

1. **Call to Order**
2. **Adoption of Agenda**
3. **Conflict of Interest Declarations**
4. **Adoption of Minutes**
 - a. September 1, 2026 – Regular Council Meeting
 - b. September 1, 2026 – Special Council Meeting
 - c. September 15, 2026 – Committee of the Whole Meeting
 - d. September 15, 2026 – Special Council Meeting
5. **Consent Agenda**
6. **Public and Administrative Presentations**
 - a. Steeves House Museum – Karla Reynolds
 - b. Guardian Ecology – Knotweed – Keith MacCallum
 - c. Community Youth Lifehouse – Chris Harder
 - d. Royal Canadian Legion – President Richard Langer
7. **Reports and Recommendations from Committee and Private Meetings**
 - a. Economic Development Committee
 - b. Recreation Committee
 - c. EMO Committee
 - d. Hillsborough Fire Dept Chief
 - e. Bank Accounts
8. **Reports from Administration**
9. **Unfinished Business**
10. **By-Laws**
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)(c) financial loss/gain or jeopardize negotiations.
15. **Adjournment**

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

Staff Present: Kim Beers – Director, Legislative Services
Krista Ronalds – Acting Treasurer

CALL TO ORDER

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

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None.

ADOPTION OF THE MINUTES

IT WAS MOVED by **Councillor Cooke** **SECONDED** by **Councillor Lackey** **THAT** the Minutes of the Regular Council Meeting held July 7, 2026, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Cooke** **SECONDED** by **Councillor Reid** **THAT** the Minutes of the Committee of the Whole Meeting held July 21, 2026, be approved. **Councillor Elderkin** advised there is a typo in the minutes.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Phillips** **THAT** the Minutes of the Special Council Meeting held July 21, 2026, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Lackey** **SECONDED** by **Councillor Phillips** **THAT** the Minutes of the Special Council Meeting held August 12, 2026, be approved.

MOTION CARRIED (unanimously)

CONSENT AGENDA

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Phillips** **THAT** Council approved the consent agenda of September 1, 2026.

MOTION CARRIED (unanimously)

i. Banking Signatory

WHEREAS the resignation of the former Chief Administrative Officer requires the Municipality to update its banking signing authorities;
THEREFORE BE IT RESOLVED THAT Council authorize Kim Beers, Clerk, to be added as an authorized banking signatory for all municipal bank accounts held by the Municipality of Fundy Albert;
AND BE IT FURTHER RESOLVED THAT the Mayor and Acting Treasurer be authorized to execute any documents **required by the Municipality's financial institution to implement this resolution.**

ii. Hillsborough Winter Maintenance Contract Renewal

That Council of Fundy Albert approve the one-year renewal of the Hillsborough Winter Maintenance Services Contract (Project No. 2023-02) with Brunswick Limestone Ltd. for the 2026–2027 winter season, at a cost of \$181,666.00 plus HST (\$208,915.90 including HST), in accordance with the renewal provisions of the existing contract.

iii. Riverside-Albert Water Reservoir Access Easements

That Council of Fundy Albert authorize the Municipality to enter into and finalize the required easement agreements with WH Forestry Canada Inc. and the Nature Conservancy of Canada to secure permanent access to the Riverside-Albert water reservoirs, including access for the construction, maintenance and ongoing operation of the reservoir access road, and further authorize the Mayor and Clerk to execute all necessary documents on behalf of the Municipality.

iv. Hillsborough Water Exploration – Well Pad Construction

That Council of Fundy Albert award the Hillsborough Water Source Exploration – Access Road and Well Pad Construction work to Brunswick Limestone Ltd., being the lowest quotation

received, in the amount of \$33,000 plus HST, for the construction of the preliminary access road and two well-drilling pads required to advance the Hillsborough Water Source Exploration Project.

PUBIC AND ADMINISTRATIVE PRESENTATIONS

Connecting Albert County Coordinator – Melody Land

Following the presentation, Council discussed the organization's governance, communications, funding, and opportunities for future collaboration.

It was noted that the Board of Directors generally meets quarterly, with additional Executive meetings and supervisory discussions occurring as required. In response to a question regarding expanding beyond Facebook and Instagram, the presenter advised that additional communication platforms have been considered; however, staff capacity remains a significant limitation, with the current contract providing approximately 660 hours annually.

The organization is approximately 95% community-funded and has operated sustainably for more than 12 years. Provincial funding is limited primarily to an annual printing grant, with advertising revenues making up much of the remaining funding. The possibility of obtaining charitable status has also been discussed, although the administrative requirements associated with doing so were acknowledged.

Council expressed interest in exploring partnerships between the organization and the Municipality, particularly through the Economic Development Committee. Opportunities discussed included brainstorming sessions, enhanced promotion of municipal information and events, and potentially providing regular or weekly community updates. The importance of maintaining non-social-media communication was emphasized, as some residents do not use social media. The presenter noted an increase in demand for printed copies of the publication. Discussion also focused on community and economic development opportunities. Potential initiatives included bringing local businesses, service providers, event organizers and community organizations together quarterly or biannually to coordinate upcoming activities and identify opportunities for partnerships rather than competing events. The organization also currently provides free job postings and employment-related information and sees potential to further assist with connecting residents, businesses, students and employment opportunities.

Council discussed the broader need to improve communication and coordination across Fundy Albert so residents are more aware of recreational programs, events and activities taking place throughout the municipality. There was general agreement that greater collaboration could help connect communities, coordinate programming and improve participation across Fundy Albert. The presenter indicated a willingness to continue discussions with Council and explore potential partnership opportunities.

Fundy Albert Public Library Board – Melody Land

Following the presentation, Council discussed the Fundy Albert Library's funding, programming, facility needs and future plans.

The presenter advised that the Library's primary funding is provided by the Municipality and Province, supplemented by fundraising activities. Recent fundraising initiatives included a community take-out dinner, which sold out within approximately two and a half days, and an online auction that raised just over \$3,000. Smaller initiatives, such as book sales, also help fund minor purchases.

Council commended the Library for its continued growth, community programming and efforts to serve residents throughout Fundy Albert. Members noted the Library's importance as a community gathering space serving a wide range of ages and demographics. The Library Manager and Board were recognized for their efforts and commitment.

The summer reading program was also discussed. The presenter noted that this was the first year of the TD Summer Reading Club sponsorship and that the transition resulted in a significantly shorter promotional period than in previous years. It is anticipated that the program will benefit from additional planning time in future years.

Discussion took place regarding potential funding through the Atlantic Canada Opportunities Agency (ACOA). The Library has previously received ACOA funding and has consulted with other libraries that have accessed similar funding. The Board is considering funding opportunities to support significant improvements to the facility.

Potential facility improvements were estimated at approximately \$50,000–\$60,000 or more and could include accessible washrooms, widened doorways and reconfiguration of space to provide appropriate office areas. The presenter noted that the Library currently operates within approximately 1,300 square feet, significantly less than the space considered appropriate for the population it serves, requiring the existing space to be used as efficiently as possible.

Council also discussed accessibility assessments and their value in supporting future grant applications. The presenter advised that an assessment has previously been completed but would confirm which organization conducted it. Council suggested contacting Accessibility New Brunswick regarding an assessment if required.

Council thanked the presenter for the Library's work, including its rebranding efforts and continued focus on strengthening the Fundy Albert identity and serving the broader community.

REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

Riverside Modelers Association Lease Agreement Renewal

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Phillips**

THAT Council of Fundy Albert authorize Administration to enter into a 10-year lease renewal agreement with Riverside Modelers Association Inc. for the continued use of the municipal property as a model aircraft flying field, on substantially the same terms and conditions as the current agreement, with the lease term extended to 2037; and further authorize the Mayor and Clerk to execute all necessary documents on behalf of the Municipality.

Councillor Lackey asked about the location and use of the Riverside Modelers Association field. It was noted that the field is located on Steeves Street, behind the Public Works garage, and has been used by the Association for approximately 20 years. While specific usage statistics were not available, the field is regularly used.

MOTION CARRIED (unanimously)

Economic Development Committee

IT WAS MOVED by **Councillor Lackey** and **SECONDED** by **Councillor Phillips** **THAT** Whereas Council established the Economic Development Committee and approved its Terms of Reference on February 3, 2026;

And whereas Section 5.1 of the Terms of Reference provides for four to six citizens-at-large to serve as voting members of the Committee;

And whereas Section 5.3 provides that citizen appointments to the Committee shall be formalized by Council resolution;

And whereas Section 6.0 provides that citizen members serve a two-year term, renewable once upon Council approval;

And whereas Section 8.5 provides that the Committee may establish working groups which report to the full Committee;

Now therefore, be it resolved that:

1. Council appoints the following five citizens-at-large as voting members of the Committee, each for a two-year term:
 - Janet Clouston, Albert County Museum;
 - Katie Carson, Hope Wellness;
 - Nick Dunfield, Realtor;
 - Micah Fardy, Friends of Fundy; and
 - Kate Broyles, Maple Grove Inn and the Albert County Tourism Board.
2. That Council records the interest of James Wilson and Mel Angbao in serving on Committee working groups and refers their names to the Committee to be placed on working groups as those groups are formed under Section 8.5 of the Terms of Reference.

MOTION CARRIED (unanimously)

Recreation Committee

Councillor Elderkin provided an update on the Recreation Committee, advising that the Committee has held its first meeting, with the next meeting planned for September. The initial meeting was successful, with strong interest in supporting youth development and improving coordination of recreational activities throughout Fundy Albert.

It was noted that many activities are already taking place within the various communities but are currently operating independently, and the Committee identified improved communication and coordination as a priority.

Councillor Elderkin reminded recreation groups that events being held under the Municipality's insurance coverage must be brought forward to Council for approval. The Committee hopes to develop a schedule of upcoming activities for October through December to allow events to be approved in advance rather than individually each month.

Upcoming activities in Alma were also highlighted, including the End of Summer Bash on September 5 and future Fleet Launch activities. **Councillor Elderkin** indicated that additional information would be forthcoming and expressed her interest in working with Councillor Cook and the Committee on future recreation initiatives.

EMO Committee

Councillor Phillips provided an update on the Emergency Measures Committee, advising that a potential candidate has been contacted regarding the Emergency Measures Coordinator position and has expressed interest. An update is expected within the next two to three weeks. Should the individual not be available to take on the role, the Committee will continue to explore other potential candidates.

Councillor Phillips noted that the preference is to have a Coordinator in place before proceeding with the development of the Emergency Measures Plan, allowing the Coordinator to participate in the planning process.

REPORTS FROM ADMINISTRATION

None

UNFINISHED BUSINESS

None

BY-LAWS

Water and Wastewater By-Law

Council was reminded to submit any feedback regarding the proposed Water and Wastewater By-law to Administration.

Councillor Elderkin asked whether the proposed By-law could be shared with members of the former Water and Wastewater Committee to obtain their feedback. It was noted that the Committee had previously undertaken significant work reviewing water and wastewater matters affecting the former municipalities. Council agreed that obtaining their input prior to finalizing the By-law would be beneficial.

Administration advised that previous Committee records would be reviewed to locate relevant background information. **Councillor Elderkin** also indicated that she may have previous minutes, emails and other information that could assist with the review and requested permission to share the current proposal with former Committee members for feedback.

MAYOR AND COUNCIL STATEMENTS AND INQUIRIES

Councillor Reid thanked Melody for her ongoing work within the community and her efforts to expand community outreach. He noted recent discussions with residents at the Ward Party and expressed interest in exploring additional ways to improve communication and reach more residents throughout Fundy Albert

Councillor Elderkin provided an update on activities undertaken during the summer recess, including meetings with representatives of the Albert County Museum regarding future projects, local business owners within her ward, and the Fire Department.

Councillor Elderkin thanked Administration for organizing the Ward Parties and noted that the Ward 3 and 4 event was well attended. She indicated that she looks forward to attending the remaining Ward Parties.

Councillor Elderkin also highlighted the upcoming Albert County Exhibition and advised that organizers are seeking volunteers to assist at the dining hall during the event.

She concluded by noting that the Recreation Committee held its first meeting and that she looks forward to continuing the Committee's work.

Councillor Cooke thanked Melody for her presentations and expressed support for Connecting Albert County and the Fundy Albert Library, noting the potential for greater municipal involvement and improved communication with residents.

Councillor Cooke also commented on the success of the Ward 3 and 4 Party, which was well attended and coincided with a car show featuring more than 100 vehicles, live music and food trucks.

He advised that he has spoken with residents regarding several local matters and continues to follow various smaller projects within the community. **Councillor Cooke** concluded by noting that he looks forward to the upcoming fall season.

Councillor Lackey acknowledged Administration for its work in organizing the Ward Parties and noted the upcoming ribbon cutting for the new Alma water system, community barbecue, and Englobe presentation regarding Phase 2 of the Alma Water Project.

Councillor Lackey also advised that, with the Economic Development Committee now established, he and **Councillor Davis** will proceed with the Committee's first meeting and bring future initiatives forward to Council.

Councillor Davis recognized **Councillor Lackey** for his work as Chair of the Economic Development Committee over the summer. She noted that they have been meeting and speaking with community members to establish the Committee and identify individuals and organizations that may assist with priorities arising from the Municipality's strategic planning.

Councillor Davis advised that she and **Councillor Lackey** attended the Coffee Connect event hosted by the Town of Riverview, which provided opportunities to make connections and participate in economic development and Chamber of Commerce discussions.

Councillor Davis congratulated and thanked the Municipality's summer students for their contributions and wished them well as they return to school. She also recognized Public Works and Administration staff for their work throughout the summer.

