

1. Call to Order

2. Adoption of Agenda

3. Conflict of Interest Declarations

4. Public Presentations

4.1 Joanne Butland - Chipoudy Communities Revitalization Committee – ATV Land Use Agreement

4.2 Patrick Kemp – Fundy Albert Housing

5. Informational Items

5.1 Guardian Ecology: 2025 Fundy Albert Knotweed and Water Quality Monitoring Report

5.2 Fundy National Park Update

5.3 Letter to Council Considering the JDI Shared Landscape Forest-Swap Proposal

5.4 Plan 360 - Development Report (January)

6. Council Direction Requests

6.1 Procedural By-Law

6.2 Summer Roads Maintenance

6.3 Trans Canada Trail (White Rock)

6.4 Pool Repair Funding

6.5 Alma Well Project

6.6 PMHP RFP Approval

7. Departmental Reports

7.1 CAO

7.2 Legislative Services

7.3 Operations

7.4 Financial services

8. Mayor and Council Statement and Inquiries

9. Public Statements and Inquiries

10. Closed Session

10.1 Local Governance Act 68 (1) (f) information concerning legal opinions or advice provided to the Local Government

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

11. Adjournment




Outlook

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;

An 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

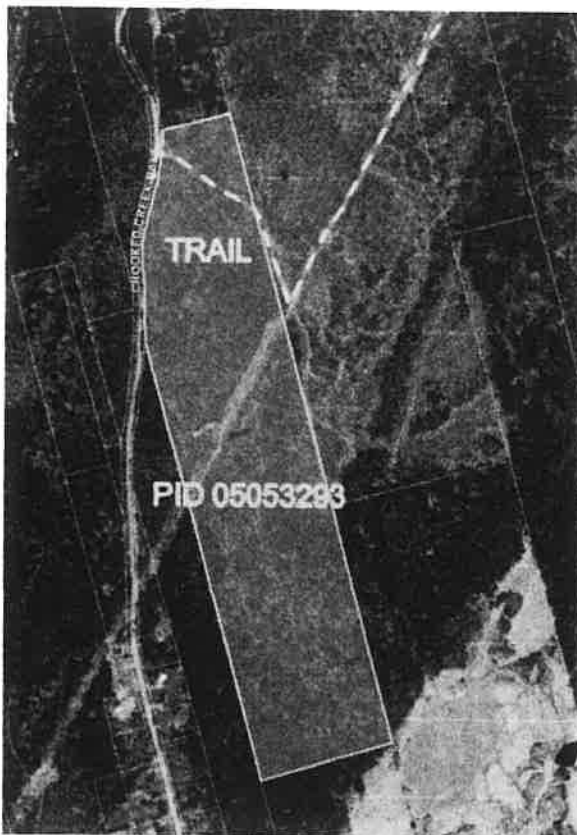
SCHEDULE "A"

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





Feb. 12th, 2026

Village of Fundy Albert
(Council Package for Presentation)

Re: Water St. Lot and Work-to-date

Dear Mayor, Councillors and Fundy Albert Team,

Please find the attached documents pertaining to the lot on Water St in Riverside-Albert that the Village has previously donated to support Fundy Albert Housing (non-profit).

The issue is that the donated lot isn't suitable for housing in its current level as it has been designated as a future flood risk zone. To fully meet the villages mandate would force the nonprofit to incur significant costs and make the rents unaffordable for our community.

We still have a major need for housing and more accessible housing in Fundy Albert and want to be fully transparent with council to try and arrive at a solution that will work for everyone.

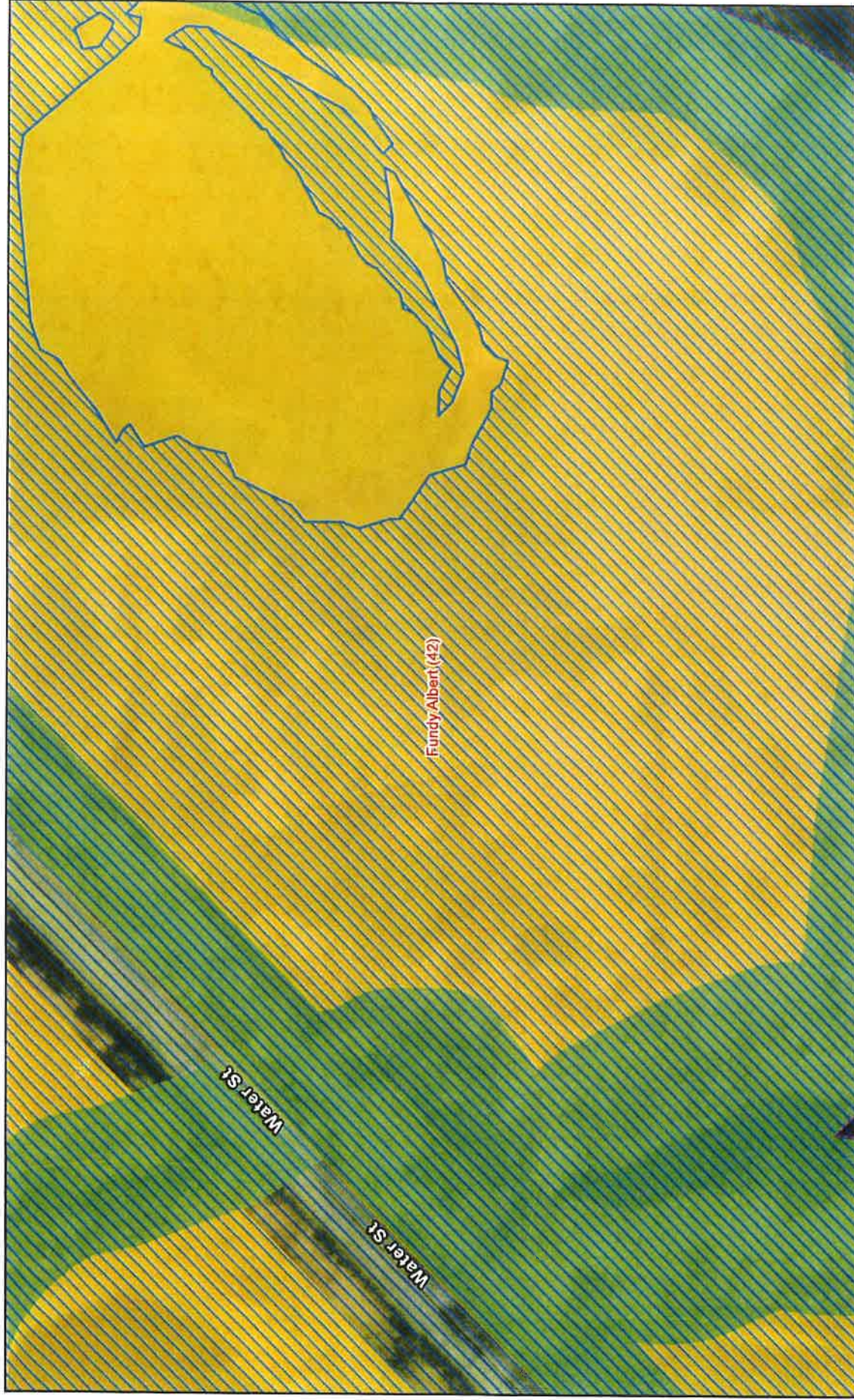
Here are some of the points I would like to reflect on:

- 1) It was unclear why land donated for housing if it was previously determined to be in a future flood zone.
- 2) Is council willing to work with Plan360 to determine if any of the flood mitigation restrictions on Water St. can be waived, reduced or modified to support a housing project on that lot?
- 3) Are there other lots or land that could be better suited for housing in the village to keep our momentum going for future housing needs?
- 4) With the previous imposed deadline of Dec. 31st, 2025, to expedite planning work on the Water St. project, significant cost has been incurred by the non-profit. If this housing project on Water Street doesn't move forward how would the village recommend that we recover these costs (approx. 60K)?

With this presentation we just want to put everything on the table so we can discuss possible options to get housing built in the community and find a solution that works for all of us.

Respectfully Submitted,
Patrick Kemp
for Fundy Albert Housing

Water Steet Zoning Map



7/22/2025

Entity Boundary, Limite de l'entité

Fundy, Albert (42)

Old Municipality Boundary, Limite des anciennes municipalités

Sea-Level Rise Zone Riverside Albert, Elevation du niveau de la mer Riverside Albert

Zoning Riverside Albert, Zonage Riverside Albert

Mixed Use (MU), Usage mixte (MU)

Conservation (CON), Conservation (CON)

Sea-Level Rise Zone Westmorland, Elevation du niveau de la mer Westmorland

SLR

Parcels, Parcelles (GeoNB)

Civic, Adresses

World Imagery

Low Resolution 15m Imagery

High Resolution 50cm Imagery

clicks

1:1,629

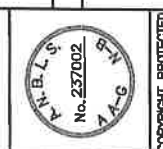


0 0.01 0.01 0.03 0.03 mi

0 0.01 0.01 0.03 0.06 km

Sources: Esri, Maxar, Earthstar Geographics, and the GIS User Community; Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap

ALL COMPUTATIONS PERFORMED AND CONCLUSIONS DRAWN FROM THIS PLAN ARE BASED ON THE HIGH ESTIMATES STRENGTHENED DOUBLE PROTECTION AND THE MARGINALS) LISTED AS HELD BY SERVICE NEW BRITAIN'S



"NOTICED, RELEVANCES, AND THEIR RESPECTIVE 30-METRE BUFFERS ARE RELEVANT FEATURES AND ANY ALTERATIONS WITHIN THOSE AREAS REQUIRE A PERMIT ISSUED BY THE DEPARTMENT OF ENVIRONMENT AND LOCAL GOVERNMENT SUCH AS, BUT NOT LIMITED TO, SOIL DISTURBANCE, REMOVAL OF VEGETATION, PLACEMENT OF A STRUCTURE, ETC. THESE FEATURES ARE RELEVANT AS PER THEIR PRESENCE ON THE GROUND AND THE REPRESENTATION ON THIS PLAN MAY NOT BE ACCURATE. IT IS THE RESPONSIBILITY OF THE LANDOWNER TO ENSURE NO ALTERATIONS TAKE PLACE IN THOSE AREAS



KEY PLAN

- [illegible]

[illegible]

UNITED TOPOGRAPHIC SURVEY PLAN SHOWING LANDS OF
FUNDY ALBERT HOUSING INC.
LOCATED ON THE SOUTH SIDE OF
WATER STREET
RIVERSIDE-ALBERT
MUNICIPALITY OF FUNDY ALBERT
PARISH OF HOPWELL
COUNTY OF ALBERT
PROVINCE OF NEW BRUNSWICK



WORKMAN: W. L. DARE
 CHECKED BY: W. L. DARE
 WORKMAN'S STATEMENT:
 I, W. L. DARE, DO HEREBY CERTIFY THAT TO THE
 BEST OF MY KNOWLEDGE AND ABILITY THE PLAN CORRECTLY REFLECTS
 THE ACTUAL FIELD WORK AND CONSTRUCTION UNDERSTANDING
 FOR THIS PROJECT.
 DATED JANUARY 14, 2004
W. L. DARE



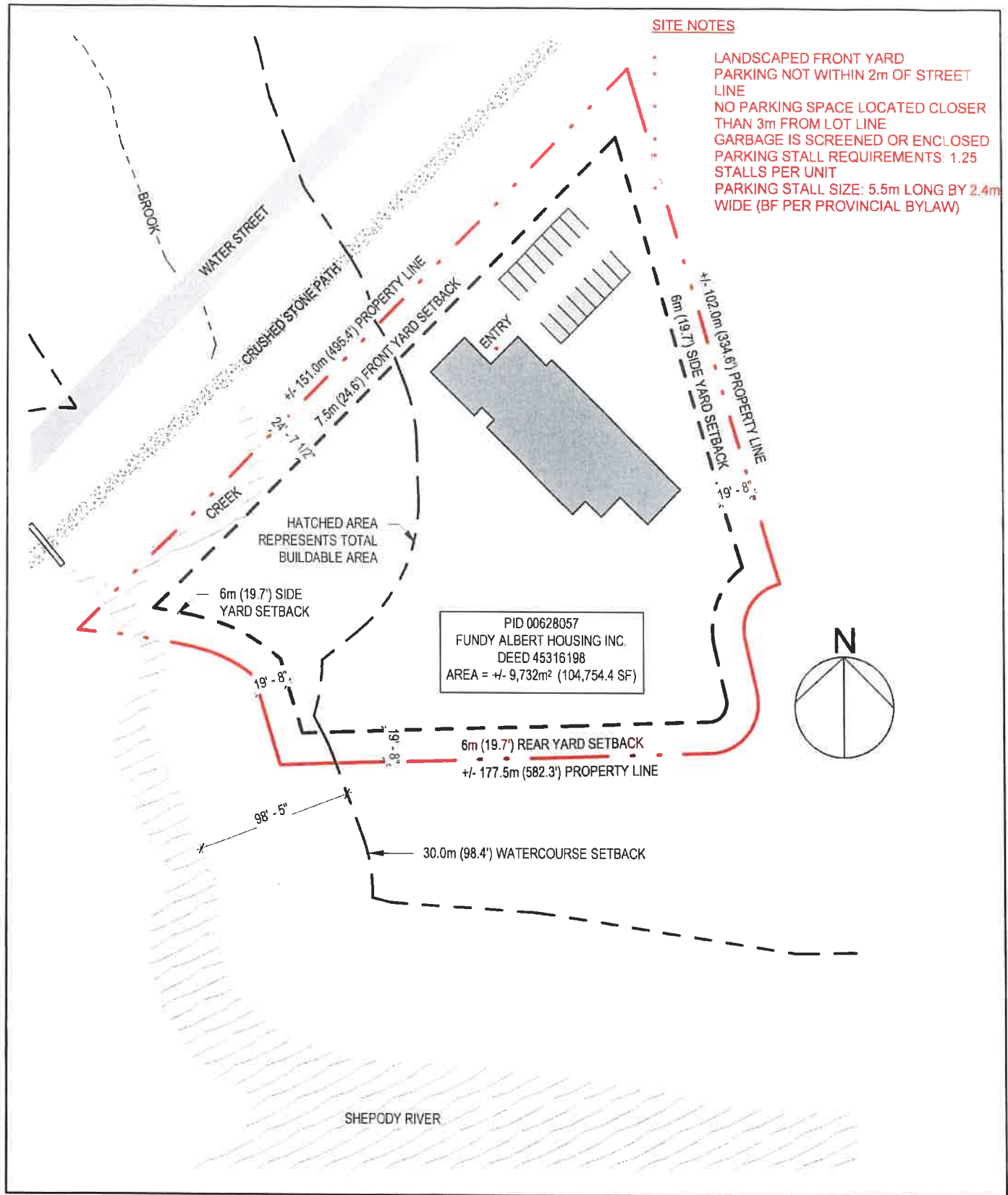
 DAIGLE & SURVEYS

 1500 CONSUMERS ROAD, ROCKWELL, NJ 07866

 TEL: 973-992-1000 FAX: 973-992-1001

 WWW.DAIGLEANDSURVEYS.COM

IOB No.: 17147	MA ²	11052
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ARCHITECT:

**NINE
YARDS**

PROJECT:

**WATER ST.
RIVERSIDE
ALBERT**

DRAWING TITLE:

Site Plan

DRAWN:

Author

FILE NO:

12345

DWG:

A100



24 Falcon Ridge Dr., Alma, NB, E4H 4Z3

506-800-8512

guardianecology@gmail.com



Guardian Ecology

2025 Fundy Albert Knotweed and Water Quality Monitoring Project Report

Executive Summary

Knotweed (*Reynoutria japonica* and *Reynoutria sachalinensis*) are two closely-related highly invasive plant species that pose a serious risk to the ecology and infrastructure of the municipality of Fundy Albert. It establishes on disturbed sites easily and quickly dominates them, preventing other plants from growing on the site. Knotweed spreads primarily along watercourses with flooding and with soil movement associated most often with development. It can contribute to increased rates of erosion and sedimentation, and potentially to lower water quality. Because of this, monitoring the water quality in the municipality is also a priority so that we can act in an informed way if there are any water quality concerns.

This year we completed our normal maintenance of the active knotweed sites in the area of the previous Village of Alma and launched our new water quality monitoring program in the Municipality.

We observed another year of decrease in knotweed stem density on our treated sites. We also observed an earlier peak growing season than in past years, likely the result of the 2025 summer drought. Our water quality monitoring shows a generally healthy region, with only a couple of events to be aware of. The watercourses in our region seem reasonably resilient to extreme events (i.e. the 2025 summer drought), with only a relatively small increase in the observed hardness of the water.

