

1. Call to Order

2. Adoption of Agenda

3. Conflict of Interest Declarations

4. Public Presentations

5. Information Items

5.1 Development Activity Report – Plan 360 (November and December)

5.2 Fire Department Quarterly Reports (Alma, Riverview, Hillsborough, and Riverside-Albert)

5.3 Maritime By-Law Enforcement (October & November)

5.4 NBSPCA Quarterly Report

5.5 Resident Correspondence

- Gray Brook Culvert Project
- Eric Steeves Charity Golf Tournament

5.6 Fundy National Park Update

6. Council Direction Requests

6.1 Council Meeting Schedule During the Election Transition – COW May 19th

6.2 Procedural By-Law

6.3 2023/24 CCBF Allocation – White Birch Estates Playground

6.4 2026 Alma Utility Rates

6.5 Approval for Hillsborough Water Exploration Tasks

6.6 3 Tonne Dump Truck/plow truck replacement

6.7 Truck Mounted Sander Procurement

6.8 Comfort Station Activation Policy

6.9 Inclement Weather Policy

6.10 Disposal of Surplus, obsolete, or damaged equipment

6.11 Respectful Communications

6.12 Economic Development Committee

6.13 Finance Committee

7. Departmental Reports

7.1 CAO

7.2 Legislative Services

7.3 Operations

7.4 Financial services

8. Mayor and Council Statement and Inquiries

9. Public Statements and Inquiries

10. Closed Session

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

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

11. Adjournment

Development Activity Report

November 2025

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

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

Application	November	Year to Date
Development Permit	0	19
Building Permit	6	56
Subdivisions	1	24
Zoning Confirmations	2	11
Regulation Amendment	0	0
Policy Amendment	0	0
Rezoning	0	2
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	0	3
Complaints, Zoning & Building Infractions	0	5
Document Approvals	0	3
Sidewalk Cafe	0	0

Permit Breakdown

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

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

Permit Type	November 2025		2025 YTD		November 2024		2024 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	4	\$1,838,035	36	\$14,974,368	1	\$1	22	\$5,870,656
Multi Residential	0	\$0	0	\$0	0	\$0	3	\$1,745,375
Commercial	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Institutional	0	\$0	3	\$2,323,190	0	\$0	0	\$0
Accessory Buildings & Structures	0	\$0	29	\$583,563	2	\$141,276	31	\$1,138,347
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
Total	4	\$1,838,035	68	\$17,881,121	3	\$141,277	56	\$8,754,378

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

	November 2025	2025 YTD	November 2024	2024 YTD
Single Dwelling Unit	3	31	0	19
Two-unit/semi-detached	0	0	0	6
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	0	1	0	0
Total	3	32	0	25

Active Subdivision Applications

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

	November 2025	2025 YTD	November 2024	2024 YTD
# of Plans	1	23	1	25
# of Proposed Lots	2	95	1	63
# of Proposed Parcels	0	8	0	11

Southeast Planning Review and Adjustment Committee

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

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

Development Activity Report

December 2025

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

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

Application	December	Year to Date
Development Permit	0	19
Building Permit	0	56
Subdivisions	2	25
Zoning Confirmations	0	11
Regulation Amendment	0	0
Policy Amendment	0	0
Rezoning	0	2
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	1	4
Complaints, Zoning & Building Infractions	0	5
Document Approvals	0	3
Sidewalk Cafe	0	0

Permit Breakdown

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

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

Permit Type	December 2025		2025 YTD		December 2024		2024 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	0	\$0	36	\$14,974,368	2	\$1,368,200	24	\$7,238,856
Multi Residential	0	\$0	0	\$0	1	\$575,010	4	\$2,320,385
Commercial	1	\$15,201	1	\$15,201	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Institutional	0	\$0	3	\$2,323,190	0	\$0	0	\$0
Accessory Buildings & Structures	2	\$46,902	31	\$630,465	1	\$5,160	32	\$1,143,507
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
Total	3	\$62,103	71	\$17,943,224	4	\$1,948,370	60	\$10,702,748

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

	December 2025	2025 YTD	December 2024	2024 YTD
Single Dwelling Unit	0	31	2	21
Two-unit/semi-detached	0	0	2	8
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	0	1	0	0
Total	0	32	4	29

Active Subdivision Applications

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

	December 2025	2025 YTD	December 2024	2024 YTD
# of Plans	2	24	2	27
# of Proposed Lots	7	100	2	65
# of Proposed Parcels	0	8	0	11

Southeast Planning Review and Adjustment Committee

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

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

Alma
Fire

2025-10-01-2026- Community and	Rescue - Miscellaneous [30]	Vehicle Accident [31]	Public Service - mutual aid [65]	Atchafalypa Fire - miscellaneous [78]	Fire Department - Training [91]	Fire Department - Meeting [92]	Fire Department - Volunteer work/fundraiser [93]	Fire Department - Maintenance [94]	Fire Department - Administrative Task [95]	Total 2025
	1	0	0	1	1	2	3	2	4	14
	0	2	0	0	0	0	0	0	0	2
	0	0	0	0	0	1	0	0	0	1
	0	0	1	0	0	0	0	0	0	1
	0	0	0	0	0	0	0	1	0	1
	0	0	0	0	0	0	1	0	0	1
Department (2025-10-01-	1	2	1	1	1	3	4	3	4	20

	Riverview Fire Department				Hillsborough Fire Department				Riverside Albert Fire Department				Alma Fire Department				
	JAN- MAR	APR- JUNE	JUL- SEPT	OCT- DEC	JAN- MAR	APR- JUNE	JUL- SEPT	OCT- DEC	JAN- MAR	APR- JUNE	JUL- SEPT	OCT- DEC	JAN- MAR	APR- JUNE	JUL- SEPT	OCT- DEC	
Structure Fires	1	0	1	0													
Fires (Other - Chimney, Electrical)	1	0	0	0													
False Alarms (Malicious)	0	0	0	0													
Alarms (No Fire - Residential or Commercial)	1	3	2	1													
Vehicle Accidents, Water/Special Rescue	4	3	2	3													
Public Hazards (spills, gas leaks, bonfires, etc.)	1	2	1	2													
Public Assistance Miscellaneous	0	0	0	1													
Vehicle Fires	0	0	0	0													
Grass/Brush Fires.	0	0	2	1													
Mutual Aid Provided	0	0	0	0													
Medical First Responder incidents	26	15	23	19													

Notes from Riverview:

- A volunteer firefighter recruitment was completed in the fall of 2025. Riverview is now running a Vol. Firefighter Level 1 class with eight students.

Riverside Albert Quarterly Report October, November and December 2025.

From Fire Chief Osmond

2 Medical Calls

6 MVA

2 Mutual Aid

Monthly Report on Unsightly Properties in Fundy Albert October and November 2025

Summary of Active cases

Introduction

This report provides an overview of the active unsightly properties in the Fundy Albert region, and the actions being taken or required.

Active Cases

Ward 1

1 property - Form 4 issued – Currently obtaining quotes for cleanup.

Ward 2

1 Property – Appeal process initiated

1 Property – Form 4 – Quote received and pending

1 Property – Form 4 issued – Currently obtaining quotes for cleanup.

Ward 3

1 Property – Demolition has been completed; efforts are underway to recover the associated costs.

1 Property – Form 4 issued - Currently obtaining quotes for cleanup

Ward 4

1 Property – Inspection completed and closed

1 Property – Inspection completed and closed

1 Property – File closed

Ward 5

None

Ward 6

2 Properties – Working with property owners

Closed Cases

There have been three files closed without the need for an enforced clean up since the last report.

**Monthly Report on Unsightly Properties in
Fundy Albert October and November 2025**

Conclusion

Continued monitoring and enforcement will ensure that the community remains clean, safe, and aesthetically pleasing for all residents (educating property owners first and take enforcement actions as a last resort).

December 3, 2025

Mayor, Council & Staff
Village of Fundy-Albert
61 Academy Street,
Hillsborough, N.B.
E4H 2R6

I am writing this letter to congratulate council and staff for the completion of the Gray Brook Culvert Project on the Golf Club Road. This was a major project for our community which took a huge commitment from our local and federal government.

I commend our Mayor, councilors and former Mayor Bob Rochon for their determination to do this project the right way and resist giving in to public pressure by simply hauling in fill to cover the continuing wash-outs that would no doubt lead to replacing the culvert in the end without funding from the Disaster Relief Fund.

It was also great to see a local contractor (C. MacLean Construction) come in with the low bid of just under \$1Million. In my view the job was completed in a very professional manner. The natural flowing brook bed through the culvert will allow great fish passage for spawning trout. I was especially excited to see approximately 35 new trees planted on both slopes and anxious to see them when they leaf out. This should be a very attractive area which every resident should be very proud of. This new structure should handle close to twice as much water as the old culvert pipe and with all the rock enforcement should last our community for many, many years.

Thank you so much and congratulations, it was worth the wait.

Danny Jonah - Resident

December 3, 2025

Mayor and Council
Village of Fundy Albert
61 Academy Street,
Hillsborough, N.B.
E4H 2R6

I am writing this letter to express a sincere thank-you from Kim Hoar and myself for once again supporting the Annual Eric Steeves Charity.

The municipality has supported this annual event in memory of former Mayor Eric Steeves every year since we started this fundraiser 24 years ago. Eric served his community very well for 15 years and it would be important to remember what was accomplished because of his dedication and resolve to get things done. Hillsborough had a serious groundwater contamination problem and many residents were advised not even to bath in the water let alone drink it. Not everyone wanted a municipal water system but health concerns needed to be resolved. Even home sales were being affected by our history of bad water. Through Eric's leadership, the municipality received the funding required to develop a Municipal Water System. Eric also led the effort to have curb and sidewalks installed on Main Street in Hillsborough, a project that took several years to complete. These are two big projects for a small municipality that have a lasting impact for our community. I could list many other accomplishments.

This year's golf tournament raised \$9,500 for the Hillsborough Elementary & Community Playground. Of that, \$6,200 was raised through sponsors like you, and the remaining \$3,300 was contributed by the golfers. This will allow construction of Phase 1, a \$70,000 project, to start in 2026.

Since we started this event, we have raised over \$110,000 for community projects. Next year's tournament will be the 25th Anniversary of the Eric Steeves Charity and Kim & I would like to make it a very special event.

Again, thank you so much for your continued support which we sincerely appreciate.

Danny Jonah & Kim Hoar
Eric Steeves Charity

Update for Fundy-Albert Council Meeting

December 2025/January 2026

Highlights from 2025

As we begin a new year, Fundy National Park would like to thank our staff, collaborators, neighbors, and partners for their hard work and cooperation over the past year. We look forward to working together in 2026!

UN-Recognition for Park's Canada's *Respectful Returns* salmon recovery program

Following a thorough review of more than 200 submissions by over 30 international experts, Parks Canada's Respectful Returns initiative—focused on salmon restoration nationwide—was selected as one of ten United Nations (UN) World Restoration Flagship Initiatives, making it the first-ever North American recipient.

[Learn more about the program and other recognized initiatives on the UN flagship website.](#)

2025 by the numbers

From January to December 2025, Fundy National Park welcomed more than 377,000 visitors (gathered via traffic counts). Statistics show growth in all sections despite periods where amenities and services were impacted by provincial fire mitigation measures during the summer.

Contacts at visitor information centers rose as well, with more than 63,700 visitors to the Headquarters Visitor Center (up 10%) and more than 20,600 to the Wolfe Lake Visitor Center (up 29%).

Front country camping rose 5%, totalling above 54,000 site nights (including accommodations) and backcountry camping was up by 6% with more than 1,300 site nights (including accommodations).

Winter 2025 updates

Canada Strong Pass renewed for the holidays and for summer 2026

On October 10, Prime Minister Carney announced several key measures from the upcoming federal Budget that will lower costs and protect essential programs that empower Canadians. In 2025, New Brunswick saw a 11% rise in visitation during the Canada Strong period.

These measures include renewing the Canada Strong Pass from December 12, 2025, to January 15, 2026 inclusive, and then again for summer 2026, from June 19 to September 7, 2026 inclusive.

Parks Canada in the Holiday Parade Lineup

Parks Canada joined in spreading seasonal cheer at the Hillsborough and Riverside-Albert Christmas Parades. In December, enthusiastic staff from Fundy National Park, as well as their friends and family volunteered to support Parka's parade route.

A big thank you to the volunteers from the park and all other participants for sharing their holiday spirit with the community!

Fundy National Park's 61st Annual Christmas Bird Count

On December 19th, Parks Canada staff and volunteers surveyed the park for the 61st Annual Christmas Bird Count.

From December to January every year, teams across Canada do the same at other national parks and locations to gather important information on bird populations from coast to coast to coast.

Merry and bright at Fundy National Park

Experience the Medicine Trail in a new light this winter as the holiday trail returns to Fundy National Park. Take the opportunity to reflect as you walk under the light of twinkling woodland creatures and other decorations.

[Visit the park website for more information on Fundy's winter activities.](#)



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Kim Beers		
Date	January 20, 2026		
Subject	Council Meeting Schedule During the Election Transition – COW May 19th		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	<input checked="" type="checkbox"/> Committee of the Whole

PROPOSAL

The purpose of this report is to provide Council with an overview of Council's authority and limitations during the municipal election transition period, beginning on election day, May 11, 2026, and to provide recommendations related to Council meeting scheduling during this period

BACKGROUND

Municipal staff have a neutral and administrative role only and do not participate in election campaigning or election activities.

Section 56 of the *Local Governance Act* establishes restrictions on the authority of an outgoing Council during the period commencing on election day and ending on the day of the first meeting of the incoming Council.

RECOMMENDATION

The May 5, 2026 Regular Council Meeting occurs prior to election day and is not subject to the restrictions set out in section 56. Council retains full authority at this meeting. This is effectively the last full-authority meeting of the outgoing Council before the municipal election.

The Committee of the Whole meeting scheduled for May 19, 2026 would occur after election day and prior to the first meeting of the incoming Council, placing it within the election transition period.

While meetings may continue during the restricted period, agenda items must be limited to matters permitted under section 56. Cancelling the Committee of the Whole meeting during this period reduces the risk of procedural non-compliance and reflects common municipal best practice in New Brunswick.

That Council cancel the Committee of the Whole meeting scheduled for May 19, 2026, as the meeting would occur during the municipal election transition period under section 56 of the *Local Governance Act* and prior to the first meeting of the incoming Council.

Legal	NA
Financial	NA
Environmental	NA
Policy	<p>Local Governance Act – Section 56</p> <p>During the election transition period, Council may continue to exercise its authority in relation to day-to-day municipal operations, but shall not:</p> <ul style="list-style-type: none"> • Pass, amend, or repeal a by-law • Enter into agreements or contracts unless already provided for in the adopted annual budget • Borrow money or approve expenditures not authorized in the adopted budget • Purchase, sell, or otherwise dispose of capital assets or municipal real property, unless specifically permitted by the Act <p>Any action taken by Council in contravention of section 56 is void and has no legal effect, unless it is urgently required in the public interest or was authorized by a by-law passed prior to election day.</p>
Stakeholders	Mayor and Council; Municipal Administration; Department of Environment and Local Government.
Community Sensitivities	Cancelling the Committee of the Whole meeting during the election transition period supports transparency, legislative compliance, and public confidence in the municipal election process.
Council priorities	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> • Infrastructure ✓ Village Services • Communications

	<ul style="list-style-type: none"> • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Na
Consultation	NA
Intergovernmental considerations	NA



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Kim Beers
Date	January 20, 2026
Subject	Procedural By-Law
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	Public Private ✓ Committee of the Whole

PROPOSAL

The purpose of this report is to present Council with a newly drafted Procedural By-Law for discussion and feedback, prior to any formal consideration for adoption.

BACKGROUND

The *Local Governance Act* requires municipalities to establish rules governing the proceedings of Council and its committees. A Procedural By-Law provides clarity, consistency, and transparency for how meetings are conducted, including roles, meeting types, debate, voting, and public participation.

The draft Procedural By-Law has been prepared to:

- Reflect current legislative requirements
- Incorporate best practices observed across New Brunswick municipalities
- Clarify procedures that are currently addressed through custom or past practice
- Improve consistency and readability for Council, staff, and the public

Overview of the Draft Procedural By-Law

The draft by-law addresses, among other things:

- Types of meetings (Regular, Special, Committee of the Whole)

- Roles and responsibilities of the Mayor, Deputy Mayor, Clerk, and Council Members
- Rules of order, debate, and voting
- Quorum and meeting conduct
- Electronic participation
- Public participation and delegation procedures
- Points of order, privilege, and information
- Record-keeping and minutes

This draft is provided for discussion purposes only and is intended to capture Council's input before any revisions or formal readings are scheduled.

RECOMMENDATION

That Council receive the Proposed Procedural By-law for discussion and provide direction to administration regarding any revisions prior to proceeding with first reading.

Legal	The Procedural By-law is authorized under the Local Governance Act, including but not limited to sections respecting Council proceedings, meetings, and governance authority. Adoption of a procedural by-law is a statutory requirement for municipal councils in New Brunswick.
Financial	NA
Environmental	NA
Policy	<p><i>Local Governance Act, S.N.B. 2017, c.18</i></p> <p>Municipal authority to regulate Council and committee proceedings by by-law</p> <p>Alignment with principles of transparency, procedural fairness, and good governance</p>
Stakeholders	<p>Mayor and Members of Council</p> <p>Municipal administration and staff</p> <p>Members of Council committees</p> <p>Residents and members of the public attending or participating in meetings</p>
Community Sensitivities	Clear and transparent meeting procedures support public trust, accountability, and accessibility. The proposed by-law aims to enhance public understanding of how Council meetings are conducted and how decisions are made
Council priorities	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> • Infrastructure ✓ Village Services

	<ul style="list-style-type: none"> • Communications • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Proposed Draft By-Law 2026-01
Consultation	Internal review has been conducted by administration. Council feedback is requested prior to advancing the by-law to formal readings.
Intergovernmental considerations	NA

Next Steps

- Incorporate Council feedback and revisions, as directed
- Finalize the draft Procedural By-Law
- Schedule the by-law for formal readings at a future Council meeting, if directed by Council



BY-LAW NO. 2026-01

A BY-LAW RESPECTING THE PROCEEDINGS OF FUNDY ALBERT MUNICIPAL COUNCIL AND COMMITTEE MEETINGS

Pursuant to the authority vested in it by the Local Governance Act, SNB 2017, c.18 and its amendments, the municipal council of Fundy Albert duly assembled enacts as follows:

PURPOSE: A By-law of Fundy Albert, in the Province of New Brunswick, for the purpose of establishing the proceedings of the Council of Fundy Albert **and Council committees.**

1. TITLE

This by-law shall be cited as the ~~"Meeting Procedures Bylaw"~~. **"Procedural By-Law"**.

2. DEFINITIONS

"Act" means the Local Governance Act, S.N.B. 2017, c. 18 and regulations made thereunder, as amended;

"Administration" means the employees of Fundy Albert Chief Administrative Officer and senior staff of the municipality;

"Ad hoc Committee" means a committee established by Council to address a specific task or topic, and dissolved after the completion of the task or achievement of the objective, and regulated as per Section 12.1 of this by-law;

Agenda

"CAO" means the person appointed to the position of chief administrative officer by Council under the provisions of the Act;

"Clerk" means the person appointed to the position of clerk by Council under the provisions of the Act;

"Closed Meeting" means a meeting of Council not open to the public, so convened in accordance with section 68 Local Governance Act;

"Committee(s) of Council" means committees created by resolution of Council to address specific mandates or ongoing responsibilities, consisting of appointed



Members of Council, a Chair and Vice-Chair, and supported by Administration, with approved Terms of Reference, and reporting to Council in an advisory capacity.

"Council" shall mean the mayor and the councillors of Fundy Albert;

"Councillor" designates a member of council of Fundy Albert other than the mayor;

"Deputy Mayor" means the member who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor;

"Electronic Communications" means that members of Council may attend a Council meeting through electronic communications. This can include using a telephone with the use of the speaker, via personal computer, or other means as technology advances;

"Emergency Meeting" means a meeting of council other than an ordinary and/or special meeting;

"Mayor" designates the elected mayor of Fundy Albert;

"Member" means a member of Council duly elected and continuing to hold office (including the Mayor), or where the context requires, a member of a Council committee appointed by Council;

"Mover" means the person who submits a motion to council;

"Municipality" means the Village of Fundy Albert, established under the laws and regulations of the Province of New Brunswick;

"Notice of Motion" means by which a member of Council brings business before Council that is not on the agenda;

"Point of Information" means a procedural mechanism by which a Councillor may rise to request clarification on matters relevant to the business under discussion. A Point of Information shall not be used to enter into debate, offer opinion, or provide unsolicited information;

"Point of Order" means a procedural mechanism by which a Councillor may rise when it is believed that this By-law, the *Local Governance Act*, or accepted meeting procedure has been violated or incorrectly applied. Upon being raised,

the Mayor shall rule immediately on the validity of the Point of Order before debate continues;

"Point of Privilege" means a procedural mechanism by which a Councillor may rise to address a matter that directly affects the rights, dignity, integrity, or ability to participate of the Council, an individual Member, or municipal staff, including but not limited to defamatory, offensive, or misleading statements, or circumstances that disrupt a councillor's participation in the meeting;

"Presiding Officer" means the Mayor, or in absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor **the clerk shall call for a vote to elect a councillor to act as presiding officer by majority vote of the councillors present;**

"Public Hearing" means a meeting of Council convened to hear matters pursuant to the Act or the Community Planning Act, S.N.B. 2017, c.19;

"Public Statements and Inquiries" means the agenda item providing an opportunity for members of the public to address Council briefly on matters within municipal jurisdiction, subject to the rules in this by-law;

"Quorum" means a majority of those members of council holding office at the time of the meeting;

~~"Fundy Albert" means the Corporation of Fundy Albert.~~

"Seconder" means the person who supports a motion submitted to Council

"Special Meeting" means a special meeting called by the Mayor pursuant to the Act or this by-law;

"Unanimous Consent" means an informal way of taking a vote, used only for routine and non-controversial decisions of a procedural nature;

3. APPLICATION

~~1. Words importing the masculine gender only include the feminine gender whenever the context so requires, and vice-versa.~~

~~2. Words importing the singular shall include the plural, or vice-versa, whenever the context so requires.~~

~~4. Where Council makes this bylaw applicable to a Council committee, it shall apply with all necessary modifications, and~~

~~(a) Any reference to the Mayor shall be treated as a reference to the Presiding Officer of the Council committee;~~

~~(b) Any reference to a Councillor or Member shall be treated as a reference to a member of the Council committee; and~~

~~(c) Any reference to Council shall be treated as a reference to the Committee.~~

The rules of this by-law:

3.1 This bylaw applies to all meetings of Council;

3.2 shall be used for the order and dispatch of business in council and committee meetings;

3.3 To the extent that a matter is not dealt with in the Act or this bylaw, Council shall refer to Robert's Rules of Order;

3.4 The precedence of the rules governing the procedures of Council is:

- (a) the Act;
- (b) other provincial legislation;
- (c) this bylaw; and
- (d) Robert's Rules of Order.

~~3.5. In the absence of statutory obligation, any provision of this bylaw may be temporarily altered or suspended by unanimous consent of all members present.~~

4. MEETINGS OF COUNCIL

a. When a meeting must be canceled due to a storm or for any other reason, the decision will be made by the Mayor after consultation with the clerk before 2:00 p.m. on the same day and public notice shall be provided via the municipal website and any other reasonable means available. The meeting will be rescheduled to the next business day at the same time.

b. Unless otherwise specified, all Meetings of Council shall be held in the Council Chamber of the municipal office.

- c. Every person wishing to speak during a Council meeting shall address their comments through the Mayor, and no person shall be permitted to speak unless and until the Mayor has granted that person permission.
- d. If any Member wishes to ask a question of Administration during a meeting, any such questions shall be directed to the CAO, who may either answer or call upon the appropriate Administration official to respond.

4.1 FIRST MEETING OF A NEWLY ELECTED COUNCIL

- a. A newly elected Council shall hold its first Regular Meeting on the day prescribed by the *Local Governance Act*.
- b. No business shall be transacted until all Members elected to office have:
 - (i) taken and subscribed to the Oath of Office, and
 - (ii) completed and submitted their Disclosure of Conflict of Interest Form.
- c. The Clerk shall administer the Oaths of Office to all Members prior to the commencement of any other Council business.
- d. Council shall elect a Deputy Mayor in accordance with Section 11.

4.2 REGULAR AND SPECIAL MEETINGS

- a. Subject to the Act, Council shall hold its Regular (Public) Meetings on the first (1st) Tuesday of each month, beginning at ~~seven o'clock~~ **six o'clock** in the evening (~~7:00 pm~~) (**6:00 pm**) unless otherwise determined by Council. In the event that Tuesday is a holiday, the meeting shall be held on the following business day of that week.
- b. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all Council and the public. **Public notice shall be provided via the municipal website and any other reasonable means available.**
- ~~3. If required, Council may hold a Closed Session on the second Tuesday of each month, provided however that the Mayor, and any three Members by petition, may call a Private Meeting when the subject matter includes any of the following:~~

- c. Council may waive a Regular Meeting or change the date for such meeting when, by Resolution of Council made at least 1 (one) week prior thereto, the Council deems it appropriate. However, the Mayor, if concerned about a safety factor or due to compassionate reasons, may cancel or reschedule a Regular Meeting on short notice if deemed necessary.
- d. Unless otherwise determined by Council, all Regular, Special, and Emergency Meetings of Council shall be held in the Village Council Chambers.
- e. No Regular Meetings of Council or Committee of the Whole Meetings shall be held during the months of August and December, unless otherwise determined by resolution of Council; however, this shall not preclude the calling of Special or Emergency Meetings as permitted under this By-law and the Act.

