

1. Call to Order

2. Adoption of Agenda

3. Conflict of Interest Declarations

4. Public Presentations

5. Informational Items

5.1 NBSPCA Quarterly Report

5.2 Fire Dept Quarterly Reports (Alma, Hillsborough, Riverside-Albert and Riverview)

5.3 Maritime By-Law Enforcement Services

5.4 Plan 360 – June Development Report

6. Council Direction Requests

6.1 Banking Signatory

6.2 Hillsborough Winter Maintenance Contract Renewal

6.3 Riverside-Albert Water Reservoir Access Easements

6.4 Hillsborough Water Exploration – Well Pad Construction

6.5 Hillsborough WWTP Outfall Repair

7. Departmental Reports

7.1 Legislative Services

7.2 Operations

7.3 Financial services

8. Mayor and Council Statement and Inquiries

9. Public Statements and Inquiries

10. Closed Session

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

10.2 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



New Brunswick SPCA Dog Patrol Summary

For Apr 01 2026 to Jun 30 2026
Contract: Fundy Albert

Printed by: New Brunswick SPCA
Printed on: July 03 2026 7:20 am

Total # of DCO Investigations: 7

Total # of DCO Patrols: 15

of Investigations by Animal Class:

Dog 7

of Investigations by Investigation Type:

Aggressive dog 1

Dog at large 5

Dog Bite 1

of Investigations by Validity Type:

Founded 7

of Investigations by File Disposition:

AM-Alternative Measures 2

Educated 4

Warn-Verbal 1

of Closed Investigations: 6

of Investigations by Important Date Category:

Compliance Issued 2

Total Animals by Species:

	Number	Removed	Returned	Surrendered	Abandon	Euthanized
Dog	12	0	0	0	0	0
Total	12	0	0	0	0	0

Alina Fire Dept

Alma Fire Department (2026-04-01-2026-07-01) Incidents by community and response type	Total 2026											
	Fire Department - Administrative Task [95]	Fire Department - Maintenance [94]	Fire Department - Voluntary Work/Fundraiser [93]	Fire Department - Meeting [92]	Fire Department - Training [91]	Alarm No Fire - detector activated [73]	Public Service - miscellaneous [69]	Public Service - mutual aid [65]	Vehicle Accident [31]	Rescue - Miscellaneous [30]		
Alma	2	5	1	3	0	0	1	0	1	0	1	0
Family National Park	0	0	0	0	1	0	0	0	1	1	1	13
Salisburyborough	0	0	0	1	0	0	0	0	0	0	0	3
Moncton	0	0	0	0	0	0	0	0	0	0	0	1
New Moncton	0	0	0	0	0	0	0	0	0	0	0	1
Bliverville-Albert	0	0	0	0	3	0	0	0	0	0	0	1
St. Martins	0	0	0	0	0	0	0	1	0	0	0	5
West River	0	0	0	0	0	1	0	0	0	0	0	1
Total Incidents Alma Fire Department (2026-04-01-2026-07-01)	3	5	1	6	4	1	1	2	2	1	1	26

2026

	Riverview Fire Department				Hillsborough Fire Department				Riverside Albert Fire Depar		
	JAN-MAR	APR-JUNE	JUL-SEPT	OCT-DEC	JAN-MAR	APR-JUNE	JUL-SEPT	OCT-DEC	JAN-MAR	APR-JUNE	JUL-SEPT
Structure Fires						2					
Fires (Other - Chimney, Electrical)						2					
False Alarms (Malicious)						1					
Alarms (No Fire - Residential or Commercial)						2					
Vehicle Accidents, Water/Special Rescue						6					
Public Hazards (spills, gas leaks etc.)						3					
Public Assistance Miscellaneous											
Vehicle Fires											
Grass/Brush Fires						3					
Mutual Aid Provided						2					
Medical First Responder Incidents						2					
						<u>23</u>					

Hillsborough Fire Dept.
Chief: Joey Collins

River View
Fire Dept

Meiric 2026	JAN	FEB	MAR	TOTAL	APR	MAY	JUN	TOTAL	JUL	AUG	SEP	TOTAL	OCT	NOV	DEC	TOTAL	TOTAL
Structure Fires				0	1			1				0				0	1
Fires (Other - Chimney, Electrical)				0				0				0				0	0
False Alarms (Malicious)				0				0				0				0	0
Alarms (No Fire - Residential or Commercial)	1	2		3	1		1	1				0				0	4
Vehicle Accidents - Water/Special Rescue	1			1	1			1				0				0	2
Public Hazards(spills, gas leaks etc)				0	2		1	3				0				0	3
Public Assistance Miscellaneous				0				0				0				0	0
Vehicle Fires				0				0				0				0	0
Grass/Brush Fires				0		1		1				0				0	1
Mutual Aid Provided				0				0				0				0	0
Medical First Responder incidents	8	7	11	26	8	6	6	20				0				0	46
TOTAL	10	9	11	30	12	7	8	21	0	0	0	0	0	0	0	0	57

Notes: Seven volunteer firefighters have entered probation (responding to calls) with RFR on July 1. The next volunteer firefighter recruitment will commence in mid-July.
One new career firefighter is in training, who back fills a recent retirement.

Quarterly Report – Unsightly Properties

Introduction

This report provides Council with an update on active unsightly property files throughout the Municipality, including enforcement actions completed since the previous report and the next steps planned for each file.

Ward 1

1 Active Files

- **Property 1:** Reinspection required. Quotes will be obtained for cleanup should municipal action become necessary.

Ward 2

5 Active Files

- **Property 1:** Demolition process underway.
- **Property 2:** Entry Warrant to be obtained to complete a final property inspection.
- **Property 3:** Notice of First Inspection scheduled to be issued advising of an inspection on **July 17, 2026**.
- **Property 4:** Owner continues to cooperate with by-law enforcement and has made significant progress toward compliance. A Notice of Inspection was issued on **July 3, 2026**.
- **Construction Material Complaint:** Officer Turcotte completed a preliminary investigation regarding reported dumped construction material. At this time, the material cannot be positively linked to a specific property owner due to two active foundation construction sites in the immediate area. The area will continue to be monitored, and further enforcement action will be considered if evidence identifies the responsible party.

Ward 3

4 Active Files

- **Property 1:** Cleanup required. A Form 4 Order will be issued.

- **Property 2:** Next steps include municipal cleanup once authorized and obtaining an Entry Warrant.
- **Property 3:** Owner has committed to securing the building entrance and completing demolition, including removal of surrounding structures, by the end of the summer.
- **Property 4:** Due to unsuccessful attempts to contact the owner, an Entry Warrant will be pursued to facilitate an inspection.

Ward 4

2 Closed Files | 2 Active Files

- **Property 1:** The owner has been advised that a follow-up discussion will occur after **July 16, 2026**, to determine the outcome of ongoing discussions and establish next steps. The file remains open pending further information.
- **Property 2:** Following an inspection and subsequent follow-up, the owner has secured the building by boarding damaged windows and doors and has removed trees overhanging the roadway. Immediate safety concerns have been addressed. The file will remain open while the property is monitored for continued compliance.

Ward 6

2 Active Files

- **Property 1:** Notice of Inspection issued on **July 3, 2026**.
- **Property 2:** Notice of Inspection issued on **July 3, 2026**



Respectfully submitted,
 Jason Turcotte
 By-Law Enforcement Officer
 Fundy Albert

Development Activity Report

June 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	June	Year to Date
Development Permit	3	15
Building Permit	6	20
Subdivisions	4	11
Zoning Confirmations	2	6
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	0	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	June 2026		2026 YTD		June 2025		2025 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	4	\$2,065,640	11	\$5,207,400	7	\$3,105,911	21	\$8,489,198
Multi Residential	0	\$0	0	\$0	0	\$0	0	\$0
Commercial	1	\$94,000	2	\$120,230	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	\$220,293	20	\$463,052	2	\$33,368	11	\$334,377
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
Total	12	\$2,379,933	33	\$5,790,682	9	\$3,139,279	35	\$11,146,766

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

	June 2026	2026 YTD	June 2025	2025 YTD
Single Dwelling Unit	4	11	7	20
Two-unit/semi-detached	0	0	0	0
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	0	0	0	0
Total	4	11	7	20

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.

	June 2026	2026 YTD	June 2025	2025 YTD
# of Plans	4	11	2	11
# of Proposed Lots	3	11	1	12
# of Proposed Parcels	2	6	1	2

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).

	June 2026	2026 YTD
Variance Request	0	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
Total	0	2



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council in Public Session
From Kim Beers
Date July 21, 2026
Subject Signing Authority

Type Public Private ☒ Committee of the Whole

ISSUE

Council approval is required to add the Clerk as an authorized banking signing authority. This will provide an additional authorized signatory to support business continuity and serve as a back-up to the Acting Treasurer.

CURRENT STATUS AND BACKGROUND

Prior to the former CAO's departure, the CAO and the Acting Treasurer were the authorized banking signing authorities. Council approval is now required to add the clerk as an authorized signing authority to maintain operational continuity.

RECOMMENDATION

Council make and accept a motion to add the Clerk as a signing authority

RISK ANALYSIS - None

CONSIDERATIONS

Legal	Bylaw Compliance
Financial	Financial governance and back-up signatory
Environmental	NA
Policy	Financial Policy
Stakeholders	Municipality
Community Sensitivities	Timely Financial Procession
Council priorities	Good Governance
Documents, maps, photos or presentations attached	NA
Interdepartmental consultation	Acting Treasurer
Intergovernmental considerations	NA

Motion – Addition of Clerk as Authorized Banking Signatory

WHEREAS the resignation of the former Chief Administrative Officer requires the Municipality to update its banking signing authorities;

THEREFORE BE IT RESOLVED THAT Council authorize **Kim Beers, Clerk**, to be added as an authorized banking signatory for all municipal bank accounts held by the Municipality of Fundy Albert;

AND BE IT FURTHER RESOLVED THAT the Mayor and Acting Treasurer be authorized to execute any documents required by the Municipality's financial institution to implement this resolution.



COUNCIL REPORT FORM (CRF)

To Fundy Albert Council
 From Ian Barrett, Director of Operations
 Date 21 July 2026
 Subject Hillsborough Winter Maintenance Contract Renewal - 2026-2027
 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

In 2023, the former Village of Hillsborough awarded Project No. 2023-02 for winter maintenance services to Brunswick Limestone Ltd. The contract covered the 2023-2024, 2024-2025 and 2025-2026 winter seasons at an annual cost of \$181,666 plus HST (\$208,915.90 including HST). The contract permits the Municipality to negotiate up to two additional one-year renewals following the initial three-year term.

Brunswick Limestone Ltd. has submitted a proposal to renew the contract for the 2026-2027 winter season at the same annual price of \$181,666 plus HST. This is favourable to the Municipality, as the 2026 budget included an allowance for an inflationary increase. The contractor has three seasons of direct experience delivering the required service and is familiar with the routes, service standards and operational expectations for the Hillsborough area.

Continuing with the existing contractor at an unchanged price provides service continuity and presents the lowest operational and financial risk for the upcoming winter season.

RECOMMENDATION

It is recommended that Council approve the renewal of the Hillsborough winter maintenance services contract with Brunswick Limestone Ltd. for the 2026-2027 winter season at a cost of \$181,666 plus HST, in accordance with the renewal provisions of Project No. 2023-02.

OTHER OPTIONS

Council may direct Administration to issue a new competitive tender. This could test the market; however, preparing, advertising, evaluating and awarding a new tender would require additional time and administrative resources. At this stage of the year, the process could extend close to the start of the winter season and may result in higher pricing, limited bidder interest or insufficient time for a new contractor to mobilize.

RISK ANALYSIS

Renewing the contract with Brunswick Limestone Ltd. presents a low risk because the price remains unchanged, the expenditure is within the approved budget and the contractor is already familiar with the work. The principal risk is that renewal without retendering does not test whether a lower market price may be available; unlikely, however, this is balanced against the timing, procurement and service-continuity risks associated with undertaking a new tender before the 2026-2027 winter season.

CONSIDERATIONS

Legal	The renewal is permitted under the existing contract, subject to Council approval and execution of the required renewal documentation.
Financial	The annual cost is \$181,666 plus HST (\$208,915.90 including HST). The price is unchanged from the original contract and is within the approved 2026 budget, which anticipated an inflationary increase.
Environmental	No material change from the existing service. Effective winter maintenance supports safe travel and reduces the environmental impacts associated with inefficient or duplicated operations.
Policy	The recommendation follows the renewal provisions of Project No. 2023-02 and should be completed in accordance with the Municipality's procurement requirements.
Stakeholders	Brunswick Limestone Ltd., municipal operations staff, residents, businesses, emergency services and road users within the former Village of Hillsborough area.
Community Sensitivities	Snow removal is a highly visible essential service. Continuity and timely confirmation of the contractor are important to public confidence and winter preparedness.
Council priorities Strategic Plan Alignment:	Strategic Plan Alignment: ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism

Documents, maps, photos or presentations attached	Brunswick Limestone Ltd. renewal letter dated June 15, 2026; Project No. 2023-02 Winter Maintenance Services contract.
Consultation	Administration has reviewed the renewal proposal and the contractor's performance and operational familiarity with the service area.
Intergovernmental considerations	N/A



PO BOX 3046
Hillsborough, NB
E4H 4W5

Phone: (506) 866-5608
Email: brunswickstone@gmail.com

June 15, 2026

ATTN: VILLAGE OF FUNDY ALBERT
61 Academy Street
Hillsborough, NB
E4H 2R4

PROJECT #2023-02
First Year Renewal

Brunswick Limestone Ltd. is willing to renew the Winter Maintenance Services (for the previous Village of Hillsborough area only) for 1 more season.

2026-27 Winter Season
\$181,666.00 + \$27,249.90 HST = \$208,915.90

Regards,

Jason Downey
President

A handwritten signature in black ink, appearing to read "Jason Downey", is written over a horizontal line.



FORM OF TENDER

PROJECT NO. 2023-02

WINTER MAINTENANCE SERVICES

VILLAGE OF FUNDY ALBERT
2849 MAIN ST UNIT 1
HILLSBOROUGH NB E4H 2X7

2023 – 2024 WINTER SEASON	<u>\$208,915.90</u>
2024 – 2025 WINTER SEASON	<u>\$208,915.90</u>
2025 – 2026 WINTER SEASON	<u>\$208,915.90</u>
Total Lump Sum Price..... \$	<u>\$626,747.70</u>

(HST included)

The lump sum price is to provide the Winter Maintenance Services in accordance with the Particular Specifications for the roads or streets listed in Schedule A.

The contractor must fill in the Lump Sum Price, sign where indicated above, and fill in name, address, and telephone number of the company.


Authorized Signature

Brunswick Limestone Ltd.

Name of Company

P.O. Box 3046

Hillsborough, NB

E4H 4W5

Address

506-866-5608

Telephone No.

This document is the document referred to as "Insurance Schedule" in the contract entered into on the 13th day of October, 2023 between the Owner and the Contractor.

VILLAGE OF FUNDY ALBERT

Signed

Owner

Contractor

WINTER MAINTENANCE INSURANCE SCHEDULE

General Items

1. The Contractor shall at his own expense, provide and maintain insurance policies which shall include the endorsements and extensions as detailed below.
2. The Contractor shall provide to the Village of Fundy Albert a Certificate of Insurance and an accompanying Confirmation of Coverage as required by the Village, each signed by an Authorized Representative of the Insurer.

All as detailed on the Village's
Confirmation of Coverage form.

Part A — Commercial General Liability

The insurance policy required under this Part A shall include:

- a. an "occurrence" definition of "accident"
- b. Owners and Contractors Protective Liability
- c. A Cross Liability clause
- d. Blanket Contractual Liability
- e. Products/Completed Operations Liability
- f. Broad Form Property Damage
- g. Non-owned Automotive Liability
- h. Contingent Employers Liability
- i. Personal Injury extension of Bodily Injury
- j. Coverage for machinery attached to vehicles
- k. Provision for 30 days advance notice of coverage changes to the Village of Hillsborough
- l. Liability Limits of not less than \$5,000,000 or as currently carried by the Contractor whichever is greater

And such policy shall not be on a "Claims Made" basis.

All as detailed on the Village's
Confirmation of Coverage form

Village of Fundy Albert

SPECIFICATIONS
WINTER MAINTENANCE SERVICES
From November 1, 2023 to April 30, 2026

Description: VILLAGE OF FUNDY ALBERT, NB - for the previous Village of Hillsborough area only

The Specifications are as follows:

Winter Maintenance Services shall include but shall not be limited to:

1. The Contractor is to provide winter maintenance services in accordance with the **Level of Service** shown below:

CLASS	LEVEL OF SERVICE
A. Municipal Streets that have dangerous intersections. (These streets will be plowed continuously during the snow storm, where possible. The ice control service will use controlled salting to maintain clear driving lanes within a reasonable time after the storm.)	1. Plow after 2 cm accumulation when possible. 2. Plow continuously during storm, visibility permitting. 3. Controlled salting after driving lanes are plowed with no further accumulation expected. 4. Widen during daylight hours only.
B. Municipal Streets (These streets will be plowed so as to hold snow accumulations to 8cm where possible. Salting will be carried out so as to maintain bare center strip within a reasonable time after the storm.)	1. Plow after 2-8cm accumulation when possible 2. Repeat so as to hold maximum accumulation to 8cm. 3. Controlled salting on designated collectors. 4. Widen during daylight hours only.
C. Municipal Streets (These streets will be plowed after 8cm accumulation of snow, and ice control will be with sand. The resulting level of service will accept a snow packed highway with hills, curves, intersections and hazardous areas treated with sand.)	1. Plow after 8cm or more accumulation when possible. 2. Repeat plowing if necessary. 3. Sand hills, curves, intersections and icy spots. 4. Widen during daylight hours only.
D. Low Volume Municipal Streets and Parking Areas.	1. Plow within a reasonable amount of time after a storm.

