

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Conflict of Interest Declarations**
- 4. Adoption of Minutes**
 - a. December 3, 2025 – Regular Council Meeting
 - b. December 8, 2025 – Special Meeting
 - c. December 9, 2025 – Special Meeting
 - d. December 12, 2025 - Special Meeting
- 5. Consent Agenda**
- 6. Public and Administrative Presentations**
- 7. Reports and Recommendations from Committee and Private Meetings**
 - a. Personnel Committee
 - b. Emergency Measures Committee
 - c. Recreation Committee
 - d. ATV Access on Roads & Streets Committee
- 8. Reports from Administration**
 - a. Deputy Mayor
- 9. By-Laws**
- 10. Mayor and Council Statement and Inquiries**
- 11. Notices of Motion and Resolutions**
- 12. Closed Session**
 - a. 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.
 - b. Local Governance Act 68 (1) (c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract,
 - c. Local Governance Act 68 (1)(j) labour and employment matters, including the negotiation of collective agreements.



Fundy Albert Council Regular Council Meeting

Date: Tuesday, January 6, 2026

Time: 6:00 pm

Location: Village office, 61 Academy Street, Hillsborough

13. Adjournment

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

Staff Present: Sean Wallace – CAO/Assistant Clerk
Jillian Hutchinson – Treasurer
Ian Barrett – Director, Operations

Absent: Councillor Elderkin
Councillor Jonah
Kim Beers – Director, Legislative Services

CALL TO ORDER

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

ADOPTION OF AGENDA

Mayor Campbell proposed an addition under Reports from Administration an update regarding the Alma Water Boil Order

IT WAS MOVED by ***Councillor Coates*** and **SECONDED** by ***Councillor Land*** **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 Ward-Russell*** **THAT** the Minutes of the Special Council Meeting held October 30, 2025 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by ***Councillor Coates*** **SECONDED** by ***Councillor Land*** **THAT** the Minutes of the Committee of the Whole Meeting held November 4, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Ward-Russell* **THAT** the Minutes of the Special Closed Council Meeting held November 6, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Coates* **SECONDED** by *Councillor Ward-Russell* **THAT** the Minutes of the Special Closed Council Meeting held November 12, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Coates* **THAT** the Minutes of the Special Closed Council Meeting held November 13, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Ward-Russell* **SECONDED** by *Councillor Land* **THAT** the Minutes of the Committee of the Whole Meeting held November 18, 2025, be approved.

MOTION CARRIED (unanimously)

CONSENT AGENDA

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Coates* **THAT** Council approved the consent agenda of December 3, 2025.

MOTION CARRIED (unanimously)

i. [Hillsborough Public Library – Appointment of Board Members](#)

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.

ii. [Hillsborough Public Library Name Change](#)

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.

iii. [2026 Regular Meetings](#)

THAT Council designates a centralized meeting location for all Regular Council Meetings in

Council Chambers, 61 Academy Street.

iv. December 16, 2025 – Committee of the Whole

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

PUBLIC AND ADMINISTRATIVE PRESENTATIONS

Jessica O'Dell – All Women's Firefighting Symposium

Ms. O'Dell provided an overview of their recent attendance at the Fire Service Women Ontario (FSWO) Training Symposium in Ontario, attended with a colleague, Danny. The symposium brought together fire service professionals from across Canada, the U.S., and internationally, including Uganda. It featured classroom sessions, hands-on training, professional development, and networking opportunities.

Key networking included establishing ongoing contact with the Deputy Fire Chief of Calgary, as well as connections with the Antarctic Fire Angels and the FSWO leadership. The organizers are exploring creating a Maritime chapter of FSW, and Ms. O'Dell has been invited to participate in its development.

Ms. O'Dell outlined several courses completed, including sessions on leadership, fire officer development, EV fire response, hazardous materials and alternative fuels, fire investigations, bullying-prevention program development (in partnership with the Canadian Fire Chiefs Association), virtual command training programs, and firefighter wellness. A number of software tools, apps, and training resources were shared to benefit local departments.

Danny's courses included radioactive transport and a guided tour of a radioactive waste facility.

Keynote speakers included Michelle Fitzsimmons, the highest-ranking female in FDNY history, and the Antarctic Fire Angels, who presented on their South Pole and endurance race expeditions.

Ms. O'Dell advised that the training was highly valuable, providing extensive knowledge, resources, and tools beneficial to local fire services.

Mayor Campbell thanked Ms. O'Dell for her commitment to the community.

REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

Personnel Committee – Councillor Ward-Russell advised that the Personnel Committee is meeting December 15, 2025.

EMO Committee – **Councillor Coates** advised a visit was conducted on November 24 to observe the setup of a community comfort centre. The centre included several designated areas such as rest spaces, sleeping areas with cots, children's play areas, and spaces for card playing and recreation.

A key feature noted was the presence of six charging stations for residents to power phones and other devices during emergencies.

The Red Cross representative will be visiting during the first week of next month to assess the three potential local comfort centre sites and advise on available support, resources, and setup requirements.

It was noted that operating a comfort centre would require significant staffing, likely five or six committee members at minimum, depending on demand. Additionally, only one of the potential sites currently has shower facilities, which may need further consideration if a centre must operate for more than 24 hours.

Overall, the setup observed was described as highly professional and informative.

Recreation Committee – nothing to report.

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

Committee of the Whole – JDI Conservation Plan – Letter of Support

Mayor Campbell advised that multiple municipalities have agreed to sign the regional letter of support. Grand Lake has already confirmed, Riverview will sign and ratify on December 8, and Fundy Martin's vote will occur on December 9. Sussex, Valley Waters, Eastern Charlotte, and Fundy Shores will vote on December 3. Overall, there is strong regional support and broad community buy-in.

Mayor Campbell advised that Mr. Andrew Willett with JDI is present for Councillor questions.

Councillor Ward-Russell advised that Council received letters from groups and is not aware of anyone responding. **Mayor Campbell** acknowledged that no response has been sent yet, as they were waiting to see how discussions progressed.

Mr. Andrew Willett updated Council that meetings with stakeholder groups have already begun. He reported that:

- A meeting was held on Friday with Canadian Parks and Wilderness Society.
- Another meeting was held on Monday with the Fundy Biosphere group, during which the plan was reviewed with them.

- Mr. Willett intends to reach out and offer meetings to the remaining groups to explain the project plan and continue engagement efforts starting next week.

