Fundy Albert
Friendly by Nature

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

1. Call to Order

2. Adoption of Agenda

3. Conflict of Interest Declarations

4. Public Presentations
4.1 Brenda Lee, Community Coordinator – Age Friendly Community Recognition Program

5. Informational Items
5.1 Fundy National Park March Update

6. Council Direction Requests
6.1 Council Chambers Audio Visual Proposal
6.2 Utilities Gap Analysis
6.3 Ford F550 Dump Body
6.4 Shoreline Trail – Gray Brook Bridge Project
6.5 Unbudgeted EXP Services
6.6 Application for Financing Spring – 2026
6.7 Hillsborough Sign Replacement– Councillor Jonah

7. Departmental Reports
7.1 Legislative Services
7.2 Operations
7.3 Financial services

8. Mayor and Council Statement and Inquiries

9. Public Statements and Inquiries

10. Closed Session
10.1 Local Governance Act 68 (1) (d) the proposed or pending acquisition or disposition of land

11. Adjournment

New Brunswick Age-Friendly Communities

AFAC-NB

Brenda Lee - Community Coordinator

What is an Age-Friendly Community?

- An age-friendly community is **designed to promote health, well-being and quality of life for older adults which contributes to the overall well-being of the entire community.**

- One of its key components is that citizens help identify what is needed in their communities and are then provided with the opportunity to create meaningful change. **The process is facilitated by citizens and other key stakeholders.**

- It is a proactive, preventative approach that **improves life today** while **building a stronger future.**
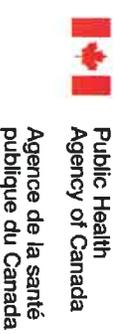
Development of the
Age-Friendly Communities Initiative

Started by the World Health Organization and in collaboration with the Public Health Agency of Canada, Age-Friendly Communities were established in 2007 and continues to be supported by both organizations today.

World Health
Organization

Public Health
Agency of Canada

Agence de la santé
publique du Canada

Link: Creating age-friendly cities and communities

Link: Age-Friendly Communities - Canada.ca

The research and development of Age-Friendly Communities spans over three decades.

All provinces in Canada are now working towards becoming Age Friendly.

The **Government of New Brunswick** launched the **Age-Friendly Community Recognition Program**

Providing support and encouragement for all communities throughout the province to attain Age-Friendly Community Recognition.
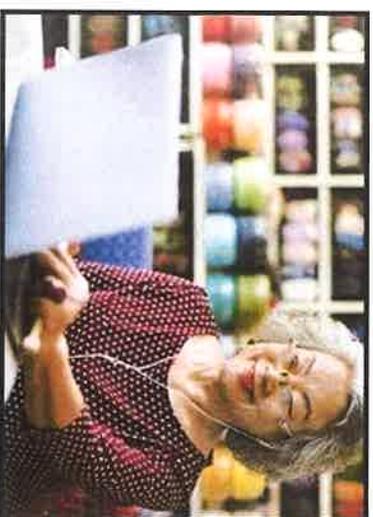
The program is managed by the Department of Social Development

AFC MADA
NEW BRUNSWICK
AGE FRIENDLY COMMUNITY
MUNICIPALITÉ AMIE DES AÎNÉS
DU NOUVEAU-BRUNSWICK

You can locate their detailed NB Age-Friendly Community information at the following link:

Age-friendly communities - gnb.ca

Age Friendly Active Communities New Brunswick

Our organization and its role

Created in early 2023. We are a non-profit organization working in conjunction with the Department of Social Development. Our mission is to create awareness and support communities in the NB Age-Friendly Community Recognition Program.

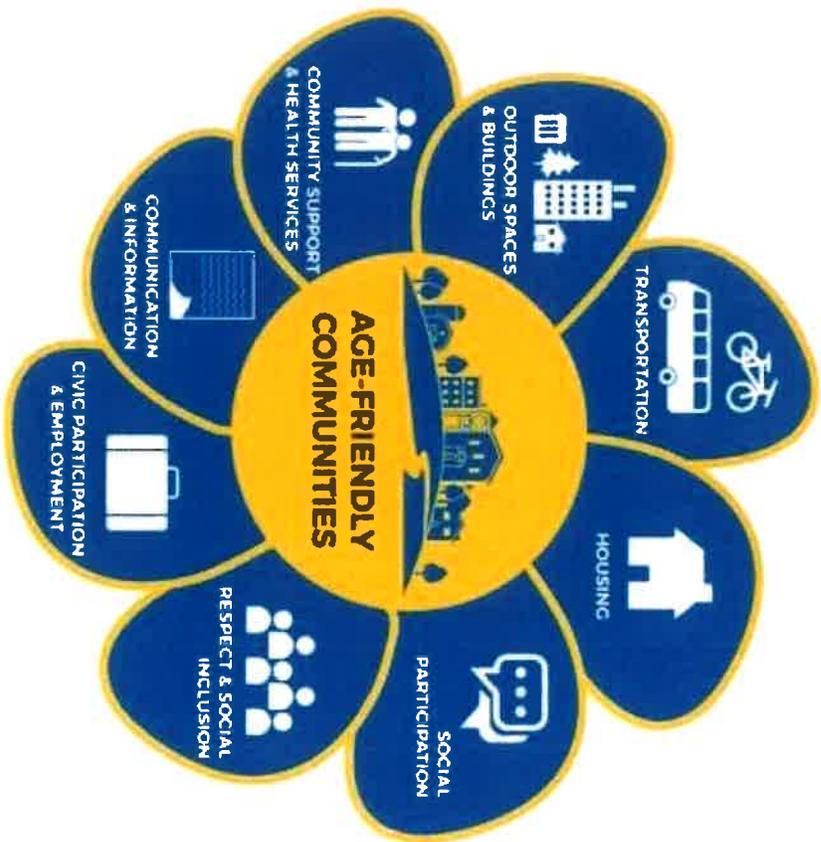**Website:** https://www.agefriendlyactivecommunitiesnewbrunswick.com

Follow us on Facebook: Age Friendly Active Communities New Brunswick

Link to Age-Friendly Onboarding Guide: https://www.agefriendlyactivecommunitiesnewbrunswick.com/onboarding/

Brenda Lee – Community Coordinator
afacnb.brenda@gmail.com
Cell: 506-754-5188

The holistic approach

AGE-FRIENDLY COMMUNITIES

- OUTDOOR SPACES & BUILDINGS
- TRANSPORTATION
- HOUSING
- SOCIAL PARTICIPATION
- RESPECT & SOCIAL INCLUSION
- CIVIC PARTICIPATION & EMPLOYMENT
- COMMUNICATION & INFORMATION
- COMMUNITY SUPPORT & HEALTH SERVICES

8 Domains of Age-Friendly Communities

Drawing on the decades of research, the World Health Organization (WHO) has identified eight key domains that are essential to consider when creating an age-friendly community.

The Public Health Agency of Canada (PHAC) and the Government of New Brunswick (GNB) concur with these findings and endorse these eight domains.

THE EIGHT DOMAINS

1. Outdoor spaces & buildings
2. Transportation
3. Housing
4. Social participation
5. Respect and social inclusion
6. Civic participation and employment
7. Communication and information
8. Community support & health services
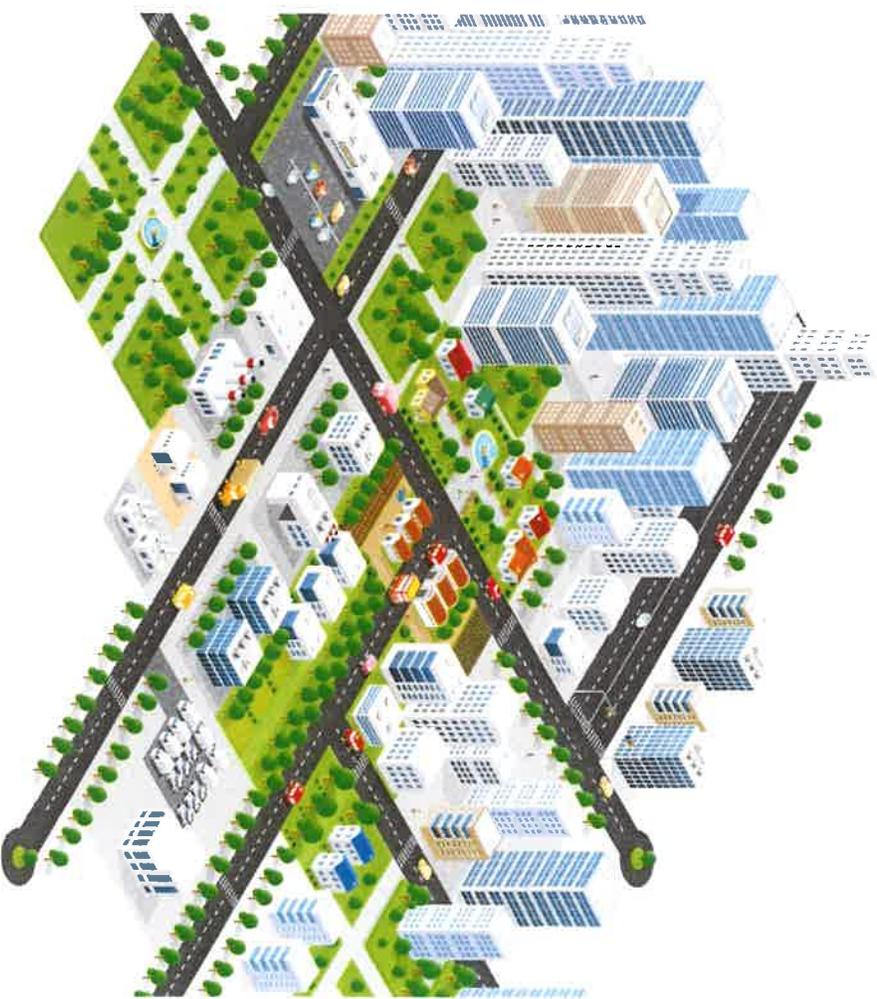
Breaking it down

Physical Environment

1. Outdoor Spaces and Public Buildings
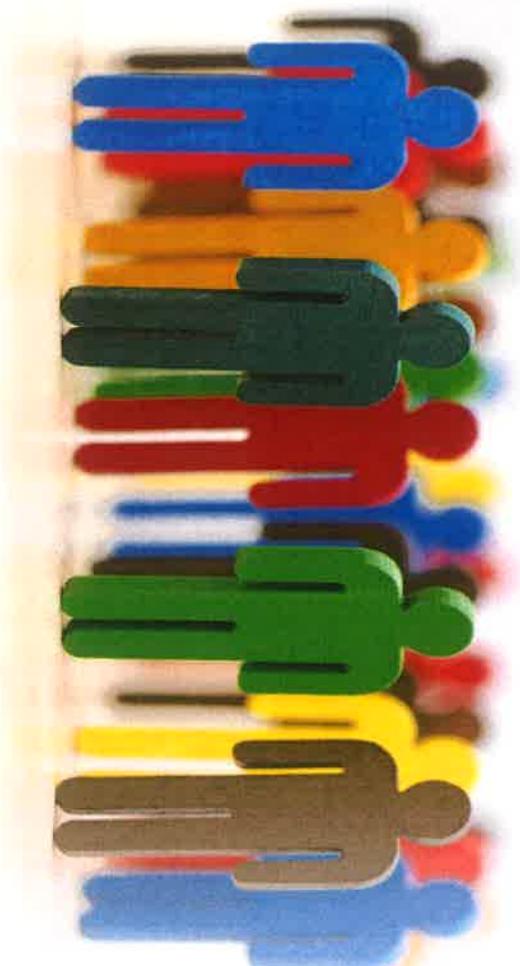2. Housing
3. Transportation

Social Environment

4. Social Participation
5. Respect and Social Inclusion
6. Civic Participation and Employment

Personal Well-Being

7. Communication and Information
8. Community Support and Health Services

Why and why now....

- 23% of New Brunswickers are aged 65+ (2021 Census) Over 23 percent of New Brunswickers are aged 65 and over, with demographic projections to nearly 26 percent of the population by 2034.

- Rapid urbanization is straining housing, infrastructure, and health-care systems

- The expanding digital world is creating access and inclusion challenges for many older adults

- New Brunswick has the highest rate of preventable deaths in Canada

Research shows:

-**Healthy aging** starts now to ensure a more vibrant tomorrow.

-New research shows **social isolation** can shorten a person's life as much as smoking.

-**Transportation barriers** can significantly negatively impact a person's quality of life.

-**Moral and societal obligations** to recognize the invaluable contributions that older adults make to our society—their wisdom, experience, and hard work enrich our lives in countless ways.

-Despite progress, **ageism** continues to be tolerated today in large numbers.

-**Reframing Aging:** Change the us against them mentality is essential.

-**Elder abuse** affects **1 in 10 seniors.**
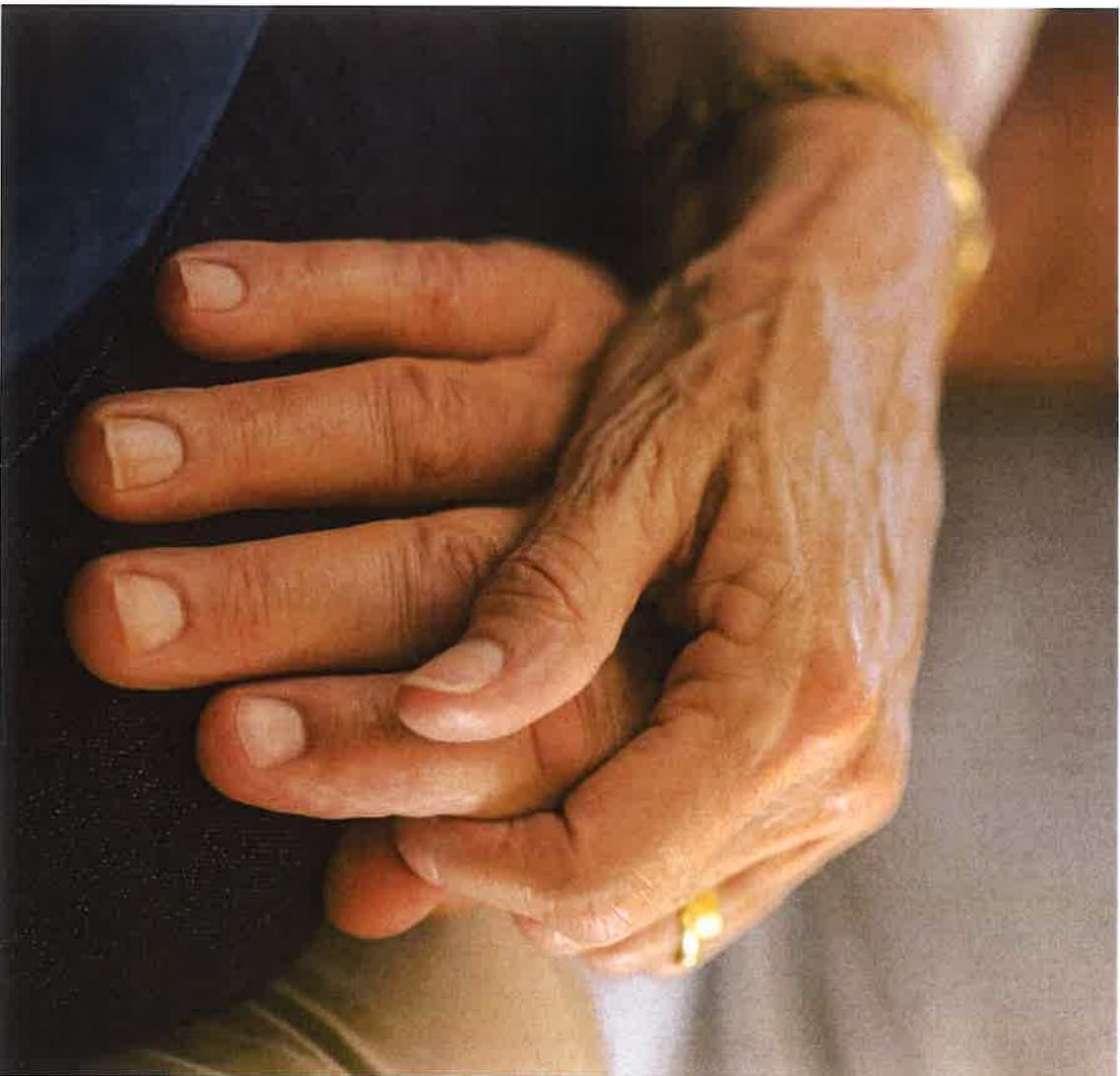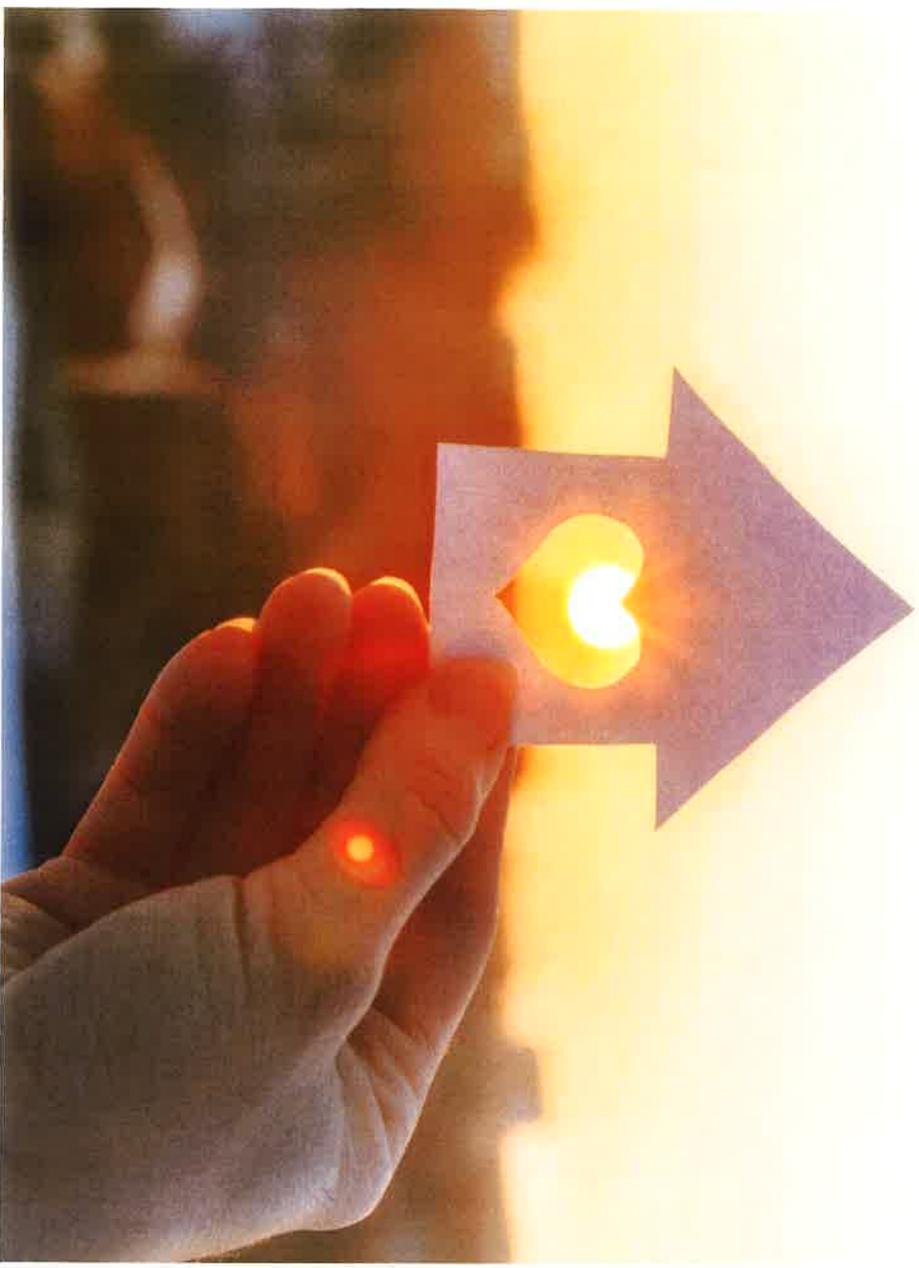
Statistics show most citizens want to remain in their home or at least stay within their community.

Becoming an Age-Friendly Community offers a wide range of benefits

- **Enhanced Quality of Life:** Creating a supportive environment for older adults enhances the overall quality of life, ensuring that all residents, regardless of age, can lead healthy, active, and socially connected lives.

- **Economic Benefits:** Age-friendly communities can attract older adults who bring economic resources, support local businesses, and contribute to the workforce. Additionally, healthy and active older adults can help reduce healthcare costs.

- **Social Inclusion:** By fostering an inclusive community, you create opportunities for intergenerational connections and social engagement, combating loneliness and isolation among older adults.

- **Improved Infrastructure:** Age-friendly initiatives often lead to improved infrastructure, such as better public transportation, safer streets, and more accessible public spaces, which benefit everyone in the community.

- **Sustainable Development:** Focusing on the needs of older adults encourages sustainable development practices that support long-term community resilience and well-being.

- **Health Promotion:** Promoting active aging and preventative health measures can lead to healthier, happier residents, reducing the burden on healthcare systems.

Overall, age-friendly communities are vibrant, inclusive, and resilient, providing a better quality of life for all residents. Even Simple changes— extra benches, intergenerational opportunities, improved citizen communication, make a big difference.