2. The Contractor must comply with all environmental requirements in the carrying out of the work under this contract.
3. Salt is to be supplied by the contractor. The contractor shall at all times maintain a sufficient reserve of salt to comply with the contract requirements. The salt stockpile must be maintained under cover in a watertight fashion, on a waterproof surface such as asphalt or concrete, and kept dry. Good housekeeping practices must be maintained and proper salt handling procedures followed so as to minimize the environmental impact of winter operations.
4. Sand in sufficient quantity to provide winter maintenance services for this contract is to be supplied and stockpiled by the Contractor prior to November 1st. Sand should be mixed with approximately 3% salt to keep stockpiles from freezing and must meet the following gradation: 100% passing the 9.5mm screen and not more than 5% passing the 75mm screen. Snow removal and sanding equipment shall be kept in Hillsborough or within ten minutes of Hillsborough during term of contract.
5. Plowing should continue during a storm to keep roads open and to prevent a build-up of packed snow.
6. Plow blades should be adjusted so as to leave a minimum amount of snow on the roadway. Supply of plow blades shall be the responsibility of the Contractor. The Contractor may **only** use carbide plow blades on plow routes where more than 50% of the route is on roads requiring an "A" level of service.
7. Regardless of weather, a minimum of two (2) routine daily inspections are to be done on all streets by the Contractor, no later than 7:00am and 2:00pm, seven (7) days per week; with special attention being paid to hills and intersections. This is to identify and follow through with any maintenance required.
8. The Contractor shall provide two (2) contact phone #'s, with 24/7 availability; these contacts must be capable of making decisions.
9. The work will also include periodic pushing of snowbanks beyond the roadway shoulder to allow for storage space for future storms, improved visibility and proper drainage in the event of a rainstorm.
10. When cold, windy conditions are severe and there is a considerable build-up of polished snow or ice, scarifying may be required prior to application of sand. Supply of scarifying blades shall be the responsibility of the contractor. Care should be taken during scarifying operations to prevent damage to the roadway surface.
11. The Contractor is responsible for drainage of water during the period of this contract. Catch basins should be kept clear of snow. Free flow of water through culverts under the roads and under driveways is to be maintained, steaming if necessary.
12. Crawler tractors will not be allowed on paved or chip sealed surfaces unless specifically authorized by the Village.
13. The description, location and level of service of streets to be maintained are included in the attached **Schedule "A"** and as indicated on the attached map sheet.
14. Contract includes the plowing of school bus turns as required by local school boards and as approved by the Village.

15. When the Hillsborough schools are open; the school bus routes shall be plowed before 8:00am.
16. This contract will include sanding of the Arena parking lot; however, the Arena Manager will call the Contractor when sanding is required.
17. This contract will include sanding at the Village Office in Hillsborough on an as requested basis, to a maximum of five (5) times per season.
18. All public property damages are to be reported immediately to Public Works and fixed by the Contractor under Public Works supervision. The Contractor will also be responsible for any damage to private property incurred as a result of performing the duties of this contract. All damages (including, but not limited to, damage to private property, rolling of sod, shoulder damage, etc.) shall be fixed by the Contractor by June 1st each year.
19. The Supplier shall defend, indemnify and save harmless the Village of Fundy Albert, its elected officials, officers, employees and agents from and against any all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.
20. The Supplier agrees to defend, indemnify and save harmless the Village of Fundy Albert from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with Worksafe NB. This indemnity shall be in addition to and not in lieu of any proof of Worksafe NB status and compliance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.
21. The Contractor shall maintain a Comprehensive General Liability Insurance in accordance with the attached Insurance Schedule. The successful bidder must submit, by October 1 of each year of the contract, a completed Confirmation of Coverage Form before the Contract is signed.
22. The Contractor shall maintain Workplace Health, Safety and Compensation Commission coverage. The Contractor must demonstrate proof of coverage at the commencement of the contract and before January 15 of each subsequent calendar year that the Contract is in effect.
23. Services must be provided in a timely manner. If in the opinion of the Village of Fundy Albert, the terms of the contract are not satisfactorily met, the Village reserves the right to cancel the contract immediately. Upon such decision, a written notice will be issued to the contractor advising him of the termination of the contract and payment will cease immediately upon the termination date of the contract. The Contractor will not have the right to claim any compensation of any kind as a result of the contract being cancelled. Cancellation of the contract shall not relieve the Contractor of his liability for activities performed under the contract prior to the cancellation date, nor shall it constitute a release from the requirement to provide continuing proof of insurance.

24. The Village of Fundy Albert will require the successful bidder to provide the following:
- a. within 10 days of the request, a description of each piece of machinery to be used in the work, including licence number, serial number, photocopy of registration, name and address of owner, proof of insurance (certificate of insurance), plow attachments, proposed use of each particular piece of machinery in carrying out the terms of this contract.
 - b. Prior to award of the contract, proof of insurance by way of Certificate of Insurance and a Confirmation of Coverage form, all as specified in the Insurance Schedule forming part of the contract as well a certificate of proof of Workplace Health, Safety and Compensation Commission coverage.
25. The Village of Fundy Albert reserves the right to negotiate two additional one-year renewals of the contract with the Contractor. If the Contractor is interested in a renewal, they must submit their renewal figures to the CAO by June 30th, 2026 for the first year renewal and by June 30th, 2027 for the second year renewal.
26. For carrying out the above-described work, the Village of Fundy Albert agrees to pay the Contractor in accordance with the following payment scheduled. **The under noted amounts are due and payable to the contractor as per the following schedule:**
- 20% on December 15th
 - 20% on January 15th
 - 20% on February 15th
 - 20% on March 15th
 - **Balance on satisfactory completion of the contract**

SCHEDULE "A"
VILLAGE OF FUNDY ALBERT (previous Village of Hillsborough area only)

<u>Street Name</u>	<u>Length (km)</u>	<u>Class</u>
Taylor Lane	0.500	A
Taylor Lane	1.237	C
Braam Crescent	0.250	C
Callie Court	0.060	C
Central Street	0.415	C
Cindy Street	0.096	C
Duffy Lane	0.108	C
Elvin Jay Drive	0.233	C
Andy Lane	0.105	C
Fairview Avenue	1.288	A
Gordon Street	0.179	C
Green Hill Drive	0.233	C
Grays Island Road	1.030	D
Hillview Avenue	0.100	A
Hillview Avenue	0.191	B
Jerry Street	0.122	B
Karla Street	0.328	C
Kerry Street	0.285	C
Golf Club Road	2.061	C
Lakeview Crescent	0.338	B
Legion Street	0.050	A
Legion Street	0.081	C
Lewis Street	0.100	C
Young Street (from Rte 114 to bottom of Driveway at 4 Young street is "A"; remainder is "B")	0.427	A
Meadow Drive	0.209	C
Milburn Avenue	0.276	C
Mill Street	0.624	C
Nicholas Drive	0.715	C
Norma Street	0.178	C
Oxley Street	0.242	A
Page Street	0.225	C
Pleasant Street	1.096	C
Rene Court	0.090	C
Simpson Street	0.145	C
Steeves Street	0.518	C
Surrey Hill Drive	0.200	B
Surrey Hill Drive	0.551	C
Turner Street	0.140	C
Woodworth Road	0.209	C

Other

Hillsborough Arena (sanding, see #16)	Entrance & Parking Area
Hillsborough Fire Department - the Fire Department must be cleared during snowfalls to allow the emergency vehicles to exit in case they are needed	Entrance & Parking Area
Hillsborough Village Office	Parking Area (sanding, see #17)

HILLSBOROUGH VICINTY

<u>Street Name</u>	<u>Length (km)</u>	<u>Class</u>
Fairview Road	2.287	B

School Bus Turns

Fairview Road	B
---------------	---

Part B — Automotive Liability

The insurance policy required under this Part B shall include:

- a. coverage for the liability for all vehicles owned, hired, or leased in the performance of the project
- b. Limits of Liability of not less than \$5,000,000 or as currently carried by the Contractor whichever is greater
- c. A Certificate of Insurance for the Automobile Policy will be required by the Municipality of the Village of Fundy Albert

Part C — Special Items

- a. Where the term of the project extends beyond the expiry date of the Contractor's current insurance coverage, the Contractor will provide the Village with a new Certificate of Insurance and Confirmation of Coverage for the subsequent period within seven (7) days of the expiry date.
- b. The Village reserves the right to require the Contractor to insure his property, plant, and equipment, for such amounts as the Village deems adequate, and to require this Contractor to file with the Village evidence of such insurance in a format acceptable to the Village.
- c. The Village further reserves the right to require the Contractor to carry such other insurances as are deemed appropriate by the Village having regard to the nature of the project undertaken.
- d. The insurance requirements as set out in this Schedule and supporting forms shall not in any way limit the Contractor's liability arising out of the project, contract, or otherwise.
- e. All insurances required to be provided and maintained by the Contractor shall be negotiated for, procured from, and the premium paid to a resident agent of an Insurance Company licensed to do business in the Province of New Brunswick.

CONFIRMATION OF COVERAGE WINTER MAINTENANCE

The Insurance coverages designed on the Insurance Certificate to which this Confirmation is attached are understood and agreed to include the following:

COMMERCIAL GENERAL LIABILITY

- "Occurrence" definition of "accident" (Schedule, Item a)
- A Certificate of Insurance naming the Municipality of the Village of Fundy Albert included as an Additional Insured will be required

The addition of the Village as Additional Insured shall not prevent recovery in any situation in which recovery would have been available had the Village not been so named (Item b)

- Owners and Contractors Protective Liability (Item c)
- Cross Liability Clause respecting All Insureds (Item d)
- Insurer's Waiver of Subrogation against the Village of Hillsborough (Item e)
- Blanket Contractual Liability (Item f)
- Products/Completed Operations Liability (Item g)
- Broad Form Property Damage (Item h)
- Non-owned Automotive Liability (Item i)
- Contingent Employers Liability (Item j)
- Personal Injury (Item k)
- Coverage extended to include machinery attached to automobiles (Item l)
- Thirty days prior written notice to the Village of Hillsborough of any change to, cancellation or lapse of the Insurance coverage (Item m)
- Limit of Liability of not less than \$5,000,000 or as currently carried by the contractor whichever is greater (Item o)
- Occurrence Policy Form (not Claims Made)

AUTOMOBILE LIABILITY

- Covering all motor vehicles owned, hired, or leased in the performance of the contract
- Limit of Liability of not less than \$5,000,000 or as currently carried by the Contractor whichever is greater

OTHER COVERAGES

As may from time to time be required by the Owner/Village

Date

Signature of Authorized Representative
of Insured Company

Cartographer by
G. Chris Beckwith - Cartographer
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TO MONCTON

Weldon

Petitediac River

Village of
Hillsborough

School

Arena

W.H.
Seever
Museum

Hillsborough
Wetland Park

Ducks Unlimited
Waterfowl
Habitat

Surrey

2B
Burro
Hills
Golf
Course





COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	21 July 2026
Subject	Riverside-Albert Raw Water Reservoir Access Easements
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

Work has been ongoing to establish permanent legal access across privately owned property to the Riverside-Albert raw water reservoirs. The Department of Health has directed that the Municipality must have legal access to the reservoirs. Legal access is also required for the Municipality to be eligible for funding to improve the access road.

Negotiations have been underway with several landowners. Easement agreements have now progressed with WH Forestry and the Nature Conservancy of Canada (NCC), representing two of the three easements required. The WH Forestry agreement is ready for execution and registration. The NCC agreement is with NCC for final review and will be ready for execution once the required survey plan has been completed. WH Forestry is satisfied with a sketch plan; however, NCC has requested a formal survey plan to support its easement.

Preliminary pricing for the survey is approximately \$4,800. Negotiations continue with the remaining landowner, and further details will be brought to Council once a preliminary agreement has been established.

RECOMMENDATION

It is recommended that Council:

1. Authorize Administration to finalize, execute and register the easement agreements with WH Forestry and the Nature Conservancy of Canada for permanent legal access to the Riverside-Albert raw water reservoirs, subject to final legal review; and
2. Approve expenditure of up to \$4,800 plus HST for the survey plan required by the Nature Conservancy of Canada, funded from either the legal expenses budget associated with easements or the Riverside-Albert Water Source of Supply budget.

OTHER OPTIONS

Council may defer approval until all three easements are ready to proceed. This would allow the access arrangements to be considered together; however, it would delay completion and registration of the two agreements that are already substantially advanced and may delay eligibility for future road-improvement funding.

RISK ANALYSIS

Approving the two easements presents a low risk and secures permanent legal access over the portions of the route where agreement has been reached. The principal risks are that the third easement remains unresolved and that survey or legal costs may vary from preliminary estimates. Deferring the agreements would leave the Municipality without secured legal access, would not satisfy the Department of Health direction and could affect eligibility for funding to improve the reservoir access road.

CONSIDERATIONS

Legal	The agreements should be finalized, executed and registered with legal support to ensure the Municipality receives permanent and enforceable access rights.
Financial	- The NCC survey is estimated at up to \$4,800 plus HST. Funding is available from either the legal expenses budget associated with easements or the Riverside-Albert Water Source of Supply budget. - Additional legal and registration costs may also be incurred within existing budget allocations. - Legal Access makes CCBF funds available for the road improvements.
Environmental	Formalized access will support safe inspection, maintenance and future improvement of the reservoir access road while respecting the terms established with the affected landowners.
Policy	The recommendation supports compliance with Department of Health direction and the Municipality's responsibility to maintain reliable access to critical drinking-water infrastructure.
Stakeholders	WH Forestry, the Nature Conservancy of Canada, the remaining landowner, the Department of Health, municipal legal counsel, surveyors and Riverside-Albert water users.
Community Sensitivities	The easements affect privately owned and conservation lands. Clear documentation of the access route and permitted municipal activities will reduce the potential for future misunderstanding or conflict.

Council priorities Strategic Plan Alignment:	Strategic Plan Alignment: ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Draft easement agreements and supporting sketch plans; formal NCC survey plan to be prepared. Daigle Survey Quotation:
Consultation	Administration has negotiated with the affected landowners and has consulted with the Department of Health. Legal review and survey support will be completed before registration.
Intergovernmental considerations	The Department of Health has directed that the Municipality establish legal access to the Riverside-Albert raw water reservoirs. RDC has confirmed road improvements will be eligible for funding once legal access is secured.

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Proposed Easement



markdaigle@daiglesurveys.ca

To: Operations

Follow up, Start by Thursday, July 9, 2025 Due by Thursday, July 9, 2025

Hi Ian,

Our cost to survey and prepare a survey plan for an easement as requested is \$4800.00 + HST. We can commence fieldwork within three week and a final plan within two weeks.

Thanks,

Mark Daigle
General Manager



1090 Coverdale Road,
Riverview, NB, E1B 5G5
(506)387-4073

FORM 14
EASEMENT
Land Titles Act, SNB, 1981, C. 1-1.1, s.24

Parcel Identifier of Parcel

Burdened by Easement: 01104272, 01104280

Grantor of Easement:

NATURE CONSERVANCY OF CANADA

500 Beaverbrook Court, Suite 403

Fredericton, New Brunswick

E3B 5X4

Grantee of Easement:

VILLAGE OF FUNDY ALBERT

61 Academy Street

Hillsborough, NB

E4H 2R4

Description of Easement: See Schedule "C"

Purposes of Easement: This easement is for the purposes and subject to the provisions of Schedule "C"

Diagram of Easement: See Schedule "B"

The grantor grants to the grantee the described easement over or in the specified parcel for the specified purposes.

Date: , 2026.

Witness:

Grantor of Easement:

NATURE CONSERVANCY OF CANADA

Per: Francoise Roy
Vice President Eastern Canada

Grantee of Easement:

VILLAGE OF FUNDY ALBERT, a municipal corporation,
incorporated by special act of the Province of New Brunswick

Per:

Per:

Schedule "C"

WHEREAS the Grantor is the registered owner in fee simple in possession of all that certain parcels or tracts of land and premises (hereinafter called the "Grantor's Lands") situate, lying and being in Riverside-Albert, in the County of Albert and Province of New Brunswick and being designated by PID 1104272 and PID 1104280;

AND WHEREAS the Grantor has agreed to grant to the Grantee an easement over a part of the Grantor's Lands, such part being shown on the Plan of Survey/sketch titled _____, prepared by _____ and dated _____ attached hereto, being hereinafter called the "Easement Lands";

AND WHEREAS the Grantee is a municipality;

AND WHEREAS section 26 of the Property Act (New Brunswick) provides that a right of way or easement to construct, erect, lay or maintain drains, ditches, pipes, poles, conduits, transmission lines or wires for the conveyance, transmission or transportation of water for any purpose necessary for the operation and maintenance of any undertaking may be granted in favour of a municipality, in the same manner and with the same effect as any other interest in land, notwithstanding that the benefit of the right of way or easement is not appurtenant or annexed to any land of the party acquiring the right of way or easement;

1. The Grantor hereby sells, transfers, grants and conveys in perpetuity to the Grantee a twenty-five (25) foot wide right-of-way to the Grantee, its servants, agents, contractors and workmen for ingress and egress at any and all times over, along and upon the Easement Lands on foot and/or with vehicles, supplies, machinery and equipment necessary or incidental to the exercise and enjoyment of the said easement.
2. Work conducted on the Easement Lands shall include, but not be limited to, the following:
 - i) Construction of a service road using granular materials, including ditching and installation of culverts where required to support drainage, the "Roadway";
 - ii) Clearing of trees, trees flagged by the Grantor for salvage shall be cut into 8 foot lengths and stockpiled along the new service road, all remaining vegetation within the new service road limits will be disposed of off-site;
 - iii) Removal of organic root matter, re-using some of the material along the new road and disposal of any surplus material off-site.
3. The Grantee, its servants, agents, contractors and workmen shall be entitled to enter upon the Easement Lands to survey, construct, alter, enlarge, reconstruct, repair, expand and maintain the Roadway and all necessary works, appurtenances, attachments, apparatus, appliances, markers, fixtures and equipment which the Grantee may deem necessary or convenient.

