reading by title only to By-Law No. 2025-03, Fundy Albert Emergency Measures By-Law.

MOTION CARRIED (unanimously)

Second Reading

IT WAS MOVED by *Councillor Coates* **SECONDED** by *Councillor Elderkin* **THAT** the second reading, by section only, be given to By-Law 2025-03, Fundy Albert Emergency Measures By-Law. Sections as follows:

1. Definitions
2. Duties of Council
3. Emergency Measures Committee
4. Emergency Response Plan
5. General
6. State of Local Emergency
7. Severability
8. Repeal
9. Enactment

MOTION CARRIED (unanimously)

MAYOR AND COUNCILLOR STATEMENTS

Councillor Coates advised he has nothing to report.

Councillor Jonah advised that budget discussions have been progressing smoothly, with only minor issues that have since been resolved. Appreciation was expressed to those involved in the process for their cooperation and teamwork. It was also noted that he will be away from November 10 to November 28.

Councillor Ward-Russell advised the possibility of installing a dry hydrant in Lower Coverdale, noting initial discussions with the Fire Chief from Riverview, who indicated support for the idea. Council was asked to consider continuing dialogue with the fire department to explore this option for potential inclusion in future budgets.

Councillor Ward-Russell also referenced an email from **Mayor Campbell** regarding non-PHMP (Provincial Highway Maintenance Program) priorities and requested that discussion on this matter be added to a future agenda to ensure priorities are submitted to DTI.

Councillor Ward-Russell advised that she was involved in the early stages of the Greensboro Lagoon design and planning process and requested continued participation in discussions with the Department of Environment and Local Government (ELG) as the project progresses.

Councillor Elderkin advised that the upcoming Remembrance Day services, scheduled for November 10th in Riverside-Albert and November 11th in Alma and Hillsborough.

Councillor Elderkin advised that the budget survey distributed by Administration closes on November 5th, and that public budget consultations will take place on November 12th in Hillsborough and November 13th in Riverside-Albert from 6:00–8:00 p.m.

Councillor Elderkin advised that the gazebo project in Alma has been substantially completed after three years of planning. Mr. Barrett advised there is some minor landscaping and curbstone work remaining.

Councillor Elderkin asked for an update on the status of the 2023 audit, with concerns expressed over delays. Mr. Wallace advised that the auditor continues to work on completing the 2023 statements, with the municipality and E6 actively following up. Council acknowledged resident concerns about the delay but recognized the challenges associated with the amalgamation process, which involved integrating multiple entities.

Councillor Land advised that the Golf Club Road project has progressed well despite a few initial issues between the contractor and engineers, which have since been resolved. Weather has caused some minor delays, but the project is expected to be completed within a reasonable timeframe.

Councillor Land asked for a follow-up from previous budget discussions about the public works daily task reports. Administration was asked if any progress had been made in itemizing and reporting the time allocations recorded on these forms.

Mr. Wallace advised that a preliminary analysis has been completed based on available data; however, a full year of information is needed to accurately determine workload distribution. A meeting is scheduled with a company offering software that allows staff to track work locations and activities via mobile devices. This tool will help collect more precise data on time spent at

various municipal facilities. Administration has collected a couple months of data during the summer season. The goal is to have the new tracking software implemented before Christmas to assist with data collection, with the intent of gathering a full year's worth of information for accurate analysis.

Mayor Campbell advised that October was a particularly busy month, with attendance at UMNB meetings and approximately 20 other meetings in addition to regular correspondence. Appreciation was expressed for the efforts of Council and staff, acknowledging that everyone has been working hard and collaboratively to manage the workload effectively.

NOTICES OF MOTION AND RESOLUTIONS

Councillor Ward-Russell advised she was contacted about a safety concern on the corner of Bloomfield and Petersfield Street in Lower Coverdale, where children wait for the school bus. The motion seeks Council's support for the installation of a streetlight at that location.

IT WAS MOVED by **Councillor Ward-Rusell** **SECONDED** by **Councillor Elderkin** **THAT** Council approve the installation of one streetlight on the corner of Bloomfield and Petersfield in Lower Coverdale.

MOTION CARRIED (unanimously)

PUBLIC STATEMENTS & INQUIRIES

Mr. Lee Warnock asked regarding the contract with E6, specifically whether there are remaining funds within the budget or if the account has been overspent. Ms. Hutchinson advised we are within budget.

Mr. Lee Warnock advised that he had reviewed the Maritime By-Law Enforcement Services contract and found it to be generally satisfactory. However, he expressed concern regarding the provision that assigns responsibility for court costs.

CLOSED SESSION

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Land** **THAT** Council have an in-camera session at 6:36 pm.

MOTION CARRIED (unanimously)

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

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

IT WAS MOVED by *Councillor Jonah* **SECONDED** by *Councillor Land* **THAT** Council return to regular session at 7:01 pm

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Coates* **THAT** Council authorizes the expenditure of \$27,000.00 + HST to MacLean Construction to undertake the demolition and clean-up of the property identified as PID #00613208 in order to bring the property into compliance with the Village's By-Laws, upon completion of the provincial registration of the Notice to Comply.

FURTHER THAT Council directs staff to seek reimbursement from the Province of New Brunswick for eligible demolition and compliance costs associated with this property.

MOTION CARRIED (unanimously)

ADJOURNMENT

Moved by *Councillor Elderkin* to adjourn at 7:01 pm

Mayor

Clerk

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

Absent: Councillor Coates

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

Call to Order

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

Adoption of Agenda

Mayor Campbell requested an addition of Closed Session 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, and Local Governance Act, s. 68(1)(j) labour and employment matters, including the negotiation of collective agreements.

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

MOTION CARRIED (unanimously)

Conflict of Interest Declarations

NONE

2026 – Budget

Ms. Hutchinson advised that in order to maintain the current tax rate as requested by Council, an additional **\$105,496** would need to be allocated to Shared Services to balance the budget. It was further noted that, under this approach, all shared services would be fully shared among participating areas for transparency.

Mr. Wallace presented several recommendations and updates for Council's consideration:

- Gray book Trail Bridge: Numerous public inquiries have been received regarding the bridge closure. Staff recommended repairs to restore access.
- Push Camera Purchase: Staff proposed the acquisition of a push camera, noting its

versatile use for identifying issues in utilities, buildings, roofs, and foundations. The equipment would reduce reliance on external contractors, who currently charge approximately \$2,000 per inspection, and would pay for itself within a year.

- **Community Awards Program:** Staff suggested establishing a municipal-wide recognition program to celebrate volunteers and community contributors across all areas of Fundy Albert.
- **Lookout Driveway Repairs:** It was noted that significant deterioration exists along the road and requires attention.
- **Economic Development:** Preliminary survey results indicated strong community interest in prioritizing economic development initiatives.
- **Council Chambers Audiovisual Equipment:** Staff recommended upgrades to improve meeting technology but advised that such costs are ineligible under the Community Renewal Fund, which supports only building-related projects.

Additional input from upcoming community consultations may further inform these recommendations.

Councillor Elderkin inquired about the proposed Community Awards Program, specifically seeking clarification on how staff envisions the program being developed and implemented. Mr. Wallace outlined a preliminary concept for the Community Awards Program, explaining that each Councillor could nominate individuals from their ward who demonstrate strong volunteerism. Additional nominations could be gathered through a public survey process. Identified candidates would then be reviewed through an adjudication process, with selected recipients recognized at a modest community ceremony, intended as an affordable, unifying event to bring residents together across the municipality.

Councillor Elderkin thanked staff for the clarification regarding the push camera, noting they had initially understood it to be limited to water and sewer use rather than a shared municipal asset with broader applications. Mr. Wallace advised that his previous experience using a push camera in other municipalities, noting its wide range of applications beyond water and sewer work, including detecting roof leaks, foundation issues, and blocked drains. It was emphasized that investing in such multi-use equipment would enable more work to be completed in-house, reducing reliance on contractors and generating long-term cost savings for the municipality.

Councillor Elderkin inquired whether the Gray Brook Trail Bridge, with an estimated cost of \$30,000, represents a structure of substantial size. Mr. Wallace and Mr. Barrett confirmed that the Gray Brook Trail Bridge is designed to be a substantial, durable structure that will withstand flooding events. While potential funding may be available through programs such as the Trans Canada Trail or partnerships identified by the Southeast Regional Service Commission under the Trail Town initiative, funds should still be set aside in the budget as a precaution. It was further noted that the bridge area has required multiple repairs in the past, and constructing a more permanent structure would reduce future maintenance costs.

Councillor Elderkin asked whether the cost for the Lookout Driveway repairs was an estimate, noting that the condition of the driveway is in very poor shape and requires significant attention. Mr. Barrett confirmed that the Lookout Driveway repair cost is an estimate, based on similar work completed in the past year. The proposed plan involves removing the existing surface, laying new gravel, and, if the budget permits, applying asphalt to improve durability and appearance. It was noted that a gravel-only surface would likely experience washouts due to the steep terrain. **Councillor Elderkin** also commented that the driveway is currently unattractive and in rough condition, despite the area's growing popularity, often seeing 15-20 vehicles per day from visitors accessing the nearby falls.

Councillor Land asked if the push camera purchase would include all associated equipment, such as the screen and related components, ensuring a complete and functional setup. M. Barrett confirmed that the push camera purchase would include all necessary components, such as the screen, locators, and approximately 300 feet of cable, depending on available funding. The equipment will allow staff to pinpoint the exact location and depth of underground infrastructure, reducing the need for unnecessary excavation. Mr. Wallace advised that having in-house capability will help resolve liability disputes by providing photographic evidence of issues and improve efficiency, as staff will no longer need to wait for multiple jobs before hiring external contractors due to high rental costs.

Councillor Jonah commented on the proposed audiovisual equipment upgrades for the Council Chambers, noting ongoing concerns that the existing system is inadequate. He indicated that the proposed \$25,000 allocation should be sufficient to resolve these issues and greatly enhance the overall audio and video quality to meet required standards.

Councillor Elderkin advised that the audiovisual equipment upgrades are a definite need and will be beneficial for the municipality, particularly with an upcoming election, as they will help ensure the new Council is well equipped and set up for success.

Councillor Ward-Russell reiterated the importance of distinguishing between wants and needs when evaluating proposed projects. While expressing support for the audiovisual upgrades as a necessary improvement, she noted that several other items appear to be "wants" rather than essential needs.

Councillor Ward-Russell emphasized that available funds should prioritize capital investments, particularly for the arena and municipal office, both of which require significant renovations. She suggested exploring whether funds could be directed to capital reserves to support these future infrastructure needs.

Additionally, she raised the issue of by-law enforcement, noting that the current officer is only available two days per week, and suggested assessing what additional resources or funding would be required to expand that service.

Councillor Ward-Russell also commented on the push camera proposal, recognizing its long-term cost-saving potential but suggesting that the majority (approximately 70%) of its use would relate specifically to sewer work, which should be taken into account when considering cost-sharing.

Overall, **Councillor Ward-Russell** advised the need to focus municipal spending on core infrastructure priorities such as the arena, municipal building renovations, and essential service enhancements, while supporting technology improvements like the audiovisual system as part of a balanced investment approach.

Ms. Hutchinson provided an update on the Capital Renewal Fund, advising that the province has allocated between \$100,000 and \$200,000 in funding to support the renewal of municipal infrastructure and assets. Details of the program are still being finalized, with additional information expected following a provincial presentation scheduled for the next day. Ms. Hutchinson noted that this initiative will be brought forward to the Committee of the Whole, as municipalities are required to develop a Capital Renewal Plan extending to 2029.

Councillor Elderkin clarified that the current budget figures are preliminary and not fixed, noting that adjustments are often required as new priorities or unforeseen expenses arise throughout the year.

Councillor Jonah advised that the Gray Brook Bridge, noting it has become a frequently raised topic within the community, comparable to the interest previously seen with the Alma gazebo project. Mr. Barrett advised that now that the prior project is complete, efforts will begin to identify funding opportunities not only to replace the bridge but also to undertake additional site improvements, such as reinforcing the area to prevent washouts and developing a picnic or rest area to enhance community use of the site.

Ms. Hutchinson advised there are potential enhancements to the Gray Brook Bridge project, suggesting that once the bridge is rebuilt, solar lighting could be added along the trail to encourage year-round use. Reference was made to similar illuminated trail features observed during a recent conference in Le Pays de la Sagouine, noting that while Fundy Albert would pursue a simpler version, such as Edison-style solar lights, the goal would be to create an inviting, accessible space that encourages outdoor activity even during the darker winter months.

Councillor Ward-Russell advised the importance of actively pursuing available provincial and federal funding opportunities before committing significant municipal funds to projects. She noted that substantial funding programs exist but require greater effort in identifying and accessing them, suggesting that the municipality should seek external funding first and contribute municipal dollars only as a supplement where necessary.

Mr. Wallace advised that further clarity on available funding programs is expected in the coming weeks following the release of the federal budget. It was mentioned that some national funding

programs may face reductions, while community-based funding streams are anticipated to increase, potentially creating new opportunities for the municipality to access financial support for local projects.

Mayor Campbell advised that the purpose of the discussion was to gauge Council's feedback on the proposed projects and priorities, noting that items listed are flexible and interchangeable. Adjustments can be made by removing, replacing, or reordering projects as Council deems appropriate, and decisions do not need to be finalized at the current meeting.

Councillor Elderkin advised that priorities may shift over time, citing the arena as an example. If a significant need arises later in the year, such as in February, funds that have been earmarked for other projects could be reallocated to address more urgent municipal requirements.

Ms. Hutchinson suggested that unallocated or flexible funds could be placed in the Capital Reserve section of the budget. This approach would allow Council to reallocate funds later, as needed, through formal Council approval, ensuring financial flexibility while maintaining proper oversight.

Mr. Wallace advised that community feedback from upcoming public consultations on November 12th and 13th, as well as results from the recently closed municipal survey, may influence Council's priorities. Preliminary survey results indicate that infrastructure ranked among the top community concerns, and Council will have an opportunity to review this input before making final budget or project decisions.

Mr. Wallace advised that approx. 153 survey responses were received. While the number was higher than in previous years, Councillors observed that it still represents a small portion of the population, making it difficult to base major decisions solely on the results. Mr. Wallace also noted that survey data can sometimes be skewed if certain groups coordinate their responses, which may influence the overall findings.

Councillor Land advised he supports prioritizing the Gray Brook Trail Bridge and audiovisual equipment upgrades, identifying them as the most important immediate projects and recommended that the remaining proposed items be placed in capital reserves for future consideration, noting that while all projects hold value, these two should remain at the forefront of current priorities.

Ms. Hutchinson advised that year-end financial projections are currently being prepared. If available funds are identified within the current budget, the municipality could consider transferring surplus funds into capital reserves before year end to support future projects and infrastructure needs.

Councillor Elderkin advised the importance of maintaining financial flexibility given that a new Council will soon take office and may choose to revise or reprioritize projects. It was

acknowledged that while the current Council can plan and earmark funds, future members may take a different approach. **Councillor Elderkin** emphasized that the key objective is to ensure adequate funding is set aside so the incoming Council is well positioned to continue or adjust ongoing projects and succeed moving forward.

Closed Session

IT WAS MOVED by **Councillor Ward-Russell** and **SECONDED** by **Councillor Elderkin** **THAT** Council have an in-camera session at 5:20 pm.

MOTION CARRIED (unanimously)

Mr. Barrett and Ms. Hutchinson 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)(j) labour and employment matters, including the negotiation of collective agreements.

IT WAS MOVED by **Councillor Ward-Russell** **SECONDED** by **Councillor Land** **THAT** Council return to regular session at 6:11 pm

MOTION CARRIED (unanimously)

Adjournment

Moved by Councillor Land that the meeting be adjourned at 6:11 pm.

Mayor

Clerk

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

Absent: Councillor Jonah
Councillor Land

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

Call to Order

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

Adoption of Agenda

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

MOTION CARRIED (unanimously)

Conflict of Interest Declarations

NONE

2026 – Budget Presentation

Mr. Sean Wallace presented the 2026 Fundy Albert Draft Budget Workbook and the 2026 Fundy Albert Draft Utility Budget Workbook

Councillor Elderkin requested additional explanation regarding the "Other General Government Services" line, noting that the amount decreased from \$25,000 to \$17,000.

Ms. Hutchinson clarified that the reduction in the "Other Grants" budget line reflects a decision to lower the funding previously allocated through the Community Grants Program. Instead, Council plans to introduce a Community Sponsorship Program, allowing more flexibility to support community initiatives such as local fundraising events and activities like the Albert County Exhibition. This adjustment is intended to redirect funding in a way that better supports a wider range of community-driven projects.

Councillor Elderkin requested an explanation, specifically referencing line By-law Enforcement

(Other) line item.

Ms. Hutchinson advised that the Bylaw Enforcement – Other line reflects the addition of funds to cover potential cleanup and demolition costs associated with bylaw compliance. Although these expenses are eventually recoverable, reimbursement can take one to two years. Including this amount in the budget ensures the municipality can maintain healthy cash flow and remain financially prepared to address bylaw-related work without strain.

