Fundy Albert Council Regular Council Meeting
Date: Tuesday, July 7, 2026
Time: 6:00 pm
Location: 61 Academy Street, Hillsborough

1. **Call to Order**

2. **Adoption of Agenda**

3. **Conflict of Interest Declarations**

4. **Adoption of Minutes**
   a. June 2, 2026 – Oath of Office Minutes
   b. June 2, 2026 – Special Council Meeting
   c. June 8, 2026 – Special Council Meeting
   d. June 16, 2026 – Committee of the Whole
   e. June 16, 2026 – Special Council Meeting

5. **Consent Agenda**
   a. By-Law Enforcement Officer Appointment
   b. Circular Materials

6. **Public and Administrative Presentations**

7. **Reports and Recommendations from Committee and Private Meetings**

8. **Reports from Administration**
   a. Committees of Council Appointments
   b. Asset Management Policy
   c. Asset Retirement Obligations
   d. Capacity Analysis Study

9. **Unfinished Business**
   a. Young Street

10. **By-Laws**
    a. Water and Wastewater By-Law

11. **Mayor and Council Statement and Inquiries**

12. **Public Statements and Inquiries**

13. **Notices of Motion and Resolutions**
    a. Councillor Davis

14. **Closed Session**
    a. Local Governance Act 68 (1)(c) information that could cause financial loss or

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

b. Local Governance Act 68 (1)(j) labour and employment matters, including the negotiation of collective agreements.
c. Local Governance Act 68 (1) (b) personal information as defined in the *Right to Information and Protection of Privacy Act*,

15. **Adjournment**

Fundy Albert
Friendly by Nature

Oath of Office Ceremony Meeting Minutes
Date: Tuesday June 2, 2025
Time: 6:00 P.M.
Location: 61 Academy Street, Hillsborough

Present:	Mayor Campbell Councillor Elderkin Councillor Land Councillor Jonah Councillor Coates
Absent:	Councillor Ward-Russell
Staff Present:	Sean Wallace – Chief Administrative officer Kim Beers – Director, Legislative Services/Clerk

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Call to Order

Mayor Campbell called the Oath of Office ceremony to order at 6:00 p.m.

Adoption of the Agenda

IT WAS MOVED BY ***Councillor Coates*** and **SECONDED** by ***Councillor Jonah*** **THAT** the agenda for the Oath of Office ceremony be adopted.

MOTION CARRIED (unanimously)

Conflict of Interest Declarations

NONE

Meeting Minutes

IT WAS MOVED by ***Councillor Land*** **SECONDED** by ***Councillor Elderkin*** **THAT** the Minutes of the Special Council Meeting held May 1, 2026 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by ***Councillor Jonah*** **SECONDED** by ***Councillor Coates*** **THAT** the Minutes of the Regular Council Meeting held May 5, 2026 be approved.

MOTION CARRIED (unanimously)

Correspondence

The Village Clerk read the Declaration after Poll has been taken from Elections NB

Presentation – Outgoing Members of Council

Councillor Land thanked residents, Council members, and staff for their support and confidence during his 13 years of service on Council. He reflected on the responsibilities and commitments involved in municipal government, congratulated the newly elected and returning members of Council, and wished them success in their upcoming term.

Councillor Coates reflected on his involvement in local government, beginning with the Hillsborough Parish LSD Committee and later participating in the local governance reform process. He noted the significant time commitment required to serve in municipal government and encouraged newly elected members to be prepared for the responsibilities of the role. ***Councillor Coates*** wished the new Council members success in their term and thanked everyone for the opportunity to serve the community.

Councillor Jonah congratulated the newly elected members of Council and reflected on his experience serving in municipal government. He noted that the role brings both rewarding opportunities and challenges and emphasized the importance of resilience, perseverance, and maintaining perspective when faced with criticism. He wished the incoming Council members success in their term.

A statement from ***Councillor Ward-Russell*** was read into the record, as she was unable to attend due to work commitments. In her message, ***Councillor Ward-Russell*** reflected on her three and a half years of service, describing the role as both challenging and meaningful. She expressed pride in the work accomplished by Council, thanked residents, colleagues, and supporters for their trust and encouragement, and noted her appreciation for the feedback received following the election. ***Councillor Ward-Russell*** wished ***Councillor Phillips*** success as the new representative for Ward 6 and encouraged the incoming Council to remain focused on transparency, communication, and serving the best interests of residents. She concluded by expressing her gratitude for the opportunity to serve the community.

Mayor Campbell thanked outgoing Council members and staff for their support, guidance, and collaboration during her time on Council following the by-election. He reflected on the challenges and accomplishments of serving together and expressed appreciation for the advice and encouragement he received. ***Mayor Campbell*** presented a commemorative gift to the outgoing members of Council.

Administration of Oath of Office

Ms. Beers welcomed members of the public, family, friends, staff, and both outgoing and incoming Council members to the swearing-in ceremony. The Clerk noted that the event marked the beginning of a new term of Council and outlined the important role of Council in providing leadership and making decisions on behalf of the community. The Clerk then explained the oath-

taking process and proceeded with the administration of the Oaths of Office to the newly elected members of Council.
The Village Clerk administered the Oath of Office to ***Ward 1 Councillor Derek Lackey; Ward 2 Councillor Loretta Elderkin; Ward 3 Councillor Jeff Cooke; Ward 4 Councillor Scott Reid; Ward 5 Councillor Rebecca Davis; Ward 6 Councillor Darren Phillips;*** and the ***Mayor, Jim Campbell***

Adjournment

Councillor Elderkin adjourned the meeting at 6:25 pm.

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Clerk Mayor

Fundy Albert Special Meeting Minutes
Date: Tuesday June 2, 2026
Time: 6:25 P.M.
Location: 61 Academy Street, Hillsborough

Present: Mayor Campbell
Councillor Lackey
Councillor Elderkin
Councillor Cooke
Councillor Reid
Councillor Davis
Councillor Phillips

Staff Present: Sean Wallace – CAO
Kim Beers – Director, Legislative Services/Clerk

CALL TO ORDER

Mayor Campbell called the meeting to order 6:25 pm.

ADOPTION OF AGENDA

Councillor Elderkin requested a modification to the agenda to remove the items related to appointments to the Recreation Committee, Personnel Committee, and Emergency Measures Committee. The rationale provided was that the evening was intended to celebrate the swearing-in of the new Council, and that newly elected members should have the opportunity to complete orientation and training before making commitments to Council committees. It was also noted that there are additional committees not listed on the agenda and that members should have sufficient information regarding committee responsibilities before appointments are made.

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Cooke*** **THAT** the amended agenda be adopted.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

DEPUTY MAYOR

Mayor Campbell called for nominations for the position of Deputy Mayor. ***Councillor Lackey*** nominated ***Councillor Elderkin***, who accepted the nomination. As no further nominations were received, nominations were declared closed.

IT WAS MOVED by ***Councillor Lackey*** and **SECONDED** by ***Councillor Cooke*** **THAT** Council elect ***Councillor Elderkin*** as Deputy Mayor for the ensuing term, in accordance with By-law 2026-01 – A By-law Respecting the Proceedings of Fundy Albert Municipal Council and Committee Meetings.

MOTION CARRIED (unanimously)

SIGNING AUTHORITY

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Cooke*** **THAT WHEREAS** the Municipality requires appropriate administrative authority to conduct banking, financial transactions, and related municipal business in an efficient and accountable manner;

AND WHEREAS the Chief Administrative Officer is responsible for the general administration of the Municipality and the implementation of Council decisions;

AND WHEREAS adding the Chief Administrative Officer as an authorized banking signatory will support continuity, internal control, and the timely execution of approved municipal financial transactions;

THEREFORE BE IT RESOLVED THAT Council authorize the Chief Administrative Officer 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/or Treasurer be authorized to execute any documents required by the Municipality's financial institution to give effect to this resolution;

AND BE IT FURTHER RESOLVED THAT the addition of the Chief Administrative Officer as an authorized banking signatory shall not alter or override any existing municipal policies, bylaws, purchasing authorities, or internal financial controls governing approvals, expenditures, or payment processing.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by ***Councillor Lackey THAT*** the meeting be adjourned at 6:31 pm.