4.3 SPECIAL MEETINGS

- a. The Clerk, upon the request of the Mayor, shall call a Special Meeting of Council. The Mayor may at any time summon a Special Meeting and shall do so upon the verbal or written request of a majority of Members.
- b. The Clerk, upon receipt of a written request signed by a majority of Members of Council, shall call a Special Meeting for the purpose and on the date specified in the request.
- c. The Clerk shall provide notice of each Special Meeting to all Members of Council at least twenty-four (24) hours before the time set for the meeting. The notice shall specify the time, date, and business to be transacted.
- d. No business shall be transacted at a Special Meeting other than that specified in the notice calling the meeting, except by unanimous consent of all Members present.
- e. Public notice of all Special Meetings shall be provided via the municipal website and any other reasonable means available.

4.4 EMERGENCY MEETINGS

- a. The Mayor, or any three (3) Members of Council, may call an Emergency Meeting.

- b. Notice periods applicable to Special Meetings do not apply to Emergency Meetings; however, every effort shall be made to provide Members of council and the public with as much notice as possible
- c. An Emergency Meeting may be convened only to address matters of an urgent nature that cannot be deferred to a Regular or Special Meeting, including but not limited to situations affecting public safety, municipal operations, or essential services.
- d. Only the subject matter of the emergency shall be considered at an Emergency Meeting.

4.5 CLOSED MEETINGS (public excluded)

A council meeting or a committee of council meeting may be closed to the public for the duration of the discussion if it is necessary to discuss:

- a) information of which the confidentiality is protected by law;
- b) personal information as defined in the Right to Information and Protection of Privacy Act;
- 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;
- d) the proposed or pending acquisition or disposition of land;
- e) information that could violate the confidentiality of information obtained from the Government of Canada or from the government of a province or territory;
- 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 the local government business;
- g) litigation or potential litigation affecting the local government, or any corporation referred to in subsection 8(1) of the Local Governance Act or the local government's agencies, boards or commissions including any matter before an administrative tribunal;
- h) the access to or security of buildings and other structures occupied or used by the local government or access to or security of systems of the local government, including computer or communication systems;

i) information gathered by the police, including the Royal Canadian Mounted Police, in the course of investigating any illegal or suspected illegal activity, or the source of that information;

j) labor and employment matters, including the negotiation of collective agreements.

In accordance with the Act, if a meeting of council or of a committee is closed to the public, no decision can be taken during the meeting except for decisions relating to:

a) procedural matters;

b) directions to an officer or employee of the local government;

c) directions to a solicitor for the local government.

4.6 MEETING THROUGH ELECTRONIC COMMUNICATIONS

a. It is permitted to use electronic means of communication in a council meeting if it allows members of council to hear and speak to each other and, in the case of a meeting that is open to the public, allows the public to hear the member of council.

b. The Presiding Officer shall announce to those in attendance at the meeting that a Member of council is attending the meeting by means of electronic communication.

~~Except for reasons of disability, a Member shall not participate in the manner referred to in this Section at more than 25% of the regular Council meetings held in a one-year period or at more than four special Council meetings held in a one-year period.~~

c. A member of council who intends to participate in a meeting shall provide sufficient notice to the clerk to ensure that the relevant materials may be sent to the member of council and to ensure that the appropriate electronic means of communication are available.

d. A member of council who participates in a meeting closed to the public under **subsection 68(1)**, shall, at the beginning of the meeting, confirm that they are alone and cannot be overheard.

e. A Member of council who participates in a meeting in the manner referred to in this Section shall be deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.

f. When a vote is called, Members of council attending the meeting by means of electronic communication shall be asked to state their vote only after all other Members of council present at the meeting have cast their votes.

g. If a council meeting is open to the public, use of an electronic means of communication is permitted only if a notice of the meeting is given to the public that includes the following information:

- (i) a statement that an electronic means of communication will be used at the meeting; and
- (ii) the location where the public may hear the meeting.

4.7. COMMITTEE OF THE WHOLE

Committee of the Whole meetings will be held the third (3rd) Tuesday of each month beginning at four-thirty pm (4:30 pm) unless otherwise determined by Council. In the event that Tuesday is a holiday, the meeting shall be held on the following business day of that week.

The Mayor, and in the absence of the Mayor, the Deputy Mayor, shall be the presiding officer of the meeting.

The Committee may:

- (a) Conduct non-statutory public hearings (for information);
- (b) Receive delegations and submissions;
- (c) Meet in private pursuant to the Act;
- (d) Receive information from Administration on emerging items; and
- (e) Discuss and debate policy matters to formulate recommendations to Council.

The Committee may make the following motions:

- (a) To receive agenda reports as information;

- (b) To refer matters to Administration or a Committee for review;
- (c) To make recommendations to Council; and
- (d) To move into a private meeting or to revert to an open meeting.

The Committee shall be composed of all Members of Council, with the Clerk, Chief Administrative Officer, and other required administrative staff in attendance to provide presentations and respond to questions.

Every person wishing to speak during a Committee meeting shall address their comments through the Presiding Officer. No person shall be permitted to speak unless the Presiding Officer has granted that person permission.

Members of Council shall submit all agenda items to the Clerk at least 48 (forty-eight) hours prior to the Committee of the Whole Meeting. No additional items will be added to the agenda unless so approved by a Majority vote of Council.

5. PROCEDURE

5.1 CALL TO ORDER

- a. The Mayor, and in the absence of the Mayor, the Deputy Mayor, shall be the presiding officer of meetings. The presiding officer shall call the members to order at the commencement of the meetings.
- b. In case where the Mayor and Deputy Mayor are absent, the clerk shall call the meeting to order and shall call for a Presiding Officer from the Members of council in attendance to be chosen by resolution.

5.2 AGENDAS FOR COUNCIL MEETINGS

- a. The agenda for each regular Council meeting shall be prepared by the Clerk from submissions from Council and where applicable, senior staff and the public. All reasonable efforts shall be made to ensure that the agenda is submitted, together with copies of all pertinent reports, attachments and other information,
- b. The agenda will be circulated to each Member of Council by the Thursday prior to the meeting.
- c. Subject to subsection (2), Council shall consider no item of business unless the item has been placed on the agenda, or as a modification to the agenda approved

~~by unanimous consent at the meeting.~~ Any additional matter not included on the agenda shall only be considered with unanimous consent by all members of council during the approval of the agenda

d. If, during discussion on an agenda item of business, a related item of business not on the agenda is raised by a Member or Administration, it may be dealt with in one of the following ways:

- (i) An actionable motion may only be approved with the unanimous approval of all members present at the meeting; or
- (ii) Direction may be given to the CAO to bring the item forward at a future meeting. The CAO may require that Council formally approve this request, if it is believed the request will require a significant amount of administrative time and resource.

e. Senior staff (department head) may request the addition of a matter to the agenda as urgent business after the agenda has been prepared and distributed by the Clerk. In these circumstances, the Department Head shall submit a request to the CAO including the reason(s) and degree of urgency as soon as possible. The Clerk shall advise Council of any addition(s) to the agenda and distribute the updated agenda as soon as it becomes available.

f. The general order of business on the Regular Council Meeting agenda shall be as follows; however, the actual order of conduct may be adjusted by Council as necessary:

- (a) Call to Order
- (b) Adoption of Agenda
- (c) Conflict of Interest Declarations
- (d) Adoption of Minutes
- (e) Consent Agenda
- (f) Public and Administrative Presentations
- (g) Reports and Recommendations from Committees and Private Meetings
- (h) Reports from Administration

(i) Bylaws

(j) Mayor & Councillor Statements & Inquiries

(k) Public Statements and Inquiries

(l) Notices of Motion and Resolutions

(m) Closed Session

(n) Adjournment

g. The consent agenda portion of a meeting means that portion where business items, other than bylaws, are moved and voted on without debate as one item regardless of the number of reports included. Items on the consent agenda should be adopted by an omnibus motion in which the recommendations presented by Administration are approved. A member of council may exempt any item or items from the consent agenda motion and vote. The Presiding Officer will call for a motion to adopt the remaining items on the Consent Agenda, any items removed from the Consent Agenda will be considered under the Reports from Administration portion of the Agenda.

5.3 MINUTES

a. The Clerk or designate shall record the minutes of Council meetings, in accordance with the Act.

b. If a Member arrives late, leaves before the meeting is adjourned, or is absent or temporarily absent from the meeting, it shall be so recorded in the minutes.

c. ~~as a matter of course, the Clerk shall~~ **The Minutes shall record all resolutions, decisions, and proceedings of the Council, and include, but not be limited to:**

(i) municipal corporation name;

(ii) meeting date and time;

(iii) names of Members of Council present, Participating Remotely, and absent;

(iv) adoption (with corrections noted where applicable) of previous meetings' Minutes;

(vi) disclosures of Conflict of Interest;

(vii) name of Members of Council who made or seconded a motion;

(viii) all motions made and an indication of whether they were passed or defeated;

(ix) time the session was adjourned, signature of the Mayor, or designated Presiding Officer, and the Clerk, or Assistant Clerk.

d. The Minutes shall be an account of Council decisions, not a full recount of Council proceedings. The Minutes are an official record of what has been decided, not on what was said. The Clerk is ultimately responsible for the content of the Minutes. The Council and staff are responsible to point out any errors to be corrected in the content. Errors shall be corrected after a resolution to that effect has been passed.

5.4 PRESENTATIONS

a. The Presentations portion of a Council meeting shall provide an opportunity for individuals to appear as a formal delegation or on their own to make brief presentations to Council on matters within the subject matter jurisdiction of Council.

b. All individuals or groups wishing to address Council and wishing to be listed on the meeting agenda should register with the Clerk at least seven (7) calendar days prior to the date of the meeting, providing their name, topic of concern, and indicating whether there has been any previous contact with a member of Council or Administration regarding the matter. The Clerk will be responsible for preparation of the Council Report Form, if required, for all registered presentations from members of the public. In order to ensure system compatibility and that Members receive all required materials in advance of the meeting, any presentations requiring the use of audio/video technology must be submitted to the Clerk at least three (3) business days prior to the date of the meeting, otherwise they will not be accepted for use at the meeting.

c. Registered presentations shall be limited to ~~five (5)~~ **ten (10)** minutes each, followed by questions from Members of council if applicable. ~~When individuals wish to appear before Council during a Public Hearing, their presentation shall be limited to five (5) minutes.~~

d. Individuals or groups wishing to address Council by appearing at the meeting with no previous registration should sign in at the door and will be called in the order they register. No audio-visual presentations will be permitted for unregistered presentations. Unregistered presentations shall be limited to ~~two (2)~~ **five (5)** minutes each, followed by questions from Members of council if applicable.

e. Members of the public recognized to speak shall state their name and civic address (or organization represented) for the record.

f. Members of administration, or external consultants/service providers on behalf of Fundy Albert, may make presentations to Council during the Presentations portion of a Council meeting. Such presentations shall not be limited to any amount of time.

g. Council will not entertain submissions from the public on issues that:

- (i) may be considered in a Closed Meeting under Section 68 **(1)** of the Act;
- (ii) are before the Planning Advisory Committee, the Assessment and Planning Appeal Board, or the courts;
- (iii) require a statutory Public Hearing.

h. Under the heading Public Statements and Inquires, questions and comments by members of the public will be addressed as follows:

- (i) the Presiding Officer gives the floor to a member of the public, who provides their name and address, and/or the name of the organization being represented if applicable;**
- (ii) the member of the public must address any questions to the entire Council;**
- (iii) with approval from the Presiding Officer, Members of Council may ask the presenter for further information; and**
- (iv) during Public Statements and Inquires at Regular Meetings, members of the public do not have the right to speak, unless the Presiding Officer authorizes them to do so.**

(i) A response to each presenter's comments or concerns may be provided through 1 (one) or more of the following:

(i) immediate response provided directly at the meeting by either a Member of Council or Administration if the matter does not require further research;

(ii) a motion to refer the matter to Administration for review and recommendation at a subsequent time, depending on the significance of the issue and time required to adequately research the matter; or

(iii) referral of the matter to the Mayor for a follow-up letter on behalf of Council.

j. The presenter will be informed of the method of communication by which a response will be received.

5.5 MOTIONS

a. All decisions of Council shall be

- i. made in a Regular meeting, Special meeting, or Emergency meeting of council.
- ii. adopted by a by-law or Resolution of Council.

b. All motions shall be moved and seconded before being debated or discussed.

c. A motion shall require a majority vote of the eligible members present.

d. After a motion is seconded it shall be deemed to be in possession of Council but may be withdrawn by the mover and seconder at any time before decision or amendment with the permission of Council.

e. No motion shall be offered, that is substantially the same as one that has already been expressed during the same meeting.

h. A recommendation in a report is not a motion until it is moved and seconded.

i. The following motions are not debatable by Council:

- **To raise a point of privilege**
(Used to address an immediate concern affecting a member's rights or the integrity of the meeting.)
- **To raise a point of order**
(Used to address a breach of procedure or rules.)

- **To withdraw a motion**
(With Council's consent, this is procedural and not debated.)
- **To table a motion**
(Intended to set the matter aside temporarily, not to debate its merits.)
- **To recess or adjourn the meeting**
(Procedural motions dealing with the timing of the meeting, not the substance of business.)
- to challenge a ruling of the Mayor

5.6 VOTING

a. All questions, motions or matters before Council shall be decided at a Regular, Special, or Emergency Meeting of Council, with the exception of matters defined in the Act.

b. The Mayor is a Member of Council and is entitled to vote on all motions and questions before Council, except where prohibited by legislation due to a declared conflict of interest.

c. Unless disqualified to vote by reason of Conflict of Interest or otherwise, all members, shall vote openly and individually when a question is put to a vote. If a Conflict of Interest is declared by a member of council, that member of council shall immediately withdraw from the meeting room when the matter is raised and prior to any debate. The declaration of the Conflict of Interest shall be recorded in the Minutes by the Clerk.

d. If a member chooses not to vote (abstains) on a motion and the member has not been formally excused by Council from voting (for example, due to a declared conflict of interest), then the Clerk must record that member as voting in favour of the motion.

e. Except as otherwise provided, no Member shall speak without recognition of the Presiding Officer.

f. Council shall determine every question submitted to it by an open vote of "yea" and "nay" of the Members present.

g. After the Mayor has called the vote, no Member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.

h. After the Mayor has counted the vote, the Mayor shall declare whether it was "carried" or "defeated".

- i. In the event of a division of Council upon any question, motion or matter, the Clerk shall enter into the Minutes the names of the Members who vote for and those who vote against the question, motion or matter.
- j. In the event of a tie vote, the motion shall be deemed defeated.
- k. A motion to rescind, renew or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action. (Council cannot undo a decision once it has already been acted on in a way that cannot be reversed.)
- l. Before calling the vote on a motion that, if passed, would result in a requirement for an action to be completed by a specified date or within a specific amount of time, the Presiding Officer shall consult with the Clerk regarding the practicality of the date specified in the motion.

5.7 LIMITS OF DEBATE

(a) A member may only speak once on a motion or topic, unless the Chair allows them to speak again. The only exception is if they are clarifying something they said that was misunderstood, and they cannot add new points when doing so.

(b) At any time, a member may raise a:

- Point of Order (rules issue),
- Question of Privilege (ability to participate), or
- Point of Information (clarifying information).

When this happens, all debate stops until the Chair deals with it.

(c) During debate, a member may ask that the motion or topic be clarified or restated.

(d) A member may not speak for more than 10 minutes at a time on the same motion unless the Chair gives permission.

(e) The member who made the motion or amendment is allowed a final reply before the vote.

5.8 NOTICE OF MOTION

(a). Members may bring forward notices of motion under the Notice of Motion and Resolutions portion of the agenda of a regular Council meeting. Once the Notice of Motion is stated, it will be recorded in the meeting's minutes.

(b). A written copy of the Notice of Motion shall be provided to the Clerk prior to the meeting's adjournment.

(c) The Notice of Motion will be placed under the Reports from Administration section of the agenda for the next regular Council Meeting at which the Member who made the Notice of Motion is present, to vote on the matter or determine if it requires additional administrative information.

(d) A Member may request that a Member's motion for which notice has not been provided be considered immediately if a vote dispensing with notice is supported by unanimous approval of Members present.

(e). If the Notice of Motion given at a regular Council meeting is deemed to require additional administrative information, it will be addressed in a time frame not beyond the end of the second month from when it was presented, unless Council directs differently.

(f). A Notice of Motion cannot be made at a special Council meeting.

(g). A motion on Notice is not debatable until a Member moves the motion.

6. PUBLIC HEARINGS

Where a public hearing is required for a planning matter under the Community Planning Act, unless otherwise determined by Council the hearing will follow the procedure described in Appendix "A", which forms a part of this By-law.

7. QUORUM

a. More than half of all Members constitute a quorum, unless otherwise indicated in this by-law.

b. When quorum is present at the time set for commencement of a Council meeting, the Mayor shall call the meeting to order.

c. If there is a quorum present at the time set for commencement of a Council meeting, but the Mayor and Deputy Mayor are absent, the clerk shall call the meeting to order and shall call for a Presiding Officer from the Members of council in attendance to be chosen by resolution.

- d. If quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council meeting, the Clerk shall record the names of all the members present and shall adjourn the meeting.
- e. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
- (a) the declaration of a conflict of interest; or
 - (b) a Member of council not being present for all or part of a Public Hearing;
- then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.
- f. If a quorum is lost for any other reason the meeting is adjourned.

8. BYLAWS

- ~~a. Where a bylaw is presented at a meeting for enactment, the Clerk shall cause the number and short title of the bylaw to appear on the agenda.~~
- ~~b. The following shall apply to the passage of all bylaws:~~
- ~~a. Every proposed bylaw shall have three~~ **be read 3 (three) times by title and read in its entirety in a Regular or Special meeting of Council at least once prior to third reading by title, except where a notice describing the by-law by summary and the subject matter has been posted to the Villages' website for 14 (fourteen) days, the by-law may be passed by reading of the summary, If no member objects.**
 - ~~b. A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and referred for adoption by Council, and such motion and vote may occur under another section of the meeting's agenda, if applicable.~~ **A proposed by-law may be amended at any time prior to the third reading. A**
- ~~(c) A bylaw shall be introduced for second reading by the Clerk, and the following applies at second reading:~~
- ~~i) Council may debate the substance of the bylaw;~~
 - ~~ii) Council may propose and consider amendments to the bylaw; and~~

—iii) Council may refer by motion the bylaw to Administration for further information or a Committee for further review prior to second reading.

(d) All aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw.

c. Not more than 2 (two) of the three (3) readings by title may take place at one (1) meeting of Council.

d. A bylaw shall be passed when a majority of the Members present vote in favour of third reading.

e. When a bylaw has been given three the required readings and enacted, it shall be signed by the Clerk and the Mayor, or the presiding officer at the meeting at which is received third reading by title for enactment and sealed with the seal of the municipality, and filed with the Clerk. and is signed in accordance with the Act, it is considered an enactment of Fundy Albert and is effective immediately, unless the bylaw or an applicable Provincial statute provides otherwise.

4. f. Notwithstanding section (e) any by-law which required Provincial approval only comes into effect once Provincial approval is received. The previous readings of a proposed bylaw are rescinded if the proposed bylaw is defeated on second or third reading.

5. After passage, a bylaw shall be signed by the Mayor or Mayor's designate and by the Clerk and shall be impressed with the corporate seal of Fundy Albert. Original copies of all by-laws and amendments will be kept in the Office of the Clerk.

6. g. Clerical, typographical and grammatical errors in bylaws may be corrected by the Clerk.

7. h. The Clerk may combine one or more bylaws into a single updated bylaw when it makes sense to do so. When this happens, the Clerk must include all approved amendments and remove any sections that no longer apply because they were repealed

i. Any bylaw, resolution, or record that is certified by the Clerk as a true copy is accepted as official and valid proof of that document.

XIV. SECONDARY MOTIONS

Secondary motions include subsidiary, privileged and incidental motions. Appendix "B" forms part of this by-law, and provides the main rules for the secondary motions that are most frequently applied at meetings.

9. RULES OF PUBLIC DECORUM

1. During a meeting of Council or Committee, there is the need for Council or Committee of the Whole to carry out the public business expeditiously in order to ensure that the public has an opportunity to be heard and that Council or Committee of the Whole has an opportunity for its deliberative process. While any meeting of Council or Committee of the Whole is in session, the following rules shall be observed:

(a) A member of the public addressing Council or Committee of the Whole shall only do so from the podium or designated table and all comments shall be addressed to Council or Committee of the Whole as a whole or to the Presiding Officer, and not to any single Member, member of administration, or member of the audience.

(b) A member of the public addressing Council or Committee of the Whole shall not engage in any conduct which disrupts the orderly conduct of any Council or Committee of the Whole meeting.

(c) No person in the audience at a Council or Committee of the Whole meeting shall engage in conduct that disrupts the orderly conduct of any Council or Committee of the Whole meeting, including, but not limited to, the utterance of loud, threatening or abusive language, whistling, clapping, stamping of feet, repeated waving of arms or other disruptive acts.

(d) No signs, placards or banners shall be permitted in the Council Chamber or Committee meeting room.

(e) No person shall interrupt Members or the Clerk during a Council or Committee of the Whole meeting.

(f) No person, other than Members and Fundy Albert administration, shall be admitted into the Council seating area of the Council Chamber.

10. MISCELLANEOUS

1. No Member shall:

(a) use offensive words or against Council or administration, or speak disrespectfully of other Members or administration;

(b) speak to a subject, except upon the question in debate;

(c) reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered; or

(d) resist the rules of Council or disobey the decision of the Mayor or of Council on any question of order or practice or upon the interpretation of the rules of Council. In case any Member shall so resist or disobey, they may be ordered by a majority vote of Council to leave their seat for that meeting and should they refuse to do so, the Mayor may request that they be removed by law enforcement. Should the offender provide an ample apology, they may, by majority vote of Council (without debate), be permitted to return to their seat.

2. Council may adjourn from time to time to a fixed future date, any special meeting of Council that has been duly convened, but not terminated. The object of adjourning is to finish the business for which the meeting was called, but which has not been completed.

3. No Member shall have the power to direct or interfere with the performance of any work of the Corporation. This shall in no way however, interfere with or restrict the right of a Member to seek information through the office of the CAO or appropriate Administration member (as established in the Council/CAO Policy).

4. When a Member wishes to leave the meeting room while a meeting is in progress, the Member shall await the formal acknowledgement of the Presiding Officer before leaving, and the time of the Member's departure, and return, if any, shall be recorded in the minutes.

10. PETITIONS

1. Petitions will be submitted to the Clerk and will be processed in accordance with this by-law

2. On receipt of a petition, the Clerk may do any of the following:
- (a) include it as an item on the agenda for the next regular meeting of Council in full or summary form;
 - (b) refer it to Administration for a report to Council or appropriate Council committee;
 - (c) refer it to Administration for action and/or reply, with a copy of Administration's response being sent to Council;
 - (d) refer it to the Mayor for direct reply, with a copy of the Mayor's response being sent to Council; or
 - (e) circulate it to the members of Council individually as information if it does not require any further action by Council.

11. DEPUTY MAYOR

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

12. COMMITTEES AND BOARDS

Establishment and Appointments

1. Council shall appoint Council representatives to such committees, boards, and commissions as required by legislation, agreement, or by-law, or as Council deems necessary.
2. Unless an immediate appointment is required mid-term, appointments to committees shall be made for the elected term of Council and remain in effect until the next municipal election or until otherwise amended by Council.

3. Upon recommendation of the Mayor, Council may make appointments to a committee or board at any time.

Committees of Council

1. A Committee of Council shall be established by resolution of Council for a specific purpose or area of responsibility.
2. Prior to the establishment of a Committee of Council, proposed Terms of Reference shall be submitted to Council for review and approval.
3. The Terms of Reference shall include, at a minimum:
 - (a) the purpose and mandate of the Committee;
 - (b) membership composition and quorum requirements;
 - (c) reporting requirements to Council;
 - (d) scope of authority and limitations; and

Composition of Committees of Council

1. Each Committee of Council shall consist of:
 - (a) a Chair, appointed by Council;
 - (b) a Vice-Chair, appointed by Council;
 - (c) one or more Members of Council, as determined by Council; and
 - (d) one member of Administration, designated by the Chief Administrative Officer, to provide administrative and technical support.
2. The Mayor shall be an ex-officio member of all Committees of Council and bodies to which Council has the authority to appoint members under the Act.
3. The Mayor shall be advised of Committee of Council meetings in the same manner as other committee members.

Authority and Conduct

1. Committees of Council shall act in an advisory capacity only, unless authority is expressly delegated by Council by resolution or by-law.
2. Meetings of Committees of Council shall be conducted in accordance with this Procedural By-Law and applicable legislation.