4. The Easement Lands shall not be subject to regular heavy industrial traffic, other than as required for the construction and routine maintenance of the said Roadway.
5. The Grantee shall, at its sole cost and expense, be responsible for the continuous and ongoing maintenance, repair, and upkeep of the service road located within the Easement Lands.

The Grantee's obligations shall include, but are not limited to:

- (a) Seasonal Upkeep: Grading, gravelling, and surfacing as required to prevent erosion, ruts, or significant deterioration;
- (b) Snow and Ice Management: Prompt snow clearing and ice control to maintain safe and reliable access for all authorized users;
- (c) Drainage: Maintenance of all ditches, culverts, and drainage systems associated with the Roadway to prevent water accumulation or runoff onto the Grantor's adjacent lands; and
- (d) Debris Removal: The removal of any trash, brush, or obstructions resulting from the Grantee's use of the Roadway.

The Grantee shall maintain the Roadway in a "good and workmanlike" manner and in compliance with all applicable municipal or provincial safety standards. The Roadway shall be maintained in a condition that does not cause dust, noise, or vibration nuisance to the Grantor's adjacent lands beyond what is reasonably expected for the permitted use.

6. The Grantor shall be permitted joint use of Roadway located within the Easement Lands, provided that the Grantor's use of the said Roadway shall not interfere with the Roadway or the construction or maintenance thereof.
7. The Grantee is hereby authorized, at its sole cost and expense, to install, maintain, and operate gates or similar security barriers, the "Gates", at mutually agreed-upon locations within the Easement Lands. The primary purpose of the Gates shall be to prevent unauthorized vehicular access and to protect the structural integrity of the Roadway.

The Gates may be secured by physical locks or electronic coding systems. The Grantee shall provide the Grantor with all necessary keys, remote controls, or access codes immediately upon installation and promptly following any subsequent changes.

The exact location and specifications, including height and material, of the Gates must be approved in writing by the Grantor prior to installation, such approval not to be unreasonably withheld or delayed.

Under no circumstances shall the Grantee's security measures restrict or impede the Grantor's, or the Grantor's guests and invitees, right of access over and across the Easement.

The Grantee shall be permitted to install "Private Property," "No Trespassing," or similar advisory signage on or near the Gates to deter unauthorized use. All signage shall be of a professional quality

and size, and shall be maintained in a clean and upright condition by the Grantee. The Grantee shall ensure that such signage does not obstruct the visibility of public roads or create a safety hazard.

The Grantee shall be solely responsible for the ongoing maintenance and repair of the Gate and signage. The Grantee shall indemnify the Grantor against any claims or damages arising from the installation or operation of the Gate, including any liability resulting from unauthorized persons being locked in or out of the Property.

Upon the expiration or termination of this Easement, the Grantee shall, if requested by the Grantor, remove the Gate and signage and restore the affected area to a condition substantially similar to its original state.

8. The Grantee shall ensure that all vehicles, heavy machinery, and equipment brought onto the Easement Lands or adjacent lands are thoroughly cleaned and free of soil, mud, seeds, and plant fragments prior to entry. This measure is mandatory to prevent the introduction or transfer of invasive species and pathogens to the watershed.

Further, any gravel, fill, or aggregate material used for the construction or maintenance of the Roadway must be sourced from approved, invasive-free pits. The Grantee shall, upon request, provide the Grantor with documentation verifying the source and cleanliness of such materials.

The Grantee shall implement and maintain robust erosion and sediment control measures, particularly at water crossings and on sloped terrain. This includes, but is not limited to, the use of silt fencing, check dams, and prompt stabilization of disturbed soils to prevent sediment from entering the watershed or impacting water quality.

If any invasive plant or animal species are identified within the Easement Lands, the Grantee shall immediately notify the Grantor. The parties shall coordinate in good faith to develop and implement a management plan to contain or eradicate the species, with the Grantee bearing all costs associated with infestations resulting from its activities on the Property.

9. This Easement shall not be construed to grant to the Grantee or its servants, agents, contractors, workmen or any other person the right to cross, access or use the Easement Lands for any purpose other than as described above, or to use any other property owned by the Grantor for any purpose whatsoever.
10. As soon as reasonably possible after the construction of the Roadway, the Grantee shall remove all surplus soil and debris from the Grantor's Lands and restore them to their former state so far as is reasonably practicable.
11. The Grantor shall have the right to use and enjoy the surface of the Easement Lands except that such use and enjoyment shall not interfere with the rights of the Grantee hereunder. Without limiting the generality of the foregoing, the Grantor shall not, without prior written consent of the Grantee, place or erect, or cause to be placed or erected, on the Easement Lands any permanent building or structure and shall not excavate, drill, alter the grading, install thereon any pit, well and/or foundation which will obstruct or prevent the exercise and enjoyment by the Grantee of its rights

hereunder,

12. The Grantee shall not bring any Hazardous Substances on Grantor's Land. If the Grantee encounters any toxic, hazardous, noxious or waste substances or contaminants, collectively the "Hazardous Substances", in undertaking any work on the Easement Lands, it shall give notice to the Grantor. The Grantee, in its sole discretion and at the expense of Grantee, may elect to effect the removal of such Hazardous Substances in accordance with the laws, rules and regulations of all applicable public authorities. In no event will the Grantee remove Hazardous Substances outside of the area required to construct, erect, lay or maintain pipes for the sewer, except as outlined herein. Notwithstanding the foregoing, the Grantee shall be required by this agreement to remove any Hazardous Substances which existed prior to the work done by Grantee to the extent that:

(i) such Hazardous Substances have been excavated or otherwise removed from the ground by the Grantee; or

(ii) as the result of the Grantee's work, the Grantor is ordered by public authorities and required by applicable law to immediately effect the removal of such Hazardous Substances, whether or not such Hazardous Substances are located within the Easement Lands or otherwise.

For greater certainty, the Grantee specifically acknowledges and agrees that it shall effect the removal of any Hazardous Substances from any portion of the Grantor's Lands to the extent that the Grantor is ordered by public authorities to immediately do so in accordance with applicable law. The Grantor acknowledges and agrees that the Grantee's obligation to remove Hazardous Substances from outside of the Easement Lands shall not apply simply by virtue of the Grantor's Lands being subject to a site report or remediation order where such report or order does not provide a definitive and immediate timeline for remediation.

13. The Grantee hereby covenants and agrees that it shall indemnify and save harmless the Grantor from and against any and all liabilities, damages, costs, claims, suits or actions relating to or arising by reason of the exercise of the rights and privileges herein granted to the Grantee, save and except liabilities, damages, costs, claims, suits or actions arising through the negligence or willful misconduct of the Grantor. The Grantee further covenants and agrees to carry appropriate liability insurance with respect to the Easement Lands and the uses described herein.
14. Notwithstanding any rule of law or equity, any waterline constructed by the Grantee together with all works, appurtenances, attachments, apparatus, appliances, markers, fixtures and equipment shall be deemed to be the property of the Grantee, even though the same may have become affixed to the Grantor's Lands.
15. In the event that the Grantee no longer requires the use of the Easement Lands, the Grantee shall thereafter cause the within Easement to be released forthwith without delay, at their sole expense.
16. The Grantee covenants and agrees that it shall be solely responsible for the full costs of any surveys and legal expenses associated with the drafting, negotiation, and registration of this Easement or any related documents required to give effect to the rights granted herein.

17. The Grantor covenants that:

(i) it has the right to convey this easement and right-of-way to the Grantee;

(ii) the Grantee shall have quiet enjoyment of the rights, easement and right-of-way hereby transferred;

(iii) the Grantor will execute such further assurances of this easement and right-of-way and do such other acts as may be reasonably required; and

(iv) the Grantor has not done, omitted or permitted anything whereby the Easement Land is or may be encumbered, except as the records of the land registry office disclose.

18. Whenever the singular or neuter is used it shall, where necessary, be construed as if the plural or feminine or masculine had been used and vice versa, as the case may be.

19. This agreement shall extend to, be binding upon and enure to the benefit of the respective heirs, executors, administrators, successors and assigns of the parties hereto. If the Grantor is not the sole owner of the Grantor's Lands, this easement and right-of-way shall bind the Grantor to the full extent of its interest therein and shall also extend to any after-acquired interest but all monies payable or paid to the Grantor hereunder shall be paid to the Grantor only in the proportion that its interest in the Grantor's Lands bears to the entire interest therein. The Grantor hereby agrees that all provisions herein are reasonable and valid and if any provision herein is determined to be unenforceable, in whole or in part, it shall be severable from all other provisions and shall not affect or impair the validity of all other provisions.

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L 1.1, s.55

Deponent: Francoise Roy
500 Beaverbrook Court, Suite 403
Fredericton, NB E3B 5X4

Office Held by Deponent: Vice President Eastern Canada

Corporation: Nature Conservancy of Canada

Place of Execution: _____, New Brunswick

Date of Execution: July _____, 2026

I, Francoise Roy, the deponent, make oath and say that:

1. I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. The attached instrument was executed by me, as the officer duly authorized to execute the instrument on behalf of the corporation;
3. The corporation has no seal;
4. The instrument was executed at the place and on the date specified above;
5. The ownership of a share of the corporation does not entitle the owner thereof to occupy the parcel described in the attached instrument as a marital home.

SWORN TO at _____, in the)
Province of New Brunswick, on the _____ day)
of July, 2026.)

BEFORE ME:)

_____)

A Commissioner of Oaths)

Francoise Roy

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent:

Office Held by Deponent:

Corporation: Village of Fundy Albert

Other Officer Who Executed
the Instrument:

Office Held by Other Officer
Who Executed the Instrument:

Place of Execution:

Date of Execution: ,2026

I, _____ the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me and the other officer specified above as the officers duly authorized to execute the instrument on behalf of the corporation;
3. That the seal of the corporation was affixed to the instrument by order of the Town Council of the Village of Fundy Albert;
4. That the instrument was executed at the place and on the date specified above;
5. That the ownership of a share of the corporation does not entitle the owner thereof to occupy the parcel described in the attached instrument as a marital home.

SWORN TO at Riverview, NB)
on , 2026)
before me:)
)

CERTIFICATE OF EFFECT

Parcel #

Password:

This is to certify that the effect of the registration of the attached Easement on the current Certificate of Registered Ownership for the specified parcel is as follows:

ADD- Village of Fundy Albert- easement holder, Easement

Subscriber: _____

**FORM 14
EASEMENT
Land Titles Act, SNB, 1981, C. 1-1.1, s.24**

Parcel Identifier of Parcel
Burdened by Easement:

00634790

Grantor of Easement:

WH FORESTRY CANADA INC.
TD-Tower, 300-77 Westmorland Street
Fredericton, New Brunswick
E3B 6Z3

Grantee of Easement:

VILLAGE OF FUNDY ALBERT
61 Academy Street
Hillsborough, NB
E4H 2R4

Description of Easement:

See Schedule "C"

Purposes of Easement:

This easement is for the purposes and subject to the provisions of
Schedule "C"

Diagram of Easement:

See Schedule "B"

The grantor grants to the grantee the described easement over or in the specified parcel for the
specified purposes.

Date:

, 2026.

Witness:

Grantor of Easement:

WH FORESTRY CANADA INC.

Per:

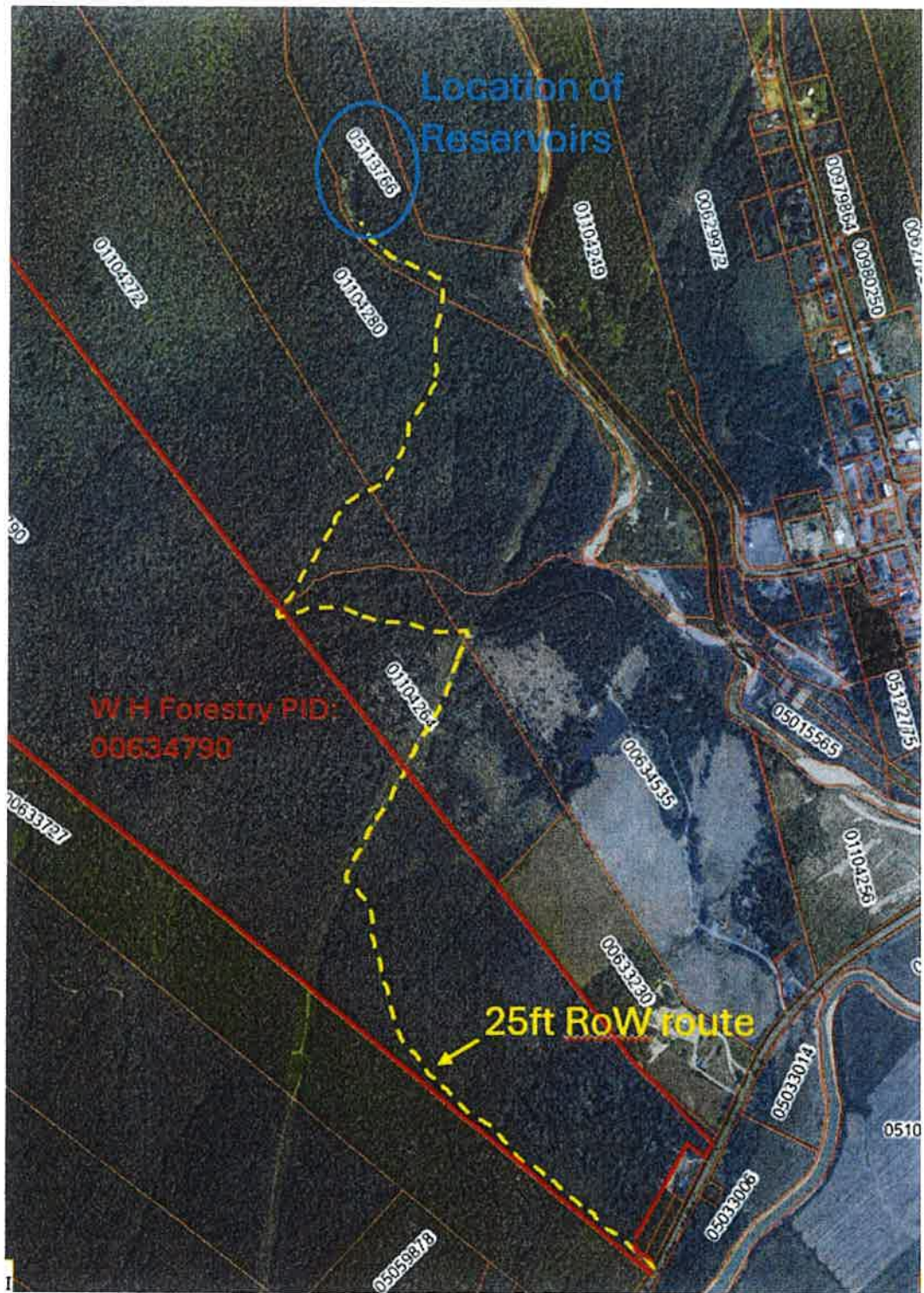
Grantee of Easement:

VILLAGE OF FUNDY ALBERT, a municipal
corporation, incorporated by special act of the Province of
New Brunswick

Per:

Per:

Schedule B



Schedule "C"

WHEREAS the Grantor is the registered owner in fee simple in possession of all that certain parcels or tracts of land and premises (hereinafter called the "Grantor's Lands") situate, lying and being in Lower Coverdale, in the County of Albert and Province of New Brunswick and being designated by PID00634790;

AND WHEREAS the Grantor has agreed to grant to the Grantee an easement over a part of the Grantor's Lands, such part being shown on Schedule "B" attached hereto, being hereinafter called the "Easement Lands";

AND WHEREAS the Grantee is a municipality;

AND WHEREAS section 26 of the Property Act (New Brunswick) provides that a right of way or easement to construct, erect, lay or maintain drains, ditches, pipes, poles, conduits, transmission lines or wires for the conveyance, transmission or transportation of water for any purpose necessary for the operation and maintenance of any undertaking may be granted in favour of a municipality, in the same manner and with the same effect as any other interest in land, notwithstanding that the benefit of the right of way or easement is not appurtenant or annexed to any land of the party acquiring the right of way or easement;

1. The Grantor hereby sells, transfers, grants and conveys in perpetuity to the Grantee a twenty-five (25) foot wide right-of-way to the Grantee, its servants, agents, contractors and workmen for ingress and egress at any and all times over, along and upon the Easement Lands on foot and/or with vehicles, supplies, machinery and equipment necessary or incidental to the exercise and enjoyment of the said easement for the purpose of accessing the Riverside-Albert raw water reservoirs.
2. Work conducted on the Easement Lands shall include, but not be limited to, the following:
 - i) Construction and maintenance of a service road using granular materials, including ditching and draining improvements where required (the "Roadway");
 - ii) Clearing of vegetation reasonably necessary for the construction, maintenance and safe operation of the Roadway;
 - iii) Installation and maintenance of culverts where required to maintain natural drainage and roadway integrity;
 - iv) Placement, grading and maintenance of roadway materials necessary to maintain safe vehicular access to the Riverside-Albert raw water reservoirs;
 - v) Installation and maintenance of erosion and sediment control measures, where required.

3. The Grantee, its servants, agents, contractors and workmen shall be entitled to enter upon the Easement Lands to survey, construct, alter, improve, reconstruct, repair, maintain and use the Roadway and all necessary works, appurtenances, fixtures and equipment which the Grantee may deem necessary or convenient for access purposes associated with the Riverside-Albert raw water reservoirs.
4. The Easement Lands shall not be subject to regular heavy industrial traffic, other than as required for the construction, maintenance and use of the said Roadway. And access to the Riverside-Albert raw water reservoirs.
5. The Grantee shall, at its sole cost and expense, be responsible for the continuous and ongoing maintenance, repair, and upkeep of the Roadway located within the Easement Lands.

The Grantee's obligations shall include, but are not limited to:

- (a) grading, gravelling and surfacing as required to prevent erosion, rutting or significant deterioration;
- (b) maintenance of culverts, ditches and drainage systems associated with the Roadway to maintain safe access and natural drainage patterns;
- (c) repair of erosion, washouts or roadway damage resulting from the Grantee's use of the Roadway; and
- (d) removal of debris, brush or obstructions resulting from the Grantee's activities.