We plan to continue our knotweed control work in 2026, and to continue to improve our treatment plans as informed by our data collection and supplemental experiments. We also plan to continue to conduct water quality monitoring in collaboration with the Petitcodiac Watershed Alliance, if funded by the ETF.



Knotweed at the rink in Alma in 2020 (MacCallum 2020).

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1. Introduction

Knotweed (*Reynoutria* spp.) is a group of closely-related invasive plant species that have taken root across North America. Knotweed species were introduced to North America from eastern Asia during colonization when the plants were prized for their resilience and their small, white flowers. There are two species of Knotweed known to be in the municipality of Fundy Albert: *Reynoutria japonica*, which is by far the most common in the region, and *Reynoutria sachalinensis* which is only found at two of the known sites in the municipality.

Knotweed forms dense thickets of bamboo-like canes. Its aggressive root system, called rhizomes, can cause serious damage to infrastructure like roads and building foundations (see photo below). It dominates sites and prevents other plants from establishing and growing. There is some evidence that knotweed releases phytotoxic chemicals into the soil around it. This is not an uncommon trait for plants, but when combined with early establishment and rapid growth, it can make it very difficult for other plants to colonize the site.

Knotweed rhizomes are longitudinally strong but perpendicularly fragile, which means that they break easily to lateral force. They also tend to have less effective rhizoids (root hairs) and therefore hold soil less well than most plants. The result is that flooding and soil movement easily fragments knotweed rhizomes and spreads those fragments, which will root and grow in new locations. Knotweed does not reduce streambank erosion as well as most plants.

Knotweed grows very well in heavily disturbed areas like piles of loose soil, regularly mown lawns and roadsides, and streams that experience flooding. Knotweed spreads quickly along riverbanks and along patterns of development.



The Municipality of Fundy Albert occupies a very important space in the province of New Brunswick. It covers a tremendous amount of the Fundy coastline. It is home to several protected areas, including: Fundy National Park, Shepody National Wildlife Area, Caledonia Gorge, Wilson Brook, the Shepody Bay and Mary's Point Marine Protected Areas, the Cape Enrage Nature Preserve, several Nature Legacy protected areas and several Nature Conservancy protected areas. It is critical to protect the biodiversity and ecological integrity of these areas from the damage that can be caused by invasive species like knotweed. The importance of these areas at the provincial level also opens the possibility of making a strong case for provincial funding.

2025 Season Update

We are currently aware of 183 knotweed sites in the area under the jurisdiction of the previous Village of Alma. This year, we completed our normal maintenance of our active treatment sites (i.e. the sites that we have permission to access) in this area. This spring, we also conducted some live staking, soil amendment, and native plant seeding at the sites along the banks of Cleveland Brook, at the bottom of School St., and behind the Fundy Takeout. To date, the majority of the live stakes are still alive and growing (the photo on the right is a willow live stake). We also launched our new water quality monitoring program with 17 water quality sites across the Municipality.



This year, we really appreciated the regular communication and collaboration with the Fundy Albert Council, in particular Councillor Garden and the Public Works team. This communication and collaboration increase the support that we can provide each other, and leads to greater benefits for all involved.

2. Results of Knotweed Work

Our ongoing surveys and public outreach have not turned up any new sites this year. The first sprouts of this season were observed on March 20th, approximately 2 weeks earlier than previous years. Peak growth was earlier than it has been in the past year - it was observed at the end of May and into early June, rather than during June and into early July. This was likely the result of the earlier start to growth and the 2025 summer drought, which likely slowed the growth of the knotweed earlier in the season compared to previous years.

Qualitatively, we observed an increasing number of native species and the cover of these species on our treatment sites. Of particular note in this respect is the large site on the west side of Cleveland Brook at the Foster Rd bridge. This site is one of the largest and most challenging sites that we're treating, and there has been an incredible return of native plant species in the last two years.

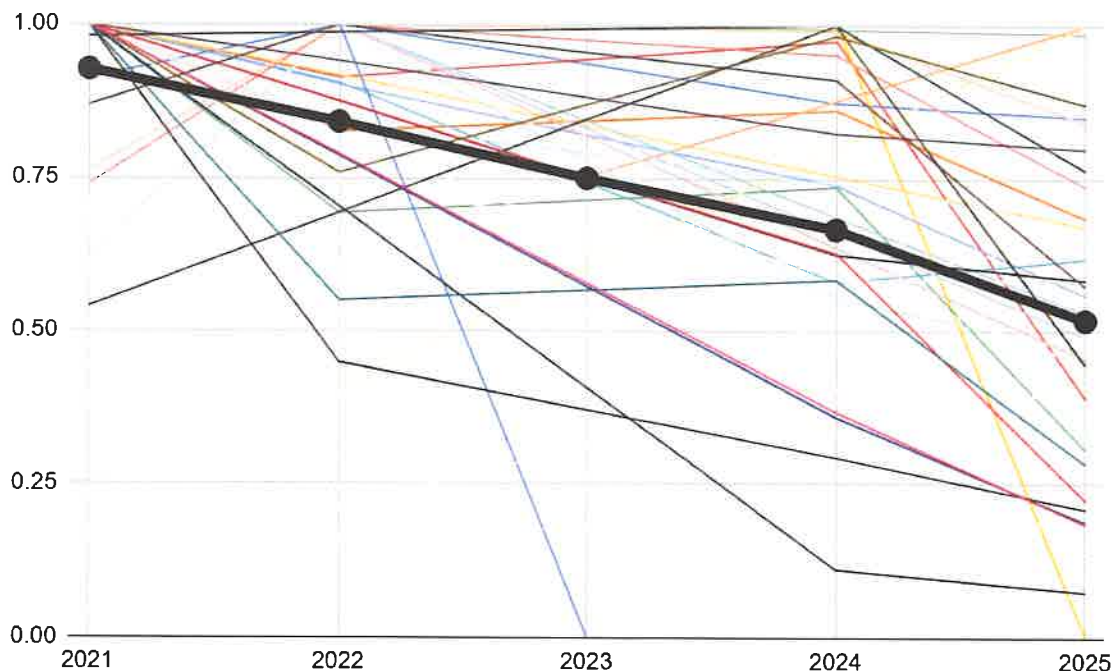


Figure 1: Trends in knotweed stem density. This figure shows the proportional stem density for sites separately over the course of the last five years of treatment. The bold black line shows the mean proportion. On average, stem density on our treated sites is down by 48%.

Site conditions are different on every site that we treat, which has led to a very 'fuzzy' set of data. Despite this fact, we can see a clear and steady downward trend in stem density over time. Some sites have responded to our repeated cutting very quickly. Others, especially those that were larger and more established, or are in locations with more disturbed environmental conditions, have responded less quickly.

Winter 2025/2026 Experiments

This data has led us to assess the conditions on our treated sites to try to determine which conditions best explain the differences in response to our treatment. Shade and native plant diversity both seem to correlate with these differences somewhat, but not enough to fully explain the differences.

Through additional research, it appears that knotweed probably doesn't associate with soil fungi, as most native plants do. It also doesn't seem to release the same soil-forming compounds that most root systems do. This combination suggests that knotweed is reducing the structure of the soil, making it more hostile to other plants. This is corroborated by anecdotal observations that the soil under established knotweed canopies tends to be very loose and dusty.

We collected soil from knotweed sites and have established a 'greenhouse' experiment to test this impact. We are trying to determine several things: 1) whether native plants grow worse in knotweed-affected soil, 2) whether knotweed grows better in knotweed-affected soil, 3) whether soil treatments can affect the above patterns, and 4) whether any native plants can outcompete knotweed in knotweed-affected soil.

Outside of our managed sites in Alma, we have observed sites where Staghorn Sumac (*Rhus typhina*) appears to be growing well inside established knotweed stands. Staghorn Sumac is known to be invasive in eastern Asia, where knotweed is native. This suggests that Staghorn Sumac may be more able to withstand the changes that knotweed makes to soil, and/or that it itself makes changes to the soil that in turn can make the soil environment more hostile to knotweed. We have investigated whether Staghorn Sumac impedes the growth of native plants, and have found that it does not.

All of this gives us more information which will help us to refine our treatments. Any native plants, particularly any trees, that grow on the knotweed sites should be left to help compete with and shade out the knotweed. If any soil treatments can improve the growth of native plants in knotweed-affected soils, we will test them on our treatment sites. If Staghorn Sumac is found to be able to compete with knotweed, we can use this knowledge to strategically introduce Staghorn Sumac on our treatment sites to help eradicate the knotweed. The possibilities are promising!

3. Results of Water Quality Monitoring Work

Guardian Ecology identified a gap in provincially collected water quality data in the Fundy Albert region in 2024. In order to close this gap in knowledge and further our understanding of the health of the municipal watersheds we put forward a proposal to monitor a set of sites. These sites were chosen in collaboration with regional watershed groups and the municipal government. The aim of this project was to establish a baseline for the water quality of this previously unmonitored region. We hope to use these results to identify areas of environmental priority, inform future restoration efforts and municipal land management decisions, and preserve the health of the aquatic ecosystems in the area.

Seventeen sites were confirmed for monitoring, covering the region from Fundy National Park to Lower Coverdale. We sampled each of the seventeen sites four times throughout the field season. We sampled each site once per month, with a subset of the sites being monitored in Oct rather than September as a result of the crown land access bans during the 2025 drought. We measured dissolved oxygen (DO), pH, salinity, total dissolved solids (TDS), conductivity, and water temperature in-situ using specialized field equipment and took water samples which we submitted to RPC Labs to analyze nutrients, metals and other compounds, and E. coli. Benthic invertebrate sampling was conducted once per site where possible according to the Canadian Aquatic Biomonitoring Network (CABIN) protocol for wadable streams in order to supplement the other analyses with additional biological information.

We also communicated regularly with the Fundy Albert Municipality in order to ensure that our goals and priorities remained aligned, and to address any potential concerns. We also joined the Friends of Fundy during their water awareness campaign this summer as an additional way to connect and communicate with the public about this project.

Overall, the health of the watershed appears to be good. With the exception of one sample at Gray Brook, E.coli levels weren't concerning. Both the field- and lab-measured parameters were within expected levels. Concerning levels of any parameters were consistently explained by either tidal influence or low flows from the 2025 drought. The sites are detailed individually below.

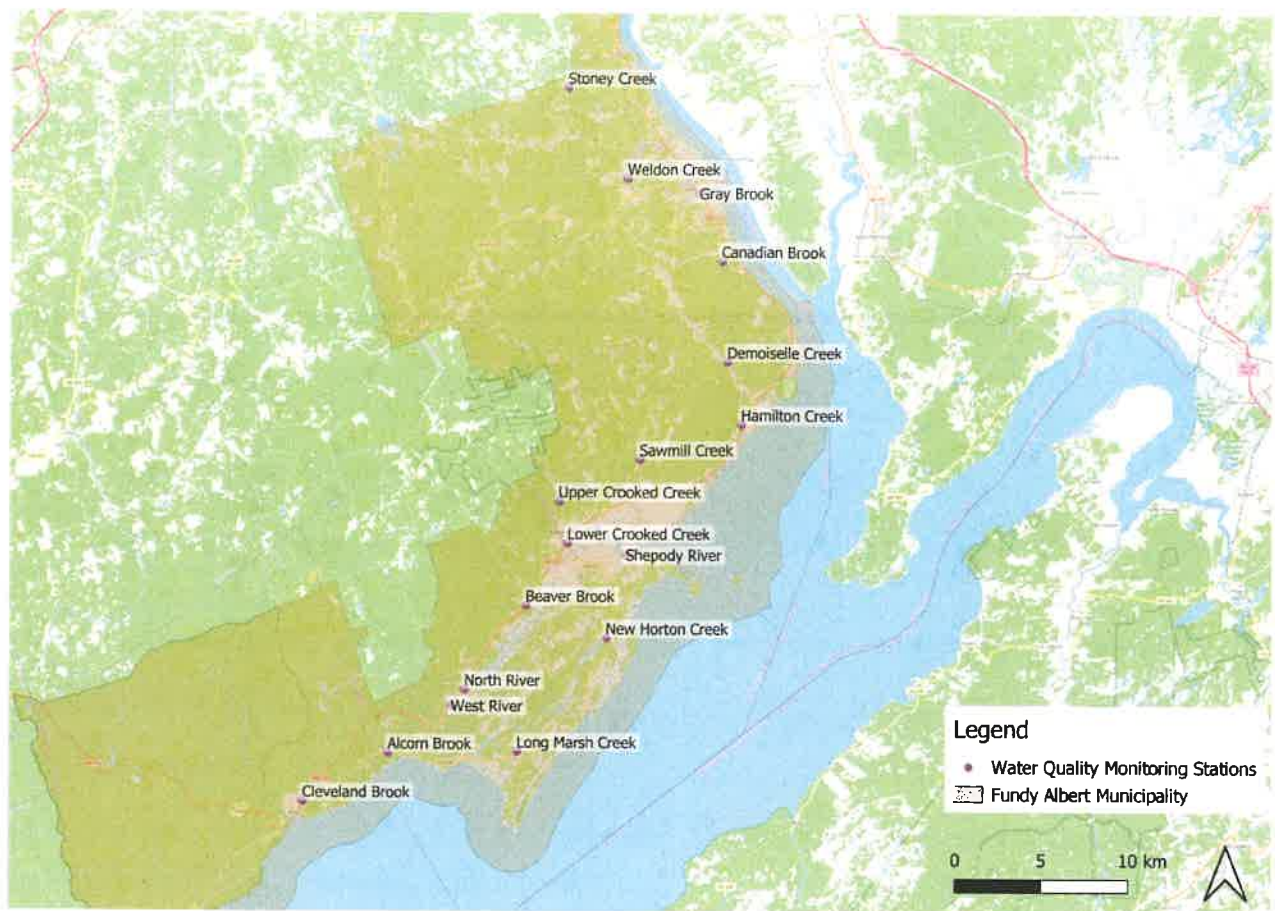


Figure 2: Map of the water quality monitoring stations in the Fundy Albert Municipality. Water quality monitoring stations were sampled and surveyed four times during the 2025 field season.

Results from Individual Water Quality Monitoring Stations

Alcorn Brook

Alcorn Brook's overall health is excellent. There were no concerning *E. coli* levels. The lab-measured parameters show a very healthy waterbody. The water is slightly hard. Field parameters show that this waterbody is a healthy environment for fish and other aquatic life. We found no evidence of knotweed in this waterbody.

We did a CABIN assessment of Alcorn Brook. This site contains riffles and rapids with 51-75% canopy coverage. The streamside vegetation is composed dominantly of deciduous trees with some grasses and coniferous trees, and no macrophytes. This site has a slight layer of algae (<1mm thick). Our benthic macroinvertebrate shows a healthy stream with one megaloptera, two diptera, and one ephemeroptera noted. The waterbody at this site is 3.63m wide and 0.09m at its deepest, with a flow rate of 0.378m/s. The substrate is a mix of small pebbles to cobbles.

Beaver Brook

Beaver Brook had no concerning E.coli levels. The lab-measured parameters show a generally healthy waterbody. The water is hard. The Aug 19 sample showed high levels of sulphates, which could be concerning. However, this rise was accompanied by a rise in calcium, magnesium, fluoride, phosphorous, colour, conductivity, turbidity, iron, manganese, and strontium. We suspect that this is the result of the 2025 drought on a relatively small stream as this pattern is repeated in other streams as well. Live fish were observed during the Aug 19 sampling, so it appears that these higher levels are not having an acute negative impact on aquatic life. Field parameters show that this waterbody is a healthy environment for fish and other aquatic life. We found no evidence of knotweed in this waterbody.

We did a CABIN assessment of Beaver Brook. This site is a series of riffles and pools with 25-50% canopy coverage. The streamside vegetation is composed dominantly of deciduous trees (green alders) with some grasses and coniferous trees, and no macrophytes present. This site has only a thin layer of algae. Our benthic macroinvertebrate sampling showed a healthy stream with 7 ephemeroptera noted. The waterbody at this site is 8.65m wide and 0.095m at its deepest, with a flow rate of 0.474m/s. The substrate is a mix of large pebbles to cobbles with occasional small pebbles, boulders, and organic material.

Canadian Brook

E.coli levels were slightly elevated on 19 Aug (259 MPN/100mL). Lab-measured parameters show a generally healthy waterbody. One of the two repeat measurements taken on 15 Sep shows much worse water quality, so we suspect that this second sample may be an outlier caused by the challenges of taking two water samples in a very low flowing stream. Field parameters showed oxygen that was too low to support fish life during Aug and Sep, likely a result of the 2025 drought. pH was low at this time as well. Knotweed is present in this waterbody.

Cleveland Brook

Cleveland Brook had no concerning E. coli levels and the lab-measured parameters show a generally healthy waterbody. The water is slightly hard. One of the two repeat measurements taken on 28 July show much worse water quality. As with Canadian Brook, we suspect that this second sample may be an outlier caused by the challenges of taking two water samples in a low flowing stream. Field parameters show that this waterbody is a healthy environment for fish and other aquatic life. Knotweed is present in this waterbody.