3. It shall be the duty of the Presiding Officer of each committee or board to summon members for meetings.

Reporting

1. Appointed Council members shall keep Council informed of the activities of committees or boards to which they are appointed by providing regular activity highlights through Councillors' reports or statements to Council.
2. Committees of Council shall report to Council in accordance with their approved Terms of Reference or as otherwise directed by Council.

Amendment and Dissolution

1. Council may amend the membership, Terms of Reference, or mandate of a Committee of Council by resolution.
2. A Committee of Council may be **dissolved by resolution of Council** at any time.

12.1 Ad Hoc Committees

(a) Ad hoc Committees: Council shall establish Ad hoc Committees via a Resolution of Council for specific topics and timeframes.

(i) Chairperson: The Chairperson shall be a Member of Council, designated by the Mayor and appointed by Resolution of Council.

(ii) Vice-Chairperson: The Vice-Chairperson shall be a Member of Council, designated by the Mayor and appointed by Resolution of Council.

(iii) Committee Composition: The Ad hoc Committees shall consist of the Chairperson, Vice-Chairperson, the appropriate senior staff member (determined by specific topic(s)) and various members of the community and consultants as deemed necessary by the Chairperson and Vice-Chairperson. The Mayor shall be an ex-officio member of all Ad hoc Committees.

(iv) Committee Membership: Individuals interested in volunteering on a Fundy Albert Ad hoc Committee are asked to email the Clerk expressing their interest, which will be reviewed by Council for consideration and approval.

(v) Operations and Governance: The Ad hoc Committees will provide input and recommendations to Council regarding the specific topic they have been assigned by Council. Following are key factors of the operations of an Ad hoc Committee:

- the Chairperson will be responsible to ensure open communication and dialogue during meetings and direct the affairs of the committee in accordance with applicable Village by-laws, policies and procedures, and provincial regulations;
- the committee will make recommendations to Council and shall have no decision-making authority;
- a Quorum of an Ad hoc Committee shall consist of the Chairperson or Vice-Chairperson, the relevant Department Head, and a Majority of the remaining committee membership (*i.e.: the Chair or Co-Chair must be in attendance and the Department head must be in attendance; the Quorum is based on the remainder of the committee members and a number greater than half of the remaining membership must be in attendance*);
- at times, an Ad hoc Committee may be established for the specific purpose of discussing, researching and making recommendations to Council;
- the Ad hoc Committee members shall sign a Confidentiality Agreement; failure to respect the terms of the Confidentiality Agreement may result in dismissal from the committee.

13. CONFLICT OF INTEREST

1. Any Conflict of Interest will be governed by Part 8 of the Act. Upon taking office, each Member of Council shall file with the Clerk the prescribed statement disclosing any Conflict of Interest of which the Member has or should reasonably have knowledge.

2. Each Member shall declare a Conflict of Interest at the commencement of each meeting where there is a conflict with respect to any matter on the agenda, shall disclose the nature of the conflict as soon as the matter is introduced, and shall withdraw from the meeting room prior to debate and vote. The Clerk shall record the declaration in the minutes.

14. CONFIDENTIALITY

1. Until a matter is formally presented at a public meeting of Council, items of a sensitive, personal or business nature shall not be publicly disclosed by Members, committee members, Administration or staff, except as permitted by law.
2. Failure to respect confidentiality may result in action under applicable policies or by-laws, including any Code of Conduct for Elected Officials.

15. MEDIA INQUIRIES

The Mayor is the primary spokesperson on issues of concern to the Municipality on behalf of Council in accordance with the Act. Members and staff shall exercise caution in interactions with the media and consider the greater interests of the Municipality.

16. CONSEQUENCES OF DISRESPECTFUL ACTIONS

When any Member deliberately acts against Council's wishes, breaches confidentiality, or otherwise puts the Municipality at risk of legal and/or reputational harm, Council may take action consistent with applicable legislation and any Code of Conduct by-law, which may include verbal cautions, written warnings, removal from committee appointments, or other remedies available at law.

17. REPEAL

- (a) Village of Fundy Albert By-law No. 2022-03, A By-law Respecting the Proceedings of Fundy Albert Council and Committee Meetings, enacted on December 19, 2022 and all amendments are hereby repealed.
- (b) The repeal of By-law No. 2022-03 shall not affect any by-law infraction, penalty, forfeiture or liability incurred before such repeal or any proceedings for enforcing the same, completed or pending at the time of repeal.

18. ENACTMENT



In witness whereof the Local Government of Fundy Albert has caused its corporate seal to be affixed to this by-law.

FIRST READING: _____
(By Title Only)

SECOND READING: _____
(By Title Only)

THIRD READING: _____
(By Summary in accordance
with Local Governance Act, SNB 2017, C.18)

FINAL READING: _____
(By Title Only) and **ENACTED**

Mayor, Jim Campbell

Kim Beers, Clerk

APPENDIX A

PROCEDURE FOR PUBLIC HEARING

1. The Clerk reads the agenda item and advises if objections or other correspondence has been received.
2. Administration provides a presentation explaining the application, administration report, overview of objections and recommendations.
3. The Applicant/Developer is then called upon to add any further explanation or information in support of the application.
4. Members of the public in favour of the application are called forward to speak.
5. Members of the public against the application are called forward to speak.
6. The Applicant will be given an opportunity to respond to the proponents/objectors and respond to noted concerns.
7. Members of Council may then pose questions of the applicant, proponents or objectors, but shall not enter into a debate.
8. The Mayor then asks if there is anyone else who wishes to speak to the agenda item. Every person wishing to speak to the item is given an opportunity to do so.
9. When all presentations have been completed, the Mayor shall declare that the public hearing is closed (adjourned).
10. Council debate and decision on the agenda matter at a regular or special meeting of Council, and not during the public hearing.



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From Jillian Hutchinson, Treasurer
Date January 2, 2025
Subject 2023/24 CCBF Allocation – White Birch Estates Playground
Presenters
(if applicable)
Length of Presentation
(if applicable)

Type ✓ Public Private ✓ Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

ISSUE

Uncompleted Canada Community Building Fund Project 6936.521.1401 White Birch Estates Playground – Phase II

CURRENT STATUS AND BACKGROUND

October 7, 2025 – The Community Funding Branch of the Department of Environment and Local Government reached out requested completed Project Completion Forms for 2023/2024 Allocation, and if not complete to request an extension for completion.

October 17, 2025 – Requested a deadline for which we could extend our project to and were given the date of March 31, 2027, and no later.

Seeking Council direction regarding the procurement of playground equipment and the execution of a liability insurance agreement. These actions are necessary to ensure project completion within the 14-month timeframe.

RECOMMENDATION

It is recommended that Council authorize administration to proceed with the procurement and installation of equipment within the approved budget of \$15,000 and provide administration with the contact information for the White Birch Estates Playground Board to finalize the liability agreement.

OTHER OPTIONS

Purchase Playground Equipment & Installation for a different Playground or fund a different capital project within Fundy Albert.

RISK ANALYSIS

If the project is not completed by March 31, 2027, we will lose the funding as this fund is dependent on receiving a completed project form.

CONSIDERATIONS

Legal	Agreement in place for the grant of playground equipment and obligation of the grantee of Liability Insurance for said equipment.
Financial	Project will require the Village to front the money for the project and be reimbursed by Canada Community Building Fund upon receipt of Project Completion Form.
Environmental	n/a
Policy	n/a
Stakeholders	Fundy Albert Residents
Community Sensitivities	n/a
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none">• Infrastructure• Communications✓ Village Services✓ Strategic Partnerships✓ Economic Development & Tourism
Documents, maps, photos or presentations attached	n/a
Interdepartmental consultation	Jillian Hutchinson (Treasurer), Sean Wallace (CAO), Kimberly Beers (Clerk), Luc Theriault (Community Funding Branch – Canada Community Building Fund)
Intergovernmental considerations	n/a



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public/Private Session
From Jillian Hutchinson
Date January 2, 2025
Subject 2026 Alma Utility Rates
Presenters
(if applicable)
Length of Presentation
(if applicable)

Type ☒ Public ☐ Private ☒ Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

n/a

ISSUE

Alma Utility Rates Submitted to Local Government Not Matching Certified Resolution

CURRENT STATUS AND BACKGROUND

December 11, 2026 – Budget submitted to Local Government Portal

December 15, 2026 – Notice of Rate Adjustment was mailed out to Alma Utility users that the quarterly rates per unit would be Water \$235.00 (\$940 – Annual) and Wastewater \$142.50 (\$570 – Annual).

January 12, 2026 – Contacted Community Finance Officer (GNB), David Hogwarth, let him know that Friday, January 9, 2026, it came to my attention that the actual resolution did not match what had been submitted. Where the budget aligned and balanced with the rates had been submitted to local government, I asked if we were bound by the rates in the actual resolution or can council make a correcting resolution to adjust the rates to what was submitted to local government. We were advised that as long as it does not change the budget being balanced, we can adjust the rates.

RECOMMENDATION

After consultation with the CAO and the Community Finance Department, it is recommended that Council adopt a resolution to adjust the Alma Utility Rates from \$982 and \$528 to \$940 and \$570, respectively. This adjustment will have no impact on the approved budget and will provide capacity for an increased capital investment (Alma Utility has more Wastewater Users than Water Users).

OTHER OPTIONS

Maintain the rates from the actual resolution and complete one of the following options below:

- Incur a deficit for 2026
- Reduce expenditures by the corresponding amount

RISK ANALYSIS

n/a

CONSIDERATIONS

Legal	n/a
Financial	Revenue with Actual Resolution: \$435,603 Revenue with Submitted Resolution: \$436,149
Environmental	n/a
Policy	n/a
Stakeholders	Alma Utility Users
Community Sensitivities	Cost of Living
Council priorities	n/a
Documents, maps, photos or presentations attached	Appendix I: Certified Resolution Appendix II: Resolution Template (Sent to Department of Local Government) Appendix III: Rate Notice Sent to Alma Utility Users
Interdepartmental consultation	Sean Wallace (CAO), Kimberly Beers (Clerk), David Hogwarth (Community Finance Officer/Local Government Community Finance Department (GNB))
Intergovernmental considerations	

Fundy Albert

2026 Utility Budget

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

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

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

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

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

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

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

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

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

MOTION CARRIED (unanimously)

I certify that the above is a true and exact copy of a resolution passed by the Council of Fundy Albert on December 9, 2025


Kim Beers, Clerk

Appendix II: Resolution Template

Local government of <u>Fundy Albert</u>	
2026	Water & Wastewater Operating Fund Budget
1. Total Budget	\$1,695,389
2. Less: Revenue from own and other sources	\$27,247
3. Less: Revenue (1.4.4.5.1, 1.4.4.5.2, 1.4.4.9.1, & 1.4.4.9.2)	\$392,966
4. Net Budget to be raised from user charges	\$1,275,176

USER CHARGES:	System	Water Service	Wastewater Disposal Service	Total User Charges	AVERAGE ANNUAL COST PER HOUSEHOLDEQUIVALENT #			OF RESIDENTIAL USERS
					Water Service	Wastewater Disposal Service	Total Water & Wastewater	
	Alma Utility	\$ 205,766	\$ 132,183	\$ 337,949	\$ 940	\$ 570	\$ 1,510	224
	Hillsborough Utility	\$ 297,976	\$ 314,924	\$ 612,900	\$ 476	\$ 524	\$ 1,000	613
	Riverdale-Albert Utility	\$ 199,187	\$ 125,140	\$ 324,327	\$ 708	\$ 480	\$ 1,188	273
				1,275,176				

THIS IS TO CERTIFY that on the 9th day of December, 2025, the Council of the local government of Fundy Albert RESOLVED that pursuant to subsection 117(4) of the Local Governance Act, the total budget for the Water & Wastewater utility for the ensuing year would consist of total revenues of \$1,695,389 and total expenditures of \$1,695,389.

Adopted this 9th day of December, 2025, by the Council of the local government of Fundy Albert.

Executed this 9th day of December, 2025, by the Clerk of the local government of Fundy Albert under the corporate seal of said local government.

Mayor

Clerk

Approved this _____ day of _____, _____

Director of Community Finances

Page U-1



December 11th, 2025

Subject: Notice of Rate Adjustment

Dear Alma Utility Users,

We appreciate your continued support and partnership with the Alma Utility as we work to provide reliable and sustainable services to our community. To maintain the quality of services and meet rising operational costs, the Council of Fundy Albert has approved a rate increase effective **January 1, 2026**.

The quarterly rates per unit for 2026 will be:

- Water \$195.00 → \$235.00
- Wastewater \$182.50 → \$142.50

This adjustment ensures we can continue providing safe, reliable drinking water and maintaining the infrastructure necessary to meet regulatory standards and support the long-term sustainability of our water system. We understand that changes can be challenging, and we remain committed to transparency and providing value for your investment.

If you have any questions or require further details, please contact us at (506) 734-3733.

Thank you for your understanding and ongoing support.



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council		
From	Ian Barrett, Director of Operations		
Date	20 January 2026		
Subject	Approval for Hillsborough Water Exploration Tasks		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

BACKGROUND

The Hillsborough Water Exploration Project is an ongoing initiative to establish a new municipal production well to support long-term water supply resilience for the Hillsborough system. In 2025, several key preparatory milestones were completed, including a preliminary hydrogeological review, initial wetland screening, and Environmental Impact Assessment (EIA) registration. The EIA process is now near completion and is awaiting final registration approval.

In parallel, a landowner access agreement has been finalized and executed, granting the Village permission to access the property and undertake well-related works, including drilling and testing activities.

The next phase of the project includes construction of a preliminary access road, drilling of the exploration well, and initial pump testing to assess yield and aquifer response. Following budget deliberations, the extended 72-hour pump test has been deferred and is currently planned for 2027, subject to future budget approval.

Englobe has submitted a revised engineering proposal for this phase of work in the amount of \$191,000, inclusive of contingency. This proposal is based on the Village assuming responsibility for managing and carrying out the construction of the preliminary

access road, with Englobe's scope focused on engineering oversight, drilling coordination, and testing activities.

All contractors and suppliers engaged for this phase of the project will be selected in accordance with the Municipality's approved Financial Management and Procurement Policy to ensure compliance with applicable legislative and policy requirements.

RECOMMENDATION

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

OTHER OPTIONS

1. **Do not approve of the proposal at this time.**

This option would delay the progression of the Hillsborough Water Exploration Project and extend the overall project timeline, potentially impacting the municipality's ability to advance future water supply planning.

2. **Request alternate proposals from other engineering firms.**

As the engineer of record, Englobe has established knowledge of the project history and technical context. Although an alternate engineer could present nominal savings for this phase, the additional costs and delays associated with onboarding a new firm would outweigh any potential benefit.

RISK ANALYSIS

The exploration for an additional municipal water source in Hillsborough has been ongoing for several years, with much of the recent technical work completed by Englobe. As a result, Englobe has developed substantial institutional knowledge of the local hydrogeology and the existing Hillsborough water system through a longstanding working relationship with the Village.

Delaying approval of the proposed work, or engaging an alternate consultant at this stage, would likely result in a meaningful delay to the overall project timeline while a new firm becomes familiar with the site, background studies, and regulatory context. Such delays would slow progress toward identifying and securing additional water supply capacity.

In recent years, changing climatic conditions, including prolonged dry periods and increased seasonal variability, have placed increasing pressure on the existing municipal water supply. These conditions have resulted in the repeated implementation of water conservation measures over the past several years to manage demand and maintain system reliability. Ongoing constraints on water availability have broader implications beyond system operations, as reliable water supply is fundamental to community well-being, housing development, and local economic activity. Identifying and securing additional water supply capacity is therefore essential to support existing residents,

enable responsible growth, and maintain the social and economic vitality of the community.

CONSIDERATIONS

Legal	<ul style="list-style-type: none"> • The Environmental Impact Assessment (EIA) registration process is near completion, and all work will proceed in accordance with provincial regulatory requirements and approvals. • A landowner access agreement is in place, providing the municipality with legal authority to access the site and undertake the proposed exploration activities.
Financial	<ul style="list-style-type: none"> • The proposed cost of \$191,000, inclusive of contingency, represents the next defined phase of work required to advance the project, and was included in the 2026 budget • Delays or a change in consultant may result in additional costs associated with project re-scoping, duplication of prior work, and extended timelines.
Environmental	<ul style="list-style-type: none"> • Preliminary environmental screening has been completed, and exploration activities are subject to EIA conditions and environmental best practices to minimize potential impacts. • Advancing the project supports long-term sustainability of the municipal water supply.
Policy	<ul style="list-style-type: none"> • The project aligns with Council's strategic objectives related to infrastructure sustainability, service reliability, and responsible growth management. • Securing additional water supply capacity supports long-term land use planning and development goals.
Stakeholders	<ul style="list-style-type: none"> • Key stakeholders include current residents, future developers, regulatory agencies, and the landowner, all of whom have an interest in maintaining a reliable municipal water supply. • Continued progress provides certainty and confidence in the municipality's ability to support growth and service demands.
Community Sensitivities	<ul style="list-style-type: none"> • Residents have expressed ongoing concern regarding water capacity and reliability, particularly as growth pressures increase. • Advancing the project demonstrates proactive planning while balancing fiscal responsibility and long-term community needs.
Council priorities	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism

Documents, maps, photos or presentations attached	Appendix I: Englobe Proposal
Consultation	
Intergovernmental considerations	N/A

Appendix I: Englobe Corp. Proposal



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 Wetland 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 Wallance, 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 ☐

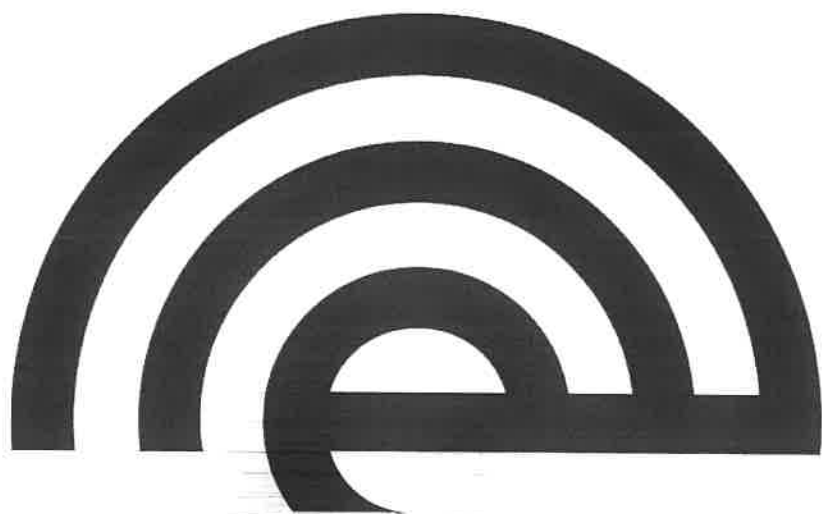
61 Academy St., Hillsborough, NB E4H 2R4

Modification:

Legal name for invoicing: _____

Invoicing address: _____

Appendix A Terms and conditions



eNGLOBE

For the purpose of these terms and conditions (the "T&Cs"), Englobe Corp. shall be referred to as the "Consultant" and the recipient of the fee proposal from the Consultant shall be referred to as the "Client". Together, the fee proposal and the T&Cs shall be referred to as the "Agreement".

Clause 1 Acceptance

1.1 Client's unqualified acceptance of the Agreement shall be deemed upon the commencement of any services described in the Agreement (the "Services"), or by Client's issuance of a purchase order. These terms and conditions constitute the entire agreement between Client and Consultant regarding the Services, and Consultant is not bound by any terms set forth in any document issued by Client. No amendment or waiver to these terms and conditions shall be valid unless evidenced in writing by a duly authorized representative of Consultant. The acceptance of a purchase order or other document by Consultant, or Consultant's omission to object to additional or contradictory provisions of any purchase order or other document emanating from Client, shall not be interpreted as an acceptance of such provisions or a waiver by Consultant of this Agreement.

Clause 2 Consultant Fees

Except if otherwise stated in the Agreement, payment terms for the Services shall be as follows:

- 2.1 Client shall pay Consultant within 30 calendar days from receipt of an invoice, without any deduction, offset or withholding of any kind or nature or for any reason whatsoever. If any item of an invoice is disputed by Client as not properly due, Client shall provide written notice of its intention to withhold payment for this item, including reasons, within 5 business days of receipt of the invoice. Failure to provide such notice within the specified period shall result in the invoice being deemed accepted by Client. Notwithstanding any disputed items, Client shall not delay payment of the undisputed portion of the invoice. All payments are to be made in Canadian currency. Any outstanding balance from and after the aforesaid 30-day period shall bear interest at a rate of 1.5%, compounded monthly (19.56% per annum).
- 2.2 Fees and other charges payable by Client are determined in accordance with Consultant's rates in effect at the time the Services are performed, as described in the Agreement. Reimbursable expenses include, but are not limited to, mileage, air fare, accommodation, vehicle rental, parking and meals.
- 2.3 Fees and other charges shall be net of GST, HST, QST, Value Added Tax, Provincial Sales Tax, tariffs, duties, or any other similar charges (the "Applicable Charges"). Applicable Charges, if any, shall be levied in addition to any fees or other charges payable by Client under the Agreement and will be shown separately on each invoice. The parties shall not be responsible for income taxes or other taxes owed by the other party.
- 2.4 Consultant shall be entitled to recover all costs, interest, and legal expenses incurred in the recovery of any outstanding balance owed by the Client, including but not limited to reasonable legal fees and disbursements.
- 2.5 Consultant shall have the right to retain any Deliverables created under this Agreement until full payment of all fees and expenses due under this Agreement has been received. In the event of non-payment by Client, Consultant shall not be obligated to release or deliver any Deliverables, including final reports, designs, or other materials.
- 2.6 Any additional requests from the Client following the issuance of the Deliverables (such as meetings, court testimony, requests for information, etc.) shall be billed at the rates determined by the Consultant, in its sole discretion. Additionally, any travel or other related expenses incurred by the Consultant shall also be invoiced to the Client.

Clause 3 Changes

- 3.1 Client acknowledges that (i) changes to the Services; (ii) unforeseen circumstances or conditions; (iii) events beyond a party's reasonable control; and (iv) changes to applicable laws or standards, may result in increased costs for Consultant in performing the Services (each, a "Change").
- 3.2 The Consultant agrees to promptly notify the Client of any additional costs arising from a Change that are necessary to complete the Project as outlined in the Agreement (the "Project"). Any such Change will result in a reasonable adjustment to the Consultant's fees and to the timeline for delivering the Services, where applicable.
- 3.3 Client acknowledges and agrees that any request to change the name of the entity being invoiced for the Services will result in a \$250 administration fee.

Clause 4 Consultant Obligations

- 4.1 In performing the Services, Consultant shall act in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession, currently practicing under similar circumstances at the

same time and in the same or similar locality as the Project site (the "Site") and for projects of similar scope and complexity to the Project.

- 4.2 Before performing any Intrusive Works, Consultant agrees to obtain a public underground structure locate report. Consultant will not be liable for any loss or damage to the Site or to any underground structures that were not identified (or were incorrectly identified) in the locate report. Client agrees to indemnify and hold Consultant, including its directors, officers, employees, agents, successors, and assigns, harmless from and against any and all costs arising from or related to the presence of such unidentified or misidentified underground structures.
- 4.3 Consultant will make commercially reasonable efforts to minimize any damage to the Site; however, it does not guarantee that the Site will be returned to its original condition. Any costs required to restore the Site to its original condition shall be the responsibility of Client.
- 4.4 Consultant shall not be responsible for providing maintenance or support, nor for providing maintenance recommendations, related to the Deliverables.
- 4.5 Consultant shall retain all records related to the Project for a period of 10 years following the completion of the Services, or for such longer period as may be required by applicable law. These records shall be made available to Client upon request, subject to a reasonable fee, as determined by Consultant.

Clause 5 Client Obligations

- 5.1 Client agrees to promptly provide Consultant with all information necessary for the provision of the Services (the "Data"). Client represents and warrants that the Data is accurate and acknowledges that Consultant will rely on this Data to perform the Services.
- 5.2 Client shall ensure that Consultant, its employees, and subcontractors have safe access to the Site and, unless otherwise specified in the Agreement, shall obtain and maintain all permits and licenses required for the Project. Client agrees to indemnify and hold harmless Consultant from any and all claims, threatened claims, proceedings, appeals, liabilities, obligations, judgments, or fines arising from or relating to Consultant's access to the Site for the purpose of performing the Services.
- 5.3 In situations where Consultant deems it necessary to take exceptional measures to ensure the safety of its employees, subcontractors, or the public in general, Consultant shall have the right to act on behalf of Client in this regard. All costs arising from such measures shall be borne by Client.
- 5.4 Client agrees to respond, comment on or approve any questions, requests, or documents submitted by Consultant within 10 calendar days from their receipt. Failing to provide comments on a Deliverable within this timeframe, the Deliverable shall be deemed approved by Client. Consultant shall not be liable for any delays caused by Client's failure to respond to Consultant's requests within the prescribed timeframe.

