

1. Call to Order
2. Adoption of Agenda
3. Conflict of Interest Declarations
4. **Adoption of Minutes**
 - a. January 6, 2026 – Regular Council Meeting
 - b. January 20, 2026 – Committee of the Whole
5. Consent Agenda
6. **Public and Administrative Presentations**
 - a. Plan 360 – Preliminary Staff Report - Rezoning from CI to IRD
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. Council Meeting Schedule During Election Transition – COW May 19
 - b. Disposal of Surplus, Obsolete, or Damaged Equipment Policy
 - c. Respectful Communications Policy
 - d. Inclement Weather Policy
 - e. Economic Development Terms of Reference
 - f. Finance Committee Terms of Reference
 - g. Warming Centre Activation Policy (non-state of emergency)
 - h. Hillsborough Water Exploration Tasks
 - i. 3 Tonne Dump Truck/Plow Truck Replacement
 - j. Truck Mounted Sander Procurement
9. **By-Laws**
10. **Mayor and Council Statement and Inquiries**
11. **Notices of Motion and Resolutions**
12. **Closed Session**
13. **Adjournment**

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

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

CALL TO ORDER

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

ADOPTION OF AGENDA

Councillor Elderkin proposed the addition of Public Statements and Inquiries to the Agenda.

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 December 3, 2025 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Coates** **SECONDED** by **Councillor Land** **THAT** the Minutes of the Special Council Meeting held December 8, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Elderkin** **THAT** the Minutes of the Special Council Meeting held December 9, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Coates* **THAT** the Minutes of the Special Council Meeting held December 12, 2025, be approved.

MOTION CARRIED (unanimously)

CONSENT AGENDA

None

PUBIC AND ADMINISTRATIVE PRESENTATIONS

None

REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

Personnel Committee – *Councillor Elderkin* advised that the Personnel Committee meeting was held December 15, 2025, during which several matters were discussed, including committee membership for the upcoming year and draft policies that will be brought forward to Council. No decisions were made at that meeting. The minutes of the meeting will be circulated once completed.

Councillor Elderkin also advised that the annual CAO performance evaluation process is commencing. An assessment package will be circulated to Council by Tammy Rampersaud, to be completed and returned within 10–14 days. The responses will be compiled and summarized for Council's review, with the intent that the Mayor and Tammy Rampersaud will present the finalized evaluation to the CAO. The goal is to complete the evaluation process by the end of January.

EMO Committee – *Councillor Coates* advised that the Emergency Measures Coordinator (EMC) for the Fundy Albert area has submitted a resignation effective January 1, 2026. As a result, the municipality currently does not have an EMC in place and will need to address the appointment of a replacement.

Mayor Campbell expressed appreciation to Mr. Jim Lindsay for his support and contributions to the municipality.

Recreation Committee – *Councillor Jonah* advised that the next meeting, currently scheduled for the following week, may need to be rescheduled due to scheduling conflicts. An email will be circulated requesting a change to a later date in January. It was also requested that administration follow up regarding the preparation of minutes from the previous meeting.

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

REPORTS FROM ADMINISTRATION

Deputy Mayor

Mayor Campbell called for nominations for the position of Deputy Mayor and asked three times for additional nominations. **Councillor Jonah** nominated **Councillor Elderkin**, and **Councillor Elderkin** accepted the nomination. No further nominations were received.

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

THAT Council elect **Councillor Loretta Elderkin** 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.

MOTION CARRIED (unanimously)

Mayor Campbell expressed appreciation to **Councillor Ward-Russell** for her commitment and contributions over the past year as Deputy Mayor, acknowledging the significant role she assumed and the work completed.

BY-LAWS

None

MAYOR AND COUNCILLOR STATEMENTS

Councillor Elderkin expressed concern on behalf of Riverside-Albert residents regarding the level of Christmas lights in the area, noting it was significantly less than in other communities and that concerns raised earlier in December were not addressed. Appreciation was extended to municipal staff who volunteered to participate in the Riverside-Albert Christmas Parade and to the Riverside-Albert Fire Department for organizing the event.

Councillor Elderkin requested a future update, preferably at a Committee of the Whole, on the Alma water project, including financial status, interest charges, amounts paid to date, and outstanding balances, noting uncertainty due to the outstanding audit. Council was advised that Debenture funds previously discussed in December had been deposited back into the Riverside-Albert utility account.

Councillor Elderkin raised concerns regarding delays in completing municipal audits, potential impacts on financial planning, banking, and debentures, and the need for transparency regarding the implications moving forward into 2026. Council was advised by Mr. Wallace that a meeting is scheduled with the audit firm, and frustration was expressed with ongoing delays.

Councillor Jonah expressed appreciation to Public Works for their work on the gazebo Christmas lights, noting positive public feedback. **Councillor Jonah** also echoed previously stated concerns regarding the audit delays, indicating that the situation is serious and requires resolution.

Councillor Land expressed concerns regarding ongoing audit delays, including costs incurred to date, and lack of communication from the audit firm. It was noted that partial payment has been made, with additional billing anticipated upon completion. Administration advised that further discussion of actions or outcomes would need to occur outside the public forum.

Councillor Land echoed concerns regarding the uneven distribution of Christmas lighting across communities and noted the need for improved consistency in future years.

Councillor Land asked for clarification on utility and public works department. Administration clarified that Public Works and water operations currently fall under Public Works, with a utilities framework to be brought forward as a future proposal. Several operational matters were raised, including sidewalk snow clearing, application of winter maintenance standards at municipal facilities, and clarification of responsibilities under the snow removal policy.

Councillor Land raised resident concerns regarding winter maintenance on Grays Island Road, and administration advised that the contractor has been contacted and that the snow removal contract and policy will be reviewed for potential refinement and brought forward to Committee of the Whole if required.

Councillor Land asked for an update regarding GPS tracking. Administration advised that the implementation of GPS tracking in municipal vehicles, noting that installation has begun and that reporting design and staff training will follow, with an anticipated rollout over the next two months.

Councillor Elderkin asked for clarification on municipal snow plowing operations, administration advised that all snow and ice control is managed by Public Works staff across Hillsborough, Riverside-Albert, and Alma. It was noted that recent response times were affected by equipment availability and mechanical issues, including plow and blower malfunctions. Administration advised that additional equipment has since been deployed and that further improvements are anticipated as repairs are completed. Administration further advised that operational adjustments will be implemented ahead of forecasted storms, including assigning plow trucks to staff residing in outlying areas to improve response times. Limitations in sanding capacity were also identified due to the size of existing equipment, resulting in the use of contractors during severe icing events.

Councillor Land asked whether the Village owns a sander, administration advised that a truck-mounted sander is available; however, the control wiring and harness were removed when the original truck was sold. Administration is assessing whether the unit remains functional and whether it is cost-effective to replace the wiring harness or consider alternative equipment options. It was also noted that the existing sander has limited capacity, and options for larger-capacity equipment are being explored.

Councillor Ward-Russell continued discussion regarding winter maintenance on Grays Island Road, noting that the issue has been raised over multiple years. Concerns were expressed regarding resident access and consideration of potential compensation for private snow clearing. Administration advised the road will be included in future plowing and will review contractual options, including potential subcontracting adjustments, and report back with options.

Councillor Ward-Russell expressed concerns regarding ongoing audit delays, including lack of clear communication, shifting completion timelines, and financial risk associated with outstanding audits. Council emphasized the need for accurate information, improved communication, and a defined plan of action. Administration advised that all required information has been provided by the municipality, that communication challenges persist with the audit firm, and that Council will be updated following an upcoming meeting.

Councillor Ward-Russell noted outstanding correspondence requiring response, including inquiries from Nature Trust and other stakeholders. Administration advised it would confirm receipt and follow up accordingly.

Councillor Ward-Russell raised concerns regarding winter maintenance responsibilities for provincially maintained roads in Lower Coverdale, including subcontracting arrangements through the Department of Transportation and Infrastructure (DTI). Administration advised it would seek clarification from DTI regarding responsibility, current contractors, and service expectations, and report back as required.

Councillor Coates raised concerns regarding ongoing budget pressures and the likelihood that outstanding audits may not be completed prior to the upcoming municipal election. Concerns were also raised regarding access to health services, including the discontinuation of X-ray services at the Albert County Wellness Centre and lengthy wait times for diagnostic imaging and emergency care, noting impacts on residents and emergency response. Administration advised that discussions have been initiated with the Minister of Health regarding healthcare service concerns, including diagnostic services, and that a meeting is being arranged.

Councillor Coates discussed public safety and RCMP service coverage, including the location of the Caledonia RCMP detachment and response times within Fundy Albert. It was suggested that Council meet with the RCMP to better understand service plans for the area and identify opportunities to improve coverage.

Councillor Coates advised that an upcoming EMO evacuation exercise scheduled for January 20 is scheduled.

Mayor Campbell extended New Year's greetings to residents of Fundy Albert, expressing wishes for prosperity, happiness, and economic growth in 2026.

NOTICES OF MOTION AND RESOLUTIONS

None

PUBLIC STATEMENTS & INQUIRIES

Ms. Kathy Weir requested that the municipality consider providing a clear, publicly available list or chart outlining Council and committee areas of responsibility to assist residents in knowing who to contact regarding matters such as recreation, tourism, economic development, and capacity-building initiatives.

Ms. Weir also commented on audit delays and expressed the view that more proactive follow-up is needed.

Ms. Weir shared positive comments regarding the impact of volunteer-led initiatives, including the success of the Chase the Ace licence and funds reinvested into community programs, recreation, youth activities, and local organizations.

CLOSED SESSION

IT WAS MOVED by *Councillor Jonah* **SECONDED** by *Councillor Coates* **THAT** Council have an in-camera session at 6:50 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.

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.

Local Governance Act 68 (1)(j) labour and employment matters, including the negotiation of collective agreements.

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Land* **THAT** Council return to regular session at 7:55 pm

MOTION CARRIED (unanimously)

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

THAT Council authorizes the Mayor and Clerk to execute the necessary documents as discussed in Closed Session pursuant to s. 68(1)(f) of the Local Governance Act.

MOTION CARRIED (unanimously)

ADJOURNMENT

Moved by **Councillor Land** to adjourn at 7:56 pm

Mayor

Clerk

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

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

CALL TO ORDER

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

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

Norman Woodworth – Culvert Questions

Council received questions regarding the recent culvert installation on Golf Club Road, specifically the change in materials, project cost, and the placement of large rocks within the culvert.

It was clarified that the culvert consists of a steel pipe with a concrete base, rather than a full concrete box structure as initially assumed. Staff noted that the original design had changed during the project.

With respect to cost, it was advised that final figures have not yet been received; however, the total cost is expected to be approximately \$1 million, slightly less than the previously referenced \$1.3 million. The project costs are fully covered by the Province.

Staff further explained that the rocks placed within the culvert are part of an approved fish passage design required by the Department of Fisheries and Oceans (DFO). The steel culvert design includes internal dividers and rock placement to function as a fish ladder, eliminating the need for a separate ladder structure. Approximately 25% of the culvert is filled in accordance

with the approved design.

Concerns were raised regarding the potential for large rocks, debris, and trees to obstruct water flow during significant rainfall events, referencing past culvert failures under similar conditions. It was noted that some large rocks appear to have shifted since installation.

In response, staff advised that DFO and engineering inspections were part of the project process. The Director of Operations will be asked to follow up with the project engineers and DFO to address the concerns raised and confirm ongoing monitoring and mitigation measures.

INFORMATION ITEMS

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

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

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

Fire Department Quarterly Reports ([Alma](#), [Riverview](#), [Hillsborough](#), and [Riverside-Albert](#))

[Maritime By-Law Enforcement \(October & November\)](#)

[NBSPCA Quarterly Report](#)

Resident Correspondence

- [Gray Brook Culvert Project](#)
- [Eric Steeves Charity Golf Tournament](#)

[Fundy National Park Update](#)

COUNCIL DIRECTION REQUESTS

[Council Meeting Schedule During the Election Transition – COW May 19th](#)

Ms. Beers advised Council that the municipal election will take place on May 11, 2026. In accordance with Section 56 of the *Local Governance Act*, restrictions apply to the authority of the outgoing Council from election day until the first meeting of the incoming Council. During this period, municipal staff maintain a neutral, administrative role and do not participate in election activities.

Council was advised that the May 5, 2026 Regular Council Meeting occurs prior to election day and represents the final meeting at which the outgoing Council retains full authority. Any

meetings held after May 11, 2026 fall within the election transition period and are subject to statutory restrictions.

It was noted that the Committee of the Whole meeting scheduled for May 19, 2026 would occur during the transition period. While meetings are permitted under the Act, agenda items must be limited to day-to-day operational matters. Given that Committee of the Whole meetings typically involve broader discussion, future planning, and direction-setting, there is an increased risk of exceeding the authority permitted during the transition period.

Administration recommended that the Committee of the Whole meeting scheduled for May 19, 2026 be cancelled to ensure compliance with Section 56 of the *Local Governance Act*.

Council received the information and expressed no questions or objections

Procedural By-Law

Ms. Beers introduced a newly drafted Procedural By-Law for Council's information, discussion, and feedback only. It was noted that, under the *Local Governance Act*, municipalities are required to establish rules governing how Council and its committees conduct meetings, including meeting procedures, decision-making processes, and interactions between Council, staff, and the public.

Administration advised that the draft by-law is intended to reflect current legislative requirements, align with best practices used by other New Brunswick municipalities, and improve consistency and clarity in meeting procedures.

Council was advised that the purpose of the discussion was to provide direction to Administration on any revisions prior to scheduling the Procedural By-Law for first reading at a future Council meeting.

Council reviewed several elements of the draft Procedural By-Law and raised questions and concerns for further clarification and potential refinement.

Virtual Meetings

Council discussed the absence of limits on virtual attendance and expressed concern that unrestricted use could reduce in-person participation and public accountability. Councillors noted that attending meetings in person is generally considered part of a councillor's obligation, with virtual participation more appropriate for circumstances such as illness, travel, or emergencies. Questions were raised regarding whether a percentage limit should apply, what meetings would be included (regular, Committee of the Whole, or special meetings), and whether mayoral permission or defined criteria should be required. Council agreed that additional clarity and guidance would be beneficial, and staff will research practices in other municipalities and bring back recommendations.

Motions, Debate, and Voting (Section 5.6)

Council identified a lack of clarity regarding when debate occurs after a motion is moved and seconded and before the vote is called. It was noted that the sequencing of discussion versus voting was not clearly articulated and could be confusing, particularly for new councillors. Staff advised they would review this section, including its relationship to decorum and limits of debate, and return with clarification or revisions as appropriate.

Business Arising

Council suggested adding a "Business Arising" item, particularly under Committee of the Whole agendas, to allow for structured follow-up on questions or issues raised during previous meetings or reports. It was noted that this could help ensure matters are not overlooked. Council generally supported exploring this addition, with the Clerk managing what items would be included.

Meeting Cancellations

Council raised concerns with provisions suggesting that cancelled meetings be rescheduled for the next day, noting the logistical challenges for councillors, staff, and the public. It was suggested that wording be adjusted to allow rescheduling at the next available or reasonable time, particularly for regular Council meetings.

Meeting Times

Council discussed meeting start times and noted challenges with both earlier and later starts, balancing councillor availability, staff scheduling, and public attendance. While no change was decided, Council acknowledged the issue and the need to consider residents' ability to attend meetings.

Mayor's Voting Role

Council discussed whether the Mayor should vote on motions or only vote in the event of a tie. Arguments were raised both for maintaining the Mayor's vote, to ensure transparency and clarity for residents, and for limiting the vote to preserve a neutral leadership role. Questions were also raised regarding implications for quorum and tied votes. Staff advised they would review legislative requirements and practices in other municipalities and report back.

Staff committed to further research on the identified items and to returning with clarification and potential recommendations for Council's consideration.

2023/24 CCBF Allocation - White Birch Estates Playground

Ms. Hutchinson advised that the Community Funding Branch of the Department of Environment and Local Government has requested confirmation of project end dates and advised that any

extensions must conclude no later than March 31, 2027. It was noted that failure to expend the approved funding within the allowable timeframe would result in the loss of funds.

Administration sought Council direction regarding the procurement of playground equipment and the execution of a liability insurance agreement. These steps were identified as necessary to ensure project completion within the remaining project timeline of approximately 14 months.

Administration recommended that Council authorize Administration to proceed with procurement within the approved budget of \$15,000 and provide the necessary contact information for the White Birch Estates Playground Board to allow the liability agreement to be finalized.

Council inquired whether remaining funds from the 2023-2024 projects had been fully expended. Administration advised that, aside from final work related to the Asset Management Plan, the remaining project funds have largely been spent and reimbursed.

Councillor Ward-Russell provided an update on the White Birch Estates playground, noting that the committee which originally spearheaded the project is no longer in existence. Efforts have been made to contact former committee members and local residents; however, no responses or direction have been received to date.

It was noted that while residents continue to informally assist with basic upkeep and monitoring of the playground, there is no active committee, no formal management structure, and no new expenditures currently occurring.

Discussion followed regarding ownership, liability, and maintenance responsibilities. **Councillor Ward-Russell** advised that there is no indication from current residents that they wish the playground to be owned or operated by the Village of Fundy Albert. The playground is not located on municipal land, and the remaining funds associated with the project are held separately. It was noted that while there are funds available that could potentially be used to contract maintenance services, there is currently no committee in place to manage or direct those activities.