We did a CABIN assessment of Cleveland Brook. This site contains riffles, pools, and rapids with 26-50% canopy coverage. The streamside vegetation is composed dominantly of deciduous trees with some grasses, ferns, and coniferous trees, and no macrophytes. This site has a thin layer of algae (<0.5mm thick). Our benthic macroinvertebrate shows a healthy stream with one plecoptera, two ephemeroptera, and two chiroptera noted. The waterbody at this site is 6.2m wide and 0.125m at its deepest. The substrate is a mix of small pebbles to cobbles with occasional embedded boulders.

Crooked Creek

Crooked Creek had two monitoring sites - referred to as "Upper" and "Lower". Neither site had any concerning *E. coli* levels. The lab-measured parameters for both sites showed a generally healthy waterbody. We found no evidence of knotweed in this waterbody.

At the Upper site, the September 15 monitoring sample showed elevated levels of sulphate, calcium, magnesium, iron, manganese, and strontium. We suspect that this was the result of the 2025 drought, as the pattern matches what we saw in other streams around the same time. The field parameters for the Upper site show a healthy environment for aquatic life.

We did a CABIN assessment of the Crooked Creek Upper site. This site contains riffles and rapids with less than 25% canopy coverage. The streamside vegetation is composed dominantly of deciduous trees with some grasses, ferns and coniferous trees, and no macrophytes. This site has a thin layer of algae (<0.5mm thick). Our benthic macroinvertebrate shows a healthy stream with one coleoptera, seven ephemeroptera, and one megaloptera noted. The waterbody at this site is 17.51m wide and 0.385m at its deepest. The substrate is a mix of large pebbles to cobbles with occasional small pebbles.

At the Lower site, the July 28 sample showed high levels for several compounds, which we suspect was the result of tidal influence (the tide was coming in and was 3.5 hours from high tide when the sample was taken). The Aug 19 sample shows elevated levels of the same compounds as several other streams, which we suspect is the result of the 2025 drought.

Demoiselle Creek

Demoiselle Creek had no concerning *E. coli* levels. The lab-measured parameters show a generally healthy waterbody. The water is slightly hard. The Sep 15 water sample shows the same pattern of elevated compounds that we suspect to be the result of the 2025 drought. Field parameters show that this waterbody is a healthy environment for aquatic life. Knotweed was observed at this site.

We did a CABIN assessment of Demoiselle Creek. This site contains riffles and pools with no canopy coverage. The streamside vegetation is composed dominantly of deciduous trees with some grasses and coniferous trees, and no macrophytes. This site has a slight layer of algae (<0.5mm thick). Our benthic macroinvertebrate shows a fairly healthy stream with six ephemeroptera plecoptera, one diptera noted. The waterbody at this site is 7.9m wide and 0.35m at its deepest. The substrate is a mix of large pebbles to cobbles.

Gray Brook

Gray Brook had enough E.coli on two occasions during the 2025 season to be unsafe for human exposure (e.g. swimming): 24 July and 15 Sep. This is not a waterbody that humans are using to swim, but this level of E. coli could pose a potential risk to animals. Gray Brook is also regularly hot enough to not be an ideal environment for aquatic life. That being said, living fish were observed at the site (19 Aug) and other lab-measured and field parameters showed an environment suitable for aquatic life. Given the location and physical parameters of this waterbody, its health is surprisingly good. We found no evidence of knotweed in this waterbody.

We did a CABIN assessment of Gray Brook. This site is a straight run with no canopy coverage. The streamside vegetation is composed dominantly of grasses with some deciduous trees, and there is an abundance of macrophytes. This site has a great deal of algae. Our benthic macroinvertebrate sampling returned very little - only one snail was noted. The waterbody at this site is 4.9m wide and 0.36m at its deepest, with a flow rate of 0.535m/s. The substrate is almost entirely fine sand, silt, or clay (>90%) with occasional cobbles.

Hamilton Creek

Hamilton Creek had no concerning E. coli levels. The lab-measured parameters show a generally healthy waterbody. The water at this site is somewhat hard. This site showed anomalously elevated levels of sulphate on 26 June, but this trend did not continue through the season. Field parameters show a waterbody that is healthy for aquatic life. We found no evidence of knotweed in this waterbody.

Long Marsh

Long Marsh had no concerning E. coli levels. This site showed elevated levels of several compounds on 26 Jun and 10 Oct, very likely as a result of tidal influence. This is confirmed by field parameters that show high levels of conductivity, salinity, and total dissolved solids and lower levels of dissolved oxygen. This site is brackish, but otherwise appears to be a healthy environment for appropriate aquatic life. We found no evidence of knotweed in this waterbody.

Horton Creek

Horton Creek had no concerning E. coli levels. This site showed consistently elevated levels of carbon, a darker colour, and higher turbidity. This site appears to have higher levels of carbon material input than other sites, but this does not seem to have any negative impacts based on the other lab-measured parameters. The temperature at this site is also slightly higher than other nearby sites, and the dissolved oxygen is slightly lower, but neither of these parameters are extreme enough to be concerning. We found no evidence of knotweed in this waterbody.

North River

North River had no concerning *E. coli* levels. The lab-measured parameters generally show a healthy waterbody. The 24 July sample shows a similar pattern to the waterbodies that we suspect were affected by the 2025 drought later in the season. However, North River's parameters later in the season don't show this same pattern, so there may have been another cause behind a low-flow event in this waterbody. The field parameters show an environment that is healthy for aquatic life. We found no evidence of knotweed in this waterbody.

We did a CABIN assessment of North River. This site contains riffles and straight runs with less than 25% canopy coverage. The streamside vegetation is composed dominantly of deciduous trees with some grasses and coniferous trees, and no macrophytes. This site has a slight layer of algae (<1mm thick). Our benthic macroinvertebrate shows a healthy stream with one plecoptera, one ephemeroptera, and one tricoptera noted. The waterbody at this site is 9.8m wide and 0.17m at its deepest, with a flow rate of 0.466m/s. The substrate is a mix of small pebbles to cobbles.

Sawmill Creek

Sawmill Creek had no concerning *E. coli* levels. Sawmill Creek's lab-measured parameters show a very healthy waterbody. The water may be slightly hard, and this was slightly elevated during Aug and Sep, likely as a result of the 2025 drought. Field parameters show that this waterbody is a healthy environment for fish and other aquatic life. There is knotweed in this watercourse.

We did a CABIN assessment of Sawmill Creek. This site contains riffles and pools with no canopy coverage. The streamside vegetation is composed dominantly of deciduous trees with some grasses, shrubs, and coniferous trees, and some macrophytes. This site has a slight layer of algae (<1mm thick). Our benthic macroinvertebrate shows a healthy stream with one ephemeroptera, and two megaloptera noted. The waterbody at this site is 11.45m wide and 0.195m at its deepest. The substrate is a mix of large pebbles to cobbles.

Shepody River

Shepody River had one concerning *E. coli* level measurement from our 10 Oct sample. *E. coli* levels were not concerning during the rest of the season. This location does not appear to be used for swimming, so there is unlikely to be a risk of human exposure. However, based on the paw prints visible at the site, it does seem that dogs are swimming here and the *E. coli* levels may pose a risk to their health. The lab-measured parameters show that the water quality at the Shepody River monitoring site was generally good. The 10 October sample showed elevated levels of several compounds, but this is likely the result of tidal influence - the sample was taken 2 hours before high tide. We found no evidence of knotweed at this site.

Stoney Creek

Stoney Creek had no concerning E. coli levels. Stoney Creek's lab-measured parameters show a relatively healthy water body. The water is somewhat hard, and the signs of hardness increased over the course of the season and were elevated in Oct, possibly as a result of the 2025 drought. The field parameters show a consistently very healthy waterbody for aquatic life. We found no evidence of knotweed in this waterbody.

Weldon Creek

Weldon Creek had no concerning E. coli levels. The 22 Sep sample showed elevated levels of several compounds and was likely tidally influenced. Otherwise, the lab-measured parameters for Weldon Creek show a healthy water course. The water is slightly hard, and this signal is stronger in October, likely the result of the 2025 drought. Weldon Creek was warmer than is ideal for aquatic life in June and July, with temperatures being better in September and October. Living fish were noted during both the June and July monitoring events, so these warm events don't seem to have been outside the range of what the local aquatic life could tolerate. Otherwise, the field parameters show a watercourse that is a healthy environment for aquatic life. We found no evidence of knotweed in this waterbody.

We did a CABIN assessment of Weldon Creek. This site contains riffles and straight runs with no canopy coverage. The streamside vegetation is composed dominantly of deciduous trees with some grasses and coniferous trees, and no macrophytes. This site has patches of thicker algae (1-5mm thick). Our benthic macroinvertebrate shows a fairly healthy stream with one diptera, two ephemeroptera, and one coleoptera noted. The waterbody at this site is 16.8m wide and 0.33m at its deepest. The substrate is a mix of small and large pebbles.

West River

West River had no concerning E. coli levels. West River's lab-measured parameters show a healthy water body. The water is somewhat hard, particularly in July and August, possibly as a result of the 2025 drought. The levels of dissolved oxygen dropped steadily through the season, and dropped below the 6.5 mg/L that is generally accepted to be required to support aquatic life in September. At the same time, living fish were noted at this sampling time, so further monitoring and confirmation would be needed before this finding should be taken as concerning. Otherwise, field parameters showed a healthy watercourse. We found no evidence of knotweed in this waterbody.

We did a CABIN assessment of West River. This site contains riffles, pools, and straight runs with no canopy coverage. The streamside vegetation is composed dominantly of deciduous trees with some grasses, and no macrophytes. This site has patches of thicker algae (1-5mm thick). Our benthic macroinvertebrate shows a healthy stream with one plecoptera, ten ephemeroptera, one tricoptera, and one coleoptera noted. The waterbody at this site is 4.34m wide and 0.31m at its deepest, with a flow rate of 0.403m/s. The substrate is mostly small cobbles with occasional large pebbles and cobbles.

4. 2026 Projected Timeline

February	<ul style="list-style-type: none"> • Begin individual property owner outreach for yearly access permission
March	<ul style="list-style-type: none"> • Public outreach and stakeholder engagement • Wetland and Watercourse Permit Application • Ongoing individual property owner outreach for yearly access permission • Begin monitoring treatment sites for knotweed
April	<ul style="list-style-type: none"> • Hire summer staff • First and second knotweed cut in Alma • Treat selected sites in Alma with rhizome removal, soil amendments, seeding, and/or live staking
May	<ul style="list-style-type: none"> • Summer staff begins work • Third and fourth knotweed cuts in Alma • First round of water quality monitoring
June - July	<ul style="list-style-type: none"> • Fifth - eighth cuts in Alma • Ongoing watershed assessment • Knotweed summer staff finishes work
August	<ul style="list-style-type: none"> • Water quality monitoring summer student finishes work • Ninth and tenth cuts in Alma
September	<ul style="list-style-type: none"> • Eleventh and twelfth cuts in Alma • Rhizome removal, supplementary seeding and/or soil amendment, as needed
October	<ul style="list-style-type: none"> • End of season presentation and and community engagement meeting • Final report submitted to Municipality

5. 2026 Projected Budget

Item	Cost - Requested	Cost - Outside funding	Total
Water Quality summer staff wage (\$24/hour for 24 weeks) and employment costs - ETF Grant	\$0	\$24,850	\$24,850
Summer Student wage (\$20/hour for 10 weeks) and employment costs - Canada Summer Jobs (partial)	\$3800	\$4500	\$8300
Wetland and Watercourse Alteration Permit	\$25	\$0	\$25
Insurance - ETF Grant (partial)	\$825	\$825	\$1650
Tools, Equipment, and Plant Materials	\$100	\$0	\$100
Travel cost* - ETF Grant (partial)	\$0	\$4,700	\$4,700
Executive Director wage (250 hours, volunteer time)	\$0	\$11,275	\$11,275
Total	\$4,750	\$46,150	\$50,900

* This amount is based on the driving distances during the 2024 season and NB's current mileage rate of \$0.58/km up to 8000 km and \$0.53/km above 8000 km. This can be reduced significantly, depending on who is hired for this position and we will always endeavour to hire someone as local as possible.

Update for Fundy-Albert Council Meeting

February 2026

Highlights from January

61st Annual Christmas Bird Count Results

The results are in from our 61st Christmas Bird Count, which was held on December 19, 2025. Thank you to the 26 volunteers who counted birds in the field and at bird feeders in Alma despite the weather. They recorded 514 birds and spotted a total of 36 different species over the day.

Additionally, a special shout out to the McKinley's feeder yard – they tallied ~20% of our total birds, as well as 3 unique species on count day – our 5th ever Red-bellied Woodpecker, 4th ever Cedar Waxwing, and 4th ever Yellow-breasted Chat!

Winter 2026 updates

Parks Canada Camping Reservation Launch

Reservations for the 2026 camping season for Fundy National Park launch at 8 a.m. on Friday, February 6, 2026. Visitors can make reservations via the Parks Canada website at reservation.pc.gc.ca or by calling 1-877-RESERVE (1-877-737-3783).

With the renewal of the Canada Strong Pass, the Government of Canada is once again offering free admission to national historic sites, national parks, and national marine conservation areas operated by Parks Canada and a 25% discount on camping fees next summer from June 19 to September 7, 2026.

Please be aware that some backcountry camping closures will be in effect at Fundy National Park beginning on September 8, 2026 due to planned maintenance on the Point Wolfe Covered Bridge following Labour Day.

Family Day Sliding Party at Fundy National Park

Fundy National Park will host its annual sliding party on Family Day, February 16, 2026. Participants are welcome to warm up and get a mug of hot chocolate during the activities. Contact the Visitor Centre at 506-887-6000 for more details.

Self-serve terminals for off-season and after-hours visitors

To support visitor access outside regular operating hours, automated fee collection terminals have been installed at both the east (Alma) and west (Wolfe Lake) entry points. These terminals allow visitors to purchase daily entry passes during after-hours periods and throughout the shoulder

seasons - outside the Canada Strong Pass period, which offers free admission to places operated by Parks Canada from June 19 to September 7, 2026, inclusively.

5 February 2026

Letter to Fundy-Albert Council Considering the JDI Shared Landscape Forest-Swap Proposal

Dear Mayor Campbell and Members of Council,

I write to you today as a resident of Fundy-Albert who has devoted many years to environmental advocacy and conservation. As the biographer of Dr. Mary Majka, I've tried to both preserve and uphold her legacy, and have volunteered with, written for, and served on boards of provincial conservation organizations. My work as a freelance writer has focused on the stories of those restoring, protecting, and advocating for our natural environment.

In 2019, I helped organize community support for the successful nomination of Shepody Mountain as a Protected Natural Area under the Nature Legacy Initiative—a joint federal-provincial effort to increase protected lands from 4.6% to 10% of the province. This initiative marked the first time the public was invited to participate directly in identifying ecologically valuable Crown lands for legal protection. Over a thousand sites were nominated, demonstrating strong public engagement and a clear public desire to reverse the impacts of past over-harvesting, while safeguarding wildlife habitat and water sources.

So, I was shocked to see the presentation made by Irving Woodlands (JDI) proposing a “land swap” that would replace some existing Nature Legacy parcels with working forest lands as a means of meeting this target.

It's unfortunate that council voted to support this proposal, but I understand the genuine intention was to bring benefit to our region. However, because this proposal carries significant implications for ecological integrity, watershed protection, climate resiliency and long-term land-use policy in New Brunswick—not to mention erosion of the public trust—it's imperative to understand its full scope and potential impact on the communities involved – both human and wildlife. To this end, it would have been proper for all councils approached to enlist credible, independent assessment of the conservation value of the proposal before deciding to support it or not.

Following my original verbal objections to Jim and Sean, I've spent considerable time gathering information from a variety of sources available to me and offer my observations here:

1. The 'Fundy Region' map in the proposal document is difficult to interpret without toggling between the four maps in the proposal, making it hard to distinguish existing parks, PNAs, Nature Legacy sites and proposed 'new conservation' parcels. Each of these conserved areas is treated differently:
 - Protected Natural Areas (PNAs) are legally protected under the Protected Natural Areas Act (currently being updated) and like Parks, are actually REMOVED from the industrial license for the region.