The Grantee shall maintain the Roadway in a "good and workmanlike" manner and in compliance with all applicable municipal or provincial safety standards.

6. The Grantee agrees that all activities conducted within the Easement Lands shall be carried out in a manner intended to minimize interference with forestry, silviculture and harvesting operations conducted by the Grantor or its contractors. The Grantee shall limit vegetation clearing to only that reasonably necessary to establish, maintain and safely operate the Roadway and shall make reasonable efforts to minimize environmental impacts to adjacent lands and watercourses.
7. The Grantor shall be permitted joint use of the Roadway located within the Easement Lands, provided that the Grantor's use of the said Roadway shall not interfere with the Roadway or the construction or maintenance thereof.
8. The Grantee is hereby authorized, at its sole cost and expense, to install, maintain and operate forestry gates or similar security barriers (the "Gates") at the following approximate locations:
 - (a) the entrance from Route 114 located at approximately 45.73676N, 64.74882W; and
 - (b) where the access track meets the NB Power line clearing located at approximately 45.74247N, 64.75503W.

The Gates may be secured by combination padlocks or similar locking systems. The Grantee shall provide the Grantor with all necessary access codes, combinations or keys immediately upon installation and promptly following any future changes.

The Grantee shall maintain the Gates in good working order and shall ensure that the Grantor retains uninterrupted access through the Easement Lands.

9. The Grantee shall ensure that all vehicles, heavy machinery, and equipment brought onto the Easement Lands or adjacent lands are thoroughly cleaned and free of soil, mud, seeds, and plant fragments prior to entry.

The Grantee shall implement and maintain reasonable erosion and sediment control measures during construction and maintenance activities to minimize environmental impacts.

10. This Easement shall not be construed to grant to the Grantee or its servants, agents, contractors, workmen or any other person the right to cross, access or use the Easement Lands for any purpose other than as described above, or to use any other property owned by the Grantor for any purpose whatsoever.
11. As soon as reasonably possible after the construction of the Roadway, the Grantee shall remove surplus soil, debris and waste material resulting from its activities and restore disturbed areas of the Grantor's Lands to a stable condition so far as reasonably practicable.
12. The Grantor shall have the right to use and enjoy the surface of the Easement Lands except that such use and enjoyment shall not interfere with the rights of the Grantee hereunder.
13. The Grantee shall not intentionally introduce hazardous substances onto the Grantor's Lands except those reasonably required for normal vehicle and equipment operations.

If the Grantee becomes aware of any spill or contamination caused by its activities, it shall promptly take appropriate remediation measures in accordance with applicable laws and regulations.

14. The Grantee hereby covenants and agrees that it shall indemnify and save harmless the Grantor from and against any and all liabilities, damages, costs, claims, suits or actions relating to or arising by reason of the exercise of the rights and privileges herein granted to the Grantee, save and except liabilities, damages, costs, claims, suits or actions arising through the negligence or willful misconduct of the Grantor. The Grantee further covenants and agrees to carry appropriate liability insurance with respect to the Easement Lands and the uses described herein.
15. Notwithstanding any rule of law or equity, any water line constructed by the Grantee together with all works, appurtenances, attachments, apparatus, appliances, markers, fixtures and

equipment shall be deemed to be the property of the Grantee, even though the same may have become affixed to the Grantor's Lands.

16. In the event that the Grantee no longer requires the use of the Easement Lands, the Grantee shall thereafter cause the within Easement to be released forthwith without delay, at its sole expense.
17. The Grantor covenants that:
 - (i) it has the right to convey this easement and right-of-way to the Grantee;
 - (ii) the Grantee shall have quiet enjoyment of the rights, easement and right-of-way hereby transferred;
 - (iii) the Grantor will execute such further assurances of this easement and right-of-way and do such other acts as may be reasonably required; and
 - (iv) the Grantor has not done, omitted or permitted anything whereby the Easement Land is or may be encumbered (except as the records of the land registry office disclose).
18. Whenever the singular or neuter is used it shall, where necessary, be construed as if the plural or feminine or masculine had been used and vice versa, as the case may be.
19. This agreement shall extend to, be binding upon and enure to the benefit of the respective heirs, executors, administrators, successors and assigns of the parties hereto. If the Grantor is not the sole owner of the Grantor's Lands, this easement and right-of-way shall bind the Grantor to the full extent of its interest therein and shall also extend to any after-acquired interest.

Form 45
AFFIDAVIT OF CORPORATE EXECUTION
Land Titles Act, S.N.B. 1981, c.L 1,1, s.55

Deponent: Tressa Reid
565 Mines Road
Maccan, NS B0L 1B0

Office Held by Deponent: President

Corporation: WH Forestry Canada Inc.

Place of Execution: Maccan, Nova Scotia

Date of Execution: June _____, 2026

I, Tressa Reid, the deponent, make oath and say that:

1. I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. The attached instrument was executed by me, as the officer duly authorized to execute the instrument on behalf of the corporation;
3. The corporation has no seal;
4. The instrument was executed at the place and on the date specified above;
5. The ownership of a share of the corporation does not entitle the owner thereof to occupy the parcel described in the attached instrument as a marital home.

SWORN TO at the City of Fredericton, in the)
County of York and the Province of New)
Brunswick, by two-way videoconferencing)
with the deponent who was at Maccan, in the)
Province of Nova Scotia, on the _____ day)
of June, 2026, on the basis of evidence)
provided to me that enabled me to verify the)
deponent's identity and confirm the contents)
of the instrument being executed.)
)

BEFORE ME:

Adam M. King
A Commissioner of Oaths
Being a Solicitor

Tressa Reid

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent:

Office Held by Deponent:

Corporation: Village of Fundy Albert

Other Officer Who Executed
the Instrument:

Office Held by Other Officer
Who Executed the Instrument:

Place of Execution:

Date of Execution: ,2026

I, _____ the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me and the other officer specified above as the officers duly authorized to execute the instrument on behalf of the corporation;
3. That the seal of the corporation was affixed to the instrument by order of the Town Council of the Town of Salisbury;
4. That the instrument was executed at the place and on the date specified above;
5. That the ownership of a share of the corporation does not entitle the owner thereof to occupy the parcel described in the attached instrument as a marital home.

SWORN TO at Riverview, NB
on _____, 2026
before me:

A Commissioner of Oaths

CERTIFICATE OF EFFECT

Parcel #

Password:

This is to certify that the effect of the registration of the attached Easement on the current Certificate of Registered Ownership for the specified parcel is as follows:

ADD- Village of Fundy Albert- easement holder, Easement

Subscriber: _____



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	21 July 2026
Subject	Hillsborough Water Source Exploration – Access Road and Well Pad Construction
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 funding for the next phase of the Hillsborough Water Source Exploration Project, which is intended to identify and develop a new municipal production well to support the long-term resilience and reliability of the Hillsborough water system. The approved project includes construction of a preliminary access road and two well drilling pads, exploratory drilling and preliminary pumping tests. Englobe's approved project budget identified \$33,000 plus HST for access-road construction, within an overall Phase 1 budget of \$191,000 plus HST.

Village staff have completed the required site clearing. An RFQ was subsequently issued to local contractors for the supply, delivery, placement, grading and compaction of materials required to construct the preliminary access road and two drilling pads. RFQ invitations were issued to JASCO Construction Ltd., Christian MacLean Construction, Thane's Excavating and Brunswick Limestone Ltd. Thane's Excavating did not submit a quotation.

JASCO submitted a price of \$88,099.80 plus HST that included work outside the RFQ scope. Removing the excluded items resulted in an adjusted comparable price of \$60,636.20 plus HST. Christian MacLean Construction submitted a price of \$69,365.80 plus HST. Brunswick Limestone submitted the lowest quotation at \$33,000 plus HST and was the only submission within the approved construction allowance.

Because the Brunswick Limestone quotation was significantly lower than the other submissions, Administration discussed the scope directly with the contractor and confirmed that the quoted price aligns with the requirements of the RFQ, including the required material quantities, transportation, placement, grading and construction of the access road and two well pads.

RECOMMENDATION

1. It is recommended that Council award the Hillsborough Water Source Exploration preliminary access road and well pad construction work to Brunswick Limestone Ltd. at the quoted amount of \$33,000 plus HST, in accordance with the issued RFQ and Englobe concept drawings.

OTHER OPTIONS

N/A

RISK ANALYSIS

Brunswick Limestone Ltd.'s quotation is significantly lower than the other submissions, which presented a potential risk that the requested scope or quantities had been interpreted differently. Administration has discussed the quotation directly with the contractor and confirmed that it aligns with the full RFQ scope, reducing the risk of omissions or scope-related change orders. Minor additional work arising from unforeseen site conditions may be addressed through the contingency already included in the approved project budget; however, the recommended award remains limited to \$33,000 plus HST. Not proceeding with the award would require retendering or completion using municipal forces, creating risks to the drilling schedule and reducing staff and equipment availability for regular municipal operations.

CONSIDERATIONS

Legal	• The award should be documented in accordance with the Municipality's procurement requirements and the terms of the issued RFQ. • The contractor must maintain the required liability insurance, WorkSafeNB coverage and applicable registrations throughout the work.
Financial	• The recommended award is \$33,000 plus HST and is within the access-road construction allowance included in the approved project budget. • Minor unforeseen work may be funded through the existing project contingency, subject to normal approval controls.
Environmental	• The project is subject to the environmental protection conditions associated with the approved Environmental Impact Assessment. • The contractor must follow site requirements relating to spill prevention, equipment cleanliness, erosion control and protection of archaeological resources.

Policy	• The RFQ was issued to four local contractors and evaluated on price, scope, suitability and overall value. • The recommendation is consistent with the Municipality's procurement and budget-approval requirements.
Stakeholders	• Key stakeholders include Brunswick Limestone Ltd., Englobe, the well driller, municipal operations staff, the landowner and Hillsborough water utility customers. • Coordination will be required to ensure the completed access road and pads safely accommodate drilling equipment.
Community Sensitivities	• The project supports the long-term reliability of the Hillsborough water supply and is expected to be viewed positively by water utility customers. • Construction activity will be temporary and located away from the main residential area.
Council priorities	Strategic Plan Alignment: ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Contractor Quotations, RFQ Letter < Englobe Proposal
Consultation	Administration consulted with Englobe regarding the proposed access-road and well-pad requirements and confirmed the RFQ scope directly with Brunswick Limestone Ltd.
Intergovernmental considerations	The project has received approval under the New Brunswick Environmental Impact Assessment process and must comply with the associated conditions.

REQUEST FOR QUOTATION (RFQ)

Supply, Delivery, Placement and Compaction of Materials

Preliminary Access Road & Well Drilling Pads

Hillsborough Water Source Exploration Project

The Village of Fundy Albert is requesting quotations from qualified contractors for the supply, delivery, placement, grading, and compaction of materials associated with the construction of a preliminary access road and two well drilling pads for the Hillsborough Water Source Exploration Project located in Hillsborough, New Brunswick.

Project Overview

The project generally consists of the placement and grading of imported materials to establish temporary but stable access to proposed groundwater exploration well locations.

While the accompanying documents reference other required works this RFQ is limited strictly to the supply, delivery, placement, grading, and compaction of materials required for the access road and drilling pads.

The following work is **excluded** from this RFQ and will be completed separately by others:

- Tree clearing and grubbing;
- Stripping of organic material;
- Ditching;
- Culvert installation;
- Erosion and sediment control;
- Environmental protection measures;
- Well drilling operations;
- Surveying and engineering services.

Concept drawings and quantity estimates prepared by Englobe Corp. are included for reference purposes.

Scope of Work

The successful contractor shall provide all labour, supervision, equipment, trucking, fuel, and materials necessary to complete the following:

- Supply, delivery, placement, grading, and compaction of Borrow "A" material;
- Supply, delivery, placement, grading, and compaction of sandstone/crushed rock sub-base material;
- Grading and shaping of the proposed access road alignment;
- Construction and grading of two (2) well drilling pads;
- Upgrading and grading of sections of the existing access road as required;
- Final grading to provide safe and stable access for drilling equipment and heavy vehicles.

Estimated Quantities

The following estimated quantities are provided for quotation purposes only and are not guaranteed:

Item	Description	Unit	Estimated Quantity
1	Excavation/Grading of Existing Ground	m ³	380
2	Borrow "A" Material	Tonnes	1,280
3	Sandstone or Crushed Rock Sub-Base Material	Tonnes	1,140
4	Existing Access Road Upgrade/Grading	Linear Metres	240

Material Specifications

Materials supplied under this RFQ shall be suitable for the intended purpose of constructing a temporary but stable access road and well drilling pads capable of supporting drilling and heavy equipment operations.

The following materials are anticipated for use:

Description	Approximate Specification
Borrow "A" Fill Material	General fill suitable for grading and stabilization
Sub-Base Material	0-3/4" minus crushed rock, sandstone, gravel, or equivalent approved granular material

Sub-base material shall be a well-graded granular material free from excessive organic matter, clay, frozen material, topsoil, roots, or other deleterious substances.

Materials do not require formal laboratory testing, certified gradation analysis, or sieve testing unless specifically requested by the Village.

While materials and workmanship should generally align with accepted New Brunswick Department of Transportation and Infrastructure (NB DTI) construction practices where applicable, strict compliance with formal NB DTI testing and screening requirements is not required for this temporary exploratory access road project.

Contractors may propose equivalent locally available materials provided they are suitable for the intended application and capable of supporting anticipated construction and drilling activities.

The completed access road and drilling pads shall provide a stable, trafficable, and reasonably compacted surface suitable for heavy equipment access and drilling operations.

The Village reserves the right to reject unsuitable material at the time of delivery or placement.

Contractor Responsibilities

The Contractor shall:

- Verify site conditions prior to submission;
- Provide all labour, equipment, trucking, supervision, and materials;
- Maintain safe access to the work area;
- Complete work in a safe and professional manner;
- Coordinate work activities with the Village as required;
- Ensure compliance with all applicable Occupational Health and Safety requirements.

Contractor Requirements

The successful contractor shall provide and maintain, for the duration of the project:

- Commercial General Liability Insurance with a minimum coverage limit of \$2,000,000 per occurrence;
- Valid WorkSafeNB coverage and clearance certificate;
- All applicable licenses and registrations required to operate in the Province of New Brunswick;

- Properly trained and competent operators for all equipment utilized on the project.

Proof of insurance and WorkSafeNB clearance may be requested prior to award of the contract.

Submission Requirements

Contractors shall provide:

- Company name and contact information;
- unit pricing;
- Proposed project schedule and estimated completion timeline;
- Description of proposed materials;
- Confirmation of relevant experience completing similar work;
- Proof of WorkSafeNB registration and liability insurance.

Evaluation

Quotations will be evaluated based on overall value to the Village, including:

- Pricing;
- Availability and schedule;
- Contractor experience;
- Suitability of proposed materials;
- Equipment capability;
- Previous performance on similar projects.

The Village of Fundy Albert reserves the right to reject any or all quotations and is not obligated to accept the lowest quotation received.

Reservation of Rights

The Village of Fundy Albert reserves the right to:

- Reject any or all quotations received;
- Accept a quotation other than the lowest priced submission;
- Waive informalities or irregularities in any submission;
- Request clarification or additional information from proponents;
- Negotiate changes in scope, pricing, or schedule with one or more proponents;
- Cancel, revise, or reissue this RFQ at any time;
- Award all, part, or none of the work described within this RFQ;



- Accept separate pricing for portions of the work if deemed in the best interest of the Village.

Estimated quantities provided within this RFQ are approximate only and are provided for quotation purposes. Actual quantities may vary depending on site conditions and project requirements.

Schedule

Work to be completed between July 13 and Sept 14, 2026

Submission Deadline

Quotations shall be submitted no later than:

July 10 2026

Submissions may be sent electronically to:

operations@fundyalbert.ca

or delivered to:

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

Questions

Questions regarding this RFQ shall be directed to:

Ian Barrett
Director of Operations
Village of Fundy Albert
operations@fundyalbert.ca
506-734-3733

Attachments

- Englobe Access Road Concept Drawings
- Preliminary Quantity Estimates

Hillsborough Water Exploration Tasks

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Land** THAT WHEREAS the Hillsborough Water Exploration Project is an ongoing, budgeted initiative to identify and develop a new municipal production well to support long-term water supply resilience and system reliability within the Hillsborough water system;

AND WHEREAS preparatory work completed to date includes hydrogeological review, wetland screening, Environmental Impact Assessment (EIA) registration nearing completion, and execution of a landowner access agreement permitting well-related works;

AND WHEREAS the next phase of the project includes construction of a preliminary access road, drilling of an exploration well, and initial pump testing;

AND WHEREAS a proposal has been received from Englobe to undertake this next phase of work at a revised estimated total cost of \$191,000, reflecting the Municipality's decision to complete the access road construction using in-house resources;

AND WHEREAS funding for this phase of the project was budgeted within the Hillsborough Utility operating budget;

MOTION CARRIED (unanimously)

I certify that the above is a true and exact copy of a resolution passed by the Council of Fundy Albert on February 3, 2026


Kim Beers, Clerk



January 14, 2026

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

Subject: **Professional Services Proposal - Water Source Exploration
Preliminary Well Drilling and Pumping Test Phase Services**
Hillsborough, NB
Englobe reference: P2112969.001

Dear Sir:

Englobe Corp. (Englobe) is pleased to present our professional services proposal for the above-mentioned Project.