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Mayor Clerk

Fundy Albert
Friendly by Nature

Fundy Albert Special Meeting Minutes
Date: Monday June 8, 2026
Time: 5:00 P.M.
Location: 61 Academy Street, Hillsborough

Present: Mayor Campbell
Councillor Lackey
Councillor Elderkin
Councillor Cooke
Councillor Reid
Councillor Davis
Councillor Phillips

Staff Present: Kim Beers – Director, Legislative Services/Clerk

CALL TO ORDER

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

ADOPTION OF AGENDA

IT WAS MOVED by ***Councillor Davis*** and **SECONDED** by ***Councillor Elderkin*** **THAT** the agenda be adopted.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

CLOSED SESSION

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Cooke*** **THAT** Council have an in-camera session at 5:01 pm.

MOTION CARRIED (unanimously).

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

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Lackey*** to return to the regular session at 6:30 pm.

MOTION CARRIED (unanimously).

MOTIONS

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Davis*** that Council confirm and ratify the action approved during the Closed Session held pursuant to Section 68(1)(j) of the Local Governance Act respecting labour and employment matters.

MOTION CARRIED (unanimously).

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Phillips*** that Council appoint ***Councillor Lackey*** as the Union of Municipalities of New Brunswick (UMNB) voting member on behalf of Fundy Albert for a one (1) year term.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by ***Councillor Elderkin THAT*** the meeting be adjourned at 6:31 pm.

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Mayor	Clerk

Fundy Albert
Friendly by Nature

Fundy Albert Committee of the Whole Meeting Minutes
Date: Tuesday, June 16, 2026
Time: 4:30 P.M.
Location: 61 Academy Street, Hillsborough

Present:	Mayor Campbell Councillor Lackey Councillor Elderkin Councillor Davis Councillor Phillips
Absent:	Councillor Cooke Councillor Reid
Staff Present	Kim Beers – Director, Legislative Services/Clerk Ian Barrett – Director, Operations Krista Ronalds – Acting Treasurer
Guests:	Jordan Cyr, Maritime By-Law Enforcement Services Keith MacCallum, Guardian Ecology

CALL TO ORDER

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

ADOPTION OF AGENDA

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Phillips*** **THAT** the agenda be adopted as presented.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

Jordan Cyr, Maritime By-Law Enforcement Services

Jordan Cyr, with Maritime By-Law Enforcement Services, and By-Law Enforcement Officer Jason Turcotte provided Council with an overview of the services offered by their organization. Maritime By-Law Enforcement Services currently provides contracted enforcement services to approximately 25 municipalities and two regional service commissions throughout New Brunswick.

The presenters outlined the role of a By-Law Enforcement Officer, noting that enforcement activities may include unsightly premises, dangerous buildings, parking enforcement, nuisance complaints, and other municipal by-law matters. They emphasized that their approach focuses on education, communication, and voluntary compliance before pursuing formal enforcement measures.

Council was advised that the organization follows a progressive enforcement process involving inspections, notices, follow-up inspections, and, where necessary, recommendations to Council for legal action or remediation. Any significant actions, such as property clean-ups or demolitions, require Council approval before proceeding.

The presenters highlighted the importance of addressing dangerous and unsightly properties to improve community appearance, public safety, and emergency responder access. Examples were provided of how unsafe structures, and excessive debris can pose risks to residents, visitors, and emergency personnel.

Discussion also included parking enforcement, particularly during tourism and winter maintenance seasons. The presenters noted that their preferred approach is education and public awareness rather than immediate enforcement actions, with efforts made to work cooperatively with residents and visitors whenever possible.

Council inquired about service levels, reporting requirements, and costs. The presenters advised that service fees are based on contracted hours and that monthly activity reports are provided to Administration. They also noted that all enforcement actions are communicated through Administration and that Council approval is sought before any significant legal action is undertaken.

Council thanked Mr. Cyr and Mr. Turcotte for their presentation and the information provided.

Keith MacCallum, Guardian Ecology

Keith MacCallum, Executive Director of Guardian Ecology, provided Council with an update on the organization's ecological restoration initiatives within Fundy Albert. Mr. MacCallum explained that Guardian Ecology is a non-profit organization focused on using ecological restoration projects to address environmental and community challenges.

The presentation focused primarily on the organization's ongoing Japanese Knotweed management program, which began in Alma in 2021. Mr. MacCallum outlined the challenges associated with controlling the invasive species and explained that Guardian Ecology utilizes a non-herbicide approach involving repeated cutting, site monitoring, native species planting, and ecological restoration techniques.

Council was advised that a municipality-wide survey completed in 2024 identified Japanese

Knotweed infestations throughout Fundy Albert, with the largest concentrations located in Alma and smaller infestations present in New Horton, Hopewell Cape, Riverside-Albert, and other areas of the municipality.

Mr. MacCallum presented data demonstrating measurable progress at managed sites. Monitoring results indicate that the average site has experienced an approximate 50% reduction in stem density over the past several years, with some locations showing significant declines and the successful re-establishment of native vegetation communities.

Councillor Elderkin exited the meeting at 5:00 pm and returned at 5:01 pm.

The presentation also highlighted ongoing research into soil health and ecological restoration techniques intended to accelerate the suppression of Japanese Knotweed and improve the recovery of native plant species.

Mr. MacCallum provided an update on the water quality monitoring program initiated in 2025. The program monitors several watercourses throughout the municipality and has found overall water quality to be good, even during drought conditions. He noted that portions of the monitoring program are funded through Environmental Trust Fund (ETF) grants and include testing for water quality indicators and E. coli levels.

During discussion, Mr. MacCallum explained that Japanese Knotweed poses risks to both natural ecosystems and municipal infrastructure. The plant can outcompete native vegetation, contribute to erosion issues, and damage infrastructure such as roads, sidewalks, and foundations through its extensive root system.

Council members noted the visible improvements resulting from the restoration efforts and discussed the impacts of weather conditions on Knotweed growth and control efforts. Council thanked Mr. MacCallum for his presentation and for Guardian Ecology's continued environmental stewardship efforts within Fundy Albert.

INFORMATION ITEMS

The following reports were presented to Council as information items only:

Development Activity Report – Plan 360 April Report

Development Activity Report – Plan 360 May Report

COUNCIL DIRECTION REQUESTS

Circular Materials

Administration presented a report recommending that Council authorize the Mayor and Clerk to execute an amendment to the existing agreement with Circular Materials. The amendment would extend the current Statement of Work for curbside collection services until December 31, 2027.

Council was advised that the Municipality has participated in the Circular Materials program since 2024, generating approximately $138,000 in revenue in 2025 and approximately $28,000 to date in 2026. The proposed amendment is administrative in nature and is intended to ensure continuity of service and associated revenue.

Administration confirmed that there are no changes to the terms of the existing agreement and no additional costs associated with the extension. Council discussed the proposal and noted that the amendment simply extends the current agreement through December 31, 2027.

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Davis*** **THAT** the Circular Materials Contract be added to the July 7, 2026 consent agenda.

MOTION CARRIED (unanimously)

Appointments to Committees of Council

Administration presented a report regarding appointments to the Municipality's Committees of Council for the current term. Council was advised that appointments would be required for the Emergency Measures Committee, Personnel Committee, Recreation Committee, ATV Access on Roads and Streets Committee, and Economic Development Committee. Appointments would remain in effect for the current term of Council unless otherwise amended.

Council discussed the existing committee structure and whether certain committees should continue in their current form or be modified. Administration advised that Council has the authority to amend committee structures and Terms of Reference as it sees fit.

Councillor Lackey expressed interest in serving as Chair of the Economic Development Committee. ***Councillor Davis*** expressed interest in serving as Vice-Chair.

Council considered whether the ATV Access on Roads and Streets Committee and Personnel Committee should remain active committees or transition to a liaison or ad hoc structure. Members noted that the ATV Committee has experienced limited activity in recent years, while the Personnel Committee typically meets only as required, with personnel matters ultimately returning to Council for consideration.

