

1. **Call to Order**
2. **Adoption of Agenda**
3. **Conflict of Interest Declarations**
4. **Adoption of Minutes**
 - a. March 3, 2026 – Public Hearing Minutes
 - b. March 3, 2026 – Regular Council Meeting
 - c. March 6, 2026 – Special Council Meeting
 - d. March 17, 2026 – Committee of the Whole
 - e. March 30, 2026 – Special Council Meeting
5. **Consent Agenda**
6. **Public and Administrative Presentations**
 - a. Laura Stewart – Forsite – Community Wildfire Resiliency Plan
7. **Reports and Recommendations from Committee and Private Meetings**
 - a. Personnel Committee – Minutes from December 15, 2025
 - b. Emergency Measures Committee
 - c. Recreation Committee
 - d. ATV Access on Roads & Streets Committee
 - e. Age Friendly Communities
 - f. Grey Brook Bridge Project Funding
 - g. Disposal of 2012 F550
8. **Reports from Administration**
 - a. 2026 Maintenance Agreement – Dept of Transportation
 - b. Acting CAO
9. **By-Laws**
 - a. By-Law 26-WAP-069-FA-3 – Third Reading
 - b. By-Law 2026-01 – Procedural By-Law Third Reading
10. **Mayor and Council Statement and Inquiries**
11. **Notices of Motion and Resolutions**
12. **Closed Session**
 - a. Local Governance Act 68 (1)(c) information that could cause financial loss or

gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract

13. Adjournment

Fundy Albert Council Public Hearing

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

Present: Mayor Campbell
Councillor Land
Councillor Jonah
Councillor Coates

Absent: Councillor Ward-Russell
Councillor Elderkin

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

Guest: Phil Robichaud, Planner with Plan 360

CALL TO ORDER

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

CONFLICT OF INTEREST DECLARATIONS

None declared.

PRESENTATION FROM PLAN 360

Presentation by Phil Robichaud, Plan 360 Planner
PRAC Recommendation

Phil Robichaud, Land Use Planner with Plan 360, presented the proposed rezoning application to change the zoning of PID 05036462 (Tingley Road, Caledonia Highlands area) from Commercial Industrial to Intensive Resource Development to permit a rock quarry and rock crusher. He explained that a similar quarry proposal had previously been approved through rezoning in 2013 when the property was located in a Local Service District; however, following the adoption of the Westmorland-Albert Rural Plan in 2022, the previous rezoning was repealed and the

property remained zoned Commercial Industrial, which no longer permits quarry operations. As a result, a new rezoning application is required.

Mr. Robichaud reviewed the property location, surrounding land uses, and planning considerations, noting the approximately 30-acre wooded site located off Tingley Road, a non-maintained public road, with the nearest residences approximately one kilometre away. He outlined that provincial consultation had occurred with several departments, including Environment and Local Government, Natural Resources, and the Department of Transportation and Infrastructure, and summarized key comments related to environmental considerations, potential species at risk, traffic impacts, road access, and coordination with the snowmobile trail network.

He advised that public notices had been issued to property owners within a 250-metre radius and posted on the municipal website, with two written submissions received to date. Mr. Robichaud concluded by noting that the Planning Review and Adjustment Committee recommended that Council proceed with the rezoning, subject to several conditions including obtaining an Approval to Operate from the Province, completing any required environmental or traffic studies, securing permits related to wetlands or watercourses, and confirming consultation with the snowmobile association.

He clarified that the purpose of the public hearing was to receive comments, and that Council would make no decision at the hearing, with the option to proceed with the by-law readings at a future Council meeting.

REVIEW OF WRITTEN SUBMISSIONS

Two (2) written submission was read for the record.

Barbara Porter

Glenn McLaughlin on behalf of Margie McLaughlin

COMMENTS FROM GALLERY

Mayor Campbell asked those in the gallery if anyone wishes to speak

Pearl Steeves, a lifelong resident of Fundy Albert, spoke in opposition to the proposed rezoning, noting that she and others had previously expressed concerns when the project was first considered in 2013. She advised that after researching the Intensive Resource Development (IRD) zoning designation, she remains concerned about the potential environmental impacts of allowing a quarry in the Caledonia Mountain area. Ms. Steeves highlighted the ecological importance of the region, including its mature Acadian forest and proximity to the Caledonia Gorge Protected Natural Area and watershed serving Riverside-Albert. She expressed concerns about potential effects such as habitat disturbance, blasting, dust and noise pollution, possible impacts on wells and groundwater, and increased heavy truck traffic. She also questioned the

overall benefit to the community, suggesting the quarry could negatively impact local roads, recreational use of the mountain, tourism, and the natural environment for future generations. Ms. Steeves urged Council to reject the rezoning request.

Eliot Hill expressed concern about the continued development and incremental loss of the Caledonia Mountain area. He cautioned that if development continues without careful consideration, much of the mountain could be lost over time. Referencing the song "Paradise" by John Prine, he drew a parallel to the environmental degradation experienced in Muhlenberg County due to coal mining. Mr. Hill emphasized the need for the community and decision-makers to carefully reflect on what constitutes true progress before allowing further impacts to the area.

Mark Steeves questioned what benefits the proposed development would bring to the community, particularly the Village of Fundy Albert. He raised concerns about whether the potential tax revenue would justify possible impacts on local roads, landowners, and tourism-related activities in the area. Mr. Steeves suggested that the current tax contribution from the property appears minimal and emphasized the importance of understanding the financial and community impacts before proceeding. He noted that an impact assessment outlining the potential benefits and costs would be helpful in evaluating the proposal.

Pearl Steeves asked whether landowners along Tingley Road would be consulted if road widening were required to accommodate the proposed development. She expressed concern that access to the site could impact several private woodlot properties along the road. In response, Mr. Phil Robichaud with Plan 360 advised that the current consultation relates specifically to the rezoning application through the public hearing process. Any road improvements would need to remain within the existing road right-of-way, and the developer would be responsible for undertaking any work required to accommodate traffic, stormwater, and recreational uses associated with the project.

Lisa Brown shared concerns regarding the potential increase in heavy truck traffic associated with the proposed development. She noted that a significant number of large trucks already travel the road daily and questioned whether the existing road infrastructure, particularly its width, turning capacity, and durability, is adequate to accommodate additional traffic and the resulting wear and tear.

QUESTIONS FROM COUNCIL

Mayor Campbell asked if there are any questions from Council.

Councillor Land noted that the snowmobile association currently has a lease arrangement allowing use of the road between April 15 and December 15. He indicated that the proposed development could affect this arrangement and acknowledged discussions with the snowmobile club regarding the matter. **Councillor Land** also expressed concern about the condition of the

roads in the Caledonia area and agreed with comments from residents that the potential impact on local road infrastructure should be carefully considered if the project proceeds.

Councillor Coates expressed concerns regarding the safety and condition of local roads in relation to heavy truck traffic. He noted that some roads in the area are not currently suitable for large trucks due to steep grades and existing deterioration. He referenced previous situations where roads required significant upgrades to accommodate industrial activity and suggested similar improvements may be necessary if development proceeds. **Councillor Coates** also noted that the proponent has held the property for several years and indicated that any development may still be some time away. He further observed that other companies have acquired land in the area for resource-related activities, which could also place additional pressure on local road infrastructure and require ongoing maintenance and upgrades.

Councillor Jonah noted that he had several points for further review but highlighted two primary concerns: the potential negative impacts on local roads and on outdoor recreational activities. He emphasized that Council has been actively working with community groups to support outdoor recreation and expressed concern about any development that could limit opportunities for ATV riders and other users. **Councillor Jonah** indicated these issues would require careful consideration moving forward.

Councillor Land suggested that, in other regions, dedicated haul roads are sometimes constructed for industrial operations to keep heavy truck traffic off public roads. He proposed that a similar approach could be considered in this situation, where government and contractors might explore the possibility of building a direct haul road from Caledonia Mountain through wooded areas to limit impacts on provincial roads.

Mayor Campbell noted his familiarity with the Caledonia Mountain area and acknowledged its natural beauty. He indicated that environmental considerations, including water and wetlands, would need to be addressed through the environmental assessment process. **Mayor Campbell** stated that Council would review the findings of that assessment once available and thanked those in attendance for participating in the discussion.

CONCLUDE PUBLIC HEARING

Mayor Campbell concluded the Public Hearing at 6:40 pm

Present: Mayor Campbell
Councillor Land
Councillor Coates
Councillor Jonah

Absent: Councillor Ward-Russell
Councillor Elderkin

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

Guests: Sgt. Ricky LeBlond

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:47 pm

ADOPTION OF AGENDA

Mayor Campbell requested the addition of Public Statements to the agenda, Alma Water Project – Well Field Designation and Councillor Land requested Closed Session Local Governance Act 68 (1)(j) labour and employment matters, including the negotiation of collective agreements

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None.

ADOPTION OF THE MINUTES

IT WAS MOVED by **Councillor Jonah** **SECONDED** by **Councillor Coates** **THAT** the Minutes of the Special Council Meeting held January 29, 2026 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Jonah** **THAT** the Minutes of the Regular Council Meeting held February 3, 2026 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Coates* **SECONDED** by *Councillor Land* **THAT** the Minutes of the Special Council Meeting held February 12, 2026 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Elderkin* **THAT** the Minutes of the Committee of the Whole Meeting held February 17, 2026, be approved.

MOTION CARRIED (unanimously)

CONSENT AGENDA

None

PUBIC AND ADMINISTRATIVE PRESENTATIONS

Sgt. Ricky LeBlond - Caledonia Detachment

Sgt. LeBlond introduced himself to Council, noting his nearly 19 years of service with the RCMP, including experience in federal operations and the street crime unit in Richibucto before becoming Sergeant at the Caledonia Detachment in 2024. He advised that he currently oversees the Caledonia detachment and is acting staff sergeant for Region 7, which includes several surrounding communities.

He outlined recent policing activities, including proactive check stops during the Christmas and New Year's period and upcoming community engagement initiatives such as "Coffee with a Cop" events and another Touch-a-Truck event in the region. Sergeant LeBlond also highlighted new RCMP initiatives, including the implementation of body-worn cameras to improve transparency during interactions with the public and the introduction of new RCMP uniforms in New Brunswick.

Sergeant LeBlond provided a summary of the Q3 policing report (October 1 - December 31). During this period, 264 calls for service were recorded in Fundy Albert, compared with higher call volumes in neighbouring areas. Approximately 75% of calls were non-criminal matters, such as traffic-related incidents and assistance to other agencies. The most common criminal code occurrences in the area were mischief, assault, and other violence-related incidents, while traffic complaints and property crime remain the most frequent policing concerns overall.

He noted that the detachment recently transitioned to a 24-hour policing model as of February 16, replacing the previous model that included overnight on-call coverage. Officers are now on duty at all hours, which improves response capability during nighttime calls. The region currently has 71 officers serving three detachments, including recent staffing increases introduced in 2024, with only one supervisory position still vacant.

Sergeant LeBlond also addressed the planned relocation of the RCMP detachment to Salisbury,

explaining that while the physical location will change, response coverage will be managed through zoning strategies to ensure officers are positioned across the region to maintain effective response times. He emphasized that police deployment is based on call priority and officer availability at the time of an incident.

Finally, he encouraged residents to report incidents and concerns to the RCMP, noting that call volumes influence policing priorities and resource deployment. More reporting of issues such as traffic concerns or property crime helps guide where officers focus their attention within the region.

Mayor Campbell asked those in the gallery if they have questions:

A discussion took place regarding the 264 calls reported for Fundy Albert in the RCMP Q3 report. Sergeant LeBlond clarified that the figure represents total calls for service and police actions, not strictly criminal offences. The number includes 911 calls, traffic stops (both proactive and complaint-driven), tickets issued, assistance to the public or other agencies, and other police activities, in addition to criminal code matters.

When asked how many of the calls were criminal offences or drug-related arrests, Sergeant LeBlond advised that he did not have the detailed breakdown available at the meeting but offered to follow up with that information. It was also noted that residents can access online RCMP reporting tools that provide information about local incidents and policing activity.

Mayor Campbell thanks Sgt. LeBlond for attending.

Mayor Campbell - Epilepsy Awareness Day - Purple Day, March 26

IT WAS MOVED by **Mayor Campbell** and **SECONDED** by **Councillor Land**

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

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

Whereas one in ten persons will have at least one seizure during his or her lifetime, and
Whereas the public is often unable to recognize common seizure types, or how to respond with appropriate first aid, and

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

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

MOTION CARRIED (unanimously)

REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

Personnel Committee - No report

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

Recreation Committee - *Councillor Jonah* advised there is nothing to report.

ATV Access on Roads and Streets Committee - *Councillor Coates* advised there is a recommendation to approve the ATV Land Use Agreement request.

[ATV Land Use Agreement Request](#)

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

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

MOTION CARRIED (unanimously)

[Whiterock Trans Canada Trail Re-Route](#)

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

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

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

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

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

BE IT FURTHER RESOLVED THAT the Mayor be authorized to sign the Trans Canada Trail

rerouting application and any related documentation required to formalize the alignment on behalf of the Village of Fundy Albert.

MOTION CARRIED (unanimously)

Arena Land

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

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

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

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

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

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

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

MOTION CARRIED (unanimously)

PMHP 2026-Scenic Drive Shoulder and Swale Reconstruction

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

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

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

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

consideration of works;

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

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

MOTION CARRIED (unanimously)

[Summer Roads Maintenance 2026](#)

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

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

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

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

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

THEREFORE BE IT RESOLVED THAT Council appoint:

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

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

MOTION CARRIED (unanimously)

[Alma Water Project – Well Field Designation](#)

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

WHEREAS the Village of Fundy Albert has completed the development of new municipal wells in Alma;

AND WHEREAS designation under the Wellfield Protected Area Designation Order, pursuant to the Clean Water Act, is required as part of the provincial commissioning process;

AND WHEREAS the Department of Environment and Local Government requires a formal resolution from Council to proceed with designation;

THEREFORE BE IT RESOLVED THAT the Mayor and Council for the Village of Fundy Albert formally request that the Department of Environment and Local Government proceed to have the new Alma wells designated under the Wellfield Protected Area Designation Order – Clean Water Act.

MOTION CARRIED (unanimously)

REPORTS FROM ADMINISTRATION

NB Power and Bell Canada Easement PID 05083050

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

THAT Council of the Village of Fundy Albert authorize the Mayor, Clerk and CAO to execute an easement agreement in favour of NB Power and Bell Canada across municipal lands identified as PID 05083050.

