

**1. Call to Order**

**2. Adoption of Agenda**

**3. Conflict of Interest Declarations**

**4. Public Presentations**

4.1 Jordan Cyr – Maritime By-Law Enforcement Services

4.2 Keith MacCallum – Guardian Ecology

**5. Informational Items**

5.1 Plan 360 Development Report (April and May)

**6. Council Direction Requests**

6.1 Circular Materials

6.2 Appointments to Committees of Council

6.3 By-Law Officer Appointment

6.4 Young Street Development

6.5 Asset Retirement Obligations

6.6 Water and Wastewater Capacity Analysis

6.7 Asset Management Policy

6.8 Water and Wastewater Draft By-Law

**7. Departmental Reports**

7.1 Legislative Services

7.2 Operations

7.3 Financial services

**8. Mayor and Council Statement and Inquiries**

**9. Public Statements and Inquiries**

**10. Closed Session**

10.1 Local Governance Act 68 (1)(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.

**11. Adjournment**

## Development Activity Report

April 2026

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

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

Application	April	Year to Date
Development Permit	4	7
Building Permit	6	10
Subdivisions	0	6
Zoning Confirmations	1	3
Regulation Amendment	0	0
Policy Amendment	0	0
Rezoning	0	1
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	1	3
Complaints, Zoning & Building Infractions	0	0
Document Approvals	1	2
Sidewalk Cafe	0	0

## Permit Breakdown

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

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

Permit Type	April 2026		2026 YTD		April 2025		2025 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	3	\$1,378,410	6	\$2,598,140	3	\$1,498,370	9	\$3,512,162
Multi Residential	0	\$0	0	\$0	0	\$0	0	\$0
Commercial	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Institutional	0	\$0	0	\$0	2	\$1,763,191	3	\$2,323,191
Accessory Buildings & Structures	3	\$15,361	6	\$68,682	2	\$21,288	8	\$294,817
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
<b>Total</b>	<b>6</b>	<b>\$1,393,771</b>	<b>12</b>	<b>\$2,666,822</b>	<b>7</b>	<b>\$3,282,849</b>	<b>20</b>	<b>\$6,130,170</b>

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

	April 2026	2026 YTD	April 2025	2025 YTD
Single Dwelling Unit	3	6	3	8
Two-unit/semi-detached	0	0	0	0
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	0	0	0	0
<b>Total</b>	<b>3</b>	<b>6</b>	<b>3</b>	<b>8</b>

### Active Subdivision Applications

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

	April 2026	2026 YTD	April 2025	2025 YTD
# of Plans	0	6	1	3
# of Proposed Lots	0	8	3	4
# of Proposed Parcels	0	3	0	1

### Southeast Planning Review and Adjustment Committee

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

	April 2026	2026 YTD
Variance Request	0	0
Similar and Compatible Use	0	0
Conditional Use	0	0
Non-Conforming Use	0	0
Temporary Use Approval	0	0
Policy Amendment	0	0
Regulation Amendment	0	0
Rezoning	0	0
<b>Total</b>	<b>0</b>	<b>0</b>



Development Activity Report  
 May 2026

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

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

Application	May	Year to Date
Development Permit	6	12
Building Permit	3	14
Subdivisions	1	7
Zoning Confirmations	1	4
Regulation Amendment	0	0
Policy Amendment	0	0
Rezoning	0	1
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	0	3
Complaints, Zoning & Building Infractions	0	0
Document Approvals	1	3
Sidewalk Cafe	0	0



Permit Breakdown

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

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

Permit Type	May 2026		2026 YTD		May 2025		2025 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	1	\$543,620	7	\$3,141,760	5	\$1,871,125	14	\$5,383,287
Multi Residential	0	\$0	0	\$0	0	\$0	0	\$0
Commercial	1	\$26,230	1	\$26,230	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Institutional	0	\$0	0	\$0	0	\$0	3	\$2,323,191
Accessory Buildings & Structures	7	\$174,077	13	\$242,759	1	\$6,192	9	\$301,009
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
<b>Total</b>	<b>9</b>	<b>\$743,927</b>	<b>21</b>	<b>\$3,410,749</b>	<b>6</b>	<b>\$1,877,317</b>	<b>26</b>	<b>\$8,007,487</b>

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

	May 2026	2026 YTD	May 2025	2025 YTD
Single Dwelling Unit	1	7	5	13
Two-unit/semi-detached	0	0	0	0
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	0	0	0	0
<b>Total</b>	<b>1</b>	<b>7</b>	<b>5</b>	<b>13</b>



### Active Subdivision Applications

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

	May 2026	2026 YTD	May 2025	2025 YTD
# of Plans	1	7	5	9
# of Proposed Lots	0	8	6	11
# of Proposed Parcels	1	4	0	1

### Southeast Planning Review and Adjustment Committee

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

	May 2026	2026 YTD
Variance Request	1	1
Similar and Compatible Use	0	0
Conditional Use	0	0
Non-Conforming Use	0	0
Temporary Use Approval	0	0
Policy Amendment	0	0
Regulation Amendment	0	0
Rezoning	0	1
<b>Total</b>	<b>1</b>	<b>2</b>



### COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session  
From CAO  
Date June 16, 2026  
Subject Circular Materials Contract Extension  
Presenters CAO  
*(if applicable)*  
Length of Presentation  
*(if applicable)*

Type                      Public    Private     Committee of the Whole

#### **RATIONALE FOR PRIVATE DISCUSSION (if applicable):**

#### **ISSUE**

Council is being asked to authorize the Municipality of Fundy Albert to enter into Amending Agreement #1 with Circular Materials Atlantic respecting the existing Statement of Work for curbside collection services. The purpose of the amendment is to extend the term of the current Statement of Work to December 31, 2027.

#### **CURRENT STATUS AND BACKGROUND**

Circular Materials Atlantic is the provincial extended producer responsibility agency responsible for packaging and paper products under New Brunswick's EPR framework. Fundy Albert previously entered into a Master Service Agreement with Circular Materials dated April 11, 2024, along with a related Statement of Work Schedule 2.1(a) for curbside collection services. The attached Amending Agreement #1 modifies the Statement of Work only to the extent expressly set out in the amendment. All other provisions of the existing Statement of Work remain unchanged and in full force and effect. Schedule A of the amendment provides that the Statement of Work will continue from May 1, 2024, through December 31, 2027. Any further extension beyond that date would require a separate written extension agreement mutually agreed to and executed by both parties. To note, the contract we have with Circular Material resulted in \$138, 289.03 in revenue doe 2025 and thus far, in 2026, it has resulted in \$28,205.91 in revenues.

## OTHER OPTIONS

### Option 1: Authorize Execution of Amending Agreement #1

Council may authorize the CAO to execute the amendment on behalf of the Municipality. This is the recommended option.

### Option 2: Decline to Execute the Amendment

Council may decline to execute the amendment, which could create uncertainty regarding the continuation of the existing Statement of Work.

### Option 3: Defer Pending Further Review

Council may defer the matter and request additional information. This may be appropriate if Council has specific questions, but it could delay finalization of the extension.

## RECOMMENDATION

That Council authorize the Chief Administrative Officer to execute Amending Agreement #1 with Circular Materials Atlantic, extending the term of the Statement of Work for curbside collection services to December 31, 2027.

## RISK ANALYSIS

**Operational Risk:** If the amendment is not executed, there may be uncertainty regarding the continuation of the existing Statement of Work beyond its current term.

**Financial Risk:** No new financial obligations are apparent from the amendment itself; however, the Municipality should continue to monitor any costs, service obligations, or reporting requirements under the original agreement.

**Legal / Contractual Risk:** The amendment is limited in scope, but execution confirms the Municipality's acceptance of the extended term. Any future extension beyond December 31, 2027 will require a separate written agreement.

## CONSIDERATIONS

<b>Legal</b>	Loss of services and revenues if contract is not signed
<b>Financial</b>	Loss of revenues
<b>Environmental</b>	Clean environment and compliance
<b>Policy</b>	Good governance
<b>Stakeholders</b>	Council, Administration, residents, businesses & Tourists
<b>Community Sensitivities</b>	Loss of a service residents mostly support
<b>Council priorities</b>	Good governance & clean community
<b>Documents, maps, photos or presentations attached</b>	Contract amendment
<b>Interdepartmental consultation</b>	NA
<b>Intergovernmental considerations</b>	Eco360 and Circular Materials

## AMENDING AGREEMENT #1

This Amending Agreement is made as of \_\_\_\_\_ (the "**Effective Date**") between Circular Materials carrying on business under its business name Circular Materials Atlantic and registered as a provincial extended producer responsibility ("**EPR**") agency in New Brunswick ("**Circular Materials**") and Fundy Albert ("**Contractor**") (the "**Amending Agreement #1**").

**WHEREAS** Circular Materials and the Contractor entered into a Master Service Agreement made as of April 11, 2024 (the "**MSA**").

**WHEREAS** Circular Materials and the Contractor entered into a Statement of Work Schedule 2.1(a) Statement of Work for Curbside Collection Services Provided by Public Contractor Pursuant to MSA made as of April 11, 2024 (the "**Statement of Work**").

**AND WHEREAS** Circular Materials and the Contractor now wish to make amendments to the Statement of Work.

**NOW, THEREFORE**, in consideration of the promises and the mutual obligations and covenants herein set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Circular Materials and the Contractor hereby agree as follows:

1. Intention to Amend
  - (a) The Statement of Work is modified only by the express provisions of this Amending Agreement #1, and, except as so modified, the Statement of Work shall remain unchanged and in full force and effect.
  - (b) Each reference in the Statement of Work to "Statement of Work", "hereunder" or "hereof" shall mean and be a reference to the Statement of Work, as applicable, as amended by this Amending Agreement #1.
2. Amendments
  - (a) With effect from the Effective Date, the Statement of Work for Curbside Collection Services Provided by Public Contractor Schedule 2.1(a) is amended as set out in Schedule A to this Amending Agreement #1.
3. Miscellaneous
  - (a) This Amending Agreement #1 is governed by and will be construed in accordance with the laws of the Province of New Brunswick and the laws of Canada applicable therein.
  - (b) If any provision of this Amending Agreement #1 is determined by any court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be severed from this Amending Agreement #1 and the remaining provisions will continue in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to either of the parties.
  - (c) This Amending Agreement #1 will endure to the benefit of and be binding upon the respective successors and permitted assigns of the parties.

- (d) In the event of any inconsistency between the terms of this Amending Agreement #1 and the terms of the Agreement, the terms of this Amending Agreement #1 shall prevail to the extent of any such inconsistency.
- (e) This Amending Agreement #1 (including, without limitation, Schedule A) constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any other understandings and agreements between the parties with respect thereto, whether written or oral, and whether made prior to the date first written above.
- (f) Each of Circular Materials and Contractor will from time to time execute and deliver all such further documents and instruments and do all acts and things as the other party may reasonably require to effectively carry out or better evidence or perfect the full intent and meaning of this Amending Agreement #1.
- (g) This Amending Agreement #1 may be executed in any number of counterparts, each of which will be deemed to be an original, and all of which taken together will be deemed to constitute one and the same instrument. Delivery of an executed signature page to this Amending Agreement #1 by any party by electronic transmission will be as effective as delivery of a manually executed copy of this Amending Agreement #1 by such party.

***[the rest of this page is left intentionally blank]***

**IN WITNESS WHEREOF** the parties have executed this Amending Agreement #1 as of the date first written above.

**CIRCULAR MATERIALS**

**FUNDY ALBERT**

By: \_\_\_\_\_  
Name: Allen Langdon  
Title: CEO

By: \_\_\_\_\_  
Name: Sean Wallace  
Title: CAO

**SCHEDULE A  
AMENDMENTS TO THE AGREEMENT**

1. **Section 4 – SOW Term** shall be extended as stipulated below:

This Statement of Work (“SOW”) shall commence on May 1, 2024, and remain in full force and effect through December 31, 2027. Any extension beyond this term shall be subject to a written extension agreement mutually agreed upon and executed by both parties.



**COUNCIL REPORT FORM (CRF)**

To	Fundy Albert Council in Public Session
From	Kim Beers
Date	June 16, 2026
Subject	<b>Appointments to Committees of Council</b>
Presenters (if applicable)	N/A
Length of Presentation (if applicable)	N/A
Type	<ul style="list-style-type: none"><li>• Committee Private Public of the Whole</li></ul>

**Purpose**

To appoint Members of Council to the Emergency Measures Committee, Personnel Committee, Recreation Committee, ATV Access on Roads & Streets Committee, and Economic Development Committee in accordance with Fundy Albert's Procedural By-law and approved Terms of Reference.

**Background**

Section 12 of Procedural By-law No. 2026-01 provides Council with the authority to establish Committees of Council and appoint members, including Chairs and Vice-Chairs.

Committees of Council operate in an advisory capacity and provide recommendations to Council on matters within their approved mandates and Terms of Reference.

The following Committees require appointments for the current term of Council:

- Emergency Measures Committee
- Personnel Committee
- Recreation Committee

- ATV Access on Roads & Streets Committee, and
- Economic Development Committee

Committee appointments include:

- Chair;
- Vice-Chair;
- Council representatives; and
- Administrative support designated by the CAO.

The Mayor serves as an ex-officio member of all Committees of Council.

The Procedural By-law is the governing document respecting Council procedures and committee appointments. Section 12 of Procedural By-law No. 2026-01 states that committee appointments are made for the elected term of Council unless otherwise amended by Council.

As such, the Procedural By-law takes precedence over the Terms of Reference. Accordingly, Council member appointments to Committees of Council are considered appointments for the full term of Council.

## **PROCESS**

Council will consider appointments to each Committee of Council individually.

Members interested in serving as Chair or Vice-Chair may indicate their interest prior to or during the meeting.

Appointments shall be made by resolution of Council and remain in effect for the current term of Council.

Committee members will work in accordance with their approved Terms of Reference and the Fundy Albert Procedural By-law.

## **OTHER OPTIONS**

1. Council appoints members as recommended.
2. Council defers committee appointments to a future meeting of Council.
3. Council amends the proposed committee structure, membership composition, or appointments as it deems appropriate.
4. Council directs Administration to review and amend one or more Committee Terms of Reference prior to making appointments.
5. Council abolishes one or more Committees of Council or establishes additional Committees of Council, subject to the provisions of the Procedural By-law and applicable legislation.

## CONSIDERATIONS

<b>Legal</b>	<p>Appointments are made pursuant to:</p> <ul style="list-style-type: none"> <li>• Local Governance Act; and</li> <li>• Fundy Albert Procedural By-law No. 2026-01.</li> </ul>
<b>Financial</b>	n/a
<b>Environmental</b>	n/a
<b>Policy</b>	<p>Committee appointments support:</p> <ul style="list-style-type: none"> <li>• effective governance;</li> <li>• Council oversight and engagement;</li> <li>• strategic planning; and</li> <li>• enhanced communication between Council and Administration.</li> </ul>
<b>Stakeholders</b>	Members of Council; Mayor; Municipal Administration; Residents of Fundy Albert
<b>Community Sensitivities</b>	n/a
<b>Council priorities</b>	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> <li>• Good Governance</li> <li>• Strategic Partnerships</li> <li>• Communications</li> <li>• Village Services</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	Terms of Reference
<b>Consultation</b>	CAO
<b>Intergovernmental considerations</b>	n/a

**THAT Council appoint the following members to the Emergency Measures Committee for the current term of Council:**

**Chair:** \_\_\_\_\_  
**Vice-Chair:** \_\_\_\_\_  
**Members:** \_\_\_\_\_

**AND FURTHER THAT Council appoint the following members to the Personnel Committee for the current term of Council:**

**Chair:** \_\_\_\_\_  
**Vice-Chair:** \_\_\_\_\_  
**Members:** \_\_\_\_\_

**AND FURTHER THAT Council appoint the following members to the Recreation Committee for the current term of Council:**

**Chair:** \_\_\_\_\_  
**Vice-Chair:** \_\_\_\_\_  
**Members:** \_\_\_\_\_

**AND FURTHER THAT Council appoint the following members to the ATV Access on Roads and Streets Committee for the current term of Council:**

**Chair:** \_\_\_\_\_  
**Vice-Chair:** \_\_\_\_\_  
**Members:** \_\_\_\_\_

**AND FURTHER THAT Council appoint the following members to the Economic Development Committee for the current term of Council:**

**Chair:** \_\_\_\_\_  
**Vice-Chair:** \_\_\_\_\_  
**Members:** \_\_\_\_\_

## **Terms of Reference Emergency Measures Committee**

### **Introduction:**

The following terms of reference outlines the role and responsibilities of the Village of Fundy Albert Emergency Measures Committee. It is a committee of Council, formed to meet the requirements of Section 9 of the Emergency Measures Act, RSNB, c 147 and to advise on the creation and approval of the municipality's emergency measures plan.

### **Committee Composition:**

The Emergency Measures Committee shall be comprised of two members of Council appointed for that purpose. The Committee may include other persons who it feels can contribute to the emergency measures planning, and preparedness process. Other members of Council may participate as observers.

All members of the committee and participants will follow all policies of the Village of Fundy Albert.

### **Term of Office:**

Committee members are appointed for the duration of Council's term.

### **Meetings:**

Committee meetings will occur a minimum of four times per year. Meetings may occur more frequently, based on the need.

### **Committee Operation:**

1. Meeting minutes shall be recorded in abbreviated form and be provided to the CAO/Clerk. A report shall be provided to Council following each committee meeting.

### **Responsibilities:**

The Emergency Measures Committee will be responsible for the following:

1. Advising Council on its obligation to establish a municipal emergency measures Organization;
2. Advising council on it's obligation to appoint a director of the municipal emergency measures organization;
- 3 Working with community volunteers in the development and approval and maintenance of an emergency measures plan for the community;
- 4 Reviewing and recommending the approval of the emergency measures plan for the municipality.



## **Terms of Reference for Recreation Committee**

### **1. Purpose**

1. Oversee recreational activities within Fundy Albert, ensuring they are well-organized and accessible to all residents.
2. Support independent, board-driven recreation councils throughout Fundy Albert, facilitating their inclusion under the municipality's insurance coverage.

### **2. Authority**

The Recreation Committee has been granted its legal authority to assist the Municipality with advising on matters related to recreation and leisure activities and by virtue is being delegated this responsibility with Council's approval of a motion on January 7, 2025 (Annex A), of the approval of this Terms of Reference on April 23, 2025 and thereafter appointing members to the Committee.

### **3. Mandate**

The committee is mandated to:

- Advise the Council on matters related to recreation and leisure activities.
- Promote, plan, and implement recreational initiatives within the community.
- Maximize the use of municipal recreational facilities, including trails, pool and arena.
- Collaborate with local organizations, schools, and other stakeholders to enhance recreational opportunities.
- Provide recommendations to council regarding the allocation of resources and funding for recreational programs and facilities, including reports to support annual budgetary discussions;
- Develop policies related to recreation for council approval and ensure alignment with community goals and priorities.
- Liaise, on behalf of Council, with the public and private agencies including senior governments, to encourage the provision of programs, services and support for parks and recreation services.
- Consider and make recommendations to Council on any other matters referred to the Committee by Council. If the committee consists of board-driven recreation



councils who wish to be included under the municipality's insurance coverage, the committee, with the approval of council, must:

1. verify that each external community group meets the necessary requirements and adheres to the municipality's insurance policies
2. implement and enforce policies related to insurance coverage, which may include approval of high-risk purchases that could affect insurance premiums, for example, to ensure consistency and compliance across all external groups
3. identify potential risks associated with recreational activities and works with the external community group to mitigate these risks, which could include assisting with safety training or conducting ad hoc inspections.
4. provide ongoing support and guidance to the external community group on insurance matters, securing grants, financial oversight, etc.
5. work together on joint projects or initiatives that require combined efforts and expertise. This collaboration would enhance the effectiveness and reach of community programs.

#### 4. Membership

The Committee will consist of 13 (thirteen) voting members **appointed by a motion of Council**, as follows:

- Two (2) members of Council, with one appointed as Chair and the other appointed as Vice Chair, duly appointed by Council annually pursuant to Fundy Albert Bylaw 3, Respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings
- One (1) member of the Fundy Albert Administration, as determined by the Chief Administrative Officer (CAO)
- 50 (fifty) volunteer members who are Fundy Albert residents. Applications shall be vetted by the CAO, or designate; and
- A member from any board-driven recreation councils who wish to be included under the municipality's insurance coverage.

Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council. Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council. All appointments shall be for a two-year term, at the end of each term a



Committee member may express their interest in continuing as a member or resign as a member.

Where a vacancy occurs on the Committee, the Council shall appoint a person to fill the position as soon as possible; that person shall hold office for the remainder of the term of the member in whose place that person is appointed.

Each member will serve without remuneration but shall be reimbursed for such expenses as are necessarily incurred by such member in the discharge of the member's duties, with prior approval from the CAO.

## 5. Roles and Responsibilities

**Chairperson:** The Chairperson is ultimately responsible for organizing, chairing, and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, to efficiently and cost-effectively carry out the event plans. This person shall prepare minutes, agendas and packages, as necessary.

- **Vice-Chairperson:** A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

**Municipal Staff:** The CAO shall designate a staff member(s) to carry out the functions and roles as directed by the Committee from time to time and shall act as a staff resource to the Committee.

**Members:** Will actively participate in meetings, provide input on agenda items, and assist with the implementation of projects and initiatives.

## 6. Meetings

Meetings of the Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time and place agreed to by the Committee.

Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee.

## 7. Quorum Requirements

No decisions may be made at any Committee meeting unless at least one elected representative and two community representatives are present.

## **8. Agenda, Minutes and Resolutions**

Minutes and recommendations of the Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. The chair will endeavor to provide each member of the Committee with the agenda and required supporting documentation at least three days prior to every meeting.

## **9. Conflict of Interest**

It is expected that all members of the Committee will adhere to the Section 8 of the Local Governance Act, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

## **10. Decision-Making**

- Decisions of the committee will be made by a majority vote of members present. Where a majority is not forthcoming, the vote shall be determined in the negative<sup>1</sup>.
- The Committee has authority to oversee and facilitate the research and data collection process by requesting such information from the CAO and his/her staff, Committee members, or other private sector or government sources.

## **11. Reporting**

- The committee will report directly to the Fundy Albert Council on its activities and recommendations at regular intervals and indirectly to the CAO for operational and administrative support.
- The committee will provide a formal report on its work and progress at least bi-annually or as required. The Chairperson shall provide written reports to Council concerning the Committee's work plan, focus and directions. Should Council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Committee's work.

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<sup>1</sup> This means that if a vote is taken and there isn't a majority in favor of the proposal (i.e., more than half of the votes are not in support), the proposal will be considered rejected or denied. Essentially, if the vote is tied or there isn't enough support, the default outcome is that the proposal does not pass.

**12. Budget and Resources**

- Any expenditures must be authorized prior to spending.
- To undertake the required research it needs to make the most appropriate decisions in a timely manner, the committee will have access to budgeted funds, and to resources of the appropriate municipal staff, as authorized by the CAO, Requests for funds above the annual budgeted amount for this committee shall be made by the Committee through the Chairperson to Council, on an as needed basis.

**13. Confidentiality**

All meetings of the Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 6 of the Local Governance Act, Part 8

Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee.

Information and reports of the Committee shall be subject to normal Right to Information and Protection of Privacy Act and/or the Fundy Albert Right to Information and Protection of Privacy Policy.

**14. Review**

The terms of reference will be reviewed annually or as needed to ensure they remain relevant and effective in meeting the goals of the committee and the community.

**15. Amendments**

Any changes to the terms of reference must be approved by the Council.

**Annex A**

**Motion related to the creation of a Recreation Committee of Council**

**IT WAS MOVED** by Councillor Jonah and **SECONDED** by Councillor Elderkin **THAT**

**WHEREAS** Fundy Albert By-Law No. 2022-03, respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings provides for the appointment of Council representatives to such committees as required by legislation, agreement or by-law they deem necessary; and

**WHEREAS** the Council of the Village of Fundy Albert deems it necessary to have a Recreation Committee;

**BE IT RESOLVED** Council approves a Recreation Committee for the 2025 Calendar Year;

**BE IT FURTHER RESOLVED** that the following members of Council be appointed to the Recreation Committee:

**Co-Chair:** Councillor Jonah

**Co-Chair:** Councillor Land

I certify that the above is a true and exact copy of a resolution passed by the council of the Municipality of Fundy Albert on the 7<sup>th</sup> day of January 2025.

Seal



Kimberly Beers      CLERK



**Terms of Reference**  
**Village of Fundy Albert Personnel Committee**

**Introduction:**

The following terms of reference outlines how the Personnel Committee will operate. It is a committee of Council, formed to provide advice and input to the Council of the Village of Fundy Albert on matters related to personnel.

**Committee Composition:**

The Personnel Committee shall be comprised of two members of members of Council, appointed for this purpose. Other members of Council may participate as observers.

All members of the committee and participants will follow all policies of the Village of Fundy Albert.

**Term of Office:**

Committee members are appointed at the beginning of each calendar year.

**Meetings:**

Committee meetings will occur a minimum of four times per year. Meetings may occur more frequently, based on the need.

**Committee Operation:**

1. Meeting minutes shall be recorded in abbreviated form and be provided to the CAO/Clerk. A report shall be provided to Council following each committee meeting.

**Responsibilities:**

The Personnel Committee will be responsible for the following:

1. Establishing or reviewing policy on personnel-related matters;
2. Making recommendations to Council on the appointment of municipal officers of the corporation including the Chief Administrative Officer, Treasurer and Clerk;
3. Developing and recommending to Council, the adoption of a bylaw or policy that details the duties and responsibilities of the Chief Administrative Officer;
4. Determining the framework for the Chief Administrative Officer's performance evaluation;
5. In consultation with the mayor and Council, completing the Chief Administrative Officer's annual performance evaluation;
6. In consultation with the Chief Administrative Officer and Council, reviewing and recommending salary ranges for all positions in municipality of Fundy Albert;

7. Reviewing organizational structure changes as recommended by the Chief Administrative Officer.



## Municipality of Fundy Albert

### Economic Development Committee (EDC)

#### Terms of Reference

##### 1.0 Introduction

The Municipality of Fundy Albert recognizes the importance of strategic, sustainable, and community-centred economic development. To support this mandate, Council establishes the Economic Development Committee (EDC) as a formal advisory body that provides informed guidance, facilitates stakeholder engagement, and supports the development and implementation of economic growth strategies.

These Terms of Reference (TOR) establish the mandate, structure, roles, responsibilities, and operational procedures for the EDC.

##### 2.0 Purpose

The purpose of the Economic Development Committee is to:

1. Provide strategic advice and recommendations to Council and Administration on economic development priorities, initiatives, policies, and opportunities.
2. Enhance business retention, expansion, and attraction efforts to build a resilient, diverse local economy.
3. Strengthen regional partnerships and foster collaboration with tourism operators, chambers of commerce, industry associations, provincial and federal agencies, and Indigenous communities.
4. Support economic initiatives that align with the Municipality's Strategic Plan, Tourism Strategy, Asset Management Plans, and long-term financial framework.
5. Act as a conduit between the business community, residents, and the Municipality to ensure economic development activities reflect local needs and opportunities.

##### 3.0 Guiding Principles

Committee members shall adhere to the following principles:

- **Transparency and Accountability:** Operate in a manner that supports open government and trust.
- **Evidence-Based Decision-Making:** Use data, research, and professional advice to guide recommendations.

- **Regional Collaboration:** Recognize Fundy Albert's role in the broader regional economy.
- **Sustainability:** Promote initiatives that balance economic growth with environmental stewardship and community wellbeing.
- **Inclusiveness:** Encourage diverse representation and equitable opportunities across sectors and geographic areas of the municipality.
- **Conflict of Interest Compliance:** Abide by the Local Governance Act and municipal policies.

## 4.0 Mandate

The EDC's mandate includes, but is not limited to, the following activities:

### 4.1 Strategic Advisory Functions

- Review and advise on municipal economic development policies, plans, and programs.
- Identify key priority areas for investment and development (e.g., tourism, housing, commercial development, infrastructure readiness, innovation, agriculture, fisheries, cultural industries).
- Recommend actions to enhance competitiveness, streamline regulatory processes, and improve investment readiness.

### 4.2 Business Retention and Expansion (BR&E)

- Analyze local business needs, challenges, and growth opportunities.
- Provide input on municipal programs intended to support small businesses, home-based enterprises, and start-ups.
- Recommend strategies to reduce barriers to business success.

### 4.3 Investment Attraction

- Review opportunities for major investment and assist in identifying potential investors.
- Support the development of investment marketing materials, economic profiles, and community data assets.
- Recommend measures to strengthen Fundy Albert's profile in regional, national, and international markets.

### 4.4 Workforce and Housing Development

- Identify labour market gaps and workforce skill needs.
- Explore opportunities for partnerships with educational institutions, training agencies, and employers.
- Consider workforce housing needs and support planning initiatives to address labour shortages.

#### 4.5 Tourism and Cultural Development

- Provide recommendations to strengthen tourism products, service offerings, branding, and season extension.
- Support partnerships with local operators, Fundy National Park, arts/culture organizations, and heritage associations.

#### 4.6 Monitoring Economic Indicators

- Monitor demographic, labour market, commercial, and investment trends.
- Review performance metrics and economic dashboards provided by Administration.
- Identify emerging issues or opportunities that may impact municipal economic planning.

#### 4.7 Reporting

- Provide formal written recommendations and annual reporting to Council through the CAO.

#### 5.0 Membership Composition

##### 5.1 Voting Members

- **Two (2) Members of Council**, one of whom may serve as Chair unless Council designates otherwise.
- **Four to six (4–6) Citizens-at-Large**, selected based on expertise and representation across sectors such as:
  - Tourism & hospitality
  - Retail and commercial business
  - Agriculture, aquaculture, or forestry
  - Real estate, land development, or construction

- Finance, accounting, or economic analysis
- Marketing, communications, or entrepreneurship
- Arts, culture, and heritage

## 5.2 Non-Voting Members

- **Chief Administrative Officer (CAO)** – resource and liaison to Council.
- **Municipal Staff** - as assigned by CAO
- **Youth Representative** (optional, appointed by Council).

## 5.3 Appointment Process

- Council shall appoint committee members through a publicly advertised selection process.
- Applicants will be assessed based on skills, sector representation, geographic diversity, and lived experience.
- Appointments shall be formalized by Council resolution.

## 6.0 Term and Renewal

- Citizen members shall serve a **two-year term**, renewable once upon Council approval.
- Council members shall serve a **one-year term**, aligned with Council's annual committee appointment process.
- Vacancies may be filled at any time by Council resolution.
- Council may remove any member for cause, including repeated absences (maximum of 3 missed meetings before removal), conflict of interest violations, or conduct contrary to municipal policies.

## 7.0 Roles and Responsibilities

### 7.1 Committee Members

Members shall:

- Attend meetings regularly and participate constructively.
- Review agenda materials and prepare for deliberations.
- Represent the interests of the broader community, not individual business interests.

- Declare conflicts of interest in accordance with legislation and municipal policies.
- Maintain confidentiality over sensitive information, business discussions, or proprietary data.
- Operate respectfully and professionally, following the municipality's Code of Conduct.

## 7.2 Chair

The Chair shall:

- Preside over meetings and maintain decorum.
- Work with the CAO to develop agendas and ensure procedural fairness.
- Ensure recommendations of the committee are clearly recorded and forwarded to Council.

## 7.3 CAO and Administration

Administration shall:

- Provide staff support, research, and data as required and as resources permit.
- Prepare meeting agendas in conjunction with the EDC Chair. Background materials, minutes, and Council reports will be provided by the committee secretary.
- Ensure committee recommendations align with municipal policies, budget parameters, and Council priorities.
- Coordinate communication between Council and the Committee.

## 8.0 Meetings and Procedures

### 8.1 Frequency

- The Committee shall meet **at least six (6) times per year**, or more frequently as needed.

### 8.2 Quorum

- Quorum is defined as **50% + 1** of voting members.

### 8.3 Decision-Making

- Decisions and recommendations will be made by **majority vote** of voting members.

- Minority views may be documented upon request.
- Committee decisions/recommendations are non-binding on Council.

#### **8.4 Delegations**

- The Committee may receive delegations from businesses, organizations, or residents.
- Delegations shall follow the municipal delegation policy and require approval from the Chair and CAO.

#### **8.5 Subcommittees and Working Groups**

- The Committee may establish short-term working groups focused on specific priorities (e.g., tourism strategy, investment attraction, housing, BR&E).
- Subcommittees shall report to the full EDC and shall not make binding recommendations.

#### **9.0 Reporting to Council**

The Committee shall provide:

1. **Meeting minutes** submitted through Administration.
2. **Formal recommendations** prepared for Council consideration.
3. **An annual report**, including:
  - Key accomplishments
  - Economic trends observed
  - Summary of partnerships and outreach
  - Recommendations for future priorities

Council retains all decision-making authority.

#### **10.0 Budget and Resources**

- The EDC does not control or commit municipal funds unless expressly authorized by Council.
- Any proposed initiatives requiring funding must be submitted to Council through the CAO as part of the annual budget cycle or via a dedicated Council report.

- Administrative support, meeting logistics, and background research shall be provided by municipal staff within approved budget parameters.

**11.0 Confidentiality and Conflict of Interest**

- Members must comply with conflict of interest requirements under the Local Governance Act.
- Sensitive business information or proprietary data discussed in meetings shall remain confidential.
- Breaches of confidentiality may result in removal from the Committee.

**12.0 Code of Conduct**

All members must follow:

- Municipal Code of Conduct
- Workplace harassment and respectful workplace policies
- Legislative obligations under the Local Governance Act

Failure to comply may result in disciplinary action, up to and including removal by Council.

**13.0 Amendments and Review**

- Council may amend this Terms of Reference at any time by resolution.
- A comprehensive review shall occur **every two (2) years** or sooner if required by changes in legislation or municipal priorities.

Approval and Signatures

Mayor \_\_\_\_\_

Clerk: \_\_\_\_\_

Date: February 3, 2026



## Terms of Reference

### 1. Committee Name

The committee shall be known as the **ATV Access on Roads & Streets Committee**

### 2. Purpose/Mandate

The purpose of the ATV Access on Roads & Streets Committee is to evaluate and provide recommendations to Council regarding the safe and regulated access of All-Terrain Vehicles (ATVs) on public roads & streets. This includes:

- Assessing current regulations and potential changes to ATV road & streets access
- Reviewing safety measures for ATV riders and general public.
- Identifying and recommending specific routes on roads or streets for ATV use.
- Addressing public concerns and ensuring compliance with provincial and municipal laws

### 3. Authority

The committee is an advisory body to the Council. It does not have decision-making Authority, but it can make recommendations to Council regarding policies, regulations and actions related to ATV access on public roads and streets. The committee's authority is granted by The Council and is limited to the scope outlined in these **Terms of Reference**.

### 4. Roles and Responsibilities

**Committee Member.** Review data, research, and public input, and discuss relevant issues Regarding ATV access on roads and streets.

**Chair:** The Chair will lead meetings, ensure the agenda is followed, and act as a liaison with Council.

**Vice-Chair:** In the absence of the Chair, the Vice-Chair will assume all responsibilities of the Chair.

**Committee Members:** Actively participate in meetings, contribute ideas and concerns, and review the issues related to ATV access and safety.

**Staff Liaison:** Provide administrative and technical support.

## **5. Composition and Membership**

The committee will consist of two members, appointed by Council.

Membership may include representatives from the following groups

- Quad NB.
- Local ATV riders, Albert County Trail Blazers Club # 32
- RCMP and GNB Public Safety
- Fundy Albert Council members or their designates
- Local Snowmobile Club (SENBSA)
- A representative from the Department of Transportation and Infrastructure (DTI)
- Community members with Chipoudy Communities Revitalization Committee (CCRC)
- Community members with relevant expertise or interest in public safety and Transportation
- Committee members are appointed for the duration of Councils term.
- The committee may also have non- voting advisors or experts called in as needed for specific discussions.

## **6. Meetings**

The committee will meet quarterly or as needed

Meetings will be scheduled by the Chair, and will be publicly posted

The committee will operate according to the principles of transparency and inclusivity, with meeting agendas and minutes being provided to the Clerk.

Decisions will be made by majority vote of members present, with the Chair having the casting vote in the event of a tie.

## **7. Reporting.**

The committee will report to the Council at regular council meetings.

The committee's final report and recommendations will be submitted to the Clerk for review and possible adoption.

The committee may also report on public input and progress on specific tasks.



### COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council in Public Session		
From	Kim Beers		
Date	June 16, 2026		
Subject	By-Law Officer Appointment		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	<input checked="" type="checkbox"/> Committee of the Whole

#### Purpose

To recommend the appointment of Jason Turcotte as a By-Law Enforcement Officer for the Village of Fundy Albert on behalf of Maritime By-Law Enforcement Services.

#### Background

The Village of Fundy Albert contracts with Maritime By-Law Enforcement Services to provide by-law enforcement services within the municipality.

Maritime By-Law Enforcement Services has requested that Council appoint Jason Turcotte as a By-Law Enforcement Officer for the Village of Fundy Albert. This appointment will authorize Mr. Turcotte to enforce municipal by-laws and carry out duties assigned under applicable municipal by-laws and provincial legislation within the municipality.

The appointment is administrative in nature and ensures that Maritime By-Law Enforcement Services maintains adequate personnel to provide enforcement services on behalf of the Village.

#### Recommendation

**It is recommended that Council appoint Jason Turcotte as a By-Law Enforcement Officer for the Village of Fundy Albert.**

## RISK ANALYSIS

### If Approved:

- Ensures continuity of by-law enforcement services within the Village of Fundy Albert.
- Provides a duly appointed officer with the legal authority to enforce municipal by-laws and carry out enforcement activities on behalf of the Village.
- Supports timely response to by-law complaints and compliance matters.

### If Not Approved:

- May limit Maritime By-Law Enforcement Services' ability to provide uninterrupted enforcement services within the municipality.
- Could result in delays in responding to by-law complaints, investigations, and enforcement actions.
- May create operational challenges if existing appointed officers are unavailable or if staffing changes occur within Maritime By-Law Enforcement Services.

### Mitigation Measures:

- The appointment is made through an established service provider under the Village's existing contractual arrangement.
- The officer will be subject to the qualifications, training, and oversight requirements of Maritime By-Law Enforcement Services and applicable legislation.
- Council retains the authority to amend or rescind appointments in accordance with applicable legislation and municipal requirements.

## CONSIDERATIONS

<b>Legal</b>	The appointment of a By-Law Enforcement Officer is authorized under the provisions of the Local Governance Act and applicable municipal by-laws. Appointment by Council is required to grant the individual authority to enforce municipal by-laws within the Village of Fundy Albert. The appointment does not amend existing by-laws or agreements and is consistent with the Village's service agreement with Maritime By-Law Enforcement Services.
<b>Financial</b>	There are no direct financial implications associated with this appointment. By-law enforcement services are provided through the existing agreement with Maritime By-Law Enforcement Services and are funded within the approved operating budget. The appointment of an additional or replacement enforcement officer does not result in any increase to the contracted service costs.

<b>Environmental</b>	NA
<b>Policy</b>	This appointment is intended to ensure continuity of by-law enforcement services and does not alter the terms or cost of the existing service agreement with Maritime By-Law Enforcement Services.
<b>Stakeholders</b>	Fundy Albert
<b>Community Sensitivities</b>	<ul style="list-style-type: none"> <li>• Residents expect municipal by-laws to be administered and enforced in a fair, consistent, and professional manner.</li> <li>• The appointment of a By-Law Enforcement Officer supports Council's commitment to community standards, and compliance with municipal by-laws.</li> <li>• As this appointment is administrative in nature and does not change existing by-laws, service levels, or enforcement practices, no significant community concerns are anticipated.</li> <li>• The appointment helps ensure continued responsiveness to resident inquiries, complaints, and by-law enforcement matters throughout the municipality.</li> </ul>
<b>Council priorities</b>	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>✓ Village Services</li> <li>• Communications</li> <li>• Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	Maritime By-Law Enforcement Services 2026 Agreement
<b>Consultation</b>	
<b>Intergovernmental considerations</b>	NA

## MUNICIPAL ENFORCEMENT SERVICES AGREEMENT

THIS AGREEMENT made this 26 Day of August, 2022

BETWEEN:

The **Village of Fundy Albert**, a Local Government created under the *Local Governance Act* and its regulations, with its municipal office located at 61 Academy Street Hillsborough, NB E4H 2R4 hereinafter called the "**Municipality**"

- AND -

**Maritime Enforcement Services Inc.**, a corporation created under the laws of the Province of New Brunswick, with its registered office located at 144 Edinburgh Dr., Suite 212, Moncton, NB, hereinafter called "**Maritime Enforcement Services**"

WHEREAS the **Municipality** wishes to purchase municipal enforcement services regarding the Municipality's By-Laws & Regulations adopted under the *Local Governance Act* and any other Act or Regulation of the Province of New Brunswick;

AND WHEREAS municipal enforcement services is defined as enforcing the Municipality's by-laws through a range of by-law enforcement activities;

AND WHEREAS **Maritime Enforcement Services** provided the **Municipality** with a proposal;

AND WHEREAS all parties agree this agreement is for the enforcement of the Municipality's By-Laws and any other Act or Regulation the **Municipality** is authorized to enforce;

AND WHEREAS, in consideration of the mutual covenants, agreements, and conditions contained herein, the parties agree as follows:

1. **Maritime Enforcement Services** will provide by-law enforcement services for the local government.
2. The term of the contract is as follows:
  - a) It begins on the 1st day of January 2026.
  - b) It ends on the 31st day of December 2026.
3. **Maritime Enforcement Services** shall charge the client a rate of \$56,490.00 (plus HST) and shall include the following stipulations:
  - a) An initial down payment in the amount of \$11,298.00 (plus HST) is due upon commencement of services.

- b) All payments shall be made quarterly in the amount of \$11,298.00 (plus HST), due respectively on 1 January 2026, 1 April 2026, 1 July 2026, and 1 October 2026.
  - c) Maritime Enforcement Services Inc. shall provide an invoice for all required payments.
  - d) All payments shall be made by cheque payable to "Maritime Enforcement Services Inc." or paid by Electronic Funds Transfer.
  - e) All invoices shall be paid within 14 days of receipt.
4. The current agreement is issued within the discretionary threshold of the Procurement Act and its regulations. Any extension of this contract is not guaranteed because of procurement requirements and the Municipality reserves the exclusive right to decide how it will proceed with any future procurement. Should Maritime Enforcement Services not provide a satisfactory service during the term of this agreement, the Municipality shall provide such reasons in writing and may use this in its future procurements.
  5. The services delivered by **Maritime Enforcement Services** shall consist of providing inspection, documentation and enforcement services related to the enforcement of assigned by-laws by the Clerk of the **Municipality** which may include issuing penalty notices, dialoguing with property owners or tenants, serving various documents, acting as witnesses for various court proceedings and such other related tasks pertaining to Municipal Enforcement.
  6. The Municipality will provide resolutions naming the Officers of **Maritime Enforcement Services** as By-Law Enforcement Officers in accordance with Section 72 of the *Local Governance Act* and Section 14(3) of the *Police Act*,
  7. **Maritime Enforcement Services** accepts full legal responsibility and will pay for the defense of any lawsuits resulting from negligence, misuse or errors originating with and committed by Maritime Enforcement Services as well as dereliction of duty in providing its services and any action brought against the Municipality in relation thereto will be defended at the expense of Maritime Enforcement Services.
  8. If a matter proceeds before the courts for enforcement purposes, the **Municipality** is responsible for associated legal fees. As part of its services, **Maritime Enforcement Services** will provide the employees who worked on the matter to act as witnesses at no additional cost.
  9. Under this agreement, **Maritime Enforcement Services** shall ensure liability insurance coverage for the services they provide. The Municipality shall also provide a certificate purporting that Maritime Enforcement Services Inc. is a named insured onto the Municipalities liability insurance policy.
  10. **Maritime Enforcement Services** will ensure that its Officers have received appropriate training, have a valid criminal record check with vulnerable sector screening.


11. Neither this agreement, nor any rights, remedies, liabilities, or obligations arising under it or by reason of it shall be assignable. This Agreement shall ensure to the benefit of and be binding on the parties and their respective successors and permitted assigns.
12. The parties shall with reasonable diligence do all things and provide all assurances as may be required to perform the obligations contemplated by this Agreement, and each party shall provide further documents or instruments required by any other party as may be reasonably necessary or desirable to affect the purpose of this Agreement and to carry out its provisions, whether before or after date of Signature.
13. This agreement constitutes the entire agreement between the parties and except as stated in it and in the instruments and documents to be executed and delivered, contains all the representations and warranties of the respective parties.
14. This Agreement may be supplemented, amended, or modified only by the parties' mutual agreement. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
15. This agreement may be terminated with an official notice issued by either party, providing thirty (30) days' advance written notice, after which services will cease on the final day of that notice period.
16. This agreement shall be interpreted in accordance with the Laws of the Province of New Brunswick.
17. In the event of any dispute of claim in respect of this Agreement, the parties agree that the same shall be determined by a single arbitrator. If the parties cannot agree on an arbitrator, then either party may apply to the Court pursuant to the Arbitration Act for the appointment of an arbitrator.


IN WITNESS WHEREOF the parties have hereunto affixed their signatures & Seals, attested by the hands of their duly authorized officers as of this 07 day of November, 2025.

Maritime Enforcement Services Inc.

  
\_\_\_\_\_  
Jordan Cyr, Director

Village of Fundy Albert

  
\_\_\_\_\_  
Jim Campbell, Mayor

  
\_\_\_\_\_  
Kim Beers, Clerk



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council		
From	Ian Barrett, Director of Operations		
Date	16 June 2026		
Subject	Young Street Development		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	Committee of the Whole

**RATIONALE FOR PRIVATE DISCUSSION (if applicable)**

N/A

**BACKGROUND**

A developer has submitted a rezoning application through Plan 360 for the development of lands located near Young Street, Hillsborough (PID 05064449). The proposed development consists of up to 52 apartment units to be constructed over four phases, with the initial phase comprising 13 apartment units anticipated to proceed in 2027.

As part of the rezoning process, Plan 360 has requested confirmation from the Village of Fundy Albert regarding the ability of the municipal water and wastewater systems to service the proposed development. Following receipt of this information, Plan 360 would continue with the normal rezoning process, including any required public consultation and consideration by Council. It should be noted that this Council Report Form is intended solely to address the servicing information required to support the rezoning review process and does not constitute approval of the proposed development.

While administration can generally assess and approve individual service connections, the scale of the proposed development warrants a more detailed review. At full build-out, the development would represent an increase of approximately 10% in the number of users connected to the Hillsborough water and wastewater systems. At present, it is uncertain what impact this additional demand may have on water consumption, wastewater generation, available treatment and collection capacity, fire flow availability, system storage volumes, or water pressures available to both the proposed development and existing users during periods of peak demand. Particular consideration must also be given to the fact that the proposed water connection would be located on a dead-end watermain where system pressures and available flows may be more susceptible to increased demand.

To better understand the potential impacts of the proposed development on municipal infrastructure, administration consulted with Englobe regarding the completion of a water and wastewater servicing assessment. Englobe advised that a preliminary assessment could be completed at an estimated cost of approximately \$2,500 to \$3,500 plus HST. However, Englobe also noted that, in the absence of a current comprehensive water and wastewater capacity analysis, any assessment would be based on presently available information and should therefore be considered approximate in nature. While sufficient to support the current rezoning review process, additional engineering analysis may be required should the development proceed to detailed design and construction stages.

**Financial Responsibility**

At present, there is no clear allocation of responsibility regarding who should fund the servicing assessment required to support the rezoning application. However, the Village of Hillsborough Subdivision By-law No. 20 provides direction regarding the provision and funding of water and sewer infrastructure associated with development.

Section 10(2) of the By-law states that where water or sewerage services are required, no subdivision approval shall be granted unless Council is satisfied that adequate services can be provided and that:

*"the owner of the land has made satisfactory arrangements to install such services within the subdivision at his own expense or has delivered a performance bond acceptable to the council in an amount sufficient to cover such expenses."*

While the proposed engineering assessment is being requested as part of the rezoning process rather than a subdivision application, Council may determine that the assessment is a development-related cost necessary to demonstrate that adequate municipal water and wastewater servicing capacity exists. On that basis, Council may wish to require the developer to provide, at their expense, a professional engineering assessment demonstrating that the proposed development can be adequately serviced and that it will not adversely impact existing users of the municipal systems.

Administration has also sought guidance from other municipalities that have encountered similar situations. Feedback received indicated that approaches vary. One municipality advised that Council elected to fund a servicing assessment as an investment to support a proposed development; however, the project ultimately did not proceed, resulting in the municipality absorbing the full cost of the study. Following that experience, the municipality indicated that a preferred approach may have been to require the developer to fund all or a portion of the assessment upfront, with reimbursement considered should the project proceed. This approach was viewed as a means of supporting development while reducing the financial exposure to rate payers should the proposal not advance.

Council may therefore wish to consider a range of options including requiring the developer to fund the assessment, funding the assessment entirely through municipal utility budgets, or adopting a cost-sharing arrangement between the Village and the developer. Should Council choose to fund the assessment, the estimated cost could be funded from the Transmission and Distribution - Other (Water) budget and the Wastewater Collection - Other budget lines. While sufficient funding is currently available within these

budgets, utilizing these funds for the assessment would reduce the resources available to address other operational repairs, maintenance activities, and emerging infrastructure requirements later in the year.

## RECOMMENDATION

1. Provide direction regarding responsibility for funding the servicing assessment required to support the rezoning application, including whether the cost should be borne by the developer or funded by the Village.
2. Subject to Council's direction on funding, authorize administration to engage a qualified engineering consultant, in accordance with the Municipal Procurement Policy, to undertake a water and wastewater servicing assessment of the proposed Young Street development, with a project budget not to exceed \$3,500 plus HST.

## OTHER OPTIONS

1. Not proceed With the rezoning
2. Proceed with rezoning without an engineering assessment

## RISK ANALYSIS

### Risk of Proceeding Without a Servicing Assessment

The primary risk of proceeding without a servicing assessment is that Council may make decisions regarding the rezoning application without a sufficient understanding of the potential impacts on the municipal water and wastewater systems. While the existing systems currently service the community, the proposed development represents a significant increase in connected users and may place additional demands on water production, storage, distribution, wastewater collection, and treatment infrastructure. Without an engineering assessment, there is an increased risk that capacity constraints, pressure deficiencies, fire flow limitations, or impacts to existing users may not be identified until after development approvals have been granted.

There is also a financial risk that infrastructure upgrades or operational changes may be required in the future as a result of the development. Without a technical assessment, the Village may have limited ability to identify these requirements early or determine whether such costs should be borne by the developer. This could result in unforeseen costs to the municipality or delays in future phases of development.

### Risk of Requiring an Assessment

The primary risk associated with requiring a servicing assessment is the potential for additional costs and delays to the development approval process. Depending on Council's direction regarding responsibility for funding the assessment, the cost may either reduce available municipal operating budgets or increase the upfront costs incurred by the developer. However, these risks are considered relatively low given the modest estimated cost of the assessment and the value of obtaining professional engineering advice to support informed decision-making.

### Risk of Not Proceeding with the Development

Should Council be unable to provide confirmation that adequate water and wastewater servicing capacity exists, Plan 360 may be unable to advance the rezoning application through the normal approval process. This could result in delays to, or abandonment of, the proposed development. Beyond the immediate impact of losing the opportunity for additional housing units, there is a broader risk that uncertainty regarding the availability of municipal services may deter future residential or commercial development within Hillsborough. This could limit future assessment growth, economic development opportunities, and population growth within the community.

## CONSIDERATIONS

<b>Legal</b>	<ul style="list-style-type: none"> <li>• The Village has a responsibility to ensure that adequate municipal services are available to support proposed development and to provide informed comments during the rezoning process.</li> <li>• The Hillsborough Subdivision By-law indicates that servicing-related costs may be the responsibility of the developer, and Council should provide clear direction regarding funding responsibility for the assessment.</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• The estimated cost of the assessment is \$2,500-\$3,500 plus HST if funded by the Village.</li> <li>• Early identification of servicing constraints may help avoid future infrastructure costs, disputes, or development delays.</li> <li>• Which party should be responsible for the cost, Municipality, Developer or Shared</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• The assessment will help determine whether the existing water and wastewater systems can accommodate the proposed development without negatively impacting system performance.</li> <li>• Understanding the potential impacts on wastewater collection and treatment capacity supports responsible environmental management and regulatory compliance.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Obtaining a professional assessment supports evidence-based planning and decision-making.</li> <li>• The assessment aligns with the principle of sustainable growth by ensuring development occurs within the capacity of available municipal infrastructure.</li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• The developer and Plan 360 require servicing information to advance the rezoning application.</li> <li>• Existing residents have an interest in maintaining reliable water, wastewater, and fire protection services as development occurs.</li> </ul>
<b>Community Sensitivities</b>	<ul style="list-style-type: none"> <li>• Additional housing development may be viewed positively as it supports population growth and increased housing availability within the community.</li> <li>• Residents may have concerns regarding the potential impact of the development on existing municipal infrastructure, service levels, traffic, and neighborhood character, making it important that decisions are supported by reliable technical information.</li> </ul>
<b>Council priorities</b>	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> <li>✓ Infrastructure</li> <li>• Communications</li> <li>✓ Village Services</li> <li>• Strategic Partnerships</li> </ul>

	<ul style="list-style-type: none"><li>• Economic Development &amp; Tourism</li></ul>
<b>Documents, maps, photos or presentations attached</b>	
<b>Consultation</b>	
<b>Intergovernmental considerations</b>	Plan 360

## COUNCIL REPORT FORM (CRF)

To Fundy Albert Council  
 From Ian Barrett, Director of Operations  
 Date 16 June 2026  
 Subject Asset Retirement Obligations  
 Presenters (if applicable) N/A  
 Length of Presentation (if applicable) N/A  
 Type Public Private Committee of the Whole

### RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

### BACKGROUND

During the preparation of the Municipality of Fundy Albert's financial statements for audit, it was identified that the municipality had not completed an Asset Retirement Obligation (ARO) assessment as required under Public Sector Accounting Standard (PSAS) 3280 – Asset Retirement Obligations.

PSAS 3280 requires municipalities and other public sector organizations to identify and account for legal obligations associated with the retirement, decommissioning, remediation, or restoration of tangible capital assets. These obligations must be recognized as liabilities within the municipality's financial statements and supported by reasonable estimates of future retirement costs.

An ARO assessment typically includes a review of municipal assets, identification of assets that may carry retirement obligations, determination of applicable legal or regulatory requirements, estimation of future retirement and remediation costs, and the development of an Asset Retirement Obligation Register. The resulting register becomes an important financial management tool that supports regulatory compliance, long-term financial planning, and accurate reporting of municipal liabilities.

At present, Fundy Albert does not have a completed ARO register and therefore relies on assumptions and estimates that have not been formally validated through a comprehensive review. Completion of an ARO assessment is necessary to support compliance with PSAS reporting requirements and to ensure the municipality's financial statements accurately reflect its future obligations.

It is important to recognize that an ARO assessment is not a one-time exercise. As municipal assets are acquired, modified, replaced, or retired, the ARO register must be reviewed and updated periodically to ensure continued compliance with accounting standards and evolving regulatory requirements. Industry best practice is to review and update the register annually as part of the year-end financial reporting process, with more comprehensive reviews conducted periodically as required.

Recognizing the ongoing nature of this requirement, consideration should be given not only to the initial cost of preparing the ARO assessment but also to the vendor's ability to provide future support, updates, and continuity of service. Establishing a long-term relationship with a qualified provider will help ensure the municipality can efficiently maintain compliance and update its records as required.

To address this requirement, Administration issued a Request for Quotations (RFQ) through the New Brunswick Opportunities Network (NBON). Three submissions were received from qualified vendors with experience in public sector asset management and financial reporting. The full proposals are attached to this Council Report Form for review. A summary comparison of the submissions is provided in the table below.

Vendor	Cost (Excl. HST)	Methodology	Deliverables	Strengths	Considerations
CBCL	\$23,700	Desktop review, legislative review, ARO screening, Class 5 cost estimates, useful life and retirement schedule.	Engineering ARO report and supporting schedules.	Lowest cost. Completed ARO work for City of Saint John. Strong local municipal experience.	Focused on compliance rather than broader asset management integration.
Dillon	\$27,000	Desktop review, legal obligation screening, regulatory review, GIS review, hazardous material modelling, ARO valuation modelling, audit defence package. No site visits.	Draft report, final report, Excel ARO ledger, audit support.	Strong understanding of PS3280. Dedicated risk management and financial modelling specialists. Includes "Audit Defence" package specifically designed to support auditors. Extensive municipal infrastructure expertise.	Assumes discount and inflation rates are effectively equal, simplifying calculations. No site visits. Possible contingency cost may be identified after document review.
WSP	\$68,567	Detailed asset validation, workshops, lifecycle analysis, retirement modelling and AM integration.	Comprehensive ARO and asset management outputs.	Most comprehensive technical approach and strongest integration with ISO 55000 asset management practices.	More than double the cost of competitors.

WSP submitted the most comprehensive proposal. Their methodology extends beyond basic ARO compliance and includes asset validation, stakeholder engagement, retirement planning, lifecycle considerations, and a strong connection to broader asset management practices. The resulting work would provide opportunities to support future asset management initiatives and service level planning in addition to satisfying ARO reporting requirements. However, this additional scope is reflected in the significantly higher cost of the proposal.

CBCL submitted the lowest-cost proposal and proposes a methodology focused primarily on satisfying the municipality's PS3280 financial reporting obligations. The proposal relies on Class 5 cost estimates, which are high-level engineering estimates developed using available information, industry benchmarks, and professional judgement. While this approach is generally sufficient for accounting compliance purposes, it involves a greater degree of estimation and fewer detailed assumptions than some of the more comprehensive methodologies proposed by other vendors.

Dillon Consulting submitted a proposal that falls between the two approaches. Their methodology is focused on producing a PS3280-compliant ARO register supported by legal obligation screening, regulatory review, asset inventory validation, and valuation modelling. In addition to the ARO register and supporting schedules, Dillon proposes an "Audit Defence Package" and ongoing support to assist administration and auditors in understanding the assumptions, methodologies, and calculations used in the valuation process. This approach provides a balance between cost, compliance requirements, and future audit support.

As this is an unbudgeted expense E6 recommended it could be funded from reserves or funds identified for transfer to capital or it could be deferred until the 2027 budget, however this would mean continuing to not fulfill our asset retirement obligations.

#### RECOMMENDATION

Administration recommends that Council award the Asset Retirement Obligation (ARO) Assessment project to Dillon Consulting Ltd. in the amount of \$27,000 plus applicable HST. And fund through reserves or funds identified for transfer to capital in the budget

While Dillon Consulting was not the lowest-cost submission received, Administration believes the proposal offers the best overall value to the Municipality. The proposed methodology will satisfy the municipality's PS3280 financial reporting obligations while providing a more detailed and defensible assessment than a minimum-compliance approach.

The proposal includes a structured review of municipal assets, regulatory requirements, valuation methodologies, supporting documentation, and auditor support. In particular, the inclusion of an ARO ledger, supporting calculations, and an "Audit Defence Package" will assist both Administration and the municipality's auditors in understanding and validating the assumptions used to establish the municipality's future retirement liabilities.

#### OTHER OPTIONS

Defer until 2027 budget

#### RISK ANALYSIS

Failure to complete an Asset Retirement Obligation (ARO) assessment may result in the municipality's financial statements not fully reflecting future retirement liabilities associated with municipal assets, increasing audit risk and reducing confidence in the accuracy of financial reporting. In addition, without a formal ARO register, future decommissioning and remediation costs may not be adequately considered during budgeting, reserve planning, and asset management activities, potentially resulting in unforeseen financial pressures and limiting the municipality's ability to demonstrate sound financial and asset management practices in support of future funding opportunities.

#### CONSIDERATIONS

<b>Legal</b>	<ul style="list-style-type: none"> <li>• Supports compliance with Public Sector Accounting Standard (PSAS) 3280 relating to Asset Retirement Obligations.</li> <li>• Provides supporting documentation and valuation records that may be required during future financial audits.</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• One-time project cost of approximately \$27,000 plus applicable HST.</li> <li>• Future costs to update may exist</li> <li>• Assists in identifying and quantifying future retirement liabilities, supporting more accurate long-term financial planning and reserve development.</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• May identify assets with environmental retirement or remediation obligations, such as fuel storage systems, wells, lagoons, or hazardous materials.</li> <li>• Supports improved understanding of future environmental liabilities associated with municipal assets.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Supports the municipality's developing Asset Management Framework and long-term infrastructure planning objectives.</li> <li>• Establishes a process for ongoing review and maintenance of Asset Retirement Obligation records.</li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Provides Council, Administration, auditors, and residents with greater transparency regarding future municipal liabilities.</li> <li>• Supports informed decision-making regarding future infrastructure investments and asset replacement planning.</li> </ul>
<b>Community Sensitivities</b>	<ul style="list-style-type: none"> <li>• Minimal direct impact on municipal services or residents.</li> <li>• Demonstrates responsible financial stewardship and proactive management of municipal assets and liabilities.</li> </ul>
<b>Council priorities</b>	Strategic Plan Alignment: <ul style="list-style-type: none"> <li>✓ Infrastructure</li> <li>• Communications</li> <li>✓ Village Services</li> <li>• Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>

<b>Documents, maps, photos or presentations attached</b>	WSP Proposal Dillon Consulting Proposal CBCL Proposal
<b>Consultation</b>	
<b>Intergovernmental considerations</b>	N/A



April 24, 2026  
Confidential

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

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

Dear Mr. Bartlett:

**Subject: Engineering Services for Asset Retirement Obligation (ARO) Report**

On behalf of WSP Canada Inc., we are pleased to submit our proposal for the provision of Engineering Services for the preparation of an Asset Retirement Obligation (ARO) Report for the Village of Fundy Albert, in response to the Request for Quotations issued on April 2, 2026.

We understand that the objective of this assignment is to identify and validate municipal assets subject to retirement obligations, estimate associated decommissioning and closure costs, establish remaining useful life and anticipated retirement timelines, and deliver a defensible ARO Report suitable for financial reporting and long-term asset management purposes. This proposal has been prepared in accordance with the scope of work, deliverables, and submission requirements outlined in the RFQ.

Our team brings experience in municipal infrastructure, asset management, lifecycle analysis, and cost estimating. We propose a structured, transparent, and auditable methodology aligned with applicable accounting standards and municipal asset management best practices.

We look forward to the opportunity to support the Village of Fundy Albert in meeting its financial reporting and infrastructure planning objectives.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Muzafer Malik'.

**Muzafer Malik, P.Eng. PMP®, MBA, PhD**

Senior Project Manager - Transportation and Infrastructure

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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

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## PROPOSAL - ENGINEERING SERVICES – ASSET RETIREMENT OBLIGATION (ARO) REPORT

April 24, 2026

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

**Attention:** Ian Bartlett, Director of Operations  
Municipal of Fundy Albert

### 1. PROJECT UNDERSTANDING

The Village of Fundy Albert is undertaking this assignment to meet financial reporting requirements related to Asset Retirement Obligations (ARO) and to strengthen long-term asset management planning. Asset Retirement Obligations arise when an entity has a legal or constructive responsibility to retire tangible capital assets at the end of their useful life, often involving decommissioning, removal, remediation, or site restoration activities.

Based on our review of the RFQ, the Village requires an Engineered ARO Report that will:

- Identify and validate assets with retirement obligations
- Quantify retirement and decommissioning costs using defensible engineering estimates
- Establish remaining useful life and anticipated retirement timelines
- Provide auditable, well-documented outputs suitable for inclusion in financial statements

The Village will provide access to asset management data and GIS information, and collaboration with municipal staff will be required to validate assumptions and findings.

### 2. PROPOSED APPROACH AND METHODOLOGY

WSP's approach to completing the Asset Retirement Obligation (ARO) Report for Fundy/Albert is founded on delivering a clear, practical, and fully auditable document that supports both municipal asset management objectives and financial reporting requirements. We apply a structured, engineering-led methodology to systematically identify assets that are subject to ARO, drawing on existing asset inventories, regulatory requirements, and operating practices. Engineering judgment and recognized industry standards are used to define realistic and defensible retirement and decommissioning activities for each applicable asset, ensuring obligations are neither understated nor overstated. Throughout the process, close coordination is maintained with municipal staff to align assumptions with operational intent and long-term planning practices.

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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



The ARO Report development includes the preparation of detailed, itemized cost estimates using current unit rates, asset-specific quantities, and best available information, with consideration given to removal and disposal, environmental remediation where applicable, and closure or post-closure obligations.

WSP places strong emphasis on transparency by clearly documenting all methodologies, assumptions, inclusions, and exclusions to support audit review and future updates. The final deliverable will include concise summary tables designed for direct incorporation into financial statement note disclosures, providing Fundy/Albert with a defensible and repeatable basis for ARO recognition, measurement, and ongoing compliance.

### 3. PROPOSED WORK PLAN

#### Task 1 – Project Initiation and Data Review

The proposed scope of work will begin with a project kickoff meeting with Village staff to confirm objectives, roles, communication protocols, and key considerations related to the development of the Asset Retirement Obligation (ARO) framework.

WSP will review available asset management system records and GIS data to understand the existing asset inventory, validate asset attributes, and identify data gaps relevant to ARO identification and analysis.

This phase will also confirm project expectations, overall schedule, key milestones, and the preferred reporting format to ensure alignment with Village asset management practices, governance requirements, and financial reporting needs, establishing a clear and coordinated foundation for the subsequent phases of work.

#### Task 2 – Asset Identification and Validation

This section documents the systematic review and validation of the existing asset inventory to identify assets with potential Asset Retirement Obligations.

Assets will be evaluated to confirm their classification, ownership, regulatory drivers, and applicability under relevant accounting and environmental requirements to ensure appropriate ARO recognition. The assessment validates asset categories currently captured in the inventory and identifies gaps where assets subject to legal or constructive retirement obligations may not be adequately recorded.

Recommendations are provided to address omissions and strengthen inventory completeness, with specific consideration given to hazardous materials such as asbestos-containing materials, underground storage tanks, landfills and waste storage facilities, applicable water and wastewater infrastructure, machinery, equipment, vehicles and fleet assets, and leasehold improvements with restoration



requirements. This validation process establishes a defensible foundation for subsequent lifecycle, cost, and financial analyses within the ARO framework.

It is important to acknowledge that many clients have limited, incomplete or insufficient data or records to provide a comprehensive inventory of assets that have ARO characteristics. For example, old, aged underground assets, such as a buried fuel tank, may have no existing records associated with it to allow adequate cost estimation. Often, institutional knowledge about these assets is only known by long-term staff members who may have retired or moved on from the organisation. In many cases with past clients, additional field investigations were required to augment the inventory data where limited information is available. Client staff can undertake this work, or WSP can support in these efforts, however the scope of this type of work is difficult to quantify at this time and would be at an additional cost.

**VALUE ADD:** WSP has included, as part of our delivery plan, an online workshop with Village stakeholders, that will be used to capture additional data about assets for which you may only have limited data. We will facilitate a review of what we have identified through a review of your documentation and seek to have an open discussion about additional assets and risks that may merit consideration for the project. WSP can also provide an overview of asset management concepts, how asset retirement obligations fit within the asset management process and cover general concepts about infrastructure management to help add context to the goals of the project. The online workshop will be in a virtual collaborative space called Mural, and we will allow all participants to directly contribute to workshop outputs. There is no limitation on the number of participants that can be invited.

### **Task 3 – Cost Estimation**

This task defines the retirement and decommissioning scope for each ARO-applicable asset, clearly identifying all activities required to meet legal, regulatory, and operational closure obligations.

Itemized cost estimates are developed for each asset and include removal and disposal activities, environmental remediation where applicable, and closure and post-closure obligations such as site restoration, monitoring, and documentation. Costs are prepared using an engineered approach that considers asset-specific quantities, current market unit rates, contractor inputs, productivity factors, and expected regulatory requirements.

The costing methodology and assumptions—including inclusions and exclusions, escalation factors, contingency treatment, and regulatory compliance considerations—are fully documented to ensure transparency, consistency, and auditability for financial reporting and asset management decision-making.



WSP is the largest full-service engineering and professional services companies in Canada and a leader globally. We have subject matter experts in all areas of engineering practice, with experts that understand and can provide insights about the lifecycle and retirement characteristics of all asset types that may exist in public and private sector organisations. We can draw upon these experts to provide credible, cost estimation that not only reflects asset-specific knowledge, but also refined for a localized context.

#### Task 4 – Lifecycle and Timing Analysis

This task presents a structured evaluation of asset lifecycles to support accurate ARO measurement and long-term planning. The remaining useful life of each ARO-applicable asset is estimated using engineering judgment informed by asset condition, design specifications, historical performance, regulatory constraints, and expected operational use.

Anticipated retirement timelines are then established by aligning remaining life estimates with planned capital renewal, decommissioning strategies, and regulatory or contractual obligations.

These lifecycle determinations are coordinated with existing asset management planning practices, including capital plans and maintenance strategies, to ensure consistency between financial reporting assumptions and operational intent. The resulting timelines provide a defensible basis for scheduling future retirement activities and associated cash flows used in ARO valuation.

As noted above, we will rely on our deep pool of infrastructure experts to generate these inputs, with additional guidance from our asset management team to ensure alignment with your asset management program and practices.

#### Task 5 – Reporting

The Engineered Asset Retirement Obligation (ARO) Report will present a formal, auditable assessment of retirement liabilities by providing a comprehensive asset inventory identifying all in-scope assets with ARO applicability, correlated to location, ownership, and regulatory drivers.

It will include itemized decommissioning cost estimates prepared using engineered quantity take-offs, current unit rates, contractor assumptions, and escalation factors, clearly distinguishing dismantling, remediation, disposal, and site restoration costs.

The report will document the expected useful life and retirement timelines for each asset based on engineering condition assessments, regulatory requirements, and operational plans. A clearly defined methodology and set of assumptions will describe cost bases, inflation and discount rates, probability factors, and exclusions, ensuring transparency and repeatability.

80 Bishop Drive  
Fredericton, NB  
Canada E1C 1B7

T +1 (506) 451-0088  
F +1 (506) 451-1679



Finally, the report will provide concise summary tables aligned with accounting standards (e.g., IFRS/ASPE), suitable for direct use in financial statement note disclosure, including undiscounted and discounted ARO values, timing of cash flows, and key sensitivities.

#### **4. KEY ASSUMPTIONS**

In developing this proposal for ARO services, WSP has made a series of key assumptions to define scope, effort, and level of detail in a clear and transparent manner. It is assumed that the Municipality will provide access to existing asset management databases, GIS information, prior studies, and relevant financial or regulatory documentation, and that this information is generally accurate and sufficiently complete for ARO assessment purposes.

The proposed approach also assumes that ARO applicability will be assessed based on currently known legal, regulatory, and constructive obligations, and that no intrusive investigations or detailed environmental testing will be required unless separately authorized. Cost estimates are assumed to be developed at a planning-level using current industry unit rates, standard methodologies, and engineering judgment, suitable for financial reporting rather than detailed construction budgeting.

These assumptions allow WSP to deliver a practical, auditable ARO Report while maintaining efficiency, cost control, and alignment with municipal asset management and accounting requirements.

Summary of Key Assumptions include:

- The Village will provide access to available asset management and GIS data
- Analysis will be primarily desktop-based using existing records and best available information
- No intrusive investigations or detailed condition assessments are included
- Costs will be developed at a planning-level appropriate for financial reporting
- Any additional investigations or expanded scope will be addressed through a separate authorization

#### **5. DELIVERABLES**

WSP will deliver a comprehensive and auditable Asset Retirement Obligation (ARO) Report that meets municipal asset management needs and financial reporting requirements. The primary deliverable will include a validated inventory of ARO-applicable assets, documented lifecycle and retirement timelines, engineered and itemized cost estimates, and a clear description of methodologies, assumptions, inclusions, and exclusions.



The report will also provide concise summary tables suitable for direct use in financial statement note disclosures, including undiscounted and discounted ARO values and timing of future cash flows. All deliverables will be provided in an accessible, professionally formatted report, supported by appendices as required, to facilitate review by management, auditors, and regulatory stakeholders and to support future ARO updates as asset information evolves.

Project deliverables would include:

- Draft ARO Report (PDF and editable format) for review and comments
- Final ARO Report (PDF and editable format)
- Supporting data tables in Excel format

The ARO Report will include:

- Asset inventory with ARO applicability
- Itemized retirement cost estimates
- Remaining useful life and retirement timelines
- Summary tables for financial reporting
- Methodology and assumptions

## 6. PROJECT TEAM

WSP proposes to support the Village of Fundy/Albert in the development of its Asset Retirement Obligation (ARO) Report. WSP has assembled a multidisciplinary team with expertise in municipal infrastructure, asset management, and engineering to identify assets that give rise to retirement obligations and to develop the technical inputs required for accurate financial reporting.