Reasons for Mayor and Council to Support an Age-Friendly Community

1. Strengthens **core values** and supports **civic responsibilities** in the community
2. Boost local economy by **attracting new residents & keeping residents** in their community longer
3. Creates a more **cohesive community**
4. Gives **older citizens a voice** to share their needs and concerns
5. Contributes to a **positive image** of your community
6. It **benefits the citizens of all ages** with an emphasis on those **most vulnerable**
7. Unlock **funding and partnerships**
8. **Low-cost, high-impact**

Summary:

Becoming an Age-Friendly Community is a proactive, conscientious, strategic choice. It provides older residents with a platform to express their needs and concerns, strengthens your economy, improves quality of life for all ages, and unlocks external resources.

The cost for council is minimal, but the benefits are lasting.

To clarify, the Age-Friendly Community initiative is not intended to focus on what the program offers Council, but rather on what it offers **citizens**.

At its core, this is a citizen-led process where residents—particularly older adults—are given a structured opportunity to identify what they are experiencing, what challenges they face, and what would meaningfully improve their quality of life in their community.

Here are a few key reasons why formal provincial recognition matters:

- **Recognition = It provides Structure, Support & Sustainability**
  Once recognized by the province of New Brunswick you are automatically recognized by the Public Health Agency of Canada & part of the W.H.O. network. Recognition provides a framework that ensures age-friendly efforts are not piecemeal or reliant on a single champion. It helps embed age-friendly principles into your long-term planning processes. It provides a support system & networking capabilities. It promotes succession planning and ongoing support.

- **It's Not More Work, It's Smarter Work**
  Recognition doesn't add to your workload. Instead, it helps align and organize existing efforts in a more strategic, evidence-based way, minimizing duplication of initiatives.

- **Becoming a recognized community unlocks resources and opportunities, including:**
  - Access to national & provincial expertise, templates, and tools
  - Strengthened credibility with funders and government partners
  - New possibilities for collaboration with health authorities, researchers, and community organizations

- **Resident Engagement Grows When There's a Structured Plan - Credibility**
  Older adults and citizens more broadly, want to be heard. The recognition process includes public consultation steps that demonstrate transparency, build trust, and increase engagement.

- **Strong Local Leadership:** Many age-friendly initiatives are led by dedicated volunteers. Recognition ensures their efforts are part of a broader, province-wide movement with structured framework which provides strong local leadership.

In many cases, the value becomes clear once the conversations begin.

When residents are given a structured, thoughtful space to share their lived experiences, the realities facing older adults become much more visible.

Well-intentioned services can sometimes overlook lived experience.

The program ensures that older adults themselves have a voice in shaping priorities and solutions, rather than assumptions being made on their behalf.

The citizens feel connected and responsible when they are informed and are involved in the process.
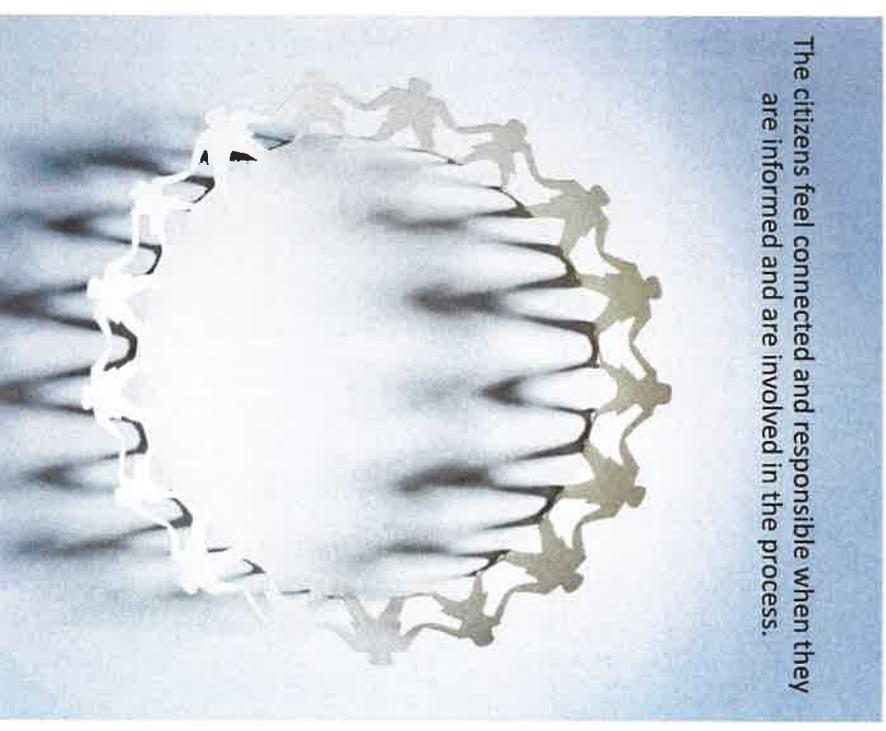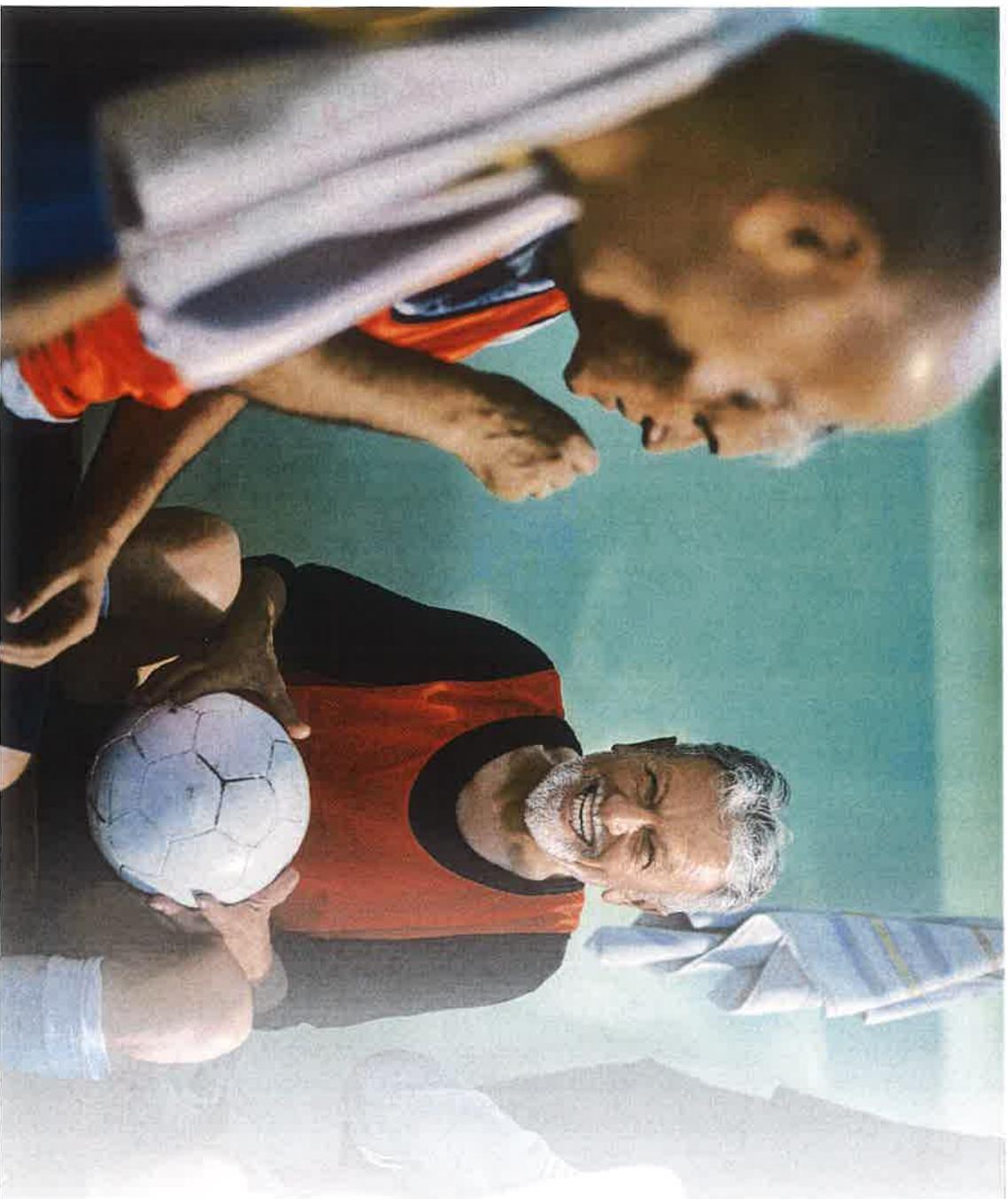
Providing programs for older adults is a strong foundation but becoming truly Age-Friendly means building on that to create a community where older adults can fully thrive.

Here are the steps to be recognized as an Age-Friendly Community
with reference to who completes each task

- **Step 1**: Government passes a resolution - **Mayor and Council**

- **Step 2**: Establish an Age-Friendly Community Steering Committee - **Citizens and other stakeholders with a recommendation to include a member of Council or staff member. This will ensure a direct line of communication.**

- **Step 3**: Conduct an age friendly community assessment – **AFC Committee**

- **Step 4**: Develop an action plan – **AFC Committee & they present it to council for review**

- **Step 5**: Submit application to Seniors@gnb.ca to become recognized as an Age Friendly Community – **AFC Committee**

Council's role ...

Council's role is primarily supportive, including passing a resolution, promoting the community's age-friendly recognition, and reviewing recommendations brought forward by the committee.
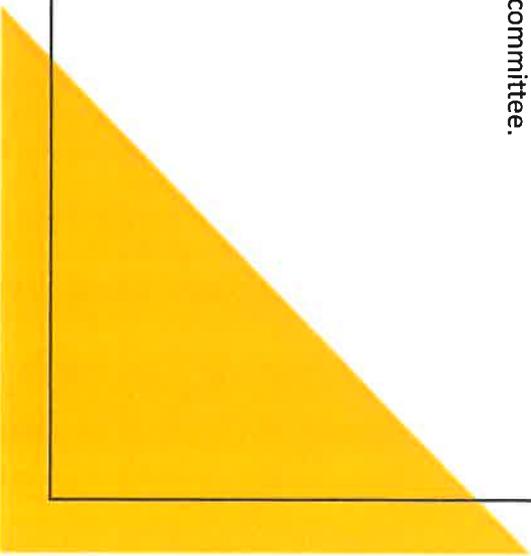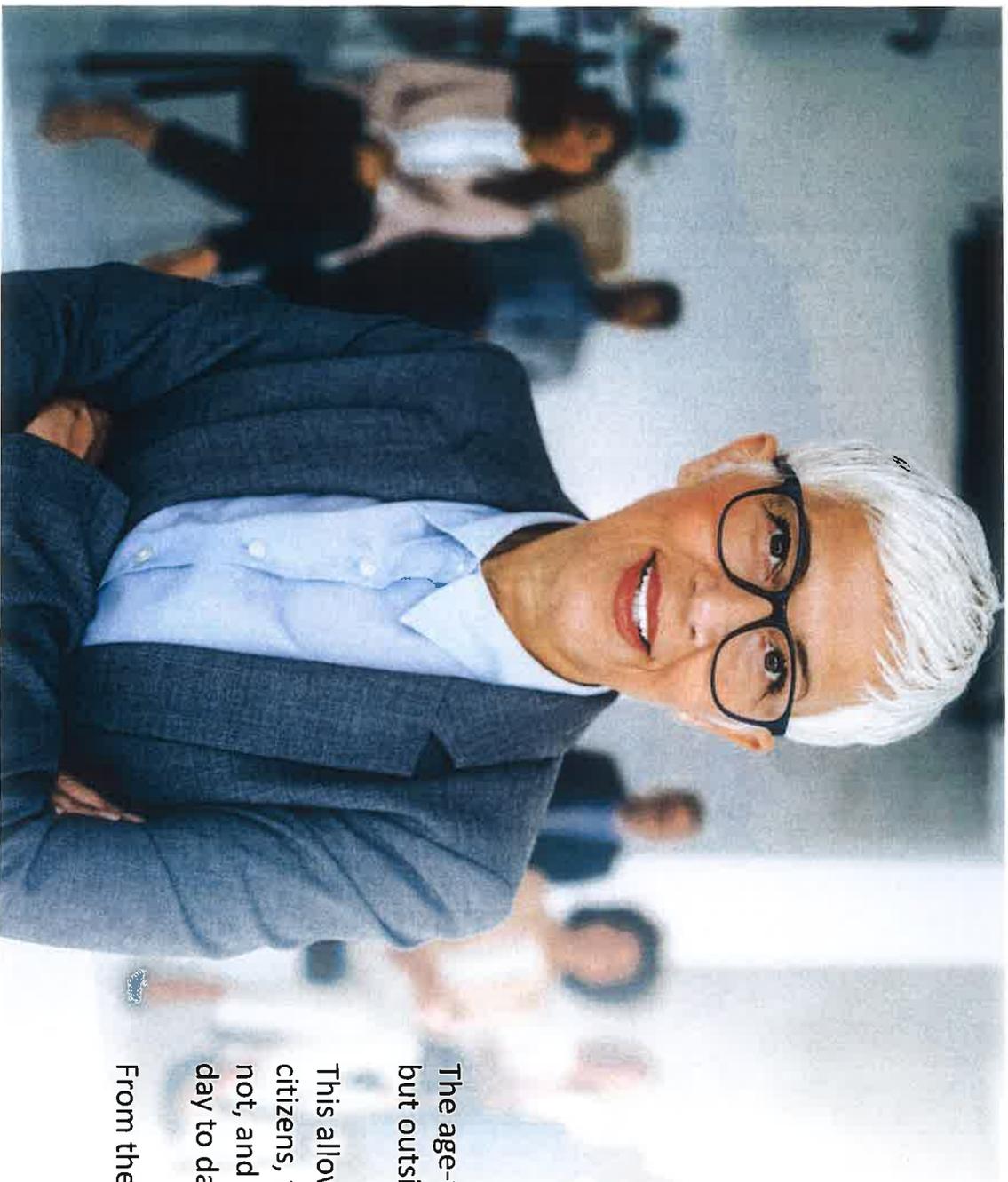
The age-friendly committee functions alongside, but outside of, Council.

This allows the committee to listen directly to citizens, to hear firsthand what is working, what is not, and where people may be struggling in their day to day lives.

From there they can prioritize their Action Plan.

Key roles for your Age-Friendly Community Committee, AFAC-NB, Mayor and Council

Your **Age-Friendly Community Committee** will build partnerships and work to develop solutions.

They will advocate on behalf of your community and its residents.

AFAC-NB is committed to supporting your AFC Committee starting with:

- **A $2,500. financial contribution for start-up costs.**
- Networking and educational opportunities.
- Supporting committees through the application process.
- Providing guidance on implementing the action plan.

Mayor & Council will embrace the age friendly model and tell the citizens that it is an age-friendly community.

The ongoing journey...

- The **Age Friendly Committee** will at the end of 5 years reapply to GNB to maintain their recognition status.

- The committee will provide continued community engagement with citizens and relevant stakeholders.

- Share success stories.

NB Age-Friendly Communities work with stakeholders and partners to create programs and community development

Sample Partnerships:

Local library and schools

Developers

Land Donors

Business Community

Ability NB

211 NB

Nursing Home Without Walls

Designing safe, affordable, accessible housing

Community Garden

Intergenerational Programs
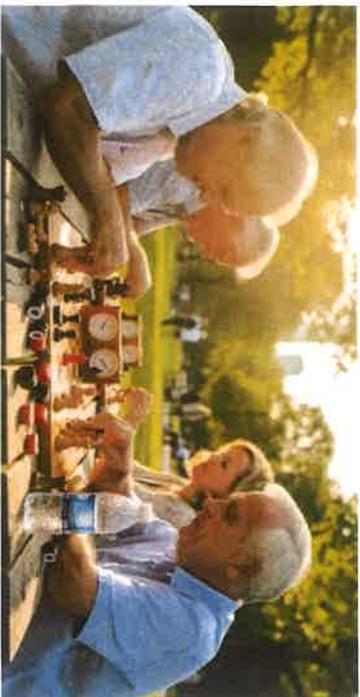
NB Age-Friendly Communities are helping citizens to live their best life!

Promoting and supporting healthy lifestyles and preventative care.

Improved Infrastructure

Accessibility For Everyone!
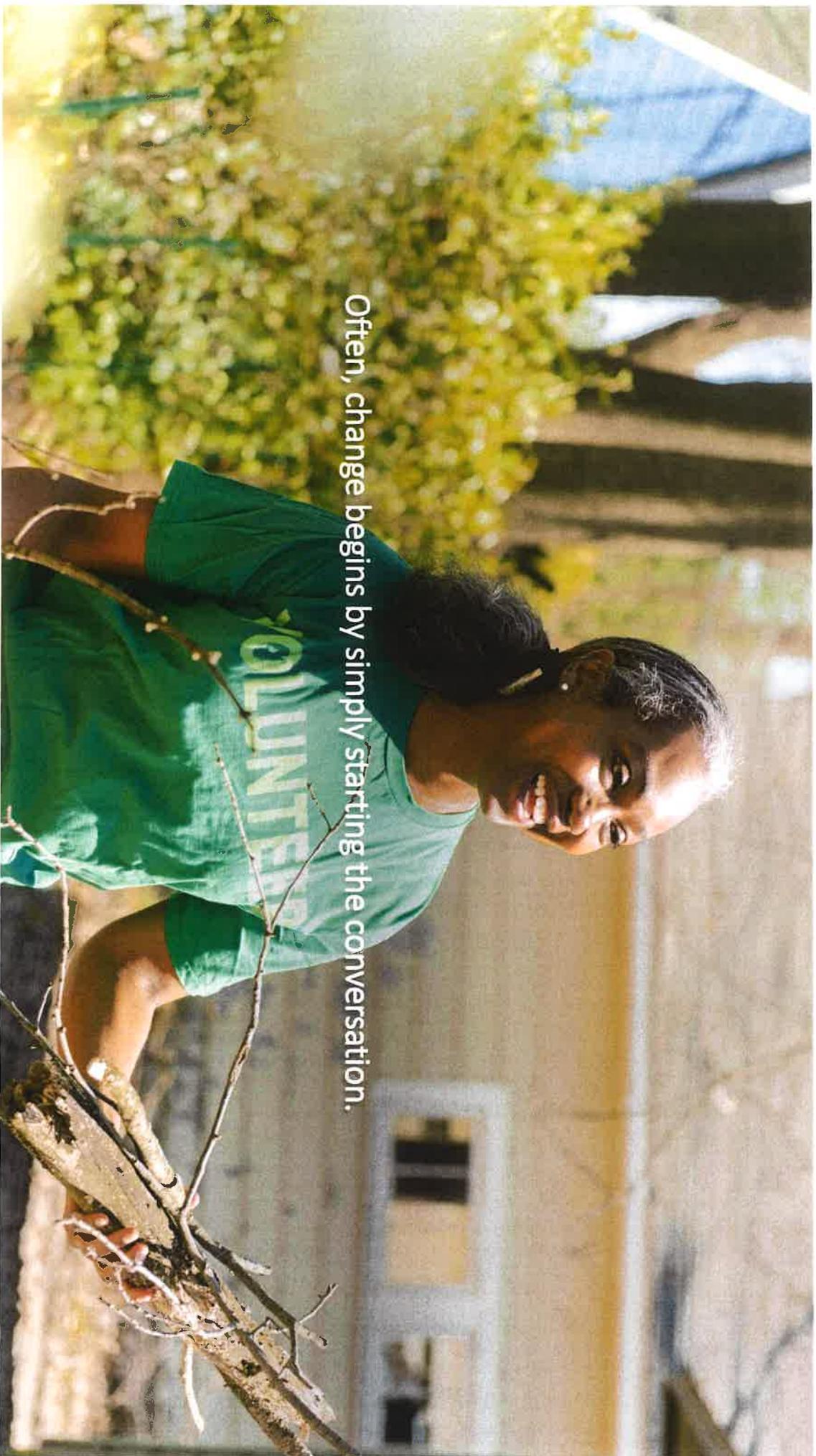
Often, change begins by simply starting the conversation.

Summary

- This is one of the most effective approaches to **create positive change and embrace opportunities** related to the aging demographic trend.

- Age-friendly communities help build communities that are **more cohesive and inclusive** for everyone.

- This program is structured to work from the ground up. It creates **public awareness, citizen ownership, and citizen engagement.**

Brief descriptions of the 8 Domains

Transportation (e.g.,) It is accessible, safe, and affordable for all. There are available options so citizens who can not drive themselves can get to necessary appointments and perform everyday survival tasks, including grocery shopping and other necessities. Transportation to provide the potential to take part in cultural, volunteer, and recreational activities.

Community Support and Health Services (e.g.,) A wide range of accessible and affordable health services. Recognizing that access to quality health care is critical to ensure that older adults remain healthy and independent.

Respect and Social Inclusion (e.g.,) Respect and appreciation, social and economic inclusion for older adults. Older adults should be respected for there great deal of knowledge and experience as they are the backbone of our society. They are shown appreciation for their contributions in the community. They should feel included in social, political, and economic decisions and have intergenerational opportunities.

Civic Participation and Employment (e.g.,) Older adults should have opportunities to use their skills, knowledge, and time to contribute to society. There should be volunteerism, and employment opportunities, encouraging civic participation.

Brief descriptions of the 8 Domains (cont'd.)

Outdoor Spaces and Buildings (e.g.,) They are well lit, accessible to all, a safe and secure environment, pavements and walkways are well maintained and accessible for everyone, safe pedestrian crossings, adequate rest areas and public washrooms.

Social Participation (e.g.,) The age-friendly approach makes it possible to support activities that bring people of all ages together and promotes the establishment of intergenerational opportunities to prevent social isolation. The opportunity to participate in family, community, cultural, economic, and political life making it possible to maintain ties, give meaning to life and promote feelings of belonging. Social isolation is as harmful as smoking.

