Fundy Albert Council Regular Council Meeting
Date: Tuesday, November 3, 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. October 6, 2026 – Regular Council Meeting
   b. October 20, 2026 – Committee of the Whole Meeting

5. **Consent Agenda**
   a. Riverside-Albert Fire Department GIC

6. **Public and Administrative Presentations**

7. **Reports and Recommendations from Committee and Private Meetings**
   a. Economic Development Committee
   b. Recreation Committee
   c. EMO Committee
   d. Fundy Albert Recreation Committee Support
   e. Three-Way Stop – Pleasant and Central Street
   f. Canada Active Transportation Amended Agreement
   g. Request to Close Homecoming Days Bank Account
   h. 2026 Year End Purchases

8. **Reports from Administration**
   a. Riverside-Albert Utility Year End Purchases
   b. Alma Snow Removal Tender Results
   c. Assistant Clerk Appointment

9. **Unfinished Business**

10. **By-Laws**
    a. First Reading of By-Law 2026–10 "A By-Law Respecting Dog Control in Fundy Albert"
    b. Second Reading of By-Law 2026-10 "A By-Law Respecting Dog Control in Fundy Albert"

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

12. **Public Statements and Inquiries**

13. **Notices of Motion and Resolutions**

14. **Closed Session**
    a. Local Governance Act 68 (1) (j) labour and employment matters, including the negotiation of collective agreements.

15. **Adjournment**

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

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

Mayor Campbell acknowledged the tragic accident that occurred the previous evening involving students. On behalf of Council and the residents of Fundy Albert, the Mayor extended sincere condolences to the families of the two students who lost their lives and offered thoughts and prayers to the youth who remains in critical condition, as well as to all families affected by the tragedy.

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 Davis*** **THAT** the agenda be adopted.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None

ADOPTION OF THE MINUTES

IT WAS MOVED by ***Councillor Elderkin SECONDED*** by ***Councillor Cooke*****THAT** the Minutes of the Regular Council Meeting held September 1, 2026 be approved.

MOTION CARRIED (unanimously)

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

MOTION CARRIED (unanimously)

IT WAS MOVED by ***Councillor Davis SECONDED*** by ***Councillor Lackey*** **THAT** the Minutes of the

Committee of the Whole Meeting held September 15, 2026 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by ***Councillor Elderkin SECONDED*** by ***Councillor Lackey* THAT** the Minutes of the Special Council Meeting held September 15, 2026 be approved.

MOTION CARRIED (unanimously)

CONSENT AGENDA

None

PUBIC AND ADMINISTRATIVE PRESENTATIONS

Steeves House Museum

Karla Reynolds appeared before Council on behalf of Heritage Hillsborough and the Steeves House Museum to provide an overview of the organization and the museum's role within the community.

Councillor Reid entered the meeting at 6:09 pm.

Ms. Reynolds provided background on Heritage Hillsborough, its community focus and the operation of the Steeves House Museum. She highlighted the museum's role in preserving and sharing local history, including the history of the Steeves family, as well as its contribution to tourism, community engagement and the local economy.

The presentation also addressed the organization's operations, funding and ongoing efforts to maintain and enhance the museum and its programming. Ms. Reynolds discussed the importance of continued collaboration with the Municipality and outlined some of the operational and building-related needs facing the organization.

Following the presentation, Council asked questions regarding the museum's operating costs, including concerns related to high electricity bills. Council questioned whether Heritage Hillsborough had appealed the increased power costs. Ms. Reynolds advised that smart meters are installed at the property and that the significant increase in electricity costs was noticed following their installation. She further advised that the matter had been appealed; however, the appeal was denied.

Council thanked Ms. Reynolds for the presentation and for the work of Heritage Hillsborough and the Steeves House Museum in preserving and promoting the community's heritage.

Guardian Ecology

Keith MacCallum, Executive Director of Guardian Ecology, appeared before Council to provide an update on the organization's knotweed control and water quality monitoring activities and to present its proposed work for 2027. Guardian Ecology has worked with the Municipality, and previously the Village of Alma, on knotweed control since 2021. The organization is requesting $4,600 from the Municipality for the 2027 knotweed control project, with additional funding and in-kind contributions supporting the overall project.

Mr. MacCallum discussed the ongoing impact of invasive knotweed on local ecosystems and municipal infrastructure, including roads, trails, riverbanks, concrete and building foundations. Guardian Ecology's work focuses on repeated manual cutting, restoration of native vegetation, monitoring existing and new sites, and public and landowner outreach.

An update was also provided on water quality monitoring throughout Fundy Albert. Mr. MacCallum advised that results continue to indicate very good water quality, including low or undetectable E. coli levels at the sites discussed. Benthic macroinvertebrate sampling was also introduced as an additional method of assessing water quality, with indicator species associated with high-quality water observed. The initial sampling will provide baseline information for comparison with future monitoring.

Guardian Ecology intends to seek Environmental Trust Fund funding again for the 2027 water quality monitoring program and plans to expand monitoring to 16 of the 17 sites monitored in 2025, compared with seven sites in 2026. The Municipality was asked to provide a letter of support for the funding application.

Council asked about differences in water quality between the previous dry year and the wetter conditions experienced this year. Mr. MacCallum advised that during the previous year's drought, approximately one-third of monitored sites showed some signs of strain, particularly during July and August, including increases in certain mineral parameters; however, none reached concerning levels. Similar conditions were not observed this year.

Council also asked about the geographic coverage of the knotweed program. Mr. MacCallum clarified that while there are jurisdictional limitations associated with some water quality monitoring activities, knotweed control can be undertaken throughout Fundy Albert. He noted that a municipal-wide survey of accessible municipal lands, main roadways and waterways was completed in 2024 and that a map of known knotweed locations is available. The 2027 proposal identifies continued monitoring and updating of this site map as part of the program.

Mr. MacCallum advised that Guardian Ecology continues to pursue outside funding opportunities with the goal of expanding its capacity and the work undertaken within Fundy Albert without increasing the cost to the Municipality.

Community Lifehouse

Chris Harder appeared before Council on behalf of Community Youth Life House, a non-profit organization established with the goal of supporting youth in Fundy Albert. Mr. Harder explained that the organization is working toward developing a physical space near the school where youth can access opportunities related to education, health, financial literacy, entrepreneurship, relationships, personal development and recreation. The organization has begun community consultations to help determine local needs and priorities.

As an initial step, Community Youth Life House is undertaking two initiatives: free after-school tutoring, particularly in math and science, in partnership with the local Legion, and the development of a community splash pad on property located near the schools and municipal pool.

Mr. Harder advised that the splash pad project is in the early planning stages and that the organization is seeking opportunities to collaborate with the Municipality. Potential areas of collaboration discussed included water and sewer servicing, permitting, insurance and liability, processing donations, and possible municipal involvement with the property or project. He noted that local businesses and individuals have already expressed interest in providing in-kind contributions such as concrete, formwork and labour.

Council discussed the importance of water conservation and expressed interest in a water recirculation system rather than a flow-through system because of the volume of water required for a splash pad. The possibility of a well was also discussed. Council noted that the Municipality is currently reviewing the capacity of the water systems within the three former municipalities.

Questions were raised regarding fundraising and charitable receipts. Mr. Harder advised that Community Youth Life House is applying for charitable status and intends to undertake a fundraising campaign involving cash and in-kind contributions from residents and businesses. Council encouraged the organization to pursue charitable status and discussed sponsorship opportunities for the project.

Council also asked about ongoing maintenance and operation of the splash pad. Mr. Harder advised that these details remain to be determined and that the organization is open to various arrangements, including fundraising for operating costs and exploring whether maintenance of a recirculating water system could potentially be coordinated with existing pool operations.

Mr. Harder confirmed that the intention is for the splash pad to be open to the public without membership or user fees, although operating hours, water availability, security and liability requirements would need to be addressed.

Council suggested that Community Youth Life House participate in the Municipality's Recreation Committee to support collaboration and coordination of recreational programming throughout Fundy Albert.

Council also asked about estimated project costs. Mr. Harder advised that commercial splash pad installations can range from approximately $150,000 for a modest project to significantly higher amounts, but he believes the project could be completed at a substantially lower cost by leveraging donated labour, materials, local businesses and direct project management.

Council thanked Mr. Harder for the presentation and expressed support for continuing discussions regarding potential collaboration as the project develops.

Royal Canadian Legion

Richard Langer appeared before Council on behalf of the Albert County Royal Canadian Legion to provide an update regarding accessibility improvements proposed for the Hillsborough Cenotaph.

Mr. Langer explained that the initiative arose following the previous year's Remembrance Day service and dedication of the Afghanistan memorial, when two individuals using wheelchairs were unable to access the cenotaph area. He noted that accessibility is also becoming increasingly important for aging Legion members and that the Legion is seeking to work collaboratively with the Municipality to address the issue.

The Legion had previously been working with municipal staff and WSP regarding potential accessibility improvements. WSP visited the site and was expected to prepare a concept/proposal and preliminary budget information. Mr. Langer emphasized that estimated costs are required before the Legion can pursue potential funding opportunities. The Legion requested that a member of Council act as a liaison for the project to maintain communication between the Legion and Municipality.

Administration advised that an update had recently been requested from WSP and that WSP was checking with its team. ***Mayor Campbell*** confirmed that the Municipality had previously committed to providing in-kind assistance toward the project and indicated that the Municipality would honour that commitment.

Mr. Langer also advised that the Legion would like the project to include an improved walkway leading to and surrounding the cenotaph, incorporating memorial blocks recognizing members of the service who died in service to the country.

Councillor Reid volunteered to act as Council's liaison with the Legion for the project.

Mr. Langer also provided Council with an update on other Legion activities, including monitoring and replacement of flags at cenotaphs throughout Fundy Albert, community vaccine clinics, participation in the proposed youth tutoring program, fundraising bingo in support of the Riverside-Albert school, and the Legion's 100th anniversary celebrations. He advised that

approximately 385 visitors attended the anniversary event.

REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

Economic Development Committee

Councillor Lackey provided an update on the first meeting of the Economic Development Committee. The initial meeting focused on establishing the Committee's role, operating principles and priorities. It was emphasized that the Committee serves in an advisory capacity only and does not have authority to take action without Council's approval.

The Committee identified the importance of using data and evidence to support recommendations, rather than relying on assumptions or individual ideas. The Committee also adopted a "slow down to go fast" approach, recognizing that the first year may be largely foundational and focused on research, planning and identifying opportunities that will provide the greatest benefit to Fundy Albert.

Given limited municipal resources, the Committee intends to carefully evaluate potential initiatives to ensure resources are directed toward areas with the greatest potential impact.

Councillor Lackey advised that Angela Smithhas offered to assist the Committee with strategic planning. A series of short virtual meetings will be held to develop a strategic direction and recommendations for Council, with the first session scheduled to begin the following day.

Recreation Committee

Councillor Elderkin provided an update from the Recreation Committee meeting held on September 29, 2026. The Committee continues to focus on establishing its foundation and identifying opportunities for greater collaboration and coordination of recreational activities and events throughout Fundy Albert, with the goal of ensuring programming is available to children and families across the Municipality.

Councillor Elderkin advised that Committee member Joanne Butland, along with a representative from Forest Dale Home, will make a presentation at an upcoming Committee of the Whole meeting regarding a proposed project to improve bicycle connections between Forest Dale Home and the school. Council approval will be required before further steps are taken.

Upcoming community activities were highlighted, including the Codiak Cycling Trails Fall Festival on October 10, featuring a race, group bicycle rides, hikes and lunch, as well as upcoming activities in Alma, including the fleet launch, cakewalk, karaoke and other events.

Councillor Elderkin recognized and thanked Shauna Cooper for her contributions as the Alma representative on the Recreation Committee following her recent decision to step down,

acknowledging the significant contribution made by community volunteers.

Looking ahead to the 2027 budget, the Committee anticipates requesting consideration for a recreation coordinator position, either part-time or full-time during the summer months. The position could assist with coordinating events and programming throughout Fundy Albert and potentially oversee summer students supporting recreation activities.

EMO Committee

Councillor Davis provided an update on behalf of the Emergency Measures Committee. She advised that the Committee is currently working to finalize the Emergency Measures Coordinator position and determine the level of interest in the role.

The Committee anticipates having the coordinator position confirmed within the next couple of weeks, after which it will be able to proceed with the next steps in its work.

Hillsborough Fire Dept – Fire Chief Appointment

IT WAS MOVED by ***Councillor Cooke SECONDED*** by ***Councillor Davis*** **THAT** Council reappoint Troy Collins as Fire Chief of the Hillsborough Volunteer Fire Department for a five-year term, effective October 2026, subject to Council's authority to revoke the appointment at any time, in accordance with By-law No. 41.