Councillor Ward-Russell emphasized the importance of sending correspondence back to the individuals and groups who submitted the letter. **Mayor Campbell** agreed that a response is appropriate but noted that at the time the letter was received, they did not yet have a clear answer to provide. **Mayor Campbell** advised that the project would protect approximately 5,500 hectares of land within Fundy Albert, including areas near the Turtle Creek watershed that support the water supplies for Riverside-Albert and Hillsborough.

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Coates** **THAT** the Council of Fundy Albert support the submission of a letter to the Minister of Natural Resources regarding Irving Woodlands' proposed conservation plan, as presented at the Committee of the Whole meeting on November 18, 2025;

AND THAT the letter circulated by **Mayor Campbell**, recommending conditional support for the expansion of conservation lands while ensuring balanced land exchanges to maintain local economic competitiveness, be approved for submission with any minor administrative edits as required.

MOTION CARRIED (unanimously)

REPORTS FROM ADMINISTRATION

Hillsborough Water Exploration Land Purchase

IT WAS MOVED by **Councillor Ward-Russell** **SECONDED** by **Councillor Land** **THAT** the Municipality of Fundy Albert approve the release of \$10,000.00 from the **Hillsborough Utility Capital Reserve** to be held in trust by the landowner's legal counsel for the purpose of expediting the execution of the land agreement associated with the proposed municipal production well on PID 00613810.

MOTION CARRIED (unanimously)

Arena Land

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Ward-Russell** **THAT 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.

MOTION CARRIED (unanimously)

Councillor Ward-Russell noted that the 2026 budget has not yet been approved and currently does not include any funds for anticipated work related to additional parking associated with the proposed land purchase. **Councillor Ward-Russell** suggested allocating money in the budget for necessary site preparations, such as gravel and cleanup, so that the land can be put to use once acquired.

Service Connection (Hillsborough)

IT WAS MOVED by **Councillor Ward-Russell** **SECONDED** by **Councillor Coates** THAT 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 \$19,141 (plus HST), 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 \$19,141 (plus HST), 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.

MOTION CARRIED (unanimously)

Councillor Land asked whether all tender quotes returned were consistent. Mr. Barrett confirmed that all submissions met the same key specifications outlined in the request for quotes, including required traffic control and adherence to the provided engineering drawings.

Councillor Land advised that one quote (MRM), indicates full restoration, did not explicitly mention paving. This raised concern because of a previous issue earlier in the year where a contractor had to return to complete paving after initial work. Mr. Barrett committed to contacting the lowest bidder to confirm that full restoration, including paving, would be completed.

Councillor Land also asked whether reinstatement of the road would occur this year or be delayed until spring. Mr. Barrett reported that all contractors indicated they would attempt to complete the restoration this year, though timelines depend on weather and whether the project plans are opened in time.

Councillor Land asked whether buildings exist on the affected lots and whether installing services is warranted. Mr. Barrett confirmed that a building permit has been submitted for the first lot and that discussions with the developer indicate services will be required within the next six months.

Fundy Albert General Village Core Capital Account

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Ward-Russell** THAT WHEREAS there is not a separate bank account for Fundy Albert Village Core Capital; AND WHEREAS there is a need to keep Shared and Village Core Capital separate; BE IT RESOLVED that an account be opened for Fundy Albert Village Core Capital.

Questions:

Councillor Ward-Russell raised a concern about the growing number of municipal bank accounts, noting that each new account results in additional service fees. **Councillor Ward-Russell** questioned why a separate bank account was required for this purpose and suggested that multiple accounts may be unnecessary and costly.

Ms. Hutchinson responded that some existing accounts will be closed next year, possibly two or three, which will reduce the overall number. Ms. Hutchinson also noted that the new account would not create extra fees beyond what is already expected and, like other capital accounts, would generate interest.

Mr. Sean Wallace advised that municipalities typically operate with a single primary bank account while maintaining separate sets of financial records and confirmed this is the direction they are working toward.

Councillor Ward-Russell reiterated that while they support organizing municipal finances, using one bank account with separate internal accounting would be more sensible than continually creating new accounts, especially given the municipality pays over \$7,000 annually in bank-related charges (including Interac fees).

Councillor Land asked where the funds are currently being held.

Ms. Hutchinson clarified that funds are currently held in GICs to keep them separate and to track interest earned. Leaving the funds in GICs is possible but moving money in and out is more cumbersome. Ultimately, maintaining separation is a requirement, and administration will follow

Council's direction on how best to manage it.

MOTION DEFEATED (unanimously)

GIC Investments 2025

IT WAS MOVED by *Councillor Ward-Russell* **SECONDED** by *Councillor Land* THAT 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.

Questions:

Councillor Ward-Russell asked why several Riverside-area capital funds appeared to be grouped together, specifically the CCFB funds, the Riverside Fire Department capital fund, and the Riverside Recreation Centre capital fund.

Ms. Hutchinson clarified that the funds are not being combined. The appearance of grouping is only for reinvestment purposes. For example, the two CCFB capital funds (accounts 1 and 2) are being reinvested together because they originate from the same funding source, but they remain separate accounts. Similarly, funds for the fire department and recreation centre are not being merged; only certain Riverside Albert capital GICs (5 and 6) were reinvested together due to maturity timing, not because their purposes were consolidated.

Ms. Hutchinson reiterated that although some GICs may be reinvested at the same time, each fund remains separate and tracked individually, with no combining of capital accounts.

MOTION CARRIED (unanimously)

Alma & Riverside-Albert Fire Department GIC Reinvestment 2025

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Ward-Russell* THAT WHEREAS GIC No. 0004 of \$17,273.60 for the Riverside-Albert Fire Department matures on December 18th, 2025; AND WHEREAS GIC No. 0013 of \$22,949.28 for the Alma Fire Department mature on December 30th, 2025; 4 C 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.

MOTION CARRIED (unanimously)

Hillsborough Fire Department GIC Withdrawal & Reinvestment 2025

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Ward-Russell* THAT WHEREAS GIC No. 0012 of \$28,165.02 for the Hillsborough Fire Department; AND WHEREAS 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.

Questions:

Councillor Ward-Russell asked what firefighting equipment was being purchased. Ms. Hutchinson clarified that nothing had yet been bought because approval was needed to withdraw funds from the fire department's capital GIC. Items planned for purchase include air tanks, air systems, and bunker gear; equipment budgeted for replacement this year.