Additional activities included responding to Department of Transportation and Infrastructure (DTI) inquiries, participating in discussions regarding municipal road priorities, and assisting residents with animal control matters.

Councillor Davis concluded by thanking those involved in organizing the Hillsborough fireworks held on August 29 and noted the success of the event.

Councillor Phillips provided an update on the Greensboro Subdivision sewage lagoon project, advising that the work is progressing more quickly than originally anticipated and is expected to be completed and operational by the end of the fall, with residents connected to the system.

Councillor Phillips also raised a concern received from a resident regarding the feeding of birds and the potential for this activity to contribute to rat problems in the area. It was noted that the matter would be referred to Committee for further discussion.

Mayor Campbell provided an update on his activities over the summer, including attending the two-day Mayor's School in Fredericton, which he found informative and beneficial, particularly regarding media relations and municipal leadership.

Mayor Campbell advised that he met with the Mayor of Fundy-St. Martins and discussed opportunities for future collaboration, particularly given the similarities between the two municipalities and their shared focus on tourism.

He also participated in strategic planning and a regular Board meeting with the Southeast Regional Service Commission. During a meeting with Minister Kennedy, **Mayor Campbell** raised concerns regarding the Province's handling of Cape Enrage and emphasized the importance of tourism to Fundy Albert and southeastern New Brunswick.

Mayor Campbell also raised concerns regarding inadequate cellular service along Route 114, noting the significant number of visitors travelling the corridor and identifying reliable cellular coverage as both a communication and public safety issue.

PUBLIC STATEMENTS

Ms. Kathy Weir commented positively on recent road improvements undertaken by the Department of Transportation and Infrastructure (DTI), including work on Caledonia Mountain and Route 114, noting the benefit of these improvements to Fundy Albert.

Ms. Weir also acknowledged the Municipality's current staffing capacity and encouraged Council and Administration to consider partnering with local organizations, including Connecting Albert County, the Library and CCRC, when assistance is needed with community initiatives and projects. It was noted that these organizations have access to volunteers, resources and ideas and are interested in supporting projects that benefit communities throughout Fundy Albert.

NOTICES OF MOTION AND RESOLUTIONS

None

CLOSED SESSION

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Phillips** that Council have an in-camera session at 7:11 pm.

MOTION CARRIED (unanimously).

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

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

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Lackey** to return to the regular session at 7:30 pm.

MOTION CARRIED (unanimously).

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Cooke** **THAT** Council authorize the renewal of the lease agreement between the Village of Fundy Albert and Forest Dale Home Inc. for the municipal property located at 5823 King Street, Riverside-Albert, PID 629915, for an additional five-year term, in accordance with the renewal provisions contained in the lease agreement and further authorize the Mayor and Clerk to execute all necessary documents on behalf of the Municipality.

MOTION CARRIED (unanimously)

ADJOURNMENT

Moved by **Councillor Elderkin** to adjourn at 7:32pm.

Mayor

Clerk

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

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

CALL TO ORDER

Mayor Campbell called the meeting to order at 7:34pm

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

Councillor Davis declared a conflict of interest for item #4 – Code of Conduct

CODE OF CONDUCT

Councillor Davis exited the meeting.

IT WAS MOVED by *Councillor Elderkin* and SECONDED by *Councillor Phillips* THAT Council, having completed its preliminary review of the Code of Conduct complaint submitted pursuant to By-law No. 2025-02, determine that the complaint raises matters within the scope of the Council Code of Conduct and has sufficient merit to warrant further investigation;

AND THAT Council direct Administration to obtain quotes from qualified independent third-party investigators to conduct a fair and impartial investigation of the complaint in accordance with By-law No. 2025-02 and applicable legislation;

AND THAT the quotes received be brought back to Council for consideration and approval prior to retaining an investigator.

MOTION CARRIED Nay: *Councillor Lackey*

Councillor Davis returned to the meeting.

HILLSBOROUGH LAGOON OUTFALL REPAIR – CAPITAL RENEWAL FUND

IT WAS MOVED by *Councillor Phillips* and **SECONDED** by *Councillor Lackey*
THAT Council approves the reallocation of \$149,500 in Capital Renewal Fund funding currently identified for the Fundy view Drive cross-culvert replacement to the Hillsborough Lagoon outfall repair project, with Administration directed to pursue alternative external funding opportunities for the Fundy view Drive project.

MOTION CARRIED (unanimously)

HILLSBOROUGH LAGOON OUTFALL REPAIR PROJECT

Administration provided an update on the Hillsborough Lagoon Outfall Repair project. The project was tendered and one bid was received from JASCO Construction in the amount of \$149,500. Following previous Council discussion regarding the uncertainty and potential range of costs, the contractor was asked to refine the pricing. It was noted that uncertainty remains regarding ground conditions and equipment access once work begins. A geotechnical study could provide additional information but was estimated to cost approximately \$30,000–\$35,000 and would not necessarily eliminate all uncertainty.

Council discussed potential alternative methods of completing the work that could reduce costs. Councillor Reid offered to share his knowledge and discuss possible options with the contractor. Council also discussed the appropriate role of elected officials in communicating with municipal contractors and the importance of ensuring that such discussions do not constitute direction to the contractor or interfere with the procurement process.

It was agreed that Councillor Reid would work with Public Works Supervisor Kevin Ford to meet with the contractor and explore potential efficiencies or alternative approaches, with the findings to be brought back to Council. A Special Council meeting may be required once additional information is available.

Administration advised that the Municipality has obtained the required WAWA permit and is awaiting the Licence of Occupation before work can proceed. Council emphasized the importance of moving the project forward before winter.

HILLSBOROUGH POOL HEATER REPLACEMENT

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Phillips*
THAT Council approve a transfer from the applicable capital reserve in the amount of \$7,703.53, plus applicable non-recoverable HST, to fund the replacement of the Hillsborough Pool heater, including supply, installation, commissioning, required gas work and associated electrical work.

Councillor Elderkin discussed the importance of considering the Hillsborough Pool during the upcoming budget process. It was suggested that Council be provided with information outlining the funding previously invested in maintaining and repairing the facility, particularly given the challenges experienced in recent years. The Pool was recognized as an important municipal asset, and it was noted that efforts have been made to maintain the facility and keep it operational.

MOTION CARRIED (unanimously)

GREY BROOK FOOTBRIDGE REPLACEMENT

IT WAS MOVED by **Councillor Cooke** and **SECONDED** by **Councillor Phillips**
THAT Council approve the purchase of the 13-metre prefabricated pedestrian bridge from Algonquin Bridge Limited in the amount of \$87,950 plus HST and the screw-pile foundation work from Techno Metal Post in the amount of \$10,500 plus HST;
AND THAT Council authorize Administration to proceed with the installation of the bridge and completion of the trail approaches using the remaining dedicated project funding within existing spending authority.

MOTION CARRIED (unanimously)

PMHP 2029-2031

Administration clarified the process for submitting road priorities to the Department of Transportation and Infrastructure (DTI). Councillors may continue to submit or amend non-PMHP road priorities prior to the September 25 submission deadline. These priorities will be provided to DTI as a municipal "wish list" and do not require the same level of cost estimates or supporting information as PMHP projects.

Councillors were asked to provide the road name and, where possible, a brief description of its condition. Administration advised that additions could be submitted up to September 24.

It was further clarified that Council approval is required for the Municipality's three-year PMHP plan. Once the PMHP priorities are approved and submitted, additional projects cannot be added to that plan.

IT WAS MOVED by **Councillor Cooke** and **SECONDED** by **Councillor Lackey**
THAT COUNCIL approved the document entitled Fundy Albert Three-Year Plan for the PMHP Program 2029-2031 be adopted;

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by *Councillor Elderkin* **THAT** the meeting be adjourned at 7:55 pm.

Mayor

Clerk

Present: Mayor Campbell
Councillor Lackey (late)
Councillor Elderkin
Councillor Davis
Councillor Phillips

Absent: Councillor Cooke

Staff Present Kim Beers – Director, Legislative Services/Clerk
Krista Ronalds – Acting Treasurer

Guests: Hospice SENB – Bonnie MacFayden Kirstin Shortt
Albert County Historical Association – Janet Clouston, Dawne
MacLean and Angela Smith

CALL TO ORDER

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

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

Councillor Lackey entered the meeting.

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

Hospice SENB – Bonnie MacFayden, CEO and Kirstin Shortt, Chair Board of Directors

Representatives from Hospice Southeast New Brunswick provided Council with an overview of the organization, its services, community impact, funding model, and future priorities. Hospice Southeast New Brunswick operates Maison Albert House, a bilingual, 10-bed residential hospice facility serving individuals of all ages and their families throughout southeastern New Brunswick.

Since opening in July 2021, the hospice has supported approximately 670 residents and their

families.

The presentation emphasized that hospice services extend beyond end-of-life care and include grief and bereavement support, community education and engagement, volunteer companionship, grief cafés, facilitated group sessions, and an annual candlelight memorial service. Representatives noted that the organization has more than 40 staff members and relies significantly on volunteers to support its programs and services.

Council was advised that the organization's future priorities focus on community support, sustainability, and excellence in care. Funding is derived approximately one-third from government funding for clinical care, one-third from the Boutique Hospice Shop, and the balance through fundraising events, donations, memorial gifts, and other community support.

During the question-and-answer period, representatives confirmed that the facility is located on Pleasant Street in the Lewisville area of Moncton, that a waiting list may occur depending on demand, and that there are currently no plans to expand the residential facility beyond its existing 10 beds. Future service delivery options, including possible virtual care, may be explored.

Council thanked the representatives for the presentation and for the services provided to residents and families throughout the region.

Albert County Historical Association – Dawne MacLean, Board President; Janet Clouston, Managing Director, and Angela Smith, Board Treasurer

Representatives from the Albert County Historical Society provided Council with an overview of the Society, the Albert County Museum, its programs, financial position, current challenges, and future opportunities. The Society was established in 1951 and operates as a not-for-profit registered charity dedicated to preserving and celebrating the history and cultural heritage of Albert County. The Albert County Museum was established in 1962 and includes the historic Shire Town buildings, courthouse, R.B. Bennett Commemorative Centre, and exhibits highlighting the history and natural heritage of the region.

Representatives highlighted recent exhibits and initiatives, including the Mastodon exhibit, the *County of Heroes* First World War exhibit, heritage programming, community events, educational outreach, and the mobile exhibit developed for Albert County's 175th anniversary. The Museum also hosts annual events such as Canada Day, Remembrance Day, R.B. Bennett Day, the Quilt Show and Sale, and the Haunted Jail.

Council was advised that the Society's annual operating budget is approximately \$160,000 to \$180,000, with funding derived from provincial and federal grants, museum admissions, gift shop sales, facility rentals, events, donations, fundraising, and an endowment fund. Significant ongoing expenses include staffing, utilities, insurance, technology, maintenance, and repairs to the heritage buildings.

The Society discussed its efforts to promote the Museum and Fundy Albert as a tourism destination, including media partnerships and opportunities to encourage visitors to the Hopewell Rocks to remain in the region longer. Opportunities identified included extending the Museum's operating season, enhancing the visitor experience through technology, developing new exhibits and programs, and strengthening community and tourism partnerships. Key challenges include aging infrastructure, limited exhibit and artifact storage space, and volunteer recruitment and retention.

Representatives expressed an interest in continuing to strengthen the partnership between the Society and the Village of Fundy Albert and identified ongoing municipal operating funding as a key area where the Municipality could provide support. Council was also invited to attend the Society's Annual General Meeting on October 17. Council thanked the representatives for their presentation and acknowledged the importance of preserving and promoting the area's local history and heritage.

James Wilson – registered for a 2-minute presentation – Follow up on previously raised issues

A resident appeared before Council to follow up on several concerns previously raised during the prior Council term. The resident first highlighted concerns regarding GPS routing, noting that travellers approaching the area from the Fredericton direction may be directed over Caledonia Mountain and suggested the Municipality explore whether the routing issue could be addressed.

The resident then requested updates on several previously identified community concerns, including ongoing drainage and flooding at the bottom of Fairview Avenue; speeding and limited enforcement south of Hillsborough; trees and vegetation obstructing sightlines at road intersections; vehicles failing to stop at the Fairview Avenue stop sign; and road drainage/runoff contributing to erosion of a resident's driveway.

Council agreed that the matters would be referred to Administration for review and follow-up.

INFORMATION ITEMS

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

[Development Activity Report – Plan 360 July Report](#)

[Development Activity Report – Plan 360 August Report](#)

COUNCIL DIRECTION REQUESTS

[Bank Accounts](#)

Administration advised Council of the need to open two new bank accounts, one for the Capital Renewal Fund and one for the Canada Community-Building Fund (CCBF), to improve financial tracking and reporting. Approximately \$352,000 currently held within the general operating account relates to these funds and would be more appropriately maintained in dedicated accounts.

Council expressed support for establishing the separate accounts, noting that this would provide greater clarity in tracking the funds and assist with financial reporting and the annual audit process.

ADMINISTRATION REPORTS

Refer to the following reports:

[Director, Legislative Services](#)

Administration provided several updates to the Council Report. The AED at the Alma Activity Centre has been installed. The Municipal Advisory funding application for the construction of dugouts/bunkers at the Riverside-Albert ballfield was unsuccessful.

Regarding the Fundy Albert signage project, the tree at the installation location have been removed, and Hansen Signs is expected to install the new sign within the next few weeks. The PMHP Scenic Drive project has been delayed pending final engineering design approval, which has now been received, with work anticipated to resume within the next few weeks. Administration also advised that the Province approved the requested change in scope for the White Birch Estates project in Lower Coverdale, replacing the originally proposed playground equipment with a pump track. Construction is expected to begin the following week and take approximately five to ten days to complete.