Council expressed concern about potential liability and the risk of funds expiring or needing to be returned if no action is taken. Administration indicated that, without a formal committee or clear direction from residents, it is difficult to proceed with improvements or equipment purchases, despite previous requests for suggestions.

Councillor Ward-Russell requested up to two months to continue outreach efforts with residents in the area to determine whether there is interest in re-establishing a committee or providing direction on the future of the playground. **Councillor Ward-Russell** committed to bringing a report back to Council with findings and recommendations.

2026 Alma Utility Rates

Ms. Hutchinson advised that the water and wastewater rates submitted to the Department of Environment and Local Government for the Alma Utility differed from the rates approved by

Council resolution. Administration reviewed the rate-setting process, noting that adjustments between water and wastewater rates had been considered previously, with the combined rate remaining unchanged overall.

Administration confirmed that discussions were held with the Department's Finance Officer to determine whether Council could correct the discrepancy. It was advised that Council may pass a corrective resolution to adjust the rates, provided the approved utility budget remains balanced.

Administration recommended adjusting the Alma Utility rates from \$982 (water) and \$528 (wastewater) to \$940 (water) and \$570 (wastewater). It was noted that this adjustment would have no impact on the approved budget and would provide additional capacity for capital investment, particularly given that the Alma Utility has a higher number of wastewater users than water users.

Council discussed a discrepancy between the water and wastewater rates approved by resolution and the figures included in a letter prepared for residents. Concern was raised regarding how a letter containing different figures than those approved by Council resolution was issued, particularly given Council's expectation that all outgoing correspondence reflect approved resolutions and include appropriate administrative review and signature.

It was noted that the discrepancy was identified prior to the issuance of utility bills and that billing had been paused to prevent further issues. Council acknowledged and appreciated that the issue was identified before charges were applied to residents. Council emphasized the importance of adherence to Council resolutions, noting that even minor differences in rates can impact revenue allocations between water and wastewater utilities and potentially alter the direction previously approved by Council. Discussion followed regarding the separation of water and wastewater budgets, historical practice, and the limitations on transferring funds between utility accounts.

Administration advised that while operating budgets for water and wastewater are tracked separately, capital reserves are maintained jointly, allowing some flexibility if required. However, Council expressed concern that this approach differs from long-standing practice and may have implications for financial transparency and intent.

Options discussed included:

- Amending the original resolution to align with the revised figures, or
- Proceeding with the originally approved rates and adjusting expenditures accordingly to avoid a deficit.

Administration advised that maintaining the original resolution would potentially result in a minor utility deficit (approximately \$500), which could be addressed through expense adjustments or spread over future utility budgets in accordance with legislation.

Council indicated a preference for maintaining the original resolution and rates as approved, issuing corrected correspondence to residents, and avoiding changes to the approved budget and financial structure. Council requested additional information if further adjustments are to be considered.

Administration advised that a decision requires Council consensus and confirmed that no utility bills had been issued at the time of discussion.

Approval for Hillsborough Water Exploration Tasks

Ms. Barrett advised that Phase Two of the Hillsborough Water Exploration Project, including the hydrological surveys and Environmental Impact Assessment (EIA) process, is nearing completion following ongoing correspondence with the Department of Environment.

Administration advised that the next phase of the project will involve construction of the access road, drilling of test wells, and preliminary testing. This phase was approved as part of the 2026 budget with an allocated project cost of \$191,000. Administration confirmed that the consultant has submitted a revised engineering proposal aligned with this approved budget.

Administration recommended that Council approve advancement to the next phase of the Hillsborough Water Exploration Project at a total project cost not to exceed \$191,000, and authorize the Chief Administrative Officer and Mayor to approve and execute all expenditures, contracts, and related work within the approved financial limit to allow the project to proceed in a timely and efficient manner.

Council reviewed a revised project budget, noting that the original estimate was approximately \$218,000 and had been reduced to \$191,000 following discussions with the project consultant. Administration advised that the cost reduction was achieved by having the Village assume responsibility for construction of the access road rather than fully contracting the work.

Council sought clarification regarding the impact of this approach on Public Works staffing and scheduling, particularly during peak operational season. Administration advised that the access road construction is estimated to take approximately two weeks and that while the Village would manage the project, certain components may still be contracted as required. It was noted that this approach is expected to remain more cost-effective than issuing a full tender.

Clarification was provided that the project is funded through the utility budget. Council confirmed that the \$191,000 figure was the amount approved as part of the adopted budget.

Council requested a detailed cost breakdown to better understand the variance between the original and revised estimates. Administration reviewed the revised budget components, including engineering, access road construction, drilling and testing, construction costs, and contingency allowances. Administration committed to circulating both the revised and previous budget versions to clearly identify changes and cost differences.

Council emphasized the importance of transparency and clarity in financial reporting and requested confirmation of engineering and construction fee percentages.

Several members of Council expressed support for proceeding with the project, noting that the issue has been under discussion for an extended period and that timely action is needed to address ongoing infrastructure concerns. Council indicated that while they support moving forward, they wished to review the detailed breakdown before final confirmation.

3 Tonne Dump Truck/plow truck replacement

Mr. Barrett advised that Administration advised that the replacement of a three-ton truck had been identified during both the current and previous budget deliberations as a capital priority. While previously approved, the purchase was deferred due to supply constraints. Administration noted that the existing vehicle has now exceeded most accepted key performance indicators for this class of municipal vehicle, and that repair and operating costs have become significant. Administration advised that quotes were obtained from multiple suppliers, and that the proposal outlined in the Council Report Form represents the best value for money. Further discussions with the preferred supplier resulted in an additional price reduction.

Administration recommended that Council approve the purchase of a three-ton truck from Riverview Ford with an aluminum dump body, together with a 9-foot snowplow, at a revised total cost of approximately \$135,840, which is lower than the amount previously presented. Funding is proposed to be drawn from the Capital Renewal Fund, with the remaining balance of approximately \$52,800 to be funded through either debenture financing or the Village Core Capital Reserve.

Administration further recommended that Council authorize the Chief Administrative Officer and Mayor to approve a price variance of up to \$5,000 to allow for the purchase of an equivalent alternate vehicle should the quoted unit become unavailable, noting the risk of vehicle availability following deposit.

Council discussed financing options for the replacement of a Public Works truck, including the feasibility of issuing a debenture. Administration confirmed that a debenture is not currently an option, as audited financial statements for 2023 and 2024 have not yet been completed. Council therefore focused on funding the purchase through available capital reserves.

Administration clarified the funding sources, noting that \$84,000 would be drawn from the Capital Renewal Fund approved in December. This fund is a grant-based program administered through the Province to support the renewal of existing municipal assets and does not require repayment. The remaining portion of the purchase would be funded from Village Core capital reserves. It was noted that sufficient capital remains available for emergencies even after accounting for the truck purchase and other planned projects.

Council reviewed how the Capital Renewal Fund may be used, noting that it is restricted to the replacement of existing assets and cannot be used to expand the fleet. Administration confirmed that the proposed replacement aligns with program requirements, as it replaces an existing three-ton truck.

Council discussed the allocation of funds between the Capital Renewal Fund and Core capital reserves and confirmed the proposed funding split. Administration advised that proceeds from the sale or trade-in of the existing truck would be returned to Core capital reserves. Council expressed strong support for proceeding with the truck replacement, citing operational challenges caused by aging equipment and service disruptions when vehicles are out of service. Council emphasized the importance of maintaining a reliable Public Works fleet to meet service expectations.

Discussion also touched on broader considerations regarding shared services, asset use across the municipality, and the long-term need for Council to review how capital and operating costs are allocated among service areas. While recognizing these concerns, Council indicated support for moving forward with the proposed purchase at this time.

Council reached consensus to proceed with funding the truck replacement using available capital funds rather than delaying for a future debenture.

Truck Mounted Sander Procurement

Mr. Barrett advised that winter servicing challenges experienced this year have highlighted limitations in equipment inherited prior to amalgamation, particularly with respect to sanding capacity and coverage distances. These issues were noted in areas such as the Riverside-Albert Recreation Centre parking lot and utility service roads, where icy conditions have required increased reliance on contractors.

Administration advised that multiple suppliers were contacted to obtain pricing for a truck-mounted sand spreader capable of being transferred between vehicles and adjusted for sidewalk sanding. This equipment would allow Public Works to service roads, parking lots, and sidewalks more efficiently and reduce dependence on contracted services.

Administration recommended that Council approve the purchase of a truck-mounted sand spreader from Work and Play at a cost of \$21,249, to be funded from the Capital Reserve Fund. Administration further recommended that Council authorize the Chief Administrative Officer and Mayor to approve a price variance of up to \$250 should the quoted pricing no longer be available, provided the total expenditure remains within the approved limit.

Council discussed the proposed purchase of a new Public Works truck as a package, including the potential addition of a sand spreader. Administration was asked to confirm whether a quote could be obtained for a spreader compatible with sidewalk and street sanding, and whether this option would be more cost-effective.

Council expressed support for including a spreader with the truck, noting the operational benefits of being able to sand sidewalks, parking lots, and streets safely and efficiently without relying on manual labour or external contractors. It was noted that having in-house equipment would allow for faster response times during winter weather events.

Administration advised that all spreader options reviewed meet the same performance specifications, including hopper capacity and adjustable spread capability to accommodate sidewalk operations. Council discussed logistical considerations, including the need for local sand storage to avoid transporting fully loaded equipment over long distances.

Council emphasized the importance of proper storage, maintenance, and care of the new equipment. Administration advised that a standard operating procedure for daily vehicle inspections has been implemented to improve fleet maintenance and longevity.

Council expressed overall support for proceeding with the truck purchase, including appropriate accessory equipment, subject to confirmation of pricing and operational requirements.

Comfort Station Activation Policy

Mr. Wallace advised that a draft policy has been developed to guide the activation of warming centres during non-emergency situations. While an emergency activation policy currently exists, Administration noted that no policy is in place for non-emergency circumstances.

Administration explained that the purpose of the policy is to ensure decisions are made in a consistent and defensible manner. The policy outlines criteria for when a warming centre may be activated and provides clear guidance on roles and responsibilities.

Under the proposed policy, Council would authorize activation of a warming centre, after which Administration would be responsible for implementation and operations.

Council discussed the proposed Comfort Centre policy, focusing on the activation criteria during extended power outages. It was noted that the policy does not prescribe a fixed activation timeline and instead provides Council with discretion to authorize activation based on

circumstances, including weather conditions, duration of outage, and community need. While a general guideline of 72 hours was referenced, Council acknowledged that activation may be warranted sooner in extreme weather conditions.

Comfort Centres are intended for daytime use only and are not designed for overnight accommodation, as they do not provide sleeping facilities or shower access. Activation would be authorized by Council, which may be done electronically if required, following notification of need from residents or emergency officials.

Council discussed the locations of designated Comfort Centres, noting that these are already established through existing by-laws and emergency planning documents and do not need to be repeated within the policy. Administration advised that coordination is ongoing with neighbouring municipalities, including Riverview, to allow residents in certain areas to access closer facilities where appropriate.

Council reviewed staffing and volunteer provisions, noting that volunteers may be utilized under the supervision of Emergency Measures Organization (EMO) personnel or designated municipal staff. Administration confirmed that once Council authorizes activation, Administration is responsible for coordinating staffing, supervision, and volunteer support.

Council reflected on previous extended outages, noting the strong role of community volunteers and partner organizations in staffing and supplying Comfort Centres. Administration advised that while limited expenses may be incurred (e.g., food or water supplies), costs are expected to be minimal and dependent on the duration of the event.

Inclement Weather Policy

Mr. Wallace advised that the Village does not currently have a policy in place for this matter and noted that such a policy is commonly adopted by other municipalities. Administration recommended that a policy be developed to provide clear guidance and consistency going forward.

Council received the information and expressed no questions or objections

Councillor Land exited the meeting at 5:51 pm.

Disposal of Surplus, obsolete, or damaged equipment

Mr. Wallace advised that the Village does not currently have a policy governing the disposal of surplus, obsolete, or damaged equipment. It was noted that such a policy is required for audit purposes, financial accountability, and proper tracking of asset disposition, including write-offs and the handling of proceeds.

Administration advised that developing this policy would provide consistent guidance on how municipal assets are disposed of and recorded.

Council acknowledged the need for such a policy and supported its development for future consideration.

Respectful Communications

Mr. Wallace introduced a draft Respectful Communications Policy, noting that it is distinct from existing Respectful Workplace and Harassment policies. The purpose of the policy is to provide staff with guidance and protocols for addressing inappropriate, aggressive, or abusive behaviour from external parties.

Administration advised that staff have experienced incidents of verbal abuse and aggressive conduct, and that the absence of a formal policy limits the ability to respond consistently and efficiently. It was noted that having a policy in place would provide clear options for staff, reduce the need for external legal intervention, and support workplace health and safety obligations. Administration advised that the policy would establish guidelines for handling inappropriate communications and interactions, providing staff with a consistent and defensible framework for response.

Council acknowledged the rationale for the policy and supported its development for future consideration.

Councillor Land returned at 5:54 pm

Economic Development Committee

Mr. Wallace recommended that Council approve the Terms of Reference for an Economic Development Committee. Mr. Wallace advised against activating the committee prior to the upcoming municipal election but recommended adopting the Terms of Reference at this time to allow preparatory work to occur so the committee can be operational following the election.

Administration noted that economic development has been identified as a community priority and advised that the municipality is not currently undertaking active economic development initiatives. It was emphasized that a passive approach is not sufficient to attract investment, population growth, or expand the municipal tax base.

Administration advised that establishing the committee would support proactive efforts to attract investment, increase population, strengthen utility systems, and improve municipal services.

Finance Committee

Mr. Wallace advised that a draft Terms of Reference has been prepared for a Finance Committee. It was noted that while a Councillor had previously been appointed with responsibility for finance matters, a formal Finance Committee with adopted Terms of Reference had not been established.

Councillor Elderkin explained that the absence of a formal committee was due in part to transitional challenges following amalgamation and recommended that the Terms of Reference now be adopted to allow the committee to be established and operational following the next Council term.

Mr. Wallace advised that adopting the Terms of Reference would improve accountability and transparency by enabling the participation of qualified community members in financial oversight and advisory roles.

Council discussed whether the municipality is now in a better position to benefit from broader committee involvement. Mr. Wallace expressed confidence that having a formal Terms of Reference in place would strengthen financial governance and provide clearer direction moving forward.

Council acknowledged the recommendation and supported adopting the Terms of Reference in preparation for the next Council.

ADMINISTRATION REPORTS

Refer to the following reports:

Chief Administrative Officer

The Chief Administrative Officer, Mr. Wallace provided highlights from the CAO Report, focusing on equipment upgrades, operational efficiencies, infrastructure issues, and strategic initiatives.

Administration advised that a sewer push camera has been ordered and will be used as part of a preventative inspection and asset management program. The equipment will allow the municipality to conduct in-house inspections, locates for new services, and diagnostics, resulting in immediate cost savings beginning in 2026.

Council was advised that a Mobile Elevating Work Platform has been received, enabling Public Works to complete tasks such as banner installation, Christmas lights, tree trimming, and certain building maintenance internally, reducing reliance on external contractors.

Administration provided an update on the implementation of Public Works analytics and fleet tracking software. Training has commenced for supervisory staff and will be rolled out gradually to operational staff. The system will support cost tracking, preventative maintenance, and asset management documentation.

Administration noted ongoing work related to several by-laws and policies will be brought forward in the coming months to address gaps and modernize governance prior to the incoming Council.

Water system updates were provided. In Alma, a recent service issue was traced to improperly installed infrastructure, which has since been replaced with proper fittings by Public Works staff. Water storage levels have stabilized. In Riverside-Albert, elevated water consumption has returned to normal levels and remains under investigation.

Administration advised that a municipality in the United Kingdom has expressed interest in establishing a sister municipality relationship. The CAO will seek Council's permission to meet with representatives during upcoming travel. An application for CanExport funding to support international marketing efforts is also being prepared.

On government relations, Administration advised that meetings with provincial ministers are scheduled in Fredericton as part of a more formal government relations approach.

Finally, Administration advised that snow removal issues on Grays Island have been addressed, and service delivery has been adjusted accordingly.

Director, Legislative Services

Ms. Beers provided highlights from her report, advising that a Council orientation and training session has been scheduled for May 28, 2026, following the municipal election.

Grant and funding updates were provided. Administration confirmed that the Shoreline Trail Project has received an extension, with a revised project completion deadline of October 29, 2026. It was noted that \$79,736 remains in project funding and that the Village has contributed \$34,410 to date. Administration advised that next steps will include planning, landowner agreements, and tendering.

Administration advised that FireSmart public engagement sessions are being planned for February 10 and February 11, with further details to be shared with Council and the public in due course.

An update was provided on Footloose in Fundy Albert. The working group has met to review winter programming and begin early planning for expanded activities in 2026. Current

collaboration includes February Frolic programming, with both indoor and outdoor activities planned. The group is also preparing for participation in ParticipACTION in June 2026, with a focus on increasing participation, visibility, and partnerships.

Administration advised that the signage easement remains under review by the landowners' legal counsel.