Communication and Information (e.g.,) It's appropriate and age-friendly in distribution of information. The ability to stay connected with events, news, available services, and activities with timely, accessible, and practical information.

Housing (e.g.,) It is affordable, accessible, well-designed, safe, and a wide range of housing options with good connectivity to social services and the community.

Become a New Brunswick Recognized Age-Friendly Community

You'll be taking the first step **forward** and **opening the door** to many **meaningful conversations.**

Thank you!

Creating Change for all Generations!

Update for Fundy-Albert Council Meeting

March 2026

Winter 2026 updates

From snowy trails to cozy nights

Winter brought plenty of activity and adventure to Fundy National Park. Visitors enjoyed sliding at the Bowl, snowshoeing and skiing through the Chignecto Recreation Area, and taking on the Winter Xplorers Challenge. Equipment rentals at the Visitor Centre made it easy for everyone to get outside and explore.

Visitors interested in overnighting were able to choose between cozy roofed accommodations at Headquarters Campground, setting up their own winter campsite, or exploring the rustic cabins and shelters tucked away in the park's backcountry.

Visitation Highlights

Winter visitation at the park has been strong, with 2000 visitors (up by 18%) welcomed at the Headquarters Visitor Information Centre in January and February.

Winter camping saw more than 410 front-country site bookings (up by 20%) and 125 rustic cabin bookings (up by ~8%).

March break visitation surpassed 2025 levels, with a 27% increase for front-country camping and nearly 40% more contacts at the Visitor Centre.

A collaborative approach to moose health monitoring

Fundy National Park is working with New Brunswick Mi'gmaq Rights Holders to strengthen monitoring of the moose population. Community experts are collaborating with Parks Canada's Resource Conservation team, bringing cultural and ecological perspectives that complement science-based monitoring methods. This collaboration supports a deeper understanding of moose abundance and overall population health.

Moose abundance in the area is assessed every four years through helicopter surveys. In February, Parks Canada and members of the Mi'gmaq communities conducted these surveys together, and the resulting data is now being analyzed to update the abundance estimate.

To further support knowledge sharing, three workshop sessions - jointly hosted by Mi'gmawe'l Tplu'taqnn Inc. and Fundy National Park staff – are being held in Mi'gmaq communities across New Brunswick:

- The first session took place on Friday, February 27, in Pabineau First Nation.
- Additional workshops are scheduled for Metepenagiag and Amlamgog First Nations in March and April.

Fundy Albert
Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Kim Beers
Date	March 17, 2026
Subject	Council Chambers Audio Visual Proposal
Presenters *(if applicable)*	N/A
Length of Presentation *(if applicable)*	N/A
Type	Committee Private ✓ Public of the Whole

Purpose

To present Council with two quotations received for the installation of an audio-visual and meeting production system for the Council Chambers and to obtain direction on proceeding with the purchase and installation of the preferred system.

Background

Administration has obtained quotations for the installation of an integrated audio-visual system for the Council Chambers. The proposed system would support improved audio quality, video recording, and livestreaming capabilities for Council meetings, while also allowing for future enhancements such as electronic voting and improved meeting management. Administration has reached out to four companies and heard back from two.

Quote 1 – Ivan's Audio-Visual

Ivan's Audio-Visual submitted a proposal for a turnkey Council Chambers AV system including a discussion system, microphones, camera, wireless presentation system, video display, control system, recording/streaming equipment, and installation services. The system includes:

- Twelve (12) digital conference microphone units for Council and staff

- Wide-angle camera for recording and livestreaming

- 75" wall-mounted display

- Wireless presentation system for laptops and devices

- Audio system with in-ceiling speakers and amplifier • Recording and streaming equipment

- Control system and touchscreen interface • Equipment cabinet and UPS power protection

The total quoted price is $43,395.04 (excluding HST)

Quote 2 – Creative Innovation (Estimate)

A second estimate was received for a Council production system including cameras, microphones, control equipment, streaming encoder, and installation services. This system includes:

- Four (4) robotic PTZ cameras with 20x zoom

- Video switcher and production monitors

- Audio system with microphones for councillors, staff, and public

- Recording and streaming encoder

- Networking equipment and rack cabinet

- Installation, configuration, and testing Two pricing options were provided:

- Option 1: $46,490 (excluding HST)

- Option 2: $36,471 (excluding HST)

The estimate indicates pricing is subject to change due to equipment availability and tariffs and that travel and accommodations are not included. The vendor also suggested considering a separate control room or monitoring area, as someone may need to monitor audio levels, livestream quality, or activate microphones during meetings.

RECOMMENDATION

Administration recommends proceeding with the proposal submitted by Ivan's Audio Visual for the Council Chambers audio-visual system. While both proposals provide the ability to record and stream Council meetings, the Ivan's Audio-Visual system is specifically designed as a municipal meeting management and conferencing system, rather than a broadcast-style video production system. This design better aligns with the operational needs of Council meetings. Key considerations supporting this recommendation include:

1. Purpose-Built Council Meeting System
   The Ivan's system includes a dedicated digital discussion system with individual microphones for Council members and staff, allowing for clearer meeting management, speaker control, and improved audio quality during meetings.

2. Integrated Meeting Management Features

The discussion units included in the system support future enhancements such as electronic voting and structured meeting management, which may provide additional functionality for Council in the future.

3. Simpler Operation for Staff
   The Ivan's system is controlled through a single touchscreen interface, making it easier for administrative staff to operate during meetings without requiring technical expertise.

4. Wireless Presentation Capability
   The proposal includes a Barco ClickShare wireless presentation system, allowing staff or presenters to easily share presentations or documents from laptops without connecting cables.

5. Turnkey Municipal Solution
   The proposal includes the supply, installation, configuration, and training for the system, providing a complete turnkey solution for the Council Chambers.

6. Appropriate Technology for Council Meetings
   Although the alternate proposal includes multiple cameras and a production switcher, this approach is more typical of a video production environment and may introduce additional complexity for operating Council meetings. The Ivan's system focuses on reliable meeting audio, simple video capture, and livestreaming, which aligns with the Village's operational requirements.

CONSIDERATIONS

Legal	
Financial	**Subtotal: $43,395.04 plus HST** $32,000 budgeted – Office Building $11,394.04 plus HST to come from Capital (shared)
Environmental	n/a
Policy	Implementation of an integrated AV system supports: • Electronic participation in meetings • Meeting transparency and livestreaming • Accurate recording of Council proceedings • Future implementation of electronic voting tools
Stakeholders	The proposed system will enhance accessibility for: • Council Members • Staff • Members of the public attending meetings • Residents participating remotely
Community Sensitivities	NA
Council priorities	The proposed Council Chambers Audio-Visual System supports several of Council's strategic priorities, including: • Good Governance and Transparency – Enables the recording and livestreaming of Council meetings to

	improve public access to decision-making processes and enhance accountability.
	• Accessible Local Government – Supports electronic participation in meetings by Members of Council, staff, and the public, ensuring greater accessibility to municipal governance. • Modernization of Municipal Infrastructure – Provides updated technological infrastructure within the Council Chambers to support efficient and effective meeting management. • Service Delivery Improvement – Enhances the clarity of in-person and virtual meeting communications for Council and residents. • Future-Ready Governance – Includes software-upgradeable discussion units capable of supporting future electronic voting functionality should Council choose to implement this option.
Documents, maps, photos or presentations attached	Quotes attached – Confirmed pricing is still good and will be honored.
Consultation	n/a
Intergovernmental considerations	n/a

IVAN'S AV

Prepared for Fundy Albert

Council Chambers AV System

Quote#SG010166 v1

PREPARED FOR

Kim
Beers
clerk@fundyalbert.ca
(506) 734-3733

PREPARED BY

Serge Goguen
serge@ivansav.com
506-857-8915

STATEMENT OF WORK / ÉNONCÉ DE TRAVAIL

Council Chambers AV System

This budgetary proposal outlines a complete turnkey audiovisual system for your Council Chambers, as discussed during our recent site visit.

Discussion System

The system includes a full **Televic discussion system** with twelve (12) Televic *Discuss* delegate units. These latest-generation units support optional future enhancements such as electronic voting (license-based upgrade).

The discussion system can be managed through any web-enabled device, including an iPad, tablet, or laptop PC, providing flexible and intuitive control. The central control unit includes built-in audio recording capabilities and USB audio integration for Unified Communications (UC) platforms such as MS Teams, Zoom, and other conferencing applications.

Video Display

One (1) 75" wall-mounted display will be installed to present meeting content, presentations, and remote participants within the chamber.

Audio System

The audio system includes two (2) in-ceiling loudspeakers to provide even room coverage, integrated with the built-in speakers in the delegate units for clear and intelligible speech reinforcement.

Wireless Presentation

A Barco CX Series wireless presentation system will provide seamless connectivity for the Clerk's laptop, including audio and camera integration for UC applications.

Camera & Streaming

A wide-angle camera will be installed to fully capture the room for videoconferencing, web streaming, and recording applications.

An Epiphan Pearl Nano encoder/recorder will enable customizable and branded web streaming to your preferred platform, along with local recording capabilities.

Control System

The system will be operated through a compact Extron touchscreen controller, providing simple and intuitive control of all AV functions.

Equipment Cabinet & Power Protection

A compact credenza cabinet is included to securely house all AV equipment. A small UPS (Uninterruptible Power Supply) with power protection is provided to safeguard the system from power fluctuations.

STATEMENT OF WORK / ÉNONCÉ DE TRAVAIL

Installation & Commissioning

All mounting hardware, cabling, installation, system configuration, commissioning, and user training are included.

Note: Network connectivity (including internet access) and required electrical power provisions are not included in this proposal.

Thank you for the opportunity to provide this proposal for your audiovisual needs.

Sincerely,
Serge

HARDWARE / MATÉRIEL

ITEM#	QTY QTE	COMPANY COMPGANIE	MODEL MODEL	ITEM DESCRIPTION DESCRIPTION DE L'ITEM	UNIT PRICE PRIX UNITAIRE	EXTENDED PRICE PRIX RAPPORTE
DIscussion System						
1	1	Televic	71.98.0322	Digital control unit with integrated recording capability for 50 D-Cerno units- 4 digital RJ 45 ports- Branch or loop connection (redundancy)- LAN connection for web server, camera control protocol or AES67 communication- 2 x USB-C for audio connect	$2,856.95	$2,856.95
2	1	Televic	71.98.0360	This license unlocks additional features on the D-Cerno AE including multi-channel usb audio, AES-67, DSP mode, custom audio routing, addressable headphone functionality and access to the operator & chairperson role for management, seat labels, etc..	$2,793.38	$2,793.38
3	12	Televic	71.98.0315	Digital Conference unit with removable microphone (30, 40, 50 or 60 cm) including:- Microphone connector- Microphone button and volume control touch buttons- Five voting touch buttons- Programmable touch button*- Language selection touch button for s	$780.13	$9,361.56

HARDWARE / MATÉRIEL

ITEM# ITEM#	QTY QTE	COMPANY COMPGANIE	MODEL MODEL	ITEM DESCRIPTION DESCRIPTION DE L'ITEM	UNIT PRICE PRIX UNITAIRE	EXTENDED PRICE PRIX RAPPORTE
4	12	Televic	71.98.0054	GSM immune gooseneck microphone of 40 cm with screwlock. Bi-color led ring indication (red / green). Windscreen included. Only to be used with D-Cerno units	$268.46	$3,221.52
Camera						
5	1	Panasonic	AWUE4WG	4K PTZ Wide Angle Camera with IPÀ Streaming, Ultra-wide-angle lens with a 111Å° field of view, Supports 4K 30p/29.97p/25p video output- White	$1,801.32	$1,801.32
Wireless Presentation System						
6	1	Barco Clickshare	R9861612NAB1	CLICKSHARE CX-20 GEN2 NA SET INCLUDING 1 BUTTON	$2,696.64	$2,696.64
Audio System						
7	2	Prologue	PL-C60ST	PROLOGUE - Kit with Ceiling Tile Support and in ceiling 2-way speaker, 6" woofer, 70V and 8Ohms, with metal back can (PL-CTS60 and PL-C60)	$155.00	$310.00
8	1	Extron	MPA 601-70V	One Channel Amp, 60 watts at 70 volts	$590.87	$590.87
9	1	Tripp-Lite	U330-20M	Tripp Lite USB 3.0 SuperSpeed Active Extension Rep	$195.00	$195.00
Monitor & Video Switching System						
10	1	Samsung	QE75-T	75" 60Hz D-LED 3-sided bezel-less design, Crystal UHD, HDMI (2), IP5x, MagicInfo Lite no Wifi No BT	$1,300.65	$1,300.65
11	1	Premier	P5080T	Low-Profile Tilt Wall Mount for Flat Panel Displays up to 300 lbs. - VESA 200x200mm - 1110x705mm	$340.69	$340.69
12	1	Techni Contact	VS-45POE	NEW - amx 4K/60Hz HDMI Extender on a Single Cat6, 70m. range with Power over the Ethernet and ARC	$245.00	$245.00
Control System						
13	1	Extron	MLC Plus 400	Black, 4" Touch Surface, 2-Gang	$2,323.46	$2,323.46
14	1	Extron	SMB 112	Two US gang surface mount box: Black	$274.21	$274.21
15	1	Netgear	GSM4210PD-100NAS	M4250-9G1F-POE+ MANAGED SWCH	$838.93	$838.93

IVAN'S AV

HARDWARE / MATÉRIEL

ITEM#	QTY QTE	COMPANY COMPGANIE	MODEL MODEL	ITEM DESCRIPTION DESCRIPTION DE L'ITEM	UNIT PRICE PRIX UNITAIRE	EXTENDED PRICE PRIX RAPPORTE
Optional Streaming System						
16	1	Epiphan	ESP1782	Pearl Nano SSD Streaming Encoder / Recorder	$3,939.60	$3,939.60
17	1	StarTech	VS421HD4KA	StarTech.com 4-Port HDMI Automatic Video Switch -	$258.44	$258.44
18	2	Techni Contact	VS-45POE	NEW - amx 4K/60Hz HDMI Extender on a Single Cat6, 70m. range with Power over the Ethernet and ARC	$245.00	$490.00
AV Storage Credenza						
19	1	AVFI	CR2-WM	Dual Rack Wall Mounted CredenzaFully assembled, wall secured dual rack credenza equipped with 3U rack rails mounted sideways (each bay). A built-in sound bar shelf allows easy audio integration. Check website for available thermowrap finishes.	$1,666.21	$1,666.21
20	1	Tripp Lite by Eaton	SMART1000LCD	SMART1000LCD SmartPro LCD 120V 1000VA 500W Line-In	$485.52	$485.52

Subtotal: **$35,989.95**

SHIPPING / LIVRAISON

DESCRIPTION		PRICE	QTY	EXT. PRICE
SHIPPING / LIVRAISON	**SHIPPING / LIVRAISON AV + Monitor**	$215.00	1	$215.00
SHIPPING / LIVRAISON	**SHIPPING / LIVRAISON Credenza**	$325.00	1	$325.00

Subtotal: **$540.00**

EHF / ÉCOFRAIS

DESCRIPTION		PRICE	QTY	EXT. PRICE
EHFNB46	**Display Devices equal to or greater than 46in** Nov 6 2024	$14.25	1	$14.25

Subtotal: **$14.25**

IVAN'S AV

Council Chambers AV System

Prepared by:

Ivan's Audio-Visual - Moncton

Serge Goguen
506-857-8915
Fax 1-506-855-6800
serge@ivansav.com

Prepared for:

Fundy Albert

61 Academy Street
HIllsborough, NB E4H 2R4
Kim Beers
(506) 734-3733
clerk@fundyalbert.ca

Quote Information:

SG010166

Version: 1
Delivery Date: 02-23-2026
Expiration Date: 02-28-2026

Quote Summary

DESCRIPTION		AMOUNT
HARDWARE / MATÉRIEL		$35,989.95
PARTS & SUPPLIES		$650.84
LABOUR / MAIN D'OEUVRE		$6,200.00
SHIPPING / LIVRAISON		$540.00
EHF / ÉCOFRAIS		$14.25
	Subtotal:	**$43,395.04**
	T.P.S / H.S.T.:	**$6,509.26**
	Total:	**$49,904.30**

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All sales are final.
In the event a return for credit, refund or exchange is authorized a restocking fee of up to 25% will be assessed for all returned products upon inspection.
Unless previously arranged invoices are due upon receipt.
Interest of 2% per month will be charged on all overdue accounts.
Credit accounts are subject to the completion and approval of a credit application.
Special Orders or Projects may require a deposit of up to 50% of the total with the balance due upon receipt of the order or completion of the project.

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Dans le cas où un retour pour crédit, remboursement ou échange est autorisé, des frais de restockage allant jusqu'à 25% seront évalués pour tous les produits retournés lors de l'inspection.
Des intérêts de 2% par mois seront facturés sur tous les comptes en souffrance.
Les commandes ou projets spéciaux peuvent nécessiter un acompte pouvant aller jusqu'à 50% du total, le solde étant dû à la réception de la commande ou à l'achèvement du projet.
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![Ivan's AV logo]

Ivan's Audio-Visual - Moncton

Fundy Albert

Signature:	_(signature)_		Signature:	
Name:	Serge Goguen		Name:	Kim Beers
Title:	Sales & Design		Date:	
Date:	02-23-2026			

Control Touch Screen

Discussion Unit
(Upgradable with Voting)

Wireless Presentation
(Barco Click Share)

Slim Credenza (for AV Equipment)

D-Cerno DECIDE

Formal meeting solution with voting technology

Description

D-Cerno DECIDE transforms the proven D-Cerno platform into a **complete formal meeting solution with integrated voting capabilities.** Built for city councils, local authorities, school boards, educational institutions, and courtrooms requiring democratic decision-making, D-Cerno DECIDE eliminates add-on voting solutions by integrating professional voting directly into the D-Cerno family.

At its core and when the D-Cerno L-License is active, D-Cerno DECIDE features **five programmable voting buttons** that adapt to any democratic procedure—from simple yes/no decisions to complex multi-option polls. Real-time results display instantly on web-based digital signage, ensuring immediate transparency. The **D-Cerno L-DECIDE license** unlocks the voting functionality, **room layout visualization** showing vote distribution, and **downloadable reports** for official documentation and compliance. An additional programmable button enables control system integration for custom functions such as witness calling in courtrooms, audio routing control, or managing projectors and recording systems.

Any D-Cerno DECIDE unit can instantly become either a **Delegate or a Chairperson station** through software configuration—no physical modifications required. Chairperson stations include dedicated PRIOR and NEXT-IN-LINE buttons for basic moderation, while the D-Cerno Advanced License unlocks comprehensive microphone management via speaker lists, request queues, and room layout visualization. Chairpersons control the entire voting process from their seat without technical assistance.

Language selection (Floor + 1 channel) makes D-Cerno DECIDE ideal for serving multilingual communities cost-effectively. When unlocked with the appropriate license, language selection is available through a dedicated button and standard headphone jack. Interpretation audio can be provided through Televic's Plixus or Unite solutions, compatible remote interpretation services, or third-party interpreter systems.

Accessibility remains central to D-Cerno DECIDE's design. **Haptic feedback** provides tactile confirmation for all users, while the **tactile overlay aid pad** ensures confident control navigation. These built-in features ensure compliance with accessibility requirements while creating truly inclusive meeting environments.

Built on D-Cerno's foundation of crystal-clear digital audio with mobile phone immunity and redundant cabling capabilities, DECIDE maintains plug-and-play simplicity. The **software-upgradeable** architecture protects investments—organizations can start with basic discussion and add voting functionality later through software updates rather than hardware replacement. D-Cerno DECIDE delivers professional voting without the complexity or cost of add-on integrations.

Features and Benefits

Core Voting and Control:

- **Eliminate separate voting equipment and manual counting errors**
  5 programmable voting buttons with multiple polling options (Yes/No, Yes/No/Abstain, custom configurations)
- **Adapt to specialized environments and unique requirements**
  General-purpose programmable button for custom actions (witness calling in courts, room control, recording triggers)
- **Maximum flexibility with minimum hardware**
  Single unit that serves both Delegate and Chairperson roles via dedicated control buttons - no licenses required
- **Complete transparency in decision-making and reporting control**
  Real-time voting results displayed on web-based digital signage.