Councillor Ward-Russell asked why a GIC withdrawal was required if the purchases were already included in the budget. Ms. Hutchinson explained that, during last year's budgeting process, Council had agreed that capital purchases would require withdrawal from the GIC in order to keep the overall fire budget lower.

Councillor Ward-Russell advised that if equipment was budgeted, it would typically be paid directly from the budget rather than from a GIC. Ms. Hutchinson clarified that GIC funds are for capital asset purchases, such as equipment, and not for truck refurbishment. The planned purchases qualify as capital assets.

Councillor Ward-Russell asked why funds were being withdrawn before purchases were made, suggesting that purchasing first and withdrawing afterward would be more accurate, especially given uncertainties such as HST. Ms. Hutchinson responded that the GICs must be reinvested before year-end, and withdrawals need to be processed accordingly. The funds will be spent before December 31, and the expenses will appear in the current fiscal year.

Mayor Campbell discussed whether the GICs are locked in; Ms. Hutchinson confirmed they are cashable at any time, though early withdrawal may reduce interest earned. *Councillor Land* requested confirmation of interest rates, and Ms. Hutchinson agreed to provide this information.

Councillor Ward-Russell indicated they support the needed equipment purchases but are not comfortable approving the withdrawal process as presented and therefore would vote against it.

Mayor Campbell suggested tabling the decision until January, but Ms. Hutchinson noted the reinvestment deadline creates timing issues: if expenses are not recorded before year-end, it will appear as though the municipality drew more out of operating than intended.

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

Riverside-Albert GIC Reinvestment 2025

IT WAS MOVED BY *Councillor Ward-Russell* **SECONDED** by *Councillor Land* THAT WHEREAS GIC No. 0005 of \$13,055.14 and GIC No. 0006 of \$15,265.51 mature on December 18, 2025; AND WHEREAS GIC No. 0005 and 0006 contain Riverside-Albert Capital Funds; BE IT RESOLVED THAT GIC No. 0005 and 0006 be reinvested into one Cashable GIC with all interest earned

MOTION CARRIED (unanimously)

Riverside-Albert Recreation Centre GIC Reinvestment 2025

IT WAS MOVED by Councillor Land SECONDED by Councillor Ward-Russell THAT 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.

MOTION CARRIED (unanimously)

Hillsborough GIC Reinvestment 2025

IT WAS MOVED BY Councillor Land SECONDED by Councillor Ward-Russell THAT 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.

MOTION CARRIED (unanimously)

Fundy Albert Village Core – Capital Account

IT WAS MOVED BY Councillor Ward-Russell SECONDED by Councillor Land THAT 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.

Questions:

Councillor Land sought clarification regarding the funding sources for recent equipment purchases. It was confirmed that the amount of \$13,812.69 pertained solely to the purchase of the Bobcat snowblower and did not include any additional equipment.

Questions were raised regarding the new trailer purchased approximately one to two months ago, specifically where the funding for that trailer originated.

MOTION CARRIED (unanimously)

Hillsborough Utility Yearend Surplus 2025

IT WAS MOVED BY Councillor Ward-Russell SECONDED by Councillor Land THAT WHEREAS
the 2025 budget includes a transfer of \$5,500 to Hillsborough Utility Capital for Wastewater Capital Reserve;
AND WHEREAS the 2025 budget includes a transfer of \$27,118 to Hillsborough Utility Capital for Water Capital Reserve

AND WHEREAS Hillsborough Utility has a projected surplus of \$160,705;
AND WHEREAS Administration has recommended 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.

MOTION CARRIED (unanimously)

General Yearend Surplus 2025 (shared and Village centre)

IT WAS MOVED BY Councillor Ward-Russell SECONDED by Councillor Coates THAT WHEREAS Fundy Albert General – Shared has a proposed surplus balance of \$407,350; AND WHEREAS 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; AND WHEREAS 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; AND WHEREAS Administration has recommended \$20,000 be transferred to Operating Reserve; AND WHEREAS 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.

Questions:

Councillor Ward-Russell discussed recommended uses of the 2025 general shared surplus and raised concerns about past taxation levels, reserve balances, and prioritization of spending. Councillor Ward-Russell noted that Local Service District (LSD) residents have been over-taxed from 2023–2024, resulting in a cumulative surplus estimated between \$800,000 and \$1 million. She expressed hope that future councils adjust tax rates appropriately.

Councillor Ward-Russell questioned why the Village Core's projected surplus of \$238,000 could not be used to purchase a needed truck. They supported the shared recommendations except for the \$60,000 allocation to TMR radios, noting that over \$100,000 is already in reserve for this and the full system replacement would cost over \$300,000. They proposed re-allocating the \$60,000 to bolster by-law enforcement and to allocate \$10,000 toward a dry hydrant in Coverdale.

Ms. Hutchinson clarified that municipalities can only place up to 5% of the general operating budget into an operating reserve, that the dry hydrant could be funded but planning work is still

required, and that the current TMR radio reserve is insufficient for a full replacement.

Councillor Land supported removing the \$60,000 TMR allocation entirely and instead placing it into reserves. There was agreement that the dry hydrant project is feasible but requires site and water-source assessment before proceeding.

Ms. Hutchinson clarified that all recommended allocations are intended for capital reserves, and future councils may reallocate funds because no council can bind another regarding general reserves.

Councillor Land also discussed other projects, such as the public works tracking program, Push cameras, and mini-split installations, agreeing that these should proceed as soon as possible once approved.

Councillor Ward-Russell indicated she will make an amended motion

IT WAS MOVED BY Councillor Ward-Russell SECONDED by Councillor Land THAT WHEREAS
Fundy Albert General – Shared has a proposed surplus balance of \$407,350;
AND WHEREAS 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;
AND WHEREAS Administration has recommended \$110,000 be transferred to Shared Capital Reserve for Capital Pool Repairs, a dry hydrant in Lower Coverdale and future capital Projects/Purchases or Repairs/Replacements;
AND WHEREAS Administration has recommended \$20,000 be transferred to Operating Reserve;
AND WHEREAS 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.

MOTION CARRIED (unanimously)

Fundy Albert General Village Core Surplus

IT WAS MOVED BY Councillor Ward-Russell SECONDED by Councillor Land THAT WHEREAS
Fundy Albert General – Village Core has a proposed surplus balance of \$238,084;
AND WHEREAS Administration has recommended \$20,025 on Public Works Tracking Program and, Push Camera & Accessories;
AND WHEREAS 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.