Policy and by-law updates were provided. Administration advised that work is ongoing on the Water and Sewer By-Law, and that the draft Procedural By-Law has been shared.

Administration further advised that, based on public feedback, a "Who to Call" document has been posted on the municipal website under the "Contact Us" tab. Council was encouraged to provide feedback, noting that the document will be maintained as a living document and updated as needed.

Director of Operations

Mr. Barrett noted that trail development has been a key focus following recent Trail Town meetings. Feedback from those meetings was reported to be positive. Administration advised that work is underway to explore how the Village could be involved in trail initiatives without assuming full ownership, and that a proposed approach will be shared with the CAO for Council's consideration once further developed.

Administration advised that Trans Canada Trail has provided approval to reroute the Trans Canada Trail through White Rock rather than around it. This rerouting is expected to improve access to external funding opportunities for trail improvements in the area.

Administration further advised that provisional approval has been received to extend the shoreline section of the Trans Canada Trail in Riverside-Albert from Water Street to the future lighthouse location. This extension would support further development of the area and would be pursued in collaboration with the CCRC and Friends of Fundy, which hold a licence of occupation.

Administration provided a brief update on water consumption in Riverside-Albert, noting that elevated usage has significantly decreased and returned to normal levels. The situation continues to be monitored, as the cause of the temporary increase remains undetermined.

Ms. Heather Cail, Water operator in Charge advised that a recent period of increased water consumption in Riverside-Albert appeared to begin and end abruptly at specific times, suggesting a temporary and isolated cause. The issue has since been resolved, and water usage has returned to normal levels. Ms. Cail advised that monitoring will continue, and any additional information regarding the cause would be welcomed.

Mr. Wallace expressed appreciation to Mr. Barrett for his work on the trail initiatives, noting the effort invested in attending recent trail meetings and advancing opportunities for external funding.

Mayor Campbell noted that the Trail meetings were informative, well attended, and generated positive feedback and constructive discussion.

Treasurer Report

General operating

Alma utility

Hillsborough utility

Riverside-Albert utility

Ms. Hutchinson advised that the Finance Department is currently completing year-end activities for 2025 while continuing utility billing and working collaboratively with auditors to finalize the 2023 and 2024 audits and financial statements.

Council was advised that, on December 19, 2025, the Village received a deposit of \$314,481 from the Municipal Finance Corporation. Administration provided a breakdown of the source of the funds and advised that, in accordance with requirements, incurred debt related to short-term borrowing for ministerial orders and approved projects must be repaid prior to reimbursing operating costs from capital. Administration is working with the bank to obtain the necessary documentation to retire the related loans.

Administration noted that all reported net income and loss figures are preliminary and subject to change pending completion of the annual audit and reclassification adjustments.

Administration advised that annexes within the budget section currently reference the 2026 year, due to system settings and confirmed this will be corrected in future reporting.

Administration advised that work is ongoing on the Water and Wastewater By-Law, which will include a clear framework for billing, collection, and enforcement processes for both residential and commercial users.

Council was advised that Finance and Operations staff are coordinating utility disconnections for accounts that have disregarded disconnection notices issued in the previous month.

Administration noted that winter conditions present logistical challenges, as door notices are required to be posted in advance. Additional disconnection warning notices are being prepared for accounts with no response or payment arrangements, as accounts receivable balances over 91 days remain higher than desired.

Mr. Wallace advised that future financial reports will be reformatted to include budget, actuals, and variance information. This enhancement is intended to improve transparency and provide Council with more detailed financial reporting. The updated reporting format is expected to be implemented beginning in February.

Council discussed the format and content of financial reports, emphasizing the importance of including budget, actual, and variance information together with written explanations for significant variances. It was noted that clearer variance explanations would improve transparency, reduce questions, and assist Council in understanding year-over-year fluctuations.

Administration clarified that the figures presented compare the 2025 budget to 2025 actuals, and that limited detail was provided at this stage due to ongoing year-end adjustments.

Administration advised that a more detailed and finalized variance report for 2025 is anticipated by late February, with review at a Committee of the Whole meeting in March, subject to audit timelines and workload.

Council noted several significant variances, particularly within utility accounts, and expressed the need for explanations where expenditures differed materially from budgeted amounts.

Administration advised that some variances relate to timing differences, financing arrangements, and adjustments still under review.

Administration confirmed that year-end processes are being completed in coordination with E6 and external auditors, using a more thorough and standardized approach than in past years. Council acknowledged the importance of completing the 2023 and 2024 audits alongside the 2025 year-end work.

Council requested additional information regarding audit costs to date for the 2023 audit, anticipated remaining costs, and the use of new financial software. Administration advised that audit contract costs are fixed and that additional information will be provided to Council.

Administration further advised that finance systems are being consolidated and transitioned to improve efficiency, reduce the number of accounts, and strengthen financial controls. This transition will continue through 2026.

Council emphasized the importance of timely and well-explained financial reporting and noted that detailed variance explanations will support improved financial oversight going forward.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Ward-Russell advised she will wait for an update from the Mayor in regards to the

2023 audit.

Councillor Ward-Russell acknowledged the recent building permit activity and noted significant development activity in Ward 6 over the past two months. **Councillor Ward-Russell** requested an update on the municipality's assessed tax base as of the end of 2025.

Councillor Ward-Russell requested an update regarding the potential transfer of the Steeves House museum, noting that funding appears in the budget and seeking clarification on the status and timing of any transfer. Mr. Wallace advised that the matter remains under review and that work is ongoing, with no immediate changes at this time.

Councillor Jonah provided comments on recent trail discussions, noting strong community interest and enthusiasm following recent meetings. It was noted that participants expressed a willingness to collaborate and advance trail development initiatives across the municipality. While perspectives varied among the former villages, overall engagement was positive, and trail development was identified as having potential benefits for community well-being and local economic activity.

Councillor Coates advised that while EMO has provided tools, guidance, and support frameworks, the municipality continues to face capacity challenges related to staffing and resources needed to fully implement emergency preparedness measures.

Councillor Coates advised that EMO is willing to provide assistance where possible and emphasized the importance of allowing emergency responders, particularly the Fire Department, to focus on their core response duties during incidents. It was noted that logistical and support functions, such as food, supplies, and coordination, should be managed separately to avoid diverting fire service resources.

Councillor Coates acknowledged that while the municipality was fortunate to experience no major fire events recently, fire services play a central role in emergency response situations.

Councillor Elderkin provided an update on discussions with Forestdale Home regarding ongoing projects on Water Street and the possibility of a local credit union. It was advised that the proponent is currently applying for funding and that the process has been progressing slowly. **Councillor Elderkin** noted that additional shareholder support has recently been secured, which is a positive development.

Councillor Elderkin advised that the Water Street project required a redesign due to flood mitigation considerations, as the original design directed water flow toward the school, which was not acceptable. The revised design is expected to be completed shortly, after which the proponent has indicated a willingness to present an update to Council outlining next steps.

Councillor Elderkin advised that, together with the Mayor, they attended a Fire Department training session on the new TMR radio system. It was noted that the system will represent a significant operational change for fire services, and the session provided valuable insight into how calls are managed and coordinated.

Councillor Elderkin advised that she attended one of the recent trail engagement meetings and echoed Council's comments regarding the strong interest and positive momentum surrounding trail development. While perspectives varied among communities, discussions were described as constructive and engaging, with continued enthusiasm for advancing trail initiatives.

Councillor Elderkin reminded Council that evaluation forms previously circulated must be completed and returned by the specified deadline.

Councillor Land raised concerns following recent calls from residents regarding a police incident in Albert Mines involving firearms and a vehicle seizure. Residents questioned why a public alert was not issued, given uncertainty at the time about the level of risk. Mr. Wallace advised he will seek further clarification on alerting thresholds and what information can be shared.

Councillor Land also discussed concerns raised by residents and local business owners regarding the vacancy of the X-ray technician position at the Albert County Community Health Centre. It was noted that changes to travel or mileage arrangements may be affecting recruitment and retention. Council emphasized the importance of maintaining diagnostic services locally, particularly given recent investments in the facility.

Mr. Wallace advised that the matter is scheduled for discussion with the Mayor and the Minister of Health at an upcoming meeting. Council discussed potential interim solutions, including advocacy, partnerships with local organizations, or other supports to encourage service continuity, recognizing that broader policy and collective agreement considerations may apply.

Mayor Campbell advised that he attended as many meetings as possible during the reporting period and participated to the extent feasible, noting some scheduling limitations earlier in the month.

PUBLIC STATEMENTS AND INQUIRIES

Ms. Kathy Weir requested an update on the status of discussions with the auditor. **Mayor Campbell** advised that meetings have taken place with both the auditor and E6 and that productive discussions were held. **Mayor Campbell** advised that the 2023 audit is nearing completion, although there are no substantive updates to report at this time. Ms. Hutchinson noted that auditors continue to seek clarification on specific items, including minute references and documentation related to certain purchases, rather than requesting additional information.

Ms. Weir advised that portions of the discussion were difficult to hear. It was acknowledged that improvements to office facilities and meeting room audio are being considered as part of upcoming enhancements.

Ms. Weir also commented positively on recent trail engagement sessions, noting appreciation for the attendance of the Mayor and three Councillors at various meetings. It was acknowledged that community organizations, including CCRC and other local groups, are actively engaged and looking forward to collaborating on next steps for trail development.

Ms. Heather Cail expressed appreciation to community members who assisted during the recent water leak response in Alma, specifically acknowledging Martin Collins, Doug Butland, and others who remained on site late into the night to help locate the leak and provide tools and support. It was noted that the response reflected strong community cooperation and that the leak was successfully located and repaired.

Ms. Cail acknowledged that historical infrastructure challenges pre-amalgamation were addressed to the best of prior councils' abilities given the financial constraints at the time, and that the failed component was due to deterioration of older materials.

Ms. Cail advised that progress continues on the Alma water project. Ms. Cail reported that one well pump has been installed, with a second pump scheduled for installation, and that pump testing is expected to begin shortly. Mr. Wallace advised that the project remains on schedule, with completion anticipated by the end of March.

Councillor Elderkin inquired whether an update will be provided to Alma residents regarding the status of the Alma project. Mr. Wallace advised that updates can be provided to Alma residents regarding the project. It was noted that an update was shared informally in December through social media.

Councillor Elderkin requested additional information regarding the Alma project finances and current status. Ms. Hutchinson advised that clarification is being sought from the project engineer and that a follow-up update will be provided once verification is complete.

CLOSED SESSION

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Land** that Council have an in-camera session at 6:50 pm.

MOTION CARRIED (unanimously).

Local Governance Act 68 (1)(j) labour and employment matters, including the

negotiation of collective agreements

Local Governance Act 68 (1)(f) information concerning legal opinions or advice provided to the local government.

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Elderkin* to return to the regular session at 8:00 pm.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by *Councillor Ward-Russell* **THAT** the meeting be adjourned at 8:00 pm.

Mayor

Clerk

PRELIMINARY STAFF REPORT

Subject: Rezoning from CI to IRD
File Number: 26-0038
Meeting Date: February 3rd 2026
From : Caleb Babin, Planner

Applicant: Birch Hill Construction Ltd.
Owner: Camrose Sand & Gravel Ltd.
Location: Tingley Road
PID: 05036462
Lot size: 380,781.06 m² / 38.07 Ha
Services: None
Current zoning: CI
Proposed zoning: IRD

Request: Rezoning from Commercial-Industrial to Intensive Resource Development to permit a rock quarry incorporating a crusher.

DISCUSSION

Background

Mike O'Blenes Representing Birch Hill Construction has made an application to rezone a parcel identified as PID 05036462 from Commercial-Industrial (CI) to Intensive Resource Development (IRD) to permit a rock quarry. An approval to operate had already been obtained from the Department of Environment and Local Government (DELG) by the owner Camrose Sand & Gravel Ltd. following a 2013 rezoning to Commercial-Industrial. Under the former plan, a quarry was a permitted use within the Commercial-Industrial zone. While an approval to operate was held from 2015 until its expiry in 2025, extraction has not yet occurred on the parcel. The adoption of the Westmorland-Albert Rural Plan in July 2022 repealed the original 2013 rezoning; however, the property's zoning remained CI. The Plan also revised which zones permit quarry uses, limiting them to the Intensive Resource Development (IRD) zone. To obtain a renewed approval to operate from DELG, the department requires confirmation that the zoning permits a quarry as a permitted use. As a result, the applicant must rezone the property from CI to IRD in order to renew the approval to operate the quarry. This report incorporates elements of a report prepared by Genivar in 2012 for the original rezoning from Agricultural to Commercial-Industrial. Several sections have been revised to reflect changes in surrounding conditions since that time. The technical specifications of the proposed quarry remain unchanged from the 2012 report.

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Location

The subject property is located on Tingley Road, a few kilometers off Caledonia Mountain Road in the Caledonia Highlands. The property is owned by Camrose Sand & Gravel Ltd. The subject site and surrounding area are mostly forested. The nearest development is a dwelling located north of the site on Caledonia Mountain Road and is 951.7 metres from the proposed quarry. West and south of the property is the Caledonia Gorge Protected Natural Area, which falls under the Conservation zone. The remaining properties surrounding the site are zoned Rural Area. In addition, the subject site is 2.6km south of a recently rezoned quarry on Shenstone Road and 3km north of a quarry on Caledonia Mountain Road. Please refer to the Context Map in Appendix A for more details.

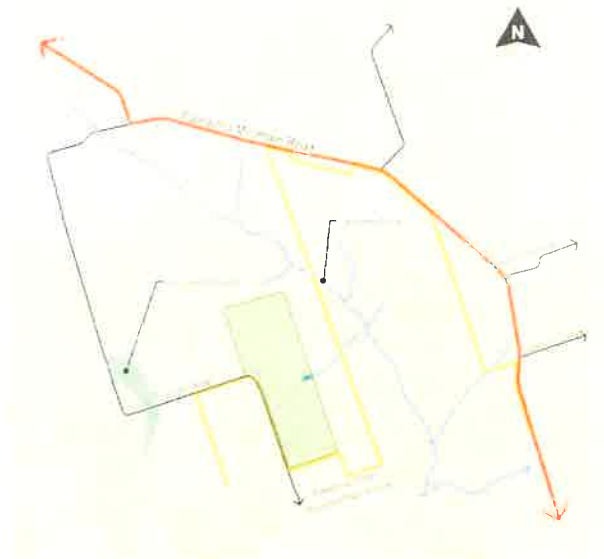


Figure 1 – Subject Site

Physical Characteristics

The subject property is currently undeveloped and partially tree covered. It is believed the site was clear cut decades ago. The subject property is high lying and sloping to the southeast. The headwaters of two (2) springs are located near the eastern property boundary and flow east through neighbouring properties and eventually into Caledonia Brook. The subject property has approximately 765 m of frontage along Tingley Road and abuts the Caledonia Gorge Protection Natural Area to the south and west.

Property Access

The site is currently accessed from Tingley Road. Tingley Road is on crown land and provides frontage to several wood lots in the area. The road is not paved and has several sections with exposed rock. Tingley Road also passes through a regulated wetland as shown in Figure 1. Tingley Road connects to the paved Caledonia Mountain Road, which in turn connects to Route 910. The access road passes near the South Eastern New Brunswick Snowmobilers Association at Caledonia Road.



Figure 2 – Access road as visited 2026-01-21

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Existing Zoning

The subject property is zoned Commercial-Industrial (CI) under the Westmorland-Albert Rural Plan. Quarry operations are not a permitted use under the Commercial-Industrial zone.