Discussion also took place regarding the Recreation Committee and the importance of coordinating recreational initiatives throughout the municipality, ensuring community groups have appropriate approvals and insurance coverage for activities and events. ***Councillor Elderkin*** expressed interest in serving as chair of the Recreation Committee

Council further discussed the Emergency Measures Committee and the possibility of involving former Councillor Jim Coates as a volunteer Emergency Measures Coordinator while maintaining Council representation on the committee. ***Councillor Davis*** and ***Councillor Phillips*** expressed interest in serving on the Emergency Measures Committee.

Members agreed that additional discussion was required before finalizing committee appointments, particularly as not all Councillors were present. Council also discussed the role of Council liaisons to organizations such as the library and Heritage Hillsborough and requested additional information regarding liaison appointments and committee membership requirements.

By-Law Officer Appointment

Administration presented a report recommending the appointment of Jason Turcotte of Maritime By-Law Enforcement Services as a Municipal By-Law Enforcement Officer for Fundy Albert.

Council was advised that the appointment is administrative in nature and is required to ensure Maritime By-Law Enforcement Services maintains the necessary personnel to provide by-law enforcement services on behalf of the Municipality. Administration further noted that the appointment would not result in any additional costs and would not alter the Municipality's existing service agreement with Maritime By-Law Enforcement Services.

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Lackey*** **THAT** the Appointment of Jason Turcotte of Maritime By-Law Enforcement Services be added to the July 7, 2026 consent agenda.

MOTION CARRIED (unanimously)

Young Street Development

Administration provided Council with an overview of a proposed 52-unit apartment development on Young Street. Council was advised that, as part of the rezoning process, the Municipality must confirm whether sufficient water and wastewater capacity exists to service the development. Due to the size of the proposed project, Administration indicated that a professional engineering assessment would be required to determine the impact on the municipal water system before a recommendation could be made.

Administration advised that preliminary discussions with engineering consultants indicated a development-specific assessment could cost approximately $2,500 to $3,500; however, a broader system capacity analysis is also being considered through separate funding opportunities. Council discussed the limitations of a project-specific study versus a municipality-wide capacity analysis and the value of obtaining information that could support future development opportunities throughout the community.

Council expressed support for exploring the proposed development and discussed options to avoid unnecessary delays in the rezoning process while ensuring the Municipality is protected from potential servicing risks. Members considered whether the rezoning process and capacity analysis could proceed concurrently, subject to confirmation from Planning staff and the completion of the required studies.

Discussion also focused on responsibility for the cost of the required studies. Council noted that both the Municipality and the developer could benefit from the information generated and discussed potential cost-sharing arrangements, reimbursement options should the project proceed, and the need to further evaluate the scope and value of any study undertaken.

Council directed Administration to obtain additional information from Planning and engineering consultants regarding the feasibility of advancing the rezoning process while the capacity analysis is being completed, as well as options for funding and cost-sharing. The matter will be brought back to Council for further discussion and direction at a future meeting.

Asset Retirement Obligations

Administration presented information regarding the Municipality's Asset Retirement Obligation (ARO) requirements under Public Sector Accounting Standards. Council was advised that an ARO assessment identifies future liabilities associated with the retirement, removal, or decommissioning of municipal assets such as water and wastewater infrastructure, roads, lift stations, and lagoons. The assessment would assist the Municipality in forecasting future costs and planning for long-term asset management and financial sustainability.

Administration advised that three proposals had been received to complete the assessment and recommended proceeding with Dillon Consulting based on the additional audit support and ongoing assistance included in their proposal. Administration noted that the assessment is considered a best practice under current accounting standards and would strengthen the Municipality's financial planning and audit readiness.

Council discussed the proposals, including the level of support offered by each consultant, the methodology that would be used to complete the assessment, and the importance of ensuring the Municipality receives value for the investment. Questions were raised regarding the duration of the proposed audit support, the need for ongoing updates to the ARO inventory, and potential funding opportunities that may be available through broader asset management initiatives.

Council also discussed the benefits of maintaining continuity with a consultant as the Municipality advances its asset management program and agreed that additional information regarding funding sources and proposal details should be brought forward for consideration before a final decision is made.

The matter was received for information and will be brought back to Council for further discussion and direction at a future meeting.

Water and Wastewater Capacity Analysis

Administration presented information regarding the proposed Water and Wastewater Capacity Analysis, noting that the study is a key component of the Municipality's asset management program and future infrastructure planning. The purpose of the study is to assess the current capacity of municipal water and wastewater systems, identify opportunities and constraints for future development, and support long-term planning and investment decisions.

Council was advised that several proposals had been received following a request for quotations. Administration explained that while lower-cost proposals would provide a general understanding of system capacity, the more comprehensive studies would offer greater detail, including scenario analysis and more specific information regarding future development opportunities and infrastructure requirements.

A significant portion of the discussion focused on the differences between the original Englobe proposal and the revised proposals received through the quotation process. Council sought clarification regarding the scope of work, evaluation criteria, and whether the proposals were being compared on an equal basis. Administration explained that all proponents were provided with the same deliverables and that the comparative assessment table reflected Administration's evaluation of the value and detail offered by each proposal.

Council discussed the importance of balancing fiscal responsibility with obtaining sufficient information to support future growth and infrastructure planning. Members emphasized the need to ensure the selected study provides the information required to support development decisions while also delivering value for the Municipality.

Discussion also included whether the capacity analysis could incorporate considerations related to the proposed Young Street development. Administration indicated that the broader study could potentially be expanded to include scenario analysis related to that project and agreed to investigate the associated costs and timelines.

Council directed Administration to obtain additional information from Englobe regarding the cost, scope, and timeline for incorporating Young Street development considerations into the capacity analysis. The matter will return to Council for further consideration and direction.

Asset Management Policy

Administration presented a draft Asset Management Policy and provided an overview of the growing importance of asset management in municipal operations. Council was advised that asset management is becoming increasingly important for securing provincial and federal funding, with many funding programs now requiring municipalities to demonstrate sound asset management practices and long-term planning.

Administration explained that the proposed policy establishes the Municipality's approach to managing infrastructure assets, including defining roles and responsibilities for Council, Administration, and staff, and setting guiding principles for future asset management activities. The policy would serve as the foundation for developing a comprehensive Asset Management Framework to support long-term decision-making and infrastructure investment planning.

Council discussed how asset management can assist the Municipality in forecasting future infrastructure needs, identifying replacement timelines, and planning financially for major capital expenditures. Examples were provided demonstrating how proactive asset management can help avoid reactive spending by identifying future replacement costs and establishing long-term funding strategies.

Discussion also included the role of technology and asset management software in tracking municipal assets, monitoring asset conditions, and supporting evidence-based decision-making. Administration noted that developing a mature asset management program will be a multi-year process requiring ongoing data collection, analysis, and refinement.

Administration recommended that Council adopt the Asset Management Policy, endorse the development of an Asset Management Framework, and consider establishing an Asset Management Committee to assist with setting service levels, reviewing asset classes, and supporting long-term infrastructure planning.

Council discussed the value of involving both Council members and community representatives in future asset management discussions to help balance service expectations with available financial resources. Members agreed that additional work on the framework and committee structure would be required as the Municipality advances its asset management program.

Water and Wastewater Draft By-Law

Administration presented a draft consolidated Water and Wastewater By-Law for Council's review. Council was advised that the Municipality is currently operating under separate by-laws inherited from the former municipalities and that a single, harmonized by-law is needed to provide consistent standards and administration across Fundy Albert.

Administration emphasized that the draft by-law was being presented for discussion purposes only and that Council's feedback would be used to identify areas requiring revision before a final version is prepared. Members were encouraged to review the document and provide comments on any provisions they felt should be amended, clarified, or added.

Council discussed several aspects of the draft, including billing practices, utility rates, user classifications, connection fees, and how the proposed changes may affect water and wastewater users in the former villages of Alma, Hillsborough, and Riverside-Albert. Members noted that some provisions would represent changes from current practices and suggested that public consultation may be beneficial before a final by-law is adopted.