[Treasurer Report](#)

Administration presented the financial reports and income statements, noting that the pool season had concluded with positive results and that permitting revenues were performing well, with revenues already approaching the annual budgeted amount. Administration advised that

several expenses remain outstanding, including a recent paving invoice and upcoming utility maintenance and project costs, which will increase expenditures as invoices are processed.

Council discussed the level of contingency funding within the water and sewer utility budgets, noting that significant amounts remain unspent and requesting further review of what the contingency amounts were originally intended to fund. It was suggested that future budgets more clearly identify the purpose of contingency allocations.

Particular attention was given to the Riverside-Albert water and wastewater budgets and the need to plan for anticipated capital expenditures in the coming year. Council discussed identifying any funds from the current year's budget that may be available to carry forward or otherwise assist with upcoming costs. Administration clarified that some apparent variances are related to timing, including utility transfers that are processed quarterly and maintenance invoices that have not yet been reflected in the financial statements.

Council also discussed outstanding lift station maintenance expenses and planned wastewater treatment/vegetation control work. Administration agreed to review the status of these items and determine whether the budgeted work is expected to proceed. A further meeting will be arranged with Administration to review the Riverside-Albert utility finances in greater detail and assist with planning for the upcoming budget year.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Reid raised a previous request from residents regarding the possibility of installing a stop sign at the intersection of Central Street and Pleasant Street. Administration noted that the matter had been raised previously and would be revisited.

Councillor Reid also reminded residents of the upcoming Albert County Fair.

Councillor Reid raised a road safety concern regarding mud, rocks, and debris on the roadway approximately one kilometre outside Alma toward Riverside-Albert, reportedly associated with nearby logging activity. Concerns were expressed regarding the potential hazard to motorists, particularly motorcycles, and the need for warning signage and roadway cleanup. As the location is outside municipal jurisdiction, it was noted that the matter should be referred to the Department of Transportation and Infrastructure (DTI).

Councillor Lackey presented a proposed project on behalf of Alma Community Tourism for Alma involving the development of a marine-themed public space featuring a tide clock. The project would seek to reclaim currently unusable and eroding land through the construction of a rock retaining wall, creating a public area intended to showcase Alma's connection to the Bay of Fundy and its tides.

Councillor Lackey advised that discussions are underway with DTI regarding the land, and that potential partnerships are being explored for the design and construction of the tide clock. The project would require fundraising and matching funds, with the requested municipal contribution primarily consisting of in-kind support, assistance in securing the land, eventual municipal ownership, insurance, and ongoing maintenance of the completed project.

Council requested additional information regarding the financial implications, land ownership and transfer costs, and ongoing maintenance responsibilities before considering formal support.

Councillor Lackey advised that the project would be designed to require minimal maintenance and confirmed that discussions with DTI regarding the property are still preliminary.

Councillor Lackey indicated an intention to return to Council with a proposed resolution of support and further details regarding the Municipality's requested commitments. The project presentation and applicable PID information will also be provided to Council for further review.

Councillor Elderkin thanked the Acting Treasurer for providing consistent financial reporting and noted progress toward completing the outstanding audits. She also thanked Administration and Operations staff for their work in organizing the ward parties, noting that the events were successful while suggesting that promotion could be improved next year. **Councillor Elderkin** reported attending the Alma Water System ribbon-cutting ceremony and ward party, both of which had a good turnout, and encouraged residents to attend the upcoming Albert County Exhibition.

Councillor Davis highlighted the upcoming 2026 Albert County Exhibition Youth Ambassador event, noting that opportunities remained for students in Grades 9–12 and encouraging interested youth to participate. She thanked **Councillor Phillips** for his assistance with the barbecue at the ward party and commented positively on the event.

Councillor Davis requested an update on the branding and promotion of Voyent Alert, including previous discussions about referring to the service as "Fundy Albert Alert." She also noted that the newly formed Economic Development Committee would be meeting the following day.

Councillor Davis suggested that Council consider reinstating a Personnel Committee in light of recent staffing changes and the number of policies and personnel-related matters under review. She offered to chair the committee should Council decide to re-establish it.

Councillor Phillips thanked **Councillor Davis** and noted that the ward party had a good turnout despite some residents not being aware of the event. Improved promotion was suggested for next year.

Councillor Phillips also expressed enthusiasm for the upcoming Albert County Exhibition. Administration advised that the last available information indicated just over 1,000 users had subscribed to the service.

Mayor Campbell thanked Councillors who attended the ward parties and noted that the events were successful and should continue in future years, with opportunities to expand and improve them.

Mayor Campbell reported that the Alma Water System ribbon-cutting ceremony was well attended and expressed appreciation to Englobe for providing an informative project update and answering questions from attendees.

Councillor Lackey noted that a short video of the Alma Water System ribbon-cutting ceremony was posted on Facebook and would be provided to Administration.

PUBLIC STATEMENTS AND INQUIRIES

Ms. Kathy Weir provided the Municipal Office with a copy of the Albert County Exhibition booklet.

CLOSED SESSION

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Phillips** that Council have an in-camera session at 5:47 pm.

MOTION CARRIED (unanimously).

Local Governance Act 68 (1) (f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business.

Local Governance Act, s. 68(1) (b) – Information of a Personal Nature.

Local Governance Act 68(1) (j), Labour and Employment Matter including negotiation of contracts.

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Davis** to return to the regular session at 6:50 pm.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by **Councillor Elderkin** **THAT** the meeting be adjourned at 6:50 pm.



Fundy Albert Committee of the Whole Meeting Minutes
Date: Tuesday, September 15, 2026
Time: 4:30 P.M.
Location: 61 Academy Street, Hillsborough

Mayor

Clerk

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

Absent: Councillor Cooke

Staff Present: Kim Beers – Director, Legislative Services/Clerk
Krista Ronalds – Acting Treasurer

CALL TO ORDER

Mayor Campbell called the meeting to order 6:56 pm.

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

Councillor Davis declared a conflict of interest with respect to Item 4 – Code of Conduct

CODE OF CONDUCT

Council discussed whether to proceed with a third-party investigation into the Code of Conduct complaint and reviewed the quotations received by Administration. Discussion included Council's previous direction to obtain quotations, the process established under the Code of Conduct By-law, the role of an independent investigator, transparency and procedural fairness, and the cost and timelines associated with the proposals received.

Some members expressed the view that Council could further assess the merits of the complaint before incurring the cost of an investigation, while other members emphasized the importance of following the established process and having the matter independently reviewed. It was noted that Council had previously determined to proceed with obtaining quotations for a third-party investigation.

Council discussed the proposals received, including the difference between hourly-rate proposals and the fixed-price proposal submitted by Montana Consulting Group. Members noted the benefit of having a defined cost for the investigation.

Council generally discussed the importance of addressing the complaint through a fair and transparent process, considering the facts objectively, and allowing the matter to be concluded following completion of the established process.

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Phillips* THAT Council appoint Montana Consulting as the independent third-party investigator to investigate the Code of Conduct complaint previously considered by Council.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by *Councillor Elderkin* THAT the meeting be adjourned at 7:07 pm.

Mayor

Clerk

REPORT 2025 & 2026

BY: HERITAGE HILLSBOROUGH



Operations Summer 2026

Our season opened with a “soft start” as we had 11 off-season tours and 2 tour bus groups arrive in April and May.

We also replaced all 25 exhibit track lights that were in the 2025 fiscal budget but could not be scheduled until this year. This has made a difference and has allowed us to showcase artifacts better.

We were approved for 2 student for 8 weeks with Canada Summer Jobs. This is the first year we successfully had all applications approved.

We were approved for 2 students for 12 weeks with the Community Museum program. (this is the program that is equivalent to SEED, but for heritage groups)

We were awarded \$5,000 operating grant from the province. We asked for \$7,500, the program was based this year on a points system, and we didn't have the points for full grant. We have things to improve for the 2026 fiscal year (see Board).

The museum students began work on June 17th. We officially opened for the Season on June 19th. The Museum closed on September 6th, which is the Sunday prior to Labour Day. We do not have the funding again this year for a part-time manager position, so our Board Executive, Karla and Terri, have taken on this role.

We are open 10AM-5PM Wednesday to Monday [closed Tuesdays].

Currently we do not have funding for 7 days a week and are able to close the year in a solid financial position.

Visitors are up 42% over 2025 and 136% over 2024. Gift shop sales are up 38% over 2025 and 117% over 2024. Online sales are up 1% over 2025 despite ceasing shipping to the USA due to additional tariff and duty requirements. We are very pleased with this.

Our student social media campaign got off to an early start, and we have recaptured the presence of 2024 with 12K impressions on the students' reels. Our engagement increased 150% and we are now up to 2046 followers up 5% year-over-year.

We continued with our “Summer of History” road trips, where our summer students travel to other local museums and cultural places and then share what they saw and learned with the rest of the team. 2026 took the students to: Resurgo place, Homarus center, Kent Museum, Pays de la Sagouine, Lutz Mountain Heritage Museum, the Magnetic Hill and Kings Landing. The summer students started looking at exhibits in an academic manner, considering potential artifact damage, movement of visitors and space limitations we have at the Steeves House Museum.

The Steeves House Museum has 13 exhibit sections in use. After the summer of history project, two exhibit areas were completely reworked and three were significantly updated and four others had some updates. They are currently planning exhibits including funding and logistics for 2027. Our students are invested in the Steeves House Museum's success and the success of our Heritage zone partners.

We invested in other partnerships this year with our local Not for Profits to help with our community engagement. We joined with Royal Canadian Legion #32 to help celebrate their 100th anniversary by hosting a Strawberry Social at the museum. We worked with the Albert County Museum to obtain an artifact loan of a relevant Steeves artifact. We are working with the New Brunswick museum on receiving loans of local artifacts.

Student Projects Completed

1. *Participated in the ACTA familiarization session*
2. *Redesigned & expanding front Victorian garden with historical plants*
3. *Updated the Steeves Family exhibit with an artifact loan from Albert County Museum*
4. *Redesigned the "journey of the Stief" exhibit to include a timeline of Stief/Steves/Steeves*
5. *Updated the "Story of Confederation" exhibit*
6. *Updated the Industry of Hillsborough exhibit*
7. *Created a timeline of the life of the Hon. William Henry Steeves*
8. *Created 3 social media reels with 10,595 views*
9. *Completed a "Hillsborough -Then and Now" photo exhibit*
10. *Created a self-guided tour in Ukrainian*
11. *Updated the self- guided tour in English, French, Spanish and German*
12. *Completed website WIX training with the student digital mentor from the McKenna Institute*
13. *Completed Worksafe NB Young Worker Safety Course*
14. *Completed Collections Access database training*
15. *Found 105 items that were not accessed properly and added to the collection*
16. *Completed the inventory count of the Parlour Exhibit room*
17. *Research the Mill Street Mill, cisterns, families residing in Blanchard Village and 6 record document searches, and Steeves Beans for Keillor House.*
18. *Update the gift shop with new items and new display racks*
19. *Renovated the staff kitchen and staff room.*

HHI Financial Report 2025 Fiscal Year

The 2025 fiscal year started in a positive position indicating our fiscal management policy's effectiveness.

I am proud to say that we ended the fiscal year with \$17,290.22 in the bank. This exceeds the \$12,500.00 needed to carry forward to re-opening in June and we have enough cash reserves to cover all debts from January to the season's commencement in June 2026.

Of the total revenue streams, only \$7,003.54 or 5% were derived from 2025 Museum operations. This is up from the 6% of total revenue from 2024. However, should we include the donations related to tours given, this number rises to 10.6 %. This is still a concern as utilities were \$4,428.07 *i.e. current operational income is not sufficient to pay for current utility costs. This is of great concern as we move into 2025.*

Grants: We received an operating grant of \$5,000 from the NB Community Museums Assistance program that allowed us to purchase much-needed exhibit updates, pay our utility invoices and invest in training our staff and board members. It also allowed us to promote one of our summer students to Senior Tour guide with a \$1.50 /hr wage increase. We received grants for 3 summer students. An 8-week placement from Canada Summer jobs and two 10-week placements from the NB Community Museums summer Employment program.

We also received a donation that allowed us to print out-of-stock books owned by Heritage Hillsborough as well as order Steeves Family Garden flags for the gift shop.

Fundraising – this was our best fundraising year ever. We had more revenue from the July event by 374% but the profit was higher at the Christmas event given the lower overhead. We also added 2 other fundraising events in 2025.

Our fundraising was up 266% from 2023.

2025 = \$11,073.00

2024 = \$3,024

2023 = \$2,456

2022 = \$2,145

Operations – we gave 206 tours in 2025 up 54% from prior year but 2024 gift shop sales were 57.6% more than 2024. Since 2022,

Total Revenue from operations

2025 = 3,300

2024 = \$2,368

2023 = \$2,436

2022 = \$1,910

In 2021, 73% of operating revenue arose from grants and government contributions.

In 2022, 87% of operating revenue arose from grants and government contributions.

In 2023, 57% of operating revenue arose from grants and government contributions.

In 2024, 64% of operating revenue arose from grants and government contributions.

In 2025, 17.9% of operating revenue arose from grants and government contributions.

Expected 2026, this revenue will be at the 50% mark.

In 2021, 18% of revenue was directed to cover utilities.

In 2022, 15% of revenue was directed to cover utilities.