Questions:

Councillor Ward-Russell sought clarification on the Push camera cost, noting it had previously been presented as \$9,000, then \$18,000, and was now back to \$9,000. Mr. Wallace explained that the higher quote was for a high-end model typically used by larger municipalities, and that a more suitable, lower-cost option had since been identified.

Councillor Ward-Russell then asked whether purchasing it from the current surplus would remove it from the 2026 budget. Ms. Hutchinson confirmed it could be purchased from this year's surplus but would verify whether it had been included as a suggested item in the draft 2026 budget to avoid duplication.

MOTION CARRIED (unanimously)

Alma Water Update

Council received a late report responding to numerous resident inquiries regarding ongoing turbidity issues in the Alma water system. Mr. Barrett explained that while turbidity concerns are long-standing, recent increases in public complaints prompted a request for information and a recommendation to conduct an engineering study estimated at \$5,000.

The water operator in charge, Ms. Heather Cail provided a detailed history of the Alma system. The main production well, drilled in 1998, has experienced turbidity problems for decades due to a soft sandstone formation. Various mitigation measures, such as installing a sleeve and adding a variable frequency drive, helped temporarily, but the growing community has placed increasing demand on the system. For several years, both the primary and backup wells have had to run 24/7 to meet water needs, over-taxing the aquifer and equipment.

A new water system with two 50-gallon-per-minute wells and 170,000 gallons of storage is nearing completion, with testing expected in January–February and the system projected to come online in March. Ms. Cail emphasized that the community is extremely close to a long-term solution and that current efforts are focused on keeping the existing system stable until the transition.

Turbidity spikes continue to occur during power interruptions, rain events, or aquifer stress, requiring boil orders. The operator outlined the multiple contributing factors: depleted aquifer levels, prolonged drought, construction activity near the wellfield, and the age of the system's components.

Several councillors questioned whether spending \$5,000 (or potentially more) on a study was worthwhile when the current well will be partially retired and the new system is imminent. They noted that residents already face high water rates and that study funds might be better reserved for operational needs or future improvements.

Concerns were also raised about whether treatment components included in the new project budget should be installed immediately rather than waiting a year; administration noted this

should be clarified with the engineers.

Overall, council expressed appreciation for the explanation and agreed the situation is being managed as responsibly as possible while the community approaches the completion of the new water system.

BY-LAWS

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

IT WAS MOVED BY Councillor Ward-Russell SECONDED by Councillor Land THAT Council give third and final reading by title only to BY-LAW NO. 2025-03 FUNDY ALBERT EMERGENCY MEASURES BY-LAW for the Council of Fundy Albert.

WHEREAS the Village of Fundy Albert is HEREBY GIVEN its third and final reading THAT Bylaw 2025-03 is enacted on this 2nd day of December 2025.

MOTION CARRIED (unanimously)

MAYOR AND COUNCILLOR STATEMENTS

Councillor Ward-Russell expressed concerns about the ongoing delay in receiving the 2023 audit, noting that it has still not been provided even though the municipality must soon file the 2026 budget with the provincial government. Mr. Wallace advised that although the original expected date was December 8, the audit will likely be delayed by about a week. It was emphasized that the municipality has no control over the timing, though the delay is frustrating.

Councillor Ward-Russell also commented on the draft budgets recently shared, requesting clearer presentation of shared service costs directly within the budget document. She noted that certain line items, such as legal services, are shown entirely as shared costs, even though some legal expenses relate solely to Hillsborough (easements) and therefore should be separated.

Councillor Ward-Russell further stated that despite giving six weeks' notice of being unavailable during the week of December 8, the budget discussions and vote are still being scheduled during that period. She wished to make residents aware that they had requested a different date, but it had not been accommodated.

An update was provided regarding winter maintenance in Lower Coverdale. Core Property Services has subcontracted snow removal to Bare Asphalt Snow Removal (CPM). Several complaints were received that plowing in White Birch Estates did not occur until after 1:00 p.m.

In closing, **Councillor Ward-Russell** noted this may be the last formal council meeting of the year and offered holiday greetings to the residents of Fundy Albert.

Councillor Coates advised that he attended the Hillsborough Library Board Meeting on September 25.

Councillor Coates suggested that inexpensive items such as puzzles, games, and children's activities, often available at yard sales or given away, could be collected at little cost to help stock the warming centres for emergencies. He noted the budget for such supplies is limited, so acquiring low-cost or donated items would be practical and beneficial, especially for keeping children occupied during emergency situations.

Councillor Coates concluded by offering holiday greetings.

Councillor Land advised that the Golf Club Road project has been completed, including the culvert replacement, guardrail installation, asphalt repair, and an ATV offshoot. He also expressed hope that the Elvin Jay project proceeds and is finished before year-end.

Councillor Land relayed a resident request regarding Central Street near Pleasant, where traffic speeds are high. The resident would like a speed bump installed for the summer, and **Councillor Land** noted that a ditch issue previously raised should also be addressed. He asked that these items be added to the municipality's follow-up list.

Councillor Land ended by wishing council, staff, and the public a Merry Christmas and Happy New Year.

Mayor Campbell thanked fellow council members for their support and noted that interactions with residents have generally been positive. He also expressed gratitude to municipal staff for welcoming him since joining in May, acknowledging that while not every day is perfect, most have been very good.

Mayor Campbell concluded by extending warm Christmas wishes to all residents of Fundy Albert.

NOTICES OF MOTION AND RESOLUTIONS

None

PUBLIC STATEMENTS & INQUIRIES

Ms. Heather Cail asked for clarification about the type of Push camera being purchased, noting that some models are designed for residential plumbing rather than municipal infrastructure. They emphasized that the municipality requires a camera suitable for inspecting 4-inch, 6-inch, or 8-inch sewer lines. Administration confirmed that the model being purchased is indeed the correct one for municipal use and offered to share the specifications.

Ms. Kathy Weir expressed appreciation for the detailed explanation provided earlier about the Alma water situation, noting similarities to past challenges experienced in Riverside-Albert. Ms. Weir suggested that Heather share a public explanation with Alma residents, as hearing the context might help the community understand that the current inconvenience is part of achieving a long-term improvement.

Ms. Weir reported that only eight cards remain in the Chase the Ace draw and that proceeds have now exceeded \$22,000.