MOTION CARRIED (unanimously)

Amendment to a Previously Adopted Resolution

Motion to Rescind

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

BE IT RESOLVED that Council rescind the motion adopted at the February 3, 2026 Regular Meeting of Council authorizing the purchase of a three-ton dump truck fitted with an aluminum hybrid dump body and a 9.2-foot V-blade snowplow, as the motion was adopted following a procedural irregularity.

MOTION CARRIED (unanimously)

Motion to Re-Adopt – 3 Tonne Dump Truck/Plow Truck Replacement

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

THAT WHEREAS the municipality's existing three-ton dump truck has exceeded most key asset-

management and fleet lifecycle performance indicators, including age, reliability, downtime, and repair-cost benchmarks, resulting in escalating maintenance expenses, reduced fleet reliability, and increasing impacts on service delivery;

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

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

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

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

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

MOTION CARRIED (unanimously)

Municipal Building Renovations

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

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

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

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

AND WHEREAS Reg Terris submitted the lowest compliant quotation in the amount

of \$68,300.00 plus HST;

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

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

Question on the Motion:

Councillor Land advised that the three quotations received for the project varied significantly in the level of detail provided. One quotation included clear specifications, such as the size of mini-split units, window replacements, and a detailed description of the work, while another provided some description, and the third was very general with minimal details. Concern was raised about whether contractors had been provided with a standardized list or scope of work to ensure consistency among the bids, particularly if the lowest bid were selected without clear specifications.

Administration confirmed that a formal contract will be prepared, which will include the required performance indicators and a detailed scope of work outlining the specific items to be completed. This documentation will be signed by both the contractor and administration and shared with Council, ensuring the municipality is protected and has clear reference points if the agreed work is not completed as specified.

MOTION CARRIED (unanimously)

BY-LAWS

[By-Law 26-WAP-069-FA-3 – First and Second Reading](#)

A discussion took place regarding the importance of ensuring all Councillors are involved in the discussion before a final decision is made. A suggestion was raised to table the matter until the next meeting so that additional councillors could participate in the conversation.

Administration clarified the procedural requirements for passing a by-law, noting that first and second reading would need to occur at the current meeting to maintain the legislative timeline. It was emphasized that completing the initial readings does not represent a final decision, as a third reading and final adoption would occur at a later meeting after the required waiting period.

By-Law 26-WAP-069-FA-3 –First Reading

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

THAT first reading, by title only, be given to BY-LAW NO. 26-WAP-069-FA-3
A BY-LAW TO AMEND MINISTERIAL REGULATION 21-WAP-069-00
THE WESTMORLAND-ALBERT PLANNING AREA RURAL PLAN REGULATION.

MOTION CARRIED (unanimously)

By-Law 26-WAP-069-FA-3 –Second Reading

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

THAT second reading, be given to BY-LAW NO. 26-WAP-069-FA-3. A BY-LAW TO AMEND MINISTERIAL REGULATION 21-WAP-069-00 - THE WESTMORLAND-ALBERT PLANNING AREA RURAL PLAN REGULATION Ministerial Regulation 21-WAP-069-00, filed in the Westmorland County Registry Office on September 6, 2022 as number 43069906, is hereby amended as follows:

Schedule A-2, being the Westmorland-Albert Planning Area Zoning Map, is amended as shown on the map dated February 5, 2026, attached hereto as Schedule FA-3.

MOTION CARRIED (unanimously)

By-Law 2026-01 – Procedural By-Law First and Second Reading

By-Law 2026-01 – Procedural By-Law First Reading

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

THAT first reading, by title only, be given to BY-LAW NO. 2026-01, A BY-LAW RESPECTING THE PROCEEDINGS OF FUNDY ALBERT MUNICIPAL COUNCIL AND COMMITTEE MEETINGS.

MOTION CARRIED (unanimously)

By-Law 2026-01 – Procedural By-Law Second Reading

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

THAT second reading, by section only, be given to BY-LAW NO. 2026-01, A BY-LAW RESPECTING THE PROCEEDINGS OF FUNDY ALBERT MUNICIPAL COUNCIL AND COMMITTEE MEETINGS

Sections as follows:

1. Title

2. Definitions
3. Application
4. Meetings of Council
5. Procedure
6. Public Hearings
7. Quorum
8. By-Laws
9. Rules of Public Decorum
10. Petitions
11. Deputy Mayor
12. Committees and Boards
13. Conflict of Interest
14. Confidentiality
15. Media Inquiries
16. Consequences of Disrespectful Actions
17. Repeal
18. Enactment

MOTION CARRIED (unanimously)

MAYOR AND COUNCILLOR STATEMENTS

Councillor Land inquired about the installation of the heat pump at the Visitor Information Centre (VIC), noting that it had originally been expected in late fall. Administration advised that the installation is currently being worked on and is anticipated to be completed by spring.

Councillor Land also raised a concern regarding snow clearing around municipal buildings, noting that during snowstorms fire exits and rear access doors should be cleared and accessible. It was observed that this had not been completed at the Visitor Information Centre (VIC), and it was suggested that Public Works review the matter.

Additionally, Councillor Land made a request for the Personnel Committee minutes to be brought forward, with the expectation that they would be available for review at an upcoming Committee of the Whole meeting.

Councillor Coates encouraged residents to remain engaged and attend meetings. It was also mentioned that the next election is scheduled for May, and residents will have the opportunity to express their views at that time.

Councillor Jonah thanked **Mayor Campbell** for attending a meeting with residents at Caledonia Place last Wednesday evening. The meeting provided an opportunity to update residents on past progress, current status, and future plans. Residents asked several good questions, and appreciation was expressed for the Mayor taking the time to attend and participate in the

discussion.

Mayor Campbell noted that the meeting with residents at Caledonia Place was enjoyable and productive, with good discussions and feedback from residents who care deeply the community.

Mayor Campbell also reported that he and the CAO recently met with several provincial ministers, including Tourism, Education, Opportunities New Brunswick, Economic Development, and Health, to discuss Fundy Albert's priorities and needs and to raise awareness of the municipality. During these meetings, they highlighted the importance of Riverside School and suggested that moving Grade 6 and/or Grade 7 back to the school could help increase enrollment. **Mayor Campbell** emphasized the importance of regularly meeting with provincial officials to ensure the municipality's concerns are heard.

Mayor Campbell concluded by thanking the local MLA, Sherry Wilson, for her support and assistance over the past year and for attending the meeting.

NOTICES OF MOTION AND RESOLUTIONS

None

PUBLIC STATEMENTS

MLA Sherry Wilson expressed her appreciation for the work being done by Council and noted it was a pleasure to attend the meeting. She commended the Mayor and CAO for meeting with provincial ministers, stating that advocating directly for the municipality is important and effective. She reaffirmed her support for the community, particularly highlighting the importance of the local school, and offered her assistance whenever needed. **Mayor Campbell** also thanked her for her responsiveness and support.

Rick Langer, President of the Albert County Legion Branch 32, informed Council that the Legion has started a free Thursday morning coffee gathering from 9:00–11:00 a.m. The initiative aims to support seniors and individuals who may feel lonely by providing a welcoming space to socialize and spend time together. Council members were invited to attend.

Kathy Weir commented positively on the Facebook post about the Mayor and CAO meeting with ministers in Fredericton and encouraged promoting that work to the community.

Mrs. Weir asked for an update on the municipal audit and was advised that a public meeting to discuss it is scheduled for March 6 at 5:00 p.m.

Mrs. Weir asked about follow-up from two previous presentations: an easement request for an ATV trail and a proposed housing development on Water Street. **Mayor Campbell** confirmed the ATV easement matter was addresses earlier in the meeting and approved by Council. Regarding

the housing project, discussions with Fundy Housing are ongoing, but progress may take time due to floodplain considerations and the need for Council decisions on land or possible exemptions. Further updates may follow once additional information is received.

CLOSED SESSION

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Jonah* that Council have an in-camera session at 7:50 pm.

MOTION CARRIED (unanimously).

Local Governance Act 68 (1) (g) litigation or potential litigation

Local Governance Act 68 (1) (f) information concerning legal opinions or advice provided

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

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Coates* to return to the regular session at 8:25 pm.

MOTION CARRIED (unanimously).

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

THAT Council direct Administration to proceed with legal action, to address the ongoing non-compliance located on PID 00624478, as recommended by Plan 360.

MOTION CARRIED (unanimously)

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

THAT following the appeal hearing held in Closed Session, Council direct Maritime By-Law Enforcement Services to conduct another site visit, allowing time for compliance with the notice of unsightly premises issued in respect of PID 00624478.

AND FURTHER THAT Council extends the notice of unsightly premises issued in respect of PID 00624478 until May 31, 2026.

AND BE IT FURTHER RESOLVED THAT the Clerk issue a written decision letter in accordance with the Fundy Albert Unsightly or Dangerous Premises By-law.

MOTION CARRIED (unanimously)

ADJOURNMENT

Moved by **Councillor Land** to adjourn at 8:26 pm.

Mayor

Clerk

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

Absent: Councillor Land

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

Guests: Sarah Hicks, Ascend (virtual)
Ross Lindsay (E6)

CALL TO ORDER

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

ADOPTION OF AGENDA

Mayor Campbell requested an addition to the agenda - Closed Session - Local Governance Act 68 (1) (c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract.

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

2023 DRAFT FINANCIAL STATEMENTS – PRESENTATION BY ASCEND

The auditor, Ms. Sarah Hicks explained that the first few pages of the document are the independent auditor's report, which provides their opinion on the Village of Fundy Albert's financial statements. The audit assesses whether the statements comply with Canadian Public Sector Accounting Standards (PSAS) and whether they are free from material misstatements, meaning they can reasonably be relied upon for decision-making.

The auditors issued a qualified opinion due to one new PSAS requirement for Tangible Capital Asset Retirement Obligations (TCARO) that was not included in the 2023 statements. This requirement would involve assessing potential future liabilities related to things such as old

landfills, buildings containing hazardous materials, or sewage lagoon decommissioning, typically through an engineering or professional assessment.

During the audit, the auditors also reviewed internal controls. Two areas for improvement were identified:

- Personnel files: Some employment contracts were missing or lacked required signatures. Administration has been advised to ensure contracts are properly maintained going forward.
- Accounting processes: The municipality previously had multiple trial balances due to amalgamation, making financial consolidation difficult. Significant progress has been made, reducing them from 22 trial balances to 13, which will improve the accuracy and timeliness of financial information for management and Council.

Regarding the financial results, the Statement of Operations shows a surplus of approximately \$945,000 for the year. However, this statement follows public sector accounting rules and differs from the municipal funding budget because it includes amortization of capital assets and excludes items such as prior-year surplus, debt principal payments, and reserve transfers.

The surplus was primarily driven by higher-than-expected government transfers and contributions, particularly funding received for capital projects, which are recorded as revenue under accounting standards.

Councillor Elderkin asked for clarification on the \$1.1 million in government transfers and contributions shown in the financial statements, noting that the source of the funding was not clearly explained in the notes. Ms. Hicks reviewed the breakdown and explained that the amount is composed of several grants and funding sources across different municipal funds.

The \$1.1 million includes:

- \$82,000 in the General Operating Fund, consisting of small grants (e.g., Heritage Canada, Canada Summer Jobs, Provincial SEED Program) and \$60,000 received from former LSD surplus funds following amalgamation.
- \$437,000 in General Capital funding, including grants from the Federation of Canadian Municipalities, the Province for asset management planning, ACOA funding for the Riverside-Albert playground, and DTI funding for the Alma culvert and storm repair project.
- \$22,500 in Utility Operating funding (a budgeted amount).
- \$647,000 in Utility Capital funding from the Regional Development Corporation for water system projects, including Alma water exploration and the Riverside-Albert water system.

It was noted that some of this information appears in the notes to the financial statements, but the totals do not fully reconcile in one place. Ms. Hicks indicated the notes could be updated to clearly include the \$60,000 surplus and the \$22,500 utility funding so the totals align.

The water system funding for Riverside-Albert and Alma is recorded under the utility side of the financial statements and contributes to the utility surplus reported later in the document.

Ms. Hicks reviewed the Statement of Financial Position (balance sheet), explaining that it shows the municipality's financial assets, liabilities, and overall net debt position. Key items include cash, receivables, payables, deferred revenue, and long-term debt. Two demand loans taken in 2023 for the Alma water exploration and Riverside-Albert water upgrade projects were later refinanced through the Municipal Finance Corporation in 2025. Deferred revenue largely relates to the Canada Community-Building Fund (formerly Gas Tax Fund).

Overall, the municipality's liabilities exceed financial assets by about \$2.9 million, representing its net debt position. However, compared to the previous year (on an amalgamated basis), the municipality reduced its net debt by approximately \$215,000, indicating an improvement.

The Statement of Cash Flows shows how the \$945,000 accounting surplus translated into actual cash changes. Much of the surplus is non-cash due to \$900,000 in amortization. During the year, the municipality purchased about \$1.6–\$1.7 million in capital assets, but overall cash increased by about \$1 million, ending the year with approximately \$2.66 million in cash. Some of the operating surplus also resulted from unbudgeted interest income earned on the municipality's cash balance.

Finally, the Reconciliation of the Annual Surplus converts the accounting surplus into the funding surplus used for municipal budgeting. After adjustments for items such as amortization, debt payments, and capital funding, the general operating fund shows a \$276,000 funding surplus. However, much of this is explained by:

- \$70,000 in prior-year surpluses carried forward from former municipalities,
- \$70,000–\$77,000 in unbudgeted interest income, and
- \$49,000 related to funds placed in GICs rather than reserves.

When these are normalized, the true operating surplus is about \$87,000, which the auditor noted reflects strong budget management by staff during a complex post-amalgamation transition.

The water and sewer operating fund also ended the year with a surplus of about \$40,000 after accounting for debt payments and reserve transfers.

Councillor Elderkin asked for clarification on what “equipment not in use” is. Ms. Hicks explained that municipal capital assets are amortized starting from the date they become available for use. Assets under construction are not amortized until they are operational. As an example, the Riverside-Albert playground was mostly completed in 2023 but was not available for use until spring 2024, so no amortization was recorded for 2023.

Councillor Elderkin asked what the next steps after this meeting are. Ms. Hicks noted that the 2023 audit was complex due to the amalgamation of several former municipalities and LSD areas into one set of financial records. Because of the high-risk nature of the engagement, the file will undergo an additional quality review by another partner to ensure compliance with accounting standards. The final audited statements are expected to be completed within a couple of weeks.