In 2023, 18% of revenue was directed to cover utilities.

In 2024, 13% of revenue was directed to cover utilities.

In 2025, 11% of revenue was directed to cover utilities.

In 2026, we expect 17% of revenue to be used to cover utilities.

In 2021, 68% of revenue was spent on wages and employee reimbursement.

In 2022, 60% of revenue was spent on wages and employee reimbursement.

In 2023, 42% of revenue was spent on wages and employee reimbursement.

In 2024, 53% of revenue was spent on wages and employee reimbursement.

In 2025, 30% of revenue was spent on wages and employee reimbursement

In 2021, 11% of revenue was allocated to maintenance.

In 2022, 6% of revenue was allocated to maintenance.

In 2023, 1% of revenue was allocated to maintenance.

In 2024, 2% of revenue was allocated to maintenance

In 2025, 7% of revenue was allocated to maintenance.

In 2026, this amount must be increased to ensure proper capital maintenance is upheld.

The bank operating balance on Dec 31, 2021 was 1,157.66. The 2021-year net profit/(loss) was (\$7,159.67)

The bank operating balance on Dec 31, 2022, was \$3,773.45. The 2022-year net profit/(loss) was \$2,615.79.

The bank operating balance on Dec 31, 2023, was \$6,415.20. The 2023-year net profit/(loss) was \$4,037.28.

The bank operating balance on Dec 31, 2024, was \$6,423.00. The 2024- year net profit/(loss) was (\$1,182.71)

The bank operating balance on Dec 31, 2025, was \$17,290.22. The 2025- year net profit/(loss) was 10,867.30. However, it needs to be noted that a \$8,070.69 of revenue was gained from cashing a GIC investment to pay for a Heritage Building Inspection.

The “strategic operational goals, objectives, and plan”, as approved in 2019, was implemented by the third quarter 2022.

The financial portion of this plan is:

- a) Identify, control, and minimize all associated operating costs.
- b) Identify and maximise all associated operating revenues.

- c) Diversify funding base through market development, partnerships, and planned fundraising initiatives.
- d) Keep financial documents organized and maintainable.
- e) Defined current business plan.

We are currently in the middle of stages of Phase 2 of the fiscal responsibility process of identifying all operating costs and maximizing revenue streams.

While great progress was made with financial stability, there are more difficult decisions ahead. However, if we focus on the strategic fiscal plan, we will ensure the WSHM will be in operation for many years to come.

Heritage Hillsborough Inc.
Statement of Financial Position
December 31, 2025 and 2024

	<u>2025</u> <u>General</u> <u>Fund</u>	<u>2025</u> <u>Trust</u> <u>Fund</u>	<u>Total</u>	<u>2024</u> <u>Total</u>
<u>Assets</u>				
Cash on hand and in bank	\$17,290.32	\$0.00	\$17,290.32	\$6,423.00
Receivables	132.66	0.00	132.66	0.00
HST receivable	1,705.16	0.00	1,705.16	1,122.82
Investment	0.00	0.00	0.00	7,902.43
Due from Trust Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>275.06</u>
	<u>\$19,128.14</u>	<u>\$0.00</u>	<u>\$19,128.14</u>	<u>\$15,723.31</u>
<u>Liabilities</u>				
Payables	\$231.06	\$0.00	\$231.06	\$1,192.86
Due to General Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>275.06</u>
	<u>231.06</u>	<u>0.00</u>	<u>231.06</u>	<u>1,467.92</u>
<u>Fund Balances</u>				
Unrestricted General Fund	18,897.08	0.00	18,897.08	6,628.02
Restricted Trust Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,627.37</u>
	<u>18,897.08</u>	<u>0.00</u>	<u>18,897.08</u>	<u>14,255.39</u>
	<u>\$19,128.14</u>	<u>\$0.00</u>	<u>\$19,128.14</u>	<u>\$15,723.31</u>

On behalf of the Board

Terri Hennessey Director *Karla Ryndak* Director

Heritage Hillsborough Inc.
Statement of Receipts and Expenditures
Years Ended December 31, 2025 and 2024

	<u>General</u> <u>Fund</u>	<u>Trust</u> <u>Fund</u>	<u>2025</u> <u>Totals</u>	<u>2024</u> <u>Totals</u>
<u>Income</u>				
Museum admissions	\$1,861.00	\$0.00	\$1,861.00	\$1,465.00
Donations	17,150.84	0.00	17,150.84	5,419.87
Fundraising	11,073.00	0.00	11,073.00	2,977.78
Gift shop sales	2,998.77	0.00	2,998.77	1,646.92
Interest	0.00	168.27	168.27	270.83
Federal grants	4,945.00	0.00	4,945.00	4,584.00
Provincial grants	18,753.69	0.00	18,753.69	17,536.98
Municipality contribution	13,769.34	0.00	13,769.34	7,244.62
Rentals	2,915.00	0.00	2,915.00	0.00
HST rebates	<u>1,705.16</u>	<u>0.00</u>	<u>1,705.16</u>	<u>1,122.82</u>
 Total income	 <u>75,171.80</u>	 <u>168.27</u>	 <u>75,340.07</u>	 <u>42,268.82</u>
<u>Expenses</u>				
Interest & bank charges	263.40	0.00	263.40	140.55
Level 1 Heritage Building Assessment	13,160.83	0.00	13,160.83	0.00
Insurance	2,778.00	0.00	2,778.00	2,604.96
Items for resale	6,809.91	0.00	6,809.91	6,731.35
Maintenance	8,730.19	0.00	8,730.19	2,840.24
Memberships and website fees	1,609.19	0.00	1,609.19	1,195.00
Fundraiser expenses	1,980.04	0.00	1,980.04	701.02
Office supplies and miscellaneous	1,765.44	0.00	1,765.44	992.48
Postage and delivery	395.89	0.00	395.89	260.59
Wages and benefits	20,043.58	0.00	20,043.58	18,289.47
Telephone	2,968.68	0.00	2,968.68	1,766.31
Electricity	6,322.11	0.00	6,322.11	4,139.75
Property taxes	<u>3,871.12</u>	<u>0.00</u>	<u>3,871.12</u>	<u>3,518.98</u>
 Total expenditures	 <u>70,698.38</u>	 <u>0.00</u>	 <u>70,698.38</u>	 <u>43,180.70</u>
 Excess of receipts over expenditures (expenditures over receipts)	 <u>4,473.42</u>	 <u>168.27</u>	 <u>4,641.69</u>	 <u>(911.88)</u>
 Fund balance beginning of year	 <u>6,628.02</u>	 <u>7,627.37</u>	 <u>14,255.39</u>	 <u>15,167.27</u>
 Transfer to General Fund	 <u>7,795.64</u>	 <u>(7,795.64)</u>	 <u>0.00</u>	 <u>0.00</u>
 Fund balance end of year	 <u>\$18,897.08</u>	 <u>(\$0.00)</u>	 <u>\$18,897.08</u>	 <u>\$14,255.39</u>

President's Report 2025

Terri Hennessey

Heritage Hillsborough Inc. & the W. H. Steeves House Museum had a successful season with more notable progress towards the goals set out at year start.

We were fortunate to have employed three returning students this summer through provincial grants. We again did not have funds to secure a curator role this year. Volunteers from the board filled in for operational tasks and supported the students throughout the summer with daily check-ins and on-call accessibility for them during hours of operations.

We able to provide flexible scheduling arrangements for our students again this year with alternating weekends off, something our students greatly appreciated.

The students had a very productive summer and, in addition to offering tours, they carried out ongoing property maintenance, enhancements to our displays, research and acquisition of artifacts donated and planning/preparations for our two annual fundraising events.

This year, Association Heritage New Brunswick promoted the *Summer of History* and to honour this theme, we invested in continued education and learning opportunities for our students. Through this initiative our students got to visit other local museums with our Secretary/Treasurer, Karla, who coordinated and facilitated weekly daytrips. Students not only had the chance to see other museums but got to meet and network with the volunteers and summer students in similar roles to theirs. This was a fantastic experience that allowed us to learn about local history in New Brunswick and share ideas & best practices with other museums. Students leveraged new ideas to enhance our tours and displays as well as inspiration and tips to improve social media content. We will be looking to offer a similar opportunity again for our students in the 2026 season.

Through our ongoing efforts to improve collaboration with other historical organizations, we were thrilled to be entrusted with access to St Mary's Anglican Church, across the street from our museum. This has allowed us to once again expand our tours to include the church which holds ties with the history of our museum. We look forward to offering more tours of this unique property in 2026.

In July, we hosted a successful garden tea party as part of the Hillsborough Homecoming week events. We were fortunate that the weather cooperated allowing us to host the tea outside on the grounds this year along with croquet, yard sale and silent auction. It was a busy day with activities and a great turnout.

Overall, we had a successful season with an increase in tours compared to 2024. We celebrated our season close with a pizza party and outdoor activities with our exceptional staff.

Off-season, we hosted our annual Christmas silent auction fundraiser as part of the 23rd annual Christmas in the Country. This proved to be our largest and most successful auction yet.

We welcomed Emma Llewellyn from Pointe Taken Dance who setup her studio in the Egypt Room during our Fall & Winter off-season.

We hosted an additional 7 off season tours thanks to the ongoing dedication of our volunteers and closed the 2025 year off in a good position, meeting our financial targets with funds to support the museum's utilities and bills until we open again for the 2026 season.

Near the end of the year, HHI and Council collaborated to initiate talks with Heritage Standing Inc. for a structural assessment on the museum to be completed in early 2026. This assessment will provide vital information to support ongoing conservation efforts, grant applications and financial planning to protect this unique 213-year-old property.

Operations 2025

We were approved for 1 student for 8 weeks with Canada Summer Jobs. We applied for 2 but were awarded 1.

We were approved for 2 students for 12 weeks with the Community Museum program. (this is the program that is equivalent to SEED, but we don't apply)

We were awarded \$5,000 operating grant from the province. We asked for \$7,500, the program was based this year on a points system, and we didn't have the points for full grant. We have things to improve for the 2026 fiscal year (see Board)

The museum students began work on Monday June 16th. We opened for the Season on Thursday June 19th. The Museum closes on August 31st which is the Sunday prior to Labour Day. We do not have the funding again this year for a part-time manager position, so our Board Executive, Karla and Terri, have taken on this role.

We are open 10AM-5PM Wednesday to Monday [closed Tuesdays].

Currently we do not have funding for 7 days a week and be able to close the year in a solid financial position.

Visitors are up 36% over 2024. Gift shop sales are up 31%. Online sales are up 67% over 2024. We are very pleased with this.

Our student social media campaign got off to a late start and didn't have the presence of 2024 with only 7.6M impressions compared to the 12K of 2024, but the views of the few posts we did in 2025 posts were 3 times more than those of 2024. We are now up to 1960 followers.

Student Projects Completed

1. *Familiarization session – travel to other museums (1 hr visit) inspired by Zone (see attached PDF)*
2. *ParticipAction Community Challenge*
3. *Redesign & expanding front Victorian garden with historical plants*
4. *Create a Steeves Family exhibit*
5. *Redesign the “journey of the stief” exhibit*
6. *Redesign the Equipment room and create an artifact key*
7. *Redesign the Costume room exhibit*
8. *Updated the Parlor room exhibit*
9. *Redesign the Nursery room exhibit*
10. *Updated the Girls room exhibit*
11. *Updated the Master bedroom exhibit*
12. *Found 10 items that were not accessioned properly and added them to the collection*
13. *Created a collection inventory database for the Victorian women exhibit (as the previous one is no longer operational)*

14. *Research land grants and Monkton Nova Scotia*
15. *Researched Grindstone Island*
16. *Researched printing Samphire Greens*
17. *Update the gift shop with new items and new display racks*
18. *Repurpose gift shop display rack for exhibit*
19. *Expand the textile displays by adding 1 mannequin per room*
20. *Reserve list for Les Bowser publications*
21. *Created 2 social media reels with 3,431 views*
22. *Created a virtual tour of the upstairs for those with mobility issues*
23. *Created a self-guided tour in Spanish and German*
24. *Updated the self- guided tour in English and French*
25. *Increased museum artifact protection signage in German, English and French.*
26. *Approached the historic St. Mary's Anglican church next door and obtained permission to give tours.*
27. *Researched St. Mary's Anglian church and created a walking tour of the building.*

2026-02-10

Ian Barrett
Director of Operations
Fundy Albert Municipality
Hillsborough, NB
Operations@fundyalbert.ca

HERITAGE STANDING INC.
Engineering for old buildings

STEEVES HOUSE LEVEL 1 CONDITION ASSESSMENT

HSI Project No. 25548

Revision 0

**Dr. Tom Morrison, PEng, PhD, CAHP, APT-RP, Iscarsah
Principal Engineer**

E-mail: tmorrison@heritagestanding.ca
Direct Line: 506 292 6348
PO Box 66, Stn. A,
Fredericton, NB E3B 4Y2
Office: 506 459-3203
346 Queen Street, Fredericton NB
heritagestanding.ca

Contributing author:
Sophia Petrovich, MA: Research / Editing / Graphics



CONTENTS

1	Introduction	2
1.1	Goal & Objective	2
1.2	Technical References.....	2
2	Background	3
2.1	Historic Site Designation.....	3
2.2	Data Collection	3
3	Discussion.....	4
3.1	Process, Plan & Symptom Record	4
3.2	General Construction	5
3.3	Building Use & Building Codes.....	5
3.4	Global Movements	6
3.5	Attic Deterioration	6
3.6	Basement Deterioration	7
3.7	Moisture Control	8
3.8	Heating & Dehumidifying	12
3.9	Window Repair	13
3.10	Wood Stove Use.....	13
4	Recommendations.....	14
5	Conclusion.....	16
A	- Appendix A: The History of Steeves House	17
A.1	- Site History	17
B	- Appendix B: Historic Site Designation	24
C	- Appendix C: Onsite Observations.....	26
C.1	- Site Surrounding the House	26
C.2	- Roof and Associated Features.....	27
C.3	- Exterior Walls	29
C.4	- Interior Walls.....	32
C.5	- Foundation and Ground Floor Supports.....	38
D	- Appendix D: Knowledge Resources	40
D.1	- Conservation and Engineering Guides.....	40
D.2	- Historic Paint.....	40

1 INTRODUCTION

Heritage Standing Inc. (HSI) was engaged by the Fundy Albert Municipality to provide feedback on conditions at the Steeves House Museum at 40 Mill Street, Hillsborough, NB. The following is a visual-based Level 1 Condition Assessment of the structure and envelope of the building.