Councillor Elderkin requested clarification under Buildings and Equipment – Common Services, noting that the top two-line items in this section may fluctuate. **Councillor Elderkin** suggested providing an explanation so residents understand why these amounts can vary from year to year.

Ms. Hutchinson explained that the significant increase in the Common Services – Buildings and Equipment budget is primarily due to the General Equipment line. This amount had to be more than doubled to account for rising repair costs on aging municipal vehicles and to allow for the purchase of updated equipment needed to support operational requirements.

Councillor Elderkin noted that the Summer Maintenance – Contract line increased, reflecting a noticeable rise in contracted service costs for seasonal maintenance work.

Ms. Hutchinson explained that an additional \$5,000 was added to the summer maintenance contract to cover rising costs for activities such as shoulder work, painting, and grading within the village core areas. This increase functions partly as a cost-of-living adjustment, ensuring the municipality can maintain the same level of service next year and continue ongoing maintenance work on municipal streets.

Councillor Elderkin noted the increase under Community Centres and Halls, seeking clarification on what is driving the higher budget allocation in this category.

Ms. Hutchinson explained that the increase under Community Centres and Halls is due to rising operating costs as well as the need to build a contingency for building repairs, given the age of the facilities. Additional funds are also being allocated for upgrades, including a new key-access system at the Riverside-Albert Rec Centre and design work needed for upcoming stair improvements in the hall area of the Rec Centre.

Councillor Elderkin clarified two key points for the public and Council:

1. Budget decisions are still based on estimates because the municipal audits have not yet been fully completed. As a result, some financial information is still pending, and decisions are being made without all final figures.
2. Regarding the utility budget workbook, **Councillor Elderkin** emphasized that the presentation combines all three water and sewer systems into one summary. While the combined rates are shown, each system also has its own internal budget. **Councillor**

Elderkin highlighted this to ensure it is clear that the figures presented represent a consolidated total, not separate standalone budgets.

Councillor Ward-Russell raised concerns about the presentation format of the budget, noting that it is more difficult to follow now that the detailed line-by-line format used in recent weeks has been consolidated into grouped totals.

Councillor Ward-Russell requested that the budget be broken down to show which costs are shared and which are not, including the percentage split for clarity.

Councillor Ward-Russell also sought confirmation regarding the line item for the external audit (clarifying whether it pertains to 2025 or 2026), Ms. Hutchinson confirmed it pertains to 2026.

Councillor Ward-Russell noted the importance of having actual year-to-date figures. Without actuals, it is challenging to properly assess the requested amounts for the next budget, as the current figures remain estimates.

Public Statement and Inquiries

Mr. David Knickle thanked Council and administration for the presentation and noted they had learned a lot from previous meetings. Mr. Knickle raised concerns about understanding the utility budget, particularly the user-pay system. Mr. Knickle emphasized that while municipal utility users pay rates based on their respective former municipalities, residents in LSDs (who are not connected to municipal water/sewer) still incur comparable or even higher personal costs through wells, septic systems, filtration systems, and long-term maintenance.

Mr. Knickle shared detailed calculations showing that when the cost of installing, amortizing, and maintaining private water and septic systems is considered, their overall annual cost is equal to—or in some cases higher than—the combined property tax and utility rates paid by municipal users. Mr. Knickle emphasized that unlike municipalities, LSD residents do not have access to federal or provincial infrastructure funding and must rely on personal financing (e.g., bank loans or lines of credit) to maintain their systems.

Mr. Knickle asked Council to keep these realities in mind when considering future tax rates or utility increases, stressing that although LSD residents may not pay municipal water/sewer bills, they still shoulder significant costs to access safe water and wastewater services, and many are effectively already paying more than municipal residents.

Councillor Elderkin responded by acknowledging and appreciating the comments, noting that she also represents LSD areas and understands the concerns. **Councillor Elderkin** clarified that while municipalities do receive infrastructure funding, it still comes at a cost because the municipality must repay its share. She highlighted that municipal water and sewer systems require collective responsibility—if one property has a failure, it can affect many, and recent examples such as a six-week water line break demonstrate the high costs and aging infrastructure challenges faced across the province.

Councillor Elderkin emphasized that all communities—former villages and LSDs—are navigating these issues together. She noted that former villages had established routines prior to amalgamation, and part of the current difficulty is still building a clear understanding of operational needs and workloads, such as how many staff hours go into water and sewer services.

Councillor Elderkin noted the importance of developing accurate data for future budgets so Council and residents can understand the true cost of delivering utility services. While progress has been made since amalgamation, she acknowledged that more work is needed and that full clarity likely will not be achieved before year-end, but the municipality is moving in the right direction.

Mr. Knickle emphasized the key difference between municipal and LSD situations: in municipalities, risk is shared across users, whereas in LSDs, individuals bear full responsibility and cost when something goes wrong with their water or septic systems. They noted that many residents are already facing financial strain due to rising costs. Mr. Knickle expressed hope that continued open dialogue will eventually lead to greater balance, perhaps with tax reductions for some and adjustments for others, so that costs become more equitable across the region.

Councillor Elderkin shared a personal example to illustrate the importance of perspective and understanding in utility discussions. Before serving on Council, she had refused to pay their water bill for several years due to a long-standing boil-water advisory that lasted seven years. Eventually, their water was shut off, and only later, after learning more about the system costs—did they understand why payment remained necessary despite service issues.

Mr. Wallace explained that the municipality is improving operations every day and is implementing new tools, such as GPS and mobile analytics, to better understand and track public works activities over the next year. He noted that Fundy Albert is uniquely challenging due to its size and the fact that it must manage “three of everything” across a large geographic area. He outlined several efficiency measures now in place, including significantly reducing overtime unless absolutely necessary and approved directly by him. He also described a shift toward completing more work in-house to save money—for example, using municipal staff to install banners and Christmas lights, cutting trees with the help of an in-house arborist, and reducing reliance on external contractors.

Mr. Wallace emphasized that these changes are already producing improvements and that the municipality is moving in the right direction. With more accurate operational data in the coming year, Council and residents will have clearer information to support better long-term decision-making.

Mr. James Wilson, expressed appreciation that the property tax rate is not increasing this year, noting it was welcome news after several years of past increases. He then asked Council to

provide some perspective on the stability of this decision. Specifically, he asked whether maintaining the rate was expected or a recent development, whether it could continue in future years, and whether tax reductions might eventually be possible. He also inquired about how much additional revenue the municipality would likely need before tax reductions could realistically be considered, acknowledging that these questions involve speculation.

Mayor Campbell explained that increasing municipal revenue generally requires increasing the tax rate, since municipalities are not profit-driven and rely primarily on taxation. This year's 0% increase was achieved by carefully reviewing expenses and finding ways to "do more with less."

Mayor Campbell noted that with inflation at roughly 3.2%, maintaining a flat tax rate actually amounts to a real decrease when adjusted for inflation.

Mayor Campbell acknowledged that everyone feels the impact of rising costs, including Council members who are also taxpayers. **Mayor Campbell** also referenced the impacts of regionalization, noting that some residents in former LSDs dislike paying shared service costs for facilities like arenas and recreation centres, but these shared expenses are now part of the unified municipal structure.

Mr. Wallace responded that increasing municipal revenue is most realistically achieved by growing the population, since more residents mean more property tax revenue shared across the community. He noted that while there are other revenue options—such as adjusting user fees or exploring a municipal corporation that does not compete with local business—those are not preferred approaches.

He also highlighted that expanding the municipal water system could lower utility rates by increasing the number of users. This might involve working with federal partners to secure funding for system expansion, and he expressed willingness to advocate for such support. Overall, he emphasized that attracting more residents is the most sustainable way to strengthen the municipality's revenue base and reduce the burden on existing taxpayers.

Mr. James Wilson asked a final follow-up question, noting that the only topic not yet addressed was the outlook for next year. He asked what the likelihood is that the municipality will again be able to maintain a 0% tax increase when the next budget cycle arrives.

Mr. Wallace advised that Council had set a clear directive early on to aim for a 0% tax increase for this year, and administration worked hard to achieve it. One of the primary strategies was shifting more work in-house rather than contracting it out. He noted that tasks such as installing Christmas lights, hanging veteran banners, trimming trees, and similar seasonal or maintenance activities previously cost the municipality significant amounts when done by contractors. By handling these jobs internally, the municipality avoids paying inflated contractor rates, generating real savings. These internal efficiencies are part of the strategy to help maintain stable tax rates moving forward.

Councillor Elderkin added that while revenue is important, the expense side is equally critical, especially the large number of assets Fundy Albert has inherited. She emphasized that the next Council will need to thoroughly assess all municipal assets to determine which ones are necessary and beneficial to maintain, and which may no longer serve the needs of the community. With a full year of accurate operational data under the CAO, Council will be better positioned to understand what is working well and what the municipality may not need going forward.

Mr. Sean McGrath, thanked Council and administration for their work and acknowledged improvements in leadership. He noted that the last three years have been difficult for rural LSD residents, who have experienced tax increases while former villages have not, making the process challenging to rationalize from a rural perspective.

He explained that in past years, Council provided detailed budget breakdowns showing each ward's local costs and how shared services were allocated. He expressed a strong desire to see that level of detail again, particularly because shared services are the greatest concern for rural taxpayers. He emphasized the importance of transparency so residents can clearly understand how shared costs are calculated and what services they receive for them.

Mr. McGrath also pointed out that final tax rates (e.g., the uniform rate of 0.5899) include an adjustment or "final fudge factor," meaning the calculated numbers don't always match the final rate. He advised that residents should be aware of how and why this adjustment occurs.

He requested clarity on whether village water and sewer infrastructure costs are shared with rural LSDs, stating that while hard costs are known to be separate, the status of soft costs (such as staff time) is less clear and should be confirmed.

Mr. McGrath appreciated the CAO's comments on efficiencies and noted that tightening operations before considering tax increases is the right approach. He explained the "what-if" comparison exercise presented earlier, calculating the equivalent cost of rural residents' private water, septic, filtration, and insurance, to compare rural expenses with village utility rates.

He concluded by acknowledging the pros and cons of rural vs. village living, emphasizing that rural areas have their own identity and unique circumstances. He stressed again the importance of detailed information on services and cost allocations to ensure fairness and understanding.

Mayor Campbell thanked Mr. McGrath for his thoughtful comments and acknowledged the importance of the information he requested. **Mayor Campbell** stated that they will work toward providing the detailed facts and clarity he's looking for and aim to present that information more clearly in the near future.

Mr. Bob Rochon asked a clarifying question regarding the Hillsborough water utility rate. Mr. Rochon noted that the rate is proposed to increase from \$95 to \$119 per quarter. Mr. Rochon what specific factors have driven such a significant increase, nearly \$25 per quarter, for all Hillsborough water users.

Ms. Hutchinson advised that the increase to the Hillsborough water utility rate is driven by several necessary investments. Upcoming repairs are required for the community's water building, and a contingency has been added to address unforeseen maintenance needs. In addition, the municipality is continuing its water exploration work, which includes securing landowner agreements, preparing access roads, and drilling new wells.

Mr. Rochon, questioned why the Hillsborough water rate must increase again for exploration work. He noted that water rates were already raised in 2022 specifically to fund exploration and that those higher rates have remained in place since then.

Mr. Rochon asked where the additional funds collected between 2022 and 2025 were allocated. Specifically, he sought clarification on whether:

- those funds were set aside in a reserve dedicated to water exploration, or
- the exploration funding was absorbed into the general operating costs of the water utility, resulting in the need for another rate increase now.

Ms. Hutchinson advised that she cannot speak to how Hillsborough handled water-exploration funds in 2022, as she was not employed with the village at that time. However, she clarified the following for 2023, 2024, and likely 2025:

- Water-exploration costs cannot be placed in a capital reserve, because under accounting standards, exploration is not considered a capital expense.
- The municipality can only contribute a limited amount each year to an operating reserve, meaning excess revenue from the higher 2022 rates could not be fully stored there.
- Water-exploration work—especially landowner agreements—has taken longer than anticipated, which delayed the use of some funds.
- Her recommendation over the past two years has been to move the surplus from the water utility into capital reserves, since once phase one of exploration is complete, phase two (involving major infrastructure like access roads and treatment buildings) will be significantly more expensive.
- She noted that, as an example, the well building in Alma cost about \$2 million, illustrating the scale of future capital needs once exploration transitions into construction.

Mr. Rochon advised that water-exploration work, estimated at \$40,000 at the time according to the hydrologist's report—has still not been completed, noting that the necessary access road to the well site has yet to be built. Mr. Rochon acknowledged some responsibility for delays during their previous term but stressed the need to move forward so actual exploration can begin.

Shifting to the general budget, he highlighted that tax rates have remained virtually unchanged. While this may be welcomed by some, especially in former LSD areas, it also means very little new revenue is being generated. Mr. Rochon cautioned that this lack of revenue will inevitably hinder the municipality's ability to invest in economic development and tourism, which are vital for long-term sustainability.

He referenced research by Professor Campbell for the Southeast Regional Service Commission, which emphasized that without strategic investment in economic development and tourism, municipalities ultimately harm themselves. As an example, he noted that in Shédiac, the former town kept its tax rate stable, but former LSD areas saw a 5-cent increase to support municipal priorities. Mr. Rochon concluded by warning that if Fundy Albert continually pushes to lower or freeze tax rates, the municipality will struggle to grow and succeed as a unified community.

Mr. Wallace responded by noting that rising equipment and material costs have contributed to higher water-system expenses, and that new provincial regulations will require municipalities to begin additional water-quality testing next year, including testing for contaminants like lead that were not previously required. These new testing obligations will add significant costs to the utility budget.

Mr. Wallace emphasized that while economic development does not create immediate financial returns, it is essential for long-term growth. Without it, the municipality cannot expand its tax base.

Mr. Rochon agreed that investing in economic development is critical for Fundy Albert's future, explaining that growth leads to increased tourism, more businesses, more development, and ultimately higher revenues. He noted that these increased revenues can eventually result in lower taxes for everyone. As a taxpayer himself, he stated that he supports the idea of paying more to receive more, because the benefits ultimately come back to the community.

Mr. Rochon acknowledged that many residents dislike paying for shared services but reminded everyone that shared costs have always existed in practice, even before amalgamation. As a Hillsborough resident, he paid taxes that supported the rink, museum, and library, even though he personally rarely or never used those services, because they were important community assets.

He noted that the majority of people who use the Hillsborough arena actually come from outside Hillsborough, such as participants in Fundy Blades skating, recreational hockey, and Minor hockey. This shows that shared facilities benefit the wider region, not just the former village. He emphasized that the Province of New Brunswick mandated the shared-cost model during regionalization, not the current council. If residents have concerns about shared services, those concerns should be directed at the province, not the municipality. He added that the province provided little assistance during amalgamation, a point he has been vocal about and will continue to raise.

He concluded by stating that, given the circumstances, Council is doing a very good job with the resources and structure they were given.

Mayor Campbell responded by acknowledging that the municipality "inherited a problem" created by the province during regionalization, and that Council is working through the challenges that came with it. He noted that while he personally has never used the Hillsborough pool or rink, he recognizes that these facilities are essential, especially for youth, and that the associated costs must be shared across the entire municipality.

Mayor Campbell advised that Fundy Albert is now “one big village,” whether people like it or not, and that with help, patience, and understanding, the municipality will eventually come together successfully.

Mr. Barry Russell offered congratulations to Council but raised significant concerns about the provincial property assessment system, which forms the base on which municipal tax rates are applied. He shared personal experience challenging assessments, occasionally successfully, but expressed deep dissatisfaction with the assessment branch, the appeal process, and the overall accuracy of property valuations.

Mr. Russell advised that many assessments are incorrect or inconsistent, noting examples such as neighboring parcels of land being assessed differently despite similar characteristics. He acknowledged that assessment is a provincial responsibility, not a municipal one, but stressed that inaccurate assessments directly affect municipal taxation and revenue stability. Mr. Russell encouraged Council to apply whatever influence they can in the provincial review process, asserting that improved assessments would lead to a more accurate tax base, and consequently a healthier and fairer revenue stream for Fundy Albert.

Mr. Sean McGrath advised that while unity is important, 70% of the municipality’s population lives in rural areas, and their experiences and choices shouldn’t be overlooked. Rural residents deliberately chose that lifestyle and have historically contributed differently than village residents, so the message of a single unified identity doesn’t reflect everyone’s perspective. He noted that Lower Coverdale is currently experiencing growth, with new homes and rising assessments contributing positively to the municipality’s overall tax base. He expressed hope that similar growth will eventually occur in the villages and other LSDs, supported by Council’s economic development initiatives. Mr. McGrath also reflected on the tax changes imposed by the province during amalgamation. He questioned the basis for those initial increases, pointing out that the province did not have complete financial information at the time, information the municipality still doesn’t fully have. As a result, the imposed increases appeared arbitrary.