1 Description of the project

As indicated in our January 13, 2023 letter and September 19, 2024 update, the first phase of the development of a new municipal water source is carried out following the Water Supply Source Assessment (WSSA) process under the Environmental Impact Assessment (EIA) regulation, which requires the following major steps:

- Preliminary site assessments and geophysics to establish drilling targets (Completed).
- Registration of the project under the EIA regulation and review by the N.B. Department of Environment and Local Government (NBDELG) to obtain approval to build access roads and drill test wells (In progress).
- Construction of a preliminary access road and preliminary well drilling (based on three [3] wells; one [1] to be pump tested and two [2] for observation).
- Hydraulic testing (pump testing).
- EIA Hydrogeological Assessment Report and review by the NBDELG to obtain approval to use the new municipal well and set the approved pumping rate.
- Public consultation in accordance with the EIA regulation.

The initial task, a geophysical survey and site visit, was conducted in October 2022. Task 2, approval from the Province under the EIA regulation, is currently in progress and must be completed prior to physical construction occurring, including the construction of an access road to the identified target area. The next tasks involve preliminary access road construction, exploratory drilling, and pumping tests. A future proposal will be submitted for the Hydrogeological Assessment and Final EIA Review process.

Based on these requirements, Englobe's team will conduct the necessary assessments, documents, reports, and project management, while Contractors will complete the physical construction (well drilling) under Englobe's oversight.

As per previous correspondence, a phased approach is typically used for this type of project. The present Project consists of the specific "Phase 1" tasks listed in Section 2 only; separate proposals will be prepared for the completion of Phase 1 as well as for the future Phase 2. This approach will allow the municipality to manage their budgets accordingly and for the Phase 2 concept to be refined upon completion of Phase 1, once the exact well location and its suitability for use as a municipal source are known.

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"):

- Prepare preliminary concept drawings for the access road to the well target area.
- Assist in developing the Request for Quotation (RFQ) package for pricing of the access road and well drilling works (the Village of Fundy Albert will obtain contractor quotes for the work, or utilize the Village's internal forces).
- Provide construction management and site visits (periodic, based on two (2) trips to site for survey layout and/or inspections) during the preliminary access road construction.
- Coordinate and provide construction management for well drilling activities, including drilling of three (3) new test wells, development of the pumping test program, on-site data collection, and supervision during pumping tests.

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 that are not described herein are not part of this proposal, namely, but not limited to, the following:

- Archaeological Studies, if the EIA Review indicates that these should be required.
- Environmental studies beyond an initial wetland presence/absence screening completed during the summer of 2025.
- Hydrogeological Assessment of the pumping test data
- Final EIA Review & Public Consultations
- Detailed design and construction of infrastructure to connect to the municipal water system (a Proposal will be prepared for Phase 2 work upon completion of Phase 1).

4 Products and services provided by the client

Any additional information that has not been previously submitted.

5 Schedule of services and deliverables

Englobe is prepared to begin work on the project upon written authorization to proceed. The anticipated schedule is outlined below. Actual dates may be adjusted based on permitting timelines, contractor availability, and weather conditions.

	Description of Services / Deliverables	Anticipated Timeline
1.	Completion of EIA Review (In progress)	September 2025 - February 2026
2.	– Preparation of preliminary access road concept drawings – Preparation of RFQ for preliminary road works and well drilling	February/March 2026
3.	Site visits during the preliminary access road construction	March 2026
4.	Preliminary Drilling and Hydraulic Testing (Pump Tests)	April 2026

6 Fees proposal

Over the past few years, significant increases in construction pricing have been observed due to increased material and fuel costs. Therefore, the revised value of the preliminary access road, preliminary well drilling, and pumping tests in 2026, including the Village's estimate to complete the access road construction using their own forces, has been evaluated at approximately \$199,200.00 at the Village's Net HST rate (\$191,000.00 + HST), as summarized in the Table below.

	Tasks	Engineering & Hydrogeology	Construction & Well Drilling	Total
1	Preliminary Site Assessment & Geophysics	Complete (2022)	-	-
2	Preliminary hydrogeological review, Initial Wetland Screening, EIA Registration Update (Letter and TRC Review)	Ongoing	-	-
3	Preliminary Access Road Construction	\$ 5,000.00	\$33,000.00 ¹	\$38,000.00
4	Well Drilling and Preliminary Testing	\$29,000.00	\$90,000.00	\$119,000.00
	Sub-Total:	\$34,000.00	\$123,000.00	\$157,000.00
	Contingency (Preliminary Drilling & Exploration)			\$34,000.00
	Grand Total Phase 1 (Excl. HST):			\$191,000.00

¹ Construction value indicated is based on information provided by the Village, assuming construction by Village forces. Should the Village wish to retain a contractor for the access road construction, the estimated value of the access road construction is approximately \$60,000.00 + HST, based on 2025 industry pricing and the target well location.

Based on the above, the total value of Englobe's professional services fees has been established at **\$34,000.00 + HST**.

It is noted that due to the nature of the project, the breakdown of the above budget may fluctuate while respecting the Village's approved total project budget (anticipated to total \$191,000 + HST as indicated by the Village). Englobe will monitor the project budget throughout the project; however, it is not unusual that some of the budget may be moved between tasks or categories. In addition, a contingency allowance has been allocated, which may be used for Professional Services or Construction activities as required.

7 Invoicing and terms of payment

- On a monthly basis, Englobe will issue an invoice payable upon its reception.
- 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 30 days.

9 Acceptance of the proposal

We thank you for allowing us to submit our proposal and trust we will be granted the opportunity to participate in 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 (2) parties.

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

Yours very truly,

Englobe Corp.



Laura Leger, P. Eng.
Senior Engineer - Civil

Encl.: Appendix A Terms and Conditions

C.C.: Mr. Sean Wallance, Chief Administrative Officer - Village of Fundy Albert
Mr. Pierre Plourde, P.Eng., Senior Technical Director, Municipal Engineering - Englobe Corp.

READ AND ACCEPTED

Signature: 

Date: 02-11-2026

Name: Sean Wallace

Title: CAO

Company: Fundy Albert

Phone number: 506-233-7974

Email: CAO@FundyAlbert.ca

Note: Please verify and indicate the appropriate name and address for invoicing.

Paying customer: Village of Fundy Albert If accurate, please check ☐

61 Academy St., Hillsborough, NB E4H 2R4

Modification: Legal name for invoicing: _____

Invoicing address: _____

BRUNSWICK LIMESTONE LTD.

PO Box 3046
HILLSBOROUGH, New Brunswick E4H 3A1
Canada
brunswickstone@gmail.com
(506) 881-6377
www.brunswickstone.com

**QUOTE**

Quote No.: 159
Date: 07/08/26
Page: 1
Ship Date:

Sold To:**VILLAGE OF FUNDY ALBERT**

2849 Main Street
Hillsborough, NB E4H 2X7

Ship To:**VILLAGE OF FUNDY ALBERT**

2849 Main Street
Hillsborough, NB E4H 2X7

Business No.: 86079 2662 RT 0001

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
	1,280	TONNE	Borrow a Material Complete	H		
	1,140	TONNE	Crushed Rock Sub-Base	H		
	1	EA	Transportation to Site	H		
	1	EA	Leveling and Grading	H	33,000.00	33,000.00
			Subtotal:			33,000.00
			H - HST 15%			
			HST			4,950.00



2112969.001

New Preliminary Access Road

Item	units	unit type	unit price	total
Excavation/Grading existing ground	380	Sq Meter	\$ 9.47	\$ 3,598.60
Borrow A Material Complete	1280	Tonnes	\$ 21.99	\$ 28,147.20
Sandstone or Crushed Rock Subbase Material	1140	Tonnes	\$ 33.00	\$ 37,620.00
				Subtotal \$ 69,365.80
				Tax \$ 10,404.87
				Total \$ 79,770.67



3724 Baltimore Rd.
Rte. 910, Osborne Corner
NB E4H 3V7

Ph: (506) 734-2516
Fax: (506) 734-2516
email: jasco@ahnet-nb.ca

July 10, 2026

Fundy Albert

Re: Water Source Exploration, Hillsborough NB

#2112969.001

We would like to submit the following quotation for your consideration in your up coming project
..... Our contact information is Peter Ward ...cell# 506-866-2205

Attached is our breakdown per unit pricing

As well we have included our insurance and worksafe documents

Work could be scheduled in beginning July 13, 2026

Our quote for all work is \$88099.80 plus HST.

If you have any questions please feel free to contact anytime.

Yours,

Peter Ward

JASCO Construction Ltd

Item No. #	Unit Price	Estimate Quantity	Price	subtotal
1	sq m	1700	\$2.10 sqm	\$3,570.00
2	sq m	1700	\$2.10 sq m	\$3,570.00
3	cu m	380	\$7.34 cu m	\$2,789.20
4	tonne	1280	\$28.22/tonne	\$36,121.60
5	tonne	1140	\$16.91/tonne	\$19,277.40
6 (A)	unit	1	\$2125.00 each	\$2,125.00
6(B)	unit	2	\$2550.00 each	\$5,100.00
7	lin. M	190	\$17.00/lin m	\$3,230.00
8	lin. M	120	\$24.65/ lin m	\$2,958.00
9	sq m	1400	\$1.49 sq m	\$2,086.00
10	lin m	8	\$476.00/lin m	\$3,808.00
11	tonne	13	\$78.20tonne	\$1,016.60
12	lin. M	240	\$10.20/ lin m	\$2,448.00



COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Ian Barrett, Director of Operations
Date	21 July 2026
Subject	Hillsborough WWTP Outfall Repair
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

In late 2025, it was identified that the two outfall pipes serving the Hillsborough Wastewater Treatment Plant had become loose within the tidal area of the Petitcodiac River due to excessive erosion around the previous anchoring system. Englobe was engaged to investigate the condition and develop a repair that would leave the pipes secure, safe and functional.

The ends of both outfall pipes are fitted with rubber check valves that prevent river water from flowing back into the wastewater system. Continued movement of the pipes, particularly from tidal action and winter ice, could damage or displace the valves. This could allow river water to enter the wastewater outfall infrastructure or restrict discharge from the lagoon, potentially causing the system to back up. The likelihood of further damage increases during winter ice conditions.

Englobe prepared the repair scope and drawings for competitive advertisement through the New Brunswick Opportunities Network. The opportunity was issued on May 1, 2026 and closed on June 30, 2026. One proposal was received from JASCO Construction Ltd. in the amount of \$147,390 plus HST. This is significantly higher than the preliminary estimate of \$40,000 to \$60,000 and cannot be accommodated from the wastewater maintenance budget and Hillsborough utility capital reserve without affecting other required work.

The Municipality has received approval to construct and has applied for the required licence to occupy Crown land. Administration has discussed the funding requirement with RDC, which advised that reallocating \$150,000 currently assigned through the Capital Renewal Fund to the Fundy View Drive culvert replacement would be the most efficient way to make funding available within the required timeline. The culvert project may be eligible for a separate climate-resilience funding stream through FCM, and emergency funding may be available should it fail prematurely similar to that used for the Golf Club Road culvert in Hillsborough. Furthermore, there are currently no immediate plans to initiate this project.

Funding the outfall repair through the Capital Renewal Fund would also preserve the budgeted wastewater maintenance allocation for other necessary repairs and maintenance within the system.

RECOMMENDATION

1. It is recommended that Council authorize Administration to work with JASCO Construction Ltd. to complete the Hillsborough WWTP outfall repair at a cost of \$147,390 plus HST, and authorize Administration to coordinate with the relevant department to reallocate \$150,000 from the Capital Renewal Fund allocation for the Fundy View Drive culvert replacement to fund the project.

OTHER OPTIONS

Council may defer the repair and include the required funding in the 2027 budget. This would avoid reallocating funding from the Fundy View Drive culvert project; however, it would leave the outfalls exposed to continued erosion, tidal movement and winter ice, increasing the risk of damage to the check valves and disruption to the wastewater system.

Council may direct Administration to retender the work. The project has already been competitively advertised and received only one proposal. Retendering would delay the work and provides no assurance of additional bids or a lower price; construction costs may also increase.

RISK ANALYSIS

Proceeding with the repair reduces the operational and environmental risk associated with failure or obstruction of the lagoon outfalls. The principal financial risk is reallocating funding from an identified culvert replacement project, which will require an alternative future funding source. Deferring the work carries a higher infrastructure risk because further erosion, tidal action or winter ice could damage the check valves, allow river water into the system or prevent the lagoon from discharging correctly. Approval will also preserve the wastewater maintenance budget for other required system repairs and maintenance.

CONSIDERATIONS

Legal	• The work was competitively advertised through NBON and one proposal was received. • Approval to construct has been received, and the Crown land licence-to-occupy application is in progress.
Financial	• JASCO's proposal is \$147,390 plus HST, funded through a proposed \$150,000 Capital Renewal Fund reallocation.

	• Reallocation preserves the wastewater maintenance budget for other required system repairs and maintenance.
Environmental	• Repairing the outfalls reduces the risk of river water entering the wastewater infrastructure or treated effluent discharge being obstructed. • Work must comply with approval conditions and requirements for construction within the tidal and wetland area.
Policy	• The procurement was openly advertised and the recommendation is based on the only proposal received. • Reallocation of Capital Renewal Fund funding requires coordination with the relevant departments and council
Stakeholders	• Key stakeholders include JASCO Construction, Englobe, provincial regulators, Crown Lands, municipal wastewater operators and Hillsborough utility users. • Administration will coordinate construction timing around tides, approvals and wastewater operations.
Community Sensitivities	• The repair protects essential wastewater infrastructure and reduces the likelihood of a service or environmental incident. • Deferral of the Fundy View Drive culvert project may create concern and will require clear communication regarding future funding plans.
Council priorities Strategic Plan Alignment:	Strategic Plan Alignment: ✓ Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	Englobe RFQ letter and stamped drawings; NBON tender notice and JASCO Construction Ltd. bid form.
Consultation	Administration has consulted with Englobe and the relevant departments at RDC regarding the repair scope, procurement result and proposed Capital Renewal Fund reallocation.
Intergovernmental considerations	Approval to construct has been received. A licence to occupy Crown land has been applied for, and the proposed funding reallocation requires coordination with RDC and Council



May 1, 2026

To Prospective Contractors

Subject: **Request for Quotation (RFQ) - Hillsborough WWTP - Outfall Modification**
Mill Street, Hillsborough, NB

Dear Contractor:

The Village of Fundy Albert is pleased to invite your firm to submit a quotation for repairs to the existing Wastewater Treatment Plant's (WWTP) outfall pipes, consisting of the removal of a section of 300mm HDPE Pipe and associated rubber check valve, and re-installation of the salvaged rubber check valve. The WWTP is located near Mill Street in Hillsborough, NB.

1 Scope of Work

The scope of work includes all tasks required to provide a complete and functional installation, including the provision of all labour, materials, equipment, supervision, planning, and associated services necessary to complete the work as shown on the Drawings (Appendix A) and as described in the Specifications (Appendix B). This generally includes, but is not limited to:

- Coordinate the work to be completed during low tide conditions.
- On each of the two (2) outfall pipes, cut the existing 300 mm diameter HDPE pipe as close as possible to the riverbank. Salvage the existing rubber check valves for re-installation by cutting off and disposing of excess pipe.
- Any loose or unsecure components remaining on the previous outfall pipe anchoring system shall be removed and disposed of; however, the vertical steel piles shall remain in place.
- Reinstall the salvaged check valves at the new end of the outfall pipes, in accordance with the drawings and specifications in Appendix.
- Cleanup and waste disposal off-site in accordance with applicable regulations.

The site is adjacent to public roads and trails and can be visited at any time by prospective contractors, subject to tidal conditions. There will be no formal pre-quote site meeting at the project site.

Please note that the lump sum quotation for the above-noted scope of work shall include all work incidental to the supply and installation of the materials listed herein, including all related warranties,

supervision, permitting, equipment, mobilization and demobilization, materials, removal and disposal, installation, clean-up, mark-up or profit and all work incidental thereto, whether or not explicitly stated.

2 Protection of Existing Features

Protection of all existing features will be considered incidental to the work. Should existing features become damaged by the Contractor during the execution of the work, the Contractor shall acceptably repair or replace them at no cost to the Owner. The contractor shall also restore the work area and provide marsh protection measures, such as mats, incidental to the work.

It is noted that equipment shall only be permitted to travel on the marsh east side of the dike on wide heavy mats that will distribute the weight of the equipment and avoid damage to the marsh surface. These mats must be promptly removed once this work is complete. Additionally, the Contractor shall use care not to damage the dike [aboideau] between the existing dike access road and the site.

The work will be subject to a Watercourse and Wetland Alteration (WAWA) Permit. The Owner will provide a copy of the WAWA Permit prior to commencement of the work. All conditions of the WAWA Permit shall be adhered to by the Contractor in carrying out the work.

The Contractor shall immediately report any spill, discharge, or incident to the Owner and applicable authorities.

3 Schedule of Work / Completion Date

The following preliminary timeline has been prepared to provide Contractors with an indication of the anticipated schedule. The timeline is tentative and may be changed by the Village at any time.

Issue Date of RFP	May 1, 2026
Bid Submission Deadline	June 30, 2026
Anticipated Award Date	August 7, 2026
Anticipated Construction Start	September 1, 2026

The Contractor shall commence the work within three (3) weeks of the Village of Fundy Albert's notification to proceed. The full scope of work shall be completed no later than two (2) weeks after and shall follow any seasonal restrictions imposed in the WAWA Permit.

4 Contract Price / Payment Schedule

Payment will be by Lump Sum. Payment will be made upon satisfactory completion of the work, as determined by the Village of Fundy Albert.

✿

5 Safety, Insurance Coverage and WorkSafe NB

Following the contract award, the successful Contractor must provide the Village of Fundy Albert proof of insurance verifying the coverage below, and a Letter of Good Standing with WorkSafe NB.

The Contractor is responsible for site safety and shall comply with all OHS laws and Owner site rules.