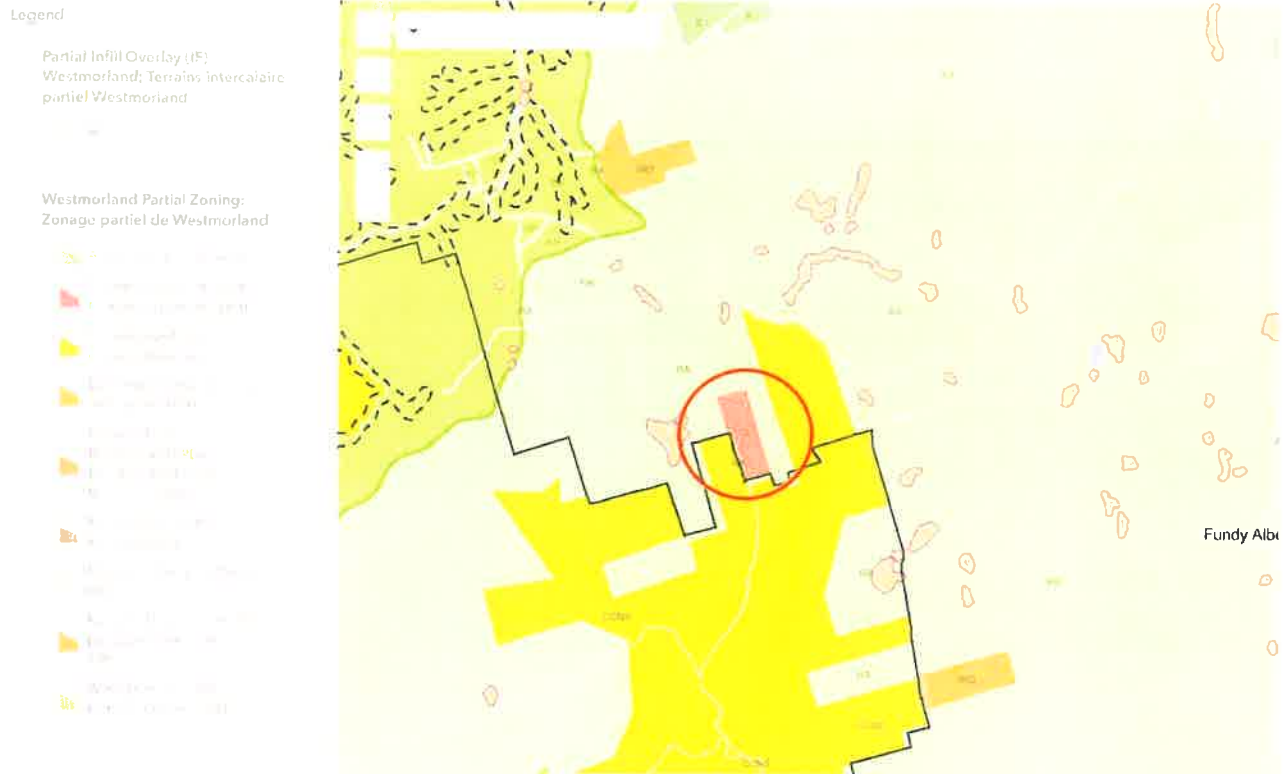


Figure 3 – Westmorland-Albert Rural Plan Zoning, subject property circled in red

DEVELOPMENT PROPOSAL

The proposed quarry will include the activities of blasting, crushing and storing rock on site. The proposed area to be quarried consists of approximately 24.5 hectares (60.5 acres). The applicant is proposing to quarry approximately 75,000 tons of rock each year. Blasting will most likely take place three (3) times a year, as one (1) blast will typically loosen 20,000 to 30,000 tons of rock. As shown on the Post Extraction Map in Appendix B, a total of 25,000 tons of rock will be stored on site at any given time. The rock will be used for different purposes, such as parking lots, wharfs, fill, road construction, etc.

These operations will be setback from the neighbouring boundaries and land uses accordingly. As large amounts of rock will be removed from the subject site, steep hills and cliffs will be created. Fences will be placed along these sections of the subject site to help protect people wandering through the woods from potential danger. Please refer to the Post Extraction Plan for the locations of these fences.

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Phasing

The development of the proposed quarry is broken up into several phases as illustrated on the Phasing Plan. A phase represents the area in which blasting and crushing of rock is intended to occur. The quarry is proposed to include phase one (1) and the stockpile. Starting from the south eastern corner of phase one (1) which is the lowest point, the applicant will quarry north westwards at a 2% grade. Subsequent phases are proposed to move forward only once the proposed rezoning is approved and phase one (1) is complete. Phases two (2) and three (3) will continue moving north westwards at a 2% grade. Following phases two (2) and three (3), the applicant will proceed to the southern portion of the property to begin quarrying the section labeled 'Future Phases'. The applicant will begin quarrying at the north eastern corner, the lowest point and move south westwards at a 2% grade. Below are the approximate areas associated with each step. The proposed phasing consists of the following:

- Stock pile: an area of approximately 0.87 hectares (2.2 acres) reserved for stock piling rock quarried on site.
- Phase one (1): to quarry an area of approximately 5.5 hectares (13.5 acres)
- Phase two (2) and three (3): to quarry an area of approximately 10.6 hectares (26.3 acres)
- Future phases: to quarry an area of approximately 8.4 hectares (20.7 acres)

Refer to Appendix B for the Post Extraction Plan and Appendix C for the Phasing Plan.

Connectivity and Access

The proposed development will utilize the existing access. Tingley Road will require upgrades to allow trucks access the subject site. The upgrades will include widening and building up the road. The applicant is proposing these upgrades to Tingley Road from the subject property to Caledonia Mountain Road except for not widening the segments within the regulated wetland and its 30 m (98.4ft) buffer. The route proposed for upgrades is highlighted in Appendix D in the Context Map. The intended route for the trucks will be from Tingley Road to Caledonia Mountain Road to Route 910 towards Turtle Creek. This is a preferred route as Caledonia Mountain Road and Route 910 are existing routes for other Camrose Sand & Gravel trucks. You should illustrate the area of proposed road upgrades on one of the plans.

Hours of Operations

The proposed quarry operations are intended to operate from 7:00 AM to 7:00 PM, five (5) days a week, Monday-Friday, from April to November.

Buffering

The proposed development will begin with the stripping of the topsoil. The soil will be used to build berms along the boundaries of the areas to be quarried as shown in the Phasing Plan (Appendix C). These berms will help control the site's runoff.

The proposed development intends on keeping existing tree stands within the required setbacks to help screen the proposed development activities from surrounding land uses.

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Dust and Noise Remediation

The proposed quarry will be serviced by trucks equipped with canopies over the back of the truck. These canopies will help reduce the amount of dust generated by the trucks while traveling. As the proposed quarry is just under a kilometer from existing residential dwellings, noise is of little concern. However, the proposed buffers will act as sound barriers and help reduce noise levels to neighbouring properties.

Water Drainage

As mentioned above the proposed areas to be quarried will be bounded by berms to help control runoff. The 2% grade at which the quarry floor will be cut will allow runoff to flow towards these berms. The applicant is also proposing to filter the runoff through settling basins located at the site's low points. The basins will filter the runoff before releasing it into the surrounding landscape. These precautions are important as any runoff eventually drains into the Caledonia Brook which is part of the Caledonia Gorge Protected Natural Area.

Amenities

Tingley Road is used during the winter months for snowmobiling by a nearby snowmobile club. As the quarry is intended to operate from April to November, we do not foresee any conflict between the quarry operations and the recreational snowmobiling activities along Tingley Road. The proposed fence around the quarry is intended to keep snowmobile users from accessing the quarry. The neighbouring Caledonia Gorge Protected Natural Area can be used by the public for a limited amount of recreational activities. The Protected Natural Area consists of natural ecosystems and landscapes.

Reclamation Plan

Once the proposed quarry operations are complete, the applicant will disperse the original topsoil back over the site.

CONFORMITY WITH RURAL PLAN

Westmorland Albert Rural Plan

Policies:

8. Natural Resources

8.1 Policies

- a) It is policy that development on Crown land be consistent with Section 129 of the Act.
- b) It is a policy to recognize resource-related uses as the intended primary use of land throughout the planning area.

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c) It is a policy to require resource-related developments to employ best management practices to minimize environmental degradation in the Planning Area.

d) It is a policy that pits and associated uses shall be considered Intensive Resource Developments and shall be zoned as such.

e) It is a policy to recognize that temporary mobile asphalt plants used on a seasonal as-needed basis are compatible with resource extraction uses.

f) It is a policy to recognize that quarries that employ blasting, permanent asphalt plants, and landfills are intensive land uses with respect to heavy truck traffic, noise, and air and water quality, and are not compatible with residential and conservation uses. As such, these uses shall be considered on a case-by-case basis through a specific proposal rezoning to the Intensive Resource Development zone.

g) It is a policy that quarries that employ blasting are subject to Department of Environment approval to operate.

Rock Quarry Siting Standards – Setbacks

Setback Type	Required Setback	Provided Setback
Setback from right-of-way boundaries	30m	30m - Complies
Setback from existing road or trail on crown land	10m	30m - Complies
Setback from public highway structures	100m	> 1 Km - Complies
Setback from bank or ordinary high water mark	60m	61.3m - Complies
Setback from protected natural area	30m	100m - Complies
Setback from the foundation of a building	100m	951.7m - Complies
Setback from protected wellfield boundaries	30m	> 1 Km - Complies
Setback from protected watersheds	30m	~2.5 Km - Complies
Setback from residential property boundaries	30m	951.7m - Complies
Setback from adjacent property boundaries	30m	30m - Complies
Setback from water supply, well	600m	951.7m - Complies

The proposed rezoning meets the rock quarry siting standards as identified below. Please refer to appendix D for the Constraints Map.

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PROVINCIAL COMMENTS

Department of Environment and Local Government – Authorizations

"The renewal of this Approval to Operate is what triggered this rezoning and they have submitted the required approved documentation from the Department of Environment and Local Government to proceed, other than the proper zoning. If the zoning is changed to allow quarrying activities, they will be given an Approval to Operate for quarrying activities."

Department of Environment and Local Government – Air Sciences

"Please be aware that quarry operations can generate dust and noise for nearby residents. This can be generated from the quarrying and processing of the rock, but also from trucking. Also, it should be understood that some residual level of dust/noise emissions may remain regardless of any reasonable regulatory restrictions and mitigations (e.g., those applied via an Approval to Operate issued by this department). Although not significant from an environmental impact perspective, these residual emissions may nevertheless result in aesthetic or nuisance impacts to the neighbouring properties and properties along the access routes."

Department of Environment and Local Government – Environmental Assessment Branch

"As the quarry has an approval to operate in place and because such activities do not directly trigger an EIA registration. There are no comments from the EIA Branch."

Department of Transportation and Infrastructure – District 3

The Department of Transportation and Infrastructure inquired about whether a sightline analysis was conducted, whether weight restrictions could present challenges and the volume of traffic per day:

"This quarry would be accessed through a public, non-maintained road located on the sharp corner near the snowmobile clubhouse on Caledonia Mountain Road. To our understanding, trucks have used this access point in prior years for this pit. The proposed plan indicates that the trucks would travel via Caledonia Mountain Road to Route 910, and subsequently to Riverview. Was a sightline analysis conducted to evaluate industrial usage at the Caledonia Mountain Road intersection? In the spring, this pit would need to comply with weight restrictions and ensure that hauling operations do not negatively impact road conditions. According to the report, the proposed hours of operation are from 7:00 a.m. to 7:00 p.m., April through November. However, April falls within the period for spring weight restrictions. Could this present any challenges?

Additionally, this area appears to be very close to, or possibly within, the Turtle Creek watershed. Regarding operations, what is the expected number of trucks per day, considering the proposed stockpile of 25,000 tonnes and the three phases of development? Depending on the volume of traffic, it's possible that a Traffic Impact Study may be required.

Lastly, an agreement might be necessary to proceed with work on Bray Road and Tingley Road, even though they are public, non-maintained roads. It is also critical to ensure that the pit operations do not adversely affect the DTI drainage system."

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COUNCIL ACTION

The resolution presented at the Fundy Albert Council Regular Meeting on February 3rd, 2026 presents council with the following options:

1. Council may proceed with public process. This process consists of three parts:
 - a) A report will be written and presented to the Southeast Planning Review Committee.
 - i. This report will include the details of the request as well as a recommendation from the commission staff. The committee can accept the staff recommendation, or it can change it. This recommendation will be given to the council in writing.
 - b) A public hearing
 - i. The public hearing gives the citizens of Fundy Albert the opportunity to give their comments on the rezoning
 - c) After having fully analyzed the file, the council can then decide to accept the request or refuse it at any of the three readings of the proposed by-law.
2. The council may refuse to proceed with the request, if it does not agree with the project. In this case, the process is complete.
3. Council may postpone this file and wait for more information to be provided before setting public hearing dates and seeking advice from the Southeast Planning Review Committee.

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APPENDICES

APPENDIX A – *Context Map*

9

Main / Principal

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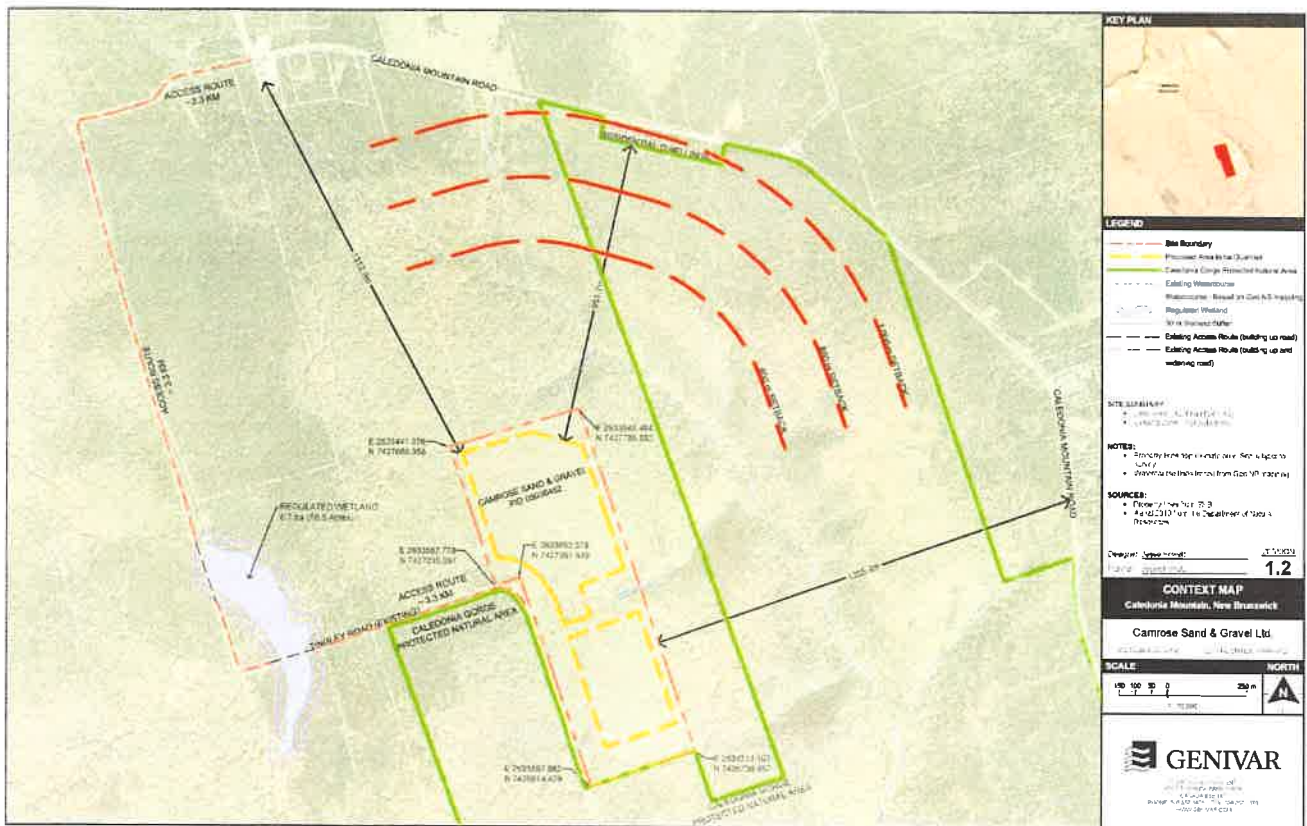
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APPENDIX B – *Post Extraction Plan*

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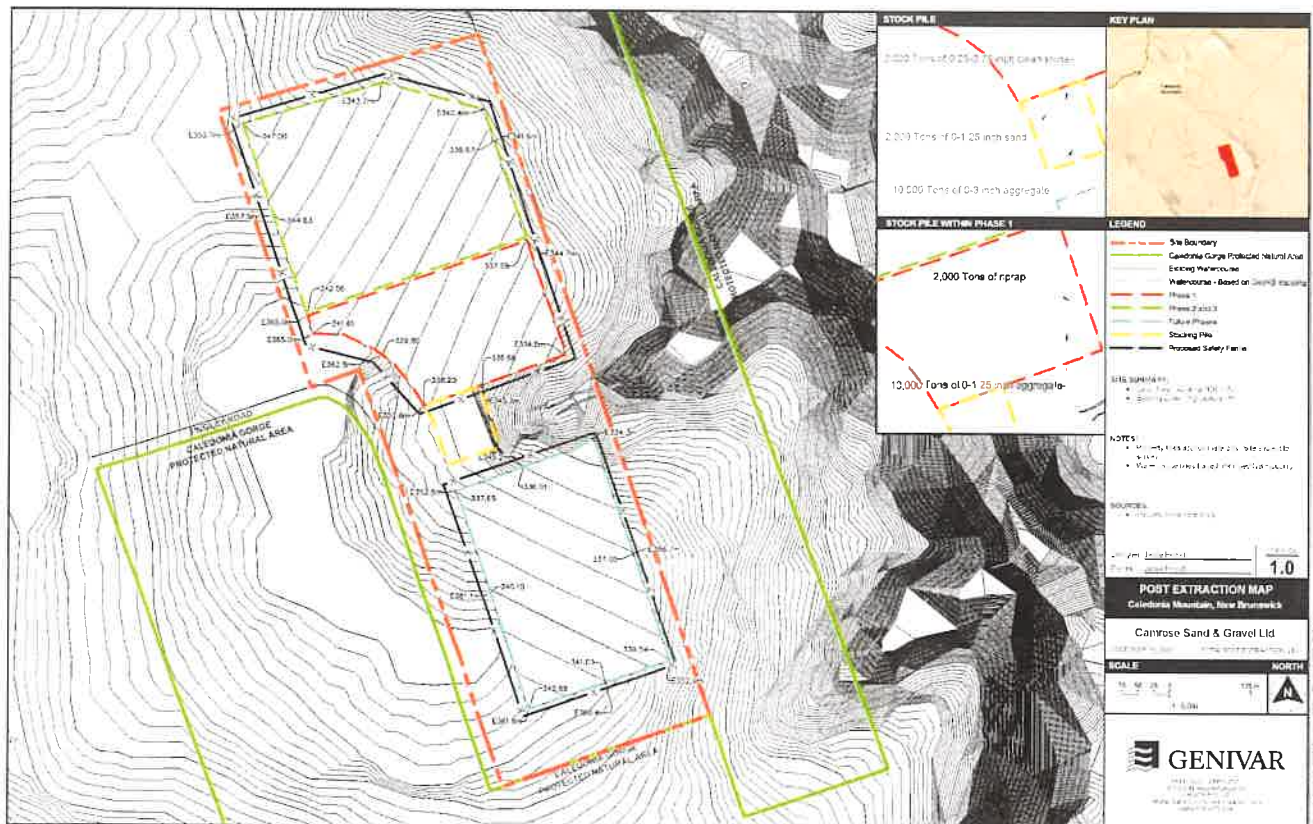
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APPENDIX C – *Phasing Plan*

