



Fundy Albert Council Special Meeting Agenda

Date: Tuesday June 16, 2026

Time: Immediately Following the Committee of the Whole

Location: 61 Academy Street, Hillsborough

1. Call to Order
2. Adoption of Agenda
3. Conflict of Interest Declarations
4. Municipal Purchasing Card – Municipal Operations Lead Hand
5. Acting CAO Appointment
6. Adjournment

COUNCIL REPORT FORM (CRF)

| | | | |
|--|---|---------|---|
| To | Fundy Alberta Council in Public Session | | |
| From | Kim Beers | | |
| Date | June 16, 2026 | | |
| Subject | Municipal Operations - Lead Hand Credit Card | | |
| Presenters (if applicable) | N/A | | |
| Length of Presentation (if applicable) | N/A | | |
| Type | Committee of the Whole | Private | <input checked="" type="radio"/> Public |

Purpose

That Council authorize the issuance of municipal credit card as follows:

- Municipal Operations Lead Hand - credit limit of \$2,000

for the purpose of conducting approved municipal business and operational purchases, with all expenditures subject to the Municipality's Financial Management and Procurement Policy and applicable approval, receipt, and reconciliation requirements.

The purpose of this report is to seek Council approval to issue municipal purchasing cards to the Director of Operations and the Municipal Operations Lead Hand to facilitate the efficient purchase of day-to-day operational items required for municipal services and infrastructure maintenance.

Background

The Municipality's Operations Department is responsible for maintaining roads, parks, trails, recreational facilities, water and wastewater infrastructure, fleet equipment, and other municipal assets. Staff frequently require access to materials, tools, equipment parts, safety supplies, fuel, and emergency repair items to support daily operations.

At present, obtaining these items can result in delays when purchases must be processed through alternative payment methods or when immediate access to supplies is required outside of regular administrative processes.

Providing purchasing cards with defined spending limits would allow operational staff to respond more efficiently to routine maintenance requirements, emergency repairs, and operational needs while maintaining appropriate financial controls and accountability.

CONSIDERATIONS

| | |
|----------------------|---|
| Legal | <p>There is no legislative requirement prohibiting the Municipality from issuing purchasing cards to designated employees. However, Council remains responsible for ensuring appropriate financial controls are in place to safeguard public funds and maintain accountability.</p> <p>All purchases made using municipal purchasing cards must be for legitimate municipal purposes and in accordance with applicable municipal policies, provincial legislation, and accepted financial management practices.</p> |
| Financial | <p>Issuing a municipal credit card does not create an additional budgetary expense beyond existing approved operating budgets. All purchases would continue to be charged to the appropriate departmental budget line and remain subject to budget availability.</p> <p>The proposed credit limit is:</p> <p style="padding-left: 40px;">Municipal Operations Lead Hand \$2,000</p> <p>This is intended to provide sufficient purchasing flexibility while minimizing financial exposure.</p> |
| Environmental | n/a |
| Policy | <p>All purchases made using municipal purchasing cards would be subject to:</p> <ul style="list-style-type: none"> • The Municipality’s Financial Management and Procurement Policy; • Applicable purchasing thresholds and approval requirements; • Monthly reconciliation and receipt submission requirements; • Internal financial controls established by Administration. <p>The card would remain municipal property and may be suspended or revoked by Administration if misuse or non-compliance occurs.</p> |
| Stakeholders | n/a |

| | |
|--|---|
| Community Sensitivities | n/a |
| Council priorities | Strategic Plan Alignment: <ul style="list-style-type: none"> • Good Governance Strategic Partnerships Communications • Village Services |
| Documents, maps, photos or presentations attached | Procurement Policy |
| Consultation | Operations and finance |
| Intergovernmental considerations | n/a |

Recommendation

That Council authorize the issuance of a municipal credit card to the Municipal Operations Lead Hand with a maximum credit limit of \$2,000, for the purpose of conducting approved municipal business and operational purchases. All purchases shall be made in accordance with the Municipality's Financial Management and Procurement Policy, including applicable approval, receipt, and reconciliation requirements.

VILLAGE OF FUNDY ALBERT

FINANCIAL MANAGEMENT & PROCUREMENT POLICY

PURPOSE STATEMENT

The purpose of this policy is to:

- promote a consistent understanding of the authority, roles, and responsibilities of those with delegated purchasing authority in most situations.
- outline clear delegations of financial authority to enable effective financial management for the municipality.
- ensure financial accountability in the management of financial resources entrusted to the municipality.
- define the municipalities approach to procurement, pursuant to the provincial legislation and regulations.
- clarify roles and responsibilities to ensure adequate financial oversight and operational effectiveness.

DEFINITIONS

“Act” means the New Brunswick Procurement Act, S.N.B, 2012, c.20.