Ms. Weir raised a question about GIC withdrawals, asking whether it truly requires a week to access funds. Administration clarified that GIC funds can be cashed out within 24 hours. Ms. Weir noted that withdrawing money earlier than needed could result in unnecessary loss of interest and recommended timing withdrawals closer to when funds are required, provided the year-end accounting implications can still be managed.

Ms. Weir asked whether E6 continues to provide consulting on reserve or investment decisions. Administration confirmed that such recommendations do not fall within the consultant's scope; the allocations being discussed are administration's recommendations, not consultant advice.

CLOSED SESSION

IT WAS MOVED by *Councillor Ward-Russell* **SECONDED** by *Councillor Land* **THAT** Council have an in-camera session at 7:56 pm.

MOTION CARRIED (unanimously)

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.

IT WAS MOVED by *Councillor Ward-Russell* **SECONDED** by *Councillor Land* **THAT** Council return to regular session at 8:31 pm

MOTION CARRIED (unanimously)

ADJOURNMENT

Moved by *Councillor Ward-Russell* to adjourn at 8:31 pm

Mayor

Assistant Clerk

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

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

Absent: Councillor Ward-Russell

CALL TO ORDER

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

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None.

CAPITAL RENEWAL FUND 4 YEAR PLAN APPROVAL

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Jonah***
THAT Whereas administration has created a document titled Fundy Albert 2026 - 2029 Capital Renewal Plan (CRP) for the Capital Renewal Funding (CRF) allocation;

AND WHEREAS Community Financing of Department of Environment and Local Government require the plan to be submitted by December 15th, 2025;

BE IT resolved that the document titled Fundy Albert 2026 - 2029 Capital Renewal Plan (CRP) for the Capital Renewal Funding (CRF) allocation be adopted.

Questions:

Councillor Elderkin asked for clarification regarding whether approving the presented list would authorize staff to proceed with all included projects without further Council approval. Administration confirmed that approval of the list does **not** constitute authorization to move ahead with the projects. Any project exceeding the Municipality's spending authority must return to Council for approval, as has been the established process. It was further noted that major purchases (e.g., equipment such as a three-ton dump truck with plow) would continue to require separate Council authorization.

Councillor Land inquired about the status of the Hillsborough Water Exploration, noting it was not included on the presented list. Administration confirmed the project is actively progressing: the landowner agreement and easement have been signed, and the trust cheque is being delivered. Once completed, engineers will be notified. The engineering team is currently addressing questions related to the Environmental Impact Assessment (EIA). It is anticipated that drilling may begin by the end of February. A full proposal from the engineers, outlining the required tasks, will be brought forward at the next Committee of the Whole meeting. It was clarified that the project is not listed because it is a new asset and cannot be included under renewal items.

Councillor Elderkin asked whether the capital plan would limit the Municipality's ability to seek grant funding before using its own funds. Administration confirmed that it does not. It was noted that projects such as the library upgrades may qualify for grants or efficiencies that could be applied prior to municipal spending. Administration further explained that many funding programs are stackable, and a tracking spreadsheet is being developed to monitor all current and potential funding sources. This will allow staff to reallocate funding when new programs arise and update the capital plan accordingly. The capital plan remains an evolving document and submitting it is required in order to access funding in the new year.

MOTION CARRIED (unanimously)

GIC REINVESTMENT HILLSBOROUGH FIRE DEPARTMENT APPROVAL

IT WAS MOVED by **Councillor Land** and **SECONDED** by **Councillor Elderkin**
THAT Whereas GIC number 0012 \$28,165.02 for the Hillsborough fire department matures on December 30, 2025;
Be resolved that GIC number 0012 be reinvested into a cashable GIC with interest.

Questions:

Councillor Elderkin followed up on a previous discussion regarding fire department capital purchases and asked whether the firefighters had specifically requested that the funds be

withdrawn this year. Administration clarified that during last year's budget process, in order to maintain the tax rate desired by Council, it was planned that a portion of funds would be taken from the reserve to support the purchase of SCBA tanks. Administration noted that several smaller items, such as tires and lighting for the trailer, fall within the CAO's spending authority, but the SCBA purchase does not. As a result, the Fire Chief was advised to bring the SCBA request to Council in January for formal approval and review.

MOTION CARRIED (unanimously)

BUDGET 2026

Administration reported an update following a review with the Department of Transportation and Infrastructure (DTI). An error was identified in the lane-kilometre figures used in the municipal budget. After confirming the correct calculations with DTI's Director of Finance, it was determined that the Municipality has additional funds of **\$16,938** in Summer Maintenance and **\$53,299** in Snow and Ice Removal. Since Council has expressed the desire to keep tax rates unchanged, administration recommended transferring the combined amount of **\$70,237** to the 2026 capital budget for Village Core investments.

It was also noted that the Municipality realized excess revenue of **\$3,078** in Village Core and **\$158,533** in Shared Services. These amounts have been tentatively placed into the Capital Reserve pending Council direction.

Administration outlined several items for Council's consideration based on budget consultations, including potential adjustments for recreation programming (\$10,000), economic development initiatives (\$20,000), quarterly CPA financial review services (\$15,000), additional street lighting in Lower Coverdale (\$1,000), and audio/video upgrades for Council Chambers (\$32,000). Council was asked to deliberate on these recommendations and identify any further adjustments or priorities within the available budget.

Council discussed the recommended budget adjustments, and several councillors expressed appreciation for the increased allocation for community events. Council members highlighted the importance of expanding economic development efforts to support population growth, business attraction, and long-term sustainability of municipal utilities. It was noted that having dedicated economic development funding enables the Municipality to leverage stackable grant programs, which often require municipal cost-sharing.

Several councillors emphasized that upgrading the Council Chambers audio and microphone system should be a top priority due to ongoing public feedback regarding poor sound quality on recorded meetings. Support was also expressed for the quarterly CPA financial review, community programming, and the proposed economic development allocation.

A question was raised regarding whether the beautification budget was reduced. Administration clarified that although some line items were adjusted, this was achieved through operational efficiencies, such as anticipated use of an in-house man-lift, and not by reducing service levels.

Council further reviewed the excess revenues identified in both Village Core and Shared Services budget lines. Council discussed the implications of over-budgeting and the need for transparency when reallocating funds between shared and core services. Administration recommended transferring the \$70,237 in confirmed DTI variances to the capital transfer line, allowing flexibility for future capital needs, including the potential purchase of a replacement truck without requiring a debenture. Council acknowledged the importance of recognizing when Village Core funds are used for shared assets, noting that similar flexibility must occur in both directions.