Discussion also took place regarding whether utility systems and rates should eventually be fully integrated across the municipality. Council acknowledged that utility operations, infrastructure debt, and user-pay principles currently differ between communities and that any consideration of rate harmonization would require further analysis and public discussion.

Council agreed that additional review was required and requested that Administration compile comments and suggested revisions for further discussion at a future Committee of the Whole meeting. Members were encouraged to submit their feedback to Administration for incorporation into the next draft.

ADMINISTRATION REPORTS

Refer to the following reports:

Director, Legislative Services

The Director of Legislative Services advised Council that the monthly Legislative Services Report had been included in the Council package and invited members to raise any questions regarding the report.

Highlights of the report were briefly discussed, including ongoing work related to municipal projects and administrative initiatives. The Director noted that the municipal gateway sign project has been particularly challenging and has required significant effort to navigate. Despite the difficulties encountered throughout the process, progress continues to be made toward completion.

Council acknowledged the work completed on the sign project and commented positively on the design, noting that it aligns well with the Municipality's branding and community identity.
No further questions were raised regarding the report.

Director of Operations

The Director of Operations provided Council with an update on several operational projects and emerging issues since the submission of the monthly report.

Council was advised that concerns had been raised regarding the brush disposal site at White Rock. Following a site inspection, the Department of Natural Resources confirmed the area is considered an organic disposal site and does not require licensing at this time. Administration noted that usage of the site has increased significantly in recent years and that further discussion may be required regarding future management practices and the development of a formal policy.

Councillor Lackey exited the meeting at 6:58 pm

An update was provided on road maintenance activities, with pothole repairs nearing completion in Hillsborough and Alma.

Administration also advised Council that new approvals to operate had been received for the municipal water systems. Several compliance-related items were identified, including requirements for continuous monitoring of disinfection systems, development of flushing plans, and professional assessments of water infrastructure. Administration noted that additional reports and recommendations will be brought forward to address these requirements and improve compliance.

Councillor Lackey returned to the meeting at 7:01 pm.

Council received an update on the Hillsborough Pool repairs. While major drain repairs have been completed, weather conditions continue to impact the project schedule. Administration indicated that the pool opening may be delayed beyond July 1 if sufficient drying and curing time cannot be achieved.

The Director also reported on ongoing issues with the Alma lagoon actuator, which controls the discharge system. Staff are currently managing operations manually while a replacement unit is procured. Administration advised that the replacement is expected to cost approximately

$28,000 and may involve a lengthy lead time, requiring manual operation for the foreseeable future.

Council discussed the possibility of holding a ribbon-cutting ceremony to recognize the completion of the new Alma water system project and acknowledged that funding agreement requirements would need to be reviewed before any event is scheduled.

Additional discussion took place regarding vandalism and maintenance concerns at the Crooked Creek Falls trail washroom facilities. Administration advised that options are being explored to improve the facilities and reduce future damage, including potential funding opportunities and enhanced security measures.

Council also discussed the upcoming Greensboro Lagoon public meeting, clarifying that the Municipality is participating as a stakeholder and is not leading the project. Questions were also raised regarding provincial road maintenance schedules and the value of meeting with representatives from the Department of Transportation and Infrastructure to discuss local priorities and timelines.

Treasurer Report

The Acting Treasurer provided Council with a high-level overview of the Municipality's financial position and advised that both the General Operating Fund and Utility Funds are generally tracking as expected for this point in the fiscal year. It was noted that utility revenues may appear to be operating at a deficit due to the timing of utility billings and revenue collection cycles, rather than actual financial concerns.

Council discussed the utility arrears reporting and sought clarification regarding the aging categories shown in the financial reports. Administration explained that the amounts listed in the 91+ day category represent outstanding balances, while the arrears category reflects accounts that have progressed to collections or disconnection status.

Discussion also took place regarding delinquent utility accounts. Administration advised that some disconnected properties continue to accumulate outstanding balances and interest charges, particularly where alternative water sources are available. Council was informed that unpaid utility charges remain attached to the property and are typically recovered through the sale or transfer of the property.

Council raised a question regarding an expense charged to the Riverside-Albert Water Utility related to a dehumidifier rental. Administration clarified that the rental was associated with a water system issue involving a frozen and burst pipe and was required to assist with remediation and repairs.

Council received the report for information and no further financial concerns were raised at this time.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Davis asked what the status of funding previously allocated for improvements to the White Birch Community Playground. Administration advised that approximately $15,000 remains allocated to the project and that no changes have been made to the funding allocation at this time. Council was informed that previous discussions had taken place regarding the future of the project; however, the funds remain available for playground-related improvements. Members discussed the need to clarify ownership of the playground property and determine who is responsible for the site. Questions were raised regarding land ownership, insurance coverage, maintenance responsibilities, and the long-term management of the playground. Council noted that obtaining this information would assist in determining the most appropriate path forward for future investments in the site.
Council also discussed opportunities to enhance the playground area through additional amenities, landscaping improvements, fencing, and picnic tables.
Council was advised that if playground equipment or improvements are ultimately selected, a future Council motion may be required to authorize expenditures and facilitate reimbursement through the approved funding program.
The matter was received for information and will be brought back to Council once additional information has been obtained.

Councillor Davis advised that she has received inquiries from residents across Fundy Albert regarding the Municipality's involvement in Pride-related events and festivals. She suggested that Council consider having an official Fundy Albert presence at a neighbouring Pride parade, such as those held in Moncton or Saint John, through a municipal banner, vehicle, or other form of representation. She also suggested inviting interested members of the community to participate.

Councillor Phillips indicated that, while he respects all individuals and communities, he would personally choose not to participate in such events and prefers to remain neutral on matters of religion and personal identity. He emphasized that his position was a personal one and not intended as criticism of the proposal.

Administration advised that if ***Councillor Davis*** wished to pursue the matter as a municipal initiative, she would need to bring a formal proposal to Council for consideration. Administration advised that individual councillors are free to attend events in a personal capacity; however, any participation or representation on behalf of the Municipality of Fundy Albert would require Council approval.

Direction: ***Councillor Davis*** to prepare a proposed motion should she wish Council to consider official municipal participation in a Pride event.

Councillor Lackey discussed the relationship between the Alma Recreation Centre and the Municipality, noting that the facility is independently owned through a trust arrangement established by a former landowner, with conditions requiring it to remain independent of the municipality.

A suggestion was raised to meet with representatives of the Recreation Centre to explore whether there may be advantages to a closer relationship with the Municipality. It was noted that Recreation Centre representatives are members of the Recreation Committee.

Discussion then shifted to Canada Day event planning and the importance of activating the Recreation Committee to improve communication and coordination among the communities of Alma, Hillsborough, and Riverside-Albert. Members noted that a functioning Recreation Committee would help ensure all groups are aware of planned activities and can coordinate efforts more effectively.

Council members also discussed past Canada Day event locations and their impact on attendance. Concerns were raised that moving the barbecue away from the Activity Centre negatively affected the market attendance. Others expressed support for holding family activities at the rink, noting the location provided a safe environment for children and families and was well attended.

It was noted that organizers are considering relocating the outdoor market closer to the rink so that activities are centralized in one location. Council members acknowledged that different event formats may need to be tested to determine what best serves vendors, families, and the community overall.

Discussion highlighted the need to establish the Recreation Committee and continue evaluating community event formats and coordination opportunities.

Councillor Elderkin expressed appreciation to Director of Operations Ian and the Public Works team for their support of the United Way Day of Caring. It was noted that several worthwhile community projects were completed throughout Fundy Albert as part of the initiative.
The member also attended the Annual General Meeting of the BACH Foundation and commended the organization for its community contributions. They highlighted recent fundraising events at the Albert County Museum and encouraged residents to visit the museum and take advantage of its programs and exhibits.

The member further advised that they attended all Council orientation and training sessions offered over the previous two weeks.