Clause 6 Liability and Indemnification

- 6.1 Consultant shall not be liable for any claims, damages, or costs arising from the discovery of radiation, radioactive or nuclear reactions, the presence of radioactive, toxic, explosive, or hazardous substances, or any other pollutants or contaminants (solid, liquid, or gaseous) on the Site. The Client acknowledges and agrees that it shall remain fully liable for and bear all costs associated with such matters.
- 6.2 In addition to the foregoing, Consultant shall not be liable for: (i) damages or delays caused by Client or a third party; (ii) defects in equipment provided by Client or a third party; (iii) any acts or omissions of Client, its employees, agents, or others; (iv) any inaccuracies or errors in information or data provided by Client or a third party; (v) damages to hardware (including equipment, computers, software, etc.) provided by Client or a third party; (vi) damages to, or caused by, underground structures that were not located (or were incorrectly located) by Client or a third party; (vii) damages or delays caused by events beyond Consultant's reasonable control; (viii) any decisions made by Client without consulting Consultant, including those contrary to Consultant's recommendations; (ix) the distribution of documents prepared by Consultant for Client's exclusive use; (x) the contractor's choice of work methods, techniques, procedures, protocols, site supervision, and safety and security programs; (xi) the failure of the Project to meet the requirements of rating systems such as LEED®, Built Green™, or Green Globes®; or (xii) the use of any unfinished or incomplete Deliverables that Consultant has not explicitly authorized for use.
- 6.3 Each party agrees to indemnify and hold the other party harmless from any loss or damage arising out of its material breach of the Agreement, or from the negligent acts or omissions of itself, its employees, representatives, subcontractors, or consultants.
- 6.4 Notwithstanding anything herein to the contrary, Consultant's maximum liability under the Agreement shall not exceed the total amount of fees paid by Client for the Services. For the purposes of this paragraph 6.4,

"Consultant" shall be deemed to include Consultant and its representatives, consultants, subcontractors, directors, officers, employees and affiliates.

6.5 To the extent permitted by applicable law, Consultant shall in no event be liable for any special, consequential, indirect, moral or punitive damages relating to the Agreement or the Services rendered in connection therewith, despite the fact that Consultant may have been informed of the possibility of such damages. This may include, but shall in no event be limited to, loss of use, income, or profits, business interruption, increased construction costs, as well as any costs necessary for the reconstruction or repair.

6.6 Client agrees to take all steps necessary to mitigate any losses, damages, costs, or expenses arising from a breach of this Agreement or any claim made under it. This includes making diligent efforts to prevent or minimize the impact of such losses and expenses.

Clause 7 Insurance

7.1 Consultant agrees to obtain and maintain, throughout the term of this Agreement, commercially reasonable insurance coverage (commercial general liability and professional liability insurance), appropriate for the Services provided.

7.2 Consultant represents that it is an employer in good standing regarding the requirements of the relevant health and safety regulations.

Clause 8 Suspension/Termination

8.1 Either party may terminate the Agreement for convenience by giving the other party at least 30 calendar days' prior written notice. If the Agreement is terminated by Client, Consultant shall be entitled to the payment of all the Services rendered up to the date of such termination, as well as any and all costs associated with this early termination of the Agreement, including, without limitation, reasonable demobilization costs and any third party penalties or charges imposed on the Consultant.

8.2 If either party (the "Defaulting Party") is in breach of any of its material obligations under the Agreement, the other party (the "Non-Defaulting Party") may give notice in writing of the breach to the Defaulting Party and request the Defaulting Party to remedy the default. If the Defaulting Party fails to remedy the breach within 10 business days (or any longer period mutually agreed upon by the parties) after the date of delivery of such written notice, the Agreement shall be terminated upon the Defaulting Party's receipt of a termination notice from the Non-Defaulting Party after the expiry of the cure period. If the Agreement is terminated as a result of Client's breach of its obligations, Consultant shall be entitled to the payment of all the Services rendered up to the date of such termination, as well as any and all costs associated with this early termination of the Agreement, including, without limitation, reasonable demobilization costs and any third party penalties or charges imposed on the Consultant. Non-payment of Consultant's invoices shall be deemed a material breach of the Agreement.

8.3 In the event that a breach results from Client's failure to pay Consultant's invoices, Consultant may, at its discretion, suspend the performance of Services until full payment is received. During such suspension, Consultant reserves the right to reassign its personnel to other projects without prior notice to Client. Any costs or delays resulting from the suspension and subsequent remobilization shall be treated as a Change in accordance with section 3.2 and shall be solely borne by the Client. Consultant reserves the right to terminate the Agreement at any time while the Services remain suspended.

Clause 9 Intellectual Property Rights

9.1 Provided that all fees owed to Consultant under the Agreement have been paid in full, Client shall be granted a perpetual, non-exclusive, and non-transferable license (without sub-licensing rights) to use the deliverables prepared by Consultant (the "Deliverables") exclusively for the purpose they were intended. For clarity, Consultant shall retain sole ownership of the Deliverables. Client may not modify, use, or authorize the use of the Deliverables for any purpose other than the Project or for additional work related to the Project without Consultant's prior written consent. Any such request shall be subject to Consultant's applicable rates at the time of the request.

Consultant disclaims all liability for any use of the Deliverables beyond the scope of the Project, for any modifications made to the Deliverables, or for any instance where the Deliverables are cited out of context without Consultant's prior written consent. Client agrees to indemnify, defend, and hold Consultant harmless from any claims, damages, or costs arising from the unauthorized use or misuse of the Deliverables.

9.2 Consultant shall retain exclusive ownership of all discoveries, inventions, and designs—whether patentable or subject to copyright—developed in the course of or in connection with the Project (collectively, the "Intellectual Property Rights"). Client expressly waives and assigns to Consultant all rights, including any moral rights. It may have in or on the proceeds of the Services, Client further agrees to execute, or arrange for

the execution of, any documents necessary to confirm Consultant's ownership of the Intellectual Property Rights. Additionally, and without limiting the generality of the foregoing, Client acknowledges and agrees that any tax credits or incentives related to "scientific research and experimental development" shall be claimed exclusively by, and shall solely benefit, Consultant.

Clause 10 Confidentiality

10.1 All drawings, specifications, technical data, Deliverables, Data, and other information (including any personal information) provided by Consultant to Client in connection with the Project (collectively, "Confidential Information") shall remain the exclusive property of Consultant. Such information shall be treated as strictly confidential and may not be copied, reproduced, or used for any purpose other than the execution of the Project. Client agrees to comply with all applicable laws and regulations regarding the protection of personal information, including, without limitation, the *Personal Information Protection and Electronic Documents Act* (Canada) and any equivalent provincial legislation.

Notwithstanding the foregoing, the following information shall not be deemed Confidential Information under this Agreement: (i) information that becomes publicly available through no fault or breach of the Agreement by Client; (ii) information independently developed by Client without reliance on or use of the Confidential Information; and (iii) information lawfully obtained by Client from a third party, provided such third party is not bound by a confidentiality obligation or similar agreement regarding that information.

Clause 11 Non-Solicitation

11.1 Client agrees that, during the term of this Agreement and for a period of 12 months thereafter, it shall not, directly or indirectly, solicit, recruit, or otherwise encourage any employee of Consultant who was involved in performing the Services under this Agreement to terminate their employment with Consultant. This restriction applies whether the solicitation is for Client's benefit or that of another person or entity. Notwithstanding the foregoing, Client shall not be prohibited from hiring an employee of Consultant who independently applies for a position in response to a general job posting not specifically targeted at Consultant or its employees. Client acknowledges and agrees that any breach of this covenant will require Client to pay Consultant an amount equal to 12 months of the employee's full-time billing at Consultant's prevailing rates at the time of the breach. This payment shall not preclude Consultant from seeking any additional remedies available under applicable law, including injunctive relief.

Clause 12 General Provisions

12.1 Consultant reserves the right to subcontract all or any portion of the Services under this Agreement, at its discretion.

12.2 Notwithstanding anything to the contrary in the documents provided to Client, Consultant makes no representation or warranty, either express or implied, regarding the Services or the Deliverables, except as explicitly stated in this Agreement.

12.3 Client shall not assign or transfer any of its rights or obligations under this Agreement without the prior written consent of Consultant. However, Consultant may assign or transfer this Agreement, or any of its rights or obligations, to an affiliated company without the prior written consent of Client.

12.4 Consultant and Client are independent contractors and nothing herein shall be construed as creating an employee or agency relationship, franchise, joint venture or partnership of any nature whatsoever between Consultant and Client.

12.5 The Agreement shall be governed and interpreted in accordance with the laws applicable in the jurisdiction in which the Project is located.

12.6 Consultant reserves the right to broadcast any promotional communications (press releases, traditional and web advertising, brochures, project sheets, social media, etc.) relating to the Services, unless Client has expressly stated its disagreement in writing.



eNGLOBE



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council
 From Ian Barrett, Director of Operations
 Date 20 January 2026
 Subject 3 Tonne Dump truck/plow truck replacement
 Presenters (if applicable) N/A
 Length of Presentation (if applicable) N/A
 Type Public Private Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

BACKGROUND

The municipality's three-ton dump truck is a core, year-round operational asset used to deliver essential services across all communities. It is relied upon for snow plowing, hauling materials such as gravel and asphalt, ditch and culvert maintenance, equipment and trailer towing, and general support to Public Works, Parks, and Utilities operations. As the most versatile heavy vehicle in the fleet, its availability and reliability directly affect the municipality's ability to meet service standards, respond to seasonal demands, and complete work efficiently in-house.

To assess the continued suitability of this asset, the vehicle has been evaluated against commonly accepted municipal fleet lifecycle and asset-management benchmarks. This assessment confirms that the vehicle has exceeded, or is rapidly approaching, industry standards across the primary indicators used to determine economic and operational viability.

Fleet Lifecycle Benchmark Assessment

Indicator	Industry Standard (Typical)	Existing Vehicle	Assessment
Vehicle Age	10–12 years	13 years (2012 model)	Exceeded
Mileage	200,000–250,000 km	~170,000 km	Approaching
Annual Repair Cost vs. Value	10–15% of replacement value	Approx. \$10,000 in 2025 alone	Exceeded
Downtime	Minimal / planned maintenance	~33% of the year out of service	Unacceptable
Reliability	Consistent availability	Repeated failures and extended downtime	Poor
Operational Suitability	Fit for duty	Increasingly unreliable for core tasks	Not suitable
Operating Cost (Repairs per km)	~\$0.30–\$0.60 / km (excl. fuel) *	~\$4.50 / km (repairs only)	Significantly exceeded

Following this assessment, it is evident that the vehicle is beyond its reasonably expected service life. Industry guidance for medium-duty municipal trucks typically identifies replacement thresholds based on age, usage, and escalating maintenance costs, most of which have now been surpassed. While the vehicle's mileage remains below typical replacement thresholds, age-related deterioration, escalating repair costs, and extended downtime indicate that continued operation is no longer economically or operationally viable.

In 2025 alone, the vehicle has incurred approximately \$12,000 in repair costs while travelling only 2,671 km, resulting in a repair cost per kilometer that is several times higher than normal municipal fleet benchmarks, even before fuel, labour, and downtime are considered. The vehicle has also spent an estimated one-third of the year out of service, and when considered against its remaining market value, this level of expenditure represents a disproportionately high investment in an asset with declining reliability and diminishing economic return.

The operational impacts of this unreliability have included delayed tasks, deferred work, and extended completion times for core municipal services. These impacts are not isolated and reflect broader challenges associated with an aging fleet, with two additional vehicles already exhibiting comparable age- and condition-related indicators, signaling that multiple assets are approaching the same lifecycle thresholds and compounding pressures on service delivery.

Administration has identified the replacement of this vehicle as a requirement since 2024. While the replacement has been deferred in previous budget cycles, the cumulative effect of continued deferral is now being reflected in increased maintenance costs, greater reliance on contractor support, and ongoing pressure on the remainder of the fleet.

It is proposed that the municipality purchase a three-ton dump body truck fitted with a snowplow blade. Procuring the vehicle fully equipped ensures it is task-ready upon delivery and capable of undertaking its full operational role, particularly for winter maintenance.

It is proposed that funding for the vehicle be provided through the Capital Renewal Fund, in the amount of \$84,394, combined with either up to \$72,035.75 through debenture financing or, alternatively, \$76,483 from the Village Core Capital Reserve, subject to Council direction.

Administration requested quotations for the supply of a three-ton, four-wheel-drive, diesel chassis cab fitted with an aluminum dump body and configured as plow-ready. Quotations were received from Ford and Ram dealers for three-ton chassis cab configurations that are like-for-like replacements for the existing vehicle in terms of duty rating, intended use, and compatibility with the municipality's Capital Renewal Fund criteria. A third quotation was received from Lounsbury (GM); however, the closest comparable option available was a 3500-series truck, which is a lighter-duty vehicle and would not be accepted as a like for like under capital renewal funding.

Summary of Quotations

Vendor	Vehicle	Configuration	Total Vehicle Cost Incl. Aluminum Dump Body (excl. HST)
Amherst Chrysler	2026 Ram 5500 Chassis Cab	Crew Cab	\$121,000.50
Taylor Ford	2024 Ford F-550 Chassis Cab	Regular Cab, with tool boxes fitted	\$122,308.00
Riverview Ford	2026 Ford F-550 Chassis Cab	Regular Cab, no tool boxes fitted	\$118,385.00 (Est additional \$2500 for tool boxes fitted)- \$120,885.00 total
Summit Dodge			No Quote returned before submission of CRF
Lounsbury	2025 Chevrolet 3500HD	Crew Cab	\$106,000.00

Notes:

- Pricing reflects vehicles available at the time of quotation; costs may vary in different chassis configurations, specifications, or delivery timelines are selected
- The Riverview ford Quote does not include underbody tool boxes that would be required with a regular cab, we were only given an estimate at the time of submitting the report.

Administration also requested quotations for the supply and installation of a **9.2-foot V-blade snowplow**, fitted and compatible with a three-ton, four-wheel-drive (diesel chassis configured as plow-ready). This was undertaken to ensure the replacement vehicle could be fully equipped to perform winter maintenance operations immediately upon delivery.

Based on the quotations received to date, the following pricing has been provided for a fitted 9.2-foot V-blade plow.

Vendor	Plow Type	Scope Included	Cost (Excl HST)
Amherst Chrysler / Parts for Trucks Inc.	XV 2 9.6 Fisher SS V-Blade	Blade, mounting hardware, controls, and installation	\$18,165.00
Lounsbury (GM)	9.2' Boss V-Blade	Blade, mounting hardware, controls, and installation	\$18,995.00
Work & Play	9'2" Boss V-Blade	Blade, mounting hardware, controls, and installation	\$16,320.00

Based on the quotations received, the 2026 Ford F-550 three-ton dump truck supplied by Riverview Ford represents the best overall value for money while meeting the municipality's operational requirements. The Riverview Ford quotation provides a like-for-like three-ton replacement at a base cost of \$118,385.00 (excluding HST). As this configuration is a regular cab, underbody tool boxes are required to support day-to-day operations; an estimated additional cost of \$2,500.00 has been identified, bringing the total estimated vehicle cost to \$120,885.00 (excluding HST).

When compared with other submissions, this option provides the lowest overall cost for a fully functional three-ton replacement once required operational components are considered. When combined with the 9.2-foot V-blade snow plow supplied and installed by Work & Play at a cost of \$16,320.00, the total combined estimated cost for the vehicle and plow is \$137,205.00 (excluding HST). This configuration delivers a task-ready vehicle capable of supporting winter maintenance and year-round service delivery, representing an efficient and practical use of municipal funds.

RECOMMENDATION

That Council approve the purchase of a three-ton Ford F-550 dump truck fitted with an aluminum dump body, as quoted by Riverview Ford and a 9.2-foot V-blade snow plow, as quoted by Work & Play, at a total estimated cost of \$137,205.00 (excluding HST), as this option best meets the municipality's operational requirements and represents best value for money; and further approve funding of \$84,394 from the Capital Renewal Fund, with the remaining balance of \$52,811.00 to be funded through either **debenture financing or the Village Core Capital Reserve**, as directed by Council.

Further, that Council authorize the CAO and Mayor to approve a variance of up to \$5,000 to allow for the purchase of an alternate but equivalent vehicle, should the quoted unit no longer be available at the time of purchase.

OTHER OPTIONS

Council could choose to defer the purchase of the replacement vehicle until audit results have been received. However, deferring replacement would require the municipality to continue operating the existing end-of-life vehicle, resulting in ongoing repair and maintenance costs that are already significant and increasing. Based on recent operating experience, continued use of this vehicle is expected to require further unplanned repairs and downtime, with direct impacts on service delivery.

In addition, the municipality has two other trucks in the fleet of similar age and condition, which are also showing indicators that they are approaching the same lifecycle thresholds. When considered collectively, deferral increases the risk that

repair and maintenance costs across the fleet could escalate into the tens of thousands of dollars in order to maintain sufficient vehicle availability to deliver services. Deferring replacement therefore carries a heightened risk of reduced service levels, increased operational disruption, and growing unbudgeted maintenance costs.

RISK ANALYSIS

Proceeding with this purchase prior to completion of the municipal audits presents some financial risk, as full confirmation of year-end capacity is not yet available. However, this must be balanced against the known and quantifiable costs of continuing to operate the existing vehicle, which has exceeded all but one municipal replacement benchmark and is increasingly unreliable.

Repair costs alone are currently averaging approximately \$4.50 per kilometer, excluding fuel, labour, and downtime. With an expected annual utilization of 5,000–10,000 km, continued operation would reasonably result in \$22,500 to \$45,000 in additional repair costs over the next year. A single return trip between Hillsborough and Alma is currently estimated to cost approximately \$500 in repair-related expenses, illustrating the disproportionate cost of keeping the vehicle in service.

Deferring the purchase until audits are completed could be suggested to present a greater overall risk, as escalating operating costs may exceed the financial risk of proceeding, while still ultimately requiring vehicle replacement. Retiring the vehicle to avoid further repair costs would create a significant gap in the fleet and materially increase the risk of service delivery. Taken together, continued deferral could reasonably be viewed as presenting a higher operational and financial risk than proceeding to tender at this time.

CONSIDERATIONS

Legal	<ul style="list-style-type: none"> The municipality is required to maintain equipment in a condition that supports safe and compliant delivery of municipal services. Procurement will be conducted in accordance with the municipality's Procurement and Financial Management Policy.
Financial	<ul style="list-style-type: none"> The replacement was considered and included in the approved capital renewal fund, and funding was approved for debentures. This purchase aligns with capital renewal fund criteria Proceeding with the replacement is expected to reduce ongoing repair costs, contractor reliance, and long-term fleet pressures.
Environmental	<ul style="list-style-type: none"> A newer vehicle is expected to provide improved fuel efficiency and reduced emissions compared to the existing asset. Improved reliability supports more efficient operating and reduces idle time during operations.
Policy	<ul style="list-style-type: none"> The replacement aligns with recognized asset management principles and lifecycle replacement practices. Maintaining a reliable fleet supports the municipality's service delivery and operational standards.
Stakeholders	<ul style="list-style-type: none"> A reliable vehicle supports staff safety, productivity, and efficient delivery of services to residents. Reduced service disruptions improve overall public confidence in municipal operations. Proceeding with the replacement reduces exposure to inefficient short-term spending and supports better long-term value for ratepayers by stabilizing fleet operating costs and maintaining service delivery without increased reliance on contractors.
Community Sensitivities	<ul style="list-style-type: none"> Fleet investment supports consistent service delivery without increasing reliance on contractors. While residents may be cautious about capital purchases, timely replacement of essential equipment helps avoid escalating maintenance and contractor costs while ensuring reliable and consistent service delivery across all communities.
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none"> ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Quotes Attached
Consultation	
Intergovernmental considerations	N/A

LOUNSBURY		DEAL SUMMARY		6598998	31342
DESK#1 CUST# 18478563 DMS CUS# 227183				234816	STOCK#
2155 Main St. Meriden, NH, E1C 8P2 Tel: 505-574-3303 Fax: 505-857-4305				DEAL#	F&I Manager
KEVIN D FORD 420 Route 915 Harvey NH 03426 Cell Phone: (505) 500-4923 Home Phone: (505) 500-4923 Email: kford@lounsbury.com		2025 New Chevrolet Silverado 3500HD CC CC31403 ZWD Reg Cab 171" WB, 84 5" CA Work Truck Summit Wht Jet Blk Vinyl HZG 1GB3AREY7SF118183 26 KMs			
VEHICLE AND OPTIONS		REMARKS			
Basic MSRP	\$64,199.00	1/ We have reviewed the above disclosure and agree to the vehicle price and payment information as disclosed. KEVIN D FORD Signature _____ Signature Authorized Rep. _____ John H. Lounsbury Signature President #228			
LINN VEH MOD	\$340.00				
ENGINE: DURAMAX R 6L TURBO DIESEL V8	\$10,935.00				
WT CONVENIENCE PACKAGE	\$350.00				
REAR CAMERA KIT	\$90.00				
BACKUP ALARM 97 DECIBELS	\$70.00				
STEEL LANDSCAPER BODY	\$27,025.00				
REAR RAIL: 341 5/8" GALV. TUBES, 1 X 100" LONG, 1250 GAL. W/O	0.00				
TRANSMISSION: Allison 6600E 6-SPD AUTOMATIC, 7740L TYP					
DELETE: 34MMET WHITE, NO BLACK 34MMET 1441 100%					
Destination	\$2,600.00				
Air Tax	\$100.00				
Total MSRP	\$105,969.00				
BASIC FLEET (CK504MF)	\$3,600.00				
Adjustment	\$0.00				
PRICE INFORMATION					
Total Vehicle Price	\$102,969.00				
V-Block Included	\$18,680.00				
Lounsbury Core	\$699.00				
Multiple Vehicle Inspection (MVI)	\$45.00				
Guarantee	\$122,693.95				
NET	15%	\$18,403.09			
Subtotal		\$141,696.95			
License	\$250.00				
Subtotal		\$142,000.00			
DOWN PAYMENT					
MSR FINANCING OFFER PROGRAM OPTION D -	\$630.00				
CASH INCENTIVE (2021-2022)					
TOTAL		\$140,696.95			

Quote includes 9.2" Boss blade fitted



AMHERST CHRYSLER (1999)
LTD
118 ROBERT ANGUS DRIVE
AMHERST, NS, B4H 4R7

Rep: Matt Allen
Phone (902) 667-1500
Fax (902) 667 6162

Date: 01/09/2026
Key: VILL260107A
Tax: NS15

Vehicle

2026 RAM 5500 CHASSIS TRADESMAN
Stock 26107
VIN 3C7WRNFB8TG243296
Type New Vehicle
Model DP0LD4
Number
Exterior BRIGHT WHITE CLEAR COAT
Interior Black/Diesel Gray
Engine 6.7L CUMMINS I-6 TURBO DIESEL
Transmission 8-SPEED TORQUEFLITE
AUTOMATIC
Drive Four Wheel Drive
Body 4x4 Crew Cab 197.4" WB
Ddometer 0

Options

Base Price \$79,790.00
25A - Customer Preferred Package \$0.00
25A
ETN - 6.7L I6 Cummins Turbo Diesel \$10,000.00
Engine
DFM - 8 Spd TorqueFlite HD Auto \$2,995.00
Trans
PW7 - Bright White Clear Coat \$0.00
APA - Monotone Paint \$0.00
XAC - ParkView Rear Back-up \$475.00
Camera
TBB - Full Size Spare Tire \$395.00
NAS - 50 State Emissions \$0.00
LPE - Cargo and CHMSL Lamp \$25.00
ATR - Tradesman Level 1 Equipment \$2,395.00
Group
AHD - Heavy Duty Snow Plow Prep \$525.00
Group
XAW - Rear Backup Alarm \$145.00
YGL - 6 Additional Gallons of Diesel \$0.00
Fuel
4EX - Sales Tracking \$0.00
SNB - Easy Order \$0.00
573 \$0.00
TX - HD Vinyl 40/20/40 Split Bench \$0.00
Seat
X8 - Black/Diesel Gray \$0.00
Selling Price \$96,745.00

Customer

Name VILLAGE OF
FUNDY ALBERT
Address B1 ACADEMY
STREET
Code 156050

Lead
Contract Date 01/07/2026
Payment Date 01/07/2026

Cash

Selling Price	\$96,745.00	NS 15 HST Taxable	\$120,717.80
Filing Fee	\$0.00	NS 15 HST 15%	\$18,107.07
TIRE TAX	\$22.50	Luxury Tax Taxable	\$0.00
AIR	\$100.00	Luxury Tax 10%	\$0.00
MVI	\$26.30	Payout Lien Amount	\$0.00
LICENSE	\$282.70	Cash Down	\$0.00
PRO ESSENTIAL	\$706.00	Total Balance Due	\$139,108.17
Alum dump box	\$23,022.00	Amount Received	\$0.00
Trade	\$0.00	Due on Delivery	\$139,108.17
Sub-Total	\$121,000.50		

I/We have reviewed the above disclosure and agree to the vehicle price and payment information as declared

VILLAGE OF FUNDY ALBERT

Deputy Acceptance



TAYLOR FORD LINCOLN
10 LEWISVILLE ROAD
MONCTON, NB, E1C 6M7

Rep. FELIPE MORAES
Phone: (506) 857-2300
Fax:

Date: 01/05/2026
Key: 6463
Tax: Maritimes

Vehicle

2024 FORD SUPER DUTY F-550 DRW XLT



Stock DA23391
VIN 1FDUF5HT4RDA23391
Type New Vehicle
Model F5H
Number
Exterior OXFORD WHITE
Interior MEDIUM DARK SLATE, ACTIVE
TRIMMED HEATED FRONT SEATS
Engine 6.7L 4V OHV POWER STROKE V8
TURBO DIESEL B20
Transmission TORQSHIFT 10-SPEED
AUTOMATIC
Drive Four Wheel Drive
Body 4WD Reg Cab 169" WB 84" CA
Odometer 0

Options

Base Price \$104,739.00
98T - ENGINE: 6.7L 4V OHV POWER
STROKE V8 TURBO DIESEL B20 \$10,975.00
44G - TRANSMISSION: TORQSHIFT 10-
SPEED AUTOMATIC \$0.00
643A - ORDER CODE 643A \$0.00
70K - TIRES: 225/70R19.5G BSW MAX
TRACTION #2 \$320.00
Z1 - OXFORD WHITE \$0.00
3S - MEDIUM DARK SLATE, CLOTH \$0.00
40ZD/40 SPLIT BENCH SEAT W/RECLINE
17V - XLT VALUE PACKAGE \$2,250.00
-inc: Power Adjustable Pedals, Deucor Code Driver's Side
Keyless Entry Keypad, Halogen Fog Lamps, 3-Way Power
Driver Seat/Lumbar, Remote Start, AutoLock/Auto Unlock,
Rear Window Defogger
18B - PLATFORM RUNNING BOARDS \$600.00
41P - TRANSFER CASE SKID PLATES \$200.00

Customer

Name FUNDY ALBERT
Address 243 FAIRVIEW AVE
City, Province HILLSBOROUGH
NB
Postal Code E4H 2T4
Code 179929
Lead Not Set
Home (506) 874-1103
Cell (506) 874-1103
Contract Date 01/05/2026
Payment Date 01/05/2026

Cash

MSRP	\$122,308.00	HST Taxable	\$123,584.50
		HST 15%	\$18,537.68
Selling Price	\$122,308.00	Luxury Tax Taxable	\$0.00
PDI/Nitrogen/Fuel	\$165.00	Luxury Tax 10%	\$0.00
License Fee	\$300.00	Payout Lien Amount	\$0.00
Doc Fee	\$699.00	Cash Down	\$0.00
M/I	\$45.00	Total Balance Due	\$142,422.18
Etch	\$250.00	Amount Received	\$0.00
Tire Levy	\$22.50	Due on Delivery	\$142,422.18
NWL New Wheel Locks	\$95.00		
Trade	\$0.00		
Sub-Total	\$123,584.50		

I/ We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

OAC: All Programs applied.