The Contractor is responsible for maintaining the following insurance policies throughout the project to protect all parties from liability and property damage:

- The Contractor shall supply and keep in force for the full term of this Contract, General Liability Insurance and Wrap-up Liability Insurance policies against bodily and property damage that may arise with respect to the Work being performed under this Contract. These policies shall include the following:
 - Coverage shall be on an occurrence basis with an inclusive limit of not less than two million dollars (\$2,000,000.00);
 - The Village of Fundy Albert, Sub-Contractors, and Consultants (when required) shall be named as Additional Insured with respect to the operations of the Contractor;
 - Contractual Liability with respect to this Contract;
 - Coverage for bodily injury and property with the amount set forth;
 - A cross Liability Clause;
 - Contingent Employers Liability coverage;
 - Non-Owned Automobile or licensed vehicle Liability coverage;
 - Completed Operations coverage, with respect to this Contract, that shall remain in force for the duration of the warranty and maintenance period which is a period twelve (12) months from the date of issuance of the Certificate of Substantial Performance.
 - Thirty (30) days written notice shall be given to the Village in the event of the cancellation, substantial amendment, or lapse, of this policy;
 - Coverage for Broad Form property damage, and;
 - A separate policy endorsement shall be provided if any blasting is to be carried out under the Contract.
- The Contractor shall pay for and maintain Builders All Risks Insurance during the term of the contract, insuring not less than the sum of the amount of the Estimated Contract Price and the full value, as stated in any amendments to the General Conditions, of products that are specified to be provided by the Owner for incorporation into the Work. Such insurance shall incorporate at least the following features:
 - The Village of Fundy Albert, Sub-Contractors, Consultants (when required) and the Engineer as named insured and incorporating the insurer's Waiver of Subrogation against any such named insureds.
 - A debris removal clause.
 - Loss by vandalism clause.
 - Automatic reinstatement clause.
 - A deductible of no more than \$5,000. The cost of this deductible shall be borne by the Contractor.
 - Loss payable shall be made to the Owner and the Contractor as their interests may appear.
 - Insurance contracts shall be procured from, and the premiums paid to a resident agent or broker of a Surety Company licensed to do business in the Province of New Brunswick.

- Certificates of such insurance shall be filed with the Owner and shall be subject to acceptance, but such acceptance shall in no way relieve the Contractor from any larger responsibility under the contract.
- Automobile Insurance
 - The Contractor shall insure and maintain insurance against liability for bodily injury and property damage caused by motor vehicles owned by the Contractor and used with respect to the Work. Such insurance shall have an inclusive limit of at least five million dollars (\$5,000,000) per occurrence. For the purposes of this Contract, the definition of a "motor vehicle" shall be the same as the definition of a "motor vehicle" in the Motor Vehicle Act, RSNB 1973, c. M-17, and amendments thereto.

6 Pricing Submission

Please provide your quotation to Village of Fundy Albert's attention using the attached Bid Form no later than **June 30 , 2026 at 4:00 PM (ADT)** via email to operations@Fundyalbert.ca.

Pricing shall include all work required to complete the scope included herein and in accordance with the applicable Regulations.

7 Closing

We look forward to receiving and reviewing your proposal. If additional information is required, please don't hesitate to communicate with us.

Yours very truly,

Village of Fundy Albert

Ian Barrett
Director, Operations

Encl.: Appendix A Bid Form
Appendix B Drawings
Appendix C Technical Specifications

SIGNED FOR IDENTIFICATION:

OWNER: _____

CONTRACTOR: _____

DATE: _____

VILLAGE OF
FUNDY ALBERT

HILLSBOROUGH WWTP - OUTFALL MODIFICATION

HILLSBOROUGH, N.B.

PROJECT No. 2510930-1D

LIST OF DRAWINGS

2510930-1D-C01 OVERALL SITE PLAN AND LEGEND
2510930-1D-C02 PLAN AND PROFILE - OUTFALL



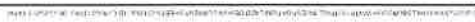
Client:

VILLAGE OF FUNDY ALBERT

Project:

HILLSBOROUGH WWTP - OUTFALL MODIFICATION

PROJECT No. 2510930-1D



Tender Notice

Advertisement

Fundy Albert- Hillsborough- Wastewater Outfall Repair

(Prod)

The solicitation document will contain the instructions on how, when and where to submit your bids.

New Brunswick Opportunities
Netw  rk



Issuing Agency Address

MU, FUNDY ALBERT
Village of Fundy Albert
61 Academy Street
Hillsborough, New Brunswick
E4H 2R4

Contact Ian Barrett
Phone 1 (506) 734-3733
Fax
Email Operations@FUNDYALBE
RT.CA

Notice

21238

Amendment # 1

Original Publish Date

2026/05/01 12:00:00

Publish Date

2026/05/05 09:43:15

Closing Date & Time

Changed

2026/06/30 09:00:00

Time Zone

Atlantic Time

Time Remaining

All dates are yyyy/mm/dd

Date Issued

2026/05/05

Delivery Required

 Attachments Exist

Effective Date: 2026/05/01

Expiry Date: 2026/05/22

Commodity Bid Matching

Commodity Bid Matching does not exist

Notice Details

*****Addendum #1*****

Please note the closing date is extended to June 30th, 2026 at 9:00am.

The Village of Fundy Albert is pleased to invite your qualified contractors to submit a quotation for repairs to the existing Wastewater Treatment Plant's (WWTP) outfall pipes, consisting of the removal of a section of 300mm HDPE Pipe and associated rubber check valve, and re-installation of the salvaged rubber check valve. The WWTP is located near Mill Street in Hillsborough, NB.

Item #	Description
1	Commodity # 5139A CONSTRUCTION SERVICES, (NOT ELSEWHERE SPECIFIED)

Project: HILLSBOROUGH WWTP - OUTFALL MODIFICATION
 Proj. No. # 2510930-1D
 Date: June 30, 2026 @ 9:00 AM

Item no.	Description	Unit	Estimated Quantity	Unit Price	Total Cost
1	Outfall modifications, including reinstallationcheck valves, complete	lump sum	1.00 \$		\$ 147390.00
Contingency allowance (as authorized):					\$ 0.00
SUBTOTAL:					\$ 147390.00
HST @ 15 %:					\$ 22108.50
GRAND TOTAL:					\$ 169498.50

Signature: Robert Ward

Name and Title (Please Print): Robert Ward / President

Company Name: Jasco Construction Ltd.

BUILDING PERMITS

June 2026

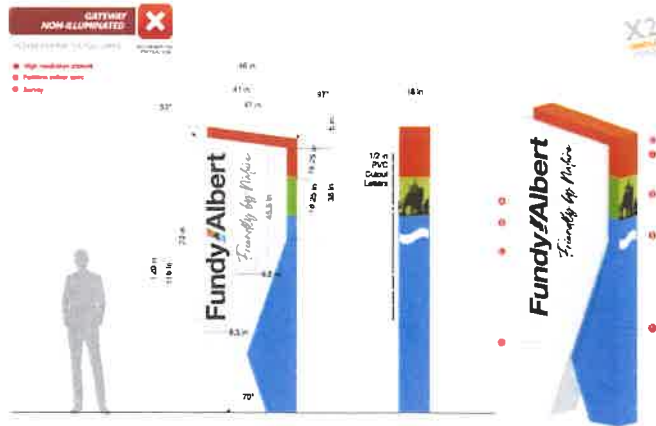
WARD	Number of Permits	Value
1	2	\$221,298
2	1	\$94,000
3	0	\$0
4	1	\$4,128
5	1	\$20,640
6	7	\$ 2,039,867
TOTAL	12	\$2,379,933

FUNDING

- Shoreline Trail - Project Completion Date deadline has been extended – October 29th, 2026.
- FireSmart Program – Fuel Management Prescription Development – Applied for Phase 2 - \$165,456.00
- AED – Canadian Red Cross – Alma Activity Centre
- CanExport Funding: Working with a consultant and the Southeast Regional Service Commission (SERSC) Economic Development Dept to develop community and investment data sheets in support of the CanExport funding application.
- Local Government: Requesting financial assistance to support the Municipality in bringing its outstanding financial statements and audits up to date.

FUNDY ALBERT SIGNAGE

A request has now been submitted to TransAqua seeking permission to install the gateway sign on its property adjacent to the Town of Riverview entrance sign. Administration is awaiting a response and will report back to Council once additional information is available.



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 September.

OTHER

- Job posted for Accounting Support/Assistant Clerk position.

Committee of the Whole – Operations Report

Director of Operations

Reporting Period: June-July 2026

Meeting Date: 21 July 2026

1. Director's Operational Snapshot

1.1 Key Highlights

- The community pool opened on July 1 following completion of the required repairs and operational checks, with public swims, lessons and programmed sessions underway.
- The Riverside-Albert standpipe cleaning has been completed and the Village is awaiting satisfactory laboratory results before returning it to service, anticipated by July 17 or 18.
- The Hillsborough water and wastewater capacity analysis has commenced, with the project kick-off meeting completed and the scope and deliverables being refined.
- The RFQ for the Hillsborough water exploration well pads and access roads has closed, with Brunswick Limestone submitting the lowest bid and a Council Request Form prepared.
- Planning has been completed with Brown Paving for priority padding and patching work in Riverside-Albert, Alma and Hillsborough.
- The John Deere flail mower has been repaired and returned to service for ditch mowing and roadside maintenance.

1.2 Key Pressures & Risks

- Manual operation of the Alma wastewater lagoon discharge valve continues under DELG approval while the Village awaits confirmation of the replacement valve delivery schedule.
- Public Works remains one full-time employee below its intended staffing level during the peak summer maintenance period.
- Several fleet issues require investigation, including a recurring engine warning light on the 2016 F-350 and a possible transmission issue affecting reverse on the 2012 F-350.
- The municipality remains in drought conditions, and water conservation messaging will continue throughout the summer.
- Tender pricing for the Scenic Drive PMHP project may exceed the available budget, which could require the scope to be reviewed and prioritized.

1.3 Looking Ahead – Next 30-60 Days

- Return the Riverside-Albert standpipe to service following satisfactory laboratory results post cleaning.
- Complete priority road padding and patching work and retain contingency for further repairs before winter.
- Progress the Hillsborough lagoon outfall repair, water exploration well-pad construction and capacity analysis.

- Continue summer operations, including mowing, ditch maintenance, public washroom servicing, parks, trails and facility support.
- Advance the Asset Retirement Obligation assessment through the project start-up stage.

2. Communications & Customer Requests

2.1 Voyent ALERT! System

Voyent ALERT! continues to be used for time-sensitive public communications, including water conservation notices, service interruptions, planned operational work and emergency notifications. Updated subscriber and alert statistics will be inserted once the latest figures are available.

2.2 Service Requests / CityReporter

CityReporter remains fully operational and continues to be used for time tracking, task management, service request tracking, equipment inspections and operational reporting. The public reporting portal also remains active, allowing residents to submit service requests and receive automated updates where contact information is provided.

Staff are continuing to expand the use of CityReporter for internal inspections and preventative maintenance, including daily vehicle and equipment checks. This is improving visibility of outstanding work, recurring service issues, staff time allocation and the condition of operational assets.

CityReporter Dashboard: Appendix A

3. Facilities, Rentals & Community Use

3.1 Facility Usage & Revenue

Village-owned community facilities continued to see regular use during the reporting period. In June, the Riverside-Albert Recreation Centre recorded 31 bookings, while the Alma Activity Centre and Cultural Building Centre recorded 11 bookings.

As of July 14, gross swimming pool revenue totalled \$2,388, comprising:

- Public swims – \$750
- Adult swims – \$56
- Family swims – \$54
- East Coast Kids – \$100
- Private booking – \$130, currently unpaid
- First-session swimming lessons – \$1,100
- Swim passes – \$198

Of the total amount recorded, \$2,258 has been received, with \$130 remaining outstanding.

3.2 Facility Updates

Arena

The arena remains in its off-season operating period. Preparations are continuing for the upcoming Ignite Fire Academy booking. Insurance requirements have now been confirmed, and a facility user agreement has been prepared to support the booking.

Community Pool

The community pool opened as planned on July 1 following completion of the required repairs and operational checks. Public swims, adult swims, family swims and the first session of swimming lessons are now underway.

Initial use and revenue have been positive, and staff will continue to monitor attendance, programming and operating requirements throughout the summer season.

Facility Rentals / Community Use

Regular rentals and community use are continuing at both the Riverside-Albert and Alma recreation centres. Administration continues to coordinate bookings, monitor facility requirements and address minor maintenance issues as they arise. A reported issue with the coffee maker at the Riverside-Albert Recreation Centre is currently being investigated before any repair or replacement is authorized.

4. Water & Wastewater Operations

4.1 Alma Water System

The Alma water system continues to operate normally following completion and commissioning of the new water project. No significant operational issues have been identified during the reporting period, and staff continue to monitor system performance as part of routine operations.

4.2 Alma Wastewater Lagoon – Actuator Valve Failure

Manual operation of the Alma wastewater lagoon discharge valve is continuing following approval from the Department of Environment and Local Government. Staff are operating the valve in accordance with the approved tidal discharge requirements while the permanent replacement is outstanding.

The Village is currently awaiting an updated delivery schedule for the replacement valve. Manual operation will remain in place until the new valve has been delivered, installed and commissioned.

4.3 Riverside-Albert Water System

Maintenance and cleaning of the Riverside-Albert standpipe has been completed. The Village is currently awaiting laboratory results before returning the standpipe to service. Subject to satisfactory results, it is expected to be operational again by July 17 or 18.

Planning is also continuing for maintenance of the raw water reservoirs. Access clearing has begun, with cleaning of the upper and settling ponds planned for August using Village staff and contractor support where required. The main reservoir cleaning remains planned for spring 2027.

Work is also progressing to establish permanent legal access to the reservoir site. Easement agreements with WH Forestry and the Nature Conservancy of Canada are being advanced, with negotiations continuing for the remaining required access.

4.4 Hillsborough Water and Wastewater Systems

The Hillsborough water and wastewater systems continue to operate normally, with no significant operational issues reported during the period.

The procurement process for the Hillsborough lagoon outfall repair has now closed, with one compliant bid received from JASCO Construction. Approval to construct has been received,

and an application for a Licence to Occupy the required Crown land has been submitted. A Council Request Form has also been submitted seeking approval to proceed with JASCO and to reallocate the required funding through the Capital Renewal Fund.

Water conservation initiatives are continuing across the municipality. Guidance has been included with water bills, and further messaging will continue throughout the summer through Facebook and Voyent ALERT! The area remains in drought conditions, and residents will continue to be encouraged to reduce non-essential water use and conserve water wherever possible.

5. Public Works & Service Areas

5.1 Roads and General Maintenance

Public Works has liaised with Browns Paving to plan upcoming padding and patching work across the municipality. The proposed work includes padding a section of Water Street in Riverside-Albert, from Maple Street toward the school, and repairs to the worst section of School Street in Alma around the booster station. Key areas of road degradation in Hillsborough will also be addressed.

A portion of the available budget will be retained as a contingency to allow additional patching to be completed before winter where further priority areas are identified.

5.2 Parks, Mowing, Seasonal Maintenance and Beautification

Summer maintenance activities are continuing across the municipality, including mowing, trimming, litter collection, public washroom servicing and general upkeep of parks and public spaces. The addition of two Public Works students has provided additional seasonal capacity and is helping staff maintain service levels during the busiest period of the year.

Public washroom maintenance in Alma continues to require close monitoring due to increased tourist use. Staff are reviewing options to provide more frequent cleaning.

5.3 Trails

Trail maintenance and improvement work is continuing across the municipality. Work on the Grey Brook Trail bridge project is progressing, with the current scope being refined to prioritize the bridge structure and associated access requirements within the available funding.

Staff are also continuing to address maintenance needs at Crooked Creek Lookout following vandalism to the outhouses. Initial pricing for new industrial steel doors and steel frames is approximately \$2,100 per door, installed. Further quotes will be sought to confirm the total project cost before potential funding sources are identified.

5.4 Operational Capacity

Public Works continues to manage a high seasonal workload, including mowing, road maintenance, public washroom servicing, facility support, trail work and general maintenance across the municipality. The addition of two Public Works students has improved seasonal capacity; however, the department remains one full-time employee below its intended staffing level.

Recruitment for the vacant Municipal Operations Worker position is continuing. Until the position is filled, work will continue to be prioritized based on safety, operational necessity and available staff resources.

6. Fleet & Equipment Status

The 2016 F-350 has a recurring engine warning light issue and is awaiting further investigation.

The 2012 F-350 also requires assessment for a possible transmission issue after failing to engage reverse on occasion.

The GMC Canyon recently received an oil change and inspection. A minor leak was identified and will be addressed as soon as fleet availability allows.

The flail mower attachment for the John Deere has now been repaired, returned to service and is being used for ditch mowing and roadside maintenance.

7. Internal Capital / Administration-Led Projects

7.1 Community Pool Repairs

The required community pool repairs were completed in time to support the planned July 1 opening. The pool has now entered normal summer operations, with public swimming, programmed sessions and swimming lessons underway.

7.2 Library Mini-Split Replacement

One of the mini-split units at the library has failed. Due to the age of the unit, replacement parts were unavailable and a full replacement was required. Installation of the new unit is scheduled for July 22.

The remaining mini-split units at the library are of a similar age and may also require replacement if they fail in the future.

The replacement is being funded through the library maintenance budget. As a result, other planned maintenance items, including the new library sign and conversion of existing lighting to LED, have been deferred.

7.3 Asset Retirement Obligation Assessment

The Asset Retirement Obligation assessment has been awarded to Dillon Consulting, with funding to be provided through the operating reserve as previously approved by Council. Initial contact has been made with the consultant, and a project start-up meeting is being arranged.

8. Major Capital Projects by Ward

Ward 1 – Alma

PMHP – Scenic Drive

The Scenic Drive shoulder and swale improvement project has now been issued for tender, with the tender scheduled to close on July 21. Following review of the submissions, a recommendation will be prepared for Council. There remains a risk that submitted prices may exceed the available budget, in which case the scope may need to be reviewed and prioritized before the project can proceed.

Alma Water Project- Upgrades continue to the original well house with flushing of hydrants in the planning process.

Ward 2

Nil.

Ward 3/4 – Hillsborough

Hillsborough Water Exploration

Site clearing for the Hillsborough water exploration project has been completed. The RFQ for construction of the well pads and access roads has now closed, with Brunswick Limestone submitting the lowest bid.