Councillor Phillips advised that he had planned to discuss the playground; however, as ***Councillor Davis*** had already raised the matter, he had no additional comments.

Councillor Lackey asked about the Voyent Alert notification system and requested an update on subscription levels and administration of the platform. Administration advised that the system is currently included in the Director of Operations' report because many notifications relate to operational matters. It was noted that previous reporting and statistical tracking had largely been managed by staff at the front desk.

Administration advised that the last available information indicated just over 1,000 users had subscribed to the service.

Discussion also continued regarding the potential rebranding of the platform from "Voyent Alert" to "Fundy Albert Alerts."

Councillor Lackey also acknowledged Director of Operations Ian for his participation and contributions at a recent CCRC Board meeting. It was noted that board members expressed appreciation for his willingness to engage and support the organization. Council members commended Ian's efforts and recognized the importance of celebrating positive accomplishments within the municipality.

Mayor Campbell advised that they had received correspondence from a resident expressing concerns about the amount of farm equipment travelling on roads throughout Fundy Albert. The resident suggested that the Municipality consider using its social media platforms to promote road safety messages encouraging motorists to slow down, exercise caution, and be patient when encountering agricultural equipment, recognizing that farmers are carrying out their work and earning a living.

It was noted that responsibility for numbered highways rests with the Province through the Department of Transportation and Infrastructure (DTI), and that any broader road safety campaign may also be appropriate for provincial involvement. Council discussed whether there may be opportunities for the Municipality to support public awareness efforts locally.

Mayor Campbell also reported attending numerous community events over the previous several weeks, including Council orientation and training sessions in Saint John. Appreciation was expressed to members of Council for participating in the training, which provided valuable networking opportunities and an opportunity for Council members to spend time together and strengthen working relationships.

PUBLIC STATEMENTS AND INQUIRIES

None

CLOSED SESSION

Krista Ronalds and Ian Barrett exited the meeting.
Ross Lindsay and Christien Leblanc (virtual) with e6 joined the meeting.

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Phillips*** that Council have an in-camera session at 7:37 pm.

MOTION CARRIED (unanimously).

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

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Lackey*** to return to the regular session at 8:23 pm.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by ***Councillor Lackey THAT*** the meeting be adjourned at 8:23 pm.

________________________ Mayor

________________________ Clerk

Fundy Albert

Friendly by Nature

Fundy Albert Special Meeting Minutes
Date: Tuesday, June 16, 2026
Time: 8:24 P.M.
Location: 61 Academy Street, Hillsborough

Present:	Mayor Campbell Councillor Lackey Councillor Elderkin Councillor Davis Councillor Phillips
Absent:	Councillor Cooke Councillor Reid
Staff Present	Kim Beers, Director, Legislative Services/Clerk

CALL TO ORDER

Mayor Campbell called the meeting to order at 8:24 pm.

ADOPTION OF AGENDA

IT WAS MOVED by ***Councillor Phillips*** and **SECONDED** by ***Councillor Elderkin*** **THAT** the agenda be adopted.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

MUNICIPAL PURCHASING CARD – MUNICIPAL OPERATIONS LEAD HAND

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Lackey*** **THAT** Council authorizes the issuance of a municipal purchasing card to the Municipal Operations Lead Hand, with a maximum credit limit of $2,000, for the purpose of conducting approved municipal business and operational purchases. All purchases shall be made in accordance with the Municipality's Financial Management & Procurement Policy, including applicable approval, receipt, and reconciliation Requirements.

MOTION CARRIED (unanimously)

ACTING CAO APPOINTMENT

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Phillips*** **THAT** Council appoint Kim Beers as Interim Chief Administrative Officer for the Municipality of Fundy Albert effective June 9, 2026 until such time as a permanent Chief Administrative Officer is appointed or Council otherwise directs.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by ***Councillor Elderkin THAT*** the meeting be adjourned at 8:27 pm.

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Mayor Clerk

Synopsis: Appointment of By-Law Officer

Date: July 7, 2026

Department: Legislative Services

DESCRIPTION

Council is being asked to appoint **Jason Turcotte** as a By-Law Enforcement Officer for the Village of Fundy Albert on behalf of Maritime By-Law Enforcement Services. The Municipality currently contracts with Maritime By-Law Enforcement Services to provide by-law enforcement services, and this appointment will ensure continuity of service and maintain adequate staffing levels. The appointment is administrative in nature, does not change the existing service agreement, and has no additional financial impact on the Municipality. Administration recommends approval.

PROPOSED MOTION

WHEREAS Council has adopted various By-Laws;

WHEREAS Council may appoint By-Law Enforcement Officers for the Local Government and determine their mandate;

BE IT RESOLVED THAT the following persons are appointed as By-Law Enforcement Officers of the Local Government in accordance with the Local Governance Act (Act) & its Regulations, the Police Act, and the Community Planning Act & its Regulations, and the Building Code Administration Act & its Regulations;

Jason Turcotte

BE IT ALSO RESOLVED THAT the above-mentioned appointment includes all generalities as prescribed in the Act, the Regulations of the Act, the Police Act and any other Act and Regulation of the Province of New Brunswick;

AND THAT the By-Law Enforcement Officer of the Local Government exercise their discretion according to the files given to them by the Clerk or during patrols of the Local Government;

AND THAT the above-mentioned appointment continues as long as the Officer is an employee or is retained by the Local Government.

Synopsis: Circular Materials

Date: July 7, 2026

Department: Legislative Services

DESCRIPTION

Council is being asked to authorize the Municipality of Fundy Albert to execute Amending Agreement #1 with Circular Materials Atlantic, extending the current Statement of Work for curbside collection services through December 31, 2027.

Circular Materials Atlantic is the provincial Extended Producer Responsibility (EPR) organization responsible for managing packaging and paper products under New Brunswick's EPR framework. Fundy Albert entered into a Master Service Agreement and Statement of Work with Circular Materials in April 2024 to continue providing curbside collection services on behalf of the program. The proposed amendment extends the term of the existing Statement of Work while leaving all other contract provisions unchanged.

The agreement has generated significant revenue for the Municipality, with approximately $138,289 received in 2025 and approximately $28,206 received to date in 2026. Extending the agreement will allow the Municipality to continue participating in the program and receiving associated revenues.

Administration recommends approval of the amendment. Failure to execute the agreement could create uncertainty regarding the continuation of curbside collection services under the current arrangement and may jeopardize future revenues associated with the program.

PROPOSED MOTION

I MOVE that Council authorize the Clerk and Mayor to execute Amending Agreement #1 with Circular Materials Atlantic, extending the Statement of Work for curbside collection services to December 31, 2027, and further authorize the Mayor and Clerk to execute any documents necessary to give effect to this resolution.

AMENDING AGREEMENT #1

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

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

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

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

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

1. Intention to Amend

   (a) The Statement of Work is modified only by the express provisions of this Amending Agreement #1, and, except as so modified, the Statement of Work shall remain unchanged and in full force and effect.

   (b) Each reference in the Statement of Work to "Statement of Work", "hereunder" or "hereof" shall mean and be a reference to the Statement of Work, as applicable, as amended by this Amending Agreement #1.

2. Amendments

   (a) With effect from the Effective Date, the Statement of Work for Curbside Collection Services Provided by Public Contractor Schedule 2.1(a) is amended as set out in Schedule A to this Amending Agreement #1.

3. Miscellaneous

   (a) This Amending Agreement #1 is governed by and will be construed in accordance with the laws of the Province of New Brunswick and the laws of Canada applicable therein.

   (b) If any provision of this Amending Agreement #1 is determined by any court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be severed from this Amending Agreement #1 and the remaining provisions will continue in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to either of the parties.

   (c) This Amending Agreement #1 will endure to the benefit of and be binding upon the respective successors and permitted assigns of the parties.

(d) In the event of any inconsistency between the terms of this Amending Agreement #1 and the terms of the Agreement, the terms of this Amending Agreement #1 shall prevail to the extent of any such inconsistency.

(e) This Amending Agreement #1 (including, without limitation, Schedule A) constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any other understandings and agreements between the parties with respect thereto, whether written or oral, and whether made prior to the date first written above.