Working with Village staff, WSP will review existing asset information, establish reasonable retirement assumptions, and provide a defensible technical foundation to support compliance, audit readiness, and informed long-term planning.

Members of proposed project team include:

**Muzafer Malik, P.Eng., PMP** – Muzafer Malik will serve as WSP’s Project Manager and primary day to day contact for the Village of Fundy/ Albert. He brings over 14 years of international engineering and project leadership experience across the Middle East, Asia, and Canada, including extensive Front-End Engineering Design (FEED) and Engineering, Procurement, Construction, and Installation (EPC/EPCI) project scopes. Muzafer has a strong track record in the planning, design, and delivery of complex infrastructure initiatives.

80 Banip Drive  
Fredericton, NB  
Canada E3C 1B2

T: 506-451-0155  
F: 506-257-1674



As a certified Project Management Professional (PMP) and Professional Engineer Registered in the Province of New Brunswick, Muzafer is skilled in budget and schedule control, communication management, and project documentation processes. Working closely with technical leads, he will oversee project deliverables, ensure alignment with client expectations, and lead all communication and reporting activities throughout the project.

**John Gallant, P.Eng., FEC – Municipal AM Lead** - John brings more than 30 years of experience in the design and construction of municipal, water, wastewater, and urban development infrastructure. He has managed planning, preliminary engineering, and detailed design for a wide range of federal, municipal, and private-sector projects across Atlantic Canada and the United States. His extensive technical background includes site grading and servicing, stormwater management, water and wastewater treatment facilities, lift stations, sewer laterals, road reconstruction, new infrastructure installations, utility rate studies, and municipal, provincial, and federal permitting.

John's depth of experience and practical approach enable him to deliver cost effective, constructible solutions tailored to community needs. His long-standing work with numerous municipalities demonstrates his ability to manage complex multidisciplinary projects from concept through construction. He has extensive experience in developing water and sewer rates for communities and incorporating Municipal Asset Management into the Municipality.

Municipal Asset Management experience includes:

- **Project Engineer, Sustainable Infrastructure Asset Management Report, City of Bathurst, Bathurst, New Brunswick, 2013 (completed):** This report detailed the level of costs associated with replacing existing water and wastewater infrastructure in the city.
- **Project Engineer, Bulk Sewer Rate, Town of Sussex, Sussex, New Brunswick, 2010 (completed)** Provided recommendations to the Town on the fair bulk sewer rate to charge a neighboring municipality which required treatment for its raw sewerage. This included the capital replacement costs of the assets associated with the collection system to the plant.
- **Project Engineer, Update of Bulk Sewer Rate, Town of Sussex, Sussex, New Brunswick, 2013 (completed):** Provided recommendations to the Town on the fair bulk sewer rate to charge a neighboring municipality which required treatment for its raw sewerage. This included the capital replacement costs of the assets associated with the collection system to the plant.
- **Project Engineer, Rate Review and Rate Structure Options, Saint John Water, Saint John, New Brunswick 2008 (completed)** This project encompassed setting of the water and sewer rates, affordability review, public consultations, Sustainable Infrastructure Asset Management, and possible funding options under the Municipalities Act. A study of the

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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

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expected level of investment needed to replace existing water and sewerage infrastructure as it ages and reaches the end of its serviceable life was carried out as part of the 2002 Business Plan Review. It was titled the Sustainable Infrastructure Asset Management Study (SIAMS) and was included as Appendix "C" of the 2002 Business Plan. This report was updated in December 2007 to reflect changes in the system since 2002. The SIAMS looked at each asset by category, when they were constructed, capacity or size, and for mains the construction material and applicable service life was determined. The replacement value (2007) and time of replacement of the assets were then estimated. A future time horizon of 100 years was used so that all existing facility replacement costs could be captured

- **Project Manager, Business Plan Review, Saint John, New Brunswick 2002 (completed)** The Business Plan Review considered the Utility's: revenue needs, long-term capital plans, and revenue sources. It also developed a financial model and rate model which extended over a ten (10) year period. This report made a number of recommendations in setting the proposed declining block structure and rates for each block and incorporated an asset management review which highlighted the amount of utility asset replacement required and their associated replacement costs.

**Martin Gordon , P.Eng., M.Sc.Eng, CPA, CMA** - Martin Gordon has worked as a Professional Engineer and a Chartered Professional Accountant in Canada, the United States, Europe, the Middle East, and New Zealand. His unique mix of skills allows Martin to engage with clients at a technical, financial and strategic level to better deliver on their requirements. Martin also has a teaching background which has reinforced his ability to clearly communicate and facilitate outputs that consistently exceed client requirements.

Martin has led our Canadian Asset Management team and recently became a Technical Director focussing on technical excellence. He is an expert in infrastructure management and been Canada's delegate for the ISO 55000 Standard for Asset Management, a contributing author to the Federation of Canadian Municipalities' best practice and to the AASHTO Transportation Asset Management Planning Guideline. He is an Honorary Research Associate at the University of New Brunswick and is a founding member of its Infrastructure Institute.

Asset Management Project Experience includes:

- **Local Government Integrated Asset Management Program, Yukon Territory, (2025-2026),** Project Manager, Development of support plans and implementation of improvements within territory communities to integrate climate resiliency in infrastructure planning, Client, Yukon Government - Communities Services, Project Value: \$450K

80 Bishop Drive  
Fredericton NB  
Canada E3C 1B2

T + 506 451-0555  
F + 506 451-1770



- **Asset Management Advisory Services, Toronto, ON, (2024-25)**, Financial and Change Management Advisor, supported development of level of service, financial plan and change management strategy, Client: Toronto Parking Authority, Project Value: \$1.8M
- **Informed Service Delivery, Newmarket, ON (2023), Lead Advisor.** WSP is assisting the Town with quantifying service delivery resource requirements through activity-based costing for across all service areas. Client: Town of Newmarket, Project Value \$700K, Award winning project
- **Asset Management Governance Plan, Newmarket, ON (2022)**, Lead Advisor. WSP assisted the Town with revising their AM Framework and associated processes and supported the Town with training and change management services. Client: Town of Newmarket, Project Value \$50K
- **Developing Municipal AM Guidelines, Fredericton, NB, Canada (2016, 2019):** Senior Advisor. Project assisted the province with establishing a framework for municipal Gas Tax Fund compliance. WSP also reviewed the 2019 draft revision. Client: NB Dept. of Environment and Local Government. Project Value: \$55K.
- **Leadership in Asset Management Program, Canada-wide (2016-2017):** Project Director. WSP co- delivered a project that involved 12 municipalities across Canada. Developed asset management policy, strategy and governance frameworks that integrate with sustainability concepts. Client: FCM. Project Value \$850K.
- **Asset Management and Infrastructure Decision-Making Training, Halifax, NS, (2018-2019):** Lead Facilitator. Introduced Asset Management concepts, developed initial level of service statements and associated performance metrics. These were linked to a decision-making framework. Client: Halifax, Project Value: \$40K.
- **Asset Management Plan Development, Florenceville Bristol, NB, Canada (2018):** Project Director. An initial asset management plan (AMP) that complies with the Province of New Brunswick's asset management guidelines. Also included a gap assessment and policy. Client: Town of Florenceville-Bristol. Project Value: \$62.5K.
- **Asset Management Plan Development, New Maryland, NB, Canada (2018):** Project Director. An initial asset management plan for New Maryland that complies with the Province of New Brunswick's asset management guidelines. Included a gap assessment and policy. Client: Village of New Maryland. Project Value: \$62.5K.

Other staff may be used for data inputting and technical review as required. CV's for the above key project team members are included in Appendix "A".

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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

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## 7. PROJECT SCHEDULE

The work is anticipated to start upon award of the project. WSP has included a timeline below based on number of weeks to complete after receiving an authorization to proceed from the Village. This assumes timely receipt of required data and municipal review comments.

	Number of weeks to Complete
Task 1 – Project Initiation and Data Review	2 weeks
Task 2 – Asset Identification and Validation	3 weeks
Task 3 – Cost Estimation	4 weeks
Task 4 – Lifecycle and Timing Analysis	3 weeks
Task 5 – Reporting	6 weeks

We have assumed a two (2) week turn around from the Village to receive comments from submission of the Draft Report to develop the final ARO Report.

## 8. FEE PROPOSAL

This proposal outlines a comprehensive scope of services to support the completion of an Asset Renewal Optimization (ARO) study, tailored to meet the Village’s objectives and decision-making needs. A detailed, itemized fee proposal is provided separately in Appendix “B” and reflects the level of effort required to effectively manage the project, review and validate asset data, develop defensible cost estimates, undertake lifecycle and timing analysis, and prepare clear, actionable reporting and deliverables.

Estimated Engineering Fees to complete this assignment total **\$68,567.00 + HST**, including disbursements. Fees are proposed on a time-and-materials basis, with ongoing coordination and communication throughout the assignment to ensure alignment with municipal expectations and budgetary accountability.

- Project management, startup meeting, disbursements, etc. \$15,068 +HST
- Asset review and validation \$13,375 +HST
- Cost estimation \$13,626 +HST
- Lifecycle and timing analysis \$ 5,391 +HST
- Reporting and deliverables \$18,217 +HST

80 Bishop Drive  
Fredericton, NB  
Canada E3B 1E7

T: 506-851-0688  
F: 506-851-0794



## 9. CLOSING

WSP Canada Inc, appreciates the opportunity to submit this proposal to the Village of Fundy Albert. We are confident that our experience and structured approach will result in a clear, defensible, and practical Asset Retirement Obligation Report that meets the Village's financial reporting and long-term planning needs.

We look forward to the opportunity to work with the Village on this important initiative. The work would be carried out as per the contents of this letter proposal and WSP Standard Terms and Conditions which have been attached for this project in Appendix "C".

A handwritten signature in blue ink, appearing to read 'Muzafer Malik'.

Sincerely,

**Muzafer Malik, P.Eng. PMP®, MBA, PhD**

Senior Project Manager - Transportation and Infrastructure

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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

Rev - 0



I hereby authorize WSP to proceed with the work outlined in this letter.

---

Ian Bartlett  
Director of Operations  
Municipality of Fundy/ Albert

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Date

April 23, 2026

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

Attention: Ian Barrett, Director of Operations

***Proposal for Consultancy Services – Valuation of Asset Retirement Obligations for Municipal Assets***

Dillon Consulting Limited (Dillon) is pleased to propose our consultancy services to The Village of Fundy Albert (Village) to conduct a financial valuation of your asset retirement obligations (ARO) pursuant to the PS 3280 standard issued by the Public Sector Accounting Board (PSAB). We bring extensive experience in municipal infrastructure and financial valuations so that your reporting is audit ready.

Within our submission we have outlined our understanding of and approach to completing the ARO valuation, our scope of work, assumptions, timeline, and a budget estimate.

Sincerely,

**DILLON CONSULTING LIMITED**



Dave Poole, M.Sc., P.Eng.(Ab), CRM, SCR  
Partner



274 Sydney Street  
Suite 100  
Saint John  
New Brunswick  
Canada  
E2L 0A8  
Telephone  
506.633.5000



## About Dillon

Dillon is a Canadian, employee-owned professional services firm that provides a wide array of consulting and engineering services. With over 75 years of experience and more than 20 offices across Canada, we have established ourselves as a leader in delivering innovative solutions for municipal infrastructure and environmental management.

Our multidisciplinary team specializes in navigating complex regulatory environments, making us uniquely qualified to assist the Village with the implementation of PS 3280 Asset Retirement Obligations. We bridge the "Audit Gap" between Finance and Public Works by applying engineering first principles to liability reporting.

### Our Expertise:

- *Regulatory Compliance:* We possess deep technical knowledge of provincial environmental legislation, so that ARO valuations for lagoons and waste facilities meet all licensing requirements.
- *Financial Risk Modeling:* Our risk analysts and engineers are experts in deriving actionable insights from complex data sets to support strategic decision-making and audit-ready financial reporting.
- *Municipal Infrastructure Specialist:* We have a proven track record of successful delivery and asset management for water distribution, wastewater collection, treatment lagoons, and solid waste facilities throughout Canada. Some of our clients includes Mackenzie County (Alberta) and the Municipality of North Middlesex (Ontario). These demonstrates our ability to navigate diverse provincial regulatory frameworks across Canada while delivering audit-ready ARO solutions.
- *Audit Defense:* A technical report designed specifically to answer auditor inquiries.

### The Compliance Framework

Our process rigorously satisfies Public Sector Accounting Board (PSAB) requirements by moving systematically from identifying the Legal Obligation to quantifying the Settlement Amount:

- *Phase 1: The Liability Screen:* We apply the "3-Point Test" (Reasonableness, Probability, and Estimatable) to confirm if a legal obligation exists from legislation, regulation, or contracts under PS 3280.
- *Phase 2: Valuation & Measurement:* We utilize Desktop Measurement and modelling for standard assets like lagoons, applying industry-standard productivity



rates and RSMMeans data to determine a "Reasonable Estimate" without unnecessary site visits.

- *Phase 3: The "Audit Defense" Package:* We translate technical data into accounting inputs, providing a Master Ledger (Excel) and a Methodology Report that defends all assumptions, including the Discount and Inflation Rate selections required by PS 3280.

### What We Quantify

Our valuations adhere strictly to the PS 3280 across a wide range of municipal sectors:

- *Solid Waste:* Landfills (Active & Closed), Transfer Stations, and Waste Management Facilities.
- *Civil Infrastructure:* Sewage Lagoons, Wastewater Treatment Plants, and Linear distribution systems.
- *Vertical Infrastructure:* Municipal Buildings (Fire Halls, Offices, Arenas) and aging community housing involving hazardous materials like asbestos and lead.
- *Linear Assets:* Watermains and wastewater collection systems.

### Our Approach to Service

Dillon is committed to building meaningful, long-term relationships with our clients by providing exceptional service throughout the delivery and aftercare stages of every project. We prioritize effective, timely, and clear communication to enable that project timelines, budget requirements, and quality standards are consistently met.

## Understanding and Approach to the ARO Valuation

Dillon understands that the Village is required to account for and report on its AROs pursuant to PS 3280 and we assume that the fiscal year period that is relevant for the ARO valuations ended on December 31, 2025:

*What is an Asset Retirement Obligation?*

ARO is a legal obligation associated with the retirement of a tangible capital asset.

**Scope:** Managed facilities, including Underground storage tanks; landfill (Mulligan Road, Riverside-Albert PID 05020938) and Water and wastewater infrastructure as per the file "AM-Tool" shared by the Village on request. Refer to **Attachment A** for a detailed list of assets that will be reviewed as part of this proposal.



*Machinery, Equipment, and Fleet Assets* - Under the PS 3280 framework, we evaluate these assets strictly for extraordinary legal retirement obligations, such as mandated decontamination or the disposal of hazardous substances (e.g., refrigerants or PCBs). Valuations exclude routine salvage, standard operating expenses, and general wear-and-tear, focusing solely on the legally required minimums for asset retirement.

*Leasehold Improvements* - ARO liabilities for leasehold properties are assessed based exclusively on contractual "make-good" clauses requiring the Village to restore a space to its original condition upon exit. We assume these obligations will be triggered at lease expiry, with valuations strictly limited to the cost of removing Village-installed fixtures and finishes as explicitly defined within the lease agreement.

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*Valuation within Scope*

Tangible capital assets that could be impacted include those that are controlled by the Village. The standard applies to all assets, including leased assets, whether are in productive use or not, as well as fully amortized and unrecognized tangible capital assets.

**Approach:** The ARO costs will be provided in current dollars (CAN) for fiscal year 2025 and is typically inflated to future dollar (CAN) amounts based on inflation rates and projected asset "end-of-life" terms to calculate the "undiscounted" future costs. These undiscounted future costs would then be discounted to determine net present value (NPV) in current dollar amounts. However, we found that this exercise tends to not make a material difference in the ARO valuations, especially when you consider the "layers" of assumptions that are typically required to make a reasonable estimate.

As such, for this exercise, we assume the inflation and discount rates are the same therefore NPV and net future value (NFV) are the same.

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*Valuation outside of Scope*

Routine replacement or maintenance, improper use of a tangible capital asset, remediation of contaminated sites related to unexpected events, waste and by-products produced by tangible capital assets, and preparing a tangible capital asset for an alternative use.

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**Approach:** We assume for those tangible capital assets that perform a certain function and are not anticipated to change in the foreseeable future, it will not be included in the ARO valuation.

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*Criteria*

Criteria 1: There is a legal obligation to incur retirement costs in relation to a tangible capital asset.

Criteria 2: The past transaction or event giving rise to the liability has occurred.

Criteria 3: It is expected that future economic benefit will be given up.

Criteria 4: A reasonable estimate of the amount can be made.

**Approach:** We approach the criteria using 3 “tests” that need to be satisfied before a specific ARO valuation is provided:

**Test 1. Is it reasonable?** This aligns with Criteria 1 where there is an awareness of the requirement to retire said asset at some reasonable point of time in the future. Conversely, this test would exclude those circumstances that could be defined as “contingent” which normally falls outside of accounting rules for liability disclosures.

**Test 2. Is it probable?** After Test 1 is satisfied, the contingent liability test is further scrutinized to determine how likely it is to occur. Depending on the circumstances, we tend to focus only on those circumstances related to Test 1 where there is a 50% chance or higher within a defined time horizon that the said asset would need to be retired. This aligns with Criteria 2 and 3.

**Test 3. Is it estimateable?** There can be situations where Tests 1 and 2 have been satisfied; however, there is insufficient information and professional judgement to provide reasonable estimates of the scale and scope of the retirement obligation. Under those circumstances, the identification of the ARO is noted, but the valuation is usually based on funding additional work in order to satisfy Test 3 in the future so that financial adjustments to the ARO can be made. Otherwise, an ARO estimate for each asset will be completed. This aligns with Criteria 4.



## Scope of Work

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The primary project tasks for the assignment are:

### Task 1 – Project Management and Preparations

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Dillon will facilitate a virtual one-hour kick-off meeting to introduce the project team and meet with the Village's project representatives. During the kick-off meeting, we propose addressing the following key items:

- Review project objectives, scope, and timeline;
- Identification of key project stakeholders within the Village to gather asset specific information, if required; and
- Establish communication protocols and reporting structure.

Following our kick-off meeting, our Team will communicate with the Village on a regular basis to provide progress reports and project updates, either via email or video conferencing.

Dillon will rely upon a desktop review of available documentation and any follow-up correspondence and discussions with the Village, as deemed necessary. No site visits are planned.

### Task 2 – Document Review

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Dillon will perform a rigorous desktop review of the followings to identify and validate legal obligations.

- *Asset Register & GIS Review*: Analyze the provided data as per the scope defined above to determine ARO applicability.
- *Regulatory Review*: Review of specific legal instruments to identify mandatory decommissioning requirements.
- *Hazardous Material Inferencing*: Since no asbestos surveys exist, Dillon will use age-based modeling and building data (square footage and storeys) to infer retirement obligations for vertical infrastructure.
- *Leasehold Assessment*: Review of lease contracts to identify restoration or "make-good" clauses.



### **Task 3 – Development of Asset Retirement Obligations Calculations**

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A checklist approach will be taken to satisfy each of the 3 tests (see above) and we anticipate there will be interviews and discussions with appropriate staff in the Village to gather the relevant information.

Unit prices and productivity rates will be taken from relevant sources such as RSMean CostWorks software, RSMean Heavy Construction Cost Data, and augmented with Dillon's professional judgement. The total ARO Costs for each asset will be declared in current dollar (CAN) amounts for fiscal year 2025, and as previously stated, we assume that inflation and discount rates are considered the same. Therefore, current and future dollars will be equivalent.

### **Task 4 – Completion of Deliverables**

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Dillon proposes to provide the Village with the following deliverables:

1. An electronic version of the draft report in .pdf format. Upon receipt of a single set of compiled comments, the report will be finalized.
2. An electronic version of the final report in .pdf format.
3. Excel spreadsheet of the ARO analysis for the specific assets.

*Audit and Administration Support:* Dillon team will remain available to answer follow-up questions from municipal administration or auditors to clarify the assumptions, data sources, and mathematical modeling used in the final valuations.



## Project Team

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### **Dave Poole, M.Sc., P.Eng.(Ab), CRM, SCR – Project Lead**

Based in Calgary, Dave is a Partner at Dillon with over 30 years of experience in the areas of risk management, environmental management, sustainability, strategic planning and policy development. His clients cover the solid waste management, oil and gas, airports, railway, steel, energy and the public sector. He has worked on financial valuations of asset retirement and environmental liability obligations for publicly traded companies pursuant to United States and Canadian accounting rules, as well as valuation support to merger & acquisitions for venture capital and private equity companies in Canada.

Dave is a professional engineer, registered with the Province of Alberta, and is a certified risk manager (CRM) through the Global Risk Management Institute and a Sustainability and Climate Risk (SCR) professional through the Global Association of Risk Professionals. Dave will have overall technical and project management responsibilities for this assignment.

### **Saheli Hazra Chakraborty, B.Sc., M.B.A., ENV SP – Project Manager**

Saheli is a Project Manager at Dillon, with a strong foundation in data analytics, risk modeling, research, and sustainability, committed to identifying and mitigating potential risks for her clients. Her proficiency in data analytics enables her to derive actionable insights that support strategic decision-making and risk management. Her expertise in risk modeling techniques allow her to identify potential challenges and vulnerabilities, facilitating the development of effective mitigation strategies tailored to each project's unique needs. Saheli has been working on risk assessment projects including climate vulnerability assessments, regional risk assessments, and financial valuations of asset retirement obligations for municipal assets supporting data analytics and financial modeling as necessary for compliance with required standards and regulations.

### **David McKenna – ARO Valuation of Municipal Assets**

Dave is a Partner at Dillon and is the Technology Lead for the Water and Wastewater group, with over three decades of experience in the water and wastewater industry. He is a senior process engineer and project manager with significant experience in conceptual, pilot, and detailed process and mechanical design of municipal and industrial water treatment infrastructure. Dave also has experience in the operations and troubleshooting of water and wastewater treatment facilities, and water management planning. He has worked both as a consultant and an Owner, and from this experience understands the balance between technology, project costs, and



client needs. His experience includes both small- and large-scale treatment works throughout Canada. He has been responsible for permitting and regulatory compliance and was a member of the working committee that developed the Standards and Guidelines for water and wastewater treatment for the Province of Alberta.

Dave has conducted multiple wastewater treatment technology evaluations during his career, ranging from lagoon-based systems to complex biological nutrient Removal (BNR) treatment, including water reuse technologies. He is the project manager for the new Rothesay N.B. wastewater treatment plant, where the new AGS (Aerobic Granular Sludge) treatment process was selected. As the Senior advisor for the HIAA project team, Dave will participate in the evaluation of treatment processes and provide QA/QC review of all deliverables.

#### **Lauren Brigden – ARO Valuation of Municipal Assets**

Lauren is an environmental engineer with over 12 years of experience in environmental consulting. Her experience includes management and reporting of Phased Environmental Site Assessments (ESAs), remediation activities, underground storage tank decommissionings, historical reviews, hazardous material studies, environmental compliance auditing, Human Health Risk Assessments and Ecological Risk Assessments for various clients. She has also worked in emergency services for several clients that include marine spill response exercises using the Incident Command System (ICS), and practical petroleum and chemical-based emergency spill response for various clients.

#### **Brandon Kirk – ARO Valuation of Buildings**

Brandon is an Environmental Engineering Technologist with over eight years of experience in environmental and hazardous materials consulting and project management, with a strong focus on hazardous building materials management and indoor environmental quality. He has led and supported both field investigations and reporting for single- and multi-building hazardous materials assessments and has contributed to the development of comprehensive hazardous materials management and abatement plans for federal, provincial, and municipal clients, as well as commercial, industrial, and residential facilities.

Brandon brings extensive experience in the management and supervision of asbestos, lead, and mould abatement projects, including air monitoring and Phase Contrast Microscopy (PCM) analysis of asbestos air samples. He is also actively involved in the training and mentorship of junior and intermediate staff, providing guidance across all aspects of hazardous materials assessment, indoor environmental quality, and air quality investigations.



He has successfully completed the United States Environmental Protection Agency (EPA) Asbestos Assessor/Management Planner course.

#### **Phillip Auclair – ARO Valuation of Solid Waste Assets**

Phillip is a Project Engineer with 17 of consulting experience in geotechnical and environmental services. Over the last 14 years, he has specialized in the detailed design of solid waste management systems, including landfill expansions and closures, leachate and storm water management infrastructure, landfill gas collection systems, transfer stations, compost pads, and entrance/site layout. Phillip has experience in construction services, including contract and tender preparation, tender review and selection, contract administration and construction oversight. He has also prepared numerous design, operations, and closure plans, environmental monitoring reports, greenhouse gas emissions and reduction reports, and site life assessments and liability reports. Additionally, he has undertaken several solid waste master plans, financial analysis and feasibility studies including landfill lifecycle cost analysis, alternative disposal strategies, and transfer station needs analysis. Phillip has also project manage numerous geotechnical programs (including drilling) for residential, commercial, and industrial subdivisions, lagoons, and landfills.

#### **Aggie Po – Project Financial Analyst**

Aggie Po is a transformation leader driven by a singular purpose: turning chaos into sustainable order. Her unique value lies in stabilizing undefined environments to build systems where organizations and their people can thrive. As a Project Economics Lead, Aggie specializes in building investment-grade business cases that integrate market analysis with robust capital scenario modeling. She excels at accelerating decision cycles by providing leadership with clear go/no-go recommendations rooted in rigorous financial discipline. At Rogers Communications, she transformed a post-merger digital portfolio of 100+ projects by standardizing data reporting, which improved integrity by 15% and streamlined executive oversight during a major integration.

Aggie's expertise in project economics is highlighted by her work at Sasol Canada, where she led advanced forecasting and drilling optimizations to support critical JV decisions. She is highly proficient in developing detailed capex/opex estimates and performing NPV/IRR sensitivity analyses to evaluate project viability under varying risk profiles. Having strengthened governance for public-sector entities like the City of Calgary and SAIT, Aggie understands the transparency and rigorous documentation required for institutional capital projects. Defined by high learning agility and the courage to navigate uncertainty, she implements repeatable, high-integrity frameworks that protect organizational value and provide a stable financial roadmap for the future.



## Price Proposal

Based on the scope of work described within this submission, our estimate of probable costs is **\$27,000** (excluding applicable taxes). A break-down of costs is provided in the table below. The work will be completed on a lump sum basis.

**Table 1: Project Budget**

<b>Project Task</b>	<b>Professional Fees</b>
Task 1 – Project Management and Coordination	\$4,500
Task 2 – Document Review	\$5,000
Task 3 – Development of Asset Retirement Obligations Calculations	\$8,000
Task 4 – Completion of Deliverables	\$9,500
<b>Total Fees (excluding taxes)</b>	<b>\$27,000</b>

Given that the ARO valuations have never been completed in accordance with PS 3280 to date, assumptions need to be made, within which there is a degree of uncertainty with the amount of effort needed to complete the exercise. As such, Dillon will determine whether a contingency amount is required after the completion of Task 2 (Document Review). We will work closely with the Village to determine the necessity and amount of any such adjustment based on the findings of our initial regulatory and asset assessment.

## Schedule

Assuming that information on the assets is readily available, the work will be completed in a 4-to-6-week timeframe from the date of commencement.

## Assumptions and Limitations

- Dillon will perform desktop review relying exclusively on the provided asset register, GIS data, and condition ratings to perform valuations. No site visits are planned.
- A detailed environmental liability assessment is outside the current scope of this proposal. Any site contamination is strictly excluded as it falls under PS 3260, with the sole exception of known or reasonably inferred contaminant-related retirement obligations (e.g., asbestos, fuel storage) which adheres to PS 3280 principles for active asset retirement.
- Dillon assumes the asset register and condition ratings provided by the Village are accurate and complete for the purposes of establishing the ARO ledger.



- Information such as building square footage, number of storeys, age, etc. will be provided by the Village as part of the asset register or as additional information when requested.
- It is assumed that no asbestos surveys have been completed; Dillon will use age-based modeling and industry benchmarks to estimate hazardous material obligations for buildings.
- Dillon assumes the Village will provide all relevant lease agreements to allow us to identify contractual "make-good" or restoration clauses.
- Dillon assumes that the inflation and discount rates are effectively equivalent, which eliminates the requirement for a quantitative lifecycle and timing analysis. Consequently, this project will utilize a qualitative-based evaluation to estimate retirement timelines.
- Dillon assumes machinery and fleet assets will be disposed of through standard channels (e.g., auction or scrap) without extraordinary retirement costs unless specific hazardous material regulations apply.
- Using ArcGIS Pro, Dillon will leverage the Village's provided GIS data in conjunction with the municipal asset management database. The two databases will be cross-referenced to identify the existence and locations of assets. Asset gaps between the two datasets will be catalogued.



## Closure

Dillon Consulting is committed to providing you with the work outlined in this Offer of Service letter. Dillon's policies require written authorization to proceed prior to commencing work. Please review the attached Agreement for Professional Services, and Terms of Engagement. To acknowledge that you have read, understood and accept these terms that apply to our services and to provide written authorization to proceed, please sign and return one (1) copy of this full document including the Agreement for Professional Services, and Terms of Engagement, to the undersigned.

We thank you for the opportunity to submit our proposal and look forward to working with the Village of Fundy Albert and showing you our commitment to achieving your development goals. Should you have any questions, concerns, or require any clarifications, please feel free to contact Dave Poole at (403) 215.8880 ext.4324, or by email at [dpoole@dillon.ca](mailto:dpoole@dillon.ca) if you have any questions and/or to seek clarification on the subject matter.

Sincerely,

### DILLON CONSULTING LIMITED

Dave Poole, M.Sc., P.Eng.(Ab), CRM, SCR  
Partner

DCP:sk

Attachment:   A: List of Assets  
                  B: Agreement for Professional Services; and  
                  Dillon Consulting Limited Standard Terms of Engagement

Our file:     MN0087 - 525389

#### Commercial Confidentiality Statement

This document contains trade secrets or scientific, technical, commercial, financial and labour or employee relations information which is considered to be confidential to Dillon Consulting Limited ("Dillon"). Dillon does not consent to the disclosure of this information to any third party or person not in your employ. Additionally, you should not disclose such confidential information to anyone in your organization except on a "need-to-know" basis and after such individual has agreed to maintain the confidentiality of the information and with the understanding that you remain responsible for the maintenance of such confidentiality by people within your organization. If the head or any other party within any government institution intends to disclose this information, or any part thereof, then Dillon requires that it first be notified of that intention. Such notice should be addressed to: Dillon Consulting Limited, 235 Yorkland Boulevard, Suite 800, Toronto, Ontario M2J 4Y8, Attention: Legal Department.

# Attachment A

## *List of Assets*

## ROAD – INVENTORY

ACADEMY Street	HORN Road	SHERWOOD Lane
ANDY Lane	JERRY Street	SHORE Lane
BARRETT Road	KARLA Street	SIMPSON Street
BAYVIEW Drive	KELLY Lane	SNIDER Lane
BENNETT Lane	KERRY Street	SPRUCE Lane
BICENTENNIAL Road	KING Street	STEEVES Street
BRAAM Crescent	Lagoon	STILES Road
BRITTANY Court	LAKEVIEW Court	SURREY HILL Drive
BUCHANAN Street	LEGION Street	TAYLOR Lane
BUTLAND Lane	LEWIS Street	TINGLEY Road
CALEDONIA MOUNTAIN Road	LiftStation	TURNER Street
CALLIE Court	LIVINGSTON Lane	UNION Street
CENTRAL Avenue	MAIN Street	VICTORY Lane
CHIGNECTO Drive	MAPLE Street	WATER Street
CHURCH Street	MCCLELAN Avenue	WOODWORTH Road
CINDY Street	MEADOW Drive	YOUNG Street
COUNTY Road	MILBURN Avenue	
CROSS Street	MILL Street	
DOWNEY Lane	MORRISSEY Lane	
DUFFY Lane	NICHOLAS Drive	
EDGEWATER Drive	None None	
ELLIOTT Drive	NORMA Street	
ELM Street	OCEAN Drive	
ELVIN JAY Drive	OffRoad	
Facility	OffRoadPrivate	
FAIRVIEW Avenue	ORANGE Lane	
FALCON RIDGE Drive	OXLEY Street	
FIRE Street	PAGE Street	
FOREST Drive	PARK VIEW Lane	
FORESTDALE Road	PLEASANT Street	
FORTY-FIVE Road	PORTER Street	
FOSTER Road	RENE Court	
FUNDY VIEW Drive	ROUTE 114 Highway	
GOLF CLUB Road	ROUTE 910 Highway	
GORDON Street	ROUTE 915 Highway	
GREEN HILL Drive	SALEM Road	
GREENHILL Drive	SCENIC Drive	
GREYS ISLAND Road	SCHOOL Lane	
HILLTOP Lane	SCHOOL Street	
HILLVIEW Avenue	SHADY Lane	

## WATER – PORTABLE

Main Street
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## SANITARY SEWER – INVENTORY

BUCHANAN Street
CALEDONIA MOUNTAIN Road
CHURCH Street
FIRE Street
FORESTDALE Road
HORN Road
KING Street
MAIN Street
MAPLE Street
MILL Street
MORRISSEY Lane
OCEAN Drive
OffRoad
OffRoadPrivate
ORANGE Lane
PAGE Street
PORTER Street
SCENIC Drive
SCHOOL Street
SHORE Lane
STILES Road
SURREY HILL Drive
UNION Street
WATER Street
WOODWORTH Road

## STORM WATER – INVENTORY

ACADEMY Street	GOLF CLUB Road	OffRoad
ANDY Lane	GORDON Street	OffRoadPrivate
BARRETT Road	GREEN HILL Drive	PAGE Street
BAYVIEW Drive	GREYS ISLAND Road	PLEASANT Street
BICENTENNIAL Road	HILLTOP Lane	PORTER Street
BRAAM Crescent	HILLVIEW Avenue	RENE Court
BUCHANAN Street	JERRY Street	SALEM Road
CALEDONIA MOUNTAIN Road	KARLA Street	SCENIC Drive
CENTRAL Avenue	KERRY Street	SCHOOL Lane
CHIGNECTO Drive	KING Street	SCHOOL Street
CHURCH Street	LAKEVIEW Court	SIMPSON Street
COUNTY Road	LEGION Street	SPRUCE Lane

EDGEWATER Drive	LEWIS Street	STEEVES Street
ELLIOTT Drive	MAIN Street	STILES Road
ELVIN JAY Drive	MAPLE Street	SURREY HILL Drive
FAIRVIEW Avenue	MCCLELAN Avenue	TAYLOR Lane
FIRE Street	MEADOW Drive	TINGLEY Road
FOREST Drive	MILBURN Avenue	TURNER Street
FORESTDALE Road	MILL Street	UNION Street
FORTY-FIVE Road	NICHOLAS Drive	WATER Street
FOSTER Road	NORMA Street	WOODWORTH Road
FUNDY VIEW Drive	OCEAN Drive	YOUNG Street

### FACILITIES – INVENTORY

Alma - Activity Centre	Hillsborough - Sanitary Lift Station #2
Alma - Blower Building - Lagoon	Hillsborough - Sanitary Lift Station #3
Alma - Booster Station	Hillsborough - Steeves House Museum
Alma - Fire Hall	Hillsborough - Storage Garage
Alma - Foster Rd. Lift Station	Hillsborough - Village Office
Alma - Fundy View Dr. Lift Station	Hillsborough - Washroom
Alma - Senior Citizens Club	Hillsborough - Waste Water Treatment Facility
Alma - Storage Building	Hillsborough - Water Pumping #1
Alma - UV Building - Lagoon	Hillsborough - Water Pumping #3
Alma - Village Office	Riverside-Albert - Fire Hall
Alma - Well House and Reservoir Building	Riverside-Albert - Forestdale carehome building
Hillsborough - Arena	Riverside-Albert - Main Water Reservoir
Hillsborough - Arena Service Building	Riverside-Albert - Picnic Shelter 1
Hillsborough - Fire Hall	Riverside-Albert - Picnic Shelter 2
Hillsborough - Generator Building	Riverside-Albert - Recreation Center
Hillsborough - Information Center	Riverside-Albert - Sanitary Pumping Station #1
Hillsborough - Library	Riverside-Albert - Sanitary Pumping Station #2
Hillsborough - Pool Building	Riverside-Albert - Storage Building
Hillsborough - Public Works Building	Riverside-Albert - Water Treatment Plant 1 - Aux Power Supply
Hillsborough - Reservoir Building	Riverside-Albert - Water Treatment Plant 2 - Filtration Building
Hillsborough - Sanitary Lift Station #1	Riverside-Albert - Water Treatment Plant 3 - Control Building

### VEHICLES – INVENTORY

Alma - Dump Trailer	Alma - Trailer 2	Hillsborough - Freightliner	Riverside-Albert - Dump truck
Alma - Fire Truck 1	Alma - Trailer 3	Hillsborough - Freightliner Rescue Van	Riverside-Albert - Fire Truck

Alma - Fire Truck 2	Alma - Truck	Hillsborough - Truck - 2012 - Ford F350	Riverside-Albert - Rescue Truck
Alma - Jeep	Hillsborough - 2018 - Chevrolet Silverado	Hillsborough - Truck - 2022 - GMC Canyon	Riverside-Albert - SUV
Alma - SUV	Hillsborough - Fire Truck - 1948 - Ford	Hillsborough - Truck -2012 - Ford F550	Riverside-Albert - Truck
Alma - Trailer 1	Hillsborough - Fire Truck - 1994 - GMC	Riverside-Albert - ATV	Riverside-Albert - Utility Trailer

April 24, 2026

Ian Barrett, Director of Operations  
Village of Fundy Albert  
operations@fundyalbert.ca

Dear Mr. Barrett:

**RE: Proposal – Engineering Services – Asset Retirement Obligation (ARO) Report**

## Offer of Services

CBCL Limited is pleased to submit this proposal for engineering services to prepare an Asset Retirement Obligation (ARO) Report for the Village of Fundy Albert. This work will support the Village in their preparation's financial reporting requirements and long-term asset management planning by developing defensible, auditable estimates in accordance with public sector accounting standard PS3280.