Our process for this project includes:

1. Documentation of current conditions
2. Assessment of symptoms of deterioration
3. A holistic review of collected data to understand the root causes of problems
4. Identification of options for next steps and our prioritized recommendations.

1.1 GOAL & OBJECTIVE

The Goal of the services provided is to help the Municipality (the current owner) care for the building and ensure any transfer of responsibility between the Municipality and Hillsborough Heritage Inc is done fairly and transparently.

The Objective of this assessment was to provide a visual-based Level 1 Condition Assessment of the structure and envelope to help establish the current state of the building.

1.2 TECHNICAL REFERENCES

HSI undertakes assessments in line with the following charters, standards, and codes (See D - Appendix D: Knowledge Resources, Section 0: D.1 - Conservation and Engineering Guides for more detail):

1. *ICOMOS Charter for the Analysis, Conservation and Structural Restoration of Architectural Heritage*
2. *Standards and Guidelines for the Conservation of Historic Places in Canada, 2nd Edition*
3. *The National Building Code of Canada*



Figure 1: The main stair

2 BACKGROUND

Since the construction of the original Cabin portion of the house in 1812, the building has evolved over time to meet a variety of needs. Based upon records held by the museum and interviews with museum staff, HSI has created an approximate timeline of known changes. This can be found in Appendix A: The History of Steeves House.

Repeated changes have led to the presence of different construction techniques and technologies, not all of which are compatible with each other.

2.1 HISTORIC SITE DESIGNATION

In 2009 Steeves House was recognised as a Provincial Heritage Site for its early connections to the Honourable William Henry Steeves and later to the local gypsum plaster mill managers. Recorded details of the site include its Heritage Value and the related Character-defining Elements. Further information can be found in Appendix B: Steeves House Designation.

HSI reviewed the site's Heritage Value and Character-defining Elements and used them to guide our recommendations.



Figure 2: Steeves House viewed from the east; the oldest portion of the house is seen on the right

2.2 DATA COLLECTION

The information upon which this assessment is based was gathered from the following sources:

- Provided by the client in advance of the site visit
- Verbal recollections from Terri Hennessey and Karla Reynolds of Hillsborough Heritage Inc. and written historical records sourced during the 2025-12-16 site visit
- Visual observations and general measurement information gathered during the 2025-12-16 site visit by HSI staff T. Morrison and S. Petrovich

Because most Level 1 Condition Assessments are constrained by limited historical information and single day assessments of site conditions, considerable conjecture is often necessary during evaluation, and new information may change our understanding of the building. Please notify HSI if any new information comes to light.

3 DISCUSSION

Conservation of unique heritage spaces can often be flexible, with several potential ways to achieve an intervention goal. We have found that repair projects generally benefit when owners/stakeholders are engaged in decision making. Benefits of involvement include

- Scheduling timelines and priorities according to financial or other constraints and
- Ensuring incorrect assumptions by contractors do not result in needless costs or loss of Heritage Value.

3.1 PROCESS, PLAN & SYMPTOM RECORD

HSI's process follows best practice for historical buildings as laid out in international charter. We find the clearest way to describe this process uses a medical metaphor in which onsite observations of problems can be equated with symptoms. These are evaluated in the context of the overall site condition and known historical information to diagnose the underlying illness. Treatment is the appropriate recommendation for healing the underlying illness as well as alleviating the symptoms. For example, a crack in a ground floor wall is a symptom. Movement in the foundation is the illness. Repair to both the wall and the foundation is the appropriate treatment.

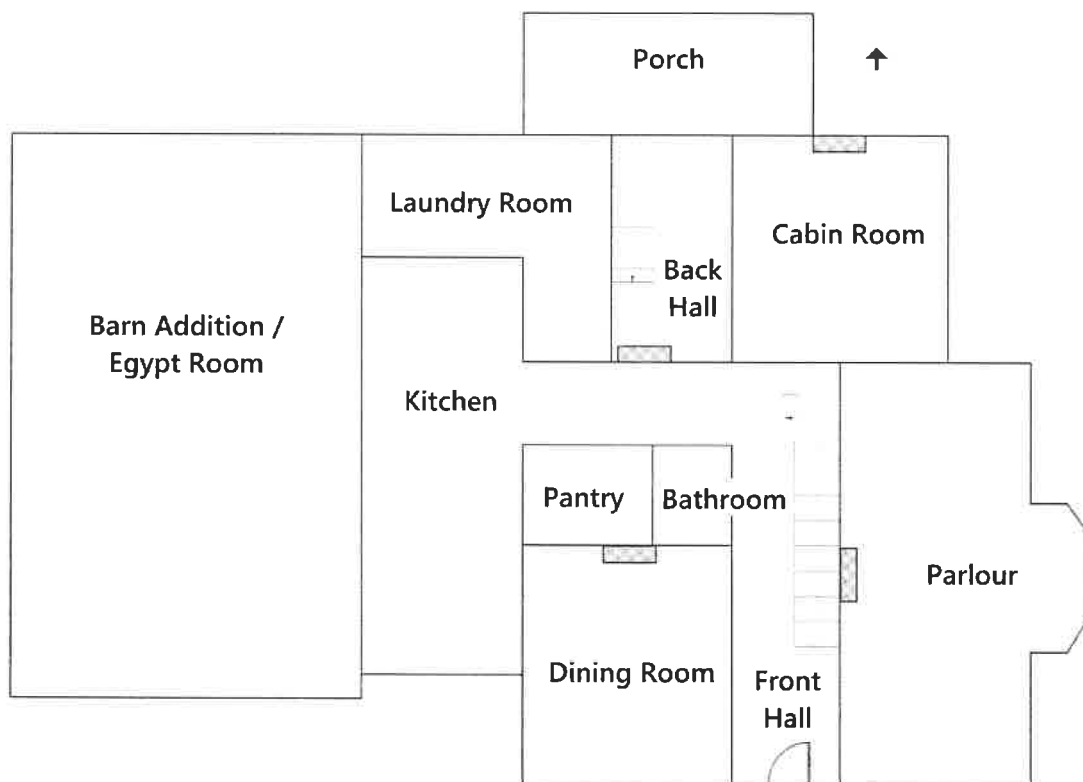


Figure 3: Current layout of Steeves House ground floor, with rooms labeled and original chimneystacks in grey

The following section contains a summary of general conditions, discussions, and recommendations. For documentation of the current condition with symptoms, see C - Appendix C: Onsite Observations.

3.2 GENERAL CONSTRUCTION

The house aligns with common regional vernacular construction techniques. The wood structure and mixed concrete block / stone foundation tends towards simple structural forms, and except in the newest regions does not appear to have been built with intentional design. The type of wood construction varies locally, tending towards simple structural forms such as rafters and simply supported joists. Most walls were designed to be or have become load bearing.

The foundation varies between unreinforced masonry foundation, parged unreinforced masonry, concrete block, and concrete. Some areas have more than one layer of materials.



Figure 4: Simple roof structure seen in the attic

3.3 BUILDING USE & BUILDING CODES

It is understood that the Fundy Albert Municipality, Hillsborough Heritage Inc., and the Steeves family are committed to maintaining Steeves House as a local museum. The building's use as a house museum has been constant for the last several decades. Currently, it operates from the end of June until Labour Day. The large room at the west end of the house is used as a dance studio during the museum's off season.

Based upon our understanding of upcoming plans, repairs to the building would likely not trigger application of the National Building Code of Canada (NBCC) as defined in Division A Clause 1.1.1.1.1) because they are addressing deferred maintenance items and not new construction or change of use. Building inspectors can request more information from the engineer, so there may be some dialogue required.

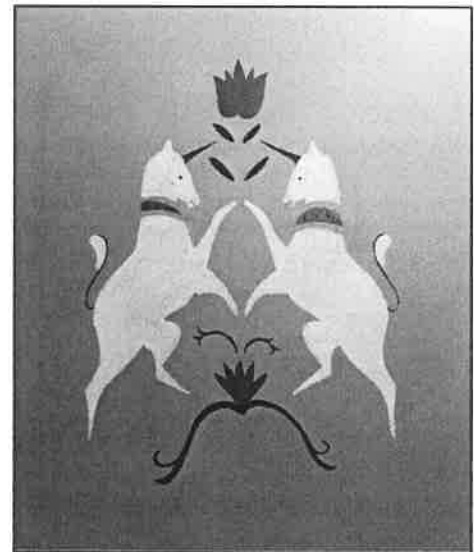


Figure 5: One of the many handmade stenciled designs scattered throughout the museum

If planned repairs or alterations do trigger the building code, please note that the code is not intended to be applied blindly to an older or historic building (NBCC Division A Clause A 1.1.1.1.1). Application of the code to the Steeves Museum would require professionals knowledgeable and experienced with similar cases. The code should not be used to justify the requirement of contemporary museum live loads (4.8 kPa) to the upstairs of a historic house museum (particularly, in this case, the attic). However, for spaces like the large Egypt room, there may be value in evaluating for higher loads due to its use for dance and because the ease of potential retrofits for the dance studio floor structure. Similarly, there need to be decisions on how the prior apartment above the dance studio will be used, as some uses will require strengthening of the floor.

3.4 GLOBAL MOVEMENTS

Buildings move constantly in small ways, while generally settling and spreading over time. Most movements that are caused by gradual uniform settlement are not a concern. Concerns arise where different local movements cause stress or associated problems.

In the basement, rot was observed in wooden sills and connecting beams and joists. This will cause cracking in locations above as the deteriorated wood collapses and reduces support to the structure above. The basement walls and joist to sill connections must be exposed to determine the extent of this problem. Once the damage is visible, foundation repairs can be designed.

Cracking around the porch appears to be linked to past changes and limited supports below the connecting wall. This area should be evaluated and repaired as part of a foundation repair project.

Outwards movements in all the exterior walls at Steeves House appear to be driving minor cracking. This appears to be a result of foundation movements, and strategically improving lateral connections should be part of future work once the foundation is stable. This could include improving connections between the wall structure and interior joists when work is occurring in an area.

Cracking around the western chimney appears to be linked to movements in the chimney stack. The wood supports in the attic need to be repaired to create stability.

Overloading in the second floor Barn apartment appears to be causing movement.



Figure 6: Horizontal cracking on inside porch wall



Figure 7: Historic photo showing extent of above-ground work done in 1983; note that the porch foundation was completely rebuilt at that time

Design repairs to foundation, chimney, and porch before doing cosmetic repairs

Reduce overloading in the Barn apartment

Strategically connect walls to joists when doing work in an area

3.5 ATTIC DETERIORATION

Some roofing boards have deteriorated allowing nails to loosen and making roofing failures more likely. The roofing membrane is locally visible.

Anticipate and plan for extensive wood board replacement at next roof replacement

3.6 BASEMENT DETERIORATION

The basement was constructed in several phases and multiple phases of interventions have taken place. Most of the foundation walls are concealed, but where visible bulging and deterioration were observed.

Roughly a quarter of the basement structure (both masonry and interior timber) needs some repair using compatible techniques and materials. Observed or presumed deficiencies include:

- Masonry shifting and bulging
- Wood deterioration and damage; notably posts in the central region of the basement all exhibit damage that is consistent with structural overloading
- Presumed deterioration in the hidden timber sill
- Some basement supports need to be re-established



Figure 8: Basement where walls are visible

Many of the deficiencies observed in the basement will continue to deteriorate over time and cause further problems in the upper structure. Fortunately, at the time of the site visit minimal damage appears to have resulted. Improved access to foundation walls and the joist and sill connection is required to understand the amount of repair required. Anticipate and plan for interventions in these areas in the near term.

Where the foundation is stone rather than concrete or concrete block, foundation repair should be designed with appropriate historical materials for longevity. Mortar should always be sacrificial compared to the masonry units, by design failing first so that the stone remains intact. Modern mortars are often incompatible with historic stones, causing the stones to fail either from changed moisture movement or load concentration.



Figure 9: Check/Split in wood post. Some checking is normal in historic wood, but patterns and colour in depth suggests some areas are showing splitting failure

Depending upon conditions found it may not make sense to reinstall any insulation. Vapour barrier use in this type of structure is inappropriate, and the batt insulation seen is likely vulnerable to mold.

Expose all foundation walls
Design masonry repairs using historic mortars
Improve basement supports

3.7 MOISTURE CONTROL

Approaches to moisture control in building construction continues to evolve. Contemporary construction practices in most areas of Canada and the US currently focus on stopping moisture traveling between controlled and uncontrolled areas, often using vapour barriers and other impermeable layers.