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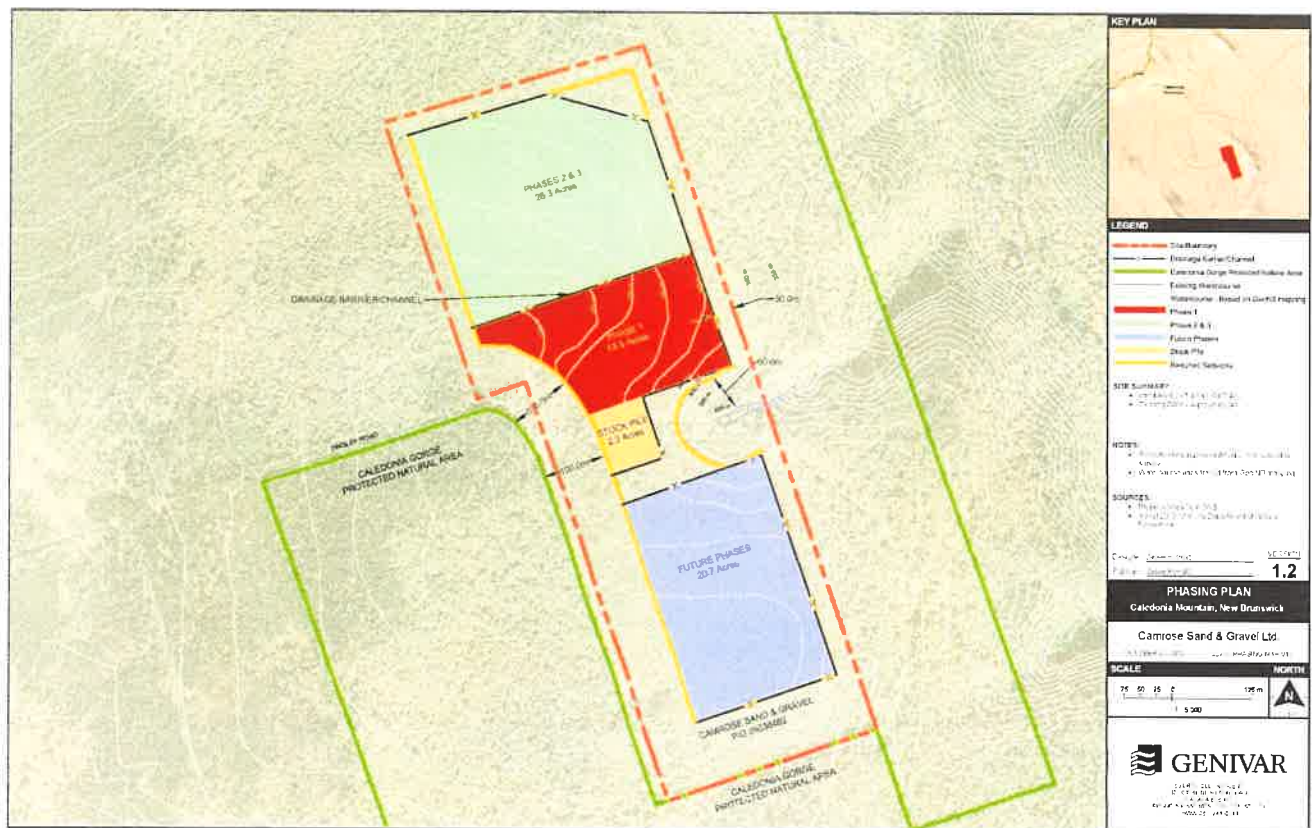
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APPENDIX D – *Constraints Map*

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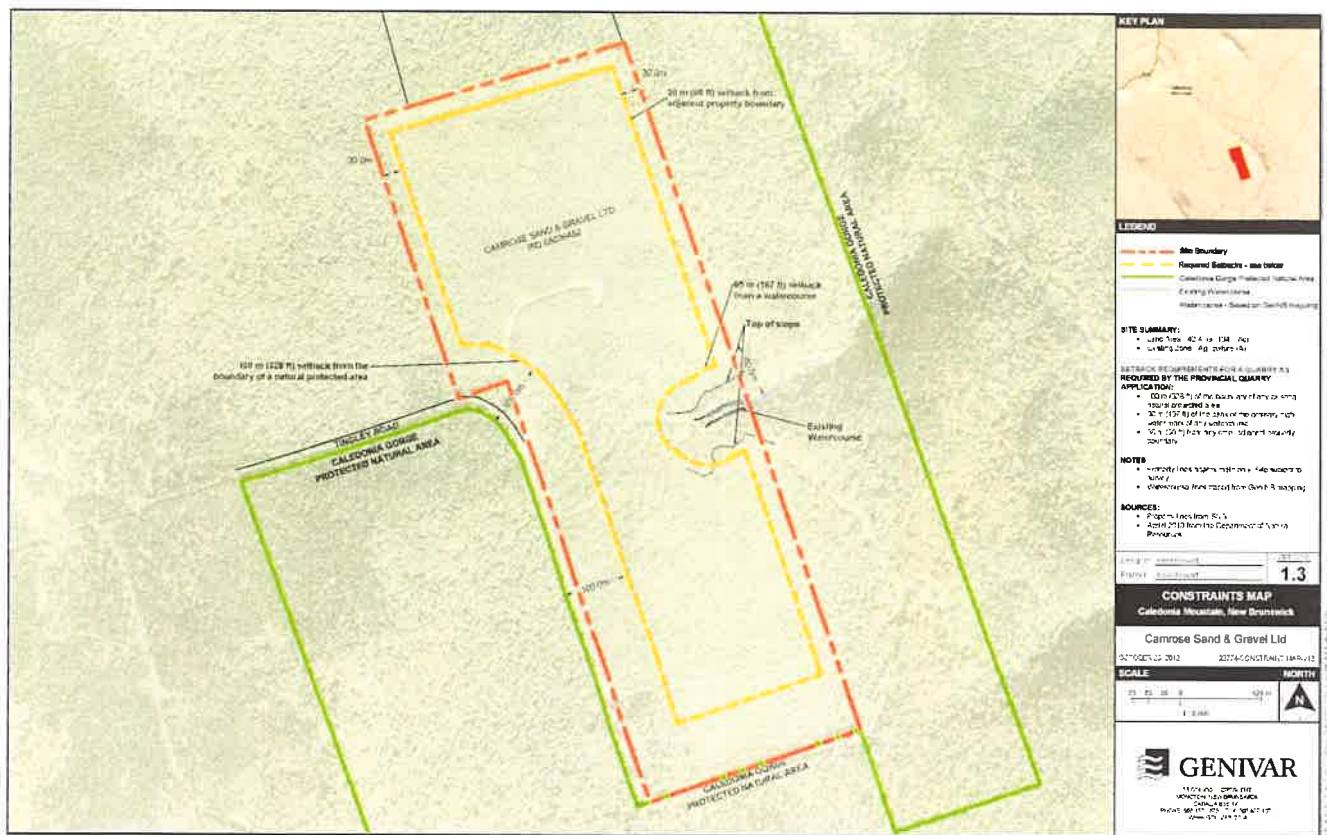
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Synopsis: COW Meeting May 19, 2026

Date: January 27, 2026

Department: Legislative Services

DESCRIPTION

This report outlines Council's authority and limitations during the municipal election transition period under section 56 of the Local Governance Act, which begins on election day (May 11, 2026) and ends at the first meeting of the incoming Council.

The May 5, 2026 Regular Council Meeting occurs prior to election day and is not subject to election-period restrictions. Council retains full authority at this meeting, making it the final full-authority meeting of the outgoing Council.

The Committee of the Whole meeting scheduled for May 19, 2026 falls within the election transition period. While meetings may occur during this time, Council's authority is significantly restricted, and any actions taken outside those limits would be void unless urgently required in the public interest.

Cancelling the May 19 Committee of the Whole meeting reduces the risk of procedural non-compliance and aligns with common municipal best practices in New Brunswick.

PROPOSED MOTION

I MOVE THAT Council cancel the Committee of the Whole meeting scheduled for May 19, 2026, as it falls within the municipal election transition period under section 56 of the Local Governance Act and prior to the first meeting of the incoming Council.

Synopsis: Disposal of Surplus, Obsolete, or Damaged Equipment Policy

Date: Feb. 3, 2026

Department: Office of the Chief Administrative Officer

DESCRIPTION:

This policy establishes a clear, transparent, and accountable framework for the disposal of surplus, obsolete, or damaged municipal assets within the Municipality of Fundy Albert. It ensures that all disposal activities are conducted in a cost-effective, environmentally responsible, and legally compliant manner, consistent with the Local Governance Act, Financial Administration Act, and applicable environmental regulations.

The policy applies to all municipal departments and covers a wide range of tangible assets, including vehicles, equipment, furniture, tools, and IT assets. It outlines standardized procedures for identifying assets no longer required or economical to repair, mandates CAO approval (and Council approval for higher-value items), and prescribes acceptable disposal methods such as internal reuse, trade-in, public sale, donation, or environmentally compliant destruction. Strong provisions for recordkeeping, conflict-of-interest prevention, environmental protection, and audit compliance are included to safeguard municipal interests, promote fiscal responsibility, and support effective asset management practices across the organization.

PROPOSED MOTION

I MOVE THAT That Council adopt the Disposal of Surplus, Obsolete, or Damaged Equipment Policy to establish a transparent, accountable, and legislatively compliant framework for the disposal of municipal assets and authorize the Chief Administrative Officer to administer the policy in accordance with its provisions.

Municipality of Fundy Albert

Policy: Disposal of Surplus, Obsolete, or Damaged Equipment

1. Purpose

The purpose of this policy is to ensure that the Municipality of Fundy Albert disposes of surplus, obsolete, or damaged equipment and materials in a manner that is transparent, cost-effective, environmentally responsible, and compliant with all applicable legislation, including the Local Governance Act, Financial Administration Act, and relevant environmental regulations. This policy supports effective asset management, promotes fiscal responsibility, and protects municipal interests by ensuring accountability and consistency in all disposal activities.

2. Scope

This policy applies to all municipal departments, including Public Works, Recreation, Fire Services, and Administration, and covers all tangible assets owned, leased, or controlled by the Municipality. Assets include but are not limited to vehicles, heavy equipment, office furniture, fixtures, tools, machinery, IT equipment, and surplus materials. This policy does not apply to consumable supplies or materials that are routinely discarded through regular operations (e.g., paper waste, general refuse).

3. Definitions

Surplus Equipment: Any item that is no longer required by a department for operational purposes.

Obsolete Equipment: Items that are outdated or replaced by more modern technology.

Damaged Equipment: Items that are no longer functional or economically repairable.

Fair Market Value (FMV): The price that an item would reasonably sell for in an open and competitive market.

4. Identification of Surplus or Obsolete Equipment

Department Heads shall conduct asset reviews at least annually to identify items that are no longer required, uneconomical to repair, or obsolete. A Disposal Request Form (Appendix A) must be completed and submitted to the CAO for approval before any disposal action is taken. The Finance Department shall verify each asset against municipal inventory records to ensure proper removal once disposed of.

5. Methods of Disposal

Transfer or Reuse: Surplus equipment may be reassigned to another department or used for training or emergency backup.

Trade-In: Items may be traded in during procurement of replacements, with trade-in value documented and deducted from purchase cost.

Public Sale, Tender, or Auction: Public sales or electronic auctions shall be advertised through municipal communication channels and conducted on an 'as-is, where-is' basis.

Donation: With Council approval, surplus assets of minimal value may be donated to a registered non-profit, educational institution, or community group.

Scrap or Destruction: Items with no resale or reuse value shall be safely disposed of in compliance with environmental and safety standards.

6. Approval Authority

The CAO may approve disposals of items with a market value up to \$5,000. Disposals exceeding this threshold require Council approval. Records must include item description, disposal method, authorization, proceeds, and recipient information. The Finance Department shall maintain an auditable record of all disposals.

7. Proceeds

All proceeds from the sale of surplus or obsolete assets shall be deposited into the Municipal General Revenue Fund unless otherwise directed by Council. If the asset was purchased using restricted or grant funds, proceeds may be reallocated to the same funding source subject to grant terms and regulations.

8. Environmental and Safety Considerations

All disposal activities must comply with environmental protection and workplace safety standards. Fluids and hazardous materials must be handled safely, electronic data wiped, and e-waste recycled according to provincial guidelines.

9. Accountability and Recordkeeping

Department Heads are responsible for identifying and reporting surplus items accurately. The Finance Department maintains a centralized disposal register and ensures audit trail compliance. The CAO oversees policy implementation and ensures compliance with Council and legislation. Disposal records may be reviewed during the annual audit.

10. Conflict of Interest

Municipal employees, elected officials, and their immediate family members shall not purchase or otherwise benefit from the disposal of municipal assets unless through a public and competitive process.

11. Policy Review

This policy shall be reviewed every three (3) years or as required by changes in legislation, asset management practices, or audit findings.

Synopsis: Respectful Communications Policy

Date: Feb 3, 2026

Department: Office of the Chief Administrative Officer

DESCRIPTION:

This policy establishes clear expectations for respectful, safe, and professional interactions between members of the public and the Municipality of Fundy Albert's employees, contractors, CAO, and Council members in their administrative capacity. It affirms the Municipality's commitment to providing quality public service while fulfilling its legal obligations under the Local Governance Act and the Occupational Health and Safety Act to protect employees from harassment, abusive behaviour, and unsafe working conditions.

The policy defines unacceptable conduct, outlines the Municipality's authority to set and enforce communication boundaries, and provides a graduated response framework for managing disrespectful or threatening behaviour, including restricting communication methods where necessary. It clarifies staff, CAO, and Council roles, emphasizes documentation and consistency, and ensures that enforcement actions remain administrative in nature, supporting both employee wellbeing and orderly municipal operations while maintaining transparency and accountability.

PROPOSED MOTION

I MOVE THAT Council adopt the Respectful Communications & Public Interaction Policy to establish clear standards for respectful public interaction, protect the health and safety of municipal employees, and support orderly municipal operations, and authorize the Chief Administrative Officer to enforce the policy as required.

Municipality of Fundy Albert

Respectful Communications & Public Interaction Policy

1. Purpose

The purpose of this policy is to ensure that all interactions between the public and municipal employees, including the CAO, staff, and contractors, occur in a respectful, safe, and professional manner. The Municipality is committed to providing quality service while protecting staff from harassment, abusive conduct, and unsafe communication environments.

2. Legislative Authority

This policy aligns with the following:

- Local Governance Act (NB): CAO responsibility to ensure efficient administration and staff management.
- Occupational Health and Safety Act (NB): Employer duty to protect workers from harassment, violence, and unsafe conditions.
- Municipal Harassment & Respectful Workplace Principles (standard across NB municipalities).

3. Scope

This policy applies to:

- All members of the public interacting with the Municipality
- All municipal employees, including full-time, part-time, seasonal, and contract staff
- The CAO and Council members in their administrative capacity

4. Guiding Principles

- All persons have the right to be treated with respect, dignity, and professionalism.
- Municipal employees have the right to work in an environment free from harassment, threats, verbal abuse, intimidation, or discriminatory behaviour.
- The Municipality reserves the right to manage communication methods to protect staff wellbeing and maintain orderly operations.

5. Unacceptable Conduct

The following behaviours are considered inappropriate and will not be tolerated:

1. Verbal abuse, yelling, or aggressive tone
2. Insults, demeaning comments, or disrespectful language
3. Discriminatory, racist, or derogatory remarks
4. Threatening language or gestures
5. Harassment, persistent complaints, or repeated aggressive contact
6. Refusal to follow direction from staff or CAO regarding communication boundaries

6. Municipal Authority to Modify Communication Methods

Where unacceptable conduct occurs, staff or the CAO may take the following actions:

6.1 Immediate Action

- Politely end an in-person, phone, or virtual conversation.
- Instruct the individual that communication will continue only in writing.

Example script:

“This conversation is becoming disrespectful. The Municipality expects respectful communication. This discussion is now concluded. Please direct all further communication by e-mail.”

6.2 Communication Restrictions

The CAO may implement a Communication Protocol for the individual, including:

- Requiring that all communication occur exclusively by e-mail
- Prohibiting drop-in visits to municipal offices
- Restricting phone contact
- Requiring appointments for in-person meetings
- Assigning a single municipal point of contact

6.3 Documentation

All restrictions will be documented by staff and maintained by the CAO for administrative records.