Meeting Management:

- **Configure as delegate or chairperson unit easily**
  Every unit can be configured as a delegate or chairperson station through software configuration

- **Chairperson manages meetings independently**
  Flexible chairperson mode via dedicated control buttons on any unit—no operator console or technical staff required
- **Serve multilingual communities cost-effectively**
  Language selection: Floor and 1 channel
- **Ensure accurate documentation and compliance**
  Digital voting records
- **Full compatibility across D-Cerno family units**
  The D-Cerno DECIDE units are fully compatible with other D-Cerno discussion units, allowing all types to operate seamlessly within the same system

Audio & Technical Excellence:

- **Crystal-clear communication in any environment**
  Digital signal processing (25Hz-15kHz) with immunity to mobile phone interference
- **Accommodate any room setup or preference**
  Removable microphone connector compatible with 30, 40, 50, 60-cm microphones (to be ordered separately)
- **Ensure reliable system performance**
  Loop-through daisy-chain cabling with patented fail-safe redundancy
- **Enhance accessibility for all participants**
  Haptic feedback, removable tactile aid pad (to be ordered separately) and visual indicators
- **Protect your investment over time**
  Software-upgradeable system for future enhancements and evolving requirements

With the D-Cerno AE Web Server:

- **Voting template for structured decisions**
  The D-Cerno AE web server includes a ready-to-use voting template with up to 5 voting options.
- **Custom seat labelling**
  Seat labelling for votes and speaker lists can be assigned for clear identification by seat
- **Official documentation**
  Downloadable voting reports for administrative records (in combination with D-Cerno DECIDE)

With the D-Cerno Advanced License:

- **Visual transparency and professional presentation**
  Room layout visualization showing seating arrangement and vote distribution
- **Clear participant identification**
  Seat labeling system for votes and speaker lists
- **User roles**
  Operator and Chairperson starting meetings and voting sessions, and Signage for real-time visualization of voting results

Licenses

- For voting, interpretation and programmable button, the D-Cerno L-DECIDE license is required (per device):
  L-DECIDE   71.98.0362

- To fully configure, manage, and use the unit (room layout, seat labelling for votes, user roles, voting reports, custom audio configuration, etc.), the D-Cerno Advanced license is required:
  D-Cerno Advanced   71.98.0360

Connectivity and Accessories

- Two digital bus connections (RJ45) - IN/OUT - interchangeable
- One 3.5 mm stereo jack socket for headphones:
TEL152 Headphones	71.04.0154
EP152 Earphones	71.04.0155
- One screw-lock socket to connect a removable microphone (to be ordered separately):
D-MIC 30 SL	71.98.0053
D-MIC 40 SL	71.98.0054
D-MIC 50 SL	71.98.0055
D-MIC 60 SL	71.98.0056
D-MIC 40FF	71.98.0059
- 2-mm patch cable (included with the unit)

Also available:

- D-Cerno transport case:
  D-Cerno AE TC   71.98.0334
- Removable and customizable tactile aid pad

System Requirements

- D-Cerno AE (version 1.6 or higher)

Certification

Region	Certification
Europe	CE

Specifications

Mechanical	
Material	PC & PC/ABS & Zamak
Color	Black
Size	211.4 x 136 x 48.2 mm
Sized packed	230 x 150 x 80 mm
Weight	760 g
Weight packed	1000 g

Electrical	
Power supply	48 VDC over Cat5 cable / 4.4 A
Power consumption	3 W

Headphones	
Audio quality	16 bit digital
Frequency response	25-15,000 Hz (± 3 dB)
Output level	Max 70 mW @ 32 Ω
Load impendance	16-150 Ω

Speaker	
Rated power	4 W
Mean sound pressure level	80 dB SPL at 1 m

Environment	
Operating temperature	5 to 50°C
Humidity protection class	IP10 compliant to IEC 60069-2-14

Technical Drawings (Dimensions in mm)
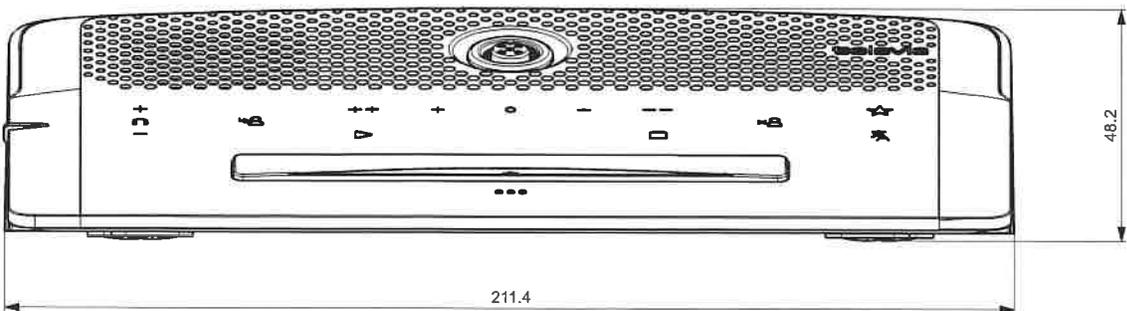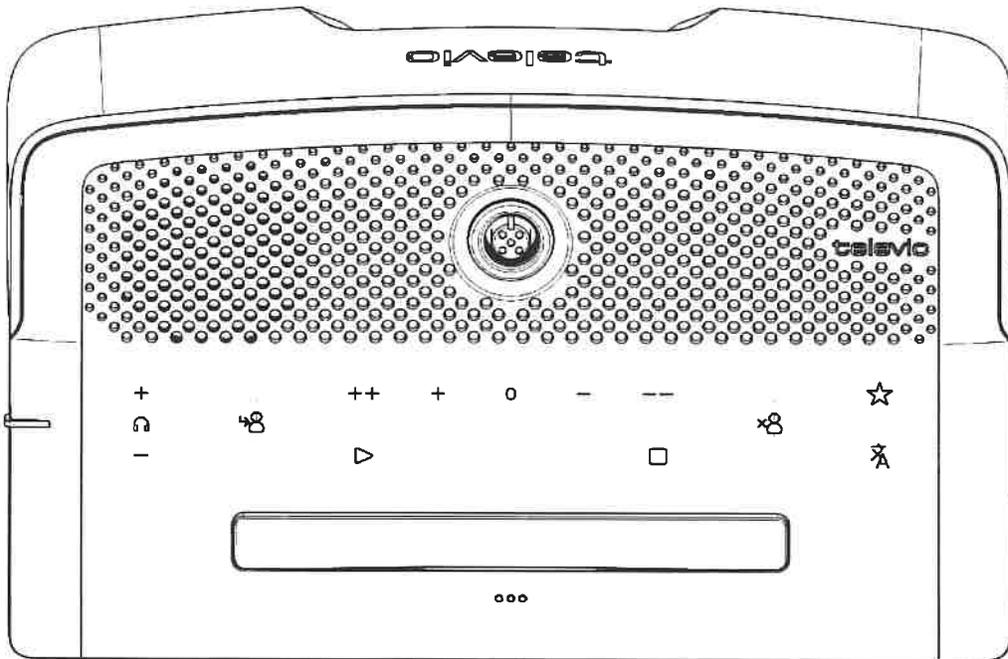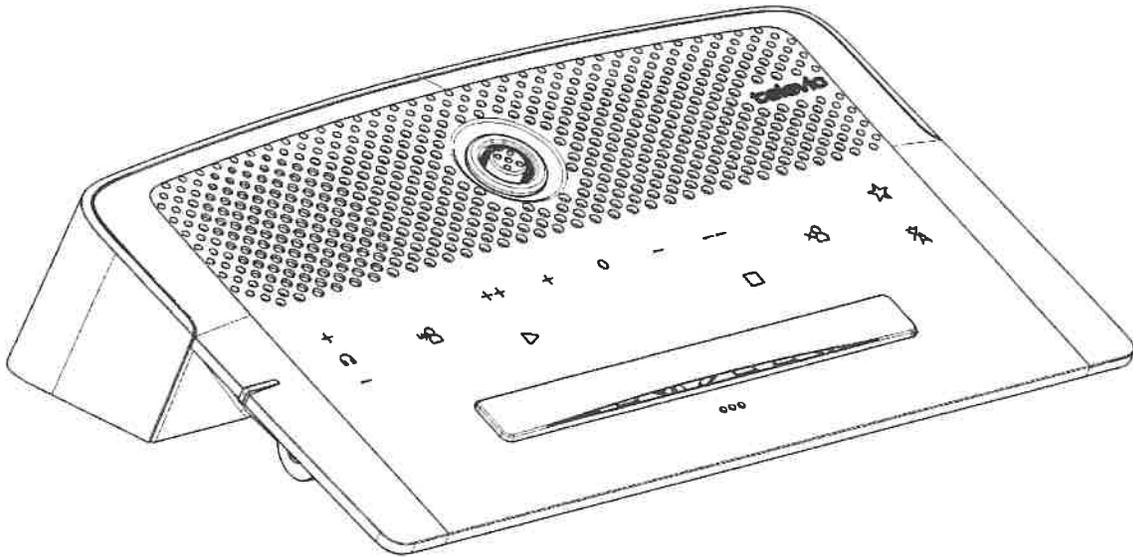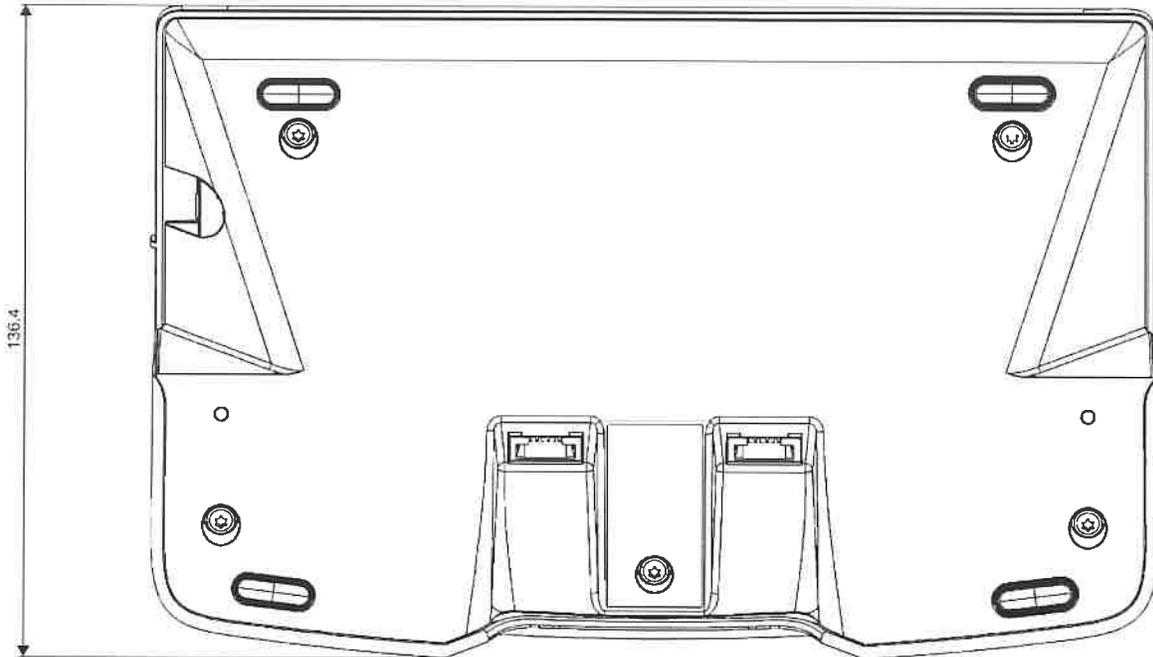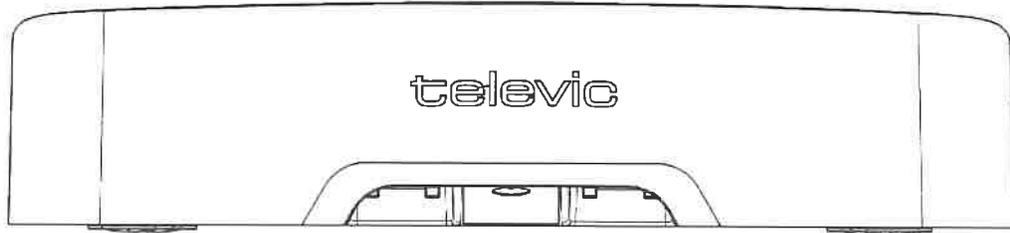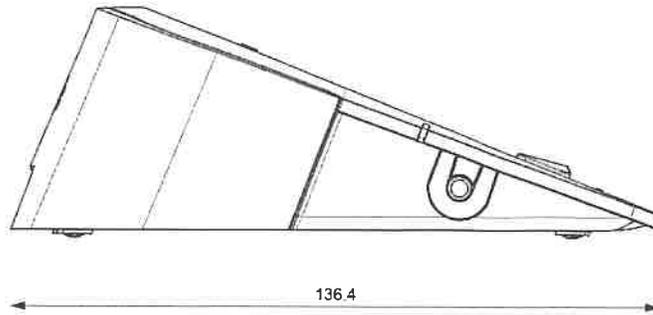
136.4

136.4

televic

CONFERENCE

CR2-WM is a fully assembled, wall secured dual rack credenza with a traditional furniture design. Elegant laminates enhanced by matching beveled doors and precision European hardware. Each bay is equipped with 3 space racks mounted sideways. A built-in sound bar shelf allows easy Audio Integration. Side doors and front lift-off panels provide easy access to your electronics. Being less than 9" deep, **CR2-WM** is ideal for high traffic areas or hallways. Compatible with AVFI tables either with or without bridges.

Standard Features

- Secures to wall and saves space at under 9" deep
- Sound bar shelf with height adjustment (SB max dims of 54"W x 6"D x 6.5"H)
- Highly resistant thermowrap surface available in many colors
- **RR3** 3U rack rails per side (6U total)
- Lift-off locking front panels for access to racks and wiring
- Locking side doors for quick access to front of rack units
- Compatible with AVFI tables with and without Bridge
- Vents at top and bottom with option to add up to 4 fans
- Ships assembled

Options

- **PB** Six outlet power bar with 10 ft. cord
- **TVCB** Camera bracket for freestanding or wall mount TV's
- **CS** Wall mount camera or codec shelf
- **FAN** Additional quiet cooling fan
- **9107** Lacing bar (19" long)
- **WM-3755** Tilt wall mount

Specifications

Model: CR2-WM
Width: 56"
Depth: 8.75"
Height: 32.5"

Finishes

Other finishes are available. Check website.
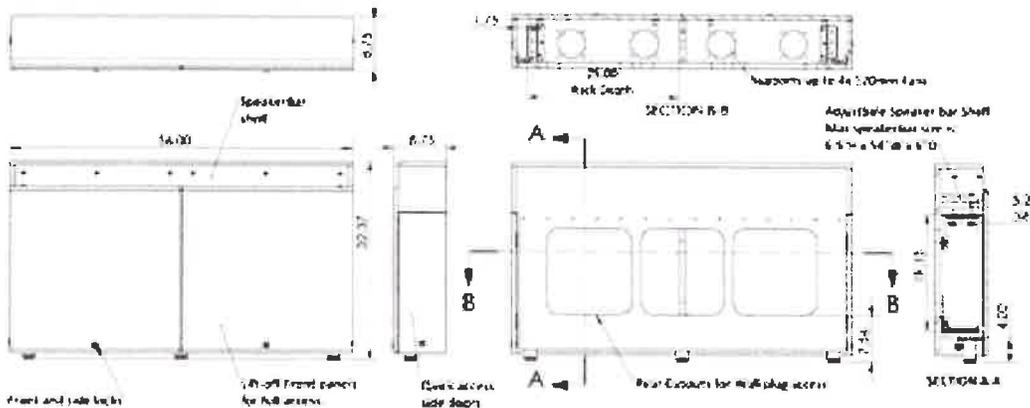
The perfect-fit
streamer and recorder

epiphan video

Panopto · kaltura · YuJa · CRESTRON
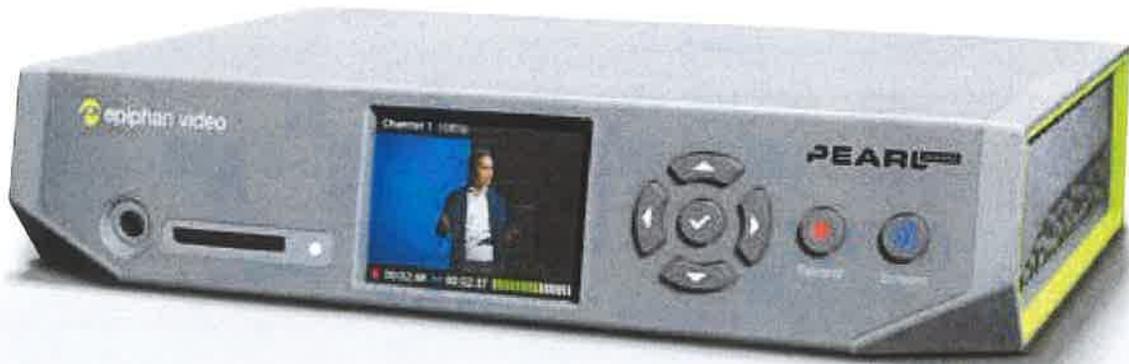
Pearl Nano™ Portable and versatile hardware encoder

Pearl Nano offers the ultimate blend of portability and versatility with a refined yet robust feature set that includes ingestion, encoding, HDMI pass-through, and recording.

CONNECT YOUR SOURCES

Camera — SDI →

My Slides / Laptop — HDMI →

Audio mixer — XLR →
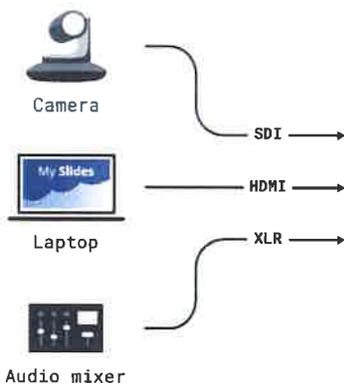
● REC Record to SD card or SSD

OUTPUT YOUR VIDEO

Live stream to any CDN
······ RTMP/HLS/DASH/SRT

── HDMI Program out → Confidence monitor

── HDMI Pass-through → In-room display
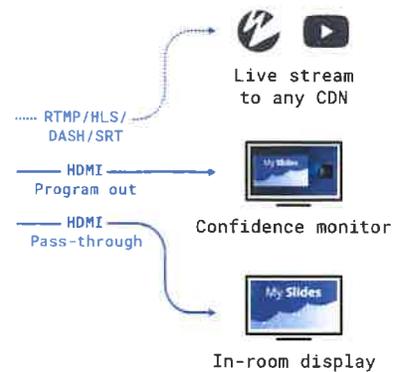
Fine-tuned for your productions

Streamline your setup with the ability to directly connect HDMI and SDI video sources and XLR, RCA, or USB audio to Nano along with Power over Ethernet Plus (PoE+). For zero-latency display of video sources on in-room monitors, Nano also features a built-in HDMI pass-through.

Flexible recording and storage

Nano makes it easy to record, transfer, and back up files with a variety of storage options.

SD card
Convenient SD card slot on the front of the device for storage.

SSD drive
Need more local storage? Just add an M.2 SATA SSD to Nano's expansion bay.

Easy file transfer
Nano can automatically transfer recorded files to a USB drive, local server, or network-attached storage device.

Channel 1 4K
● 00:02:48 (•) 00:02:48

Serious power in a compact package

Create stunning video content with the ability to stream and record in 4K (requires optional feature add-on). Use ultraefficient H.265/HEVC encoding to halve your video file sizes and bandwidth use (compared to H.264/AVC) without compromising on quality.

Key functions at your fingertips

Nano's front screen offers quick access to essential functions including basic configuration and easy streaming and recording. During events, the built-in screen serves as at-a-glance verification of your audio level and video program for production peace of mind.

Audio inputs
XLR 1
← Device information ×
Serial number 74930295748
1080p
● 00:02:48 00:02:48

🔔 3
Pearl-2   10.1.2.20R   43 / 500 GB
☑ Classroom 1A   ● Start
☑ Classroom 1B   ☑ Zoom Class   •) Start
● Live Transcription   ☑ ▶ YouTube   •) Start
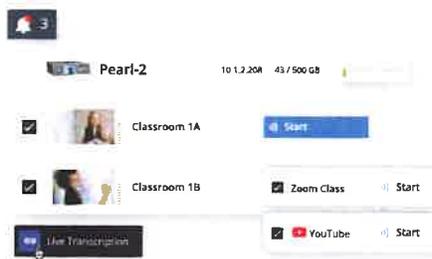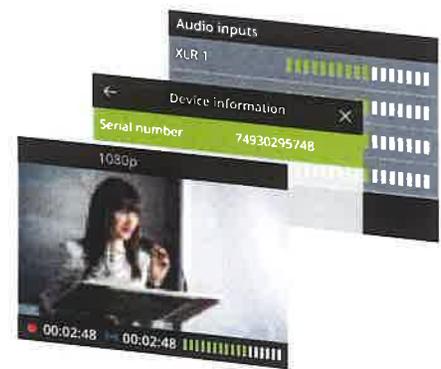
Cloud-based configuration and monitoring

Epiphan Cloud streamlines configuration and monitoring of multiple Pearl Nanos and other Epiphan hardware with centralized access to key device statistics including operational status, system load, unit temperature, available storage, and overall health.

Elevate your productions

Build a beautiful layout for your video program with Nano's powerful custom layout designer. Create anything from simple picture-in-picture layouts to eye-popping compositions featuring dynamic backgrounds and other custom graphics – whatever suits your event best.

Ideal for SRT contributions

The compact and lightweight Pearl Nano supports Haivision's open-source Secure Reliable Transport (SRT) protocol for secure, high-quality, low-latency video streaming over any given network.

Enhance your CMS workflows

Deep integration with Panopto, Kaltura, and YuJa lets you automatically start and stop streaming or recording at scheduled times. For added efficiency, Pearl Nano can push recordings to your preferred platform after events.

Small size, big capabilities

Screen for monitoring and config
Use the front screen for basic configuration/control and confidence monitoring.

HDMI pass-through
Display video sources on in-room monitors with zero latency.

4K streaming and recording
Upgrade your device with the optional feature add-on.

H.265/HEVC video compression
Halve your file sizes and bandwidth use.

Custom layout builder
Enhance your video program with a tailored layout.

SRT encoding and decoding
Stream via SRT or use as a compact SRT contribution encoder.

HDMI and SDI video inputs
Directly connect HDMI and/or SDI video sources to Nano.

XLR, RCA, and USB audio
Connect professional audio equipment with line-level XLR.