Construction technology during the 1800s did not try to stop moisture but instead aimed to keep its levels low enough not to cause problems. The focus was to reduce moisture sources, controlling them where possible and managing the remaining. Interestingly, current design practices in Western Europe have in recent years moved back towards a similar control ideology.

Because old buildings were not designed for moisture blocking systems the same as we do now, use of contemporary moisture barrier techniques in an old building can create long-term problems such as mold and rot. The following discussion is focused on controlling moisture entry and finding ways to manage any water that does enter; the aim is not 100% stop, as that is impractical at Steeves House.

3.7.1 SITE GRADES

Rain can increase moisture levels in a building when the ground slopes towards the building and the foundation materials are absorbent. The area immediately adjacent to the building can have a big influence if it directs the water from the roof back towards the building.

In buildings with historic masonry foundations, the use of an external water-proofing agent is problematic and recommended against because it is likely to trap moisture in the foundation which needs to exit for building health. If moisture is unable to exit it tends to cause deteriorating the masonry and the wood sill and lower wood structure.

Simply grading the ground slope to ensure water travels away from the building is a simple and important way to control moisture. By directing surface water away everything can dry more easily.

At Steeves House there is adequate space around the building for establishing proper drainage.



Figure 10: Ground slopes towards the building in many locations, generally matching areas with more deterioration

Grade ground appropriately to direct surface water away from building

3.7.2 SIDING NEAR THE GROUND

Typical construction practice avoids wooden material near grade as much as possible. There is usually at least 200 mm (8 inches) and often more than 300 mm (1 foot) of concrete, stone, block, or brick in the wall surface between the top of the ground and the bottom of the wood siding in a house. This space is important for moisture control in two key ways: it provides space for moisture to evaporate out of the wall surface below the wood, and it provides an area where falling water can splash back without saturating the more vulnerable wood.

At Steeves House there are areas, particularly around the back (north) side, where the gap between the wood siding and ground is insufficient. Likely the original house had adequate clearance, but landscaping the surrounding area over the past two hundred years has led to the current state. The ground surface can be adjusted to re-establish adequate spacing.



Figure 11: Wood siding too close to the ground and ground slope directing water to the building

Lower ground surface locally immediately adjacent to house

3.7.3 ROOF DRAINAGE / GUTTERS & DOWNSPOUTS

Rain falling on the roof needs to be directed away from the building quickly and easily. The more complex the water management system, the less durable it tends to be.

At Steeves House most of the gutter and downspout systems appear to be damaged or ineffective. Around the inaccessible east dormer, the gutter system has failed. Locally, downspouts are directing water towards the foundation, contributing to failure of the masonry.



Figure 12: Failed guttering around east dormer



Figure 13: Downspout directing water directly onto foundation masonry

Remove or repair failed guttering/downspouts; design and install appropriate system

3.7.4 PLANT GROWTH

Traditionally the space immediately adjacent to a building is kept clear of plant growth. Practically this makes maintenance and repair easier, but it is also important in moisture control, as plants immediately neighboring the building block airflow and light to create regions of higher moisture.

At Steeves House where the plant growth is too close to the building, there is higher moisture driven deterioration.



Figure 14: Plant growth abutting the house at one of the dampest regions in the basement

Remove plant growth around foundation and ensure trees are trimmed back to not encroach on the house

3.7.5 CHIMNEYS

Water infiltration around chimneys typically occurs at the top and at the roof level. At Steeves House, chimneys have flashing and cap deficiencies that appear to be allowing water entry.

Without a chimney cap or other projection against water entry, an open top is an easy path for moisture entry. Originally a chimney flue was constantly in use year-round and the heat negated any threat from rain entry, however current use is not the same. The approach to fully seal a chimney at the top causes problems as it traps moisture that passively enters the flue and which would otherwise exit out the top. A chimney that is occasionally in use needs an adequate chimney cap for proper function and draw of the flue, while a chimney that is no longer in use needs a cap that is vented.

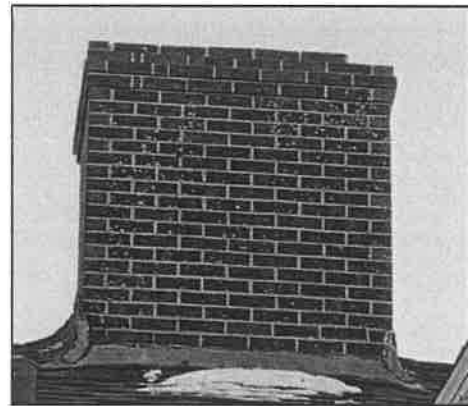


Figure 15: Western Chimney

At the roof level, flashing deficiencies often develop over time. Flashing at the chimney is an interface between roofer work and masonry work and details can get missed where scopes overlap.

If the masonry of the chimney has deteriorated, moisture can enter where mortar joints have failed.

At Steeves House there were no obvious chimney caps, and there appeared to be masonry damage at the crown of the western chimney. The flashing was untidy and is suspected to be the source of some moisture entry.

Install appropriate chimney caps, repair chimney masonry and flashing

3.7.6 WALL AND PAINT BREATHABILITY

Historical buildings need passive air movement and breathable construction materials to be healthy and not trap moisture.

Historic paints were likely either limewash or linseed oil based, both of which are breathable. Contemporary paint is polymer-based and has negligible breathability in comparison. Although they are not yet commonly used in Canada, there are now traditional linseed oil paints on the market which do not use lead but zinc as stabilizer (see D - Appendix D: Knowledge Resources 0 D.2 - Historic Paint).

In some instances, owners select to replace all clapboard so as to avoid potentially difficult paint removal. If this is worth considering often depends upon historic value of the physical siding, labour availability, and the type of project an owner wishes to undertake.



Figure 16: Example of paint deterioration

Paint deterioration at the Steeves House is not more pronounced near roofs and lower in the walls. Repainting could be done gradually by region or as a major project. The project scale will likely influence the best approach in paint removal.

Paint clapboard and trim with historically appropriate, breathable paint

3.7.7 VENTILATION THROUGH ROOF STRUCTURE

Ventilation in Steeves House connects to the functioning of the roof system and ice-dam driven damage. Because most of the roof surface is insufficiently vented and the roof profile allows for ice buildup, there is the potential for ice damming around roof edges that will lead to moisture infiltration.

It may be possible to build a secondary roof surface on top of the existing roof deck, creating a ventilation space between decks. This would mean adjusting the roofing design and profile slightly. This may increase roof loads, and there are design details possible that would strengthen the roof at the same time to accommodate this change. Remediation of this may be a larger task, and it may be worth attempting to control other moisture in other ways first.



Figure 17: Example of roof detail

Alternatively, accommodate the existing roof detail and plan on greater maintenance needs. Consider techniques like winter venting of upstairs or providing continual heat.

Decide on roof ventilation direction, plan and execute

3.8 HEATING & DEHUMIDIFYING

Historic house museum managers are commonly told that it is important to heat and dehumidify the house, but the reality is more complicated.

The museum artifacts and the physical health of the building must be considered separately. Some contents may require specific environments for their long-term care, and this report does not speak to those considerations.

In terms of building health, the controlling of the interior climate is typically done with the goal of avoiding excessive moisture build up and thermal stresses on materials through mechanical climate control.

Moisture can build up from the sources discussed above, and during the winter be exacerbated by condensation of warmer, humid air against cold surfaces. This accelerates deterioration around windows. A building can be cooler and remain healthy if the humidity in the air inside the house is similar to the level of humidity in the outside air. Good air movement between inside and outside helps achieve this.



Figure 18: Interior frost from condensation buildup on a north facing window

In historic basements with stone foundations, dehumidifiers can be problematic because they create regions of low moisture which encourages water vapour movement into the basement from areas of higher moisture. The Steeves House foundation is breathable and therefore mechanically dried interior basement air will create an imbalance that draws moisture in through the foundation walls and from the surrounding soils. In addition, dehumidifiers are prone to overflowing and lack of maintenance (including mold risks). Recognising there are occasions where dehumidifiers are the best of less ideal options, where possible best practice is using ventilation for moisture control whenever possible.

The amount of heating required for a building's health is related to air flow and the surrounding environment. There are methods for gradually cooling and drying a building alongside exterior air so that it can safely sit unheated during the winter. This is a process which requires some monitoring to establish best design. Alternatively, simply improving air flow and lowering interior temperatures to ten to fifteen degrees can greatly reduce upkeep costs during the winter when the building is not in use.

It appears to be possible to isolate different zones in Steeves House if the desire is to reduce heating during the winter months.

Design an appropriate ventilation system

Create a plan for winter heating

3.9 WINDOW REPAIR

Numerous guides exist to direct appropriate repair of historic windows. Many of the windows need maintenance work (putty and paint), however, most are fundamentally solid. This work could be well suited to an attentive and diligent summer student.

Some windows will require a heritage carpenter for more extensive repair of the wood frames. To reduce heating costs, there may be value in building winter storm windows for those window that are lacking, which again will require a heritage carpenter. There is historic carpentry program in PEI whose students are well trained on this type of repair.

Ideally, repair will use compatible products to match the building systems and not cause further problems. For window repairs use traditional linseed putty, oakum if needed, and traditional linseed oil paints. Infrared Speedheaters can be used to safely remove old paint or putty. We strongly advise against using heat guns or other heat-based strippers due to their propensity for volatilizing any lead in the old paint.



Figure 19: Condensation and deteriorated paint on west facing attic window

Historic England has an excellent free guide to the maintenance and repair of historic windows that can be found here: <https://historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/>.

Repair deteriorated areas, putty, and paint windows
Potentially create storm windows where lacking

3.10 WOOD STOVE USE

There is no plan to use the fireplaces, but the Client would like to use the unconnected, antique woodstove in the Cabin Room (Figure 20).

Before being used, the stove will need to comply with fire safety regulations, including installing non-flammable surrounds. While it appears to be in good condition it is not certified by contemporary systems, so it will likely need performance evaluation by a specialist.

The adjacent chimney stack is no longer present and no longer extends through the roof. Recreating the lost chimney would be difficult to do appropriately while meeting conservation guidelines, but installing a new metal chimney pipe would be relatively easy and involve limited impact to the roof above.



Figure 20: Lunenburg foundry stove

Hire a specialist to evaluate and install stove, surrounds, and chimney pipe

4 RECOMMENDATIONS

Based upon what was seen during the visual inspection, and considering the desired direction indicated by the community, HSI has developed a list of recommendations. These are ordered in what is seen as a logical order to undertake the issues:

Recommendations:

1. Expose the interior side of the exterior foundation wall.
 - a. Remove all insulation and vapour barrier sheets. Vapour barrier and existing batt insulation should not be re-used.¹
2. Repair exposed masonry
 - a. Will benefit from professional design as some techniques and products masons are restricted from using unless an engineer takes responsibility²
 - b. Building exterior, in the worse cases go below grade up to 300 mm (1 ft), otherwise focus on where failed or loose³
 - c. Building interior, repair areas of failure, bulging, and loose mortar full height
 - d. Masonry work to use compatible mortar – do not use Type N or Type S mortars (these are typical in contemporary masonry projects).⁴
3. Improve basement supports
 - a. Strengthen supports being overloaded
 - b. Re-establish supports that are missing or have become unengaged
4. Repair deteriorated sills, beam ends, and joist ends⁵

¹ Depending upon conditions found it may be best to not reinstall any insulation. Vapour barrier use in this type of structure is inappropriate, and the batt insulation seen was suspected of being vulnerable to mold.

² There are a small number of masons who would independently be comfortable with the materials and techniques, however as we frequently see the consequences of incompatible products used with the best intent, HSI now recommend design for this type of masonry maintenance.

³ Typically there is no need to do work on exterior masonry more than 300 mm below grade when undertaking repairs like this. The soil has protected the joints. Damage can go a little below grade, so address that. Do not use any membranes directly on masonry.

⁴ Mortars often considered include Type O (with a 1/2/8 or similar composition, although HSI has seen incorrect limes used in this mix), Hot Lime mixes, NHL 2 or 3.5. All these mixes are non-standard and can more commonly be mixed or applied incorrectly. Design based upon testing recommended.

⁵ Better visibility is needed, but it is anticipated that 15% of joists and beams require repair, and likely over 50% of the sill. Exact repair technique will depend upon location, consolidation, sistering, and replacement are all likely.

5. Stiffen wood structure around the chimney⁶
6. Remove plants growing beside the building
7. Regrade around the site to direct the water away from the building and provide hard surface at the lower wall⁷
8. Repair gutter (eavestrough) system, re-establishing downspouts and ensuring water is effectively directed away from the building⁸
9. Repair chimneys and install vented caps
10. Reduce storage load in the upstairs of the western addition⁹
11. Conserve windows, putty and glass
12. Repair assorted exterior defects in the building, including trim siding and around windows
13. Paint the building using a traditional linseed oil based paint
14. Repair concrete front steps and wooden decking as needed
15. Undertake repair of interior finishes and surfaces

Many of these repairs will require specific decisions to be made at the work face while work progresses and those currently unexposed conditions are revealed. The importance of good relationships with craftspeople cannot be overemphasized. Using a traditional fixed price model places all the risk associated with the unknowns on the contractor, and we have found that most experienced contractors are uncomfortable with this approach when working on historical buildings.

⁶ Potential roof work and flashing work are linked to this, however potentially less urgent. Next time the roof is worked on new flashing work should be done (both layers of flashing). Roof work may be desirable sooner to reduce ice damming, or it could be delayed and accommodated.

⁷ Where the siding can not be spaced further from the ground level it may be worth adjusting the assembly to provide additional moisture protection to both the siding and the inner structure locally.