He highlighted the disparity in tax rate changes since amalgamation:

- Village tax rates decreased
- Rural areas saw significant increases

While he fully supports paying for shared services, he reiterated that costs must be transparent, accountable, and fair, and that future decisions should reflect a genuine sense of unity across the entire municipality.

Ms. Sherry Wilson, MLA and a former provincial minister, who was directly involved in the regionalization process, spoke to provide context and support for Council. She explained that amalgamation was initiated because the province previously had over 300 separate local entities,

and consolidation was intended to improve governance while still allowing communities to maintain their identities (e.g., Riverside-Albert remains Riverside-Albert, Alma remains Alma).

Ms. Wilson acknowledged that amalgamation was always expected to be a long, challenging process, not something that could be fixed overnight. She noted that while the previous government had planned additional financial support for municipalities, the current government only provided \$68 million, which was far less than needed given municipalities' expanded responsibilities.

Addressing concerns about property assessment, Ms. Wilson clarified that the assessment office (Service NB) and the Department of Finance are distinct but often confused. She emphasized that the assessment system used in New Brunswick is the same model used across North America. While not perfect, a recent external review, conducted by experts from Europe, concluded that the assessment process is sound, with rising fair market values being the primary driver of increased property assessments.

Ms. Wilson shared examples of how skyrocketing real estate values, especially during COVID-19, have significantly inflated assessments across the province. She also noted that residents can appeal their assessments, though results vary.

Ms. Wilson committed to bringing two motions to the Legislature, including one to reduce the provincial assessment fee, which currently flows directly into general provincial revenue, not to the assessment office. She acknowledged that these motions likely won't pass due to being in the minority but emphasized the importance of trying.

Ms. Wilson concluded by recognizing Fundy Albert Council's hard work in holding the tax rate steady despite inflation and major infrastructure challenges. She praised Council's efforts, noting that budget deliberations are complex, demanding, and require balancing rising costs with residents' ability to pay.

Adjournment

Moved by **Councillor Elderkin** that the meeting be adjourned at 7:13 pm.

Mayor

Clerk

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

Absent: Councillor Jonah
Councillor Coates

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

Call to Order

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

Adoption of Agenda

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

MOTION CARRIED (unanimously)

Conflict of Interest Declarations

NONE

2026 Budget Presentation

Mr. Sean Wallace presented the [2026 Fundy Albert Draft Budget Workbook](#) and the Ms. Hutchinson presented the [2026 Fundy Albert Draft Utility Budget Workbook](#)

Councillor Elderkin sought clarification regarding the year-to-year principal installment amounts shown in the budget. Noting that several principal installments appeared to decrease compared to the previous year, whereas installment amounts typically increase annually.

Ms. Hutchinson explained that last year's budgeted amounts were higher because the municipality had anticipated securing a debenture at year-end. Due to project delays, the debenture was not taken. Updated cost estimates for the upcoming debenture were obtained from Community Finance and have now been incorporated into the budget figures.

Councillor Elderkin asked regarding the Alma utility rates, noting that the draft budget shows a decrease in the wastewater rate and an increase in the water rate. **Councillor Elderkin** recalled prior discussions suggesting there would be no rate changes for Alma. **Councillor Elderkin** asked what factors led to the wastewater rate decreasing and the water rate increasing.

Ms. Hutchinson explained that the Alma utilities are operating with a surplus this year, which is shared equally between water and wastewater. This surplus provides additional revenue to offset expenses, resulting in revised rate calculations and the corresponding adjustments.

Councillor Elderkin referenced previous discussions about potentially applying the same surplus-sharing approach to Riverside-Albert. However, it had been noted that the wastewater system there is vulnerable, one significant issue could eliminate the surplus. **Councillor Elderkin** also recalled that Council had discussed the possibility of lowering residential rates in Riverside-Albert pending further consultation with the water operator.

Ms. Hutchinson advised that the contingency for transmission and distribution could be reduced from \$30,000 to \$20,000. Minor decreases were also made after updating the budget with the correct debenture costs for next year. Beyond those adjustments, no further changes were recommended to the water budget.

Councillor Elderkin asked whether the recent adjustments had been incorporated into the updated rates, noting that Riverside-Albert had previously shown an increase of about \$40 per quarter. Ms. Hutchinson confirmed the changes were included and that the increase had been reduced, estimating a decrease of approximately \$10-\$13 per quarter per residential unit from earlier projections. It was acknowledged that the initial proposed increase had been higher.

Councillor Elderkin inquired whether the knotweed removal project remained in the Alma budget. Ms. Hutchinson confirmed it is still included but noted that Council may remove it if they choose. **Councillor Elderkin** recalled previous discussions questioning its necessity and expressed concern about making a decision without direct representation from the Alma area. **Councillor Elderkin** suggested it would be beneficial to gather resident feedback before determining whether to keep the project in the budget.

Councillor Elderkin noted that the presentation differed slightly from what was shown the previous night. Ms. Hutchinson confirmed that the updated presentation includes a detailed budget to help provide clearer information.

Councillor Ward-Russell noted that the budget presentation format differed from the previous evening and expressed appreciation for the improved clarity. **Councillor Ward-Russell** acknowledged the significant work involved in preparing the budget and commended both Council and administration.

Councillor Ward-Russell reiterated several requests, including identifying which budget items are shared services and providing year-to-date actuals before the 2026 budget is approved.

Councillor Ward-Russell also raised questions regarding the projected 2024 surplus of \$182,000 and the unallocated surplus from 2023, noting that Council has yet to establish goals or direction

for how these funds should be used.

Additional comments included:

- Suggesting a reduction to the Councillors' budget line to reflect the vacant seat until May 2026.
- Requesting discussion on whether to continue funding the Alma knotweed removal project.
- Questioning the increased budget for the visitor information center line and noting the need to confirm whether the Alma location should operate in 2026 given proximity to Parks Canada
- Suggesting that potential savings or reallocated funds could increase support in areas such as recreation and culture (e.g., Canada Day funding).
- Requesting clearer documentation on the purpose of the \$156,000 transfer to capital reserve, including defined goals and deliverables.
- Noting that the presentation did not list the total operating budget, and requesting that both the 2026 budget total and the 2025 comparison be included for transparency (noting an estimated increase from approximately \$6.6M to \$7.2M).

Councillor Land sought clarification on the projected \$182,000 surplus for 2024, questioning whether the figure was final given the budget year is not yet complete. Ms. Hutchinson confirmed the estimate was prepared in collaboration with E6, who reviewed and compiled the lead sheets. While a few minor adjustments remain, Ms. Hutchinson noted that any changes to the surplus amount are expected to be minimal.

Councillor Ward-Russell noted that E6's contract expires in March and expressed concern about the increased workload that the Treasurer and Assistant Treasurer will assume once E6 is no longer providing support. **Councillor Ward-Russell** suggested that, if funds allow, Council consider allocating resources toward hiring a CPA or similar accounting professional to assist with financial oversight of the municipality's \$7.2 million budget. **Councillor Ward-Russell** noted that bringing in a CPA quarterly could be a cost-effective option.

Public Statement and Inquiries

Mr. Sean Blewett asked for the meaning of "PILT." Ms. Hutchinson explained that PILT stands for "Payment in Lieu of Taxes," typically received from federal or provincial properties that do not pay regular municipal taxes.

Mr. Blewett asked whether the RCMP rate charged to Fundy Albert applies uniformly across all communities, Lower Coverdale through to Alma, or if the costs are broken out separately. It was clarified that RCMP billing is calculated per ward based on each area's tax base. Larger tax-base communities, such as Lower Coverdale, pay a higher share, while smaller communities contribute less.

Mr. Blewett noted that, when presenting the Riverside-Albert utility rates, only the percentage

increase for institutional users was mentioned and not the actual dollar value. Ms. Hutchinson explained that institutional properties in Riverside-Albert are billed individually rather than through a unit system like Alma and Hillsborough, and specific values were omitted to maintain privacy regarding what each institution pays. Mr. Blewett suggested that a combined, overall institutional rate could have been presented without identifying individual users. Mr. Sean Wallace agreed and confirmed that the global institutional rate will be added to the updated budget document.

Ms. Kathy Weir asked why Riverside-Albert has multiple utility rates compared to Alma and Hillsborough. Ms. Hutchinson explained that each community operates under its own legacy water and wastewater by-laws, resulting in different rate structures, with Alma and Hillsborough using a unit-based system. Mr. Wallace added that a new unified water and wastewater by-law is currently being developed to simplify and standardize the approach across the municipality.

Ms. Joanne Butland asked what would trigger a water rate (plus) of \$152.00, rather than \$147.00, being billed on a Riverside-Albert property and whether the difference was based on acreage. Ms. Hutchinson explained that properties with farm animals require a backflow preventer, which involves additional maintenance and inspections. When a barn is connected, the extra usage triggers an additional charge. Ms. Hutchinson further clarified that Hillsborough and Alma do not have separate commercial rates; instead, both communities use a unit-based system.

Ms. Butland expressed concern about the significant increase to the water rate in Riverside-Albert, noting that it rose 28% in 2025 and is proposed to rise another 27% in 2026, resulting in a 55% increase over two years. She emphasized that such increases are difficult for seniors to manage and asked whether the rate is expected to stabilize in future years or if similar increases should be anticipated again next year.

Mayor Campbell explained that while future rate increases cannot be guaranteed, the current increases are driven by the urgent need to secure an additional water source. This past summer the reservoir levels were critically low, and although the system managed to hold, significant work is required. The budget includes funds for water system upgrades, exploration, and improvements to the reservoir and ponds to ensure long-term supply reliability.

Councillor Elderkin advised that one of the primary cost pressures within all three utility systems is wages for water operators. The municipality currently employs an operator-in-charge and two additional operators who are still working toward achieving their Level II certification; once fully certified, wage-related costs are expected to decrease somewhat. It was emphasized that operator wages and administrative costs represent a significant portion of the utility budgets. **Councillor Elderkin** further explained that these costs are shared equally among Alma, Hillsborough, and Riverside-Albert, rather than being allocated based on user numbers. While this may result in higher relative costs for smaller systems, the approach is intended to balance

out over time, as each community may face major infrastructure or operational issues in different years.

Councillor Land added that recent provincial changes have made it significantly more difficult to obtain Level II water operator certification, requiring additional hours and training. As a result, certified operators are in high demand and increasingly difficult to recruit. This has placed added pressure on the municipality's existing Level II operators and contributes to the overall staffing challenges within the utility systems. **Councillor Land** advised due to the difficulty of recruiting certified Level II operators, municipalities now essentially need to train and develop operators in-house. **Councillor Land** emphasized the importance of supporting and retaining these employees once certified, given how competitive the market has become.

Mr. Sean Wallace cautioned that if the municipality were ever unable to staff its own certified water operators, it would need to contract an external firm such as Veolia, which could cost approximately \$25,000 per month. Mr. Wallace noted that such contracts often do not include repairs or additional services, which would further increase expenses.

Ms. Kathy Weir noted that the wastewater disposal expense shown in the budget appears to have doubled and asked whether this increase is due to higher charges being billed to the municipality. Ms. Hutchinson explained that wastewater disposal costs are higher because the mechanical systems in Alma and Hillsborough require extensive maintenance. These systems are aerated and have numerous moving parts, blowers, lines, and aerators, that frequently need repairs or replacement, leading to increased contingency budgeting. In contrast, Riverside-Albert operates a natural lagoon system with lower maintenance needs. Ms. Hutchinson noted that additional repairs are anticipated, some of which were deferred, and the increased budget ensures the municipality is better prepared for ongoing and unexpected system issues.

Ms. Kathy Weir questioned why projected water revenues remain relatively flat if the municipality expects community growth. Ms. Hutchinson explained that the surplus from the year prior becomes part of the following year's revenue, and this year's surplus was higher than anticipated. As a result, the surplus is being used to help offset rising expenses and maintain stable rates, rather than increasing projected revenue from water sales. **Councillor Elderkin** advised that based on the explanation provided, the current rates would be significantly higher without the use of surplus funds.

Ms. Hutchinson clarified how surplus funds flow into future budgets. Surpluses must sit for two years before they can be used as revenue, meaning the 2026 budget is supported by the 2024 surplus. Because the 2025 financials are not yet finalized, staff are using projected figures that have already been reviewed with E6. Staff explained that, with E6's assistance, draft financial statements have been prepared and the surplus estimates have been verified internally before going to the auditors.

Ms. Weir observed that projected grant revenue appears lower than in previous years and questioned why, noting earlier discussions about the need for increased grant-writing efforts. Mr. Sean Wallace advised that this is why the Steeves House Museum is seeking independence, as more grants are available to standalone organizations than to the municipality.

Ms. Hutchinson explained that the grant revenue line reflects only predictable funding sources, such as Canada Summer Jobs and SEED, and is based on what has been received over the past three years. Other grants are not budgeted in advance because they are uncertain and are only recorded when awarded. Mr. Wallace confirmed that the municipality is actively applying for grants, currently working on three, but the process is time-consuming, and available grants often require a municipal contribution (typically 20%), which must also be financially feasible.

Ms. Kathy Weir noted that the budget shows a decrease in the regional collaboration line and questioned the rationale. She referenced previous community discussions highlighting significant opportunities for joint initiatives, such as the new Recreation Council, which brings together all three communities to support youth programming. Ms. Weir indicated she may have missed the explanation during the presentation due to the pace of the information. Ms. Hutchinson clarified that the regional collaboration budget line decreases when the Regional Service Commission secures grant funding. Because the Commission sets the rates charged to municipalities, any grants they receive reduce the amount they need to recover from Fundy Albert. Staff noted that this includes projects such as the Trans Canada Trail work where grant funding offsets municipal contributions, resulting in a lower charge in the regional collaboration expense.

Ms. Robin Stuart raised several concerns and suggestions regarding the budget process and available information. She noted that the detailed budget breakdown was only posted shortly before the meeting, making it difficult for residents to review in advance or follow the presentation in real time. She suggested including explanations for significant increases, clearly identifying shared services, outlining which salaries are municipal or provincial, and indicating where specific projects will take place and who they benefit.

She also recommended providing clarity on which costs are controlled by the municipality versus externally set (e.g., RCMP, NB Power), and ensuring residents know where to find up-to-date financial information such as actuals to date. Staff noted that monthly Committee of the Whole reports already include budget-versus-actual information.

Ms. Stuart expressed concerns about the quality and accessibility of meeting videos and praised the clarity of the written minutes, suggesting the municipality share highlights publicly to improve community understanding. She also asked whether the province had granted an extension for the budget deadline, which staff confirmed.

She raised questions about the upcoming unified water and wastewater by-law and recommended more standardized approaches, including commercial water rates and the installation of water meters, particularly for high-usage businesses and Airbnbs. Staff agreed meters and standardization are worth exploring, though costly.

Ms. Stuart also requested information on the mosquito control spraying conducted in Lower

Coverdale, including what chemicals are used and potential health impacts. Staff committed to connecting her with the Regional Service Commission, though she emphasized the ward Councillor should also seek this information directly.

She concluded by expressing interest in seeing detailed breakdowns of community-focused spending and appreciation for the opportunity to ask questions, indicating she hopes to attend more meetings.

Mr. Jason Horsman thanked Council for the presentation and raised several concerns and recommendations. He noted that earlier discussions had suggested further review of a shared-costing model, but it was unclear whether that work was still progressing. He emphasized the need for accurate cost tracking before shared services can be reassessed.

Mr. Horsman focused heavily on vehicle-related budget lines, observing that some repair budgets increased by up to \$100,000, amounts he felt were unrealistic given actual repair costs or the price of replacement vehicles. He questioned why projections were being used instead of actual expenditures and expressed concern about "projections over projections" in the budget. He also raised concerns about municipal equipment being sent as far as Saint John and Moncton for repairs, despite multiple repair businesses within Albert County capable of performing the work at lower cost. He used the Zamboni repair pricing as an example, highlighting the large difference between local parts pricing and what was quoted by an external contractor. Mr. Horsman strongly encouraged the municipality to support local mechanics and repair shops whenever possible. Mr. Sean Wallace acknowledged this and noted they are already reviewing contractor lists and expanding local procurement where feasible.

In response to his questions about shared services, staff confirmed no changes from last year's allocations and advised that a detailed shared-services list will soon be posted. Mr. Wallace also explained that a new GPS and task-tracking system will be implemented to better capture where staff and vehicles spend time, which will support future cost-sharing adjustments.

Mr. Horsman also questioned institutional water and sewer rates in Riverside-Albert, expressing concern that government facilities may not be paying an appropriate share. He advised that privacy is not an issue for provincial or federal institutions and recommended publishing actual institutional rates. Staff agreed this was a valid point and will review the practice.

He further recommended re-evaluating how public works staff are deployed, noting inefficiencies when staff travel long distances to begin work. Staff confirmed that operational changes are already being implemented and additional efficiencies are planned.