- Nature Legacy sites have been temporarily placed in conservation easements while the PNA Act is being updated, making them easier to delist. However, the intent for their selection was permanent protection under the PNA Act.
 - Conservation Forest parcels within a working forest (ie, licensed area of Crown land) are managed for their value as old forest or wildlife habitat, but harvesting is still allowed (about 30% - currently 3000ha/year in JDI license area with possible increases in future years). Some mature areas could potentially be released for industrial harvest should another equitable parcel become a replacement; therefore conservation forest parcels are not permanently protected.
 - JDI suggests adding 30m stream buffers to the totals of protected lands, yet buffers can still be harvested with limits (30%). I doubt any forestry expert would agree they should serve as conservation zones. They're in place for erosion control and shading, not habitat or biodiversity protection.
2. I believe JDI's use of the term 'conservation' is intentional and what they propose is to manage these lands for conservation outcomes. As 'conservation forest' they could continue to harvest within limits. And also, the parcels could at some point be removed from 'conservation' status. Is council aware they've supported a proposal that lacks permanency?
 3. JDI has not disclosed which Nature Legacy sites outside our region it seeks to remove from protection. It is difficult to understand how a municipal council would support such a land swap without knowing all components involved. These are Crown lands that belong to all people, not just selected municipalities.
 4. Some areas, such as those around Alma, appear to be minimally harvested, worthy of protecting. However, when JDI's Turtle Creek inset map is overlaid on satellite imagery, most proposed "conservation" parcels show significant human impact: plantations, clearcuts, strip cuts, regrowth, and access roads. Many parcels across Fundy-Albert show the same conditions. These areas would require decades of costly restoration work, paid by the public purse, before they could provide meaningful biodiversity value, and they cannot replicate the ecological functions of intact old forest—particularly for water protection, filtration, and carbon storage.
 5. It's doubtful whether many of these parcels would even meet the Global Framework for Biodiversity guidelines or legitimately contribute to the province's 15% protection goal.

In light of the above, the forest conservation being presented may not match what communities believe they're getting, and the ecological loss from removing old-growth forest cannot be offset by young, previously harvested stands—regardless of how the numbers are framed. Old-growth supports species that young forest cannot, and its carbon storage is irreplaceable. This swap risks weakening biodiversity and provincial conservation targets. While setting a precedent for removing protected lands in the future.

Municipalities play a vital role in safeguarding local watersheds, community well-being, and the natural heritage that defines our region. Decisions involving protected lands must be approached with care, transparency, and a clear understanding of long-term consequences. I

regret that Council did not seek input from Fundy Biosphere, CCNB or CPAWS in an effort to balance all perspectives before making a decision on this proposal.

But it is not too late to change direction. DNR has signaled willingness to work with municipalities that are engaged and interested in protecting areas that support their social values, so there are alternative ways for council to communicate the desired protections without agreeing to industry's proposal to sacrifice old-growth forest elsewhere, thus ensuring that any decision reflects the best interests of residents today and for generations to come.

I encourage council to reach out to DNR to initiate a conversation that may help you achieve protections that actually benefit our community in the years to come.

I'm always willing to talk, should you wish further details. If you're interested, I have overlaid the JDI map onto Google satellite view, so you can actually see the land designated for conservation.

Thank you for your thoughtful consideration of this important matter.

Sincerely,

Deborah Carr
Hillsborough, NB





Development Activity Report

January 2026

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

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

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

Permit Breakdown

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

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

Permit Type	January 2026		2026 YTD		January 2025		2025 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	3	\$1,219,730	3	\$1,219,730	1	\$283,000	1	\$283,000
Multi Residential	0	\$0	0	\$0	0	\$0	0	\$0
Commercial	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Institutional	0	\$0	0	\$0	0	\$0	0	\$0
Accessory Buildings & Structures	0	\$0	0	\$0	5	\$111,929	5	\$111,929
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
Total	3	\$1,219,730	3	\$1,219,730	6	\$394,929	6	\$394,929

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

	January 2026	2026 YTD	January 2025	2025 YTD
Single Dwelling Unit	3	3	1	1
Two-unit/semi-detached	0	0	0	0
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	0	0	0	0
Total	3	3	1	1

Active Subdivision Applications

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

	January 2026	2026 YTD	January 2025	2025 YTD
# of Plans	1	1	1	1
# of Proposed Lots	1	1	1	1
# of Proposed Parcels	1	1	0	0

Southeast Planning Review and Adjustment Committee

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

	January 2026	2026 YTD
Variance Request	0	0
Similar and Compatible Use	0	0
Conditional Use	0	0
Non-Conforming Use	0	0
Temporary Use Approval	0	0
Policy Amendment	0	0
Regulation Amendment	0	0
Rezoning	0	0
Total	0	0



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Kim Beers
Date	February 17, 2026
Subject	Revisions Following Committee of the Whole - Procedural By-Law
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	Public Private ✓ Committee of the Whole

PROPOSAL

To advise Council of revisions made to the draft Procedural By-law (By-law No. 2026-01) following the January 20, 2026 Committee of the Whole meeting, and to highlight the key topics raised by Council during that discussion.

BACKGROUND

By-law No. 2026-01 was brought forward to modernize and consolidate the procedures governing Council and Committee meetings for the Village of Fundy Albert, pursuant to the Local Governance Act.

The draft Procedural By-law was reviewed by Council at the January 20, 2026 Committee of the Whole meeting. During that meeting, Council members raised questions and discussion points related to several procedural areas.

Following the Committee of the Whole, Administration reviewed the feedback provided and revised the draft by-law accordingly.

Summary of Revisions

As a result of the January 20 Committee of the Whole discussion:

- The **highlighted text** used to draw attention to proposed changes in the draft by-law has been **removed**.

- The by-law text has been cleaned up to reflect a consolidated draft for Council's consideration.
- The **topics raised by Council** during discussion have been retained as areas of focus and clarification within the by-law, without further tracked or highlighted edits.

Key Topics Raised by Council

The following procedural topics were discussed by Council at the January 20 Committee of the Whole and are reflected in the current draft of the Procedural By-law:

1. Electronic / Virtual Meetings – Section 4.6

Council Members may attend remotely only if they are outside Fundy Albert's boundaries or physically unable to attend in person. The technology used must allow Members to hear and speak to one another, and for public meetings, must also allow the public to hear the Member participating electronically.

The Presiding Officer must announce that a Member is attending electronically. Members intending to participate remotely must provide sufficient notice to the Clerk to allow meeting materials to be distributed and technology to be arranged.

For closed sessions under subsection 68(1) of the *Local Governance Act*, a Member attending electronically must confirm they are alone and that no one else can overhear the discussion.

A Member participating electronically is considered present for quorum and attendance purposes while the electronic connection remains active. When voting occurs, Members participating electronically cast their votes after those physically present.

2. Unfinished Business – Section 5.2 (f)

"Unfinished Business" allows Council to formally return to matters that:

- Were previously deferred
- Were tabled or postponed
- Were left incomplete due to time constraints
- Required additional information before a decision

3. Motions, Debate, Amendments, Points of Order, Appeals & Voting - Sections 5.6 to 5.12

Clarification around debate, speaking order, and rules governing discussion during meetings.

Motions (5.6)

- Council can only make decisions at an official meeting.
- A motion must be **moved and seconded** before anyone can debate it.

- Once moved and seconded, the motion belongs to Council — not just the person who made it.
- A motion can only be withdrawn if the mover, seconder, and Council agree.
- You cannot bring back the same motion again at the same meeting.
- A recommendation in a report is **not** a motion unless someone formally moves and seconds it.
- Members must wait to be recognized and must speak through the Chair.

Debate (5.7)

- Discussion must stay on the topic of the motion.
- The Chair decides who speaks and in what order.
- The person who made the motion speaks first and can speak again at the end before the vote.
- Normally, each Member can speak:
 - Once to the main motion
 - Once to an amendment
- Members may speak up to 10 minutes at a time unless Council allows more.
- No interrupting, repeating yourself, being disrespectful, attacking others, or questioning motives.
- The Chair can stop someone if the rules are not followed.

Amendments (5.8)

- A motion can be changed (amended) if the change relates directly to it.
- Amendments can add, remove, or replace words.
- Only one amendment is dealt with at a time.
- Council votes on the amendment first, then goes back to the main motion.
- If the amendment completely changes the meaning of the motion, the Chair can rule it out of order.
- Amendments may need to be put in writing.

Points of Order, Privilege & Information (5.9)

Members may raise procedural concerns:

- **Point of Order** – regarding a breach of rules (may be raised immediately).
- **Point of Privilege** – concerning a Member's ability to participate. (examples: A member cannot hear a speaker; or if someone in the gallery is loudly interrupting)
- **Point of Information** – requesting clarification (not for debate).

When a Point of Order or Privilege is raised, debate stops until the Chair rules.

Appeal of a Ruling (5.10)

- If a Member disagrees with the Chair's decision on procedure, they can appeal it right away.
- Council votes on whether the Chair was correct.
- No debate is allowed.
- The decision and result are recorded in the minutes.

Non-Debatable Motions (5.11)

Certain procedural matters immediately suspend debate, including Points of Order, Privilege, and Information. Motions such as withdrawal of a motion, recess, and appeal of a ruling are not debatable but require a vote.

Voting (5.12)

- When the Chair calls the vote, discussion stops immediately.
- No more debate until the vote result is announced.
- The motion can be read again before voting if requested.
- The Mayor has the right to vote on all matters unless there is a conflict of interest.

4. Mayor's Vote (section 5.12 – Voting)

The Mayor, as a Member of Council, is entitled to vote on all matters unless prohibited by legislation due to a declared conflict of interest.

Quorum

You need 4 people present to make decisions (quorum).

If:

- 2 Councillors are away
- 1 Councillor has a conflict

That leaves only 3 voting members.

If the Mayor can't vote, Council may not be able to make decisions.

If the Mayor can vote, business can continue.

Helps Avoid Tie Votes

With 6 Councillors voting, a **3–3 tie** can easily happen.

If the Mayor votes like everyone else:

- You get clear majority decisions (4–3, 5–2, etc.)
- Fewer stalled decisions

The Mayor Is Part of Council

The Mayor isn't just a meeting chair, they are an elected Member of Council.

Letting the Mayor vote:

- Reflects that residents elected them to make decisions
- Treats them like the rest of Council
- Recognizes their leadership role

Makes Leadership Clear and Accountable

If the Mayor votes:

- Residents can see where they stand
- They take responsibility for decisions

Adds Stability in a Small Municipality

In Fundy Albert:

- Absences happen
- Conflicts of interest happen
- Council numbers are already small

Allowing the Mayor to vote helps keep things stable and functioning.

Avoids Strategic Voting

If the Mayor only votes in a tie:

- Councillors may vote expecting the Mayor to break it
- The Mayor becomes the “deciding vote” instead of a regular participant

If the Mayor votes every time, the process feels more normal and balanced.

RECOMMENDATION

That Council give First Reading and Second Reading to 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

Legal	The Procedural By-law is authorized under the Local Governance Act, including but not limited to sections respecting Council proceedings, meetings, and governance authority. Adoption of a procedural by-law is a statutory requirement for municipal councils in New Brunswick.
Financial	NA
Environmental	NA
Policy	<i>Local Governance Act, S.N.B. 2017, c.18</i> Municipal authority to regulate Council and committee proceedings by by-law Alignment with principles of transparency, procedural fairness, and good governance
Stakeholders	Mayor and Members of Council Municipal administration and staff

	Members of Council committees Residents and members of the public attending or participating in meetings
Community Sensitivities	Clear and transparent meeting procedures support public trust, accountability, and accessibility. The proposed by-law aims to enhance public understanding of how Council meetings are conducted and how decisions are made
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none"> • Infrastructure ✓ Village Services • Communications • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Proposed Draft By-Law 2026-01
Consultation	Council – January 20 th , 2026 Committee of the Whole
Intergovernmental considerations	NA

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 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;

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

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

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

3. APPLICATION

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;
- (vi) disclosures of Conflict of Interest;
- (vii) name of Members of Council who made or seconded a motion;
- (viii) all motions made and an indication of whether they were passed or defeated;
- (ix) time the session was adjourned, signature of the Mayor, or designated Presiding Officer, and the Clerk, or Assistant Clerk.

d. The Minutes shall be an account of Council decisions, not a full recount of Council proceedings. The Minutes are an official record of what has been decided, not on what was said. The Clerk is ultimately responsible for the content of the Minutes. The Council and staff are responsible 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.



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	17 February 2026
Subject	Summer Roads Maintenance 2026
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	Public Private Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

BACKGROUND

Road Network Context and Condition

The Municipality of Fundy Albert maintains approximately **51 kilometres of paved roadway**, representing a total paved surface area of approximately **373,439 m²** across the community.

Current condition assessments indicate that the paved road network is in **predominantly poor condition**, with:

- approximately **95%** rated **Poor to Very Poor**,
- approximately **2%** rated **Fair**, and
- approximately **1%** rated **Good to Very Good**.

The most prevalent defects observed across the network include **extensive longitudinal and transverse cracking**, as well as **alligator cracking**, which in many areas is actively degrading into potholes. In addition, there are **significant sections where the underlying road structure is assessed to be failing**, evidenced by visible **surface rutting, deformation, and spalling**. These indicators suggest loss of base integrity in some locations, where surface treatments alone will not provide long-term value.

Procurement Approach

To support the 2026 Summer Roads Maintenance Program, the Municipality issued a **Request for Quotations (RFQ) on the New Brunswick Opportunities Network (NBON)** seeking **unit pricing** for key asphalt maintenance activities, including:

- pothole repair priced **by the tonne**,
- crack sealing priced **by the linear metre**,
- asphalt padding priced **by the square metre**, and
- mill and pave priced **by the square metre**.

This unit-price-based approach was intentionally selected to provide the Municipality with the **flexibility to apply the most appropriate treatment to each road segment**, based on observed condition and available budget, rather than committing to a single treatment or fixed scope. A summary of the prices received is included as **Annex A**.

Program Scale and Realistic Outcomes

Based on the **lowest unit prices received** through the RFQ process and a total 2026 paved roads budget of **\$256,880**, it is assessed that the Municipality will be able to directly resurface or structurally rehabilitate approximately **1.5% of the total paved road surface area** during the 2026 construction season.

This equates to approximately:

- **5,600 m² of roadway**, or
- approximately **0.7 kilometres of road**, assuming an average road width of 8 metres.

It is important to note that this figure reflects **surface renewal and structural treatments only** (padding and mill & pave). In addition to this, the program will also include **crack sealing and targeted pothole repairs**, which, while not increasing the percentage of road resurfaced, are critical preventative measures that **slow further deterioration**, particularly on roads that remain in fair or better condition.

Taken together, this approach recognizes that:

- the available budget cannot materially improve the entire network in a single year, and
- the greatest value is achieved by **combining targeted structural repairs, surface treatments, and preventative maintenance** to stabilize conditions and extend overall network life.
- In parallel with this program, Administration will continue to **actively pursue external funding opportunities** and cost-sharing arrangements to supplement the municipal roads maintenance budget and support longer-term improvements to the road network.

RECOMMENDATION

That Council:

1. Approve the appointment of Contractors of Record for the 2026 Summer Roads Maintenance Program as follows:
 - Brown's Paving Ltd. as Contractor of Record for asphalt patching, asphalt padding, and mill and pave works; and
 - Birch Hill Construction as Contractor of Record for crack sealing.
2. Authorize the Chief Administrative Officer (CAO) and Mayor to approve and execute all work orders and expenditures associated with the **2026 Summer Roads Maintenance Program, within the approved budget allocation**, using the above Contractors of Record.

OTHER OPTIONS

Council could elect to award all work to a single contractor, approve road maintenance works on a project-by-project basis, or defer portions of the program. These options were reviewed and are not recommended, as they would reduce value for money, limit flexibility, and delay the delivery of time-sensitive maintenance activities.

RISK ANALYSIS

A significant portion of the municipal paved road network is currently rated **Poor to Very Poor**, with some sections exhibiting advanced structural failure. There is a risk that focusing investment solely on the worst-condition roads may result in continued expenditure on assets that are **beyond economical repair**, particularly where surface treatments cannot address underlying base failure. This risk is mitigated by selectively applying mill and pave only where structural repair is justified, while avoiding surface treatments in locations where they would not deliver long-term value.

At the same time, there is a risk associated with **not investing in roads that remain in Fair to Good condition**. Without preventative maintenance, these roads will continue to deteriorate and transition into Poor condition, increasing future rehabilitation costs and accelerating overall network decline. Given the scale of the network and the constraints of the approved budget, it is acknowledged that it is **not realistic to halt degradation of the road system as a whole**; however, the recommended approach balances targeted structural repairs with preventative treatments to **slow the rate of decline and maximize asset longevity** within available resources.