⁸ Optional to consider a more robust system than residential eaves through and downspouts. Residential systems tend to require a lot more maintenance.

⁹ Long term plans could strengthen floor systems, however as a simple short term action reducing the load will reduce stress. Wood reacts differently to long term stresses than it does to short term stresses.

5 CONCLUSION

We understand the importance of Steeves House to the Steeves Family, the Hillsborough community, and the history of Confederation. The continued connection to the Steeves Family is very important in terms of the site's Heritage Value, and that formal connection should be encouraged.

Based upon stakeholder feedback, we have tried to tailor this report to help preserve the building's Heritage Value by:

- Clearly documenting available and relevant historical information in an easily accessible format
- Documenting in detail the condition of the house on the day of the site visit, both to establish a framework for interventions and as a historical snapshot recorded for the future
- Outlining needed interventions to ensure there are limited surprises for the new owners if the building changes hands
- Creating recommendations for repairs that are in line with best practices for historical buildings

This report aims to provide a solid first step towards ensuring the museum can remain open and viable, while providing a long term resources and reference.

Please let us know if you have any questions.



Figure 21: William Henry Steeves (circled) and the other Fathers of Confederation 1867 (photo in Steves House museum)

A - APPENDIX A: THE HISTORY OF STEEVES HOUSE

Conservation incorporates understanding the evolution of a building over time, including identifying both the original design and interventions to the original structure. Inappropriate interventions to the structure or building envelope can sometimes damage a building as they alter prior relationships. Steeves house has seen multiple changes in its 200+ year history. By tracking these changes, HSI was able to gain a deeper understanding of the building. The plans in this section were drawn to clarify the different phases. Note that these have approximate measurements and details are limited. Layout was primarily derived from the c.1980 hand-drawn plans.

A.1 - SITE HISTORY

Information was gathered from generally unpublished documents provided by the Steeves House Museum. Information is incomplete and may not be entirely accurate. Sources included recollections, photos, the 1999 Provincial Historic Site application, and a hand drawn plan from ca.1980 renovations that noted original structures which are currently hidden. Where possible, information was corroborated with onsite observations. Structural information used in this report has been highlighted.

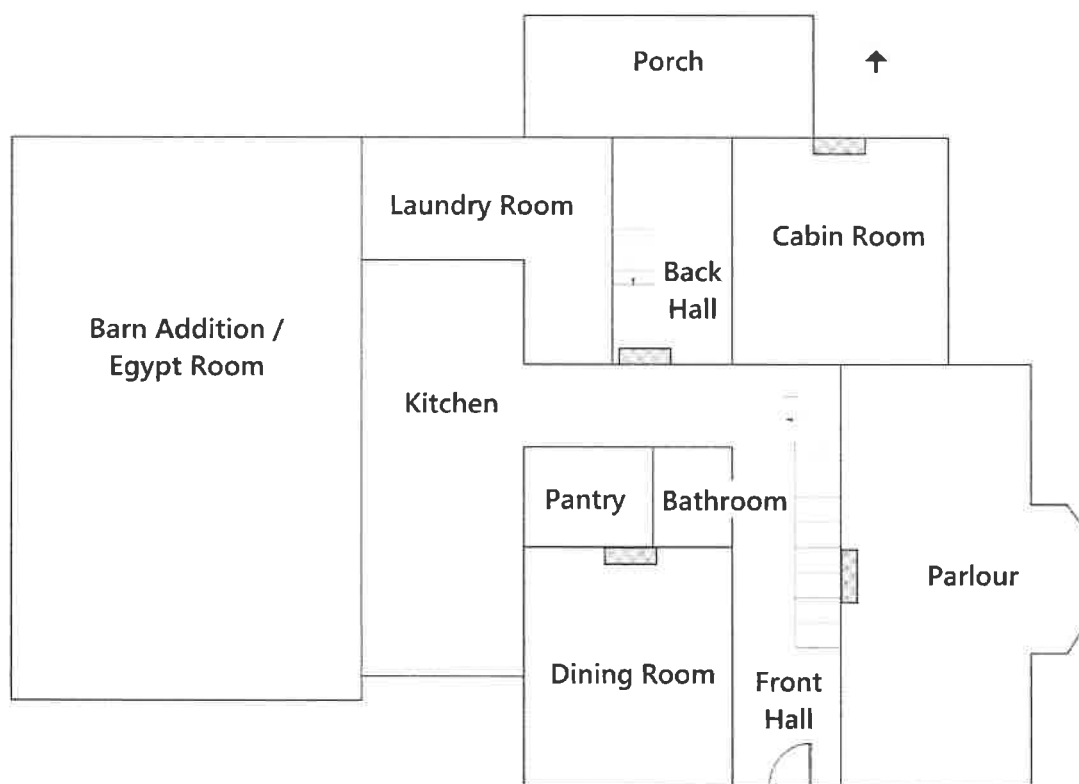


Figure 22: Current layout of ground floor, with rooms labeled and original chimneystacks in grey

A.1.1 - THE 1812 HOUSE

The original house was built by Joseph Steeves, father of William Henry. This portion of the house comprises the northeast corner of the current building (Figure 23). It included: the room known as

“the Cabin”, a birthing room, a family room with hearth, a small pantry, and a summer kitchen built into the root cellar. There was a lean-to at the back and a low attic with stair access that was used as a dormitory for Joseph and Rebecca Steeves’ 11 children. Based on notations on 1980s plans and the fact that the Cabin room does not hold sufficient space for all listed aspects of the original house, HSI suspects that contrary to the Client’s current understanding, the original structure also included the area to the west of the Cabin. The main entry faced east rather than south as it does today (Figure 24). It would make sense for the blocked dormer on the north corner of the east wall to belong to this phase, and it would likely have had a match on the other side of the original main entry which was removed at some point when the roof line changed.

In 1814 William Henry Steeves was born and probably remained in the house until ca. 1835-1839 when he married and moved into own residence in town.

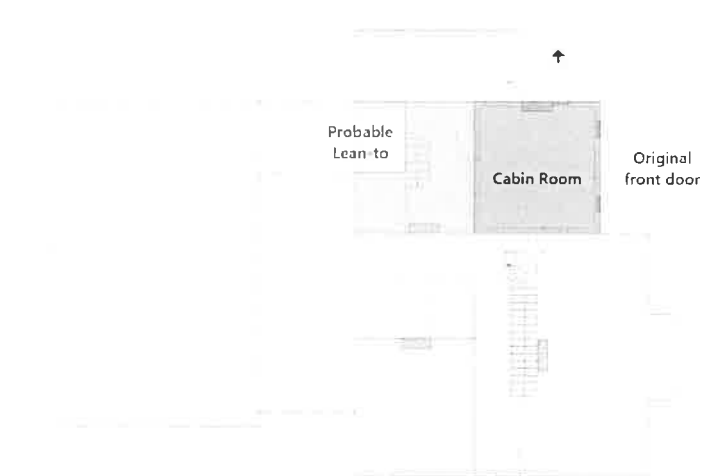


Figure 23: Layout of 1812 house, set into outline of current building, note the east facing orientation of the main entry and the hatched area to the left of the Cabin room that was likely part of the original structure



Figure 24: Potential 1812 reconstruction (some form of front stairs would have been required)

A.1.2 - THE C.1840 HOUSE ALTERATIONS

In c.1840 the original house was added to, creating the colonial house which included four bedrooms, a main stair, two parlours, and dining room (Figure 25). The original house became the servants’ quarters. “Cisterns were probably built in this era, holding between 3-5000 gallons of water. This was pumped through the house at a later stage and later still used in the hot water systems.”¹⁰ The main entry of the house at this point would strongly resemble its current configuration (Figure 26).

¹⁰ Detail from unpublished museum notes

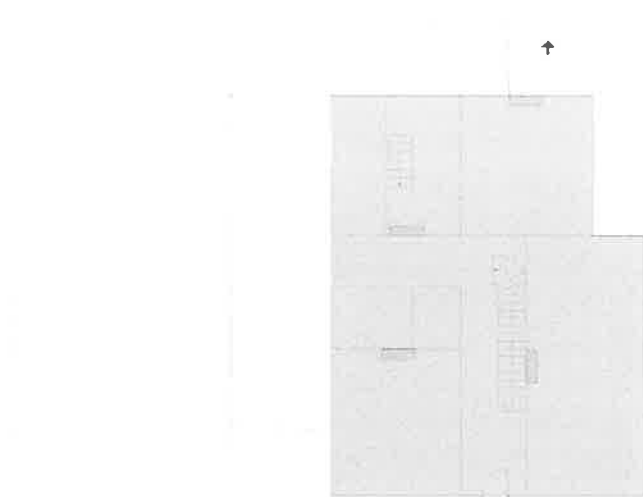


Figure 25: Layout of c. 1840 house, set into outline of current building, note that the orientation of the main entry has changed to south-facing



Figure 26: Current front entrance which likely resembles the c.1840 configuration

A.1.3 - ALTERATIONS BETWEEN LATE 1800S TO 1900S

Multiple changes took place around the 1900, and the house gained its current structural footprint (Figure 27).

- 1871 the house was sold out of the family to Albert Manufacturing Co. and the manager (the son of Albert Tomkins) moved into the house. Changes that were probably made in this era include:
- c.1871 a gambrel-roofed structure currently called either “the barn” or “the Egypt room” was moved to its position just west of the house
- c.1880 a front porch was added.
- c.1900 a kitchen wing was added joining the semi-finished Egypt room to the house. A back porch was added to the house. The house size increased significantly.
- Two bay windows were installed (Figure 28) and the walls between the two parlours and two small bedrooms were removed and later replaced in a slightly different location.
- Sometime in the 20th century hardwood floors were installed.

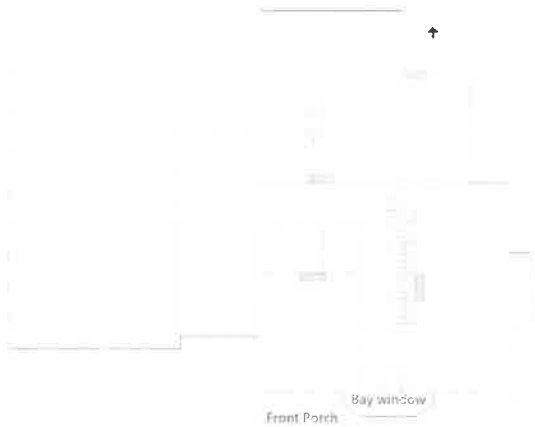


Figure 27: Layout of the early 1900s, set into the outline of the current building; note the front porch and bay window



Figure 28: Ca. 1920, with front porch and bay windows still intact; the Egypt room addition is visible on the left

A.1.4 - CHANGES 1932 TO 1976

Starting in 1932 the building began to have more changes made alongside a change in ownership. In summary these changes include:

- 1932-33 Canadian Gypsum acquired the Albert Manufacturing Co. and properties including Steeves House and its detached 19C barn which was at some later date destroyed in a storm. The house was remodeled at that point and, “three of the original four fireplaces were retained.”¹¹ The chimney stack in the Cabin room was the one that did not survive (Figure 22).
- Further phases of remodelling followed. At some point during Canadian Gypsum’s ownership, the house began to decline.
- c.1947, the back porch was described as looking like two small veranda rooms connected by the backdoor steps, which is still the current configuration. A “back kitchen” was probably located in the current laundry area where the angled beam is still in place. The Egypt room was used for wood storage.
- c.1948-50 Sheetrock was installed in the kitchen and hall ceilings, one bedroom, and the living room. The large bay window located above front door was removed. The upstairs bathroom was completely remodeled, and a half bath was installed downstairs.
- 1951 a new electric water heater replaced previous gas heater.
- Post 1951 The front porch was removed after it “fell down”.
- 1959 a new oil heating system installed, replacing the “Iron Fireman Type Stoker”

¹¹ All quoted details in this section are from unpublished museum notes

- 1967 the kitchen was remodelled, adding 10 feet of cupboard space by reducing the area of the back kitchen. A small breakfast nook (the well-lit area by the front door which is now the entry to the dance hall) was added. A vanity and linen closet were added to the upstairs bath.
- Pre1977 the house was left empty when last of the managers refused to live in it.

A.1.5 - HISTORY OF HOUSE 1977 TO 1990

In 1977 the house was leased on a rotating basis by the Steeves family inc. working with the Heritage Hillsborough Community Committee. At this point, the house was in poor condition. The plaster was extremely decayed and some of the ceilings had fallen. Several old fireplaces had been hidden behind walls.

During 1981-82 the NB government took ownership. Interventions that took place between 1980-84¹² include:

- A concrete slab was poured in the basement.
- The oil furnace was replaced with electric.
- Roof repairs took place, with \$600 of new shingles purchased.
- The laundry room ceiling was patched and painted.
- A new floor was laid in the back porch.
- 21 storm windows were painted, and a new sash was made.
- The exterior was painted.
- The grounds were landscaped.
- Decorative stencils were painted.
- The Egypt room windows were redone.
- 1983 the back porch room completely rebuilt.
- 1984 the main staircase was refinished.
- 1983 to 1990 a second storey gable room and deck behind the Egypt room was built (Figure 29 and Figure 30) There is no record of how well this addition was structurally integrated.

¹² The drawings from that time record the original locations of walls, doorways, and windows where they were discovered during repairs.