MOTION CARRIED (unanimously)

Bank Accounts

IT WAS MOVED by ***Councillor Elderkin SECONDED*** by ***Councillor Davis*** **THAT** Council authorize staff to open separate bank accounts for the Capital Renewal Fund 2026–2029 and the Canada Community Building Fund 2024–2028 for restricted funds currently held within the Municipality's operating bank account

MOTION CARRIED (unanimously)

REPORTS FROM ADMINISTRATION

None

UNFINISHED BUSINESS

None

BY-LAWS

None

MAYOR AND COUNCIL STATEMENTS AND INQUIRIES

Councillor Elderkin reported on her attendance at the Union of Municipalities of New Brunswick

(UMNB) AGM and Conference with ***Councillor Lackey and Mayor Campbell***. She described the conference as informative and encouraged other members of Council to consider attending future events. She noted that the next conference is expected to take place in April rather than October.

Councillor Elderkin also provided a reminder regarding concerns involving Department of Transportation and Infrastructure (DTI) infrastructure. Based on information provided during DTI's recent presentation to Council, residents with concerns are encouraged to submit them directly through DTI's established reporting process to ensure the information is properly documented and directed to the appropriate staff. Information regarding the process was provided to members of Council to share with residents.

An update was also provided regarding property assessments. ***Councillor Elderkin*** advised that information shared during the conference indicated that additional staff would be undertaking property assessment work. She noted that assessment staff had recently been observed in the Riverside-Albert and Midway areas taking photographs of properties as part of this work.

Council was advised that residents with questions or concerns regarding the activity may contact the Municipal Office for further information.

Councillor Cooke provided an update on recent discussions with residents regarding local infrastructure and recreation matters.

Concerns were raised regarding trails in the White Rock area and along the dykes, particularly the need for improved signage. ***Councillor Cooke*** advised that he intends to bring the matter forward for further discussion at a future meeting.

A concern was also raised regarding potholes on Taylor's Lane, particularly near the top of the hill. As Taylor's Lane is a municipal responsibility, Administration was asked to have the area reviewed and determine whether temporary patching could be completed pending future paving work.

Councillor Lackey advised he had nothing to report.

Councillor Davis reported on her first meeting as the Municipality's representative on the Library Board. She advised that the library anticipates requesting increased municipal funding in the coming year to address necessary repairs and upgrades. Upcoming activities include an open house, with the date to be announced, and a pulled pork dinner fundraiser on November 7.

Councillor Davis also attended the Fall Foliage Run, noting the strong attendance and participation of visitors from outside the region. She thanked the organizers and noted that the event provided an opportunity to learn more about the area's trails, trail system and signage.

An update was provided on the Economic Development Committee, with members beginning research and data collection in preparation for the Committee's strategic planning process.

Councillor Davis attended the Albert County Museum Murder Mystery Tour, which was a sold-out event, and congratulated the organizers. She also attended the final races of the season at the Petitcodiac Raceway, recognizing Fundy Albert-area drivers, participants and organizers for a successful season.

Councillor Davis advised that she has been meeting with Ward 5 residents regarding animal control, snow plowing and road concerns and has been directing applicable provincial road concerns through the appropriate DTI process.

Councillor Davis advised that the upcoming Lobster Plunge, in support of the Fundy Blades, will take place on the Monday of Thanksgiving weekend and that she will be participating in the fundraiser.

Councillor Cooke highlighted the success of the recent Fall Foliage Run, which experienced its largest turnout to date, with more than 500 bikes registered. He advised that next year's event will coincide with the Federation Run, which will be hosted in the area during the first weekend of October. Given the anticipated increase in attendance, he suggested that the Municipality consider how it may become involved and prepare for the significant number of visitors expected.

Councillor Cooke also recognized the 25th anniversary of the Eric Steeves Memorial Golf Tournament. The event had an excellent turnout and contributed approximately $10,000 toward the Kiwanis kitchen renovation project. He acknowledged Danny and Kim for their work organizing the tournament over the past 25 years and noted that they are stepping down from their organizing roles, with others expected to continue the event.

Councillor Lackey provided an update following a sponsorship session he attended and advised that the Economic Development Committee intends to explore potential sponsorship opportunities involving municipal assets.
Potential opportunities could include facilities and amenities such as the arena, pool, recreation centre and proposed splash pad, as well as other municipal assets throughout Fundy Albert. The intent would be to explore partnerships with businesses that could generate additional revenue and potentially reduce reliance on municipal taxpayers.

Councillor Lackey noted that the significant number of visitors travelling through Fundy Albert, particularly between May and October, could make municipal sponsorship opportunities attractive to businesses. Visitor statistics and demographic information from Fundy National Park are expected to be obtained and could be used to demonstrate the potential exposure available to prospective sponsors.

The Economic Development Committee will consider developing an inventory of municipal assets that may be suitable for sponsorship and using available tourism data to help assess and promote these opportunities.

Councillor Reid provided a brief update regarding the Hillsborough Arena, advising that he had spoken with staff and that preparations at the facility are progressing well.
He also noted positive indications for the upcoming hockey season, with registration numbers for Minor Hockey and the Fundy Blades appearing to be higher this year.

Mayor Campbell provided an update on the Greensboro wastewater lagoon project. The outfall pipe replacement was reported to be approximately 75% complete, with directional drilling into the river anticipated by mid-October. Work had also begun on the access road extension from Turnbull Street, with lagoon construction expected to continue through the fall. Remaining work, including the lagoon liner, fencing and commissioning, is expected to be completed in 2027.
An update was also provided on associated pipe and lateral replacement work. Turnbull Street had been completed, with work continuing on Baxter Street and anticipated to begin on Dryden Street. The project was reported to be slightly behind schedule due to unsuitable soil and road-building materials encountered during construction. Discussions were underway with DTI regarding the work, with progress on Dryden Street expected to influence the final schedule.

Mayor Campbell reported on his attendance at a Southeast Regional Service Commission mayors' working session, where discussions included regional advocacy, planning, economic development and opportunities for municipalities to support one another when pursuing significant projects and provincial funding.

Mayor Campbell also attended the recent UMNB conference, along with ***Councillors Lackey and Elderkin.*** The conference included numerous sessions and workshops covering a range of municipal topics, as well as recognition of long-serving municipal leaders.

Mayor Campbell advised that he has been discussing a potential joint New Brunswick Day celebration with the Municipality of Memramcook for 2027 or 2028. The concept could include representatives from the two municipalities meeting on the Petitcodiac River, exchanging gifts and coordinating evening fireworks. The initiative remains in the preliminary discussion stage.

Mayor Campbell provided an update on his ongoing advocacy for water and wastewater operator training. He has been speaking with NBCC and various levels of government about recognizing water operators as a trade and developing training opportunities through NBCC. He suggested that municipal water and wastewater facilities could potentially serve as practical training locations, allowing students to work alongside qualified operators.

PUBLIC STATEMENTS

Mr. Jeff Land requested an update on the construction project along Route 114 near Grey Brook, including the anticipated completion timeline and whether work would continue through the winter. Administration advised that, based on the most recent information received, the contractor is expected to complete the current phase of work and leave the site by approximately the first week of November. The contractor will return in 2027 to complete the culvert replacement, with the timeline for that phase of the project yet to be confirmed.

NOTICES OF MOTION AND RESOLUTIONS

None

CLOSED SESSION

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Reid*** that Council have an in-camera session at 7:22 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.

IT WAS MOVED by ***Councillor Elderkin*** and **SECONDED** by ***Councillor Cooke*** to return to the regular session at 7:49 pm.

MOTION CARRIED (unanimously).

ADJOURNMENT

Moved by ***Councillor Elderkin*** to adjourn at 7:49 pm.

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Mayor Clerk

Fundy Albert Committee of the Whole Meeting Minutes
Date: Tuesday, October 20, 2026
Time: 4:30 P.M.
Location: 61 Academy Street, Hillsborough

Present:	Deputy Mayor Elderkin Councillor Lackey Councillor Davis Councillor Phillips
Absent:	Mayor Campbell Councillor Cooke
Staff Present	Kim Beers – Director, Legislative Services/Clerk Krista Ronalds – Acting Treasurer
Guests:	Joanne Butland with the Riverside Albert Recreation Committee and Alan Demaline with Forest Dale Home

CALL TO ORDER

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

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

Fundy Albert Recreation Committee - Riverside Albert Recreation Council and Forest Dale Home – Joanne Butland and Alan Demaline presented a proposal to improve bicycle safety and accessibility in Riverside-Albert.

The proposed initiative involves establishing a designated bicycle lane along Route 114, connecting Forestdale Home to Riverside Consolidated School, the Riverside-Albert Recreation Centre, and the Trans Canada Trail. The proposal includes installing protective delineators along the existing paved shoulder and establishing pedestrian crossings, including a proposed solar-powered crosswalk on Route 114.
The initiative aims to improve safety for cyclists, children, seniors, and individuals with mobility

challenges while supporting active transportation, recreation, and tourism opportunities within the community.

Mr. Alan Demaline from Forestdale Home highlighted the success of their recently introduced trishaw bicycle program, which allows nursing home residents to participate in outdoor recreational activities with volunteer cyclists. Approximately 35 of the home's 50 residents participated in the program during its first season. Establishing safe bicycle routes would allow the program to expand beyond the nursing home property and provide residents with greater opportunities to reconnect with their community.

The presenters also expressed interest in establishing a local chapter of *Cycling Without Age*, a volunteer-based initiative that provides accessible cycling experiences for seniors and individuals with limited mobility.

Request to Council
The group was not requesting financial assistance at this stage. Rather, they sought Council's support and endorsement to begin discussions with the Department of Transportation and Infrastructure (DTI) and other government agencies regarding the feasibility of the proposed bicycle lane and crosswalk improvements.

The group also requested the Village's support as a potential partner in future funding applications.

Council Discussion
Council expressed general support for the initiative and acknowledged the potential benefits for community safety, accessibility, recreation, and tourism.

Discussion included the need for DTI approval, particularly for a proposed crosswalk on Route 114, as well as considerations regarding the installation, seasonal removal, maintenance, and associated costs of the protective delineators.

It was acknowledged that the location of the proposed crosswalk may need to be adjusted based on DTI requirements, particularly concerning visibility and road alignment.

Outcome and Next Steps
Council expressed consensus in support of the group proceeding with preliminary discussions with DTI to determine the feasibility, requirements, potential costs, and approvals associated with the proposed project.

The group was advised to continue working through the Fundy Albert Recreation Committee and report back as additional information becomes available.

INFORMATION ITEMS

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

NBSPCA Quarterly Report
Fire Dept Quarterly Reports (Alma, Hillsborough, Riverside-Albert and Riverview)
Maritime By-Law Enforcement Services

Council discussed concerns regarding ambulance response times and the involvement of local fire departments. It was clarified that the primary concern was not assistance with lifting stretchers, but rather a significant delay in ambulance response time that could have resulted in serious consequences. The delay was attributed to a staffing transition between shifts and was reportedly addressed through staffing changes. Ongoing staffing shortages within ambulance services were also acknowledged.

Council acknowledged the progress reported by Maritime By-Law Enforcement Services in addressing several outstanding enforcement matters.

Alma Fire Department – Fundy National Park Service Calls
Council raised concerns regarding the number of emergency calls attended by the Alma Fire Department within Fundy National Park and the associated financial and operational impacts. Discussion included the need to review the existing agreement between the Alma Fire Department and Fundy National Park, determine the frequency and costs of service calls, and clarify any financial contributions or equipment support provided by Parks Canada.
Councillor Lackey indicated that a copy of the existing agreement could be forwarded to Administration.

COUNCIL DIRECTION REQUESTS

Three-Way Stop – Pleasant and Central Street

Administration presented a report regarding the proposed installation of a three-way stop at the intersection of Pleasant Street and Central Street in Hillsborough to address traffic safety and sightline concerns.

Currently, traffic on Central Street is required to stop, while traffic travelling along Pleasant Street is not. Concerns were raised regarding limited visibility, increased vehicle speeds, and

several reported near misses, particularly given the proximity of Oxley Street and Lakeview Crescent.

Administration confirmed that the Department of Transportation and Infrastructure (DTI) had been consulted and advised that, as the intersection involves municipal roads, the Village may proceed with the installation provided DTI is notified of the change.

The cost of additional signage and installation can be accommodated within the existing Public Works operating budget.

Next Steps: Administration will bring a Council Report Form and recommendation forward at the November 3, 2026 Regular Council Meeting for Council's consideration and approval. A map identifying the intersection will be included for Council and public reference.

Dog Control By-Law

Administration presented a proposed new Dog Control By-law for Council's consideration. Council was advised that the New Brunswick SPCA (NBSPCA) had previously indicated it would issue tickets for violations of the Village's Dog Control By-law under the Provincial Offences Procedure Act. However, following changes to its enforcement requirements, the NBSPCA advised that the Village must adopt a new by-law containing an established fine structure to enable enforcement.

The proposed by-law was developed in consultation with the NBSPCA and legal counsel.