(f) Each of Circular Materials and Contractor will from time to time execute and deliver all such further documents and instruments and do all acts and things as the other party may reasonably require to effectively carry out or better evidence or perfect the full intent and meaning of this Amending Agreement #1.

(g) This Amending Agreement #1 may be executed in any number of counterparts, each of which will be deemed to be an original, and all of which taken together will be deemed to constitute one and the same instrument. Delivery of an executed signature page to this Amending Agreement #1 by any party by electronic transmission will be as effective as delivery of a manually executed copy of this Amending Agreement #1 by such party.

[the rest of this page is left intentionally blank]

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

CIRCULAR MATERIALS

By: ______________________________

Name: Allen Langdon
Title: CEO

FUNDY ALBERT

By: ______________________________

Name: ~~Sean Wallace~~ Kim Beers
Title: ~~CAO~~ Clerk

By: ______________________________

Name: Jim Campbell
Title: Mayor

CM: 2024.07.16

SCHEDULE A
AMENDMENTS TO THE AGREEMENT

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

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

Synopsis: Appointment of Committees

Date: July 7, 2026

Department: Legislative Services

Council is being asked to appoint members, including Chairs and Vice-Chairs, to the Committees of Council for the current term: the Emergency Measures Committee, Recreation Committee, and Economic Development Committee.

This matter was discussed at the June 16, 2026 Committee of the Whole meeting.

Councillor Lackey expressed interest in serving as Chair of the Economic Development Committee, with Councillor Davis expressing interest in serving as Vice-Chair.

Councillor Elderkin expressed interest in serving as Chair of the Recreation Committee. Council will also need to appoint a Vice-Chair for the Recreation Committee.

Councillors Davis and Phillips expressed interest in serving on the Emergency Measures Committee.

Council also discussed the future structure of the ATV Access on Roads & Streets Committee and the Personnel Committee, noting that both have had limited activity and may be better suited as liaison or ad hoc committees.

Additional discussion was deferred until all members of Council could participate.

Council is also being asked to appoint Council liaisons to the Hillsborough Public Library Board, Heritage Hillsborough (Steeves House Museum), and each of the three volunteer fire departments.

Councillor Davis expressed interest in serving as Council's liaison to the Hillsborough Public Library Board.

Synopsis: Asset Management Policy

Date: July 7th , 2026

Department: Operations

Synopsis

The proposed Asset Management Policy establishes a formal, municipality-wide approach to managing Fundy Albert's infrastructure, facilities, fleet, equipment, and other operational assets. It provides a governance framework aligned with recognized asset management practices and connects infrastructure planning directly to the service levels established by Council.

Adopting the policy is the first step toward developing a broader Asset Management Framework. This work will include asset-specific management guides, condition assessments, lifecycle and risk analysis, service-level reviews, and long-term financial forecasting. The framework will support more informed capital planning, reserve development, grant applications, maintenance decisions, and infrastructure investment.

Implementation will require sustained staff and Council involvement and will need to proceed in phases. However, the framework is expected to reduce long-term financial and operational risk by improving planning, identifying infrastructure needs earlier, and supporting a more proactive approach to municipal asset renewal.

Motion

Whereas municipal assets represent a significant public investment and are essential to the delivery of reliable and sustainable municipal services;

And whereas a formal asset management approach will support evidence-based decision-making, long-term financial planning, lifecycle management, risk reduction, and future infrastructure funding applications;

Therefore, be it resolved that Council:

1. Adopt the Municipality of Fundy Albert Asset Management Policy, as presented; and
2. Endorse the phased development and implementation of a comprehensive Asset Management Framework, including asset-specific management guides, condition assessments, lifecycle planning, risk analysis, service-level reviews, and long-term financial forecasting

Municipality of Fundy Albert

Asset Management Policy

1. Purpose

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

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

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

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

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

2. Definitions

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

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

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

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

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

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

Key Performance Indicators (KPIs)
Measurable indicators used to assess the performance, condition, and effectiveness of asset management practices.

3. Scope

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

Municipal assets include, but are not limited to:

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

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

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

4. Service Level Commitment

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

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

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

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

5. Guiding Principles

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

Continuous and Reliable Service Delivery

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

Lifecycle Planning

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

Data-Driven Decision Making

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

Long-Term Financial Sustainability

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

Proactive Asset Stewardship

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

6. Governance and Responsibilities

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

Council

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

Council will:

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

Chief Administrative Officer (CAO)

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

Director of Operations

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

Department Leads and Supervisors

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

Municipal Staff

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

7. Asset Management Framework

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

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

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

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

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

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

8. Asset Management Decision-Making

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

Key factors informing asset management decisions include:

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

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

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

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

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

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

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

9. Asset Information and Data Management

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

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

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

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

10. Monitoring and Continuous Improvement

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

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

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

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

11. Policy Review

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

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

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

Synopsis: Asset Retirement Obligations

Date: July 7th, 2026

Department: Operations

Synopsis

The Municipality is required to identify, assess, and value its Asset Retirement Obligations to support compliance with municipal financial reporting requirements. Three proposals were received to undertake this work.

At the June Committee of the Whole meeting, Dillon Consulting was identified as the recommended proponent. As Dillon did not submit the lowest-cost proposal, Council requested further clarification regarding why its submission was considered to provide the best overall value to the Municipality.

Following the meeting, the proposals were reviewed in greater detail and further clarification was obtained from Dillon regarding its proposed methodology, deliverables, and follow-up support. Both Dillon and CBCL proposed approaches intended to produce defensible and auditable ARO information. However, Dillon provided a more detailed methodology for determining whether an asset gives rise to an ARO, assessing whether the resulting obligation can be reasonably estimated, and documenting circumstances where data gaps or uncertainties prevent a reliable valuation.

Dillon also committed to documenting differences between the Municipality's GIS and asset-management records and to clearly identifying the regulatory, technical, and cost-estimating information used to support its conclusions. The final deliverables would include an engineering report and supporting Excel spreadsheet designed to provide a clear, documented, and defensible basis for the Municipality's ARO valuations.

Dillon further confirmed that it would remain available to clarify assumptions, calculations, data sources, and valuations contained within its deliverables if questions arise during future audits. It could also provide additional professional guidance, if required, to assist municipal staff in maintaining and updating the ARO information internally. Any future work outside the original assignment would be separately scoped and priced.

The proposals have been reviewed in detail, including the proposed methodology, deliverables, treatment of data gaps and uncertainties, and the level of support available during future audits and internal updates. This review confirmed that Dillon's submission provides a more clearly defined and comprehensive approach to developing defensible and auditable ARO valuations.

Although Dillon Consulting did not submit the lowest-cost proposal, its submission is considered to provide the best overall value to the Municipality when the quality of the methodology, documentation, deliverables, and follow-up support are considered together. Dillon Consulting is therefore recommended as the preferred proponent for the Asset Retirement Obligation assessment and valuation assignment.

It is proposed that this project is funded through the Operating Reserve, however we have asked RDC and the CCBF program if this could be covered under one of those projects.

Draft Motion

Whereas the Municipality is required to identify, assess, and value its Asset Retirement Obligations to support accurate and compliant financial reporting;

And whereas the submitted proposals have been reviewed based on cost, methodology, deliverables, documentation, treatment of data gaps and uncertainties, and the level of follow-up support available;

And whereas Dillon Consulting's proposal is considered to provide the best overall value to the Municipality;

Therefore, be it resolved that Council:

1. Award the Asset Retirement Obligation assessment and valuation assignment to Dillon Consulting at a cost of $27,000, excluding applicable taxes;
2. Authorize Administration to finalize the scope of work and execute the necessary agreement with Dillon Consulting; and
3. Approve the project expenditure to be funded from the Operating Reserve

April 23, 2026

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

Attention: Ian Barrett, Director of Operations

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

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

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

Sincerely,

DILLON CONSULTING LIMITED

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

DILLON CONSULTING

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

About Dillon

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

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

Our Expertise:

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

The Compliance Framework

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

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

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

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

What We Quantify

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

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

Our Approach to Service

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

Understanding and Approach to the ARO Valuation

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

What is an Asset Retirement Obligation?	ARO is a legal obligation associated with the retirement of a tangible capital asset. **Scope:** Managed facilities, including Underground storage tanks; landfill (Mulligan Road, Riverside-Albert PID 05020938) and Water and wastewater infrastructure as per the file "AM-Tool" shared by the Village on request. Refer to **Attachment A** for a detailed list of assets that will be reviewed as part of this proposal.