Mr. Horsman concluded by encouraging Council to continue pursuing cost efficiencies and data-driven decision-making.

Mr. Lee Warnock thanked staff for the clear charts and presentation and asked for better integration between the budget document and the monthly Council meeting "packet." He suggested adding an extra column showing 2025 year-to-date annualized figures (e.g., to end of September, divided by 9 and multiplied by 12) between the 2025 and 2026 budget columns, and then republishing the document so residents can more realistically compare actual costs to

projections. He also recommended numbering each budget line so it can be easily matched “one-for-one” with the corresponding lines in the Council package.

Mr. Warnock further requested that the post-meeting budget survey be re-issued now that the public has seen the presentation and videos, so residents can provide “second-round” feedback based on what they’ve learned. Staff advised they are also analyzing 2024 vs. 2025 survey results for posting. Mr. Warnock asked about next steps and was advised Council will deliberate on the budget within the next two weeks, with those meetings open to the public. Mr. Warnock also voiced support for knotweed eradication (with added public education to avoid spreading it) and strongly endorsed installing water meters, especially for high-use properties such as Airbnbs, and considering commercial or additional charges for heavy users, drawing on examples from other jurisdictions.

Mr. Sean Blewett expressed support for expanding the use of in-house staff for municipal work and asked for clarification on the equipment the municipality is planning to purchase. Mr. Wallace explained that the municipality plans to purchase a small \$6,000 man-lift attachment for the front of the tractor. This equipment will allow in-house staff to perform tasks such as installing banners and completing elevated maintenance work, reducing the need to hire contractors and saving an estimated \$6,000 annually. Mr. Wallace added that they also plan to purchase a push camera, which will enable crews to inspect utility lines and hard-to-reach areas of buildings internally. This will reduce costly contractor callouts and support proactive, preventive maintenance by identifying issues before major repairs are needed.

Ms. Kathy Weir asked whether Riverview’s mutual aid service is billed per fire call. Staff clarified that Riverview’s fire coverage for parts of Lower Coverdale and Hillsborough LSD is provided under a single contract rate, not a per-call fee. Although the contract sets the cost for that designated service area, mutual aid between departments still occurs when needed.

Ms. Robin Stuart asked why the municipality has two separate budgets, one for general operations and one for utilities, and whether this is standard practice. Staff explained that the utility budget is separate because water and wastewater services are fully user-funded. Although the budgets are distinct, they do interact: a portion of staff wages and administrative costs charged to the utility are transferred to the general operating budget as revenue. Staff noted that upcoming analytics and GPS/task-tracking tools will allow for much more accurate allocation of staff time between utility and general operations.

Ms. Stuart also offered input on the Alma Visitor Information Centre, noting that provincial and municipal visitor centres provide different services than a National Park information centre. She cautioned Council to consider these differences before deciding whether to close the Alma VIC. She suggested exploring alternative models, such as shared spaces, citing St. Martins, where the library and visitor centre operate from the same building and benefit from shared traffic. She encouraged Council to consider similar options to enhance visibility and usage before making final decisions.

Adjournment

Moved by Councillor Elderkin that the meeting be adjourned at 7:56 pm.

Mayor

Clerk

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

Absent: Councillor Jonah

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

Mayor Campbell advised that a boil order has been issued in Alma. Residents will be notified by hand-delivered notices today.

CALL TO ORDER

Mayor Campbell called the meeting to order at 4:31 pm.

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

Andrew Willett – Irving Woodlands- Change in Conservation Forest by Community

Mr. Andrew Willett and Mr. Robert Fawcett with Irving Woodlands presented an update on their proposed conservation plan and requested municipal support. They outlined their consultations with several New Brunswick municipalities and explained that the Minister of Natural Resources is seeking municipal input to help balance ecological, economic, and social considerations.

The presenters described a proposal to significantly increase conservation areas—approximately 5,500 hectares within Fundy Albert—particularly around Alma, Riverside-Albert, and the Turtle Creek watershed, with the intent of withdrawing intensive forestry operations away from residential areas and high-value tourism corridors. They explained how the plan aims to exceed

the provincial goal of 15% conservation and highlighted benefits related to drinking water protection, tourism, and reduced conflict near communities.

Council engaged in discussion regarding forestry practices, watershed impacts, tourism considerations, and mapping clarity. Council requested higher-resolution and large-format maps to better understand the proposed conservation areas. The letter circulated to Council will be reviewed, with the matter to return for consideration at the December 2, 2025 Regular Council Meeting.

Ms. Beers reported that Ms. O'Dell and Ms. Clark were not in attendance, and Mr. Lindsay advised that he would not be presenting this evening.

INFORMATION ITEMS

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

Development Activity Report – Plan 360 October Report

COUNCIL DIRECTION REQUESTS

Hillsborough Public Library – Appointment of Board Members

MOVED BY Councillor Elderkin, SECONDED BY Councillor Land, THAT Council direct Item 6.1 – Hillsborough Public Library – Appointment of Board Members (Kimberly McKinley, Jas Shukla, and Erica Muise Wilbur) be placed on the Consent Agenda for the Regular Council Meeting of December 2, 2025.

MOTION CARRIED (unanimously).

Hillsborough Public Library – Name Change

MOVED BY Councillor Elderkin, SECONDED BY Councillor Ward-Russell, THAT Council direct Item 6.2 be placed on the Consent Agenda for the Regular Council Meeting of December 2, 2025, and that Council approve the request from the Library Board to rename the “Hillsborough Public Library” to the “Fundy Albert Public Library” to better reflect the regional identity of the Municipality of Fundy Albert and to support ongoing community unification and rebranding efforts; and further, that any required signage updates be incorporated into the Municipality’s future community-wide signage replacement plan.

MOTION CARRIED (unanimously).

CAO Policy Update and Best Practices

Mr. Wallace presented a proposed amendment to the policy that would shift responsibility for employee promotions and terminations from Council to the CAO, noting this aligns with standard practice and reduces the risk of Council decisions being subject to judicial review. The CAO advised that the recommendation had also been supported by legal review. Council discussed the proposal, with members noting that the original 2023 wording may have reflected a different context and suggesting the matter be referred to the Personnel Committee for further review. Council also discussed the relevance of probationary periods and the possibility of revisiting the change after one year.

2026 Regular Meetings

MOVED BY **Councillor Land**, SECONDED BY **Councillor Coates**, THAT Council direct Item 6.4 be placed on the Consent Agenda for the Regular Council Meeting of December 2, 2025, to designate Council Chambers, 61 Academy Street, as the centralized meeting location for all Regular Council Meetings.

MOTION CARRIED (unanimously).

December 16, Committee of the Whole Meeting

MOVED BY **Councillor Ward-Russell**, SECONDED BY **Councillor Elderkin**, THAT Council direct Item 6.5 be placed on the Consent Agenda for the Regular Council Meeting of December 2, 2025, to approve the cancellation of the Committee of the Whole Meeting scheduled for December 16, 2025.

MOTION CARRIED (unanimously).

ADMINISTRATION REPORTS

Refer to the following reports:

Director, Legislative Services

Ms. Beers advised that the FireSmart project kickoff meeting has taken place and further information is expected soon. Applications have been submitted for student positions through Canada Summer Jobs, including two Public Works Labourers, one GIS Mapping Technician, two Visitor Information Centre attendants, and four lifeguards. Additional applications will be submitted once the SEED program opens.

Regarding the Lower Coverdale sign installation, the landowner currently has the easement document; work will proceed once it is returned, though the timeline suggests installation may not occur until the new year. Ms. Beers also noted ongoing work on the amendment to

Procedural By-law 2022-03, with a red-line version to be circulated to Council for feedback. Council discussed timing, with the expectation that further review will take place in January. Mr. Wallace further noted that additional policies, including HR and water by-law updates, are also in development.

Director of Operations

Mr. Barrett reported that well levels in Riverside-Albert are recovering, with water now flowing over both spillways, though residents are still encouraged to conserve water. A boil order was issued for Alma due to turbidity, with further updates to be provided as available.

Preparations for the holiday season are underway, with Remembrance banners scheduled to come down next week and Christmas lights being installed, expected to be fully in place by December 1. Mr. Barrett outlined planned lighting enhancements in Hillsborough, Riverside-Albert, and Alma, including exploring solar lighting options near the gazebo. Public Works continues final road patching before winter, including work on School Street in Alma to address recurring washouts and ditching concerns. Tree trimming has also been occurring in several areas, with additional work planned to remove dead or hazardous branches. Council raised questions regarding banner storage, patching on Taylor's Lane, ongoing tree trimming, and the need to follow up with DTI regarding a speed sign in Riverside-Albert.

Treasurer Report

General operating yearend projections

Alma utility yearend projections

Hillsborough utility yearend projections

Riverside-Albert utility yearend projections

Ms. Hutchinson presented updated financial results and year-end projections, noting a correction to the Alma Utility projected surplus, now estimated at \$12,435 and the removal of the recommended transfer of \$30,000 to Alma utility reserve for capital water;

Year-end financial recommendations were outlined, including proposed transfers to various reserves, funding for office renovation planning, equipment purchases (e.g., mini-split for the VIC, Public Works tracking software, push camera), and capital reserve contributions.

Council raised concerns about Riverside-Albert Utility fluctuations, requesting a meeting and clearer reporting to better understand year-end losses and impacts on future rates. Questions were also raised regarding receivables processes, disconnection procedures, and the need for a consistent policy, which staff noted will be addressed through the upcoming Water By-law.

Council requested to be notified when disconnection notices are issued.

Further discussion addressed the allocation of shared services costs, surplus origins, budgeting transparency, and the need for detailed breakdowns of surplus sources from 2023-2025.

Council also suggested improvements to financial reporting formats and highlighted the

importance of more proactive explanatory detail.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Ward-Russell shared that a 16-year-old resident of Lower Coverdale who was paralyzed in a recent swimming accident is recovering, and the family expressed gratitude for Fundy Albert's support as they fundraise for specialized medical equipment. Appreciation was also relayed from a Lower Coverdale resident regarding the recent streetlight approval.

Councillor Ward-Russell requested that the Province (ELG) provide written communication to the affected Greensboro Lagoon residents outlining timelines and expectations for upcoming 2026 project impacts, emphasizing the need for clear and consistent information.

An update was provided on mosquito control inquiries, and Council was reminded that winter maintenance in Lower Coverdale and portions of Ward 5 will again be carried out by Core Property Services. She also requested that Council respond to DTI's outstanding request for input on non-provincial roads requiring attention over the next several years.

Councillor Ward-Russell requested an update on the 2023 audit. Mr. Wallace advised that E6 is completing the final component, capital assets, and that while no firm timeline was provided, both staff and the auditor continue to press for completion.

Councillor Coates asked about the preparations for the upcoming Christmas parade on December 6, staff noted that the municipal float and Santa will participate as in previous years. Staff will purchase candy canes and follow up with Council regarding who wishes to walk in the parade.

Councillor Coates raised ongoing concerns regarding communication and responsiveness from DTI, citing unresolved issues, delayed repairs, and a lack of updates through the provincial 511 system. He noted continued difficulty obtaining answers on roadway matters in Ward 5 and expressed interest in engaging with DTI to improve communication.

Council agreed that a formal letter from the Municipality of Fundy Albert to DTI may be beneficial, especially given that approximately 70% of local roads remain under provincial responsibility. Reference was made to a recent DTI survey circulated by the Mayor, with confirmation that it had been sent to Council.

Councillor Elderkin provided an update on Remembrance Day services, noting she had the privilege of attending ceremonies in Riverside-Albert, Alma, and at the Albert County Museum. All events were very well attended, with Riverside-Albert drawing over 100 participants and Alma requiring additional seating beyond the 70 chairs initially set up. She expressed appreciation to Peter Jubb for his continued support in organizing services in the former villages, and to the parents of the Girl Guides for providing the luncheon in both communities. A logistical issue occurred in Alma when extra chairs were needed but access to the Cultural building was limited due to the holiday; thanks were extended to Mr. Kris Kelly for providing access and to the volunteer firefighters who helped carry chairs. **Councillor Elderkin** emphasized the importance

of ensuring appropriate access arrangements for facilities during holiday events. She also thanked Public Works for their assistance in preparing the venues.

Councillor Land reported that work on Golf Club Road is progressing well, with the road now passable and expected to be completed soon. He noted that the roadway appears wider and more stable than before. He also attended two Remembrance Day services, at Hopewell Cape and in Hillsborough, both of which were very well attended. He expressed appreciation for the strong community participation, especially the involvement of youth, and emphasized the importance of honoring veterans through these ceremonies.

Mayor Campbell reported a busy month of meetings and attendance at multiple Remembrance Day ceremonies. He participated in events at Riverside Consolidated School, Forestdale Nursing Home, the Riverside-Albert service, the Hillsborough Baptist Church service, and several ceremonies hosted by the Hillsborough Legion, including the dedication of a new cenotaph addition recognizing those who served in Afghanistan. All events were well attended and respectfully conducted. He extended appreciation to Peter Jubb and volunteers for ensuring ceremonies proceeded in Riverside-Albert and Alma, and noted that the Hillsborough Legion's Vice President expressed interest in becoming more involved in future years' services.

PUBLIC STATEMENTS AND INQUIRIES

Ms. Elaine Ward spoke in support of Council's efforts to seek clear communication from ELG regarding the Greensboro Lagoon project, noting that lack of information has led to speculation within the subdivision. She emphasized the need for transparency about potential costs. Ms. Ward also expressed strong support for Council designating a single, centralized meeting location, citing ongoing issues with the Owl audio system and difficulty following multi-part recordings.

CLOSED SESSION

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Land** that Council have an in-camera session at 5:56 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.

Ms. Hutchinson and Mr. Barrett exited the meeting.

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

IT WAS MOVED by **Councillor Ward-Russell** and **SECONDED** by **Councillor Land** to return to the regular session at 6:32 pm.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by **Councillor Ward-Russell THAT** the meeting be adjourned at 6:32 pm.

Mayor

Clerk

Synopsis: Hillsborough Public Library Appointment of Board Members

Date: November 19, 2025

Department: Legislative Services

Purpose

The proposal seeks Council's approval to appoint new members to the Library Board to maintain effective governance, community engagement, and program support.

Background

The Library Board has identified three individuals who have expressed interest in joining:

- Kimberly McKinley
- Jas Shukla
- Erica Muise Wilbur

These appointments aim to strengthen the Board's composition, ensuring broader community representation and sustained support for library initiatives and activities.

Discussion

The inclusion of these members will enhance the Board's diversity, balance, and capacity to fulfill its mandate. Their community involvement and varied experience will contribute positively to the strategic direction and continued success of the library. All appointments to the Library Board require formal Council approval.

Motion

I MOVE THAT Council approve the appointment of Kimberly McKinley, Jas Shukla, and Erica Muise Wilbur to the Fundy Albert Library Board, effective immediately, to support continued community representation and governance of library services within the Municipality of Fundy Albert.

Synopsis: Hillsborough Public Library Name Change

Date: November 19, 2025

Department: Legislative Services

The proposal seeks Council's approval to rename the *Hillsborough Public Library* to the *Fundy Albert Public Library* in order to better reflect the regional identity of the Municipality and advance community unification efforts.

Background

The Library Board, with support from Councillor Coates, initiated the request, stating that the new name would more accurately represent the entire Fundy Albert region. The change is intended to promote inclusiveness, unity, and local pride under the Fundy Albert identity.

While new signage will be required, this expense is expected to align with upcoming municipality-wide signage and branding updates, minimizing additional costs.

Discussion & Recommendation

Council is asked to endorse the name change as a symbolic and practical step in strengthening regional cohesion.

Motion

I MOVE THAT Council approve the request from the Library Board to rename the "Hillsborough Public Library" to the "Fundy Albert Public Library," to better reflect the regional identity of the Municipality of Fundy Albert and to support ongoing community unification and rebranding efforts. Further, that any required signage updates be incorporated into the Municipality's future community-wide signage replacement plan.

Synopsis: 2026 Regular Meeting

Date: November 19, 2025

Department: Legislative Services

This report seeks Council's direction on where Regular Council Meetings should be held in 2026. Since Fundy Albert's formation, meetings have rotated among several community venues to promote accessibility and visibility across all wards. As the 2026 schedule is being prepared, Council must decide whether to continue this rotational model, centralize meetings at a single location (such as Council Chambers in Hillsborough).

Motion

I MOVE THAT Council designate a centralized meeting location for all Regular Council Meetings to Council Chambers, 61 Academy Street

Synopsis: December 16, Committee of the Whole

Date: November 19, 2025

Department: Mayor Campbell

This report seeks Council's approval to cancel the Committee of the Whole (COW) meeting scheduled for **December 16, 2025**, due to scheduling conflicts impacting Council and senior staff availability. Given the proximity to year-end and anticipated absences, quorum is uncertain, and the agenda is expected to be minimal. Any time-sensitive matters can be advanced to the next Regular Council Meeting or addressed through a Special Meeting if required.