CONSIDERATIONS

Legal	<ul style="list-style-type: none"> • The procurement process was conducted in accordance with municipal procurement policy and New Brunswick procurement requirements, using a publicly advertised RFQ on NBON and objective unit-price evaluation. • Appointing Contractors of Record with delegated approval authority reduces the risk of non-compliance arising from emergency or time-sensitive road works being delayed beyond safe or reasonable limits.
Financial	<ul style="list-style-type: none"> • The recommended approach maximizes value for money by applying the lowest unit pricing to each treatment

	<p>type and allowing flexible allocation of work within the approved 2026 budget.</p> <ul style="list-style-type: none"> Given the scale and condition of the network, the approved budget is insufficient to materially improve overall road conditions and must be carefully targeted to slow deterioration and manage future liabilities.
Environmental	<ul style="list-style-type: none"> Preventative maintenance activities such as crack sealing and timely surface treatments reduce the need for more extensive reconstruction, lowering material use and associated greenhouse gas emissions over the life of the road. Targeted mill and pave works minimize unnecessary disturbance by limiting full-depth rehabilitation to areas where structural failure is evident.
Policy	<ul style="list-style-type: none"> The Contractor of Record model aligns with municipal asset management principles by prioritizing lifecycle value, risk-based decision-making, and preventative maintenance. Delegating approval authority within the approved budget supports efficient service delivery while maintaining Council oversight at the program and budget level.
Stakeholders	<ul style="list-style-type: none"> Residents and road users benefit from a balanced approach that addresses safety concerns while also preserving better-condition roads to avoid future service degradation. Contractors benefit from clear unit pricing, defined scopes, and predictable engagement through an established Contractor of Record framework.
Community Sensitivities	<ul style="list-style-type: none"> Public expectations for widespread road improvements must be managed, as available funding allows only a small portion of the network to be directly addressed in any given year. Visible works may not occur uniformly across all communities, which may create perceptions of inequity despite condition-based prioritization.
Council priorities	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism

Documents, maps, photos or presentations attached	Annex A – Consolidated RFQ price comparison
Consultation	
Intergovernmental considerations	N/A

Consolidated RFQ Price Comparison – Summer Road Maintenance (2026)

Village of Fundy Albert
(All prices exclude HST)

A. Asphalt Padding – Surface Mix (\$/m²)

(30 / 40 / 50 mm combined where noted)

0–1,000 m²

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 m²

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 m²

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 m²) (\$/m²)

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

Item	MacDonald	Brown's	Modern	Birch Hill
Traffic Control	3,000/day	1,500/day (if required)	7,000	<i>Not stated</i>
Manhole / CB Adjustment	3,000	680	1,300	5,000
Typical Lead Time	5 days	5 days	20 days	<i>Not stated</i>



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	17 February 2026
Subject	Re route of Trans Canada Trail through White rock Recreation Area
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

BACKGROUND

The **White Rock Recreation Area** is a key walking and hiking destination within Hillsborough and represents a significant opportunity to support tourism growth and long-term economic development within the Village of Fundy Albert. The area offers access to unique natural landscapes and has strong potential to connect residents and visitors with local recreational, historical, and geological features.

In recent years, trails within the White Rock Recreation Area have been maintained primarily by **Codiac Cycling Trails**, with limited operational or financial support from the Village due to constrained budgets.

At present, the **Trans Canada Trail** alignment runs along the gravel section of Golf Club Road, which does not provide meaningful access to points of interest or enhance the overall trail user experience. Rerouting the Trans Canada Trail through the White Rock Recreation Area would significantly improve trail connectivity and user engagement while unlocking access to external funding opportunities, including the Trans Canada Trail's **Trail Catalyst Fund**. While this funding stream does not have a fixed maximum allocation, it does require varying levels of municipal contribution and can support trail improvements such as surface upgrades, wayfinding, and interpretive signage. Additional

funding opportunities may also be available through collaboration with **Southeast Regional Service Commission**.

This proposed rerouting aligns directly with the Trail Town initiative currently underway, which seeks to strengthen trail infrastructure, enhance visitor experiences, and leverage recreational assets to support economic and tourism development across the municipality.

The Trans Canada Trail has **provisionally agreed** to the proposed rerouting of the trail through the White Rock Recreation Area and has provided a formal rerouting application that requires execution by the Municipality to make the change official.

RECOMMENDATION

That Council approve the rerouting of the Trans Canada Trail through the White Rock Recreation Area and authorize the Mayor to sign the required Trans Canada Trail rerouting application on behalf of the Municipality.

OTHER OPTIONS

N/A

RISK ANALYSIS

The primary risk associated with this decision is **not proceeding** with the proposed rerouting. Failure to approve the rerouting application would result in the Trans Canada Trail remaining on its current alignment, limiting access to external funding opportunities, including the Trans Canada Trail Catalyst Fund and other potential partner funding sources. This would constrain the Municipality's ability to invest in trail improvements, interpretive signage, and enhanced visitor experiences.

In the longer term, not advancing the reroute may reduce the Municipality's ability to leverage the White Rock Recreation Area as a driver of tourism growth and local economic development, and could limit progress on the Trail Town initiative currently underway.

CONSIDERATIONS

Legal	<ul style="list-style-type: none">No legal impediments have been identified at this stage. The rerouting application formalizes an alignment that has been provisionally approved by the Trans Canada Trail.
-------	---

	<ul style="list-style-type: none"> Any future trail improvements or infrastructure works would be subject to standard municipal approvals and regulatory requirements.
Financial	<ul style="list-style-type: none"> Approval of the rerouting application does not commit the Municipality to immediate capital or operating expenditures. Formalizing the reroute enables access to external funding sources, including Trans Canada Trail funding programs, which may reduce the need for municipal funding for future trail improvements.
Environmental	<ul style="list-style-type: none"> The proposed rerouting utilizes an existing recreational area and established trail corridors, limiting the need for new disturbance. Any future enhancement works would be designed to align with environmental best practices and applicable regulatory requirements.
Policy	<ul style="list-style-type: none"> The proposed rerouting aligns with the Municipality's Trail Town initiative and broader objectives to enhance recreational infrastructure and support tourism and economic development. The proposal is consistent with Council's direction to pursue partnerships and external funding opportunities where available
Stakeholders	<ul style="list-style-type: none"> Trail maintenance within the White Rock Recreation Area has historically been supported by Codiac Cycling Trails, and continued collaboration is anticipated. Initial discussions with the Southeast Regional Service Commission may result in additional funding or partnership opportunities.
Community Sensitivities	<ul style="list-style-type: none"> Community members have expressed interest in seeing further trail improvements within the White Rock Recreation Area, particularly enhancements that improve accessibility and overall user experience. The proposed rerouting responds directly to this feedback by creating opportunities to invest in a more accessible, engaging, and well-supported trail network.
Council priorities	Strategic Plan Alignment:

	<ul style="list-style-type: none"> ✓ Infrastructure • Communications ✓ Village Services ✓ Strategic Partnerships ✓ Economic Development & Tourism
Documents, maps, photos or presentations attached	Annex A – Trail Canada Trail Re Route Application.
Consultation	
Intergovernmental considerations	N/A



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

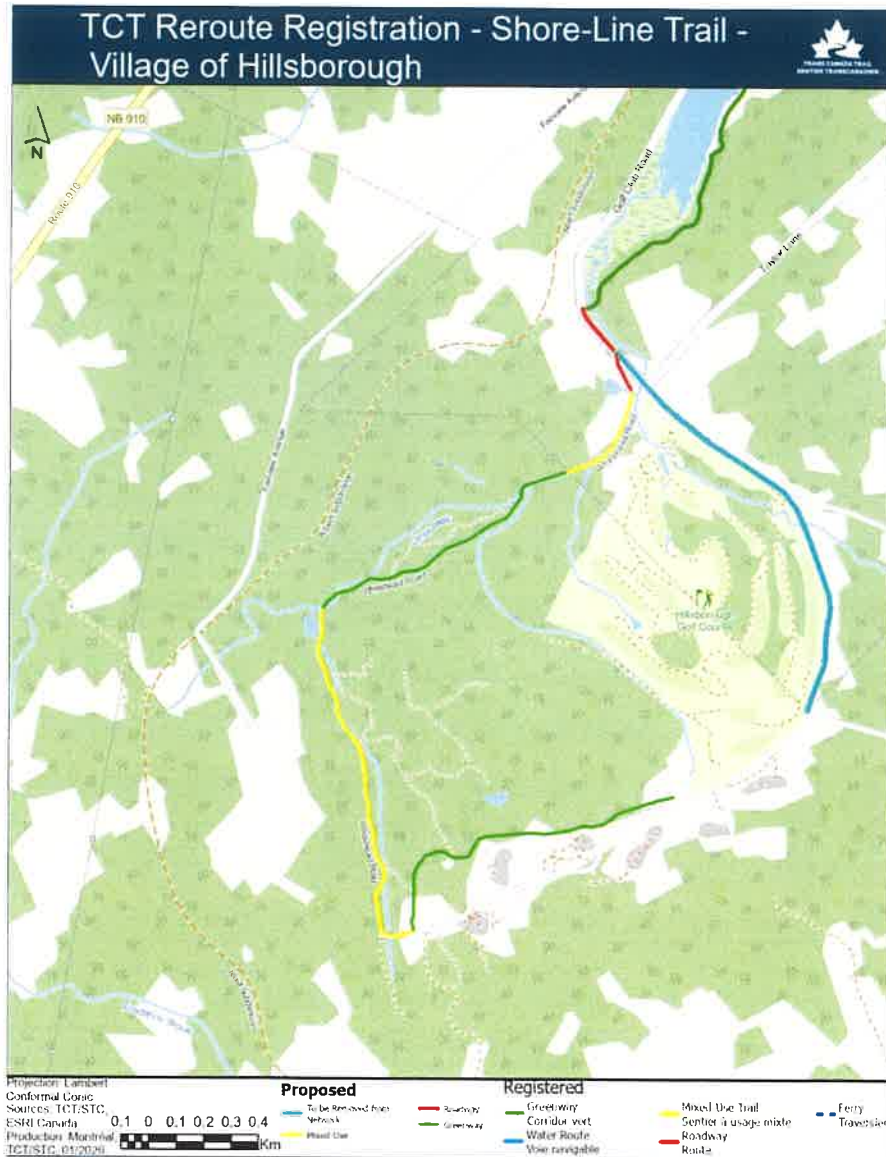
Village of Fundy Albert
61 Academy Street – Unit 1, Hillsborough, NB, E4H, 2R4
(individually, referred to as a “Party” and collectively referred to as the “Parties”)

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



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	17 February 2026
Subject	Pool Repair Funding
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	Public Private Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

BACKGROUND

At the conclusion of the 2025 swimming pool season, Administration commissioned an assessment to investigate ongoing water loss issues that had been occurring throughout the season. These leaks made it increasingly difficult to maintain stable chemical levels and contributed to several unplanned pool closures during the 2025 operating period.

The assessment identified leakage originating from the pool floor drains and around several return jets. Initial quotes have since been obtained to address these deficiencies, and the assessment also highlighted additional issues that warrant consideration as part of a coordinated repair approach.

One key finding was that the existing floor drains do not meet current best practice and pose a significant risk to life. While the drains are presently functional, any repair or replacement work must bring them up to current best practice to ensure the Municipality is appropriately protected from a liability and safety perspective. The first quote received to replace the existing floor drains with and to repair the affected jets is approximately \$23,000, exclusive of any required concrete reinstatement.

The assessment also identified deterioration of the pool's protective coating in several areas. In some locations, the coating is eroding, allowing water to penetrate the concrete structure and accelerating further degradation. It has been recommended that portions

of the pool—or potentially the entire pool surface—be stripped and recoated to prevent continued deterioration and to protect the underlying structure. Quotes received to date indicate that stripping and recoating work would be in the range of \$15,000–\$18,000.

Based on current pricing for drain and jet repairs, pool recoating, and associated concrete reinstatement, the total estimated cost of the project is in the range of \$40,000–\$50,000.

Administration is actively pursuing external funding opportunities to offset these costs. The Regional Development Corporation (RDC) has one funding stream that could provide up to \$20,000, subject to approval by the local MLA, and additional funding streams may be available to support higher amounts. Funding through the Federation of Canadian Municipalities (FCM) was reviewed; however, those programs are primarily targeted toward efficiency and energy-reduction projects and are not well aligned with the required repairs.

From a municipal funding perspective, \$20,000 originally allocated to the pool repair budget in 2025 was transferred to shared capital reserve at year-end, and an additional \$20,000 has been budgeted for pool repairs in 2026.

While Administration is optimistic that external funding will be secured, it is recommended that Council approve up to \$30,000 in shared capital funding to ensure the necessary repairs can proceed. This funding would only be used to cover any shortfall between confirmed external funding and the funds already available within the approved 2026 budget.

Early approval is being requested to ensure funds are available to complete the repairs ahead of the planned July 2026 opening. With an impending municipal election, there is a risk that funding approvals could be delayed. Without timely approval and access to funds, the Municipality risks being unable to complete the repairs, which would result in the pool not opening for the 2026 season.

The impact of a pool closure would be significant. It would result in the loss of at least four seasonal student positions and would prevent the delivery of swimming lessons and recreational programming that have become increasingly popular and well-utilized by the community in recent years.

RECOMMENDATION

That Council approve the use of **up to \$30,000 in shared capital reserve funding** to support the required capital repairs to the Community Swimming Pool, including floor drain replacement, jet repairs, and associated concrete reinstatement, to ensure the facility can safely open for the 2026 season.

It is further recommended that this capital funding be used only to cover any funding shortfall after applying confirmed external funding and the funds already allocated within the approved 2026 budget.

Finally, that Council authorize the CAO and Mayor to approve expenditures related to this project within the approved funding limit, in order to allow the work to proceed in a timely manner.

OTHER OPTIONS

Option 2 – Defer the Decision

Defer approval of shared capital funding until external funding decisions are confirmed.

Possible Outcome:

At this time, the timing of external funding approvals is unknown. Deferral introduces a risk that funding decisions may not be received early enough to allow repairs to be tendered and completed before the start of the 2026 pool season. This risk is heightened by the impending election period, which could further delay approvals. As a result, the Municipality may be unable to complete the required work in time, potentially leading to the pool remaining closed for the 2026 season, loss of seasonal student employment, and suspension of swimming lessons and recreational programming.

Option 3 – Do Not Approve

Do not approve the requested capital funding.

Possible Outcome:

If external funding is not secured in full, the Municipality would be unable to complete the required repairs. This would likely result in the pool remaining closed for the 2026 season, increased deterioration of the pool structure, and loss of community programming and seasonal employment.

RISK ANALYSIS

Risk of Service Disruption and Economic Impact

If the required repairs are not completed in time for the 2026 season, the Community Swimming Pool may not open. A seasonal closure would result in the loss of at least four student employment positions and reduce local economic activity associated with summer programming, visitor use, and family stays in the area.

Risk to Tourism and Community Attractiveness

The pool is an important seasonal amenity that supports the Municipality's recreation and tourism offering, particularly for families, seasonal residents, and visitors. Closure of the facility would diminish the overall attractiveness of the community during peak summer months and could negatively impact visitor experience, repeat visits, and the perception of available amenities.

Risk of Escalating Repair Costs

Deferring repairs increases the likelihood of continued water ingress and further deterioration of the pool structure and coatings. This may result in more extensive

repairs being required in future years, increasing overall project costs and placing additional pressure on capital budgets.

Risk of Funding Uncertainty and Timing

While external funding is being pursued, the timing and outcome of funding approvals are not guaranteed. Delays, particularly in the context of an impending election, may prevent repairs from proceeding within the required construction window, even if funding is eventually approved.

CONSIDERATIONS

Legal	<ul style="list-style-type: none">• Addressing non-compliant floor drains and known infrastructure deficiencies reduces municipal liability and supports the Municipality's duty of care.• Completing repairs in accordance with current best practices aligns with applicable safety and building code requirements.,
Financial	<ul style="list-style-type: none">• Early approval of capital funding provides cost certainty and helps prevent escalation of repair costs caused by continued deterioration or delayed construction.• External funding opportunities will be applied first, with municipal capital funding used only to cover any remaining shortfall.
Environmental	<ul style="list-style-type: none">• Repairing leaks and restoring protective coatings reduces water loss and limits ongoing degradation of the concrete pool structure.• Proactive repairs help prevent future material failure that could require more extensive and environmentally disruptive remediation.
Policy	<ul style="list-style-type: none">• Maintaining core recreational infrastructure aligns with Council's commitment to supporting community wellbeing and quality of life.• The proposed approach is consistent with sound asset management principles by addressing known issues before they escalate.
Stakeholders	<ul style="list-style-type: none">• The pool supports seasonal employment, swimming instruction providers, and community organizations that rely on predictable access to the facility.• Timely repairs provide certainty for staff, instructors, and program planning ahead of the 2026 season.
Community Sensitivities	<ul style="list-style-type: none">• The swimming pool is a valued community asset with growing participation and visibility during the summer months.