A Council Request Form has been prepared seeking approval to award the work and proceed with construction. Once the pads and access roads are complete, the project can move into the exploratory drilling phase.

Water and Wastewater Capacity Analysis

The municipal water and wastewater capacity analysis has now commenced, with the project kick-off meeting completed. Initial discussions focused on refining the scope, confirming deliverables and establishing the project timeline.

The study will assess the current capacity of each water and wastewater system, identify the remaining capacity available for future development, and consider where growth can best be accommodated. It will also examine potential system improvements required to increase capacity and complete more detailed scenario analysis for known development areas in Hillsborough and Riverside-Albert, together with opportunities to improve fire-flow capacity in Alma and Riverside-Albert.

DTI Route 114 / Grey Brook Road Raising

No further update is available on this project at this time.

Ward 4

Nil.

Ward 5

Nil.

Ward 6

Greensboro Lagoon

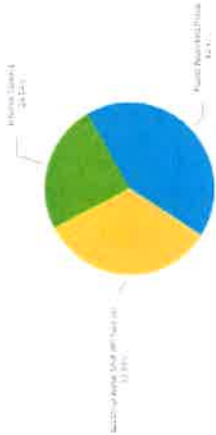
A public meeting for the Greensboro Lagoon project was held by the Department of Environment and Local Government on June 22. No further operational update is available at this time.

Appendix A – CityReporter Work Order Dashboard

Work Order Throughput

Group when below: 1.00 %

Closed Work Orders

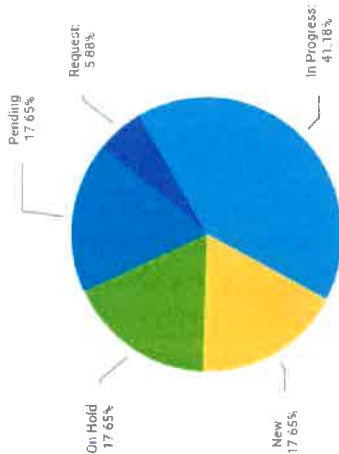


Open Work Orders and Aging

Data: Statuses for Open Work Orders

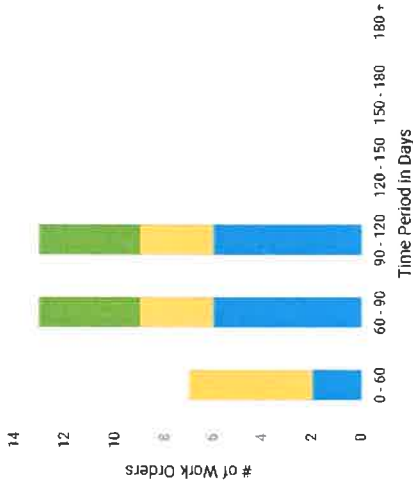
Group when below: 1.00 %

Open Work Orders : Status



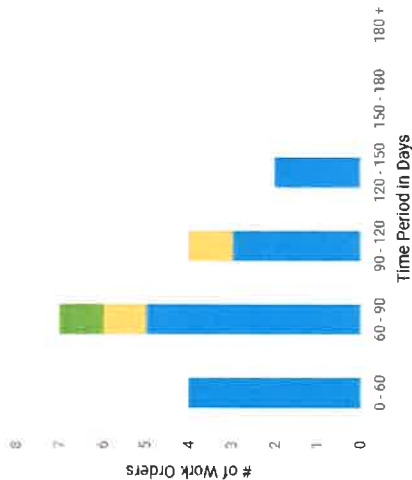
All WO Groups

Closed Work Orders

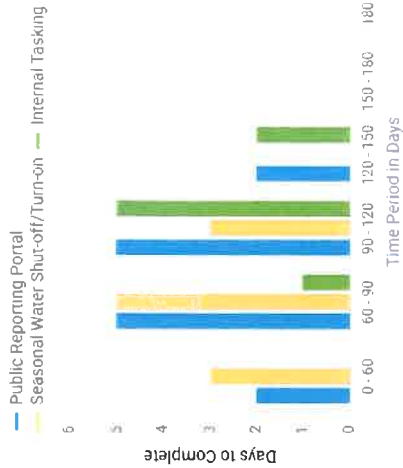


All WO Groups

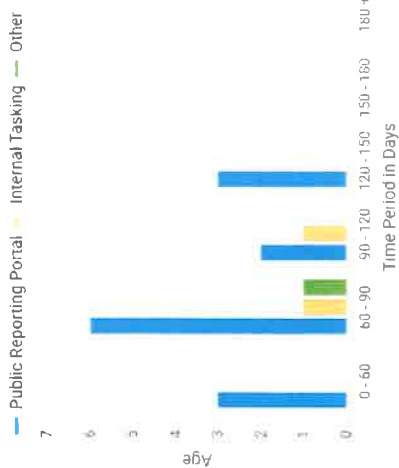
Open Work Orders



Time to Complete Work Orders



Work Order Aging



Date: July 15, 2026

Department: Finance

Brief

The auditors are currently in possession of the 2024 audit file, and we continue to work on the 2025 audit file.

In June, the debentures for the Riverside-Albert Fire Truck and the Riverside-Albert Water System Upgrade Project were finalized and received.

Income Statements/Bank Balance

Please see below for balances as of June 30th, 2026:

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

- Available Bank Balance: \$582,616
- Net Income/Loss: \$367,148

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

- Available Bank Balance: \$46,529 - plus \$50,000 overdraft
- Net Income/Loss: \$69,107

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

- Available Bank Balance: \$176,076
- Net Income/Loss: \$79,749

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

- Available Bank Balance: \$171,338
- Net Income/Loss: \$55,307

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

Receivables

Finance has currently completed billing for Hillsborough Utility 2nd Quarter and, Alma and Riverside-Albert Utility 3rd Quarter Billing.

See chart below for updated collection efforts:

Department	61-90 (05/26)	61-90 (06/26)	91+ (05/26)	91+ (06/26)	Arrears*
Alma Utility	-	30,744	27,622	12,141	13,798
Riverside-Albert Utility	-	14,680	18,067	11,377	42,399
Hillsborough Utility	88,948	3,161	47,458	86,631	15,161
General	-	-	36,161	36,760	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 – June 2026 Executive Summary

Year-to-date snapshot across all four funds (6 of 12 months = 50% pace target)

Fund	Yearly Budget	YTD Revenue	YTD Expenses	Surplus / (Deficit)	Rev % Utilized	Exp % Utilized
GO - General Operating	\$7,203,312	\$3,651,048	\$3,283,901	\$367,148	51%	46%
AU - Alma Utility	\$436,149	\$199,515	\$130,408	\$69,107	46%	30%
HU - Hillsborough Utility	\$797,102	\$306,293	\$226,543	\$79,749	38%	28%
RAU - Riverside-Albert Utility	\$462,138	\$175,740	\$120,433	\$55,307	38%	26%
TOTAL (All Funds)	\$8,898,701	\$4,332,596	\$3,761,285	\$571,311	49%	42%

GO - General Operating

- Revenue tracking: On pace at 51% (\$3.65M of \$7.20M). Warrant and Fiscal Capacity Funding both at exactly 50% of budget. Recycling revenue on track; seasonal/quarterly revenue lines (Construction, Skating Rink) tracking as expected. Community Centre revenue at 95% – strong performance.
- Expense tracking: Behind pace at 46% (\$3.28M of \$7.20M). General Government (60%) above target due to Assessment Service Fee (100% – annual cost); Protective Services (43%); Transportation Services (39%); and Environmental Development (50%) within range; Fiscal Services (27%) materially below pending mid-year debenture payments.

- Key items: \$367K YTD surplus. Snow & Ice Removal (71% used – extended winter and additional sand required), HR Other (93% used – PW Tracking Program per budget), and Other Admin Services (82% used – Worksafe NB Annual Fees & Voyent Alert). Vacant Councilor seat reducing personnel spend. Multiple grant-funded one-offs offset by matching revenue.

AU - Alma Utility

- Revenue tracking: Behind pace at 46% (\$200K of \$436K). Q2 water and wastewater billing completed; Unconditional Transfer received in full (\$30K, 100%). Interest revenue at 40%.
- Expense tracking: Behind pace at 30% (\$130K of \$436K). Underspend reflects quarterly admin billing cadence plus multiple unused contingency lines (purification treatment, wastewater collection/treatment, source of supply). Fiscal Services at 14% with debenture payments partially recorded.
- Key items: \$69K YTD surplus – largely timing, not structural savings. Principal instalments significantly below pace (9-10%) pending scheduled payments.

HU - Hillsborough Utility

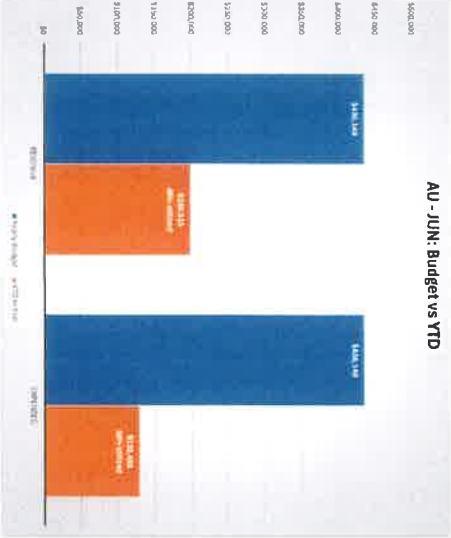
- Revenue tracking: Behind pace at 38% (\$306K of \$797K). Q2 billing now recorded. Interest revenue at 142% of budget – favourable variance. Water Supply (Fire) received in full (\$8,280, 100%). Surplus from Second Previous Year not yet recorded (\$123,222) pending 2025 audit results. Operating Reserve Fund (\$46k) not yet transferred, pending year-end results
- Expense tracking: Behind pace at 28% (\$227K of \$797K). May/June debenture payments recorded (Interest 51%, Principal 58%). Water supply underspent (21%) with exploration project in planning phase. Power & Pumping (69%) reflects annual generator maintenance. Capital Fund (\$68k) not used.
- Key items: \$80K YTD surplus – improved from prior month as Q2 billing landed. Debenture payments now reflected. Wastewater lift station annual maintenance not yet

RAU - Riverside-Albert Utility

- Revenue tracking: Behind pace at 38% (\$176K 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%. Surplus from Second Previous Year not yet recorded (\$129,244) pending 2025 audit results.
- Expense tracking: Behind pace at 26% (\$120K of \$462K). Underspend reflects quarterly admin billing cadence plus multiple unused contingency lines. Water tower maintenance and specialized lift station maintenance not yet completed. Principal instalments pending (0%). Vegetation control project not yet commenced. Capital Fund (\$78k) not used.
- Key items: \$55K YTD surplus – largely timing, not structural savings. Power & Pumping at 49% reflecting generator maintenance and higher power costs.

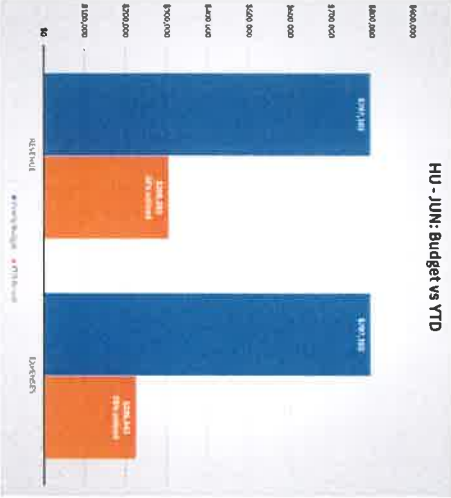
Utility Funds – JUN: Revenue & Expenses (Budget vs YTD)

Category	Yearly Budget	YTD Actual	% Utilized
Revenue	\$436,149	\$199,515	46%
Expenses	\$436,149	\$130,408	30%



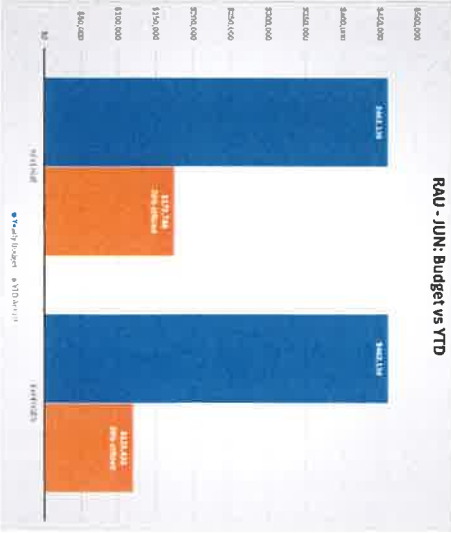
HU - JUN (Hillsborough Utility)

Category	Yearly Budget	YTD Actual	% Utilized
Revenue	\$797,107	\$206,293	26%
Expenses	\$797,107	\$226,543	28%



RAU - JUN (Riverside-Albert Utility)

Category	Yearly Budget	YTD Actual	% Utilized
Revenue	\$462,138	\$175,740	38.0%
Expenses	\$462,138	\$170,433	36.1%



Riverside-Albert Utility

Target: 50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
REVENUE					
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	5,000	100%	Annual Billing
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%	Pending 2024 audit results
TOTAL REVENUE		462,138	175,740	38%	

Riverside-Albert Utility

Target: 50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
EXPENSES					
Water Supply - Administration: Other	2.4.1.1.9	93,361	38,720	41%	Utility Billed Quarterly
Purification Treatment: Other	2.4.1.2.9	31,287	10,635	34%	EXP Invoice Motion
Source of Supply: Other	2.4.1.3.9	28,032	1,355	5%	Water Tower Maintenance Not Completed
Transmission & Distribution: Other	2.4.1.4.9	27,780	6,404	23%	Contingency Not Used
Power & Pumping: Other	2.4.1.5.9	17,369	8,498	49%	Gen. Maintenance Completed/Power High
Water Supply - Other	2.4.1.9.9	-	292	-	Dehumidifier - RA Office
WATER SUPPLY		197,829	70,379	36%	
Wastewater Disposal - Administration: Other	2.4.2.1.9	63,261	25,320	40%	Utility Billed Quarterly
Wastewater Collection: Other	2.4.2.2.9	10,000	1,034	10%	Contingency Not Used
Wastewater Lift Station: Other	2.4.2.3.9	20,356	3,865	19%	Specialized Maintenance Not Complete
Wastewater Treatment & Disposal	2.4.2.4.9	5,769	307	5%	Vegetation Control Project Not Commenced
Wastewater Disposal - Other	2.4.2.9.9	-			
WASTEWATER DISPOSAL		99,386	30,526	31%	
Wastewater Disposal - Interest on Long Term Debt	2.8.5.1.1	4,123	2,061	50%	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: 50%

Budget vs. Actual

June 30, 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	16,726	49%	Post dated cheques for these only in months of May, June, November and December
Water Supply - Principal Installments	2.8.6.1.2	34,500		0%	
Water Supply - Interest on Short Term Borrowing	2.8.6.1.4	5,000	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	-			
Cost of Issuing & Selling of New Debentures	2.8.6.9.1	-	224		
FISCAL SERVICES		164,923	19,528	12%	
TOTAL EXPENSES		462,138	120,433	26%	
SURPLUS (DEFICIT)		\$ -	\$ 55,307		

Alma Utility

Target: 50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
REVENUE					
Sale of Water: Residential	1.4.4.1.1	205,766	106,302	Target to be at or above 50% 52%	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%	Pending 2024 audit results
Operating Reserve Fund	1.9.1.2.1	-	-		
TOTAL REVENUE		436,149	199,515	46%	

Alma Utility

Target: 50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
EXPENSES					
Water Supply - Administration: Other	2.4.1.1.9	92,704	45,613	49%	Utility Billed Quarterly
Purification Treatment: Other	2.4.1.2.9	12,772	2,997	23%	Contingency Not Used
Source of Supply: Other	2.4.1.3.9	1,126	999	89%	Prop. Tax Paid for the Year
Transmission & Distribution: Other	2.4.1.4.9	34,404	7,668	22%	Contingency Not Used
Power & Pumping: Other	2.4.1.5.9	23,841	5,181	22%	New Facilities Just Came Online (Power)
Water Supply - Other	2.4.1.9.9	-	-		
WATER SUPPLY		164,847	62,458	38%	
Wastewater Disposal - Administration: Other	2.4.2.1.9	66,245	32,213	49%	Utility Billed Quarterly
Wastewater Collection: Other	2.4.2.2.9	9,000	440	5%	Contingency Not Used
Wastewater Lift Station: Other	2.4.2.3.9	22,625	8,421	37%	Contingency Not Used
Wastewater Treatment & Disposal: Other	2.4.2.4.9	46,892	8,553	18%	Contingency Not Used
Wastewater Disposal - Other		1,513	706	47%	Bell Alliant
WASTEWATER DISPOSAL		146,275	50,333	34%	
Wastewater Disposal - Interest on Long Term Debt	2.8.5.1.1	10,907	5,475	50%	Post dated cheques for these only in
Wastewater Disposal - Principal Installments	2.8.5.1.2	29,000	3,000	10%	months of May, June, November and
Water Supply - Interest on Long Term Debt	2.8.6.1.1	12,407	6,141	49%	Post dated cheques for these only in

Alma Utility

Target: 50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Water Supply - Principal Installments	2.86.1.2	32,800	3,000	9%	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	-			
FISCAL SERVICES		125,027	17,616	14%	
TOTAL EXPENSES		436,149	130,408	30%	
SURPLUS (DEFICIT)		\$ -	\$ 69,107		

Hillsborough Utility

Target: 50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
REVENUE					
Sale of Water: Residential	1.4.4.1.1	297,976	140,123	Target to be at or above 50% 47%	2nd Quarter Billing - June 30, 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	148,096	47%	2nd Quarter Billing - June 30, 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	8,280	100%	Annual Billing
Misc. Other	1.5.9.5.9	200	70	35%	
Unconditional Transfer: Other Government	1.6.3.0.0	-			
Combined Surplus from Second Previous	1.9.1.1.4	123,222	-	0%	Pending 2024 audit results
Operating Reserve Fund	1.9.1.2.1	46,000	-	0%	Healthy Operating - No Reason to Withdraw
TOTAL REVENUE		797,102	306,293	38%	