7. Repeated or Severe Behaviour

If disrespectful conduct continues after a communication protocol is applied, the Municipality may:

- Issue a written warning outlining further restrictions
- Temporarily suspend non-essential services requiring direct communication
- Contact law enforcement if threats, intimidation, or violence occur
- Seek legal advice regarding trespass or peace bond options

8. Staff Responsibilities

Staff members must:

- Conduct themselves professionally at all times
- Immediately report incidents of abusive or unsafe interactions to their supervisor or the CAO
- Document incidents in writing, including date, time, behaviour, and actions taken

9. CAO Responsibilities

The CAO is responsible for:

- Supporting staff in applying this policy
- Implementing communication restrictions when necessary
- Maintaining documentation and ensuring consistency
- Reporting extreme cases to Council where required (information only)

10. Council's Role

Council is not involved in individual enforcement actions but may:

- Endorse this policy formally
- Support the CAO and staff when boundaries are required
- Receive high-level updates on trends or risks (not personal details)

11. Review and Monitoring

This policy shall be reviewed every two years or sooner if legislative or operational needs change.

12. Effective Date

This policy comes into effect on _____.

Synopsis: Inclement Weather Policy

Date: Feb. 3, 2026

Department: Office of the Chief Administrative Officer

DESCRIPTION:

This policy provides a clear, consistent, and defensible framework for managing municipal operations, service delivery, and employee attendance during inclement weather events or other short-term hazardous conditions within the Municipality of Fundy Albert. It prioritizes employee and public safety while supporting continuity of essential municipal services and ensuring compliance with occupational health and safety obligations and risk-management best practices.

The policy establishes the Chief Administrative Officer as the sole authority for determining closures, delayed openings, modified operations, or remote work arrangements, and outlines the conditions that may trigger such decisions, including weather-related risks, transportation hazards, infrastructure failures, and public safety concerns. It clarifies expectations for essential services, employee attendance and compensation, communication protocols, and accountability, providing Council and staff with a structured approach that reduces uncertainty, supports consistent decision-making, and mitigates legal and operational risk during emergency or hazardous situations.

PROPOSED MOTION

I MOVE THAT Council adopt the Inclement Weather Policy to provide a clear and consistent framework for managing municipal operations during hazardous weather conditions, to protect employee and public safety, and to support continuity of essential services, and that the Chief Administrative Officer be authorized to act under the policy as required.

Inclement Weather or Other Short-term Potentially Hazardous Conditions Policy

1. Purpose

The purpose of this policy is to establish a clear, consistent, and defensible framework for managing municipal operations, service delivery, and employee attendance during inclement weather events or other short-term potentially hazardous conditions. The policy prioritizes employee and public safety while ensuring continuity of essential municipal services wherever reasonably possible.

2. Scope and Application

This policy applies to all employees of the Municipality of Fundy Albert, including full-time, part-time, casual, seasonal, and contract employees, unless otherwise specified by individual employment agreements or collective arrangements.

3. Guiding Principles

Decisions made under this policy shall be guided by the following principles:

- Protection of employee and public health and safety;
- Compliance with occupational health and safety obligations;
- Continuity of essential municipal services;
- Fair, consistent, and transparent decision-making;
- Clear and timely communication;
- Risk mitigation for the Municipality, Council, and staff.

4. Authority

The Chief Administrative Officer (CAO) is the sole authority responsible for determining municipal office closures, delayed openings, early closures, remote work authorization, or continuation of operations during inclement weather or other short-term hazardous conditions.

The CAO may consult with Department Heads, Public Works, Emergency Measures Organization (EMO), provincial agencies, or weather and emergency advisories as deemed appropriate. In the absence of the CAO, the designated Acting CAO shall exercise this authority.

5. Conditions That May Trigger Closure, Delay, or Modified Operations

Municipal facilities may be closed, operations delayed, reduced, or modified when one or more of the following conditions are present or reasonably anticipated:

5.1 Weather-Related Conditions

- Severe winter storms, including heavy snowfall, blizzards, freezing rain, ice storms, or whiteout conditions;
- Extreme cold or wind chill posing a risk of frostbite or hypothermia;
- Severe rainfall resulting in flooding, flash flooding, or unsafe road conditions;
- High winds capable of causing power outages, falling trees, or structural hazards;
- Coastal storm surges or weather events posing localized risk to municipal infrastructure.

5.2 Transportation and Access Risks

- Widespread road closures, travel bans, or advisories issued by provincial or emergency authorities;
- Poor road conditions that materially increase the risk of travel-related injury to employees or the public;
- Inability to safely access municipal buildings due to snow accumulation, ice, flooding, or debris;
- Suspension or disruption of essential transportation services.

5.3 Infrastructure and Facility Risks

- Power outages affecting municipal facilities;
- Failure or risk of failure of heating, ventilation, water, wastewater, or other critical building systems;
- Structural damage or safety concerns within municipal buildings;
- Inaccessibility of facilities due to emergency response activity or unsafe conditions.

5.4 Public Health or Safety Hazards

- Short-term public health emergencies or advisories that pose immediate risk;
- Hazardous material incidents or environmental conditions affecting municipal operations;
- Any other unforeseen event that creates a reasonable risk to employee or public safety.

6. Levels of Operational Response

Depending on the severity and duration of conditions, the CAO may implement one or more of the following measures:

- Delayed opening of municipal offices;
- Early closure of municipal offices;

- Full closure of municipal offices;
- Reduced staffing levels;
- Authorization of remote work where operationally feasible;
- Continuation of essential services only.

7. Essential Services

Certain services may be designated as essential and required to continue during closures or hazardous conditions, including but not limited to:

- Public Works emergency response and infrastructure protection;
- Water and wastewater operations;
- Emergency management functions;
- Any other service deemed essential by the CAO.

Employees assigned to essential services may be required to report to work unless conditions make it unsafe to do so. Reasonable accommodations and safety considerations will apply.

8. Employee Attendance and Compensation

- Employees not required to report to work due to an authorized closure will be compensated in accordance with applicable HR policies;
- Employees required to work during closures may be compensated in accordance with overtime or standby provisions, where applicable;
- Employees unable to report to work due to personal travel constraints when offices remain open must notify their supervisor and may be required to use leave or unpaid time, subject to policy and managerial discretion.

9. Communication

The Municipality will communicate closures, delays, or modified operations through official channels, including the municipal website, social media platforms, internal email, and other appropriate means.

Employees are responsible for monitoring official communications and confirming their work status during inclement weather events.

10. Compliance

Failure to comply with this policy or associated directions may result in corrective action in accordance with municipal HR policies.

11. Review

This policy shall be reviewed periodically by Administration and updated as required to reflect operational, legal, or best-practice changes.

12. Effective Date

This policy shall take effect upon approval by Council.

Synopsis: Economic Development Committee Terms of Reference

Date: Feb 3, 2026

Department: Office of the Chief Administrative Officer

DESCRIPTION:

The Economic Development Committee Terms of Reference establish the Economic Development Committee (EDC) as a formal advisory body to Council to support strategic, sustainable, and community-centred economic development within the Municipality of Fundy Albert. The Committee is intended to provide informed advice on economic priorities, business retention and expansion, investment attraction, workforce and housing considerations, and tourism and cultural development, while strengthening partnerships with regional, provincial, federal, and community stakeholders.

The Terms of Reference define the EDC's mandate, guiding principles, membership composition, and operating procedures, confirming its advisory (non-decision-making) role and its responsibility to provide evidence-based recommendations through the CAO to Council. Clear provisions related to appointments, conflicts of interest, confidentiality, reporting, and performance ensure the Committee operates transparently, professionally, and in alignment with Council priorities, municipal policies, and long-term strategic and financial planning objectives.

PROPOSED MOTION

I MOVE THAT Council establish the Economic Development Committee as an advisory committee of Council and approve the Economic Development Committee Terms of Reference to provide strategic advice on economic development priorities, business retention and expansion, investment attraction, and regional collaboration, and authorize the Chief Administrative Officer to administer and support the Committee in accordance with the approved Terms of Reference.

Municipality of Fundy Albert

Economic Development Committee (EDC)

Terms of Reference

1.0 Introduction

The Municipality of Fundy Albert recognizes the importance of strategic, sustainable, and community-centred economic development. To support this mandate, Council establishes the Economic Development Committee (EDC) as a formal advisory body that provides informed guidance, facilitates stakeholder engagement, and supports the development and implementation of economic growth strategies.

These Terms of Reference (TOR) establish the mandate, structure, roles, responsibilities, and operational procedures for the EDC.

2.0 Purpose

The purpose of the Economic Development Committee is to:

1. Provide strategic advice and recommendations to Council and Administration on economic development priorities, initiatives, policies, and opportunities.
2. Enhance business retention, expansion, and attraction efforts to build a resilient, diverse local economy.
3. Strengthen regional partnerships and foster collaboration with tourism operators, chambers of commerce, industry associations, provincial and federal agencies, and Indigenous communities.
4. Support economic initiatives that align with the Municipality's Strategic Plan, Tourism Strategy, Asset Management Plans, and long-term financial framework.
5. Act as a conduit between the business community, residents, and the Municipality to ensure economic development activities reflect local needs and opportunities.

3.0 Guiding Principles

Committee members shall adhere to the following principles:

- **Transparency and Accountability:** Operate in a manner that supports open government and trust.
- **Evidence-Based Decision-Making:** Use data, research, and professional advice to guide recommendations.
- **Regional Collaboration:** Recognize Fundy Albert's role in the broader regional economy.

- **Sustainability:** Promote initiatives that balance economic growth with environmental stewardship and community wellbeing.
- **Inclusiveness:** Encourage diverse representation and equitable opportunities across sectors and geographic areas of the municipality.
- **Conflict of Interest Compliance:** Abide by the Local Governance Act and municipal policies.

4.0 Mandate

The EDC's mandate includes, but is not limited to, the following activities:

4.1 Strategic Advisory Functions

- Review and advise on municipal economic development policies, plans, and programs.
- Identify key priority areas for investment and development (e.g., tourism, housing, commercial development, infrastructure readiness, innovation, agriculture, fisheries, cultural industries).
- Recommend actions to enhance competitiveness, streamline regulatory processes, and improve investment readiness.

4.2 Business Retention and Expansion (BR&E)

- Analyze local business needs, challenges, and growth opportunities.
- Provide input on municipal programs intended to support small businesses, home-based enterprises, and start-ups.
- Recommend strategies to reduce barriers to business success.

4.3 Investment Attraction

- Review opportunities for major investment and assist in identifying potential investors.
- Support the development of investment marketing materials, economic profiles, and community data assets.
- Recommend measures to strengthen Fundy Albert's profile in regional, national, and international markets.

4.4 Workforce and Housing Development

- Identify labour market gaps and workforce skill needs.
- Explore opportunities for partnerships with educational institutions, training agencies, and employers.

- Consider workforce housing needs and support planning initiatives to address labour shortages.

4.5 Tourism and Cultural Development

- Provide recommendations to strengthen tourism products, service offerings, branding, and season extension.
- Support partnerships with local operators, Fundy National Park, arts/culture organizations, and heritage associations.

4.6 Monitoring Economic Indicators

- Monitor demographic, labour market, commercial, and investment trends.
- Review performance metrics and economic dashboards provided by Administration.
- Identify emerging issues or opportunities that may impact municipal economic planning.

4.7 Reporting

- Provide formal written recommendations and annual reporting to Council through the CAO.

5.0 Membership Composition

5.1 Voting Members

- **Two (2) Members of Council**, one of whom may serve as Chair unless Council designates otherwise.
- **Four to six (4–6) Citizens-at-Large**, selected based on expertise and representation across sectors such as:
 - Tourism & hospitality
 - Retail and commercial business
 - Agriculture, aquaculture, or forestry
 - Real estate, land development, or construction
 - Finance, accounting, or economic analysis
 - Marketing, communications, or entrepreneurship
 - Arts, culture, and heritage

5.2 Non-Voting Members

- **Chief Administrative Officer (CAO)** – resource and liaison to Council.

- **Municipal Staff** - as assigned by CAO
- **Youth Representative** (optional, appointed by Council).

5.3 Appointment Process

- Council shall appoint committee members through a publicly advertised selection process.
- Applicants will be assessed based on skills, sector representation, geographic diversity, and lived experience.
- Appointments shall be formalized by Council resolution.

6.0 Term and Renewal

- Citizen members shall serve a **two-year term**, renewable once upon Council approval.
- Council members shall serve a **one-year term**, aligned with Council's annual committee appointment process.
- Vacancies may be filled at any time by Council resolution.
- Council may remove any member for cause, including repeated absences (maximum of 3 missed meetings before removal), conflict of interest violations, or conduct contrary to municipal policies.

7.0 Roles and Responsibilities

7.1 Committee Members

Members shall:

- Attend meetings regularly and participate constructively.
- Review agenda materials and prepare for deliberations.
- Represent the interests of the broader community, not individual business interests.
- Declare conflicts of interest in accordance with legislation and municipal policies.
- Maintain confidentiality over sensitive information, business discussions, or proprietary data.
- Operate respectfully and professionally, following the municipality's Code of Conduct.

7.2 Chair

The Chair shall:

- Preside over meetings and maintain decorum.

- Work with the CAO to develop agendas and ensure procedural fairness.
- Ensure recommendations of the committee are clearly recorded and forwarded to Council.

7.3 CAO and Administration

Administration shall:

- Provide staff support, research, and data as required and as resources permit.
- Prepare meeting agendas in conjunction with the EDC Chair. Background materials, minutes, and Council reports will be provided by the committee secretary.
- Ensure committee recommendations align with municipal policies, budget parameters, and Council priorities.
- Coordinate communication between Council and the Committee.

8.0 Meetings and Procedures

8.1 Frequency

- The Committee shall meet **at least six (6) times per year**, or more frequently as needed.

8.2 Quorum

- Quorum is defined as **50% + 1** of voting members.

8.3 Decision-Making

- Decisions and recommendations will be made by **majority vote** of voting members.
- Minority views may be documented upon request.
- Committee decisions/recommendations are non-binding on Council.

8.4 Delegations

- The Committee may receive delegations from businesses, organizations, or residents.
- Delegations shall follow the municipal delegation policy and require approval from the Chair and CAO.

8.5 Subcommittees and Working Groups

- The Committee may establish short-term working groups focused on specific priorities (e.g., tourism strategy, investment attraction, housing, BR&E).
- Subcommittees shall report to the full EDC and shall not make binding recommendations.

9.0 Reporting to Council

The Committee shall provide:

1. **Meeting minutes** submitted through Administration.
2. **Formal recommendations** prepared for Council consideration.
3. **An annual report**, including:
 - Key accomplishments
 - Economic trends observed
 - Summary of partnerships and outreach
 - Recommendations for future priorities

Council retains all decision-making authority.

10.0 Budget and Resources

- The EDC does not control or commit municipal funds unless expressly authorized by Council.
- Any proposed initiatives requiring funding must be submitted to Council through the CAO as part of the annual budget cycle or via a dedicated Council report.
- Administrative support, meeting logistics, and background research shall be provided by municipal staff within approved budget parameters.

11.0 Confidentiality and Conflict of Interest

- Members must comply with conflict of interest requirements under the Local Governance Act.
- Sensitive business information or proprietary data discussed in meetings shall remain confidential.
- Breaches of confidentiality may result in removal from the Committee.

12.0 Code of Conduct

All members must follow:

- Municipal Code of Conduct
- Workplace harassment and respectful workplace policies
- Legislative obligations under the Local Governance Act

Failure to comply may result in disciplinary action, up to and including removal by Council.

13.0 Amendments and Review

- Council may amend this Terms of Reference at any time by resolution.
- A comprehensive review shall occur **every two (2) years** or sooner if required by changes in legislation or municipal priorities.

Synopsis: Finance Committee Terms of Reference

Date: Feb 3, 2026

Department: Office of the Chief Administrative Officer

DESCRIPTION:

The Finance Committee Terms of Reference establishes the functions and mandate of the advisory committee of Council to provide strategic oversight, analysis, and recommendations on the Municipality of Fundy Albert's financial management, budgeting, long-range planning, asset-management financing, and fiscal risk mitigation. The Committee is intended to strengthen Council's decision-making capacity, enhance financial stewardship and transparency, and support compliance with the Local Governance Act, provincial financial reporting requirements, and municipal bylaws.

The Terms of Reference define the Committee's mandate, authority, composition, and operating procedures, confirming its advisory role and outlining responsibilities related to budget oversight, financial reporting, policy development, audit review, revenue strategies, and long-term financial sustainability. Clear provisions regarding membership, conflict of interest, reporting to Council, and performance evaluation ensure the Committee operates independently, transparently, and in a manner that supports prudent governance and the long-term fiscal health of the Municipality.

PROPOSED MOTION

I MOVE THAT Council approve the Finance Committee Terms of Reference to provide strategic financial oversight and recommendations on budgeting, financial planning, audit review, and fiscal sustainability, and authorize the Chief Administrative Officer, or their designate, to administer and support the Committee in accordance with the approved Terms of Reference.