Motion

I MOVE THAT Council approve the cancellation of the Committee of the Whole meeting scheduled for December 16, 2025.

Synopsis: JDI Conservation Plan Letter of Support

Date: November 19, 2025

Department: Mayor Campbell

Mr. Andrew Willitt and Mr. Robert Fawcett with Irving Woodlands presented an update on their proposed conservation plan at the Committee of the Whole meeting on November 18, 2025, outlining a significant expansion of protected areas—including roughly 5,500 hectares within Fundy Albert—and requested municipal support. The plan aims to shift intensive forestry operations away from residential areas and key tourism corridors while exceeding the province's 15% conservation target and enhancing drinking water protection.

Mayor Campbell circulated a draft letter intended for the Minister of Natural Resources, recommending that participating local governments review and edit as needed while maintaining the conditional wording to ensure that any added conservation areas are balanced with returned lands to support economic competitiveness.



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council		
From	CAO		
Date	18 November, 2025		
Subject	Hillsborough Water exploration		
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

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

BACKGROUND

The Municipality of Fundy Albert has been engaged in negotiations with the landowner of PID 00613810 to secure approximately one acre of land for the development of a future municipal production well. These discussions have concluded with a mutually agreed-upon purchase price of **\$10,000.00**.

To demonstrate the municipality's good faith and commitment to completing this transaction, administration recommends placing the purchase funds in trust with the landowner's legal counsel. Doing so will reinforce our intent to proceed, support timely execution of the associated land agreements, and help expedite the next stages of the project.

The proposed trust deposit would be drawn from the Hillsborough Utility Capital Reserve.

RECOMMENDATION

It is recommended that Council approve the release of \$10,000.00 to be held in trust by the landowner's legal counsel for the purpose of expediting the execution of the landowner agreement associated with the proposed municipal well project.

OTHER OPTIONS

N/A

RISK ANALYSIS

There is no financial risk, as the monies would be held in trust until the agreements and easements are complete and remain recoverable should the agreement not proceed.

CONSIDERATIONS

Legal	<ul style="list-style-type: none">• Expedite signing of the Land Agreement
Financial	<ul style="list-style-type: none">• Funds Available be in Hillsborough Utility capital reserve.
Environmental	
Policy	
Stakeholders	<ul style="list-style-type: none">• Fundy Albert- Hillsborough Utility• Landowner of future municipal well location
Community Sensitivities	

Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none">✓ Infrastructure• Communications✓ Village Services• Strategic Partnerships• Economic Development & Tourism
Documents, maps, photos or presentations attached	
Consultation	Internal
Intergovernmental considerations	N/A

Synopsis: Arena Lands**Date: November 25, 2025****Department: CAO**

The Municipality's existing arena, while a valued community asset, faces ongoing infrastructure challenges due to its age, limited parking, and constraints on accessibility and expansion. Parking shortages during events, tournaments, and public skating create safety and congestion concerns along nearby streets. Additionally, the Municipality's Recreation will need to modernize or replace the current rink within the next 10 to 20 years to meet community and regional recreational needs.

A privately owned property directly adjacent to the rink site has become available for purchase. This parcel represents a strategic opportunity to address both immediate operational pressures and long-term infrastructure planning goals. The property for purchase is approximately 5.5 acres, a portion of PID 00621045 is available for \$70,000 plus legal fees of approximately \$2,000.

This provides an immediate and visible improvement in safety and convenience for residents and visitors using the rink. Demonstrates proactive planning and commitment to long-term recreational infrastructure renewal and strengthens Fundy Albert's competitiveness for funding programs and regional partnerships in sport, recreation, and tourism.

Motion:

WHEREAS the Municipality has identified ongoing parking congestion, safety concerns, and infrastructure limitations at the existing Fundy Albert Community Rink; and

WHEREAS a parcel of privately owned land (PID #00621045) directly adjacent to the rink has become available for purchase, providing an immediate opportunity to relieve parking pressures through interim overflow parking; and

WHEREAS long-term recreational planning anticipates the need for a modernized or replacement arena facility within the next 10–20 years; and

WHEREAS ownership of suitable land is a prerequisite for eligibility under most provincial and federal recreation and green infrastructure funding programs; and

WHEREAS securing this parcel now represents a strategic investment that ensures Fundy Albert remains shovel-ready for future funding opportunities and supports long-term community

infrastructure planning;

THEREFORE BE IT RESOLVED THAT Council authorize Administration to negotiate and proceed with the acquisition of the property adjacent to the Fundy Albert Community Rink, identified as PID #00621045, for the purposes of:

1. Establishing short-term interim parking to address current safety and congestion issues; and
2. Securing the required site for the future development of a new arena facility;

AND BE IT FURTHER RESOLVED THAT the total purchase amount shall not exceed \$70,000 plus applicable fees (including taxes, legal costs, and associated closing expenses), with funding allocated from the Hillsborough Reserve.

Fundy Albert

Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Ian Barrett, Director of Operations		
Date	2 December, 2025		
Subject	Service Connection, Elvin Jay Hillsborough		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

BACKGROUND

A developer has requested a sewer service connection for newly subdivided lots on Elvin Jay. Due to the location of nearby services, both legal and engineering advice was sought to confirm the serviceability of the lots and the appropriate approach to providing the connection. As this development is classed as a subdivision under municipal bylaws, the municipality was required to wait for engineered drawings before confirming how the lots could be serviced. Now that the engineered drawings have been received and reviewed, staff have confirmed that the lots are serviceable, and the developer has requested that the connections be installed as soon as possible.

Due to the size and technical complexity of the installation—crossing two existing water lines, a concrete culvert, working within an intersection, and tying into a manhole located in the centre of a residential driveway—the work is beyond the municipality's internal capability to complete safely and efficiently. The municipality does not have the specialized equipment required to undertake this task to an acceptable standard with minimal disruption. Based on previous installations of similar scale, the cost is expected to be in the range of \$15,000–\$20,000. Quotes have been requested from four contractors and will be presented to Council as soon as they are received. To ensure contractors are given the required time as per the municipal procurement guidelines a cut off time has been given as 8am, 2 Dec 2025.

Upon receipt of the contractor quotes, the municipality will select the option that provides the best overall value. Council approval will be required to authorize the transfer of funds from the Hillsborough Utility Capital Reserve to cover the cost of completing the installation.

RECOMMENDATION

That Council authorize the transfer of funds from the Hillsborough Utility Capital Reserve to cover the cost of the Elvin Jay sewer service installation, estimated at approximately \$15,000, (Actual quotes to be submitted on receipt) and permit the project to proceed upon receipt of contractor pricing in order to complete the work before seasonal frost conditions make installation infeasible.

OTHER OPTIONS

Defer until 2026 Budget is confirmed and deliver in the 2026 construction season.

RISK ANALYSIS

While the municipality's bylaws do not restrict the provision of service installations to specific times of the year, and while the work is technically achievable, there are still several risks associated with completing this installation late in the construction season. These risks relate primarily to cost, installation quality, and seasonal working conditions.

Carrying out this work at this time of year presents notable cost-related risks. Asphalt suppliers have limited availability, which may result in higher reinstatement costs or the need for temporary winter patching followed by full repairs in the spring. Contractors may apply premiums for expedited late-season work, and there is an increased likelihood of trench settlement over the winter, which can lead to additional repair costs once temperatures rise.

There are also significant technical risks associated with cold-weather excavation. Reduced compaction quality, variable ground conditions, and difficulty maintaining proper bedding and backfill can affect the long-term stability of the installation. Working within an intersection during shorter daylight hours increases traffic disruption, and frozen or partially frozen soils can make excavation around existing water lines and the culvert more challenging. These factors may impact the durability and performance of the installed service.

CONSIDERATIONS

Legal	<ul style="list-style-type: none"> All relevant municipal bylaws, policies, and regulatory requirements were reviewed in full to ensure alignment with legislative authority, municipal responsibilities, and established service standards.
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	<ul style="list-style-type: none"> Independent legal advice was sought to confirm the municipality's obligations, validate the recommended approach, and ensure the proposed actions are compliant and defensible.
Financial	<ul style="list-style-type: none"> Costs may be higher at this time of year due to cold-weather conditions, increased contractor demand, and the need for additional safety and traffic-control measures. Final pricing will be confirmed upon receipt of formal quotes, and the municipality will select the option that provides the best overall value while meeting schedule and technical requirements. Funding will require a transfer from the Hillsborough Utility Capital Reserve, with expenditures authorized in accordance with the Municipal Financial Management & Procurement Policy.
Environmental	<ul style="list-style-type: none"> Ground disturbance and excavation activities may temporarily affect drainage patterns and soil stability, requiring proper erosion-control measures to prevent sediment from entering nearby ditches or waterways. Work occurring during colder or freeze-thaw conditions increases the risk of runoff carrying debris or sediment, so contractors will be required to implement appropriate environmental protection practices throughout the installation.
Policy	<ul style="list-style-type: none"> The proposed approach aligns with the Municipal Financial Management & Procurement Policy, ensuring competitive procurement, proper authorization, and transparent vendor selection. The installation of services follows existing municipal standards and bylaws, supporting consistent application of service-connection requirements and reinforcing clear expectations for developers and property owners.
Stakeholders	<ul style="list-style-type: none"> The developer's project planning and sequencing must be taken into account, ensuring service installation is coordinated with their construction timelines and overall subdivision development requirements. Nearby residents and road users should be considered, as the work will involve excavation within a residential area and intersection, resulting in temporary noise, reduced access, traffic control measures, and potential short-term impacts on driveway access. Proper road and surface reinstatement will also be required, which may extend activity in the area until paving and site restoration are fully completed.
Community Sensitivities	<ul style="list-style-type: none"> Community sensitivities must be considered, as residents expect careful handling of municipal infrastructure work—particularly in residential neighbourhoods—where noise, traffic impacts, excavation, and road reinstatement can heighten concerns. Clear communication, timely updates, and visible efforts to minimize disruption will help maintain trust and demonstrate responsiveness to community expectations.

Council priorities	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Quotes to be provided on receipt
Consultation	
Intergovernmental considerations	N/A

Synopsis: Elcin Jay Service Connection

Date: 2 December, 2025

Department: Operations

Synopsis

A developer has requested municipal service connections for newly subdivided lots on Elvin Jay. Legal and engineering reviews have confirmed the lots are fully serviceable, and the engineered drawings have now been received. Due to the complexity of the installation—requiring excavation across two water lines, a culvert, and an intersection—the work exceeds internal capacity and must be completed by an external contractor. A formal quotation has been obtained and reviewed for accuracy, scope, and compliance with the Municipal Financial Management & Procurement Policy. Council is requested to approve the quote and authorize the transfer of funds from the Hillsborough Utility Capital Reserve to complete the installation.

Motion

WHEREAS a developer has requested municipal water and sewer service connections for newly subdivided lots on Elvin Jay, and legal and engineering reviews have confirmed the lots are serviceable;

WHEREAS the scope of work involves excavation across municipal utilities—including two water lines, a culvert, and an intersection—requiring specialized expertise and equipment beyond internal capacity;

WHEREAS the Municipality has received a quotation for this work in the amount of \$_____, reviewed for completeness, competitiveness, and compliance with the Municipal Financial Management & Procurement Policy;

BE IT RESOLVED THAT Council approves the quotation in the amount of \$_____ for the installation of the required water and sewer service connections;

BE IT FURTHER RESOLVED THAT Council authorizes the transfer of funds from the Hillsborough Utility Capital Reserve to cover the approved cost.

**COUNCIL REPORT FORM (CRF)**

To	Fundy Albert Council in Public Session
From	Jillian Hutchinson
Date	November 25, 2025
Subject	Fundy Albert – Village Core Capital Bank Account
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

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

n/a

ISSUE

Currently no bank account for Fundy Albert Village Core Capital Reserves

CURRENT STATUS & BACKGROUND

We currently do not have a bank account for Fundy Albert Village Core Capital Reserves, and to keep it separate from our Shared Capital we have kept the capital in a Cashable GIC.

RECOMMENDATION(S)

Our Recommendation is to open a separate bank account for Village Core Capital.

OTHER OPTIONS

To continue to use a Cashable GIC to keep segregation of the two capital balances.

RISK ANALYSIS

n/a

CONSIDERATIONS

Legal	n/a
Financial	<ul style="list-style-type: none">○ Clarity of Capital Reserves
Environmental	n/a
Policy	n/a
Stakeholders	Municipal Taxpayers
Community Sensitivities	Transparency
Council priorities	n/a
Documents, maps, photos or presentations attached	n/a
Consultation	CAO
Intergovernmental considerations	n/a

**COUNCIL REPORT FORM (CRF)**

To	Fundy Albert Council in Public Session
From	Jillian Hutchinson
Date	November 25, 2025
Subject	GIC Reinvestment - 2025
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

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

n/a

ISSUE

Matured GIC's

CURRENT STATUS & BACKGROUND

Fundy Albert has ten (10) Cashable Guaranteed Certificates (GICs), nine (9) of which are maturing between December 18-31, 2025, and one (1) to have additional amounts reinvested

0001 - \$141, 938.27 – CCBF 2019-2023

0002 - \$15,254.27 – CCBF 2014-2018

0004 - \$17,273.60 – Riverside-Albert Fire Department

0005 - \$13,055.14 – Riverside-Albert Capital

0006 - \$15,265.51 – Riverside-Albert Capital

0007 - \$11,667.89 – Riverside-Albert Recreation Centre

0010 - \$198,502.00 – Hillsborough 2022 Surplus

0012 - \$28,165.02 – Hillsborough Fire Department

0013 - \$22,949.28 – Alma Fire Department

0014 - \$154,564.06 – Fundy Albert Village Core Capital

RECOMMENDATION

Recommendation are as follows:

- Reinvest GICs 0001, 0002, 0004, 0007, 0010, 0013
- GIC 0005 & 0006 to reinvested together
- \$20,000 to be withdrawn from GIC 0012 for Hillsborough Fire Department Firefighting Equipment Replacement and the remainder be reinvested

Proposed Motion are as follows:

- **Canada Community Building Fund GIC Reinvestment 2025**

WHEREAS Guaranteed Investment Certificates (GIC) No. 0001 in the amount of \$141,937.27 for the CCBF 2019–2023 program and GIC No. 0002 in the amount of \$15,254.27 for the CCBF 2014-2018 program will mature on December 18, 2025;

BE RESOLVED that GIC No. 0001 and GIC No. 0002 be reinvested into a Cashable GIC;

AND BE FURTHER RESOLVED THAT all interest earned on GIC No. 0001 and GIC No. 0002 be reinvested into the respective GIC from which it was earned.

- **Alma & Riverside-Albert Fire Department GIC Reinvestment 2025**

WHEREAS GIC No. 0004 of \$17,273.60 for the Riverside-Albert Fire Department matures on December 18th, 2025;

ANDWHEREAS GIC No. 0013 of \$22,949.28 for the Alma Fire Department mature on December 30th, 2025;

BE IT RESOLVED THAT GIC No. 0004 and GIC No. 0013 be reinvested into a Cashable GIC;

AND BE FURTHER RESOLVED THAT interest earned on GIC No. 0004 and GIC No. 0013 be reinvested into the respective GIC from which it was earned.

- **Hillsborough Fire Department GIC Withdrawal & Reinvestment 2025**

WHEREAS GIC No. 0012 of \$28,165.02 for the Hillsborough Fire Department;

ANDWHEREAS the Hillsborough Fire Department requires \$20,000 to be withdrawn for Capital Replacement of Firefighting Equipment;

BE RESOLVED that the remaining \$8,165.02 of GIC No. 0012 and interest earned be reinvested into a Cashable GIC.

- **Riverside-Albert GIC Reinvestment 2025**

WHEREAS GIC No. 0005 of \$13,055.14 and GIC No. 0006 of \$15,265.51 mature on December 18, 2025;

ANDWHEREAS GIC No. 0005 and 0006 contain Riverside-Albert Capital Funds;

BE RESOLVED THAT GIC No. 0005 and 0006 be reinvested into one Cashable GIC with all interest earned.

Riverside-Albert Recreation Centre GIC Reinvestment 2025

WHEREAS GIC No. 0007 of \$11,667.89 for the Riverside-Albert Recreation Centre matures on December 18, 2025;

BE RESOLVED THAT GIC No. 0007 of \$11,667.89 be reinvested with the interest earned.

- **Hillsborough GIC Reinvestment 2025**

WHEREAS GIC No. 0010 of \$198,502 of Hillsborough Capital matures on December 30, 2025;

BE RESOLVED THAT GIC No. 0010 of \$198,502 be reinvested with the interest earned.