Our proposed team combines years of experience with:

- ▶ Municipal assets and asset management
- ▶ Environmental regulations and hazardous materials
- ▶ Building systems

We believe our team is well positioned to provide the Village with the skills and experience required to complete this project.

## Approach to the Assignment

In 2024, we completed a very similar analysis for the City of Saint John. We worked closely with the City's engineering and accounting staff to help them develop their first report in accordance with PS3280. By reviewing the new standard and applicable regulations, we developed a thorough understanding of the asset types that were to be included in the assessment. Drawing upon our familiarity with the City's infrastructure, we created a shortened list of assets that could have potentially required an obligation at retirement. Once this shortened list was established, we developed Opinions of Probable Costs (OPCs) for the retirement/decommissioning activities associated with each asset type. CBCL had several meetings with the City and their external auditors to discuss the findings of the assessment, and to answer questions and provide necessary documentation. Our final report included a description of our methodology, the list of applicable assets with associated retirement costs and anticipated year of retirement. This report was accepted by the auditors.

We plan to use the same approach for the Village of Fundy Albert.

## Proposed Methodology

### Step 1 – Asset Identification and Validation

CBCL will complete a structured desktop-based review of municipal assets to identify those that may be subject to ARO in accordance with the Standard PS3280. The review will begin with an assessment of applicable federal and provincial legislation that may give rise to legal retirement obligations associated with municipal tangible capital assets.

This legislative review will inform development of a screening framework to identify asset types with potential ARO triggers, including hazardous building materials, landfills, underground and above-ground storage tanks, waste management facilities, water and wastewater infrastructure, and infrastructure near watercourses or wetlands.

Using this framework, CBCL will review the Village's asset management database and GIS information to screen assets and identify those requiring recognition of an ARO liability. Assets that do not meet PS3280 criteria will be excluded and documented, with assumptions clearly stated.

Defensible assumptions will be applied to reduce the asset inventory to those requiring further analysis. These may include construction-era thresholds for buildings, regulatory screening of fuel tanks, exclusion of assets managed through routine operating practices, and identification of infrastructure subject to environmental permitting requirements.

### Step 2 – Cost Estimation

For each asset type identified in Step 1, CBCL will prepare Class 5 OPCs (AACE International Cost Estimate Classification System). Costs will be prepared using a conceptual budgeting approach based on CBCL's historical project experience, unit-rate costing methods, and available contractor pricing on recent tenders. Cost estimates will consider removal and disposal activities, environmental remediation requirements (where applicable), and closure or post-closure obligations. Assumptions, unit rates, and methodologies will be clearly documented to ensure transparency and auditability.

Costs will be assigned to each asset to be included in the reporting using the unit rate developed. For example, a unit price per kilometer will be developed for abatement and removal of asbestos pipe. This unit price will be multiplied by the length of the pipe.

For municipal buildings, the presence of hazardous building materials triggers an ARO obligation. As there is limited data available on the presence of hazardous materials in municipal buildings,

Ian Barrett  
April 24, 2026

CBCL will draw upon their database of information and will apply representative unit rates of hazardous materials abatement and removal per square footage, with consideration for building age and type.

Class 5 OPC unit rates will be developed in 2026 dollars.

#### Lifecycle and Timing Analysis

CBCL will estimate the remaining useful life of each asset and develop anticipated retirement timelines, assuming the install/construction date is known. These outputs will align with asset management planning principles and support long-term financial planning and disclosure requirements. The work plan proposed herein is based on a desktop exercise. Visual and intrusive condition assessments are not included at this time. The desktop level of effort should be satisfactory based on our previous experience. If this becomes required based on feedback from the auditors, we are capable of providing a range of services related to condition assessments and could provide a separate price to complete that work.

#### Reporting

CBCL will prepare a formal ARO Engineering Report that includes an asset inventory with ARO applicability, itemized cost estimates, remaining useful life and retirement timelines, and clear documentation of methodologies and assumptions. Summary tables will also be provided.

## Qualifications and References

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#### Corporate Profile

At CBCL Limited, we believe in the importance of asset management programming and, as such, have developed a dedicated Asset Management Service Line within our organization. Our practice lead, Amy Winchester, has completed the following courses: Engineers Canada – Asset Management for Engineers, PIEVC Infrastructure Vulnerability and Risk Assessment, and Understanding the Changing Legal Climate: Climate Law in Canada for Engineers. We also strive to stay up to date on the evolution of the industry and technology with our membership to Canadian Network of Asset Managers (CNAM).

We have provided a Corporate Profile in Attachment A and representative projects in Attachment B.

#### Project Team

Our project team is described in the following table. Curricula Vitae are included in Attachment C. Our project manager, Amy Winchester, is the Practice Lead at CBCL for Municipal Asset Management. She worked with multiple municipalities since 2017 to support the development of their Asset Management Plans (AMPs).

Name	Project Role	Relevant Experience
Amy Winchester, M.A.Sc., P.Eng.	Project Manager and Technical Lead	Asset Management
Stephanie Kilfoil, P.Eng.	Environmental Lead	Regulations, Hazardous Materials, Handling and Disposal Considerations, Landfill Closure
Alex Belyea, P.Eng. Pam Gerry, M.Sc.	Buildings Lead Costing	Building Condition Assessments Municipal and Buildings Cost Estimating
Sarah O'Rourke	GIS Mapping Specialist	GIS and Asset Management

## Cost and Schedule

### Project Timeline

Milestone	Date
Award of contract	May 12, 2026
Receive Data	May/June 2026
Analysis and Draft Report Development	June/July 2026
Submit Draft Report	Mid July 2026
Review by Municipality	End July 2026
Submit Final Report	August 2026

### Budget and Billing

Fees and expenses for this project have been developed based on the approach and methodology to address the scope of work as described above. CBCL Limited prepares and sends invoices every month. Invoicing will be based on the percent completed during the previous billing period.

We propose to complete the scope of work as described a lump sum fee billing arrangement for a total cost of **\$23,700** (excluding taxes).

Ian Barrett  
April 24, 2026

### Closing

We look forward to hearing from you once you have reviewed our submission. Should you accept our proposal, please read the Standard Terms and Conditions in Attachment D, and provide written acceptance.

Yours very truly,

CBCL Limited



Prepared by:  
Amy Winchester, M.A.Sc., P.Eng.  
Senior Engineer  
Phone: (506) 633-6650  
E-Mail: amyw@cbcl.ca

Reviewed by:  
Brian Moreau, P.Eng.  
Manager, Saint John

Report No: 269300.32

Attachment A: Corporate Profile  
Attachment B: Project References  
Attachment C: Curricula Vitae  
Attachment D: Standard Terms and Conditions

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

## COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council		
From	Ian Barrett, Director of Operations		
Date	16 June 2026		
Subject	Capacity Analysis		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	Committee of the Whole

### RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

### BACKGROUND

Council previously approved the allocation of approximately \$189,500 from the Canada Community-Building Fund (CCBF) to undertake a Water and Wastewater Capacity Analysis for the Municipality's three water systems and three wastewater systems.

The purpose of this study is to provide Council and Administration with a clear understanding of the current capacity of the Municipality's water and wastewater infrastructure, identify system constraints and deficiencies, determine available capacity to support future growth, and establish where future capital investment may be required. The information generated through this study will feed directly into asset management and will support evidence-based decision-making regarding development proposals, infrastructure investment, service delivery, and long-term financial planning.

Recent development inquiries and proposals within the Municipality have highlighted the need for a comprehensive understanding of available system capacity. While individual developments can be assessed on a case-by-case basis, a municipality-wide capacity analysis provides a consistent and defensible foundation for future growth decisions and reduces the risk of infrastructure limitations becoming a barrier to economic development.

Municipal best practice is to develop long-term utility master plans that provide a clear understanding of system capacity, infrastructure requirements, growth opportunities, operational needs, and future capital investment priorities. These plans support informed decision-making, sustainable growth, effective asset management, and long-term financial planning. A critical first step in developing a utility master plan is understanding the current capacity and limitations of existing systems. This Capacity Analysis will establish that baseline by identifying available capacity, infrastructure constraints, operational challenges, and future upgrade requirements across all three communities.

Administration initially obtained a proposal from Englobe to undertake the study. Englobe was approached due to its extensive historical and recent involvement with the Municipality's water and wastewater infrastructure projects, its familiarity with the Municipality's existing systems, and its previous development of the legacy municipalities' Asset Management Plans. This approach was consistent with the Municipality's Financial Management Policy, which recognizes the value of establishing productive long-term professional relationships where doing so provides operational efficiencies, continuity of knowledge, and value to the Municipality.

The original Englobe proposal was valued at \$189,500 and was structured as a comprehensive capacity assessment of all three communities. Following Council direction, Administration undertook a broader review of the market and sought additional proposals to ensure Council could evaluate a range of approaches, methodologies, and costs before proceeding.

A revised proposal was subsequently received from Englobe, along with proposals from WSP and Engineering by Houghton (EBH). Administration conducted a detailed review of each submission to assess not only the overall cost, but also the proposed methodology, level of effort, field validation, modelling approach, deliverables, and long-term value to the Municipality.

A consistent theme identified during the review was that differences in pricing were largely attributable to the amount of effort, analysis, and confidence in the resulting information rather than significant differences in standard engineering rates. Higher-cost proposals generally included more extensive modelling, data collection, validation, and reporting activities, resulting in a greater level of confidence and a more useful long-term planning tool. Lower-cost proposals generally relied on more limited analysis or field validation and produced a narrower planning-level assessment.

As a result, the proposals should not be viewed solely as competing prices for the same product. Rather, they represent varying levels of investigation and confidence. While all proposals are capable of identifying broad capacity limitations and infrastructure constraints, the level of detail and analysis proposed will directly influence the usefulness of the study for future development reviews, utility master planning, asset management initiatives, capital planning, grant applications, and long-term financial sustainability.

Copies of all proposals are attached, and a summary comparison is provided below for Council's consideration.

Criteria	Englobe (Original)	Englobe (Revised)	WSP	EBH
Cost (Excl. HST)	\$189,500	\$99,750	\$111,000	\$104,460
Proposed Hours	Not Provided	788 hrs	Not Provided	660 hrs
Hydraulic Water Model	Yes	Yes	Yes	Yes
Hydraulic Wastewater Model	Yes	Yes	Yes	Yes
Hydrant Testing	2 per community	1 per community	If required	Targeted testing
Field Validation	Moderate	Moderate	Limited	Highest
Site Visits	Yes	Yes	Limited	Multiple
Asset Management Integration	High	High	Moderate	Moderate
Development Capacity Assessment	High	High	High	Very High
Future Growth Consideration	Moderate	Limited	Moderate	Moderate
Utility Engineering Depth	High	High	Very High	Moderate
Treatment Capacity Review	Yes	Screening	Yes	Limited
Upgrade Recommendations	Yes	Yes	Yes	Yes
Cost Estimates	Class C/D	Class C/D	Class D/C	Class D/C
Implementation Priorities	Moderate	Moderate	High	High
Foundation for Future Master Plan	High	High	High	Moderate
Confidence in Findings	High	High	High	High
Overall Strategic Value	Very High	Very High	High	Moderate-High
Overall Value for Money	Moderate	Excellent	Excellent	Very Good

Administration's review found that all proposals are capable of delivering a planning-level Water and Wastewater Capacity Analysis that will assist Council in understanding current system capacity, infrastructure constraints, and future development opportunities.

The revised Englobe proposal provides the lowest-cost option while still delivering comprehensive hydraulic modelling, capacity assessments, and upgrade recommendations. Administration considers this proposal capable of meeting the Municipality's immediate objectives and providing strong value for money.

However, Council should also consider that funding was originally allocated to support a more comprehensive study. If Council believes that additional analysis, validation, or planning information will likely be required in the future, there may be value in obtaining that information as part of the current project rather than through subsequent studies. Future work would likely require additional project initiation, data review, model updates, and consultant mobilization costs that could exceed the cost of incorporating additional scope into the current study.

Council's decision therefore rests on determining the appropriate balance between cost, level of detail, confidence in the findings, and the long-term value of the information being obtained.

#### RECOMMENDATION

1. If upfront cost is the key driver Administration would recommend the Revised Englobe proposal
2. If long term value and detail is more important Administration would recommend Englobes original Proposal

#### OTHER OPTIONS

N/A

#### RISK ANALYSIS

The primary risk associated with selecting a lower-cost, less detailed study is that Council may be required to make future infrastructure, development, and financial planning decisions using information that is based on a higher level of assumptions and lower levels of validation. While planning-level studies are appropriate for identifying broad capacity constraints and development opportunities, less detailed analysis may result in additional uncertainty regarding system limitations, infrastructure priorities, and future upgrade requirements.

Conversely, more detailed studies generally provide greater confidence in the findings and can reduce the likelihood of future decisions being based on incomplete information. More comprehensive analysis may also provide additional value by supporting future utility master planning, asset management initiatives, capital planning, grant applications, and long-term financial forecasting. This can improve the Municipality's ability to prioritize investments and manage infrastructure risks over time.

There is also a risk that studies with a narrower scope may not fully answer all future questions related to growth, servicing, operational performance, or infrastructure planning. Should additional information be required, the Municipality may need to undertake supplementary studies in the future. These studies would likely incur additional costs associated with procurement, project initiation, data review, model updates, consultant mobilization, and stakeholder engagement. More comprehensive studies completed at the outset may reduce the likelihood of future follow-on work being required, although no planning-level study can eliminate the need for future detailed engineering assessments associated with specific projects or developments.

#### CONSIDERATIONS

<b>Legal</b>	<ul style="list-style-type: none"> <li>• Supports Council's due diligence obligations when making infrastructure and development-related decisions.</li> <li>• Provides documented evidence to support future servicing decisions and responses to development applications.</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Project costs can be funded from previously allocated CCBF funding and do not require additional taxation.</li> </ul>

	<ul style="list-style-type: none"> <li>• More detailed studies may reduce the likelihood of future supplementary studies and improve long-term capital planning and reserve forecasting.</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• Improved understanding of system capacity can help identify environmental and regulatory risks before they become compliance issues.</li> <li>• Supports sustainable growth by ensuring development is aligned with the capacity of existing water and wastewater infrastructure.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Supports the Municipality's Asset Management Policy and long-term infrastructure planning objectives.</li> <li>• Aligns with Council's objective of making evidence-based decisions regarding growth, infrastructure investment, and service delivery.</li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Provides Administration, developers, and residents with greater clarity regarding available servicing capacity and infrastructure limitations.</li> <li>• Supports transparent and consistent decision-making when evaluating future development proposals.</li> </ul>
<b>Community Sensitivities</b>	<ul style="list-style-type: none"> <li>• Residents generally expect growth and development to occur without negatively impacting existing water and wastewater services.</li> <li>• Community expectations regarding infrastructure investment, growth management, and responsible use of public funds may influence Council's preferred level of study detail.</li> </ul>
<b>Council priorities</b>	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> <li>✓ Infrastructure</li> <li>• Communications</li> <li>✓ Village Services</li> <li>• Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	<p>Englobe Proposal (Original)  Englobe Proposal (Revised)  WSP Proposal  EBH Proposal</p>
<b>Consultation</b>	
<b>Intergovernmental considerations</b>	N/A



March 13, 2026

**Village of Fundy Albert**  
61 Academy St.  
Hillsborough, NB E4H 2R4  
Attention: Mr. Ian Barrett, Director of Operations

Subject: **Professional services proposal**  
**Water and Wastewater Infrastructure Capacity Analysis - Village of Fundy Albert**  
Englobe reference: P2501172.000

Dear Mr. Barrett:

Following our conversation, we are pleased to present our professional services proposal for the above-mentioned Project.

## 1 Description of the project

New Brunswick communities have been experiencing unprecedented growth in recent years. As a result, the Village has recently received several development proposals, highlighting the need to better understand whether the current water and wastewater systems can support these proposed developments. As such, the Village wishes to study the systems to gain a better understanding of the current capacity of their water and wastewater infrastructure and the available capacity in these systems to support future growth.

Englobe previously developed the Asset Management Plans for the former Villages of Alma, Hillsborough, and Riverside-Albert. These plans provide a comprehensive overview of each community's assets, including the existing water and wastewater infrastructure. In this study, a database of assets is developed based on factors such as age, materials, condition, etc. However, the Asset Management program does not factor in system capacity, or planning for future developments.

The currently proposed project aims to assess the total capacity and current loading on each system (water and wastewater for each community) and identify noted system deficiencies. This study will permit the remaining capacity of each system to be identified, allowing the Village to make educated decisions when determining whether a proposed development may proceed in a certain area.

As a future step, the Village should also consider conducting a Master Plan study. This is not included as part of the current proposal; however, would be beneficial to allow the Village to identify their long-term development plans and future infrastructure needs, areas of concern that must be addressed to achieve these plans, funding strategies, etc.

### 1.1 Assets to be Evaluated

A brief summary of the water and wastewater assets to be evaluated is presented below:

### Alma

- Water: approx. 5.3 km of piping, a well/water pumphouse, two (2) small water reservoirs, and a water booster station. Major water system upgrades are currently in progress which will significantly increase the water system's capacity and will be factored into the analysis.
- Wastewater: approximately 5.2 km of piping, 78 manholes, two (2) lift stations, and a wastewater treatment facility (aerated lagoon with UV disinfection).

### Hillsborough

- Water: approximately 26.3 km of piping, two (2) wells/water pumphouses, and one water reservoir.
- Wastewater: approximately 19.9 km of piping, 175 manholes, four (4) lift stations, and one wastewater treatment facility (aerated lagoon).

### Riverside-Albert

- Water: approximately 8.8 km of piping, a surface water source, one (1) water treatment plant, and two (2) water reservoirs.
- Wastewater: approximately 6.4 km of piping, 82 manholes, two (2) lift stations, and one (1) wastewater treatment facility (facultative lagoon).

## 2 Description of the services and deliverables

In the scope of the present Project, the services to be provided by Englobe are the following (the "Services"):

It has been assumed that the capacity assessment will be conducted separately on each of the three communities (Hillsborough, Riverside-Albert, and Alma), and one (1) report will be produced per community detailing the capacity assessment of that community's water and wastewater infrastructure. The major tasks are summarized in the following sub-sections.

### 2.1 Information Gathering

- Englobe will compile relevant information available for the assessment of the water and wastewater systems, including both information on file with Englobe and additional information to be provided by the Village. The information will be requested at the project's initiation; however, a summary is provided in Section 4.
- In addition to the above information, Englobe will collect field measurements as follows:
  - One (1) site visit has been assumed per community to conduct a visual review of visible infrastructure such as lift stations, treatment plants, well pumphouses, booster stations, and reservoirs.
  - Fire hydrant flow tests, to calibrate the water model (based on two [2] tests per community).
  - Topographic and manhole intrusive surveys to supplement the available as-built information, to collect additional information for model construction, based on one (1) 10-hour day for each community.

## 2.2 Wastewater System Assessment

- Evaluate current flows and loading in each system using the current service areas and dwelling counts (based on aerial imagery). Theoretical values and available records (SCADA and/or pumping data, billing records, sampling results, etc.) will be compared to validate flow and loading assumptions.
- Construct a physical pipe network model of each of Fundy Albert's wastewater collection systems, using Bentley SewerCAD software.
- Capacity analysis of the following system components:
  - Gravity sewer networks - overall and each major sewershed
  - Lift stations and forcemains
  - Treatment plants
- Identification of system areas that are currently overloaded or at risk of becoming overloaded soon.
- Concept development for necessary upgrades, based on current flow and loading conditions.

## 2.3 Water System Assessment

- Evaluate current demand in each system using the current service areas and dwelling counts (based on aerial imagery). Theoretical values and available records (SCADA data, billing records, etc.) will be compared to validate flow and loading assumptions.
- Construct a physical pipe network model of each of Fundy Albert's water distribution systems, using Bentley WaterCAD software.
- Capacity analysis of the following system components:
  - Water sources
  - Water treatment plants
  - Water distribution networks - overall and each major distribution zone
- Coordination of hydrant flow tests by a sub-consultant, which will be used to calibrate the models.
- Identification of system areas that are currently at risk of low or high pressures.
- Concept development for necessary upgrades, based on current demands.

## 2.4 Reporting

Because each of the former Villages has its own distinct water and sewer systems, the study is anticipated to be completed as three (3) separate assessments. If preferred, these could be completed in phases to facilitate the municipality's budgeting.

Englobe will compile a final report per community summarizing the study's methodology, assumptions, and findings. Each report will include recommendations and preliminary cost estimates for necessary improvements to water and wastewater systems. These documents will provide the Village with critical information for evaluating development proposals in the short-term. For longer-term planning, a comprehensive Master Plan study would be recommended as previously indicated.

### Submission of Deliverables

Deliverables produced by Englobe are supplied on an electronic medium and sent electronically (via

email) by default. If you wish to receive a hard copy of your deliverables, we invite you to inform the project manager assigned to your Project.

### **3 Excluded services**

All services which are not described herein are not part of this proposal. Namely, but not limited to, the following:

- Water reservoir inspection
- Wastewater lift station assessments, including drawdown testing
- Confined space entry or traffic control
- Master planning and future demand projections
- Detailed design
- Permits or environmental approvals

### **4 Products and services provided by the client**

The following items will be provided by the Client upon initiation of the project (to be confirmed by Englobe following compilation of currently on-file data):

- Records of the existing pipe networks and other infrastructure, which will be used to supplement on-file Asset Management data:
  - Record drawings and/or digital infrastructure record(s) showing the location and connectivity of any new infrastructures not captured in the Asset Management Plan
  - Well, pumphouse, booster station, water reservoir, and wastewater lift station information (pump curves, SCADA, drawings, etc.)
  - Previous studies (if available), incl. water system flushing plans
- Water and Sewer billing records (including metered potable water consumption records if available).
- Flow information and sampling results (operator spreadsheets, SCADA data, laboratory certificates)
- Known problematic areas, based on Village knowledge

### **5 Schedule of services and deliverables**

It is anticipated that Englobe could begin working on this assignment within four (4) weeks from authorization to proceed and that the scope described in this proposal could be completed within six (6) to eight (8) weeks per community. However, the schedule should be reviewed at the time of award to assess potential impacts from seasonal scope items (e.g., hydrant flow testing, surveys, etc.) and the availability of data required from the Village. Englobe will work with the Village of Fundy Albert to establish a mutually agreeable schedule following the award.

### **6 Fees proposal**

For the execution of this Project, the value of our fees and expenses will be for a lump sum as indicated in Table 1 below, excluding HST.

Table 1: Fee Table

Community	Total
Hillsborough	\$70,700.00
Riverside-Albert	\$60,300.00
Alma	\$58,500.00
<b>Grand Total (Excl. HST):</b>	<b>\$189,500.00</b>

Fees for the Services and other charges payable by the Client under any purchase order or contract are determined in accordance with Englobe's rates in effect at the time the Services are performed, as set out hereto. Englobe may, from time to time, but no more than once per calendar year, increase or adjust those hourly fees and charges. Englobe will notify the Client of these changes at least 60 calendar days prior to them taking effect.

## 7 Invoicing and terms of payment

- On a monthly basis, Englobe will issue an invoice payable upon its reception, based on the percentage of our services completed.
- Any outstanding balance beyond 30 days is subject to a 1.5% compounded interest per month (19,56 % per year).

## 8 Validity of the proposal

This proposal is valid for a period of 60 days.

## 9 Acceptance of the proposal

We thank you for allowing us to submit our proposal and trust we will be granted the opportunity of participating to the execution of your Project. Should you accept our proposal, please note that our Services will be executed following the terms of this letter, as well as in accordance with the attached Terms and Conditions, all of which constitute the official agreement between the two parties.

If you require additional information, please do not hesitate to contact the undersigned.

Yours very truly,

Englobe Corp.

  
Laura Leger, P.Eng.  
Project Engineer

Encl.: Appendix A Terms and conditions

C.C.: Mr. Pierre Plourde, P.Eng., Senior Technical Director, Municipal Engineering - Englobe Corp.  
Mr. Rosauro Dividina, Project Coordinator - Englobe Corp.  
Ms. Kim Beers, Clerk - Village of Fundy Albert

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READ AND ACCEPTED

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

Title:

Company:

Phone number:

Email:



May 1, 2026

**Village of Fundy Albert**  
61 Academy St.  
Hillsborough, NB E4H 2R4  
Attention: Mr. Ian Barrett, Director of Operations

Subject: **Professional services proposal - Revision 01**  
**Water and Wastewater Infrastructure Capacity Analysis - Village of Fundy Albert**  
Englobe reference: P2501172.000

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Dear Mr. Barrett:

Following our conversation of April 24, 2026, we are pleased to present our revised professional services proposal for the above-mentioned Project.

## 1 Description of the project

The Village of Fundy Albert wishes to study its water and wastewater systems to better understand the current capacity of its infrastructure and define the available capacity to support future development. The project aims to assess the total capacity and current loading for each system (water and wastewater) in each community, and to identify noted system deficiencies and areas approaching/exceeding capacity limits. This study will permit the remaining capacity of each system to be identified, allowing the Village to make educated decisions when determining whether a proposed development may proceed in a certain area.

Englobe previously developed a scope of work for this study; however, the revised version described herein has been adjusted to align with the specific requirements of the Village's *Request for Budget Estimate* Document.

### 1.1 Assets to be Evaluated

A brief summary of the water and wastewater assets to be evaluated is presented below:

#### Alma

- Water: approx. 5.3 km of piping, a well/water pumphouse, two (2) small water reservoirs, and a water booster station. Major water system upgrades are currently in progress; however, they are excluded from analysis as per the *Request for Budget Estimate* Document.
- Wastewater: approximately 5.2 km of piping, two (2) lift stations, and an aerated lagoon with UV disinfection.

#### Hillsborough

- Water: approximately 26.3 km of piping, two (2) wells/water pumphouses, and one water reservoir.
- Wastewater: approximately 19.9 km of piping, four (4) lift stations, and one aerated lagoon wastewater treatment facility.

#### **Riverside-Albert**

- Water: approximately 8.8 km of piping, a surface water source, one (1) water treatment plant, and two (2) water reservoirs.
- Wastewater: approximately 6.4 km of piping, two (2) lift stations, and one (1) facultative lagoon wastewater treatment facility.

## **2 Description of the services and deliverables**

In the scope of the present Project, the services to be provided by Englobe are the following (the “Services”):

The assessment will be completed independently for each community, with separate evaluations of water and wastewater systems. However, one (1) Study Report is anticipated.

### **2.1 Familiarization with Systems**

- Review existing background information, including:
  - Asset Management Plans
  - GIS models of each system
  - SCADA data and operational records
  - Billing and flow data
- Confirmation of system boundaries and service areas

#### **Key Assumptions:**

- Data compilation will be completed by the Village prior to submission to Englobe
- Data provided is representative and reasonably complete
- No additional data collection beyond the outlined scope herein

### **2.2 Conduct of Study / Data Collection**

#### **Site visits and field validation:**

Limited field validation is anticipated for this study, in accordance with the *Request for Budget Estimate*, including:

- One (1) site visit per community to conduct a non-intrusive, visual-only review of accessible and visible infrastructure such as lift stations, treatment plants, well pumphouses, booster stations, and reservoirs.
- Fire hydrant flow tests, to calibrate the water model (based on one (1) test per community, to be conducted as part of the same single field day as the topographic and manhole intrusive surveys.
- Limited topographic and manhole intrusive surveys to supplement the available as-built information and collect additional information for model construction, with all survey activities and the above-noted fire flow testing limited to one (1) 10-hour day per community.

#### **Data collection & analysis:**

- Evaluation of current wastewater flows and loading in each system using the current service areas and dwelling counts (based on aerial imagery)
- Evaluation of current water system demands using the current service areas and dwelling counts (based on aerial imagery)
- Validation of flow and loading assumptions through comparison of theoretical values and available records (SCADA data, billing records, sampling results, pumping data, etc.)

#### **Development of hydraulic models and system assessments:**

- Construction of a physical pipe network model of each system, using Bentley SewerCAD and WaterCAD software.
- Capacity analysis of the following system components:
  - Wastewater:
    - Gravity sewer networks - overall and each major sewershed
    - Lift stations and forcemains
    - Treatment plants
  - Water:
    - Water sources
    - Water treatment plants
    - Water distribution networks - overall and each major distribution zone
- Identification of system risks:
  - Wastewater system areas that are currently overloaded or at risk of becoming overloaded soon
  - Water system areas that are currently at risk of low or high pressures
  - Treatment limitations

#### **Key Assumptions:**

- Analysis is limited to capacity assessment of existing service areas under existing loading and demand conditions only
- No master planning or future land-use modelling included

## **2.3 Production of Final Report**

Englobe will compile one (1) final report per community that summarizes the study's methodology and assumptions and details the findings of the capacity assessment for each water and wastewater system. It has been assumed that the capacity assessments of all systems will be conducted simultaneously. The final reports will include:

- Study methodology and assumptions
- Summary of capacity assessment, including identified constraints, risks, and available capacity
- Conceptual upgrade recommendations and high-level (Class C/D) cost estimates

It is anticipated that this Study will provide the Village with critical information to evaluate development proposals in the short term. For longer-term planning, a comprehensive Master Plan study is recommended as a future project to allow the Village to identify their long-term development plans and

future infrastructure needs, areas of concern that must be addressed to achieve these plans, funding strategies, etc.

**Key Assumptions:**

- Two (2) submissions: Draft and Final

**Submission of Deliverables**

Deliverables produced by Englobe are supplied on an electronic medium and sent electronically (via email) by default. If you wish to receive a hard copy of your deliverables, we invite you to inform the project manager assigned to your Project.

### **3 Excluded services**

All services which are not described herein are not part of this proposal. Namely, but not limited to, the following:

- Site visits, meetings, and submissions beyond those indicated herein
- Water reservoir inspections
- Wastewater lift station assessments, including drawdown testing
- Confined space entry or traffic control
- Condition assessment of concealed, buried, or inaccessible infrastructure or components
- Master planning and future demand projections
- Detailed design
- Permits or environmental approvals
- Detailed treatment process analysis beyond capacity screening

### **4 Products and services provided by the client**

The following items will be provided by the Client upon initiation of the project (to be confirmed by Englobe following compilation of currently on-file data):

- Asset Management data
- Records of the existing pipe networks and other infrastructure to supplement asset management data:
  - Record drawings and/or digital infrastructure record(s) showing the location and connectivity of any new infrastructure not captured in the Asset Management Plan
  - Well, pumphouse, booster station, water reservoir, and wastewater lift station information (pump curves, SCADA, drawings, etc.)
  - Previous studies (if available), incl. water system flushing plans
- Water and Sewer billing records (including metered potable water consumption records if available)
- Flow information and sampling results (operator spreadsheets, SCADA data, laboratory certificates)
- Known problematic areas, based on Village knowledge

## 5 Schedule of services and deliverables

It is anticipated that Englobe could begin working on this assignment within four (4) weeks from authorization to proceed and that the scope described in this proposal could be completed within six (6) months of project initiation. However, the schedule should be reviewed at the time of award to assess potential impacts from seasonal scope items (e.g., hydrant flow testing, surveys, etc.) and the availability of data required from the Village. Englobe will work with the Village of Fundy Albert to establish a mutually agreeable schedule following the award.

## 6 Fees proposal

For the execution of this Project, the value of our fees and expenses should not exceed \$99,750.00 + HST as indicated in Table 1 below. However, please note that the estimated fees do not constitute a lump sum or a maximum amount, as they only provide a budget estimate and the invoice will be prepared based on standard unit rates.

Table 1: Fee Table

Community		Task 1 Familiarization with Systems	Task 2 Conduct of Study / Data Collection	Task 3 Production of Final Report	Total
Hillsborough	Level of effort	28	180	91	299
	Fee Estimate	\$3,379.00	\$22,648.00	\$10,900.00	\$36,927.00
Riverside Albert	Level of effort	23	138	74	235
	Fee Estimate	\$2,889.00	\$18,446.00	\$8,950.00	\$30,285.00
Alma	Level of effort	34	149	71	254
	Fee Estimate	\$4,200.00	\$19,808.00	\$8,530.00	\$32,538.00
<b>Grand Total</b>		<b>85</b>	<b>467</b>	<b>236</b>	<b>788</b>
<b>(Excl. HST):</b>		<b>\$10,468.00</b>	<b>\$60,902.00</b>	<b>\$28,380.00</b>	<b>\$99,750.00</b>

Fees for the Services and other charges payable by the Client under any purchase order or contract are determined in accordance with Englobe's rates in effect at the time the Services are performed, as set out hereto. Englobe may, from time to time, but no more than once per calendar year, increase or adjust those hourly fees and charges. Englobe will notify the Client of these changes at least 60 calendar days prior to them taking effect.

## 7 Invoicing and terms of payment

On a monthly basis, Englobe will issue an invoice payable upon its reception, based on the percentage of our services completed. Any outstanding balance beyond 30 days is subject to a 1.5% compounded interest per month (19,56 % per year).

## 8 Validity of the proposal

This proposal is valid for a period of 60 days.

## 9 Acceptance of the proposal

We thank you for allowing us to submit our proposal and trust we will be granted the opportunity of participating to the execution of your Project. Should you accept our proposal, please note that our Services will be executed following the terms of this letter, as well as in accordance with the attached Terms and Conditions, all of which constitute the official agreement between the two parties.

If you require additional information, please do not hesitate to contact the undersigned.

Yours very truly,

**Englobe Corp.**

  
Laura Leger, P. Eng.  
Project Engineer

Encl.: Appendix A Terms and conditions

C.C.: Mr. Pierre Plourde, P.Eng., Senior Technical Director, Municipal Engineering - Englobe Corp.  
Mr. Sean Wallace, CAO - Village of Fundy Albert

---

**READ AND ACCEPTED**

**Signature:**

**Date:**

\_\_\_\_\_

Name:

Title:

Company:

Phone number:

Email:



April 07, 2026

Confidential

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

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

Dear Mr. Bartlett:

**Subject: Budget Estimate Proposal- Water & Wastewater Capacity Analysis**

On behalf of WSP Canada Inc., we are pleased to submit our Budget Estimate proposal for the Water & Wastewater Capacity Analysis. Our team brings extensive experience delivering Water & Wastewater Capacity Analysis projects across Canada, with a proven track record of providing cost-effective, sustainable, and high-quality solutions.

This proposal outlines our understanding of the project, the proposed approach and methodology, and the work plan. We recognize the importance of this initiative in enhancing system capacity, identifying constraints, and supporting future growth.

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

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Muzafer Malik'.