Key features

- Front screen for basic configuration/control and confidence monitoring

- Video inputs for HDMI and SDI

- 4K streaming and recording (with feature add-on)

- Audio inputs for line-level XLR, RCA, and USB

- HDMI program out and pass-through for zero-latency content display

- Custom layout builder for a tailored video program

- Intuitive browser-based UI and local console

- SRT, HLS, MPEG-DASH, RTMP, and RTMPS streaming protocol support

- H.265/HEVC video compression

- Cloud-based configuration and control via Epiphan Cloud

- Comprehensive integration with Kaltura, Panopto, and YuJa

- Power over Ethernet Plus (PoE+) and DC power

- Save recordings directly to an SD card (user supplied)

- Expansion bay for user-supplied M.2 SATA SSD

- Automatically transfer recordings to a USB drive or networked server

- 802.1x network access control

- Lightweight Directory Access Protocol (LDAP)

- Secure Sockets Layer (SSL)

- Integration with Crestron AV systems

Video inputs	**Connectors:**	1 × HDMI¹, 1 × 12G SDI
	Network inputs:	SRT and RTSP
Audio inputs	**Connectors:**	2 × XLR line level (stereo pair or two mono), 1 × USB, 1 × SDI, 1 × HDMI, 1 × RCA
	Audio gain control:	0 dB to +30 dB
Video outputs		1 × HDMI pass-through, 1 × HDMI program out
Video encoding	**Codecs:**	H.264/AVC, H.265/HEVC
	Color resolution:	4:2:0
	Resolution:	User selectable up to 1920 × 1200; 4K with paid upgrade
Streaming protocols		RTMP/RTMPS, SRT, HLS, MPEG-DASH, RTSP, MPEG-TS, UPnP
Encoded programs		1 × 1080p program at 60 fps (with up to 2 Full HD sources); 1 × 4K program at 30 fps (with up to 2 4K sources)
Audio encoding		MP3, PCM, and AAC (sampling 16 to 48 kHz with bitrate up to 320 kbps)
Network		1 × 10/100/1000 Ethernet port (RJ45) 802.1x network security and certificate management
Storage	**SD card:**	Up to 512 GB EXT4
	Internal storage:	SATA M.2 2280 SSD (M Key connector)
	Local USB:	Automatic or manual copy via 1 USB 3.0 port
	Network storage:	FTP, SFTP, SCP, RSYNC, CIFS, AWS, or WebDav servers
Recording formats		AVI, MP4, MOV, or MPEG-TS
Control		Browser-based Admin panel, front screen and control keys, remote login, HTTP, and RS-232 APIs
Dimensions (W × D × H)		8 ⅛" × 5 ⅞" × 1 ⅝" (206 mm x 149 mm x 41 mm), 2 lbs (907 g)

www.epiphan.com

Email info@epiphan.com
Toll free +1 (877) 599-6581
North America +1 (650) 644-4684
United Kingdom +44 (0)20 3744 8277

BR161-5

Fundy Albert City Council Production System - Estimate

Category	Description	Quantity
Control & Automation	Master Control: Simplified Solution for Meetings	1
	Master Control: Mini Computer with Mouse/Keyboard	1
	23"- 25" Monitor	1
Video Production	Video Switcher - 5+ input	1
	23-25" Monitor	1
Video Cameras	Robotic PTZ Camera - 20x Zoom	4
	Wall/Ceiling Mounts	4
Recording / Streaming	Audio/Video Encoder	1
Audio	Microphone system/mics (7 councillors, 4 staff, 1 public)	12
	Monitoring Headphones	1
Networking	16-Port Gigabit PoE+ Switch	1
Equipment Cabinets	19" Rack Cabinet - Desktop	1
	Accessories: Power/Shelves/etc	--
Miscellaneous	Audio Cables, Adapters, Convertors	--
	Video Cables, Adapters, Convertors	--
	Network Cables and Adapters	--
Additional	75" Monitor	1
	UPS Backup Power	1
Configuration / Testing	days x 2 people	2
On-Site Installation / Testing	days x 2 people	2
TOTAL: Option 1	**Not including HST**	**$46,490**
TOTAL: Option 2	**Not including HST**	**$36,471**

Terms:

Estimate is valid until March 31, 2026
Payment is minimum of 50% up front and balance due upon completion of installation
Travel, Accommodations, Per Diems not included

Notes:

- Our automated meeting technology, invented in Fredericton NB, has been in use for decades in the USA. It is also used in municipalities in NB, NS, and ON. Our system has been designed to allow substitution of alternate components to add additional functionalities, or lower cost when needed.

- Supply chain issues and pricing fluctuations have been ongoing since covid and have worsened due to constantly changing tarrifs. Prices/availability are often not known until we place orders. For this reason we are currently providing estimates rather than overcharging in quotes. We are persuing alternate suppliers and may be able to offer lower pricing than this estimate when you are ready to move forward.

- **Option 2:** Almost all video production equipment (even major brands such as Sony) is manufactured in China. Canadian distribution sources from the USA, which in turn sources from China. This currently results in excessive tarrifs. This option sources some items direct from China to avoid these tarrifs. This equipment is pre-tested by us, but has not yet been used in a live environment. This is a no-risk option. If such equipment does not perform as expected, we will provide a full credit for those items put towards alternate items.

- A counter or table is expected to be needed and is the responsibility of the municipality
- Since the facility is undergoing renovations, the municipality is responsible for any clean-up (hole repair, painting, etc) as a result of us cutting holes to run cables or such.

dhomas
founder, creative interpreter
creativeinnovation.ca

Fundy Albert
Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	17 March 2026
Subject	Utilities Gap Analysis Proposal
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 Village of Fundy Albert currently operates three separate water systems and three wastewater systems serving the communities of Hillsborough, Riverside-Albert, and Alma. These systems were constructed at different times over the past century and have evolved independently as each community developed. While the municipality maintains asset management information regarding the age, condition, and components of these systems, there has never been a comprehensive assessment of their operational capacity or the level of demand currently being placed upon them.

As development interest increases across the municipality, it is becoming increasingly important to understand whether existing water and wastewater infrastructure can support additional growth. Without a clear understanding of system capacity, the municipality cannot confidently approve new connections, assess development proposals, or determine where future expansion may be feasible. The proposed gap and capacity analysis will evaluate the current loading on each system, identify remaining capacity, and highlight any deficiencies or constraints within the infrastructure.

Undertaking this analysis will provide the municipality with a clear understanding of current system performance, the level of development that can be accommodated without upgrades, and where strategic infrastructure investments may be required in the future. This information will support evidence-based planning decisions, improve the municipality's ability to review

development applications, and form an essential foundation for future water and wastewater infrastructure planning.

The concept of undertaking a system capacity and gap analysis has been discussed with the Southeast Regional Service Commission, including input from planning staff such as Dave Crandall. Their recommendation is that, in order to achieve the best value for the municipality, the engineering firm undertaking the analysis should already possess a strong working knowledge of the existing systems. This approach avoids the additional time and costs that would otherwise be required for a new consultant to become familiar with historical design decisions, system configurations, and operational data.

Over many years Englobe, and its predecessor Crandall Engineering, have undertaken significant engineering work within the municipality, particularly relating to the Hillsborough and Alma systems. They have also been involved in projects within Riverside-Albert and most recently completed the asset management assessments for all three communities. As a result, Englobe already possesses detailed institutional knowledge and access to historical system information covering the majority of the municipality's water and wastewater infrastructure, placing them in the strongest position to efficiently undertake this analysis.

Englobe has submitted a proposal to undertake the Water and Wastewater Infrastructure Capacity (Gap) Analysis for the Village of Fundy Albert. The total cost of the proposed work is **$189,500 (excluding HST)** covering the analysis of the systems in Hillsborough, Riverside-Albert, and Alma. Council has previously agreed that funding for this work would be allocated from the **2024 Canada Community-Building Fund (CCBF)** allocation.

RECOMMENDATION

That Council approve the proposal submitted by Englobe Corp. to undertake the Water and Wastewater Infrastructure Capacity (Gap) Analysis for the Village of Fundy Albert in the amount of $189,500 (excluding HST), with funding to be provided from the 2024 Canada Community-Building Fund (CCBF) allocation, and that administration be authorized to proceed with the engagement to allow the analysis to begin.

OTHER OPTIONS

Do not proceed with the capacity and gap analysis.
Council may choose not to proceed with the study at this time. However, this would mean that the municipality continues to make decisions regarding system connections, development approvals, and long-term infrastructure planning without a clear understanding of the capacity and limitations of the existing water and wastewater systems.

RISK ANALYSIS

Without undertaking a comprehensive capacity and gap analysis, the municipality does not have a reliable understanding of how much additional demand the existing water and wastewater systems can accommodate. This creates a risk that development approvals could exceed the capacity of the infrastructure, potentially leading to operational issues, service interruptions, regulatory concerns, or the need for unplanned infrastructure upgrades.

Additionally, the absence of a formal capacity assessment significantly limits the municipality's ability to plan strategically for future growth and infrastructure investment. Without clear data on current loading, remaining capacity, and system constraints, it becomes difficult to identify where

development can occur, where upgrades may be required, and how to prioritize future capital investments in a responsible and sustainable manner.

CONSIDERATIONS

Legal	• The study will support evidence-based decision making when reviewing planning applications and service connection requests. • Understanding system capacity helps ensure the municipality remains compliant with provincial approvals and regulatory requirements related to water and wastewater infrastructure.
Financial	• The cost of the study is **$189,500 (excluding HST)** and funding has already been allocated from the **2024 Canada Community-Building Fund (CCBF).** • The analysis will help guide future infrastructure investments by identifying where upgrades may be required and where existing capacity can support growth.
Environmental	• Ensuring wastewater systems are not overloaded helps protect local waterways and reduces the risk of environmental impacts. • Proper capacity planning supports sustainable infrastructure management and responsible community growth.
Policy	• The analysis supports responsible long-term infrastructure planning and aligns with the municipality's asset management approach. • It will provide key data to inform future infrastructure strategies, planning policies, and potential master planning initiatives.
Stakeholders	• Developers, planners, and municipal staff will benefit from clearer guidance on where water and wastewater capacity exists for future development. • The study will also support collaboration with regional planning partners such as the Southeast Regional Service Commission.
Community Sensitivities	• Residents expect reliable water and wastewater services and responsible infrastructure management. • Understanding system capacity helps ensure future development occurs in a manner that does not negatively impact existing service levels.
Council priorities	Strategic Plan Alignment: ✓ Infrastructure

	• Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Englobe Proposal
Consultation	
Intergovernmental considerations	N/A

Fundy Albert

Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	17 March 2026
Subject	Ford F550 Dump Body
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

With the recent purchase of a new Ford F-550 dump truck, the 2012 Ford F-550 that it replaced is now surplus to operational requirements and should be disposed of. The vehicle is a 2012 Ford F-550 4x4 single cab dump truck equipped with a 6.8L gasoline engine and steel dump body, with approximately 270,000 km, and will be sold together with the front-mounted plow blade currently installed on the vehicle.

In accordance with the Municipality of Fundy Albert Disposal of Surplus, Obsolete, or Damaged Equipment Policy, disposals with an estimated value exceeding $5,000 require Council approval prior to sale.

To ensure a transparent and competitive process, it is proposed that the truck be advertised for sale through the Village of Fundy Albert website and social media channels for a period of ten (10) days with a reserve of $5000.00, with sealed bids invited from interested buyers. Following the advertising period, the vehicle would be sold as-is, where-is, with no warranty expressed or implied, to the highest bidder. If the Reserve is not met the vehicle will be advertised for an additional ten (10) days on additional media channels.

Based on informal market research of comparable vehicles and considering the age, mileage, condition of the truck, and inclusion of the plow blade, it is anticipated that the vehicle could reasonably sell for approximately $8,000–$14,000.

RECOMMENDATION

It is recommended that Council approve the disposal of the 2012 Ford F-550 dump truck, including the plow blade, through a closed bid process, with the vehicle advertised for sale **for** ten (10) days with a reserve of $5000.00, on the Village website and social media channels, and sold as-is, where-is, to the highest bidder.

OTHER OPTIONS

N/A

RISK ANALYSIS

The vehicle will be sold as-is, where-is, with no warranty expressed or implied, which limits any liability to the municipality following the sale. As the disposal will be conducted through a transparent closed bid process advertised publicly, the sale presents minimal risk to the municipality.

CONSIDERATIONS

Legal	• The disposal process complies with the **Municipality of Fundy Albert Disposal of Surplus, Obsolete, or Damaged Equipment Policy**, which requires Council approval for assets with an estimated value exceeding $5,000. • The vehicle will be sold **as-is, where-is with no warranty**, limiting municipal liability.
Financial	• Sale of the vehicle is expected to generate **approximately $8,000–$14,000 to be deposited in the General Capital Account**, which will be returned to municipal general revenue. • Disposing of surplus equipment reduces future **maintenance, storage, and insurance costs**.
Environmental	• Reuse of the vehicle by a private purchaser extends the useful life of the asset and avoids unnecessary disposal or scrapping.
Policy	• The proposed sale aligns with the municipality's **asset management and equipment disposal practices**, ensuring surplus assets are disposed of in a transparent and cost-effective manner.
Stakeholders	• Local contractors, farmers, and residents may benefit from the opportunity to purchase the vehicle through an open and competitive process.

Community Sensitivities	• Advertising the vehicle publicly and using a closed bid process ensures the sale is **fair, transparent, and accessible to all interested buyers.**
Council priorities	Strategic Plan Alignment: ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Example listing for valuation purposes attached.
Consultation	
Intergovernmental considerations	N/A

Example Listing for Valuation

2012 FORD F550 REGUI
LANDSCAPE DUMP BOI
PLOW and SPREADER 4

$15,400.00 CAD (55 Bids)

Closed:
(Mar 06, 2026 09:36 AM ADT)

$200.00 CAD

Bid Increment

Sales/Lot Type:
Online Auction

Location:
Ottawa, Ontario, CAN

VISITORS: 299

Sold Amount

Tax Amount

Total Price

High Bidder

Seller   C

Seller's Terms & Conditions

Seller's Other Items

Manufacturer	Ford
Model	F-550
Trim	Regular Cab DRW 4WD
Model Year	2012
VIN	1FDUF5HT5CEC51966
Condition	Used/See Description
Odometer	172,363 Kilometers (Yes, Visually Inspected)
Title Restriction	Clean Title
Lot Number	5841-1452
Inventory ID	B5-D045 N83/N21/N91

1 / 23

2014 Ford F-550 Flatbed

$8,500.00 CAD (7 Bids)

Closes:
8h 45m (Mar 10, 2026 07:00 PM ADT)

(S) Reserve Reduced

$100.00 CAD
Bid Increment

Sales/Lot Type:
Online Auction

Location:
Oakwood, Ontario, CAN

Removal & Shipping:
Buyer Must Arrange. See details.

Subject to an auto-extension of the auction end time ❓

Sign In to Place Bid

Sign In to Watch

Manufacturer	Ford
Model	F-550
Trim	Crew Cab DRW 4WD
Model Year	2014
VIN	1FD0W5HT6EEA19037
Condition	Used/See Description
Odometer	194,079 Kilometers
Title Restriction	Clean Title
Lot Number	30912-3
Inventory ID	49037

Fundy Albert
Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	17 March 2026
Subject	Shoreline Trail -Greybrook Bridge project 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

The Shoreline Trail in Hillsborough is a well-used recreational asset that provides residents and visitors with access to the natural shoreline environment and forms part of the municipality's broader vision to develop a connected trail network across Fundy Albert. In recent years, the trail has experienced operational challenges due to repeated washouts of the existing pedestrian bridge crossing Grey Brook. During periods of heavy rainfall the crossing becomes unsafe, and this section of trail has been closed for significant portions of the past two years, reducing accessibility and limiting the trail's potential as a recreational and tourism asset.

To address these issues, administration has developed a project proposal to replace the bridge with a resilient wooden structure, stabilize the brook banks, improve the trailhead parking area, and create a small picnic and rest area for trail users. These improvements are intended not only to restore safe access but also to enhance the trail as a destination feature that supports outdoor recreation, community wellbeing, and tourism along the Fundy tourism corridor.

The total estimated cost of the project is approximately $63,800, which includes engineering, bridge fabrication and installation, bank stabilization materials, parking area improvements, and contingency.

The Trans Canada Trail (TCT) organization has provisionally indicated support for the project and is prepared to contribute **up to** $25,000, subject to confirmation that the Village of Fundy Albert will secure the remaining project funding through municipal contribution, sponsorship, donations, or other sources. Confirmation of the municipality's commitment must be provided to TCT no later than May 1st in order to secure the funding allocation.

Based on preliminary discussions with suppliers and rough order-of-magnitude pricing received for pedestrian bridges, replacing the Grey Brook crossing alone would likely cost in the region of $30,000, with associated site work and stabilization bringing the total cost of a basic crossing solution to approximately $40,000. Proceeding with the project at this time therefore allows the municipality to leverage the additional $25,000 contribution from Trans Canada Trail, enabling a more comprehensive project that includes shoreline stabilization, accessibility improvements, and visitor amenities that would otherwise be difficult to achieve through municipal funding alone.

Administration has begun preliminary discussions with potential partners and sponsors and early indications suggest that $10,000–$15,000 may be secured through in-kind contributions and sponsorship support. While these discussions are ongoing, formal confirmation has not yet been received. Due to the upcoming municipal election and the requirement for the municipality to formally confirm its participation with Trans Canada Trail by May 1st, administration is bringing this matter forward now to ensure the project can be approved in time for delivery during the 2026 construction season.

Should additional sponsorship or external contributions not materialize, the municipality would be responsible for covering the remaining balance of approximately $38,800. Funding for this amount could be accommodated through existing Hillsborough capital funding and the shared Village Core capital budget, should Council wish to proceed.

This project also aligns with broader municipal initiatives to expand and enhance the trail network across Fundy Albert, including the recent rerouting of the Trans Canada Trail through White Rock Recreation Area. Together, these initiatives support the long-term development of a connected trail system that enhances recreational opportunities for residents while strengthening tourism and economic development within the municipality.

RECOMMENDATION

That Council approve the Grey Brook Bridge and Shoreline Trail Improvement Project and formally commit **up to** $38,800 to secure the $25,000 contribution from Trans Canada Trail, thereby enabling the project to proceed.

While Council is being asked to commit funding of up to this amount in order to secure the external contribution and allow the project to move forward, administration will continue efforts to secure sponsorship, donations, and in-kind contributions, which based on preliminary discussions are expected to offset a portion of the municipal contribution. However, as these contributions have not yet been formally confirmed, the full commitment is being requested at this time to ensure the Trans Canada Trail funding can be secured and the project delivered during the 2026 construction season.

OTHER OPTIONS

Do Not Approve the Project or Commit Municipal Funding

Council may choose not to approve the project or commit municipal funding at this time. However, this would result in the withdrawal of the provisional $25,000 contribution from the Trans Canada Trail, as confirmation of the municipality's commitment is required in order to secure the funding.

Without this external funding support, and with no significant allocation currently identified within the 2026 budget for trail infrastructure improvements, the Grey Brook crossing would likely remain closed for at least another year. This would continue to limit public access to this section of the Shoreline Trail and delay efforts to improve the trail as a recreational and tourism asset within the municipality.

It should also be noted that if the municipality were to proceed at a later date with a reduced scope project focused solely on replacing the bridge crossing, preliminary pricing indicates that the cost of a basic bridge replacement and associated site work would still likely be in the region of $40,000. Proceeding with the project at this time therefore allows the municipality to leverage the additional $25,000 contribution from Trans Canada Trail to deliver a more comprehensive and higher value project than would likely be achievable through municipal funding alone.

RISK ANALYSIS

The primary risk associated with this project relates to the municipality committing funding of up to $38,800 should anticipated sponsorship, donations, or in-kind contributions not materialize. While preliminary discussions with potential partners suggest that some support may be available, these contributions have not yet been formally confirmed. In the absence of external contributions, the municipality would therefore be responsible for covering the remaining balance of the project in order to proceed and secure the $25,000 Trans Canada Trail contribution.

However, the greater risk lies in not proceeding with the project at this time. Declining to commit funding would result in the withdrawal of the provisional $25,000 Trans Canada Trail funding, eliminating a significant external contribution toward improving the trail infrastructure. Without this support, and with limited funding currently allocated within the 2026 budget for trail infrastructure improvements, the Grey Brook crossing would likely remain closed for at least another year.

Continued closure of the crossing limits access to the Shoreline Trail for residents and visitors and delays the municipality's broader efforts to develop a connected trail network that supports recreation, tourism, and economic activity. Additionally, leaving the site in its current condition may result in **ongoing erosion and further deterioration of the crossing area**, which could increase the cost and complexity of repairs when the work is eventually undertaken.

Approving the project at this time allows the municipality to **leverage external funding, address an ongoing infrastructure issue, and deliver broader recreational and tourism benefits**, while delaying the project risks losing funding and extending the current service disruption.