	<ul style="list-style-type: none"> • Closure of the pool would be highly noticeable to residents and visitors and could negatively affect public confidence in service delivery.
Council priorities	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> ✓ Infrastructure • Communications ✓ Village Services ✓ Strategic Partnerships ✓ Economic Development & Tourism
Documents, maps, photos or presentations attached	Current Quotes received
Consultation	
Intergovernmental considerations	N/A

Quote for Sand Blasting and Sealing

Re:Re:Message From monctonsandblasting.ca



ggiles@nb.sympatico.ca

To Operations

You replied to this message on 2/5/2026 9:15 AM.

PREVIOUS

You don't often get email from ggiles@nb.sympatico.ca. [Learn why this is important](#)

Hi Ian

thanks for the picture and the time yesterday

i feek we can do in the 15to17 range for that

daily we do 1950 plus tax, so might be able to be less than the above that way

let me know if you need anythign else

Gil

506 854 6368

Sent from my Huawei tablet

----- Original Message -----

Subject: RE: Re:Message From monctonsandblasting.ca

From: Operations

To: ggiles@nb.sympatico.ca

CC:

Remington LeisureScapes

636 St. George Blvd
Moncton, NB
E1E 2C4
sales@remingtonleisurescapes.com
www.remingtonleisurescapes.com
5068543040
Call or Text us @ 5068543040



Estimate

Estimate No: 14068
Date: 2025-11-27

For: Fundy Albert - Leak Repair w/ Main
Drain Option 1
operations@fundyalbert.ca
School Lane, Hillsborough, NB
506-734-3733

Sales Person

Essie/Matt

Code	Description	Quantity	Rate	Amount
Labour	Labour to perform leak repair on 3 jets (2 techs, 3 hours) Anything additional will be billed per hour	3	\$199.99	\$599.97
Pressure Testing	Testing of 1 to 3 lines to ensure leak has been resolved	3	\$399.99	\$1,199.97
Main Drain Replacement	an 18" x 18" replacement may be possible, it would require 4 of them at \$4,299 each + HST and install plumbing in order to adapt these to existing systems NOTE - This is a COMMERCIAL option, and the best choice for "future proofing" the pool and ensuring safety for the users.	4	\$4,299.00	\$17,196.00
Labour for Main Drain Replacement	2 man crew at \$199.99 per hour x 8 hours for 4 18"x18" drains.	8	\$199.99	\$1,599.92
note	All plumbing and fittings for repairs on jets and skimmer are not quoted, but should not accumulate to a significant amount	1	\$0.00	\$0.00
Skimmer leak	If the skimmer is compromised it will need to be replaced. This is an extensive job, and cost would be approximately \$3,500-5,000	1	\$0.00	\$0.00
Pressure Testings NOTE	We will perform pressure testing after concrete cutting and after new floor drain installs, on all floor drain lines. IF the floor drain line fails the test after concrete cutting, this means the leaks is somewhere other than the floor fitting, and will require more work.	1	\$0.00	\$0.00

Remington LeisureScapes - Estimate 14068 - 2025-11-27

Subtotal	\$20,595.86
HST 15%	\$3,089.38
Total	\$23,685.24

Total	\$23,685.24
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Notes

Remington LeisureScapes - Buy with Confidence - Lowest Price Guarantee.
Quoted price valid for 15 Days unless otherwise stated.



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council		
From	Ian Barrett, Director of Operations		
Date	17 February 2026		
Subject	Alma Well Project Resolution		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

BACKGROUND

As part of the commissioning process for the new municipal wells in **Alma**, a formal request from Council is required in order for the Province to proceed with protected area designation.

Designation under the Wellfield Protected Area Designation Order, pursuant to the **Clean Water Act**, establishes regulatory protection for the municipal groundwater source. This designation is a standard and necessary step in bringing new municipal wells into full operational service.

The Department of Environment and Local Government requires a formal Council resolution before advancing the designation process.

The Resolution will read as follows:

“That the Mayor and Council for the Village of Fundy Albert request that the Department of Environment and Local Government proceed to have the new Alma wells designated under the Wellfield Protected Area Designation Order – Clean Water Act.”

RECOMMENDATION

That council pass the resolution at the next regular council meeting

OTHER OPTIONS

N/A

RISK ANALYSIS

Failure to pass the resolution may delay commissioning and formal operational status of the new wells.

CONSIDERATIONS

Legal	<ul style="list-style-type: none">• Designation under the Wellfield Protected Area Designation Order is a requirement of the provincial framework governing municipal drinking water sources.• The resolution ensures alignment with provincial legislation and regulatory processes.
Financial	<ul style="list-style-type: none">• There is no direct financial cost associated with passing this resolution.• Formal designation supports long-term source protection, reducing the likelihood of costly contamination response or remediation in the future.
Environmental	<ul style="list-style-type: none">• Protected Area designation strengthens safeguards around the groundwater supply.• Supports long-term aquifer protection and sustainable water management practices.
Policy	<ul style="list-style-type: none">• Aligns with provincial drinking water protection policies.• Supports the Municipality's commitment to safe, reliable potable water service delivery.
Stakeholders	<ul style="list-style-type: none">• Residents and businesses in Alma who rely on municipal water service.• Provincial regulators (Department of Environment and Local Government).• Future property owners and developers within the protected area boundary.
Community Sensitivities	<ul style="list-style-type: none">• Safe drinking water is a fundamental public expectation.• Formal designation demonstrates proactive stewardship and responsible governance.
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none">✓ Infrastructure• Communications• Village Services• Strategic Partnerships

	<ul style="list-style-type: none"> Economic Development & Tourism
Documents, maps, photos or presentations attached	
Consultation	
Intergovernmental considerations	N/A



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	17 February 2026
Subject	PMHP RFP Approval
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	Public Private Committee of the Whole

RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

BACKGROUND

The 2026 Provincial Municipal Highway Program (PMHP) project for Scenic Drive was approved with a total project budget of **\$185,500**, comprised of:

- **\$119,000** – PMHP funding
- **\$66,500** – Village Core Capital contribution

The approved project scope submitted under PMHP includes shoulder and swale reconstruction along approximately **1.1 km of Scenic Drive**.

In December 2025, a Request for Proposals (RFP) was issued through the New Brunswick Opportunities Network (NBON) seeking engineering services to complete the works in accordance with the initial PMHP scope.

Four proposals were received. All initial submissions presented construction cost estimates significantly exceeding the approved budget, generally in the range of **\$300,000 to \$500,000**, due to full-scope reconstruction assumptions.

To ensure alignment with the approved funding envelope and maintain transparency and fairness in the procurement process, all proponents were invited to submit a **refined**

proposal based on a maximum total project budget of **\$185,500** inclusive of engineering and construction costs.

Four refined proposals were subsequently received

Evaluation Summary

The refined proposals were reviewed with a focus on:

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

While the other proponents provided revised proposals that reduced physical scope or engineering effort to fit within the budget, their engineering fees remained between **\$5,000 and \$12,000 higher** than WSP's revised submission and/or significantly reduced the physical extent of works to isolated sections of the corridor (approximately 300–400 m of the original 1.1 km).

WSP submitted the lowest engineering fee and proposed targeted interventions across the full 1.1 km corridor, with scope optimization to occur during the design phase to ensure the project remains within the approved funding envelope. This approach allows key problem areas along the entire corridor to be prioritized and addressed within the available budget.

Based on the refined submissions, WSP is considered to provide the **best overall value for money**, balancing cost, scope flexibility, and risk management.

RECOMMENDATION

That Council approve the refined proposal submitted by WSP for the 2026 PMHP Scenic Drive Shoulder and Swale Reconstruction project and authorize Administration to proceed with detailed design and tender preparation within the approved project budget of \$185,500.

OTHER OPTIONS

N/A

RISK ANALYSIS

Proceeding with WSP allows the Municipality to:

- Maintain corridor-wide consideration of drainage and shoulder issues
- Optimize scope during detailed design to remain within budget
- Advance the project to tender within the preferred 2026 construction window

Alternative proposals either:

- Reduced the physical scope significantly, leaving larger portions of the corridor untreated; or
- Maintained higher engineering costs, reducing available funds for construction.

Delaying award or further refinement risks pushing the project later into the construction season, which may reduce contractor availability and negatively impact pricing.

CONSIDERATIONS

Legal	<ul style="list-style-type: none"> • The Request for Proposals was issued publicly through NBON in accordance with the Municipality's Procurement Policy and applicable provincial requirements. • WSP submitted the lowest compliant engineering fee among the refined proposals and demonstrated alignment with the approved project budget, supporting the Municipality's obligation to obtain best value while maintaining fairness and transparency.
Financial	<ul style="list-style-type: none"> • The refined WSP proposal fits within the total approved project budget of \$185,500, inclusive of engineering and construction allowance. • Proceeding at this time reduces the risk of increased construction pricing associated with late-season tendering and contractor availability constraints.
Environmental	<ul style="list-style-type: none"> • The project addresses ongoing erosion, drainage, and shoulder deterioration along Scenic Drive, reducing long-term infrastructure and environmental degradation risks. • Detailed design will ensure compliance with applicable environmental regulations and drainage management requirements
Policy	<ul style="list-style-type: none"> • Selecting the lowest compliant engineering fee aligns with the Municipality's Procurement Policy objective of achieving best value through competitive procurement. • Advancing the project supports Council's previously approved PMHP funding allocation and capital planning commitments.
Stakeholders	<ul style="list-style-type: none"> • Timely advancement supports road safety and service reliability for residents and visitors using Scenic Drive. • A corridor-wide optimization approach allows key problem areas to be prioritized within available funding.

Community Sensitivities	<ul style="list-style-type: none"> • Scenic Drive is a visible and well-used corridor; continued deterioration may generate community concern if improvements are delayed. • Demonstrating a competitive procurement process and selection based on value and compliance reinforces public confidence in Council's stewardship of infrastructure funding.
Council priorities	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> ✓ Infrastructure • Communications • Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	<ol style="list-style-type: none"> 1. Summary of Refined Proposals 2. WSP Project Proposal
Consultation	
Intergovernmental considerations	N/A



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,

A handwritten signature in blue ink, appearing to read 'Muzafer Malik', with a stylized flourish at the end.

Muzafer Malik, P.Eng. PMP®, PhD

Senior Project Manager - Transportation and Infrastructure

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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

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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
Muzafer Malik, P.Eng. PMP®, PhD	Senior Project Manager
Korey Gallant, P.Eng	Senior Designer Engineer
Allan Taylor	Survey Supervisor

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Grace Clark	Member in Training, Hydraulic Design Engineer
Adam Botta	Senior Technician, CADD Support
Chris Martin	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', with a stylized flourish at the end.

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

CERTIFICATE OF AUTHORIZATION

(RESIDENT)

Registration #: F1559

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

Association des
Ingénieurs et Géoscientifiques
du Nouveau-Brunswick

CERTIFICAT D'AUTORISATION

(RÉSIDENT)

= Immatriculation : F1559

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 hereunto 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 / Registrare



APEGNB / AIGNB
2025 Certification

ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF NEW BRUNSWICK
ASSOCIATION DES INGÉNIEURS ET GÉOSCIENTIFIQUES DU NOUVEAU-BRUNSWICK
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ATTACHMENT 3 CONFIRMATION OF COMPLIANCE WITH NB OHS ACT & WORKSAFE NB



Assessment Services:
1 Portland St., 3rd floor, 100
Fredericton, NB E3B 3B8
Tel: 506 451-0055
www.worksafenb.ca

Services des cotisations:
1 rue Portland, 3ème étage, 100
Saint-Jean N4E 3E1, 100
Saint-Jean N4E 3E1, 100
www.worksafenb.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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Rev - 1

1. Cost-Saving Measures and Service Improvements

Administration has successfully renegotiated the Municipality's insurance program for 2026, maintaining the same level of coverage as in 2025 while achieving a cost reduction of approximately \$12,500. This outcome reflects a proactive review of the Municipality's risk profile, coverage requirements, and available market options. I would like to acknowledge Steve Jones for his time, cooperation, and commitment in working with administration throughout this process to help identify savings while ensuring appropriate coverage levels were maintained.

In addition, in October of last year, the CAO implemented a moratorium on non-essential overtime, with the exception of water and wastewater operations, in order to better manage labour expenditures. This directive reduced overtime by approximately 50 percent and required departments to plan and complete work within the regular hours outlined in individual employment agreements. Any overtime requests must now be pre-approved by the CAO to ensure they are operationally necessary and fiscally responsible.

Since the moratorium was implemented, overall overtime usage has decreased significantly, contributing to improved budget control and more predictable labour costs. However, it should be noted that the Municipality operates with a relatively small public works complement in relation to the geographic size of the Municipality and the extent of infrastructure under our care. As a result, overtime is now largely limited to essential circumstances, most commonly to maintain service levels when a staff member is absent due to illness or other unforeseen circumstances. Overall, these measures reflect administration's continued focus on prudent financial management, cost containment, and the efficient use of municipal resources while maintaining required service standards.

2. Municipal Advisory Committees

Council approved the Terms of Reference for the Economic Development Committee at the last regular meeting of Council, marking an important step in strengthening the municipality's governance framework for economic growth and community prosperity. The establishment of this committee reflects Council's commitment to a structured, evidence-based approach to economic development and to fostering collaboration between municipal government, local businesses, and community stakeholders.

To ensure the committee is positioned to function effectively and deliver meaningful results, administration has initiated the process of compiling and updating key background information. This work includes the collection of current demographic profiles, sector-specific statistics, labour market indicators, and other relevant economic data. The objective is to provide the committee with a clear, accurate, and comprehensive understanding of the municipality's economic landscape, including trends, opportunities, and areas of strategic focus. Once the data collection phase is complete, administration will prepare an analytical overview to support the committee's work. This analysis will serve as a foundational resource, enabling committee members to assess current conditions, identify priorities, and develop informed, practical recommendations.

The overall intent is to equip the Economic Development Committee with the information and tools necessary to provide strategic advice to Council. Through this process, the committee will help identify opportunities where municipal policy, infrastructure, and partnerships can work in concert with the local business community and non-profit sector to strengthen economic resilience, support population growth, and enhance the long-term prosperity of Fundy Albert.

3. Policy Development and Harmonization

Administration continues to make steady progress on the development and modernization of several key corporate and operational policies, which form an essential part of strengthening governance, ensuring legislative compliance, and aligning the municipality with recognized best practices across the municipal sector.

The new comprehensive Human Resources Policy is nearing completion of its first draft, with a projected timeline of approximately two weeks. Once the draft is finalized, it will be presented to the Personnel Committee for detailed review and input. This step is intended to ensure that the policy reflects both organizational needs and Council's expectations for fair, transparent, and consistent human resource practices across the municipality. Similarly, the new Procurement Policy is in the final stages of preparation and is expected to be ready for legal review by March 4. This policy will establish clear procedures, accountability measures, and internal controls for the acquisition of goods and services, thereby supporting sound financial management, transparency, and compliance with applicable legislation and audit expectations.

Work is also underway to consolidate the three existing fire department policies from the former municipalities of Hillsborough, Riverside-Albert, and Alma into a single, unified Fundy Albert Fire Services Policy. This initiative will create consistent operational standards across the municipality while respecting the unique needs of each department. The three Fire Chiefs will be consulted to provide operational input, followed by a formal review by the Provincial Fire Marshal to ensure compliance with provincial requirements and alignment with recognized fire service best practices. The consolidated policy is anticipated to be forwarded to the Fire Marshal for review in early May.

In addition, the draft Water and Wastewater Policy is progressing, with significant input being incorporated from operational staff to ensure the policy reflects real-world service delivery considerations. Given the technical and regulatory complexity of this area, administration is taking a deliberate and thorough approach to ensure the new policy addresses a number of legacy issues within the existing bylaws and establishes a clear, consistent framework moving forward. A draft of this policy is expected to be presented to Council in late March.

Beyond these major initiatives, administration is also developing additional policies for Council's consideration, including a comprehensive Asset Management Policy and a Ditching, Driveway, and Culvert Policy. These policies are intended to support long-term infrastructure planning, consistent service standards, and equitable treatment of residents.

Overall, several policies require updating, while others must be developed to address gaps resulting from amalgamation and evolving legislative and operational requirements. This policy renewal program is a key component of bringing the Municipality of Fundy Albert into alignment with modern municipal governance standards and establishing a clear, consistent framework to guide both Council and administration.

4. Municipal Water Systems:

Alma Water Project – The Alma water system upgrade continues to advance in accordance with the project schedule. Pump testing is underway next week, representing a key operational milestone. Electrical connection to the main well building has been completed, and installation of the system monitoring software is scheduled to commence within the next two weeks. The Water Operator in Charge will receive training on the updated software platform to ensure full operational readiness and effective system oversight.

Commissioning of the pressure-reducing valve (PRV) is tentatively scheduled for approximately February 19. The new standby generator has been delivered to the site and is awaiting the installation of additional components required for full integration into the system. Work is also underway on a new communications system that will enable remote monitoring and improved operational control of the water system.