During discussion, Council raised questions regarding kennel licensing requirements, particularly whether residents owning more than three dogs would be required to obtain a kennel licence, regardless of whether the dogs were kept for personal use or commercial purposes.

Council also requested clarification regarding the administrative penalty provisions under Section 16, including the relationship between the prescribed fines, minimum and maximum penalties, and whether multiple violations could result in cumulative fines exceeding $1,500.

Next Steps: Administration will seek clarification from the NBSPCA regarding the application of administrative penalties, including maximum amounts and cumulative fines, before the proposed by-law proceeds for Council's further consideration.

Canada Active Transportation Amended Agreement

Administration presented Amending Agreement No. 2 for the Shoreline Trail, now known as the Odyssey Trail, which was originally approved under the federal Active Transportation Fund. The Village entered into the contribution agreement in August 2024.

Portions of the project have been completed, including work at Grey Brook and Wetland Park in Hillsborough. However, approximately 3.3 kilometres of trail along the Petitcodiac Dyke remain outstanding due to ongoing discussions with affected landowners.

Administration has requested a further extension to allow additional time to resolve the outstanding landowner matters and complete the remaining work.

The amending agreement requires authorization from Council for the Mayor and Clerk to execute the agreement on behalf of the Village.

Next Steps: Administration will bring a recommendation forward at the November 3, 2026 Regular Council Meeting seeking authorization for the Mayor and Clerk to sign Amending Agreement No. 2.

Council discussed whether the matter could be included on the consent agenda; however, it was agreed that it would remain a separate agenda item for discussion and consideration at the November meeting.

Request to Close Homecoming Days Bank Account

Administration advised Council that the funds previously held in the Hillsborough Homecoming Days bank account were transferred to the Hillsborough Homecoming Days Committee in 2025. Following the transfer, an interest deposit was received, leaving a remaining balance of approximately $5.49 in the account.

As the Committee now manages its finances independently of the Village, Administration proposed closing the account and sought Council's direction on whether the remaining funds should be transferred to the Committee or retained by the Village.

Council expressed general support for closing the account, recognizing that there is no longer a need for the Village to administer the Committee's finances.

Riverside Albert Fire Department GIC

Administration presented a report requesting Council's authorization to redeem the Riverside-Albert Fire Department's Guaranteed Investment Certificate (GIC), valued at approximately $17,619.07.

The funds were originally designated for siding replacement and necessary repairs at the Riverside-Albert Fire Station.

Following recent budget discussions with the Fire Chiefs, Chief Osmond expressed his intention to proceed with the improvements in 2026. A quotation for steel siding has been provided, with the Fire Department planning to undertake the installation using volunteer firefighters. Additional work is also required on the building, including washroom repairs.

During discussion, Council raised concerns regarding potential liability associated with volunteer firefighters performing the work. Administration indicated that insurance coverage is in place.

Council was advised that a formal motion is required to authorize the redemption of the GIC.

IT WAS MOVED by ***Councillor Davis*** and **SECONDED** by ***Councillor Lackey*** **THAT** the proposed redemption of the Riverside-Albert Fire Department's Guaranteed Investment Certificate (GIC), valued at approximately $17,619.07, be forwarded to the November 3, 2026 Regular Council Meeting Consent Agenda for consideration and approval.

MOTION CARRIED (unanimously)

2026 Year End Purchases

Administration presented a report outlining proposed 2026 year-end capital purchases intended to improve municipal operations, address facility maintenance needs, and support long-term capital planning. Given the anticipated 2026 operating surplus, Administration recommended proceeding with certain purchases before year-end rather than incorporating the full costs into the 2027 budget.

The proposed capital priorities include:

- Truck and Plow: Purchase of a new three-quarter-ton truck equipped for snow clearing to maintain Public Works' winter operations, as one of the existing trucks will no longer be used for plowing.
- Alma Activity Centre Flooring: Replacement of the deteriorating flooring with heavy-duty vinyl plank flooring. Quotes received ranged from approximately $39,000 to $41,000.
- Skid Steer: Purchase of equipment to improve roadside maintenance, brush clearing, ditch maintenance, and vegetation management. The proposed purchase includes trading in the existing John Deere tractor, with the ability to continue using compatible Bobcat attachments.
- Riverside-Albert Recreation Centre Flooring: Proposed allocation of $50,000 from 2026 funds and an additional $50,000 in the 2027 budget toward replacement of the gymnasium flooring. The estimated cost is approximately $100,000, excluding floor markings. Administration also intends to explore potential grant funding to offset project costs.

The total proposed expenditure for the truck and plow, Alma Activity Centre flooring, and skid steer is approximately $196,439.87.

Council expressed general support for the proposed capital priorities while requesting additional information and clarification on several items.

Reviewing the skid steer's ability to perform roadside ditch mowing currently undertaken by the John Deere tractor and confirming the equipment specifications and trade-in arrangements.

Council also discussed the proposed flooring materials for both recreation facilities and raised the possibility of modifying the existing stage at the Alma Activity Centre to create additional usable floor space.

The possibility of purchasing a used vehicle for routine water-system travel and sampling was also discussed as a separate consideration for the 2027 budget.

Next Steps: Administration will provide additional equipment specifications, quotations, and clarification on outstanding questions before bringing the proposed capital purchases forward for Council's consideration at the November 3, 2026 Regular Council Meeting.

ADMINISTRATION REPORTS

Refer to the following reports:

Director, Legislative Services

Administration provided an update on ongoing municipal projects and initiatives, highlighting the following:

- FireSmart Program: Phase 2 funding is currently unavailable due to high demand and limited funding, with priority being given to municipalities that have not yet completed Phase 1.
- CanExport Funding: The project remains on track.
- Fundy Albert Signage: Progress continues, with the concrete foundation for the sign now poured.
- Alma Water System: The system continues to operate well, with no significant operational concerns reported.
- Alma Wastewater Lagoon: The replacement actuator valve is expected to arrive within the next couple of weeks.
- Riverside-Albert Water System: Cleaning of the main reservoir remains scheduled for spring 2027 and will need to be included in the 2027 budget.
- Hillsborough Water Exploration: Two test wells were recently drilled, each producing a preliminary estimated yield of approximately 50 gallons per minute, below the targeted yield. Administration is awaiting Englobe's assessment and recommendations regarding next steps.

- Hillsborough Wastewater Outfall Project: Administration continues to await a Licence of Occupation from the Province before work can proceed on the marsh.
- Library Signage: Installation of the new library sign has been completed.
- PMHP Scenic Drive Project: Work is nearing completion, with an anticipated completion date toward the end of October.
- Young Street Development: The utility gap analysis produced favourable results and has been forwarded to Plan360. Administration is awaiting the next steps in the rezoning process.
- Lower Coverdale Pump Track: Construction has been completed, with some landscaping work remaining. Positive feedback has been received regarding use of the facility by neighbourhood children.

Treasurer Report

Administration presented the financial report and provided an update on the outstanding 2024 financial audit.

Council was advised that Ernst & Young is experiencing delays in completing the audit due to outstanding financial information and confirmation of balances from the Village's former auditors, Ascend LLP. Administration continues to work toward resolving these matters but could not provide a confirmed completion date.

Administration reported that municipal expenditures are currently tracking below budget.

Riverside-Albert Water Utility

Administration advised that the Riverside-Albert Water Utility is projecting a surplus for 2026. However, the anticipated 2027 surplus is approximately $4,000, with several necessary expenditures expected in the coming year.

To help minimize the financial impact on the 2027 utility budget and potentially reduce pressure on water rates, Administration proposed purchasing certain equipment and materials using available 2026 funds.

Council acknowledged the financial challenges associated with the Riverside-Albert Water Utility and expressed support for exploring opportunities to reduce future budget pressures.

Next Steps: Administration will bring a Council Report Form forward at the November 3, 2026 Regular Council Meeting outlining proposed 2026 purchases for the Riverside-Albert Water Utility.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Lackey Council raised concerns regarding the reassessment of a residential property in Alma from one to three water billing units. Questions were raised about whether the revised billing classification aligns with the Village's existing Water By-law, particularly the distinction between residential apartments and tourist accommodations.

During discussion, concerns were expressed about discussing an individual resident's utility account in a public meeting. It was suggested that the Councillor meet directly with Administration and the affected property owner to review the applicable by-law provisions and clarify the assessment.

Councillor Lackey discussed significant stormwater drainage issues in Alma, particularly near the intersection of Chignecto Drive and Bayview Drive, extending toward Foster Street.
Concerns were raised regarding increased water runoff, inadequate drainage infrastructure, insufficient culverts, and erosion potentially undermining the roadway.
Council acknowledged that stormwater management concerns in this area have existed for several years and may have been examined through previous engineering studies. Discussion included the potential need for additional culverts, drainage improvements.
The urgency of addressing the roadway erosion before winter was emphasized to prevent further deterioration and potential road damage.

Councillor Lackey advised Council of a proposed tidal clock initiative being advanced by Alma Community Tourism. The project proponents are seeking Council's support in principle to assist with discussions involving the Department of Transportation and Infrastructure and potential funding opportunities.
It was indicated that the project is intended to be externally funded, with no direct municipal financial contribution anticipated beyond potential responsibilities relating to insurance and land ownership.
Council emphasized the importance of community organizations bringing proposed projects to the municipality for consideration before advancing discussions with other levels of government.

Councillor Davis reported participating in the lobster plunge fundraiser in support of Fundy Blades and congratulated the organization on a successful event. Upcoming community activities were also highlighted, including a spaghetti dinner fundraiser for Fundy Blades and the Albert County Museum's Haunted Jail event, for which volunteers were being sought.

Provincial Property Assessments: Council discussed reports of provincial assessment officials photographing residential properties throughout Fundy Albert, including Midway, Harvey, Riverside-Albert, and Hillsborough. Administration confirmed that provincial officials are conducting property assessment activities, which may result in changes to property assessments in the coming year.

Regional Municipal Meeting: Council discussed an upcoming regional meeting scheduled for Saturday, with members encouraged to attend if available. Attendance was confirmed to be optional.

Councillor Davis acknowledged the passing of Wayne Steeves and discussed representation at the upcoming visitation and funeral. Administration confirmed that ***Mayor Campbell*** intended to attend.

Councillor Phillips advised that they would be unavailable for the upcoming weekend meeting and the following week's meeting due to a planned absence.

Emergency Measures Coordinator: Council was advised that the individual previously identified as a potential candidate for the Emergency Measures Coordinator position may no longer be available.

Administration confirmed that a draft recruitment notice had already been prepared and could be shared with the Councillors responsible for emergency measures for review.

Councillor Reid expressed support for the proposed installation of a stop sign at the intersection of Central Street and Pleasant Street in Hillsborough.

Councillor Reid also encouraged residents to attend the upcoming Haunted Jail event at the Albert County Museum and support this community initiative.

Deputy Mayor Elderkin extended condolences on behalf of the Village of Fundy Albert to the family of the late Wayne Steeves, recognizing his longstanding dedication to Albert County, his support for the community, and his commitment to attending community events and services.

The Deputy Mayor expressed appreciation to a group of local youth in Riverside-Albert who decorated the short trail at Crooked Creek, recognizing their community spirit and initiative.

She also reported that the recent Robert Arbeau Memorial Golf Tournament raised $3,900, which will be donated to the Riverside-Albert Recreation Council to support improvements to the local ball field.

Deputy Mayor Elderkin provided a positive update on the recent budget meeting with the Village's fire departments, noting the productive discussions and open communication between the departments and Administration.

PUBLIC STATEMENTS AND INQUIRIES

Mr. Sean Blewett, a resident of Waterside and member of the Forest dale Board, addressed

Council regarding the condition and significant public use of Crooked Creek Lookout.
Mr. Blewett emphasized that the lookout is a popular destination for residents and visitors, including those taking wedding, graduation, and family photographs. He raised several concerns regarding the condition of the property, including:

- Lookout Structure: Deteriorating decking and concerns regarding the structural integrity of the lookout railing, particularly given the number of visitors using the facility.
- Washroom Facilities: Ongoing vandalism and damage to the existing washrooms. Council discussed potential alternatives, including a more durable concrete vault toilet.
- Access Road: The deteriorating condition of the road leading to the lookout and the need for improvements.

Mr. Blewett also highlighted previous volunteer maintenance efforts undertaken through the CCRC Day of Caring initiative and indicated that similar volunteer work may be considered in 2027.

Administration confirmed that internal discussions have already taken place regarding the access road and that Public Works believes improvements could be undertaken in 2027, subject to Council's budget approval.

Council acknowledged the importance of Crooked Creek Lookout as a community and tourism asset and recognized the need to address maintenance and safety concerns.

Ms. Heather Cail, Water Operator in Charge advised that construction continues to progress, although soft ground conditions along Baxter Street and the roadway leading up the hill have caused some delays. Work on the wastewater lagoon is underway, and access to the construction area has been established.
Council was advised that the Province intends to transfer ownership, operation, and maintenance responsibilities for the completed infrastructure to the Village. Administration will review the proposed agreement before bringing it forward for Council's consideration.
The directional drilling work for the river outfall was expected to take place within the following days, with commissioning of the wastewater lagoon anticipated in June 2027. Until commissioning, connected properties will continue using the existing wastewater discharge system.