**Muzafer Malik, P.Eng. PMP®, MBA, PhD**

Senior Project Manager - Transportation and Infrastructure

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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

Rev - 1



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80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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



## PROPOSAL - BUDGET ESTIMATE – WATER & WASTEWATER CAPACITY ANALYSIS

April 07, 2026

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

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

### PROJECT UNDERSTANDING

The Village of Fundy Albert operates independent water and wastewater systems in the communities of Alma, Hillsborough, and Riverside-Albert. Due to increasing development interest, the Municipality requires a planning-level assessment of existing infrastructure capacity to understand system limitations, identify risks, and determine the ability of the systems to accommodate future growth.

The purpose of this Capacity Review is to identify existing system constraints and determine what infrastructure upgrades, if any, should be considered as part of the Village's short-, intermediate-, and long-term capital planning, and to support development approval decisions. The review will include the independent municipal water and wastewater systems serving the communities of Alma, Hillsborough, and Riverside-Albert.

### SYSTEM OVERVIEW

Fundy Albert is comprised of three communities—Alma, Hillsborough, and Riverside-Albert with each operating independent water and wastewater systems made up of the following:

- Alma
  - Water: approx. 5.3 km distribution system, well supply, pumphouse, two reservoirs, and a booster station
  - Wastewater: approx. 5.2 km collection system, two lift stations, aerated lagoon with UV disinfection
- Hillsborough
  - Water: approx. 26.3 km distribution system, two wells and pumphouses, one reservoir
  - Wastewater: approx. 19.9 km collection system, four lift stations, aerated lagoon
- Riverside-Albert
  - Water: approx. 8.8 km distribution system, surface water source, treatment plant, two reservoirs
  - Wastewater: approx. 6.4 km collection system, two lift stations, facultative lagoon

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Fredericton, NB  
Canada E3C 1B2

T: +1 506 451-0055  
F: +1 506 357-1679



## REGULATORY FRAMEWORK

While our analysis will be focused on the capacity of the water and wastewater systems, the review must also consider legislative and industry guidelines including:

- Clean Environment Act
- Water Quality Regulation (NB Reg 82 126)
- Clean Water Act
- Wastewater Systems Effluent Regulations (WSER) under the Fisheries Act
- ACWWA Water Supply Guidelines (latest edition)
- ACWWA Wastewater Guidelines Manual (latest edition)

## MUNICIPAL SYSTEMS TO BE REVIEWED IN EACH COMMUNITY

### Water Systems

- Source capacity (surface water and groundwater)
- Water Supply Source Assessment (WSSA) findings, if applicable [[www2.snb.ca](http://www2.snb.ca)]
- Treatment rated and firm capacities
- Distribution mains, pressure zones, reservoirs
- Fire flow criteria and hydrant coverage
- Historic demand (AAD, MDD, PHD)
- Review of SCADA and system operational Issues

This information will help determine each system existing firm supply, compliant pressure ranges, fire storage and emergency storage availability.

### Wastewater Systems

- Collection system mapping (manholes, gravity sewers, force mains)
- Pump stations firm capacity
- Treatment plant hydraulic vs process capacity
- Lagoon operating criteria and efficiency
- UV system design flow rate
- Review of SCADA and any flow monitoring or I/I study data

This wastewater information should try to identify each system capacity by reviewing dry weather peak flows, wet weather impacts and any I/I allowance that are made.

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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



## PROPOSED INITIAL WORK PLAN

It is recognized that a capacity review can include several components that may influence the direction and extent of the study. Accordingly, the Consultant proposes to work closely with the Village to ensure that the scope and outcomes of the Capacity Review meet the Village's expectations and available budget.

Based on the information provided to date, the proposed initial work plan includes the following:

1. Project initiation meeting with the Village to review the project outcomes, schedule, required data.
2. Review available water system operational data, including pumping records and water consumption data.
3. Review available wastewater flow and operational data for treatment lagoons.
4. Review available lift station flow data and operating records.
5. Review water storage sizing and operational capacity.
6. Confirm, in consultation with the Village, areas of short-, medium-, and long-term growth expectations.
7. Develop a computerized water distribution model of the existing systems for Alma, Hillsborough, and Riverside-Albert.
8. Develop a computerized wastewater collection system model for each community.
9. Evaluate system performance under current loading conditions.
10. Model and identify water distribution and wastewater collection system capacity limitations.
11. Identify treatment system capacity constraints relative to current and future loading.
12. Prepare conceptual upgrade requirements to address identified system constraints.
13. Prepare scoping-level (Class D/C) cost estimates and high-level implementation timelines for recommended upgrades.
14. Prepare a concise, bullet-form report summarizing the findings of the Capacity Review.

## FIELD WORK ASSUMPTIONS

For the purposes of this work plan, it is currently assumed that:

- Hydraulic models will be developed primarily as a table-top exercise using available system data
- No intrusive investigations are included
- Limited field verification and site visits may be undertaken as required to support model assumptions

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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



- Hydrant flow testing or targeted field measurements will only be undertaken if deemed necessary and confirmed with the Village

Any additional field investigations or expanded modelling requirements would be considered outside the initial scope and undertaken following approval from the Village.

## **DELIVERABLES**

Capacity Review Summary Report for each community (Alma, Hillsborough, and Riverside-Albert), including:

- Description of methodology and assumptions
- Summary of system capacity and performance
- Identification of key constraints and risks
- Conceptual upgrade recommendations
- Class D/C scoping cost estimates and upgrade timelines

## **BUDGETARY NATURE OF PROPOSAL**

This scope is provided for budgetary and planning purposes. The level of detail is appropriate for development review support and capital planning; however, it is not intended for detailed design or regulatory approvals.

Based on the proposed scope of work, the estimated fee required to successfully execute the base scope is **\$111,000, excluding HST.**

The Consultant proposes that the work be completed on a time-and-materials basis, with regular budget tracking and ongoing communication with the Village to ensure that overall project costs remain aligned with municipal expectations.

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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



## CLOSING

WSP is pleased to submit this budgetary proposal to the Municipality of Fundy Albert for the Water wastewater capacity analysis Project. We welcome the opportunity to discuss any aspect of this proposal at your convenience and look forward to collaborating with the Municipality of Fundy Albert on the successful delivery of this project. The work would be carried out under the same terms and conditions of the agreement currently in place for the Engineering Services – Shoulder Reconstruction & Swale Paving project that was previously submitted.

A handwritten signature in blue ink, appearing to read 'Muzafer Malik'.

Sincerely,

**Muzafer Malik, P.Eng. PMP®, MBA, PhD**

Senior Project Manager - Transportation and Infrastructure

80 Bishop Drive  
Fredericton, NB  
Canada E3C 1B2

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



# Water & Wastewater Capacity Analysis

## Budget Estimate & Proposed Methodology

Village of Fundy Albert  
New Brunswick

Prepared by:  
Maher Ellaz, P.Eng.

Reviewed by:  
Jacob Kilpatrick, P.Eng.

Engineering by Houghton, Inc.  
April 17, 2026





## Understanding of the Assignment

Engineering by Houghton (EBH) understands that the Village of Fundy Albert is seeking a planning-level capacity assessment of its municipal water and wastewater systems across Alma, Hillsborough, and Riverside-Albert. The study is intended to support development planning and budgeting by identifying current system utilization, limiting infrastructure, available capacity to support additional growth, and where capital investment will provide the best return in enabling future development.

Based on the Village's clarification, data availability varies across the systems. All three water systems and Hillsborough wastewater have SCADA support, while Alma and Riverside-Albert wastewater will require more conservative planning assumptions and targeted field validation. The Village has also indicated that no recent system-wide test data is available and expects site visits, pressure testing, and flow testing to support the study.

## Proposed Methodology

The estimate is structured to match the Village's requested fee breakdown and to produce a practical, decision-focused study rather than detailed design.

### Familiarization with Systems

- Review available GIS, as-built mapping, construction drawings, SCADA records, operational records, and billing information for each community.
- Consolidate and assess the available data, identify data gaps, and define system-specific modelling assumptions.
- Map key assets and likely constraints, including reservoirs, pumps, booster stations, lift stations, lagoons, and principal collection/distribution components.

### Conduct of Study / Data Collection

- Complete targeted site visits in Alma, Hillsborough, and Riverside-Albert to verify representative conditions and critical infrastructure.
- Engage a specialized subconsultant to complete hydrant flow testing and water pressure testing at targeted locations.
- Undertake targeted wastewater facilities review and operational observations to support planning-level assessment of lift stations, trunks, and treatment-related limits.
- Complete targeted topographic survey data collection of critical infrastructure nodes.
- Develop planning-level water distribution and wastewater collection models appropriate to the available data in each community.
- Assess current capacity, identify bottlenecks, estimate additional serviceability, and identify where infrastructure investment will best support future growth.

### Production of Final Report

- Prepare a summary report for each community outlining methodology, assumptions, key findings, and constraints.
- Provide planning-level conclusions on available capacity and the approximate number of additional services that can be supported, where defensible.



- Develop conceptual upgrade options and Class D/C cost estimates for high-priority improvements.
- Identify the components and locations where investment is most likely to increase development capacity and provide the best return on investment.

## Fee Estimate and Level of Effort

The fee estimate below reflects a conservative planning-level scope with targeted field validation, modelling and development-capacity analysis, and specialized testing support carried through a subconsultant. The estimate excludes HST.

Requested Component	Estimated Consultant Hours	Estimated Fee (excl. HST)	Notes
Familiarization with Systems	76	\$10,770.00	Data review, mapping, assumptions, and coordination
Conduct of Study / Data Collection	518	\$84,170.00	Includes field visits, modelling, targeted testing subconsultant, travel, and per diem
Production of Final Report	66	\$9,520.00	Draft/final reports, upgrade options, and Class D/C cost estimates
<b>Total (excluding HST)</b>	<b>660</b>	<b>\$104,460.00</b>	

## Basis of Estimate

- The estimate includes 5 trips to site with same-day travel from Saint John to Alma, Hillsborough, and Riverside-Albert. These include initial site review and targeted testing and field validation.
- Mileage has been carried at 2,000 km total at \$0.70/km plus 10%, for a travel allowance of \$1,227.60.
- A daily per diem allowance of \$200.00 has been included for same-day field travel.
- A specialized subconsultant allowance of \$10,000.00 has been carried for targeted hydrant flow testing & pressure testing. Any additional specialist testing beyond this allowance would require authorization.
- No legal/property boundary survey, cadastral work, drone flights, or detailed topographic survey are included in this estimate.
- The deliverables from this study are not intended for tender or detailed design purposes.



## Key Assumptions

- Available GIS mapping, SCADA data (where available), as-built drawings, and billing/operational records will be provided by the Village in usable format.
- The field program is targeted and representative rather than exhaustive system-wide testing or permanent monitoring.
- Water system analysis will be supported by SCADA data and targeted testing; Alma and Riverside-Albert wastewater will rely more heavily on conservative planning assumptions due to limited SCADA availability.
- Wastewater field validation is limited to targeted site observations and facility review within a planning-level scope.
- Conceptual upgrade options and cost estimates will be high-level only and intended to support planning and budgeting.

## Closing

This estimate is intended to provide the Village with a realistic basis for budgeting a study that answers its core questions: what current capacity exists, what infrastructure currently limits growth, how much additional development can reasonably be supported, and where investment will best improve development readiness. The scope has been structured to be thorough and decision-useful without extending into unnecessary detailed design.

We appreciate the opportunity to support the Village of Fundy Albert at this planning stage and would welcome the opportunity to continue assisting the Village as this initiative advances, including through any future procurement process, as appropriate.

## COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council		
From	Ian Barrett, Director of Operations		
Date	16 June 2026		
Subject	Asset Management		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	Committee of the Whole

### RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

### BACKGROUND

Asset Management is a coordinated approach to planning, operating, maintaining, renewing, and replacing municipal assets in a manner that supports sustainable service delivery. At its core, asset management is inseparably linked to the establishment of service levels, as municipal assets exist to deliver services to residents, businesses, and visitors. Council is responsible for determining the level of service the municipality intends to provide, whether related to roads, water and wastewater systems, recreation facilities, fleet operations, or other municipal functions. Asset management then provides the framework to understand the infrastructure, resources, and financial investment required to sustainably deliver those services over the short, medium, and long term. Effective asset management supports informed decision-making, improves financial forecasting, reduces risk, and enables the municipality to transition from reactive repairs toward proactive infrastructure stewardship.

Both Provincial and Federal governments continue to place increasing emphasis on asset management as a key component of sustainable municipal governance. Municipalities are now expected to provide more detailed information regarding asset inventories, condition assessments, lifecycle forecasts, service levels, and long-term financial planning. Current and future infrastructure funding programs are increasingly linked to a municipality's ability to demonstrate sound asset management practices and evidence-based planning. While the Municipality of Fundy Albert has already undertaken significant work in developing asset inventories and understanding infrastructure needs, the foundation of any asset management program is the adoption of a formal Asset Management Policy.

To establish this foundation, Administration has prepared the draft Asset Management Policy attached as Annex A. The proposed policy sets out the municipality's commitment to managing assets in a consistent, transparent, and sustainable manner while aligning with recognized asset management best practices, including the principles outlined in the ISO 55000 Asset Management Standards and guidance from the Federation of Canadian Municipalities. The policy establishes the guiding principles, governance structure, roles and responsibilities, and decision-making framework that will support future asset management activities across the organization. While the policy itself does not prescribe specific maintenance schedules or replacement programs, it provides the overarching framework upon which future asset management plans, asset-specific management guides, and long-term infrastructure strategies can be developed.

While the proposed policy establishes the municipality's commitment and guiding principles, a significant amount of work remains to develop a comprehensive Asset Management Framework capable of supporting long-term decision-making. Administration is therefore recommending Council endorse the continued development of the municipality's asset management program through the creation of asset-specific management guides, condition assessments, lifecycle models, risk assessments, service level reviews, and long-term financial forecasting tools. This work will build upon the asset inventory and analysis already undertaken and will progressively improve the municipality's understanding of infrastructure condition, performance, replacement requirements, associated risks, and long-term financial liabilities. Over time, the framework will provide Council with increasingly robust information to support budgeting, capital planning, reserve development, grant applications, and service level discussions.

Administration is also recommending the establishment of an Asset Management Committee of Council to provide strategic oversight and support the continued development of the municipality's asset management program. The committee would work collaboratively with Administration to review individual asset classes in a structured manner, beginning with service level expectations and then assessing the assets required to deliver those services. Each asset class would be reviewed in turn to ensure appropriate consideration is given to condition, performance, utilization, lifecycle costs, risk of failure, financial implications, regulatory requirements, and community impact. While this will be a significant and time-consuming undertaking, it will provide Council with a deeper understanding of the municipality's infrastructure portfolio and support more informed and defensible decision-making. Over time, this process will assist Council in establishing achievable service levels, prioritizing investments based on risk and value, and developing a sustainable long-term plan for the municipality's infrastructure and operational assets.

### RECOMMENDATION

1. Adopt the draft Asset Management policy provided
2. Endorse the development of an asset management framework as outlined in the policy
3. Approve the establishment of an Asset Management Committee of council.

### OTHER OPTIONS

N/A

**RISK ANALYSIS**

**Risk of Not Proceeding**

Failure to adopt a formal Asset Management Policy and continue development of the municipality's Asset Management Framework would leave the municipality without a recognized and structured approach to managing its infrastructure and operational assets. This would limit Council's ability to make evidence-based decisions regarding service levels, infrastructure investment, lifecycle replacement, and long-term financial planning. It may also affect the municipality's ability to meet current and future Provincial and Federal asset management reporting requirements and could reduce competitiveness for infrastructure funding programs that increasingly require demonstrated asset management maturity. Over time, the absence of a formal asset management framework increases the likelihood of reactive decision-making, deferred maintenance, unexpected asset failures, and higher lifecycle costs.

**Risk of Proceeding**

The development of a comprehensive Asset Management Framework represents a significant organizational undertaking requiring considerable staff time and ongoing Council engagement. There is a risk that competing operational priorities, resource limitations, or evolving government requirements could affect the pace of implementation. There is also a risk that data gaps or changing asset management standards may require periodic revisions to plans and priorities. However, these risks can be mitigated through a phased implementation approach that focuses initially on the municipality's highest-risk and highest-value asset classes while progressively expanding the framework over time.

**Long-Term Risk Reduction**

While implementation will require a sustained commitment from both Council and Administration, a mature asset management program is expected to significantly reduce long-term operational, financial, and infrastructure risks. By improving lifecycle planning, supporting reserve development, identifying infrastructure deficiencies earlier, and aligning investments with established service levels, the framework will assist the municipality in making more informed decisions, improving financial sustainability, and maximizing the value obtained from municipal infrastructure investments.

**CONSIDERATIONS**

<b>Legal</b>	<ul style="list-style-type: none"> <li>• Supports alignment with current and emerging Provincial and Federal asset management expectations and reporting requirements.</li> <li>• Provides a documented governance framework to support transparent and defensible infrastructure investment decisions.</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Supports improved long-term financial forecasting, capital planning, reserve development, and lifecycle costing.</li> <li>• Requires a continued investment of staff and Council time to develop and maintain the Asset Management Framework and supporting documentation.</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• Improved lifecycle planning assists in identifying and mitigating environmental risks associated with aging infrastructure, particularly water, wastewater, and stormwater assets.</li> <li>• Supports more sustainable infrastructure investment decisions and asset renewal planning.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Adoption of the Asset Management Policy establishes the municipality's formal commitment to recognized asset management best practices.</li> <li>• Future asset-specific management guides, strategies, and procedures will be developed under the framework established by this policy.</li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Supports informed decision-making by providing Council, Administration, funding agencies, and residents with greater transparency regarding infrastructure needs and priorities.</li> <li>• The proposed Asset Management Committee will require ongoing collaboration between Council and Administration to establish service levels and infrastructure priorities.</li> </ul>
<b>Community Sensitivities</b>	<ul style="list-style-type: none"> <li>• Asset management may identify infrastructure funding requirements that exceed current financial capacity or community expectations.</li> <li>• Improved planning and prioritization will support more transparent discussions with residents regarding service levels, infrastructure investment needs, and long-term financial sustainability.</li> </ul>
<b>Council priorities</b>	Strategic Plan Alignment: <ul style="list-style-type: none"> <li>✓ Infrastructure</li> <li>• Communications</li> <li>✓ Village Services</li> <li>• Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	Draft Asset Management Policy
<b>Consultation</b>	
<b>Intergovernmental considerations</b>	N/A

# Municipality of Fundy Albert

## Asset Management Policy

### 1. Purpose

The Municipality of Fundy Albert's asset management approach is aligned with recognized industry best practices, including the principles outlined in the ISO 55000 Asset Management Standards and guidance from the Federation of Canadian Municipalities.

This alignment ensures that municipal infrastructure is managed in a consistent, transparent, and sustainable manner that reflects established national and international standards.

Municipal assets represent a significant public investment and are essential to providing services that residents, businesses, and visitors rely upon. Effective asset management ensures that these assets are maintained, renewed, and replaced in a planned and responsible manner.

This policy establishes the principles and governance framework that will guide how the municipality manages its assets throughout their lifecycle. It supports proactive infrastructure planning, responsible financial management, and informed decision-making.

The adoption of formal asset management practices also aligns the municipality with provincial and federal infrastructure funding requirements and supports continued access to external funding programs.

### 2. Definitions

For the purposes of this policy, the following definitions apply:

**Asset**

Any physical infrastructure, equipment, or facility owned or managed by the municipality that contributes to the delivery of municipal services.

**Asset Management**

A coordinated approach to planning, operating, maintaining, renewing, and disposing of assets in a manner that supports sustainable service delivery.

**Lifecycle**

The stages an asset passes through from acquisition to disposal, including operation, maintenance, renewal, and replacement.

**Residual Value**

The estimated value of an asset at the end of its useful life when it is sold, traded, or otherwise disposed of.

**Service Level**

The standard of service that the municipality commits to providing to residents through the operation and maintenance of municipal assets.

**Key Performance Indicators (KPIs)**

Measurable indicators used to assess the performance, condition, and effectiveness of asset management practices.

### 3. Scope

This policy applies to the management of physical municipal assets that support the delivery of services within the Municipality of Fundy Albert.

Municipal assets include, but are not limited to:

- Fleet vehicles
- Heavy equipment
- Small equipment and operational tools
- Roads and transportation infrastructure
- Trails and active transportation infrastructure
- Municipal buildings and operational facilities
- Water infrastructure
- Wastewater infrastructure
- Storm water infrastructure
- Parks and recreation assets

These assets collectively represent a significant public investment and are essential to the municipality's ability to deliver reliable services.

Operational procedures and detailed management practices for specific asset categories will be defined in supporting asset management guides and operational procedures.

## 4. Service Level Commitment

Municipal assets exist to support the delivery of services to the community. Council is responsible for establishing the service levels that the municipality intends to provide.

Once service levels are established, the municipality will manage its assets in a manner that supports the consistent and efficient delivery of those services.

Council has a responsibility to ensure that the financial resources required to support established service levels are considered through the municipal budgeting process.

Asset management planning will support Council in understanding the long-term infrastructure investments required to maintain these service levels.

## 5. Guiding Principles

The Municipality of Fundy Albert will manage its assets in accordance with the following guiding principles.

### **Continuous and Reliable Service Delivery**

Municipal assets will be managed to support consistent, efficient, and reliable service delivery across the municipality.

### **Lifecycle Planning**

Assets will be managed throughout their lifecycle to ensure the municipality receives maximum operational value while maintaining the potential for residual value at the end of an asset's useful life.

### **Data-Driven Decision Making**

Asset management decisions will be informed by reliable asset data, including condition information, lifecycle stage, and operational performance.

### **Long-Term Financial Sustainability**

Infrastructure investments will be planned to ensure that municipal assets continue to deliver value for taxpayers while supporting long-term financial sustainability.

### **Proactive Asset Stewardship**

Assets will be managed in a proactive manner that prioritizes maintenance, renewal, and replacement planning in order to reduce risk and maintain service reliability.

## 6. Governance and Responsibilities

Effective asset management requires clear roles and responsibilities throughout the organization.

### **Council**

Council is responsible for establishing the strategic direction for asset management within the municipality and affirming the municipality's commitment to recognized asset management practices.

Council will:

- Establish and approve service levels for municipal services
- Ensure appropriate funding is considered through the budgeting process
- Support long-term infrastructure planning and renewal strategies

### **Chief Administrative Officer (CAO)**

The Chief Administrative Officer is responsible for overseeing the implementation of the asset management policy across the municipality and ensuring that asset management principles are integrated into municipal planning and budgeting processes.

### **Director of Operations**

The Director of Operations is responsible for developing and implementing the municipality's asset management framework and ensuring that operational practices align with the principles of this policy.

### **Department Leads and Supervisors**

Department leads and operational supervisors are responsible for managing the assets within their operational areas and contributing to lifecycle planning, inspections, and maintenance programs.

### **Municipal Staff**

Municipal staff support asset management through the operation, inspection, maintenance, and reporting of municipal infrastructure and equipment.

## **7. Asset Management Framework**

This policy establishes the overall direction for asset management within the Municipality of Fundy Albert.

To support the implementation of this policy, the municipality will maintain a series of supporting asset management guides for specific asset categories.

Each asset category has distinct lifecycle characteristics, maintenance requirements, and performance indicators. Dedicated asset management guides allow the municipality to establish appropriate standards and procedures for each asset type.

Asset category guides may include, but are not limited to:

- Fleet Management Guide
- Heavy Equipment Management Guide
- Small Equipment Management Guide
- Road Infrastructure Management Guide
- Trail Infrastructure Management Guide
- Facilities Management Guide
- Water Infrastructure Management Guide
- Wastewater Infrastructure Management Guide
- Storm Water Management Guide
- Parks and Recreation Asset Management Guide

These guides provide operational direction and may be updated as the municipality's asset management practices evolve.

## **8. Asset Management Decision-Making**

Asset management decisions within the Municipality of Fundy Albert will consider operational performance, financial responsibility, service delivery impact, and risk.

Key factors informing asset management decisions include:

### **Return on Investment**

Assessing whether continued investment in an asset provides appropriate value for taxpayers.

### **Residual Value**

Managing assets to retain value where possible and considering replacement at appropriate lifecycle stages.

### **Service Delivery Impact**

Evaluating the number of residents, households, or services affected by potential asset failure.

### **Age and Utilization**

Considering asset age, hours of operation, or kilometres travelled when assessing lifecycle stage.

### **Risk of Failure**

Assessing operational, financial, environmental, and public safety risks associated with asset failure.

Environmental considerations may include the potential impact of wastewater infrastructure failures, while public safety considerations may include risks associated with drinking water infrastructure or fire protection systems.

By considering these factors collectively, the municipality will prioritize asset and infrastructure investments that support reliable service delivery and responsible financial management.

## **9. Asset Information and Data Management**

Accurate and reliable asset data is essential to effective asset management.

The municipality will maintain an asset inventory that records key information about municipal infrastructure, including asset type, location, condition, age, utilization, and lifecycle expectations where available.

Asset information will support long-term capital planning and help identify emerging infrastructure needs before they result in service disruptions.

Asset data will inform planning and prioritization decisions, while professional judgment will ensure that infrastructure investments are coordinated across municipal systems. This approach supports efficient use of municipal resources and ensures that infrastructure improvements are planned in a manner that maximizes long-term value.

## 10. Monitoring and Continuous Improvement

The Municipality of Fundy Albert recognizes that asset management practices will continue to evolve as additional asset data becomes available.

As the municipality gathers more information about asset condition, performance, and lifecycle trends, asset management practices will be refined to improve planning accuracy and operational efficiency.

Key performance indicators and lifecycle models will be reviewed periodically and adjusted as needed to reflect operational experience and improved data.

Over time, the continued implementation of asset management planning will support the gradual reduction of infrastructure risk and contribute to more predictable and manageable infrastructure renewal programs.

## 11. Policy Review

This Asset Management Policy will be formally reviewed every four years to ensure it remains aligned with the strategic direction of Council and the evolving needs of the municipality.

The review cycle aligns with the municipal election cycle to allow each new Council the opportunity to reaffirm the municipality's commitment to effective asset management.

Supporting asset management guides and operational procedures may be reviewed and updated more frequently as asset data improves and operational practices evolve.

## COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council		
From	Ian Barrett, Director of Operations		
Date	16 June 2026		
Subject	Water & Wastewater Bylaw		
Presenters (if applicable)	N/A		
Length of Presentation (if applicable)	N/A		
Type	Public	Private	Committee of the Whole

### RATIONALE FOR PRIVATE DISCUSSION (if applicable)

N/A

### BACKGROUND

#### Background

Fundy Albert currently operates three separate water and wastewater systems, each governed by its own legacy by-law from the former municipalities: Hillsborough By-Law No. 30, enacted in 1990; Riverside-Albert By-Law No. 7A, enacted in 1998; and Alma By-Law No. 88A, enacted in 2011.

These by-laws now range from approximately 15 to 36 years in age and are no longer fully suitable for the operational, administrative, and regulatory needs of the Village of Fundy Albert. Each by-law applies different restrictions, guidelines, charges, and requirements for how water and wastewater services are managed and delivered. This creates inconsistency across the municipality and can make administration, enforcement, billing, service connections, and operational decision-making less efficient.

Following amalgamation, it was identified that a combined Water and Wastewater By-law would improve consistency, increase administrative efficiency, and provide an opportunity to update the existing by-laws into a single modern framework. A consolidated by-law would allow the Village to apply one clear set of rules and expectations across all three systems while still recognizing the unique operational challenges within Fundy Albert.

The draft by-law has been prepared in collaboration with Englobe. As part of this work, Englobe reviewed Fundy Albert's existing water and wastewater by-laws, as well as other municipal by-laws and best practices from within New Brunswick. The result is a draft document that combines relevant provisions from the existing by-laws with updated language, improved consistency, and consideration of the specific needs and challenges of Fundy Albert's water and wastewater systems.

This Council Report Form presents the draft main document of the proposed Water and Wastewater By-law for Council's review and discussion. Following Council review and direction, Administration will prepare a final version of the by-law with its associated documents to be brought back to Council for formal consideration and approval.

### RECOMMENDATION

It is recommended that Council review the draft Water and Wastewater By-law and provide direction on any amendments, concerns, or areas requiring further discussion before a final draft is prepared and brought back to Council for formal adoption.

### OTHER OPTIONS

N/A

### RISK ANALYSIS

If the existing legacy by-laws are not amended and replaced with a consolidated Water and Wastewater By-law, the Village will continue to operate under three separate and inconsistent regulatory frameworks. This creates risk that water and wastewater services may be administered differently across the municipality, leading to confusion for residents, developers, contractors, and staff.

There is also a risk that the existing by-laws may not adequately reflect the current operational, financial, environmental, and enforcement needs of Fundy Albert. This could limit the Village's ability to manage connections, service standards, billing, system protection, unauthorized use, and wastewater controls in a consistent and effective manner.

### CONSIDERATIONS

Legal	<ul style="list-style-type: none"> <li>A consolidated by-law will provide a clearer and more consistent legal framework for managing water and wastewater services across Fundy Albert.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Legal review will be required before final adoption to ensure the by-law aligns with current legislation and municipal authority.</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• A single by-law can support more consistent billing, fees, charges, cost recovery, and collection processes across the municipality.</li> <li>• Not updating the by-law may limit the Village's ability to recover costs associated with connections, repairs, enforcement, or improper use of municipal systems.</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• Updated wastewater and water system controls can help reduce the risk of improper discharges, cross-connections, contamination, and system misuse.</li> <li>• Clearer rules support better protection of municipal water sources, wastewater treatment systems, and receiving environments.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• The proposed by-law supports the post-amalgamation goal of improving consistency and efficiency across the former municipal areas.</li> <li>• It aligns with broader asset management and infrastructure protection objectives by setting clearer responsibilities for users and the Municipality.</li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Residents, businesses, developers, contractors, and staff will benefit from one consistent set of requirements and expectations.</li> <li>• Some stakeholders may require clarification or communication on any changes to fees, service requirements, or enforcement processes.</li> </ul>
<b>Community Sensitivities</b>	<ul style="list-style-type: none"> <li>• Changes to water and wastewater rules, charges, or enforcement may create concern if not clearly explained to the public.</li> <li>• A consistent by-law may improve fairness across communities but may also highlight differences from previous local practices.</li> </ul>
<b>Council priorities</b>	<p>Strategic Plan Alignment:</p> <ul style="list-style-type: none"> <li>✓ Infrastructure</li> <li>• Communications</li> <li>✓ Village Services</li> <li>• Strategic Partnerships</li> <li>• Economic Development &amp; Tourism</li> </ul>
<b>Documents, maps, photos or presentations attached</b>	Draft water and Wastewater bylaw
<b>Consultation</b>	
<b>Intergovernmental considerations</b>	

**BY-LAW NO. 2026-##**

**A BY-LAW OF THE VILLAGE OF FUNDY ALBERT RESPECTING THE WATER AND SEWER SYSTEMS IN THE COMMUNITIES OF ALMA, HILLSBOROUGH, AND RIVERSIDE-ALBERT**

BE IT ENACTED by the Council of Fundy Albert under the authority vested in it by the Local Governance Act, S.N.B. 2017, c.18, as follows:

**1. TITLE**

- 1.1. This by-law may be cited as the Water and Sewer By-law.

**2. PURPOSE**

- 2.1. The purpose of this By-law is to regulate the provision, use, operation, maintenance, and protection of municipal water and sewer services within the Village of Fundy Albert.
- 2.2. This By-law consolidates and replaces the former water and wastewater by-laws of the former Villages of Alma, Hillsborough, and Riverside-Albert and establishes consistent standards across the Municipality.
- 2.3. This by-law is enacted to:
- 2.3.1. Protect public health and safety and the environment.
  - 2.3.2. Protect municipal water and sewer infrastructure from damage, misuse, or overloading.
  - 2.3.3. Ensure the financial sustainability of the water and sewer systems through fair rates and full cost recovery.
  - 2.3.4. Promote responsible and efficient water use to reduce the risk of water shortages.
  - 2.3.5. Support both routine operations and proactive, preventative system management.
  - 2.3.6. Establish clear responsibilities for the Municipality and property owners.
  - 2.3.7. Authorize graduated enforcement measures and allow for the restriction, suspension, or refusal of service where necessary for technical, operational, or compliance reasons.

- 2.3.8. Ensure compliance with applicable provincial legislation and standards.

### 3. DEFINITIONS

In this by-law:

- 3.1. **"Auxiliary Water System"** means any water supply on or available to a building or premises other than the municipal Water Supply.
- 3.2. **"Back pressure"** means pressure in a system that is greater than the supply pressure of the municipal Water System.
- 3.3. **"Backflow"** means the reversal of the normal direction of flow of water or wastewater.
- 3.4. **"Backflow Prevention"** means the use of a device to protect potable water supplies from contamination or pollution due to backflow or back-siphonage.
- 3.5. **"Backflow Prevention Device"** means a device installed on a private water service connection or private sewer connection to prevent the reverse flow of water, effluent, or contaminated substances into a building or the municipal system.
- 3.6. **"Billing Units"** means the number of customer units assigned for the purposes of calculating water and sewer charges as set out in the applicable Schedule to this By-law.
- 3.7. **"Biochemical Oxygen Demand (B.O.D.)"** means the quantity of oxygen utilized in the biochemical oxidation of organic matters as determined in accordance with the latest edition of Standard Methods and expressed in mg/L.
- 3.8. **"CAO"** means the Chief Administrative Officer of the Village (or delegate), responsible for the administration of this by-law.
- 3.9. **"Certified Tester"** means a person who holds Cross Connection Control Certification in backflow prevention device testing from an accredited institution.
- 3.10. **"Consumer"** means a person or persons using water supplied by the municipality.
- 3.11. **"Council"** means the duly elected Council of Fundy Albert.
- 3.12. **"Cross-Connection"** means a connection or a potential connection between a potable water system and an unapproved water supply.

- 3.13. **"CSA B64.10"** means the latest edition of the Canadian Standards Association Manual for the selection and installation of Backflow Prevention devices.
- 3.14. **"CSA/SCA"** means Canadian Standards Association.
- 3.15. **"Curb Stop"** means a valve to temporarily turn on/off the municipal water supply to the owner.
- 3.16. **"Director of Operations (or Designate)"** means the person appointed by the Municipality to oversee and administer the operation of the Water System and Sewer System, or a person formally designated in writing to exercise authority delegated under this By-law.
- 3.17. **"Establishment"** means an immovable building or group of buildings belonging to the same owner and used for the same purpose.
- 3.18. **"Fire Chief"** means the chief of Fundy Albert Fire & Rescue.
- 3.19. **"Fixture"** means a receptacle, appliance, apparatus, or other device that discharges sanitary wastewater or storm water, and includes a floor drain.
- 3.20. **"Fuel"** means alcohol, gasoline, naphtha, diesel, fuel oil, or any other ignitable substance intended for use as a fuel.
- 3.21. **"Ignitable Waste", "Reactive Waste", "Combustible Liquids"**, and related hazardous classifications shall have the meanings assigned under applicable federal or provincial legislation, including regulations made under the Transportation of Dangerous Goods Act (Canada), as amended.
- 3.22. **"Lateral Sewer"** means a sewer pipe leading from a building to a sewer main.
- 3.23. **"Main"** means a municipal water main or sanitary sewer main owned or operated by the Municipality and located within a public right-of-way, easement, or other lands under municipal control.
- 3.24. **"Matter"** includes any solid, liquid, or gas.
- 3.25. **"Meter"** means a device installed to measure the quantity of water supplied to a property.
- 3.26. **"Owner"** means the person in whose name a property is assessed under the Assessment Act and includes the executors, administrators, and assigns of such person.

- 3.27. **“Operator”** means a person certified under applicable provincial legislation to operate a municipal water or wastewater system and authorized by the Municipality to perform operational duties related to the Water System or Sewer System.
- 3.28. **“Plumbing”** means the pipes, fixtures, and appurtenances within a building or on private property used to supply water or discharge wastewater.
- 3.29. **“Private Water System”** means a water system owned by a person other than the Municipality.
- 3.30. **“Private Wastewater System”** is a wastewater system owned by a person other than the Municipality.
- 3.31. **“Property Line”** means the legal boundary of a parcel of land as defined by registered survey or assessment records.
- 3.32. **“Qualified Plumber”** means a person holding a valid certificate of qualification in the plumbing trade issued under applicable provincial legislation.
- 3.33. **“Reservoir”** means a place where water is stored or accumulated.
- 3.34. **“Runoff”** means excess water, generated by either rainfall or melting snow or ice, which flows over the land.
- 3.35. **“Sanitary Sewer”** or **“Sewer”** means a municipal pipe that conveys wastewater but excludes stormwater.
- 3.36. **“Seasonal Connection”** means a water service connection that is turned on and off seasonally at the request of the Owner and with approval of the Municipality.
- 3.37. **“Service Activation”** means the act of turning on, opening, or otherwise placing a water or sewer service into operation following installation and confirmation that all technical, regulatory, and financial requirements of the Municipality have been satisfied.
- 3.38. **“Service Connection”** means the physical installation connecting a property to the municipal Water System or Sewer System. For clarity:
- 3.38.1. For water service, municipal responsibility extends to the curb stop located at or near the Property Line, unless otherwise determined by the Municipality.
- 3.38.2. For sewer service, municipal responsibility extends to the point of connection at the municipal sewer main.