- **Fundy Albert Village Core Capital GIC Reinvestment 2025**

WHEREAS GIC No. 0011 was redeemed in June 2025 to withdraw \$19,993.09, with the remaining balance and accrued interest reinvested into new GIC No. 0014;

AND WHEREAS only \$13,812.69 of the withdrawn amount was used for the purchase of a new Bobcat snowblower;

AND WHEREAS the remaining \$6,180.40 is available for reinvestment in Fundy Albert Capital;

BE RESOLVED THAT GIC No. 0014 be redeemed and reinvested for \$6,180.40, together with the current balance and interest earned.

OTHER OPTIONS

Council may adjust for investment/investing of their joint agreement.

RISK ANALYSIS

n/a

CONSIDERATIONS

Legal	n/a
Financial	<ul style="list-style-type: none">○ Transfer to Reserves Strengthens the Village's financial position by creating a reserve fund for future capital repairs or replacements.
Environmental	n/a
Policy	n/a
Stakeholders	Municipal Taxpayers
Community Sensitivities	Transparency
Council priorities	n/a
Documents, maps, photos or presentations attached	n/a
Consultation	CAO
Intergovernmental considerations	n/a

**COUNCIL REPORT FORM (CRF)**

To	Fundy Albert Council in Public Session
From	Jillian Hutchinson
Date	November 25, 2025
Subject	Hillsborough Yearend Surplus - 2025
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

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

n/a

ISSUE

Council direction on Hillsborough Utility Yearend Surplus

CURRENT STATUS & BACKGROUND

November 18, 2025: Treasurer shared year-end financial projections as of October 31, 2025, along with current recommendations for year-end spending

November 19-26, 2025: Treasurer updated year-end financial projections and issued a second verification request to Department Heads to confirm year-end spending and ongoing projects, ensuring alignment with the updated projections

In the most updated projections, there is a projected surplus of \$160,705. The main contributor being the Hillsborough Water Exploration Water Drilling not starting this year.

RECOMMENDATION

In collaboration with the CAO and fellow directors, we recommend the following transfers to Capital Reserves:

- \$5,500 to the Utility Capital Fund for Wastewater Capital Reserve as outlined in the 2025 budget
- \$172,118 to the Utility Capital Fund for Water Capital, which includes \$27,118 as per 2025 budget

Proposed Motion

- Hillsborough Utility Capital Transfer 2025

WHEREAS the 2025 budget includes a transfer of \$5,500 to Hillsborough Utility Capital for Wastewater Capital Reserve;

ANDWHEREAS the 2025 budget includes a transfer of \$27,118 to Hillsborough Utility Capital for Water Capital Reserve

ANDWHEREAS Hillsborough Utility has a projected surplus of \$160,705;

ANDWHEREAS Administration has recommends that 145,000 of this surplus be allocated to the Hillsborough Utility Capital Fund

BE IT RESOLVED THAT a total of \$177,618 be transferred to Hillsborough Utility Capital.

OTHER OPTIONS

Council may adjust for projects, spending or investing of their joint agreement.

RISK ANALYSIS

n/a

CONSIDERATIONS

Legal	n/a
Financial	<ul style="list-style-type: none"> ○ Transfer to Reserves Strengthens the Village's financial position by creating a reserve fund for future capital repairs or replacements.
Environmental	n/a
Policy	n/a
Stakeholders	Municipal Taxpayers
Community Sensitivities	Transparency

Council priorities	n/a
Documents, maps, photos or presentations attached	Updated Hillsborough Yearend Projections w/ Detail, Updated General Yearend Projections w/ Separation of Water and Wastewater
Consultation	CAO, Director of Operation, Clerk
Intergovernmental considerations	n/a

Hillsborough Utility Yearend Projections November 15, 2025

Surplus from Previous - Combined	63,485.00	112,979.00	112,979.00	49,494.00	24,747.00	24,747.00	Estimated 2023 Surplus Higher than budgeted
Operating Reserve Fund	46,000.00	-	-	46,000.00	-	46,000.00	Operating Reserve Not Used
TOTAL REVENUE							
EXPENSES							
Admin. & General: Personnel	-	-	-	-	-	-	
Admin. & General: Other (W)	79,883.00	44,307.51	14,386.61	58,694.12	21,188.88	21,188.88	Remaining for Net HST for Water Exploration
Purification & Treatment: Personnel	-	-	-	-	-	-	
Purification & Treatment: Other	11,148.00	11,596.40	2,319.28	13,915.68	2,767.68	2,767.68	Surpassed Repair Contingency
Source of Supply: Personnel	-	-	-	-	-	-	
Source of Supply: Other	206,322.00	22,673.86	14,534.77	37,208.63	169,113.37	169,113.37	Delay in Water Exploration Project
Transmission & Distribution: Personnel	-	-	-	-	-	-	
Transmission & Distribution: Other	35,690.00	41,632.12	8,326.42	49,958.54	14,268.54	14,268.54	Unanticipated Connections
Power & Pumping: Personnel	-	-	-	-	-	-	
Power & Pumping: Other	16,161.00	17,442.25	3,488.45	20,930.70	4,769.70	4,769.70	NB Power Increases
Billing & Collection: Personnel (W)	-	-	-	-	-	-	
Billing & Collection: Other (W)	-	-	-	-	-	-	
Water Purchased	-	-	-	-	-	-	
Water Supply: Other	-	-	-	-	-	-	
Admin. & General: Personnel (WW)	-	-	-	-	-	-	
Admin. & General: Other (WW)	44,977.00	44,197.09	14,566.78	58,763.87	13,786.87	13,786.87	Net HST Split evenly when reallocated
Wastewater Collection System: Per.	-	-	-	-	-	-	
Wastewater Collection System: Other	10,000.00	18,327.28	5,665.46	23,992.74	13,992.74	13,992.74	Unanticipated Connections
Wastewater Lift Station(s): Person.	-	-	-	-	-	-	
Wastewater Lift Station(s): Other	34,619.00	20,480.65	6,096.13	26,576.78	8,042.22	8,042.22	Repair Contingency Not Used
Wastewater Treatment & Disposal: P	-	-	-	-	-	-	
Wastewater Treatment & Disposal: Other	39,336.00	30,558.12	21,111.62	51,669.74	12,333.74	12,333.74	Surpassed Repair Contingency
Storm Sewers	-	-	-	-	-	-	
Billing & Collection: Personnel (WW)	-	-	-	-	-	-	
Billing & Collection: Other (WW)	-	-	-	-	-	-	
Other Wastewater Disposal	-	-	-	-	-	-	
Lease Transfer General (SS)	-	39.34	39.34	39.34	39.34	39.34	Misc. Parts
Interest on Temporary Borrowing (W)	-	-	-	-	-	-	

**COUNCIL REPORT FORM (CRF)**

To	Fundy Albert Council in Public Session
From	Jillian Hutchinson
Date	November 25, 2025
Subject	General Yearend Surplus - 2025
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

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

n/a

ISSUE

Council direction on General Yearend Surplus

CURRENT STATUS & BACKGROUND

November 18, 2025: Treasurer shared year-end financial projections as of October 31, 2025, along with current recommendations for year-end spending

November 19-26, 2025: Treasurer updated year-end financial projections and issued a second verification request to Department Heads to confirm year-end spending and ongoing projects, ensuring alignment with the updated projections

Fundy Albert General - Shared

Projected surplus: **\$407,350**

Key drivers:

- o \$384,409 in unbudgeted revenue

Fundy Albert General - Village Core

Projected surplus: **\$238,084**

Key drivers:

- 3-ton truck purchase deferred
- Golf Club Road did not require long-term funding
- Paving contingency not utilized
- Planned culvert project postponed due to other emerging repairs
- Hiring of Lead Hand delayed until September

RECOMMENDATION

In correlation with the CAO and fellow directors, we have created the following recommendations:

Shared

- \$15,000 – Renovation Drawings & Property Survey
- \$5,000 – Mini Split for Municipal Office Top Floor
- \$5,000 – Mini Split for Visitor Information Centre
- \$20,000 – Transfer to Capital Pool Repairs
- \$30,000 – Transfer to Shared Capital Reserve
- \$20,000 – Transfer to Operating Reserve
- \$60,000 – Transfer to Capital TMR Radio Reserve
- Remaining Proposed Surplus of \$252,350 remain for 2027 Budget Revenue

Village Core

- \$11,000 – Public Works Tracking Program
- \$9,025 – Push Camera & Attachments
- \$215,000 – Transfer to Village Core Capital Reserve

Proposed Motions:

- *Fundy Albert General Shared Surplus 2025*

WHEREAS Fundy Albert General – Shared has a proposed surplus balance of \$407,350;

ANDWHEREAS Administration has recommended \$25,000 be spent on Architecture Drawings for Municipal Office Renovations, Municipal Office Property Survey, and Mini Split Installations at the Visitor Information Centre and Upstairs of the Municipal Office;

ANDWHEREAS Administration has recommended \$110,000 be transferred to Shared Capital Reserve for Capital Pool Repairs, TMR Radio Purchase Reserve and future capital Projects/Purchases or Repairs/Replacements;

ANDWHEREAS Administration has recommended \$20,000 be transferred to Operating Reserve;

ANDWHEREAS Administration has recommended \$252,350 to remain for 2027 Budget Revenue;

BE IT RESOLVED that spending authority be given to the CAO, Treasurer and Mayor of up to \$25,000 for Architecture Drawings for Municipal Office Renovations, Municipal Office Property Survey, and Mini Split Installations at the Visitor Information Centre and Upstairs of the Municipal Office;

AND BE IT FURTHER RESOLVED THAT \$110,000 be transferred to Fundy Albert Shared Capital and \$20,000 into Fundy Albert General Operating Reserve.

- *Fundy Albert General Village Core Surplus*

WHEREAS Fundy Albert General – Village Core has a proposed surplus balance of \$238,084;

ANDWHEREAS Administration has recommended \$20,025 on Public Works Tracking Program and, Push Camera & Accessories;

ANDWHEREAS Administration has recommended \$215,000 be transferred to Village Core Capital Reserve for future capital Projects/Purchases or Repairs/Replacements;

BE IT RESOLVED that spending authority be given to the CAO, Treasurer and Mayor of up to \$20,025 on a Public Works Tracking Program and, Push Camera & Accessories;

AND BE IT FURTHER RESOLVED that \$215,000 be transferred to Fundy Albert General Village Core Capital.

OTHER OPTIONS

Council may adjust for projects, spending or investing of their joint agreement.

RISK ANALYSIS

n/a

CONSIDERATIONS

Legal	n/a
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Financial	<ul style="list-style-type: none"> ○ Transfer to Reserves Strengthens the Village's financial position by creating a reserve fund for future capital repairs or replacements. ○ Fund One-Time Purchases Investing in equipment such as the Push Camera reduces future costs by eliminating the need to hire contractors for inspections, which currently cost \$2,000–\$3,000 per visit. ○ Invest in Long-Term Priorities Where financial capacity exists, advance strategic projects—such as completing the survey and drawings for the Municipal Office in 2025—so they do not need to be budgeted in 2026.
Environmental	n/a
Policy	n/a
Stakeholders	Municipal Taxpayers
Community Sensitivities	Transparency
Council priorities	n/a
Documents, maps, photos or presentations attached	Updated General Yearend Projections w/ Detail, Updated General Yearend Projections w/ Separation of Shared and Village Core
Consultation	CAO, Director of Operations, Clerk
Intergovernmental considerations	n/a

**Fundy Albert - General
Yearend Projections
November 15, 2025**

	<u>Budget</u>	<u>Actual</u>	Projections	Yearend	Difference	Notes
REVENUE						
Local Warrant	5,602,033.00	5,135,196.11	466,836.01	5,602,032.12	0.88	
Equalization Grant	213,527.00	195,733.23	17,793.93	213,527.16	0.16	
Fire	18,696.00	18,696.00	-	18,696.00	-	
Roads & Streets - Hillsborough	<u>10,566.00</u>	<u>7,043.96</u>	<u>7,043.96</u>	<u>10,566.94</u>	0.06	
Roads & Streets						
Fire Services: Other						
Environmental Health - Circular Mat						
Alma Activity Centre						
Riverside-Albert Recreation Centre	13,000.00	15,535.00	21,629.35	21,629.35	21,629.35	DNR - Wildfire*
Community Centre (Hall)	<u>13,500.00</u>	<u>6,884.36</u>	<u>22,419.36</u>	<u>22,519.36</u>	<u>3,980.64</u>	Anglophone East Cancelled Rental
Hillsborough Swimming Pool	<u>5,000.00</u>	<u>7,330.95</u>	<u>100.00</u>	<u>-</u>	<u>-</u>	
Swimming Pools, Beaches, Marinas						
Hillsborough Arena	<u>120,003.00</u>	<u>75,450.63</u>	<u>36,104.35</u>	<u>113,554.98</u>	<u>6,448.02</u>	Projection Based on October Use
Skating Rink & Arena						
Animal License & Permits						
Building Permits						
By-Law Enforcement						
Fines - By-Law Enforcement						
Alma Multicultural Building						
Alma Office						
Artisan Village	3,750.00	4,500.00	1,860.00	24,415.00	295.00	More One Time Rentals than Anticipated
Riverside-Albert Office	<u>12,000.00</u>	<u>4,946.79</u>	<u>22,555.00</u>	<u>12,866.79</u>	<u>-</u>	
Rentals, Buildings Other						
Return on Investments - Interest						
Interest on Investments						
Profit on Sale of Investment						
Commissions						

Contributions (Gifts, Donations, Etc)	25,000.00	25,000.00		
Other, Miscellaneous	-	-		
Federal Government (UT)	16,202.56	16,202.56		
Provincial Government (UT)	6,000.00	6,000.00		
Other (UT)	120,000.00	43,750.00		
Federal Government (CT)	12,138.00	3,205.86		
Provincial Government (CT)	-	3,205.86		
Other (CT)	-	3,205.86		
Second Previous Surplus	100,000.00	323,006.00		
Transfer From Operating Reserve	70,399.00	323,006.00		
Transfer From Reserve	-	223,006.00		
Alma Utility	105,263.00	78,948.00		
Hillsborough Utility	105,263.00	78,948.00		
Riverside-Albert Utility	<u>105,263.00</u>	<u>78,948.00</u>		
Utility Fund	315,789.00	236,844.00		
Other	-	43,614.23		
Grants	-	42,235.63		
PILT	-	-		
TOTAL REVENUE	6,680,509.00	6,134,116.67	930,801.31	7,064,917.98
EXPENSES				
Mayor: Personnel	42,172.00	19,999.98	6,666.66	26,666.64
Mayor: Other	2,000.00	3,746.24	1,248.75	4,994.99
Councillor - Ward 1: Personnel	20,982.00	12,182.52	-	2,994.99
Councillor - Ward 2: Personnel	20,982.00	17,484.80	-	-
Councillor - Ward 3: Personnel	20,982.00	17,484.80	3,496.96	-
Councillor - Ward 4: Personnel	20,982.00	17,484.80	3,496.96	-
Councillor - Ward 5: Personnel	20,982.00	16,666.70	3,333.34	-
Councillor - Ward 6: Personnel	<u>25,220.00</u>	<u>25,174.73</u>	<u>4,203.30</u>	<u>4,203.30</u>
Councillors: Personnel	130,130.00	106,476.35	18,027.52	124,505.87
Councillor - Ward 1: Other	1,336.00	229.06	-	5,624.13
Councillor - Ward 2: Other	1,336.00	-	1,336.00	No Councillor From Jan-Apr, Nov-Dec
Councillor - Ward 3: Other	1,336.00	394.40	552.16	Dep. Mayor Received Mayor Stipend Jan-Apr

Councillor - Ward 4: Other	1,336.00		1,336.00			
Councillor - Ward 5: Other	1,320.00		866.52	288.84		
Councillor - Ward 6: Other	<u>1,336.00</u>		<u>1,052.62</u>	<u>210.52</u>		
Development Seminars	8,000.00		2,542.60	3,723.52		
Other Legislative Costs	1,000.00		1,864.09	6,266.12	1,793.88	
Manager, Administrator: Personnel	3,500.00		852.84	1,864.09	-	Dev. Session Exceeded Budget
Manager, Administrator: Other	117,688.00		56,025.09	1,023.41	864.09	
Clerk: Personnel	2,500.00		2,463.58	15,421.09	2,476.59	
Clerk: Other	58,561.00		124,655.23	71,446.18	46,281.82	No CAO May~Jul
Human Resources: Other	4,400.00		12,827.00	3,187.46	667.46	Mileage Higher
Alma Office	23,356.00		9,942.98	140,280.84	81,719.84	Dir. Com. Serv. To Clerk/Interim CAO
Hillsborough Office	46,375.00		50,497.12	12,827.00	8,427.00	CAO Recruitment
Riverside-Albert Office	<u>9,140.00</u>		<u>5,868.21</u>	<u>174.56</u>		
Office Building(s)	78,871.00		66,308.31	12,945.52	382.83	Software Exp. Reallocated to Office
Legal Services	25,000.00		32,376.92	37,002.19	12,002.19	Legal Proceedings
Other Administrative Services	44,790.00		37,593.74	45,112.49	322.49	By-Law Communications & Registration
Financial Administration: Personnel	67,981.00		59,497.87	7,730.43	752.70	
Financial Administration: Other	-		-	67,228.30		
Accounting: Personnel	59,764.00		49,870.13	6,508.70	56,378.83	Benefits Change
Accounting: Other	3,750.00		70,000.00	10,000.00	3,385.17	Offset by LG Grant
External Audit: Audit Fees	25,000.00		11,500.00	36,500.00	48,000.00	Second Engagement w/ Ascend
Purchasing: Other	159,981.00		77,094.47	47,469.54	124,564.01	Includes Net HST for Golf Club Road
Civic Relations	5,000.00		3,127.94	500.00	3,627.94	1,372.06
Training & Development	20,000.00		13,911.74	17,311.74	2,688.26	Hired Staff w/ Class III
Cost of Assessment	128,249.00		128,249.00	128,249.00	0.36	
Regional & Collaborative Services	16,821.00		15,418.92	1,401.72	16,820.64	
Other General Administration Service	-		25,718.90	7,790.15	7,790.15	Funded
Conventions & Delegations	7,000.00		6,250.83	6,800.83	199.17	
Liability Insurance	59,400.00		46,261.82	55,514.18	3,885.82	Insurance Cost Lower than Budget
Municipal Association Membership	10,000.00		8,443.17	8,443.17	1,556.83	Lower than Budgeted
Grants: Other	25,000.00		15,350.00	9,650.00	9,650.00	Council Put Program on Hold