Councillor Ward-Russell asked for clarification regarding the transfers. Ms. Hicks explained that

some Council resolutions referenced purchasing GICs rather than explicitly stating that funds were being transferred into a reserve fund first, which is the requirement under provincial guidance. The resolution wording should indicate that money moves from the general operating fund into a reserve, and then it can be invested in a GIC if desired. Because the resolutions did not clearly state this, the funds were treated as part of the surplus rather than a reserve transfer. Council could choose to correct this by transferring the funds to reserves in a future budget year.

Councillor Ward-Russell requested additional information regarding audit procedures, Ms. Hicks explained that they typically test 20 random items from categories such as payroll, revenue, and expenses, plus any transactions above the materiality threshold. For this audit, materiality was about \$209,000, and additional testing was performed due to the higher-risk nature of the engagement (multiple trial balances and adjustments from amalgamation). No issues were found in the sampled transactions.

The auditor also confirmed that part of the audit process includes reviewing Council minutes and resolutions to ensure financial actions match the recorded decisions and that proper approval processes are followed.

Councillor Elderkin asked for more information related to the water and sewer financial results, Ms. Hicks explained that the water and sewer financial results are reported as a single combined entity for the Municipality of Fundy Albert in the financial statements. They are not broken down by the former municipalities (Hillsborough, Riverside-Albert, or Alma) because the official municipal budget and financial reporting to the province are done at the overall municipal level. While the municipality may internally track reserves or funds by the former communities for management purposes, the audited financial statements present the municipality as one entity.

Councillor Jonah asked what the difference is between GIC and reserves, Ms. Hicks explained that a reserve fund and where the money is physically held are two separate things. A reserve means Council has formally set aside money for a specific purpose (such as capital or operating reserves). How that money is stored, whether in a GIC, a separate bank account, or another interest-earning option, is a management decision about handling the municipality's cash. The key requirement is that Council must first pass a resolution transferring funds into a reserve. After that, the municipality can decide how to invest or hold those funds.

Mr. Wallace asked the auditor to explain how public sector accounting standards work, Ms. Hicks explained most funds received are recorded as revenue when they are received, which increases the municipality's surplus. This surplus does not represent cash on hand, but rather an accounting figure that reflects revenues and expenses for the year. For capital projects, funding received is recorded as revenue in the capital fund, while the related asset is amortized over its useful life, gradually reducing the surplus over time. If funding is received for a specific purpose but has not yet been spent, it may be recorded as

deferred revenue (such as Community Building Fund/gas tax funding) until the municipality meets the conditions and spends the funds on the intended project.

Mayor Campbell thanked Ms. Hicks for presenting and Ms. Hicks exited the meeting.

CLOSED SESSION

IT WAS MOVED by **Councillor Ward-Russell** and **SECONDED** by **Councillor Coates** that Council have an in-camera session at 5:49 pm.

MOTION CARRIED (unanimously).

Local Governance Act, SNB 2017, 68(1) (c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract

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

MOTION CARRIED (unanimously).

ADJOURNMENT

IT WAS MOVED by **Councillor Ward-Russell** **THAT** the meeting be adjourned at 6:13 pm.

Mayor

Clerk

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

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

CALL TO ORDER

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

ADOPTION OF AGENDA

Mayor Campbell requested the addition of Marc Landry from the Southeast Regional Service Commission as a speaker under Item 4.2 to discuss infrastructure sharing.

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

Ms. Brenda Lee - New Brunswick Age-Friendly Communities initiative

Ms. Lee provided a presentation on age-friendly initiatives, clarifying the distinction between three related programs: the global *Age-Friendly Communities* initiative, the *New Brunswick Age-Friendly Community Recognition Program*, and *Age-Friendly Active Communities New Brunswick (AFAC-NB)*, the supporting organization.

An age-friendly community is designed to promote the health, well-being, and quality of life of older adults, which in turn benefits all residents. The initiative, established by the World Health Organization in 2007 and adopted in New Brunswick in 2012, takes a proactive and preventative approach to addressing barriers such as accessibility, transportation, and social isolation.

The program is citizen-led and provides a structured framework for residents, particularly older adults, to identify local challenges and propose solutions. Key benefits include improved community cohesion, enhanced quality of life, support for aging in place, and access to partnerships and funding opportunities.

The process to become a recognized age-friendly community includes:

- Passing a Council resolution of support
- Establishing a local steering committee (with recommended Council/staff liaison)
- Conducting a community assessment
- Engaging residents through surveys or consultations
- Developing and implementing an action plan (typically 4–5 actions over three years)

Council's role is primarily supportive, including endorsing the initiative, promoting awareness, and considering recommendations brought forward by the committee.

AFAC-NB provides guidance, networking opportunities, and a \$2,500 startup contribution to assist with the assessment phase. The initiative emphasizes collaboration with local partners and leveraging existing resources. It is described as an ongoing process focused on cultural change and long-term community improvement rather than a one-time project.

Discussion included potential partnerships (e.g., nursing homes, community organizations), funding considerations, and the flexibility for communities to implement actions based on local priorities and available resources.

Mayor Campbell asked for a recess at 5:03 pm to set up for the next presenter **MOVED** by **Councillor Land** and **SECONDED** by **Councillor Elderkin**.

MOTION CARRIED (unanimously)

It was **MOVED** by **Councillor Land** and **SECONED** by **Councillor Elderkin** to return from recess at 5:05 pm.

MOTION CARRIED

At the time of the vote, **Councillor Coates** was absent from the Council Chambers.

[Mr. Marc Landry – Southeast Regional Service Commission - infrastructure sharing
SERSC Phase 2: Regional Sport, Recreation and Culture Infrastructure Collaboration Framework.](#)

Representatives from the Southeast Regional Service Commission provided Council with an update on the regional infrastructure cost sharing initiative. Presenters included Marc Landry from the Commission, Mayor Rob Campbell as a member of the Infrastructure Cost Sharing Committee, and Mike Roma of RC Strategies, the consulting firm supporting the process.

Councillor Coates returned to the meeting at 5:07 pm.

Council was advised that the work has been completed in two phases: Phase 1 involved a regional needs assessment for sports, recreation, and cultural infrastructure, while Phase 2 focused on developing a collaboration framework to guide how municipalities could work together on eligible capital projects. The presenters noted that the framework has been developed over the past two years with extensive regional consultation, including over 60 engagement sessions with board members, CAOs, staff, subject matter experts, and councils.

During the presentation, there was a brief interruption due to a power outage; the meeting resumed without issue.

The framework is intended to address new capital infrastructure projects only and is described as a “living document” that can be revised as needed. It aims to establish a regional process before the Province imposes one. Presenters emphasized that the current model is intended to protect communities, particularly rural municipalities, by setting clear criteria, formulas, and opt-out provisions.

Key elements of the proposed framework include:

- A process to determine whether a project is local, sub-regional, or regional;
- Cost sharing formulas based on project priority, drive-time catchment areas, population, and property assessment;
- Recognition that the host municipality would still bear the majority of project costs;
- Requirements for business cases, regional consultation, and annual project planning;
- Opt-out provisions for municipalities facing financial or other legitimate constraints, with unresolved disputes potentially referred to the Local Governance Commission.

Discussion focused on the potential financial impact on rural communities such as Fundy Albert, especially given proximity to larger centres. Concerns were raised about affordability, stacked project costs, timing given ongoing amalgamation challenges, and the risk of funds flowing out of smaller communities without direct benefit. Presenters responded that safeguards, phased planning, annual prioritization, contribution agreements, and opt-out mechanisms are built into the model to reduce risk and allow communities to justify non-participation where appropriate.

It was also noted that any municipality contributing to a project would have the opportunity to negotiate the terms of that contribution, including governance, access, and benefits for residents, through a formal agreement.

Council was advised that an additional information session is planned for April 9, with the Commission expected to consider the framework at its annual meeting on April 28.

Mayor Campell encourage Council to review the material and provide guidance in advance of the upcoming vote.

It was **MOVED** by **Councillor Ward-Russell** and **SECONDED** by **Councillor Elderkin** to have a recess at 6:11 pm

MOTION CARRIED (unanimously)

It was **MOVED** by **Councillor Land** and **SECONED** by **Councillor Elderkin** to return from recess at 6:21 pm.

MOTION CARRIED (unanimously)

INFORMATION ITEMS

The following report was presented to Council as information items only:

Fundy National Park

COUNCIL DIRECTION REQUESTS

Council Chambers Audio Visual Proposal

Ms. Beers presented a report outlining two proposals received for the installation of an audio-visual system in Council Chambers. The purpose of the project is to improve audio quality for meeting recordings and live streaming, as well as to modernize the overall meeting setup.

Administration contacted four companies and received two proposals:

- Ivan's Audio Visual submitted a turnkey council chamber system including digital microphones for Council and staff, a camera for recording and live streaming, a 75-inch display, wireless presentation capability, integrated audio system, and touchscreen controls, at a cost of \$43,395 plus HST.
- Creative Innovation provided a proposal focused on a video production setup with multiple cameras and switching equipment, with pricing ranging from \$36,471 to \$46,490 depending on configuration.

Administration recommended the Ivan's Audio Visual proposal, noting it is specifically designed for council meetings, offers a simpler user experience, and provides a complete turnkey solution including installation and training.

Funding for the project includes \$32,000 from the office equipment budget, with the remaining balance to be funded from shared capital reserves.

Council discussion noted the need for improved audio quality and acknowledged ongoing concerns with the current system.

Utilities Gap Analysis

Mr. Barrett presented a report recommending approval of a proposal from Englobe to conduct a utility gap analysis. The purpose of the study is to provide data on system capacity, identify infrastructure limitations (pinch points), and support future development planning by determining where additional services can be accommodated.

The analysis will also help inform capital planning by identifying priority areas for infrastructure upgrades and evaluating the most efficient locations for future expansion. It was noted that Englobe has prior experience with the municipality's systems, including completing the most recent asset management plan, making them well-positioned to undertake the work efficiently.

The project is proposed to be funded through the 2024 Community Building Fund allocation in the amount of \$189,500.

During discussion, Council raised questions regarding:

- Whether internal staff could complete the analysis versus requiring an engineering firm;
- The lack of multiple quotes for comparison;
- Funding availability within the Community Building Fund;
- Project timeline, estimated at approximately 3–6 months for completion.

Administration advised that the analysis requires specialized engineering expertise beyond operational staff capacity and that using a firm already familiar with the system avoids additional costs and time associated with onboarding a new consultant. It was also confirmed that funding for the project is already allocated and available.

Ford F550 Dump Body

Mr. Barrett presented a Council Report recommending approval for the sale of a 2012 F550 truck in accordance with the municipal Disposal Policy. The estimated value of the vehicle exceeds the CAO's delegated authority threshold of \$5,000, requiring Council approval. It was noted that market estimates were obtained to support the proposed sale value.

Administration recommended that the vehicle be sold via public tender with a reserve price. Council discussed advertising methods for the sale, with administration indicating that the vehicle would be promoted through the municipal website and online platforms such as Facebook Marketplace to ensure broad public reach.

Shoreline Trail – Gray Brook Bridge Project

Mr. Barrett presented a report recommending that Council commit to completing the Gray Brook Bridge project as part of the Shoreline Trail in 2026. Approval is required at this time to meet a deadline from the Trans Canada Trail, which has offered \$25,000 in funding (approximately 40%), contingent on confirmation of the Municipality's commitment by May 1.

The total estimated project cost is approximately \$63,500, which includes engineering, bridge installation, bank stabilization, development of a picnic area, and improvements to the parking area to enhance accessibility and user experience.

Administration advised that the Municipality would be responsible for the remaining project costs, estimated at approximately \$38,000, with efforts underway to secure in-kind contributions and sponsorships that could reduce the municipal share. It was noted that even without the grant, replacement of the existing bridge would still incur significant costs.

Council discussion included:

- The overall benefit of the project as a recreational and tourism asset;
- Concerns regarding prioritization of funding given other infrastructure needs (e.g., roads);
- Clarification that project funding is tied to grant requirements and cannot be reallocated to other purposes;
- Questions regarding project scope, design (including potential covered bridge concept), and parking improvements;
- Clarification on funding sources, including potential use of existing capital and reserves;
- Timeline considerations and the need for timely approval to secure external funding.

It was noted that any in-kind contributions or additional funding secured would reduce the Municipality's overall financial contribution, with savings returned to general funds for future use.

Unbudgeted EXP Services

Ms. Hutchinson advised Council that an invoice was received from EXP for engineering support services related to warranty work on the Riverside-Albert water treatment project. Administration noted that the invoice had been contested, as the work was believed to fall under warranty; however, EXP indicated that services provided during the warranty period are considered additional fees depending on the level of effort required.

It was noted that the issue requiring service was identified by the water operator, which resulted in calls being made and engineering support attending the site.

Due to the value of the invoice (approximately \$4,600), Administration initially recommended payment from the Riverside-Albert Water Utility capital transfer budget in order to close out the project.

Council expressed concerns regarding:

- The principle of being charged for work during a warranty period;
- Lack of prior authorization for the work;
- Timing of the invoice and ongoing cost pressures related to the project;
- The absence of clear communication and adherence to quoted costs.

It was noted that the work related to issues with system filters and that no material costs were included, only engineering labour and associated expenses.

Following discussion, Council directed Administration to return to EXP to negotiate a reduced settlement amount (potentially offering partial payment), and to bring the matter back to a future Council meeting for consideration prior to final payment.

Application for Financing Spring - 2026

Ms. Hutchinson presented a report recommending that Council proceed with a spring application to the Municipal Capital Borrowing Board to convert short-term debt to long-term financing (debentures) for two projects.

The first project relates to the completed water system upgrades. Administration recommended financing \$23,000, with the remaining \$2,968 to be funded through the water and sewer operating budget. Estimated interest for 2026 is approximately \$433, which can be accommodated within existing budget lines.

The second project involves the buyout of the 2024 Freightliner pumper tanker lease. The estimated buyout cost is approximately \$663,312 (net HST, including remaining lease payments). Administration recommended financing approximately \$616,000, with the remaining balance and associated fees funded through operating budget lines previously allocated for interest and debenture-related costs.

Administration noted that sufficient funds are available within existing budget lines to support the operating portion of both projects.

Council discussion included clarification on:

- The ability to proceed with debentures following receipt of a Ministerial Order (issued in 2024);
- Previous limitations due to lack of access to short-term borrowing/credit, which resulted in the lease arrangement;

- The benefit of transitioning to debenture financing as a lower-cost option for taxpayers;
- Clarification that operating contributions should be clearly identified as coming from the water and sewer operating fund.

Administration confirmed that the resolution wording would be updated accordingly prior to the next Council meeting.

Welcome to Hillsborough Sign – Councillor Jonah

Councillor Jonah advised that the “Welcome to Hillsborough” sign was removed due to deterioration and safety concerns after it had rotted. **Councillor Jonah** has received inquiries from residents regarding its removal and the intent to replace it.