- 3.38.3. All piping and appurtenances beyond these points are the responsibility of the Owner.
- 3.39. **"Serviceable Property"** means a property that may be connected to the municipal Water System and/or Sewer System based on technical feasibility, available system capacity, operational considerations, applicable regulatory requirements, and formal approval by the Municipality, and for the purposes of this By-law, this definition shall prevail and take precedence over any other definition of "serviceable," "serviceable area," or similar term contained in any other by-law, policy, plan, or regulation of the Municipality, whether enacted before or after this By-law.
- 3.40. **"Sewer System" or "Wastewater System"** means all infrastructure owned or operated by the Municipality for the collection, conveyance, treatment, and disposal of wastewater, including mains, force mains, pumping stations, treatment facilities, discharge works, and appurtenances.
- 3.41. **"Spill"** means a direct or indirect discharge into the wastewater works, storm sewer, or the natural environment, which is abnormal in quantity or quality in light of all the circumstances of the discharge.
- 3.42. **"Storm Sewer"** means a sewer that carries storm water, surface water, street wash, roof runoff, subsurface and foundation drainage, but excludes sanitary wastewater.
- 3.43. **"Suspended Solids"** means insoluble solid matter in liquid that is separable by laboratory filtration and expressed in milligrams per liter (mg/L).
- 3.44. **"Unit of Water"** means a conceptual measure representing the typical water consumption of a standard residential dwelling, used by the Municipality for monitoring demand, assessing system capacity, and supporting infrastructure planning.
- 3.45. **"Village" or "Municipality"** means the Village of Fundy Albert.
- 3.46. **"Wastewater"** means domestic sewage, industrial waste, or other liquid waste containing human, animal, vegetable, or mineral matter in suspension or solution, but excludes uncontaminated stormwater unless otherwise specified.
- 3.47. **"Water" or "Water Supply"** means potable water supplied by the municipal Water System for domestic, commercial, institutional, industrial, or public purposes.

- 3.48. **“Water System”** includes all of the property involved in the operation of the Village of Fundy Albert drinking water distribution facilities, including land, disinfection equipment, storage reservoirs, pumping/booster stations, hydrants, monitoring equipment, water mains, and appurtenances.

#### 4. ADMINISTRATION AND GOVERNANCE

##### 4.1. Authority

- 4.1.1. All decision-making and enforcement authority under this By-law rests with the Director of Operations or its Designate.
- 4.1.2. In the absence of the Director of Operations, the Chief Administrative Officer (CAO) may exercise the authority described in Clause 4.1.1, provided that any technical decisions are supported by qualified operational staff or appropriate professional advice relevant to the matter under consideration.
- 4.1.3. All financial decisions made under the authority of this By-law shall be carried out in accordance with the Municipality’s Procurement Policy, approved municipal budgets, and established delegated financial authority limits.
- 4.1.4. All technical decisions made under this By-law shall be supported by appropriate subject matter expertise, which may include a Professional Engineer licensed to practice in the Province of New Brunswick or a certified Water and Wastewater Operator, as applicable to the nature of the work or decision.

##### 4.2. Delegation of Authority

- 4.2.1. The Director of Operations may delegate any authority conferred under this by-law to a specific individual.
- 4.2.2. Any delegation of authority shall be in writing, shall identify by name the individual to whom the authority is delegated, and shall clearly define the scope, duties, limits, conditions, restrictions, and effective date of the delegation, and may be time-limited, in which case it shall expire on the date specified in the written delegation unless renewed in writing.
- 4.2.3. The Director of Operations may revoke or amend a delegation at any time by written notice.

- 4.2.4. Notwithstanding any delegation, the Director of Operations and the Municipality remain responsible and accountable for the exercise of delegated authority under this by-law.
- 4.2.5. Any individual to whom authority is delegated under this by-law shall be demonstrably qualified and competent to exercise the delegated authority, having regard to the individual's applicable certification, training, experience, and professional standing relevant to the nature and scope of the delegation.
- 4.2.6. The Director of Operations may, by written delegation, designate an Operator-in-Charge to exercise defined technical authority for operational and regulatory compliance matters related to municipal infrastructure systems, subject to the terms and limits of the delegation.
  - 4.2.6.1. For the purposes of this by-law, "technical authority" means the authority to make determinations, approvals, or refusals based on applicable legislation, codes, standards, permits, or accepted engineering and operational practices, and does not include authority to implement, execute, or proceed with operational actions unless separately authorized.
  - 4.2.6.2. The exercise of technical authority by an Operator-in-Charge or other designate shall not override or replace required operational, financial, or managerial approvals, and any action requiring implementation shall remain subject to applicable operational approval by the Director of Operations.

#### **4.3. Operational Duties**

- 4.3.1. The Director of Operations (or Designate) shall supervise the operation, maintenance, and upgrades of the Water and Sewer Systems.
- 4.3.2. The Director of Operations (or Designate) may assign duties to staff as needed.
- 4.3.3. The Director of Operations (or Designate) shall keep records and plans of the systems, including locations, components, and costs.
- 4.3.4. The Director of Operations (or Designate) may enter properties at reasonable times to inspect, maintain, or enforce this By-law.
- 4.3.5. The Director of Operations (or Designate) may read meters, inspect service connections, and oversee repairs.

4.3.6. The Director of Operations (or Designate) shall ensure that the operation, maintenance, repair, and upgrading of the Water and Sewer Systems are carried out in compliance with all applicable provincial legislation, approvals, permits, regulations, and guidelines, as well as generally accepted industry standards and best practices.

**4.4. Operational Staff**

4.4.1. Operational staff, including water and wastewater operators, work under the authority of the Director of Operations (or Designate).

4.4.2. Operational staff may carry out assigned duties and make routine operational decisions in accordance with the directions, policies, procedures, and supervision of the Director of Operations (or Designate), but shall not exercise independent statutory, regulatory, or decision-making authority under this By-law.

**5. WATER SYSTEM REGULATIONS**

**5.1. The Municipality may furnish the water supply for:**

5.1.1. Domestic, fire protection, commercial, industrial, institutional, and municipal purposes.

5.1.2. Any other purpose approved in writing by the Director of Operations.

5.2. Notwithstanding Section 5.1, when in the opinion of the Director of Operations, the quality, quantity, or efficiency of the municipal water supply for domestic and fire protection purposes is impaired, the Director of Operations may impose any necessary restrictions on any consumer to protect the municipal water supply.

5.3. The Municipality may furnish water for purposes other than those listed in Section 5.1 under a written agreement, provided the supply may be discontinued temporarily or permanently by the Director of Operations.

**5.4. Unauthorized Connections**

5.4.1. No connection shall be made to the water system for the purpose of taking water therefrom except under the direction and personal supervision of the Director of Operations or a person duly authorized by him/her for that purpose.

5.4.2. No person shall make an excavation for the purpose of connecting a private water system with a water main or for taking water therefrom without the written approval of the Director of Operations.

- 5.4.3. The owner of any premises having a private water system shall not connect such system to the municipal water system without the approval of the Director of Operations.
- 5.5. Water shall not be supplied from the water system to a private water system without the approval of the Director of Operations.
- 5.6. **Valves and Fire Hydrant**
- 5.6.1. No person shall operate any valve or fire hydrant which is part of the municipal water system without the authorization of the Director of Operations, nor shall any person perform any activity or operation which, directly or indirectly, would affect the operation of any valve or fire hydrant which is part of the municipal water system.
- 5.6.2. No person shall obstruct, paint, or take actions to conceal a Municipal fire hydrant without the written permission of the Director of Operations.
- 5.7. **Water meters**
- 5.7.1. Where water is metered, the meter shall be supplied and owned by the Municipality. The Municipality may inspect and read the meter at any time during business hours.
- 5.7.2. The minimum charge for metered services shall not be less than the prorated minimum rate established by Council resolution.
- 5.7.3. The Municipality may require a meter installation for monitoring, leak detection, or system protection. Where required solely for monitoring, the Village shall bear the installation cost. Monitoring does not imply volumetric billing unless authorized by the Director of Operations.
- 5.7.4. The concept of a "unit of water" may be used to support conservation and system management data.
- 5.8. **Interruption of Service**
- 5.8.1. No person shall be entitled to damages, compensation, or any refund arising from the interruption, reduction, variation, or inadequacy of service, including interruptions in water supply, water pressure, or volumes supplied, where such conditions result from accident, emergency, repairs, maintenance, frost, fire protection demand, system operation, or any action deemed necessary by the Director of Operations for the proper management, protection, or operation of the Water and Sewer Systems.

## **5.9. Water Conservation Measures**

**5.9.1.** All owners, tenants, and occupants supplied with municipal water shall use such water efficiently, avoid waste, and shall not lend, sell, give away, or permit water to be taken for use by any person other than the premises' occupants or for any unauthorized purpose.

**5.9.2.** During the period from May 1st to September 30th of each year, outdoor water use, including but not limited to irrigation of lawns, gardens, or landscaped areas, shall be conducted in accordance with any schedule, time limitations, and duration requirements established by the Director of Operations. Water shall not be used outdoors during periods of precipitation.

## **5.10. Authority to Restrict or Prohibit Use**

**5.10.1.** The Director of Operations may, by written notice, restrict or prohibit the use of municipal water for non-essential purposes, including but not limited to:

**5.10.1.1.** Use of hoses for outdoor activities.

**5.10.1.2.** Irrigation of lawns or landscaped areas.

**5.10.1.3.** Washing of vehicles, buildings, or driveways.

**5.10.1.4.** Filling of swimming pools, ponds, rinks, or decorative water features.

**5.10.2.** Such restrictions may be imposed:

**5.10.2.1.** During water supply emergencies or shortages.

**5.10.2.2.** To protect the integrity or operation of the water system.

**5.10.2.3.** As a preventative measure to conserve water.

**5.10.3.** Exemptions:

Subsections 5.10.1 and 5.10.2 shall not apply to:

**5.10.3.1.** Businesses or operations where water use is essential to their functioning.

**5.10.3.2.** Nurseries, garden centers, or agricultural operations.

**5.10.3.3.** All-weather athletic fields. or

**5.10.3.4.** Newly installed lawns, sod, turf, or landscaping within thirty (30) days of installation, where prior written permission has been granted by the Director of Operations (or Designate), and subject to any conditions, limitations, or duration specified in such permission.

## **5.11. Curb Stops**

**5.11.1.** The Director of Operations (or Designate) shall have access to all municipal curb stops at all times, and no person shall obstruct, interfere with, or exercise control over any municipal curb stop.

- 5.11.2. No person shall obstruct, cover, or otherwise restrict access to a municipal curb stop with any permanent or semi-permanent structure or improvement, including but not limited to sheds, decks, fences, landscaping features, paved surfaces, or similar works.
  - 5.11.3. Where a municipal curb stop is found to be obstructed, the Municipality may issue a written notice requiring the property owner to remove or remedy the obstruction within thirty (30) days of the date of the notice.
  - 5.11.4. Where the obstruction is not removed within the required timeframe, the Municipality may remove, alter, or otherwise remedy the obstruction at the property owner's expense.
  - 5.11.5. Notwithstanding subsections 5.11.3 and 5.11.4, where immediate access to a municipal curb stop is required for operational, shut-off, maintenance, or emergency purposes, the Municipality may remove or alter any obstruction without prior notice and shall not be liable for any damage resulting from such actions.
- 5.12. Alternate Water Supply and Cross-Connection**
- 5.12.1. No connection shall exist between the municipal water system and any alternate water supply.
  - 5.12.2. Where physical separation is not feasible, the Director of Operations may require:
    - 5.12.2.1. A severe hazard backflow preventer (RP) to provide premise isolation.
    - 5.12.2.2. Alternate water system operation and maintenance procedures similar to those of the Municipality should be followed.
    - 5.12.2.3. Repairs or additions to their water systems are in accordance with the latest AWWA standards, including disinfection.
    - 5.12.2.4. Cross-connection control survey(s) are conducted using the services of personnel who are approved by the Director of Operations.
    - 5.12.2.5. The installation of the required backflow prevention devices and testing is to be to the satisfaction of the Director of Operations.
    - 5.12.2.6. Materials that are in contact with the water supply should meet recognized standards (CSA, NSF, and AWWA).
    - 5.12.2.7. Private water system operators should have training consistent with those provincial requirements.
    - 5.12.2.8. Any modifications to the water system and alternate supply require prior approval of the Director of Operations.

5.12.2.9. Records, results, and information about the alternate water supply shall be submitted to the Director of Operations. Failure to comply may result in suspension of service.

5.13. Where a customer's water system is found to have been installed in an unworkmanlike manner or in a manner that would not resist the pressure to which it may be subjected or where water service pipes are not sufficiently protected from frost or where a person or property supplied with water has violated any provision of this by-law, the Director of Operations may direct that the water supply be discontinued until such customer's water system is properly installed and approved and the person supplied has complied with the provisions of these by-laws.

5.14. Where a customer's water system requires a modification in the pressures from those supplied by the water system, the required apparatus and its installation shall be the responsibility of the owner.

**5.15. Graduated Enforcement**

Violations of restrictions shall follow this process:

5.15.1. Verbal Warning.

5.15.2. Written Notice.

5.15.3. Registered Letter.

5.15.4. Enforcement action, including restriction or cessation of service and/or fines.

**6. WASTEWATER SYSTEM REGULATIONS**

6.1. The Municipality may construct, operate, and maintain the municipal sewerage works over Municipal-owned lands or over lands upon which the Municipality has an easement or other right, and the Director of Operations shall be responsible for the administration of said municipal sewerage works.

6.2. No person shall discharge, cause to be discharged, or continue to discharge any storm water, surface water, ground water, roof run-off, sub-surface drainage, foundation drains, or cooling water into any sanitary service connection or sanitary sewer unless approved by the Director of Operations.

6.2.1. No person shall make or cause to be made an extension or addition to the sewer system without the authorization of the Director of Operations.

6.2.2. No person shall connect a lateral sewer, servicing a manufacturing plant, with a sewer main, unless the owner thereof has met all requirements of the Director of Operations.

6.2.3. No person shall make an entrance to any sewer without installing therein to the satisfaction of the Director of Operations, good and sufficient traps to prevent the escape of sewer gas and a backwater valve to prevent the backup of sewerage.

6.2.4. No owner or leaseholder shall construct any lateral sewer from any house or building located on land which abuts any street within the Municipality except by connecting the same to the sewer main, unless authorized by the Director of Operations.

### 6.3. Prohibited Discharges

No person shall discharge or deposit into any sanitary sewer any of the following prohibited wastes:

6.3.1. Acute hazardous waste chemicals.

6.3.2. Biomedical waste, including any of the following categories: Human anatomical waste, animal waste, untreated microbiological waste, waste sharps, and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in "Laboratory Biosafety Guidelines" published by Health Canada, dated 2004, as amended.

6.3.3. Combustible liquids (Liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius).

6.3.4. Disposable products, including but not limited to paper towels, feminine hygiene products, diapers, baby wipes, hard-surface wipes, disposable wipes, dental floss, cotton swabs, and balls.

6.3.5. Dyes, paints, or coloring materials.

6.3.6. Fuel (Means alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel).

6.3.7. Ignitable waste, defined as a substance that:

6.3.7.1. Is a liquid, other than an aqueous solution containing less than 24 per cent alcohol by volume and has a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-97a), the Setaflash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the Pensky-martens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method.

6.3.7.2. Is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical

changes and, when ignited, burns so vigorously and persistently that it creates a danger.

- 6.3.7.3.** Is an ignitable compressed gas (Class 2, Division D) as defined in the regulations made under the Transportation of Dangerous Goods Act (TDGA).  
or
- 6.3.7.4.** Is an oxidizing substance (Class 5, Divisions 1 and 2) as defined in the regulations made under the Transportation of Dangerous Goods Act (TDGA).
- 6.3.8.** Pathological waste, except where the waste has been decontaminated prior to discharge.
- 6.3.9.** Pesticides include any substance that is a pest control product as defined by the Pest Control Products Act, or a fertilizer within the meaning of the Fertilizers Act (Canada) that contains a pest control product.
- 6.3.10.** Polychlorinated biphenyls (PCBs).
- 6.3.11.** Reactive waste. meaning a substance that:
  - 6.3.11.1.** Is normally unstable and readily undergoes violent changes without detonating.
  - 6.3.11.2.** Reacts violently with water.
  - 6.3.11.3.** Forms potentially explosive mixtures with water.
  - 6.3.11.4.** When mixed with water, it generates toxic gases, vapors, or fumes in a quantity sufficient to present danger to human health or the environment.
  - 6.3.11.5.** Is a cyanide or sulfide-bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapors, or fumes in a quantity sufficient to present danger to human health or the environment.
  - 6.3.11.6.** Is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement.
  - 6.3.11.7.** Is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure. or
  - 6.3.11.8.** Is an explosive (Class 1) as defined in the regulations made under TDGA.
- 6.3.12.** Silver-bearing wastewater from photo finishing processes is not treated with a silver recovery unit prior to discharge.
- 6.3.13.** Solid or viscous substances in quantities or of such size as to be capable of causing obstruction to the flow in a sewer, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure.

- 6.3.14. Toxic substances that are not otherwise regulated in these guidelines.
- 6.3.15. Unused pharmaceuticals such as prescription drugs, antibiotics, blood lipid regulators, etc.
- 6.3.16. Waste radioactive substances.
- 6.4. Spill**
  - 6.4.1. Immediately notify 9-1-1 where there is immediate danger.
  - 6.4.2. Immediately notify the Director of Operations.
  - 6.4.3. Notify the Canadian Coast Guard where applicable.
  - 6.4.4. Contain, remediate, and restore the affected area at their own expense.
- 6.5. Interceptors**
  - 6.5.1. Whenever the Municipality considers it necessary, it may require any person who is the owner of land used for industrial or commercial purposes and which is connected to the sewerage system of the Village to provide grease, oil, sand, or other interceptors in order to provide for the proper handling of liquid wastes containing grease, factory, or abattoir wastes in excess amounts, or any inflammable wastes or other harmful ingredients.
  - 6.5.2. All interceptors shall be of a type and capacity approved by the Municipality and shall be located so as to be readily and easily accessible for cleaning and inspection.
  - 6.5.3. Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature and shall be of substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gas-tight and watertight.
- 6.6. Septic Tank Discharge**
  - 6.6.1. No person shall discharge, cause, or permit the discharge of septic tank contents or septage into any watercourse, municipal wastewater system, or wastewater treatment facility within the Municipality.
- 6.7. Repairs**
  - 6.7.1. The property owner shall be solely responsible for the maintenance, repair, and replacement of the sewer lateral serving the property, from the building to the point of connection with the municipal sewer main.
  - 6.7.2. Where the Municipality is called to clear or repair a lateral sewer to a property, the property owner may be billed for the cost of the Municipality's equipment and personnel.

- 6.7.3. Where a property owner has contracted with a plumber or contractor to clear or repair a lateral sewer to the property, and it is proven that the blockage or damage was not caused by the property owner and is on municipal property, the Director of Operations may:
- 6.7.3.1. Authorize the reimbursement to the property owner forthwith, all or a portion of the invoiced costs, not to include damages. or
  - 6.7.3.2. Refer the case to the Municipal Council for the determination of whether or not, and to what extent, the property owner shall be reimbursed.
- 6.7.4. Where any repair or maintenance to municipal sewerage works is occasioned by any act or omission of any person, such person shall be liable for the cost of any such repair or maintenance.

## **7. SERVICEABILITY & RIGHT TO REFUSE SERVICE**

- 7.1. The Director of Operations shall determine the serviceability of a property having regard to, but not limited to, grade, depth, frost protection, available system capacity, pressure, flow limitations, gravity flow capability, long-term operability, and the overall impact on the integrity and sustainability of the Water System and Sewer System.
- 7.2. Proximity to existing infrastructure does not define or guarantee serviceability for any property.
- 7.3. The Municipality retains the explicit right to refuse water or sewer service where technical, operational, or regulatory conditions cannot be reasonably met, including but not limited to circumstances involving insufficient service depth, inability to achieve gravity service, unacceptable freezing risk, reliance on pumped systems, or the requirement for non-standard or atypical infrastructure.
- 7.4. Planning or development approvals do not constitute approval for water or sewer service as utility servicing requires a separate determination.
- 7.5. The Municipality shall not be liable for the failure, interruption, or poor performance of water or sewer services resulting from owner-elected non-standard conditions, including but not limited to shallow installations, improper grades, site-specific constraints, or the use of private pumped or lift systems.
- 7.6. The applicant or property owner shall assume full and ongoing responsibility for the operation, maintenance, repair, and replacement of any service connection or appurtenance that deviates from standard municipal depth, grade, design, or construction specifications.

- 7.7. Where a private lift station, grinder pump, or other pumped system is required to service a property, the property owner shall be solely responsible for the design, installation, operation, maintenance, repair, replacement, power supply, and any associated costs, and the Municipality shall have no obligation to assume ownership or responsibility for such systems.
- 7.8. Notwithstanding any other provision of this By-law, the Municipality may grant conditional approval for water or sewer service, subject to such technical, operational, financial, or construction requirements as the Municipality may impose, and compliance with all such conditions shall be mandatory for the continuation of service.
- 7.9. For greater certainty, serviceability under this By-law includes consideration of service depth, grade, frost protection, and the ability to achieve gravity flow, where applicable.

## **8. BACKFLOW PREVENTION AND CROSS-CONNECTION CONTROL**

### **8.1. Private Sewer Laterals**

- 8.1.1. The property owner shall be responsible, including full financial responsibility, for the installation, operation, maintenance, repair, and replacement of the private sewer lateral extending from the building to the point of connection with the municipal sewer main.
- 8.1.2. Responsibility for the lateral remains with the owner regardless of whether the pipe is located on private property, in a right-of-way, or in an easement.
- 8.1.3. Owners of trailer parks, apartment buildings, condominiums, and similar multi-unit developments shall be responsible for ensuring that all internal, shared, and private sewer systems are properly designed, compliant with applicable codes and standards, and maintained in good working order, and shall further ensure that appropriate backflow prevention devices are installed, operated, and maintained, where required, to prevent backflow into individual units or private systems.
- 8.1.4. The Municipality shall not be liable for any damage to private property, plumbing systems, or individual units resulting from backflow where such damage could have been prevented through the installation, operation, or maintenance of appropriate backflow prevention devices, including in circumstances where backflow occurs as a result of municipal maintenance, repair, inspection, or operational activities.

## **8.2. Backup Investigations**

- 8.2.1.** An owner must engage a qualified plumber to confirm that a blockage exists on the private system prior to requesting a municipal investigation of a sewer backup.
- 8.2.2.** The Municipality may recover all investigation costs from the owner if a requested municipal inspection determines that the issue is located within the private system.

## **8.3. General Backflow and Cross-Connection Requirements**

- 8.3.1.** No person shall install plumbing that does not conform to this by-law or create and maintain any cross-connection.
- 8.3.2.** No person shall install bypass piping that reduces the effectiveness of backflow protection.
- 8.3.3.** Property owners must maintain private plumbing systems in good working order and in general accordance with current plumbing codes.
- 8.3.4.** Without limiting the generality of the foregoing, the property owner shall be responsible on an ongoing basis for ensuring that all private plumbing systems remain compliant with this By-law and all applicable plumbing codes and standards, including the proper operation, inspection, testing, maintenance, repair, and replacement of backflow prevention devices and measures necessary to prevent cross-connections and backflow at all times.

## **8.4. Installation and Maintenance of Devices**

- 8.4.1.** Backflow prevention devices shall be installed on all new water services, service connections, system upgrades, and where otherwise required by applicable codes, site conditions, risk classification, or direction of the Director of Operations.
- 8.4.2.** All backflow prevention devices shall be installed by a licensed plumbing contractor and shall comply with the most current edition of CSA B64.10 and any other applicable standards.
- 8.4.3.** Testable backflow prevention devices shall be tested upon installation and annually thereafter by a qualified tester, and written test reports shall be submitted to the Director of Operations within five (5) working days of testing. Failure to submit required test reports within the prescribed timeframe shall constitute a violation of this By-law and may result in enforcement action, including orders to comply, service restrictions, or penalties as provided herein.

- 8.4.4. All costs for the installation, maintenance, and testing of these devices shall be borne by the property owner.
  - 8.4.5. Notwithstanding any other provision of this By-law, the Municipality may impose enhanced or risk-based backflow prevention requirements for commercial, industrial, institutional, or other high-hazard properties, having regard to the degree of risk posed to the municipal water system.
  - 8.4.6. The Municipality may require the retrofit, upgrade, or replacement of backflow prevention devices on existing services where, in the opinion of the Director of Operations, such measures are necessary to protect the municipal water system, address changed site conditions, comply with updated standards, or mitigate identified or potential cross-connection risks.
- 8.5. Non-Compliance and Liability**
- 8.5.1. The Municipality does not accept responsibility for damage caused by sewer surcharging or effluent backflow where damage could have been prevented by appropriate private backflow protection.
  - 8.5.2. The Director of Operations may issue a written notice if a device fails testing or a cross-connection exists.
  - 8.5.3. The Municipality may discontinue water service if corrective action is not taken within the timeframe specified in a written notice.
  - 8.5.4. For greater certainty, the Municipality shall not be liable for any loss, damage, or injury arising from sewer surcharging, effluent backflow, or cross-connection where the property owner has failed to install, operate, maintain, inspect, or test required backflow prevention devices in accordance with this By-law, applicable codes, or the directions of the Director of Operations.

## **9. TECHNICAL STANDARDS**

All work must comply with the latest editions of:

- 9.1. National Plumbing Code.
- 9.2. National Building Code.
- 9.3. Applicable CSA standards.
- 9.4. Municipal specifications and approved design standards.
- 9.5. Service connections shall be installed at a sufficient depth and grade to provide adequate frost protection and reliable long-term operation, including the ability to achieve gravity flow where applicable, and where such depth or grade cannot be

reasonably achieved, the Municipality may refuse service or require alternative servicing solutions acceptable to the Director of Operations.

## **10. APPLICATION FOR SERVICES AND PERMITTING PROCESS**

### **10.1. Permit Requirements**

- 10.1.1. No person shall excavate, construct, extend, or connect to any municipal water or sewer main without first obtaining a signed permit from the Director of Operations.
- 10.1.2. Work authorized by a permit must be performed under the direct supervision of the Director of Operations or a designated municipal representative.
- 10.1.3. No work on a service connection shall commence until the Municipality has officially issued the required permit.
- 10.1.4. The Municipality may require the submission of engineered drawings, plans, or technical documentation prepared and sealed by a qualified professional for complex, non-standard, or high-risk service connections, and all costs associated with the preparation, review, and approval of such drawings shall be borne by the applicant, developer, or property owner.
- 10.1.5. The Municipality may require modifications, revisions, or additional information to any proposed design, drawing, or service connection plan as a condition of permit approval, where deemed necessary to ensure compliance with this By-law, applicable standards, system integrity, or long-term operability.

### **10.2. Application Process and Timelines**

- 10.2.1. An owner must submit an "Application for Services" at least five (5) working days prior to the requested start date of the work.
- 10.2.2. The Director of Operations shall make reasonable efforts to review a complete application and issue the permit within ten (10) working days, provided that all municipal and provincial requirements have been satisfied.
- 10.2.3. All applications must include the owner's signature, the applicable servicing fees, and proof of a valid provincial plumbing permit.
- 10.2.4. Where an application is incomplete, deficient, or missing required information, approvals, documentation, or fees, the review period set out in subsection 10.2.2 shall not commence until the application has been completed to the satisfaction of the Director of Operations, and any resulting delays shall not be the responsibility of the Municipality.

### **10.3. Seasonal Constraints and Service Dates**

- 10.3.1. The Municipality will only provide or authorize service connections between May 1st and October 31st of each calendar year.
- 10.3.2. The Director of Operations may refuse to allow service installations at any time of year if weather or ground conditions are deemed unsuitable for the work.
- 10.3.3. The issuance of a permit or authorization under this By-law shall not constitute a guarantee by the Municipality of scheduling, commencement, or completion timelines for any service connection or related work.
- 10.3.4. Subject to seasonal constraints, weather conditions, system capacity, and operational priorities, the Municipality shall make reasonable efforts to complete authorized service connections within sixty (60) to ninety (90) days of permit issuance; however, failure to meet this timeframe shall not give rise to any liability on the part of the Municipality.
- 10.3.5. Any application or request for service submitted after September 30th of a given calendar year may, at the discretion of the Director of Operations, be deferred until the next construction season.

### **10.4. Site Safety and Excavations**

- 10.4.1. Any person making an excavation in a Municipal street must maintain secure barriers and adequate lighting around the opening at all times.
- 10.4.2. All safety barriers and lighting must be placed and maintained in accordance with the specific directions of the Director of Operations.
- 10.4.3. All water and sewer service connections, appurtenances, and related works shall remain fully exposed and accessible for inspection by the Municipality prior to backfilling, and no backfilling shall take place until the work has been inspected and approved by the Director of Operations (or Designate).
- 10.4.4. Where any service connection or related work has been covered, concealed, or backfilled without the required municipal inspection and approval, the Municipality may require the owner or permit holder to uncover the work for inspection, and all costs associated with uncovering, inspection, corrective work, and reinstatement shall be borne by the owner or permit holder.

### **10.5. Developer Systems and Public Acceptance**

- 10.5.1. A water or sewer system proposed by a developer shall not be accepted for public use until the Director of Operations issues formal approval.

- 10.5.2. Infrastructure within a public right-of-way or easement becomes the property of the Municipality only upon the issuance of a Certificate of Final Acceptance.
- 10.5.3. As a condition of public acceptance, the developer shall submit complete and accurate as-built drawings, record documentation, certifications, test results, and any other information required by the Municipality to confirm that the water or sewer system has been constructed in accordance with approved plans, municipal specifications, and applicable standards, and no system shall be accepted for public use until such documentation has been received and approved by the Director of Operations (or Designate).
- 10.6. Enforcement and Cancellation**
- 10.6.1. The Director of Operations may suspend or cancel a permit via written notice if any provision of this by-law is contravened during the work.
- 10.6.2. A suspended permit may only be reinstated by the Director of Operations once the violation leading to the suspension has been fully remedied.
- 10.6.3. Without limiting the generality of the foregoing, the Director of Operations may suspend or cancel a permit where work is carried out in a manner that does not comply with approved designs, specifications, inspection requirements, permit conditions, or any technical or operational requirements imposed under this By-law.
- 10.6.4. Notwithstanding any other provision of this By-law, the Municipality may impose additional conditions, safeguards, inspections, or technical requirements on a permit where the proposed work is complex, non-standard, or presents an elevated operational, safety, or system risk, and failure to comply with such requirements shall constitute grounds for enforcement action, including permit suspension or cancellation.

## **11. FEES, RATES & BILLING**

- 11.1. All rates and charges remaining unpaid for thirty (30) days after the due date shall bear interest at a rate of 2% per month.
- 11.2. Water and sewer user charges are payable by all owners of buildings abutting municipal water or sewer services where such services are available for use, regardless of whether the building is physically connected to the system.
- 11.3. Non-metered properties shall be billed in accordance with the rates set out in Schedule B and Schedule C.

- 11.4. Metered properties shall be billed based on consumption in accordance with the rates set out in Schedule D.
- 11.5. **Water and sewer rates are invoiced quarterly as follows:**
  - 11.5.1. March 31st (for charges January 1st to March 31st)
  - 11.5.2. June 30th (for charges April 1st to June 30th)
  - 11.5.3. September 30th (for charges July 1st to September 30th)
  - 11.5.4. December 31st (for charges October 1st to December 31st)
- 11.6. The property owner shall be liable for all water and sewer rates, fees, charges, and associated costs relating to the property, regardless of tenancy, occupancy, or any private arrangement between the owner and a tenant.
- 11.7. In addition to any rates or charges established under this By-law, the Municipality may recover from the property owner all reasonable costs incurred in connection with the administration, inspection, enforcement, investigation, repair, disconnection, reconnection, or remediation of water or sewer services, including labor, equipment, materials, and administrative expenses.
- 11.8. All rates, fees, charges, billing structures, schedules, and interest rates established under this By-law may be amended from time to time by resolution of Municipal Council, without the requirement to amend this By-law.
- 11.9. Where permitted by legislation, any unpaid rates, fees, charges, interest, or costs imposed under this By-law may be added to the property tax account for the property and collected in the same manner as municipal property taxes.
- 11.10. For the purposes of calculating Billing Units, the Owner shall provide complete and accurate information to the Municipality respecting the use and occupancy of the property, including the number of dwelling units, secondary suites, internal suites, accessory dwelling units, guest rooms, and any other use that affects the classification or number of Billing Units under the applicable Schedule.
- 11.11. The Owner shall notify the Municipality in writing within ten (10) working days of any change in use or occupancy that may affect Billing Units, including the creation or conversion of suites or accommodation uses.
- 11.12. The Municipality may require information, declarations, or documentation and may conduct inspections at reasonable times to verify Billing Unit classification.
- 11.13. Where Billing Units do not reflect actual use, the Municipality may adjust the account and issue revised invoices for under-billed amounts.
- 11.14. The Municipality may establish, maintain, and update a register of properties operating as bed and breakfasts, short-term rentals, boarding houses, rooming

facilities, or similar accommodation uses for the purposes of administering and enforcing Billing Unit provisions under this By-law.

## **12. Service Connection**

- 12.1.** The property owner or developer shall be responsible for the full cost of providing a service connection from the nearest appropriate municipal water or sewer main, as determined by the Municipality, to the property line or such other approved connection point as authorized by the Director of Operations.
  - 12.1.1.** The Municipality shall determine the appropriate location, alignment, and point of connection to the municipal water or sewer main, having regard to technical feasibility, system capacity, operational considerations, and long-term system integrity.
  - 12.1.2.** The Municipality may carry out the installation of a service connection using municipal forces or may subcontract all or part of the work to a third-party contractor, and all associated costs shall be borne by the property owner or developer.
  - 12.1.3.** Infrastructure extensions, upgrades, or system reinforcements required to service a development or property shall be completed at the sole cost of the developer or property owner, unless otherwise approved by resolution of Municipal Council.
- 12.2.** Service connections shall be provided on a full cost-recovery basis, including but not limited to engineering, design review, inspection, testing, labour, equipment, materials, excavation, restoration, traffic control, administrative processing, overhead, permit fees, and any third-party or contractor expenses incurred by the Municipality.
- 12.3.** Installations required during periods of frozen ground are subject to a surcharge to cover additional labor and equipment costs.
- 12.4.** An owner must deposit the full estimated installation cost with the Municipal Treasurer before any work on the service connection begins.
  - 12.4.1.** Where actual costs exceed the original estimate, the Municipality may require the owner or developer to provide an additional deposit or make interim payments, and work may be suspended until such additional amounts are paid.

- 12.4.2.** This deposit shall be credited against the final cost, and the owner must pay any remaining balance before activation, while any surplus shall be refunded.
- 12.5.** No service shall be activated until all costs are paid in full, all required inspections have been completed, all as-built drawings and required documentation have been submitted and accepted, all technical and permit conditions have been satisfied, and the Director of Operations has provided formal authorization.
- 12.6.** Developers of subdivisions, multi-unit developments, or high-demand projects may be required to fund and submit a system impact study or similar technical assessment to demonstrate that the municipal water and sewer systems can support the proposed demand.
- 12.7.** Payment of fees, deposits, or costs under this section shall not constitute a guarantee of serviceability, approval, or connection, and all service connections remain subject to final municipal approval in accordance with this By-law.
- 12.8.** The Municipality may require the modification, reinspection, disconnection, abandonment, or removal of any unused, non-compliant, or improperly installed service connection at the owner's expense.
- 12.9.** The owner or developer shall be responsible for the full cost of repairing or replacing any damage to municipal infrastructure, utilities, or property arising from or related to the installation of a service connection.
- 12.10.** Unless otherwise approved in writing by the Director of Operations (or Designate), a separate Service Connection shall be required for each separate building containing a principal dwelling unit, and any proposal to service multiple dwelling units from a single Service Connection shall be subject to approval by the Municipality based on technical feasibility, capacity, and long-term operability.
- 12.11.** Where one (1) Service Connection is proposed to serve two (2) or more dwelling units, or customer uses, the Municipality may impose conditions, including requirements for engineered design, metering configuration, backflow prevention, isolation, monitoring, and any other technical or operational measures deemed necessary to protect system integrity and ensure reliable service.
- 12.12.** For apartment buildings, multi-unit developments, or other high-demand or complex servicing arrangements, the Municipality may require engineered drawings and specifications prepared and sealed by a qualified professional licensed to practice in the Province of New Brunswick and may require separate Service Connections

and or separate metering arrangements, at the sole cost of the Owner or developer.

