

1. **Call to Order**
2. **Adoption of Agenda**
3. **Conflict of Interest Declarations**
4. **Adoption of Minutes**
  - a. January 29, 2026 –Special Council Meeting
  - b. February 3, 2026 – Regular Council Meeting
  - c. February 12, 2026 – Special Council Meeting
  - d. February 17, 2026 – Committee of the Whole
5. **Consent Agenda**
6. **Public and Administrative Presentations**
  - a. Sgt. Ricky LeBlond – Caledonia Detachment
  - b. Mayor Campbell - Epilepsy Awareness Day - Purple Day, March 26th
7. **Reports and Recommendations from Committee and Private Meetings**
  - a. Personnel Committee
  - b. Emergency Measures Committee
  - c. Recreation Committee
  - d. ATV Access on Roads & Streets Committee
  - e. ATV – Land Use Agreement Request
  - f. Whiterock Trans Canada Trail Re-Route
  - g. Arena Land
  - h. PMHP 2026-Scenic Drive Shoulder and Swale Reconstruction
  - i. Summer Roads Maintenance 2026
8. **Reports from Administration**
  - a. NB Power and Bell Canada Easement PID 05083050
  - b. Amendment to a Previously Adopted Resolution
  - c. Municipal Building Renovations
9. **By-Laws**
  - a. By-Law 26-WAP-069-FA-3 – First and Second Reading
  - b. By-Law 2026-01 – Procedural By-Law First and Second Reading
10. **Mayor and Council Statement and Inquiries**
11. **Notices of Motion and Resolutions**



Fundy Albert Council Regular Council Meeting

Date: Tuesday, March 3, 2026

Time: Immediately following the public hearing

Location: Village office, 61 Academy Street, Hillsborough

**12. Closed Session**

- a. Local Governance Act 68 (1) (g) litigation or potential litigation
- b. Local Governance Act 68 (1) (f) information concerning legal opinions or advice provided

**13. Adjournment**

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

Absent: Mayor Campbell  
Sean Wallace – Chief Administrative Officer

Staff Present: Kim Beers – Director, Legislative Services

Guest: Maritime By-Law Enforcement Services

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**Call to Order**

**Deputy Mayor Elderkin** called the meeting to order at 4:52 pm.

**Adoption of Agenda**

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

**MOTION CARRIED** (unanimously)

**Conflict of Interest Declarations**

NONE

**Closed Session**

**IT WAS MOVED** by **Councillor Land** and **SECONDED** by **Councillor Coates** that Council have an in-camera session at 4:54 pm.

**MOTION CARRIED** (unanimously).

Local Governance Act 68 (1)(g) litigation or potential litigation affecting the local government or any corporation referred to in subsection 8(1), the local government's agencies, boards or commissions including a matter before an administrative tribunal

**IT WAS MOVED** by **Councillor Jonah** and **SECONDED** by **Councillor Land** to return to the regular session at 6:13 pm.

**MOTION CARRIED** (unanimously)



Fundy Albert Council Closed Special Meeting Minutes  
Date: Thursday, January 29, 2026  
Time: 5:00 P.M  
Location: 61 Academy Street, Hillsborough

Adjournment

Deputy Mayor Elderkin adjourned the meeting at 6:13.

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Deputy Mayor

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Clerk

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

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

Guests: Caleb Babin, Planner with Plan 360

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**Mayor Campbell** requested the addition of Public Statements to the agenda. **IT WAS MOVED** by **Councillor Ward-Russell** and **SECONDED** by **Councillor Elderkin** **THAT** the amended agenda be adopted.

**MOTION CARRIED** (unanimously)

**CONFLICT OF INTEREST DECLARATIONS**

None.

**ADOPTION OF THE MINUTES**

**IT WAS MOVED** by **Councillor Jonah** **SECONDED** by **Councillor Coates** **THAT** the Minutes of the Regular Council Meeting held January 6, 2026 be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by **Councillor Land** **SECONDED** by **Councillor Elderkin** **THAT** the Minutes of the Committee of the Whole Meeting held January 20, 2026, be approved.

**Councillor Elderkin** requested clarification regarding the remaining trail funding balance of approximately \$79k and asked for confirmation of the source of these funds.

Administration advised that the funding was received prior to amalgamation through Infrastructure Canada for trail development, specifically related to the Petitcodiac shoreline trail and the Grey Brook and Wetland trail projects. Administration noted that the Grey Brook and Wetland trail components have been completed, while the Petitcodiac shoreline trail portion, approximately three kilometres in length, has not yet been completed. The remaining balance represents unspent funds from that original grant.

Administration further advised that work with landowners is ongoing and that the deadline to use the remaining funds has been extended.

**MOTION CARRIED** (unanimously)

### **CONSENT AGENDA**

None

### **PUBIC AND ADMINISTRATIVE PRESENTATIONS**

Caleb Babin, Planner with Plan 360 presented the Staff Preliminary Report for Rezoning from CI to IRD

Mr. Babin presented an overview of a rezoning request for a property located on Tingley Road (a public, non-maintained road on Caledonia Mountain), proposing to rezone the lands from Commercial-Industrial (CI) to the Intensive Resource Development (IRD) Zone to permit a rock quarry.

Mr. Babin provided an overview of the site location and characteristics, noting that the property and surrounding lands are forested and situated on a plateau with a slope toward Caledonia Brook. The current CI zoning is a legacy zoning intended to permit quarry use under a previous plan; however, quarry uses are now regulated under the IRD Zone in the current Rural Plan. Surrounding lands are primarily zoned Rural Area, with Conservation zoning immediately to the south. Comparable quarry operations exist in the broader area.

Mr. Babin explained that the IRD Zone is applied on a case-by-case basis and requires compliance with Department of Environment standards and approval to operate. The applicant confirmed that the proposal remains consistent with a rezoning application initially approved in 2013, noting that extraction has not yet occurred.

Details of the proposed quarry operation were outlined, including phased extraction, an estimated production of approximately 75,000 tonnes of rock annually, blasting two to three times per year, and a temporary processing plant on site.

A site visit was conducted on January 21, 2026; however, the subject property was inaccessible. Mr. Babin summarized comments received from provincial departments. The Department of Natural Resources raised no objections subject to appropriate zoning. Environmental authorities noted potential dust and noise impacts but advised that no environmental impact assessment

was required. The Department of Transportation and Infrastructure raised concerns related to sightlines, road conditions, potential traffic impacts, proximity to the Turtle Creek watershed, and the need for agreements related to work on non-maintained roads.

Mr. Babin advised that, following receipt of departmental comments, the applicant confirmed they would not haul during spring weight restrictions, would enter into required agreements with DTI, would maintain a stockpile on site without off-site hauling during the snowmobile season, and that the quarry would operate on a limited, project-specific basis. Additional comments were received from the Department of Agriculture noting the presence of a nearby blueberry farm.

Mr. Babin advised that a draft by-law has been prepared and, if adopted, would represent the third rezoning under the Westmorland-Albert Rural Plan and the second rezoning to the IRD Zone in Fundy Albert. Mr. Babin indicated the proposed use is considered appropriate for the site, noting that the rezoning is intended to renew an existing approval and that extraction is anticipated to commence within the next year, subject to approvals.

A proposed timeline was presented, including initiation of the rezoning process, notification to nearby property owners, review by the Planning Review and Adjustment Committee, a public hearing of objections, and final readings prior to the municipal election.

Mr. Babin outlined Council's options, including proceeding with the public rezoning process, refusing the request, or postponing the matter pending additional information.

#### **Discussion:**

**Councillor Ward-Russell** raised questions regarding the notification radius for the rezoning application, noting that the proposed 100-metre notification area may be limited and may not capture all potentially affected residents. The Councillor requested clarification on whether any residences fall within the 100-metre radius and suggested reviewing a larger radius to better understand the extent of potential impacts. Mr. Babin advised that the nearest residences are located more than one kilometre from the site and based on the available mapping and scale, it was difficult to determine definitively whether additional properties would be captured within the 100-metre radius but acknowledged that expanding the radius could potentially include additional properties.

**Councillor Land** raised questions regarding road access to the site, including the widening of access near the snowmobile club and ownership of the road. Mr. Babin confirmed that Tingley Road and associated access roads are public, non-maintained roads and that there is sufficient space to accommodate widening, subject to an agreement with the Department of Transportation and Infrastructure.

**Councillor Elderkin** inquired about comments from the Department of Agriculture regarding

nearby blueberry operations. Mr. Babin confirmed that the Department had no objections and provided only a reminder of the presence of a blueberry farm in the general area, noting that the operation is located a considerable distance from the proposed site.

**Councillor Coates** advised that additional consultation with Nav Canada should occur in advance of the public hearing.

During discussion, Council requested information from Mr. Babin. Mr. Babin requested additional time to locate the document.

With the agreement of **Mayor Campbell**, Council proceeded to the next agenda item while the information was obtained.

## **REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS**

**Personnel Committee** – **Councillor Elderkin** advised that there is nothing to report.

**EMO Committee** – **Councillor Coates** advised there is nothing to report.

**Recreation Committee** – **Councillor Jonah** presented a Youth programming request - joint pilot project to deliver two youth programs in collaboration with Riverside Consolidated School.

The proposed programs include:

- a six-week children's drawing workshop focused on creativity, fine motor skills, focus, and self-expression; and
- a six-to-eight-week after-school music and movement program for children aged 8–11, designed to promote physical literacy, coordination, confidence, and social connection through age-appropriate music activities.

Council discussed insurance and liability considerations related to the programs. It was noted that both Recreation Councils are covered under the Village's insurance through their participation in the Recreation Committee, and that Council approval is required for programs carried out under this coverage.

Council also discussed the importance of communication and oversight for Recreation Committee programming, particularly where activities occur in municipal facilities or involve municipal insurance. It was noted that while Recreation Committees operate independently, Council must be informed of and approve activities that carry liability risk.

**Councillor Jonah** presented a request an in-kind request from Fundy Blades.

**Councillor Jonah** advised Council that the Fundy Blades Skating Club, a local not-for-profit organization that has provided youth skating and skills development programming in the Village of Fundy Albert for over four decades.

Council was advised that the Club is currently experiencing financial challenges as a result of decreased registrations.

The Recreation Committee brought forward a request on behalf of the Club seeking:

- a donation of arena ice time for the Club's year-end ice show scheduled for March 26 and 27, with an estimated in-kind value of approximately \$1,500; and
- flexibility with respect to the timing of arena rental payments, as proceeds from the year-end ice show fundraiser are expected to allow the Club to bring its account up to date by the end of the season.

Council was advised that the Recreation Committee discussed potential strategies to support the long-term sustainability of the Club, including improved communication and outreach to increase participation.

The Recreation Committee recommended that Council:

1. approve the provision of in-kind arena ice time for the Fundy Blades Skating Club's year-end ice show on March 26 and 27, 2026, with an estimated value of approximately \$1,500;
2. approve a monthly payment plan allowing the Club to spread the remaining balance of its seasonal arena rental costs over the remainder of the season, with payments due every 30 days and subject to a written repayment schedule approved by the Treasurer; and
3. direct staff to prepare a draft arena rental payment deferral policy for Council's consideration to guide future requests.

**IT WAS MOVED** by *Councillor Jonah* **SECONDED** by *Councillor Land* **THAT**  
WHEREAS Fundy Blades Skating Club is a not-for-profit organization providing youth recreation programming within the Municipality of Fundy Albert; and

WHEREAS Fundy Blades has requested in-kind arena ice time for their year-end ice show scheduled for March 26 and March 27;

THEREFORE BE IT RESOLVED that Council approves in-kind arena ice time for Fundy Blades for March 26 and March 27, with an estimated total in-kind value in the region of \$1,500, subject to final scheduling confirmation by staff.

**Discussion:**

*Councillor Elderkin* expressed concerns regarding the timing of the information provided, noting that materials received on the day of the meeting may not allow sufficient time for review, particularly for members with workday commitments.

*Councillor Elderkin* advised the importance of considering the broader municipal perspective when evaluating requests, including the potential for setting a precedent and ensuring fairness and consistency for all organizations operating within Fundy Albert.

*Councillor Land* advised that the request was being brought forward as a one-time consideration

in response to the current circumstances facing the organization. It was noted that approval, if granted, would not be intended to set a precedent and that any future requests would be considered separately based on their own merits.

**MOTION CARRIED** (Aye: *Councillor Ward-Russell, Councillor Land, Councillor Jonah, Councillor Coates and Mayor Campbell*  
Nay: *Councillor Elderkin*)

Fundy Blades Monthly Payment Plan

**IT WAS MOVED** by *Councillor Jonah* **SECONDED** by *Councillor Land* THAT  
WHEREAS Fundy Blades Skating Club has requested approval to spread the remaining balance of their seasonal arena rental costs; and

WHEREAS the Municipality does not currently have a formal policy governing arena rental payment plans or deferrals;

THEREFORE BE IT RESOLVED that Council approves a monthly payment plan, with payments due every 30 days, for the remainder of the skating season, subject to a written repayment schedule approved by the Treasurer; and

BE IT FURTHER RESOLVED that Council directs staff to develop an Arena Rental Payment Plan / Deferral Policy for future Council consideration

**Discussion:**

Council requested confirmation that the Fundy Blades Skating Club was current on its account and was advised that the Club was paid up to date, with only the most recent invoice (issued at the end of the month as part of normal billing practices) outstanding.

Council discussed the proposed direction to “staff” and clarified that direction should flow through the Chief Administrative Officer (CAO), with the CAO to oversee the development of the repayment schedule. Council also discussed the need to include a timeframe for the payment plan within the current season and noted that a longer-term arena rental payment deferral policy could be developed for Council’s consideration.

Council reiterated that approval of payment flexibility would be considered a one-time request only and discussed incorporating that condition directly into the resolution to avoid setting precedent.

Council proceeded to amend the motion to:

- reflect that the payment plan is a one-time measure;

- specify that the CAO is responsible for approving/overseeing the written repayment schedule and directing staff accordingly.

**IT WAS MOVED** by *Councillor Jonah* **SECONDED** by *Councillor Land* **THAT** WHEREAS Fundy Blades Skating Club has requested approval to spread the remaining balance of their seasonal arena rental costs; and

WHEREAS the Municipality does not currently have a formal policy governing arena rental payment plans or deferrals;

THEREFORE BE IT RESOLVED that Council approves a one-time monthly payment plan, with payments due every 30 days, for the remainder of the skating season, subject to a written repayment schedule approved by the Treasurer; and

BE IT FURTHER RESOLVED that the CAO directs staff to develop an Arena Rental Payment Plan / Deferral Policy for future Council consideration

**MOTION CARRIED** (unanimously)

*Mayor Campbell* advised that the motion to approve the Youth Programming request was not read.

**IT WAS MOVED** by *Councillor Elderkin* **SECONDED** by *Councillor Land* **THAT** WHEREAS the Recreation Committee was established by Council resolution with a mandate to promote, plan, and implement recreational initiatives and to support community recreation councils operating under the Village of Fundy Albert's municipal liability insurance;

AND WHEREAS the Alma Recreation Council and the Riverside-Albert Recreation Council have jointly proposed two pilot youth recreation programs—the Creative Kids Drawing Workshop and the Strong Roots Music Program—to expand accessible after-school recreation opportunities within Fundy Albert;

AND WHEREAS the proposed programs will be delivered collaboratively by the Alma Recreation Council and the Riverside-Albert Recreation Council at Riverside Consolidated School at no cost to the Municipality, with all volunteers vetted through the Anglophone East School District's established screening processes to ensure participant safety;

AND WHEREAS the programs are intended as a trial initiative and template for future recreation programming delivered under the Village of Fundy Albert's municipal liability insurance;  
**BE IT RESOLVED THAT** Council approve the delivery of the Creative Kids Drawing Workshop (Ages 5–10) and the Strong Roots Music Program (Ages 8–11) as pilot youth recreation programs operating under the Village of Fundy Albert's municipal liability insurance

**MOTION CARRIED** (unanimously)

**Return to Agenda Item 6 – Public and Administrative Presentations**

Council resumed discussion on the Rezoning following receipt of the requested information.

Council discussed the provincial consultation buffer associated with the application, noting the standard 100-metre buffer and the implications of extending it to 200 or 300 metres. It was confirmed that extending the buffer to 300 metres would capture additional adjacent PIDs; however, there are no residential dwellings within the extended area, with the nearest residence located approximately one kilometre away.

Discussion also addressed access via Tingley Road, identified as an abandoned or former government road. It was noted that if road widening or upgrades are required to meet provincial standards (e.g., 66-foot right-of-way), this would be subject to approval by the Department of Transportation and Infrastructure (DTI). The applicant indicated a willingness to work with DTI. Notification to adjacent landowners regarding road matters would fall under DTI's responsibility. Council members emphasized that Council's role is limited to determining the appropriate consultation buffer distance (100, 200, or 300 metres) and ensuring that all affected adjacent PIDs within the selected buffer receive notification letters. Based on the mapping provided, it was clarified that all PIDs intersected by the buffer line would be notified, with the remaining nearby lands identified as woodland only.