	Machinery, Equipment, and Fleet Assets - Under the PS 3280 framework, we evaluate these assets strictly for extraordinary legal retirement obligations, such as mandated decontamination or the disposal of hazardous substances (e.g., refrigerants or PCBs). Valuations exclude routine salvage, standard operating expenses, and general wear-and-tear, focusing solely on the legally required minimums for asset retirement. *Leasehold Improvements* - ARO liabilities for leasehold properties are assessed based exclusively on contractual "make-good" clauses requiring the Village to restore a space to its original condition upon exit. We assume these obligations will be triggered at lease expiry, with valuations strictly limited to the cost of removing Village-installed fixtures and finishes as explicitly defined within the lease agreement.
Valuation within Scope	Tangible capital assets that could be impacted include those that are controlled by the Village. The standard applies to all assets, including leased assets, whether are in productive use or not, as well as fully amortized and unrecognized tangible capital assets. **Approach:** The ARO costs will be provided in current dollars (CAN) for fiscal year 2025 and is typically inflated to future dollar (CAN) amounts based on inflation rates and projected asset "end-of-life" terms to calculate the "undiscounted" future costs. These undiscounted future costs would then be discounted to determine net present value (NPV) in current dollar amounts. However, we found that this exercise tends to not make a material difference in the ARO valuations, especially when you consider the "layers" of assumptions that are typically required to make a reasonable estimate. <u>As such, for this exercise, we assume the inflation and discount rates are the same therefore NPV and net future value (NFV) are the same</u>.
Valuation outside of Scope	Routine replacement or maintenance, improper use of a tangible capital asset, remediation of contaminated sites related to unexpected events, waste and by-products produced by tangible capital assets, and preparing a tangible capital asset for an alternative use.

	Approach: We assume for those tangible capital assets that perform a certain function and are not anticipated to change in the foreseeable future, it will not be included in the ARO valuation.
Criteria	Criteria 1: There is a legal obligation to incur retirement costs in relation to a tangible capital asset. Criteria 2: The past transaction or event giving rise to the liability has occurred. Criteria 3: It is expected that future economic benefit will be given up. Criteria 4: A reasonable estimate of the amount can be made. **Approach:** We approach the criteria using 3 "tests" that need to be satisfied before a specific ARO valuation is provided: **Test 1. Is it reasonable?** This aligns with Criteria 1 where there is an awareness of the requirement to retire said asset at some reasonable point of time in the future. Conversely, this test would exclude those circumstances that could be defined as "contingent" which normally falls outside of accounting rules for liability disclosures. **Test 2. Is it probable?** After Test 1 is satisfied, the contingent liability test is further scrutinized to determine how likely it is to occur. Depending on the circumstances, we tend to focus only on those circumstances related to Test 1 where there is a 50% chance or higher within a defined time horizon that the said asset would need to be retired. This aligns with Criteria 2 and 3. **Test 3. Is it estimateable?** There can be situations where Tests 1 and 2 have been satisfied; however, there is insufficient information and professional judgement to provide reasonable estimates of the scale and scope of the retirement obligation. Under those circumstances, the identification of the ARO is noted, but the valuation is usually based on funding additional work in order to satisfy Test 3 in the future so that financial adjustments to the ARO can be made. Otherwise, an ARO estimate for each asset will be completed. This aligns with Criteria 4.

Scope of Work

The primary project tasks for the assignment are:

Task 1 – Project Management and Preparations

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

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

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

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

Task 2 – Document Review

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

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

Task 3 – Development of Asset Retirement Obligations Calculations

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

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

Task 4 – Completion of Deliverables

Dillon proposes to provide the Village with the following deliverables:

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

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

Project Team

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

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

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

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

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

David McKenna – ARO Valuation of Municipal Assets

Dave is a Partner at Dillon and is the Technology Lead for the Water and Wastewater group, with over three decades of experience in the water and wastewater industry. He is a senior process engineer and project manager with significant experience in conceptual, pilot, and detailed process and mechanical design of municipal and industrial water treatment infrastructure. Dave also has experience in the operations and troubleshooting of water and wastewater treatment facilities, and water management planning. He has worked both as a consultant and an Owner, and from this experience understands the balance between technology, project costs, and client needs. His experience includes both small- and large-scale treatment works throughout Canada. He has been responsible for permitting and regulatory compliance and was a member of the working committee that developed the Standards and Guidelines for water and wastewater treatment for the Province of Alberta.

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

Lauren Brigden – ARO Valuation of Municipal Assets

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

Brandon Kirk – ARO Valuation of Buildings

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

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

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

Phillip Auclair – ARO Valuation of Solid Waste Assets

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

Aggie Po – Project Financial Analyst

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

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

Price Proposal

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

Table 1: Project Budget

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

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

Schedule

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

Assumptions and Limitations

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

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

Closure

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

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

Sincerely,

DILLON CONSULTING LIMITED

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

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

Our file: MN0087 - 525389

Attachment A

List of Assets

ROAD – INVENTORY

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

WATER – PORTABLE

Main Street

SANITARY SEWER – INVENTORY

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

STORM WATER – INVENTORY

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

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

FACILITIES – INVENTORY

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

VEHICLES – INVENTORY

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

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

Synopsis: Capacity Analysis Study

Date: July 7th, 2026

Department: Operations

Synopsis

Council previously allocated approximately $189,500 from the Canada Community-Building Fund to undertake a Water and Wastewater Capacity Analysis for the Municipality's three water systems and three wastewater systems.

The study will establish existing system capacity, identify constraints and deficiencies, assess the ability to accommodate future growth, and identify potential infrastructure upgrades. The findings will support development reviews, asset management, capital planning, grant applications, and long-term financial decision-making.

Following Council direction, multiple proposals were reviewed based on cost, methodology, hydraulic modelling, field validation, development-capacity analysis, and overall value. The original Englobe proposal, which was the highest-cost option, has been removed from consideration. A comparison of the three remaining proposals is provided at Table 1.

All three remaining proposals are capable of delivering a compliant planning-level study. However, the revised Englobe proposal provides the lowest-cost compliant option and the highest overall value for money. It includes hydraulic modelling of all six utility systems, field validation, capacity assessments, identification of infrastructure constraints, and recommendations for future upgrades. Englobe's existing knowledge of the Municipality's systems also provides continuity and reduces the need to recreate previously developed information.

The base scope will identify broad system capacities and constraints. However, several specific development and servicing questions require more targeted analysis. The most immediate is the proposed Young Street development in Hillsborough, for which a separate engineering assessment had previously been identified. Incorporating this work into the wider Capacity Analysis should reduce costs by using the same data, models, and consultant resources.

Englobe confirmed that the Young Street assessment could be included within the existing quoted fee, but doing so would likely reduce the level of effort applied to other parts of the municipality-wide study. A contingency is therefore recommended to preserve the original scope while allowing targeted questions to be examined.

Other potential areas for review include developments on Main Street and Bramm Street in Hillsborough, Water Street and King Street in Riverside-Albert, and whether the increased water capacity in Alma could support improved firefighting and fire-flow capability.

A contingency of 15%, equal to $14,962.50 plus HST, is proposed for additional modelling, field investigation, and engineering analysis. The contingency would primarily support the Young Street assessment and may also allow other identified scenarios to be reviewed, subject to available funding and the level of effort required.

The revised Englobe proposal and contingency would establish a total authorized project value of up to $114,712.50 plus HST. This remains well within the approximately $189,500 previously allocated through the Canada Community-Building Fund and provides a cost-effective approach to completing the broader study while addressing specific development and servicing questions.