- 12.13. A garden suite intended for personal use as an accessory to a principal dwelling may, where technically feasible and approved by the Director of Operations (or Designate), be serviced from an existing Service Connection.
- 12.14. A purpose-built rental accommodation established in addition to a main dwelling, including a detached accessory dwelling unit or similar development, shall, unless otherwise approved in writing by the Director of Operations (or Designate), require its own Service Connection and shall be subject to all applicable permitting, inspection, cost recovery, and technical requirements under this By-law.
- 12.15. Internal suites, including in-law suites and rental suites, may be permitted to share an existing Service Connection where approved by the Director of Operations (or Designate); however, shared servicing shall not affect the assignment of Billing Units, which shall be calculated in accordance with the applicable Schedule on a per dwelling unit basis where applicable.

### **13. SYSTEM PROTECTION AND UNAUTHORIZED WORKS**

- 13.1. Unauthorized connections, alterations, or interference with any part of the municipal water or sewer system are strictly prohibited.
- 13.2. The Municipality may suspend or cease service as the primary consequence for any unauthorized connection or interference with the system.
- 13.3. Any person who violates this by-law is guilty of an offense and liable to a fine as established in the municipal fee schedule.
- 13.4. Unauthorized works must be corrected or removed at the owner's expense in the manner and timeframe directed by the Municipality.
- 13.5. The Municipality may take immediate action without prior notice to correct unauthorized works if public health, safety, or system integrity is at risk.
- 13.6. All costs incurred by the Municipality in identifying and correcting unauthorized works are fully recoverable from the property owner.

### **14. DISCONNECTION AND RECONNECTION**

- 14.1. The Director of Operations may discontinue the water supply to any premises for violations of this by-law, non-payment of rates, or where a person authorized by the Director of Operations is refused entry.

- 14.2. Water service may be interrupted at any time, with or without notice, during the construction, inspection, maintenance, repair, renewal, or operation of the municipal water or sewer system, or while a fire is in progress in the Municipality.
- 14.3. The Director of Operations may shut off the water supply where leaks occur on a customer's system and the owner fails to make necessary repairs within the time prescribed by a written notice.
- 14.4. Seasonal activation or deactivation may be requested at the owner's convenience, but does not exempt the property from paying the applicable quarterly rates.
- 14.5. All seasonal or temporary service changes are subject to municipal scheduling and the administrative fees specified in Schedule A.
- 14.6. If service is discontinued for any reason, the owner must rectify the violation to the satisfaction of the Director of Operations and pay all arrears and reconnection fees before service is restored.

## **15. MANDATORY CONNECTIONS AND ENFORCEMENT**

- 15.1. Where a water or sewer system is made available, the owner of any premises abutting a street or public place served by such mains shall install a service connection to the satisfaction of the Director of Operations.
- 15.2. The owner shall ensure that the premises are equipped with all apparatus and appliances required to maintain proper sanitary conditions and system compatibility before connection to the municipal system.
- 15.3. The Municipality shall issue a written order for the installation of a service connection, and the owner shall complete the installation within the timeframe specified in said notice.
- 15.4. Upon completion of the connection, the owner shall cause any septic tank, cesspool, or private sewage disposal system on the property to be satisfactorily abandoned and closed in accordance with provincial regulations.
- 15.5. If an owner fails to remove or close a private system as required, the Director of Operations may cause the work to be done and recover all associated costs from the owner.
- 15.6. The Director of Operations or his designate is authorized to act or issue tickets to enforce any provision of this by-law.
- 15.7. Any person who violates this by-law is liable on conviction to a minimum fine of \$200 and a maximum of \$1,000.

## **16. PROPOSED DEVELOPMENTS**

- 16.1.** Water and sewer systems proposed by a developer shall not be constructed until the design brief, plans, and specifications have been approved by the Director of Operations. All technical documents must be stamped by a professional engineer registered or licensed to practice in the Province of New Brunswick.
- 16.2.** Mains and laterals must be placed at sufficient depth to receive gravity flow and be adequately protected from frost and traffic loads.
- 16.3.** Where the sewer mains of a subdivision discharge into an existing Municipal main, connections shall be made only at points approved in writing by the Director of Operations.
- 16.4.** Infrastructure within a public right-of-way or easement becomes the property of the Municipality only upon the issuance of Final Acceptance.
- 16.5.** Developers must provide as-built records and a maintenance guarantee as per the development agreement before Final Acceptance is granted.

## **17. LIABILITY AND SEVERABILITY**

- 17.1.** The Municipality shall not be liable for any damage caused by the interruption of water supply, pressure variations, or intermittent flow of the sewer system.
- 17.2.** The owner shall be liable for all water wastage resulting from their property connection or internal plumbing leaks.
- 17.3.** If any part of this by-law is held invalid, such part shall be deemed severable and shall not affect the remaining parts of this by-law.

## **18. REPEAL PROVISIONS**

- 18.1.** A by-law entitled "The Village of Alma Water & Sewerage By-law", being By-law No. 88A, ordained and passed on January 17, 2011, and all amendments thereto, is hereby repealed.
- 18.2.** A by-law entitled "A By-Law of the Municipality of the Village of Hillsborough Respecting Water and Sewerage Systems, Water Rates and Charges, Water Meter Charges, and Sewer Rates and Charges", being By-law No. 30, ordained and passed on July 5, 1990, and all amendments thereto, is hereby repealed.
- 18.3.** A by-law entitled "A By-Law of the Municipality of the Village of Riverside-Albert Respecting Water and Sewerage Systems, Water Rates and Charges, Water Meter Charges, and Sewer Rates and Charges", being By-law No. 7A, ordained and passed on July 20, 1998, and all amendments thereto, is hereby repealed.

- 18.4. The repeal of By-law No. 88A, "The Village of Alma Water & Sewerage By-law", shall not affect any penalty, forfeiture or liability incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal. nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing or pending at the time of repeal.
- 18.5. The repeal of By-law No. 30, "A By-Law of the Municipality of the Village of Hillsborough Respecting Water and Sewerage Systems, Water Rates and Charges, Water Meter Charges, and Sewer Rates and Charges", shall not affect any penalty, forfeiture or liability incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal. nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing or pending at the time of repeal.
- 18.6. The repeal of By-law No. 7A, "A By-Law of the Municipality of the Village of Riverside-Albert Respecting Water and Sewerage Systems, Water Rates and Charges, Water Meter Charges, and Sewer Rates and Charges", shall not affect any penalty, forfeiture or liability incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal. nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing or pending at the time of repeal.

**19. ORDAINED AND PASSED**

- 19.1. This By-law comes into effect on the date of final passing by the Village Council of Fundy Albert.

Read a First time this \_\_\_\_ day of \_\_\_\_\_, 2026

Read a Second time this \_\_\_\_ day of \_\_\_\_\_, 2026

Read a Third time and done and passed by Council this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
**Jim Campbell**

Mayor

\_\_\_\_\_  
**Kim Beers**

Clerk

## Schedule A - ADMINISTRATIVE & SERVICE FEES

Description	Cost (\$)
Application for Services Fee	
Seasonal Deactivation Fee	
Seasonal Activation Fee	
Non-Payment Reconnection Fee	
Unauthorized Work Penalty	
Service Disconnection Fee	
Penalty for By-law Violation	

## Schedule B - Water and Wastewater Unit Table

Category	Description	Units	Remarks
<b>RESIDENTIAL</b>	Apartment / Secondary Suite / Granny Flat	1.0	Per dwelling unit
	Bed & Breakfast (Residential)	1.0	Plus 1.0 per 4 guest rooms
	Boarding House / Rooming Facility	0.5	Per room (Shared bathrooms)
	Duplex	2.0	Per building
	Mobile / Mini Home	1.0	Per unit
	Single Detached Dwelling / Cottage / Cabin	1.0	Per dwelling unit
	Travel Trailer (on private lots)	1.0	Per trailer
<b>INSTITUTIONAL</b>	Assisted Living / Nursing Home	1.0	Per 3 beds (fraction thereof applies)
	Church / Religious Facility	1.0	Plus 1.0 if an auxiliary hall with a kitchen exists
	Community Center / Hall	1.0	Plus 1.0 if a commercial kitchen exists
	Museum	1.0	-
	Library	1.0	-
	Daycare / School (Primary & Secondary)	1.0	Per 15 occupants (staff + pupils)
<b>COMMERCIAL (OFFICE &amp; RETAIL)</b>	Auto Dealership	1.0	Plus 1.0 per service bay
	Bank / Professional Office / Post Office	1.0	-
	Barbers / Hair Salon	1.0	-
	Car Wash	3.0	0 if using own water supply
	Convenience / Retail Store	1.0	Plus 0.5 if take-out food service exists
	Fitness Centre / Gym	2.0	-
	Laundromat	1.0	Up to 3 washers
	Medical / Dental / Veterinary Clinic	1.0	-
<b>COMMERCIAL (FOOD &amp; HOSPITALITY)</b>	Service Garage / Machine Shop	1.0	-
	Bakery / Coffee Shop / Caterer	1.5-2.0	Up to 50 seats + 1.0 per 50 additional seats and production scale (assessment required)
	Food Truck / Canteen (no seating)	1.0	-
	Restaurant / Café (Licensed or Not)	1.5	Up to 50 seats + 1.0 per 50 additional seats
<b>TOURISM &amp; ACCOMMODATION</b>	Tavern / Lounge / Club	2.0	Up to 100 seats + 1.0 per 50 additional
	Bed & Breakfast (Commercial) / Airbnb / VRBO	1.0	Per 3 guest rooms
	Campground – Tent Sites	0.25	Per site
Campground – Trailer Park (Full Hookups)	1.0	Per 3 sites (fraction thereof applies)	

Category	Description	Units	Remarks
	Campground – Trailer Park (No Sewer)	1.0	Per 8 sites (fraction thereof applies)
	Hotel / Motel / Resort / Inn	1.0	Per 3 rooms + 1.0 per on-site restaurant
<b>INDUSTRIAL &amp; WAREHOUSING</b>	Bulk Storage / Storage Yard	0.5	Based on minimal staff facilities
	Food / Fish Processing Plant	2	Minimum of 2.0. Scale dependent (assessment required)
	Light Industrial / Manufacturing	1.0	Plus 1.0 per 10 additional staff
	Self-Storage Mini-Warehouse	0.25	-
	Warehouse	0.5	Per 5,000 sq. ft or per 5 staff
<b>MUNICIPAL &amp; UTILITY</b>	Fire Department / Government Garage	1	Up to 3 bays. Scale dependent (assessment required)
	Municipal Office / Tourist Info Center	1.0	-

## Schedule C - Water and Wastewater Unit Rates

	Alma	Hillsborough	Riverside-Albert
Water			
Sewer			

Note: Water and wastewater unit rates are subject to annual assessment by the Municipal Council.

## Schedule D - Metered Rates

	Alma	Hillsborough	Riverside-Albert
Water			
Sewer			

**BUILDING PERMITS**

**April 2026**

WARD	Number of Permits	Value
1	0	\$0
2	1	\$1
3	1	\$7,200
4	0	\$0
5	0	\$0
6	4	\$ 1,386,570
<b>TOTAL</b>	<b>6</b>	<b>\$1,393,771</b>

**May 2026**

WARD	Number of Permits	Value
1	2	\$49,536
2	1	\$26,230
3	1	\$9,000
4	1	\$16,512
5	1	\$24,768
6	3	\$617,521
<b>TOTAL</b>	<b>9</b>	<b>\$743,927</b>

**FUNDING**

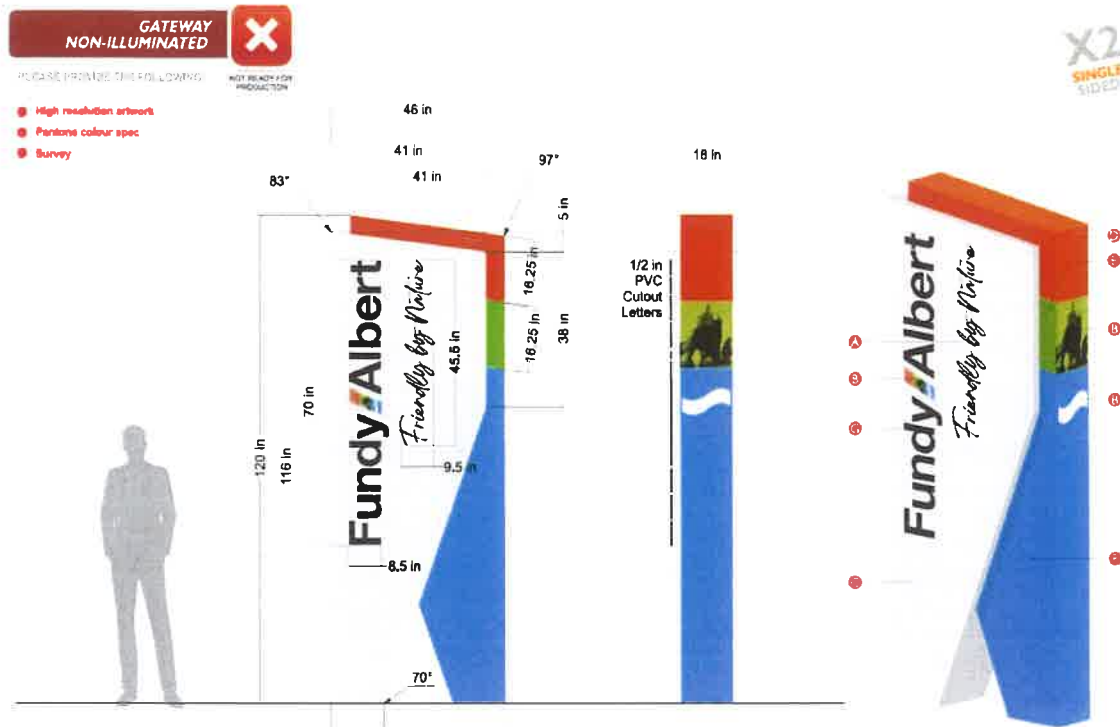
- Shoreline Trail - Project Completion Date deadline has been extended – October 29<sup>th</sup>, 2026.
- Students: SEED – Approved 1 Lifeguard position; and 1 Admin Support
- Students: Canada Summer Jobs – Approved 3 Lifeguards; 2 Public Works Labourer; and 1 Visitor Information Counsellor. Fundy Tourism is assisting this year with providing 1 student to assist at the Hillsborough VIC.
- Canadian Heritage – Canada Day – Approved - \$8,000
- FireSmart Program – Fuel Management Prescription Development – Applied for Phase 2 - \$165,456.00

- AED – Canadian Red Cross – Alma Activity Centre
- Regional Service Commission – Received a “Play Box”. This will be in place at the Playground on Steeves Street soon.
- The Village will be receiving a picnic table from an anonymous donor for placement at the new gazebo in Alma.

### **FUNDY ALBERT SIGNAGE**

The initial location that had been identified and approved by the Department of Transportation and Infrastructure (DTI) was later withdrawn following a concern raised by a neighboring property owner, after the foundation had already been installed. Since that time was working with a separate property owner near the Lower Coverdale signage location to secure an easement for placement. After several months of discussion, I was advised they are no longer willing to proceed with the sign on that site. As a result, we are now required to identify an alternative location. One potential option under consideration is a site near the Town of Riverview entrance signage. I have begun preliminary discussions to determine if this location may be feasible, including any permissions that may be required.

If the Trans Aqua land (where the Riverview sign is located) is not a viable option, this matter may need to return to Council for further direction, including consideration of installing the sign within the Village limits or at the opposite end near Fundy National Park.



**BY-LAWS AND POLICIES**

- Review of By-Laws – As part of our ongoing efforts to ensure our municipal by-laws remain current and enforceable
- Human Resources Manual/Policy was completed by McAdvisory Group. I hope to present to Council in July.

**OTHER**

- Successfully coordinated and delivered a series of Council orientation sessions to support the onboarding and training of newly elected Council members.
- Canada Day Celebrations working with the Alma Recreation Group and the Hillsborough Legion and Kiwanis for Canada Day celebrations.
- Purchase of Arena Land – Paperwork is currently with legal; survey has been completed; just waiting for stamped plan.

# Committee of the Whole – Operations Report

**Director of Operations**

**Reporting Period:** May-June 2026

**Meeting Date:** 16 June 2026

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## 1. Director's Operational Snapshot

### 1.1 Key Highlights

- The Alma Water Project has progressed to commissioning and has now been online since June 1, representing a significant milestone in improving water security and system resilience for Alma.
- A successful Trail Care Day was delivered in Hillsborough on May 9, supported by community volunteers and partners.
- A further trail care event was delivered by CCRC / Friends of Fundy on June 6, continuing positive collaboration on regional trail maintenance and improvement.
- Work has commenced on clearing the new well drilling site for the Hillsborough Water Exploration project.
- The Village supported Day of Caring activities on Friday, June 12, assisting with community-based projects across the municipality.
- Pool repairs are progressing as planned, supporting the intended opening date of July 1, subject to completion of remaining works.
- Brown Paving has completed pothole repairs in Riverside-Albert and Alma, supporting improvements to road conditions following the winter/spring period.

### 1.2 Key Pressures & Risks

- Operations is currently down one full-time staff member. Recruitment advertisements have been issued for a replacement; however, the vacancy is impacting available workforce capacity during a high-demand seasonal period.
- The Alma lagoon actuator failure remains a key operational pressure. Manual operation is creating additional workload and requires ongoing management until a repair or replacement solution is confirmed.
- Fleet availability continues to be a risk to service delivery. When vehicles are off the road, the reduced availability of operational vehicles directly impacts output and scheduling flexibility.



- As the municipality moves into the summer period, water conservation remains a consideration. Conservation messaging is being prepared and will be included with July water bills.

### 1.3 Looking Ahead – Next 30-60 Days

- Receive and review quotes for the Hillsborough Lagoon outfall repair.
- Continue to manage the Alma lagoon actuator issue and progress a sustainable repair or replacement solution.
- Prepare for the community pool opening on July 1, subject to completion of repairs and operational readiness.
- Continue summer operations, including mowing, road maintenance, water and wastewater operations, and support to community facilities.
- Two Public Works students are scheduled to start on June 22.

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## 2. Communications & Customer Requests

### 2.1 Voyent ALERT! System

Metric	Value
Total Subscribers	978
Alerts Activated – Year to Date	22
Alerts Activated – Since Aug 2024	116

*Note: Updated Voyent ALERT statistics were not available at the time of preparing this report. The figures above reflect the most recent numbers reported in the previous Operations Report.*

Voyent ALERT! continues to support timely communication of routine notices, boil water advisories, service interruptions, and critical events. The system remains the primary tool for issuing direct public notifications where time-sensitive communication is required.

### 2.2 Service Requests / CityReporter

The CityReporter system remains fully operational and continues to be used by staff for time tracking, task management, service request tracking, and operational reporting.

CityReporter has recently been taken over by Cloudpermit, who are working closely with the Village to identify and implement improvements to the system. These improvements are expected to better support the Village’s management of assets through enhanced



mobile app functionality, improved field access, and more effective tracking of operational work.

The public reporting portal remains active and is configured to provide automated email updates to residents who submit requests with contact information. This continues to support improved transparency and communication with residents while allowing staff to better track, prioritize, and close out requests.

CityReporter also continues to support internal asset management and operational oversight by improving visibility of:

- Staff time recorded against specific budget categories.
- Equipment checks and inspection records.
- Service request trends and recurring operational issues.
- Workload allocation across service areas.

**CityReporter Dashboard: Appendix A**

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## **3. Facilities, Rentals & Community Use**

### **3.1 Facility Usage & Revenue**

Updated facility rental statistics were not available at the time of preparing this report. The most recent available facility usage and revenue data remains as previously reported.

Facility use continues to include a combination of paid rentals, community programming, and regular user groups. Administration continues to monitor usage to support improved scheduling, agreement management, and consistency across Village-owned facilities.

### **3.2 Facility Updates**

#### **Arena**

The arena has confirmed interest from Ignite Fire Academy for use of the facility in August. Staff are working closely with Ignite Fire Academy to finalize the required agreement and ensure that appropriate insurance, liability, and facility use requirements are in place prior to proceeding.



This continues to demonstrate the potential for appropriate off-season use of the arena facility, subject to suitable agreements, operational controls, and risk management.

### **Community Pool**

Swimming lessons have been advertised. Once confirmation is received that pool repairs will be completed in time, the summer schedule will be finalized and released.

The intended opening date remains July 1, subject to completion of repairs, staffing readiness, water quality requirements, and final operational checks.

### **Facility Rentals / Community Use**

The Shepody Food Bank has requested to continue its current facility use arrangement on a month-to-month basis. This extension is required while work at their previous location remains ongoing. It is hoped that the work will be completed soon, allowing the Food Bank to transition back to its regular location.

Staff will continue to support the arrangement while ensuring the facility remains available and suitable for other community uses where possible.

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## **4. Water & Wastewater Operations**

### **4.1 Alma Water System**

The Alma Water Project has now been online since June 1. To date, there have been no significant operational issues, and the system has remained stable through the initial commissioning period.

Work has begun on upgrades to the existing well building, and system flushing is scheduled for next week. This will support the continued transition to the new water supply arrangement and help address any residual impacts from commissioning and system changes.

### **4.2 Alma Wastewater Lagoon – Actuator Valve Failure**

The actuator valve at the Alma wastewater lagoon remains a significant operational issue. The failure has required staff to manually operate the valve in line with tidal discharge requirements, creating an ongoing workload pressure and requiring careful coordination to maintain compliance.

Quotes received to date indicate an estimated cost of approximately \$28,000, with a lead time of approximately 20 weeks for replacement. This cost would use most of the 2026 Alma wastewater maintenance budget. Staff are currently reviewing budget options, including whether CCBF funding could be used; however, this would reduce funding available for other planned projects.

The Village is working with Englobe to identify whether any interim repairs or alternative fixes can be put in place sooner. Englobe is also supporting the development of a sustainable manual operating plan for the valve while a longer-term repair or replacement solution is progressed.

### **4.3 Riverside-Albert Water System**

Cleaning of the Riverside-Albert standpipe reservoir is planned for the week beginning June 22. Notices will be distributed once timing and operational details are confirmed.

A proposed plan for cleaning the main raw water reservoir has been submitted to the Department of Health. The current operational approach is to complete planning this year and undertake the main cleaning work next year. A preliminary ballpark cost estimate of approximately \$50,000 has been received for this work.

As this is currently considered maintenance work, it would need to be funded from the operating budget. Staff are also investigating whether broader reservoir upgrades could be developed around this work, which may improve grant eligibility while addressing the underlying maintenance requirement.

For the raw water reservoirs, two of the three required easements / rights-of-way are nearing completion to establish a permanent access route. Once the third is in hand, staff can begin reviewing options to improve the access route to the reservoirs.

### **4.4 Hillsborough Water and Wastewater Systems**

The Hillsborough water system continues to operate as normal.

Staff are awaiting quotes for the Hillsborough lagoon outfall repair. Until the cost of this repair is known, other lagoon maintenance work is currently on hold to ensure available funding is prioritized appropriately.

Once a cost is confirmed, staff will begin work to secure the required funding. Potential options include the utility capital reserve and CCBF funding. Conversations are also continuing with RDC to identify whether other funding options may be available.

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## **5. Public Works & Service Areas**

### **5.1 Roads and Pothole Repairs**

Brown Paving has completed pothole repairs in Alma and Riverside-Albert.

Staff are awaiting confirmation from DTI on when pothole repairs in Hillsborough will be addressed. A meeting is also planned with Brown Paving to discuss further padding and patching work across the Village, with the intent that this work would be delivered in August.

### **5.2 Culverts, Drainage and Stormwater Issues**

Over the spring period, a number of complaints were received regarding culverts and drainage. Notable areas include Golf Club Road in Hillsborough and Hilltop Lane toward the fire hall in Alma.

Both locations are known issues and have previously been identified through stormwater studies. Previous cost estimates were approximately \$210,000 for Golf Club Road and approximately \$75,000 for Hilltop Lane.

Administration is engaging with FCM and the AIM Network to identify potential funding options for stormwater and drainage improvements. At this stage, it appears that up to \$800,000 in grant funding may be available, subject to the Village contributing approximately 20%. This could create a potential project value of up to \$1 million, based on an \$800,000 grant contribution and \$200,000 Village contribution.

### **5.3 Parks, Mowing, Seasonal Maintenance and Beautification**

Hanging baskets are scheduled to be delivered and installed this week.

Mowing operations are ongoing across the Village. With two Public Works students scheduled to start on June 22, additional seasonal capacity should help ease pressure on the Public Works team and allow staff to address other maintenance issues across the Village.

Administration has been investigating options for Christmas lights on utility poles in Riverside-Albert. The estimated cost to install the required electrical sockets is approximately \$1,200 per pole. Due to the cost, this will be put forward for consideration as part of the 2027 budget process.

In the interim, staff are investigating the option of installing power at the future lighthouse location to enable a Christmas tree or seasonal display to be placed there. The

estimated cost to install power to the lot is approximately \$1,500. Initial conversations are being started with CCRC to explore potential collaboration on this project.

## **5.4 Trails**

The Grey Brook Trail footbridge project continues to progress. Initial engineering work was delayed due to raised water levels; however, this work is now almost complete.

Once the initial engineering drawings have been received, the project will move into the design stage for the bridge itself. This will allow the Village to further develop the scope, confirm design requirements, and continue planning for delivery of the project in coordination with partners and available funding.

## **Crooked Creek Lookout Outhouses**

In 2025, \$1,500 was budgeted to make improvements to the outhouses at the Crooked Creek Lookout. This work included steel roofs, replacement door hardware, new dispensers, and painting.

Over the winter and spring of 2026, the outhouses have been vandalized. Damage includes doors being kicked in, toilet seats being broken, dispensers being ripped from walls, and toilets requiring repair or replacement.

Staff are currently obtaining prices to replace the doors, install new dispensers, and repair or replace the toilets. As this is an unexpected and unbudgeted expense, funding options will need to be reviewed. This may require consideration of trail budget already allocated to other projects or potential use of capital reserve funding. Further detail will be provided once the full cost of repairs is known.

## **5.5 Operational Capacity**

Public Works continues to manage a high seasonal workload, including mowing, pothole response, drainage complaints, facility support, and general maintenance. The addition of student support will assist with routine tasks; however, staff capacity remains a consideration while recruitment for the vacant full-time position continues.

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## **6. Fleet & Equipment Status**

All vehicles are currently operational. However, the recent downtime of the 2012 F-350 highlighted the ongoing operational risk associated with the Village's limited and older fleet.

The 2012 F-350 was off the road for approximately two weeks while awaiting parts. During this period, vehicle availability reduced Public Works output and limited scheduling flexibility. Staff trialled being dropped off at job locations to maintain progress; however, this resulted in downtime when staff were waiting to be moved to the next task.

The remaining older vehicles continue to present both an operational and budgetary risk to Public Works. The 2012 F-350 required an additional repair of approximately \$1,500, bringing the total cost to keep this vehicle on the road in 2026 to approximately \$5,000.

The flail mower for the John Deere is currently awaiting parts before it can be returned to service for ditch mowing. The lead time for parts is currently unknown. Until this equipment is operational, ditch mowing capacity will remain limited.

### **6.1 Surplus Equipment Disposal**

The 2012 F550 and plow was advertised and suitable bids received, however the vehicle would not start on collection, and repair costs were considered not economically viable to complete that sale. The vehicle will be readvertised as a non-running vehicle.

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## **7. Internal Capital / Administration-Led Projects**

### **7.1 Community Pool Repairs**

Community pool repairs are continuing and are currently expected to be completed in time to support the planned opening schedule. The current timeline is for the pool to be filled on June 22, with the pool ready for a July 1 opening, subject to completion of repairs, water quality requirements, staffing, and final operational checks.

The pool schedule will be released once repairs are confirmed complete and the opening date can be finalized.

### **7.2 Arena Ventilation and Building Works**

The arena ventilation project is almost complete, with final checks, adjustments, and commissioning still to be completed.

Pressure relief valve work has also started.

Once capacity allows, staff will begin advertising opportunities for arena board advertising, with the intent of increasing arena revenue and making better use of the facility's advertising potential.

---

## **8. Major Capital Projects by Ward**

### **Ward 1 – Alma**

#### **Alma Water Project**

The Alma Water Project has now been online since June 1. To date, there have been no significant operational issues, and the system has remained stable through the initial commissioning period.

Work has begun on upgrades to the existing well building, and system flushing is scheduled for next week. This will support the continued transition to the new water supply arrangement and help address any residual impacts from commissioning and system changes.

#### **PMHP – Scenic Drive**

Final tender documents for the Scenic Drive PMHP project have been received and are under review before being released to tender.

### **Ward 2**

Nil.

### **Ward 3/4 – Hillsborough**

#### **Hillsborough Water Exploration**

Clearing has started for the Hillsborough Water Exploration project. An RFQ is expected to be issued this week for the supply and installation of rock for the well pads and access road.

#### **DTI Route 114 / Grey Brook Road Raising**

The Route 114 / Grey Brook Road raising project has been discussed with DTI engineers. Planning remains ongoing to identify a solution that minimizes disruption to water users when the water line is moved. No delivery dates are currently known.

**Ward 4**

Nil.

**Ward 5**

Nil.

**Ward 6**

**Greensboro Lagoon**

A public meeting for the Greensboro Lagoon project is planned for June 22 at 6:00 p.m. at Lower Coverdale Baptist Church.

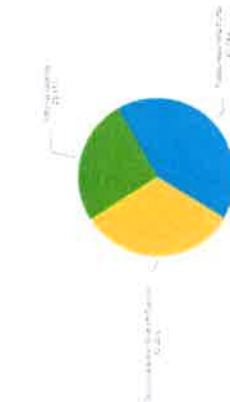
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Appendix A- City Reporter Work Order Dashboard

**Work Order Throughput**

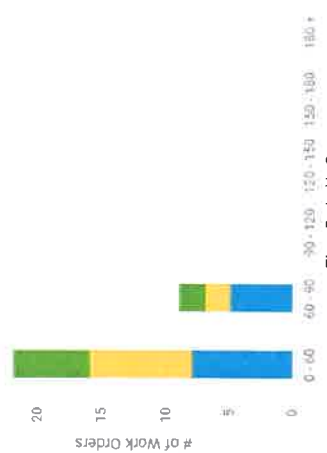
Group when below: 1.00 %

Closed Work Orders



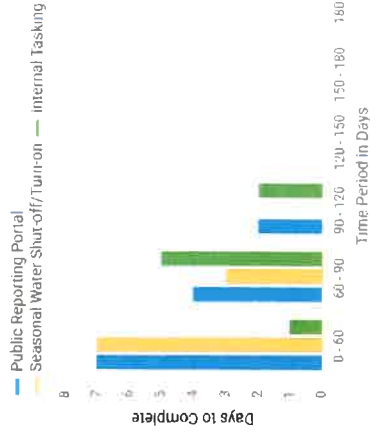
All WO Groups

Closed Work Orders



Print Dashboard | Refresh

Time to Complete Work Orders

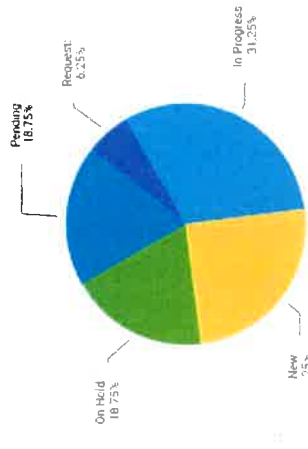


**Open Work Orders and Aging**

Date: Statuses for Open Work Orders

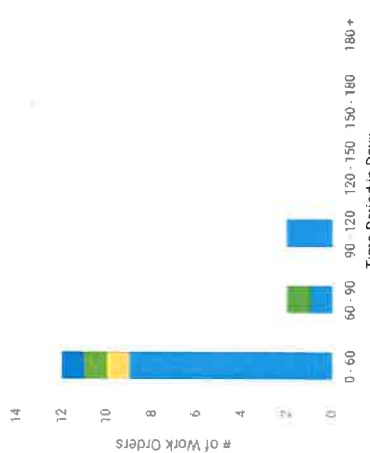
Group when below: 1.00 %

Open Work Orders - Status

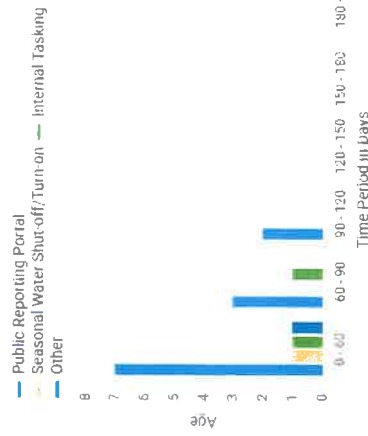


All WO Groups

Open Work Orders



Work Order Aging



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**Date:** June 10th, 2026

**Department:** Finance

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**Brief**

The Finance Department is submitting the 2024 audit documentation, preparing required backup files, and continuing work on the 2025 audit file.

**Income Statements/Bank Balance**

Please see below for balances as of May 31<sup>st</sup>, 2026:

*General (Appendix I – General Monthly Budget Report – May 2026)*

- Available Bank Balance: \$541,798
- Net Income/Loss: \$441,262

*Alma Utility (Appendix II – Alma Utility Monthly Budget Report – May 2026)*

- Available Bank Balance: \$47,981 - plus \$50,000 overdraft
- Net Income/Loss: \$120,249

*Hillsborough Utility (Appendix III – Hillsborough Utility Monthly Budget Report – May 2026)*

- Available Bank Balance: \$143,717
- Net Income/Loss: (\$26,174)

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

- Available Bank Balance: \$158,531 plus \$100,000 overdraft (Submitted Cancellation request to Bank for Overdraft in March 2026)
- Net Income/Loss: \$105,328

**Please note: Net Income/Losses are subject to change due to Outstanding Expenses**

**Receivables**

Finance has currently completed billing for Hillsborough Utility 1<sup>st</sup> Quarter and, Alma and Riverside-Albert Utility 2<sup>nd</sup> Quarter Billing.

In collections efforts, letters of Disconnection Warning and Disconnection Notices were sent out late May to Overdue Accounts over two (2) quarters. At the end of June, those who have not set up a payment arrangement or payment in full, will be followed up with a Disconnection Notice or Door Notice.

See chart below for update collection efforts:

Department	61-90 (04/26)	61-90 (05/26)	91+ (04/26)	91+ (05/26)	Arrears*
Alma Utility	-	-	67,218	27,622	13,798
Riverside-Albert Utility	-	-	19,283	18,067	39,969
Hillsborough Utility	-	88,948	62,085	47,458	14,411
General	180	-	36,579	36,161	5,687

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

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

### Fundy Albert – May 2026 Executive Summary

Year-to-date snapshot across all four funds (5 of 12 months = 42% pace target)

Fund	Yearly Budget	YTD Revenue	YTD Expenses	Surplus / (Deficit)	Rev % Utilized	Exp % Utilized
GO - General Operating	\$7,203,312	\$2,921,329	\$2,480,067	\$441,262	41%	34%
AU - Alma Utility	\$436,149	\$199,515	\$79,266	\$120,249	46%	18%
HU - Hillsborough Utility	\$797,102	\$155,834	\$182,008	-\$26,174	20%	23%
RAU - Riverside-Albert Utility	\$462,138	\$170,740	\$65,413	\$105,328	37%	14%
<b>TOTAL (All Funds)</b>	<b>\$8,898,701</b>	<b>\$3,447,418</b>	<b>\$2,806,753</b>	<b>\$640,665</b>	<b>39%</b>	<b>32%</b>

#### GO - General Operating

- Revenue tracking: On pace at 41% (\$2.93M of \$7.20M). Warrant and Fiscal Capacity Funding both at exactly 42% of budget. Recycling revenue slightly behind due to delay in May amount; seasonal/quarterly revenue lines (Construction, Skating Rink) tracking as expected.
- Expense tracking: Behind pace at 34% (\$2.48M of \$7.20M). General Government (44%) slightly above target; Protective Services (29%), Transportation Services (33%), and Environmental Development (41%) within range; Fiscal Services (14%) materially below pending mid-year debenture payments.
- Key items: \$446K YTD surplus. Snow & Ice Removal (71% used — extended winter and additional sand required), HR Other (87% used - PW Tracking Program Per Budget), and Other Admin Services (80% used - Worksafe NB Annual Fees & Voyent Alert). Vacant Councillor seat reducing personnel spend. Multiple grant-funded one-offs offset by matching revenue.