**IT WAS MOVED** by *Councillor Land* **SECONDED** by *Councillor Coates* **THAT**

**WHEREAS** Council received a request from Birch Hill Construction Ltd. for a rezoning of the property located on Tingley Road and bearing PID 05036462 from Commercial-Industrial (CI) to the Intensive Resource Development Zone (IRD) to permit a rock quarry.

**AND WHEREAS** the Council wishes to consider the above-mentioned modifications;

**BE IT RESOLVED THAT:**

- a) A bylaw amending the rural plan bylaw be drafted;
- b) The Clerk, in name and on behalf of Council, will publish the public notifications in conformance with section 111 of the Community Planning Act;
- c) The hearing of objections to the proposed bylaw is set for **March 3rd**, in the Council Chambers at **6:00pm**;
- d) The Clerk, in name and on behalf of Council, will request the views of the Southeast Regional Service Commission on the proposed bylaw in conformance with section 110 of the Community Planning Act; and

e) The proposed bylaw will be available for consultation by the public at the municipal building during operating hours from the date the first notice is published.

**Discussion:**

**Councillor Ward-Russell** advised that the motion does not specify the consultation buffer distance. It was suggested that the motion should clearly state the buffer (e.g., 100 metres), and an amendment to the motion was offered to include this clarification.

**Councillor Ward-Russell** requested clarification regarding the referenced date of March 3, noting that it is the date of the next Council meeting and confirming that the item or action would occur prior to that Council meeting. Administration advised that this was correct.

**IT WAS MOVED** by **Councillor Land** **SECONDED** by **Councillor Coates** **THAT**  
**WHEREAS** Council received a request from Birch Hill Construction Ltd. for a rezoning of the property located on Tingley Road and bearing PID 05036462 from Commercial-Industrial (CI) to the Intensive Resource Development Zone (IRD) to permit a rock quarry.

**AND WHEREAS** the Council wishes to consider the above-mentioned modifications;

**BE IT RESOLVED THAT:**

- a) A bylaw amending the rural plan bylaw be drafted;
- b) The Clerk, in name and on behalf of Council, will publish the public notifications in conformance with section 111 of the Community Planning Act;
- c) The hearing of objections to the proposed bylaw is set for **March 3rd**, in the Council Chambers at **6:00pm**;
- d) The Clerk, in name and on behalf of Council, will request the views of the Southeast Regional Service Commission on the proposed bylaw in conformance with section 110 of the Community Planning Act; and
- e) The proposed bylaw will be available for consultation by the public at the municipal building during operating hours from the date the first notice is published.
- f) Plan 360 will notify property owners located within 250 metres of the proposed PID of the rezoning application and public hearing.

**MOTION CARRIED** (unanimously)

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

## **REPORTS FROM ADMINISTRATION**

### Council Meeting Schedule During Election Transition – COW May 19

**IT WAS MOVED** by **Councillor Elderkin** **SECONDED** by **Councillor Land** THAT Council cancel the Committee of the Whole meeting scheduled for May 19, 2026, as it falls within the municipal election transition period under section 56 of the Local Governance Act and prior to the first meeting of the incoming Council.

**MOTION CARRIED** (unanimously)

### Disposal of Surplus, Obsolete, or Damaged Equipment Policy

**IT WAS MOVED** by **Councillor Land** **SECONDED** by **Councillor Coates** THAT Council adopt the Disposal of Surplus, Obsolete, or Damaged Equipment Policy to establish a transparent, accountable, and legislatively compliant framework for the disposal of municipal assets and authorize the Chief Administrative Officer to administer the policy in accordance with its provisions.

#### **Discussion:**

**Councillor Elderkin** raised a question regarding audit compliance, specifically whether a list of disposed assets is required for audit purposes. Mr. Wallace acknowledged that this has not been consistently done in the past, and it was confirmed that maintaining a list of disposed assets is necessary to ensure audit compliance.

**MOTION CARRIED** (unanimously)

### Respectful Communications Policy

**IT WAS MOVED** by **Councillor Coates** **SECONDED** by **Councillor Land** THAT Council adopt the Respectful Communications & Public Interaction Policy to establish clear standards for respectful public interaction, protect the health and safety of municipal employees, and support orderly municipal operations, and authorize the Chief Administrative Officer to enforce the policy as required.

**MOTION CARRIED** (unanimously)

### Inclement Weather Policy

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

**MOTION CARRIED** (unanimously)

[Economic Development Terms of Reference](#)

**IT WAS MOVED** by *Councillor Jonah* **SECONDED** by *Councillor Elderkin* THAT Council establish the Economic Development Committee as an advisory committee of Council and approve the Economic Development Committee Terms of Reference to provide strategic advice on economic development priorities, business retention and expansion, investment attraction, and regional collaboration, and authorize the Chief Administrative Officer to administer and support the Committee in accordance with the approved Terms of Reference.

**MOTION CARRIED** (unanimously)

[Finance Committee Terms of Reference](#)

**IT WAS MOVED** by *Councillor Elderkin* **SECONDED** by *Councillor Jonah* THAT Council approve the Finance Committee Terms of Reference to provide strategic financial oversight and recommendations on budgeting, financial planning, audit review, and fiscal sustainability, and authorize the Chief Administrative Officer, or their designate, to administer and support the Committee in accordance with the approved Terms of Reference.

**Discussion:**

*Councillor Elderkin* advised that, based on discussions with other municipalities, many do not currently have a finance committee structured in this way. While acknowledging the importance of a finance committee, it was expressed that the municipality may not be ready at this time, given existing audit backlogs and operational challenges. It was suggested that the matter be revisited once audits are more current and operations are running more smoothly, potentially by a new Council.

Consensus emerged to table the matter until after the municipal election and until one or more outstanding audits are completed.

**IT WAS MOVED** by *Councillor Elderkin* **SECONDED** by *Councillor Jonah* THAT Council table the item for consideration at a later date.

**MOTION CARRIED** (unanimously)

[Warming Centre Activation Policy \(non-state of emergency\)](#)

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

**MOTION CARRIED** (unanimously)

Hillsborough Water Exploration Tasks

**IT WAS MOVED** by *Councillor Elderkin* **SECONDED** by *Councillor Land* THAT WHEREAS the Hillsborough Water Exploration Project is an ongoing, budgeted initiative to identify and develop a new municipal production well to support long-term water supply resilience and system reliability within the Hillsborough water system;

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

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

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

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

**MOTION CARRIED** (unanimously)

3 Tonne Dump Truck/Plow Truck Replacement

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

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

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

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

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

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

**Discussion:**

Council discussed the proposed purchase of a truck and sought clarification on whether it was included in the approved budget and which budget year applied. Administration confirmed the truck was included in the 2026 capital plan, with a portion previously approved through the capital renewal plan and the remaining amount originally intended to be financed through a debenture. Council had previously directed Administration to proceed using Village Core Capital funds instead of waiting for finalized financial statements to issue a debenture.

Further clarification was provided that the budget did not include the full purchase price as a single line item; rather, it included capital planning amounts and associated borrowing costs. It was noted that if budgeted funds are not used, they may result in a surplus, which Council could reallocate or return to reserves. Administration advised that the current approach preserves borrowing capacity should future needs arise.

Questions were also raised regarding a truck budgeted in 2025 that was not purchased; Administration confirmed those funds were invested into the Village Core Capital Reserve at year end.

Council noted that supplier quotes had technically expired; however, Administration confirmed that dealers are holding the pricing and vehicle in good faith.

Concern was expressed regarding a proposed authorization allowing up to a \$5,000 variance in the resolution. Councillors questioned the necessity of this provision, while Administration explained it was included to provide flexibility should the quoted vehicle no longer be available and a comparable replacement be required.

**IT WAS MOVED** by *Councillor Land* **SECONDED** by *Councillor Jonah* *Councillor Land* to remove the following paragraph from the original motion "AND BE IT FURTHER RESOLVED that Council authorize the CAO and Mayor to approve cost variances of up to \$5,000.00 should pricing change or minor specification adjustments be required at the time of purchase, provided the vehicle remains equivalent in duty rating and operational capability"

**MOTION DEFEATED** (Aye: *Councillor Ward-Russell, Councillor Land, and Councillor Coates*  
Nay: *Councillor Elderkin, Councillor Jonah, and Mayor Campbell*)

The Clerk advised that, where a vote results in a tie, the motion is considered defeated, and Council may then vote on the original motion.

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

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

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

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

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

AND BE IT FURTHER RESOLVED that Council authorize the CAO and Mayor to approve cost variances of up to \$2,500.00 should pricing change or minor specification adjustments be required at the time of purchase, provided the vehicle remains equivalent in duty rating and operational capability.

**MOTION CARRIED** (Aye: *Councillor Elderkin, Councillor Jonah, Councillor Land, Councillor Coates and Mayor Campbell*  
Nay: *Councillor Ward-Russell*)

Truck Mounted Sander Procurement

**IT WAS MOVED** by *Councillor Land* **SECONDED** by *Councillor Jonah* THAT WHEREAS the Municipality has experienced sustained freeze-thaw conditions this winter resulting in significant ice accumulation across municipal service roads, utilities infrastructure, and public-

facing facilities, and existing sanding equipment inherited at amalgamation is limited in capacity, requires manual loading, and restricts the Municipality's ability to carry out sanding and snow removal simultaneously, contributing to staff safety concerns, reduced access to critical infrastructure, and increased reliance on unbudgeted contracted sanding;

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

AND WHEREAS sufficient funds are available within the Village core Capital Reserve Fund; THEREFORE BE IT RESOLVED that Council approve the purchase of an Innovation truck-mounted sander from Work & Play at a cost of \$11,249.19 plus HST, to be funded from the Capital Reserve Fund;

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

Discussion:

**Councillor Ward-Russell** requested to amend the wording of the resolution to correctly identify the funding source as the Village Core Capital Reserve Fund, rather than the capital reserve fund.

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

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

AND WHEREAS sufficient funds are available within the Village core Capital Reserve Fund; THEREFORE BE IT RESOLVED that Council approve the purchase of an Innovation truck-mounted sander from Work & Play at a cost of \$11,249.19 plus HST, to be funded from the Village core Capital Reserve Fund;

AND BE IT FURTHER RESOLVED that Council authorize the CAO and Mayor to approve

additional costs up to a maximum of \$250 should the quoted pricing no longer be available, provided the total expenditure remains within this approved limit.

**MOTION CARRIED** (unanimously)

**BY-LAWS**

None

**MAYOR AND COUNCILLOR STATEMENTS**

**Councillor Ward-Russell** noted that a previously raised question regarding winter maintenance on Lower Coverdale Streets remain unanswered and requested clarification on which contractor is currently responsible and what the future maintenance plans are, including whether DTI will resume responsibility in 2026.

**Councillor Ward-Russell** suggested that improved communication is needed between Council, and the ATV Committee, and involved parties.

**Councillor Ward-Russell** provided an update that she and the CAO and met with the Riverview Fire Chief regarding a proposed dry hydrant in Ward 6, and that further discussions are ongoing, with a report anticipated to come to Council for consideration in the near future.

**Councillor Ward-Russell** reminded everyone that property assessment notices have recently been mailed and that property owners may request a review within 30 days of the mailing date.

**Councillor Ward-Russell** advised that a Ward 6 resident is still awaiting promised documents. It was noted that budgets have been approved and funds are being spent without the documents being provided. Administration advised that work on these documents is ongoing, with an estimated timeline of approximately two weeks.

**Councillor Jonah** advised that some residents have asked about the Welcome to Hillsborough sign that was removed. **Councillor Jonah** expressed concern that the absence of the sign could impact the community's identity and asked for an update on earlier discussions regarding a possible redesign, slogan change, or public design contest.

Administration advised that, should Council wish to proceed, options include replacing the sign in its previous form or launching a public contest to invite design and slogan ideas. It was noted that direction from Council is required in order to move the project forward and avoid further delay.

Council requested that any previous correspondence or discussions on the redesign be reviewed and that additional information be brought forward to a future Committee of the Whole meeting for further consideration.

**Councillor Coates** requested clarification regarding library cleaning services, Administration confirmed that six hours of cleaning are budgeted and that cleaning is scheduled to occur on Mondays and Thursdays.

**Councillor Coates** advised that there is an upcoming Emergency Measures Organization (EMO) exercise on evacuations scheduled for Wednesday, March 18.

**Councillor Land** requested an update regarding an RCMP response to a recent incident in Albert Mines, following concerns raised by a resident. It was noted that a request for information had been submitted to the RCMP and that a response was received.

Administration advised that, based on information provided by the RCMP, the incident did not meet the criteria required to issue an Alert Ready notification. An infographic outlining the applicable alert criteria was provided by the RCMP. It was further noted that a media release requesting public assistance to locate suspects had initially been prepared but was later cancelled, as the situation had been resolved.

**Councillor Elderkin** advised that, following an inquiry from a resident in Lower Coverdale regarding road maintenance, the Department of Transportation and Infrastructure (DTI) confirmed that all concerns, comments, or complaints must continue to be directed to DTI, regardless of which contractor is performing the work. This information was relayed to the resident.

**Councillor Elderkin** also reported attending a Southeast Regional Commission meeting with Mayor Campbell. Noting that April is Volunteer Appreciation Month, **Councillor Elderkin** proposed that Council consider recognizing volunteers through a small appreciation initiative, such as an open house, to acknowledge the many volunteers who support Fundy Albert through committees, fire departments, recreation councils, boards, and non-profit organizations. It was suggested that the initiative could be modest in scope and cost and potentially supported through partnerships or contributions from local groups.

Administration indicated that the estimated cost would be minimal and that budget options could be explored, including potential grant funding. It was noted that such an initiative could align well with upcoming discussions involving non-profits and volunteers. **Councillor Elderkin** offered to work with Administration and other groups to assist with planning and coordination.

**Mayor Campbell** advised that he and the CAO met with the Minister of Tourism, her Deputy Minister, and departmental staff to discuss Fundy Albert's tourism assets, opportunities, and the need for closer collaboration with the Province. Discussion included advancing tourism development, working toward a tourism corridor in partnership with the federal government, and pursuing funding opportunities related to highway expansion and development. Opportunities for increased international tourism and international engagement were also discussed, with follow-up work planned with the Department.

An update was provided on the Mayor's Round Table, noting strong early interest with several organizations registered within the first 12 hours. The initiative is intended to bring together community groups and non-profits to discuss shared challenges, collaboration opportunities, and ways the municipality can support and recognize their contributions.

**Mayor Campbell** advised that meetings with several provincial ministers are scheduled for February 24-25 to raise Fundy Albert's profile and advocate for municipal priorities. Council requested that a list of planned meetings and proposed discussion topics be shared in advance to allow for input or suggested questions.

**Mayor Campbell** reported that he and Ms. Kathy Weir are scheduled to meet Mr. Patrick Kemp of the Fundy housing project in Riverside-Albert to receive an update. It is anticipated that, once design details are finalized, Mr. Kemp will be invited to make a presentation to Council for further discussion.

#### **NOTICES OF MOTION AND RESOLUTIONS**

None

#### **PUBLIC STATEMENTS**

Ms. Kathy Weir inquired about the status of the 2023 audit, noting it was not referenced earlier in the meeting. Administration advised that the most recent information has come directly from the auditor, with an anticipated timeline toward the end of February or early March. A meeting with the auditor is tentatively scheduled for March 6 to review draft financial statements, acknowledging that while the date is booked, no guarantees were provided.

Ms. Weir also asked whether the Economic Development Committee would be established prior to the municipal election. Administration clarified that, while the framework has been documented, the committee will not be enacted until after the new Council is elected, as the setup process is complex and will take several months.

Regarding ATV access, Ms. Weir noted that no recent update had been provided, particularly concerning access in Riverside-Albert. It was indicated that progress is dependent on coordination with Quad New Brunswick and other trail partners. An upcoming trail meeting hosted by CCRC was noted, intended to bring together motorized and non-motorized trail users to continue momentum from previous community discussions. ATV access matters are expected to be discussed at that meeting.

Additional information was shared that future funding from Chase the Ace is anticipated to continue supporting ATV trail development. Ms. Weir also advised that a gaming licence application has been submitted, with plans to begin ticket sales later in the month and proceed with a draw schedule involving

**CLOSED SESSION**

None

**ADJOURNMENT**

Moved by **Councillor Elderkin** to adjourn at 7:57 pm.

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Mayor

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Clerk

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

Absent: Councillor Jonah

Staff Present: Kim Beers – Director, Legislative Services/Clerk

Guest: Tammy Rampersaud, Every Lemon Consulting Services

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**Call to Order**

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

**Adoption of Agenda**

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

**MOTION CARRIED (unanimously)**

**Conflict of Interest Declarations**

NONE

**Closed Session**

**IT WAS MOVED** by **Councillor Land** and **SECONDED** by **Councillor Ward-Russell** that Council have an in-camera session at 5:01 pm.

**MOTION CARRIED (unanimously).**

Local Governance Act, SNB 2017, 68(1) (f) (j) labour and employment matters, including the negotiation of collective agreements.

**IT WAS MOVED** by **Councillor Land** and **SECONDED** by **Councillor Coates** to return to the regular session at 5:43 pm.

**MOTION CARRIED (unanimously)**

**Adjournment**



Fundy Albert Council Special Closed Meeting Minutes  
Date: Thursday February 12, 2026, 2026  
Time: 5:00 P.M  
Location: 61 Academy Street, Hillsborough

Moved by **Councillor Land** that the meeting be adjourned at 5:43 pm.

