Fundy Albert Council Regular Meeting Minutes
Date: Tuesday, July 7, 2026
Time: 6:00 P.M.
Location: 61 Academy Street, Hillsborough NB

Present:	Mayor Campbell Councillor Lackey Councillor Cooke Councillor Reid Councillor Davis Councillor Phillips
Absent:	Councillor Elderkin
Staff Present:	Kim Beers – Director, Legislative Services Ian Barrett – Director, Operations Krista Ronalds – Acting Treasurer

CALL TO ORDER

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

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None.

ADOPTION OF THE MINUTES

IT WAS MOVED by ***Councillor Lackey SECONDED*** by ***Councillor Reid*** **THAT** the Minutes of the Oath of Office Ceremony held June 2, 2026, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by ***Councillor Cooke SECONDED*** by ***Councillor Lackey*** **THAT** the Minutes of the Special Council Meeting held June 2, 2026, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by ***Councillor Lackey SECONDED*** by ***Councillor Phillips*** **THAT** the Minutes of the Special Council Meeting held June 8, 2026, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by ***Councillor Phillips*** **SECONDED** by ***Councillor Cooke*** **THAT** the Minutes of the Committee of the Whole Meeting held June 16, 2026, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by ***Councillor Cooke SECONDED*** by ***Councillor Davis*** **THAT** the Minutes of the Special Council Meeting held June 16 2026, be approved.

MOTION CARRIED (unanimously)

CONSENT AGENDA

IT WAS MOVED by ***Councillor Davis*** and **SECONDED** by ***Councillor Cooke*** **THAT** Council approved the consent agenda of July 7, 2026.

MOTION CARRIED (unanimously)

i. By-Law Enforcement Officer Appointment

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.

ii. Circular Materials

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.

PUBIC AND ADMINISTRATIVE PRESENTATIONS

None

REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

None

REPORTS FROM ADMINISTRATION

Committee of Council Appointments

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Lackey*** THAT Council appoint the following members to the Emergency Measures Committee for the current term of Council:

Chair: ***Councillor Phillips***
Vice-Chair: ***Councillor Davis***

AND FURTHER THAT Council appoint the following members to the Recreation Committee for a term of 2 years per the terms of reference:

Chair: ***Councillor Elderkin***
Vice-Chair: ***Councillor Cooke***

AND FURTHER THAT Council appoint the following members to the Economic Development Committee for a term of 2 years per the terms of reference:

Chair: ***Councillor Lackey***
Vice-Chair: ***Councillor Davis***

MOTION CARRIED (unanimously)

Hillsborough Library Liaison

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Davis*** THAT Council appoint ***Councillor Davis*** as the Municipality of Fundy Albert's Council Liaison to the Hillsborough Public Library for the remainder of the current Council term.

MOTION CARRIED (unanimously)

Heritage Hillsborough

IT WAS MOVED by ***Councillor Cooke*** and Seconded by ***Councillor Phillips*** THAT Council appoint ***Councillor Reid*** as the Municipality of Fundy Albert's Council Liaison to the Heritage Hillsborough board for the remainder of the current Council term.

MOTION CARRIED (unanimously)

Hillsborough Fire Dept

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Reid*** THAT Council appoint ***Councillor Cooke*** as the Municipality of Fundy Albert's Council Liaison to the Hillsborough Volunteer Fire Dept. for the remainder of the current Council term.

MOTION CARRIED (unanimously)

Riverside Albert Fire Dept.

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Phillips*** THAT Council appoint ***Councillor Elderkin*** as the Municipality of Fundy Albert's Council Liaison to the Riverside Albert Volunteer Fire Dept. for the remainder of the current Council term.

MOTION CARRIED (unanimously)

Alma Fire Dept.

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Reid*** THAT Council appoint ***Councillor Lackey*** as the Municipality of Fundy Albert's Council Liaison to the Alma Volunteer Fire Dept. for the remainder of the current Council term.

MOTION CARRIED (unanimously)

Asset Management Policy

IT WAS MOVED by ***Councillor Lackey*** and **SECONDED** by ***Councillor Phillips*** THAT 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;

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.

MOTION CARRIED (unanimously)

Asset Retirement Obligations

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Lackey*** THAT

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

MOTION CARRIED (unanimously)

Capacity Analysis Study

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Reid*** THAT

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.

Questions:
Council discussed the proposed expansion of the Young Street capacity analysis from an estimated $3,500 for a standalone study to $15,000. A Councillor sought clarification on whether the increased cost was justified and whether the expanded scope would provide long-term value.
Administration explained that the original estimate was limited to the Young Street area, whereas the revised proposal would address approximately eight additional development-related questions across the municipality, including other known or proposed housing developments and fire flow considerations.
Council also discussed whether the study could be structured to benefit future development applications, reducing the need for developers to commission separate studies. Administration advised that the intent is to work with Englobe to define a scope that not only addresses current development questions but also provides a broader understanding of the municipality's infrastructure capacity and identifies key considerations for future growth. The expanded study is expected to provide both immediate and long-term planning value by identifying areas suitable for development and the infrastructure factors that will need to be considered as future projects arise.