#### AU - Alma Utility

- Revenue tracking: Ahead of pace at 46% (\$200K of \$436K). Q2 water and wastewater billing already sent; Unconditional Transfer received in full (\$30K, 100%).
- Expense tracking: Behind pace at 18% (\$79K of \$436K). Underspend reflects quarterly admin billing cadence plus multiple unused contingency lines (purification treatment, wastewater collection/treatment, source of supply), and pending mid-year debenture payments.
- Key items: \$120K YTD surplus — largely timing, not structural savings.

#### HU - Hillsborough Utility

- Revenue tracking: Behind pace at 20% (\$156K of \$797K) because Q1 billing only landed at March 31 and Q2 billing not yet recorded; Q2 invoicing will bring this closer to pace. Interest revenue already at 142% of budget — favourable variance.
- Expense tracking: Behind pace at 23% (\$182K of \$797K). May debenture payments now recorded (Interest 51%, Principal 58%). Water supply underspent (15%) with exploration project in planning phase. Power & Pumping (60%) reflects annual generator maintenance.
- Key items: (\$26K) YTD deficit — driven by timing of debenture payments ahead of Q2 revenue collection. Expected to reverse when Q2 billing lands.

#### RAU - Riverside-Albert Utility

- Revenue tracking: Slightly behind pace at 37% (\$171K of \$462K). Q2 water and wastewater billing recorded, plus several annual-billed customer categories (Industrial, Own Government, Wastewater Own Govt.) already invoiced in full. Interest revenue strong at 67%.
- Expense tracking: Behind pace at 14% (\$65K of \$462K). Underspend reflects quarterly admin billing cadence plus multiple unused contingency lines. Water tower maintenance and specialized lift station maintenance not yet completed. Debenture payments pending. Vegetation control project not yet commenced.
- Key items: \$105K YTD surplus — largely timing, not structural savings.

# Fundy Albert General

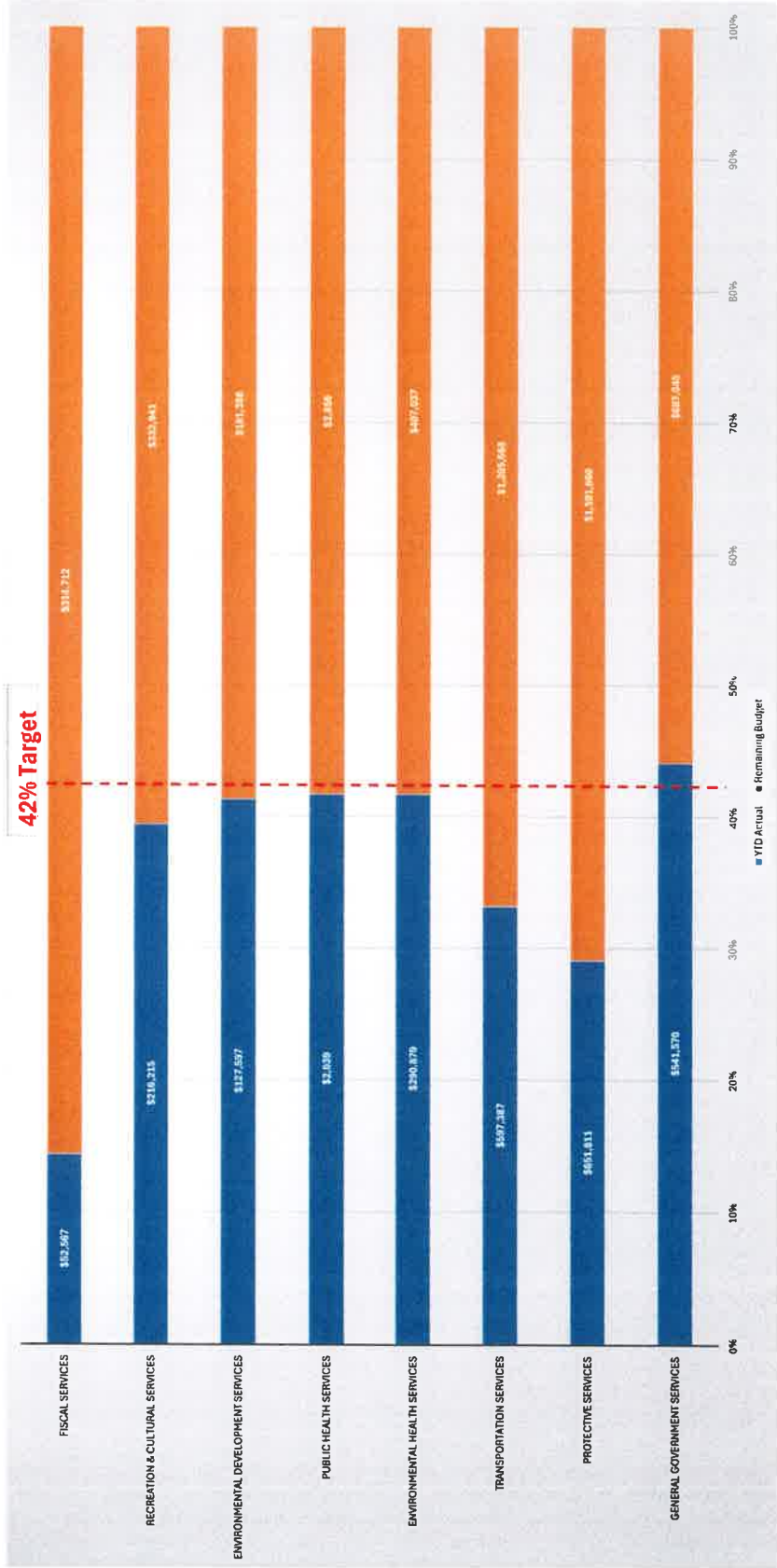
Budget vs. Actual  
May 31, 2026

Target:

42%

## GO - MAY: Expense Subtotals – Budget vs YTD

Category	YTD Actual	Remaining Budget	Yearly Budget	% Used
General Government Services	\$541,570	\$687,045	\$1,228,615	44.1%
Protective Services	\$651,811	\$1,591,600	\$2,243,411	29.1%
Transportation Services	\$597,387	\$1,205,668	\$1,803,055	33.1%
Environmental Health Services	\$290,879	\$407,037	\$697,916	41.7%
Public Health Services	\$2,039	\$2,856	\$4,895	41.7%
Environmental Development Services	\$127,597	\$181,388	\$308,985	41.3%
Recreation & Cultural Services	\$216,215	\$332,941	\$549,156	39.4%
Fiscal Services	\$52,567	\$314,712	\$367,279	14.3%



## Fundy Albert General

Budget vs. Actual

May 31, 2026

Target:

42%

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
<b>REVENUE</b>				<b>Target to be at or above 42%</b>	
Warrant	-	5,809,732	2,420,722	42%	
Fiscal Capacity Funding	-	348,977	145,407	42%	
Fire (to Rural District)	1.3.2.2.4	18,696	9,348	50%	Received First Half of Allocation
Roads & Streets (4.574 Lane Km)	1.3.2.3.3	11,321	-	0%	
Fire Services: Other			3,804		
Recycling Products	1.4.4.3.9	92,636	36,968	40%	Delay in Receiving May Amount
Community Centre (Hall)	1.4.7.1.2	13,000	6,923	53%	
Swimming Pools, Beaches, Marinas	1.4.7.1.3	6,000	-	0%	Not Open Until June/July 2026
Skating Rink & Arena	1.4.7.1.5	135,000	63,447	47%	Arena Open 6 Months Annually
Cultural Buildings & Facilities	1.4.7.2.1	24,120	8,445	35%	
Construction (including RSC)	1.5.1.7.3	45,000	11,341	25%	Receive Revenue Quarterly
Structures, Other	1.5.3.2.8	16,362	6,432	39%	
Interest on Investments	1.5.5.2.1	24,000	8,830	37%	
Miscellaneous, Other			34,471		HFD reimbursement for Rescue truck work \$17,788 - expensed in Fighting Equipment 2.2.4.3.4, Donation \$15,341 for New Table and Benches in Alma Gazebo Celebrate Canada Day
Unconditional Transfers (Federal)			8,000		
Unconditional Transfers (Other)			-		
Conditional Transfers (Federal)	1.7.1.9.8	7,986	8,250	103%	Budgeted Grants - Summer/Trans Canada Trail Care Grant
Conditional Transfers (Other)	1.7.5.2.9	1,917	1,000	52%	

## Fundy Albert General

Target:

42%

Budget vs. Actual

May 31, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Surplus from Previous Year	1.9.1.1.1	184,367	16,375		Grant for Picnic tables, benches, garbage bins Expensed
Operating Reserve	1.9.1.2.1	100,000	40,000	0%	2.6.9.1.2 \$6,008 + 2.7.1.8.9 \$6,008 + 2.7.1.2.9 \$3,374
Utility Fund	1.9.2.1.1	363,511	90,878	25%	Deferred Revenue - LG - Accounting
Adjustment for payment in lieu of taxes (PILT)	1.9.9.1.1	687	687	100%	Annual Revenue
<b>TOTAL REVENUE</b>		<b>7,203,312</b>	<b>2,921,329</b>	<b>41%</b>	Healthy Operating - No Reason to Withdraw Billed Quarterly Annual Revenue
<b>EXPENSES</b>					
<b>GENERAL GOVERNMENT SERVICES</b>					
Mayor: Personnel	2.1.1.1.1	42,172	16,667	40%	
Mayor: Other	2.1.1.1.9	9,500	2,595	27%	
Councillors: Personnel	2.1.1.3.1	130,130	45,069	35%	1 Councillor Seat Vacant
Councillors: Other	2.1.1.3.9	8,000	2,085	26%	Low Expenses Submitted
Development Seminars	2.1.1.4.1	3,500	178	5%	
Other Legislative Costs	2.1.1.9.9	3,500	1,654	47%	
Manager, Administrator: Personnel	2.1.2.1.1	123,549	2,625		Development of Water and Sewer By-Law - Funded
			5,000		Includes Employee Policy Review - Funded through LG
			45,332	37%	

# Fundy Albert General

Target:

42%

Budget vs. Actual

May 31, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Manager, Administrator: Other	2.1.2.1.2	2,500	2,289	92%	Includes Trips to Meet w/ Ministers w/ Mayor
Clerk: Personnel	2.1.2.1.3	141,828	52,196	37%	
Human Resources: Other	2.1.2.1.5	11,692	10,185	87%	PW Tracking Program Per Budget
Office Building	2.1.2.1.7	128,027	41,949	33%	Building Repairs Low/New Sound Sys. Not Installed
Legal Services	2.1.2.1.8	60,000	15,450	26%	Legal Low
Other Administrative Services	2.1.2.1.9	37,920	30,482	80%	Majority of Budget - Worksafe NB Annual Fees & Voyent Alert Subscription
Financial Management, Administration: Personnel	2.1.2.2.1	69,892	26,114	37%	
Accounting: Personnel	2.1.2.2.3	62,306	24,616	40%	
Accounting: Other	2.1.2.2.4	15,000	-	0%	
External Audit: Audit Fees	2.1.2.2.6	25,000	45,000	0%	e6 - Offset by Deferred Revenue
Purchasing: Other	2.1.2.2.8	99,714	-	0%	Annual One-Time Cost
Civic Relations	2.1.2.5.2	5,000	52,290	52%	HST Expense
Training & Development	2.1.2.5.9	17,500	550	11%	
Assessment Service Fee	2.1.2.9.1	133,724	2,429	14%	
Regional & Collaborative Services (RSC)	2.1.2.9.2	7,415	-	0%	Annual One-Time Cost (June)
Other General Administration Services		-	3,090	42%	
			138		
			1,184		Items Funded through Grants
			67,867		Firesmart program Funded through Grants
Conventions & Delegations	2.1.2.9.3	7,500	-	0%	
Liability Insurance	2.1.2.9.4	54,646	21,655	40%	

**Fundy Albert General**

**Target: 42%**

Budget vs. Actual  
May 31, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Municipal Association Membership	2.1.2.9.5	11,600	7,634	66%	UMNB & FCM & MPWWA for 2026
Other, Grants	2.1.9.5.9	17,000	15,250	90%	Community Grants Paid/Sponsorship Left
<b>TOTAL GENERAL GOVERNMENT SERVICES</b>		<b>1,228,615</b>	<b>541,570</b>	<b>44%</b>	
<b>PROTECTIVE SERVICES</b>					
RCMP	2.2.1.9.4	1,119,794	279,949	25%	Billed Quarterly
Firefighting Force: Personnel	2.2.4.2.1	86,258	1,489	2%	
Firefighting Force: Other	2.2.4.2.9	57,085	27,942	49%	Budget Line Consists of One-Off Expenses
Fire Alarm Systems	2.2.4.3.1	58,032	9,220	16%	No Repair Replacements Purchased
Water Cost	2.2.4.3.2	13,280	-	0%	Billed Annually
Station & Building	2.2.4.3.3	88,019	29,563	34%	
Fighting Equipment	2.2.4.3.4	242,449	43,553	18%	No New Equipment Purchased W/Budget
Fire Investigation	2.2.4.4.2	2,000	-	0%	
Fire Prevention	2.2.4.4.3	3,500	853	24%	Annual One-Time Costs
Fire Training & Development	2.2.4.6.9	15,875	5,943	37%	
Fire Contractual Agreement with Other LG	2.2.4.9.1.1	417,702	208,851	50%	Billed Quarterly
Other EMO Services	2.2.5.9.9	13,320	857	6%	Contingency Not Used
By-Law Enforcement: Other	2.2.9.1.9	106,490	33,894	32%	Deposit, 1st & 2nd Quarter Invoice
Animal & Pest Control: Other	2.2.9.4.9	18,336	9,168	50%	First & Second Quarter Invoices
Regional Public Safety Committee (RSC)	2.2.9.7.1	1,271	530	42%	
<b>TOTAL PROTECTIVE SERVICES</b>		<b>2,243,411</b>	<b>651,811</b>	<b>29%</b>	

**Fundy Albert General**

Budget vs. Actual

May 31, 2026

**Target:**

**42%**

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
<b>TRANSPORTATION SERVICES</b>					
Common Services Administration: Personnel	2.3.1.1.1	268,543	103,621	39%	
Common Services Administration: Other	2.3.1.1.9	4,140	1,769	43%	
Workshops, Yards & Other Buildings: Personnel	2.3.1.5.1	423,670	137,752	33%	34% of On-Call Budget Used to Date
General Equipment	2.3.1.5.3	189,894	61,935	33%	
Workshops, Yards & Other Buildings: Other	2.3.1.5.9	55,643	23,613	42%	
Summer Maintenance: Private Contract	2.3.2.3.2.1	279,000	450	0%	
Summer Maintenance: DTI	2.3.2.3.2.2	28,213	-	0%	
Sidewalks	2.3.2.3.3	6,000	984	16%	
Culverts & Drainage Ditches	2.3.2.3.4	95,975	30,950	32%	
Snow & Ice Removal: Private Contract	2.3.2.3.8.1	276,638	197,686	71%	6 Months Expense - Extra Sand Required
Snow & Ice Removal: DTI	2.3.2.3.8.2	63,630	-	0%	
Bridges, Viaduct, Causeway & Grade Separations	2.3.2.4.9	20,000	-	0%	
Street Lights: Power	2.3.2.5.2	82,397	36,007	44%	
Street Signs	2.3.2.6.1	7,500	1,867	25%	
Regional Transport: Contribution to RSC	2.3.3.3.1	1,812	755	42%	
<b>TOTAL TRANSPORTATION SERVICES</b>		<b>1,803,055</b>	<b>597,387</b>	<b>33%</b>	
<b>ENVIRONMENTAL HEALTH SERVICES</b>					
Collection: RSC	2.4.3.2.9	592,260	246,775	42%	
Disposal: Tipping Fees (RSC)	2.4.3.3.2	105,656	44,104	42%	
<b>TOTAL ENVIRONMENTAL HEALTH SERVICES</b>		<b>697,916</b>	<b>290,879</b>	<b>42%</b>	
<b>PUBLIC HEALTH SERVICES</b>					

## Fundy Albert General

Target: 42%

Budget vs. Actual

May 31, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Public Health: Other	2.5.1.9.1	4,895	2,039	42%	
<b>TOTAL PUBLIC HEALTH SERVICES</b>		<b>4,895</b>	<b>2,039</b>	<b>42%</b>	
<b>ENVIRONMENTAL DEVELOPMENT SERVICES</b>					
Local Planning: Contribution to RSC	2.6.1.1.2	219,849	91,604	42%	
Beautification & Rehabilitation of Lands	2.6.2.1.3	14,900	1,563	10%	Budget Line Consists of One-Off Expenses
Tree Removal & Planting	2.6.2.2.1	5,000	-	0%	
Natural Resources Development: Other	2.6.2.2.9	4,750	-	0%	
Tourist Bureau	2.6.9.1.1	30,017	7,456	25%	Summer Staff/VIC Costs Not Occurred
Tourist Camps, Parks, Etc	2.6.9.1.2	8,966	2,432	27%	
			13,911		New Table and benches in Alma Gazebo - Funded through Donations
Promotion of Tourist Attraction	2.6.9.1.3	250	6,008	0%	New Picnic Tables & Garbage Bins - Funded by RDC
Tourism: Contribution to RSC	2.6.9.1.8	1,266	527	42%	
Community Development: Contribution to RSC	2.6.3.1.1	3,987	1,661	42%	
Economic Development Administration: Other	2.6.7.1.2	20,000	2,434	12%	
<b>TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES</b>		<b>308,985</b>	<b>127,597</b>	<b>41%</b>	
<b>RECREATION &amp; CULTURAL SERVICES</b>					
Recreation Administration: Other	2.7.1.1.9	17,000	10,288	61%	Funding of \$8,000 in Unconditional Federal Transfers for Canada Day
Community Centres & Halls: Other	2.7.1.2.9	82,903	37,771	46%	Prop. Tax Paid
Swimming Pools, Beaches, Marinas: Personnel	2.7.1.3.1	27,532	4,857	0%	New Chairs & Tables - Funded by RDC Open in June/July

**Fundy Albert General**

**Target:**

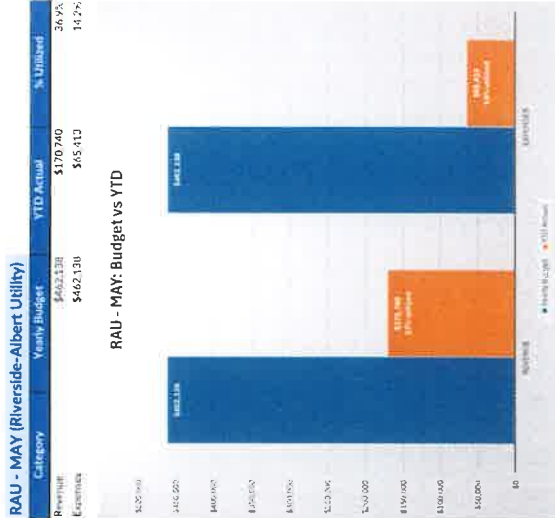
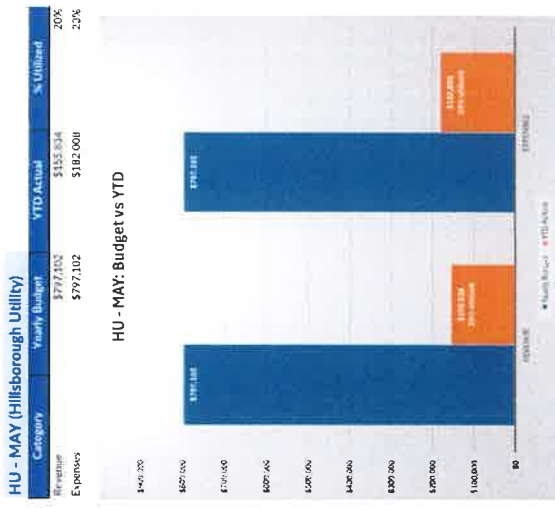
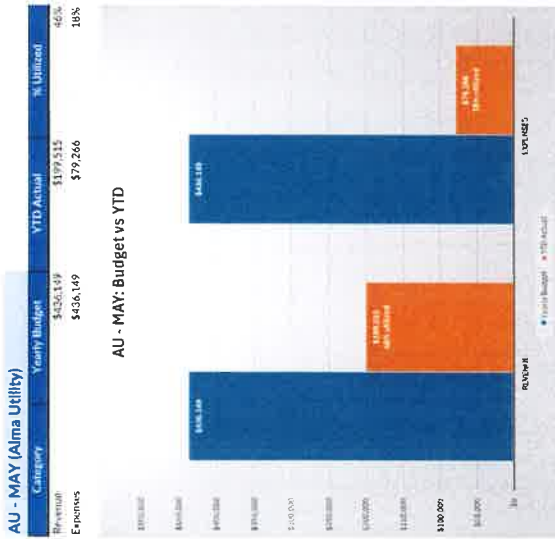
**42%**

Budget vs. Actual

May 31, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Swimming Pools, Beaches, Marinas: Other	2.7.1.3.1	31,856	639	2%	Open in June/July
Skating Rinks & Arenas: Personnel	2.7.1.5.1	114,457	64,181	56%	Open During Winter Months - On Target
Skating Rinks & Arenas: Other	2.7.1.5.9	176,567	57,550	33%	Waiting on Black & Mac Ventilation Invoice
Parks & Playgrounds: Personnel	2.7.1.8.1	21,572	-	0%	
Parks & Playgrounds: Other	2.7.1.8.9	12,371	7,206	58%	
			6,008		New Picnic Tables & Garbage Bins - Funded by RDC
Cultural Buildings & Facilities: Other	2.7.2.2.9	16,478	11,327	69%	Prop. Tax Paid
Museums: Other	2.7.2.4.9	10,120	5,723	57%	Prop. Tax Paid
Libraries: Other	2.7.2.5.9	37,054	10,153	27%	
Other Recreation: Contribution to RSC	2.7.5.1.1	1,246	515	41%	
<b>TOTAL RECREATION &amp; CULTURAL SERVICES</b>		<b>549,156</b>	<b>216,215</b>	<b>39%</b>	
<b>FISCAL SERVICES</b>					
Interest on Long Term Debt	2.8.1.1.1	35,869	3,420	10%	Post dated cheques for these only in months of May, June, November and December
Principal Installments	2.8.1.1.2	91,000	-	0%	
Short Term Interest for Capital Projects	2.8.1.1.6	63,210	46,412	73%	Lease Payments Budgeted Until End of June
Cost of Issing & Selling New Debentures	2.8.1.9.2	12,000	-	0%	
Banking Service Charge	2.8.1.9.3	8,000	2,736	34%	
Transfer to Capital Reserve	2.8.2.1.1	157,200	-	0%	
<b>TOTAL FISCAL SERVICES</b>		<b>367,279</b>	<b>52,567</b>	<b>14%</b>	
<b>TOTAL EXPENSES</b>		<b>7,203,312</b>	<b>2,480,067</b>	<b>34%</b>	
<b>SURPLUS (DEFICIT)</b>		<b>-</b>	<b>441,262</b>		

Utility Funds — MAY: Revenue & Expenses (Budget vs YTD)



**Alma Utility**

**Target: 42%**

**Budget vs. Actual**

**May 31, 2026**

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
<b>REVENUE</b>					
Sale of Water: Residential	1.4.4.1.1	205,766	106,302	52%	Target to be at or above 42% 2nd Quarter Billing
Sale of Water: Commercial	1.4.4.1.2	-	-		
Sale of Water: Own Government	1.4.4.1.5	-	-		
Wastewater Disposal: Residential	1.4.4.2.1	132,183	61,786	47%	2nd Quarter Billing
Wastewater Disposal: Commercial	1.4.4.2.2	-	-		
Wastewater Disposal: Own Govern.	1.4.4.2.5	-	-		
Connection & Service Charge	1.4.4.5.1	-	-		
Interest	1.5.6.2.1	3,600	1,427	40%	2nd Quarter Billing
Water Supply (Fire)	1.5.7.2.0	-	-		
Misc. Other	1.5.9.5.9	100	-	0%	
Unconditional Transfer: Other Government	1.6.3.0.0	30,000	30,000	100%	Billed Annually
Combined Surplus from Second Previous	1.9.1.1.4	64,500	-	0%	
Operating Reserve Fund	1.9.1.2.1	-	-		
<b>TOTAL REVENUE</b>		<b>436,149</b>	<b>199,515</b>	<b>46%</b>	

**Alma Utility**

**Target: 42%**

**Budget vs. Actual**

**May 31, 2026**

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
<b>EXPENSES</b>					
Water Supply - Administration: Other	2.4.1.1.9	92,704	26,917	29%	Utility Billed Quarterly
Purification Treatment: Other	2.4.1.2.9	12,772	2,241	18%	Contingency Not Used
Source of Supply: Other	2.4.1.3.9	1,126	914	81%	Prop. Tax Paid for the Year
Transmission & Distribution: Other	2.4.1.4.9	34,404	7,073	21%	Contingency Not Used
Power & Pumping: Other	2.4.1.5.9	23,841	6,105	26%	New Facilities Just Came Online (Power)
Water Supply - Other	2.4.1.9.9	-	-		
<b>WATER SUPPLY</b>		<b>164,847</b>	<b>43,250</b>	<b>26%</b>	
Wastewater Disposal - Administration: Other	2.4.2.1.9	66,245	20,217	31%	Utility Billed Quarterly
Wastewater Collection: Other	2.4.2.2.9	9,000	-	0%	Contingency Not Used
Wastewater Lift Station: Other	2.4.2.3.9	22,625	7,013	31%	Contingency Not Used
Wastewater Treatment & Disposal: Other	2.4.2.4.9	46,892	7,364	16%	Contingency Not Used
Wastewater Disposal - Other		1,513	588	39%	Bell Alliant
<b>WASTEWATER DISPOSAL</b>		<b>146,275</b>	<b>35,183</b>	<b>24%</b>	
Wastewater Disposal - Interest on Long Term Debt	2.8.5.1.1	10,907	416	4%	Post dated cheques for these only in
Wastewater Disposal - Principal Installments	2.8.5.1.2	29,000	-	0%	months of May, June, November and
Water Supply - Interest on Long Term Debt	2.8.6.1.1	12,407	416	3%	Post dated cheques for these only in

**Alma Utility**

**Target: 42%**

**Budget vs. Actual**

**May 31, 2026**

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Water Supply - Principal Installments	2.86.1.2	32,800	-	0%	months of May, June, November and
Water Supply - Interest on Short Term Borrowing	2.8.6.1.4	30,000	-	0%	
Deficit from 2nd previous year	2.8.7.5.3	-	-		
Capital Water Fund	2.8.7.6.1	-	-		
Operating Water Reserve	2.8.7.6.2	-	-		
Capital Wastewater Fund	2.8.7.6.3	9,913	-	0%	
Operating Wastewater Reserve	2.8.7.6.4	-	-		
<b>FISCAL SERVICES</b>		<b>125,027</b>	<b>833</b>	<b>1%</b>	
<b>TOTAL EXPENSES</b>		<b>436,149</b>	<b>79,266</b>	<b>18%</b>	
<b>SURPLUS (DEFICIT)</b>		<b>\$ -</b>	<b>\$ 120,249</b>		

**Hillsborough Utility**

**Target: 42%**

**Budget vs. Actual**

**May 31, 2026**

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
<b>REVENUE</b>					
Sale of Water: Residential	1.4.4.1.1	297,976	70,954	24%	Target to be at or above 42% 1st Quarter Billing - March 31, 2026
Sale of Water: Commercial	1.4.4.1.2	-	-		
Sale of Water: Own Government	1.4.4.1.5	-	-		
Wastewater Disposal: Residential	1.4.4.2.1	314,924	75,096	24%	1st Quarter Billing - March 31, 2026
Wastewater Disposal: Commercial	1.4.4.2.2	-	-		
Wastewater Disposal: Own Govern.	1.4.4.2.5	-	-		
Connection & Service Charge	1.4.4.5.1	-	500		
Interest	1.5.6.2.1	6,500	9,225	142%	
Water Supply (Fire)	1.5.7.2.0	8,280	-	0%	
Misc. Other	1.5.9.5.9	200	60	30%	
Unconditional Transfer: Other Government	1.6.3.0.0	-	-		
Combined Surplus from Second Previous	1.9.1.1.4	123,222	-	0%	
Operating Reserve Fund	1.9.1.2.1	46,000	-	0%	
<b>TOTAL REVENUE</b>		<b>797,102</b>	<b>155,834</b>	<b>20%</b>	

**Hillsborough Utility**

**Target: 42%**

Budget vs. Actual

May 31, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
<b>EXPENSES</b>					
Water Supply - Administration: Other	2.4.1.1.9	101,891	20,906	21%	Utility Billed Quarterly
Purification Treatment: Other	2.4.1.2.9	28,328	4,927	17%	Contingency Not Used
Source of Supply: Other	2.4.1.3.9	195,631	9,478	5%	Water Exploration Project Planning Phase
Transmission & Distribution: Other	2.4.1.4.9	27,401	9,656	35%	Contingency Not Used
Power & Pumping: Other	2.4.1.5.9	18,217	10,992	60%	Annual Generator Maintenance & Repairs
Water Supply - Other	2.4.1.9.9	-	-	-	-
<b>WATER SUPPLY</b>		<b>371,468</b>	<b>55,958</b>	<b>15%</b>	
<b>WASTEWATER DISPOSAL</b>					
Wastewater Disposal - Administration: Other	2.4.2.1.9	69,759	14,206	20%	Utility Billed Quarterly
Wastewater Collection: Other	2.4.2.2.9	20,000	5,728	29%	Contingency Not Used
Wastewater Lift Station: Other	2.4.2.3.9	47,967	9,748	20%	Annual Maintenance Not Completed
Wastewater Treatment & Disposal	2.4.2.4.9	81,353	19,581	24%	Contingency Not Used
Wastewater Disposal - Other	2.4.2.9.9	-	-	-	-
<b>WASTEWATER DISPOSAL</b>		<b>219,079</b>	<b>49,263</b>	<b>22%</b>	
Wastewater Disposal - Interest on Long Term Debt	2.8.5.1.1	54,753	27,787	51%	Post dated cheques for these only in
Wastewater Disposal - Principal Installments	2.8.5.1.2	84,000	49,000	58%	months of May, June, November and
Water Supply - Interest on Long Term Debt	2.8.6.1.1	-	-	-	-

**Hillsborough Utility**

**Target: 42%**

**Budget vs. Actual**

**May 31, 2026**

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Water Supply - Principal Installments	2.86.1.2	-			
Water Supply - Interest on Short Term Borrowing	2.8.6.1.4	-			
Deficit from 2nd previous year	2.8.7.5.3	-			
Capital Water Fund	2.8.7.6.1	67,802	-	0%	
Operating Water Reserve	2.8.7.6.2	-			
Capital Wastewater Fund	2.8.7.6.3	-			
Operating Wastewater Reserve	2.8.7.6.4	-			
<b>FISCAL SERVICES</b>		<b>206,555</b>	<b>76,787</b>	<b>37%</b>	
<b>TOTAL EXPENSES</b>		<b>797,102</b>	<b>182,008</b>	<b>23%</b>	
<b>SURPLUS (DEFICIT)</b>		<b>\$ -</b>	<b>-\$ 26,174</b>		

**Riverside-Albert Utility**

**Target: 42%**

**Budget vs. Actual**

**May 31, 2026**

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
<b>REVENUE</b>				<b>Target to be at or above 42%</b>	
Sale of Water: Residential	1.4.4.1.1	111,216	55,785	50%	2nd Quarter Billing
Sale of Water: Commercial	1.4.4.1.2	10,192	4,889	48%	2nd Quarter Billing
Sale of Water: Industrial	1.4.4.1.3	8,607	8,607	100%	Billed for the Year
Sale of Water: Institutional	1.4.4.1.4	65,318	32,659	50%	2nd Quarter Billing
Sale of Water: Own Government	1.4.4.1.5	3,854	3,854	100%	Billed for the Year
Wastewater Disposal: Residential	1.4.4.2.1	66,384	33,072	50%	2nd Quarter Billing
Wastewater Disposal: Commercial	1.4.4.2.2	7,728	3,636	47%	2nd Quarter Billing
Wastewater Disposal: Institutional	1.4.4.2.4	50,408	25,204	50%	2nd Quarter Billing
Wastewater Disposal: Own Govern.	1.4.4.2.5	620	620	100%	Billed for the Year
Connection & Service Charge	1.4.4.5.1	-	-	-	
Interest	1.5.6.2.1	3,567	2,394	67%	2nd Quarter Billing
Water Supply (Fire)	1.5.7.2.0	5,000		0%	
Misc. Other	1.5.9.5.9	-	20		
Unconditional Transfer: Other Government	1.6.3.0.0	-	-		
Combined Surplus from Second Previous	1.9.1.1.4	129,244	-	0%	
<b>TOTAL REVENUE</b>		<b>462,138</b>	<b>170,740</b>	<b>37%</b>	

**Riverside-Albert Utility**

**Target: 42%**

Budget vs. Actual

May 31, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
<b>EXPENSES</b>					
Water Supply - Administration: Other	2.4.1.1.9	93,361	20,107	22%	Utility Billed Quarterly
Purification Treatment: Other	2.4.1.2.9	31,287	9,577	31%	EXP Invoice Motion
Source of Supply: Other	2.4.1.3.9	28,032	1,115	4%	Water Tower Maintenance Not Completed
Transmission & Distribution: Other	2.4.1.4.9	27,780	5,010	18%	Contingency Not Used
Power & Pumping: Other	2.4.1.5.9	17,369	7,549	43%	Gen. Maintenance Completed/Power High
Water Supply - Other	2.4.1.9.9	-	292	-	Dehumidifier - RA Office
<b>WATER SUPPLY</b>		<b>197,829</b>	<b>48,127</b>	<b>24%</b>	
Wastewater Disposal - Administration: Other	2.4.2.1.9	63,261	13,407	21%	Utility Billed Quarterly
Wastewater Collection: Other	2.4.2.2.9	10,000	1,034	10%	
Wastewater Lift Station: Other	2.4.2.3.9	20,356	2,285	11%	Specialized Maintenance Not Complete
Wastewater Treatment & Disposal	2.4.2.4.9	5,769	43	1%	Vegetation Control Project Not Commenced
Wastewater Disposal - Other	2.4.2.9.9	-			
<b>WASTEWATER DISPOSAL</b>		<b>99,386</b>	<b>16,770</b>	<b>17%</b>	
Wastewater Disposal - Interest on Long Term Debt	2.8.5.1.1	4,123		0%	Post dated cheques for these only in months of May.
Wastewater Disposal - Principal Installments	2.8.5.1.2	9,500		0%	June, November and December

**Riverside-Albert Utility**

**Target: 42%**

**Budget vs. Actual**

**May 31, 2026**

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Water Supply - Interest on Long Term Debt	2.8.6.1.1	34,063		0%	Post dated cheques for these only in months of May,
Water Supply - Principal Installments	2.86.1.2	34,500		0%	June, November and December
Water Supply - Interest on Short Term Borrowing	2.8.6.1.4	5,000	516	10%	
Deficit from 2nd previous year	2.8.7.5.3	-			
Capital Water Fund	2.8.7.6.1	-			
Operating Water Reserve	2.8.7.6.2	-			
Capital Wastewater Fund	2.8.7.6.3	77,737	-	0%	
Operating Wastewater Reserve	2.8.7.6.4	-			
<b>FISCAL SERVICES</b>		<b>164,923</b>	<b>516</b>	<b>0%</b>	
<b>TOTAL EXPENSES</b>		<b>462,138</b>	<b>65,413</b>	<b>14%</b>	
<b>SURPLUS (DEFICIT)</b>		<b>\$ -</b>	<b>\$ 105,328</b>		