Fire Service: Contract w/ Other Gov	382,249.00	382,249.00	2,845.26	2,467.90	EMO Plan Not Created
Emergency Measures - Disaster Contr	6,913.00	1,599.84	-	-	
Emergency Measure: T & D	-	-	-	-	
Other: Fire Protective Services	-	-	-	-	
By-Law Enforcement: Personnel	-	-	-	-	
By-Law Enforcement: Other	56,490.00	60,575.65	-	4,085.65	Cleanup & Structural Engineer
Animal & Pest Control: Personnel	-	-	-	-	
Animal & Pest Control: Other	18,126.00	14,729.48	4,494.00	1,097.48	Overlapping Contract
Regional Public Safety Committee	1,580.00	1,448.04	131.64	0.32	
Common Services: Personnel	255,787.00	151,546.10	42,284.79	61,956.11	Lead Hand Not Hired Until Sept.
Common Services: Other	6,180.00	2,402.04	480.41	2,882.45	PW Phone Reallocated to W,Y & Other B. Other
Road Transport: Personnel	-	-	-	-	
Road Transport: Other	-	-	-	-	
General Equipment	85,000.00	100,407.12	33,802.29	49,209.41	Repairs Exceeded Budget
Workshops, Yards & Buildings: Perso	406,165.00	343,494.84	37,026.79	25,643.37	Overtime Down
Workshops, Yards & Buildings: Other	53,414.00	41,524.18	13,304.84	54,829.02	PW Phone Reallocated to W,Y & Other B. Other
Summer Maintenance: Personnel	-	-	-	-	
Summer Maintenance: Other	-	-	-	-	
Summer Maintenance: Private Contrac	249,202.00	205,894.40	12,500.00	218,394.40	Contingency, Not Used
Summer Maintenance: DTI	34,961.00	32,488.78	6,000.00	32,488.78	Remaining Not Used
Sidewalks	-	-	-	4,050.00	Remaining Not Used
Culverts & Drainage Ditches	89,260.00	36,010.00	10,000.00	46,010.00	Project Realignment**
Storm Sewers	-	-	-	-	
Snow Removal: Personnel	-	-	-	-	
Snow Removal: Other	-	-	-	-	
Snow Removal: Private Contract	261,971.00	195,712.95	65,934.66	261,647.61	RA Contingency Not Used
Snow & Ice Removal: DTI	85,551.00	54,006.14	54,006.14	31,544.86	Remaining Not Used
Bridges, Viaduct, Causeway & Grade	5,000.00	3,350.00	-	3,350.00	Inspection Bidder Lower than Budget
Street Lights	78,821.00	76,358.19	6,941.47	83,297.66	NB Increase
Street Signs	1,500.00	1,639.67	-	1,638.67	
Regional Transport: RSC	2,173.00	1,992.10	181.10	2,173.20	0.20
Collection: Personnel/Contract	599,732.00	559,177.77	47,150.30	606,336.07	Contract Overlapping
Collection (RSC)	-	-	-	-	

Disposal: Tipping Fees (RSC)	104,370.00	95,672.50	8,697.50	104,370.00	-
Cemeteries	-	-	-	-	-
Public Health Services: Other	4,634.00	4,247.43	386.13	4,633.56	0.44
Planning (RSC)	204,274.00	187,251.13	17,022.83	204,273.96	0.04
Beautification & Rehabilitation	16,774.00	4,041.84	12,500.00	16,541.84	172.16
Natural Resources Dev. - Other	5,000.00	4,715.56	-	4,715.56	284.44
Tree Removal & Planting	7,667.00	-	3,500.00	3,500.00	4,167.00
C&S Development : RSC	5,320.00	4,876.63	443.33	5,319.96	0.04
Industrial Parks & Commissions	-	-	-	-	-
Eco. Develop.: Personnel	79,904.00	-	-	7,485.83	72,438.17
Eco. Develop.: Other	-	-	-	-	Dir. Comm. Serv. To Clerk
Tourist Bureau	24,485.00	19,014.99	3,074.90	22,089.89	2,395.11
Tourist Camps, Parks, Etc.	12,856.00	8,453.16	3,000.00	11,453.16	1,402.84
Promotion of Tourist Attraction	-	201.72	-	201.72	DTI Sign Repair
Tourism: Other(Decorative Lighting)	-	-	-	-	-
Other Develop. Services - RSC	1,129.00	1,034.66	94.06	1,128.72	0.28
Recreation Administration: Other	10,000.00	11,234.58	1,500.00	12,734.58	2,734.58
Community Centres: Personnel	-	-	-	-	Offset by Heritage Canada Grant
Community Centres & Halls: Other	59,469.00	50,182.70	8,366.80	58,549.50	919.50
Swimming Pools, Beaches, Marinas: P	16,133.00	22,462.74	-	22,462.74	6,329.74
Swimming Pools, Beaches, Marinas: O	35,000.00	15,417.72	-	15,417.72	19,582.28
Skating Rinks & Arenas: Personnel	114,768.00	112,008.89	2,607.76	114,616.65	151.35
Skating Rinks & Arenas: Other	141,478.00	126,680.04	51,173.08	177,853.12	-
Parks & Playgrounds: Personnel	17,904.00	22,537.12	-	22,537.12	36,375.12
Parks & Playgrounds: Other	14,922.00	11,548.67	2,072.84	13,521.51	4,633.12
Cultural Buildings & Facilities: P	-	-	-	-	Offset by Canada Summer Jobs/SEED Grant
Cultural Buildings & Facilities: O	15,594.00	13,582.56	1,364.50	14,947.06	1,300.49
Museums: Personnel	-	-	-	-	Remaining Contingency
Museums: Other	20,924.00	6,547.18	16,326.00	22,873.18	1,949.18
Libraries: Personnel	-	-	-	-	Offset by Funding from Heritage Hillsborough
Libraries: Other - H. Library	7,289.00	4,721.23	2,567.77	-	-
Library Building	20,555.00	14,892.42	2,871.84	-	-
Libraries: Other	27,844.00	19,613.65	5,439.61	25,053.26	2,790.74
					Remaining Building Upgrades Contingency

Place of Assembly: Other						
Other Recreation & Cultural Service						
Interest: STB for Capital Projects	1,395.00	1,269.18	115.38	1,394.56	0.44	45,499.00 Short Term Borrowing Not Needed
Interest: Current Operations (LoC)	45,499.00	-	-	-	-	
Interest: Long Term Debt	73,250.00	5,540.00	35,235.00	40,775.00	32,475.00	Debenture Not Applied - 3 Ton Truck & Culvert
Principal Installments	90,000.00	20,000.00	70,000.00	90,000.00	70,000.00	
Capital Leasing Arrangements	109,865.00	94,719.15	21,048.70	115,767.85	5,902.85	Lease Extended
Cost of Issuing & Selling Debenture	2,000.00	-	-	-	2,000.00	No Debentures Issued/Sold
Bank Service Charge	5,500.00	6,183.94	1,236.79	7,420.73	1,920.73	Fees Higher than Anticipated
Interest Fees	-	-	-	-	-	
Transfer to Capital	-	538,335.07	538,335.07	-	-	
Transfer to Capital Reserve	3,704.00	3,703.88	3,703.88	0.12	-	
Transfer to Operating Reserve	-	-	-	-	-	
Second Previous Year Deficit	-	-	-	-	-	
E1	-	-	-	-	-	
CPP	-	-	-	-	-	
Capital Reserve	-	-	-	-	-	
Operating Reserve	-	-	-	-	-	
TOTAL EXPENSES	6,680,509.00	5,794,890.16	624,593.85	6,419,484.01	261,024.99	
NET INCOME	-	339,226.51	306,207.46	645,433.97	123,384.00	

**Fundy Albert - General
Yearend Projections
November 15, 2025**

	<u>Budget</u>	<u>Actual</u>	Projections	Yearend	Difference	Shared	Village Core
REVENUE							
Local Warrant ¹	5,602,033.00	5,135,196.11	466,836.01	5,602,032.12	0.88	0.88	
Equalization Grant	213,527.00	195,733.23	17,793.93	213,527.16	0.16	0.16	
Fire	18,696.00	18,696.00	-	18,696.00	-	-	
Roads & Streets - Hillsborough	<u>10,566.00</u>	<u>7,043.96</u>	<u>7,043.96</u>	3,521.98	0.06	0.06	
Roads & Streets							
Fire Services: Other	10,566.00	7,043.96	21,629.35	21,629.35	21,629.35	21,629.35	
Environmental Health - Circular Mat	-	-	49,096.72	50,311.56	6,772.28	6,772.28	
Alma Activity Centre	13,000.00	92,636.00	15,535.00	6,884.36	-	-	
Riverside-Albert Recreation Centre	<u>13,500.00</u>	<u>26,500.00</u>	<u>22,419.36</u>	100.00	22,519.36	3,980.64	3,980.64
Community Centre (Hall)	<u>5,000.00</u>	<u>7,330.95</u>	<u>7,330.95</u>	-	-	-	
Hillsborough Swimming Pool	<u>5,000.00</u>	<u>7,330.95</u>	<u>7,330.95</u>	7,330.95	2,330.95	2,330.95	
Swimming Pools, Beaches, Marinas	<u>120,003.00</u>	<u>75,450.63</u>	<u>75,450.63</u>	38,104.35	113,564.98	6,448.02	6,448.02
Hillsborough Arena						500.00	500.00
Skating Rink & Arena	120,003.00	500.00	500.00	81,980.25	108,980.25	73,980.25	73,980.25
Animal License & Permits						27,000.00	27,000.00
Building Permits	35,000.00	-	-	27,000.00	28,200.00	28,200.00	28,200.00
By-Law Enforcement	81,980.25	1,200.00	1,200.00	-	-	-	-
Fines - By-Law Enforcement	-	-	-	27,000.00	28,200.00	28,200.00	28,200.00
Alma Multicultural Building	24,120.00	22,555.00	1,860.00	24,415.00	295.00	295.00	
Alma Office	-	-	-	-	-	-	
Artisan Village	3,750.00	4,500.00	4,500.00	-	-	-	
Riverside-Albert Office	<u>12,000.00</u>	<u>4,946.79</u>	<u>3,320.00</u>	100.00	12,866.79	2,883.21	2,883.21
Rentals Buildings Other	15,750.00	12,766.79	100.00	-	-	-	
Return on Investments - Interest	-	-	-	-	-	-	
Interest on Investments	30,000.00	23,219.53	4,000.00	27,219.53	2,780.47	2,780.47	2,780.47
Profit on Sale of Investment	-	-	-	-	-	-	
Commissions	-	-	-	-	-	-	

Contributions (Gifts, Donations, Etc)	25,000.00	25,000.00	-	-	-
Other, Miscellaneous	16,202.56	16,202.56	16,202.56	16,202.56	16,202.56
Federal Government (UT)	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Provincial Government (UT)	120,000.00	43,750.00	76,250.00	76,250.00	76,250.00
Other (UT)	12,138.00	12,138.00	12,138.00	12,138.00	12,138.00
Federal Government (CT)	-	3,205.86	3,205.86	3,205.86	3,205.86
Provincial Government (CT)	-	3,205.86	3,205.86	3,205.86	3,205.86
Other (CT)	-	323,006.00	223,006.00	223,006.00	223,006.00
Second Previous Surplus	-	323,006.00	70,389.00	70,389.00	70,389.00
Transfer From Operating Reserve	-	-	-	-	-
Transfer From Reserve	-	-	-	-	-
Alma Utility	105,263.00	78,948.00	26,315.75	26,315.75	26,315.75
Hillsborough Utility	105,263.00	78,948.00	26,315.75	26,315.75	26,315.75
Riverside-Albert Utility	105,263.00	78,948.00	26,315.75	26,315.75	26,315.75
Utility Fund	315,789.00	236,844.00	78,947.25	315,791.25	2.25
Other	-	43,614.23	42,235.63	1,378.60	1,378.60
Grants	-	-	-	-	-
PILT	-	-	-	-	-
TOTAL REVENUE	6,680,509.00	6,134,116.67	930,801.31	7,054,917.98	384,408.98
 EXPENSES	 	 	 	 	
Mayor: Personnel	42,172.00	19,999.98	6,666.65	26,656.64	15,505.36
Mayor: Other	2,000.00	3,746.24	1,248.75	4,984.99	2,994.99
Councillor - Ward 1: Personnel	20,982.00	12,182.52	-	-	-
Councillor - Ward 2: Personnel	20,982.00	17,484.80	3,496.96	-	-
Councillor - Ward 3: Personnel	20,982.00	17,484.80	3,496.96	-	-
Councillor - Ward 4: Personnel	20,982.00	17,484.80	3,496.96	-	-
Councillor - Ward 5: Personnel	20,982.00	16,666.70	3,333.34	-	-
Councillor - Ward 6: Personnel	25,220.00	25,174.73	4,203.30	-	-
Councillors: Personnel	130,130.00	106,478.35	18,027.52	124,505.87	5,624.13
Councillor - Ward 1: Other	1,336.00	229.06	1,336.00	-	-
Councillor - Ward 2: Other	1,336.00	-	552.16	-	-
Councillor - Ward 3: Other	1,336.00	394.40	-	-	-

Councillor - Ward 4: Other	1,336.00		1,336.00			
Councillor - Ward 5: Other	1,320.00		866.52	288.84		
Councillor - Ward 6: Other	1,336.00		1,052.62	210.52		
Development Seminars	8,000.00		2,542.60	3,723.52		
Other Legislative Costs	1,000.00		1,864.09	-		
Manager, Administrator: Personnel	3,500.00		852.84	170.57		
Manager, Administrator: Other	117,688.00		56,025.09	15,421.09		
Clerk: Personnel	2,500.00		2,463.58	703.88		
Clerk: Other	58,561.00		124,655.23	15,625.61		
Human Resources: Other	4,400.00		12,827.00	12,827.00		
Alma Office	23,356.00		9,942.98	2,008.16		
Hillsborough Office	46,375.00		50,497.12	10,782.80		
Riverside-Albert Office	9,140.00		5,868.21	174.56		
Office Building(s)	78,871.00		66,308.31	12,945.52		
Legal Services	25,000.00		32,376.92	37,002.19		
Other Administrative Services	44,790.00		37,593.74	4,625.27		
Financial Administration: Personnel	67,981.00		59,497.87	7,518.75		
Financial Administration: Other	-		7,730.43	45,112.49		
Accounting: Personnel	59,764.00		49,870.13	6,508.70		
Accounting: Other	3,750.00		10,000.00	56,378.83		
External Audit: Audit Fees	25,000.00		11,500.00	80,000.00		
Purchasing: Other	159,981.00		77,094.47	47,469.54		
Civic Relations	5,000.00		500.00	124,564.01		
Training & Development	20,000.00		13,911.74	3,627.94		
Cost of Assessment	128,249.00		128,249.00	17,311.74		
Regional & Collaborative Services	16,821.00		15,418.92	128,249.00		
Other General Administration Service	-		25,718.90	1,401.72		
Conventions & Delegations	7,000.00		17,928.75	16,820.64		
Liability Insurance	59,400.00		6,250.83	1,401.72		
Municipal Association Membership	10,000.00		46,261.82	17,928.75		
Grants: Other	25,000.00		8,443.17	15,350.00		