The contractor has advised that the former Village of Alma is anticipated to be connected to the new system by mid-to-late March, subject to final testing and commissioning activities. Administration will provide a public update once pump testing begins and again upon completion, provided the project continues to progress as scheduled. In the interim, turbidity levels in the existing well have stabilized, and the system is currently operating without issue.

Hillsborough Water Project – The Hillsborough water project is progressing through its planning and approvals process. The next major milestone will be the construction of an access road to the new well site, which will allow for the commencement of drilling and associated infrastructure work. The current system is running well with no operational issues.

Riverside-Albert Water System – The Riverside-Albert system is currently operating within normal parameters. The previously noted high consumption levels have subsided, and it is believed that the issue was related to an unreported residential leak that has since been addressed. Administration will continue to monitor system usage trends to ensure ongoing stability and efficiency.

5. Other items:

Sister Municipality – My counter part in Lyme Regis, Dorset, UK, and I will be meeting in mid-April to discuss synergies between our two municipalities. A sister-municipality agreement with Lyme Regis would strengthen Fundy Albert's international tourism profile by creating formal cultural and heritage linkages between two historic coastal communities. The partnership could support joint marketing initiatives, visitor exchanges, and themed events that highlight shared maritime history and natural attractions, thereby increasing off-season and international visitation. From an economic development perspective, the agreement would open channels for business networking, investment promotion, and collaboration in sectors such as tourism, hospitality, and creative industries. Over time, these structured relationships can enhance global visibility, diversify the visitor base, and position Fundy Albert as an internationally connected coastal destination. With the current issues with our neighbours to the south – Diversification will be important for our local economy. This initiative will be undertaken at no cost to the Municipality, as the meetings will occur during my personal vacation, on my own time and at my own expense.

Audits – The Auditor will be presenting the 2023 on March 6 to Council. At this time, I have not been informed of any delays in the draft audit statement being delivered.

Government Relations – The Mayor and I recently met with the Honourable Isabelle Thériault, Minister of Tourism, Heritage and Culture, to discuss several priority matters affecting the Municipality, including infrastructure challenges, the advancement of the Trails Town initiative, and opportunities to further promote our community's tourism assets on the international stage. The discussion focused on identifying areas of provincial support and collaboration to strengthen tourism-related infrastructure and enhance the long-term sustainability and competitiveness of Fundy Albert as a destination.

In addition, I will be undertaking a series of meetings with municipal and regional counterparts in the United Kingdom, the Netherlands, and Poland. These discussions are intended to foster relationships that will assist in promoting Fundy Albert's world-class tourism assets and amenities to new international markets. This initiative will be undertaken at no cost to the Municipality, as the meetings will occur during my personal vacation, on my own time and at my own expense, while I am attending previously scheduled military commemoration events. This approach provides a cost-neutral opportunity to broaden the Municipality's tourism reach, diversify the visitor base, and support greater economic resilience, particularly in light of evolving conditions in traditional markets to our south.

Alma Visitor Information Centre (VIC) – The Friends of Fundy have approached the Municipality with a proposal to operate the Alma VIC in partnership with the Municipality, utilizing the incubator space within the Alma Activity Centre. This location offers significantly improved visibility, accessibility, and foot traffic, providing a more strategic and effective setting to promote the Municipality's tourism assets. The previous VIC location was off the main route and not situated in a prominent or highly visible area, which limited its effectiveness.

The requested space is currently available. The standard rental rate is \$1,000 per month; however, the Friends of Fundy have indicated they can contribute \$600 per month. This would represent a municipal in-kind contribution of \$400 per month for four months, totaling \$1,600. In addition, the organization is requesting a \$2,000 contribution toward summer student wages, with the Friends of Fundy covering the majority of those costs. Funding for this request is available within the existing designated budget, consistent with how visitor information services were delivered last year.

Administration views this as a positive and cost-effective partnership with a respected local community organization. The arrangement will strengthen the promotion of Fundy Albert's tourism assets, increase visitor engagement, and support local economic activity during the peak season. The CAO has the delegated authority to approve this arrangement and is providing this update to Council for information regarding Administration's intended direction.

BUILDING PERMITS

January

WARD	Number of Permits	Value
1	0	\$0
2	0	\$0
3	1	\$357,890
4	0	\$0
5	0	\$0
6	2	\$861,840
TOTAL	3	\$1,219,730

FUNDING

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

The CWRP is intended to be a holistic plan that will address all FireSmart disciplines and guide the community on the pathway to wildfire resilience. Specific objectives include:

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

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

On February 10th a public engagement session was held in Hillsborough. The second public engagement session is scheduled for February 11th in Riverside-Albert.

Basic Project Schedule

Milestone Completion Date	Task	Deliverables
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Phase 1 – Project Initiation		
October 31, 2025	Project Initiation Meeting	Summary of discussion, objectives, expectations, contacts, and a detailed workplan. - Completed
Phase 2 – Information Gathering		
November 15, 2025	Community Description: delineate area of interest, description of interface types, existing community planning around wildfire risk/mitigation; potential social and economic impacts of wildfire to the community	Compiled summary of background research - Completed
December 1, 2025	Map Values (structures, critical infrastructure, cultural, social, ecological)	Spatial Dataset, Values at Risk Database - Completed
Phase 3 – GIS Analysis		
January 6, 2026	Exposure Analysis (Fuel Hazard), Impact Analysis (Wildfire Risk), and FireShed Analysis (Probability of Wildfire)	Completed maps and spatial data of analysis outputs - Completed
Phase 4 – Values at Risk		
February 2, 2026	Delineate Values at Risk (where Values overlap with Wildfire Behaviour Potential)	Values at Risk dataset - Completed
Phase 5 – Fuel Management Unit Delineation and Field Assessments		
February 15, 2026	Using results of GIS analysis and values at risk dataset,	Map of proposed fuel management units

	delineate fuel management units and create priority ranking/risk matrix	
March 1, 2026	Field data collection and threat assessment plots within proposed fuel management units	Field data and threat plots forms completed
Phase 6 -CWRP Development		
March 9, 2026	Draft CWRP report summarizing community description, analysis results, values at risk, FireSmart disciplines, fuel management areas, and wildfire mitigation recommendations	Draft CWRP and supporting documents, maps, spatial data
March 16, 2026	Finalize CWRP based on review and feedback from client	Submission of final CWRP and supporting documents, maps, spatial data

- AED – Alma Activity Centre – Heart & Stroke NB’s AED Subsidy Fund
- Regional Service Commission – Received a “Play Box”. This will be in place at the Playground on Steeves Street in the Spring.
- Foot Loose in Fundy Albert – ParticipACTION – Family day Ice Fest at the Hillsborough arena in partnership with Minor Hockey; free public skate; and a guided snow shoe at White Rock in partnership with Friends of Fundy and Codiac Cycling Trails

FUNDY ALBERT SIGNAGE

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

BY-LAWS AND POLICIES

- Water and Sewer By-Law including water and sewer connections, long-service charges, and local improvement cost recovery – In Progress
- A bylaw respecting the proceedings of Fundy Albert municipal council and committee meetings – Draft copy shared
- Human Resources Manual/Policy – In progress
- Review of By-Laws – As part of our ongoing efforts to ensure our municipal by-laws remain current and enforceable

Committee of the Whole – Operations Report

Director of Operations

Reporting Period: February 2026

Meeting Date: 17 February 2026

1. Director's Operational Snapshot

1.1 Key Highlights

- The new manlift cage has been received and is already in use, supporting safe access for repairs, including recent gutter maintenance.
- All mowers have been fully serviced in preparation for the upcoming season.
- Training and onboarding for the CityReporter task and asset management system has commenced.
- Vehicle trackers have been received and are scheduled to be fitted in the coming week.
- New sander due to be delivered Fri 13th Feb, and integrated into winter operations.

1.2 Key Pressures & Risks

- Fleet availability remains a concern until the arrival of the new truck, which is expected to reduce pressure for heavy work and snow removal operations.
- Even with the new unit, risk will remain around availability of smaller vehicles required for day-to-day operational tasks.

1.3 Looking Ahead (Next 30–60 Days)

- Arena season is drawing to a close, with transition to spring clean-up anticipated late March / early April.
- Funding approval from the Trans Canada Trail for the Grey Brook Bridge project may require a Village contribution to be approved by Council.
- Corporate sponsorship efforts are ongoing to support the Grey Brook Bridge project.
- Arrival of the new truck and plow is anticipated in early March (currently in Moncton having the box fitted prior to plow installation).
- Delivery of the sewer camera is expected shortly.

2. Communications & Customer Requests

2.1 Voyent ALERT! System

Metric	Value
Total Subscribers (as of Feb 10, 2026)	954
Alerts Activated – Year to Date	12
Alerts Activated – Since Aug 2024	106

Activated alerts include routine communications, boil water advisories, and critical notifications.

2.2 Service Requests / Tickets

CityReporter implementation remains in the training and development stage, with rollout expected within the previously communicated 70–90 day window (target late March). Once fully implemented, improved reporting metrics on task tracking, time allocation, and asset management will be available.

3. Facilities, Rentals & Community Use

3.1 Facility Usage & Revenue – January 2026

Facility	Uses	Revenue
Riverside-Albert Community Room	27	
Riverside-Albert Rec Centre Gym	17	
Alma Activity Centre	12	
Alma Cultural Centre	5	
Total Revenue		\$888.48

Revenue in January was generated from the Shepody Food Bank, Pickle Ball and Family and early Childhood, Anglophone East and other miscellaneous rentals.

The majority of other usage consisted of free community programming, including:

Riverside-Albert Recreation Centre

- Nursing Homes Without Walls
- Family and Early Childhood-
- Pickleball
- Home School Group
- Girl Guides
- Gentle Yoga
- CCRC
- Shepody Food Bank

Alma Activity Centre

- Nursing Homes Without Walls
- Bingo

Alma Cultural Centre

- Game Nights
-

4. Water & Wastewater Operations (Operational Status)

4.1 System-Wide Overview

All water systems have remained stable over the past month, with no significant operational issues reported.

4.2 Community-Specific Status

Alma

- The previous boil water advisory has been lifted.
- Turbidity levels have remained within required parameters since the advisory was lifted.

Riverside-Albert

- Water consumption has reduced and stabilized (approximately 35,000–38,000), following earlier concerns regarding a potential leak.
- No ongoing issues to report.

Hillsborough

- System remains stable with no new operational concerns.
-

5. Public Works & Service Areas

5.1 Snow & Ice Control

With the addition of new equipment, Public Works is now able to respond more quickly to snow events. Response times have improved and time-on-task has been reduced.

However, there have been repeated failures of some older equipment, including:

- Oil hose failure on a snow plow.
- Electrical issues with one of the Bobcat spreaders.

5.2 Roads

Summer roads maintenance contractors have been engaged. Administration is awaiting Council approval to proceed with further planning under a contractor-of-record model.

5.3 Arena

- A key seasonal tournament is scheduled for this weekend.
- The arena will open for Family Day (February 16) for public family skates. Details will be published via social media.
- The ammonia ventilation system remains in fabrication, with installation date pending confirmation.

5.4 Pool

Pool repairs remain pending funding approval from Council and grant applications before required works can proceed.

5.5 Trails

- The Trans Canada Trail requires confirmation of matching funds before approving the Grey Brook Bridge replacement grant.
- Corporate sponsorship has been sought to cover a significant portion of the required match.
- A Council Report Form is anticipated for the next Committee of the Whole regarding the Village contribution.
- Once Council approval is received for the reroute of the Trans Canada Trail through White Rock, funding applications for improvements can proceed.

6. Fleet & Equipment Status

Fleet availability remains a key operational dependency moving forward.

While reliability has improved, availability of smaller vehicles for routine tasks continues to carry risk. The new truck is expected to reduce pressure related to heavy work and snow removal once delivered (anticipated early March).

Additional fleet and equipment updates:

- Vehicle trackers have been received and will be installed in the coming week.
- A sewer camera has been received and will support in-house inspection capabilities.
- The new sander has been received and integrated into operations.

7. Internal Capital / Administration-Led Projects

- Pool repairs remain in funding approval stage.
- Arena ventilation system remains in fabrication phase; installation date pending.

8. Major Capital Projects (By Ward)

Ward 1 – Alma

Alma Water Project – Phases 1 & 2

The project continues to progress well. Flushing of wells and initial testing are scheduled to begin February 16. A public update will be shared via social media to inform residents of this milestone.

Provincial and Municipal Highways Partnership (PMHP) – Scenic Drive

The project is currently awaiting Council approval of the engineering proposal before proceeding further.

Ward 2

No updates to report.

Ward 3

Hillsborough Water Exploration

A meeting with Englobe is planned to discuss next steps following approval of the proposal.

Ward 4

Greensboro Lagoon

An update has been requested from DELG regarding project status; no response has been received to date.

Ward 5

Nil.

Ward 6

Nil.

9. Items to Note / Upcoming Council Considerations

- Potential Council approval required for Village contribution to Grey Brook Bridge project (subject to Trans Canada Trail funding approval).

Date: February 10, 2026

Department: Finance

Brief

The Finance department is persistently working through 2025 Yearend and preparing for 2024 Audit soon commence.

Income Statements/Bank Balance

Please see below for balances as of January 31, 2026:

General (Appendix I – General Monthly Budget Report – Jan 2026)

- Available Bank Balance: \$447,233
- Net Income/Loss: \$88,853

Alma Utility (Appendix II – Alma Utility Monthly Budget Report – Jan 2026)

- Available Bank Balance: \$219,827 - plus \$50,000 overdraft
- Net Income/Loss: \$79,099

Hillsborough Utility (Appendix III – Hillsborough Utility Monthly Budget Report – Jan 2026)

- Available Bank Balance: \$140,559
- Net Income/Loss: \$(4,631)

Riverside-Albert Utility (Appendix IV – Riverside-Albert Utility Monthly Budget Report – Jan 2026)

- Available Bank Balance: \$262,006 - plus \$100,000 overdraft
- Net Income/Loss: \$84,610

Please note: Profit/Losses are subject to change due to Outstanding Expenses

Receivables

Administration had our Utility Workers place disconnection notices on doors and place stakes on properties set to be disconnected, and majority paid outstanding bill in full to maintain services.

Please see chart below for update collection efforts:

Department	61-90 (12/25)	61-90 (01/26)	91+ (12/25)	91+ (01/26)	Arrears*
Alma Utility	-	-	34,855	30,845	12,807

Riverside-Albert Utility	3,199	-	32,776	27,527	37,998
Hillsborough Utility	-	500	75,637	51,339	17,518
General	974	393	3,386	22,439	5,687

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

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

Fundy Albert General

Budget vs. Actual

Target: 8%

Line Name	Line #	Budget Amount	Actual Amount	%	Notes
REVENUE					
Warrant	-	5,809,732	466,836	8%	
Fiscal Capacity Funding	-	348,977	17,794	5%	
Fire (to Rural District)	1.3.2.2.4	18,696	9,348	50%	Received First Half of Allocation
Roads & Streets (4.574 Lane Km)	1.3.2.3.3	11,321	-	0%	
Recycling Products	1.4.4.3.9	92,636	-	0%	
Community Centre (Hall)	1.4.7.1.2	13,000	1,343	10%	
Swimming Pools, Beaches, Marinas	1.4.7.1.3	6,000	-	0%	Not Open Until June/July 2026
Skating Rink & Arena	1.4.7.1.5	135,000	21,106	16%	Arena Open 6 Months Annually - On Target
Cultural Buildings & Facilities	1.4.7.2.1	24,120	1,860	8%	
Construction (including RSC)	1.5.1.7.3	45,000	-	0%	Receive Revenue Quarterly
Structures, Other	1.5.3.2.8	16,362	1,000	6%	
Interest on Investments	1.5.5.2.1	24,000	2,518	10%	
Conditional Transfers (Federal)	1.7.1.9.8	7,986	-	0%	Grants Received in Summer
Conditional Transfers (Other)	1.7.5.2.9	1,917	10,000	522%	Grants Received in Summer/Deferred Revenue from LG
Surplus from Previous Year	1.9.1.1.1	184,367	-	0%	Annual Revenue
Operating Reserve	1.9.1.2.1	100,000	-	0%	Healthy Operating - No Reason to Withdraw
Utility Fund	1.9.2.1.1	363,511	-	0%	Billed Quarterly
Adjustment for payment in lieu of taxes (PILT)	1.9.9.1.1	687	-	0%	Annual Revenue
Total Revenue		7,203,312	531,805		