Municipality of Fundy Albert

Finance Committee – Terms of Reference

1. Purpose

The Finance Committee (“the Committee”) is established by Council to provide strategic oversight, analysis, and advisory support related to the Municipality’s financial management, budgeting, long-range planning, asset management financing, and risk mitigation.

The Committee exists to:

- Strengthen Council’s strategic decision-making capacity;
- Ensure financial stewardship, transparency, and due diligence;
- Support compliance with the Local Governance Act, Municipal Financial Reporting Manual, provincial directives, and municipal bylaws;
- Provide structured, evidence-informed recommendations on all financial matters that affect municipal sustainability and service delivery.

2. Objectives

The Committee’s objectives include, but are not limited to:

- Ensuring sustainable financial planning across all municipal functions.
- Providing oversight on budgeting, forecasting, and capital investment decisions.
- Strengthening internal controls and fiduciary accountability.
- Evaluating long-term cost pressures, revenue diversification, and funding strategies.
- Supporting transparency and communication to residents on financial matters.

3. Mandate

The Committee shall fulfill the following mandate areas:

A. Budget Planning and Oversight

- Review departmental budget submissions, capital project requests, and service-level considerations.

- Evaluate cost drivers, taxation impacts, utility rate changes, and long-term affordability.

- Review mid-year and year-end budget variances, identifying trends and recommending corrective actions.

B. Financial Reporting and Analysis

- Review quarterly and annual financial statements for completeness, accuracy, and clarity.

- Monitor liquidity, debt ratios, reserve balances, and fiscal health indicators.

- Assess cash flow requirements for major capital and operational priorities.

C. Financial Policy Development

- Review and recommend updates to financial policies, including:

- Procurement Policy

- Reserve Fund Policy

- Debt Management Strategy

- Asset Management Financing Strategy

- Grants and Contributions Policy

- User Fees and Charges Policy

D. Long-Term Financial Planning

- Support development of 5–10 year financial frameworks.

- Review population trends, assessment growth patterns, taxation impacts, and infrastructure lifecycle costs.

- Ensure capital planning aligns with asset management data and risk assessments.

E. Audit and Internal Control Oversight

- Review annual audit reports, management letters, and findings.

- Recommend improvements to internal controls, financial reporting processes, and risk exposure mitigation.

- Review compliance with legislative and regulatory requirements.

F. Revenue Strategy and Rate Review

- Evaluate user fee structures, utility rates, tourism accommodation levy, and other municipal revenue tools.
- Assess fairness, competitiveness, and cost-recovery performance.
- Recommend annual or multi-year adjustments.

4. Guiding Principles

The Committee operates using the following principles:

- Transparency – All recommendations must be evidence-based and traceable.
- Accountability – Decisions must support responsible use of public resources.
- Independence – Committee advice is impartial and non-political.
- Compliance – All work aligns with legislation, bylaws, and best practices.
- Strategic Focus – Emphasis on long-term sustainability, not short-term pressures.

5. Authority

The Committee is advisory only and does not possess decision-making authority.

It may:

- Request financial reports and data from the CAO or Treasurer.
- Ask staff to present analysis on major projects, rates, or financial trends.
- Recommend improved financial practices to Council.

It may not:

- Direct or supervise municipal staff.
- Approve expenditures or authorize procurement.
- Enter into legal or contractual commitments.
- Bind Council or the Municipality.

6. Composition and Membership

Voting Members:

- Two (2) Members of Council appointed annually.
- Mayor or Deputy Mayor Chair.
- Three (3) Members of the Public:
 1. A senior or fixed-income resident
 2. A resident with a CPA or robust accredited financial background
 3. A resident with a municipal, public sector or non-profit background with budgeting experience

Non-Voting Members:

- Chief Administrative Officer (CAO)
- Treasurer/Director of Finance
- Additional staff or external experts may attend as required.

Selection of Chair:

- Mayor or Mayor's designate.

Terms:

- One-year term, renewable.
- Members must remain in good standing and comply with all municipal policies.

Vacancies:

- Filled through Council resolution for the remainder of the term.

7. Roles and Responsibilities

Committee Members:

- Review all circulated materials prior to meetings.
- Engage in informed, respectful debate.
- Identify emerging financial risks and opportunities.

- Declare conflicts of interest where applicable.

Chair:

- Presides over meetings.
- Ensures procedural fairness and efficiency.
- Works with CAO or CAO's designate to set agendas.
- Reports to Council on Committee activities.

CAO and Treasurer:

- Provide professional advice, information, and administrative support.
- Prepare reports, financial forecasts, and analysis for Committee review.
- Facilitate communication between departments and the Committee.

8. Meeting Procedures

Frequency:

- At minimum quarterly; more frequently during budget season.

Quorum:

- Majority of voting members.

Agendas:

- Prepared by CAO or CAO's designate in consultation with the Chair.
- Distributed no less than 48 hours before meetings.

Minutes:

- Prepared by staff and approved at subsequent meetings.
- Forwarded to Council for information.

Closed Sessions:

- Held only in accordance with the Local Governance Act.
- Limited to matters such as labour issues, contract negotiations, or legal/risk matters.

Decision-Making:

- Recommendations made by majority vote.
- Minority opinions may be included in reports if requested.

9. Reporting Relationship

- Recommendations are forwarded to Council through formal reports.
- The Chair or CAO may present findings directly at Council meetings.
- Annual summary review provided to Council each January, outlining:
 - Budget oversight outcomes
 - Audit findings and follow-up
 - Policy recommendations
 - Financial risk assessment
 - Major trends impacting fiscal sustainability

10. Accountability and Performance Measures**The Committee will evaluate its effectiveness annually against:**

- Completion of mandated review tasks.
- Contribution to improved financial controls.
- Quality and timeliness of advice to Council.
- Transparency of reporting.
- Compliance with legislation and municipal policies.

11. Conflict of Interest and Confidentiality**Members must:**

- Follow all provincial legislation and municipal codes of conduct.
- Declare conflicts of interest at the beginning of meetings.
- Maintain confidentiality of sensitive or closed-session information.
- Not use privileged financial information for personal gain.

Breaches may result in removal by Council.

12. Annual Work Plan (Appendix A)

The Committee will adopt an annual work plan including:

- Quarterly financial review schedule.
- Budget development cycle milestones.
- Audit and year-end reporting tasks.
- Policy review timelines.
- Long-term financial plan updates.
- Asset management funding reviews.

13. Definitions (Appendix B)

- “Financial Risk” – Exposure to loss due to unforeseen financial events.
- “Internal Controls” – Processes ensuring accuracy, compliance, and fraud prevention.
- “Long-Term Financial Plan” – A multi-year projection of revenues, expenditures, and capital needs.
- “Reserve Fund” – Funds allocated for future obligations or emergencies.
- “Capital Plan” – Multi-year infrastructure investment schedule.

14. Adoption

These Terms of Reference come into effect upon approval of Council through resolution.

Synopsis: Warming Centre Activation Policy (non-state Of Emergency)

Date: Feb 3, 2026

Department: Office of the Chief Administrative Officer

DESCRIPTION:

This policy establishes a clear, transparent, and legally defensible framework for the activation, operation, and deactivation of municipal Comfort Centres in situations that do not meet the threshold for a declared State of Emergency. It enables the Municipality of Fundy Albert to respond proactively to extreme cold events, extended power outages, or heating disruptions while maintaining appropriate Council oversight and safeguarding public health and safety, particularly for vulnerable populations.

The policy clarifies roles and authorities by confirming Council's responsibility to direct activation through formal resolution, while authorizing the Chief Administrative Officer to manage operational implementation and coordination with municipal departments and external agencies. It outlines activation criteria, facility standards, operational limits, risk-management measures, communication protocols, and deactivation processes, ensuring actions remain proportionate, temporary, and fiscally and legally responsible when emergency powers are not invoked.

PROPOSED MOTION

I MOVE THAT Council adopt the Comfort Centre Activation Policy (Non-State of Emergency) to establish a clear and legally sound framework for the activation of municipal Comfort Centres during extreme cold or utility disruptions where a State of Emergency has not been declared and authorize the Chief Administrative Officer to carry out operational implementation as directed by Council.

Comfort Centre Activation Policy (Non-State of Emergency)

1. Purpose

The purpose of this policy is to establish a clear, transparent, and legally sound framework for the activation, operation, and deactivation of municipal Comfort Centres in circumstances that do not constitute a declared State of Emergency. This policy ensures appropriate Council oversight while enabling timely action to protect public health and safety during extreme cold weather or extended utility disruptions.

2. Policy Statement

The Municipality recognizes that extreme cold events, prolonged power outages, or heating system failures may pose significant risks to residents, particularly vulnerable populations. In such circumstances, the Municipality may activate Comfort Centres through a Council Directive, without declaring a State of Emergency, where conditions warrant precautionary and supportive measures.

3. Scope

This policy applies to:

- Municipal Council
- Chief Administrative Officer (CAO)
- Emergency Measures Organization (EMO) Coordinator (if applicable)
- Municipal staff and volunteers
- Any municipal facility designated as a Comfort Centre

This policy applies only when a State of Emergency has not been declared under applicable legislation.

4. Definitions

Council Directive: A formal decision of Council, passed by resolution or recorded direction, authorizing the activation of one or more Comfort Centres.

Comfort Centre: A municipally operated or municipally authorized facility opened to provide temporary warmth, shelter, basic seating, washroom access, and limited supports to the public during extreme cold or heating disruptions.

Extreme Cold Event: Weather conditions, as forecast or observed, pose a heightened risk to human health, including but not limited to extreme cold warnings, wind chill advisories, or sustained sub-zero temperatures.

Vulnerable Populations: Individuals are at increased risk due to age, disability, health conditions, housing insecurity, or lack of access to reliable heat.

5. Authority

5.1 Municipal Council retains authority to direct the activation of Comfort Centres in non-emergency circumstances.

5.2 The CAO is authorized to implement Council's directive, coordinate municipal resources, and manage operational execution.

5.3 This policy does not limit Council's authority to subsequently declare a State of Emergency if conditions escalate.

6. Activation Criteria

Council may issue a directive to activate Comfort Centres when one or more of the following conditions are present:

- Extended power outages affecting residential heating
- Extreme cold weather forecasts or warnings
- Heating fuel shortages or supply disruptions
- Infrastructure failures impacting heat availability
- Requests or advisories from provincial agencies or utilities
- Assessment by the CAO that public health and safety risks are elevated

7. Activation Process

7.1 Council Direction - Activation shall occur following a Council directive, which may be issued during a scheduled meeting, special meeting, or through an urgent electronic or telephonic resolution where permitted. The directive shall specify:

- Facilities to be opened
- Anticipated duration
- Any operational limitations or conditions

7.2 CAO Implementation Upon receiving Council direction, the CAO shall:

- Confirm facility readiness
- Assign staffing and supervisory responsibilities
- Coordinate with EMO, public works, recreation, or fire services as required
- Ensure appropriate risk mitigation measures are in place

8. Facility Selection and Standards

8.1 Facilities designated as Comfort Centres should, where feasible:

- Be municipally owned or formally approved
- Have reliable heat and electricity
- Be accessible, including barrier-free access where possible
- Contain washroom facilities

- Meet basic safety and insurance requirements

8.2 The CAO may limit services based on staffing, resources, and facility capacity.

9. Operations

9.1 Comfort Centres are intended as short-term relief locations and do not constitute overnight shelters unless explicitly authorized by Council.

9.2 Services may include:

- Warm indoor space
- Seating and rest areas
- Washroom access
- Basic refreshments, where feasible

9.3 The Municipality does not guarantee medical care, meals, or sleeping accommodations unless specifically approved.

10. Staffing and Volunteers

10.1 Municipal staff may be reassigned to support Comfort Centre operations.

10.2 Volunteers may be utilized where appropriate, subject to:

- Supervisor oversight
- Insurance coverage
- Health and safety orientation

11. Risk Management and Liability

11.1 The Municipality shall take reasonable steps to mitigate risk, including:

- Facility inspections prior to opening
- Clear rules of conduct
- Adequate supervision

11.2 Individuals remain responsible for their own personal belongings.

11.3 This policy does not create an obligation to provide continuous or indefinite services.

12. Communications

12.1 Public communications shall be coordinated through the CAO or designate.

12.2 Notices may include:

- Location(s) and hours of operation
- Available services
- Transportation considerations, if applicable

12.3 Communications shall clearly state that:

- A State of Emergency has not been declared
- Services are temporary and conditional

13. Coordination with External Agencies

Where appropriate, the Municipality may coordinate with:

- Provincial departments
- Utility providers
- Social service agencies
- Community organizations

Such coordination does not transfer responsibility or authority unless formally agreed.

14. Deactivation

14.1 Comfort Centres shall be deactivated when:

- Conditions improve
- Utilities are restored
- Council rescinds the directive

14.2 The CAO shall ensure:

- Facilities are secured
- Staff are released from assignments
- Any issues or incidents are documented

15. Post-Event Review

Following deactivation, the CAO may prepare a brief report for Council outlining:

- Duration of activation
- Usage levels
- Operational challenges
- Recommendations for improvement

16. Review and Amendments

This policy shall be reviewed by Council at least once every four (4) years, or sooner if operational experience or legislative changes warrant.

17. Effective Date

This policy shall take effect upon adoption by Council.

Synopsis: Hillsborough Water Exploration Proposal

Date: February 6, 2026

Department: Operations

The Hillsborough Water Exploration Project is a **budgeted initiative** intended to improve long-term water supply resilience and system reliability for the Hillsborough water system. Preliminary work completed to date includes hydrogeological review, wetland screening, Environmental Impact Assessment (EIA) registration nearing completion, and execution of a landowner access agreement allowing well-related activities to proceed.

The next phase of the project includes construction of a preliminary access road, drilling of an exploration well, and initial pump testing to assess yield and aquifer response. Extended 72-hour pump testing has been deferred to a future phase, subject to budget approval. A proposal has been received from **Englobe** to undertake this phase of work at a revised estimated cost of **\$191,000**, reflecting the Municipality completing the access road construction using in-house resources.

Funding for this phase is provided through the **Hillsborough Utility operating fund as budgeted for 2026**. Advancing this work will support proactive water system planning, reduce future supply risk, and help ensure the Hillsborough system can continue to meet operational demands and accommodate future growth.

WHEREAS the Hillsborough Water Exploration Project is an ongoing, **budgeted** initiative to identify and develop a new municipal production well to support long-term water supply resilience and system reliability within the Hillsborough water system;

AND WHEREAS preparatory work completed to date includes hydrogeological review, wetland screening, Environmental Impact Assessment (EIA) registration nearing completion, and execution of a landowner access agreement permitting well-related works;

AND WHEREAS the next phase of the project includes construction of a preliminary access road, drilling of an exploration well, and initial pump testing;

AND WHEREAS a proposal has been received from **Englobe** to undertake this next phase of work at a revised estimated total cost of **\$191,000**, reflecting the Municipality's decision to complete the access road construction using in-house resources;

AND WHEREAS funding for this phase of the project was budgeted within the **Hillsborough Utility operating budget**;

THEREFORE BE IT RESOLVED that Council approve the next phase of the Hillsborough Water Exploration Project for a total cost of up to **\$191,000**, as budgeted, to be funded from the Hillsborough Utility Operating Budget.

AND BE IT FURTHER RESOLVED that Council authorize the CAO and Mayor to approve all expenditures associated with this phase of the project, provided total spending does not exceed the approved limit.



January 14, 2026

Village of Fundy Albert
61 Academy St.
Hillsborough, NB E4H 2R4
Attention: Mr. Ian Barrett, Director of Operations

**Subject: Professional Services Proposal - Water Source Exploration
Preliminary Well Drilling and Pumping Test Phase Services**
Hillsborough, NB
Englobe reference: P2112969 001

Dear Sir:

Englobe Corp. (Englobe) is pleased to present our professional services proposal for the above-mentioned Project.

1 Description of the project

As indicated in our January 13, 2023 letter and September 19, 2024 update, the first phase of the development of a new municipal water source is carried out following the Water Supply Source Assessment (WSSA) process under the Environmental Impact Assessment (EIA) regulation, which requires the following major steps:

- Preliminary site assessments and geophysics to establish drilling targets (Completed)
- Registration of the project under the EIA regulation and review by the N.B. Department of Environment and Local Government (NBDELG) to obtain approval to build access roads and drill test wells (In progress)
- Construction of a preliminary access road and preliminary well drilling (based on three [3] wells: one [1] to be pump tested and two [2] for observation)
- Hydraulic testing (pump testing)
- EIA Hydrogeological Assessment Report and review by the NBDELG to obtain approval to use the new municipal well and set the approved pumping rate
- Public consultation in accordance with the EIA regulation

The initial task, a geophysical survey and site visit, was conducted in October 2022. Task 2, approval from the Province under the EIA regulation, is currently in progress and must be completed prior to physical construction occurring, including the construction of an access road to the identified target area. The next tasks involve preliminary access road construction, exploratory drilling and pumping tests. A future proposal will be submitted for the Hydrogeological Assessment and Final EIA Review process.

Based on these requirements, Englobe's team will conduct the necessary assessments, documents, reports, and project management, while Contractors will complete the physical construction (well drilling) under Englobe's oversight.