MOTION CARRIED (unanimously)

UNFINISHED BUSINESS

Young Street

Council discussed the proposed Young Street development and the need to complete a water

and wastewater capacity analysis before proceeding with the rezoning application. Administration advised that while the proposed 52-unit development is supported in principle, Plan360 advised that the municipality must confirm there is sufficient servicing capacity prior to the rezoning. Proceeding without this information could expose the Municipality to potential legal and financial risks if the development were approved but the infrastructure was later found to be inadequate.
Members discussed the potential impact of delaying the project on the developer's construction schedule and questioned whether rezoning could proceed with conditions tied to the results of the capacity study. Administration explained that although this may be possible, it would require carefully drafted legal conditions to fully protect the Municipality from future liability.
Council emphasized the importance of completing the capacity analysis as quickly as possible to avoid unnecessary delays. Administration committed to contacting Englobe immediately to expedite the study, obtaining additional guidance from Plan360 regarding timelines and procedural requirements, and reporting back to Council. Council reiterated its support for the proposed development while recognizing its responsibility to ensure adequate municipal water and wastewater capacity and to mitigate risks before proceeding.

BY-LAWS

Water and Wastewater By-Law

MAYOR AND COUNCILLOR STATEMENTS

Councillor Phillips had nothing to report.

Councillor Davis congratulated everyone involved in organizing the Canada Day celebrations throughout Fundy Albert, noting that the events were a great success and well attended. She also acknowledged that postponing the fireworks due to safety concerns was the appropriate decision and reminded everyone that the fireworks have been postponed, not cancelled. ***Councillor Davis*** expressed appreciation to the community organizations, volunteers, and residents who helped make the celebrations a success and thanked them for their efforts in creating enjoyable events across the municipality.

Councillor Lackey commended the Municipality for its decision to postpone the Canada Day fireworks, noting that it was a prudent decision in light of recent events elsewhere in the province. ***Councillor Lackey*** recognized Council's commitment to effective risk management and thanked everyone involved for putting public safety first.

Councillor Reid reported attending Canada Day celebrations throughout Fundy Albert, beginning in Alma and travelling through the municipality. ***Councillor Reid*** remarked that it was encouraging to see strong attendance and community participation at events in each community and thanked everyone involved in making the celebrations a success.

Councillor Cooke commented that postponing the fireworks was the right decision, particularly after seeing the impact of the fires in Moncton. ***Councillor Cooke*** also noted there was an email regarding the fireworks that would be discussed at the committee of the whole meeting.

Mayor Campbell reported attending meetings of the Southeast Regional Service Commission, along with several smaller local meetings. He noted that Canada Day celebrations were very successful and thanked the councillors who participated in the cake-cutting ceremony and delivered cake to residents. ***Mayor Campbell*** also advised that he, the MLA, and members of Council visited Vaughn Snider to celebrate his 87th birthday, recognizing his many contributions to the community. He noted that the visit was well received and expressed appreciation for the opportunity to acknowledge this milestone.

PUBLIC STATEMENTS

None

NOTICES OF MOTION AND RESOLUTIONS

Councillor Davis

IT WAS MOVED by ***Councillor Davis*** **THAT** the council of Fundy Albert accept the invitation of Monton Pride parade organizers and allow any interested counselors 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 pride parade and celebrations

Mayor Campbell called three times for a seconder. As no seconder was received, the motion was not considered.

Mr. Michael Land, a member of the gallery, addressed Council and expressed his disappointment with Council regarding the matter discussed

CLOSED SESSION

IT WAS MOVED by ***Councillor Lacey*** and **SECONDED** by ***Councillor Cooke*** that Council have an in-camera session at 6:40 pm.

MOTION CARRIED (unanimously).

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,

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Phillips*** to return to the regular session at 7:32 pm.

MOTION CARRIED (unanimously).

IT WAS MOVED by ***Councillor Lackey*** and **SECONDED** by ***Councillor Cooke*** THAT Council authorizes the expenditure of $31,000 + HST to MacLean Construction to undertake the demolition and clean up of the property of PID 00624858 to bring the property into by-law compliance, upon completions of the provincial registration or the notice to comply with the province and further authorize administration to take all necessary steps to recover the costs in accordance with applicable legislation.

MOTION CARRIED (unanimously)

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Phillips*** THAT Council approve the proposal from e6 Management Consulting LP for Fractional Financial Controller services from July 1 to December 31, 2026, and approve the reallocation of $23,872 from the Fire Chief personnel budget and $14,927.91 from the Clerk personnel budget to the Accounting – Other budget line item to fund the engagement.

MOTION CARRIED (unanimously)

IT WAS MOVED by ***Councillor Reid*** and **SECONDED** by ***Councillor Lackey*** THAT Council approve the creation of the Accounting and Assistant Clerk position and authorize Administration to recruit and fill the position, with funding for the remainder of 2026 to be accommodated within the approved Clerk personnel budget through available salary savings.

MOTION CARRIED (unanimously)

ADJOURNMENT

Moved by ***Councillor Phillips*** to adjourn at 7:35pm.

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Mayor Clerk