FUNDY ALBERT

Dealer Acceptance



purchase

506-453-0400
970 Hanwell Rd • Fredericton, NB
www.riverviewford.ca

PURCHASER INFORMATION					
Fundy Albert	f15533be-e395-43e5-963a-bd21f3f57e87	6362	January 15, 2026		
NAME	STOCK NUMBER	DEAL NUMBER	DATE		
61 Academy Street	Hillsborough	NB	E4H 2R4		
ADDRESS	CITY	PROVINCE	POSTAL CODE		
(506) 734-3733	(506) 232-3846	(506) 734-3733	operations@fundyalbert.ca	Trew Fraser	
HOME PHONE	CELL PHONE	WORK PHONE	E-MAIL ADDRESS	SALESPERSON	

NEW VEHICLE INFORMATION					
2026	Ford	Super Duty F-550 DRW XL 6.7L V8 Diesel 10AT Reg Cab 193" WB 108" CA 660A 99T	F5H		
YEAR	MAKE	MODEL	MODEL CODE	MILEAGE	COLOUR VIN

TRADE-IN INFORMATION					
YEAR	MAKE	MODEL	MILEAGE	COLOUR	VIN

36 Month Finance Monthly - 4.99%	48 Month Finance Monthly - 4.99%	60 Month Finance Monthly - 4.99%
\$4,080.24	\$3,135.27	\$2,569.23
\$0 Down	\$0 Down	\$0 Down

VEHICLE PRICING - FINANCE	
Sales Amount	\$92,645.00
Accessories	\$24,690.93
Options & Fees	\$1,050.50
HST (15%)	\$17,713.86 +
Finance Cap Cost	\$136,100.29

ACCESSORIES	
ALUMINUM DUMP BOX	\$24,690.93
Total	\$24,690.93

OPTIONS & FEES	
Admin	\$689.00
Registration	\$219.00
Fuel	\$75.00
MVI	\$45.00
Tire Tax	\$22.50
Total	\$1,050.50

Account Inquiries
 F (902) 468-5777
 T (800) 622-5777
 www.cedexa14honor25.com

QUOTE/CITATION

DPO MANDON VENDOR NAME 000000	OLCTE DATE DATE DU DEVIS 000000	ORDER NO DATE DE COMMANDE 000000
PO NO / NO DE LA COMMANDE	INSE	Page #
	Date	10/13



CORRESPONDENCE TO: Parts for Trucks, Inc.
230 Brownlow
Suite 120
Dartmouth, NS
B3B 0G5

0328-0175/92 11192

Amherst Chrysler
118 Robert Angus Dr
Amherst NS B4H 4R7
Canada

EQUIPMENT SALES NS
Amherst Chrysler
115 Robert Angus Dr
Amherst NS B4H 4R7
Canada

INSTRUCTIONS		TERMS/TERMS	
SHIP POINT/DESTINATION		Net 30 Days	
SHIP VIA/VEHICLE PAR		SHIPPER'S OFFER	
CAUTION: Parts for Trucks			

LINE NO	PRODUCT AND DESCRIPTION PRODUCT DESCRIPTION	QTY QTD QTY	QTY QTD QTY	QTY QTD QTY	QTY QTD QTY	UNIT	NET	NET AMOUNT NET
1	FIS-K9 SXV7SL Snow Plow Pkg 30" Xv2 S	1.0	0.0	1.0		each	17,135.00	17,130.00
Com 1	FIS-87300 XV2 95" SS Plow Blade	1.0	0.0	0.0		each	0.00	0.00
1	FIS-37000-1 XV2 SS DTK - No Lamps	1.0	0.0	0.0		each	0.00	0.00
Com 2	S. var L&A Am 7 5-0 5							
1	FIS-87892 3-Ton Hammer Kit	1.0	0.0	0.0		each	0.00	0.00
Com 5	R&M 2500 5500 2021-							
1	FIS-R5100 Handheld Control	1.0	0.0	0.0		each	0.00	0.00
Com 6								
1	FIS-29070 3 Port Module	1.0	0.0	0.0		each	0.00	0.00
Com 7	DRL & Non DRL							
1	FIS-77112 Pec Attach Kit	1.0	0.0	0.0		each	0.00	0.00
Com 8	19+ Dodge Ram 4500/550							
1	LAB-1031-EQU Labour	10.0	0.0	10.0		each	101.00	1,310.00
Com 9	Interchange Prod 1071-1071							
1	LAB-SHOP-SUPPLIES Shop Supplies	1.0	0.0	1.0		each	25.00	25.00
Com 10	Interchange Prod Shop							



TEL 902 468 6777
1-800-822-8777

QUOTE/CITATION

UFC VENDOR VENDOR CUP	QUOTE DATE DATE DU DEVIS	ORDER NO N° DE COMMANDE
000000	01-08-26	72534108-00
NO NO / NO DE LA COMMANDE	AMOUNT	Page n°



CORRESPONDANCE TO: Parts for Trucks, Inc.
230 Brownlow
Suite 120
Dartmouth, NS B3B 0G5

CJS7 4 11192

Amherst Chrysler
118 Robert Angus Dr
Amherst, NS B4H 4R7
Canada

EQUIPMENT SALES NS
Amherst Chrysler
118 Robert Angus Dr
Amherst, NS B4H 4R7
Canada

NOTES/REMARKS		INSTRUCTIONS				TERMS/STAGES	
Ross Sherry, 1000 Brook the 25567 and 72007 and picked up a 25568 for you (job)		SHIP POINT/DESTINATION		SHIP VALUE/ORDER PAR		Net 30 (days)	
		Dunsmuir, Parts for Trucks				SHIPPED LOADED	
LINE NO	PRODUCT AND DESCRIPTION PRODUCT OR DESCRIPTION	QTY ORD QTY COM	QTY RD AVERS	QTY SHIP QTY REF	UNIT	NET	NET AMOUNT AMOUNT
3	Lines Total	Total Order Quantity		12			16,753.00
						Subtotal	2,943.00
						GST/HST	30.00
						Total	19,726.00



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	20 January 2026
Subject	Truck Mounted Sander Procurement
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

BACKGROUND

The current winter season has presented markedly different weather conditions compared to the past several years, with sustained freeze-thaw cycles resulting in significant ice accumulation across the municipality. These conditions have created operational challenges in locations that are either not fully covered by existing snow removal contracts or where ice control has historically been minimal.

Areas experiencing ongoing ice buildup include, but are not limited to:

- Utilities service roads and areas
- Riverside-Albert Recreation Centre parking lot
- Alma parking lot
- Library parking area (with limited contractor sanding visits per year)
- Visitor Information Centre parking lot in Hillsborough

Discussions with peer municipalities have confirmed that this season's ice conditions are being experienced regionally and were largely **unanticipated**, following several winters with comparatively limited ice-related impacts.

At the time of amalgamation, the municipality inherited the following sanding equipment:

- One Bobcat-mounted sander with approximately .35 cubic yard capacity based in Alma
- One Bobcat-mounted sander with approximately .5 cubic yard capacity Based in Hillsborough
- One SaltDogg tailgate sander (approximately one cubic yard capacity)

Since amalgamation, several limitations have become apparent:

- The truck previously used for the SaltDogg sander has been sold, and the wiring and control harness were removed with it.
 - There is no longer a SaltDogg distributor or servicing provider in New Brunswick, that can service our current unit.
- Riverside-Albert had no historical provision for municipal sand/salt spreading.
- All existing sanders are small capacity, requiring frequent refilling.
- Due to their size and configuration, these units must be filled by hand, rather than with a loader, further reducing efficiency.
- The Bobcats used for sanding are also required for sidewalk snow clearing, meaning sanding and snow removal cannot be effectively carried out simultaneously.

While this equipment may have been sufficient prior to amalgamation, the municipality's expanded geographic area and service expectations now exceed the capacity of the current fleet.

The inability to adequately address ice conditions has already resulted in:

- Staff being unable to safely access the Alma lagoon due to icy conditions.
- A municipal truck sliding into a fence at a well site after losing traction on ice concealed by snow.

Several of the affected locations — including libraries, recreation centres, and the Visitor Information Centre — are public-facing and liability-sensitive, where timely ice control is essential for public safety and accessibility, indeed we have received repeated calls this year to readdress several areas before our first pass was complete.

The purchase of a truck-mounted sander with a larger capacity, designed to be interchangeable across multiple municipal vehicles, would:

- Allow sanding and snow clearing to occur simultaneously
- Reduce downtime when vehicles are undergoing repair or maintenance
- Enable the transport of sufficient quantities of sand throughout each community
- Improve response times to ice conditions
- Reduce reliance on ad hoc contractor support
- Improve staff safety and reduce operational risk

While the unit would typically be assigned to a primary winter vehicle, its compatibility across the fleet provides important operational resilience.

Currently, when municipal capacity is exceeded, contractors are engaged for sanding at an estimated cost of approximately \$250-300 per request. To date this season the bill in in the region of \$2500.00

Administration requested quotes for a suitable truck mounted sander that would fit to multiple vehicle in our fleet. While we are still awaiting feedback on whether additional control harness would be needed or if they can transfer between trucks easily we have received the following quotes:

Supplier	Cost
Green Diamond Equipment (Phone Quotation)	\$13,775.00 plus HST
Action Car & Truck (Phone Quotation)	Starting at \$16,526 plus HST
Work & Play (Quote Attached)	\$11,249.00 Plus HST (Spread tek Spreader)
	\$14,514.20 Plus HST (Boss Spreader)
Parts for Trucks (Quote Attached)	\$12,470.00 plus HST

This purchase would be funded through the Village core capital reserve. It should be noted that while this purchase was not budgeted for as part of the 2026 budget, \$150,000.00 was budgeted for the 3-Tonne Truck and plow, which quote comes to \$137,320.50 (Excluding HST) the balance left over; \$12,679.50, is sufficient to cover this purchase.

RECOMMENDATION

That Council approve the purchase of an Innovation truck-mounted sander from Work & Play at a cost of \$11,249.00 plus HST, to be funded from the Capital Reserve Fund, and further 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 limit.

OTHER OPTIONS

Option 1 – Continue Contracted Sanding

- Results in ongoing unbudgeted operating costs and reliance on contractor availability during peak winter demand.
- Does not provide timely or flexible response to ice conditions at utilities and municipal facilities.

Option 2 – Maintain Current Equipment and Practices

- Continues inefficiencies related to small-capacity sanders, manual loading, and inability to sand and clear snow simultaneously.
- Maintains elevated operational and safety risks during prolonged icy conditions.

RISK ANALYSIS

If the purchase of a truck-mounted sander is not approved, the Municipality will continue to face limitations in its ability to safely and efficiently manage ice conditions across service roads, utilities infrastructure, and public-facing facilities. This increases the likelihood of vehicle incidents, staff safety concerns, and delayed access to critical infrastructure during winter operations. In addition, reliance on contracted sanding and manual workarounds would continue, resulting in unbudgeted operating costs and reduced operational efficiency. Public liability exposure at high-use facilities would also remain elevated during prolonged icy conditions.

If the purchase is approved, the primary risk relates to the capital expenditure required and the need to continue managing existing material storage constraints. These risks are considered manageable and proportionate, particularly when weighed against the operational, safety, and financial risks of maintaining the status quo. Selection of a transferable unit compatible across the municipal fleet mitigates downtime and maximizes asset utilization, while improved in-house sanding capacity significantly reduces longer-term operational and liability risks.

CONSIDERATIONS

Legal	<ul style="list-style-type: none"> • The Municipality has an obligation to take reasonable measures to maintain safe access to municipal facilities, service roads, and critical infrastructure during winter conditions. • Improving in-house sanding capacity reduces exposure to liability associated with icy conditions at public-facing and operational sites.
Financial	<ul style="list-style-type: none"> • Capital investment in a truck-mounted sander is expected to reduce unbudgeted operating costs associated with contracted sanding and inefficient manual practices. • A transferable unit provides greater value for money by minimizing downtime when vehicles are under repair and extending the usable life of the equipment across the fleet.

Environmental	<ul style="list-style-type: none"> Improved control over sanding operations supports more targeted application of sand and salt, reducing unnecessary material use. Enhanced operational efficiency reduces repeat trips and associated fuel consumption.
Policy	<ul style="list-style-type: none"> The proposed purchase supports the Municipality's winter maintenance and asset management objectives by improving service reliability and operational resilience. Capital investment in shared, multi-use equipment aligns with Council's direction to maximize value from municipal assets post-amalgamation.
Stakeholders	<ul style="list-style-type: none"> Improved sanding capacity enhances safety and accessibility for residents and visitors using municipal facilities such as libraries, recreation centres, and parking areas. Staff benefit from safer working conditions and reduced reliance on manual handling and ad hoc contractor support.
Community Sensitivities	<ul style="list-style-type: none"> Residents expect safe access to municipal facilities during winter conditions, particularly during periods of prolonged ice buildup. Proactively addressing ice control demonstrates responsible stewardship of municipal infrastructure and public safety.
Council priorities	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Quotes Attached
Consultation	
Intergovernmental considerations	N/A



Account Inquiries
P: (902) 468-6777
P: (866) 822-8777
accres@partsfortrucks.com

QUOTE/CITATION

UPC / VENDOR VENDEUR CUP	QUOTE DATE DATE DU DEVIS	ORDER NO DATE DE COMMANDE
000000	01-13-26	70540999-00
PO NO / NO DE LA COMMANDE	WHSE	Page #
td	Mctn	1 of 1



CUST # 99822

BILL TO CASH CUSTOMER
C O D Sales - Moncton
Moncton, NB
Canada

SHIP TO << ENTER CUSTOMER NAME >>

, NB
Canada

CORRESPONDANCE TO: Parts for Trucks, Inc.
230 Brownlow
Suite 120
Dartmouth, NS
B3B 0G5

NOTES/REMARQUES		INSTRUCTIONS			TERMS/TERMES		
					C.O.D.		
		SHIP POINT/DESTINATION			SHIP VIA/EXPEDIER PAR		
		Moncton, Parts for Trucks			SHIPPED EXPEDIE		
LINE NO	PRODUCT AND DESCRIPTION PRODUIT ET DESCRIPTION	QTY. ORD QTE . COMM	QTY. B.O. A /VENIR	QTY. SHIP QTE EXP	UM	NET	NET AMOUNT MONTANT NET
1	FIS-97410 Tempest Poly Hopper Sprd 12v - Auger P150A 1.5cuy Interchange Prod: FIS97410	1.0	0.0	1.0	each	9,920.00	9,920.00
2	FIS-76668 Vibrator Assesory Kit All Fleetflex Hopper Spr	1.0	0.0	1.0	each	597.89	597.89
3	FIS-99505 LED Primary Work Light K Fleetflex Elec Hopper Sp	1.0	0.0	1.0	each	208.50	208.50
4	FIS-99732 LED Aux Work Light Kit Fleetflex Elec Hopper Sp	1.0	0.0	1.0	each	158.86	158.86
5	FIS-99494 Strobe Light & Brkt Kit SteelCaster & Tempest SS Interchange Prod: FIS99494	1.0	0.0	1.0	each	373.38	373.38
6	LAB-0951-TRL Labour	12.0	0.0	12.0	each	101.00	1,212.00
6	Lines Total	Total Order Quantity		17		Subtotal G.S.T./H.S.T.	12,470.63
						Total	14,341.22

Last Page



199 Baig Blvd.
Moncton, NB
E1E 1C9

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

ESTIMATE

2552

DATE January 14, 2026
ENTERED BY ANDY

EXPIRES January 24, 2026

HST 132025106

BRL TO EXHIBIT - VILLAGE OF FUNDY-ALBERT		EXPIRES January 24, 2026	
CUSTOMER 5667343733 VILLAGE OF FUNDY-ALBERT SPACEDOWN STREET MILLSBOROUGH NB E4Y 2R4		PHONE # CELL # EMAIL BUS PHONE # FAX # CONTACT	REGISTRATION # PC # KEY? N
UNIT # 15508 MFG NAME MODEL 2500 MAKE RAM YEAR 2024 DESCRIPTION 2024 RAM 2500	MILEAGE KM SERIAL NO J06URSCJX9G114014 LICENSE LC2-065 CLASS OTH	IN-SERVICE DATE WARRANTY EXPRY EXT. WARR. EXPRY COACH # CHAISIS #	
PROMISED SCHEDULED			

Job #1

Work

Job# Type Work Reques/Cause

Correction

1 E SUPPLY & INSTALL SPREADTEK P-185DL
HOPPER SPREADER

Cause:
PART IN STOCK AS OF 14/1/26

Parts

Job#	Type	Prod #	Description	QTY	Price	Disc	Tax	Total
1	E	P185-DL	POLY 1.85 YARD SPREADTEK SPREADER	1.00	10500.00		T	\$10,500.00

Labour

Job#	Type	Code	Description	Mech	Hours	Disc	Tax	Total
1	E	UT	SUPPLY AND INSTALL SPREADTEK		6.00		T	\$680.00

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:	\$10,509.99
Total Labour:	\$680.00
Total Sublet:	\$0.00
Total Other:	\$79.20
Net Total	\$11,249.19
HST15	1687.38
TOTAL ESTIMATE:	\$12,936.57
PAYMENTS RECEIVED:	\$0.00
BALANCED OWED:	\$12,936.57

ESTIMATE ↑

** Payment required at pickup **

ESTIMATE 2552



199 Baig Blvd.
Moncton, NB
E1E 1C9

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

ESTIMATE 2551
EXPIRES January 24, 2026

DATE January 14, 2026
ENTERED BY ANDY

HST 13206168

BILL TO External - VILLAGE OF FUNDY-ALBERT		EXPRES January 24, 2026	
CUSTOMER 5067543733 VILLAGE OF FUNDY-ALBERT 51 ACADEMY STREET HILLSBOROUGH NB E4H 2R4		PHONE # CELL # EMAIL BUS PHONE # FAX # CONTACT	REGISTRATION # PO # KEY #
UNIT # 19506 MFG NAME MODEL 2500 MAKE RAM YEAR 2024 DESCRIPTION 2024 RAM 2500	MILEAGE KW SERIAL NO. J06UR5CJXRG114814 LICENSE LC2-065 CLASS 07H	IN-SERVICE DATE WARRANTY EXPIRY EXT. WARRANTY COACH # CHASSIS #	
PROMISED SCHEDULED			

Job #1

Work

Job#	Type	Work Request/Cause	Correction
1	E	SUPPLY & INSTALL BOSS VBX06000+ HOPPER SPREADER	
Cause: ETA - 1 WEEK FOR PARTS			

Parts

Job#	Type	Prod #	Description	QTY	Price	Disc	Tax	Total
1	E	SPECIAL-ORDER	BOSS VBX06000+ HOPPER SPREADER	1.00	13775.00		T	\$13,775.00

Labour

Job#	Type	Code	Description	Mech	Hours	Disc	Tax	Total
1	E	UT	SUPPLY AND INSTALL BOX VBX+		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:

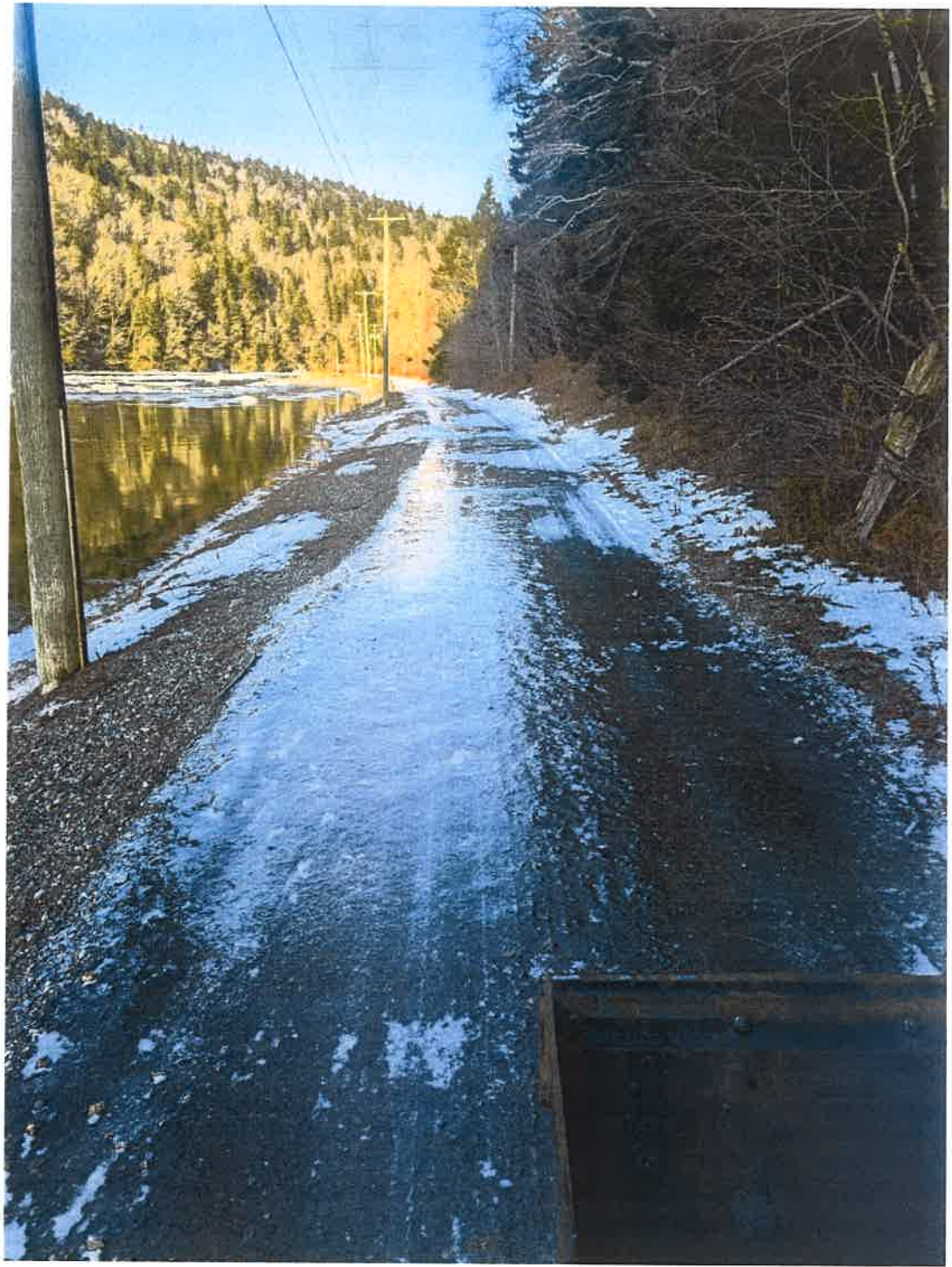
** means item has taxes included in the price.