Draft Motion

Whereas Council previously allocated approximately $189,500 from the Canada Community-Building Fund to complete a Water and Wastewater Capacity Analysis for the Municipality's three water systems and three wastewater systems;

And whereas the revised Englobe proposal has been identified as the lowest-cost compliant option and as providing the highest overall value for money, with additional targeted analysis required to address the proposed Young Street development and other potential development and servicing questions;

Therefore, be it resolved that Council:

1. Award the Water and Wastewater Capacity Analysis to Englobe at a cost of $99,750 plus HST;
2. Approve a 15% project contingency of up to $14,962.50 Plus HST for additional modelling, field investigation, engineering analysis, or other targeted work required to address specific development-capacity and servicing questions;
3. Approve a total authorized project value of up to $114,712.50, excluding applicable taxes, funded from the Canada Community-Building Fund allocation previously approved for the project; and
4. Authorize Administration to finalize the scope of work and execute the necessary agreement with Englobe, with any use of the contingency subject to the Municipality's applicable purchasing and financial approval authorities.

Table 1: Proposal Comparative Analysis

Criteria	Englobe – Revised	WSP	Engineering by Houghton
Cost, excluding HST	**$99,750**	$111,000	$104,460
Proposed hours	788 hours	Not provided	660 hours
Water hydraulic modelling	Yes	Yes	Yes
Wastewater hydraulic modelling	Yes	Yes	Yes
Hydrant testing	One per community	If required	Targeted testing
Field validation	Moderate	Limited	Highest
Site visits	Yes	Limited	Multiple
Asset-management integration	High	Moderate	Moderate
Development-capacity assessment	High	High	Very high
Future-growth consideration	Limited	Moderate	Moderate
Utility-engineering depth	High	Very high	Moderate
Treatment-capacity review	Screening level	Yes	Limited
Upgrade recommendations	Yes	Yes	Yes
Cost estimates	Class C/D	Class D/C	Class D/C
Implementation priorities	Moderate	High	High
Foundation for future master planning	High	High	Moderate
Overall value for money	**Excellent**	Excellent	Very good

englobe

May 1, 2026

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

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

Dear Mr. Barrett:

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

1 Description of the project

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

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

1.1 Assets to be Evaluated

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

Alma

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

Hillsborough

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

Riverside-Albert

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

2 Description of the services and deliverables

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

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

2.1 Familiarization with Systems

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

Key Assumptions:

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

2.2 Conduct of Study / Data Collection

Site visits and field validation:

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

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

Data collection & analysis:

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

Development of hydraulic models and system assessments:

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

Key Assumptions:

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

2.3 Production of Final Report

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

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

It is anticipated that this Study will provide the Village with critical information to evaluate development proposals in the short term. For longer-term planning, a comprehensive Master Plan study is recommended as a future project to allow the Village to identify their long-term development plans and future infrastructure needs, areas of concern that must be addressed to achieve these plans, funding strategies, etc.

Key Assumptions:

- Two (2) submissions: Draft and Final

Submission of Deliverables

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

3 Excluded services

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

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

4 Products and services provided by the client

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

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

5 Schedule of services and deliverables

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

6 Fees proposal

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

Table 1: Fee Table

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

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

7 Invoicing and terms of payment

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

8 Validity of the proposal

This proposal is valid for a period of 60 days.

9 Acceptance of the proposal

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

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

Yours very truly,

Englobe Corp.

Laura Leger, P. Eng.
Project Engineer

Encl.: Appendix A Terms and conditions

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

READ AND ACCEPTED

Signature: ______________________ **Date:** ______________________

Name:

Title:

Company:

Phone number:

Email:

Synopsis: Young Street Development

Date: July 7th , 2026

Department: Operations

Synopsis

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

Following discussion at the Committee of the Whole meeting, representatives of the Municipality met with Plan 360 to review the rezoning application for the proposed Young Street development. The Municipality remains supportive of the development; however, Plan 360 advised that proceeding with rezoning before confirming the capacity of the municipal water and wastewater systems could expose the Municipality to significant risk, particularly if infrastructure upgrades are later identified that were not addressed before the rezoning was approved.

Subject to Council approval, the planned Water and Wastewater Capacity Analysis will be used to examine the specific servicing requirements of the Young Street development. Incorporating this assessment into the broader study should provide a more reliable understanding of available capacity while avoiding the additional cost of commissioning a separate assessment.

It is considered to be in the best interests of both the Municipality and the developer to confirm that the development can be adequately serviced before the rezoning proceeds. Administration will endeavour to obtain the required information through the Capacity Analysis in time to support rezoning for the 2027 construction season; however, no guarantee can currently be provided that the study will confirm serviceability or that the necessary information will be available within that timeframe. Plan 360 will also provide Council with an overview of the risks associated with approving rezoning before access to municipal services has been confirmed.

Synopsis: Water and Wastewater Bylaw

Date: July 7th , 2026

Department: Operations

Synopsis

A draft consolidated Water and Wastewater By-law was presented at the Committee of the Whole meeting. The draft is intended to replace the three existing legacy by-laws with a single, consistent framework for the administration and delivery of water and wastewater services across Fundy Albert.

Council is requested to provide comments on the draft by-law and direction on how it would like Administration to proceed, including whether further discussion or consultation is required before the document is finalized.

An updated Council Report Form will be presented at the next Committee of the Whole meeting based on the feedback and direction received.

Proposed Motion

The council of Fundy Albert accept the invitation of Moncton Pride Parade organizers and allow any interested Councillors or Staff to utilize the Fundy Albert logo and/or any existing or donated banners or signs, as part of an official contingent participating in their parade and celebrations.

Reasons/Intent

Economic Development – Recognizing those who are 2SLGBTQI+ who already live in Fundy Albert and contribute to our many aspects of life, local businesses, tourism/promotion, growth and development, while showing others that we are open to new businesses and entrepreneurs from a variety of walks of life.

Equality and Inclusion – Anybody who doesn't want this to happen or to attend, does NOT have to participate, but for some people along the parade route and for those participating, it will symbolize that Fundy Albert believes in equality and inclusion, whether regarding those who are 2SLGBTQI+ or anybody who did not grow up in the area. Having a logo or banner in a neighbouring community's pride parade does not symbolize that anybody in Fundy Albert believes in anything regarding 2SLGBTQI+ lives or is gay, but rather that we respect and value those who are, along with everybody's individuality and differences.

Reduction in Teen Suicide Rates – Suicide is the second leading cause of death among youth, and studies show that 2SLGBTQI+ youth are 3.5 times as likely to attempt suicide as their heterosexual peers. This is not because of their sexual orientation or gender identity, but rather is due to systemic mistreatment, discrimination, bullying and threats, and a lack of accepting environments. Studies also show that the vast majority of these youth feel unsafe in areas where a hostile political climate exists, as well as where discriminatory policies and/or public societal debates occur, perceiving them as direct threats to their safety and rights.

Balance – Currently, there are ZERO official pride activities in Fundy Albert. That will continue to be the case, even if this motion passes, as it would only allow the Fundy Albert logo and/or a banner, at no cost, in a neighbouring community's pride festival. This means that there will continue to be nothing on the streets or publicly in Fundy Albert, ensuring those from our area who are against showing kindness and equality in such ways, will NOT be directly impacted. For many years, however, people from Fundy Albert have had to march in the Moncton Pride parade under the banner of other organizations or with other, more inclusive municipalities, unable to show pride in their own municipality, regardless of the festivities taking place outside of Fundy Albert....even though they are proud of being from here and of everything they bring and contribute to the area's greatness.

Moncton, Riverview, Dieppe, Saint John, Fredericton, Tantramar, Caraquet, Woodstock, St. Stephen and Miramichi are amongst other NB municipalities hosting or participating in area pride parades and festivities, while Fundy Albert continues to do nothing... This motion would be a very small step forward, while not even close to the streets of Fundy Albert, allowing others locally to remain neutral or against, while permitting anybody who wishes to show their Fundy Albert Pride elsewhere, to do so.