Council discussed road restoration, including the anticipated placement of asphalt base before winter, subject to weather conditions and asphalt plant availability. Concerns were also raised regarding inadequate roadside drainage, ditching, and culvert sizing. Administration indicated that ditching improvements are not included in the current construction contract and that further discussions with the Department of Transportation and Infrastructure (DTI) are necessary.

Alma Water System: The system continues to operate well. A warranty issue involving one of the water storage tanks was identified and addressed by the manufacturer at no cost to the Village.

Council also discussed stormwater drainage concerns in Alma, including the relocation of a drainage ditch alongside the roadway and its potential contribution to erosion issues. Administration confirmed that the matter has been referred to the Village's engineering consultants for review, with further information to be provided once available.

CLOSED SESSION

IT WAS MOVED by ***Councillor Davis*** and **SECONDED** by ***Councillor Phillips*** that Council have an in-camera session at 6:04 pm.

MOTION CARRIED (unanimously).

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

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

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

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 Phillips*** and **SECONDED** by ***Councillor Davis*** to return to the regular session at 7:15 pm pm.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by ***Councillor Phillips THAT*** the meeting be adjourned at 7:15 pm.

_____ _____

Mayor Clerk

Synopsis: Riverside-Albert Fire Department GIC

Date: November 3, 2026

Department: Legislative Services

DESCRIPTION

Administration presented a request to redeem the Riverside-Albert Fire Department's Guaranteed Investment Certificate (GIC), currently valued at $17,619.07. The funds were previously set aside for siding replacement and necessary repairs at the Riverside-Albert Fire Station.

Redeeming the GIC would make the funds available for their originally intended purpose without requiring additional funding from the Village's operating budget, provided expenditures remain within the available amount.

Administration recommended that Council authorize the full redemption of the GIC and allocate the proceeds toward siding replacement and associated repairs at the fire station. It was approved to move to the November 3, 2026 consent agenda

Motion

I MOVE THAT Council authorize Administration to redeem the full balance of the Riverside-Albert Fire Department's Guaranteed Investment Certificate (GIC) No. 00780147059, currently valued at $17,619.07, and allocate the proceeds toward siding replacement and associated repairs at the Riverside-Albert Fire Station.

Synopsis: Fundy Albert Recreation Committee Support

Date: November 3, 2026

Department: Legislative Services

DESCRIPTION

At the October 20, 2026, Committee of the Whole meeting, Joanne Butland and Alan Demaline presented a proposal on behalf of the Fundy Albert Recreation Committee, Riverside-Albert Recreation Council, and Forestdale Home to improve bicycle safety and accessibility in Riverside-Albert.

The proposal includes establishing a designated bicycle lane along Route 114 connecting Forestdale Home, Riverside Consolidated School, the Riverside-Albert Recreation Centre, and the Trans Canada Trail. Proposed improvements include protective delineators along the existing paved shoulder and enhanced pedestrian crossings, including a solar-powered crosswalk.

The initiative would support active transportation, community accessibility, recreation, and tourism, while allowing Forestdale Home to expand its successful trishaw bicycle program, which provided recreational cycling opportunities to approximately 35 residents during its first season.

No financial contribution is being requested from the Village at this time. The group is seeking Council's endorsement to initiate discussions with the Department of Transportation and Infrastructure (DTI) regarding feasibility, required approvals, potential costs, and maintenance considerations. The group also requested the Village's support as a potential partner in future funding applications.

Council expressed general support for the initiative and agreed that the group should proceed with preliminary discussions with DTI, continue working through the Fundy Albert Recreation Committee, and report back to Council as further information becomes available.

Motion

I MOVE THAT Council of the Village of Fundy Albert endorse, in principle, the proposed bicycle lane and accessibility improvements along Route 114 in Riverside-Albert and support the group proceeding with preliminary discussions with the Department of Transportation and Infrastructure (DTI), with no financial commitment from the Village at this time.

Synopsis: Three-Way Stop – Pleasant and Central

Date: November 3, 2026

Department: Legislative Services

DESCRIPTION

Administration presented a proposal to establish a three-way stop at the intersection of Pleasant Street and Central Street in Hillsborough in response to concerns regarding traffic safety, sightlines, and visibility.

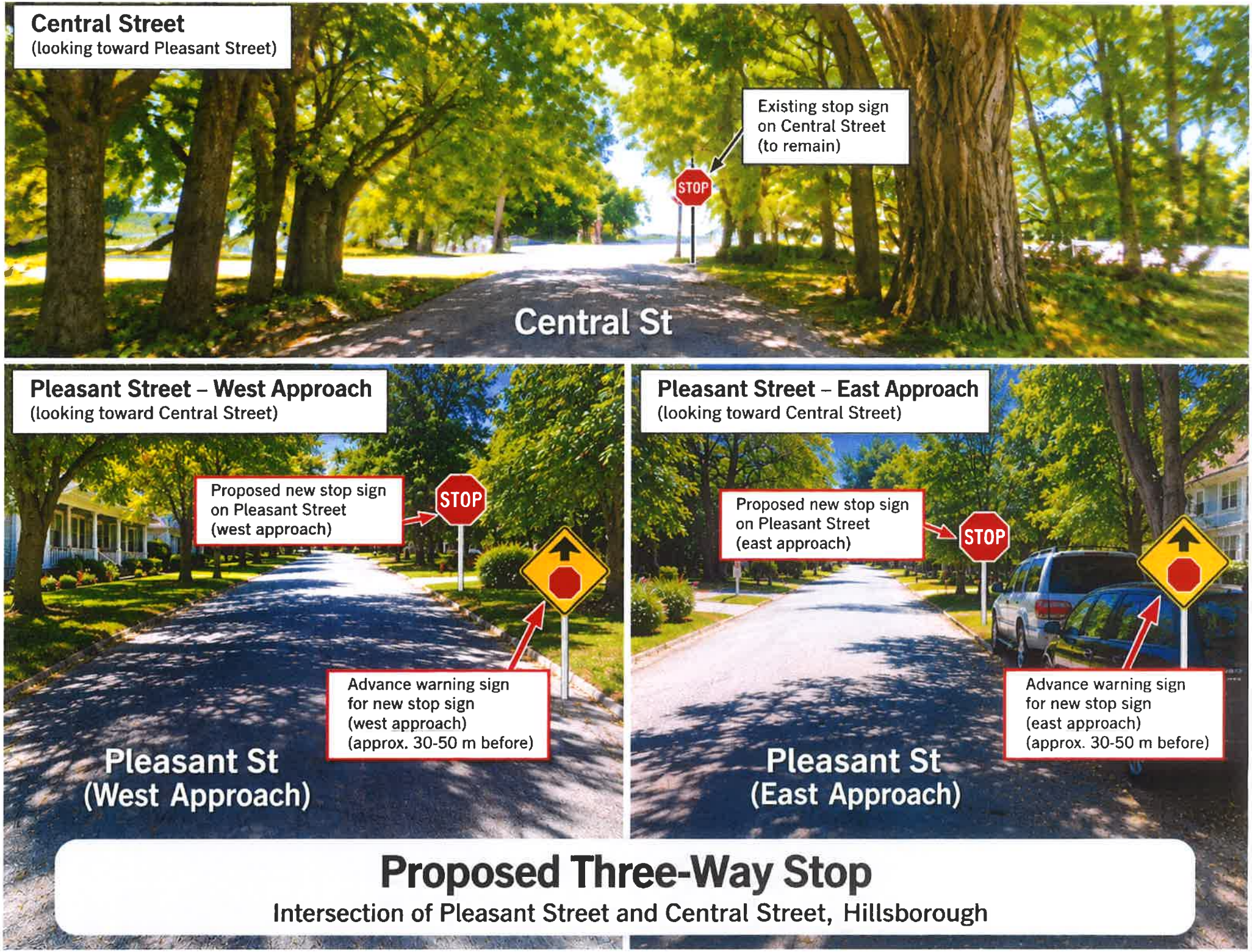
Currently, a stop sign exists on Central Street. The proposal would involve installing two additional stop signs on Pleasant Street, requiring vehicles approaching from all three directions to stop. Advance warning signage would also be installed.

The Department of Transportation and Infrastructure (DTI) has been consulted and confirmed that, as these are municipal roads, the Village may proceed with the installation, provided DTI is notified of the change.

The proposed installation is intended to improve traffic control, enhance safety, and address visibility concerns at the intersection. Associated costs would be covered within the existing Public Works operating budget.

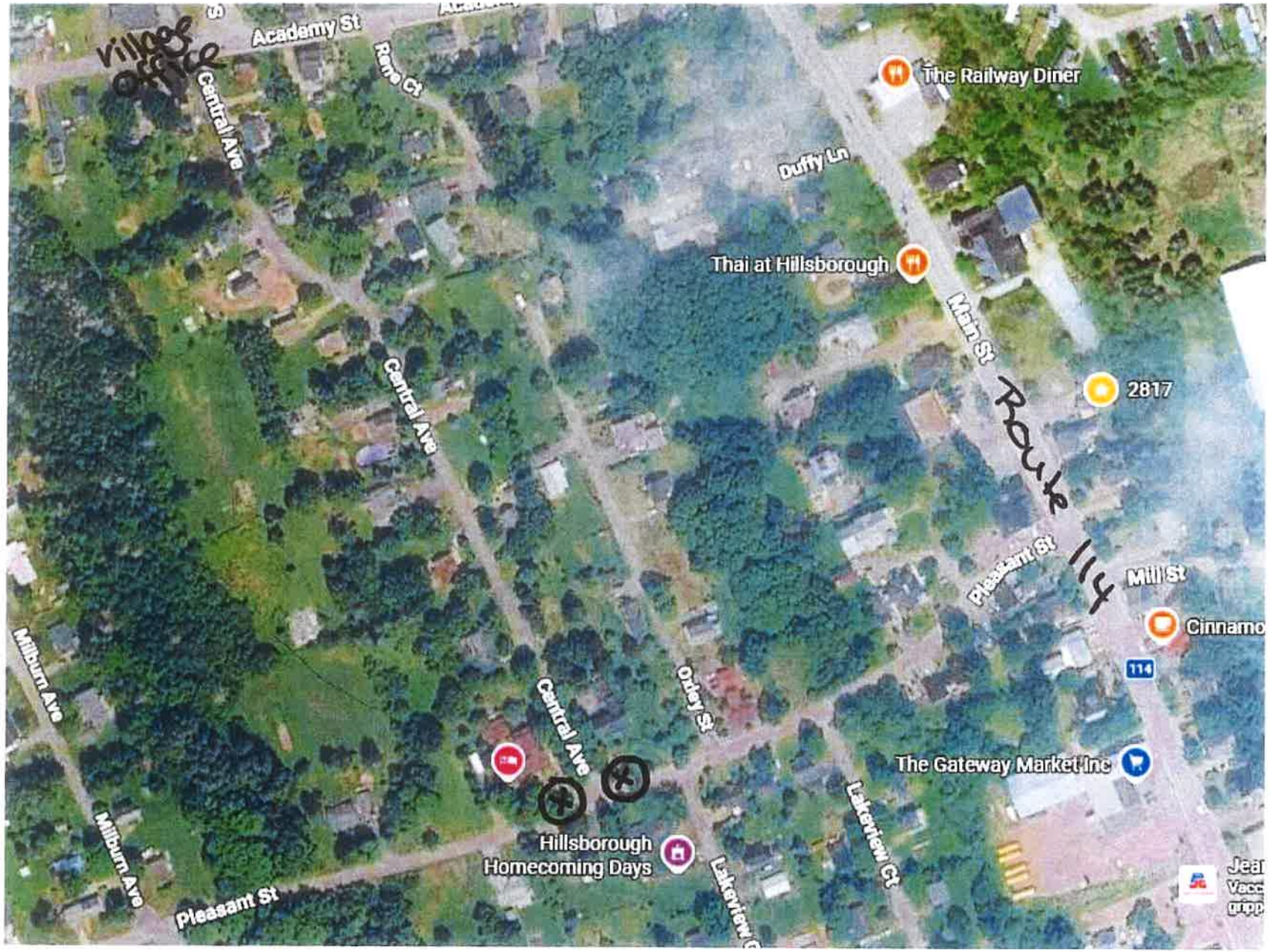
Motion

I MOVE THAT Council approve the installation of a three-way stop at the intersection of Pleasant Street and Central Street in Hillsborough, including the installation of two additional stop signs on Pleasant Street and the necessary advance warning signage, and authorize Administration to coordinate the installation through Public Works and notify the Department of Transportation and Infrastructure (DTI) of the change, with associated costs to be covered within the existing Public Works operating budget.