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Mayor

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Clerk

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

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

### CALL TO ORDER

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

### ADOPTION OF AGENDA

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

**MOTION CARRIED** (unanimously)

### CONFLICT OF INTEREST DECLARATIONS

None declared.

### PUBLIC PRESENTATIONS

*Councillor Elderkin* entered the meeting at 4:31 pm

Ms. Joanne Butland – Chipoudy Communities Revitalization Committee – ATV land use agreement

Ms. Joanne Butland advised Council that the request relates to a portion of municipal land currently used as a snowmobile trail, which was previously subject to an agreement with the former Riverside-Albert Municipality prior to amalgamation. The trail crosses municipal land along the hydro line and connects between Caledonia Mountain Road and Forestdale Road and is already in active use by both snowmobiles and ATVs.

It was explained that to formally sanction the ATV trail, permission is required from all landowners along the route, including the Village. Entering into a land use agreement would allow the ATV Federation to advance the project and obtain the necessary approvals. Once land

permissions are in place, Quad NB would provide liability insurance coverage for the Village and assume responsibility for trail maintenance. Currently, the trail is being used without formal sanction or liability coverage.

The agreement would apply to ATV use for three seasons and would not affect existing snowmobile use. It was noted that formalizing the agreement would reduce municipal liability and provide protection to the Village.

Council discussed next steps, including the need for appropriate documentation and proof of insurance. It was indicated that the required paperwork could be prepared for consideration at the March 3 meeting, at which time a motion could be brought forward to authorize signing the agreement.

Council members expressed general support for the proposal, with no objections raised. The discussion concluded with consensus to proceed toward formal consideration at the March 3 meeting.

Mr. Patrick Kemp – Fundy Albert Housing

Mr. Kemp Patrick provided an update on Fundy Albert Housing's efforts to develop additional housing within the community. He recapped that prior to amalgamation, Riverside-Albert Council had considered donating municipal land for multi-residential housing. Following community feedback identifying housing shortages for nurses, families, seasonal workers, seniors, and individuals requiring accessible units, a non-profit organization (Fundy Albert Housing) was established to acquire land and pursue housing development.

Land on Water Street was subsequently donated to Fundy Albert Housing with conditions requiring progress toward development. Surveying and preliminary design work were completed; however, it was later determined that the property is located within a future flood risk zone. Under current Plan360 flood mitigation requirements, approximately two metres of fill would be required across the site to permit construction, at an estimated cost of \$2 million. This would make the project financially unviable and significantly increase projected rental costs. Engineers indicated that a reduced approach (raising the foundation approximately one metre with berming) may be technically feasible but would require an exception to current flood mitigation requirements.

Mr. Kemp advised that there remains significant demand for housing, including at least 12 incoming families within the next year, as well as waitlists for accessible units and long-term care supports. He also outlined ongoing plans for other properties, including potential long-term care expansion behind the existing nursing home (subject to Social Development funding) and a proposed four-storey accessible building on Fire Street.

Council discussed potential options, including:

- Seeking clarification from Plan360 regarding flood mitigation requirements;
- Exploring alternative municipal properties, including land near the recreation centre;
- Water and sewer capacity considerations and the need for infrastructure analysis;
- Fire service implications for multi-storey buildings (ladder truck requirements, generator backup for elevators);
- CMHC funding programs, including interest-free financing options and infrastructure funding supports.

Administration confirmed that a water and sewer capacity analysis is underway and will be shared when available.

**Councillor Elderkin** exited the meeting at 4:59 pm and returned at 5:00 pm.

**IT WAS MOVED** by **Councillor Elderkin** and **SECONDED** by **Councillor Land** to have a recess at 5:01 pm.

**MOTION CARRIED (unanimously)**

**Mayor Campbell** welcomed Council back at 5:03 pm.

General Council discussion reflected continued support for pursuing additional housing in the community.

### **INFORMATION ITEMS**

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

[Guardian Ecology: 2025 Fundy Albert Knotweed and Water Quality Monitoring Report](#)

[Fundy National Park Update](#)

[Letter to Council Considering the JDI Shared Landscape Forest-Swap Proposal](#)

[Plan 360 January Development Report](#)

### **COUNCIL DIRECTION REQUESTS**

[Procedural By-Law](#)

Ms. Beers advised that revisions to the Procedural By-law were made following feedback received at the January 20 Committee of the Whole meeting. Additional suggestions provided were incorporated, with the revised text remaining highlighted along with explanatory notes outlining the rationale for the changes. Council was invited to review the updates and provide any questions or concerns.

Council received the information and expressed no questions or objections

### Summer Roads Maintenance

Mr. Barrett presented the 2026 Summer Road Maintenance Program contractor selection. A request for unit pricing was issued on NBON in December for various road maintenance services, including patching, paving, and crack sealing. Four contractors submitted bids.

Based on the pricing received, Brown's Paving was the lowest bidder overall for patching and paving work, and Birch Hill Construction was the lowest bidder for crack sealing, based on anticipated quantities.

Council requested additional information regarding the proposed locations for patching and paving under the 2026 Summer Road Maintenance Program. Administration advised that once the Contractors are confirmed, staff will conduct site reviews, determine priority areas within the approved budget, and report back to Council outlining the proposed work plan.

Administration noted that appointing Contractors typically results in cost savings compared to issuing multiple smaller contracts.

Council inquired about the quality of work completed in the previous year. Administration advised that work completed by Brown's Paving is performing well, while some concerns were noted regarding other areas, attributed in part to underlying road conditions. It was acknowledged that road condition assessments will be important in determining appropriate treatments.

### Trans Canada Trail (White Rock)

Mr. Barrett advised that the Trans Canada Trail currently follows Golf Club Road to the gravel section near the golf course. Discussions have taken place with the Trans Canada Trail organization, which has provisionally agreed to reroute the trail through White Rock.

It was noted that the proposed rerouting would create eligibility for additional Trans Canada Trail funding opportunities, which could support improvements to a primary trail through White Rock and assist Codiac Cycling Trails.

The required documentation has been submitted, and Council approval is now required to formally authorize the Village's agreement to the rerouting.

It was confirmed that Codiac Cycling Trails (CCT) supports the proposed Trans Canada Trail rerouting through White Rock, recognizing that it would provide access to additional funding opportunities. No concerns were raised by Council.

### Pool Repair Funding

Mr. Barrett reported that during the 2025 season, significant water loss was experienced at the municipal pool. Following closure of the pool, Remington Leisure conducted an assessment and identified the primary source of leakage as the floor drains in the deep end, with additional issues around the jets and deterioration of the pool coating.

A preliminary quote has been received to replace the floor drains with best-practice models, address the jet areas, complete required concrete work, and strip and recoat sections of the pool. The estimated cost of the full scope of repairs is between \$40,000 and \$50,000. Administration advised that efforts are underway to secure grant funding, including a potential \$20,000 fund application requiring MLA approval, and RDC is exploring additional funding opportunities.

Council was advised that \$20,000 has been budgeted in 2026 and \$20,000 from the 2025 budget was transferred to shared capital. Administration requested that Council ensure access to additional shared capital funds, if required, to complete the repairs in 2026 should grant funding not be secured, noting that failure to open the pool would significantly impact summer employment opportunities and recreational services in Fundy Albert.

Council requested a breakdown of pool repair and maintenance expenditures for 2024 and 2025. Discussion also included the long-term sustainability of continued repairs versus eventual replacement, the importance of completing repairs comprehensively rather than piecemeal, the potential benefit of using the NBON system to obtain commercial pricing, and the importance of confirming provincial funding before approving a final motion.

It was noted that the proposed repairs could potentially extend the pool's lifespan by approximately ten years, during which time Council could consider establishing a reserve for future replacement. Administration further advised that current filtration systems are residential grade and may require upgrading to commercial standards in the future.

### Alma Well Project

Mr. Barrett advised that a formal Council resolution is required to request that the Department of Environment and Local Government proceed with designating the municipal wells under a

Wellfield Protected Area Designation Order as part of the Alma Well Project. The resolution is procedural in nature and confirms Council's intent to have the wells formally registered and protected.

#### PMHP RFP Approval

Mr. Barrett reported on the PMHP project for Scenic Drive in Alma scheduled for 2026. A Request for Proposals was issued through NBON in December, resulting in four submissions.

Initial proposals exceeded the approved project budget. Proponents were asked to refine their submissions to align with available funding. Following revisions, WSP submitted the proposal representing the best value for money, with the lowest engineering fees and a practical approach to completing the work within budget constraints.

Administration recommended awarding the engineering services contract to WSP to allow the project to proceed in advance of the construction season and to enable timely tendering. It was confirmed that project funding is in place with a budget ceiling of \$185,500. Administration advised that WSP will work closely with the municipality to remain within budget but noted that delays in tendering could result in higher construction costs.

#### **ADMINISTRATION REPORTS**

Refer to the following reports:

##### Chief Administrative Officer

Mr. Wallace provided a general update on operational and strategic initiatives. It was reported that staff continue to pursue cost-saving measures, including renegotiating contracts and pricing wherever possible. Recent savings include approximately \$1,500 through benefits renegotiation, insurance cost stabilization, and a 50% reduction in overtime expenses while remaining within operational requirements.

Council previously approved the Terms of Reference for the Economic Development Committee, which will support business collaboration and future growth opportunities. Administration also advised of upcoming discussions with international contacts regarding tourism promotion and potential new markets.

Policy development and harmonization efforts are ongoing, including consolidation of fire by-laws from the three former municipalities and preparation of a procurement by-law for the March Committee of the Whole meeting.

An update was provided on the Alma municipal water systems. Pump testing has commenced,

and the new facility is progressing well, with activation anticipated between mid- and late March, pending final commissioning and power connection. One well is performing well; the second is progressing more slowly. Administration noted continued monitoring of timelines.

Administration also reported plans to explore a potential sister municipality relationship with Lyme Regis, UK, a UNESCO-designated tourism community, with further information to be brought back to Council.

It was confirmed that the auditor will present the draft financial statements to Council on March 6.

On government relations, the Mayor and CAO recently met with the Minister of Tourism to discuss Trail Town initiatives and international promotion opportunities. Follow-up discussions are planned with contacts at the UK Embassy regarding European tourism promotion.

In response to a question regarding the Hillsborough water project, Administration advised that timelines for the access road construction will be discussed in the coming weeks, with efforts underway to move the project forward as quickly as possible.

#### Director, Legislative Services

Ms. Beert advised that her written report had been circulated to Council. She noted one additional update not reflected in the report: bursary information will be shared with Riverview High School and Caledonia Regional High School, including two bursaries designated for Fundy Albert students.

A question was raised about the possibility of having a Council representative present when bursaries are awarded. It was noted that formal presentations were held in the past; however, since COVID-19, schools have not continued that practice.

A request was made to ensure that bursary eligibility criteria clearly specify that applicants must be from Fundy Albert, and it was confirmed that this requirement is included, with a reminder to emphasize this moving forward.

#### Director of Operations

Mr. Barrett advised that a written report had been previously circulated, with several additional updates provided verbally.

The new sander was delivered on Friday and is ready for use. The truck is currently at Taylor Ford for vehicle preparation and will then be transferred to have the plow installed, with

completion anticipated by the end of the week or early next week.

It was also reported that the Province has launched a public portal providing up-to-date water sampling results for all three communities. The link has been added to the municipal website and shared on social media to improve transparency and public access to information.

Administration further advised that Trans Canada Trail has formally approved up to \$25,000 in funding for the Grey brook Footbridge project, contingent upon the Village securing the remaining project funding by May 1. The total project estimate is approximately \$50,000 and includes bridge replacement, new footings, picnic area improvements, and limited parking enhancements. Corporate sponsorship requests have been submitted to several organizations, and additional outreach will occur locally. It was noted that if full funding is not secured, the project scope may be reduced while still proceeding with bridge replacement.

A question was raised regarding the lagoon project update and communication challenges. Administration acknowledged ongoing discussions and indicated that efforts continue to establish clearer timelines and coordination with the involved parties.

Treasurer Report

General operating

Alma utility

Hillsborough utility

Riverside-Albert utility

Ms.Hutchinson provided a financial update and advised that staff are actively working on the 2025 year-end in preparation for the 2024 audit.

As of January 31, 2026:

- **General Operating:** Available bank balance exceeded \$400,000, with a year-to-date surplus of approximately \$88,000. Streetlight costs are higher than anticipated despite budgeting a 15% increase. Updated insurance breakdowns reflecting negotiated reductions are pending.
- **Alma Utility:** Available bank balance of approximately \$219,000 plus overdraft. An advance from RDC was received and applied toward project-related expenses. Year-to-date surplus is approximately \$79,000.
- **Hillsborough Utility:** Available bank balance of approximately \$140,000, with a temporary year-to-date deficit of approximately \$4,000 due to first-quarter billing not occurring until March 31.
- **Riverside-Albert Utility:** Available bank balance of approximately \$262,000 plus overdraft, with a year-to-date surplus of approximately \$84,000. It was noted that a prior deposit significantly improved cash flow.

Administration identified minor reporting variances, including elevated purification/treatment costs during warranty support and a billing correction from NB Power.

Receivables are decreasing overall. Most previously issued disconnection notices have been resolved, with only one account outstanding. One disconnected account may be resolved following a pending property transfer. An HST rebate has since been received.

**Councillor Land** exited the meeting at 5:37 pm and returned at 5:39 pm.

Council discussed audit costs. To date, \$29,900 has been paid toward the 2023 audit, with an additional \$11,500 outstanding, bringing the total projected cost to approximately \$40,400, compared to the original quote of \$23,000. Some prior approved audit funds from former municipalities may be applied to offset costs.

Discussion also included:

- Improving clarity of water/sewer billing statements, including invoice dates versus due dates, to prevent confusion regarding overdue amounts;
- Transition to the new accounting software (Xero), which will provide improved reporting and year-over-year comparisons;
- Consideration of harmonizing billing cycles across former municipalities, recognizing that implementation would require planning, communication, and potential interest adjustments.

## MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

**Councillor Ward-Russell** reported attending the recent Wildfire Resiliency meeting and expressed appreciation for Council's participation. The session was noted as informative, and interest was expressed in reviewing the forthcoming recommendations and how Fundy Albert will implement them.

**Councillor Ward-Russell** inquired about snow maintenance for Lower Coverdale for the 2026-2027 season, seeking clarification on whether the work will continue to be contracted or revert to DTI. It was noted that residents should continue to contact DTI regarding issues, and Administration will confirm future arrangements.

**Councillor Ward-Russell** requested an update regarding the status of the 2023 audit and whether Council remains scheduled to receive the draft financial statements on February 27. Administration advised that the anticipated timeline remains February 27, with recent communication occurring between staff, the auditor, and E6 for clarification on financial notes.

**Councillor Ward-Russell** acknowledged that documentation requested by a resident had been provided prior to the meeting and expressed appreciation for the information being shared.

**Councillor Jonah** inquired about the current status of the Hillsborough water supply and long-term capacity.

Ms. Heather Cail advised that, based on hydrogeological guidance, aquifers may take up to three years to fully recharge following drought conditions. Improvements are being observed in static water levels at the Albert Mines well. Currently, only one well is in operation during the winter months, as demand does not require use of the Beaumont well.

It was noted that while the Albert Mines and Beaumont wells together can meet current short-term demand, challenges remain. The Albert Mines well experiences turbidity spikes following rainfall or snowmelt events, requiring 2–3 days to stabilize. The Beaumont well has elevated iron and manganese levels, and upcoming provincial guideline changes may make compliance more challenging without additional treatment.

Staff expressed support for advancing filtration or treatment options for the Hillsborough water system to improve reliability and regulatory compliance. Council also discussed future growth implications, noting that while current production capacity (approximately 160 gallons per minute combined) appears sufficient in the short term, long-term expansion will require additional well capacity and/or treatment upgrades.

It was acknowledged that implementing filtration could require upgrading to a Level II plant classification, resulting in additional operational costs. Council recognized that water system capacity is critical to supporting future development and growth in the community.

**Councillor Elderkin** reported attending the recent Wildfire Resiliency session and described it as informative and timely, noting the importance of proactive planning as wildfire risks increase closer to home.

**Councillor Elderkin** also attended a meeting at Riverside School with the Mayor and Principal Jeff Keirstead regarding potential provincial budget cuts affecting schools. While no decisions have been announced, concern was expressed about the possible impact on Riverside School, emphasizing its historical significance and importance to the community. **Councillor Elderkin** indicated hope for Council's support should advocacy be required.

Appreciation was expressed to Administration for ongoing work in securing grants and pursuing corporate sponsorship opportunities to support municipal initiatives.

**Councillor Elderkin** attended a Kiwanis breakfast event and acknowledged the strong community support and the valuable role volunteer organizations play in Fundy Albert.

Administration advised that the Mayor and CAO have a scheduled meeting with the Minister of Education on the 24th to discuss school-related concerns. Council noted the high level of public

interest and correspondence on the matter.

**Councillor Land** reported attending the recent Wildfire Resiliency session and noted it was educational and beneficial for understanding local risk and preparedness efforts.

**Councillor Land** also attended the Kiwanis breakfast and commended the organization for hosting a successful and well-supported community event.