It was noted that maintaining the identity of former villages remains important to residents, and replacement of the sign was proposed. Three options were presented:

1. Replace the sign with community input on design;
2. Replace with a standard municipal design;
3. Defer replacement.

Councillor Jonah recommended proceeding with replacement of the sign and conducting a brief community engagement process to gather input on design elements, with final design approval to return to Council.

Council discussion highlighted:

- The importance of preserving community identity while recognizing the unified municipality of Fundy Albert;
- Interest in timely replacement ahead of the tourism season;
- The need for cost estimates to be provided with a future report;
- Consideration of signage consistency across former communities;
- Potential regulatory requirements (e.g., permits/approvals) for signage placement.

Council expressed general support for replacing the sign, with further details to be brought forward for approval.

ADMINISTRATION REPORTS

Refer to the following reports:

Director, Legislative Services/Clerk

Ms. Beers provided an update on several ongoing initiatives.

It was noted that the deadline for the Community Wildfire Resiliency Plan (CWRP) under the FireSmart program has been extended from March 31 to April 15, allowing the plan to be presented to Council on April 7 prior to submission to the Province.

An update was also provided on rental spaces:

- At the Alma incubator units (below the activity centre), two of three lease agreements have been signed, with one pending;
- Of the six Artisan Village huts, four have been rented, with two still available. Promotion efforts are ongoing.

Council discussed challenges with summer student funding programs, noting fewer approvals than requested in recent years. It was suggested that concerns be raised with the local MLA and regarding the importance of such funding for municipalities.

Director, Operations

Mr. Barrett advised that, in addition to the written report included in the Council package, there are now 967 Voyent Alert subscribers, with 16 alerts issued year-to-date, including a recent boil water order for Alma directed by the Department of Health due to increased turbidity following snowmelt and rainfall.

Council was also advised that 46 facility rentals occurred during February, generating \$330 in revenue, bringing year-to-date rental revenue to \$475.

Black & McDonald has commenced ventilation work at the arena.

The Alma water project is now expected to be completed in mid-April, slightly later than originally anticipated.

During discussion, Council raised questions regarding water levels in the Alma wells and concerns expressed by residents. Administration advised that a hydrogeologist has been engaged to assess groundwater levels, turbidity, and overall system capacity, and that administration is awaiting a professional response before drawing conclusions.

Additional concerns were raised regarding traffic speed on Academy Street and ongoing culvert and drainage issues in several areas. Administration advised that drainage and culvert conditions had been reviewed throughout Hillsborough and Riverside-Albert, with priority concerns identified in several locations, including Golf Club Road and Academy Street. Temporary measures and further review were discussed, with replacement of the failing culvert on Academy Street being considered.

An update was also provided on the Golf Club Road culvert, which is functioning well overall, although some erosion has been noted and referred to Englobe for review. With respect to the Greensborough Lagoon, administration advised that draft tender details had recently been sent to the Province.

Council emphasized the importance of timely follow-up with external agencies and consultants, particularly where residents are awaiting information that may affect future costs.

Treasurer

Fundy Albert General Operating

Alma Utility

Hillsborough Utility

Riverside-Albert Utility

Ms. Hutchinson provided an update on financial operations and audit progress. The 2023 financial statements have been completed and are currently in final partner review with the auditor. Work is ongoing to finalize the 2024 audit package, which will be submitted once the 2023 statements are approved. Due to shifting priorities related to completing the 2023 audit, there will be a delay in presenting the 2025 unaudited financial statements.

Administration advised that overall financials remain stable with no major concerns. Some budget variances were noted, including higher public works equipment costs and increased power and pumping expenses due to repairs.

It was also noted that the overdraft will be closed as the Ministerial Order for short-term borrowing is expiring. Work is ongoing to address receivables, including issuing disconnection notices, and a portion of arrears has recently been collected.

Council received an update on the implementation of the new financial software system, which is currently being populated with historical data and is expected to be operational by late May.

The contract with E6 is expected to conclude at the end of May, with limited ongoing support budgeted. It was clarified that current E6 expenses are offset by deferred revenue and have not impacted the operating budget.

Council emphasized the importance of timely and accurate financial reporting moving forward.

Administration advised that the completed 2023 audit is expected to be returned by the auditor shortly.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Jonah had nothing to report

Councillor Ward-Russell had nothing to report

Councillor Coates had nothing to report

Councillor Elderkin raised concerns regarding the recent Provincial budget and its potential impact on the region, including tourism operations, local museums, and community institutions. While details of the budget were not yet confirmed, it was noted that there is uncertainty around future funding and that municipalities may need to reassess their support for local organizations during future budget planning.

Councillor Elderkin suggested that future Council may want to consider reviewing municipal funding for community organizations, particularly museums, depending on any changes to Provincial support.

Councillor Elderkin provided an update on a recent informal meeting with the Riverside-Albert Recreation Council, which is working to develop new programs, increase volunteer engagement, and organize a community potluck to help connect new residents.

Councillor Elderkin advised she was in attendance at an Albert County Exhibition training session, where the significant economic impact of the annual event was highlighted, including contributions to local organizations and schools, as well as regional tourism benefits.

Councillor Elderkin provided an update on the upcoming Volunteer Appreciation Coffee Morning scheduled for April 25, with Council members encouraged to attend. Appreciation was expressed to those who submitted volunteer nominations.

Councillor Land suggested that the Municipality consider hiring a dedicated staff resource focused on grant writing and funding opportunities. It was noted that while staff currently pursue grants as part of their roles, a dedicated position could proactively identify and secure additional funding to support community projects, infrastructure improvements, accessibility initiatives, and economic development.

Council discussed the importance of supporting local businesses and organizations, noting that Fundy Albert's economy is largely driven by locally owned enterprises. The significant economic impact of community events, such as the Albert County Exhibition, was highlighted, including benefits to local organizations and volunteer groups, such as fire departments, which rely on such events as key fundraisers.

It was also noted that volunteers play a critical role in sustaining community initiatives and should be further recognized and supported. Council discussed the importance of promoting Fundy Albert more effectively, recognizing it as a valuable asset with opportunities for growth in tourism and economic development.

Mayor Campbell provided an update on recent meetings and community engagement activities. It was noted that attendance at several Southeast Regional Service Commission meetings included discussions on infrastructure, with valuable input shared. Attendance at the Albert County Exhibition meeting further highlighted the significant economic contribution of the event to Fundy Albert.

Mayor Campbell met with several residents regarding various concerns, most of which were resolved with assistance from staff. A joint meeting with a local business owner highlighted the substantial economic impact of event-based tourism, including weddings, which bring visitors to the area, support local businesses, and generate employment opportunities.

Mayor Campbell discussed the importance of continuing to engage with local businesses and supporting economic development initiatives. It was suggested that regular engagement with Provincial representatives is important to advocate for municipal needs and opportunities.

Mayor Campbell provided on the upcoming Mayor's Roundtable, with strong interest and approximately 30+ participants registered. The event is expected to support collaboration among local volunteer groups, whose contributions to the community were acknowledged as significant and valued.

PUBLIC STATEMENTS AND INQUIRIES

Ms. Kathy Weir advised that there is a lack of appropriate cleaning equipment for the kitchen grill at the recreation centre. Administration advised that efforts are underway to improve access to cleaning supplies within facilities and that required equipment will be obtained.

Ms. Weir provided an update regarding the "Chase the Ace" program, noting that the previous round has concluded, and a new license application has been submitted, with the next draw anticipated to begin April 10.

Ms. Weir encouraged Council to continue supporting housing initiatives in the community.

Ms. Weir expressed appreciation for the detailed Council package and acknowledged the work of staff in preparing financial and operational reports.

Mr. Derek Lackey asked questions regarding the proposed Council Chambers audio-visual system, specifically whether the quoted cost included furniture or was limited to audio-visual components only.

Administration clarified that the quote presented was for audio-visual equipment only, and that a separate furniture budget would be required.

The speaker referenced a comparable project in another municipality, noting that their total costs, including furniture, appeared lower. It was acknowledged that differences in project scope, such as new construction versus retrofitting an existing space, could impact overall costs.

CLOSED SESSION

IT WAS MOVED by *Councillor Ward-Russell* and **SECONDED** by *Councillor Jonah* that Council have an in-camera session at 7:42pm.

MOTION CARRIED (unanimously).

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

IT WAS MOVED by *Councillor Jonah* and **SECONDED** by *Councillor Land* to return to the regular session at 8:14 pm.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by *Councillor Elderkin* **THAT** the meeting be adjourned at 8:15 pm.

Mayor

Clerk

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

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

CALL TO ORDER

Mayor Campbell called the meeting to order at 5:01 pm.

ADOPTION OF AGENDA

Councillor Ward-Russell requested the addition under closed session Local Governance Act 68(1)(j) labour and employment matter.

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

COUNCIL CHAMBER AUDIO VISUAL APPROVAL

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Jonah* **THAT** Council authorizes the CAO and Mayor to approve the purchase and installation of the Council Chambers audio-visual system as proposed by Ivan's Audio-Visual in the amount of \$43,395.04 plus HST;

AND FURTHER THAT funding for the project be allocated as follows: \$32,000 from the Office Building Budget Line, and the remaining \$11,395.04 plus net HST be funded.

Question

Councillor Ward Russell asked whether there was follow up from the question raised by a resident at the last meeting. Ms. Beers advised that an email was received from the resident who acknowledged and apologized for the error.

MOTION CARRIED (unanimously)

APPLICATION FOR FINANCING

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Coates* **THAT 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 Riverside-Albert Utility 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 shortterm capital interest expenses are anticipated for 2026;

AND WHEREAS RBC estimates the lease buyout 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.

Question

Council discussed whether multiple items, including water infrastructure and a fire truck, were being considered separately or as part of the same application. Administration clarified that the structure of the application requires all components to be submitted together, with details outlined in a supporting sheet. This includes the required resolution, and a breakdown of debenture amounts for general/operating and utility purposes.

MOTION CARRIED (unanimously)

RESTRICTION OF GUARANTEED INVESTMENT CERTIFICATE(S)

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Land* **THAT WHEREAS** Ascend LLP identified that certain Guaranteed Investment Certificates (GICs) purchased in 2023 were classified as unrestricted cash, as the related resolutions authorizing their purchase did not explicitly state that the funds were to be held as Capital Reserve; and

WHEREAS the original intent of the organization in purchasing these Guaranteed Investment Certificates was to invest funds designated for Capital Reserve purposes;

NOW, THEREFORE, BE IT RESOLVED, that all Guaranteed Investment Certificates purchased between January 2023 and December 2025 are hereby designated as restricted funds and shall be treated as Capital Reserve, consistent with the original intent at the time of investment.

MOTION CARRIED (unanimously)

VILLAGE OF ALMA - AUDIT 2022 - INTERFUND CORRECTION

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Jonah* **THAT WHEREAS** the Village of Fundy Albert is in Noncompliance with PSAB standards in regard to Interfund Borrowing;

WHEREAS the auditor has noted an outstanding Interfund Borrowing balance of \$712 owed to Alma Utility Capital from Alma Utility;

AND WHEREAS the Village of Fundy Albert does not have a set interest rate for interest on Interfund Borrowing;

BE IT RESOLVED that \$712 be transferred from Alma Utility to Alma Utility Capital;

AND BE IT FURTHER RESOLVED that Council directs administration to create an interest rate for interest on Interfund Borrowing for Council to approve at our next regular council meeting

MOTION CARRIED (unanimously)

2023 FINANCIAL STATEMENTS

Ms. Hutchinson presented a [council report form](#)

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Ward-Russell*

THAT WHEREAS Ascend LLP has presented council with completed Draft 2023 Financial Statements;

AND WHEREAS Council has reviewed and is satisfied with the Draft 2023 Financial Statements;

BE IT RESOLVED that the Council approves the 2023 Draft 2023 Financial Statements

Question

Councillor Ward-Russell acknowledged the progress made in completing the long-awaited audit but expressed concern regarding its findings. It was noted that the audit opinion was not unqualified, with a qualification related to unrecorded Asset Retirement Obligations, which may impact the municipality's liabilities and financial position. *Councillor Ward-Russell* emphasized the importance of formally recognizing these issues on record and ensuring they are addressed promptly. It was further stated that failure to do so could be viewed as irresponsible if subject to future audit, public, or legal scrutiny. *Councillor Ward-Russell* requested that these matters be incorporated into the motion.

Amendment:

The motion was amended to include that Council acknowledges the auditor's qualified opinion related to PSAS3280 Asset Retirement Obligations and the disclosed breach with RBC due to delayed financial reporting and directs Administration to address both matters and report back with corrective actions within an appropriate timeline.

MOTION CARRIED (unanimously)

Councillor Land inquired about the 2023 budget surplus amounts. Administration advised that the 2023 surplus was \$276,943 for general operating and \$40,832 for water and sewer

operating. Discussion followed regarding the surplus used in the 2025 budget, noting that a higher estimated amount (approximately \$300,000) had been applied. Administration indicated that final surplus figures remain subject to change as 2024 financials are still being finalized, with adjustments expected due to accrued expenses and restricted funds. It was noted that some corrections will not be fully reflected until future audit cycles.

CLOSED SESSION

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Land* **THAT** Council have an in-camera session at 5:20 pm.

MOTION CARRIED (unanimously).

Local Governance Act, SNB 2017, 68(1) (c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract

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

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Land* to return to the regular session at 6:35 pm.

MOTION CARRIED (unanimously).

ADJOURNMENT

IT WAS MOVED by *Councillor Elderkin* **THAT** the meeting be adjourned at 6:35 pm.

Mayor

Clerk

Synopsis: Community Wildfire Resiliency Plan

Date: April 7, 2026

Department: Legislative Services

DESCRIPTION

The Community Wildfire Resiliency Plan (CWRP) is being developed as a comprehensive, community-wide strategy to enhance wildfire preparedness and resilience in the Village of Fundy Albert. The plan addresses all FireSmart disciplines and focuses on increasing community awareness of wildfire risk, strengthening collaboration across jurisdictions, and providing tailored, practical actions specific to local needs. It emphasizes implementable and accountable measures that extend beyond vegetation management.

Forsite Consultants Ltd., a firm with extensive expertise in wildfire risk management, modelling, GIS, and FireSmart planning, has been engaged to lead the development of the CWRP.

Public engagement sessions were held on February 10 in Hillsborough and February 11 in Riverside-Albert to gather community input.

The submission deadline under the FireSmart program has been extended to April 15, enabling the final plan to be presented to Council at the April 7 Regular Meeting prior to submission to the Province.