Total Parts:	\$13,775.00
Total Labour:	\$660.00
Total Sublet:	\$0.00
Total Other:	\$79.20
Net Total:	\$14,514.20
HST15:	2177.13
TOTAL ESTIMATE:	\$16,691.33
PAYMENTS RECEIVED:	\$0.00
BALANCED OWED:	\$16,691.33

ESTIMATE ↑

** Payment required at pickup **

ESTIMATE 2551











COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From CAO
Date January 20, 2025
Subject Comfort Centre Activation Policy
Presenters CAO
(if applicable)
Length of Presentation
(if applicable)

Type Public Private ☒ Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

ISSUE

To provide Council with a clear governance and operational framework for the activation of municipal Comfort Centres in circumstances that do not warrant the declaration of a State of Emergency, while ensuring Council oversight through a formal directive.

CURRENT STATUS AND BACKGROUND

Recent winter weather events and prolonged power outages have highlighted the need for a structured and defensible approach to opening municipal facilities to provide temporary relief to residents during extreme cold or heating disruptions. In many cases, these situations present legitimate public health and safety concerns but do not meet the legal or operational threshold for declaring a State of Emergency under provincial legislation.

In the absence of a formal policy, decisions to open Comfort Centres may lack consistency, clarity of authority, and appropriate risk mitigation. The proposed Comfort Centre Activation Policy addresses this gap by establishing a Council-directed mechanism for activation, with administrative implementation delegated to the CAO.

OTHER OPTIONS

N/A

RECOMMENDATION

That Council adopt the Comfort Centre Activation Policy (Non-State of Emergency), as presented.

RISK ANALYSIS

Failure to adopt the policy presents a moderate to high risk to the Municipality due to unclear authority, inconsistent decision-making, potential liability exposure, and public confusion regarding municipal roles during extreme weather events. Adoption of the policy provides clarity, consistency, and risk mitigation.

CONSIDERATIONS

Legal	The policy aligns with the Local Governance Act and the Emergency Measures Act and is specifically structured to operate outside a declared State of Emergency.
Financial	There are no direct financial implications associated with adoption. Any operational costs related to activation of a Comfort Centre would be managed within existing budgets or brought forward to Council as required.
Environmental	No environmental impacts are anticipated.
Policy	Adoption strengthens the Municipality's policy framework related to public safety, emergency preparedness, and risk management.
Stakeholders	Residents, particularly vulnerable populations, municipal staff, and emergency response partners.
Community Sensitivities	High public expectation for municipal support during extreme cold or power outages; the policy provides transparency and clarity.
Council priorities	Public safety, good governance, risk management, and community resilience.
Documents, maps, photos or presentations attached	Comfort Centre Activation Policy (Non-State of Emergency)
Interdepartmental consultation	Administration, Emergency Measures, Public Works, and Recreation (as applicable).
Intergovernmental considerations	The policy does not conflict with provincial emergency authorities and preserves Council's ability to declare a State of Emergency should conditions escalate.

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.



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From CAO
Date January 20, 2026
Subject Inclement Weather Policy
Presenters CAO
(if applicable)
Length of Presentation
(if applicable)

Type Public Private ☒ Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

ISSUE

Council is requested to review and approve the Inclement Weather or Other Short-term Potentially Hazardous Conditions Policy, which establishes a clear, consistent framework for managing municipal operations and employee expectations during inclement weather events or other short-term hazardous conditions.

CURRENT STATUS AND BACKGROUND

The Municipality of Fundy Albert does not currently have a formalized, Council-approved policy that clearly defines authority, roles, and procedures related to office closures, delayed openings, essential services, and employee attendance during inclement weather or short-term hazardous conditions.

The attached policy has been developed to:

- Balance continuity of municipal services with employee and public safety;
- Clearly assign decision-making authority to the CAO;
- Define roles and responsibilities for management, employees, and Corporate Communications;
- Ensure consistency in how absences, closures, delayed openings, and essential services are administered; and
- Reduce operational, legal, and reputational risk during weather-related or hazardous events.

The policy applies to all municipal employees and establishes standardized definitions, communication protocols, and expectations for compliance.

OTHER OPTIONS

Council may choose not to adopt the policy at this time and continue managing inclement weather situations on an ad hoc basis. This option is not recommended, as it increases the risk of inconsistent decision-making, employee confusion, and potential liability.

RECOMMENDATION

That Council approve the Inclement Weather or Other Short-term Potentially Hazardous Conditions Policy, as presented, with an effective date upon Council approval.

RISK ANALYSIS

Failure to adopt a clear and consistent policy exposes the Municipality to several risks, including:

Operational Risk: Inconsistent responses to weather events may disrupt service delivery and create confusion among staff and the public.

Health and Safety Risk: Lack of clarity around closures and essential services may place employees or the public at unnecessary risk.

Legal and Liability Risk: Inconsistent application of closures or attendance requirements could result in grievances, claims, or liability exposure.

Reputational Risk: Unclear communication during emergencies may undermine public confidence in municipal leadership.

The proposed policy mitigates these risks by establishing defined authority, procedures, and communication protocols.

CONSIDERATIONS

Legal	Supports the Municipality's duty of care obligations and provides defensible, consistent decision-making authority.
Financial	Minimal direct financial impact. Clear guidance on paid and unpaid time reduces payroll ambiguity during closures.
Environmental	N/A
Policy	Aligns with best practices in municipal governance and complements existing HR-related policies.
Stakeholders	Employees, management, Council, and the general public benefit from predictable and transparent procedures.
Community Sensitivities	Ensures public safety considerations are prioritized while maintaining essential services during hazardous conditions.
Council priorities	Supports effective governance, risk management, employee safety, and continuity of municipal operations.
Documents, maps, photos or presentations attached	Inclement Weather Policy
Interdepartmental consultation	CAO, Human Resources, Corporate Communications, and departmental supervisors.

Intergovernmental considerations	N/A
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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.



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From CAO
Date January 20, 2025
Subject Disposal of Surplus, Obsolete, or Damaged Equipment Policy
Presenters CAO
(if applicable)
Length of Presentation
(if applicable)

Type Public Private ☒ Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

ISSUE

To seek Council's consideration and approval of the Disposal of Surplus, Obsolete, or Damaged Equipment Policy, which establishes a clear, transparent, and auditable framework for the disposal of municipal assets in a manner consistent with legislative requirements, sound financial management, and best practices in municipal governance.

CURRENT STATUS AND BACKGROUND

The Municipality of Fundy Albert owns and manages a wide range of tangible assets, including vehicles, heavy equipment, tools, furnishings, and information technology equipment. Over time, some of these assets become surplus to operational needs, obsolete due to technological change, or damaged beyond economical repair.

At present, the Municipality does not have a comprehensive, Council-approved policy governing how such assets are identified, approved for disposal, and ultimately divested. In the absence of a formal policy, asset disposal decisions may be inconsistent, insufficiently documented, or vulnerable to audit findings, perceived conflicts of interest, or public scrutiny.

OTHER OPTIONS

1. Maintain Status Quo

Council could choose not to adopt a formal policy and continue addressing asset disposal on an ad-hoc basis. This option is not recommended due to governance, audit, and reputational risks.

2. Defer Adoption

Council could defer consideration of the policy to a later date. This would prolong existing gaps in asset management controls and is not recommended.

RECOMMENDATION

That Council adopt the Disposal of Surplus, Obsolete, or Damaged Equipment Policy, as presented.

RISK ANALYSIS

Failure to adopt the policy presents a moderate to high risk to the Municipality. Key risks include inconsistent decision-making, insufficient documentation for audit purposes, potential conflicts of interest, and exposure to reputational or financial criticism. Adoption of the policy significantly mitigates these risks by clearly defining authority, approval thresholds, disposal methods, and recordkeeping requirements, thereby strengthening transparency, accountability, and compliance.

CONSIDERATIONS

Legal	The policy aligns with the Municipality's obligations under the Local Governance Act and Financial Administration Act and supports defensible, well-documented asset disposal decisions.
Financial	While the policy does not introduce new expenditures, it supports fiscal responsibility by ensuring that assets with residual value are disposed of appropriately and that all proceeds are properly recorded and deposited in accordance with Council direction.
Environmental	The policy explicitly requires compliance with environmental protection standards, including the safe handling of hazardous materials and proper disposal of electronic waste.
Policy	Adoption enhances the Municipality's overall governance framework and complements existing procurement, financial control, and asset management practices.
Stakeholders	Municipal staff, Council, auditors, and the public all benefit from a transparent and consistent approach to asset disposal.
Community Sensitivities	Clear rules around disposal reduce the risk of perceived favoritism or misuse of municipal assets and reinforce public confidence in municipal administration.
Council priorities	Good governance, accountability, financial stewardship, and risk management.
Documents, maps, photos or presentations attached	Disposal of Surplus, Obsolete, or Damaged Equipment Policy
Interdepartmental consultation	Administration

**Intergovernmental
considerations**

None. The policy operates entirely within municipal authority and does not conflict with provincial oversight or regulatory frameworks.

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.



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From CAO
Date
Subject *Respectful Communications*
Presenters CAO
(if applicable)
Length of Presentation
(if applicable)

Type Public Private ☒ Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

ISSUE

The Municipality requires a formal policy to establish clear expectations for respectful communication between members of the public and municipal staff, to protect employee safety, ensure orderly operations, and provide the CAO with consistent authority to manage inappropriate or abusive interactions.

CURRENT STATUS AND BACKGROUND

Municipal staff and the CAO routinely interact with members of the public across a range of service delivery areas. While most interactions are respectful, there have been instances where staff have been subjected to aggressive, abusive, or inappropriate conduct. The Municipality has an obligation under the Occupational Health and Safety Act to provide a workplace free from harassment, threats, and unsafe conditions. In addition, the Local Governance Act places responsibility on the CAO to ensure the efficient administration of municipal operations and the supervision and protection of staff.

The proposed Respectful Communications & Public Interaction Policy establishes clear behavioural expectations, defines unacceptable conduct, and outlines graduated, proportionate measures the Municipality may take to modify communication methods when required. The policy reflects standard practice across New Brunswick municipalities and aligns with recognized respectful workplace principles

OTHER OPTIONS

Option 1 – Status Quo (No Policy)

Continue addressing incidents on an ad hoc basis without a formal policy framework.

Implications:

- Increased risk to staff safety and wellbeing
- Inconsistent responses to similar situations
- Limited administrative defensibility
- Increased exposure to OHS and liability concerns

Option 2 – Adopt the Respectful Communications & Public Interaction Policy (Recommended)

Formally adopt the policy to provide clarity, consistency, and legal support for staff and administration.

RECOMMENDATION

That Council endorse the Respectful Communications & Public Interaction Policy as presented, effective immediately, and affirm its support for the CAO and staff in applying the policy where necessary to ensure a safe, respectful, and professional municipal workplace.

RISK ANALYSIS

Failure to adopt and apply a formal respectful communications policy presents the following risks:

- **Occupational Health and Safety Risk:** Exposure to claims that the Municipality failed to protect employees from harassment or unsafe interactions.
- **Legal and Liability Risk:** Increased vulnerability to complaints, grievances, or legal action arising from inconsistent or unsupported responses to abusive conduct.
- **Operational Risk:** Disruption to service delivery, staff morale, and productivity due to unmanaged confrontational behaviour.
- **Reputational Risk:** Perception that the Municipality tolerates abusive conduct toward employees.

Adoption of the policy significantly mitigates these risks by establishing clear authority, documentation requirements, and consistent procedures.

CONSIDERATIONS

Legal	Supports compliance with the Occupational Health and Safety Act and the Local Governance Act
Financial	No direct financial impact. Potential cost avoidance through reduced liability exposure and claims.
Environmental	N/A
Policy	Aligns with respectful workplace standards and strengthens the Municipality's governance framework.

Stakeholders	Municipal employees, CAO, contractors, and members of the public interacting with the Municipality.
Community Sensitivities	The policy balances public access to municipal services with the Municipality's duty to protect staff. It does not restrict legitimate complaints or criticism, only unacceptable conduct.
Council priorities	Supports Council's commitment to effective governance, employee wellbeing, and professional municipal operations.
Documents, maps, photos or presentations attached	Respectful Communications & Public Interaction Policy
Interdepartmental consultation	CAO and senior administrative review.
Intergovernmental considerations	Policy aligns with provincial legislative requirements and standard municipal practice in New Brunswick.

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 _____.



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From CAO
Date January 20, 2025
Subject Economic development Committee Terms of Reference
Presenters CAO
(if applicable)
Length of Presentation
(if applicable)

Type Public Private ☒ Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

ISSUE

To present for Council consideration and approval the proposed Terms of Reference (TOR) for the Economic Development Committee (EDC), establishing a formal advisory body to support Council and Administration on economic development priorities, strategies, and initiatives.

CURRENT STATUS AND BACKGROUND

The Municipality of Fundy Albert faces a range of economic development challenges and opportunities, including tourism growth, business retention and expansion, workforce availability, housing pressures, infrastructure readiness, and long-standing legacy issues resulting from amalgamation.

Council has identified economic development as a strategic priority and has expressed interest in strengthening governance, coordination, and stakeholder engagement in this area. The proposed Economic Development Committee Terms of Reference provide a clear framework for a Council-appointed advisory committee that:

- Supports evidence-based decision-making;
- Facilitates collaboration with businesses, regional partners, and other stakeholders;
- Provides structured advice to Council through Administration; and
- Ensures alignment with Council's strategic priorities, policies, and budget authority.

The EDC is designed as a non-binding advisory committee, with all decision-making authority retained by Council.

OTHER OPTIONS

1. Defer Approval

Council could defer approval pending further revisions or clarification; however, this would delay the establishment of a structured economic development advisory mechanism.

2. Do Not Establish the Committee

Council could choose not to establish the Economic Development Committee, resulting in continued reliance on ad hoc discussions without a formalized advisory structure.

RECOMMENDATION

That Council approve the Economic Development Committee Terms of Reference as presented.

RISK ANALYSIS

Failure to adopt the Terms of Reference presents a moderate risk to the Municipality by limiting coordinated economic development planning, reducing stakeholder engagement, and increasing the likelihood of fragmented or inconsistent advice to Council. Adoption of the TOR mitigates these risks by clearly defining roles, responsibilities, reporting structures, and compliance requirements, thereby strengthening governance and accountability.

CONSIDERATIONS

Legal	The Terms of Reference are consistent with the Local Governance Act, municipal policies, and established best practices for advisory committees, including conflict of interest, confidentiality, and Council authority.
Financial	There are no direct financial implications associated with approving the Terms of Reference. Any future initiatives requiring funding must be brought forward separately through the CAO and approved by Council as part of the budget process.
Environmental	No environmental impacts are anticipated.
Policy	Approval supports Council's broader governance framework, committee structure, and strategic planning processes.
Stakeholders	Local businesses, tourism operators, community organizations, residents, regional partners, and municipal staff.
Community Sensitivities	High public interest in economic growth, employment, tourism development, and housing availability; the committee provides a transparent and inclusive advisory mechanism.
Council priorities	Economic development, good governance, strategic planning, collaboration, and long-term community sustainability.
Documents, maps, photos or presentations attached	Economic Development Committee – Terms of Reference
Interdepartmental consultation	Administration
Intergovernmental considerations	The committee framework supports collaboration with provincial and federal agencies, Indigenous communities, and regional partners while preserving Council's authority and municipal autonomy.

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.



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From CAO
Date January 20, 2025
Subject Finance Committee – Terms of Reference (TOR)
Presenters CAO
(if applicable)
Length of Presentation
(if applicable)

Type Public Private ☒ Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable):

N/A

ISSUE

To seek Council approval of the proposed Finance Committee Terms of Reference and to formally as an advisory committee of Council to strengthen financial governance, oversight, and long-term fiscal sustainability pursuant to the TOR.

CURRENT STATUS AND BACKGROUND

The Municipality of Fundy Albert continues to address significant financial complexity arising from amalgamation, legacy infrastructure, multiple utility systems, long-term capital pressures, and increasing service expectations. These realities require enhanced financial oversight, structured review, and strategic analysis to support Council's fiduciary responsibilities. The proposed Finance Committee TOR has been developed to provide Council with a formal advisory body focused on budgeting, financial reporting, long-term financial planning, asset management financing, risk mitigation, and financial policy development. The Committee is advisory only and does not possess decision-making authority, ensuring Council retains full control over all financial and policy decisions. The attached Terms of Reference clearly define the Committee's mandate, authority, composition, reporting relationship, and operating procedures, and are aligned with the Local Governance Act, provincial financial reporting requirements, and municipal best practices

OTHER OPTIONS

N/A

RECOMMENDATION

Council may choose not to establish a Finance Committee at this time and continue addressing financial matters solely through Committee of the Whole and regular Council meetings. This option may limit the depth of financial review, reduce strategic focus on long-term sustainability, and constrain Council's capacity to proactively address financial risk.

RISK ANALYSIS

Failure to establish a TOR for the Finance Committee presents a moderate risk related to financial governance, including reduced oversight capacity, limited long-term financial planning, and increased exposure to fiscal and operational risk. Approval of the Terms of Reference mitigates these risks by introducing a structured, transparent, and disciplined advisory framework to support Council's financial decision-making.

CONSIDERATIONS

Legal	The Terms of Reference align with the Local Governance Act and clearly define the Committee as advisory only, preserving Council's statutory authority and the CAO's administrative role.
Financial	There are no direct financial implications associated with approval of the Terms of Reference. Any future recommendations with financial impacts will be brought forward to Council for consideration and approval.
Environmental	No environmental impacts are anticipated.
Policy	Adoption strengthens the Municipality's governance framework related to financial stewardship, transparency, and accountability.
Stakeholders	Council, Administration, municipal staff, and residents, including public members appointed to the Committee.
Community Sensitivities	Strong public interest in responsible financial management, transparency, and long-term municipal sustainability.
Council priorities	Good governance, fiscal responsibility, transparency, risk management, and long-term sustainability.
Documents, maps, photos or presentations attached	Finance Committee – Terms of Reference
Interdepartmental consultation	Administration and Finance Committee Chair & Council
Intergovernmental considerations	The proposed Finance Committee does not conflict with provincial oversight or authority and supports compliance with provincial financial reporting and governance requirements.

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.

1. Cost-Saving Measures and Service Improvements

In accordance with the approved budget, the Municipality has undertaken targeted equipment acquisitions that are expected to generate measurable cost savings and service enhancements beginning in 2026. These investments are specifically intended to reduce reliance on external contractors, improve operational efficiency, and support a more proactive approach to asset management.

Push Camera

The Municipality has recently ordered a push camera to support inspections in confined and hard-to-access areas, including sewer lines and underground service connections. This equipment will significantly reduce the need for contracted line inspections and service locates. Given the age of much of the Municipality's underground infrastructure and the historical lack of preventative maintenance, the push camera will also form the foundation of a formal in-ground inspection program commencing in summer 2026. This program will allow staff to document existing conditions, identify emerging risks, and proactively address deficiencies before they result in costly, reactive emergency repairs and service disruptions.

Mobile Elevating Work Platform (MEWP)

The Municipality has acquired a Mobile Elevating Work Platform to increase in-house capacity and reduce contractor expenditures. The MEWP will enable Public Works staff to safely install and remove seasonal Christmas lighting and pole banners, undertake tree trimming, and complete building maintenance activities where ladder use is not appropriate or does not meet occupational health and safety standards. This equipment will deliver immediate cost savings while improving response times, workplace safety, and overall service levels.

Public Works Analytics and Fleet Tracking

The Municipality has procured analytics and operational management software to support task assignment, progress tracking, dispatching, vehicle monitoring, and geographic mapping. Given the large geographic area and dispersed service responsibilities of the Municipality, this system will enhance oversight of operations, improve coordination, and identify efficiencies related to routing, asset utilization, and labour deployment. The software is expected to contribute to ongoing cost savings, improved productivity, and more consistent service delivery.

2. Municipal Advisory Committees

The recommendation submissions propose the establishment of two formal advisory committees: a Finance Committee and an Economic Development Committee, each governed by clearly defined Terms of Reference. Both committees are strictly advisory in nature, with no delegated decision-making authority, and will report to Council through the CAO. The Terms of Reference set out each committee's mandate, scope, membership, and reporting structure, ensuring clarity of roles while preserving Council's full statutory authority.

The proposed committees are intended to strengthen governance, enhance strategic focus, and improve the quality, consistency, and transparency of advice provided to Council in two priority areas. The Finance Committee will support fiscal oversight, long-term financial planning, and financial risk management, while the Economic Development Committee will support coordinated economic development initiatives, stakeholder engagement, and alignment with Council-approved priorities. Collectively, these committees establish a disciplined advisory framework that supports informed decision-making and long-term municipal sustainability.

3. Policy Development and Harmonization

The Clerk and CAO have been undertaking a comprehensive policy review and development process aimed at consolidating and modernizing municipal policies into a single, municipality-wide framework. This work is intended to replace the current mix of pre-amalgamation policies and bylaws with consistent, clear, and compliant governance instruments applicable across the entire Municipality.

Policies being presented to Council at this meeting include the Disposal of Old and Surplus Equipment Policy, Respectful Communications Policy, Non-Emergency Warming Centre Policy, and Inclement Weather Policy. In addition, a new comprehensive Human Resources Policy is under review to ensure legislative compliance and alignment with best practices, and a new Procurement Policy is being developed to consolidate existing provisions, strengthen internal controls, and ensure full compliance with applicable legislation and standards.

Maintaining current, well-defined, and consistently applied policies is critical to effective municipal operations and sound governance. Up-to-date policies provide clear direction to staff, support consistent and defensible decision-making, reduce operational risk, and help ensure compliance with legislative and regulatory requirements. From a governance perspective, modern policies strengthen accountability, transparency, and role clarity between Council and administration, while also protecting the Municipality from legal, financial, and reputational risks. Collectively, this policy work establishes a stable operational framework that supports service delivery, workforce management, and Council's strategic objectives.

4. Water Issues:

A number of water system issues have recently affected the former community of Alma. Last week, an underground water line became disconnected from a portion of the system. Subsequent investigation determined that the failure resulted from an improperly installed connection dating back many years, well prior to amalgamation. This issue is attributable to legacy infrastructure deficiencies and is not related to the actions or workmanship of current municipal staff or certified water system operators.

Municipal staff responded promptly to isolate and repair the issue, minimizing disruption to residents to the greatest extent possible. At this time, the Department of Health has not yet authorized the lifting of the Boil Water Advisory. The Municipality is working closely with the Department and anticipates further direction in the coming days. It is important to note that the issuance and removal of Boil Water Advisories fall under the authority of the Department of Health and are not within municipal discretion.

In addition, a separate leak has been identified within the Riverside-Albert water distribution system. Municipal staff are actively working to locate and mitigate the issue. Riverside-Albert residents will be advised of any service interruptions or operational impacts through the Municipality's established communication channels.

5. Other items:

Sister Municipality - The Municipality of Lyme Regis, Dorset, United Kingdom, has expressed interest in exploring a sister community relationship with Fundy Albert. A sister municipality relationship can support economic development and tourism by enabling joint promotion, cultural events, and business connections that raise the municipality's profile and attract visitors and investment. It also strengthens community identity and international goodwill through cultural, educational, and historical exchanges that foster long-term relationships and shared learning.

CanExport Funding - Administration is preparing an application under the CanExport program to support international promotion of Fundy Albert.

Audits - The Mayor has a scheduled meeting with E6 on January 21 to receive a direct briefing regarding audit-related challenges involving the auditor. Council has been provided with all information received from both E6 and the auditor. Administration will request that the Mayor summarize this information in a public meeting to ensure transparency and demonstrate that Administration has been forthcoming with all relevant information provided by me.

Government Relations - As part of proactive government relations efforts, Administration has arranged a series of ministerial meetings for the Mayor. Meetings have been confirmed with the Ministers of Tourism, Heritage and Culture; Health; Economic Development; and Opportunities New Brunswick. Meetings with the Ministers of Environment and Local Government, Public Safety, Regional Development Corporation, and the Premier's Office are currently being coordinated. It is extremely important the Mayor participates in these meetings in order to bring Fundy Albert concerns directly to decisions makers at the provincial level.

Snow Removal – Grays Island Road - Administration has addressed concerns with the contractor responsible for snow clearing on Grays Island Road. The contractor has been formally advised that the full 1.030-kilometre section of roadway covered under the existing contract must be cleared in its entirety following snow events. The contractor has confirmed that this will be completed going forward. The roadway will continue to be classified as a Class “D” road under the Municipality’s snow and ice control standards; however, classification does not negate the requirement to clear the full contractual length of the road.

Hillsborough Well Exploration – As detailed in the Director of Operations’ report, this project has been underway for several years and has experienced prolonged delays. The completion of this foundational work represents a significant milestone for the Municipality, positioning us to formally proceed with well exploration activities and advance this long-standing priority toward implementation. Much like the stalled Golf Club Road project, new approaches to starting these projects have yielded results.