As per previous correspondence, a phased approach is typically used for this type of project. The present Project consists of the specific "Phase 1" tasks listed in Section 2 only; separate proposals will be prepared for the completion of Phase 1 as well as for the future Phase 2. This approach will allow the municipality to manage their budgets accordingly and for the Phase 2 concept to be refined upon completion of Phase 1, once the exact well location and its suitability for use as a municipal source are known.

2 Description of the services and deliverables

In the scope of the present Project, the services to be provided by Englobe are the following (the "Services"):

- Prepare preliminary concept drawings for the access road to the well target area.
- Assist in developing the Request for Quotation (RFQ) package for pricing of the access road and well drilling works (the Village of Fundy Albert will obtain contractor quotes for the work, or utilize the Village's internal forces).
- Provide construction management and site visits (periodic, based on two (2) trips to site for survey layout and/or inspections) during the preliminary access road construction.
- Coordinate and provide construction management for well drilling activities, including drilling of three (3) new test wells, development of the pumping test program, on-site data collection, and supervision during pumping tests.

Submission of Deliverables

Deliverables produced by Englobe are supplied on an electronic medium and sent electronically (via email) by default. If you wish to receive a hard copy of your deliverables, we invite you to inform the project manager assigned to your Project.

3 Excluded services

All services that are not described herein are not part of this proposal, namely, but not limited to, the following:

- Archaeological Studies, if the EIA Review indicates that these should be required.
- Environmental studies beyond an initial wetland presence/absence screening completed during the summer of 2025.
- Hydrogeological Assessment of the pumping test data.
- Final EIA Review & Public Consultations.
- Detailed design and construction of infrastructure to connect to the municipal water system (a Proposal will be prepared for Phase 2 work upon completion of Phase 1).

4 Products and services provided by the client

Any additional information that has not been previously submitted

5 Schedule of services and deliverables

Englobe is prepared to begin work on the project upon written authorization to proceed. The anticipated schedule is outlined below. Actual dates may be adjusted based on permitting timelines, contractor availability, and weather conditions.

	Description of Services / Deliverables	Anticipated Timeline
1.	Completion of EIA Review (In progress)	September 2025 - February 2026
2.	– Preparation of preliminary access road concept drawings – Preparation of RFQ for preliminary road works and well drilling	February/March 2026
3.	Site visits during the preliminary access road construction	March 2026
4.	Preliminary Drilling and Hydraulic Testing (Pump Tests)	April 2026

6 Fees proposal

Over the past few years, significant increases in construction pricing have been observed due to increased material and fuel costs. Therefore, the revised value of the preliminary access road, preliminary well drilling, and pumping tests in 2026, including the Village's estimate to complete the access road construction using their own forces, has been evaluated at approximately \$199,200.00 at the Village's Net HST rate (\$191,000.00 + HST), as summarized in the Table below.

	Tasks	Engineering & Hydrogeology	Construction & Well Drilling	Total
1	Preliminary Site Assessment & Geophysics	Complete (2022)	-	-
2	Preliminary hydrogeological review, Initial Welland Screening, EIA Registration Update (Letter and TRC Review)	Ongoing	-	-
3	Preliminary Access Road Construction	\$ 5,000.00	\$33,000.00 ¹	\$38,000.00
4	Well Drilling and Preliminary Testing	\$29,000.00	\$90,000.00	\$119,000.00
	Sub-Total:	\$34,000.00	\$123,000.00	\$157,000.00
	Contingency (Preliminary Drilling & Exploration)			\$34,000.00
	Grand Total Phase 1 (Excl. HST):			\$191,000.00

¹ Construction value indicated is based on information provided by the Village, assuming construction by Village forces. Should the Village wish to retain a contractor for the access road construction, the estimated value of the access road construction is approximately \$60,000.00 + HST, based on 2025 industry pricing and the target well location.

Based on the above, the total value of Englobe's professional services fees has been established at **\$34,000.00 + HST**.

It is noted that due to the nature of the project, the breakdown of the above budget may fluctuate while respecting the Village's approved total project budget (anticipated to total \$191,000 + HST as indicated by the Village). Englobe will monitor the project budget throughout the project; however, it is not unusual that some of the budget may be moved between tasks or categories. In addition, a contingency allowance has been allocated, which may be used for Professional Services or Construction activities as required.

7 Invoicing and terms of payment

- On a monthly basis Englobe will issue an invoice payable upon its reception
- Any outstanding balance beyond 30 days is subject to a 1.5% compounded interest per month (19.56 % per year)

8 Validity of the proposal

This proposal is valid for a period of 30 days.

9 Acceptance of the proposal

We thank you for allowing us to submit our proposal and trust we will be granted the opportunity to participate in the execution of your Project. Should you accept our proposal, please note that our Services will be executed following the terms of this letter, as well as in accordance with the attached Terms and Conditions, all of which constitute the official agreement between the two (2) parties.

If you require additional information, please do not hesitate to contact the undersigned.

Yours very truly,

Englobe Corp.

Laura Leger, P. Eng
Senior Engineer - Civil

Encl. Appendix A Terms and Conditions

C.C. Mr. Sean Wallace, Chief Administrative Officer - Village of Fundy Albert
Mr. Pierre Plourde, P.Eng., Senior Technical Director, Municipal Engineering - Englobe Corp

READ AND ACCEPTED

Signature _____

Date _____

Name _____

Title _____

Company _____

Phone number _____

Email _____

Note: Please verify and indicate the appropriate name and address for invoicing

Paying customer: Village of Fundy Albert If accurate, please check ☐

61 Academy St., Hillsborough, NB E4H 2R4

Modification: Legal name for invoicing _____

Invoicing address: _____

Appendix A Terms and conditions



eNGLOBE

Clause 7 Insurance

Clause 8: Suspension/Termination

Clause 9 Intellectual Property Rights

Clause 10 Confidentiality

Clause 11 Non-Solicitation

Clause 12 General Provisions



ENGLOBE

Synopsis: 3 Tonne Truck and Snow plow Purchase**Date:** February 6, 2026**Department:** Operations

The municipality's existing three-ton dump truck is a critical, year-round asset used to support snow and ice control, hauling, ditching, culvert maintenance, towing, and general Public Works and Utilities operations across all communities. A lifecycle and asset-management review confirms that the vehicle has exceeded accepted municipal replacement benchmarks for age, repair cost, downtime, and reliability, resulting in escalating maintenance expenses, extended periods out of service, and growing impacts on service delivery.

Administration has identified the replacement of this vehicle as necessary since 2024; however, deferral has resulted in continued high repair costs and increasing operational risk. In 2025 alone, repair costs have averaged approximately \$4.50 per kilometre, with the vehicle unavailable for service for an estimated one-third of the year. Continued operation is no longer economically or operationally viable.

Since the last Council meeting, the specific vehicle originally quoted is no longer available due to market conditions and inventory turnover. An updated quotation has been received for a comparable three-ton Ford F-550 chassis cab that meets the same operational, duty-rating, and capital renewal criteria as the original unit. The snowplow configuration remains unchanged.

Based on updated pricing*, Administration recommends proceeding with the purchase of a three-ton Ford F-550 dump truck supplied by Riverview Ford, fitted with an aluminum Hybrid dump body and required underbody toolboxes quoted as **\$117,563.74 (Plus HST)**, together with a 9.2-foot V-blade snowplow supplied and installed by Work & Play, quoted as **\$16,320.00 (Plus HST)**. This option continues to represent best overall value for money at a total cost of **\$133,883.74 (Plus HST)** while ensuring the municipality secures a task-ready replacement vehicle capable of supporting winter maintenance and year-round service delivery.

Funding is proposed through a combination of the Capital Renewal Fund and either debenture financing or the Village Core Capital Reserve, subject to Council direction. Proceeding at this time reduces exposure to further unplanned repair costs, minimizes operational disruption, and stabilizes fleet reliability.

**The original truck quote (\$118,385) is no longer available and Riverview Ford have provided a second quote for \$117,563.74, a reduction of \$821.26 for a similar vehicle.*

WHEREAS the municipality's existing three-ton dump truck has exceeded most key asset-management and fleet lifecycle performance indicators, including age, reliability, downtime, and repair-cost benchmarks, resulting in escalating maintenance expenses, reduced fleet reliability, and increasing impacts on service delivery;

AND WHEREAS Administration has received quotations from qualified suppliers for the purchase of a replacement three-ton dump truck fitted with an aluminum hybrid dump body, together with a fitted 9.2-foot V-blade snowplow, which together meet the municipality's operational requirements and represent a like-for-like replacement of the existing asset;

AND WHEREAS the total estimated cost for the replacement vehicle and plow is \$133,883.74 (excluding HST), consisting of **\$117,563.74** for the truck and aluminum hybrid dump body and **\$16,320.00** for the snowplow;

AND WHEREAS funding is available for this purchase through the **Capital Renewal Fund in the amount of \$84,394.00**, with the remaining balance of **\$49,489.74** and net HST to be funded from the **Village Core Capital Reserve**;

NOW THEREFORE BE IT RESOLVED that Council approve the purchase of a three-ton dump truck fitted with an aluminum hybrid dump body and a 9.2-foot V-blade snowplow, as quoted by the respective suppliers, at a total estimated cost of **\$133,883.74 (excluding HST)**;

AND BE IT FURTHER RESOLVED that Council authorize the CAO and Mayor to approve cost variances of up to **\$5,000.00** should pricing change or minor specification adjustments be required at the time of purchase, provided the vehicle remains equivalent in duty rating and operational capability.

DATE: _____

QUESTIONS ON INTERVIEW									
Q.	1.	2.	3.	4.	5.	6.	7.	8.	9.
Q.16	Q.17	Q.18	Q.19	Q.20	Q.21	Q.22	Q.23	Q.24	Q.25

	$\alpha = 0.05$	$\alpha = 0.01$	$\alpha = 0.001$
$P_{\text{max}} = 0$	0.0000	0.0000	0.0000
$P_{\text{max}} = 0.0001$	0.0000	0.0000	0.0000
$P_{\text{max}} = 0.001$	0.0000	0.0000	0.0000
$P_{\text{max}} = 0.01$	0.0000	0.0000	0.0000
$P_{\text{max}} = 0.1$	0.0000	0.0000	0.0000
$P_{\text{max}} = 1$	0.0000	0.0000	0.0000

The diagram illustrates a two-stage system. Stage 1, labeled 'Pre-processor', receives an 'Input' and produces an 'Output'. Stage 2, labeled 'Post-processor', takes the 'Output' and produces the 'Final Output'. There are feedback loops: one from 'Output' back to the 'Pre-processor' and another from 'Final Output' back to the 'Post-processor'.

$$| \langle \psi | \hat{Q} | \psi \rangle | \leq \sqrt{\langle \psi | \hat{Q}^2 | \psi \rangle} = \sqrt{\langle \hat{Q}^2 \rangle}$$

24. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ or 25%



www.workandplay.ca

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Moncton, NB
E1B 1C9

Tel: 506 388 0933
TF: 1 888 924-4824

ESTIMATE

2550

DATE January 14, 2026
ENTERED BY ANDY

EXPIRES January 24, 2026

HST 12005168

BILL TO External VILLAGE OF FUNDY ALBERT		EXP RES JANUARY 24 2026 REGISTRATION # PG # KEY #
CUSTOMER 5067343723 VILLAGE OF FUNDY ALBERT 51 ACADEMY STREET HILLSBOROUGH NB E1A 2R4	PHONE # CELL # EMAIL BUS. PHONE # AKI FAX # CONTACT	

UNIT # 18508
MFG NAME
MODEL 2500
MAKE RAM
YEAR 2024
DESCRIPTION 2024 RAM 2500

MILEAGE KM
SERIAL NO 305UR50XRG0148514
LICENSE 102-055
CLASS 0TH

IN-SERVICE DATE
WARRANTY EXPIRY
EXT. WARR. EXPIRY
COACH #
CHASSIS #

PROMISES
SCHEDULED

Job #1

Work

Job# Type Work Request/Cause Correction

1 E SUPPLY & INSTALL 2" PAINTED VXT FLOW

Cause:
ETA - 1 WEEK FOR PARTS

Parts

Job#	Type	Prod #	Description	QTY	Price	Disc	Tax	Total
1	E	SPECIAL-ORDER	2" VXT PAINTED VXT BOSS FLOW	1.00	15200.00		T	\$15,200.00

Labour

Job#	Type	Code	Description	Mech	Hours	Disc	Tax	Total
1	E	FLOW	SUPPLY AND INSTALL MOUNT HARNESS AND FLOW		13.00		T	\$1,000.00

Other

Job#	Type	Code	Description	QTY	Price	Tax	Total
	E	SS	SHOP SUPPLIES	1	120.00		\$120.00

Notes:

" means item has taxes included in the price.

Total Parts:	\$15,200.00
Total Labour:	\$1,000.00
Total Sublet:	\$0.00
Total Other:	\$120.00
Net Total	\$16,320.00
HST15	2448.00
TOTAL ESTIMATE:	\$18,768.00
PAYMENTS RECEIVED:	\$0.00
BALANCED OWED:	\$18,768.00

ESTIMATE

Payment required at pickup

Synopsis: Truck Mounted Sander Purchase

Date: February 6, 2026

Department: Operations

The 2025–26 winter season has presented sustained freeze–thaw conditions resulting in significant ice accumulation across municipal service roads, utilities infrastructure, and public-facing facilities. Existing sanding equipment inherited at amalgamation is limited in capacity, requires manual loading, and restricts the Municipality's ability to carry out sanding and snow removal simultaneously. These limitations have contributed to staff safety concerns, restricted access to critical infrastructure, and increased reliance on unbudgeted contracted sanding.

To address these challenges, Administration obtained three quotations for a suitable truck-mounted sander compatible with multiple municipal vehicles. The lowest compliant quotation was submitted by Work & Play, at a total cost of **\$11,249.19 plus HST**. The acquisition of a higher-capacity, fleet-compatible sander will improve response times to icy conditions, enhance staff and public safety, reduce operational risk, and provide greater value through shared fleet use across the Municipality.

WHEREAS the Municipality has experienced sustained freeze–thaw conditions this winter resulting in significant ice accumulation across municipal service roads, utilities infrastructure, and public-facing facilities, and existing sanding equipment inherited at amalgamation is limited in capacity, requires manual loading, and restricts the Municipality's ability to carry out sanding and snow removal simultaneously, contributing to staff safety concerns, reduced access to critical infrastructure, and increased reliance on unbudgeted contracted sanding;

AND WHEREAS a truck-mounted sander with increased capacity and compatibility across multiple municipal vehicles will improve winter response times, enhance staff and public safety, reduce operational risk, and provide greater value through shared fleet use;

AND WHEREAS sufficient funds are available within the Village core Capital Reserve Fund;

THEREFORE BE IT RESOLVED that Council approve the purchase of an Innovation truck-mounted sander from Work & Play at a cost of **\$11,249.19 plus HST**, to be funded from the Capital Reserve Fund;

AND BE IT FURTHER RESOLVED that Council authorize the CAO and Mayor to approve additional costs up to a maximum of **\$250** should the quoted pricing no longer be available, provided the total expenditure remains within this approved limit.



www.workandplay.ca

199 Barg Blvd.
Moncton, NB
E1E 1C9
Tel: 506 388-0933
TF: 1 888 924-4824

ESTIMATE 2552
EXPIRES January 24, 2026

DATE January 14 2026
ENTERED BY ANDY

HST 121015185

BILL TO External - VILLAGE OF FUNDY-ALBERT		EXPIRES January 24 2026 REGISTRATION # PO # KEVIN	
CUSTOMER 5057343733 VILLAGE OF FUNDY-ALBERT 51 ACADEMY STREET HILLSBOROUGH NB E7H 3R1	PHONE # CELL # EMAIL BUS PHONE # 8x1 FAX # CONTACT		
UNIT # 15938 MFG NAME MODEL 2502 MAKE RAM YEAR 2024 DESCRIPTION 2024 RAM 2502	MILEAGE KM SERIAL NO 306UR5CJ0R0114814 LICENSE 10Z-065 CLASS 07H	IN-SERVICE DATE WARRANTY EXPIRY EXT WARR EXPIRY COACH # CHASSIS #	
		PROMISED SCHEDULED	

Job #1

Work

Job#	Type	Work Request/Cause	Correction
1	E	SUPPLY & INSTALL SPREADTEK P-185DL HOPPER SPREADER	
		Cause: PART IN STOCK AS OF 14:105	

Parts

Job#	Type	Prod #	Description	QTY	Price	Disc	Tax	Total
1	E	P185-DL	POLY 185 LARD SPREADTEK SPREADER	1.00	10509.99		T	\$10509.99

Labour

Job#	Type	Code	Description	Mech	Hours	Disc	Tax	Total
1	E	UT	SUPPLY AND INSTALL SPREADTEK		6.00		T	\$660.00

Other

Job#	Type	Code	Description	QTY	Price	Tax	Total
	E	SS	SHOP SUPPLIES	1	79.20	T	\$79.20

Notes:

** means item has taxes included in the price.

Total Parts:	\$10509.99
Total Labour:	\$660.00
Total Sublet:	\$0.00
Total Other:	\$79.20
Net Total	\$11249.19
HST15	1687.38
TOTAL ESTIMATE:	\$12,936.57
PAYMENTS RECEIVED:	\$0.00
BALANCED DUE:	\$12,936.57

ESTIMATE

Payment required at pickup