Councillors expressed general comfort with the administrative recommendations, prioritizing cameras/microphones first, followed by accounting services, with other items to be included as funding permits. Discussion then turned to ensuring that motions clearly separate the excess DTI amounts from the excess Village Core and Shared revenues. Council concluded that two separate motions would be required to address each matter appropriately.

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Jonah* to have a recess at 5:30 pm.

MOTION CARRIED (unanimously)

Mayor Campbell welcomed everyone back at 5:44 pm.

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

Whereas our draft of the general budget shows excess revenue for Village Core of \$3,708 and Shared of \$158,533, tentatively budgeted under 2.8.2.1.1 – Transfer to Capital Reserve;

And whereas budget line 2.3.2.3.2.2 – Summer Maintenance DTI has an excess budget of \$16,938;

And whereas budget line 2.3.2.3.8.2 – Snow and Ice Removal DTI has an excess budget of \$53,299;

And whereas Council requests that the following amounts be moved from 2.8.2.1.1 – Transfer to Capital Reserve to the following budget lines respectively:

- 2.7.1.1.9 – Recreation Other in the amount of \$10,000
- 2.6.7.1.2 – Economic Development Other in the amount of \$20,000
- 2.1.2.2.4 – Accounting Other in the amount of \$15,000
- 2.3.2.6.1 – Street Lights – Power in the amount of \$1,000
- 2.1.2.1.7 – Office Building in the amount of \$32,000

And whereas Council requests that the excess budget from 2.3.2.3.2.2 – Summer Maintenance DTI and 2.3.2.3.8.2 – Snow and Ice Removal DTI be moved to budget line 2.8.2.1.1 – Transfer to Capital;

Be it resolved that \$78,000 be moved from 2.8.2.1.1 – Transfer to Capital Reserve to:

- 2.7.1.1.9 – Recreation Other
- 2.6.7.1.2 – Economic Development Other
- 2.1.2.2.4 – Accounting Other
- 2.3.2.6.1 – Street Lights – Power
- 2.1.2.1.7 – Office Building

respectively;

And be it further resolved that the excess budget of \$16,938 from 2.3.2.3.2.2 – Summer Maintenance DTI and \$53,299 from 2.3.2.3.8.2 – Snow and Ice Removal DTI be moved to budget line 2.8.2.1.1 – Transfer to Capital;

And be it further resolved that the remaining excess revenue of Village Core (\$3,708) and Shared (\$80,533,533) remain in 2.8.2.1.1.

MOTION CARRIED (unanimously)

Administration outlined the next step as adopting a recommended motion for the 2026 General Operating Budget, noting an operating budget of approximately \$7,201,635 and a warrant of approximately \$5,809,733, which would maintain the existing tax rates with no increase from the previous year. **Councillor Elderkin** questioned whether Council should first resolve the utility budgets, since utility figures are embedded in the overall budget.

Council then discussed the three utilities. There was general comfort with the Alma and Hillsborough utility budgets and rates, but no consensus yet on Riverside-Albert. Councillors expressed concern about the proposed restructuring of Riverside-Albert's water and wastewater rates, particularly that lowering wastewater rates while significantly increasing water rates (about \$60 per quarter for some users) would shift costs inequitably, with water-only users seeing a large increase while some sewer-only users receive a decrease. Administration and the Director of Operations explained the pressures driving the increases, including rising treatment costs, underinvestment in past years, aging infrastructure, debenture and capital needs, and upcoming work (e.g., lagoon desludging, lift station issues, additional sampling, and potential major wastewater impacts from future housing development). They also referenced ongoing work on a new water by-law, connection and installation fees, and legal costs for easements and compliance.

Several councillors stated they were not yet comfortable with the Riverside-Albert and Alma rate changes, particularly the approach of lowering wastewater while raising water, and emphasized the need to avoid creating future sharp increases after a temporary decrease. Council agreed that they needed to review accurate, up-to-date rate scenarios line by line.

IT WAS MOVED by **Councillor Land** and **SECONDED** by **Councillor Elderkin** to have a

recess at 6:08 pm.

MOTION CARRIED (unanimously)

Mayor Campbell welcomed everyone back at 7:52 pm.

Councillor Elderkin stated that, following discussion during the break, several inconsistencies were identified in the spreadsheets provided prior to the meeting. Council agreed that administration should verify the calculations, with particular attention to the utility budgets for the former municipal areas. The councillor also emphasized the importance of identifying the source of the 2024 utility surpluses, noting that these surpluses will influence water user rates in the 2027 budget. Understanding where the surpluses originate will help Council assess future impacts on water users in Riverside-Albert, Alma, and Hillsborough.

Council agreed to reconvene the following evening to review the updated information. A councillor requested that the meeting begin at 6:00 p.m. rather than 5:00 p.m. due to a scheduling conflict, and Council reached consensus to meet at 6:00 p.m. December 9, 2025.

PUBLIC STATEMENTS AND INQUIRIES

None

ADJOURNMENT

Moved by **Councillor Land** to adjourn at 7:55 pm

Mayor

Clerk

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

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

Absent: Councillor Ward-Russell

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 Jonah** **THAT** the agenda be adopted.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None.

BUDGET 2026

Administration advised that all adjustments approved by Council to the General Operating Budget were completed. A recalculation of surplus amounts was requested from E6 and subsequently provided.

For the General Operating Budget, the 2024 surplus increased from approximately \$182,000 to \$184,367, with the additional amount transferred to capital.

For the Alma and Riverside-Albert Utilities, no changes were made to their previously reported surplus amounts.

For the Hillsborough Utility, the surplus increased from approximately \$79,000 to \$123,222 following E6's recalculation. The increased surplus was transferred to the Water Capital Reserve, as the amount remained insufficient to fund a 72-hour pump test.

Administration explained that the revised surplus figures were based on updated calculations provided by E6 at Council's request.

Administration further explained the contributing factors to utility surpluses:

- Alma Utility: Unused contingency expenses related to purification treatment and wastewater collection, along with project funding arrangements, resulted in surplus amounts; however, cash flow constraints due to active projects limited transfers to capital.
- Riverside-Albert Utility: Surplus resulted from unused budgeted transfers to capital and operating reserves due to low cash flow. At year end, the utility was operating in an overdraft position of approximately \$30,000, as operating funds had been used to advance capital project costs.
- Hillsborough Utility: Surplus resulted from delayed water exploration activities, an unbudgeted wastewater capital transfer, and several minor revenue and expense variances.