CONSIDERATIONS

Legal	• The project will require compliance with any applicable watercourse and environmental permitting requirements related to work near Grey Brook. • Procurement of materials and services will follow the municipality's **Procurement Policy and applicable tendering thresholds.**
Financial	• The project enables the municipality to leverage up to $25,000 in Trans Canada Trail funding toward a project estimated at $63,800. • While Council is being asked to commit **up to $38,800**, ongoing discussions with sponsors and partners are expected to offset a portion of the municipal contribution through donations and in-kind support.
Environmental	• Bank stabilization and erosion control measures will help reduce sedimentation and protect the brook environment from further degradation. • The project will improve resilience to increasing rainfall events, reducing the likelihood of repeated washouts of the crossing.
Policy	• Procurement and contracting will follow the municipality's approved procurement and financial management policies. • The project aligns with the municipality's objectives to enhance recreational infrastructure and support tourism development.
Stakeholders	• The project supports residents, trail users, and visitors who currently experience restricted access due to the damaged crossing. • Potential partnerships with community groups, volunteers, and sponsors may support elements of the project through materials, labour, or financial contributions.
Community Sensitivities	• The Shoreline Trail is a well-used recreational asset, and restoring the crossing is expected to be positively received by residents and trail users. • Failure to proceed with improvements may result in continued closure of the trail section, which could lead to frustration from users who have experienced limited access in recent years.
Council priorities	Strategic Plan Alignment: ✓ Infrastructure • Communications ✓ Village Services ✓ Strategic Partnerships ✓ Economic Development & Tourism

Documents, maps, photos or presentations attached	1. Previous quote provided by Wood Research and Design for Foot Bridge 2. ROC provided by Grateful Sawyer for foot bridge 3. Trans Canada Trail Contribution Letter 4. Shoreline Trail Project Proposal
Consultation	
Intergovernmental considerations	N/A

Wood R and D Quote:

QUOTATION

11 Simpson Street
Hillsborough, NB, E4H 2C1
Contact: Karthik Kuppa
Project Manager
kuppak@timberrs.com
Carl Bacon
General Manager
baconc@timberrs.com

QUOTE #	DATE
6199	2025-06-08
	VALID UNTIL
	2025-09-08

CUSTOMER INFO

Ian Barrett
Director of Operations
Fundy Albert
61 Academy Street, Hillsborough, NB
operations@fundyalbert.ca
506.734.3733

Project: Grey Brook Pedestrian Bridge

DESCRIPTION OF WORK

Supply and Install Pedestrian Bridge at Grey Brook Trail
As per measurements taken on site, the pedestrian bridge will be approximately 18ft long x 6ft wide. There will be an approach slab decking on both sides of the bridge. Handrails will be approx 4ft high with a midrail.
TRS will place a pile cap on the existing timber piles to increase the height of the bridge

ITEM	DESCRIPTION		AMOUNT
1	Shop drawings preparation		$2,724.00
2	Materials		$7,472.77
3	Installation Labor		$20,100.00
		GRAND TOTAL **$**	**30,296.77**

Additional Notes

- The pricing above is ROM
- Materials – TRS will utilize the material available in our inventory and yard and not purchase any new items
- Design and stamping are not included. TRS can provide a rough sketch of CAD drawing if this proceeds to the next stage
- TRS pricing assumes that the existing piles can be reused, and we install pile caps and stringers on the existing piles
- All Equipment (telehandler for lifting), Civil and Landscaping work is done and provided by others
- TRS will only supply and install the bridge
- Work is expected to happen in 2026

Grateful Sawyer ROC:

Walking Bridge

🏠 IMG_5295.jpeg   🐎 IMG_5300.jpeg   🖼 IMG_5298.jpeg   🏗 IMG_5294.jpeg
   148 KB   ⌄   174 KB   ⌄   152 KB   ⌄   231 KB   ⌄

Start your reply all with   [I like the first one.]   [Thanks. I will take a look.]   [These are great! Thank you!]   ⓘ Feedback

Hi Ian,

Here's a few frames that could make a nice, covered walking bridge. We would omit the loft in IMG5300, and we would incorporate railings into the design.

From a budget perspective, kits like this are like the gazebo, so around $30,000 plus foundation, installation, steel roofing etc.

Let me know if any of these catch your eye.

Hope all is well,

Craig

Get Outlook for iOS

Trans Canada Trail Contribution Letter:

February 13, 2026

Village of Fundy Albert
61 Academy Street - Unit 1
Hillsborough, New Brunswick
E4H 2R4

Object: Village of Hillsborough, Pedestrian Bridge Construction, 108511

Dear Ian Barrett,

I am pleased to inform you that the Village of Hillsborough, Pedestrian Bridge Construction project led by Village of Fundy Albert (the "Recipient") has been selected to receive a financial contribution from Trans Canada Trail (TCT) through the Trail Catalyst Fund, subject to the conditions below.

Your project will be funded up to a maximum of $25,000.00, representing 38.46% of your estimated total project costs, based on eligible expenses in your detailed project budget.

We note that your trail does not have the current Trans Canada Trail logo wayfinding signs installed and we will follow up with you to initiate the update.

The financial contribution outlined in this letter is conditional on matching funds being secured by May 1, 2026. If matching funds are not in place by this date, funding may be redirected at the sole discretion of TCT until such a time that matching funds are in place.

Please inform TCT of any public announcement(s) or events related to this project and offer TCT (including funders and supporters) the opportunity to participate or speak.

If you require more time or have any questions, do not hesitate to contact Maya Sperer at msperer@tctrail.ca

On behalf of TCT staff and Board of Directors, congratulations on your project's approval.

We appreciate your partnership in helping to maintain, develop, improve and expand the Trans Canada Trail from coast to coast to coast.

Sincerely,

Heidi Tillmanns

Heidi Tillmanns
Director, Trail Infrastructure & Funding

Shoreline Trail – Village of Hillsborough-Fundy Albert

Ian Barrett, Director of Operations, Fundy Albert

operations@fundyalbert.ca

(506) 734-3733

(506) 232-3846

1. Project Title

Shoreline Trail – Village of Hillsborough Bridge Replacement and Accessibility Improvements

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2. Executive Summary / Project Overview

The Village of Fundy Albert proposes to restore and enhance the Shoreline Trail in Hillsborough by replacing a washed-out pedestrian bridge, stabilizing the banks of the brook, and improving accessibility and visitor amenities. Heavy rainfall events over recent years have repeatedly washed out the existing crossing, making the trail unsafe and inaccessible.

This project will install a resilient, visually distinctive wooden bridge—potentially a miniature covered bridge or elegant arch—create a small picnic area for trail users, and upgrade the parking area with asphalt to improve accessibility for all visitors. The project strengthens climate resilience, supports active living, and enhances tourism appeal along the Fundy tourism corridor.

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3. Problem Statement / Need

The Shoreline Trail is a valued recreational asset, but the current bridge has suffered repeated washouts during severe weather events. This has resulted in:

- **Safety concerns and structural failures** of the existing crossing
- **Frequent closures:** The section of trail served by the bridge has been closed for approximately **75% of the past two years**
- **Erosion and destabilization** along the brook banks
- **Reduced accessibility and connectivity**
- **Ongoing repair costs and inefficient staff time**

Additionally, the current trailhead is **poorly defined and does not resemble a parking area**, causing many visitors to miss the entrance entirely. As a result, users often park elsewhere in the village and access the trail through local roads—reducing accessibility for seniors, families, and new visitors and limiting potential trail usage.

These issues limit the trail's ability to contribute to community wellbeing, outdoor recreation, and local tourism.

4. Project Objectives

This project aims to:

- Restore a safe and reliable crossing of the brook
- Stabilize shoreline and prevent future erosion
- Install a durable, visually appealing wooden bridge that enhances village identity
- Improve trail accessibility through a paved, defined parking area
- Create a picnic/rest area to improve user experience
- Support long-term tourism and community programming
- Lay the foundation for future trail expansion and connection to larger networks

5. Project Description / Scope of Work

a. Bank Stabilization

- Reinforce and stabilize brook banks
- Use environmentally sensitive erosion-control methods
- Improve resilience to severe rain events

b. Bespoke Wooden Bridge Installation

- A durable custom structure (miniature covered bridge or elegant arch)
- Designed to withstand washouts
- Serves as a local landmark and tourism feature

c. Picnic and Rest Area

- Benches, small seating area, and natural landscaping
- Enhances comfort and trail-user experience

d. Parking Area Improvements

- Asphalt surfacing to improve accessibility
- Reshaping and defining the trailhead to improve visibility
- Updated signage and wayfinding

6. Community Benefits / Outcomes

Immediate Benefits

- **Accessible infrastructure** for all users, including seniors and mobility-restricted individuals
- **Safer trail environment** with a resilient, weather-resistant bridge
- **Improved visitor experience** through defined parking and a signature bridge
- **Enhanced local tourism** along the Fundy corridor
- **Better health and wellbeing** through active living and nature access

Long-Term Benefits and Future Vision

Connector Trail to Larger Networks

This project is a foundational step toward expanding the Shoreline Trail as a **connector to additional village trail segments** and, eventually, to **regional networks including the Trans Canada Trail.** This supports active transportation, eco-tourism, and long-distance recreational connectivity.

Seasonal Destination & Community Programming

The improved trail area provides a venue for seasonal and community activities such as:

- **Christmas / Winter Lights Trail** with illuminated pathways and themed installations
- **Spring nature walks** and interpretive ecology programming
- **Summer family events**, scavenger hunts, trail fitness, youth programming
- **Fall Colours Trail**, capturing the region's autumn tourism draw

These create year-round economic benefits for local businesses and strengthen community identity.

Social, Economic & Tourism Impacts

- Increased visitor spending in the village
- Creates a recognizable visual landmark
- Supports volunteerism and community pride
- Enables long-term, all-season usability of the trail

7. Alignment with Trans Canada Trail Funding Criteria

This project aligns with multiple core priorities of the Trans Canada Trail (TCT) funding framework, including:

Trail Infrastructure & Major Repairs

- Construction of a resilient new bridge
- Bank stabilization and erosion mitigation
- Improved surfacing and defined trailhead parking

Accessibility & Inclusion

- Paving the parking area improves access for mobility-impaired users
- Clear trailhead definition and improved usability
- Eliminates barriers that prevented many residents from safely accessing the trail

Trail Destination Development / Greenway Development

- The visually distinctive bridge and picnic area support tourism
- Future vision of seasonal events (Christmas Trail, Fall Colours Trail, etc.)
- Supports the long-term goal of connecting to regional trail systems, including the Trans Canada Trail

Environmental & Climate Resilience

- Bank stabilization supports ecological protection
- Durable infrastructure reduces repeat washouts and repair disturbance
- Supports TCT's "net zero tree loss" principles through potential replanting/landscaping

Governance & Maintainability

- The Village of Fundy Albert has full authority for trail development and long-term maintenance
- Public Works will maintain the asset within existing operations
- Procurement will follow transparent municipal processes

Overall, the project strongly meets TCT's criteria for safety, accessibility, connectivity, climate resilience, and destination development.

8. Project Budget (Estimate)

All costs in CAD. Assumes significant municipal in-kind labour contributions.

A. Engineering, Design & Approvals

Item	Estimated Cost
Engineering review & stamped drawings (bridge + bank stabilization)	$5,000
Subtotal – Engineering	**$5,000**

B. Bridge Supply & Installation

Item	Estimated Cost
Fabrication/purchase of wooden bridge (quote received)	$30,000
Anchoring hardware / bases	$2,000
Installation support (municipal labour in-kind)	*In-Kind*
Subtotal – Bridge	**$32,000**

C. Bank Stabilization & Trailside Improvements *(materials only; PW labour in-kind)*

Item	Estimated Cost
Rip-rap, geotextile, erosion control materials	$4,000
Grading & shaping materials	$2,000
Landscaping & picnic area materials (benches, gravel, soil, plants)	$4,000
Subtotal – Stabilization & Picnic Area	**$10,000**

D. Parking Area Improvements

Municipal staff complete grading/prep; contractor supplies paving only.

Item	Estimated Cost
Asphalt paving (approx. 60–80 m²)	$10,000
Signage / entrance marker	$1,000

Item	Estimated Cost
Subtotal – Parking Area	$11,000

E. Contingency & Miscellaneous

Item	Estimated Cost
10% contingency allowance	$5,800
Subtotal – Contingency	**$5,800**

Total Estimated Project Cost

Category	Amount
Engineering	$5,000
Bridge	$32,000
Bank Stabilization & Picnic Area	$10,000
Parking Improvements	$11,000
Contingency	$5,800
Total Project Cost	**$63,800**

9. Project Timeline

The project is designed to be completed within a single calendar year, with planning during winter months and construction beginning as soon as weather conditions permit. The goal is to have all major components completed by mid-summer 2026.

Winter 2025/26 – Planning & Preparation

- Finalize engineering review and obtain stamped drawings for bridge and bank stabilization
- Prepare and issue a **Request for Quotations (RFQ)** for bridge fabrication, bank stabilization materials, and asphalt paving
- Review RFQ submissions and select preferred suppliers/contractors in accordance with municipal procurement policies
- Confirm material specifications, delivery timelines, and installation sequencing
- Seek and secure any required environmental or watercourse approvals
- Coordinate scheduling with Public Works and external contractors

- Develop detailed site access and construction plans to ensure efficient spring mobilization

Spring 2026 – Construction & Installation

- Begin site preparation as ground conditions allow
- Carry out bank stabilization, including geotextile installation, rip-rap placement, and shoreline shaping
- Install bridge abutments and anchoring hardware
- Deliver and install the wooden bridge
- Begin landscaping work and install picnic area elements

Early Summer 2026 – Completion of Bridge & Picnic Area

- Finalize landscaping, seating, and rest area features
- Complete cleanup and restoration around the bridge and trail section
- Open restored trail segment to the public (subject to safety review)

Mid-Summer 2026 – Trailhead Upgrade & Asphalt Work

- Prepare trailhead parking area (grading, shaping, drainage adjustments)
- Complete asphalt paving once temperatures and conditions are optimal
- Install signage, markers, and wayfinding features
- Final inspection and project close-out

Estimated Completion: Mid-Summer 2026

This schedule ensures environmental sensitivity, efficient construction sequencing, and delivery of a high-quality community and tourism asset ahead of peak summer trail-use season.

10. Risk Management & Environmental Considerations

The project involves work in proximity to a natural watercourse and requires careful planning to minimize risk, ensure safety, and protect the natural environment. The Municipality has identified the following risks and corresponding mitigation strategies:

A. Environmental Risks

1. Work Near Water (Brook Crossing)

Risk: Disturbance to the brook, bank erosion, sedimentation, or impact on aquatic habitat.
Mitigation:

- Obtain required watercourse and wetland approvals before work begins.
- Install erosion and sediment control measures (geotextile, silt fencing, rip-rap).
- Schedule bank stabilization during low-flow periods in early spring.
- Use environmentally sensitive construction techniques and avoid unnecessary disturbance.
- Restore disturbed areas with native plantings where practical.

2. Vegetation Removal

Risk: Removal of shrubs or small trees to access the bridge site.
Mitigation:

- Minimize vegetation removal to only what is required.
- Replant native vegetation to support habitat and meet TCT's "no net loss of trees" expectation.
- Mulch or use cut wood in environmentally responsible ways.

B. Construction Risks

3. Weather-Related Delays

Risk: Heavy rain or spring flooding delaying or compromising bank stabilization and bridge installation.
Mitigation:

- Begin site work only when ground conditions are stable and safe.
- Use rip-rap and other stabilization materials sized for peak flows.
- Maintain flexibility in scheduling to account for weather windows.

4. Site Access & Worker Safety

Risk: Limited maneuverability in the trail environment; risks related to lifting bridge components.
Mitigation:

- Develop a detailed site access plan during winter planning.
- Use appropriate lifting equipment and adhere to manufacturer requirements.
- Ensure staff and contractors follow all workplace safety rules (WorkSafeNB).
- Maintain secure work areas to keep the public away from construction zones.

C. Procurement & Material Delivery Risks

5. RFQ Process and Contractor Availability

Risk: Delays or cost increases if suppliers are unable to meet timelines.
Mitigation:

- Issue RFQs in winter 2025/26 to secure pricing and availability early.
- Review submissions promptly and award contracts based on value and schedule.
- Maintain clear communication with suppliers on delivery windows.

6. Supply Chain Variability

Risk: Potential delays in delivery of bridge components or asphalt availability.
Mitigation:

- Place material orders once RFQ awards are finalized.
- Build contingency time into the schedule.
- Pre-coordinate paving with contractor to ensure summer availability.

D. Community & Operational Risks

7. Temporary Trail Closures

Risk: Trail users attempting to access work areas or being inconvenienced by closures.
Mitigation:

- Provide clear public communication on start dates and expected disruptions.
- Use signage, barriers, and controlled access to maintain safety.
- Reopen segments as soon as they are safe and completed.

8. Long-Term Structural Integrity

Risk: Future washouts or structural movement.
Mitigation:

- Use engineered bank stabilization methods appropriately sized for local hydrology.
- Install a bridge designed for resilience, anchoring, and long-term durability.
- Conduct periodic municipal inspections as part of routine trail maintenance.

11. Sustainability & Maintenance Plan

The Village of Fundy Albert is committed to ensuring the long-term sustainability and upkeep of the Shoreline Trail, including the new bridge, bank stabilization works, picnic area, and improved trailhead. The project has been designed to minimize future maintenance needs while supporting year-round community use.

A. Long-Term Maintenance Responsibility

The Village's **Public Works Department** will assume full responsibility for ongoing maintenance. This includes:

- Annual inspection of the bridge structure and anchoring
- Routine clearing of debris and vegetation around the brook
- Monitoring shoreline stabilization and addressing any erosion that may develop
- Maintaining the trailhead parking surface and signage
- Upkeep of picnic area amenities and landscaping

These tasks will be incorporated into the department's existing seasonal work plans.

B. Durable & Low-Maintenance Design Choices

The project has been intentionally designed to reduce future operating costs:

- **Engineered bank stabilization** using rip-rap and geotextile that is resilient to heavy rainfall events
- **Pressure-treated or naturally durable wood** for bridge components, treated for longevity
- **Anchored abutments** designed to withstand water flow and prevent washouts
- **Asphalt trailhead surface**, which reduces grading and dust issues, and improves accessibility
- **Minimalist picnic area** made from long-lasting materials requiring little intervention

These design choices help ensure the assets remain in good condition with minimal intervention.

C. Environmental Sustainability

The project strengthens environmental sustainability through:

- **Reduced erosion and sedimentation** due to shoreline stabilization
- Long-term protection of the brook through controlled access and resilient infrastructure
- Use of **native vegetation** in landscaping to support habitat and reduce watering/maintenance needs
- A "no net loss of trees" commitment if any vegetation removal is necessary
- Construction sequencing that minimizes ground disturbance and protects the watercourse
- Where feasible, the project will use locally sourced materials, such as stone from local quarries, to minimize transportation-related emissions and support local suppliers.

This approach aligns with TCT's sustainability guidelines and local environmental expectations.

D. Financial Sustainability

The total maintenance cost for the improved assets is expected to be low and manageable. The municipality has:

- Capacity within its **existing operational budget** to absorb yearly inspection and maintenance
- In-house staff trained in maintaining small wooden structures and trail surfaces

- Equipment to perform routine maintenance without contractor support
- Long-term capital planning processes to address eventual replacement needs in future years

By self-performing much of the maintenance, the Village ensures financial sustainability without placing burden on future budgets.

E. Community Stewardship & Engagement

The Village plans to support community involvement in keeping the trail vibrant and well-maintained through:

- Volunteer clean-up events
- Partnerships with local walking groups or trail associations
- Opportunities for residents to participate in seasonal programming (e.g., Christmas Trail, Fall Colours events)

This community engagement strengthens pride in the trail and encourages ongoing respect and care for the site.

12. Conclusion

The Shoreline Trail – Hillsborough Bridge Replacement and Accessibility Improvements project represents a meaningful and timely investment in community resilience, recreation, and local tourism. By restoring a critical trail connection, stabilizing the shoreline, improving accessibility, and enhancing visitor amenities, the project directly supports long-term community wellbeing and strengthens one of the Village's key natural assets.

The Village of Fundy Albert has developed a clear, achievable plan and is fully prepared to undertake the work. Engineering support, well-defined timelines, an efficient budget, and an established maintenance framework all ensure that the project will be delivered effectively and sustainably. With construction planned for spring 2026 and full completion by mid-summer, these improvements will quickly provide visible and lasting benefits to residents, visitors, and the broader region.

This project will create a safe, resilient crossing, a welcoming trailhead, and an inviting recreational destination that can continue to grow as part of the municipality's long-term trail vision. The Village looks forward to advancing this important community initiative.

Area in General

Area in Detail

Property lines showing Ownership

Whose is it/ À qui est-ce
616540

Zoom to

Owner/ Propriétaire : Hillsborough, Village of

Location/ Emplacement Lake Road

Land Titles Date/ Date – Not Land Titles /
Titre foncier : Titre foncier non obtenu

Land Gazette/ No Records Returned/
Gazette foncière : Aucune fiche retrouvée
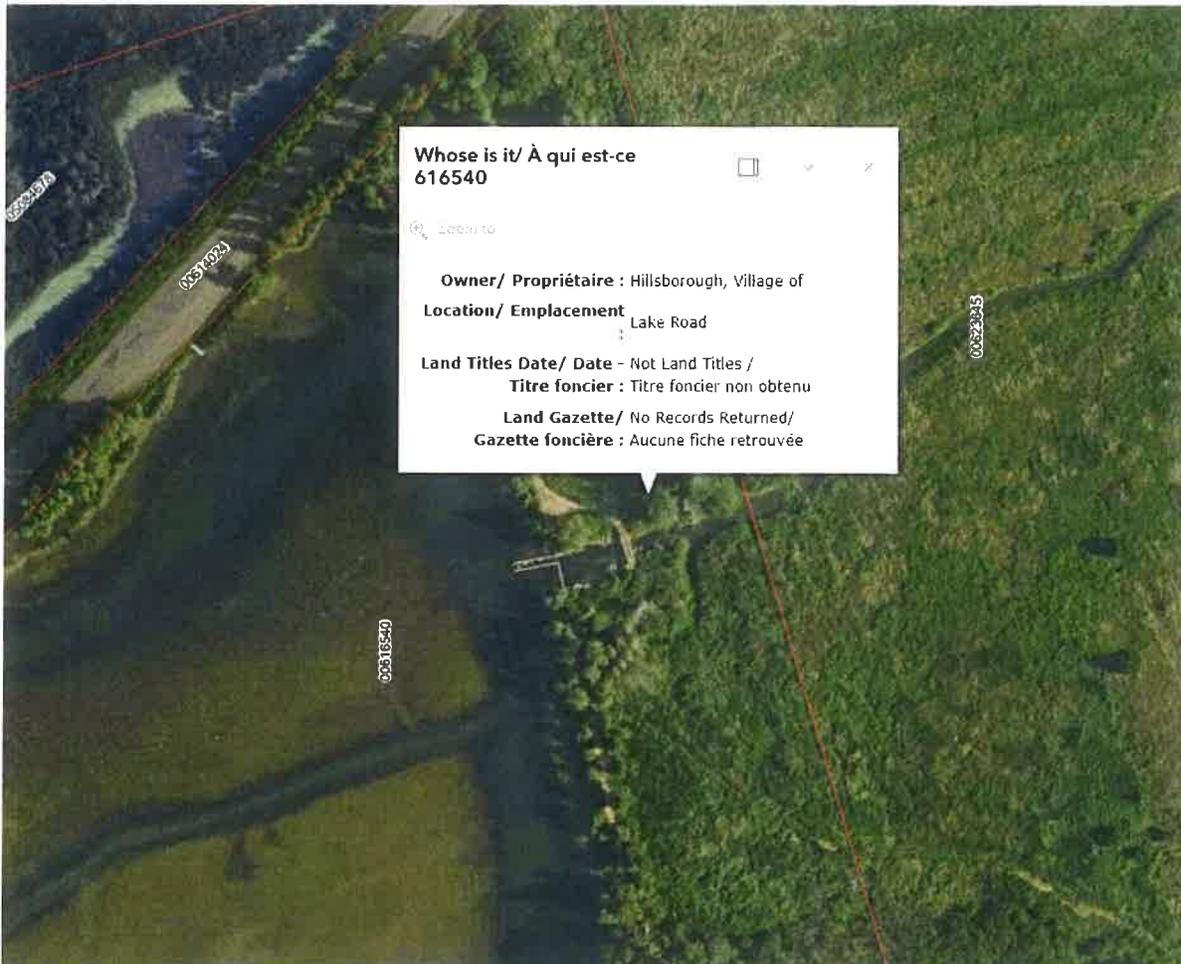
General pictures

Spring Flooding Pictures

Trail Head and Parking Area

Fundy Albert
Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Jillian Hutchinson
Date	February 25, 2026
Subject	EXP Services Inc – Warranty Period Charges
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

ISSUE

Council direction on processing of payment for unbudgeted support services during warrant period for the Riverside-Albert Water Treatment Plant Upgrades Project.