**Councillor Land** extended congratulations to the Minor Hockey Association for a successful tournament weekend, noting strong attendance and local team success, with the U13 and U18 teams winning their respective finals. Appreciation was expressed for the positive use of the arena and the efforts of the young athletes.

**Councillor Land** congratulated Water Operator David Steele on obtaining his Level I Water and Sewer Certification.

**Councillor Coates** advised that the Library Board is currently hosting an online fundraising auction through Facebook, noting that several items have been donated and encouraging community participation in support of the library.

**Councillor Coates** also referenced past community advocacy efforts related to school closures and expressed concern about potential future service reductions. Strong support was voiced for continued advocacy to protect local services.

**Councillor Coates** raised concerns regarding RCMP coverage and response times, particularly in comparison to other communities that have received additional resources. The Councillor encouraged engagement with the upcoming RCMP meeting scheduled for March 3 and suggested that Council and residents continue communicating concerns to the MLA and Minister.

**Councillor Coates** inquired about the status of the Fundy Albert sign on Route 114. Administration advised that the required easement agreement with the property owner remains outstanding. Council expressed hope that the matter will be resolved soon.

**Mayor Campbell** expressed appreciation for the recent Wildfire Resiliency presentations, noting the value of the information shared.

**Mayor Campbell** provided an update regarding advocacy efforts for Riverside Consolidated School. Meetings are scheduled with several provincial ministers next week, and commemorative school calendars will be presented during those discussions. **Mayor Campbell** emphasized the importance of protecting the school, particularly in light of potential residential growth in Fundy Albert, including proposed apartment developments in Hillsborough and Riverside-Albert.

**Mayor Campbell** recognized Scott Reid for organizing the Hillbilly Hockey Tournament and for donating proceeds back into the community, including a recent \$1,000 contribution to Nursing Home Without Walls. Appreciation was expressed for his continued community support.

### PUBLIC STATEMENTS AND INQUIRIES

Ms. Kathy Weir noted that the presentation of the 2023 draft audit scheduled for March 6 is positive news and reflects continued progress for the municipality.

Ms. Kathy Weir provided an update on Riverside Consolidated School enrollment, with current attendance reported in the low 50s and additional families expected, potentially increasing student numbers further.

Ms. Kathy Weir reminded Council that the Riverside-Albert Volunteer Fire Department Lumberjack Breakfast is scheduled for March 28, with promotional materials to be circulated.

Ms. Kathy Weir extended appreciation to Administration for participation in a recent CCRC meeting regarding trail development and Trail Town initiatives.

Ms. Kathy Weir made a suggestion to include a postal code on municipal invoices to improve mailing clarity. Administration will review this as part of ongoing billing improvements.

Ms. Kathy Weir thanked staff for providing information in advance of meetings, noting that it assists Council in reviewing materials and preparing to support municipal initiatives effectively.

Ms. Heather Cail expressed appreciation for the progress made over the past year, noting significant positive change and transformation within the municipality. Particular recognition was given to Administration and Public Works staff, highlighting improved working conditions and a renewed sense of pride.

**Councillor Coates** advised that the Fundy Blades Skating Club will be hosting a breakfast fundraiser this Saturday, February 21st at White's Maple Sugar Camp from approximately 8:00 a.m. to 12:00 p.m.

### CLOSED SESSION

**IT WAS MOVED** by **Councillor Land** and **SECONDED** by **Councillor Coates** that Council have an in-camera session at 6:05 pm.

**MOTION CARRIED** (unanimously).



Fundy Albert Committee of the Whole Meeting Minutes  
Date: Tuesday, February 17, 2026  
Time: 4:30 P.M.  
Location: Village office, 61 Academy Street, Hillsborough

Local Government.

and

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

**IT WAS MOVED** by *Councillor Elderkin* and **SECONDED** by *Councillor Land* to return to the regular session at 6:25 pm.

**MOTION CARRIED (unanimously)**

**ADJOURNMENT**

**IT WAS MOVED** by *Councillor Elderkin* **THAT** the meeting be adjourned at 6:25 pm.

-----  
Mayor

-----  
Clerk



Greetings,

On March 26th, people living with epilepsy, along with their families, friends, workplaces, and communities, come together to celebrate Purple Day, a global awareness initiative founded in 2008 by Cassidy Megan, a young girl from Nova Scotia. What began as one person's vision to reduce stigma and ensure others felt less alone has grown into an international movement celebrated in over 100 countries across every continent, with individuals and landmarks lighting up purple to spark conversation, increase understanding, and show support for the epilepsy community.

In 2012, The Purple Day Act received Royal Assent in the Parliament of Canada <https://laws-lois.justice.gc.ca/eng/acts/P-38.8/page-1.html#h-410316>

Motivated by her own struggles, Cassidy founded Purple Day to encourage people to talk about epilepsy, to dispel myths and inform those with seizures that they are not alone, and to work towards the elimination of stigma and empower those living with this neurological disease.

Around the world, buildings and businesses will be illuminated in Purple on March 26<sup>th</sup> to show support. We invite you to take part in this grassroots movement by illuminating a landmark in your community on March 26<sup>th</sup> to show your support for the 50 million people worldwide living with epilepsy, including many in our local community.

The Epilepsy Association of the Maritimes in partnership with Cassidy Megan in this initiative, would be honored to have you take part in this event, and we would be happy to celebrate your participation through social media and community outreach. Please let us know if there are any procedures or other requirements needed to facilitate this request.

Thank you for your time and consideration. We look forward to your response and having you be part of this important awareness effort.

Sincerely,

EAM President  
[Angela.McCarthy@epilepsymaritimes.org](mailto:Angela.McCarthy@epilepsymaritimes.org)  
(902)292-0198

Founder, Purple Day  
[Cassidy@purpleday.org](mailto:Cassidy@purpleday.org)



**45+ Years**  
Serving the community



Representing  
**20,600+**  
Maritimers



**500+**  
Phone Calls



**200+**  
Support Group  
Registrations



**1,040+**  
Educated through PACES, Education  
Sessions, and Seizure First Aid



902-429-2633  
1-866-EPILEPSY



[epilepsymaritimes.org](http://epilepsymaritimes.org)



7071-325 Bayers Road  
Halifax, NS B3L 2C2



## Purple Day Proclamation 2026

Whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

Whereas epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide and 42 people in Canada are diagnosed every day, and

Whereas one in ten persons will have at least one seizure during his or her lifetime, and

Whereas the public is often unable to recognize common seizure types, or how to respond with appropriate first aid, and

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally.

Now, therefore, I do hereby proclaim March 26, 2026, “Purple Day”, in an effort to raise awareness of epilepsy in Canada.

Signed \_\_\_\_\_





Greetings,

The Epilepsy Association of the Maritimes (EAM), in partnership with Purple Day, is reaching out to municipalities across Nova Scotia, New Brunswick, and Prince Edward Island to encourage participation in Purple Day on March 26th. We are hopeful that all municipalities, towns, and cities throughout the Maritimes will join this important awareness initiative.

Purple Day was established in 2008 by Cassidy Megan, inspired by her personal experience with epilepsy. With EAM's support, it has grown into a globally recognized movement dedicated to raising awareness, reducing stigma, and ensuring that those living with seizures know they are not alone.

For over 45 years, the Epilepsy Association of the Maritimes (EAM) has provided education, advocacy, programming, and support to individuals living with epilepsy and their families across Nova Scotia, New Brunswick, and Prince Edward Island. As part of our ongoing awareness efforts, we are reaching out to municipalities throughout the Maritimes to encourage participation in Purple Day on March 26th.

We kindly invite your municipality to recognize Epilepsy Awareness Month this March and participate in Purple Day. Purple ribbons are available by request, free of charge for council members to wear on March 26th and throughout the month as a visible sign of support for community members affected by epilepsy. Contact us to request ribbons.

A copy of the Purple Day proclamation, in both English and French, is attached for your consideration. Please contact us to arrange ribbon delivery or to access additional materials.

Sincerely,

EAM President  
[Angela.McCarthy@epilepsymaritimes.org](mailto:Angela.McCarthy@epilepsymaritimes.org)  
(902)292-0198

Founder, Purple Day  
[Cassidy@purpleday.org](mailto:Cassidy@purpleday.org)



**45+ Years**  
Serving the community



Representing  
**20,600+**  
Maritimers



**500+**  
Phone Calls



**200+**  
Support Group  
Registrations



**1,040+**  
Educated through PACES, Education  
Sessions, and Seizure First Aid



902-429-2633  
1-866-EPILEPSY



[epilepsymaritimes.org](http://epilepsymaritimes.org)



7071-325 Bayers Road  
Halifax, NS B3L 2C2

## COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Kim Beers		
Date	March 3, 2026		
Subject	ATV Trail – Land Use Agreement		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Committee	Private	<input checked="" type="checkbox"/> Public
	of the Whole		

### PURPOSE

To seek Council direction regarding a request from the Chipoudy Communities Revitalization Committee, in cooperation with ATV Club 32, to enter into a Land Use Agreement to permit ATV trail access across municipal lands identified as PID 05053293.

### BACKGROUND

On February 9, 2026, the Village received correspondence from Joanne Butland, Vice Chair of the Chipoudy Communities Revitalization Committee, requesting that the Municipality enter into a land use agreement for access across PID 05053293.

The subject lands are located along the hydro line outside the former Municipality of Riverside-Albert and are currently used by the SENSBA trail network for winter access.

The requested agreement would permit the New Brunswick All-Terrain Vehicle Federation Inc., represented locally by ATV Club 32, to construct, develop, and maintain a recreational ATV trail to support the development of a proposed three-season ATV trail system, as previously presented to Council.

As outlined in the draft Landowner's Agreement, the Federation would be responsible for:

- Trail installation and maintenance
- Installation of required drainage piping, where necessary

- Erection of safety signage
- Carrying and maintaining liability insurance
- Indemnifying the landowner (Municipality) from loss, costs, or claims arising from trail use

Schedule "A" identifies the proposed trail corridor across PID 05053293.

## RECOMMENDATION

That Council authorize the Mayor and Clerk to execute a Land Use Agreement with the New Brunswick All-Terrain Vehicle Federation Inc., represented by ATV Club 32, for the purpose of permitting recreational ATV trail access across PID 05053293.

## CONSIDERATIONS

<b>Legal</b>	<p>Execution of a Land Use Agreement would grant the NB ATV Federation a limited license and easement to construct and maintain a recreational trail on municipal property.</p> <p>Council authorization is required to enter into any agreement affecting municipal land pursuant to the <b>Local Governance Act</b>.</p>
<b>Financial</b>	There are no direct financial implications.
<b>Environmental</b>	Trail development may require installation of drainage piping to maintain the natural drainage system across the easement area. All work is required to comply with NBATVF Trail Construction Standards and be the responsibility of the Federation.
<b>Policy</b>	Council approval would constitute authorization for the use of municipal lands for recreational trail purposes in accordance with applicable agreements.
<b>Stakeholders</b>	<p>Chipoudy Communities Revitalization Committee</p> <p>ATV Club 32</p> <p>NB ATV Federation</p> <p>Local trail users</p>
<b>Community Sensitivities</b>	n/a
<b>Council priorities</b>	<p>This request aligns with Council's strategic priorities related to recreation, tourism development, and the enhancement of outdoor trail infrastructure within the Village of Fundy Albert. Supporting the development of a three-season ATV trail network contributes to increased recreational opportunities for residents, promotes tourism activity, and supports local economic development initiatives within the region.</p> <p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> <li>• Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>

<b>Documents, maps, photos or presentations attached</b>	Email from CCRC and the Land Owner(s) Agreement
<b>Consultation</b>	Council
<b>Intergovernmental considerations</b>	n/a

**ATV Trail - Land Use Agreement Request**

---

**From** Joanne Butland

**Date** Mon 2/9/2026 1:14 PM

**To** Clerk <clerk@FUNDYALBERT.CA>

 1 attachment (265 KB)

Fundy Albert Agreement & Schedule A.pdf;

Dear Mayor and Council of Fundy, Albert,

On behalf of the Chipoudy Communities Revitalization Committee, in cooperation with ATV Club 32, we respectfully request a land use agreement with the municipality for access across pid #05053293. This is the same section of land that SENBSA currently uses in the winter, located on the hydro line just outside the former municipality of Riverside-Albert. This land agreement will allow us to proceed with the development of the three-season ATV trail system, as previously presented to the council.

We appreciate your timely consideration to expedite this process.

Sincerely,

Joanne Butland  
Vice Chair

--

*Joanne*

Joanne Butland

**LAND OWNER(S) AGREEMENT**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**BETWEEN:** \_\_\_\_\_ of  
\_\_\_\_\_  
in the County of \_\_\_\_\_,  
in the Province of New Brunswick  
(Hereinafter called the "Landowner")

OF THE FIRST PART

**AND** The NEW BRUNSWICK ALL-TERRAIN VEHICLE FEDERATION  
INC., represented by the ATV Club VTT # \_\_\_\_\_ of the  
\_\_\_\_\_ area,  
(Hereinafter called the "Federation").

OF THE SECOND PART

Whereas the Federation wishes to develop a recreational trail in partnership with the local club;

And whereas the Landowner is the owner of a tract of land where the planned trail is to be located and has agreed to grant limited licenses in order to permit the Federation to construct and maintain such a trail;

THE INDENTURE WITNESSETH that for and in consideration of the sum of ONE DOLLAR (\$1.00) OF LAWFUL MONEY OF Canada now paid by the Federation to the Landowner(s), the receipt whereof is hereby acknowledged, and in consideration of the covenants and conditions hereafter mentioned to be kept and performed by the parties, The Landowner(s) grant, and transfer unto the Federation, its successors and assigns, the right, license, liberty, privilege and easement to construct, develop, and maintain a trail no greater than ( \_ ) meters in width, across the lands of the Landowner(s) on the parcels of lands more particularly described in Schedule "A" hereto annexed.

TO HAVE AND TO HOLD the said easement unto and to the use of the Federation, its successors and assigns, for the said term; reserving unto the Landowner(s) any and all uses of the lands which are not inconsistent with the right, privileges and easements hereby granted or the restrictive covenants hereinafter contained and on the part of the Landowner(s) to be observed and performed.

IN CONSIDERATION of the above, the following terms and conditions are mutually covenanted and agreed to by and between the parties:

1. Neither the Landowner(s) nor the Federation, will, without the prior written consent of the other, excavate, drill, install, erect or extend any building, foundation, or other structure on the said easement,
2. All work or improvements to the subject areas will be in keeping with the standards of the NBATVF Inc – Trail Construction Manual.
3. The Federation will install, where necessary, piping to continue the natural drainage system across the subject easement;
4. The Federation shall be solely responsible for maintaining the trail system. It shall erect proper standard signs for the safety and information of the users. The Landowner shall advise the Federation promptly of required maintenance or any dangerous condition on the trail of which the Landowner becomes aware.
5. The Applicant's right to enter the Approved Site for the purpose of operating, grooming, repairing and maintaining the Trail and related assets pursuant to this agreement is as a licensee only. This agreement does not grant or convey to the Applicant any title to or proprietary interest in the Approved Site or the Lands.
6. Liability

The Federation agrees to indemnify and save harmless, the Landowners, their heirs, executors, successors and assigns, for any loss, costs, suit or claims, for property damage or personal injury, whatsoever and howsoever caused, arising out of or by reason of the use, occupation or possession of the within described easement, by the Federation, the public and intended users.

***Off-Road Vehicle Act Section 3(1)***

"No owner of an off-road vehicle shall drive it or permit it to be driven unless (d) if it is an all-terrain vehicle, it is covered by a motor vehicle liability insurance policy providing the insurance referred to in sections 243 and 264 of the Insurance Act."

***Off-Road Vehicle Act Section 7.92(1)***

"The all-terrain vehicle trail manager shall carry and maintain liability insurance in conformity with the requirements established in the agreement made between the Minister of Natural Resources and Energy Development and the all-terrain vehicle trail manager under subsection 7.8(3)."

***Off-Road Vehicle Act Section 7.92(2)***

"No action or other proceeding lies or shall be commenced against an owner or occupier of land, a municipality, Her Majesty in right of the Province, a Minister of the Crown in right of the Province, another person or body or class of person or body prescribed by regulation or an employee, officer or agent of any of them for any injury, loss or damage suffered as a result of, arising out of or stemming from a person using, operating, riding or being towed by an all-terrain vehicle on an all-terrain vehicle managed trail."

7. This easement shall continue in effect from the day and year first above written, of every following year until terminated by either party hereto giving to the other party not less than ninety (90) days notice in writing, but should the Federation default in carrying out any of the terms and conditions of this Agreement, the Landowner may cancel this Agreement forthwith.
  
8. No transfer or assignment of any to the rights herein granted shall be made by the Federation without the consent in writing of the Landowner first having been made and obtained.

---

IN WHITNESS WHEREOF the parties hereto have hereunto set their respective hands and seals on the day and year first above written.