Administration noted that anticipated debenture financing for Riverside-Albert utility may restore cash flow and allow operating funds to be reimbursed; however, confirmation is pending due to outstanding audits and final debenture approvals. It was noted that a portion of the debenture proceeds will be used to pay down the existing bank loan, with any remaining funds returned to the appropriate reserve or operating accounts.

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Land* to have a recess at 6:11 pm.

MOTION CARRIED (unanimously)

Mayor Campbell welcomed Council back at 6:52 pm.

Council continued discussion on the Riverside-Albert Utilities. The Treasurer confirmed that, if the pending debenture is approved, anticipated for December 19, 2025, there is a likelihood that approximately \$135,000 will be returned to the Riverside-Albert utility bank account. A letter dated December 4, 2025 from the Department of Environment and Local Government confirmed that the debenture had been issued for signing and return, with proceeds expected on December 19, 2025.

Council noted that while the potential debenture proceeds would assist with short-term operational cash flow, it would not fully resolve longer-term structural surplus and rate issues. Council expressed the need to review each utility independently to determine reasonable and sustainable rate adjustments for residential, commercial, institutional, and industrial users.

Administration confirmed the following proposed and discussed rate impacts:

- Residential water: Originally proposed increase of \$37 per quarter; Council discussed reducing this to \$30 per quarter.
- Wastewater rates: Residential sewer, sewer residential plus, and sewer C rates to remain unchanged.

- Water Residential Plus and Water C: Discussion confirmed a consistent \$30 per quarter increase, moving rates from \$152 to \$182.
- User counts were noted for context (approximately 54 residential users, 3 residential plus users, and 14 Water C users).

Council expressed concern with the proposed 25% increase for institutional/industrial users, noting the impact on businesses and economic development. Consensus emerged to consider a reduced increase of approximately 10%, rather than the originally proposed rate.

Administration advised that, to offset the reduced institutional rate increase while maintaining service levels, adjustments could be made to internal transfers, including:

- Reducing the water operator staffing cost allocation to 50%;
- Reducing equipment cost allocations to 25%; and
- Lowering transfers to the Village Core capital fund, while noting that Village Core costs are funded by the former village areas and not Local Service Districts.

It was noted that these adjustments would reduce immediate financial pressure on ratepayers, maintain operational and repair capacity, and potentially allow unused contingencies to be transferred to capital reserves at year-end. Administration advised that, with the proposed adjustments, the overall financial impact to the Riverside-Albert utility would be minimal.

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Land* to have a recess at 7:07 pm.

MOTION CARRIED (unanimously)

Mayor Campbell welcomed Council back at 7:13 pm.

Council discussed revised utility rates intended to improve affordability for Riverside-Albert water users. As a result of lowering the proposed rates, Council noted that approximately \$13,700 must be addressed to balance the Riverside-Albert Utility. It was clarified that Riverside-Albert is a user-based system, and therefore costs must be recovered through user rates (i.e., the shortfall cannot be shifted to property taxes). Administration recommended reducing the Transmission and Distribution – Other (2.4.1.4.9) budget item (primarily contingency-related) to close the gap, and Council agreed. Council emphasized the need for increased transparency and closer monitoring of all three utility budgets in 2026 to achieve sustainable, balanced rate-setting.

Council then moved to the Hillsborough Utility and reviewed proposed quarterly rate changes tied to planned water exploration. The proposed changes were noted as:

- Water: \$95 → \$119 per quarter

- Wastewater: \$125 → \$131 per quarter
Council discussed that these adjustments support water exploration planning and acknowledged that prior-year surplus funding (referenced as surplus from the second previous year) is included in the 2026 budget figures. It was noted that future costs, including a required pump test, are not financed by government and will require internal funding; Council emphasized being mindful of spending to preserve funds for that purpose. Council also noted that it may be beneficial to approach government for assistance with testing and referenced that funding is already set aside for a later project phase.

Council next reviewed the Alma Utility and discussed adjusting water and wastewater rates while keeping the combined residential annual total approximately the same (noted as \$1,510/year). Council questioned whether lowering sewer rates was appropriate given system age and future costs, while administration advised the wastewater system is generally in good condition with planned repairs and upgrades included in upcoming phases. Administration indicated the rate adjustments were largely a rebalancing between categories, and Council discussed fairness and identifying which users would benefit from any proposed sewer decrease.

Council acknowledged that changing rates would impact other budget figures and noted the need to continue refining the numbers accordingly.

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Land* to have a recess at 7:26 pm.

MOTION CARRIED (unanimously)

Mayor Campbell welcomed Council back at 8:02 pm.

Administration advised that, following further review and verification of the Riverside-Albert Utility, one revenue item had not been previously amended. The water service rate for municipally owned properties had remained at the originally proposed 25% increase and was subsequently reduced. This adjustment created an additional funding shortfall.

To address this, Administration confirmed that a total of approximately \$14,264 would be reduced from the Riverside-Albert Sewer contingency to balance the utility budget. Council indicated consensus with the revised figures.

2026 General Operating Budget

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Land* THAT
WHEREAS the 2023 and 2024 audited financial statements for the Municipality of Fundy Albert are not yet available; and

WHEREAS Council has no choice but to include an estimate for the second previous year's

surplus/deficit in order to approve the budget at this time; and

WHEREAS the Treasurer of the Municipality of Fundy Albert, in consultation with E6, has recommended that Council include a conservative estimate for the second previous year's surplus in the amount of \$184,367;

NOW THEREFORE BE IT RESOLVED that Council accept the Treasurer's recommendation as presented.

WHEREAS the Council of the local government of Fundy Albert has created a total operating budget of \$7,203,312;

AND WHEREAS the sum of the Warrant of the local government for the ensuing year be \$5,809,733;

AND WHEREAS the tax rates for the local government be:

Taxing Authorities (#)	Residential Rate	Non-Residential Rate	Heavy Industrial Rate
681-0	1.5569	2.6467	2.6467
681-1	0.5899	1.0028	1.0028
681-2	0.5899	1.0028	1.0028
681-3	0.5461	0.9284	0.9284
681-4	1.3936	2.3691	2.3691
681-5	0.5899	1.0028	1.0028
681-6	1.3936	2.3691	2.3691
681-7	0.5899	1.0028	1.0028

BE IT RESOLVED that the council of the local government of Fundy Albert resolve that the sum of \$7,203,312 be the total operating budget of the local government, that the sum of \$5,809,733 be the Warrant for the local government for the ensuing year, and that the tax rates for the local government be as listed above.