BUILDING PERMITS

October

WARD	Number of Permits	Value
1	0	\$0
2	0	\$0
3	0	\$0
4	4	\$467,125
5	1	\$13,760
6	6	\$2,263,256
TOTAL	11	\$2,744,141

November

WARD	Number of Permits	Value
1	0	\$0
2	1	\$342,350
3	1	\$1.00 (Demo Permit)
4	0	\$0
5	0	\$0
6	3	\$1,495,685
TOTAL	5	\$1,838,036

December

WARD	Number of Permits	Value
1	1	\$29,702
2	0	\$0
3	1	\$15,201
4	0	0
5	1	\$17,200
6	0	0
TOTAL	3	\$62,103

FUNDING

- Alma EV charger (NB Power). **Pending**
- Shoreline Trail - Project Completion Date deadline has been extended – October 29th, 2026. .
- FireSmart Program – **Approved - \$96,000**

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

Increase communities' capacity and understanding of wildfire risk,
Foster greater collaboration across administrative boundaries,
Be adaptable and tailored to the unique needs of the Village of Fundy Albert, and
Develop achievable and accountable action items that go beyond just vegetation management.

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

There will be two public engagement sessions scheduled February 10th and February 11th. More information will be shared with Council and the public soon.

Basic Project Schedule

Milestone Completion Date	Task	Deliverables
Phase 1 – Project Initiation		
October 31, 2025	Project Initiation Meeting	Summary of discussion, objectives, expectations, contacts, and a detailed workplan. - Completed
Phase 2 – Information Gathering		
November 15, 2025	Community Description: delineate area of interest, description of interface types, existing community	Compiled summary of background research - Completed

	planning around wildfire risk/mitigation; potential social and economic impacts of wildfire to the community	
December 1, 2025	Map Values (structures, critical infrastructure, cultural, social, ecological)	Spatial Dataset, Values at Risk Database - Completed
Phase 3 – GIS Analysis		
January 6, 2026	Exposure Analysis (Fuel Hazard), Impact Analysis (Wildfire Risk), and FireShed Analysis (Probability of Wildfire)	Completed maps and spatial data of analysis outputs
Phase 4 – Values at Risk		
February 2, 2026	Delineate Values at Risk (where Values overlap with Wildfire Behaviour Potential)	Values at Risk dataset
Phase 5 – Fuel Management Unit Delineation and Field Assessments		
February 15, 2026	Using results of GIS analysis and values at risk dataset, delineate fuel management units and create priority ranking/risk matrix	Map of proposed fuel management units
March 1, 2026	Field data collection and threat assessment plots within proposed fuel management units	Field data and threat plots forms completed
Phase 6 – CWRP Development		
March 9, 2026	Draft CWRP report summarizing community	Draft CWRP and supporting documents, maps, spatial data

	description, analysis results, values at risk, FireSmart disciplines, fuel management areas, and wildfire mitigation recommendations	
March 16, 2026	Finalize CWRP based on review and feedback from client	Submission of final CWRP and supporting documents, maps, spatial data

- AED – Alma Activity Centre – Heart & Stroke NB’s AED Subsidy Fund
- Regional Service Commission – Received a “Play Box”. This will be in place at the Playground on Steeves Street in the Spring.
- Foot Loose in Fundy Albert - The **Footloose in Fundy Albert** working group met recently to review winter programming and to begin early planning for expanded activities in 2026. Discussions focused on increasing visibility, participation, and partnerships with local organizations, including potential alignment with **ParticipACTION**.

For **February Frolic**, both outdoor and indoor activities are being explored in collaboration with community partners.

Looking ahead to **ParticipACTION – June 2026**, the group intends to enhance programming and participation.

FUNDY ALBERT SIGNAGE

The easement is currently with the landowner’s legal counsel.

BY-LAWS AND POLICIES

- Streetlight Policy – Completed
- Flag Policy – Completed
- Surplus Land & Land Acquisition Policy – Completed
- EMO By-Law – Completed
- Water and Sewer By-Law including water and sewer connections, long-service charges, and local improvement cost recovery – In Progress

- A bylaw respecting the proceedings of Fundy Albert municipal council and committee meetings – Draft copy shared
- Review of By-Laws – As part of our ongoing efforts to ensure our municipal by-laws remain current and enforceable

Committee of the Whole – Operations Report

Director of Operations

Reporting Period: November 2025-January 2026

Meeting Date: 20 January 2026

1. Director's Operational Snapshot

1.1 Key Highlights

- Core municipal services continued to operate through December and early January during a period of challenging winter conditions.
- Persistent freeze-thaw cycles resulted in increased ice accumulation across multiple service areas, requiring sustained ice control efforts.
- Several water system issues were managed during the reporting period, with ongoing monitoring and investigation underway.

1.2 Key Pressures & Risks

- Fleet availability and staffing gaps during December impacted the Municipality's ability to consistently meet expected snow removal timelines.
- Ongoing freeze-thaw cycles continue to challenge ice control operations with the equipment currently available.
- Water system reliability remains an active operational focus across multiple communities.

1.3 Looking Ahead (Next 30-60 Days)

- Winter operations will remain dependent on fleet availability and weather conditions.
 - Council consideration is anticipated regarding PMHP Project Proposal for Shoulder and Swale reconstruction on Scenic Drive
-

2. Communications & Customer Requests

2.1 Voyent ALERT! System

Metric	Value
Total Subscribers	918
Alerts Activated Since Aug 24	94
Alerts Activated – Year to Date	5

2.2 Service Requests / Tickets

The Municipality's previous service request tracking system, based on Microsoft Forms and Lists, is no longer supported within the mobile application environment. As a result, detailed ticket categorization and completion metrics are temporarily unavailable.

Operational trends continue to indicate that:

- Water and wastewater-related issues remain the primary driver of service requests.
- Snow and ice management inquiries represent the second most common category during winter months.

To improve operational tracking, the Municipality has subscribed to **CityReporter**, an integrated task, time, and asset management system. Rollout and staff onboarding are expected to take approximately **70–90 days**, after which more detailed operational metrics will be available for reporting.

3. Facilities, Rentals & Community Use

3.1 Facility Usage & Revenue

Fundy Albert Rentals					
Month	Riverside Albert Community Room	Riverside- Albert Rec Centre Gym	Alma Activity Centre	Alma Cultural Centre	Revenue
January	16	5	8	6	\$90.00
February	24	14	8	4	\$250.00
March	30	9	9	4	\$150.00
April	35	15	11	1	\$2901.00*

May	24	15	9	3	\$150.00
June	20	11	10	2	\$1415.00
July	29	0	12	1	\$0.00
August	21	0	8	1	\$15.00
September	20	5	14	1	\$575.00
October	20	12	12	4	\$115.00
November	23	14	8	6	\$195.00
December	20	11	10	4	\$145.00
Total	282	111	119	36	\$6001.00

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

For the Months of November & December:

The revenue generated during the months of November and December came from a birthday party in November and from the Shepody Food Bank in both November and December.

The rest of the rentals consists of free usage:

Riverside-Albert Recreation Centre

Remembrance Day Ceremonies
RA Fire Department Xmas party
Nursing homes without walls
Pickleball
Home school group
Gentle Yoga
CCRC – Christmas in the Country
Shepody Food Bank
FA Xmas party
FA Budget Consultation

Alma Activity Centre

Nursing homes without walls
Bingo

4. Water & Wastewater Operations (Operational Status)

4.1 System-Wide Overview

Water system operations required increased attention throughout December and early January due to infrastructure-related issues, elevated demand, and weather-related impacts. Public communications were issued as required to keep residents informed of system status and precautions.

4.2 Community-Specific Status

Alma

- Alma experienced multiple boil water advisories during December, with the most recent issued on **19 December 2025**, which remains in effect at the time of this report.
- These advisories have been driven by **turbidity issues**, which appear to be linked to recent weather events. Investigation is ongoing to confirm contributing factors.
- On **8–9 January 2026**, a leak and subsequent failure occurred on water system infrastructure near the well house, resulting in temporary service disruption.
- The failure is assessed to be due to **age-related deterioration** of the infrastructure. Repairs were completed and service restored.

Riverside-Albert

- Increased water consumption has been observed, which may indicate a system leak.
- Water staff are actively investigating to locate and resolve the issue.

Hillsborough

- No new system disruptions to report during this period.
- Routine monitoring continues.

5. Public Works & Service Areas

5.1 Snow Removal & Ice Control

Snow and ice control operations during December and early January were significantly affected by fleet availability constraints, staffing gaps, and persistent freeze–thaw cycles.

These challenges were compounded by the Municipality not having the appropriate equipment to effectively manage prolonged ice accumulation under current conditions. As a result:

- Ice buildup persisted in some service areas despite repeated treatment efforts.
- Local contractors were engaged to provide supplemental sanding and salting in priority locations where municipal equipment was unavailable or committed elsewhere.

For much of December, the Municipality was operating with only two available trucks to support all operations. Repair timelines were extended due to holiday-period closures of local mechanics and suppliers.

Council Report Forms have been submitted separately to provide additional detail and to request an uplift in resources to improve service capacity.

5.2 Arena Operations

The arena season to date has been operating successfully. Administration would like to acknowledge and thank **Fundy Blades** and **Hillsborough Minor Hockey** for working closely with arena staff and administration to support programming and scheduling.

Installation of the ammonia ventilation system remains pending. Black & McDonald have attended the facility to confirm measurements and are currently fabricating required components prior to installation. In the interim, arena staff continue to carry out enhanced checks and procedures to ensure safety is maintained.

5.3 Pool

At the conclusion of the 2025 operating season, an assessment of the pool identified:

- Significant leaks in the area of the floor drains.
- Additional leaks associated with some skimmers and jets.

Initial estimates to replace floor drains to current code and repair associated fixtures are approximately **\$20,000**, excluding reinstatement where concrete removal is required.

A conservative estimate for the full scope of work – including plumbing repairs, concrete reinstatement, resealing, and repainting – is approximately **\$40,000**. Administration is currently exploring funding options to support these works.

5.4 Trails

Several trail-related initiatives progressed during the reporting period:

- A funding proposal has been submitted to the **Trans Canada Trail** seeking **\$30,000** to support replacement of the Grey Brook bridge. The project proposes a new pedestrian bridge, picnic area, and improved parking at the trailhead.

Additional funding is being explored through corporate sponsorship and municipal contributions.

- Provisional agreement has been received to reroute the Trans Canada Trail from its current alignment along Golf Club Road to New Road and through the White Rock Recreation Area. Once confirmed, this reroute will enable access to additional funding streams for improvements within the recreation area.
- Provisional approval has also been received to extend the Trans Canada Trail from its current endpoint on Water Street in Riverside-Albert to the future location of the Anderson Hollow Lighthouse. This extension presents opportunities for collaboration with community groups to enhance the lighthouse and Old Bank area.

The Village of Fundy Albert, in collaboration with the Southeast Regional Service Commission, held a series of public consultations as part of the Trail Town initiative. Attendance was strong across all three sessions, highlighting the presence of engaged residents and community organizations with a shared interest in the development and long-term success of the municipality's trail network.

The consultations demonstrated a clear willingness within the community to participate in ongoing dialogue and collaboration to further develop the trail network and embrace the Trail Town concept.

Administration will continue to support the Trail Town initiative by working within available resources to maintain momentum, encourage collaboration, and advance practical opportunities to strengthen and expand the municipality's trail network.

6. Fleet & Equipment Status

Fleet availability during December and early January was constrained by a combination of equipment breakdowns, extended repair timelines, and holiday-period closures of local mechanics and suppliers. For portions of December, the Municipality was operating with only two serviceable trucks to support all operations, which significantly limited operational flexibility.

Repairs have been progressing as parts and service availability allow, and fleet readiness continues to be actively managed. While availability has improved since early January, fleet reliability remains a key operational dependency moving forward. Ongoing fleet constraints may continue to impact the Municipality's ability to deliver services in a timely and consistent manner, particularly during periods of increased demand or adverse weather.

To support winter operations, the Municipality has taken delivery of a 9-foot snow pusher attachment fitted to the tractor. This equipment will improve the Municipality's

ability to clear snow in parking lots, around facilities, and within service areas, allowing available trucks to be prioritized for other operations.

7. Internal Capital / Minor Projects (Administration-Led)

No new internal capital projects were initiated during this reporting period beyond routine winter operations and emergency response activities.

8. Major Capital Projects (By Ward)

Ward 1 – Alma

Alma Water Project – Phases 1 & 2

The project continues to progress. An updated timeline has been provided by Englobe, with commissioning anticipated once final works and testing are completed.

An updated commissioning timeline has been requested from Englobe but has not been received at time of this report submission. Further detail will be forwarded when received.

Provincial and Municipal Highways Partnership (PMHP) – Scenic Drive

Shoulder and swale reconstruction works on Scenic Drive are being advanced under the Provincial and Municipal Highways Partnership (PMHP) program.

A Request for Proposals was issued through New Brunswick Opportunities Network, with **four proponents** submitting compliant proposals. All estimated costs received were significantly above the allocated budget. As a result, proponents have been requested to refine their scope to align with the available funding.

A revised proposal is expected to be presented to Council at the **February Committee of the Whole** meeting.

Ward 2 – Riverside-Albert

Riverside-Albert Water Filtration Project

The project is substantially complete. Due to ongoing issues experienced during filter operation, the contractor has agreed to **extend the warranty period by twelve months from the date the issue was fully resolved.**

Final monitoring and close-out activities continue.

Ward 3

Golf Club Road

The project is complete. Minor deficiencies were identified and addressed during close-out, and the area will continue to be monitored throughout the warranty period.

Ward 4 – Hillsborough

Hillsborough Water Exploration

A Council Report Form has been submitted seeking approval to proceed with the next phase of water exploration based on updated proposals received.

Ward 5

No major capital projects to report for this period.

Ward 6 – Riverside-Albert / Greensboro

Greensboro Lagoon

Administration has requested an update from the Department of Environment and Local Government regarding the current status of the project and anticipated timing for a public update. No response has been received at the time of this reports submission.

9. Items to Note / Upcoming Council Considerations

- Continued winter weather and freeze-thaw cycles may result in ongoing pressure on snow and ice control operations.
- Fleet availability remains a key operational dependency.
- Council consideration of PMHP Proposals; Scenic Drive.
- Council consideration on other fleet asset management priorities.

Date: January 13, 2026

Department: Finance

Brief

The Finance department is currently wrapping up yearend for 2025 while completing Utility Billing and working collaboratively with our Auditor and e6 to complete our 2023/24 annual audits/financial statements.

December 19th, we received our debenture payment from Municipal Finance Corporation for the amount of \$314,481.00. The breakdown of this payment is as follows:

- \$46,758.00 Alma Utility (Ministerial Order #: 19-0081 & 23-0016 \$47,000-\$242 Fee)
- \$39,677.50 Riverside-Albert Utility (Ministerial Order #: 24-0043 \$40,000-\$322.50 Fee)
- \$228,045.50 Riverside-Albert Utility (Ministerial Order #: 23-0024 \$230,000-\$1,954.50 Fee)

The payment must first pay the debt incurred with Short Term Borrowing associated with the ministerial orders/projects above then repay operating for costs incurred for said projects.

Income Statements/Bank Balance

Please see below for balances as of December 31st, 2025:

General (Appendix I – General Gross Margin Income Statement – Dec 2025)

- Available Bank Balance: \$875,191
- Net Income/Loss: \$90,708

Alma Utility (Appendix II – Alma Utility Gross Margin Income Statement – Dec 2025)

- Available Bank Balance: \$7,724 plus \$50,000 overdraft
- Net Income/Loss: \$589

Hillsborough Utility (Appendix III – Hillsborough Utility Gross Margin Income Statement – Dec 2025)

- Available Bank Balance: \$113,883
- Net Income/Loss: \$36,438

Riverside-Albert Utility (Appendix IV – Riverside-Albert Utility Gross Margin Income Statement – Dec 2025)

- Available Bank Balance: \$289,842 plus \$100,000 overdraft
- Net Income/Loss: \$12,656

Please note: Net Incomes/Losses are subject to change as we complete our Annual Yearend Reclassifications and Adjustments.

Receivables

Administration is currently working on an updated Water and Wastewater By-Law which will include the framework on the Overdue Collection Process to create clear procedures for administration and expectation for the users.

Finance and Operations are currently correlating disconnections for Utility users who have disregarded Disconnection Notices sent last month. Due to it being the winter months, it presents challenges and planning to complete. We have a few that received disconnection warning notices that will be sent disconnection notices

Please see chart below for update collection efforts:

Department	61-90 (10/25)	61-90 (12/25)	91+ (10/25)	91+ (12/25)	Arrears*
Alma Utility	-	-	23,495	34,855	11,816
Riverside-Albert Utility	-	3,199	26,059	32,776	32,958
Hillsborough Utility	-	-	66,101	75,637	12,196
General	3,044	974	3,574	3,386	5,687

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

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

Fundy Albert - General

Comparative Gross Margin Income Statement

	Budget 2026-01-01 to 2026-12-31	Actual 2025-01-01 to 2025-12-31	Percent
OPERATING REVENUE			
REVENUE			
Local Warrant	5,602,033.00	5,602,032.12	0.00
Equalization Grant	213,527.00	213,527.16	0.00
Fire	18,696.00	18,696.00	0.00
Roads & Streets - Hillsborough	10,566.00	10,565.94	0.00
Roads & Streets	10,566.00	10,565.94	0.00
Fire Services: Other	0.00	25,066.92	-100.00
Environmental Health - Circular ...	92,636.00	127,777.17	-27.50
Alma Activity Centre	13,000.00	16,135.00	-19.43
Riverside-Albert Recreation Cen...	13,500.00	7,310.45	84.67
Community Centre (Hall)	26,500.00	23,445.45	13.03
Hillsborough Swimming Pool	5,000.00	7,330.95	-31.80
Swimming Pools, Beaches, Mari...	5,000.00	7,330.95	-31.80
Hillsborough Arena	120,003.00	118,984.34	0.86
Skating Rink & Arena	120,003.00	118,984.34	0.86
Animal License & Permits	500.00	0.00	0.00
Building Permits	35,000.00	81,980.25	-57.31
By-Law Enforcement	0.00	1,200.00	-100.00
Fines - By-Law Enforcement	0.00	0.00	0.00
Alma Multicultural Building	24,120.00	24,415.00	-1.21
Alma Office	0.00	5,000.00	-100.00
Artisan Village	3,750.00	3,470.00	8.07
Riverside-Albert Office	12,000.00	5,446.79	120.31
Rentals - Buildings Other	15,750.00	13,916.79	13.17
Return on Investments - Interest	0.00	0.00	0.00
Interest on Investments	30,000.00	28,137.95	6.62
Profit on Sale of Investment	0.00	0.00	0.00
Commissions	0.00	0.00	0.00
Contributions (Gifts,Donations,Etc)	0.00	25,000.00	-100.00
Other, Miscellaneous	0.00	16,221.51	-100.00
Federal Government (UT)	0.00	6,000.00	-100.00
Provincial Government (UT)	0.00	120,000.00	-100.00
Other (UT)	0.00	0.00	0.00
Federal Government (CT)	0.00	12,138.00	-100.00
Provincial Government (CT)	0.00	0.00	0.00
Other (CT)	0.00	0.00	0.00
Second Previous Surplus	100,000.00	0.00	0.00
Transfer From Operating Reserve	70,389.00	0.00	0.00
Transfer From Reserve	0.00	0.00	0.00
Alma Utility	105,263.00	78,948.00	33.33
Hillsborough Utility	105,263.00	78,948.00	33.33
Riverside-Albert Utility	105,263.00	78,948.00	33.33
Utility Fund	315,789.00	236,844.00	33.33
Other	0.00	79,696.44	-100.00
Grants	0.00	0.00	0.00
PILT	0.00	0.00	0.00
TOTAL REVENUE	6,680,509.00	6,792,975.99	-1.66
TOTAL OPERATING REVENUE	6,680,509.00	6,792,975.99	-1.66
GROSS MARGIN	6,680,509.00	6,792,975.99	-1.66
OPERATING EXPENSE			
EXPENSES			
Mayor: Personnel.	42,172.00	26,666.64	58.15
Mayor: Personnel	0.00	0.00	0.00
Mayor: Other	2,000.00	4,142.62	-51.72
Councillor - Ward 1: Personnel	20,982.00	12,182.52	72.23
Councillor - Ward 2: Personnel	20,982.00	20,981.76	0.00

Fundy Albert - General **Comparative Gross Margin Income Statement**

	Budget 2026-01-01 to 2026-12-31	Actual 2025-01-01 to 2025-12-31	Percent
Councillor - Ward 3: Personnel	20,982.00	20,981.76	0.00
Councillor - Ward 4: Personnel	20,982.00	20,981.76	0.00
Councillor - Ward 5: Personnel	20,982.00	20,000.04	4.91
Councillor - Ward 6: Personnel	25,220.00	29,378.03	-14.15
Councillors: Personnel	130,130.00	124,505.87	4.52
Councillor - Ward 1: Other	1,336.00	229.06	483.25
Councillor - Ward 2: Other	1,336.00	372.16	258.99
Councillor - Ward 3: Other	1,336.00	394.40	238.74
Councillor - Ward 4: Other	1,336.00	0.00	0.00
Councillor - Ward 5: Other	1,320.00	866.52	52.33
Councillor - Ward 6: Other	1,336.00	1,298.54	2.88
Councillors: Other	8,000.00	3,160.68	153.11
Development Seminars	1,000.00	1,864.09	-46.35
Other Legislative Costs	3,500.00	852.84	310.39
Manager, Administrator: Personnel	117,688.00	75,771.31	55.32
Manager, Administrator: Other	2,500.00	2,793.70	-10.51
Clerk: Personnel	58,561.00	144,730.83	-59.54
Clerk: Other	0.00	0.00	0.00
Human Resources: Other	4,400.00	13,087.00	-66.38
Alma Office	23,356.00	10,777.51	116.71
Hillsborough Office	46,375.00	62,546.13	-25.85
Riverside-Albert Office	9,140.00	5,901.43	54.88
Office Building(s)	78,871.00	79,225.07	-0.45
Legal Services	25,000.00	37,829.58	-33.91
Other Administrative Services	44,790.00	38,459.98	16.46
Financial Administration: Person...	67,981.00	69,005.37	-1.48
Financial Administration: Other	0.00	0.00	0.00
Accounting: Personnel	59,764.00	58,685.14	1.84
Accounting: Other	3,750.00	80,000.00	-95.31
External Audit: Audit Fees	25,000.00	11,500.00	117.39
Purchasing: Other	159,981.00	83,681.16	91.18
Civic Relations	5,000.00	6,148.46	-18.68
Training & Development	20,000.00	14,392.74	38.96
Cost of Assessment	128,249.00	128,249.00	0.00
Regional & Collaborative Services	16,821.00	16,820.64	0.00
Other General Administration Se...	0.00	25,718.90	-100.00
Conventions & Delegations	7,000.00	6,250.83	11.99
Liability Insurance	59,400.00	54,724.16	8.54
Municipal Association Membership	10,000.00	8,443.17	18.44
Grants: Other	25,000.00	15,350.00	62.87
R.C.M.P.	1,097,838.00	1,097,838.00	0.00
A - Fire Admin.: Personnel	0.00	0.00	0.00
H - Fire Admin.: Personnel	0.00	0.00	0.00
RA - Fire Admin.: Personnel	0.00	0.00	0.00
Fire Administration: Personnel	0.00	0.00	0.00
A - FF Force: Personnel	13,096.00	4,377.75	199.15
H - FF Force: Personnel	26,192.00	32,502.91	-19.42
RA - FF Force: Personnel	21,281.00	15,441.73	37.81
Firefighting Force: Personnel	60,569.00	52,322.39	15.76
A - FF Force: Other	9,212.00	6,870.46	34.08
H - FF Force: Other	17,005.00	13,299.96	27.86
RA - FF Force: Other	12,813.00	19,253.20	-33.45
Firefighting Force: Other	39,030.00	39,423.62	-1.00
A - Fire Alarm Systems	649.00	6,773.71	-90.42
H - Fire Alarm Systems	1,297.00	5,288.41	-75.47
RA - Fire Alarm Systems	1,054.00	2,212.20	-52.36
Fire Alarm System	102,775.00	5,037.71	1,940.11
Fire Alarm Systems	105,775.00	19,312.03	447.72
A - Fire Prevention	1,000.00	281.77	254.90
H - Fire Prevention	1,000.00	1,460.16	-31.51
RA - Fire Prevention	1,000.00	406.99	145.71
Fire Investigation	2,000.00	0.00	0.00
A - Water Cost (Reg. 81-195)	0.00	0.00	0.00