SIGNED, SEALED AND DELIVERED

In the presence of:

(x) \_\_\_\_\_

WITNESS

(x) \_\_\_\_\_

LANDOWNER

\_\_\_\_\_  
LANDOWNER

(x) \_\_\_\_\_

WITNESS

(x) \_\_\_\_\_

FEDERATION

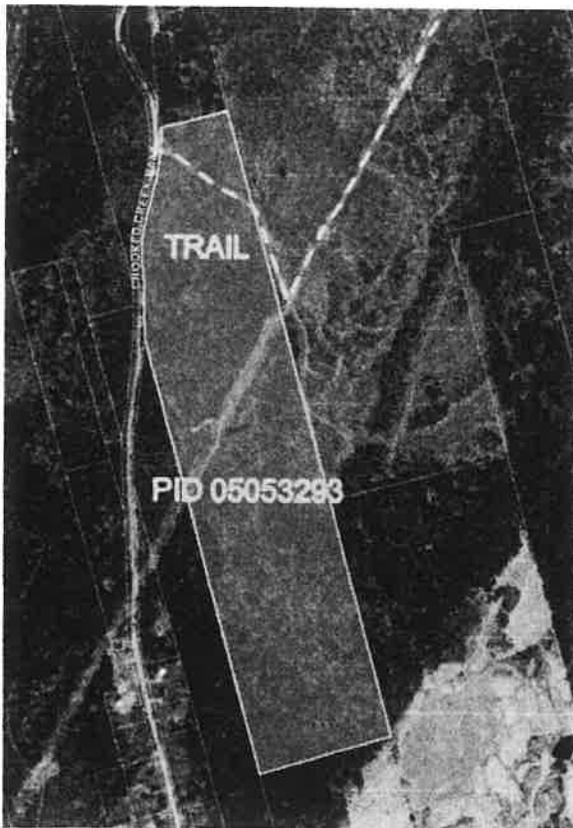
SCHEDULE "A"

The following map is a representation of the parcel of land referred to in this agreement. The highlighted corridor represents the proposed trail route to be open to ATV use:

- Winter Only (Assumed December 15 to April 15 unless specified below)
- 3 Season (assumed April 16 to December 14 Unless Specified below)
- Year Round
- Date Specific from \_\_\_\_\_ to \_\_\_\_\_

**PID (Parcel Identification Number): 05053293**

SNB MAPPING OF LANDOWNER'S PROPERTY ATTACHED



---

**Synopsis:** Whiterock Trans Canada Trail Reroute

**Date:** March 3, 2026

**Department:** Operations

---

The proposed rerouting of the Trans Canada Trail (TCT) through the White Rock Recreation Area represents a strategic opportunity to strengthen trail connectivity, enhance the visitor experience, and support tourism and economic development within the Village of Fundy Albert.

The current TCT alignment along the gravel section of Golf Club Road does not provide meaningful engagement with White Rock's natural, geological, and recreational assets. Rerouting the trail through the established White Rock trail network would significantly improve accessibility, visibility, and long-term development potential.

The Trans Canada Trail organization has provisionally agreed to the reroute and has provided a formal application requiring municipal authorization.

Approval of this motion does not commit the Municipality to immediate capital expenditure. However, it unlocks eligibility for external funding opportunities, including the Trans Canada Trail Catalyst Fund and potential regional partnerships.

---

**WHEREAS** the White Rock Recreation Area is a key recreational and tourism asset within the Village of Fundy Albert;

**AND WHEREAS** the current Trans Canada Trail alignment along Golf Club Road does not fully leverage the recreational, environmental, and economic potential of the White Rock area;

**AND WHEREAS** the Trans Canada Trail organization has provisionally agreed to reroute the trail through the White Rock Recreation Area, subject to formal municipal approval;

**THEREFORE BE IT RESOLVED THAT** Council approve the rerouting of the Trans Canada Trail through the White Rock Recreation Area.

**BE IT FURTHER RESOLVED THAT** the Mayor be authorized to sign the Trans Canada Trail rerouting application and any related documentation required to formalize the alignment on behalf of the Village of Fundy Albert.



## **Trans Canada Trail Registration Agreement Trail 0882 – Shore-Line Trail – Shepody Trail**

---

*MISSION: As the longest trail network in the world, the Trans Canada Trail connects Canadians and visitors to nature and to one another, from coast to coast to coast, through accessible and inclusive outdoor activities. Through collaboration and partnerships, we build, maintain and steward Canada's national trail, a unique system of connected urban and rural trails.*

### Reroute Registration

---

#### **BETWEEN**

Trans Canada Trail — Le Sentier Transcanadien  
A company duly incorporated, with an office located at  
150 Elgin Street, 8th Fl, Suite 1053, Ottawa, ON, K2P 1L4  
(hereinafter referred to as "TCT")

#### **AND**

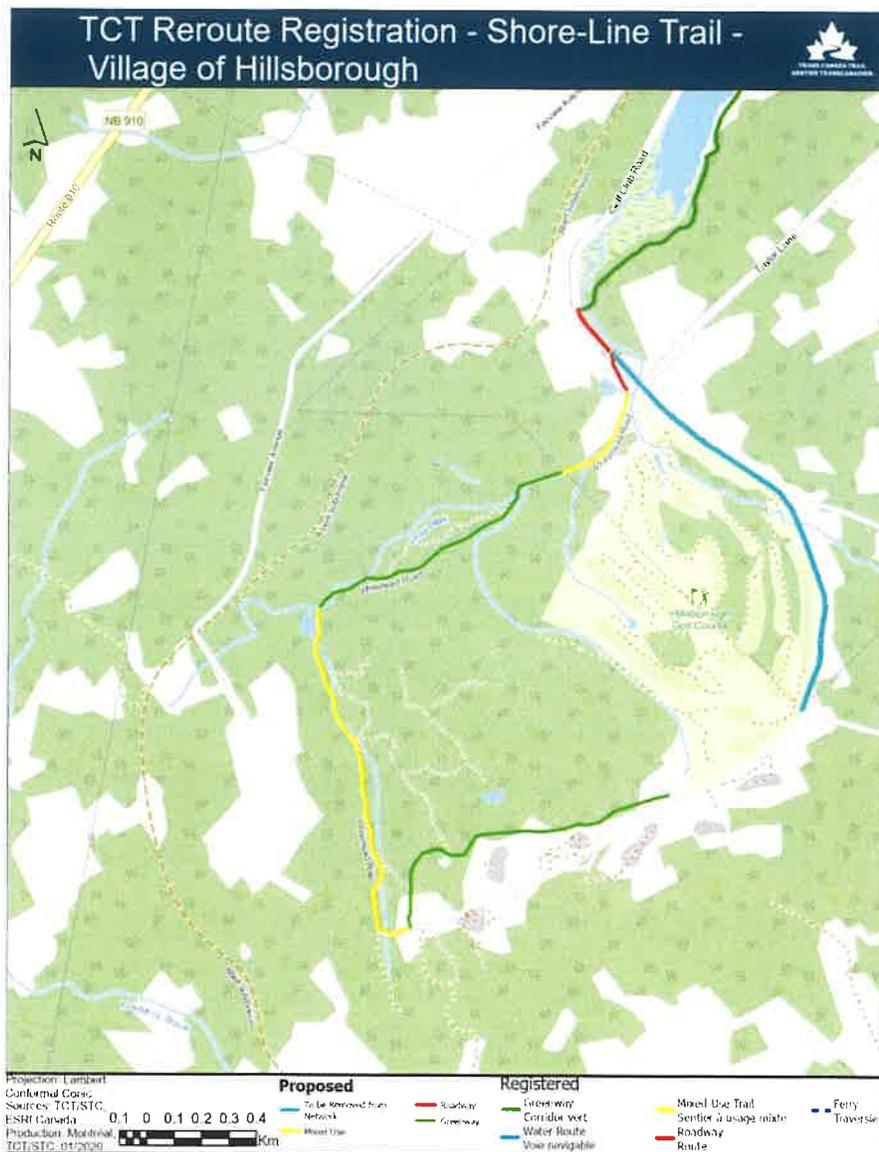
Village of Fundy Albert  
61 Academy Street – Unit 1, Hillsborough, NB, E4H, 2R4  
(individually, referred to as a "Party" and collectively referred to as the "Parties")

#### **WHEREAS**

TCT seeks to promote and assist in the development and use of The Trans Canada Trail of Canada – created by Trans Canada Trail and our partners – by supporting success at the local level in the continued improvement and enhancement of this national network.

#### **THE PARTIES AGREE AS FOLLOWS**

## REROUTE REQUEST



This registration pertains to the portion of land demarked in the attached map.



## ACKNOWLEDGEMENTS AND CONFIRMATIONS

The **Trail Operator** has reviewed and confirms that:

- As a reroute registration, the **Trail Operator** confirms that TCT wayfinder signs have been installed based on the agreed plan.
- This reroute does not remove the obligation and liabilities of the **Trail Operator** to manage and maintain the trail and routing.
- This new alignment is an active transportation route that permits cycling and pedestrians. All greenway sections of this route do not permit motorized vehicle usage, such as ATV's or side-by-sides, thus satisfying the **TCT** greenway definition.

## AUTHORIZED SIGNATURES

By signing below the **Trail Operator** confirms that it has reviewed the reroute request to realign the **TCT** and has found no issues with the request. The **Trail Operator** approve the realignment of the **TCT** routing to proposed routing indicated in the attached map.

The undersigned hereby certify the following:

- I am duly authorized to bind our organization
- The information included in this Reroute Registration, including appendices, is accurate.

\_\_\_\_\_  
Name of Trail Operator Signing Authority

\_\_\_\_\_  
Name of Trans Canada Trail Signing Authority

\_\_\_\_\_  
Signature (Trail Operator)

\_\_\_\_\_  
Signature (Trans Canada Trail)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

---

**Synopsis:** Arena Land Deal

**Date:** March 3, 2026

**Department:** Operations

---

Administration has been engaged in negotiations to acquire approximately 4 acres of land adjacent to the municipal arena to support long-term recreational infrastructure planning and potential facility expansion.

To enable this acquisition, the vendor must subdivide the existing parent parcel. However, the proposed subdivision would result in the remaining portion of the vendor's land becoming landlocked and therefore not approvable under Plan 360 subdivision requirements.

The Municipality owns PID 05079058 (approximately 0.83 acres), originally intended as a future street but not required for current municipal operations or near-term capital planning. Conveyance of this parcel forms part of the overall land transaction and is necessary to provide legal access to the vendor's remaining lands, enabling subdivision approval and allowing the broader land acquisition to proceed.

In practical terms, this is a structured land exchange that aligns both public and private interests and facilitates consolidation of land adjacent to a key municipal asset. Furthermore, this will allow for private development of the property at the expense of a private developer rather than the municipality constructing and maintaining another street providing more value to ratepayers.

Failure to proceed would likely prevent subdivision approval and jeopardize the larger land acquisition opportunity, potentially constraining future arena expansion and long-term recreational planning.

---

**WHEREAS** the Village is pursuing acquisition of approximately 4 acres of land adjacent to the municipal arena to support future expansion;

**AND WHEREAS** the proposed subdivision required to facilitate this acquisition would leave the vendor's remaining parcel without legal access and therefore not approvable under subdivision requirements;

**AND WHEREAS** the Village owns PID 05079058 (approximately 0.83 acres), which is not required for current municipal operations or near-term capital projects;

**AND WHEREAS** conveyance of PID 05079058 forms part of the overall land transaction necessary to enable subdivision approval and completion of the broader arena land acquisition;

**THEREFORE BE IT RESOLVED THAT** Council authorize the conveyance of PID 05079058 (approximately 0.83 acres) as part of the larger land acquisition agreement to support future arena expansion.

**BE IT FURTHER RESOLVED THAT** the Mayor and Chief Administrative Officer be authorized to execute all agreements, subdivision documents, and transfer instruments necessary to complete the transaction.

---

**Synopsis:** PMHP 2026- Scenic Drive Shoulder and Swale Reconstruction

**Date:** March 3, 2026

**Department:** Operations

---

Council previously approved the 2026 Provincial Municipal Highway Program (PMHP) project for Scenic Drive with a total budget of **\$185,500**, comprised of \$119,000 in PMHP funding and \$66,500 in Village Core Capital.

Following issuance of a public RFP through NBON, four proposals were received. Initial submissions significantly exceeded the approved funding envelope due to full reconstruction assumptions. To preserve fairness and transparency, all proponents were invited to submit refined proposals aligned to the approved total project budget.

Four refined submissions were received and evaluated against:

- Alignment with the \$185,500 total budget
- Engineering fees
- Scope clarity
- Risk allocation
- Deliverability within the 2026 construction window

While other proponents reduced physical scope or segmented delivery to meet budget constraints, their engineering fees remained \$5,000-\$12,000 higher than WSP's submission and/or significantly reduced corridor coverage.

WSP submitted the **lowest compliant engineering fee** and proposed a corridor-wide optimization approach across the full 1.1 km alignment, allowing design refinement to prioritize the most critical shoulder and swale deficiencies while remaining within the approved funding envelope.

Approval at this time allows the project to proceed to detailed design and tender in advance of the preferred 2026 construction window. Delay risks seasonal pricing pressures and reduced contractor availability.

---

**WHEREAS** Council approved the 2026 PMHP Scenic Drive Shoulder and Swale Reconstruction project with a total budget of \$185,500;

**AND WHEREAS** a public Request for Proposals was issued through NBON in accordance with the Municipality's Procurement Policy;

**AND WHEREAS** WSP submitted the lowest compliant engineering fee and demonstrated alignment with the approved project budget while maintaining corridor-wide consideration of works;

**THEREFORE BE IT RESOLVED THAT** Council approve the proposal submitted by WSP for the 2026 PMHP Scenic Drive Shoulder and Swale Reconstruction project.

**BE IT FURTHER RESOLVED THAT** the Chief Administrative Officer be authorized to execute the engineering agreement with WSP and to take all necessary administrative actions to advance the project, including detailed design, tender preparation, and contract execution, within the approved total project budget of \$185,500.



Jan 23, 2026

Confidential

Fundy Albert Municipality of Fundy Albert  
61 Academy Street  
Hillsborough, New Brunswick, E4H 2R4

**Attention: Ian Bartlett, Municipality of Fundy Albert**

Dear Mr. Bartlett:

**Subject: Proposal Submission – Engineering Services for Alma Shoulder  
Reconstruction & Swale Paving Scenic Drive (Route 114 to Bucket Hill),  
Alma**

On behalf of WSP Canada Inc., I am pleased to submit our revision-1 proposal for engineering services related to the Alma Shoulder Reconstruction and Swale Paving along Scenic Drive (Route 114 to Bucket Hill). Our team brings extensive experience in civil and transportation engineering projects across New Brunswick, with a proven track record of delivering cost-effective, sustainable, and high-quality solutions.

This revised proposal outlines our understanding of the project, proposed approach and methodology, work plan, relevant experience and qualifications, and project team. We recognize the importance of this initiative in enhancing roadway safety, improving drainage efficiency, and strengthening overall infrastructure resilience in the Alma area.

Should you have any questions, please do not hesitate to contact us. Thank you for considering our submission.

Yours sincerely,

**Muzaffer Malik, P.Eng. PMP®, PhD**

Senior Project Manager - Transportation and Infrastructure

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

T: +1 506 451-0055  
F: +1 506 857-1679



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80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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## **PROPOSAL - ENGINEERING SERVICES – ALMA SHOULDER RECONSTRUCTION & SWALE PAVING SCENIC DRIVE (ROUTE 114 TO BUCKET HILL), ALMA,**

January 23, 2026

Fundy Albert Municipality of Fundy Albert  
61 Academy Street Hillsborough  
New Brunswick  
E4H 2R4

**Attention:** Ian Bartlett.  
Municipal of Fundy Albert

### **INTRODUCTION**

WSP Canada Inc. (WSP) is pleased to provide you with the following proposal for engineering services for the Alma Shoulder Reconstruction and Swale Paving project on Scenic Drive (Route 114 to Bucket Hill), Alma, NB, Village of Fundy Albert.

As outlined below, this revised proposal is for WSP to provide engineering, design, tendering, construction administration, and inspection services for the reconstruction and paving of roadway shoulders, along with associated drainage improvements, along approximately 1.1 km of Scenic Drive in Alma, New Brunswick. The area has experienced erosion, water management challenges, and deterioration of the gravel shoulder.

WSP is committed to the successful delivery of this project. This proposal presents the detailed scope of work, introduces our project team, and provides the proposed schedule and fee estimate for the engineering services.

### **REVISED SCOPE OF WORK**

WSP will ultimately deliver this project to the Municipality of Fundy Albert early 2026.

The following are complete scope of work includes.

- Engineering services
- Construction costs
- Any assumed contingencies or allowances

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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F: +1 506 857-1679



Since the maximum total project budget is **\$185,500**, our ability to expand the scope remains limited. However, we are proposing the following path forward:

**Base Scope – \$35,400**

We will proceed with the base scope of \$35,400. This reflects the removal of construction administration and record services from the earlier submission, which had included an additional \$14,500.

**Remaining Budget Allocation**

The remaining budget is \$150,000.

- We recommend allocating 10% contingency (\$15,000).
- This leaves \$135,000 available for construction.

**Construction Scope Within Budget**

WSP will align the design to match the \$135,000 construction budget for approximately 1.1 km of upgrades. The specific upgrades will remain within budget, though some details may shift during the design phase.