Proposed Three-Way Stop

Intersection of Pleasant Street and Central Street, Hillsborough


Village Office
Academy St
Central Ave
Reve Ct
The Railway Diner
Duffy Ln
Thai at Hillsborough
Main St
Route 114
2817
Central Ave
Pleasant St
Mill St
Cinnamo
114
Millburn Ave
Central Ave
Odey St
The Gateway Market Inc
Lakeview Ct
Hillsborough
Homecoming Days
Millburn Ave
Pleasant St

Synopsis: Canada Public Transit Fund – Amending Agreement

Date: November 3, 2026

Department: Legislative Services

DESCRIPTION

Administration presented Amending Agreement No. 2 between the Village of Fundy Albert and the Government of Canada for the Shoreline Trail – Hillsborough Segment, originally funded through the Active Transportation Fund.

The project received a combined funding commitment of $263,400 to support the development of a regional pedestrian and cycling trail. While the Grey Brook and Wetland trail components have been completed, approximately 3.3 kilometres along the Petitcodiac Dyke remain outstanding due to ongoing landowner discussions and required access permissions.

The proposed amendment extends the project completion deadline from October 29, 2026, to October 29, 2027, the final claim deadline to December 31, 2027, and the agreement end date to March 31, 2028.

There are no changes to the approved project funding or other terms of the agreement. Administration recommends that Council authorize the Mayor and Clerk to execute Amending Agreement No. 2 to allow additional time to complete the outstanding work and submit the final funding claim.

Motion

I MOVE THAT Council authorize the Mayor and Clerk to execute Amending Agreement No. 2 between His Majesty the King in Right of Canada and the Village of Fundy Albert for the Canada Public Transit Fund – Active Transportation Fund, Shoreline Trail – Hillsborough Segment, extending the project completion date to October 29, 2027, the final claim date to December 31, 2027, and the agreement end date to March 31, 2028, with all other terms and conditions remaining unchanged.

CANADA – VILLAGE OF FUNDY ALBERT
CANADA PUBLIC TRANSIT FUND – ACTIVE TRANSPORTATION FUND

AMENDING AGREEMENT NO. 2 FOR SHORELINE TRAIL - HILLSBOROUGH SEGMENT

BETWEEN: **HIS MAJESTY THE KING IN RIGHT OF CANADA**, as represented by the Minister of Infrastructure and Communities, hereinafter referred to as the Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada ("Canada"),

AND **VILLAGE OF FUNDY ALBERT, MUNICIPAL GOVERNMENT** continued or incorporated pursuant to the Local Governance Act, 2023 (the "Recipient"),

individually referred to as a "Party" and collectively referred to as the "Parties".

RECITALS

WHEREAS the Active Transportation Fund is a federal fund to target active transportation in support of Canada's National Active Transportation Strategy;

WHEREAS the Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada is responsible for the Active Transportation Fund ("the Program");

WHEREAS the Recipient has submitted to Canada a proposal for the funding of the Project which qualifies for support under the Program;

WHEREAS Canada provided a letter on August 5, 2022 to Village of Fundy Albert indicating an approval-in-principle of funding of the project proposal enabling Village of Fundy Albert to begin undertaking project activities eligible for funding and subject to finalizing a contribution agreement with Canada;

WHEREAS the Recipient is responsible for carrying out the Project and Canada wishes to provide financial support for the Project and its objectives;

WHEREAS The Parties entered into an Agreement dated August 21, 2024;

WHEREAS this Agreement was entered into under the Permanent Public Transit Program (PPTP), which was subsequently transitioned and rebranded in 2024 to the Canada Public Transit Fund (CPTF).

NOW THEREFORE, the Parties hereby agree as follows:

1. AMENDMENTS TO THE CONTRIBUTION AGREEMENT

1.1. ***1.1 DEFINITIONS***

Replace:

"**Agreement End Date**" means March 31, 2027.

"**Final Claim Date**" means December 31, 2026.

"**Project Completion Date**" means the date at which all funded activities of the Project under this Agreement have been completed and which must be no later than October 29, 2026 .

With:

"**Agreement End Date**" means March 31, 2028.

"**Final Claim Date**" means December 31, 2027.

"**Project Completion Date**" means the date at which all funded activities of the Project under this Agreement have been completed and which must be no later than October 29, 2027 .

2. EFFECT OF AMENDMENTS

2.1 All capitalized terms not otherwise defined herein have the meaning ascribed to them in the Agreement.

2.2 Except for the amendments provided for in this Amending Agreement No. 2, the obligations, covenants, and terms and conditions set forth in the Agreement will continue to remain in full force and effect.

2.3 This Amending Agreement No. 2 may be executed and delivered in counterparts, (including by electronic signature, facsimile or other means of electronic transmission, such as by electronic mail in "PDF" form), with the same effect as if all Parties had signed and delivered the same document, and all counterparts will together, when attached, constitute one and the same original Amending Agreement No. 2 and will form part of the Agreement.

2.4 This Amending Agreement No. 2 shall be effective as of the date this agreement is signed by the last Party.

3. SIGNATURES

This Amending Agreement No. 2 has been executed on behalf of His Majesty the King in right of Canada by the Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada, and on behalf of the Village of Fundy Albert by the Village Clerk and Mayor.

HIS MAJESTY THE KING IN RIGHT OF CANADA	THE VILLAGE OF FUNDY ALBERT
Per: Chris Durham-Valentino	Per: Kim Beers
Senior Director, Baseline and Targeted Funding, Public Transit, Infrastructure Programs Sector, Housing, Infrastructure and Communities Canada	Clerk
Digitally signed by DurhamValentino, Chris Date: 2026.10.02 17:44:52 -04'00'	
Date	Date
	Per: with Jim Campbell
	Mayor of Fundy Albert
	Date

Synopsis: Bank Accounts

Date: November 3, 2026

Department: Finance

DESCRIPTION

The Acting Treasurer is recommending that Council authorize staff to close the Hillsborough Homecoming Days bank account.

In 2025, the account funds were transferred to the Hillsborough Homecoming Days Committee for its own management. The remaining balance of $5.49 consists of interest deposited after the transfer. Closing the account will eliminate an inactive account and simplify municipal financial reporting.

Motion

That Council authorize staff to transfer the remaining balance from the Hillsborough Homecoming Days bank account, account number 1007343, and close the account.

Synopsis: 2026 Year End Purchases

Date: November 3, 2026

Department: Legislative Services

DESCRIPTION

Administration has identified several priority expenditures for 2026 to support municipal operations and address infrastructure and facility needs.

The proposed expenditures include:

1. Truck and Plow – $94,679.42 (including HST)

The purchase of a truck ($73,726.50 + tax) and plow ($17,793.37 + tax) will enhance Public Works' winter maintenance capabilities, improve operational efficiency, and support year-round municipal services.

2. Alma Activity Centre Flooring – $42,574.56 (including HST)

Replacement of the existing deteriorating flooring will improve the condition, safety, functionality, and overall appearance of the Alma Activity Centre, ensuring the facility continues to meet community needs.

3. Skid Steer – $66,841.8 (including HST)

The purchase of a skid steer will provide Public Works with versatile equipment to support roadside maintenance, vegetation management, and other municipal operations. The purchase includes the trade-in of the existing John Deere tractor.

Financial Implications:

The total proposed expenditure is $204,095.78, including HST.

Expenditure	Amount	Budget Account
Truck and Plow	$94,679.42	2.3.1.5.3 – General Equipment
Alma Activity Centre Flooring	$42,574.56	2.7.1.2.9 – Community Centre & Halls: Other
Skid Steer	$66,841.8	2.3.1.5.3 – General Equipment
Total	$204,095.78	

Recommendation:

Administration recommends that Council approve the proposed expenditures totalling $204,095.78, including HST, to address identified operational priorities and facility improvements in 2026.

Confirmed. Still Valid

Hall Bros. Enterprises Ltd.

308 Route 124

Norton, N.B. E5T 1R2

Quote # 2208017 Reference:

Expires: 03/23/2026

Prepared for: Fundy Albert Co.

By: Russell Hall

Equipment

1 New Kubota ISVL75-3 Compact Track Loader **$122,345.00**



* Not exactly as shown. Shown with optional product.

$Qty	Item	Class	Description	Serial #
1	ISVL75-3		Compact Track Loader	KBCZ053C TS1F43557
1	*DCU6770-1		Kubota Telematics Modem Tier 3	
1	V053328320		Cab,Hyd Hitch,High Flow,Rev Fan,Htd Seat,WideTrack	
	Includes...			
	Closed CABIN		Closed Cabin	
	HYDRAULIC QUICK ATTACH		Hydraulic Quick Attach	
	HIGH FLOW		High Flow Hydraulics	
	REVERSING FAN		Reversing Fan	
	Without KSR		Without KSR	
	Heated Seat		Heated Seat	
1	*S6612		72" Bucket,LF,BOE Bradco	

Discounts Include:

LRF or Cash in Lieu $0.00

Notes:

Trades

Year	Make	Model	Serial #	Description	Fuel Type	Hours	Over 60hp?	Trade Value	Liens
2013	Other Make	6105M	755876	Cab Tractor w/MSL Loader	D	3505	False	$58,500.00	$0.00

Quote Summary

Notes:

0%-48 Months
Or
Less $5,300.00 for Cash Payment

Cash Price after Trade $58,795.00 + Hst

Equipment Total	$122,345.00
Administration Fees	$250.00
Other Taxable	$0.00
Selling Price	**$122,595.00**
Less Trades	$58,500.00
Total After Trades	**$64,095.00**
GST/HST	$9,614.25
PST/QST	$0.00
Non Taxable Environmental Charges	$0.00
Other Non-Taxable	$0.00
Total	**$73,709.25**
Liens outstanding on trade-in	$0.00

Hall Bros. Enterprises Ltd.

308 Route 124

Norton, N.B. E5T 1R2

Quote # 2208017 Reference:

Expires: 03/23/2026

Prepared for: Fundy Albert Co.

By: Russell Hall

Standard Financing Payment Options

Term In Months	12	24	30	36	42	48	60	72	84
Cash Down Payment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Rate	6.50%	6.50%	6.50%	6.50%	6.50%	0.00%	6.50%	6.50%	6.50%
Monthly Payment	**$6,366.18**	**$3,286.65**	**$2,671.62**	**$2,261.70**	**$1,969.42**	**$1,537.19**	**$1,444.28**	**$1,241.00**	**$1,096.43**
Amount due at end of term	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Disclaimer

PROPOSAL

ALLIED CARPET INSTALLERS
30 Montclair Avenue
MONCTON, N.B. E1E 1T8
Tel: (506) 858-9966 or 554-5121
Fax: (506) 858-9968

SUBMITTED TO: Fundy Albert | TELEPHONE: 506 743 3733 | DATE: Oct 5/26
STREET: 161 Academy ST | JOB NAME: ALMA Rec Center
CITY: Hillsborough | PROVINCE: NB | POSTAL CODE: E4H 2R4 | JOB LOCATION: ALMA NB School ST
CONTACT: CATHY WALSH | DATE OF PLANS: | JOB TELEPHONE: 506 734 3733

We hereby submit specifications and estimates for: Repair & Replace Floorings

A - Rescrew Floor to remove Squeaks
B - Supply & Install 1/2" Ply Wood (except stage)
C - Prep Floor Sand & Fill (Stage remove VCT & prep)
D - Supply & Install Dura Vista LVT 2.5mm 20mil wear
E - Supply & Install Forbo sure step PVC For Kit & Bathrooms with Flash coving base
F - Supply & Install 4" rubber base in LVT Areas

$40,825.00
HST EXTRA

Any Questions Please Call
Richard Deamude
506 866-2393

We Propose hereby to furnish material and labour - complete in accordance with above specifications, for the sum of:
~ Fourty Thousand Eight Hundred & Twenty Five — dollars ($ 40,825.00).
Payment to be made as follows: Due upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by the applicable workplace safety and insurance programs.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

MONCTON CHRYSLER JEEP DODGE

NEW MOTOR VEHICLE PURCHASE AGREEMENT

GST# **R808743546** | Dealer Reg# | Deskit Cust# **28370871**

7845638 DEAL#

STOCK#

F&I Manager:

1365 Mountain Rd,Moncton,NB,E1C 8L9,Tel:506-857-3939 Fax:

BUYER
Fundy Albert Kevin Ford

MONCTON NB E1G 4Y9
Cell Phone: (506) 530-4923
Email: plublicworks@fundyalbert.ca
LIC.

DATE OF SALE

INSURANCE

POLICY NO.