“Authorized purchaser or signing authority” means a municipal employee or representative with delegated authority to make financial transactions on behalf of the municipality, pursuant to this Policy.

“Chief Administrative Officer/Clerk” means the head of the municipal administration. The individual is the only employee who reports directly to Council “CAO”.

“Treasurer” means the employee appointed to oversee financial and accounting procedures, pursuant to section 74(1) and 76(1) of the Local Governance Act, SNB 2018, c.18.

“Construction” means, in the context of procurement, a construction, reconstruction, demolition, repair or renovation of a building, structure, road or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included as an incidental to the construction, and the installation and repair of fixtures of a building, structure, road or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

“Goods” means in relation to procurement, moveable property (including the costs of installing operating, maintaining, or manufacturing such moveable property) and includes raw materials, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract.

“Purchasing Card(s)” means any municipal and departmental credit card used for the purposes of regular purchases.

“Services” means, in the context of procurement, all services including but not limited to printing, garbage collection, snow removal, janitorial services, studies, utilities, consulting, professional services.

“Unbudgeted expense” means expenditures that are not included in the budget and are unplanned at the time of the budget being passed and approved by council.

PURCHASING THRESHOLDS

Purchasing thresholds outline the approval authority of budgeted expenditures. The following applies to expenses projected in the operating or capital budget, as approved annually by Council:

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Total cost, excluding HST

\$up to \$2000
\$up to \$30,000
\$30,000+

Approving Authority

Department Head
Chief Administrative Officer
Council

Pursuant to the CAO Policy, the Chief Administrative Officer is permitted to authorize unbudgeted expenses of up to \$3000. All unbudgeted expenses exceeding \$3000 require authorization from Council before purchase.

Authorization is required for the purchase of all goods, services, or construction. Before goods are purchased, authorization must be provided by the appropriate authorized purchasing agent. Upon receipt of goods, the invoice must be signed by the appropriate approvers prior to payment. For all expenses over the \$30,000 threshold, the motion of Council serves as the proper authorization for the expense(s).

PURCHASING CARD(S)

- Approval thresholds outlined in this policy are also applicable to purchases made on purchasing cards.
- All purchases of goods and services must be accompanied by an original receipt outlining the product(s) purchased. Employees authorized for the purchase are required to sign the original receipt and indicate the general ledger (GL) account for the charge to be reconciled to and if the receipt does not provide a description, note the good that was purchased.
- If the total amount, before taxes, exceeds the employee’s approval threshold, signature is required from the appropriate signing authority pursuant to this policy.

- Department Heads are responsible for ensuring their purchasing card receipts are maintained and provided to the Treasurer by the end of each month to reconcile with the appropriate monthly statement.
- Credit card statements, along with supporting approval documents, will be prepared by the Treasurer and submitted to the CAO for approval monthly before reconciliation occurs.

INVOICE AUTORIZATION & PAYMENTS

- Department Heads are responsible for ensuring that goods and services are received prior to authorizing payments.
- All Vendor invoices should be sent to treasurer@fundyalbert.ca for payment. If an invoice is sent to an employee and/or Department Head, it should be forwarded to treasurer@fundyalbert.ca to ensure payment.
- Employees authorized to approve expenses are required to provide their signature on the invoice to serve as approval that goods/services have been delivered and approved and must indicate the appropriate general ledger (GL) for the invoice to be charged to.
- Cheques and/or EFT reports, along with supporting approval documents, will be prepared by the Treasurer and submitted to the CAO as required.

COMPETITIVE PROCURMENT

Procurements that exceed a value of \$3000 are shall always be subject to competitive procurement practices. Procurements below \$3000 should be subjected to competitive procurement practices when it is in the best interests of Fundy Albert to do so. Department Heads, in consultation with the Chief Administrative Officer as required, are responsible for determining the most appropriate method of procurement of goods, materials, supplies, and equipment based on factors such as cost, quantity, availability, etc. The following indicates the bid solicitation and award process, based on cost(s) excluding HST:

Goods or services under \$3000: can be charged to the corporate card(s), pursuant to the appropriate approval authorities.

Goods or services between \$3000 and \$10,000: telephone quotations or request for quotes are to be sought with the basis of the award going to the lowest bidder.

Goods or services between \$10,000 and \$121,199: bidding process to be determined by the Chief Administrative Officer in consultation with the Department Heads. The basis of the award will be pursuant to the Procurement Act and requires authorization of Council.

Goods or services exceeding \$121,200 or construction expenses exceeding \$100,000: open, public competitive bidding process required as stipulated in the Act and requires authorization from Council.