**Proposed improvements include:**

- 0.040 m of D-asphalt along one side of the road
- Erosion control structures within the ditch
- Ditching where required
- Runoff aprons where asphalt protection is too costly for localized erosion concerns

**PROPOSED PROJECT TEAM**

Members of the project team and their proposed roles are listed in the following table.

Team Member	Role
<b>Muzafer Malik, P.Eng. PMP®, PhD</b>	Senior Project Manager
<b>Korey Gallant, P.Eng</b>	Senior Designer Engineer
<b>Allan Taylor</b>	Survey Supervisor

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<b>Grace Clark</b>	Member in Training, Hydraulic Design Engineer
<b>Adam Botta</b>	Senior Technician, CADD Support
<b>Chris Martin</b>	Senior Geomatic Field Technician (Surveyor)

The team are in the WSP Fredericton and Moncton Offices. Their detailed resumes can be made available on request. Additional local staff are also available to maintain cost effective project work and to meet the timelines of this assignment

### **METHODOLOGY AND WORK PLAN**

WSP will complete a conventional topographic survey using RTK GPS and Total Station within the road corridor (from back of ditch to back of ditch) for approximately 1.1 km along Route 114. Features to be captured include the road crown, edge of asphalt/chipseal, shoulders, ditches, culverts, guide rails, and driveways. Information beyond the roadway corridor will not be collected.

Our design team will begin with a site investigation, followed by preparation of a preliminary design package for client review and approval. Upon approval, we will proceed with the 90% design packages. WSP will adhere to NBDTI design specifications for municipal designated highways, which include hydraulic analysis, horizontal and vertical geometry, and material considerations. Based on the current location, we recommend proceeding with geotechnical investigations on the south side of the road to confirm bedrock locations.

90% Submission will be submitted to the Owner for review and approval. Once approved the design submission will be submitted for a WAWA Permit through the New Brunswick Department of Environment and Local Government (NBDELG) Portal. The Package will also be submitted to NBDTI Design Branch for their review and approval. Upon approval from NBDELG and NBDTI, WSP will proceed to 100% Tender Ready design package.

During the tender period our project management team will facilitate the tender process. They will facilitate responses to all bidder questions, prepare addenda, evaluate bids, provide a recommendation letter for award, and draft contract documentation (Owner to confirm their preferred contract type). Our design team will be required to answer any design specific questions from bidders and prepare Issued for Construction drawings.

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During construction WSP will supply a full-time on-site inspector with experience in similar road and shoulder repair projects. They will be supported remotely by the Project Manager daily (typically 1 hr) and the Senior Design Engineer as required. The Project Manager will prepare progress estimates during the project and adhere to the project Contract for all payment procedures. Upon completion of the works the Design Engineer will complete a final walk through with the Owner, the Contractor and the Inspector. Any identified deficiencies will be documented and followed up on by WSP.

If required, WSP will complete a record survey and prepare a set of record drawings for the Owner. All other close out documentation will be coordinated through WSP Project Management team.

## PROJECT SCHEDULE

Key Milestones are mentioned below.

- **Early February 2026:** Authorization to proceed from the Municipality of Fundy Albert
- **Mid February 2026:** Submission of topographic survey results
- **End of February 2026:** Pre-design meeting with the Municipality of Fundy Albert
- **End of March 2026:** 90% design package
- **Early April 2026:** 100% Submission of tender package
- **End of April:** Tender package completed
- **End of June:** Construction completed

## DELIVERABLES

WSP is committed to the successful delivery of this project, following deliverables will be provide.

- Topographic survey and base plans
- 90% Design package
- 100% Final design package, tender-ready NBON package
- Meeting minutes

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- Progress claim reviews
- Final inspection and close-out documentation
- Construction Scope Within Budget (WSP will align the design to match the \$135,000 construction budget for approximately 1.1 km of upgrades. The specific upgrades will remain within budget, though some details may shift during the design phase.)
- Proposed improvements include following:
  - 0.040 m of D-asphalt along one side of the road
  - Erosion control structures within the ditch
  - Ditching where required
  - Runoff aprons where asphalt protection is too costly for localized erosion concerns

### PROJECT BUDGET

Based on the revised proposed scope of work, the estimated fee for the engineering services required to successfully execute the base scope of work is **\$170,400 (excluding HST)**.

A summary of the engineering services and construction cost breakdown is presented below:

Revised scope of Work	Price
Topographic Survey & Existing Condition Assessment	\$4,500
Engineering Design & Construction Cost Estimate	\$27,400
Tender Preparation & Administration	\$2,000*
Construction work	\$135,000
Post Construction Services	\$1,500

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The costing for the Optional Services which includes (post-construction survey and record/as-built drawings, Geotechnical investigation and testing and any enhanced inspection levels beyond the minimum recommended) is presented below (**excluding HST**).

### **ASSUMPTIONS**

- Together with the Municipality of Fundy Albert, WSP will schedule a kick-off meeting within five business days of contract award to discuss the approach for Project.
- Conditions in February are suitable for topographic survey.
- This proposal is submitted based on the best information available at this time.
- Any delay to schedules and approvals of deliverables will result in a shift in the overall project schedule and WSP will not be held liable to contractual timelines.
- Certificates of insurance for Commercial General Liability (CGL) in a minimum amount of \$2,000,000 for each claim, Automobile Liability Insurance in a minimum amount of \$2,000,000 for each claim, and Professional Liability Insurance/Errors & Omissions Insurance in a minimum amount of \$5,000,000 will be submitted to the Municipality of Fundy Albert after the proposal is awarded. Insurance contracts will be from a Canadian based Insurance Company licensed to do business in the Province of New Brunswick.
- A certificate verifying WSP's registration with WorkSafeNB, that the assessment has been paid, and the account is in good standing is attached as Attachment 3 of this proposal.
- A valid business license will be submitted to the Municipality of Fundy Albert after the proposal is awarded.
- No known conflict of interests exists at the time of the proposal submission.
- This proposal will remain valid and open for acceptance by the Municipality of Fundy Albert for a period of 90 working days after the Closing Date (January 30, 2026).
- The scope is as described within this proposal. Anything not explicitly and specifically described as in the scope, is deemed out of scope, at this time
- **Note:** Once our team completes the site inspection, we will assess whether any damages resulted from past weather events. If so, we will submit a DFAP application for this project.

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This would allow the work to be funded through DFAP, enabling your municipality to redirect the \$185,500 budget toward other priorities.

### **CLOSING**

WSP is pleased to submit this proposal to the Municipality of Fundy Albert for the Alma Shoulder Reconstruction & Swale Paving Scenic Drive (Route 114 to Bucket Hill) Upgrade Project. We welcome the opportunity to discuss any aspect of this proposal at your convenience and look forward to collaborating with the Municipality of Fundy Albert on the successful delivery of this project.

A handwritten signature in blue ink, appearing to read 'Muzafer Malik', written over a faint, larger version of the same signature.

Sincerely,

**Muzafer Malik, P.Eng. PMP®, PhD**

Senior Project Manager - Transportation and Infrastructure

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## ATTACHMENT 1 - COMPANY BACKGROUND AND RELEVANT EXPERIENCE



WSP Canada Inc. (WSP) is one of the world's leading professional services consulting firms. WSP has been in business for 66 years in Canada, starting in Quebec in 1959. Since then, the company has gone through a range of mergers and acquisitions and now has more than 70,000 employees worldwide and 12,000 staff in Canada. With more than 550 offices in 45+ countries and 110 offices in Canada, WSP combines the professional and technical resources of our global resources with the local knowledge, experience, and commitment required to understand how projects fit into local systems and benefit local communities. This results in projects that combine technical excellence with a unique sensitivity to improving people's lives in their specific context.

We are currently engaged in various projects across the country with experts who focus on delivering the highest quality and best value to our clients. WSP uses strong client relationships and deep industry knowledge to deliver cutting-edge, personalized, and practical solutions to our clients. We help our clients seize opportunities, understand and address challenges, identify and manage risks, and navigate relevant regulatory systems – and we provide an exemplary team to execute the plan. We approach each project committed to innovative thinking balanced with practicality to successfully anticipate and address complex technical challenges while ensuring the project is delivered cost-effectively, stays on schedule, and is completed to the satisfaction of our clients and stakeholders. This project will be led by our Fredericton

### **Capacity to Meet Project Objectives:**

In addition to the key benefits above, our proposal clearly demonstrates our Team's capacity to meet the project objectives through:

- Our unmatched depth of our experience executing related work in New Brunswick.
- Our industry recognized technical and professional qualifications.
- Our deep, local bench strength.
- Our ability to leverage global expertise.

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- Our proven commitment to deliver service excellence to the province.

#### **Similar Projects Delivered Previously**

- NBDTI - Route 114 – Shoulder Repair 2022
- NBDTI - Route 620 – Hydraulic Assessment (Driveways and Steep Ditch) 2023
- NSDPW - Stewart Mountain Road (Gravel Road Shoulder and roadway repair) 2025
- Village of Arcadia – Doctors Hill, Ditch and Shoulder Repair 2024
- District Of Carlton North -Route 105 – Drainage Infrastructure Repair (Designated Highway/ Municipal Infrastructure repair) 2024
- NBDTI - Route 112 – Emergency Roadway Replacement Design (Design a road replacement for a full Road Washout) 2024-2025

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**ATTACHMENT 2 - APEGNB - CERTIFICATE OF AUTHORIZATION**

**Association of Professional  
Engineers and Geoscientists  
of New Brunswick**

**Association des  
Ingénieurs et Géoscientifiques  
du Nouveau-Brunswick**

**CERTIFICATE OF AUTHORIZATION**

**CERTIFICAT D'AUTORISATION**

**(RESIDENT)**

**(RÉSIDENT)**

**Registration #: F1559**

**= Immatriculation : F1559**

This Certificate, issued by the Council of the Association of Professional Engineers and Geoscientists of New Brunswick, authorizes the firm of:

Le présent certificat, émis par le conseil de l'Association des ingénieurs et géoscientifiques du Nouveau-Brunswick autorise la société:

**WSP Canada Inc.**

to practice professional engineering or geoscience in, or with respect to, the Province of New Brunswick for the year as shown below.

à pratiquer l'ingénierie ou la géoscience dans la province du Nouveau-Brunswick, ou pour ce qui concerne ladite province, pendant l'année précisée ci-dessous.

*I witness whereof the common seal of the Association of Professional Engineers and Geoscientists of the Province of New Brunswick has been heretofore affixed under the hand of its proper officers.*

*En foi de quoi, l'Association des ingénieurs et géoscientifiques du Nouveau-Brunswick a fait apposer son sceau par ses dirigeants habilités.*

**P. Eng. / ing  
President / Présidente**

**Registrar / Registraire**



**APEGNB / AIGNB  
2025 Certification**

**ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF NEW BRUNSWICK  
ASSOCIATION DES INGÉNIEURS ET GÉOSCIENTIFIQUES DU NOUVEAU-BRUNSWICK  
183 Hanwell Fredericton NB Canada E3B 2R2 (506) 458-8883**

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**ATTACHMENT 3 CONFIRMATION OF COMPLIANCE WITH NB OHS ACT & WORKSAFE NB**



Assessment Services  
1 Portland St, PO Box 100  
Saint John, NB E2L 3X8  
Toll free 1 800 698 4775  
www.worksafenb.ca

Services des cotisations  
1 rue Portland, case postale 100  
Saint John, NB E2L 3X8  
Sans frais 1 800 698 4775  
www.travailsecuritairenb.ca

2025-12-23

Dear Client:

CI

This is to confirm that the following employer(s) account with WorkSafeNB is(are) active and in *good standing* for the 2025 calendar year.

This letter is valid for 45 days.

Employer Number	Employer Name	Trade Names
614110	WSP CANADA INC.	

Under section 70 of the *Workers' Compensation Act*, the principal is equally liable for unpaid assessments of the contractor or subcontractor. We recommend that you obtain an up-to-date clearance certificate before making any final settlement with a contractor.

If you require further information, please do not hesitate to contact our office.

Assessment Services

WSP Ref.: 2025CA516494

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**Synopsis:** Summer Roads Maintenance 2026

**Date:** March 3, 2026

**Department:** Operations

---

The Municipality maintains approximately 51 km of paved roadway (373,439 m<sup>2</sup>), with approximately 95% currently rated Poor to Very Poor.

Given the scale of deterioration and the approved 2026 paved roads budget of \$256,880, it is not realistic to materially improve the entire network in a single construction season. Based on lowest compliant unit pricing received through a public RFQ process through NBON, the Municipality can directly resurface or structurally rehabilitate approximately 1.5% of the total paved surface area in 2026 (approximately 5,600 m<sup>2</sup> or 0.7 km), in addition to preventative crack sealing and pothole repair works.

The Contractor of Record model allows Administration to:

- Apply the lowest unit pricing to each treatment type
- Target works based on real-time condition assessment
- Combine structural rehabilitation with preventative maintenance
- Deliver time-sensitive works efficiently within the approved budget

The evaluation of RFQ submissions identified:

- Brown's Paving Ltd. as lowest compliant for asphalt patching, padding, and mill & pave;
- Birch Hill Construction as best overall value for crack sealing when accounting for mobilisation and volume pricing.

This approach maximizes value for money, aligns with procurement policy, and supports responsible asset lifecycle management while recognizing the financial limitations of the current budget envelope.

---

**WHEREAS** the Municipality issued a public Request for Quotations through NBON for the 2026 Summer Roads Maintenance Program;

**AND WHEREAS** unit pricing was evaluated to determine best value for each treatment type;

**AND WHEREAS** Brown's Paving Ltd. submitted the lowest compliant unit pricing for asphalt patching, asphalt padding, and mill & pave works;

**AND WHEREAS** Birch Hill Construction provides best overall value for crack sealing when accounting for mobilisation and anticipated volumes;

**THEREFORE BE IT RESOLVED THAT** Council appoint:

- Brown's Paving Ltd. as Contractor of Record for asphalt patching, asphalt padding, and mill & pave works; and
- Birch Hill Construction as Contractor of Record for crack sealing

for the 2026 Summer Roads Maintenance Program.

**BE IT FURTHER RESOLVED THAT** the Chief Administrative Officer be authorized to approve and execute work orders under the 2026 Summer Roads Maintenance Program with the appointed Contractors of Record, provided that total expenditures remain within the approved 2026 summer roads maintenance budget allocation.

# Consolidated RFQ Price Comparison – Summer Road Maintenance (2026)

Village of Fundy Albert  
(All prices exclude HST)

## A. Asphalt Padding – Surface Mix (\$/m<sup>2</sup>)

(30 / 40 / 50 mm combined where noted)

### 0–1,000 m<sup>2</sup>

Community	MacDonald Paving	Brown's Paving	Modern Construction	Birch Hill Construction
Hillsborough	41.25 / 53.50 / 65.70	~31–32	36.15	40.00
Riverside-Albert	42.55 / 54.80 / 67.10	~31–32	38.25	43.00
Alma	44.15 / 56.40 / 68.65	~32	40.50	45.00

### 1,001–2,500 m<sup>2</sup>

Community	MacDonald Paving	Brown's Paving	Modern Construction	Birch Hill Construction
Hillsborough	37.50 / 49.05 / 60.65	~25.80	34.30	40.00
Riverside-Albert	38.10 / 49.65 / 61.25	~25.80	37.40	43.00
Alma	38.85 / 50.45 / 62.05	~25.80	40.00	45.00

### >2,500 m<sup>2</sup>

Community	MacDonald Paving	Brown's Paving	Modern Construction	Birch Hill Construction
Hillsborough	35.50 / 46.50 / 57.55	21.90	33.65	40.00
Riverside-Albert	35.85 / 46.90 / 57.90	21.90	36.35	43.00
Alma	36.30 / 47.30 / 58.35	21.90	39.50	45.00

## B. Asphalt Patching – Hot Mix (No Milling) (\$/tonne)

Community	MacDonald	Brown's	Modern Birch Hill
Hillsborough	1,415	528	890 685
Riverside-Albert	1,415	528	975 750
Alma	1,415	528	1,065 930

## C. Crack Sealing (\$/linear metre)

Community	MacDonald	Brown's	Modern Birch Hill*
Hillsborough	13.50	–	18.85 17.00
Riverside-Albert	13.50	–	18.85 17.00
Alma	13.50	–	18.85 18.00

\*based on estimated volume and mobilisation charge despite higher per meter cost Birch Hill still provide best value for money.

## D. Small-Area Mill & Pave (Min. 100 m<sup>2</sup>) (\$/m<sup>2</sup>)

Community	MacDonald	Brown's	Modern Birch Hill
Hillsborough	222	70	– 150
Riverside-Albert	235	70	– 165
Alma	251	70	– 180

## E. Other / Ancillary Costs

Item	MacDonald	Brown's	Modern Birch Hill
Mobilization (per community)	8,500	Included	3,100 500
Traffic Control	3,000/day	1,500/day (if required)	7,000 Not stated
Manhole / CB Adjustment	3,000	680	1,300 5,000
Typical Lead Time	5 days	5 days	20 days Not stated

# Fundy Albert

*Friendly by Nature*

## COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Kim Beers		
Date	March 3, 2026		
Subject	NB Power/Bell Canada Easement Request – PID 05083050		
Presenters <i>(if applicable)</i>	N/A		
Length of Presentation <i>(if applicable)</i>	N/A		
Type	Committee	Private	✓ Public
	of the Whole		

### PURPOSE

To seek Council authorization to grant an easement across municipal lands identified as PID 05083050 in favour of NB Power and Bell Canada for the installation and maintenance of utility infrastructure.