Recommendation

That Council adopt the Community Wildfire Resiliency Plan (CWRP) for the Village of Fundy Albert as presented.

Present: Mayor Campbell
Councillor Ward-Russell
Councillor Elderkin

Staff Present: Sean Wallace - CAO

1. Call to Order

The Chair Ward-Russell called the Personnel Committee meeting to order.

2. Approval of Agenda

The agenda was amended to replace Item 12 with Confidential Personnel Matter and move Adjournment to Item 13.

Motion: That the agenda be approved as amended.

Carried.

3. Conflict of Interest Declarations

None

4. CAO Policy Review

The Committee received information from the CAO regarding legal considerations associated with the current CAO Policy, specifically Council involvement in employee promotions and terminations.

Direction: Administration will circulate the legal briefing previously provided and prepare a Council Report outlining potential policy amendments for Council consideration.

5. Policy Modernization

The Committee discussed the status of municipal policy updates.

Direction: Administration will continue preparation of updated municipal policies and will schedule a future meeting dedicated to policy review.

6. Human Resources Policy

The Committee reviewed elements of the draft Human Resources Policy, including vacation entitlements, sick leave provisions, bereavement leave, statutory holidays, and employee benefits.

Direction: Administration will revise the draft policy and provide a comparison between the current policy and proposed amendments for further review.

7. Respectful Communications Policy

The Committee reviewed a draft Respectful Communications Policy intended to address inappropriate or abusive communications directed toward municipal staff.

Direction: Administration will incorporate feedback received and prepare the policy for Council consideration.

8. Adjournment

The meeting adjourned.

Recorded by:

Sean Wallace, CAO

Synopsis: Age Friendly Community

Date: April 7, 2026

Department: Legislative Services

DESCRIPTION

At the March 17, 2026, Committee of the Whole meeting Ms. Lee delivered a presentation on age-friendly initiatives, outlining the distinction between the World Health Organization's Age-Friendly Communities initiative, the New Brunswick Age-Friendly Community Recognition Program, and Age-Friendly Active Communities New Brunswick (AFAC-NB), which provides support and guidance.

An age-friendly community focuses on enhancing the health, well-being, and quality of life of older adults, while benefiting the broader community. The initiative takes a proactive approach to addressing barriers such as accessibility, transportation, and social isolation, and supports residents in aging in place.

The program is citizen-led and involves residents identifying local challenges and proposing solutions through a structured framework. Key benefits include improved community cohesion, enhanced quality of life, and access to partnerships and funding opportunities.

To achieve recognition, the process includes Council passing a resolution of support, establishing a local steering committee, conducting a community assessment, engaging residents, and developing an action plan with measurable initiatives over a three-year period.

Council's role is primarily supportive, including endorsing the initiative, promoting awareness, and considering recommendations from the committee.

AFAC-NB offers resources, networking opportunities, and a \$2,500 startup contribution to assist with the assessment phase. The initiative emphasizes collaboration with local partners and is intended as an ongoing process focused on long-term community improvement.

Discussion included potential partnerships with local organizations, funding considerations, and the flexibility to implement actions based on community priorities.

Council Options

- Proceed with the initiative by adopting a resolution of support and initiating the age-friendly community process; or
- Defer consideration until after the municipal election period to allow the incoming Council to determine next steps.

Synopsis: Grey Brook Bridge project Funding

Date: April 7th, 2026

Department: Operations

Administration is seeking Council approval to formally commit funding of up to \$38,800 toward the Grey Brook Bridge and Shoreline Trail Improvement Project in order to secure a \$25,000 contribution from Trans Canada Trail.

While efforts are ongoing to secure external funding through sponsorship, donations, and in-kind contributions, and preliminary discussions indicate that \$10,000-\$15,000 may be achievable, these contributions have not yet been formally confirmed.

In order to secure the Trans Canada Trail funding, the municipality must submit formal confirmation of its commitment to cover the remaining project costs by May 1st. Without this commitment, the external funding will be withdrawn and the project will not proceed in 2026.

Council is therefore being asked to commit to the full remaining balance at this time, with the understanding that any confirmed sponsorship or in-kind contributions will reduce the municipality's final financial contribution.

Funding for this amount could be accommodated through existing Hillsborough capital funding and the shared Village Core capital budget, should Council wish to proceed.

WHEREAS the Grey Brook Bridge on the Shoreline Trail requires replacement to restore safe public access;

AND WHEREAS the Trans Canada Trail has provisionally committed up to **\$25,000** toward the project, subject to municipal confirmation of funding;

BE IT RESOLVED THAT Council approve funding of up to \$38,800 for the Grey Brook Bridge and Shoreline Trail Improvement Project, to be funded through Hillsborough capital and the shared Village Core capital budget, in order to secure the Trans Canada Trail contribution and allow the project to proceed.

Synopsis: Disposal of 2012 F550

Date: April 7th, 2026

Department: Operations

The 2012 Ford F-550 dump truck has been replaced and is no longer required for municipal operations. In alignment with the municipality's disposal policy, Council approval is required to proceed with its sale.

This report seeks approval to dispose of the vehicle through a transparent closed bid process, with a reserve price of \$5,000, and advertised for ten (10) days through the Village website, social media channels, and Facebook Marketplace to ensure broad visibility and competitive interest.

The truck, including the plow blade, is expected to generate \$8,000–\$14,000 in revenue, which can be reinvested into municipal operations. Approving this recommendation enables the municipality to capture fair market value, reduce ongoing maintenance and running costs, and continue a consistent, accountable approach to asset management.

WHEREAS the 2012 Ford F-550 dump truck, including the plow blade, is now surplus to operational requirements;

AND WHEREAS the Municipality's Disposal of Surplus, Obsolete, or Damaged Equipment Policy requires Council approval for the disposal of assets with an estimated value exceeding \$5,000;

AND WHEREAS the vehicle will be advertised for sale through a transparent closed bid process for a period of ten (10) days via the Village website, social media channels, and Facebook Marketplace, with a reserve price of \$5,000;

BE IT RESOLVED that Council approve the disposal of the 2012 Ford F-550 dump truck, including the plow blade, to the highest bidder through the closed bid process, sold as-is, where-is, with no warranty expressed or implied.



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Kim Beers
Date	April 7, 2026
Subject	2026 Maintenance Agreement – Dept of Transportation
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	<ul style="list-style-type: none">• PublicPrivateCommittee of the Whole

Purpose

To present the 2026 Summer and Winter Maintenance Agreement between the Village of Fundy Albert and the Department of Transportation and Infrastructure (DTI) for Council’s review and approval.

Background

Each year, the Department of Transportation and Infrastructure (DTI) provides the Village with a Maintenance Agreement outlining the responsibilities for summer and winter maintenance of provincial, provincial-municipal, and local government roads.

The 2026 agreement covers the period from January 1, 2026 to December 31, 2026 and maintains the same structure and service delivery model as previous years. Responsibilities remain unchanged, with DTI continuing to maintain designated provincial and shared roadways, and the Village is responsible for municipal streets and certain winter maintenance activities.

A review of the 2026 agreement identified only minor updates to kilometrage values. Notably, the total kilometrage for “Other Provincial Highways (K)” has increased from 291.584 km in 2025 to 293.825 km in 2026. I confirmed with DTI that the number is the total length of roads within the new local government entity (Fundy Albert) that is listed

as Other Provincial Highway and all of these are under DTI jurisdiction. These updates do not impact the municipal agreement between the municipality and DTI.

All other kilometrage totals and maintenance arrangements remain consistent with the 2025 agreement.

Recommendation

That Council approve the 2026 Summer and Winter Maintenance Agreement between the Village of Fundy Albert and the Department of Transportation and Infrastructure (DTI) and authorize the Mayor and Clerk to sign the agreement.

Legal	The agreement outlines shared and respective maintenance responsibilities between the Province and the Village and is consistent with established annual agreements.
Financial	NA
Environmental	NA
Policy	Consistent with existing operational practices and intergovernmental agreements.
Stakeholders	Department of Transportation and Infrastructure (DTI) Village of Fundy Albert residents
Community Sensitivities	NA
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none"> • Infrastructure • Village Services • Strategic Partnerships
Documents, maps, photos or presentations attached	2026 Maintenance Agreement – Dept of Transportation
Consultation	Department of Transportation
Intergovernmental considerations	Administration has reviewed the agreement. Clarification has been requested from DTI regarding minor kilometrage changes.

March 30, 2026

30 mars 2026

Village of Fundy Albert

1-2489 Main Street
Hillsborough, (N.B.) E4H 2X7

Attention: Jim Campbell, Mayor

Village de Fundy Albert

1-2489 rue Main
Hillsborough, (N.B.) E4H 2X7

A l'attention de Jim Campbell, Maire

Jim Campbell:

Jim Campbell,

RE: MAINTENANCE AGREEMENT – 2026

OBJET: RESPONSABILITÉ DE L'ENTRETIEN - 2026

Please find enclosed the year 2026 Maintenance Agreement for your approval and signature.

Veillez trouver ci-joint la nouvelle entente entre votre Municipalité et notre Ministère décrivant les responsabilités de chacun pour l'année 2026.

It is therefore important that you review this agreement and return it to this office as soon as possible.

Il est donc essentiel que vous signiez cette entente et que vous nous la retourniez par courrier le plus tôt possible.

You can access the 2026 Municipal Maps and Kilometrage Reports on our Department of Transportation web site at [Maps and charts - gnb.ca](http://Maps_and_charts_-_gnb.ca)

Pour voir les Cartes Municipales et Rapports municipal de kilométrage 2026, vous pouvez consulter le site internet du ministère des Transports au [Cartes géographiques et marines - gnb.ca](http://Cartes_géographiques_et_marines_-_gnb.ca)

Yours truly,

Veillez agréer l'expression de mes sentiments les meilleurs.



Vincent Roussel, P. Eng./ing.
District Engineer / L'ingénieur régional

Enclosure/Pièce jointe



Department of Transportation and Infrastructure / Ministères des transports et de l'infrastructure

P.O. Box 129 - 46 Toombs Street / C.P. 129 - 46, rue Toombs

Moncton, NB E1C 8R9

Tel. / Tél. : (506) 856-2000 Fax / Téléc. : (506) 856-2019

GNB.CA



DEPARTMENT OF TRANSPORTATION AND
INFRASTRUCTURE (DTI)

MINISTÈRE DES TRANSPORTS ET DE
L'INFRASTRUCTURE (MTI)

**SUMMER & WINTER MAINTENANCE AGREEMENT FORM
FORMULAIRE D'ACCORD MAINTENANCE D'ÉTÉ & D'HIVER**

LOCAL GOVERNMENT (LG) NAME / NOM DU GOUVERNEMENT LOCAL (GL) Fundy Albert COVERING THE PERIOD / COUVRANT LA PERIODE FROM/DU Jan 01, 2026 TO/AU Dec 31, 2026

DESCRIPTION	PROVINCIAL HIGHWAYS ROUTES PROVINCIALES	PROVINCIAL-MUNICIPAL HIGHWAYS ROUTES PROVINCIALES-MUNICIPALES		LOCAL GOVERNMENT ROADS CHEMINS DU GOUVERNEMENT LOCAL
CLASSIFICATION	ART/COL/LOC*	ART/COL*	LOC*	N/A
FINANCIAL RESPONSIBILITY/ RESPONSABILITÉ FINANCIÈRE	DTI/MTI	DTI/MTI	SHARED EQUALLY/ PARTAGÉ ÉGALEMENT	LG/GL
DTI TO CARRY OUT/ LE MTI EFFECTUE				
1) Summer maintenance d'été lane/voie km	_____	<u>36.602</u>	<u>24.106</u>	<u>28.835</u>
2) Winter maintenance d'hiver lane/voie km	_____	<u>36.602</u>	<u>20.636</u>	<u>15.39 **</u>
LG TO CARRY OUT/ LE GL EFFECTUE				
1) Summer maintenance d'été lane/voie km	_____	<u>4.574 *</u>	_____	<u>17.328</u>
2) Winter maintenance d'hiver lane/voie km	_____	_____	_____	<u>35.521</u>

*ART=ARTERIAL/ARTÉRIELLE, COL=COLLECTOR/COLLECTRICE & LOC=LOCAL/LOCALE

COMMENTS/REMARQUES

See schedule "1" for details on sheared responsibilities between Local Government and DTI

SIGNATURES


DISTRICT ENGINEER/
INGÉNIEUR REGIONAL

DATE

LOCAL GOVERNMENT/GOUVERNEMENT LOCAL

DATE

PRINT NAME/NOM EN LETTRES MOULÉES

DISTRIBUTION

ORIGINAL: DTI FINANCIAL AND ADMINISTRATIVE SERVICES/MTI SERVICES DES FINANCES ET DE L'ADMINISTRATION
COPIES: LG REPRESENTATIVE/REPRÉSENTANT DU GL & DISTRICT ENGINEER/INGÉNIEUR RÉGIONAL

LOCAL GOVERNMENT KILOMETRAGE**KILOMÉTRAGE GOUVERNEMENT LOCAL**DEPARTMENT OF TRANSPORTATION
AND INFRASTRUCTURE
CAPITAL PLANNINGMINISTÈRE DES TRANSPORTS ET DE
L'INFRASTRUCTURE
PLANIFICATION DES IMMOBILISATIONS

Entity
Entité Fundy Albert

Communities
Communautés Alma, Hillsborough, Riverside-
Albert

Status
Statut Village

Page 1

Corey White
Corey White
Capital Planning/Planification des Immobilisations

Date 2025-12-10**Official for/Officiel pour 2026**

Name of street Nom de la rue	Length (km) Longueur (km)	Number of lanes Nombre de voies	Lane Kilometres Kilomètres de voies	Remarks Remarques
PROVINCIAL - MUNICIPAL HIGHWAYS / ROUTES PROVINCIALES - MUNICIPALES				
ARTERIALS & COLLECTORS / ROUTE DE GRAND COMMUNICATION & ROUTE COLLECTRICE (A)				
Alma				
Route 114: (Main Street/Rue)	6.851	2 3	14.850	5.703 x 2 1.148 x 3
Hillsborough				
Route 114: (Main Street/Rue)	4.870	2 3	13.996	0.614 x 2 4.256 x 3
Riverside-Albert				
Route 114:	3.057	2 3	7.756	1.415 x 2 1.642 x 3
TOTAL A KILOMETRAGE/ TOTAL DU KILOMÉTRAGE A	14.778		36.602	
LOCALS / LOCALE (B)				
Alma				
Route 915: (Scenic Drive/Promenade)	4.974	2	9.948	
Forty-Five Road/Chemin	3.914	2	7.828	
Hillsborough				
Route 910: (Salem Road/Chemin)	1.634	2	3.268	