EXPENSES

Mayor: Personnel	2.1.1.1.1	42,172	3,333	8%	
Mayor: Other	2.1.1.1.9	9,500	630	7%	
Councillors: Personnel	2.1.1.3.1	130,130	9,014	7%	1 Councillor Seat Vacant
Councillors: Other	2.1.1.3.9	8,000	-	0%	No Expenses Submitted
Development Seminars	2.1.1.4.1	3,500	-	0%	No Development Seminars to Date
Other Legislative Costs	2.1.1.9.9	3,500	246	7%	
Manager, Administrator: Personnel	2.1.2.1.1	123,549	8,541	7%	
Manager, Administrator: Other	2.1.2.1.2	2,500	162	6%	
Clerk: Personnel	2.1.2.1.3	141,828	8,876	6%	
Human Resources: Other	2.1.2.1.5	11,692	-	0%	
Office Building	2.1.2.1.7	128,027	7,057	6%	Awaiting Updated Insurance Breakdown
Legal Services	2.1.2.1.8	60,000	-	0%	
Other Administrative Services	2.1.2.1.9	37,920	175	0%	Majority of Budget - Worksafe NB Annual Fees
Financial Management, Administration: Personnel	2.1.2.2.1	69,892	4,754	7%	
Accounting: Personnel	2.1.2.2.3	62,306	4,255	7%	
Accounting: Other	2.1.2.2.4	15,000	10,000	67%	Current Expenses - e6 - Offset by Revenue
External Audit: Audit Fees	2.1.2.2.6	25,000	-	0%	Annual One-Time Cost
Purchasing: Other	2.1.2.2.8	99,714	-	0%	HST Rebate Completed Following Month
Civic Relations	2.1.2.5.2	5,000	-	0%	
Training & Development	2.1.2.5.9	17,500	-	0%	
Assessment Service Fee	2.1.2.9.1	133,724	-	0%	Annual One-Time Cost
Regional & Collaborative Services (RSC)	2.1.2.9.2	7,415	618	8%	
Conventions & Delegations	2.1.2.9.3	7,500	-	0%	
Liability Insurance	2.1.2.9.4	54,646	-	0%	Awaiting Updated Insurance Breakdown

Municipal Association Membership	2.1.2.9.5	11,600	7,386	64% UMN & FCM for 2026
Other, Grants	2.1.9.5.9	17,000	-	0%
RCMP	2.2.1.9.4	1,119,794	-	0%
Firefighting Force: Personnel	2.2.4.2.1	86,258	-	0%
Firefighting Force: Other	2.2.4.2.9	57,085	300	1%
Fire Alarm Systems	2.2.4.3.1	58,032	582	1%
Water Cost	2.2.4.3.2	13,280	-	0%
Station & Building	2.2.4.3.3	88,019	6,976	8% Awaiting Updated Insurance Breakdown
Fighting Equipment	2.2.4.3.4	242,449	1,613	1% Awaiting Updated Insurance Breakdown & Fuel Invoices
Fire Investigation	2.2.4.4.2	2,000	-	0%
Fire Prevention	2.2.4.4.3	3,500	-	0%
Fire Training & Development	2.2.4.6.9	15,875	118	1%
Fire Contractual Agreement with Other LG	2.2.4.9.1.1	417,702	104,426	25%
Other EMO Services	2.2.5.9.9	13,320	126	1%
By-Law Enforcement: Other	2.2.9.1.9	106,490	22,596	21% Deposit & 1st Quarter Invoice
Animal & Pest Control: Other	2.2.9.4.9	18,336	4,584	25% First Quarter Invoice
Regional Public Safety Committee (RSC)	2.2.9.7.1	1,271	106	8%
Common Services Administration: Personnel	2.3.1.1.1	268,543	17,258	6%
Common Services Administration: Other	2.3.1.1.9	4,140	385	9%
Workshops, Yards & Other Buildings: Personnel	2.3.1.5.1	423,670	23,092	5%
General Equipment	2.3.1.5.3	189,894	11,324	6% Awaiting New Insurance Breakdown/Jan 2026 Fuel Slips
Workshops, Yards & Other Buildings: Other	2.3.1.5.9	55,643	4,663	8%
Summer Maintenance: Private Contract	2.3.2.3.2.1	279,000	-	0%
Summer Maintenance: DTI	2.3.2.3.2.2	28,213	-	0%
Sidewalks	2.3.2.3.3	6,000	-	0%

Culverts & Drainage Ditches	2.3.2.3.4	95,975	-	0%	
Snow & Ice Removal: Private Contract	2.3.2.3.8.1	276,638	50,600	18%	6 Months Expense - Extra Sand Required
Snow & Ice Removal: DTI	2.3.2.3.8.2	63,630	-	0%	
Bridges, Viaduct, Causeway & Grade Separations	2.3.2.4.9	20,000	-	0%	
Street Lights: Power	2.3.2.5.2	82,397	7,165	9%	Village Core Street Lights Higher than Expected
Street Signs	2.3.2.6.1	7,500	-	0%	
Regional Transport: Contribution to RSC	2.3.3.3.1	1,812	151	8%	
Collection: RSC	2.4.3.2.9	592,260	49,355	8%	
Disposal: Tipping Fees (RSC)	2.4.3.3.2	105,656	8,805	8%	
Public Health: Other	2.5.1.9.1	4,895	408	8%	
Local Planning: Contribution to RSC	2.6.1.1.2	219,849	18,321	8%	
Beautification & Rehabilitation of Lands	2.6.2.1.3	14,900	1,450	10%	
Tree Removal & Planting	2.6.2.2.1	5,000	-	0%	
Natural Resources Development: Other	2.6.2.2.9	4,750	-	0%	
Tourist Bureau	2.6.9.1.1	30,017	687	2%	Awaiting New Insurance Breakdown
Tourist Camps, Parks, Etc	2.6.9.1.2	8,966	81	1%	
Promotion of Tourist Attraction	2.6.9.1.3	250	-	0%	
Tourism: Contribution to RSC	2.6.9.1.8	1,266	105	8%	
Community Development: Contribution to RSC	2.6.3.1.1	3,987	332	8%	
Economic Development Administration: Other	2.6.7.1.2	20,000	-	0%	
Recreation Administration: Other	2.7.1.1.9	17,000	-	0%	
Community Centres & Halls: Other	2.7.1.2.9	82,903	7,564	9%	
Swimming Pools, Beaches, Marinas: Personnel	2.7.1.3.1	27,532	-	0%	
Swimming Pools, Beaches, Marinas: Other	2.7.1.3.1	31,856	66	0%	
Skating Rinks & Arenas: Personnel	2.7.1.5.1	114,457	17,115	15%	6 Months Expense - On Target

Skating Rinks & Arenas: Other	2.7.1.5.9	176,567	14,092	8% Awaiting Insurance Breakdown Update
Parks & Playgrounds: Personnel	2.7.1.8.1	21,572	-	0%
Parks & Playgrounds: Other	2.7.1.8.9	12,371	69	1%
Cultural Buildings & Facilities: Other	2.7.2.2.9	16,478	1,577	10%
Museums: Other	2.7.2.4.9	10,120	-	0%
Libraries: Other	2.7.2.5.9	37,054	1,679	5%
Other Recreation: Contribution to RSC	2.7.5.1.1	1,246	103	8%
Interest on Long Term Debt	2.8.1.1.1	35,869	-	0%
Principal Installments	2.8.1.1.2	91,000	-	0%
Short Term Interest for Capital Projects	2.8.1.1.6	63,210	-	0%
Cost of Issing & Selling New Debentures	2.8.1.9.2	12,000	-	0%
Banking Service Charge	2.8.1.9.3	8,000	29	0%
Transfer to Capital Reserve	2.8.2.1.1	157,200	-	0%
Total Expenses		7,203,312	442,952	
Profit/Loss		-	88,853	

Alma Utility

Budget vs. Actual

Target: 8%

Line Name	Line #	Budget Amount	Actual Amount	%	Notes
REVENUE					
Sale of Water: Residential	1.4.4.1.1	205,766	53,666	26%	1st Quarter Billing
Sale of Water: Commercial	1.4.4.1.2	-	-		
Sale of Water: Own Government	1.4.4.1.5	-	-		
Wastewater Disposal: Residential	1.4.4.2.1	132,183	31,194	24%	1st Quarter Billing
Wastewater Disposal: Commercial	1.4.4.2.2	-	-		
Wastewater Disposal: Own Govern.	1.4.4.2.5	-	-		
Connection & Service Charge	1.4.4.5.1	-	-		
Interest	1.5.6.2.1	3,600	920	26%	1st Quarter Billing
Misc. Other	1.5.9.5.9	100	-	0%	
Unconditional Transfer: Other Government	1.6.3.0.0	30,000	-	0%	
Combined Surplus from Second Previous	1.9.1.1.4	64,500	-	0%	
TOTAL REVENUE		436,149	85,780		

EXPENSES

Water Supply - Administration: Other	2.4.1.1.9	92,704	53	0%	Utility Billed Quarterly/HST Completed End of February
Purification Treatment: Other	2.4.1.2.9	12,772	817	6%	
Source of Supply: Other	2.4.1.3.9	1,126	-	0%	
Transmission & Distribution: Other	2.4.1.4.9	34,404	1,061	3%	Majority of Expense for Contingency
Power & Pumping: Other	2.4.1.5.9	23,841	997	4%	Power Billing for new Facilities have not started

Water Supply - Other	2,41,9.9	-	53	0%	Utility Billed Quarterly/HST Completed End of February
Wastewater Disposal - Administration: Other	2,42,1.9	66,245	-	0%	
Wastewater Collection: Other	2,42,2.9	9,000	-	0%	
Wastewater Lift Station: Other	2,42,3.9	22,625	475	2%	Majority of Expense for Lift Station Pump Rebuild
Wastewater Treatment & Disposal	2,42,4.9	46,892	3,108	7%	
Wastewater Disposal - Other		1,513	118	8%	
Wastewater Disposal - Interest on Long Term Debt	2,85,1.1	10,907	-	0%	
Wastewater Disposal - Principal Installments	2,85,1.2	29,000	-	0%	
Water Supply - Interest on Long Term Debt	2,86,1.1	12,407	-	0%	
Water Supply - Principal Installments	2,86,1.2	32,800	-	0%	
Water Supply - Interest on Short Term Borrowing	2,86,1.4	30,000	-	0%	
Deficit from 2nd previous year	2,87,5.3	-			
Capital Water Fund	2,87,6.1	-			
Operating Water Reserve	2,87,6.2	-			
Capital Wastewater Fund	2,87,6.3	9,913	-	0%	
Operating Wastewater Reserve	2,87,6.4	-			
TOTAL EXPENSES		436,149	6,681		

PROFIT/LOSS

\$	-	\$	79,099
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Hillsborough Utility

Target: 8%

Budget vs. Actual

Line Name	Line #	Budget Amount	Actual Amount	%	Notes
REVENUE					
Sale of Water: Residential	1.4.4.1.1	297,976			0% 1st Quarter Billing - March 31, 2026
Sale of Water: Commercial	1.4.4.1.2	-			
Sale of Water: Own Government	1.4.4.1.5	-			0% 1st Quarter Billing - March 31, 2026
Wastewater Disposal: Residential	1.4.4.2.1	314,924			
Wastewater Disposal: Commercial	1.4.4.2.2	-			
Wastewater Disposal: Own Govern.	1.4.4.2.5	-			
Connection & Service Charge	1.4.4.5.1	-			63%
Interest	1.5.6.2.1	6,500	4,114		
Water Supply (Fire)	1.5.7.2.0	8,280	-		0%
Misc. Other	1.5.9.5.9	200	98		49%
Unconditional Transfer: Other Government	1.6.3.0.0	-			0%
Combined Surplus from Second Previous	1.9.1.1.4	123,222	-		
Operating Reserve Fund	1.9.1.2.1	46,000	-		0%
TOTAL REVENUE		797,102	4,212		

EXPENSES

Water Supply - Administration: Other	2.4.1.1.9	101,891	113		0% Utility Billed Quarterly/HST Completed End of Feb.
Purification Treatment: Other	2.4.1.2.9	28,328	1,132		
Source of Supply: Other	2.4.1.3.9	195,631	1,850		1%

Transmission & Distribution: Other	2.4.1.4.9	27,401	157	1%
Power & Pumping: Other	2.4.1.5.9	18,217	1,498	8%
Water Supply - Other	2.4.1.9.9	-	-	
Wastewater Disposal - Administration: Other	2.4.2.1.9	69,759	113	0% Utility Billed Quarterly/HST Completed End of Feb.
Wastewater Collection: Other	2.4.2.2.9	20,000	928	5%
Wastewater Lift Station: Other	2.4.2.3.9	47,967	844	2%
Wastewater Treatment & Disposal	2.4.2.4.9	81,353	2,208	3%
Wastewater Disposal - Other	2.4.2.9.9	-	-	
Wastewater Disposal - Interest on Long Term Debt	2.8.5.1.1	54,753	-	0%
Wastewater Disposal - Principal Installments	2.8.5.1.2	84,000	-	0%
Water Supply - Interest on Long Term Debt	2.8.6.1.1	-	-	
Water Supply - Principal Installments	2.8.6.1.2	-	-	
Water Supply - Interest on Short Term Borrowing	2.8.6.1.4	-	-	
Deficit from 2nd previous year	2.8.7.5.3	-	-	
Capital Water Fund	2.8.7.6.1	67,802	-	0%
Operating Water Reserve	2.8.7.6.2	-	-	
Capital Wastewater Fund	2.8.7.6.3	-	-	
Operating Wastewater Reserve	2.8.7.6.4	-	-	
TOTAL EXPENSES		797,102	8,843	

PROFIT/LOSS				
	\$	-	-\$	4,631

Riverside-Albert Utility

Budget vs. Actual

Target: 8%

Line Name	Line #	Budget Amount	Actual Amount	%	Notes
REVENUE					
Sale of Water: Residential	1.4.4.1.1	111,216	27,804	25%	1st Quarter Billing
Sale of Water: Commercial	1.4.4.1.2	10,192	2,548	25%	1st Quarter Billing
Sale of Water: Industrial	1.4.4.1.3	8,607	8,607	100%	Billed for the Year
Sale of Water: Institutional	1.4.4.1.4	65,318	16,330	25%	1st Quarter Billing
Sale of Water: Own Government	1.4.4.1.5	3,854	3,854	100%	Billed for the Year
Wastewater Disposal: Residential	1.4.4.2.1	66,384	16,476	25%	1st Quarter Billing
Wastewater Disposal: Commercial	1.4.4.2.2	7,728	1,932	25%	1st Quarter Billing
Wastewater Disposal: Institutional	1.4.4.2.4	50,408	12,602	25%	1st Quarter Billing
Wastewater Disposal: Own Govern.	1.4.4.2.5	620	620	100%	Billed for the Year
Connection & Service Charge	1.4.4.5.1	-	-		
Interest	1.5.6.2.1	3,567	1,152	32%	1st Quarter Billing
Water Supply (Fire)	1.5.7.2.0	5,000	-	0%	
Misc. Other	1.5.9.5.9	-	10		
Unconditional Transfer: Other Government	1.6.3.0.0	-	-		
Combined Surplus from Second Previous	1.9.1.1.4	129,244	-	0%	
TOTAL REVENUE		462,138	91,935		

EXPENSES

Water Supply - Administration: Other

2.4.1.1.9

93,361

77

0% Utility Billed Quarterly/HST Completed End of Feb.

Purification Treatment: Other	2.4.1.2.9	31,287	3,217	10%
Source of Supply: Other	2.4.1.3.9	28,032	-	0%
Transmission & Distribution: Other	2.4.1.4.9	27,780	1,318	5%
Power & Pumping: Other	2.4.1.5.9	17,369	2,175	13%
Water Supply - Other	2.4.1.9.9	-	-	
Wastewater Disposal - Administration: Other	2.4.2.1.9	63,261	77	0% Utility Billed Quarterly/HST Completed End of Feb.
Wastewater Collection: Other	2.4.2.2.9	10,000	-	0%
Wastewater Lift Station: Other	2.4.2.3.9	20,356	461	2%
Wastewater Treatment & Disposal	2.4.2.4.9	5,769	-	0%
Wastewater Disposal - Other	2.4.2.9.9	-	-	
Wastewater Disposal - Interest on Long Term Debt	2.8.5.1.1	4,123	-	0%
Wastewater Disposal - Principal Installments	2.8.5.1.2	9,500	-	0%
Water Supply - Interest on Long Term Debt	2.8.6.1.1	34,063	-	0%
Water Supply - Principal Installments	2.8.6.1.2	34,500	-	0%
Water Supply - Interest on Short Term Borrowing	2.8.6.1.4	5,000	-	0%
Deficit from 2nd previous year	2.8.7.5.3	-	-	
Capital Water Fund	2.8.7.6.1	-	-	
Operating Water Reserve	2.8.7.6.2	-	-	
Capital Wastewater Fund	2.8.7.6.3	77,737	-	0%
Operating Wastewater Reserve	2.8.7.6.4	-	-	
TOTAL EXPENSES		462,138	7,325	
PROFIT/LOSS		\$ -	\$ 84,610	