Fundy Albert - General Comparative Gross Margin Income Statement

	Budget 2026-01-01 to 2026-12-31	Actual 2025-01-01 to 2025-12-31	Percent
H - Water Cost (Reg. 81-195)	8,280.00	8,280.00	0.00
RA - Water Cost (Reg. 81-195)	5,000.00	5,000.00	0.00
Water Cost (Reg. 81-195)	13,280.00	13,280.00	0.00
A - Training & Develop.: Person...	0.00	0.00	0.00
H - Training & Develop.: Person...	0.00	0.00	0.00
RA - Training & Develop.: Perso...	0.00	0.00	0.00
Training & Development: Personnel	0.00	0.00	0.00
A - Training & Develop.: Other	2,500.00	385.00	549.35
H - Training & Develop.: Other	7,500.00	6,717.64	11.65
RA - Training & Develop.: Other	5,000.00	5,027.65	-0.55
Alma Station & Building	18,759.00	12,995.23	44.35
Hillsborough Station	19,662.00	19,449.87	1.09
Riverside-Albert Station	16,371.00	15,336.06	6.75
Station(s) & Building(s)	54,792.00	47,781.16	14.67
A - Fighting Equipment	52,300.00	38,257.14	36.71
H - Fighting Equipment	97,700.00	56,614.84	72.57
RA - Fighting Equipment	75,000.00	74,031.39	1.31
Fighting Equipment	225,000.00	168,903.37	33.21
Fire Service: Contract w/ Other ...	382,249.00	382,249.00	0.00
Emergency Measures - Disaster ...	6,913.00	2,071.56	233.71
Emergency Measure: T & D	0.00	0.00	0.00
Other: Fire Protective Services	0.00	0.00	0.00
By-Law Enforcement: Personnel	0.00	0.00	0.00
By-Law Enforcement: Other	56,490.00	87,622.93	-35.53
Animal & Pest Control: Personnel	0.00	0.00	0.00
Animal & Pest Control: Other	18,126.00	19,223.48	-5.71
Regional Public Safety Committee	1,580.00	1,579.68	0.02
Common Services: Personnel	255,787.00	188,362.63	35.79
Common Services: Other	6,180.00	2,447.04	152.55
Road Transport: Personnel	0.00	0.00	0.00
Road Transport: Other	0.00	0.00	0.00
General Equipment	85,000.00	110,872.51	-23.34
Workshops, Yards & Buildings: P...	406,165.00	385,225.67	5.44
Workshops, Yards & Buildings: ...	53,414.00	44,111.04	21.09
Summer Maintenance: Personnel	0.00	0.00	0.00
Summer Maintenance: Other	0.00	0.00	0.00
Summer Maintenance: Private C...	249,202.00	210,481.90	18.40
Summer Maintenance: DTI	34,961.00	32,488.78	7.61
Sidewalks	6,000.00	4,050.00	48.15
Culverts & Drainage Ditches	89,260.00	36,775.00	142.72
Storm Sewers	0.00	0.00	0.00
Snow Removal: Personnel	0.00	0.00	0.00
Snow Removal: Other	0.00	0.00	0.00
Snow Removal: Private Contract	261,971.00	257,968.37	1.55
Snow & Ice Removal: DTI	85,551.00	54,006.14	58.41
Bridges, Viaduct, Causeway & G...	5,000.00	3,350.00	49.25
Street Lights	78,821.00	83,501.80	-5.61
Street Signs	1,500.00	1,638.67	-8.46
Regional Transport: RSC	2,173.00	2,173.20	-0.01
Collection: Personnel/Contract	599,732.00	606,336.07	-1.09
Collection (RSC)	0.00	0.00	0.00
Disposal: Tipping Fees (RSC)	104,370.00	104,370.00	0.00
Cemeteries	0.00	0.00	0.00
Public Health Services: Other	4,634.00	4,633.56	0.01
Planning (RSC)	204,274.00	204,273.96	0.00
Beautufucation & Rehabilitation	16,714.00	17,153.97	-2.56
Natural Resources Dev. - Other	5,000.00	4,715.56	6.03
Tree Removal & Planting	7,667.00	1,155.30	563.64
C&S Development : RSC	5,320.00	5,319.96	0.00
Industrial Parks & Commissions	0.00	12,491.72	-100.00
Eco. Develop.: Personnel	79,904.00	8,442.63	846.43
Eco. Develop.: Other	0.00	0.00	0.00
Tourist Bureau	24,485.00	20,665.54	18.48

Fundy Albert - General

Comparative Gross Margin Income Statement

	Budget 2026-01-01 to 2026-12-31	Actual 2025-01-01 to 2025-12-31	Percent
Tourist Camps, Parks, Etc.	12,856.00	8,625.11	49.05
Promotion of Tourist Attraction	0.00	201.72	-100.00
Tourism: Other(Decorative Lighti...	0.00	0.00	0.00
Other Develop. Services - RSC	1,129.00	1,128.72	0.02
Recreation Administration: Other	10,000.00	12,038.22	-16.93
Community Centres: Personnel	0.00	0.00	0.00
Community Centres & Halls: Other	59,469.00	58,053.63	2.44
Swimming Pools, Beaches, Mari...	16,133.00	22,462.74	-28.18
Swimming Pools, Beaches, Mari...	35,000.00	17,027.43	105.55
Skating Rinks & Arenas: Personnel	114,768.00	151,335.19	-24.16
Skating Rinks & Arenas: Other	141,478.00	155,519.96	-9.03
Parks & Playgrounds: Personnel	17,904.00	22,537.12	-20.56
Parks & Playgrounds: Other	14,922.00	20,171.64	-26.02
Cultural Buildings & Facilities: P	0.00	0.00	0.00
Cultural Buildings & Facilities: O	15,594.00	15,320.14	1.79
Museums: Personnel	0.00	0.00	0.00
Museums: Other	20,924.00	19,838.18	5.47
Libraries: Personnel	0.00	0.00	0.00
Libraries: Other - H. Library	7,289.00	7,205.10	1.16
Library Building	20,555.00	16,786.41	22.45
Libraries: Other - Literacy Express	0.00	0.00	0.00
Libraries: Other	27,844.00	23,991.51	16.06
Place of Assembly: Other	0.00	0.00	0.00
Other Recreation & Cultural Serv...	1,385.00	1,384.56	0.03
Interest: STB for Capital Projects	45,499.00	0.00	0.00
Interest: Current Operations (LoC)	0.00	0.00	0.00
Interest: Long Term Debt	73,250.00	5,540.00	1,222.20
Principal Installments	90,000.00	20,000.00	350.00
Capital Leasing Arrangements	109,865.00	123,516.56	-11.05
Cost of Issuing & Selling Debent...	2,000.00	0.00	0.00
Bank Service Charge	5,500.00	7,383.27	-25.51
Interac Fees	0.00	112.23	-100.00
Transfer to Capital	0.00	182,398.48	-100.00
Transfer to Capital Reserve	3,704.00	328,703.88	-98.87
Transfer to Operating Reserve	0.00	20,000.00	-100.00
Second Previous Year Deficit	0.00	0.00	0.00
Accured Sick Pay	0.00	0.00	0.00
Net HST	0.00	0.00	0.00
Bad Debt Expense	0.00	0.35	-100.00
Cash Over/Short	0.00	20.00	-100.00
WorkSafeNB - Employees	0.00	0.00	0.00
EI	0.00	0.00	0.00
CPP	0.00	0.00	0.00
Capital Reserve	0.00	0.00	0.00
Operating Reserve	0.00	0.00	0.00
TOTAL EXPENSES	6,680,509.00	6,702,267.87	-0.32
PAYROLL			
Payroll	0.00	0.00	0.00
Vacation Earned	0.00	0.00	0.00
TOTAL PAYROLL	0.00	0.00	0.00
TOTAL OPERATING EXPENSE	6,680,509.00	6,702,267.87	-0.32
INCOME FROM OPERATIONS	0.00	90,708.12	-100.00
NET INCOME	0.00	90,708.12	-100.00

Alma Utilitiy

Comparative Gross Margin Income Statement

	Budget 2026-01-01 to 2026-12-31	Actual 2025-01-01 to 2025-12-31	Percent
OPERATING REVENUE			
REVENUE			
Residential - Water	170,742.00	135,639.30	25.88
Commercial - Water	0.00	26,955.45	-100.00
Industrial - Water	0.00	0.00	0.00
Institutional - Water	0.00	0.00	0.00
Own Local Government - Water	0.00	5,460.00	-100.00
Residential - Wastewater	169,287.00	137,764.80	22.88
Commercial - Wastewater	0.00	25,969.95	-100.00
Industrial - Wastewater	0.00	0.00	0.00
Institutional - Wastewater	0.00	0.00	0.00
Own Local Government - Wastewater	0.00	5,110.00	-100.00
Connection & Service Charges	0.00	0.00	0.00
Other	0.00	0.00	0.00
Interest on Investments	0.00	0.00	0.00
Surcharges	0.00	0.00	0.00
Interest	3,700.00	4,104.49	-9.85
Misc Other	100.00	50.00	100.00
Federal Government (UT)	0.00	0.00	0.00
Provincial Government (UT)	0.00	0.00	0.00
Other Governments (UT)	30,000.00	30,000.00	0.00
Federal Government (CT)	0.00	0.00	0.00
Provincial Government (CT)	0.00	0.00	0.00
Other Governments (CT)	0.00	0.00	0.00
Surplus from Previous - Water	0.00	0.00	0.00
Surplus From Previous - Wastewater	0.00	0.00	0.00
Surplus From Previous - Combined	0.00	0.00	0.00
Operating Reserve Fund	0.00	0.00	0.00
TOTAL REVENUE	373,829.00	371,053.99	0.75
TOTAL OPERATING REVENUE	373,829.00	371,053.99	0.75
COST OF GOODS SOLD			
El Expense	0.00	0.00	0.00
CPP Expense	0.00	0.00	0.00
TOTAL COST OF GOODS SOLD	0.00	0.00	0.00
GROSS MARGIN	373,829.00	371,053.99	0.75
OPERATING EXPENSE			
EXPENSES			
Admin. & General: Personnel	0.00	13,158.00	-100.00
Admin. & General: Other (W)	69,184.00	102,177.91	-32.29
Purification & Treatment: Personnel	0.00	0.00	0.00
Purification & Treatment: Other	12,066.00	9,867.31	22.28
Source of Supply: Personnel	0.00	0.00	0.00
Source of Supply: Other	1,022.00	1,068.13	-4.32
Transmission & Distribution: Person	0.00	0.00	0.00
Transmission & Distribution: Other	14,000.00	13,343.61	4.92
Power & Pumping: Personnel	0.00	0.00	0.00
Power & Pumping: Other	7,833.00	9,723.70	-19.44
Billing & Collection: Personnel (W)	0.00	0.00	0.00
Billing & Collection: Other (W)	0.00	0.00	0.00
Water Purchased	8,256.00	14,430.12	-42.79
Water Supply: Other	0.00	293.21	-100.00
Admin. & General: Personnel (WW)	0.00	0.00	0.00
Admin. & General: Other (WW)	44,156.00	115,276.09	-61.70
Wastewater Collection System: Per.	0.00	0.00	0.00
Wastewater Collection System: Other	5,000.00	3,661.35	36.56

Alma Utilitiy

Comparative Gross Margin Income Statement

	Budget 2026-01-01 to 2026-12-31	Actual 2025-01-01 to 2025-12-31	Percent
Wastewater Lift Station(s): Per.	0.00	0.00	0.00
Wastewater Lift Station(s): Other	42,081.00	38,626.84	8.94
Wastewater Treatment & Disposal: P.	0.00	0.00	0.00
Wastewater Treatment & Disposal: O.	33,817.00	20,419.93	65.61
Storm Sewers	0.00	0.00	0.00
Billing & Collection: Personnel (WW)	0.00	0.00	0.00
Billing & Collection: Other (WW)	0.00	0.00	0.00
Other Wastewater Disposal	1,446.00	1,458.45	-0.85
Less Transfer: General (SS)	0.00	0.00	0.00
Interest on Temporary Borrowing (W)	32,400.00	8,735.56	270.90
Interest on Long-Term Debt (W)	11,783.00	5,912.25	99.30
Principal Installments (W)	39,500.00	3,000.00	1,216.67
Capital Leasing Arrangements (W)	0.00	0.00	0.00
Other: Water System Debt Charges	0.00	0.00	0.00
Total Wastewater Debt Charges	0.00	0.00	0.00
Wastewater Debt Charges	0.00	0.00	0.00
Interest on Temporary Borrowing (WW)	0.00	0.00	0.00
Interest on Long-Term Debt (WW)	11,785.00	5,912.25	99.33
Principal Installments (WW)	39,500.00	3,000.00	1,216.67
Capital Leasing Arrangements (WW)	0.00	0.00	0.00
Other: Wastewater Debt Charges	0.00	0.00	0.00
Reserve: Capital Water	0.00	0.00	0.00
Reserve: Operating Water	0.00	0.00	0.00
Reserve: Capital Wastewater System	0.00	0.00	0.00
Reserve: Operating Wastewater Sys	0.00	0.00	0.00
Capital: Water	0.00	0.00	0.00
Capital: Wastewater	0.00	0.00	0.00
Capital Investment	0.00	0.00	0.00
Deficit from Previous: Combined	0.00	0.00	0.00
Deficit From Previous: Water	0.00	0.00	0.00
Deficit From Previous: Wastewater	0.00	0.00	0.00
Discounts	0.00	0.00	0.00
Provision for Loss on Accounts Rec.	0.00	0.00	0.00
Previous Unaccrued Liability: Water	0.00	0.00	0.00
Previous Unaccrued Liability: WW	0.00	0.00	0.00
Bank Fees	0.00	0.00	0.00
Net HSt	0.00	0.00	0.00
Bad Debt Expense	0.00	400.00	-100.00
Debit/Credit Cards Fees	0.00	0.00	0.00
TOTAL EXPENSES	373,829.00	370,464.71	0.91
TOTAL OPERATING EXPENSE	373,829.00	370,464.71	0.91
INCOME FROM OPERATIONS	0.00	589.28	-100.00
NET INCOME	0.00	589.28	-100.00

Hillsborough Utility

Comparative Gross Margin Income Statement

	Budget 2026-01-01 to 2026-12-31	Actual 2025-01-01 to 2025-12-31	Percent
OPERATING REVENUE			
REVENUE			
Residential - Water	231,000.00	239,490.54	-3.55
Commercial - Water	0.00	0.00	0.00
Industrial - Water	0.00	0.00	0.00
Institutional - Water	0.00	0.00	0.00
Own Local Government - Water	0.00	0.00	0.00
Residential - Wastewater	290,500.00	296,972.88	-2.18
Commercial - Wastewater	0.00	4,061.25	-100.00
Industrial - Wastewater	0.00	0.00	0.00
Institutional - Wastewater	0.00	0.00	0.00
Own Local Government - Waste...	0.00	0.00	0.00
Connection & Service Charges	2,500.00	4,025.00	-37.89
Other	0.00	0.00	0.00
Interest on Investments	0.00	0.00	0.00
Surcharges	0.00	0.00	0.00
Interest	6,500.00	19,489.14	-66.65
Water Supply (Fire)	8,280.00	8,280.00	0.00
Misc. Other	200.00	220.00	-9.09
Federal Government (UT)	0.00	0.00	0.00
Provincial Government (UT)	0.00	0.00	0.00
Other Governments (UT)	0.00	0.00	0.00
Total Unconditional Transfers	0.00	0.00	0.00
Conditional Transfers	0.00	0.00	0.00
Federal Government (CT)	0.00	0.00	0.00
Provincial Government (CT)	0.00	0.00	0.00
Other Governments (CT)	0.00	0.00	0.00
Surplus from Previous - Water	0.00	0.00	0.00
Surplus from Previous - Wastew...	0.00	0.00	0.00
Surplus from Previous - Combined	63,485.00	0.00	0.00
Operating Reserve Fund	46,000.00	0.00	0.00
TOTAL REVENUE	648,465.00	572,538.81	13.26
TOTAL OPERATING REVENUE	648,465.00	572,538.81	13.26
GROSS MARGIN	648,465.00	572,538.81	13.26
OPERATING EXPENSE			
EXPENSES			
Admin. & General: Personnel	0.00	0.00	0.00
Admin. & General: Other (W)	79,883.00	44,772.92	78.42
Purification & Treatment: Person...	0.00	0.00	0.00
Purification & Treatment: Other	11,148.00	15,410.66	-27.66
Source of Supply: Personnel	0.00	0.00	0.00
Source of Supply: Other	206,322.00	24,849.31	730.29
Transmission & Distribution: Per...	0.00	0.00	0.00
Transmission & Distribution: Other	35,690.00	42,743.46	-16.50
Power & Pumping: Personnel	0.00	0.00	0.00
Power & Pumping: Other	16,161.00	20,255.21	-20.21
Billing & Collection: Personnel (W)	0.00	0.00	0.00
Billing & Collection: Other (W)	0.00	0.00	0.00
Water Purchased	0.00	0.00	0.00
Water Supply: Other	0.00	384.85	-100.00
Admin & General: Personnel (WW)	0.00	0.00	0.00
Admin. & General: Other (WW)	44,977.00	44,662.49	0.70
Wastewater Collection System: ...	0.00	0.00	0.00
Wastewater Collection System: ...	10,000.00	35,954.41	-72.19
Wastewater Lift Station(s): Person.	0.00	0.00	0.00
Wastewater Lift Station(s): Other	34,619.00	22,411.62	54.47
Wastewater Treatment & Dispos...	0.00	0.00	0.00
Wastewater Treatment & Dispos...	39,336.00	36,271.23	8.45

Hillsborough Utility

Comparative Gross Margin Income Statement

	Budget 2026-01-01 to 2026-12-31	Actual 2025-01-01 to 2025-12-31	Percent
Storm Sewers	0.00	0.00	0.00
Billing & Collection: Personnel (...)	0.00	0.00	0.00
Billing & Collection: Other (WW)	0.00	0.00	0.00
Other Wastewater Disposal	0.00	39.34	-100.00
Less Transfer General (SS)	0.00	0.00	0.00
Interest on Temporary Borrowing...	0.00	0.00	0.00
Interest on Long-Term Debt (W)	0.00	0.00	0.00
Principal Installments (W)	0.00	0.00	0.00
Capital Leasing Arrangements (W)	0.00	0.00	0.00
Other: Water System Debt Charg...	0.00	0.00	0.00
Interest on Temporary Borrowing...	0.00	0.00	0.00
Interest on Long-Term Debt (WW)	56,711.00	22,409.75	153.06
Principal Installments (WW)	81,000.00	47,000.00	72.34
Capital Leasing Arrangements (...)	0.00	0.00	0.00
Other: Wastewater Debt Charges	0.00	0.00	0.00
Reserve: Capital Water	0.00	172,118.00	-100.00
Reserve: Operating Water	0.00	0.00	0.00
Reserve: Capital Wastewater Sy...	5,500.00	5,500.00	0.00
Reserve: Operating Wastewater ...	0.00	0.00	0.00
Capital: Water	27,118.00	0.00	0.00
Capital: Wastewater	0.00	0.00	0.00
Deficit from Previous: Combined	0.00	0.00	0.00
Deficit from Previous: Water	0.00	0.00	0.00
Deficit from Previous: Wastewater	0.00	0.00	0.00
Discounts	0.00	0.00	0.00
Provision for Loss on Accounts R...	0.00	0.00	0.00
Pprevious Unaccrued Liability:W...	0.00	0.00	0.00
Previous Unaccrued Liability: WW	0.00	0.00	0.00
Capital Investment	0.00	385.48	-100.00
Bank Fees	0.00	186.67	-100.00
CC Service Fees	0.00	744.95	-100.00
NET HST	0.00	0.00	0.00
Bad Debt Expense	0.00	0.00	0.00
EI Expense	0.00	0.00	0.00
CPP Expense	0.00	0.00	0.00
TOTAL EXPENSES	648,465.00	536,100.35	20.96
TOTAL OPERATING EXPENSE	648,465.00	536,100.35	20.96
INCOME FROM OPERATIONS	0.00	36,438.46	-100.00
NET INCOME	0.00	36,438.46	-100.00

Riverside-Albert Utility Department

Comparative Gross Margin Income Statement

	Budget 2026-01-01 to 2026-12-31	Actual 2025-01-01 to 2025-12-31	Percent
OPERATING REVENUE			
REVENUE			
Residential - Water	89,369.00	86,583.00	3.22
Residential Plus - Water	0.00	1,824.00	-100.00
Total Residential - Water	89,369.00	88,407.00	1.09
Commercial - Water	7,921.00	8,968.00	-11.67
Industrial	8,607.00	8,607.00	0.00
Institutional - Water	59,378.00	59,377.92	0.00
Own Local Government - Water	3,507.00	3,507.20	-0.01
Residential - Waste Water	63,980.00	61,560.00	3.93
Residential Plus - Wastewater	0.00	1,104.00	-100.00
Total Residential - Wastewater	63,980.00	62,664.00	2.10
Commercial - Wastewater	7,150.00	8,142.00	-12.18
Industrial - Wastewater	0.00	0.00	0.00
Institutional - Wastewater	50,405.00	50,405.80	0.00
Own Local Government - Waste...	520.00	620.00	-16.13
Connection & Service Charges	2,000.00	0.00	0.00
Other	0.00	50.00	-100.00
Interest on Investments	0.00	0.00	0.00
Surcharges	0.00	0.00	0.00
Interest	3,144.00	4,730.73	-33.54
Water Supply (Fire)	5,000.00	5,000.00	0.00
Federal Government (UT)	0.00	0.00	0.00
Provincial Government (UT)	0.00	0.00	0.00
Other Governments (UT)	0.00	0.00	0.00
Federal Government (CT)	0.00	0.00	0.00
Provincial Government (CT)	0.00	0.00	0.00
Other Governments (CT)	0.00	0.00	0.00
Surplus From Previous Year - W...	0.00	0.00	0.00
Surplus From Previous Year - WW	0.00	0.00	0.00
Surplus From Previous Year - Co...	0.00	0.00	0.00
Operating Reserve Fund	12,400.00	12,400.00	0.00
Capital Reserve	0.00	9,984.90	-100.00
TOTAL REVENUE	313,381.00	322,864.55	-2.94
TOTAL OPERATING REVENUE	313,381.00	322,864.55	-2.94
GROSS MARGIN	313,381.00	322,864.55	-2.94
OPERATING EXPENSE			
EXPENSES			
Admin. & General: Personnel	0.00	13,158.00	-100.00
Admin. & Personnel: Other	69,581.00	42,058.99	65.44
Purification & Treatment: Person...	0.00	0.00	0.00
Purification & Treatment: Other	22,351.00	18,128.69	23.29
Source of Supply: Personnel	0.00	0.00	0.00
Source of Supply: Other	20,614.00	10,410.84	98.01
Transmission & Distribution: Per...	0.00	0.00	0.00
Transmission & Distribution: Other	14,065.00	39,623.77	-64.50
Power & Pumping Personnel	0.00	0.00	0.00
Power & Pumping: Other	10,377.00	11,481.17	-9.62
Billing & Collection: Personnel (W)	0.00	0.00	0.00
Billing & Collection: Other (W)	0.00	0.00	0.00
Water Purchased	0.00	0.00	0.00
Water Supply: Other	0.00	130.22	-100.00
Admin. & General: Personnel (W...	0.00	0.00	0.00
Admin. & General: Other (WW)	41,246.00	55,216.95	-25.30
Wastewater Collection System: ...	0.00	0.00	0.00
Wastewater Collection System: ...	5,000.00	99.20	4,940.32
Wastewater Lift Station(s): Perso...	0.00	0.00	0.00
Wastewater Lift Station(s): Other	18,801.00	5,353.85	251.17

Riverside-Albert Utility Department

Comparative Gross Margin Income Statement

	Budget 2026-01-01 to 2026-12-31	Actual 2025-01-01 to 2025-12-31	Percent
Wastewater Treatment & Dispos...	0.00	0.00	0.00
Wastewater Treatment & Dispos...	3,766.00	2,241.46	68.02
Storm Sewers	0.00	0.00	0.00
Billing & Collection: Personnel (...)	0.00	0.00	0.00
Billing & Collection: Other (WW)	0.00	0.00	0.00
Other Wastewater Disposal	0.00	39.33	-100.00
Less Transfer: General Fund (SS)	0.00	0.00	0.00
Interest on Temporary Borrowing...	15,801.00	45,159.38	-65.01
Interest on Long-Term Debt (W)	38,602.00	23,652.33	63.21
Principal Installments (W)	39,617.00	24,000.00	65.07
Capital Leasing Arrangements (W)	0.00	0.00	0.00
Other: Water System Debt Charg...	0.00	0.00	0.00
Interest on Temporary Borrowing...	0.00	0.00	0.00
Interest on Long-Term Debt (WW)	4,560.00	4,559.84	0.00
Principal Installments (WW)	9,000.00	9,000.00	0.00
Capital Leasing Arrangements (...)	0.00	0.00	0.00
Other: Wastewater Debt Charges	0.00	0.00	0.00
Reserve: Capital Water	0.00	0.00	0.00
Reserve: Operating Water	0.00	0.00	0.00
Reserve: Capital Wastewater Sy...	0.00	0.00	0.00
Reserve: Operating Wastewater ...	0.00	0.00	0.00
Capital: Wastewater	0.00	0.00	0.00
Deficit from Previous: Combined	0.00	0.00	0.00
Deficit From Previous: Water	0.00	0.00	0.00
Deficit From Previous: Wastewater	0.00	0.00	0.00
Discounts	0.00	0.00	0.00
Provision for Loss on Accounts R...	0.00	0.00	0.00
Previous Unaccrued Liability: Wa...	0.00	0.00	0.00
Previous Unaccrued Liability WW	0.00	0.00	0.00
Other	0.00	0.00	0.00
Capital Investment	0.00	5,894.16	-100.00
Bank Fees	0.00	0.00	0.00
Service Fees (A/R)	0.00	0.00	0.00
Net HST	0.00	0.00	0.00
Gain/loss	0.00	0.00	0.00
El Expense	0.00	0.00	0.00
CPP Expense	0.00	0.00	0.00
TOTAL EXPENSES	313,381.00	310,208.18	1.02
TOTAL OPERATING EXPENSE	313,381.00	310,208.18	1.02
INCOME FROM OPERATIONS	0.00	12,656.37	-100.00
NET INCOME	0.00	12,656.37	-100.00