LOCAL GOVERNMENT KILOMETRAGE

KILOMÉTRAGE GOUVERNEMENT LOCAL

DEPARTMENT OF TRANSPORTATION
AND INFRASTRUCTURE
CAPITAL PLANNINGMINISTÈRE DES TRANSPORTS ET DE
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PLANIFICATION DES IMMOBILISATIONS

Entity
Entité Fundy Albert

Communities
Communautés Alma, Hillsborough, Riverside-
Albert

Status
Statut Village

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Corey White
Corey White
Capital Planning/Planification des Immobilisations

Date 2025-12-10

Official for/Officiel pour 2026

Name of street Nom de la rue	Length (km) Longueur (km)	Number of lanes Nombre de voies	Lane Kilometres Kilomètres de voies	Remarks Remarques
Riverside-Albert				
Route 915: (King Street/Rue)	0.592	2	1.184	
Caledonia Mountain Road/Chemin	0.201	2	0.402	
Forestdale Road/Chemin	0.738	2	1.476	
TOTAL B KILOMETRAGE/ TOTAL DU KILOMÉTRAGE B	12.053		24.106	
LOCAL GOVERNMENT / GOUVERNEMENT LOCAL (C)				
Alma				
Bayview Drive/Promenade	0.194	2	0.388	
Brittany Court/Cour	0.161	2	0.322	
Chignecto Drive/Promenade	0.816	1 2	1.217	0.415 x 1 0.401 x 2
Edgewater Drive/Promenade	0.219	2	0.438	
Elliott Drive/Promenade	0.190	2	0.380	
Elm Street/Rue	0.140	1	0.140	
Falcon Ridge Drive/Promenade	0.284	2	0.568	
Forest Drive/Promenade	0.630	2	1.260	
Foster Road/Chemin	0.353	2	0.706	
Fundy View Drive/Promenade	0.356	1 2	0.498	0.214 x 1 0.142 x 2
Greenhill Drive/Promenade	0.145	1	0.145	

LOCAL GOVERNMENT KILOMETRAGE

KILOMÉTRAGE GOUVERNEMENT LOCAL

DEPARTMENT OF TRANSPORTATION
AND INFRASTRUCTURE
CAPITAL PLANNINGMINISTÈRE DES TRANSPORTS ET DE
L'INFRASTRUCTURE
PLANIFICATION DES IMMOBILISATIONS

Entity
Entité Fundy Albert

Communities
Communautés Alma, Hillsborough, Riverside-
Albert

Status
Statut Village

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Corey White
Corey White
Capital Planning/Planification des Immobilisations

Date 2025-12-10

Official for/Officiel pour 2026

Name of street Nom de la rue	Length (km) Longueur (km)	Number of lanes Nombre de voies	Lane Kilometres Kilomètres de voies	Remarks Remarques
Ocean Drive/Promenade	0.137	1	0.137	
Orange Lane/Allée	0.063	1	0.063	
School Street/Rue	1.261	2	2.522	
Shady Lane/Allée	0.206	2	0.412	
Hillsborough				
Academy Street/Rue	1.255	2	2.510	
Andy Lane/Allée	0.107	1	0.107	
Braam Crescent/Croissant	0.226	2	0.452	
Caillie Court/Cour	0.073	2	0.146	
Central Avenue/Avenue	0.418	1	0.418	
Cindy Street/Rue	0.096	2	0.192	
Duffy Lane/Allée	0.122	1	0.122	
Elvin Jay Drive/Promenade	0.240	2	0.480	
Fairview Avenue/Avenue	1.224	2	2.448	
Golf Club Road/Chemin	2.177	2	4.354	
Gordon Street/Rue	0.181	2	0.362	
Green Hill Drive/Promenade	0.231	2	0.462	
Greys Island Road/Chemin	1.074	1	1.074	
Hillview Avenue/Avenue	0.291	1	0.291	

LOCAL GOVERNMENT KILOMETRAGE

KILOMÉTRAGE GOUVERNEMENT LOCAL

DEPARTMENT OF TRANSPORTATION
AND INFRASTRUCTURE
CAPITAL PLANNINGMINISTÈRE DES TRANSPORTS ET DE
L'INFRASTRUCTURE
PLANIFICATION DES IMMOBILISATIONS

Entity
Entité Fundy Albert

Communities
Communautés Alma, Hillsborough, Riverside-
Albert

Status
Statut Village

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Capital Planning/Planification des Immobilisations

Date 2025-12-10

Corey White

Official for/Officiel pour 2026

Name of street Nom de la rue	Length (km) Longueur (km)	Number of lanes Nombre de voies	Lane Kilometres Kilomètres de voies	Remarks Remarques
Taylor Lane/Allée	1.715	1 2	3.418	0.012 x 1 1.703 x 2
Turner Street/Rue	0.116	2	0.232	
Woodworth Road/Chemin	0.204	2	0.408	
Young Street/Rue	0.440	1	0.440	
Riverside-Albert				
Bicentennial Road/Chemin	0.409	2	0.818	
Buchanan Street/Rue	0.093	1	0.093	
Church Street/Rue	0.165	2	0.330	
County Road/Chemin	0.390	2	0.780	
Cross Street/Rue	0.105	1	0.105	
Fire Street/Rue	0.061	2	0.122	
Horn Road/Chemin	0.511	1	0.511	
Maple Street/Rue	0.187	2	0.374	
McClelland Avenue/Avenue	0.105	1	0.105	
Mill Road/Chemin	0.390	1	0.390	
Morrissey Lane/Allée	0.122	1	0.122	
Porter Street/Rue	0.202	1	0.202	
Stiles Road/Chemin	0.296	1	0.296	
Tingley Street/Rue	0.071	1	0.071	

LOCAL GOVERNMENT KILOMETRAGE

KILOMÉTRAGE GOUVERNEMENT LOCAL


DEPARTMENT OF TRANSPORTATION
AND INFRASTRUCTURE
CAPITAL PLANNINGMINISTÈRE DES TRANSPORTS ET DE
L'INFRASTRUCTURE
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Communities
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Albert

Status
Statut Village

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Corey White
Capital Planning/Planification des Immobilisations

Date 2025-12-10

Official for/Officiel pour 2026

Name of street Nom de la rue	Length (km) Longueur (km)	Number of lanes Nombre de voies	Lane Kilometres Kilomètres de voies	Remarks Remarques
Union Street/Rue	0.151	1	0.151	
Water Street/Rue	1.566	2	3.132	
Young Street/Rue	0.265	2	0.530	
TOTAL C KILOMETRAGE/ TOTAL DU KILOMÉTRAGE C	26.653		46.163	
PROVINCIAL HIGHWAYS / ROUTES PROVINCIALES				
<u>CONTROLLED ACCESS / ROUTES À ACCÈS LIMITÉ</u>				
<i>INSIDE PRE-REFORM BOUNDARIES (D)/ À L'INTÉRIEUR DES LIMITES PRÉ-RÉFORME (D)</i>				
TOTAL D KILOMETRAGE/ TOTAL DU KILOMÉTRAGE D	0.000		0.000	
<i>OUTSIDE PRE-REFORM BOUNDARIES (L)/ À L'EXTÉRIEUR DES LIMITES PRÉ-RÉFORME (L)</i>				
TOTAL L KILOMETRAGE/ TOTAL DU KILOMÉTRAGE L	0.000		0.000	
<u>P3 HIGHWAY KILOMETRAGE</u>				
<i>INSIDE PRE-REFORM BOUNDARIES (I) À L'INTÉRIEUR DES LIMITES PRÉ-RÉFORME (I)</i>				
TOTAL I KILOMETRAGE/ TOTAL DU KILOMÉTRAGE I	0.000		0.000	
<i>OUTSIDE PRE-REFORM BOUNDARIES (M) À L'EXTÉRIEUR DES LIMITES PRÉ-RÉFORME (M)</i>				
TOTAL M KILOMETRAGE/ TOTAL DU KILOMÉTRAGE M	0.000		0.000	

LOCAL GOVERNMENT KILOMETRAGE

KILOMÉTRAGE GOUVERNEMENT LOCAL

DEPARTMENT OF TRANSPORTATION
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Corey White
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Date 2025-12-10

Official for/Officiel pour 2026

Name of street Nom de la rue	Length (km) Longueur (km)	Number of lanes Nombre de voies	Lane Kilometres Kilomètres de voies	Remarks Remarques
OTHER PROVINCIAL HIGHWAYS / AUTRES ROUTES PROVINCIALES (K)				
Route 114	77.338			
Route 910	31.324			
Route 915	25.208			
Academy Street, Rue	0.126			
Albert Mines Road, Chemin	13.614			
Baxter Street, Rue	0.754			
Beaumont Road, Chemin	0.288			
Beech Hill Road, Chemin	1.991			
Bellefield Road, Chemin	0.939			
Bloomfield Street, Rue	0.707			
Brookton Road, Chemin	0.132			
Calais Crescent, Croissant	0.872			
Caledonia Mountain Road, Chemin	15.533			
Cantara Court, Cour	0.226			
Cape Enrage Road, Chemin	6.380			
Chemical Road, Chemin	1.633			
Chester Road, Chemin	0.652			
Christopher Lane, Allée	0.340			
Chultun Court, Cour	0.182			
Cimarron Court, Cour	0.228			
Collier Mountain Road, Chemin	0.010			
Crooked Creek Road, Chemin	0.992			
Dashwood Street, Rue	0.266			
Dawson Road, Chemin	9.092			
Dennis Beach Road, Chemin	1.703			
Dixson Road, Chemin	0.553			
Dobson Road, Chemin	0.682			
Doreen Crescent, Croissant	0.150			
Dryden Street, Rue	0.677			
Duffy Road, Chemin	0.575			
Elsie Road, Chemin	0.137			
Fairfield Road, Chemin	1.060			
Fairview Road, Chemin	2.287			
Faye Street, Rue	0.169			

LOCAL GOVERNMENT KILOMETRAGE

KILOMÉTRAGE GOUVERNEMENT LOCAL

DEPARTMENT OF TRANSPORTATION
AND INFRASTRUCTURE
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Corey White
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Date 2025-12-10

Official for/Officiel pour 2026

Name of street Nom de la rue	Length (km) Longueur (km)	Number of lanes Nombre de voies	Lane Kilometres Kilomètres de voies	Remarks Remarques
Forestdale Road, Chemin	0.003			
Fownes Road, Chemin	1.033			
Greenleaf Road, Chemin	0.391			
Grub Road, Chemin	2.445			
Haley Road, Chemin	0.245			
Hardscrabble Road, Chemin	1.487			
Harvey Cross Road, Chemin	0.326			
Hawkes Road, Chemin	0.068			
Hopewell Cross Road, Chemin	0.107			
Ings Intervale Road, Chemin	0.725			
Joe Hawkes Road, Chemin	1.286			
Jones Lane, Allée	0.288			
Justin Drive, Promenade	0.364			
Kierstead Street, Rue	1.248			
Laurelwood Drive, Promenade	0.315			
Lenwood Street, Rue	0.344			
Levy East Road, Chemin	2.241			
Levy West Road, Chemin	0.373			
Long Marsh Lane, Allée	0.716			
Lorne Henry Drive, Promenade	0.204			
Maefield Street, Rue	0.384			
Malibou Street, Rue	0.149			
Manor Ridge Drive, Promenade	0.815			
Marcombe Street, Rue	0.945			
Marsh Road, Chemin	1.379			
Marwood Crescent, Croissant	0.300			
Marys Point Road, Chemin	7.090			
Memel Road, Chemin	2.093			
Midway Road, Chemin	11.158			
Milton Road, Chemin	0.417			
Mollins Road, Chemin	1.236			
Mosherwood Street, Rue	0.048			
Mulligan Road, Chemin	1.760			
Needham Street, Rue	0.095			
Nelson Street, Rue	0.216			
New Ireland Road, Chemin	4.873			
New Road, Chemin	1.587			

LOCAL GOVERNMENT KILOMETRAGE

KILOMÉTRAGE GOUVERNEMENT LOCAL

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Name of street Nom de la rue	Length (km) Longueur (km)	Number of lanes Nombre de voies	Lane Kilometres Kilomètres de voies	Remarks Remarques
Niagara Road, Chemin	2.266			
Old Albert Mines Road, Chemin	1.189			
Old Dawson Road, Chemin	0.953			
Old Great Road, Chemin	0.610			
Old Rte. 114 Road, Chemin	0.259			
Old Shepody Road, Chemin	0.320			
O'Regan Road, Chemin	0.212			
Osborne Corner Road, Chemin	5.343			
Petersfield Street, Rue	1.103			
Philips Street, Rue	0.183			
Pine Glen Road, Chemin	2.618			
Power Drive, Promenade	1.524			
Princeton Avenue, Avenue	0.601			
Prosser Brook Road, Chemin	2.232			
Rocks Road, Chemin	0.202			
Shaw Street, Rue	0.907			
Shenstone Road, Chemin	5.650			
Shortcut Road, Chemin	2.081			
Smith Field Road, Chemin	1.062			
Stanley Street, Rue	0.756			
Station Road, Chemin	0.705			
Steeves Mills Road, Chemin	0.305			
Steevescote Road, Chemin	3.349			
Stoney Creek Road, Chemin	2.910			
Terrawood Street, Rue	0.158			
Tidewater Court, Cour	0.278			
Tower Road, Chemin	5.987			
Turnbull Street, Rue	0.131			
Underground Lake Road, Chemin	0.831			
Ward Road, Chemin	0.306			
Woodworth Settlement Road, Chemin	2.763			
Woodworth Street, Rue	0.457			
TOTAL K KILOMETRAGE/ TOTAL DU KILOMÉTRAGE K	293.825			

LOCAL GOVERNMENT KILOMETRAGE

KILOMÉTRAGE GOUVERNEMENT LOCAL

DEPARTMENT OF TRANSPORTATION
AND INFRASTRUCTURE
CAPITAL PLANNING



MINISTÈRE DES TRANSPORTS ET DE
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Corey White
Capital Planning/Planification des Immobilisations
Date 2025-12-10

Official for/Officiel pour 2026

Name of street Nom de la rue	Length (km) Longueur (km)	Number of lanes Nombre de voies	Lane Kilometres Kilomètres de voies	Remarks Remarques
<u>Private streets not maintained/rues privées non maintenues</u>				
Alma				
Barrett Road/Chemin	4.686	2	9.372	
Bennett Lane/Allée				
Butland Lane/Allée				
Downey Lane/Allée				
Hilltop Lane/Allée				
Kelly Lane/Allée				
Livingston Lane/Allée				
Parkview Lane/Allée				
Sherwood Lane/Allée				
Shore Lane/Allée				
Snider Lane/Allée				
Spruce Lane/Allée				
Victory Lane/Allée				
Hillsborough				
School Lane/Allée				