EXP. DATE

YEAR TYPE MAKE MODEL MFR MOD CODE
2026 New Ram 2500 DJ7L91
TRIM
Black Express 4x4 Crew Cab 6'4" Box
BODY TYPE
Pickup
EXT. COLOR INT. COLOR VIN IN SERVICE DATE
3C6UR5CJ7TG341623
MAX DIST. TRAV. DELIVERY DATE
10 KMs

I, the purchaser, **Fundy Albert Kevin Ford**, agree to purchase the following vehicle from you, the dealer, on the terms set out in this agreement including the vehicle information document which forms part of this agreement. INITIALS

VEHICLE AND OPTIONS

Total MSRP		$86,155.00
Retail Price		$86,155.00
Adjustment		-$13,000.00
PRICE INFORMATION		
Total Vehicle Price		$73,155.00
Administration Fee		$549.00
Tire Levy		$22.50
Subtotal		**$73,726.50**
HST	15%	$11,058.98
Subtotal		**$84,785.48**
Licensing		$225.00
Subtotal		**$225.00**
TOTAL		**$85,010.48**

Privacy Statement: By signing this contract you consent to the dealer contacting you in the future to the sharing of information with associated businesses so that they may provide you with timely information about their services. You may withdraw your consent in writing at any time. INITIALS

Service Plan: This vehicle was sold with a service plan? YES / NO

REMARKS

This vehicle to be acquired for registration in Canada only.
I acknowledge having read all the terms of the contract, including the pages that make up this contract. I understand these terms make up the entire contract.

Fundy Albert Kevin Ford Signature

Sales Final

Please review the entire contract, including all attached statements, before signing. This contract is final and binding once you have signed it unless the motor vehicle dealer has failed to comply with certain legal obligations.

Signature

Jason Harquail Signature

3/4 ton plow

WORK & Play
TRAILER SALES, SERVICE & PARTS

199 Baig Blvd. Moncton, New Brunswick E1E 1C9
(506) 388-0933
www.workandplay.ca

Estimate

Due: $20,462.38

Doc Number: Estimate
Service Writer: Isaac Thiessen
Date Printed: 10/05/2026
Date Promised: 10/05/2026

Village Of Fundy-albert
61 ACADEMY STREET
HILLSBOROUGH, NB E4H 2R4

Customer Information

Unit 0 Other **Color:** **Keyboard:**

VIN/Serial No: **Plate:** **Odom/Hrs In:**0 **Out:**0

Description:

Parts

Part #	Qty	Description	Price	Discount	Total
Misc~	1.00	Boss Snowplow 8'2" ST/ST V-XT	$16,350.00	$0.00	$16,350.00
BPMSC01570	2.00	PLOW SHOE ASSEMBLY, ROUND	$123.99	$0.00	$247.98
BPMSC04687	1.00	LATCH KIT,	$24.99	$0.00	$24.99
				Parts Subtotal	**$16,622.97**

Labor

Description	Technician	Hours	Total
NEW PLOW INSTALL		11	$1,045.00
		Labor Subtotal	**$1,045.00**

Job Subtotal **$17,667.97**

Approve: ☐ **Decline:** ☐

3/4 for Ram
Chrysler

All Jobs Subtotal:	**$17,667.97**
Shop Supplies:	**$125.40**
NB Taxes Collected - 15.00%:	**$2,452.50**
HST - 15.00%:	**$216.51**
Total:	**$20,462.38**
Less Deposits:	**$0.00**
Total Due:	**$20,462.38**

This is a quote only. By my signature on this quote, I agree that I have authorized Work & Play to make the repairs to my unit as noted above. I agree to pay in full the amount stated on the Work & Play work order at the time of satisfactory completion of the work. I do not authorize any repairs to my unit in excess of what I have agreed to on this work order, without prior consent from me. All work is subject to applicable taxes. Quote is valid for 10 days.

Signature: _____

Fundy Albert
Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Krista Ronalds, Acting Treasurer
Date	November 3, 2026
Subject	Riverside-Albert Utility 2026 Purchases
Type	✓Public Private Committee of the Whole

REQUEST

Administration recommends that Council approve the necessary Riverside-Albert Utility purchases listed below for the 2026 fiscal year. Administration projects a 2026 utility surplus and recommends completing these purchases in 2026 to reduce expense pressures on utility users in 2027. All affected budget lines except Transmission & Distribution will exceed their approved budgets as a result of these purchases.

2.4.1.2.9	Purification Treatment: Other	Chlorine Analyzer Controller + Installation	5,700.00
		Roofing Materials - Water Treatment Building	5,000.00
		SCADA Support for 2 years	3,500.00
2.4.1.4.9	Transmission & Distribution: Other	Hydrant Parts	5,000.00
2.4.1.5.9	Power & Pumping: Other	Outdoor Lighting for Buildings	1,669.00
		Roofing Materials - Water Treatment Building	5,000.00
		Subtotal	25,869.00
2.4.1.1.9	WS - Administration: Other	HST Expense	1,108.62
		Total Water Expense	26,977.62

2.4.2.4.9	Wastewater Treatment & Disposal: Other	Flow Meter	14,000.00

2.4.2.1.9	WD - Administration: Other	HST Expense	599.97
		Total Wastewater Expense	14,599.97

CONSIDERATIONS

Legal	N/A
Financial	Will reduce projected 2026 surplus and improve status of 2027 expenses
Environmental	N/A
Policy	N/A
Stakeholders	Riverside-Albert Utility Users
Community Sensitivities	N/A
Council priorities	Strategic Plan Alignment: • Infrastructure • Communications ✓ Village Services • Strategic Partnerships • Economic Development & Tourism
Documents, maps, photos or presentations attached	N/A
Consultation	Acting CAO/Clerk
Intergovernmental considerations	N/A

Administration recommends that Council approve the Riverside-Albert Utility purchases presented in this report for completion in 2026, with listed expenses totalling $41,577.59: $26,977.62 for water and $14,599.97 for wastewater.

Fundy Albert
Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Kim Beers
Date	November 4, 2026
Subject	Alma Winter Maintenance Services – Tender Results and Contract Award
Type	• Public Private Committee of the Whole

PROPOSAL

To present Council with the results of the public tender for Alma Winter Maintenance Services and seek approval to award the contract for the 2027–2028, 2028–2029, and 2029–2030 winter seasons.

BACKGROUND

Fundy Albert issued a public Invitation to Tender through the New Brunswick Opportunities Network (NBON) on September 18, 2026, seeking qualified contractors to provide winter maintenance services within the Alma service area.

The contract covers three winter seasons, commencing November 1, 2027, and ending April 30, 2030, with an option to negotiate two additional one-year renewals for the 2030–2031 and 2031–2032 winter seasons.

The scope of services includes:

- Snow plowing and winging of approximately 5.61 kilometres of municipal streets.
- Snow removal and ice control at municipal parking lots located at 8 School Street and 13 School Street.
- Supply and application of salt, sand, and other traction materials.
- Snowbank management, including push-back and widening.
- Maintenance of designated storm-drain openings and drainage channels.
- Provision of equipment, backup equipment, and 24-hour operational contacts.

The tender closed on October 9, 2026, at 2:00 p.m., with the public tender opening held at 3:00 p.m. the same day.

TENDER RESULTS

One (1) tender submission was received by the closing deadline.
Bidder: D & S Butland Ltd.

Winter Season	Tendered Amount (Excluding HST)
2027–2028	$81,000.00
2028–2029	$82,000.00
2029–2030	$83,000.00
Total Contract Value	$246,000.00

The tender submission was signed and included contractor information and proposed equipment.

Under the tender specifications, submissions are evaluated for compliance with mandatory requirements, including equipment and backup capacity, insurance, WorkSafeNB standing, and the ability to meet service standards.

RECOMMENDATION

Administration recommends that Council award the Alma Winter Maintenance Services Contract, Project #2027-11, to D & S Butland Ltd. for the three winter seasons commencing November 1, 2027, at a total contract value of $246,000.00, excluding HST, subject to confirmation of compliance with all mandatory tender requirements.

Legal	NA
Financial	The total proposed contract value is $246,000.00, excluding HST, over the three-year term. The contract provides for payment in six equal monthly instalments from November through April of each winter season, subject to satisfactory performance and receipt of invoices. The applicable annual contract amounts will be incorporated into the Village's operating budgets for 2027 through 2030. Any additional services outside the routine contract scope will be subject to the terms and applicable rates established through the tender.
Environmental	NA
Policy	*NA*
Stakeholders	Alma residents
Community Sensitivities	NA
Council priorities	Strategic Plan Alignment: • Village Services

Documents, maps, photos or presentations attached	Tender results.
Consultation	Treasurer
Intergovernmental considerations	NA

Schedule B - Tender Price and Contractor Information

All prices are in Canadian dollars and are exclusive of HST. The seasonal lump sum price shall include all routine labour, equipment, backup equipment, fuel, salt, traction material and other costs required to perform the work described in this tender.

Winter Season	Price - Excluding HST
2027-2028	$ 81000
2028-2029	$ 82000
2029-2030	$ 83000
Total Lump Sum Price	$ 246000

Contractor Information

Legal name of bidder: D+S Rutland Ltd

Business address: PO Box 1022 Alma NB E4H 1B4

Primary contact: Doug Rutland

Telephone: _____

Email: _____

24/7 operational contact 1 / phone:

_____

24/7 operational contact 2 / phone:

_____

WorkSafeNB account / exemption:

603266

Proposed subcontractors (or NONE):

NONE

Equipment and Backup

Equipment	Plow / wing / spreader capability	Primary use	Backup?
2018 Gmc 2500	Plow/Spreador	Plowing Sanding	↕
2010 GM 2500	Plow/Spreader	Plowing Sanding	↕
2011 Cat Backhoe	Loading Sand & Snow	Loading Sand	↕
2002 GMC 3500	Wing & Plow	Winging Back	↕

Bidder Declaration

By signing below, the bidder confirms that it has reviewed the tender documents and contract area, understands the scope of work, can provide the required equipment and backup capacity, can obtain and maintain the required insurance and WorkSafeNB standing, and agrees to perform the work for the prices submitted above.

Authorized signatory name / title: Doug Butland (Owner)

Signature: Doug Butland

Date: Oct 8/2026

Schedule C - Agreement

This Agreement is made as of _____, 2027 between the Village of Fundy Albert (the "Village") and _____ (the "Contractor").

The Contractor agrees to perform the Alma Winter Maintenance Services in accordance with this Invitation to Tender, any issued addenda, and the Contractor's accepted tender. The Village agrees to pay the accepted prices for satisfactory work performed in accordance with the contract.

The tender documents, issued addenda and accepted tender form the Contract. Any amendment must be in writing and authorized by the parties, except for directions expressly permitted under the Contract.

For the Village of Fundy Albert:

Name / title: _____

Signature: _____

Date: _____

For the Contractor:

Name / title: _____

Signature: _____

Date: _____

Fundy Albert

Tender Opening - Tenders Received

For Winter Maintenance Contract - Alma

	Company Name	Price
1.	D + S Butland LTD	246,000 (3 years) excluding HST
2.		
3.		
4.		
5.		
6.		

Village of Fundy Albert

Tender Opening Attendance List – October 9, 2026

Winter Maintenance - Alma

Kim Beers

NAME	COMPANY
Doug Butland	D. S Butland

Fundy Albert
Friendly by Nature

COUNCIL REPORT FORM (CRF)

To	Fundy Albert Council
From	Kim Beers
Date	November 4, 2026
Subject	Assistant Clerk Appointment
Type	• Public Private Committee of the Whole

PROPOSAL

To seek Council's approval for the formal appointment of Alison Colwell as Assistant Clerk for the Village of Fundy Albert.

BACKGROUND

Fundy Albert recognizes the importance of maintaining continuity in legislative and administrative services, particularly in relation to Council meetings, municipal records, official documentation, and statutory responsibilities.

The appointment of an Assistant Clerk will provide additional administrative support and ensure continuity of essential Clerk functions during periods when the Municipal Clerk is absent or unavailable.

Alison Colwell has been identified for appointment to the position of Assistant Clerk to support the Director of Legislative Services/Clerk in carrying out the legislative and administrative functions of the municipality.

The appointment will provide the Village with additional capacity to maintain legislative services and support the efficient operation of municipal government.

RECOMMENDATION

Administration recommends that Council formally appoint Alison Colwell as Assistant Clerk for the Village of Fundy Albert to support the legislative and administrative functions of the municipality and provide continuity of Clerk services.

Legal	Pursuant to Section 71(2) of the *Local Governance Act*, Council has the authority to appoint officers necessary for the administration of the municipality. Section 74(2) of the Act provides that the Assistant Clerk is subject to the direction of the Municipal Clerk and, in the absence or disability of the Clerk, or when the position is vacant, has all the powers and duties of the Clerk. The formal appointment of Alison Colwell as Assistant Clerk will ensure that the Village of Fundy Albert maintains continuity of its statutory legislative functions, including Council meeting proceedings, official records, and the execution of municipal documents, in accordance with the *Local Governance Act*.
Financial	There are no additional financial implications associated with the formal appointment, provided the designation does not result in changes to existing compensation or staffing arrangements.
Environmental	NA
Policy	*NA*
Stakeholders	Local Government of Fundy Albert
Community Sensitivities	NA
Council priorities	Strategic Plan Alignment: • Village Services
Documents, maps, photos or presentations attached	NA
Consultation	Treasurer
Intergovernmental considerations	NA

Synopsis: Dog By-Law 2026-10

Date: November 3, 2026

Department: Legislative Services

DESCRIPTION

Administration presented proposed Dog Control By-law No. 2026-10, which would repeal and replace the Village of Fundy Albert's existing Dog Control By-law No. 2025-01.