While soliciting RFPs or using alternative procurement methods, a minimum of three (3) Vendors should be solicited where sufficient competition is available. In no circumstances can expenses be split or modified with the intent to avoid competitive procurement processes in this Policy.

SUPPLIERS & VENDORS

The municipality aims to provide transparent and fair bidding opportunities for municipal contracts and services, pursuant to the Act and this Policy. During the procurement process, tenders serve to notify prospective suppliers of the municipality's intentions to buy and are advertised on the New Brunswick Opportunities Network (NBON).

In the event of alternative methods of procurement, when official tenders are not required, vendors can be solicited or invited to bid by the municipality or submit expression of interest. If a vendor(s) of a product would like to be added to a roster of prospective suppliers, they must send an overview of their products and/or services to CAO@fundyalbert.ca. This list is maintained by Administration. Inclusion on this list does not guarantee services with the municipality as contracts will be awarded pursuant to this Policy.

The municipality reserves the right to use a supplier's record of performance when evaluating the potential for the provision of good and services for the municipality.

It is in the best interest of the municipality to secure professional services with vendor(s) on a retainer basis and/or that enable long-term relationships with the municipality. The following are services amongst those deemed to favor the municipality when long-term relationships are maintained with vendors:

1. Legal services;
2. Insurance;
3. Banking and purchasing cards;
4. Auditing services;
5. Financial services;
6. Communications and public relations services (not campaign or project-specific);
7. Engineering services.

When vendor(s) are secured on retainer, the services should be put out for competitive proposals, suggested every five (5) years.

No bidder or potential vendor shall contact any member of municipal administration, included elected official(s), in attempt to influence the outcome of a contract award. Any attempt to influence the procurement process may result in the disqualification of the bidder on the project(s) that are deemed to have been influenced (or attempted to be influenced) by the bidder(s).

METHODS OF PROCUREMENT

Tender

A tender is considered a competitive bid document with detailed specifications and drawings, which is used to solicit pricing from Vendors and typically requires a performance surety. Tenders are awarded to the lowest bidder meeting the specifications. As outlined in the New Brunswick Procurement Act, procurement of goods or services more than the following amounts require public tenders:

| Tender Type | Estimated Value | Minimum Advertising Time |
|--------------------|------------------------|---------------------------------|
| Goods | \$121,200 or more | Ten calendar days |
| Services | \$121,200 or more | Ten calendar days |
| Construction | \$100,000 or more | Ten calendar days |

Tenders may also be issued for projects under the threshold if a tender is deemed the most appropriate method of procurement.

Request for Quotes (RFQ)

A request for quotation (RFQ) is when a quote from a supplier for the purchase of specific products or services is requested. RFQs generally means the same thing as call for bids and invitation for bid. The lowest bid that meets the specifications is awarded the contract.

Request for Proposals (RFP)

An RFP is an invitation where criteria other than just the price are used to evaluate responses and where the award is made based on the highest compliant score. Proposals are the bids received in response to RFPs. RFPs are generally used to purchase complex goods or services where the method of completing a project is usually left up to the suppliers Under tendering law, a Request for Proposals (RFP) is a tender.

Sole-Source

A sole-source contract award can occur when there is an inability to obtain competitive bids, as only one (1) Vendor possesses the unique ability or capability to supply a particular good or service.

1. The goods and services required are in short supply due to market conditions.
2. The goods and services are required without delay, such as repair(s) to protective services equipment.
3. The goods and services are required considering an emergency.
4. The nature of the assignment or service is confidential and requesting quotes could jeopardize the confidentiality of the service.
5. The goods or services are required and/or being sought on a trial/pilot basis.

6. Following a competitive bidding process, no other bids were received or met the full specifications.
7. The Vendor(s) possesses unique ability to supply a particular good or service.
8. With approval from the CAO, using the Sole Source Request Form, this method can be used in the following circumstances:
 - a. Standardization of goods and services is required.
 - b. Compatibility with existing goods and services or facilities is a paramount consideration (i.e.: a good/service is compatible with an existing software and securing another product will require additional goods/services to be purchased).
 - c. The Vendor possesses unique or singularly available capability, experience, skills, or knowledge to meet the requirements.
 - d. To facilitate and encourage supporting local, the vendor is the only vendor within the municipal limits or immediate area.
 - e. There is an inability to attain competitive bids, due to the market conditions.

Emergency Purchases

An emergency purchase can warrant a sole-source award in consultation with a Department Head and when possible, in consultation with the CAO. An emergency means a present or imminent event that requires the coordination of actions concerning persons or property to protect the health, safety, and welfare of people or to limit damage to property or the environment. Such events generally occur due to fire, flood, water breaks, equipment repairs that could jeopardize level(s) of service, or unexpected infrastructure failure.