R.C.M.P.					
A - FF Force: Personnel	13,096.00	823,376.50	274,459.50	1,097,838.00	-
H - FF Force: Personnel	26,192.00				
RA - FF Force: Personnel	<u>21,281.00</u>				
Firefighting Force: Personnel					
A - FF Force: Other	9,212.00	13,593.41	60,569.00	74,162.41	-
H - FF Force: Other	17,005.00	6,870.46	624.59	1,194.36	-
RA - FF Force: Other	<u>12,813.00</u>	<u>18,664.07</u>	<u>1,696.73</u>	<u>3,515.68</u>	<u>-</u>
Firefighting Force: Other					
A - Fire Alarm Systems	649.00	6,630.93	71.39	42,188.17	-
H - Fire Alarm Systems	1,297.00	5,145.63	71.39	3,158.17	-
RA - Fire Alarm Systems	<u>1,054.00</u>	<u>2,069.42</u>	<u>77.39</u>	<u>3,158.17</u>	<u>-</u>
Fire Alarm System	<u>102,775.00</u>	<u>4,542.40</u>	<u>721.31</u>	<u>3,158.17</u>	<u>-</u>
Fire Alarm Systems					
A - Fire Prevention	1,000.00	18,388.38	935.48	19,323.86	-
H - Fire Prevention	1,000.00	261.99	261.99	261.99	-
RA - Fire Prevention	<u>1,000.00</u>	<u>1,460.16</u>	<u>406.99</u>	<u>1,460.16</u>	<u>-</u>
Fire Investigation					
A - Water Cost (Reg. 81-195)	-	-	-	-	-
H - Water Cost (Reg. 81-195)	8,280.00	8,280.00	8,280.00	8,280.01	-
RA - Water Cost (Reg. 81-195)	<u>5,000.00</u>	<u>5,000.00</u>	<u>-</u>	<u>5,000.01</u>	<u>-</u>
Water Cost (Reg. 81-195)					
A - Training & Develop.: Other	13,280.00	13,280.00	13,280.00	13,280.00	-
H - Training & Develop.: Other	2,500.00	385.00	385.00	385.00	-
RA - Training & Develop.: Other	<u>7,500.00</u>	<u>6,582.73</u>	<u>5,006.91</u>	<u>6,582.73</u>	<u>-</u>
Alma Station & Building	5,000.00			5,006.91	-
Hillsborough Station	18,759.00	11,239.88	2,792.66	2,115.00	-
Riverside-Albert Station	<u>19,662.00</u>	<u>16,546.59</u>	<u>3,374.44</u>	<u>917.27</u>	<u>-</u>
Station(s) & Building(s)	<u>16,371.00</u>	<u>13,346.82</u>	<u>2,224.06</u>	<u>6.91</u>	<u>-</u>
A - Fighting Equipment	52,300.00	23,837.39	41,133.29	49,524.45	-
H - Fighting Equipment	97,700.00	51,508.72	27,590.80	5,267.55	-
RA - Fighting Equipment	<u>75,000.00</u>	<u>69,367.63</u>	<u>45,818.84</u>	<u>7,296.55</u>	<u>-</u>
Fighting Equipment					
	225,000.00	144,713.74	80,706.19	225,419.93	419.93
					419.93

Fire Service: Contract w/ Other Gov	382,249.00	382,249.00	382,249.00	382,249.00
Emergency Measures - Disaster Contr	6,913.00	1,599.84	2,845.26	4,445.10
Emergency Measure: T & D	-	-	-	-
Other: Fire Protective Services	-	-	-	-
By-Law Enforcement: Personnel	-	-	-	-
By-Law Enforcement: Other	56,490.00	60,575.65	4,085.65	4,085.65
Animal & Pest Control: Personnel	-	-	-	-
Animal & Pest Control: Other	18,126.00	14,729.48	4,494.00	19,223.48
Regional Public Safety Committee	1,580.00	1,446.04	131.64	1,579.68
Common Services: Personnel	255,787.00	151,548.10	42,284.79	193,832.89
Common Services: Other	6,180.00	2,402.04	480.41	2,882.45
Road Transport: Personnel	-	-	-	-
Road Transport: Other	-	-	-	-
General Equipment	85,000.00	100,407.12	33,802.29	134,209.41
Workshops, Yards & Buildings: Perso	406,165.00	343,494.84	380,521.63	49,209.41
Workshops, Yards & Buildings: Other	53,414.00	41,524.18	13,304.84	25,643.37
Summer Maintenance: Personnel	-	-	-	1,415.02
Summer Maintenance: Other	-	-	-	-
Summer Maintenance: Private Contrac	249,202.00	205,894.40	12,500.00	218,394.40
Summer Maintenance: DTI	34,961.00	32,488.78	-	32,488.78
Sidewalks	6,000.00	4,050.00	-	4,050.00
Culverts & Drainage Ditches	89,260.00	36,010.00	10,000.00	46,010.00
Storm Sewers	-	-	-	-
Snow Removal: Personnel	-	-	-	-
Snow Removal: Other	-	-	-	-
Snow Removal: Private Contract	261,971.00	195,712.95	65,934.66	261,647.61
Snow & Ice Removal: DTI	85,551.00	54,006.14	-	54,006.14
Bridges, Viaduct, Causeway & Grade	5,000.00	3,350.00	-	3,350.00
Street Lights	78,821.00	76,358.19	-	6,941.47
Street Signs	1,500.00	1,638.67	-	1,638.67
Regional Transport: RSC	2,173.00	1,992.10	181.10	2,173.20
Collection: Personnel/Contract	599,772.00	599,177.77	47,158.30	606,336.07
Collection (RSC)	-	-	-	6,604.07

Disposal: Tipping Fees (RSC)	104,370.00	95,672.50	8,697.50	104,370.00	-	-
Cemeteries	-	-	-	-	-	-
Public Health Services: Other	4,634.00	4,247.43	386.13	4,633.56	0.44	0.44
Planning (RSC)	204,274.00	187,251.13	17,022.83	204,273.96	0.04	0.04
Beautification & Rehabilitation	16,714.00	4,041.84	12,500.00	16,541.84	172.16	172.16
Natural Resources Dev. - Other	5,000.00	4,715.56	-	4,715.56	284.44	284.44
Tree Removal & Planting	7,667.00	-	3,500.00	3,500.00	4,167.00	4,167.00
C&S Development : RSC	5,320.00	4,876.63	443.33	5,319.96	0.04	0.04
Industrial Parks & Commissions	-	-	-	-	-	-
Eco. Develop.: Personnel	79,904.00	7,465.83	72,438.17	72,438.17	-	-
Eco. Develop.: Other	-	-	-	-	-	-
Tourist Bureau	24,485.00	19,014.99	3,074.90	22,089.89	2,395.11	2,395.11
Tourist, Camps, Parks, Etc.	12,856.00	8,453.16	3,000.00	11,453.16	1,402.84	1,402.84
Promotion of Tourist Attraction	-	-	-	201.72	201.72	201.72
Tourism: Other(Decorative Lighting)	-	-	-	-	-	-
Other Develop. Services - RSC	-	-	-	-	-	-
Recreation Administration: Other	10,000.00	94.06	1,128.72	0.28	0.28	0.28
Community Centres: Personnel	-	-	1,500.00	12,734.58	2,734.58	2,734.58
Community Centres & Halls: Other	59,469.00	50,182.70	8,366.80	58,549.50	919.50	919.50
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	15,417.72	15,417.72	19,582.28	19,582.28	19,582.28
Skating Rinks & Arenas: Personnel	114,768.00	112,008.89	2,607.76	114,616.65	151.35	151.35
Skating Rinks & Arenas: Other	141,478.00	126,680.04	51,173.08	177,853.12	36,375.12	36,375.12
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	2,072.84	13,621.51	1,300.49	1,300.49
Cultural Buildings & Facilities: P	-	-	-	-	-	-
Cultural Buildings & Facilities: O	15,594.00	13,582.56	1,364.50	14,947.06	646.94	646.94
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	14,892.42	2,871.84	-	-	-
Libraries: Other	-	-	-	-	-	-
	27,844.00	19,613.65	5,439.61	25,053.26	2,790.74	2,790.74

Place of Assembly: Other	-	-	-	-	-	-
Other Recreation & Cultural Service	-	-	-	-	-	-
Interest: STB for Capital Projects	1,385.00	1,269.18	115.38	1,384.56	0.44	0.44
Interest: Current Operations (LoIC)	45,499.00	-	-	45,499.00	-	45,499.00
Interest: Long Term Debt	-	-	-	-	-	32,475.00
Principal Installments	73,250.00	5,540.00	35,235.00	40,775.00	32,475.00	32,475.00
Capital Leasing Arrangements	90,000.00	20,000.00	70,000.00	90,000.00	-	-
Cost of Issuing & Selling Debenture	109,865.00	94,719.15	21,048.70	115,767.85	5,902.85	5,902.85
Bank Service Charge	2,000.00	-	-	-	2,000.00	2,000.00
Interest Fees	5,500.00	6,183.94	1,236.79	7,420.73	1,920.73	1,920.73
Transfer to Capital	-	-	-	-	-	-
Transfer to Capital Reserve	538,335.07	538,335.07	-	-	-	-
Transfer to Operating Reserve	3,704.00	3,703.88	3,703.88	0.12	0.12	0.12
Second Previous Year Deficit	-	-	-	-	-	-
E	-	-	-	-	-	-
CPP	-	-	-	-	-	-
Capital Reserve	-	-	-	-	-	-
Operating Reserve	-	-	-	-	-	-
TOTAL EXPENSES	6,680,509.00	5,794,890.16	624,593.85	6,419,484.01	261,024.99	22,942.76
NET INCOME	-	339,226.51	306,207.46	645,433.97	123,384.00	407,349.55
						238,084.42



BY-LAW NO. 2025-03

**FUNDY ALBERT
EMERGENCY MEASURES BY-LAW**

PREAMBLE

The Council of the Municipality of Fundy Albert, under the authority vested in it by Sections 9 and 10 of the Emergency Measures Act, S.N.B. 2011, c.147, the regulations thereunder, and Section 10(1) of the *Local Governance Act*, S.N.B. 2017, c.18, and amendments thereto, enacts as follows:

1. DEFINITIONS

For the purposes of this By-law:

- a) **“Disaster”** means any occurrence or anticipated occurrence, other than a war emergency, which endangers property, the environment, or the health, safety, or welfare of the civil population and/or property within the Municipality and which cannot be controlled by the use of normal services and resources of the Municipality;
- b) **“Emergency”** means a present or imminent event in respect of which the Minister of Public Safety and Solicitor General or the Municipality, as the case may be, believes prompt coordination of action or regulation of persons or property must be undertaken to protect property, the environment, or the health, safety, or welfare of the civil population;
- c) **“Municipal Emergency Measures Coordinator (MEMC)”** means the person appointed by Council to coordinate municipal emergency measures, act as the primary liaison with the New Brunswick Emergency Management Organization, and oversee the Emergency Response Plan;
- d) **“Emergency Measures Committee”** means a committee established under Section 3(e) which advises Council on the development and review of the Emergency Response Plan;
- e) **“Emergency Response Plan”** means any plan, program, or procedure adopted by Council and updated periodically, in accordance with provincial guidelines, to mitigate the effects of an emergency or disaster and to provide for the safety, health, and welfare of the civil population and the protection of property and the environment;
- f) **“Emergency Operations Centre (EOC)”** means a building, structure, or place designated by the Emergency Measures Committee as being the operations centre for administering, planning, and coordinating emergency measures;
- g) **“Emergency Operations Control Group (EOCG)”** means the persons designated under the Fundy Albert Emergency Response Plan who are responsible for the administration, planning, and coordination of emergency measures in accordance with the Emergency Response Plan;



- h) "**Emergency Measures Organization (EMO)**" means the New Brunswick Emergency Management Organization established under Section 2 of the *Emergency Measures Act*;
- i) "**Minister**" means the Minister of Public Safety and Solicitor General for the Province of New Brunswick, or successor designation;
- j) "**State of Emergency**" means a state of emergency declared by the Minister under subsection 10(1) or renewed under subsection 18(2) of the *Emergency Measures Act*;
- k) "**State of Local Emergency (SOLE)**" means a state of local emergency declared by the Municipality under section 10(2) of the *Emergency Measures Act* or renewed under section 18(2) of that Act;
- l) "**Municipality**" means the Municipality of Fundy Albert, in the County of Albert and the Province of New Brunswick.

2. DUTIES OF COUNCIL

The Council shall:

- a) appoint a **Municipal Emergency Measures Coordinator (MEMC)** and such other persons as may be required; and
- b) ensure the development and Council approval of an **Emergency Response Plan**, including the allocation of expenditures for the establishment, maintenance, and operation of the Plan and the Emergency Operations Centre, and ensure regular review and updating of the Plan at least once every three (3) years, or following a major emergency.

The Emergency Response Plan shall be developed and maintained in accordance with the **New Brunswick Emergency Management Organization (NBEMO) Municipal Planning Guidelines**.

3. EMERGENCY MEASURES COMMITTEE

- a) The **Emergency Measures Committee** shall consist of the Mayor and members of Council, with alternates designated if members are unavailable.
- b) Three (3) members of the Committee shall constitute a quorum.
- c) The Committee shall meet at least annually to review the Emergency Response Plan and recommend updates to Council.
- d) The **CAO** and the **Municipal Emergency Measures Coordinator** shall serve as **non-voting advisory members** to the Committee to support coordination and administration.

4. EMERGENCY RESPONSE PLAN

The **Emergency Operations Control Group**, under the direction of the **Municipal Emergency Measures Coordinator**, shall be responsible to manage emergencies as



outlined in the **Fundy Albert Emergency Response Plan** and to make recommendations for revisions to the Plan for Council approval.

The **Emergency Response Plan and any amendments thereto shall be approved by Council resolution** and shall comply with all applicable provincial emergency management guidelines.

5. GENERAL

5.1 Subject to the approval of Council, the Committee may negotiate, and on behalf of the Municipality, enter into agreements with other municipalities, other levels of government, or other agencies for mutual aid, the formation of joint organizations, or the use of resources, all within the terms of the Emergency Response Plan.

5.2 Upon activation of the Emergency Response Plan, each member of Council shall be advised through the **Voyent Alert System**, fan-out call, or successor notification systems as adopted by Council, that the Fundy Albert Emergency Operations Centre is active.

5.3 Before, upon the event of, or during an emergency, the **Mayor, Deputy Mayor**, or any two (2) Councillors may call members of Council to meet for the purpose of declaring a **State of Local Emergency (SOLE)** and carrying out related business.

For the purposes of this By-law only, **any three (3) members of Council shall constitute a quorum**, but this quorum rule applies only when a State of Local Emergency is being considered.

5.4 If a quorum cannot be reached, the members present may contact the **New Brunswick Emergency Management Organization (NBEMO)** requesting that the **Minister of Public Safety and Solicitor General** declare a **State of Emergency** in Fundy Albert.

5.5 Continuity of Leadership:

If both the Mayor and Deputy Mayor are unavailable during an emergency, any Councillor designated by resolution of Council shall exercise the powers of the Mayor for the purposes of the **Emergency Measures Act** and this By-law.

6. STATE OF LOCAL EMERGENCY

6.1 Upon the declaration of a State of Local Emergency, all employees, servants, and agents of the Municipality shall promptly advise the **Emergency Operations Control Group** of their whereabouts and shall carry out duties as directed by the **Municipal Emergency Measures Coordinator**.

6.2 Each member of Council shall promptly advise the **Emergency Operations Centre** of their whereabouts during the continuation of a **State of Local Emergency or State of Emergency**.

6.3 During a State of Local Emergency, Council may appoint:

a) as **auxiliary police**, persons recommended by the officer in command of the RCMP



Southeast District, or their designate;

b) as **auxiliary firefighters**, persons recommended by the Fire Chief, or their designate;

c) such other persons as deemed necessary by the **Municipal Emergency Measures Coordinator**.

6.4 All emergency appointments made under this section shall be **documented in writing** and filed with the **Municipal Clerk** as soon as practicable following the appointment.

7. SEVERABILITY

If any section, clause, sentence, or provision of this By-law is found to be invalid, the remainder of the By-law shall remain in full force and effect.

8. REPEAL

8.1 Alma: By-law entitled "Emergency Planning By-law, By-law #78" enacted on July 14, 1998, and amendments thereto, is hereby repealed.

8.2 Hillsborough: By-law entitled "Community Emergency Planning By-law, By-law #42" enacted on May 6, 2002, and amendments thereto, is hereby repealed.

8.3 Riverside-Albert: By-law entitled "Community Emergency Planning By-law, By-law #24" enacted on May 6, 2002, and amendments thereto, is hereby repealed.

9. ENACTMENT

This By-law comes into force on the date of its third reading and enactment.

IN WITNESS WHEREOF, the **Municipality of Fundy Albert** has caused its corporate seal to be affixed to this By-law.

READ FIRST TIME BY TITLE: _____

READ SECOND TIME BY TITLE: _____

READ IN ENTIRETY: _____

THIRD READING BY TITLE AND ENACTED: _____

Clerk

Mayor