CURRENT STATUS & BACKGROUND

December 3, 2025: Sent an invoice from EXP Service Inc. for Support Services during the Warranty Period for the Riverside-Albert Water Treatment Plant Upgrades.

Emailed Gordon our concerns on being charged for warranty work and requested further clarification on the matter.

December 5, 2025: Gordon replied to our concern by stating that the warranty work carried out on the installed equipment was the responsibility of the contractor and, "when budgeting for Engineering Services, various assumptions must be made. As a result, services during the project warranty period (being a complete unknown at the outset) are considered as additional fees and can vary depending on the level of effort required. These services are provided as part of our engagement with the municipality and provided on an as needed basis."

RECOMMENDATION

Due to the size of the invoice, my recommendation is moving funds from budget line "Transfer to Capital" to fund this invoice. Though this is in relation to Water Treatment, our contingency within budget line "Purification & Treatment: Other" only allows for the purchase of a replacement Chlorine Analyzer.

OTHER OPTIONS

Council can continue to contest the payment of invoice 925547.

RISK ANALYSIS

Further contesting of the invoice 925547 can result in relationship damage, legal cost exceeding the invoice amount, or counterclaims.

CONSIDERATIONS

Legal	n/a
Financial	$4,668.86 Unbudgeted Expense In moving budget from our "Transfer to Capital" budget line it lowers our possible yearend transfer but maintains our budgeted contingency. If the contingency is not used, the funds can be used to transfer to capital.
Environmental	n/a
Policy	n/a
Stakeholders	Municipal Utility Users
Community Sensitivities	Transparency
Council priorities	n/a
Documents, maps, photos or presentations attached	Appendix I: Correspondence – Miscellaneous Engineering Fees Appendix II: EXP Services Inc – Invoice #925547
Consultation	CAO, Director of Operation, Gordon Wasson (EXP Services Inc)
Intergovernmental considerations	n/a

Appendix I:

December 2,2025   MON-250110209-A0/12

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

Re: Miscellaneous Engineering Services
**   Invoice # 925547**

Enclosed is our Invoice # 925547 in the amount of $4,477.00 Plus HST for the period ending
November 21,2025 related to the above noted project. The services provided during this period are
summarized below.

- Support Services during the Warranty Period for the Riverside Albert Water Treatment Plant
  Upgrades Project including collecting and reviewing treatment plant performance data to
  assess filter issues, follow up with the Contractor and Equipment Supplier, Site Visit during
  the service visit by the Contractor and Equipment Supplier on November 19,2025, and Site
  Visit follow-up.

If you have any questions do not hesitate to contact me.

Sincerely,

Gordon P Wasson

Gordon Wasson, P.Eng.
Senior Civil/Municipal Engineer
EXP Services Inc.

Appendix II:

exp.

Village of Fundy Albert
Kim Beers
61 Academy Street
Hillsborough, NB E4H 2R4

December 02, 2025
Project No: MON-25011209-A0
Invoice No: 925547

Project Manager	Gordon Wasson	
Project	MON-25011209-A0	Miscellaneous Engineering Services

Professional Services to November 21, 2025

Professional Services

		Hours	Rate	Amount	
Engineer 4		19.00	153.00	2,907.00	
Technician 4		7.75	112.00	868.00	
Engineer 6		2.00	195.00	390.00	
	Totals	28.75		4,165.00	
	Total Labour				**4,165.00**

Reimbursable Expenses

Mileage				312.00	
	Total Reimbursables			**312.00**	**312.00**
				Subtotal	**4,477.00**

Harmonized Sales Taxes

NB/NL HST			15.00 % of 4,477.00	671.55	
	Total HST			**671.55**	**671.55**
			Total This Invoice		**$5,148.55**

Fundy Albert
Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Jillian Hutchinson
Date	March 9, 2026
Subject	Application for Financing - 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

ISSUE

Application for Financing for Debenture of the 2024 Freightliner Pumper/Tanker & Remaining Amount of Water System Upgrades Project.

CURRENT STATUS & BACKGROUND

- The Riverside-Alber Water System Upgrades Project is now complete and ready for closure. A remaining balance of $23,029.68 requires financing through the Municipal Capital Borrowing Board. As Debenture requests must be submitted rounded to the nearest thousand, the request would be for $23,000 with the remaining $29.68 to be funded through operating. The estimated 2026 interest payment for 2026 of $433.84 and $29.68 balance can be funded within budget line "Water Supply: Short Term Interest on Capital Projects" as we will not have further interest expenses for short term interest on capital projects for 2026.

- The buyout for the 2024 Freightliner Pumper/Tanker is currently valued at $586,282.86 (including Net HST) as of October 2026. In June 2026, when the debenture is expected to be issued and the lease buyout completed, the estimated amount required is approximately $606,633.12 (including Net HST and the buyout estimate, less lease payments remaining to June 2026).

As with the previous request, it must be submitted rounded to the nearest thousand. The remaining $633.12, in addition to the early lease release fees $950 will need to be funded through operating.

It is anticipated that approximately $22,000 will be available across the following budget lines to support the operating-funded portion and the lease buyout fees: from budget line "Short Term Interest on Capital Projects, Interest on Long Term Debt (2026 Interest payments for 2024 Freightliner Pumper/Tanker coming under budget) and Cost of Issuing/Selling Debenture."

RECOMMENDATION

Administration recommends proceeding with the Spring Application for Financing as was planned through the budgeting process.

Draft Resolution of Council:

WHEREAS the *Riverside-Albert Water System Upgrades Project* is now complete and requires final closure; and

WHEREAS a remaining balance of $23,029.68 must be financed through the Municipal Capital Borrowing Board; and

WHEREAS debenture requests must be submitted rounded to the nearest thousand dollars, resulting in a required application of $23,000, with the remaining $29.68 to be funded through operating; and

WHEREAS the estimated 2026 interest payment of $433.84, along with the $29.68 operating balance, can be accommodated within the budget line *"Water Supply: Short Term Interest on Capital Projects"* as no further short-term capital interest expenses are anticipated for 2026;

AND WHEREAS the *2024 Freightliner Pumper/Tanker* lease buyout is currently valued at $586,282.86 (including Net HST) as of October 2026; and

WHEREAS RBC estimates that this amount will be approximately $606,633.12 (including Net HST) by June 2026 when the debenture is issued and the lease buyout completed; and

WHEREAS debenture applications must be rounded to the nearest thousand dollars, requiring that the remaining $633.12, along with early lease release fees of $950.00 will be funded through operating;

AND WHEREAS approximately $22,000 is projected to be available across the following budget lines to fund these operating requirements:

- *Short Term Interest on Capital Projects*
- *Interest on Long Term Debt* (2026 fire truck interest payment under budget)
- *Cost of Issuing/Selling Debenture*;

THEREFORE, BE IT RESOLVED THAT the Clerk, Treasurer and Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Local Government of Fundy Albert a debenture in the principal amount of $629,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Local Government of Fundy Albert agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture;

BE IT FURTHER RESOLVED THAT the remaining unfunded balances and associated operating costs, including short-term interest and lease buyout fees, be funded through the applicable operating budget lines identified above.

OTHER OPTIONS

Council could choose to delay until the fall but that would result in the following:

- o Remove the ability for Riverside-Albert Utility to receive remaining funds owed from Riverside-Albert Utility Capital until fall
- o Around $25,000 would have to found within the budget to cover the cost of continuing with the lease until the fall debenture would be released.

RISK ANALYSIS

- o Overall financial risk surrounding the uncertainty of the final fire truck buyout amount creating potential under or over borrowing scenarios.
- o Overall Operational risk in the delay of Riverside-Albert Utility delay in receiving remaining fund owed from Riverside-Albert Utility Capital

CONSIDERATIONS

Legal	o Municipal Capital Borrowing Board Authority & Compliance o Lease Buyout/Lien Discharge Requirements
Financial	Where an estimated buyout amount is being used for the 2024 Freightliner Pumper/Tanker buyout as an

	exact amount cannot be given until the actual day of buyout, there is the potential that we could be under or overborrowing within $2-5,000. Where we are ending our lease early, we will be charged $950.00 for an early discharge fee.
Environmental	n/a
Policy	n/a
Stakeholders	Municipal Taxpayers
Community Sensitivities	Transparency
Council priorities	n/a
Documents, maps, photos or presentations attached	Appendix I: February 26, 2026 – Memo from Municipal Capital Borrowing Board Managing Director, Trish Duguay Appendix II: Application for Financing Appendix III: RBC – Lease Buyout Estimate
Consultation	Treasurer, CAO, Jennifer Veno (DELG/Community Finance), Gail Ryan (RBC Equipment Finance Specialist)
Intergovernmental considerations	n/a

Brunswick
C A N A D A

February 26, 2026

le 26 février 2026

New Brunswick Municipal Finance Corporation

TO: MUNICIPAL OFFICIALS

The New Brunswick Municipal Finance Corporation is canvassing Municipalities to determine current new financing and refinancing requirements.

If there is sufficient demand, the Corporation would plan on offering an issue of debentures for sale when bond market conditions are favorable.

If your Municipality wants the Corporation to raise money on its behalf in this issue, please forward your request in the form attached to Director of Community Finances at the Department of Environment and Local Government, P. O. Box 6000, 2nd Floor, Marysville Place, Fredericton, NB E3B 5H1.

When making your request, please ensure that all amounts are rounded to the nearest thousand. ie $115,000 rather than $115,400.

Your application must be received no later than April 9, 2026.
Please review banking information on application and provide a void cheque if it requires updating.

Your application must be received no later than April 9, 2026.
Please review banking information on application and provide a void cheque if it requires updating.

Yours very truly,

Corporation de financement des municipalités du Nouveau-Brunswick

À L'ATTENTION DES AGENTS MUNICIPAUX

La Corporation de financement des municipalités du Nouveau-Brunswick incite les municipalités à établir leurs nouvelles demandes de financement et de refinancement.

Si la demande le justifie, la Corporation songe à émettre une série de débentures lorsque les conditions du marché des obligations seront favorables.

Si vous voulez que la Corporation ramasse les fonds pour votre municipalité au moyen de ces débentures, veuillez faire parvenir la formule ci-jointe à directrice des finances communautaires au ministère des Environement et Gouvernements locaux, CP 6000, Place Marysville, 2ième étage, Fredericton, NB E3B 5H1.

Lorsque vous faites votre demande, veuillez vous assurer que les montants sont arrondis au millier plus proche. C'est à dire 115 000 $ plutôt que 115 400 $.

Les demandes doivent être soumises au plus tard le 9 avril 2026.
Merci de revoir les détails bancaires sur la demande et de nous envoyer un spécimen de chèque en cas où un changement a eu lieu.

Les demandes doivent être soumises au plus tard le 9 avril 2026.
Merci de revoir les détails bancaires sur la demande et de nous envoyer un spécimen de chèque en cas où un changement a eu lieu.

Veuillez agréer, Monsieur, Madame, l'expression de mes salutations distinguées.
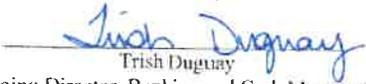
Trish Duguay

Managing Director, Banking and Cash Management
Directrice de gestion, Gestion bancaire et trésorerie

Appendix II: Application for Financing

To: THE NEW BRUNSWICK MUNICIPAL FINANCE CORPORATION

Re: APPLICATION FOR FINANCING

Resolved that the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Local Government of *Fundy Albert* debenture in the principal amount of $ _____ on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Local Government of *Fundy Albert* agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

I certify that the above is a true and exact copy of a resolution passed by the Council of the Local Government of *Fundy Albert* while in regular/special session held _____.

SEAL

_____
Clerk

Ministerial Order Number	Date of Ministerial Order	Date of Council's Resolution authorizing Application to the MCBB	Purpose by Function	Amount in Dollars	Term for each Amount
General Revenue Fund					
Water & Sewer Fund					
Other Fund (Specify_____)					

Transfer of Proceeds:

Bank Name: **Royal Bank of Canada**
Institution Number: _____
Branch Transit Number: _____
Account Number: _____

By submitting this application, the Local Government acknowledges that the New Brunswick Municipal Finance Corporation will not be notifying them of acceptance of this application for financing and waives such notice of acceptance.

This Application should be sent to:

**Department of Environment and Local Government,
2nd Floor, Marysville Place,
20 McGloin Street, Fredericton, NB E3A 5T8
ATTENTION: Grace Lee Cutler**

Appendix III: RBC – Lease Buyout Estimate

5575 North Service Road
Suite 300
Burlington, ON L7L-6M1

03/10/26

FUNDY ALBERT
5823 King Street
Riverside-Albert, NB E4H 4B4

Re: Early Buy-out Lease – 885255794 – 201000089359

Thank you for your request for the early buyout figures on your lease
Effective **March 10, 2026** to **April 9, 2026** they are as follows:

Selling Price:	$618,834.07
GST/HST #10524 8165 RT0001	$92,825.11
PST	$0.00
TOTAL	**$711,659.18**

These figures are based on all payments being up-to-date. Should you choose to take
advantage of the early buyout option, you may do so by simply providing written
authorization to process a direct debit from your account or forward a cheque. The
payout amount is subject to change if the bank discovers any errors or omissions in the
calculations of the amount owing.

If you have any further questions or require additional information, please email me at
efscservice@rbc.com.

We appreciate your business and thank you for choosing RBC Leasing.

Yours truly,

Close

Client Services
Royal Bank of Canada – Leasing
Equipment Finance Solution Centre

Fundy Albert
Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Councillor Jeff Jonah
Date	March 17, 2026
Subject	Hillsborough Sign Replacement
Presenters	Councillor Jeff Jonah

Type   Public   Private   **X** Committee of the Whole

ISSUE
The existing Hillsborough community entrance sign has deteriorated significantly due to age, weather exposure, and structural fatigue. The sign has now fallen into disrepair and is no longer structurally sound, resulting in its removal for safety reasons. As the sign served as a primary gateway feature identifying the Hillsborough area and welcoming visitors, its absence reduces the visual identity and sense of arrival for residents and tourists entering the community.

CURRENT STATUS AND BACKGROUND
There has been informal feedback from residents expressing interest in replacing the sign with a new structure that better reflects the identity, heritage, and character of Hillsborough. Given the importance of community identity and tourism wayfinding, as the Councillor for Ward 4, I propose exploring the installation of a new entrance sign that incorporates community input regarding the imagery and potential motto displayed. To ensure community ownership and engagement in the project, I am proposing a short public input process where residents may submit suggestions for imagery and a possible motto that reflects Hillsborough's character, history, and connection to the broader Municipality of Fundy Albert.

OPTIONS
Option 1 – Proceed with Replacement and Community Input (Recommended)
Council authorizes Administration to replace the entrance sign and initiate a short public input process inviting residents to submit ideas for imagery and a potential motto to be incorporated into the design. Administration would compile submissions and present a recommended design option to Council for final approval. This approach promotes community engagement, strengthens local identity, and fosters public ownership of the final product.

Option 2 – Replace the Sign Using a Standard Municipal Design
Council directs Administration to replace the entrance sign using a standardized municipal design consistent with other community signage within the Municipality of Fundy Albert, without undertaking a community input process. While this option would expedite installation and reduce administrative time, it would limit the opportunity for local community expression and engagement. The previous design could also be considered the standard municipal design for this project.

Option 3 – Defer Replacement

Council may choose to defer replacement of the entrance sign at this time. While this option would avoid immediate costs, the absence of a community entrance feature may negatively impact local identity, wayfinding, and tourism presentation for visitors entering Hillsborough.

RECOMMENDATION

That Council authorize Administration to proceed with the replacement of the Hillsborough community entrance sign and conduct a brief community engagement process to gather public input on the design elements of the sign, including potential imagery and a community motto, with final design approval to be brought back to Council.

RISK ANALYSIS

The primary risks associated with this project include potential disagreement among residents regarding design elements or motto selection, minor reputational concerns if community expectations are not managed appropriately, and modest financial costs associated with fabrication and installation. These risks can be mitigated through a clearly defined public input process, transparent communication regarding decision-making, and final Council approval of the design prior to fabrication. The project otherwise presents low operational or legal risk to the municipality.

CONSIDERATIONS

Legal	Sign placement on non-municipal owned land
Financial	Non-budgeted item
Environmental	NA
Policy	Land Use
Stakeholders	Council, residents of former Village of Hillsborough, residents of Fundy Albert, DTI
Community Sensitivities	See Risk Analysis
Council priorities	Strategic Plan Alignment: ✓ Infrastructure Village Services ✓ Communications Strategic Partnerships ✓ Economic Development & Tourism
Documents, maps, photos or presentations attached	NA
Interdepartmental consultation	CAO & Operations
Intergovernmental considerations	DTI

ADDITIONAL INFORMATION FOR BUDGETING

A moderately priced community entrance sign (the type typically installed by municipalities at a town boundary or gateway) usually falls within the following ranges depending on materials, size, and installation.

Typical Cost Range

- Basic post-and-panel community sign: $3,500 – $5,000

- Standard monument-style entrance sign: $5,500 – $16,000

- Average installed monument sign (many municipalities): $8,000+ starting point

- High-end monument or illuminated sign: $10,000 – $45,000+ depending on design features

What Most Small Municipalities Spend

For a moderately priced rural community entrance sign, the most common municipal budget range is typically:

- $6,000 – $12,000 installed

That would normally include:

- Design work and artwork

- Fabrication (aluminum, composite, or carved HDU/wood panel)

- Posts or a small monument base

- Basic installation and concrete footings

- Durable outdoor finishes

Factors That Change the Cost

Costs increase if the sign includes:

- Stone or masonry monument bases

- LED or backlit lettering

- Large carved wood or dimensional graphics

- Landscaping around the sign

- Engineering or larger concrete foundations

Practical Example (for a place like Hillsborough)

A good quality gateway sign might look like:

- 8 ft wide carved panel

- Mounted on two posts or small stone base

- Community logo or scenic graphic

- Motto beneath the name

Estimated cost:

- Fabrication: $4,000–$7,000

- Installation & footings: $1,500–$3,000

Total: $6,000–$10,000

NOTE: These are estimates based on research of what other communities in New Brunswick have paid for signage. In order to have an accurate picture of costs, Council would need to direct Administration to obtain 3 quotes per the procurement policy.

BUILDING PERMITS

February

WARD	Number of Permits	Value
1	0	$0
2	1	$5,160
3	0	$0
4	0	$0
5	1	$1
6	0	$0
TOTAL	3	$5,161

FUNDING

- ~~Alma EV charger (NB Power). Pending~~ I have called NB Power and have not received a call back.
- Shoreline Trail - Project Completion Date deadline has been extended – October 29th, 2026.
- Students: SEED – Approved 1 position; Canada Summer Jobs – Pending
- 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 public engagement sessions were held in Hillsborough and February 11th in Riverside-Albert.

Laura Stewart with Forsite will present the CWRP to Council at the April 7th Regular Meeting.

1

Basic Project Schedule

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

	overlap with Wildfire Behaviour Potential)	
Phase 5 – Fuel Management Unit Delineation and Field Assessments		
February 15, 2026	Using results of GIS analysis and values at risk dataset, delineate fuel management units and create priority ranking/risk matrix	Map of proposed fuel management units- Completed
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.

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 – underwent first and second reading

- 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

Fundy/Albert
Friendly by Nature

Director of Operations
Reporting Period: March 2026
Meeting Date: March 17, 2026

1. Director's Operational Snapshot

1.1 Key Highlights

- The new **Ford F550** has been delivered and placed into service and is already supporting snow removal and other public works activities.
- The newly delivered **salt spreader** has improved operational efficiency, allowing crews to treat sidewalks and key service areas across each village using a single piece of equipment with fewer refills.
- Planning and initial preparations for **spring cleanup activities** have begun, including identification of priority areas for tree trimming, sign replacement, and other maintenance activities.
- The **CityReporter application** is now operational, with the public reporting portal live and receiving requests from residents. Staff are transitioning to using the system to record tasks and operational activities.