Schedule " 1 "

DTI and Fundy Albert (2026)

Hillborough, Riverside Albert & Alma (Provincial - Municipal Highways Shared Equally - Locals B)

Total lane km 24.106

Provincial road shared equally in Alma, Hillsborough and Riverside Albert (Locals B) summer and winter maintenance by DTI				
Road Name	From	To	Length km	Lane Km
Rte 915 in Alma	Village limit	Rte 114	4.974 x 2	9.948
Forty-Five Roads	Rte 114	Fundy Park Boundry	3.914 x 2	7.828
Rte 910 in Hillsborough (Salem Rd)	Village limit	Rte 114	1.634 x 2	3.268
Rte 915 in Riverside Albert (King St)	Rte 114	Village limit	0.592 x 2	1.184
Caledonia Mt Rd	Rte 114	Village limit	0.201 x 2	0.402
Forestdale Rd	Rte 114	Village limit	0.738 x 2	1.476
			Total	24.106

Provincial road shared equally in Alma (locals B) not plowed by DTI				
Road Name	From	To	Length km	Lane Km
Forty Five Rd	Barret Rd	Fundy Park Boundry	1.735 x 2	3.47
			Total	3.47

Hillborough, Riverside Albert & Alma Local Government Roads (Municipal Streets)

Total lane km 46.163

Summer Maintenance by DTI				
Road Name	From	To	Length km	Lane Km
All streets in Hillsborough	See official report for street names and lenghts			28.835
			Total	28.835

Plowed by DTI in winter (Hillborough)				
Road Name	From	To	Length	Lane Km
Academy St (Hillborough)	Rte 114	Rte 910	1.255 x 2	2.51
			Total	2.51

Plowed by DTI in winter (Riverside albert)				
Road Name	From	To	Length	Lane Km
All streets in Riverside Albert	See official report for street names and lenghts			8.132
			Total	8.132

Municipale streets in Alma summer and winter maintenance by municipality				
Road Name	From	To	Length	Lane Km
All streets in Alma	See official report for street names and lenghts			9.196
			Total	9.196

*** Provincial roads Outside Municipal Limits**

Provincial roads outside village limits plowed by Hillsborough in winter				
Road Name	From	To	Length km	Lane Km
Fairview Ave	Village limit	End of designation	2.287 x 2	4.574
			Total	4.574

**** Private streets not maintained in Alma**

Private street not maintained plowed by DTI in winter				
Road Name	From	To	Length km	Lane Km
Barrett Rd	Forty Five Rd	Square Lake	2.374 x 2	4.748
			Total	4.748



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session
From	Kim Beers
Date	April 7, 2026
Subject	Appointment of Acting Chief Administrative Officer (CAO)
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	<input checked="" type="radio"/> Public <input type="radio"/> Private <input type="radio"/> Committee of the Whole

Purpose

To formally appoint the Clerk as Acting Chief Administrative Officer (CAO) during the CAO's temporary absence due to vacation, ensuring continuity of administrative operations.

Background

The Chief Administrative Officer (CAO) will be away on vacation from April 2nd to April 21st. During this period, it is necessary to designate an Acting CAO to ensure the continued delivery of municipal operations and administrative oversight.

While the CAO has communicated this temporary delegation to Council and staff, formal recognition by Council provides clarity of authority and supports continuity in decision-making, particularly where statutory or administrative approvals may be required.

Recommendation

That Council appoint Kim Beers, as Acting Chief Administrative Officer for the Village of Fundy Albert for the period of April 3, 2026 to April 21, 2026 during the CAO's absence.

Legal	The appointment of an Acting CAO is consistent with the administrative authority of Council under the Local Governance Act to ensure the effective operation of the municipality.
Financial	NA
Environmental	NA
Policy	This appointment aligns with good governance practices by ensuring continuity of leadership and administrative oversight.
Stakeholders	Council, municipal staff, and residents of the Village of Fundy Albert.
Community Sensitivities	NA
Council priorities	Strategic Plan Alignment: <ul style="list-style-type: none"> • Village Services
Documents, maps, photos or presentations attached	NA
Consultation	Internal discussion between the CAO and Clerk.
Intergovernmental considerations	NA

Synopsis: Third Reading of By-Law 26-WAP-069-3

Date: April 7, 2026

Department: Legislative Services

DESCRIPTION

At the February 3, 2026 Regular Council Meeting, Planner Caleb Babin presented a proposed amendment to the Westmorland-Albert Planning Area Rural Plan Regulation By-Law to permit the rezoning of PID 05036462 from Commercial Industrial to the Intensive Resource Development (IRD) Zone for the purpose of permitting a rock quarry.

A Public Hearing on the proposed amendment was held March 3, 2026.

Modified version of draft by-law FA-03 is attached. DNR has confirmed Snowmobile NB was adequately consulted (see attached correspondence). The final condition e) has thus been removed.



Rezoning Application for a Rock Quarry on Tingley Road - PID 05036470

From Morehouse, Tanya (DNR/MRN) <Tanya.Morehouse@gnb.ca>

Date Tue 03/03/2026 08:06

To Caleb Babin <caleb.babin@nbse.ca>

You don't often get email from tanya.morehouse@gnb.ca. [Learn why this is important](#)

ATTENTION! External email / courriel externe

Good day Caleb,

I can confirm that Snowmobile-Motoneige NB has been adequately consulted by the applicant. As such, the Department of Natural Resources considers this condition of your approval for the development permit for a quarry, to be satisfied.

Please let me know if you have any questions/concerns or if you would like to further discuss.

Cheers
Tanya



Tanya Morehouse, B. Sc.F.

Crown Lands Foresters & Trails Team Manager (Acting) | Gestionnaire de l'équipe des forestiers et des sentiers des terres de la Couronne (par intérim)

Provincial Trails Coordinator | Coordonnatrice des Sentiers provinciaux

Crown Lands Branch | Direction des terres de la Couronne

Department of Natural Resources | Ministère des Ressources Naturelles

Government of New Brunswick | Gouvernement du Nouveau-Brunswick

T | Tél. : 1-888-312-5600

C | Cell. : 506-230-1989

F | Téléc. : 506-457-4802

GNB.CA / trailsnsentiers@gnb.ca

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

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

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

FIRST READING: March 3, 2026
(by title)

SECOND READING: March 3, 2026
(by title)

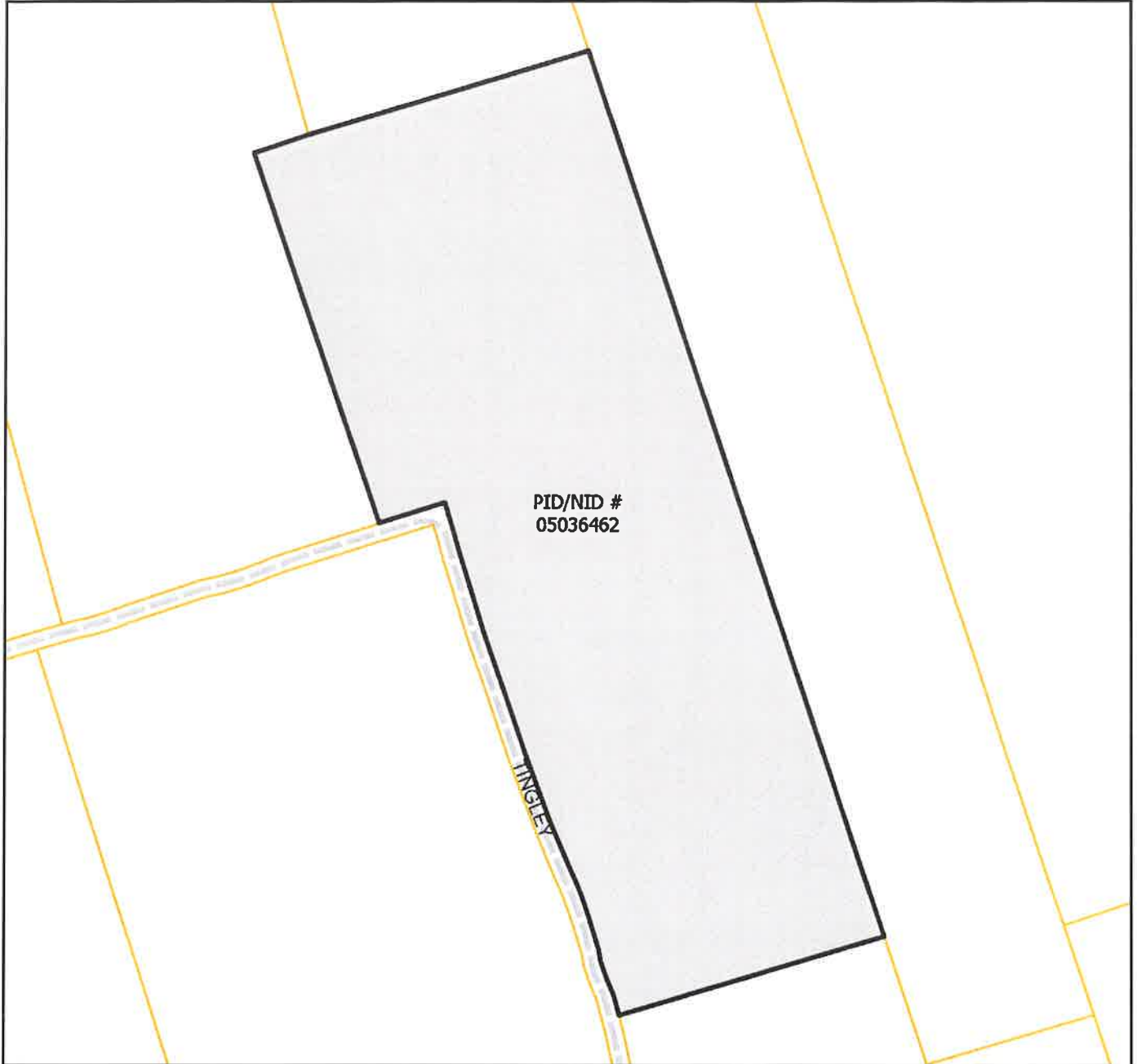
READING IN ITS ENTIRETY: March 3, 2026

THIRD READING
(by title) AND PASSED: DATE

Jim Campbell, Mayor

Kim Beers, Legislative Services Director/Clerk

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

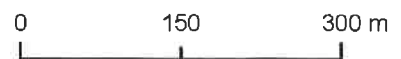


Legend



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

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



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

IT IS RESOLVED THAT:

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

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

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

Jim Campbell, Mayor

Kim Beers, Legislative Services Director/Clerk

SOLEMN DECLARATION

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

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

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

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

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

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

Commissioner of Oaths

Synopsis: Third Reading of By-Law 2026-1

Date: April 7, 2026

Department: Legislative Services

DESCRIPTION

At the January 20, 2026 Committee of the Whole meeting, Council reviewed the draft Procedural By-law (By-law No. 2026-01), developed to modernize and consolidate the rules governing Council and Committee meetings in alignment with the Local Governance Act. Following that review, Administration prepared a finalized, clean version of the by-law incorporating Council's feedback and clarifications.

The by-law establishes clear and updated procedures for the conduct of meetings, including provisions for electronic participation (with requirements for public access, notice, quorum, voting, and confidentiality in closed sessions), the use of "Unfinished Business" to address deferred matters, and standardized rules for motions, debate, amendments, and voting processes. It also clarifies procedural tools such as points of order, privilege, and information, as well as the process for appealing rulings of the Chair. The by-law further confirms the Mayor's ability to vote on all matters, except where restricted by conflict of interest, supporting quorum and effective decision-making.

The Draft By-law has been posted on the Fundy Albert website for public viewing, as required under section 15(3) of the Local Governance Act.

First and Second Reading of the by-law were completed at the March 3, 2026 Regular Council meeting.

The by-law is now presented for Third Reading and final adoption.

Recommendation:

That Council proceed with Third Reading of By-law No. 2026-01, being a By-law Respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings,



BY-LAW NO. 2026-01

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

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

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

1. TITLE

This by-law shall be cited as the “Procedural By-Law”.

2. DEFINITIONS

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

“Administration” means the Chief Administrative Officer and senior staff of the municipality;

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

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

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

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

“Committee(s) of Council” means committees created by resolution of Council to address specific mandates or ongoing responsibilities, consisting of appointed Members of Council, a Chair and Vice-Chair, and supported by Administration, with approved Terms of Reference, and reporting to Council in an advisory capacity.



“Council” shall mean the mayor and the councillors of Fundy Albert;

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

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

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

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

“Mayor” designates the elected mayor of Fundy Albert;

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

“Mover” means the person who submits a motion to council;

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

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

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

“Point of Order” means a procedural mechanism by which a Councillor may rise when it is believed that this By-law, the *Local Governance Act*, or accepted meeting procedure has been violated or incorrectly applied. Upon being raised, the Mayor shall rule immediately on the validity of the Point of Order before debate continues;



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

“Presiding Officer” means the Mayor, or in absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor the the Clerk shall call the meeting to order and, in accordance with the Local Governance Act, request a volunteer from among the Members present to act as Presiding Officer, to be appointed by resolution.

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

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

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

“Secunder” means the person who supports a motion submitted to Council

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

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

3. APPLICATION

The rules of this by-law:

3.1 This bylaw applies to all meetings of Council;

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

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

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

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

4. MEETINGS OF COUNCIL

- a. When a meeting must be canceled due to a storm or for any other reason, the decision will be made by the Mayor after consultation with the clerk before 2:00 p.m. on the same day and public notice shall be provided via the municipal website and any other reasonable means available. The meeting will be rescheduled to the next business day at the same time.
- b. Unless otherwise specified, all Meetings of Council shall be held in the Council Chamber of the municipal office.
- c. Every person wishing to speak during a Council meeting shall address their comments through the Mayor, and no person shall be permitted to speak unless and until the Mayor has granted that person permission.
- d. If any Member wishes to ask a question of Administration during a meeting, any such questions shall be directed to the CAO, who may either answer or call upon the appropriate Administration official to respond.