Questions:

Mayor Campbell thanked Council for approving a zero percent tax rate increase and for its efforts during a challenging budget year. It was clarified that while the municipal tax rate remains unchanged from the previous year, some residents may still see an increase in their tax bill due to provincial property assessment changes, which are determined by the province and are outside of Council's control.

MOTION CARRIED (unanimously)

2026 Utility Budget

IT WAS MOVED by Councillor Elderkin and SECONDED by Councillor Land THAT

WHEREAS Fundy Albert Water & Wastewater Operating Budget has total expenses of \$1,695,389;

AND WHEREAS Alma Utility System has an annual Water Service Charge of \$982 per unit and an annual Wastewater Service Charge of \$528 per unit;

AND WHEREAS Hillsborough Utility System has an annual Water Service Charge of \$476 per unit and an annual Wastewater Service Charge of \$524 per unit;

AND WHEREAS Riverside-Albert Utility System has an annual Residential Water Service Charge of \$708, an annual Residential Plus/Commercial Water Service Charge of \$728, an annual Institutional Water Service Charge increase of 10%, an annual Industrial Water Service Charge of \$8,607, and an annual Own Local Government Water Service Charge of \$3,854;

AND WHEREAS Riverside-Albert Utility System Annual Wastewater Service Charges will remain the same for 2026;

AND WHEREAS the total of \$1,275,176 in Revenue is raised by User Charges;

AND WHEREAS the total of \$4,20,213 in Revenue is raised by Own & Other Sources of Revenue;

BE IT RESOLVED THAT the council of the local government of Fundy Albert resolve that pursuant to subsection 117(4) of the Local Governance Act, the total budget for the Water & Wastewater Utility for the ensuing year would consist of total revenues of \$1,695,389 and total expenditures of \$1,695,389.

Questions:

Council expressed appreciation for the completion of the outstanding audits once finalized and emphasized that the water and wastewater utilities are essential services for the three former villages. It was noted that while these systems must be maintained, they must also remain affordable, as affordability is a key factor for residents choosing to live in the community. Council emphasized the importance of improved financial tracking, oversight, and long-term planning for utility expenses to ensure sustainability and fairness for all users. It was further noted that maintaining reliable and well-managed water systems is critical to supporting continued population growth and community development within Fundy Albert.

MOTION CARRIED (unanimously)

PUBLIC STATEMENTS AND INQUIRIES

None

Mayor Campbell expressed appreciation to staff and participants for their time, diligence, and patience throughout the discussions, particularly during extended budget deliberations.

ADJOURNMENT

Moved by ***Councillor Land*** to adjourn at 8:13 pm

Mayor

Clerk

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

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

Absent: Councillor Ward-Russell

CALL TO ORDER

Mayor Campbell called the meeting to order at 2:00 pm

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None.

Rescind Motion – Hillsborough Fire Department GIC Withdrawal & Reinvestment 2025

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Coates** **THAT**
WHEREAS two (2) motions have been made for reinvestment of the Hillsborough Fire Department GIC;

AND WHEREAS administration has recommended that motion “Hillsborough Fire Department GIC Withdrawal & Reinvestment 2025” adopted on December 3rd, 2025, be rescinded;

AND WHEREAS administration recommends the motion of “GIC Reinvestment Hillsborough Fire Department Approval” remain

BE IT RESOLVED THAT resolution “Hillsborough Fire Department GIC Withdrawal & Reinvestment 2025” adopted on December 3rd, 2025, be rescinded;

AND BE IT FURTHER RESOLVED THAT resolution "GIC Reinvestment Hillsborough Fire Department" remain.

MOTION CARRIED (unanimously)

ADJOURNMENT

Moved by **Councillor Land** to adjourn at 2:02 pm

Mayor

Clerk



COUNCIL REPORT FORM (CRF)

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

BACKGROUND

By-law 2022-03, *A By-law Respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings*, provides direction regarding the appointment of a Deputy Mayor.

Under the Deputy Mayor provisions of the by-law, Council is required to elect a Deputy Mayor at its first meeting and annually thereafter at a regular meeting following the anniversary date of the preceding municipal election.

The Deputy Mayor is authorized to assume the duties of the Mayor in the event the Mayor is unable to do so, including but not limited to presiding over Council and Committee of the Whole meetings.

RECOMMENDATION

It is recommended that Council proceed with the election of a Deputy Mayor in accordance with By-law 2022-03 – *A By-law Respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings*.

THAT Council elect _____ as Deputy Mayor for the ensuing term, in accordance with By-law 2022-03 – *A By-law Respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings*.

OTHER OPTIONS

1. Council defers the election to a future regular meeting

CONSIDERATIONS

Legal	The election of a Deputy Mayor is required under By-law 2022-03 – <i>A By-law Respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings</i> . Compliance with this by-law ensures Council's governance framework remains valid and that statutory duties can be fulfilled in the Mayor's absence.
Financial	There are no direct financial implications associated with the election of a Deputy Mayor.
Environmental	n/a
Policy	This report is guided by By-law 2022-03 – <i>A By-law Respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings</i> , specifically the section respecting the election and role of the Deputy Mayor.
Stakeholders	Members of Council Municipal administration
Community Sensitivities	n/a
Council priorities	The election of a Deputy Mayor supports effective governance, leadership continuity, and orderly conduct of Council and Committee of the Whole meetings. Strategic Plan Alignment: <ul style="list-style-type: none">• Infrastructure• Village Services• Communications• Strategic Partnerships• Economic Development & Tourism
Documents, maps, photos or presentations attached	By-law 2022-03 – <i>A By-law Respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings</i> (excerpt – Deputy Mayor section)
Consultation	CAO
Intergovernmental considerations	n/a

XIX. DEPUTY MAYOR

1. . Council shall elect a Deputy Mayor at its first meeting and annually thereafter at a regular meeting following the anniversary date of the preceding municipal election.
2. In the event that the Mayor is unable to do so, the Deputy Mayor shall perform the duties of the Mayor, including but not limited to presiding over Council and Committee of the Whole meetings.