In October 2025, the Village was advised by the former Chief Animal Protection Officer of the New Brunswick SPCA (NBSPCA) that amendments to the municipal Dog Control By-law were not required for the NBSPCA to issue tickets for violations. However, the enforcement process has since changed, and municipalities are now required to ensure their dog control by-laws contain the appropriate penalty and enforcement provisions before the NBSPCA can issue tickets for municipal dog control violations.

As a result, Administration worked with the NBSPCA to prepare an updated by-law that incorporates the required administrative penalty provisions and strengthens the overall dog control framework.

The proposed by-law addresses dog licensing, rabies vaccinations, dogs running at large, leash requirements, excessive barking, dangerous dogs, owner responsibilities, and enforcement procedures.

Administration recommends that Council consider the proposed Dog Control By-law No. 2026-10, subject to any amendments directed by Council, and proceed with the required readings and enactment process.

Motion

I MOVE THAT Council proceed with the first reading, by title only, of By-law No. 2026-10, *A By-law Respecting Dog Control in Fundy Albert*, which will repeal and replace By-law No. 2025-01.

Second Reading
I MOVE THAT Council proceed with the second reading, by title only, of By-law No. 2026-10, *A By-law Respecting Dog Control in Fundy Albert*, which will repeal and replace By-law No. 2025-01.

BY-LAW NO. 2026-10

A BY-LAW RESPECTING DOG CONTROL IN FUNDY ALBERT

The Council of Fundy Albert, under the authority vested in it by the Local Governance Act, S.N.B. 2017, c. 18, and amendments thereto, enacts as follows:

WHEREAS paragraph 10(1)(k) of the Local Governance Act authorizes a local government to make by-laws for municipal purposes respecting wild, domestic and exotic animals and activities in relation to them, including animal control activities;

AND WHEREAS paragraphs 10(2)(c) and (d) of the Local Governance Act require a local government to make by-laws respecting rabies vaccination and proof of vaccination or assessment of the effectiveness of a previous vaccination;

AND WHEREAS New Brunswick Regulation 2022-36, the Dog Control Regulation – Local Governance Act, establishes provincial standards respecting dog control;

BE IT ENACTED by the Council of Fundy Albert as follows:

1. TITLE

1.1 This By-law may be cited as the "Fundy Albert Dog Control By-law".

2. PURPOSE

2.1 The purpose of this By-law is to provide for the control of dogs within Fundy Albert and to promote public safety and responsible dog ownership, consistent with the Local Governance Act and New Brunswick Regulation 2022-36.

3. DEFINITIONS

3.1 In this By-law, unless the context otherwise requires:

"Act" means the Local Governance Act, S.N.B. 2017, c. 18, as amended.

"Animal shelter" means having an active Pet Establishment License in accordance with the SPCA of New Brunswick and its Regulations.

"Attack" means to cause harm without provocation, to aggressively chase, to injure or bite, or to threaten or give the impression of threatening as an aggressive act'

"Bite" means penetrating the skin by tooth or teeth.

"Council" means the Council of Fundy Albert.

"Clerk" means the Clerk of the Village of Fundy Albert

"Dog Control Officer" means a person, group or organization appointed or engaged by Council to administer and enforce this By-law.

"Fierce or Dangerous Dog" means a dog which meets any one of the following conditions:

i. a dog that has attacked, bitten or caused injury to a person, either on public or private property or has demonstrated a propensity, tendency or disposition to do so;

ii. a dog that has attacked, bitten or caused injury to a domestic animal, either on public or private property;

iii. a dog that, while running at large, has aggressively pursued or harassed a person;

iv. a dog that, while running at large, has aggressively pursued or harassed a domestic animal;

v. a dog with a known propensity to attack or injure a person without provocation;

vi. is attack trained; or

vii. is kept for the purpose of security or protection, whether residential, commercial or industrial, of persons or property;

"Kennel" means a place where animals are bred, boarded, or held.

"Leash" means a device used to restrict the movement of a dog in order to keep the dog under the control of the owner and, except where otherwise permitted by this By-law, shall not exceed two (2) metres in length, unless otherwise specified herein.

"Licence" means a valid dog licence issued in accordance with the applicable laws and regulations of the Province of New Brunswick.

"Municipality" means Fundy Albert.

"Muzzle" means a humane covering device placed over a dog's mouth and of sufficient strength to prevent it from biting;

"Owner" means a person who: (a) is in possession of a dog; (b) harbours a dog; (c) tolerates that a dog remain about the person's residence or premises; or (d) licenses a dog under this By-law.

"Public place" means any property that is not privately owned and includes Municipal, Provincial, and Federal property.

"Regulation" means New Brunswick Regulation 2022-36, Dog Control Regulation – Local Governance Act, as amended from time to time.

"Running at large" means where a dog is:

i) unleashed in a public place, except for any dog in a dog park or a service animal participating in search and rescue, fire or police work.

ii) unleashed on private property other than that of the owner or keeper of the animal without consent of the owner of the property;

iii) unleashed in a forest or wooded area, while not in the company and/or under control of the owner or keeper thereof;

iv) in a public place and is not secured by a leash; or

v) in a public place and not under the control of the owner of such animal;

"Service animal" means:

1. Any animal individually trained to do work or perform tasks for the direct benefit of an individual with a disability; and
2. Any animal officially deployed and used for search and rescue operations or law enforcement purposes.

"Society" means society as defined in the Society for the Prevention of Cruelty to Animals Act.

"Threaten" means an un-muzzled animal, whether or not in the presence of its owner, leashed or unleashed, that approaches any person or any other animal in a vicious, terrorizing aggressive or attacking manner

4. APPLICATION

4.1 This By-law applies throughout Fundy Albert.

4.2 The requirements of the Regulation are incorporated into and form part of the dog control framework administered by the Municipality, except where this By-law lawfully establishes an additional municipal requirement.

5. DOG CONTROL OFFICER

5.1 Council may by resolution appoint a Dog Control Officer to carry out any or all of the functions of this By-law.

6. DOG LICENSING

6.1 Licence Required - Every owner of a dog residing within the Village of Fundy Albert shall ensure that the dog is registered and licensed in accordance with the applicable laws and regulations of the Province of New Brunswick.

6.2 Registration - Where a dog is required to be registered and licensed through the New Brunswick Society for the Prevention of Cruelty to Animals (NB SPCA), or its authorized licensing service provider, the owner shall:

a) register each dog as required;
b) obtain and maintain a current and valid licence for each dog;

c) pay the applicable licence fee;

d) provide the information required for registration and licensing; and

e) renew the licence prior to its expiration.

Registration and licensing may be completed through the NB SPCA or its authorized licensing service provider, including DocuPet, in accordance with the procedures established by the licensing authority.

6.3 Licence Term and Fees - The term, fee and conditions applicable to a dog licence shall be those established under applicable provincial legislation or regulation and administered by the NB SPCA or its authorized licensing service provider.

6.4 Licence Tag- The owner of a licensed dog shall ensure that the current licence tag issued for that dog is securely affixed to the dog's collar or harness when required by applicable legislation or regulation.

A licence tag issued for one dog shall not be transferred to or displayed on another dog.

6.5 Proof of Licence - Upon request by a Dog Control Officer or other person authorized to enforce this By-law, an owner shall provide satisfactory proof that the dog is currently registered and licensed as required by law.

6.6 Change of Information - An owner shall ensure that information associated with the dog's registration and licence is kept current, including the owner's contact information and the dog's ownership and residency information, in accordance with the requirements of the applicable licensing authority.

7. KENNEL LICENSES

7.1 Any person or residence which harbour more than three (3) dogs or keeps a dog or dogs for the purpose of breeding, selling, boarding, or any other like purposes must be in possession of a valid kennel license and must meet all requirements before issued such license. These licenses are issued by the NBSPCA under the Regulations of the *Society for the Prevention of Cruelty to Animals Act.*

7.2 In order to obtain and maintain a Kennel License, applicants must:

i) meet the requirements of any zoning by-law, any other by-law, and provincial legislation for the sanitation, health, hygiene, and comfort of the dog(s);

ii) upon issuance, maintain accurate records of the breeding, selling or boarding of dogs, and where such dogs are once sold. The Owner must be able to produce these records at any time and upon request of an Officer.

7.3 Each dog in the kennel must be licensed individually (with a dog tag) except for puppies under ten (10) weeks. Proof of age must be provided.

8. VACCINATIONS

8.1 Every owner of a Dog shall have such Dog vaccinated against rabies. Rabies vaccinations must be valid as per veterinarian records, at all times. An Officer or their designate shall rely on the proof of vaccination from the Veterinarian.

8.2 An Officer may seize and impound any dog which is known to be rabid and cause such dog to be quarantined or destroyed.

8.3 Where an animal is suffering from any communicable disease, the Owner shall not permit the animal to be in any public place and shall not keep the animal in control with or in proximity to any other animal.

8.4 A person who owns an animal that is rabid or suspected to be rabid or has been exposed to rabies shall immediately report the matter to the appropriate Provincial Department.

9. SEIZING AND IMPOUNDING

9.1 An Officer may seize and impound any dog found running at large, and shall:

i) If the owner of the dog is known, make a reasonable attempt to notify them that the dog is impounded; or

ii) If the owner of the dog is not known or cannot be located within a 72-hour period, said dog may be forfeited to the possession of a Shelter or destroyed.

iii) When the owner of an impounded dog is not known, the Officer shall make a reasonable attempt to find the owner. Pursuant to Section 70(1)(c) of the *Act*, a notice on the Municipality's website may be deemed notice.

9.2 The Owner of any impounded dog shall pay the Officer, upon establishing ownership, any Administrative Penalty provided in a Penalty Notice, pursuant to the Penalties in Schedule A of this By-law, for having had their dog run at large.

9.3 The Dog Control Officer or agent is authorized to make use of restraining device on a dog while carrying out their duties hereunder and shall not be held responsible for any damages caused to the dog while doing so.

9.4 When destroying any dog under this section which has not been claimed, or for any other reason, the Dog Control Officer or agent shall do so in a humane manner.

9.5 An Officer, upon receiving and investigating a complaint under this By-law related to an alleged or attempted bite towards a person, may seize and impound a dog for the duration of an investigation. In this instance, an Officer reserves the authority to request all vaccination(s) records as part of the investigation, in addition to issuing administrative penalties, if the Owner(s) is not in compliance with Section 8 of this By-law.

9.6 All costs of seizing and impounding a Dog for any reason under this By-law will be at the Owner's expense and the Owner shall be liable for any expenses incurred by the Village or any Officer for any service provided by any third parties in the seizure, impounding, care, treatments, or destruction of any animal.

10. DANGEROUS DOG PROVISIONS

10.1 The owner of a dangerous dog shall ensure, unless otherwise stated in an Order and for a time period stipulated in the Order at the discretion of the Village, that:

i) at all times when off the Owner's property, the dog shall be muzzled:

ii) at all times when off the Owner's property, the dog shall be on a leash not longer than one (1) meter and under the control of a responsible person over the age of eighteen;

iii) when such dog is on the property of the Owner and unattended, it shall be either securely confined indoors or in a securely enclosed and locked pen or structure, suitable to prevent the escape of the dangerous dog and capable of preventing the entry of any person not in control of the dog. Such pen or structure must have minimum dimensions of two (2) meters by four (4) meters and must have secure sides, the sides must be embedded into the ground no less than 30 centimeters deep. The enclosure must also provide protection from the elements for the dog. The pen or structure shall not be within one (1) meter of the property line or within three (3) meters of a neighboring dwelling unit;

iv) A sign is displayed at each entrance to the property and building in which the dog is kept warning in writing stating "Dangerous Dog on Site" (or other similar wording). This sign shall be visible and legible from the nearest road or thoroughfare.

10.2 Where there is reason to believe that a dog has bitten, injured or killed a person or another domestic animal without provocation, an Officer shall, as soon as it is practicable, conduct an investigation into the alleged incident and upon completion of such investigation provide a full report to the Village, the Owner(s), and the Complainant, including copies of witness statements, photographs, and all other evidence and relevant information obtained during the investigation.

10.3 In the event that, upon investigation, the Officer is satisfied by the preponderance of the evidence that the dog has bitten, injured or killed a person or another domestic animal without provocation, the Officer may, by way of order, declare the dog to be dangerous. If it is not satisfied by the preponderance of the evidence presented that the dog has bitten, injured or killed a person or another domestic animal without provocation, the Officer shall

refrain from declaring the dog as dangerous on the basis of this specific investigation, or, refer the matter to the Animal Control Appeal Committee.