### BACKGROUND

The Village of Fundy Albert has received a request from NB Power and Bell Canada to obtain an easement across municipal lands identified as PID 05083050 for the purpose of installing, operating, and maintaining electrical and telecommunications infrastructure.

The current municipal well house and generator are located on this property.

The proposed easement will permit access to municipal lands to facilitate the provision and maintenance of utility services to support infrastructure within the surrounding area.

As PID 05083050 is municipally owned land, Council authorization is required to permit the granting of any easement interest.

### RECOMMENDATION

That Council authorize the Mayor, Clerk and CAO to execute an easement agreement in favour of NB Power and Bell Canada across PID 05083050.

## CONSIDERATIONS

<b>Legal</b>	The granting of an easement constitutes a legal interest in municipal property and must be authorized by Council pursuant to the <b>Local Governance Act</b> .
<b>Financial</b>	There are no direct financial implications.
<b>Environmental</b>	NA
<b>Policy</b>	Council approval is required for the granting of an easement across municipal lands.
<b>Stakeholders</b>	NB Power  Bell Canada
<b>Community Sensitivities</b>	n/a
<b>Council priorities</b>	This request aligns with Council's priority to support reliable infrastructure and essential utility services within the Village of Fundy Albert. Strategic Plan Alignment: <ul style="list-style-type: none"> <li>• Infrastructure</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	Copy of Easement
<b>Consultation</b>	
<b>Intergovernmental considerations</b>	n/a



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Kim Beers		
Date	March 3, 2026		
Subject	Amendment to a Previously Adopted Resolution		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Committee	Private	✓ Public
	of the Whole		

**Purpose**

To correct a procedural irregularity related to the previously adopted motion authorizing the purchase of a 3-tonne truck

**Background**

At the February 3 meeting of Council, a motion was introduced authorizing the purchase of a 3-tonne truck, which included the following clause:

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

During debate, an amendment was introduced to remove this clause from the motion. The amendment resulted in a tie vote and was therefore defeated.

As a result, the motion should have automatically reverted to its original wording as first read and been voted on in that form.

Instead, the motion was subsequently re-read with modified wording, including a revised cost variance of \$2,500.00, and was then passed. This created a procedural issue, as

Council did not vote on the original motion as read, nor was a new amendment properly introduced and approved.

While Council's intent to proceed with the purchase was clear, the authorization recorded in the minutes is procedurally flawed.

Administration has since proceeded with the purchase through Riverview Truck, with the originally quoted price being honoured.

## RECOMMENDATION

That Council rescind the previously adopted motion authorizing the purchase of a 3-tonne truck and re-approve the motion in accordance with proper procedure for the purpose of ensuring an accurate and procedurally compliant record.

## CONSIDERATIONS

<b>Legal</b>	Failure to correct the procedural record may result in ambiguity regarding Council's authorization of the purchase.
<b>Financial</b>	There is no change to the originally approved purchase price. The purchase has been completed in accordance with the originally quoted amount.
<b>Environmental</b>	n/a
<b>Policy</b>	This report ensures compliance with Council's Procedural By-Law and established meeting procedures.
<b>Stakeholders</b>	Council and Administration
<b>Community Sensitivities</b>	n/a
<b>Council priorities</b>	<p>This report supports Council's priorities related to:</p> <ul style="list-style-type: none"> <li>• Good Governance and Accountability – Ensures that Council decisions are properly authorized and recorded in accordance with established meeting procedures and legislative requirements.</li> <li>• Financial Stewardship – Maintains a clear and accurate authorization record for municipal procurement decisions.</li> <li>• Transparency in Decision-Making – Supports the integrity of Council's official records by correcting a procedural irregularity.</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	3 Tonne Dump Truck/Plow Truck Replacement section of February 3 <sup>rd</sup> meeting minutes
<b>Consultation</b>	n/a
<b>Intergovernmental considerations</b>	n/a

### 3 Tonne Dump Truck/Plow Truck Replacement

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

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

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

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

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

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

#### Discussion:

Council discussed the proposed purchase of a truck and sought clarification on whether it was included in the approved budget and which budget year applied. Administration confirmed the truck was included in the 2026 capital plan, with a portion previously approved through the capital renewal plan and the remaining amount originally intended to be financed through a debenture. Council had previously directed Administration to proceed using Village Core Capital funds instead of waiting for finalized financial statements to issue a debenture.

Further clarification was provided that the budget did not include the full purchase price as a single line item; rather, it included capital planning amounts and associated borrowing costs. It was noted that if budgeted funds are not used, they may result in a surplus, which Council could reallocate or return to reserves. Administration advised that the current approach preserves borrowing capacity should future needs arise.

Questions were also raised regarding a truck budgeted in 2025 that was not purchased; Administration confirmed those funds were invested into the Village Core Capital Reserve at year end.

Council noted that supplier quotes had technically expired; however, Administration confirmed that dealers are holding the pricing and vehicle in good faith.

Concern was expressed regarding a proposed authorization allowing up to a \$5,000 variance in the resolution. Councillors questioned the necessity of this provision, while Administration explained it was included to provide flexibility should the quoted vehicle no longer be available and a comparable replacement be required.

IT WAS MOVED by *Councillor Land* SECONDED by *Councillor Jonah* Councillor Land to remove the following paragraph from the original motion "AND BE IT FURTHER RESOLVED that Council authorize the CAO and Mayor to approve cost variances of up to \$5,000.00 should pricing change or minor specification adjustments be required at the time of purchase, provided the vehicle remains equivalent in duty rating and operational capability"

**MOTION DEFEATED (Aye: *Councillor Ward-Russell, Councillor Land, and Councillor Coates*  
Nay: *Councillor Elderkin, Councillor Jonah, and Mayor Campbell*)**

The Clerk advised that, where a vote results in a tie, the motion is considered defeated, and Council may then vote on the original motion.

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

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

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

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

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

AND BE IT FURTHER RESOLVED that Council authorize the CAO and Mayor to approve cost variances of up to \$2,500.00 should pricing change or minor specification adjustments be required at the time of purchase, provided the vehicle remains equivalent in duty rating and operational capability.

**MOTION CARRIED**

**(Aye: Councillor Elderkin, Councillor Jonah, Councillor Land, Councillor Coates and Mayor Campbell**

**Nay: Councillor Ward-Russell)**



The layout of offices and circulation paths does not provide optimal emergency egress for staff and visitors, which could pose risks in the event of a fire or other emergency. Modern workplace safety standards emphasize clear and accessible exit routes, which are limited in the current configuration. Finally, the building envelope and mechanical systems are aging and lack energy-efficient features. Existing windows, doors, and heating components contribute to higher energy consumption and operating costs, while also affecting occupant comfort. Renovation of the facility would provide an opportunity to address these deficiencies, modernize the building, and align it with the operational, accessibility, safety, and energy-efficiency needs of the amalgamated municipality.

### **1. Immediate Benefits**

The renovation of the Municipal Hall will provide several immediate and practical benefits to Council, staff, and the public. First, a reconfigured council chamber will allow the full Council, administration, and members of the public to meet in a space that is appropriately sized and functional for the amalgamated municipality, improving meeting efficiency and public engagement. Second, accessibility improvements will allow residents with mobility challenges to access council meetings and municipal services in a dignified and barrier-free manner. Third, addressing the building layout and egress concerns will enhance staff and public safety by providing clearer and more compliant emergency exit routes. Finally, the installation of energy-efficient windows, doors, and heating components will result in immediate improvements to comfort levels within the building and begin reducing energy consumption and operating costs. Together, these changes will improve service delivery, safety, accessibility, and operational efficiency from the outset.

### **2. Long-Term Strategic Value**

Over the long term, the renovation of the Municipal Hall will position the municipality with a modern, functional, and efficient administrative facility that can support the needs of the amalgamated community for many years. A properly sized and configured council chamber will accommodate future growth in governance, public participation, and administrative functions without the need for short-term workarounds or additional space. Accessibility upgrades will ensure the building remains compliant with evolving standards and demonstrates the municipality's commitment to inclusive and equitable public services. From an operational perspective, improved building layout and safety features will reduce long-term risk, support workplace health and safety objectives, and help limit potential liability associated with inadequate egress or non-compliant facilities. Energy-efficient windows, doors, and heating systems will contribute to lower utility costs over time, reduce the building's environmental footprint, and provide more stable and predictable operating expenses. In addition, investing in the Municipal Hall will extend the useful life of the facility, protect a core municipal asset, and avoid more costly emergency repairs or full replacement in the future. Overall, the renovation will provide a sustainable, accessible, and efficient civic space that supports effective governance, responsible asset management, and improved service delivery for residents.

### **3. Financial and Economic Considerations**

The renovation of the Municipal Hall represents a capital investment intended to address functional deficiencies, accessibility requirements, safety concerns, and energy-efficiency upgrades. Funding will come from the Community Renewal Fund (CRF) for which the municipality has received \$104,000 for this project. The CRF is specifically designated for renewing municipal infrastructure such as this project. Overall, the renovation is intended to represent a prudent, long-term investment that balances immediate capital costs with future operational savings and asset preservation.

#### **4. Community Impact**

The renovation of the Municipal Hall will have a positive and visible impact on the community by creating a more accessible, functional, and welcoming civic space. Residents will benefit from improved access to council meetings and municipal services, particularly individuals with mobility challenges who currently face barriers in the existing facility. A properly sized and configured council chamber will also enhance public participation by providing adequate space for citizens, media, and community groups to attend meetings comfortably and safely. Improved safety features and building layout will provide reassurance to both staff and the public that the facility meets modern standards for emergency egress and workplace safety. In addition, energy-efficiency upgrades will demonstrate the municipality's commitment to responsible environmental stewardship and cost-effective operations, which can contribute to long-term tax stability. The project will also reinforce civic pride by modernizing a central municipal facility and presenting a professional, functional space that reflects the scale and identity of the amalgamated municipality. Overall, the renovation will improve service delivery, inclusivity, safety, and the overall experience residents have when interacting with their local government.

#### **RECOMMENDATION**

That Council approve the renovation of the Municipal Hall and council chambers to address operational deficiencies, improve accessibility, enhance safety, and implement energy-efficient upgrades. The project will provide a functional and inclusive civic facility that meets the needs of the amalgamated municipality while reducing long-term operating costs and asset-management risks. Furthermore, Administration recommends Reg Terris to perform the renovation at the lowest quotation for \$68,300.00 plus HST. Administration further recommends a \$5,000.00 in variance funding to address any unexpected issues that may be addressed due to the facility being older.

#### **RISK ANALYSIS**

- **Governance and Operational Risk**  
The existing council chambers were not designed for the size and complexity of the amalgamated municipality. Continuing to use an undersized and poorly configured space may lead to inefficient meetings, limited public participation, and operational constraints for staff. This could impact decision-making, transparency, and overall service delivery.
- **Accessibility and Human Rights Risk**  
The current facility presents barriers for individuals with mobility limitations. Failure to address accessibility deficiencies may expose the municipality to complaints, reputational harm, or potential legal challenges related to barrier-free access and equitable service delivery.
- **Health and Safety Risk**  
The existing layout creates concerns regarding emergency egress and staff safety. If the building configuration does not provide clear, safe, and compliant exit routes, the municipality could face increased risk of injury to staff or the public in the event of a fire or other emergency. This also creates potential liability exposure.
- **Financial and Asset Management Risk**  
Deferring the renovation will likely result in continued high operating costs due to inefficient windows, doors, and heating systems. Over time, the building may require more frequent repairs and emergency maintenance, which are typically more expensive and less strategic than planned capital upgrades. Prolonged deferral may also lead to a situation where full building replacement becomes necessary at a significantly higher cost.

- **Reputational Risk**

Operating from a facility that is undersized, not fully accessible, and outdated may create a negative public perception of the municipality's commitment to accessibility, safety, and modern service delivery. This could undermine public confidence and civic pride.

- **Missed Funding Opportunities**

If the project is delayed, the municipality may miss opportunities to access funding programs related to accessibility, infrastructure, or energy efficiency. This could result in the municipality bearing a greater share of future project costs.

## CONSIDERATIONS

<b>Legal</b>	Not compliant with accessibility and safety regulations
<b>Financial</b>	Funds are available through the Community Renewal Fund which are designated specifically for this purpose and not for other capital or operational uses.
<b>Environmental</b>	Improved energy efficiency
<b>Policy</b>	Workplace Health & Safety, Accessibility and Environment
<b>Stakeholders</b>	Residents, General Public, Council & Staff
<b>Community Sensitivities</b>	NA
<b>Council priorities</b>	Strategic Plan Alignment: <ul style="list-style-type: none"> <li>✓ Infrastructure</li> <li>✓ Village Services</li> <li>✓ Communications</li> <li>• Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	Quotes
<b>Interdepartmental consultation</b>	Admin & Council
<b>Intergovernmental considerations</b>	NA

### Quotes Received (Attached):

<b>DC Construction -</b>	\$84,300.00 (Plus HST \$12,645.00)	<b>Total: \$96,945.00</b>
<b>Jaimie Irving -</b>	\$78,882.00 (Plus HST \$ 11,832.30)	<b>Total: \$90,714.30</b>
<b>Reg Terris -</b>	\$68,300.00 (Plus HST \$10,245.00)	<b>Total: \$78,545.30</b>

**Motion:**

**WHEREAS** the Municipal Hall and council chambers were not designed to accommodate the operational and governance needs of the newly amalgamated municipality and require renovation to address space, accessibility, safety, and energy-efficiency deficiencies;

**AND WHEREAS** funding in the amount of \$104,000 has been allocated to the Municipality through the Community Renewal Fund for the purpose of municipal infrastructure renewal;

**AND WHEREAS** three quotations were received for the Municipal Building Renovations project, being DC Construction in the amount of \$84,300.00 plus HST, Jaimie Irving in the amount of \$78,882.00 plus HST, and Reg Terris in the amount of \$68,300.00 plus HST;

**AND WHEREAS** Reg Terris submitted the lowest compliant quotation in the amount of \$68,300.00 plus HST;

**THEREFORE BE IT RESOLVED THAT** Council award the contract for the Municipal Building Renovations project to Reg Terris in the amount of \$68,300.00 plus HST.

**BE IT FURTHER RESOLVED THAT** Council approve a contingency amount of \$5,000.00 to address any unforeseen conditions associated with the renovation of the existing facility, with funding to be drawn from the Community Renewal Fund.

***DC const ser.***

page 1

Danny Cameron

73307NB Ltd.

17 Karla st

Hillsborough NB

E4h 2w1

HST 739114304RT0001

506 850 9391

[dcca@dc-const.com](mailto:dcc@dc-const.com)

To: Sean Wallace

CAO of Fundy Albert

**Estimate for renovation at village office, 61 Academy St, Hillsborough NB**

**Phase 1**

To remove interior walls, lights, floorings, doors, etc in meeting room area, small offices, and bathroom as discussed with Sean Wallace.

This estimate includes - a full removal of wiring in the area with new wiring to meet building code regulations, new lights, plugs, exit lights, etc.

Ventilation as required by code.

Removal of bath fixtures and plumbing for new fixtures, shelving or vanity in bath,  
2-6000 btu mini splits for heating/cooling of new offices,hall,and bath.

1-additional 12,000 btu for new meeting room

New plumbing fixtures.

Framing, LVP Flooring, drywall ,paint,2 new exit doors with required hardware, interior doors where required, 1 commercial grade office window, 2-commercial 8ftx16" windows, emergency door hardware, construction debris removal

This estimate does not include- building permit, engineering, or unforeseen structure upgrades that may be required with building inspector or engineer inspection to bring to code.

Alarms or security if required

Price – 84,300.00 plus hst

12,645.00

Total - 96,945.00

**Note:** Upon inspection we noticed the existing building has MI cable for electrical wiring so as per code the wiring in the renovated space will require a full demo of existing wiring and install new. The existing offices do not have heat or AC, the hall has 1 duct from the furnace so we suggest 2 6000 btu mini splits in the new office area. If its felt that these 2 minisplits are not require then a credit of 3000.00 each would be given.

It may also be wise to price having a central heat pump to provide heating and cooling to the entire building which in turn, the furnaces and most electric baseboard heat could be removed reducing heating costs, maintenance, and a much more comfortable working and meeting area .