1.2 Key Pressures & Risks

- The transition from **arena operations to spring cleanup activities** will be a key operational focus over the coming weeks.
- **Weather conditions** will continue to influence operational scheduling and priorities as winter conditions transition to spring thaw.
- Fleet availability remains a concern- specifically the availability of lightweight vehicles to efficiently move around the municipality reducing wear and tear, cost and environmental impact.

1.3 Looking Ahead (Next 30-60 Days)

Fundy Albert

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- Planning meetings with **Brown's Paving** will take place to develop the **summer roads maintenance schedule**.
- Confirmation of the **CIF grant decision ($20,000)** is pending to support required repairs to the community pool.

2. Communications & Customer Requests

2.1 Voyent ALERT! System

Statistic unavailable at time of meeting – To be presented at Cow Meeting.

Voyent ALERT! continues to be used to communicate routine service notices, boil water advisories, and other important operational updates to residents.

2.2 Service Requests / CityReporter

The **CityReporter system** is approximately **80% implemented**, with the public reporting portal now live and already receiving service requests from residents.

Staff are transitioning during the current pay period to the digital system, which will allow hours worked to be recorded against specific operational categories including utilities, shared services, village core operations, and travel time. Over time, the system will allow the municipality to generate more detailed reporting on operational activity, response times, and resource allocation.

CityReporter also supports improved **asset management**, with staff now able to record daily equipment checks through the system. Automated alerts will notify staff when scheduled servicing or maintenance is required, reducing reliance on manual tracking through spreadsheets.

Dashboard Snapshot: Below is an example of the data we will be able to extract from CityReporter once it is in full use.

Fundy Albert

Open Work Orders and Aging
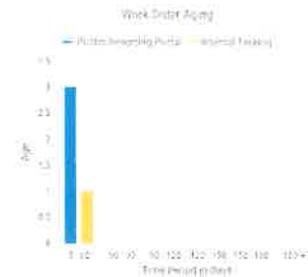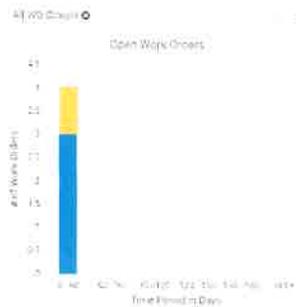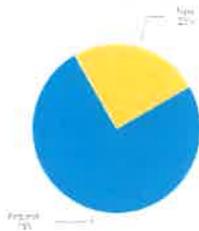
Task Prioritisation

As part of the rollout, the Operations Department is developing a **task prioritization framework** to support transparent and consistent decision-making. Requests submitted by the public or identified internally will be evaluated against five key criteria:

- Public Safety Risk
- Regulatory / Compliance Requirements
- Operational Service Impact
- Community Impact (number of residents affected)
- Resource Efficiency / Cost–Benefit

Tasks will be scored and weighted against these criteria to determine **low, medium, or high priority ratings**.

A secondary operational filter will also be applied when scheduling work. In some cases, lower priority tasks may be completed sooner if they can be addressed quickly or combined with other work in the same area. Conversely, higher priority tasks that require significant resources may need to be temporarily mitigated and scheduled once resources become available.

3. Facilities, Rentals & Community Use

3.1 Facility Usage & Revenue

Statistics unavailable at time of report- to be presented at CoW meeting.

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Administration is currently reviewing **all existing facility rental and lease agreements** to ensure liability coverage requirements are clearly defined and that user responsibilities are appropriately documented.

3.2 Facility Updates

Arena

- Black & McDonald are still awaiting final components required for installation of the **arena ventilation system**.
- The **final day of arena operations** is scheduled for **March 29**, after which the facility will close and ice removal will begin in preparation for the off-season.
- Discussion ongoing with Fire Marshall and community groups regarding of arena use in the off season for other activities and potential revenue streams

Riverside-Albert Recreation Centre

- External doors at the facility have been **rekeyed**.

No other facility issues were reported during this period.

4. Water & Wastewater Operations

4.1 System-Wide Overview

Overall, water and wastewater systems have remained **stable over the past month**.

A brief boil water advisory was issued in **Alma** following a chlorine pump failure caused by a power interruption. The issue was quickly resolved and the advisory lifted shortly thereafter.

With the **spring thaw and expected increase in precipitation**, turbidity levels may increase in source water. The operations team continues to actively monitor conditions and adjust treatment processes to minimize the risk of boil water advisories or service disruptions.

5. Public Works & Service Areas

5.1 Snow & Ice Control

The Public Works team remains prepared to respond to snow events. Overall performance during this winter season has improved compared with earlier in the season.

Initial delays earlier in the winter were related to equipment breakdowns and fleet availability; however, repairs and the addition of new equipment have improved response capability. For the **last two snow events**, response times met the standards outlined in the **Municipal Snow Removal Policy**.

5.2 Spring Cleanup

Planning is underway for spring cleanup activities across all villages. Public Works crews are expected to spend approximately **three to four days in each village** beginning around **April 13**, addressing general cleanup and priority maintenance issues identified during inspections.

5.3 Roads

A meeting is planned with **Brown's Paving** to discuss the development of the **summer roads maintenance program**. Initial inspections are beginning to identify priority areas requiring attention.

5.4 Trails

The **White Rock Recreation Area** has now been incorporated into the **Trans Canada Trail network**. An application has been submitted for a **Trail Care Grant** to support improvements in the area.

Planning has also begun for a **community trail day**, with the **Royal Canadian Legion expressing interest in partnering** on the initiative.

6. Fleet & Equipment Status

Fleet availability has improved following delivery of the **new F550 truck**, which is now in operational service supporting winter operations and public works activities.

All other equipment has been inspected and serviced over the past months and is ready for deployment as spring maintenance activities begin.

However, concerns remain regarding vehicle availability for day-to-day operational tasks. Much of the existing fleet consists of heavy trucks, which are not efficient for routine travel across the municipality. To ensure appropriate asset management, vehicles such as the new F550 will be reserved primarily for heavier operational tasks rather than general use, as frequent use for routine travel could result in premature wear and reduced service life.

There remains a need for an additional lightweight truck to support daily operational activities and improve overall efficiency.

The municipality has also received a sewer camera, which will be placed into service shortly. Staff training is being explored to support video review and condition assessment of underground infrastructure.

7. Internal Capital / Administration-Led Projects

Community Pool Repairs
The municipality is currently awaiting confirmation of the **CIF grant application** before proceeding with obtaining quotes for the required repair work.

Arena Ventilation System
Black & McDonald are awaiting final parts prior to installation of the ventilation system at the arena.

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8. Major Capital Projects (By Ward)

Ward 1 – Alma

Alma Water Project – Phases 1 & 2
The Alma Water Project continues to progress. Recent works have included disinfection of the new wells, flushing activities, and disinfection of water lines between the well building, storage tanks, and PRV building. Test results from this work are currently pending.

Commissioning of the equipment has been completed; however, operator training has not yet taken place and will be rescheduled.

Early operational performance has been encouraging, with the system maintaining chlorine residuals and meeting operational targets. Minor turbidity spikes have been observed during pump start-up and continue to be monitored as part of the commissioning process.

Provincial and Municipal Highways Partnership (PMHP) – Scenic Drive
A project kick-off meeting has been held with **WSP**, with site attendance planned in the coming days to begin initial design work for the Scenic Drive shoulder and swale reconstruction project.

Ward 2

Nothing to report.

Ward 3

Hillsborough Water Exploration
A meeting is planned during the **week beginning March 23** to discuss the construction of the access road required to support the next phase of the exploration project.

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Ward 4

Nothing to report.

Ward 5

Nil.

Ward 6

Greensboro Lagoon
An update has again been requested from **DELG** regarding the status of the Greensboro Lagoon project; however, **no response has been received to date**.

9. Items to Note / Upcoming Council Considerations

No items requiring immediate Council consideration have been identified at this time.

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Date: March 12, 2026

Department: Finance

Brief

The Finance department has worked steadily with e6 and our auditor, Ascend, and our 2023 financial statements have been completed and are in final partner review. With our completed draft statements and adjustments, we will be updating our 2024 audit package to be able to submit our 2024 audit package to the auditor as soon as possible.

Due to changes in the finance priorities and the results of the 2023 financial statements, there will be a further delay in presenting the unaudited financial statements for 2025. We continue to strive to have them completed as quickly as possible but want to ensure that we provide strong, accurate numbers.

Income Statements/Bank Balance

Please see below for balances as of February 28th, 2026:

General (Appendix I – General Monthly Budget Report – Feb 2026)
- o   Available Bank Balance: $778,515
- o   Net Income/Loss: $193,915

Alma Utility (Appendix II – Alma Utility Monthly Budget Report – Feb 2026)
- o   Available Bank Balance: $29,997 - plus $50,000 overdraft
- o   Net Income/Loss: $72,803

Hillsborough Utility (Appendix III – Hillsborough Utility Monthly Budget Report – Feb 2026)
- o   Available Bank Balance: $154,029
- o   Net Income/Loss: $(18,278)

Riverside-Albert Utility (Appendix IV – Riverside-Albert Utility Monthly Budget Report – Feb 2026)
- o   Available Bank Balance: $ 141,744 plus $100,000 overdraft (Overdraft closing - April 12th – Deadline within Ministerial Order)
- o   Net Income/Loss: $79,018

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

Receivables

Currently preparing Disconnection Warning/Notices outstanding accounts prior to 1st quarter (Hillsborough Utility) and 2nd quarter (Alma & Riverside-Albert Utility) billing on March 31st/April 1st, 2026.

Please see chart below for update collection efforts:

Department	61-90 (01/26)	61-90 (02/26)	91+ (01/26)	91+ (02/26)	Arrears*
Alma Utility	-	-	30,845	26,853	12,807
Riverside-Albert Utility	-	-	27,527	23,203	37,998
Hillsborough Utility	500	1,000	51,339	45,452	17,518
General	393	32,833	22,439	3,295	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: 17%

February 28, 2026

Line Name	Line #	Budget Amount	Actual Amount	%	Notes
REVENUE					
Warrant	-	5,809,732	933,672	16%	Adjustment for January & February to Occur in March
Fiscal Capacity Funding	-	348,977	35,588	10%	Adjustment for January & February to Occur in March
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	8,576	9%	Delay in Receiving February Amount
Community Centre (Hall)	1.4.7.1.2	13,000	2,271	17%	
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	44,978	33%	Arena Open 6 Months Annually - On Target
Cultural Buildings & Facilities	1.4.7.2.1	24,120	3,720	15%	
Construction (including RSC)	1.5.1.7.3	45,000	-	0%	Receive Revenue Quarterly
Structures, Other	1.5.3.2.8	16,362	2,964	18%	
Interest on Investments	1.5.5.2.1	24,000	3,697	15%	
Miscellaneous, Other		-	9		
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	20,000	1043%	Grants Received in Summer/Deferred Revenue from LG
Surplus from Previous Year	1.9.1.1.1	184,367	-	0%	Annual Revenue
Operating Reserve	1.91.2.1	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	1,064,823		

EXPENSES

Description	Code	Budget	Actual	%	Note
Mayor: Personnel	2.1.1.1.1	42,172	6,667	16%	
Mayor: Other	2.1.1.1.9	9,500	1,510	16%	
Councillors: Personnel	2.1.1.3.1	130,130	18,028	14%	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	455	13%	
Manager, Administrator: Personnel	2.1.2.1.1	123,549	18,611	15%	
Manager, Administrator: Other	2.1.2.1.2	2,500	1,325	53%	Includes Trips to Meet w/ Ministers w/ Mayor
Clerk: Personnel	2.1.2.1.3	141,828	20,548	14%	
Human Resources: Other	2.1.2.1.5	11,692	9,924	85%	PW Tracking Program Per Budget
Office Building	2.1.2.1.7	128,027	12,748	10%	Awaiting Updated Insurance Breakdown
Legal Services	2.1.2.1.8	60,000	262	0%	
Other Administrative Services	2.1.2.1.9	37,920	20,471	54%	Majority of Budget - Worksafe NB Annual Fees
Financial Management, Administration: Personnel	2.1.2.2.1	69,892	10,413	15%	
Accounting: Personnel	2.1.2.2.3	62,306	9,206	15%	
Accounting: Other	2.1.2.2.4	15,000	20,000	133%	Current Expenses - e6 - Offset by Deferred 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	18,163	18%	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	1,235	17%	
Other General Administration Services		-	23,350		Items Funded through Grants

Description	Code	Budget	Actual	%	Notes
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%	UMNB & FCM for 2026
Other, Grants	2.1.9.5.9	17,000	12,000	71%	
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%	Budget Line Consists of One-Off Expenses
Fire Alarm Systems	2.2.4.3.1	58,032	5,085	9%	
Water Cost	2.2.4.3.2	13,280	-	0%	
Station & Building	2.2.4.3.3	88,019	11,620	13%	Awaiting Updated Insurance Breakdown
Fighting Equipment	2.2.4.3.4	242,449	5,749	2%	Awaiting Updated Insurance Breakdown
Fire Investigation	2.2.4.4.2	2,000	-	0%	
Fire Prevention	2.2.4.4.3	3,500	232	7%	
Fire Training & Development	2.2.4.6.9	15,875	576	4%	
Fire Contractual Agreement with Other LG	2.2.4.9.1.1	417,702	104,426	25%	Billed Quarterly
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	212	17%	
Common Services Administration: Personnel	2.3.1.1.1	268,543	37,303	14%	
Common Services Administration: Other	2.3.1.1.9	4,140	430	10%	
Workshops, Yards & Other Buildings: Personnel	2.3.1.5.1	423,670	48,555	11%	Only 10% of On-Call Budget Used to Date
General Equipment	2.3.1.5.3	189,894	36,180	19%	Awaiting New Insurance Breakdown
Workshops, Yards & Other Buildings: Other	2.3.1.5.9	55,643	7,980	14%	
Summer Maintenance: Private Contract	2.3.2.3.2.1	279,000	-	0%	

Description	Code				
Summer Maintenance: DTI	2.3.2.3.2.2	28,213	-	0%	
Sidewalks	2.3.2.33	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	99,628	36%	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	14,331	17%	
Street Signs	2.3.2.6.1	7,500	-	0%	
Regional Transport: Contribution to RSC	2.3.3.3.1	1,812	302	17%	
Collection: RSC	2.4.3.2.9	592,260	98,710	17%	
Disposal: Tipping Fees (RSC)	2.4.3.3.2	105,656	17,609	17%	
Public Health: Other	2.5.1.9.1	4,895	816	17%	
Local Planning: Contribution to RSC	2.6.1.1.2	219,849	36,642	17%	
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	1,417	5%	Awaiting New Insurance Breakdown
Tourist Camps, Parks, Etc	2.6.9.1.2	8,966	147	2%	
Promotion of Tourist Attraction	2.6.9.1.3	250	-	0%	
Tourism: Contribution to RSC	2.6.9.1.8	1,266	211	17%	
Community Development: Contribution to RSC	2.6.3.1.1	3,987	664	17%	
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	10,732	13%	
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	101	0%
Skating Rinks & Arenas: Personnel	2.7.1.5.1	114,457	35,976	31% 6 Months Expense - On Target
Skating Rinks & Arenas: Other	2.7.1.5.9	176,567	27,762	16% 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	99	1%
Cultural Buildings & Facilities: Other	2.7.2.2.9	16,478	3,011	18%
Museums: Other	2.7.2.4.9	10,120	-	0% Awaiting Insurance Breakdown Update
Libraries: Other	2.7.2.5.9	37,054	3,631	10%
Other Recreation: Contribution to RSC	2.7.5.1.1	1,246	206	17%
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	18,565	29% Lease Payments Budgeted Until End of June
Cost of Issing & Selling New Debentures	2.8.1.9.2	12,000	-	0%
Banking Service Charge	2.8.1.9.3	8,000	643	8%
Transfer to Capital Reserve	2.8.2.1.1	157,200	-	0%
Total Expenses		**7,203,312**	**870,908**	
Profit/Loss		-	**193,915**	

Alma Utility
Budget vs. Actual

Target: 17%   February 28, 2026

Line Name	Line #	Budget Amount	Actual Amount	%	Notes
REVENUE					
Sale of Water: Residental	1.4.4.1.1	205,766	53,544	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: Residental	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	85,658		
EXPENSES					
Water Supply - Administration: Other	2.4.1.1.9	92,704	27	0%	Utility Billed Quarterly/HST Adjustment - Capitalization
Purification Treatment: Other	2.4.1.2.9	12,772	1,348	11%	
Source of Supply: Other	2.4.1.3.9	1,126	-	0%	
Transmission & Distribution: Other	2.4.1.4.9	34,404	2,710	8%	Majority of Expense for Contingency
Power & Pumping: Other	2.4.1.5.9	23,841	2,724	11%	Power Billing for new Facilities have juststarted

Account	Code	Amount	Amount 2	%	Note
Water Supply - Other	2.4.1.9.9	-			
Wastewater Disposal - Administration: Other	2.4.2.1.9	66,245	27	0%	Utility Billed Quarterly/HST Adjustment - Capitalization
Wastewater Collection: Other	2.4.2.2.9	9,000	-	0%	
Wastewater Lift Station: Other	2.4.2.3.9	22,625	1,778	8%	Majority of Expense for Lift Station Pump Rebuild
Wastewater Treatment & Disposal: Other	2.4.2.4.9	46,892	4,005	9%	
Wastewater Disposal - Other		1,513	235	16%	
Wastewater Disposal - Interest on Long Term Debt	2.8.5.1.1	10,907	-	0%	
Wastewater Disposal - Principal Installments	2.8.5.1.2	29,000	-	0%	
Water Supply - Interest on Long Term Debt	2.8.6.1.1	12,407	-	0%	
Water Supply - Principal Installments	2.86.1.2	32,800	-	0%	
Water Supply - Interest on Short Term Borrowing	2.8.6.1.4	30,000	-	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	9,913	-	0%	
Operating Wastewater Reserve	2.8.7.6.4	-			
TOTAL EXPENSES		436,149	12,855		
PROFIT/LOSS		$ -	$ 72,803		

Hillsborough Utility

Budget vs. Actual

February 28, 2026

Target: 17%

Line Name	Line #	Budget Amount	Actual Amount	%	Notes
REVENUE					
Sale of Water: Residental	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	-			
Wastewater Disposal: Residental	1.4.4.2.1	314,924		0%	1st Quarter Billing - March 31, 2026
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	6,500	4,212	65%	
Water Supply (Fire)	1.5.7.2.0	8,280	-	0%	
Misc. Other	1.5.9.5.9	200	10	5%	*Adjustment Made
Unconditional Transfer: Other Government	1.6.3.0.0	-			
Combined Surplus from Second Previous	1.9.1.1.4	123,222	-	0%	
Operating Reserve Fund	1.9.1.2.1	46,000	-	0%	
TOTAL REVENUE		797,102	4,222		
EXPENSES					
Water Supply - Administration: Other	2.4.1.1.9	101,891	652	1%	Utility Billed Quarterly/HST Completed End of Mar
Purification Treatment: Other	2.4.1.2.9	28,328	1,418	5%	
Source of Supply: Other	2.4.1.3.9	195,631	3,700	2%	

Description	Code	Amount	%	Note
Transmission & Distribution: Other	2.4.1.4.9	27,401	628	2%
Power & Pumping: Other	2.4.1.5.9	18,217	6,733	37% Annual Generator Maintenance & Repairs
Water Supply - Other	2.4.1.9.9	-		
Wastewater Disposal - Administration: Other	2.4.2.1.9	69,759	652	1% Utility Billed Quarterly/HST Completed End of Mar
Wastewater Collection: Other	2.4.2.2.9	20,000	1,378	7%
Wastewater Lift Station: Other	2.4.2.3.9	47,967	3,501	7%
Wastewater Treatment & Disposal	2.4.2.4.9	81,353	3,838	5%
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	2.86.1.2	-		
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	22,499	
PROFIT/LOSS		$ -	-$ 18,278	

Riverside-Albert Utility

Budget vs. Actual

Target: 17%

Line Name	Line #	Budget Amount	Actual Amount	%	Notes
REVENUE					
Sale of Water: Residental	1.4.4.1.1	111,216	27,804	25%	1st Quarter Billing
Sale of Water: Commercial	1.4.4.1.2	10,192	2,523	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: Residental	1.4.4.2.1	66,384	16,476	25%	1st Quarter Billing
Wastewater Disposal: Commercial	1.4.4.2.2	7,728	1,842	24%	1st Quarter Billing
Wastewater Disposal: Instiutional	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	91,820		
EXPENSES					
Water Supply - Administration: Other	2.4.1.1.9	93,361	447	0%	Utility Billed Quarterly/HST Completed End of Mar.

Description	Code	Amount	%	Note
Purification Treatment: Other	2.4.1.2.9	31,287	13%	
Source of Supply: Other	2.4.1.3.9	28,032	0%	
Transmission & Distribution: Other	2.4.1.4.9	27,780	7%	
Power & Pumping: Other	2.4.1.5.9	17,369	24%	Annual Generator Maintenance Billed
Water Supply - Other	2.4.1.9.9	292		Dehumidifier - RA Office
Wastewater Disposal - Administration: Other	2.4.2.1.9	63,261	1%	Utility Billed Quarterly/HST Completed End of Mar.
Wastewater Collection: Other	2.4.2.2.9	10,000	0%	
Wastewater Lift Station: Other	2.4.2.3.9	20,356	5%	
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	2.86.1.2	34,500	0%	
Water Supply - Interest on Short Term Borrowing	2.8.6.1.4	5,000	10%	
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	12,802	
PROFIT/LOSS		$ - $	79,018	