10.4 An investigation report under Section 10.2 shall be considered served and received when delivered personally or, in the case of registered mail sent to the latest known address of the person, on the day following the date on which the registered mail was sent. Proof of service of an investigation report may be given by a certificate purporting to be signed by the Officer, identifying the person upon whom the report was served and specifying the time, place and manner of service.

The investigation report shall include:

i) the conclusion of the investigation as to whether the dog is a Dangerous Dog;

ii) a copy of the investigator's report and all evidence and material considered by the Officer in making the determination;

iii) a statement advising all parties that they are entitled to appeal the Officer's decision to the Animal Control Panel within fourteen (14) days from the date of service of the investigation report, pursuant to Section 10.6;

iv) a copy of the consolidated version of this By-law; and

v) where the dog is declared to be a Dangerous Dog, notice that the dog shall be considered a Dangerous Dog for the purposes of this By-law and that the Owner shall be required to comply with all provisions of this By-law applicable to Dangerous Dogs. The Owner shall also be provided with any Order issued pursuant to section 151 of the *Local Governance Act*, which may include:

- requirements respecting the confinement, restraint, control, muzzling, identification, registration or keeping of the Dangerous Dog, as applicable under this By-law;

- any other conditions or requirements authorized by this By-law or the *Local Governance Act* that the Officer considers necessary for the protection of persons, animals or property; and

- where authorized by the *Local Governance Act* and warranted by the circumstances, a requirement that the dog be destroyed.

Any Order provided pursuant to paragraph (v) shall be considered served and received on the same day as the investigation report.

10.5 In the event that it is not possible to make a determination upon investigation as to whether or not a dog is dangerous, an Officer reserves the right to refer the matter to the Animal Control Appeal Committee, or the Court of Kings Bench.

10.6 Any person appealing the Officer's decision shall notify the Clerk, in writing via registered mail, within fourteen (14) days of receiving the Officer's investigation report and

decision. Any appeal of a decision under this Section shall be referred to the Animal Control Appeal Committee.

10.7 In the event that a dog is proven to have bitten or attempted to bite any person, regardless of whether or not the dog shall be deemed dangerous, the Owner may be deemed to be in contravention of this By-law.

11. ANIMAL CONTROL APPEAL COMMITTEE

11.1 The Animal Control Appeal Committee shall consist of three (3) voting members appointed from any combination of the following:

i) the Chief Administrative Officer (CAO);
ii) a By-law Enforcement Officer who was not involved in the investigation, determination or issuance of the Order that is the subject of the appeal;
iii) a solicitor appointed by the Municipality;
iv) an Animal Protection Officer with the New Brunswick SPCA;
v) a member of Council; or
vi) a veterinarian.

The Clerk shall preside over and provide administrative support to meetings of the Animal Control Appeal Committee but shall not be considered one of the three (3) voting members of the Committee and shall not participate in the Committee's decision on the appeal.

11.2 Upon receipt of a Notice of Appeal pursuant to Section 10.6 or upon a referral pursuant to Section 10.5, the Clerk shall convene the Animal Control Appeal Committee.

11.3 The Clerk shall give written notice of the hearing to the Appellant at least ten (10) days in advance of the hearing by serving notice upon the Appellant or by mailing same by registered mail to the latest known address of the Appellant, and where the Appellant is not the Owner, notice shall also be given to the owner. The notice shall include:

i) a statement of the time, place and purpose of the hearing;

ii) a copy of this By-law;

iii) a statement that if the Owner does not attend the hearing, the matter may be dealt with in their absence and that they will not be entitled to any further notice in the proceedings.

11.4 Proof of the service of a notice under Section 11.3 may be given by a certificate purporting to be signed by an Officer, naming the person on whom the notice was made and specifying the time, place and manner of service of the demand.

11.5 The Appellant and/or the Owner shall be required to provide any evidence to the Clerk no less than five (5) days before the Appeal hearing. This evidence shall be circulated to all parties no less than three (3) days before the Appeal hearing.

11.6 An appeal hearing shall be conducted as follows:

i) The Clerk shall preside over the meeting;

ii) The Officer(s) in charge of the investigation shall begin by presenting the investigation report and their findings in ten (10) minutes or less;

iii) The Appellant or their representative(s) shall have an opportunity to present evidence and make their case, and shall be provided a maximum of ten (10) minutes;

iv) The Owner(s) or their representative(s), if different than the Appellant, or the original complainant, shall then have a maximum of ten (10) minutes to present evidence and make their case;

v) Following all presentations, the Appeal Panel reserves the right to question any individual(s) and/or any witnesses that were in attendance at the Appeal. The Panel reserves the right to deem questions not be necessary.

vi) All hearings shall be informal and open to the public and need not conform to the standard rules of evidence, nor the Muncipality's Procedural By-law. Hearsay evidence shall be admissible but shall not be relied on as the sole basis of the Panel's determination.

vii) The Panel's deliberations may be conducted in private.

11.7 The owner and/or appellant may appear at the hearing with or without counsel and may call witnesses on their behalf as part of their maximum allotted time. All documents filed must be conducted pursuant to Section 11.5 and new documents or evidence filed shall not be permissible at the appeal.

11.8 Where the owner does not attend the hearing, having been given notice as provided in this section, the matter may be dealt with in their absence and the owner shall not be entitled to any further notice in the proceedings.

11.9 Where the appellant is not the owner and the appellant does not attend the hearing having been given notice as provided herein, the Panel shall dismiss the appeal.

11.10 Within five working days of the appeal hearing, the Clerk shall, on behalf of the Panel, issue written findings to the Owner and the Appellant, resulting from the hearing. Should the Panel be satisfied by the preponderance of the evidence that the dog has bitten, injured or killed a person or another domestic animal without provocation and that the dog be deemed dangerous, an Officer shall serve an Order, pursuant to Section 151 of the Act. Should the Appeal Committee not be satisfied, the written findings will state accordingly, or where applicable, shall revoke an order previously served under Section 10.3.

11.11 A decision of the Animal Control Appeal Committee may only be appealed by an appellant to the Court of Kings Bench, at the sole expense of the appellant.

11.12 In the event that an appeal is made, or a matter is referred, to the Court of Kings Bench, a judge of the Provincial Court may summon the Owner of the animal to appear and

show cause why the animal should not be destroyed and may, if from the evidence produced it appears that the animal has bitten a person, make an order directing:

i) That the animal be destroyed; or

ii) That the Owner or Keeper of the animal keep the animal under control.

12. RUNNING AT LARGE

12.1 No owner of an animal shall allow the animal to run at large:

i) in a public place or restricted area;

ii) on a private property other than that of the owner of the animal;

iii) in a forested or wooded area while not in the company or control of the owner of the animal.

13. DOGS ON LEASH

13.1 Dogs being walked in a restricted area must be secured by a leash having a maximum length of two (2) metres.

13.2 Subject to Section 13.1, owners must be in control of the leash while walking the dog.

13.3 Owners may walk their dog(s) in designated areas using a flex leash to a maximum length of eight (8) metres.

13.4 The Municipality may designate areas where dogs are permitted to run when off leash and may designate areas where organized and controlled events may be held by causing signs to be posted in such areas indicating such designations.

13.5 The owner of a dog shall ensure that their dog is under control in any areas which the Municipality has designated pursuant to Section 13.4.

13.6 The Municipality may designate park facilities and areas where dogs are prohibited by causing signs to be posted in such areas indicating such designation.

13.7 The Owner of an dog shall not permit the dog in any park facilities or areas which the Municipality has designated pursuant to Section 13.6

14. LIABILITY

14.1 No person authorized by this By-law to capture, impound or destroy a dog shall be liable in damages for any injury or damage to such dog while the dog is being captured, impounded or destroyed.

15. GENERAL VIOLATIONS

15.1 If an animal defecates on any public or private property other than the property of its Owner, the Owner shall remove such defecation immediately. This section shall not apply to persons using seeing-eye dogs.

15.2 No Owner shall permit a dog or dogs to bark, howl, whine, yelp or otherwise make noise for such a period, with such frequency, or in such a manner as to create a Disturbance. Upon receipt of an Order relating to a Disturbance, the Owner shall take all reasonable steps necessary to cause the Disturbance identified in the Order to cease.

15.3 No person shall keep an Animal in an unsanitary condition. Conditions shall be considered unsanitary where the keeping of the Animal results in an accumulation of fecal matter, an odor, insect infestation or rodent attractants which endanger the health of the Animal or any person, or which disturb or are likely to disturb the enjoyment, comfort or convenience of any person in or about any dwelling, office, hospital or commercial establishment. A circumstance of unsanitary conditions shall subject to enforcement by the NBSPCA under the Society for the Prevention of Cruelty to Animals Act.

15.4 No person shall exhibit cruelty upon an Animal within Fundy Albert by causing the Animal to be in distress or fail to act to cause a circumstance of distress for an Animal to end by seeking appropriate veterinary care or other attention, in each case whether willfully or by negligence. A circumstance of distress shall subject to enforcement by the NBSPCA under the Society for the Prevention of Cruelty to Animals Act.

16. VIOLATIONS AND OFFENCES

16.1 Any person who violates a provision(s) of this By-law has contravened this by-law and is liable to a penalty outlined in Schedule "A", to be paid within 30 days of the date in which a penalty is given, and in which shall not exceed fifteen hundred dollars ($0.00-$1,500.00).

16.2 Any person who fails to pay the administrative penalty within the time prescribed is guilty of an offence and is liable on summary conviction to an additional fine of, at minimum, $140.00 but that shall not exceed $2,100 ($140.00-$2,100).

16.3 Any person commits an offence under this by-law if they interfere or attempt to interfere with any Officer authorized to enforce provisions of this By-law.

16.4 Pursuant to Section 149(4) of the Act, a Judge of the Provincial Court may:

i) in addition to or instead of imposing a fine, order that the animal in respect of which the offence was committed be disposed of or destroyed;

ii) provide that if a complaint has been made to a judge of the Provincial Court alleging that an animal has bitten or attempted to bite a person, the judge may summon the owner of the animal to appear and show cause why the animal should not be destroyed and may, if

from the evidence produced it appears that the animal has bitten a person, make an order directing:

(i) that the animal be destroyed, or,

(ii) that the owner or keeper of the animal keep the animal under control.

16.5 The proceeds of all Administrative Penalties assessed because of summary conviction are payable to the Fundy Albert.

17. FINES

17.1 All fees and penalties made pursuant to this By-law are set out in Schedule "A", attached hereto, which Schedule "A" forms part of this By-law. Council may adopt and, from time to time, amend fees and penalties as set out in Schedule "A".

18. REPEAL AND TRANSITION

18.1 By-law No. 2025-01, A By-law Respecting Dog Control in Fundy Albert, and all amendments thereto, is repealed upon this By-law coming into force.

18.2 For greater certainty, the former dog or animal control by-laws of the former Village of Alma, Village of Hillsborough and Village of Riverside-Albert that were repealed by By-law No. 2025-01 remain repealed.

18.3 The repeal of a by-law shall not affect any penalty, forfeiture or liability incurred before the repeal, or any proceeding commenced or pending at the time of repeal, nor shall it invalidate or prejudicially affect any matter completed, existing or pending at the time of repeal.

19. SEVERABILITY

19.1 If any provision of this By-law is declared invalid or unenforceable by a court of competent jurisdiction, that provision shall be severed and the remaining provisions shall continue in full force and effect.

20. ENACTMENT

20.1 This By-law comes into force on the date it is enacted by Council.

IN WITNESS WHEREOF the local government of Fundy Albert has caused its corporate seal to be affixed to this By-law.

READ FIRST TIME: _____

READ SECOND TIME: _____

READ THIRD TIME AND ENACTED: _____

_____	_____
Mayor	Clerk

DRAFT

SCHEDULE "A" TO THE DOG CONTROL BY-LAW

Pursuant to Section 16 of this By-law, any person who contravenes a Section of this By-law is deemed to have committed an offence and may be subject to a Penalty. This Penalty shall be in addition to any fee(s) required to be paid by the Owner.

Contraventions of the following Sections of the By-law are subject to a Penalty that shall escalate in the event of re-occurrences:

Section(s) of By-law Contravened	Administrative Penalty
Section 6.4 – Failure to comply with licence tag requirements	First Offence: $100.00 Second Offence: $250.00 Third Offence and each subsequent offence in a calendar year: $500.00
Section 10.7 – Dog bites or attempts to bite any person	
Section 12.1 – Running at large	
Section 13 – Dogs on leash	
Section 15.1 – Stoop and scoop	
Section 15.2 – Disturbances	

Contraventions of the following Sections of the By-law shall be subject to the following Penalty:

Section(s) of By-law Contravened	Administrative Penalty
Section 8.1 – Failure to comply with Rabie vaccination requirements, unless authorized by a Veterinarian	First Offence: $150.00 Second Offence: $200.00