Hillsborough Utility

Target: 50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
EXPENSES					
Water Supply - Administration: Other	2.4.1.1.9	101,891	39,705	39%	Utility Billed Quarterly
Purification Treatment: Other	2.4.1.2.9	28,328	5,773	20%	Contingency Not Used
Source of Supply: Other	2.4.1.3.9	195,631	10,890	6%	Water Exploration Project Planning Phase
Transmission & Distribution: Other	2.4.1.4.9	27,401	10,315	38%	Contingency Not Used
Power & Pumping: Other	2.4.1.5.9	18,217	12,527	69%	Annual Generator Maintenance & Repairs
Water Supply - Other	2.4.1.9.9	-	-		
WATER SUPPLY		371,468	79,210	21%	
Wastewater Disposal - Administration: Other	2.4.2.1.9	69,759	26,305	38%	Utility Billed Quarterly
Wastewater Collection: Other	2.4.2.2.9	20,000	6,928	35%	Contingency Not Used
Wastewater Lift Station: Other	2.4.2.3.9	47,967	12,106	25%	Annual Maintenance Not Completed
Wastewater Treatment & Disposal	2.4.2.4.9	81,353	25,207	31%	Contingency Not Used
Wastewater Disposal - Other	2.4.2.9.9	-	-		
WASTEWATER DISPOSAL		219,079	70,546	32%	
Wastewater Disposal - Interest on Long Term Debt	2.8.5.1.1	54,753	27,787	51%	Post dated cheques for these only in months of
Wastewater Disposal - Principal Installments	2.8.5.1.2	84,000	49,000	58%	May, June, November and December
Water Supply - Interest on Long Term Debt	2.8.6.1.1	-	-		

Hillsborough Utility

Target: 50%

Budget vs. Actual

June 30, 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	-			
FISCAL SERVICES		206,555	76,787	37%	
TOTAL EXPENSES		797,102	226,543	28%	
SURPLUS (DEFICIT)		\$ -	\$ 79,749		

Fundy Albert General

Budget vs. Actual

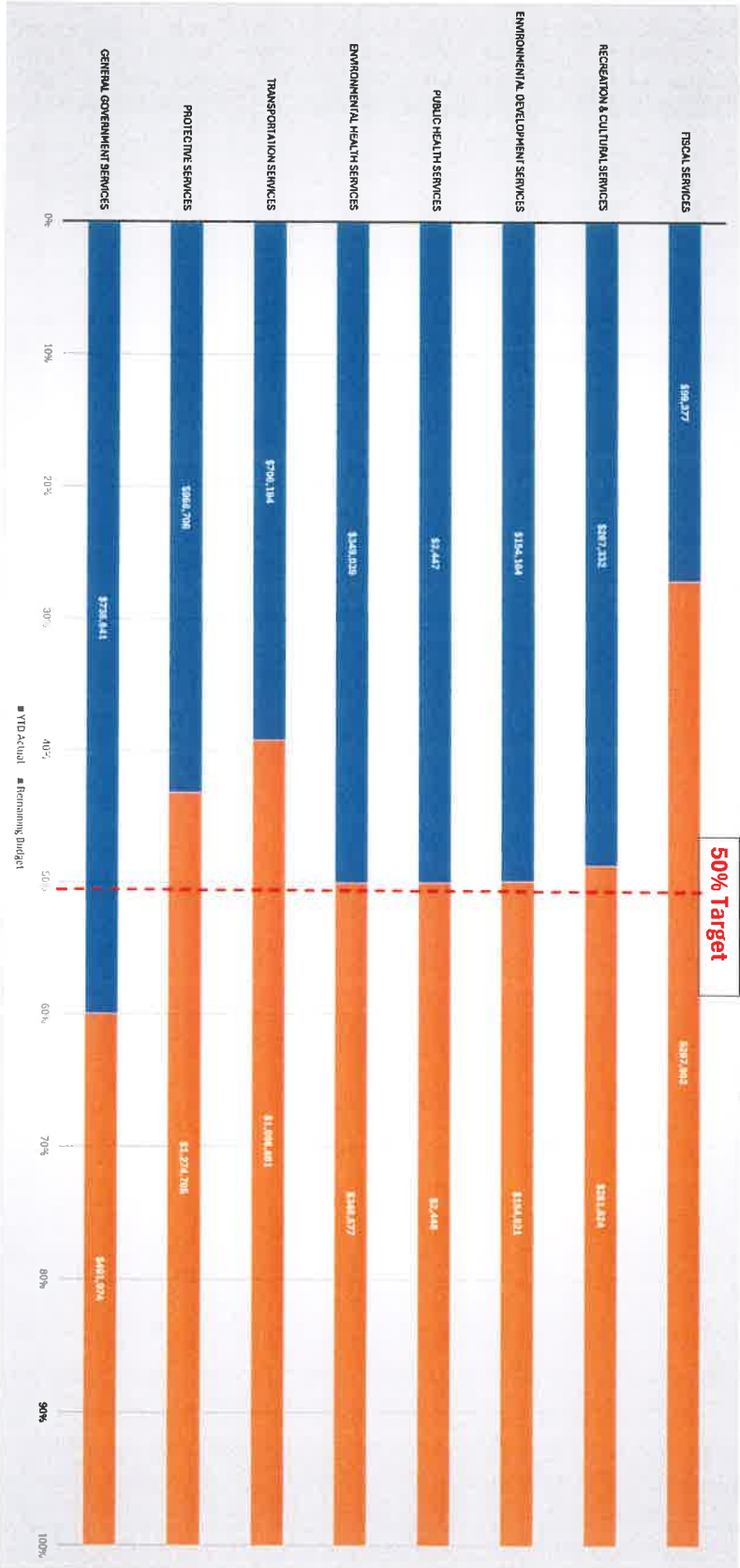
June 30, 2026

Target:

50%

GO - JUN: Expense Subtotals – Budget vs YTD

Category	YTD Actual	Remaining Budget	Yearly Budget	% Used
General Government Services	\$736,641	\$491,974	\$1,228,615	60.0%
Protective Services	\$968,706	\$1,274,705	\$2,243,411	43.2%
Transportation Services	\$706,194	\$1,096,861	\$1,803,055	39.2%
Environmental Health Services	\$349,039	\$348,877	\$697,916	50.0%
Public Health Services	\$2,447	\$2,448	\$4,895	50.0%
Environmental Development Services	\$154,164	\$154,821	\$308,985	49.9%
Recreation & Cultural Services	\$267,332	\$281,824	\$549,156	48.7%
Fiscal Services	\$99,377	\$267,902	\$367,279	27.1%



Fundy Albert General

Target:

50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
REVENUE					
Warrant	-	5,809,732	2,904,866	Target to be at or above 50%	
Fiscal Capacity Funding	-	348,977	174,489	50%	
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	7,547	67%	
Fire Services: Other			4,666		DNR revenue
Recycling Products	1.4.4.3.9	92,636	46,409	50%	
Community Centre (Hall)	1.4.7.1.2	13,000	12,382	95%	
Swimming Pools, Beaches, Marinas	1.4.7.1.3	6,000	900	15%	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	10,005	41%	
Construction (including RSC)	1.5.1.7.3	45,000	11,341	25%	Receive Revenue Quarterly. Delay in receiving 2nd quarter
Structures, Other	1.5.3.2.8	16,362	8,032	49%	
Interest on Investments	1.5.5.2.1	24,000	10,003	42%	Decrease in Cash Balance
					HFD reimbursement for Rescue truck work \$17,788 -
					expensed in Fighting Equipment 2.2.4.3.4, Donation \$15,341
Miscellaneous, Other		-	38,348		for New Table and benches in Alma Gazebo
Unconditional Transfers (Federal)			8,000		Celebrate Canada Day
Unconditional Transfers (Other)			-		
Conditional Transfers (Federal)	1.7.1.9.8	7,986	8,250	103%	
Conditional Transfers (Other)	1.7.5.2.9	1,917	1,000	52%	Budgeted Grants - Summer/Trans Canada Trail Care Grant

Fundy Albert General

Target:

50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Surplus from Previous Year	1.9.1.1.1	184,367	93,197	0%	Grant for Picnic tables, benches, garbage bins Expensed
Operating Reserve	1.9.1.2.1	100,000	-	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	181,755	50%	Deferred Revenue - LG - Accounting
Adjustment for payment in lieu of taxes (PILT)	1.9.9.1.1	687	687	100%	Firesmart Funding - Charged Through Other General Administration Services
TOTAL REVENUE		7,203,312	3,651,048	51%	Pending 2024 audit results
EXPENSES					
GENERAL GOVERNMENT SERVICES					
Mayor: Personnel	2.1.1.1.1	42,172	20,000	47%	Healthy Operating - No Reason to Withdraw
Mayor: Other	2.1.1.1.9	9,500	3,204	34%	Billed Quarterly
Councillors: Personnel	2.1.1.3.1	130,130	55,700	43%	Annual Revenue
Councillors: Other	2.1.1.3.9	8,000	2,719	34%	
Development Seminars	2.1.1.4.1	3,500	3,696	106%	1 Councillor Seat Formally Vacant
Other Legislative Costs	2.1.1.9.9	3,500	1,654	47%	Low Expenses Submitted
Manager: Administrator: Personnel	2.1.2.1.1	123,549	54,824	44%	One time expenses - Council Training
			3,000		Development of Water and Sewer By-Law - Funded
			5,000		Includes Employee Policy Review - Funded through LG

Target to be at or above 50%

Fundy Albert General

Budget vs. Actual

June 30, 2026

Target:

50%

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Manager, Administrator: Other	2.1.2.1.2	2,500	2,334	93%	Includes Trips to Meet w/ Ministers w/ Mayor
Clerk: Personnel	2.1.2.1.3	141,828	59,005	42%	
Human Resources: Other	2.1.2.1.5	11,692	10,883	93%	PW Tracking Program Per Budget
Office Building	2.1.2.1.7	128,027	47,138	37%	Building Repairs Low/New Sound Sys. Not Yet Billed
Legal Services	2.1.2.1.8	60,000	17,840	30%	Legal Low
					Majority of Budget - Worksafe NB Annual Fees & Voyent Alert Subscription
Other Administrative Services	2.1.2.1.9	37,920	30,941	82%	
Financial Management, Administration: Personnel	2.1.2.2.1	69,892	26,281	38%	
Accounting: Personnel	2.1.2.2.3	62,306	30,059	48%	
Accounting: Other	2.1.2.2.4	15,000	10,000	67%	e6 - To be offset with savings from vacant positions
			40,000		e6 - Offset by Deferred Revenue
External Audit: Audit Fees	2.1.2.2.6	25,000	-	0%	Annual One-Time Cost
Purchasing: Other	2.1.2.2.8	99,714	52,290	52%	HST Expense/ June HST Rebate Completed in July
Civic Relations	2.1.2.5.2	5,000	707	14%	
Training & Development	2.1.2.5.9	17,500	3,685	21%	
Assessment Service Fee	2.1.2.9.1	133,724	133,724	100%	Annual One-Time Cost (June)
Regional & Collaborative Services (RSC)	2.1.2.9.2	7,415	3,707	50%	
Other General Administration Services		-	138		
			1,184		Items Funded through Grants
Conventions & Delegations	2.1.2.9.3	7,500	67,867		Firesmart Program Funded Through Line 1.7.5.2.9
Liability Insurance	2.1.2.9.4	54,646	192	3%	
			25,986	48%	

Fundy Albert General

Target:

50%

Budget vs. Actual

June 30, 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
TOTAL GENERAL GOVERNMENT SERVICES		1,228,615	736,641	60%	
PROTECTIVE SERVICES					
RCMP	2.2.1.9.4	1,119,794	559,897	50%	Billed Quarterly
Firefighting Force: Personnel	2.2.4.2.1	86,258	1,836	2%	
Firefighting Force: Other	2.2.4.2.9	57,085	29,271	51%	Budget Line Consists of One-Off Expenses
Fire Alarm Systems	2.2.4.3.1	58,032	9,871	17%	No Repair Replacements Purchased
Water Cost	2.2.4.3.2	13,280	13,280	100%	Billed Annually
Station & Building	2.2.4.3.3	88,019	31,693	36%	
Fighting Equipment	2.2.4.3.4	242,449	50,283	21%	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	6,973	44%	
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	902	7%	Contingency Not Used
By-Law Enforcement: Other	2.2.9.1.9	106,490	45,192	42%	1st & 2nd Quarter Invoice
Animal & Pest Control: Other	2.2.9.4.9	18,336	9,168	50%	1st & 2nd Quarter Invoice
Regional Public Safety Committee (RSC)	2.2.9.7.1	1,271	635	50%	
TOTAL PROTECTIVE SERVICES		2,243,411	968,706	43%	

Fundy Albert General

Target:

50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
TRANSPORTATION SERVICES					
Common Services Administration: Personnel	2.3.1.1.1	268,543	126,441	47%	
Common Services Administration: Other	2.3.1.1.9	4,140	1,814	44%	
Workshops, Yards & Other Buildings: Personnel	2.3.1.5.1	423,670	174,091	41%	48% of On-Call Budget Used to Date
General Equipment	2.3.1.5.3	189,894	67,132	35%	
Workshops, Yards & Other Buildings: Other	2.3.1.5.9	55,643	29,473	53%	
Summer Maintenance: Private Contract	2.3.2.3.2.1	279,000	30,888	11%	
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	31,426	33%	
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	43,486	53%	Increase in rates April 1, 2026
Street Signs	2.3.2.6.1	7,500	1,867	25%	
Regional Transport: Contribution to RSC	2.3.3.3.1	1,812	906	50%	
TOTAL TRANSPORTATION SERVICES		1,803,055	706,194	39%	
ENVIRONMENTAL HEALTH SERVICES					
Collection: RSC	2.4.3.2.9	592,260	296,130	50%	
Disposal: Tipping Fees (RSC)	2.4.3.3.2	105,656	52,909	50%	
TOTAL ENVIRONMENTAL HEALTH SERVICES		697,916	349,039	50%	

Fundy Albert General

Budget vs. Actual

June 30, 2026

Target:

50%

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
PUBLIC HEALTH SERVICES					

Fundy Albert General

Target:

50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Public Health: Other	2.5.1.9.1	4,895	2,447	50%	
TOTAL PUBLIC HEALTH SERVICES		4,895	2,447	50%	
ENVIRONMENTAL DEVELOPMENT SERVICES					
Local Planning: Contribution to RSC	2.6.1.1.2	219,849	109,925	50%	
Beautification & Rehabilitation of Lands	2.6.2.1.3	14,900	4,393	29%	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	11,721	39%	Summer Staff/VIC Costs
Tourist Camps, Parks, Etc	2.6.9.1.2	8,966	3,146	35%	New Table and benches in Alma Gazebo - Funded through Donations
			13,911		New Picnic Tables & Garbage Bins - Funded by RDC
Promotion of Tourist Attraction	2.6.9.1.3	250	-	0%	
Tourism: Contribution to RSC	2.6.9.1.8	1,266	633	50%	
Community Development: Contribution to RSC	2.6.3.1.1	3,987	1,993	50%	
Economic Development Administration: Other	2.6.7.1.2	20,000	2,434	12%	
TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES		308,985	154,164	50%	
RECREATION & CULTURAL SERVICES					
Recreation Administration: Other	2.7.1.1.9	17,000	11,412	67%	Funding of \$8,000 in Unconditional Federal Transfers for Canada Day
Community Centres & Halls: Other	2.7.1.2.9	82,903	40,358	49%	Prop. Tax Paid
			4,857		New Chairs & Tables - Funded by RDC

Fundy Albert General

Target:

50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
Swimming Pools, Beaches, Marinas: Personnel	2.7.1.3.1	27,532	-	0%	Open in June/July
Swimming Pools, Beaches, Marinas: Other	2.7.1.3.1	31,856	20,439	64%	Stripping and Painting Pool Remove and replace drains in pool - to receive \$20,000 from RDC
Skating Rinks & Arenas: Personnel	2.7.1.5.1	114,457	21,525	56%	Open During Winter Months - On Target
Skating Rinks & Arenas: Other	2.7.1.5.9	176,567	64,181	34%	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	4,567	37%	New Picnic Tables & Garbage Bins - Funded by RDC
Cultural Buildings & Facilities: Other	2.7.2.2.9	16,478	9,232	72%	Prop. Tax Paid
Museums: Other	2.7.2.4.9	10,120	11,936	60%	Prop. Tax Paid
Libraries: Other	2.7.2.5.9	37,054	12,440	34%	
Other Recreation: Contribution to RSC	2.7.5.1.1	1,246	618	50%	
TOTAL RECREATION & CULTURAL SERVICES		549,156	267,332	49%	
FISCAL SERVICES					
Interest on Long Term Debt	2.8.1.1.1	35,869	4,702	13%	Post dated cheques for these only in months of May, June, November and December
Principal Installments	2.8.1.1.2	91,000	20,000	22%	
Short Term Interest for Capital Projects	2.8.1.1.6	63,210	62,373	99%	Lease Payments Budgeted Until End of June
Cost of Issing & Selling New Debentures	2.8.1.9.2	12,000	9,000	75%	Debenture for RAFD Truck Loan
Banking Service Charge	2.8.1.9.3	8,000	3,303	41%	
Transfer to Capital Reserve	2.8.2.1.1	157,200	-	0%	
TOTAL FISCAL SERVICES		367,279	99,377	27%	

Fundy Albert General

Target:

50%

Budget vs. Actual

June 30, 2026

Line Name	Line #	Yearly Budget Amount	YTD Actual Amount	% Budget Used	Notes
TOTAL EXPENSES		7,203,312	3,283,501	46%	
SURPLUS (DEFICIT)		-	367,148		