Considering repairs that are occasionally required to protective services equipment, such as fire trucks, repairs that are required and are in the best interest of safety of personnel and residents, are considered emergency purchases pursuant to this Policy.

If an emergency purchase is required (including repairs to protective services equipment that may exceed other Authorizations in this Policy), the CAO and Department Head must report to Council at the next Council meeting upon the cessation of the emergency circumstance to provide rationale AND note the purchase(s) in the presentation of the following monthly statements.

Telephone Quotations

Telephone Price Quotations (and/or pricing comparisons with online vendors) may be utilized to expedite procurement of low value goods or services or where an emergency exists. Pricing shall be solicited and recorded from a minimum of three (3) Vendors where sufficient competition is available. To ensure due diligence, recorded quotations through this method of procurement must be approved by the CAO.

SIGNING AUTHORITY

The following outlines the financial related signing authorities:

| Item | First Signature | Second Signature |
|--|---|--|
| Cheques NOTE: In all cases where the Alternate signing authority signs a cheque, they shall forthwith advise the Primary signing authority in writing that they have done so, stating the relevant particulars. | Primary: Treasurer OR Alternate: CAO/Clerk (when required) | Primary: Mayor OR Alternate: Deputy Mayor, or delegate when required |
| Formal intergovernmental agreements, service level agreements, or reciprocal agreements, contracts pursuant to spending authority limits | CAO/Clerk OR Designated individual under Local Governance Act | Mayor |
| Operational Agreements | CAO/Clerk | Department Head |
| Grant funding applications, grand funding agreements | CAO/Clerk | Mayor (if a formal resolution of Council is required) |
| Bank Account Authorization | Treasurer | Mayor, through resolution of Council |

RESPONSIBILITY OF EMPLOYEES

- No employees are permitted to engage in any activity that may create, or appear to create, a conflict of interest. Such activities may include accepting gifts or favours, providing preferential treatment to vendors, providing additional information or context during the competitive bidding process to only select vendors, publicly endorsing vendors.
- No municipal employee can use their employment and/or position with the municipality in the acquisition of goods and services for personal gain.
- Department Heads are responsible for ensuring that procurement within their service areas is made in accordance with this Policy.
- The Chief Administrative Officer is responsible for ensuring that organizational procurement practice is in accordance with the values of procurement and in alignment with application legislation and regulations.
- All employees and representatives making purchases on behalf of the municipality are required to ensure impartial, economical, cost-effective, fair/transparent, and

lawful purchases pursuant to provincial legislation, the municipal purchasing policies, and regulations in place, and in accordance with procurement and financial management best practices.

Acting CAO
Mayor Jim Campbell
June 16, 2026

Purpose

The purpose of this report is to recommend the appointment of Kim Beers as Acting Chief Administrative Officer to ensure continuity of municipal administration and operations following the resignation of the current CAO.

Background

The Municipality has received the resignation of the current Chief Administrative Officer. As the CAO is Council's sole employee and serves as the senior administrative officer of the Municipality, it is important to ensure leadership continuity and maintain the effective operation of municipal services during the transition period.

Appointing an Acting CAO will provide stability and ensure that municipal operations, staff supervision, financial administration, legislative services, and ongoing projects continue without disruption while Council undertakes a recruitment process for a permanent CAO.

Financial Considerations

Any compensation adjustments associated with the Acting CAO appointment will be addressed in accordance with the Municipality's compensation practices and approved budget allocations.

Policy Considerations

The appointment is consistent with Council's responsibility to ensure the Municipality has appropriate administrative leadership in place to carry out the direction of Council and the day-to-day operations of the Municipality.

Legal Considerations

Under the provisions of the Local Governance Act, Council is responsible for appointing a Chief Administrative Officer and may appoint an Acting Chief Administrative Officer to fulfill the duties and responsibilities of the position on an interim basis.

The Acting CAO would exercise the authority and responsibilities assigned to the position in accordance with applicable legislation, municipal by-laws, policies, and Council direction.

Risk Analysis

Risks

- Potential disruption to municipal operations during the transition period.
- Delays in decision-making and administrative oversight if an interim appointment is not made.
- Increased workload pressures on senior staff.

Mitigation Measures

- Appointment of an Acting CAO to ensure continuity of leadership and operations.
- Clear delegation of authority and responsibilities.
- Ongoing communication between Council and Administration during the transition period.

Community Sensitivities

Residents expect municipal services and operations to continue without interruption. An interim appointment will help ensure organizational stability and maintain public confidence while Council undertakes the process of recruiting a permanent Chief Administrative Officer.

Recommendation

That Council appoint Kim Beers as Acting Chief Administrative Officer for the Municipality of Fundy Albert effective immediately and until such time as Council appoints a permanent Chief Administrative Officer or otherwise directs