Thank You for inviting DCC to bid your project and I look forward to working with you in the future  
Sincerely

Danny Cameron  
506-874-1132

James Guy Robert Irving  
 78 Chemical Rd  
 Hopewell Hill NB E4H 3K8  
 5068511972  
 jamieirving82@outlook.com  
 HST (NB) Registration No.: 819941725RT0001

# Estimate

ADDRESS  
 Municipal Building  
 61 Academy Street  
 Hillsborough NB

SHIP TO  
 Municipal Building  
 61 Academy Street  
 Hillsborough NB

ESTIMATE #      DATE  
 1221              30/01/2026

SERVICE	DESCRIPTION	TAX	QTY	RATE	AMOUNT
<b>RENOVATIONS</b>	Remove existing walls ,electrical, 2 bathrooms, and 2 front windows. Patch walls and ceiling with new drywall, install new electrical (wiring, lights, plugs , switches and baseboard heaters), new wheelchair bathroom (sink and toilet) frame in for 2 windows (18"x81") and one window (45"x 57") Install vinyl siding around windows where the existing windows are Install new laminate flooring and rubber baseboards and paint the walls and ceilings.	H	1	78,882.00	78,882.00
<b>SUBTOTAL</b>					78,882.00
<b>HST (NB) @ 15%</b>					11,832.30
<b>TOTAL</b>					<b>\$90,714.30</b>

## TAX SUMMARY

RATE	TAX	NET
HST (NB) @ 15%	11,832.30	78,882.00

Accepted By

Accepted Date

February 7, 2026

This is an estimate to The Village of Fundy Albert for renovations to the village office.

To do all demolition required to prepare for renovation, to install new windows and doors, renovations to bathroom; electrical work, drywall work, installation of new flooring, trim work and painting.

All labour and materials estimated to be \$68,300.00 plus HST where applicable.

Sincerely,

Reg Terris

*Reg Terris* 875-1826

**Synopsis:** First and Second Reading of By-Law 26-WAP-069-3

**Date:** March 3, 2026

**Department:** Legislative Services

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## DESCRIPTION

At the February 3, 2026 Regular Council Meeting, Planner Caleb Babin presented a proposed amendment to the Westmorland-Albert Planning Area Rural Plan Regulation By-Law to permit the rezoning of PID 05036462 from Commercial Industrial to the Intensive Resource Development (IRD) Zone for the purpose of permitting a rock quarry. A copy of the preliminary staff report is included in the February 3, 2026 Council Package. A Public Hearing on the proposed amendment is scheduled for March 3, 2026.

## PROPOSED MOTION

That Council give first and second reading to BY-LAW NO. 26-WAP-069-FA-3 A BY-LAW TO AMEND MINISTERIAL REGULATION 21-WAP-069-00. THE WESTMORLAND-ALBERT PLANNING AREA RURAL PLAN REGULATION.

**BY-LAW NO. 26-WAP-069-FA-3**  
**A BY-LAW TO AMEND MINISTERIAL REGULATION 21-WAP-069-00**  
**THE WESTMORLAND-ALBERT PLANNING AREA RURAL PLAN REGULATION**

The Council of the Village of Fundy Albert under the authority vested in it by Section 44 and in accordance with Section 59 of the *Community Planning Act*, SNB 2017, c.19 amends Ministerial Regulation 21-WAP-069-00, the Westmorland-Albert Planning Area Rural Plan Regulation and enacts as follows:

1. Ministerial Regulation 21-WAP-069-00, filed in the Westmorland County Registry Office on September 6, 2022 as number 43069906, is hereby amended as follows:
  - Schedule A-2, being the Westmorland-Albert Planning Area Zoning Map, is amended as shown on the map dated February 5, 2026, attached hereto as Schedule FA-3.

FIRST READING: **DATE**  
(by title)

SECOND READING: **DATE**  
(by title)

READING IN ITS ENTIRETY: **DATE**

THIRD READING  
(by title) AND PASSED: **DATE**

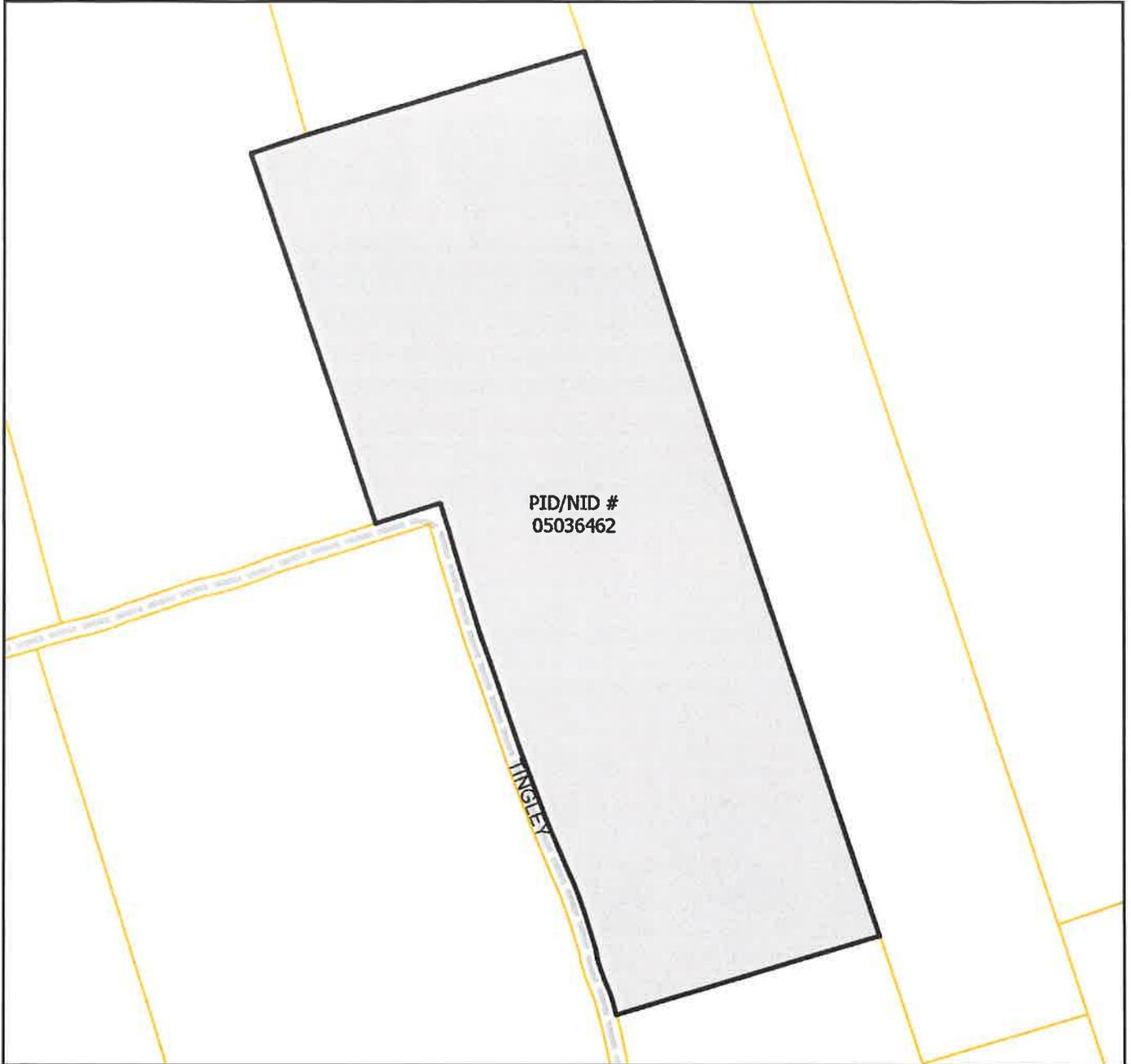
Jim Campbell, Mayor

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Kim Beers, Legislative Services Director/Clerk

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Schedule / Annexe FA-3  
Fundy Albert  
ZONING MAP / CARTE DE ZONAGE  
Date: 2026-02-05

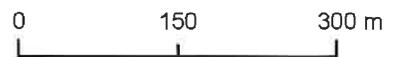


Legend



Rezoning to IRD: Rezoning from Commercial-Industrial (CI) to Intensive Resource Development (IRD) to permit a rock quarry incorporating a crusher.

Rezoning de Commercial-Industriel (CI) à Développement Intensif des Ressources (DIR) pour permettre une carrière incorporant un concasseur de roches



**RESOLUTION OF THE COUNCIL ESTABLISHED  
UNDER ARTICLE 59 OF THE COMMUNITY PLANNING ACT**

**IT IS RESOLVED THAT:**

**CONSIDERING THAT** Birch Hill Construction Ltd. has made an application to rezone the property bearing PID 05036462 to the IRD Zone – Intensive Resource Development Zone to allow the establishment of a rock quarry incorporating a crusher.

**AND CONSIDERING THAT** the Council has approved this request **subject to conditions;**

1. Notwithstanding any other provisions to the contrary, the lands, buildings and structures developed on the aforementioned property are subject to the following terms and conditions:
  - a) That the permitted uses be limited to a quarry.
  - b) Approval to Operate under the Rock Quarry Siting Standards must be obtained from the Department of Environment and Local Government (DELG) prior to a development permit being issued.
  - c) That a Watercourse and Wetland Alteration (WAWA) Permit be obtained for any road upgrades/modifications within 30 meters of identified watercourses and wetlands.
  - d) That any sightline or traffic impact studies, permits, in addition to any other approvals or requirements deemed necessary by the Department of Transportation and Infrastructure will be conducted, obtained, or satisfied prior to the issuance of a development permit for a quarry.
  - e) That the Department of Natural Resources confirms Snowmobile-Motoneige NB has been adequately consulted by the applicant prior to the issuance of a development permit for a quarry.

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Jim Campbell, Mayor

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Kim Beers, Legislative Services Director/Clerk

**SOLEMN DECLARATION**

**BY-LAW NO. 26-WAP-069-FA-3**

**A BY-LAW TO AMEND MINISTERIAL REGULATION 21-WAP-069-00  
THE WESTMORLAND-ALBERT PLANNING AREA RURAL PLAN REGULATION**

I, \_\_\_\_\_, of the \_\_\_\_\_, in the County of Albert and the Province of New Brunswick, Clerk, DO SOLEMNLY DECLARE;

1. THAT I am the Clerk of the Village of Fundy Albert, a Municipal Corporation, and have personal knowledge of the facts herein declared;
2. THAT the requirements of Sections 59, 110 and 111 of the *Community Planning Act* have been complied with in respect to By-law No 26-WAP-069-FA-03, A By-law to Amend Ministerial Regulation 21-WAP-069-00, which was passed by the Council of the Village of Fundy Albert on XX XX, 2026;

AND, I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act*.

Declared before me at the \_\_\_\_\_ )  
Village of Fundy Albert, \_\_\_\_\_ )  
County of Albert and Province \_\_\_\_\_ )  
of New Brunswick, this \_\_\_\_ day \_\_\_\_\_ )  
of \_\_\_\_\_, A.D., 2026. \_\_\_\_\_ ) Clerk

\_\_\_\_\_  
Commissioner of Oaths

**Synopsis:** First and Second Reading of By-Law 2026-1

**Date:** March 3, 2026

**Department:** Legislative Services

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## DESCRIPTION

At the January 20, 2026 Committee of the Whole meeting, Council reviewed the draft Procedural By-law (By-law No. 2026-01), which was prepared to modernize and consolidate the rules governing Council and Committee meetings for the Village of Fundy Albert in accordance with the Local Governance Act. Following Council's discussion, Administration revised the draft by removing tracked/highlighted edits and presenting a clean consolidated version that retains the key areas Council identified for clarification.

Key topics reflected in the current draft include rules for electronic/virtual participation (eligibility, public access to audio, notice requirements, closed-session confidentiality confirmation, quorum, and voting order), the use of "Unfinished Business" to return to deferred or incomplete matters, and clearer procedures for motions, debate, amendments, points of order/privilege/information, appeals of the Chair's rulings, non-debatable motions, and voting. The draft also confirms the Mayor's right to vote on all matters unless restricted by conflict of interest, supporting quorum stability and decision-making in a small council.

### **Recommendation:**

That Council proceed with First Reading and Second Reading of By-law No. 2026-01, being a By-law Respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings, at the March 3, 2026 Regular Council Meeting.



**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 "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 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;

"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 the Clerk shall call the meeting to order and, in accordance with the Local Governance Act, request a volunteer from among the Members present to act as Presiding Officer, to be appointed by resolution.

“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;

“Secunder” 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**

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.

#### **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 MEETINGS**

- a. Subject to the Act, Council shall hold its Regular (Public) Meetings on the first (1st) Tuesday of each month, beginning at six o'clock in the evening (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.
- 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. Eligibility to Participate Remotely - A Member of Council may participate in a Council meeting, including meetings open to the public and meetings closed to the public, by electronic means of communication only if the Member is:

- i. outside the territorial boundaries of Fundy Albert; or
- ii. physically unable to attend the meeting in person.

b. Use of Electronic Means - It is permitted to use electronic means of communication in a Council meeting if the technology 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 participating electronically.

c. Announcement by Presiding Officer - 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.

d. Notice to Clerk - A Member of Council who intends to participate in a meeting by electronic means shall provide sufficient notice to the Clerk to allow:

- i. meeting materials to be provided to the Member; and
- ii. the appropriate electronic means of communication to be arranged.

e. Closed Sessions - A Member of Council participating electronically in a meeting closed to the public under subsection 68(1) of the Local Governance Act shall, at the beginning of the closed session, confirm that

- i. they are alone; and
- ii. the discussion cannot be overheard by any other person.

f. Deemed Presence - A Member of Council who participates in a meeting by electronic means in accordance with this section shall be deemed to be present at the meeting for the period of time that the electronic connection remains active.

g. Voting - When a vote is called, Members of Council participating by electronic means shall be asked to state their vote after all Members of Council physically present at the meeting have cast their votes.

#### **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. Where the Mayor and Deputy Mayor are absent, the Clerk shall call the meeting to order and, in accordance with the Local Governance Act, request a volunteer from among the Members present to act as Presiding Officer, to be appointed by resolution.

### **5.2 AGENDAS**

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.

b. The agenda will be circulated to each Member of Council by the Thursday prior to the meeting.

c. 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) Unfinished Business
- (j) Bylaws
- (k) Mayor & Councillor Statements & Inquiries
- (l) Public Statements and Inquiries
- (m) Notices of Motion and Resolutions
- (n) Closed Session
- (o) 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. 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;
  - (v) disclosures of Conflict of Interest;
  - (vi) 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 for pointing 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 ten (10) minutes each, followed by questions from Members of council if applicable.
- 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 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 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.

### **5.6 Motions**

- a. Council decisions shall be made at a Regular, Special, or Emergency Meeting and adopted by by-law or resolution.
- b. A motion must be moved and seconded before it may be debated.
- c. Once moved and seconded, a motion belongs to Council.
- d. A motion may be withdrawn by the mover, with the consent of the seconder and Council, before the vote is taken.
- e. A motion that is substantially the same as one already decided at the same meeting shall not be introduced.
- f. A recommendation in a report is not a motion unless it is formally moved and seconded.
- g. Members may speak only when recognized by the Presiding Officer and shall address all remarks through the Presiding Officer.

### **5.7 Debate**

- a. Debate shall be limited to the motion or amendment under consideration.



- b. The Presiding Officer shall control the order of speakers and may keep a speakers list.
- c. The mover of a motion may speak first and shall have the right to a final reply before the vote.
- d. Unless Council decides otherwise, a Member may speak:
  - once to the main motion,
  - once to an amendment
- e. No Member may speak longer than ten (10) minutes at a time unless Council permits otherwise.
- f. Members shall not interrupt another speaker, repeat their own arguments unnecessarily, use disrespectful language, make personal attacks, or question the motives of others.
- g. The Presiding Officer may call a Member to order and require the Member to stop speaking if these rules are not followed.

### **5.8 Amendments**

- a. A motion may be amended if the amendment relates directly to the motion.
- b. An amendment may add, remove, or replace words.
- c. Only one amendment may be considered at a time.
- d. Amendments shall be debated and voted on before the main motion.
- e. An amendment that changes the intent of the motion may be ruled out of order by the Presiding Officer.
- f. The Presiding Officer or Clerk may require amendments to be submitted in writing.

### **5.9 Points of Order, Privilege, and Information**

- a. A Member may raise a Point of Order, Point of Privilege, or Point of Information when recognized by the Presiding Officer; a Point of Order may be raised immediately.

b. When a Point of Order or Point of Privilege is raised, debate shall stop until the Presiding Officer rules.

c. A Point of Information is limited to requesting clarification and shall not be used for debate or opinion.

#### **5.10 Appeal of a Ruling**

a. A Member may appeal a ruling of the Presiding Officer immediately after it is made.

b. An appeal shall be decided by a majority vote of Members present.

c. No debate is permitted on an appeal.

d. The ruling and the result of the appeal shall be recorded in the minutes.

#### **5.11 Non-Debatable Motions**

The following motions are not debatable. When raised, all debate shall cease until the matter is addressed by the Presiding Officer:

- Point of Order (rules issue)
- Question of Privilege (ability to participate)
- Point of Information (request for clarification)

The following motions are not debatable but shall be decided by a vote of Council:

- Withdrawal of a motion
- Recess or adjournment
- Appeal of a ruling of the Presiding Officer

#### **5.12 Voting**

a. When the Presiding Officer calls the vote, debate shall end immediately.

b. No further discussion or motions are permitted until the result of the vote is declared.

c. Before the vote, the Presiding Officer or Clerk shall restate the motion, including any amendments, if requested.

d. 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.

## **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. Every bylaw shall 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 by-law may be amended at any time prior to the third reading.
- 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 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.
- f. Notwithstanding section (e) any by-law which required Provincial approval only comes into effect once Provincial approval is received.
- g. Clerical, typographical and grammatical errors in bylaws may be corrected by the Clerk.
- 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.

## **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. 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

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.