4.1 FIRST MEETING OF A NEWLY ELECTED COUNCIL

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

4.2 REGULAR MEETINGS



- a. Subject to the Act, Council shall hold its Regular (Public) Meetings on the first (1st) Tuesday of each month, beginning at six o'clock in the evening (6:00 pm) unless otherwise determined by Council. In the event that Tuesday is a holiday, the meeting shall be held on the following business day of that week.
- b. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all Council and the public. Public notice shall be provided via the municipal website and any other reasonable means available.
- c. Council may waive a Regular Meeting or change the date for such meeting when, by Resolution of Council made at least 1 (one) week prior thereto, the Council deems it appropriate. However, the Mayor, if concerned about a safety factor or due to compassionate reasons, may cancel or reschedule a Regular Meeting on short notice if deemed necessary.
- d. Unless otherwise determined by Council, all Regular, Special, and Emergency Meetings of Council shall be held in the Village Council Chambers.
- e. No Regular Meetings of Council or Committee of the Whole Meetings shall be held during the months of August and December, unless otherwise determined by resolution of Council; however, this shall not preclude the calling of Special or Emergency Meetings as permitted under this By-law and the Act.

4.3 SPECIAL MEETINGS

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

e. Public notice of all Special Meetings shall be provided via the municipal website and any other reasonable means available.

4.4 EMERGENCY MEETINGS

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

b. Notice periods applicable to Special Meetings do not apply to Emergency Meetings; however, every effort shall be made to provide Members of council and the public with as much notice as possible

c. An Emergency Meeting may be convened only to address matters of an urgent nature that cannot be deferred to a Regular or Special Meeting, including but not limited to situations affecting public safety, municipal operations, or essential services.

d. Only the subject matter of the emergency shall be considered at an Emergency Meeting.

4.5 CLOSED MEETINGS (public excluded)

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

a) information of which the confidentiality is protected by law;

b) personal information as defined in the Right to Information and Protection of Privacy Act;

c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract;

d) the proposed or pending acquisition or disposition of land;

e) information that could violate the confidentiality of information obtained from the Government of Canada or from the government of a province or territory;

f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of the local government business;

- g) litigation or potential litigation affecting the local government, or any corporation referred to in subsection 8(1) of the Local Governance Act or the local government's agencies, boards or commissions including any matter before an administrative tribunal;
- h) the access to or security of buildings and other structures occupied or used by the local government or access to or security of systems of the local government, including computer or communication systems;
- i) information gathered by the police, including the Royal Canadian Mounted Police, in the course of investigating any illegal or suspected illegal activity, or the source of that information;
- j) labor and employment matters, including the negotiation of collective agreements.

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

- a) procedural matters;
- b) directions to an officer or employee of the local government;
- c) directions to a solicitor for the local government.

4.6 MEETING THROUGH ELECTRONIC COMMUNICATIONS

- a. Eligibility to Participate Remotely - A Member of Council may participate in a Council meeting, including meetings open to the public and meetings closed to the public, by electronic means of communication only if the Member is:
 - i. outside the territorial boundaries of Fundy Albert; or
 - ii. physically unable to attend the meeting in person.
- b. Use of Electronic Means - It is permitted to use electronic means of communication in a Council meeting if the technology allows Members of Council to hear and speak to each other and, in the case of a meeting that is open to the public, allows the public to hear the Member of Council participating electronically.
- c. Announcement by Presiding Officer - The Presiding Officer shall announce to those in attendance at the meeting that a Member of Council is attending the meeting by means of electronic communication.



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

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

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

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

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

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

4.7. COMMITTEE OF THE WHOLE

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

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

The Committee may:

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

The Committee may make the following motions:



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

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

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

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

5. PROCEDURE

5.1 CALL TO ORDER

- a. The Mayor, and in the absence of the Mayor, the Deputy Mayor, shall be the presiding officer of meetings. The presiding officer shall call the members to order at the commencement of the meetings.
- b. Where the Mayor and Deputy Mayor are absent, the Clerk shall call the meeting to order and, in accordance with the Local Governance Act, request a volunteer from among the Members present to act as Presiding Officer, to be appointed by resolution.

5.2 AGENDAS

- a. The agenda for each regular Council meeting shall be prepared by the Clerk from submissions from Council and where applicable, senior staff and the public.
- b. The agenda will be circulated to each Member of Council by the Thursday prior to the meeting.
- c. Any additional matter not included on the agenda shall only be considered with unanimous consent by all members of council during the approval of the agenda

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

(i) An actionable motion may only be approved with the unanimous approval of all members present at the meeting; or

(ii) Direction may be given to the CAO to bring the item forward at a future meeting. The CAO may require that Council formally approve this request, if it is believed the request will require a significant amount of administrative time and resource.

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

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

- (a) Call to Order
- (b) Adoption of Agenda
- (c) Conflict of Interest Declarations
- (d) Adoption of Minutes
- (e) Consent Agenda
- (f) Public and Administrative Presentations
- (g) Reports and Recommendations from Committees and Private Meetings
- (h) Reports from Administration
- (i) Unfinished Business
- (j) Bylaws
- (k) Mayor & Councillor Statements & Inquiries
- (l) Public Statements and Inquiries
- (m) Notices of Motion and Resolutions
- (n) Closed Session
- (o) Adjournment

g. The consent agenda portion of a meeting means that portion where business items, other than bylaws, are moved and voted on without debate as one item regardless of the number of reports included. Items on the consent agenda should

be adopted by an omnibus motion in which the recommendations presented by Administration are approved. A member of council may exempt any item or items from the consent agenda motion and vote. The Presiding Officer will call for a motion to adopt the remaining items on the Consent Agenda, any items removed from the Consent Agenda will be considered under the Reports from Administration portion of the Agenda.

5.3 MINUTES

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

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

- c. The Minutes shall record all resolutions, decisions, and proceedings of the Council, and include, but not be limited to:
 - (i) municipal corporation name;
 - (ii) meeting date and time;
 - (iii) names of Members of Council present, Participating Remotely, and absent;
 - (iv) adoption (with corrections noted where applicable) of previous meetings' Minutes;
 - (v) disclosures of Conflict of Interest;
 - (vi) name of Members of Council who made or seconded a motion;
 - (vii) all motions made and an indication of whether they were passed or defeated;
 - (ix) time the session was adjourned, signature of the Mayor, or designated Presiding Officer, and the Clerk, or Assistant Clerk.

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

5.4 PRESENTATIONS



- a. The Presentations portion of a Council meeting shall provide an opportunity for individuals to appear as a formal delegation or on their own to make brief presentations to Council on matters within the subject matter jurisdiction of Council.
- b. All individuals or groups wishing to address Council and wishing to be listed on the meeting agenda should register with the Clerk at least seven (7) calendar days prior to the date of the meeting, providing their name, topic of concern, and indicating whether there has been any previous contact with a member of Council or Administration regarding the matter. The Clerk will be responsible for preparation of the Council Report Form, if required, for all registered presentations from members of the public. In order to ensure system compatibility and that Members receive all required materials in advance of the meeting, any presentations requiring the use of audio/video technology must be submitted to the Clerk at least three (3) business days prior to the date of the meeting, otherwise they will not be accepted for use at the meeting.
- c. Registered presentations shall be limited to ten (10) minutes each, followed by questions from Members of council if applicable.
- d. Individuals or groups wishing to address Council by appearing at the meeting with no previous registration should sign in at the door and will be called in the order they register. No audio-visual presentations will be permitted for unregistered presentations. Unregistered presentations shall be limited to five (5) minutes each, followed by questions from Members of council if applicable.
- e. Members of the public recognized to speak shall state their name and civic address (or organization represented) for the record.
- f. Members of administration, or external consultants/service providers on behalf of Fundy Albert, may make presentations to Council during the Presentations portion of a Council meeting. Such presentations shall not be limited to any amount of time.
- g. Council will not entertain submissions from the public on issues that:
 - (i) may be considered in a Closed Meeting under Section 68 (1) of the Act;
 - (ii) are before the Planning Advisory Committee, the Assessment and Planning Appeal Board, or the courts;
 - (iii) require a statutory Public Hearing.



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

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

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

- (i) immediate response provided directly at the meeting by either a Member of Council or Administration if the matter does not require further research;
- (ii) a motion to refer the matter to Administration for review and recommendation at a subsequent time, depending on the significance of the issue and time required to adequately research the matter; or
- (iii) referral of the matter to the Mayor for a follow-up letter on behalf of Council.

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

5.5 NOTICE OF MOTION

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

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



- c. The Notice of Motion will be placed under the Reports from Administration section of the agenda for the next regular Council Meeting at which the Member who made the Notice of Motion is present, to vote on the matter or determine if it requires additional administrative information.
- d. A Member may request that a Member's motion for which notice has not been provided be considered immediately if a vote dispensing with notice is supported by unanimous approval of Members present.
- e. If the Notice of Motion given at a regular Council meeting is deemed to require additional administrative information, it will be addressed in a time frame not beyond the end of the second month from when it was presented, unless Council directs differently.
- f. A Notice of Motion cannot be made at a special Council meeting.
- g. A motion on Notice is not debatable until a Member moves the motion.

5.6 Motions

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

5.7 Debate

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



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

5.8 Amendments

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

5.9 Points of Order, Privilege, and Information

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



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

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

5.10 Appeal of a Ruling

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

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

c. No debate is permitted on an appeal.

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

5.11 Non-Debatable Motions

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

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

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

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

5.12 Voting

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

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

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

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

6. PUBLIC HEARINGS

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

7. QUORUM

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

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

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

d. If quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council meeting, the Clerk shall record the names of all the members present and shall adjourn the meeting.

e. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:

(a) the declaration of a conflict of interest; or

(b) a Member of council not being present for all or part of a Public Hearing;

then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.

f. If a quorum is lost for any other reason the meeting is adjourned.

8. BYLAWS

- a. Every bylaw shall be read 3 (three) times by title and read in its entirety in a Regular or Special meeting of Council at least once prior to third reading by title, except where a notice describing the by-law by summary and the subject matter has been posted to the Villages' website for 14 (fourteen) days, the by-law may be passed by reading of the summary, If no member objects.
- b. A proposed by-law may be amended at any time prior to the third reading.
- c. Not more than 2 (two) of the three (3) readings by title may take place at one (1) meeting of Council.
- d. A bylaw shall be passed when a majority of the Members present vote in favour of third reading.
- e. When a bylaw has been given the required readings and enacted, it shall be signed by the Clerk and the Mayor, or the presiding officer at the meeting at which is received third reading by title for enactment and sealed with the seal of the municipality, and filed with the Clerk.
- f. Notwithstanding section (e) any by-law which required Provincial approval only comes into effect once Provincial approval is received.
- g. Clerical, typographical and grammatical errors in bylaws may be corrected by the Clerk.
- h. The Clerk may combine one or more bylaws into a single updated bylaw when it makes sense to do so. When this happens, the Clerk must include all approved amendments and remove any sections that no longer apply because they were repealed
- i. Any bylaw, resolution, or record that is certified by the Clerk as a true copy is accepted as official and valid proof of that document.

9. RULES OF PUBLIC DECORUM

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



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

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

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

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

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

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

10. PETITIONS

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

2. On receipt of a petition, the Clerk may do any of the following:

(a) include it as an item on the agenda for the next regular meeting of Council in full or summary form;

(b) refer it to Administration for a report to Council or appropriate Council committee;

(c) refer it to Administration for action and/or reply, with a copy of Administration's response being sent to Council;

- (d) refer it to the Mayor for direct reply, with a copy of the Mayor's response being sent to Council; or
- (e) circulate it to the members of Council individually as information if it does not require any further action by Council.

11. DEPUTY MAYOR

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

12. COMMITTEES AND BOARDS

Establishment and Appointments

1. Council shall appoint Council representatives to such committees, boards, and commissions as required by legislation, agreement, or by-law, or as Council deems necessary.
2. Unless an immediate appointment is required mid-term, appointments to committees shall be made for the elected term of Council and remain in effect until the next municipal election or until otherwise amended by Council.
3. Upon recommendation of the Mayor, Council may make appointments to a committee or board at any time.

Committees of Council

1. A Committee of Council shall be established by resolution of Council for a specific purpose or area of responsibility.
2. Prior to the establishment of a Committee of Council, proposed Terms of Reference shall be submitted to Council for review and approval.
3. The Terms of Reference shall include, at a minimum:
 - (a) the purpose and mandate of the Committee;

- (b) membership composition and quorum requirements;
- (c) reporting requirements to Council;
- (d) scope of authority and limitations; and

Composition of Committees of Council

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

Authority and Conduct

1. Committees of Council shall act in an advisory capacity only, unless authority is expressly delegated by Council by resolution or by-law.
2. Meetings of Committees of Council shall be conducted in accordance with this Procedural By-Law and applicable legislation.
3. It shall be the duty of the Presiding Officer of each committee or board to summon members for meetings.

Reporting

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

Amendment and Dissolution



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

12.1 Ad Hoc Committees

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

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

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

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

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

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

- the Chairperson will be responsible to ensure open communication and dialogue during meetings and direct the affairs of the committee in accordance with applicable Village by-laws, policies and procedures, and provincial regulations;
- the committee will make recommendations to Council and shall have no decision-making authority;
- a Quorum of an Ad hoc Committee shall consist of the Chairperson or Vice-Chairperson, the relevant Department Head, and a Majority of the remaining committee membership (*i.e.: the Chair or Co-Chair must be in attendance and the Department head must be in*

attendance; the Quorum is based on the remainder of the committee members and a number greater than half of the remaining membership must be in attendance);

- at times, an Ad hoc Committee may be established for the specific purpose of discussing, researching and making recommendations to Council;
- the Ad hoc Committee members shall sign a Confidentiality Agreement; failure to respect the terms of the Confidentiality Agreement may result in dismissal from the committee.

13. CONFLICT OF INTEREST

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

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

14. CONFIDENTIALITY

1. Until a matter is formally presented at a public meeting of Council, items of a sensitive, personal or business nature shall not be publicly disclosed by Members, committee members, Administration or staff, except as permitted by law.

2. Failure to respect confidentiality may result in action under applicable policies or by-laws, including any Code of Conduct for Elected Officials.

15. MEDIA INQUIRIES

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



16. CONSEQUENCES OF DISRESPECTFUL ACTIONS

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

17. REPEAL

(a) Village of Fundy Albert By-law No. 2022-03, A By-law Respecting the Proceedings of Fundy Albert Council and Committee Meetings, enacted on December 19, 2022 and all amendments are hereby repealed.

(b) The repeal of By-law No. 2022-03 shall not affect any by-law infraction, penalty, forfeiture or liability incurred before such repeal or any proceedings for enforcing the same, completed or pending at the time of repeal.

18. ENACTMENT

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

FIRST READING: _____
(By Title Only)

SECOND READING: _____
(By Title Only)

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

FINAL READING: _____
(By Title Only) and ENACTED

Mayor, Jim Campbell

Kim Beers, Clerk

APPENDIX A

PROCEDURE FOR PUBLIC HEARING

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