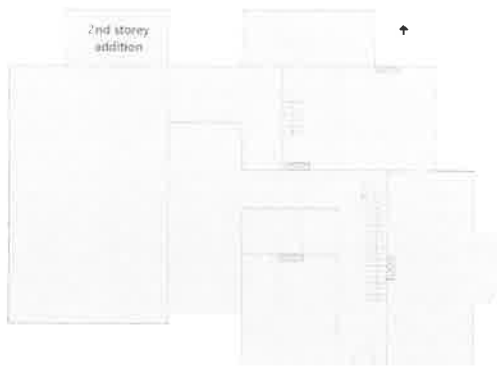


Figure 29: Layout ca. 1980s to 1990s, set into the outline of the current building; a second storey addition has been added behind the Egypt room and the front porch and front bay window have been removed

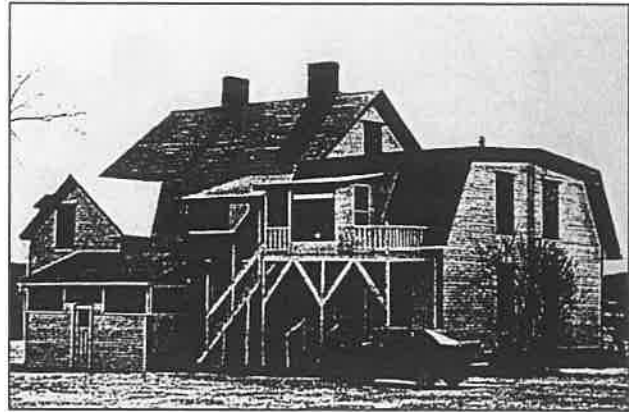


Figure 30: 1999 photo of rear Egypt room addition

A.1.6 - FROM 1990 TO PRESENT

At some point since 1990, the house took on its current form. During this period, the repairs to the building have continued. Records indicate:

- 1990s the kitchen was remodelled.
- 1999 The apartment was created. Repairs included painting and minor non-structural repairs.
- 2003 The gambrel-roof of the Egypt room was replaced. The second floor gable room and deck behind the Egypt room was removed. There is no record of when that addition was built or how structurally integrated it was.
- 2005 Windows were re-puttied, eavestroughs and clapboards were repainted, the exterior was repainted, and the basement hatch was replaced. The record of these repairs was brief, and it was not possible to determine their extent.
- 2017 The roof was redone.

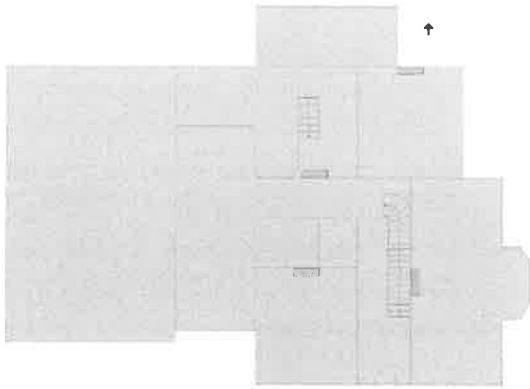


Figure 31: Current layout of Steeves house



Figure 32: Current exterior documentation



Figure 33: Current exterior documentation



Figure 34: Current exterior documentation

B - APPENDIX B: HISTORIC SITE DESIGNATION

Steeves House was granted Provincial Heritage status in 2009 primarily due to being the birthplace of the Hon. William Henry Steeves, but also due to housing at least seventeen mill managers from the Albert Manufacturing Company / Canadian Gypsum Company (the principal local employer).¹³

It is important to understand what makes the building special and worthy of unique attention. Parks Canada uses Heritage Value and Character-defining Elements as a critical part of designating what makes a heritage building worth conserving. Heritage Value comprises the intangible properties or connections of a building that make it unique and valuable. Heritage Value aims to capture why the building was important, why it is important, and why it will be important for future generations. Character-defining Elements are typically physical characteristics that contribute to the heritage value, described as “the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of a historic place, which must be retained to preserve its heritage value.”¹⁴

According to the Canadian Register Historic Places:¹⁵

The character-defining elements relating to the architecture of the house include:

- original one-room cottage discernable from nearly 200 years of extensions and alterations relating to the progression of occupants of the home
- large attached barn
- central wooden door with sidelights
- evenly-spaced 6-over-6 windows
- bay window on the east façade with six 4-over-4 narrow windows affording a view of the Petitcodiac River
- wide corner boards with capitals and original clapboard siding
- window and entrance entablatures
- two chimneys, one of which is placed at right angles to the ridge board



Figure 35: Dining room fireplace

¹³ <https://www.historicplaces.ca/en/rep-reg/place-lieu.aspx?id=13983>, sourced 2025-10-09

¹⁴ <https://www.historicplaces.ca/en/pages/standards-normes.aspx>

¹⁵ Text in blue quoted directly from <https://www.historicplaces.ca/en/rep-reg/place-lieu.aspx?id=13983>, sourced 2025-10-09

- raked chimney visible in the attic
- masonry constructs in the basement, including two large water cisterns used to heat the home and thick tapered stone wall

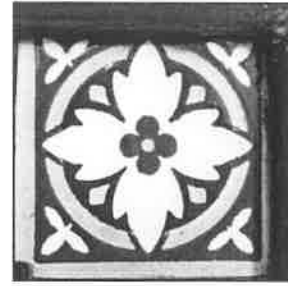


Figure 36: Historic dining room fireplace tile

The character-defining elements relating to the interior of the residence include:

- four fireplaces (Figure 35)
- curving central staircase with mahogany railing
- original crown moulding in the dining room and bright blue tiles around the fireplace (Figure 36), said to be from the 18th century
- narrow servant back staircase featuring thick glass inlays in the stair treads (Figure 37)
- several unusual storage areas with concealed shelves



Figure 37: Servants' stair showing light through glass prism inlays

Discussion on site indicated that some of these character defining elements could be better labelled. For example, the 'attached barn' reference does not appear to match other records, although the region can be easily identified.

C - APPENDIX C: ONSITE OBSERVATIONS

Tom Morrison (Principal) and Sophia Petrovich were onsite on 2025-12-16 for visual evaluation and documentation of the current condition of the house and reviewing available archival materials. Graphical documentation included photography and lidar scans.

C.1 - SITE SURROUNDING THE HOUSE

Moisture is damaging Steeves House foundation and exterior surfaces.

To ensure sufficient and light reach the building, vegetation present immediately next to the building should be removed and adjacent trees should be kept trimmed so that they do not encroach on the walls and roof.

The ground slopes slightly towards the building on all sides, funneling water towards the foundation.

The gutters and drainpipes are damaged or insufficient in multiple places (Figure 38 and Figure 39):

- A. Drainpipe does not drain away from foundation
- B. Drainpipe drains directly onto foundation masonry
- C. Drainpipe is crushed and not fully functional
- D. The roof gutter has failed, and the drainpipe drains into the ground to unknown destination
- E. Drainpipe drains into the ground to unknown destination
- F. Drainpipe extends away from house, but ground slope funnels the water back to the foundation of the back porch



Figure 38: Gutter/drainpipe deficiencies at the south of the house



Figure 39: Gutter/drainpipe deficiencies at the north of the house

To ensure that water is funneled away from the building, the ground surface should be landscaped to ensure adequate drainage, and the gutters/drainpipes should be repaired.

The front step and deck require non-urgent repair. There is concrete deterioration, particularly under the wood decking that leads to the kitchen door (Figure 40).



Figure 40: Deterioration visible on front step and decking

C.2 - ROOF AND ASSOCIATED FEATURES

C.2.1 - ROOF SURFACE

The roofing has deteriorated over time and appears to be providing less than ideal anchorage for roofing nails. This will make the roofing more vulnerable to being lost in high winds.

C.2.2 - ROOF STRUCTURE

In the accessible attic the underlying roof membrane of the main part of the house sits on old boards, many of which are deteriorated and will need to be replaced (Figure 41). The roof structure visible in the attic is a rafter based roof with a collar tie connecting the two sides of rafters near the top.

Most roof structure was not accessible. North of the main attic, viewed through the ceiling hatch at the top of the servants's stair, a lower portion of the roof structure was visible. At this location an exterior wall of the c.1840 addition was visible (Figure 42).



Figure 41: Blue roof membrane showing through deteriorated boards



Figure 42: c.1840 exterior wall seen through hatch north of main attic

The attic of the Egypt room/Barn addition of the house was not accessible during the site visit.

C.2.3 - CHIMNEYS

The western chimney was built at a slight angle (Figure 43 and Figure 44). Although angling a chimney stack was not an unusual construction during the period of construction, the wood supporting the leaning stack has deteriorated over time allowing chimney movement and moisture ingress. This has led to further accelerating deterioration. It appears that some of the flashing may be damaged and not performing sufficiently.



Figure 43: The two chimney stacks, the angled chimney is the one on the left (west)

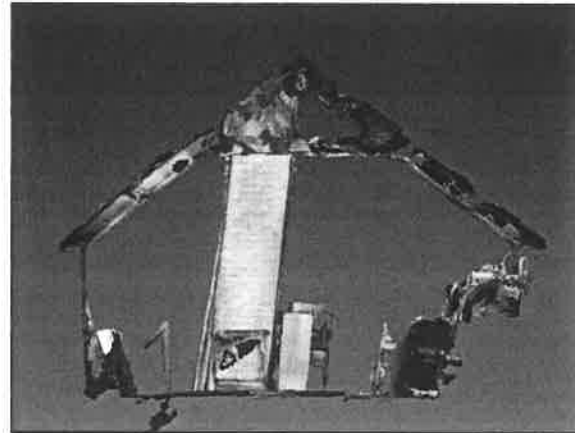


Figure 44: Lidar scan of attic showing angled west chimney

The east chimney in the attic is in poor condition, with multiple holes visible from the attic and extensive moisture damage on both faces (Figure 45, Figure 47, Figure 48).



Figure 45: holes visible in west side of chimney, just under roofline



Figure 46: Extensive moisture damage visible on east side of chimney



Figure 47: Detail of moisture deterioration on east side

Due to the weather, it was not possible to use the drone to examine the top of the chimneys in detail. From various surrounding views there appears to be some loss of bricks from the top of western chimney, some damage to flashing to both, and no obvious chimney caps. It is possible that the chimneys have been sealed in a way that can not be seen.

Ideally, if any chimney flues are in use they should have a chimney cap, while all flues regardless of if they are active should be vented. Moisture will build up in a chimney flue and it is best to allow it to vent.

C.2.4 - OTHER

Attic ventilation is through vents in the two end windows. It appears to be providing benefit, although from the moisture staining around the windows there is still enough moisture retained inside on cold days to cause condensation on the glass.

Rodent excrement was found in the attic during the site visit. Staff also reported prior hornet issues.

C.3 - EXTERIOR WALLS

As the house has had multiple additions over time no single wall is a continuous structure.

C.3.1 - FRONT WALL

The front of the building was found to be leaning slightly forward. This lean will cause some stress to the structure but does not appear to be causing problems. General monitoring of the condition should be adequate.

C.3.2 - NORTH WALL

A horizontal crack runs the length of the structurally exterior wall of the house, inside the porch (). Observations below the porch area revealed evidence of multiple changes to the structure. Museum documents support a history of moisture issues and reconstructions with an extensive rebuild in 1983. Without further records, it remains unknown if a prior failing porch area pulled on the house causing the observed cracking. Monitoring the cracking to determine if movement is active would be the most prudent course of action.



Figure 48: Inside wall of back porch, crack marked in orange

The rebuilt foundation and lower structure of the porch area is significantly different than the surrounding structure and does not appear to be fully compatible, this will be discussed in section 0 on page 37.

C.3.3 - NORTHEAST DORMER

This structure has been closed off from the inside of the house (Figure 49). It is in poor condition and should be investigated further, particularly since there is moisture damage evident below it in the Cabin room.



Figure 49: Northeast dormer

C.3.4 - SURFACES

Paint failure is extensive (Figure 50), with the most serious deterioration visible on the north side of the house. Where moisture has been able to collect and vulnerabilities exist the wood has deteriorated from rot; this is most evident around windowsills (Figure 51), openings, and around flashing (Figure 52).



Figure 50: Detail of visible paint deterioration at front of house

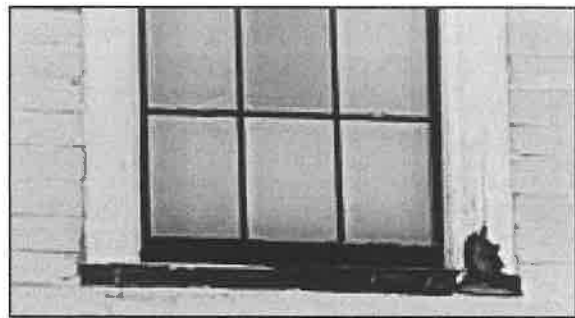


Figure 51: Area of extreme sill decay on east wall of building (rear bedroom)

General surface deterioration of the paint seems remarkably advanced considering if the noted 2005 repairs included re-puttying all the windows, repainting all the eaves and clapboards, and repainting the entire exterior. Re-puttying of the windows should last longer than the 20 years.



Figure 52: Areas of extensive surface damage marked in orange

The siding on entire northeast corner of the building, including the back porch, is currently too close to the ground. This exposes it to more moisture splash back from rain which contributes to greater deterioration. Site work to lower the grade and ensure good drainage way from the building would improve conditions.

Maintenance work is necessary and should include local wood repair and full repainting. Best practice would be to use a period-appropriate linseed oil paint that would allow moisture to exit the building

through the walls instead of the current acrylic-based paint that traps moisture inside the wood (See D - Appendix D: Knowledge Resources, Section0 D.2 - Historic Paint).

C.3.5 - WINDOWS

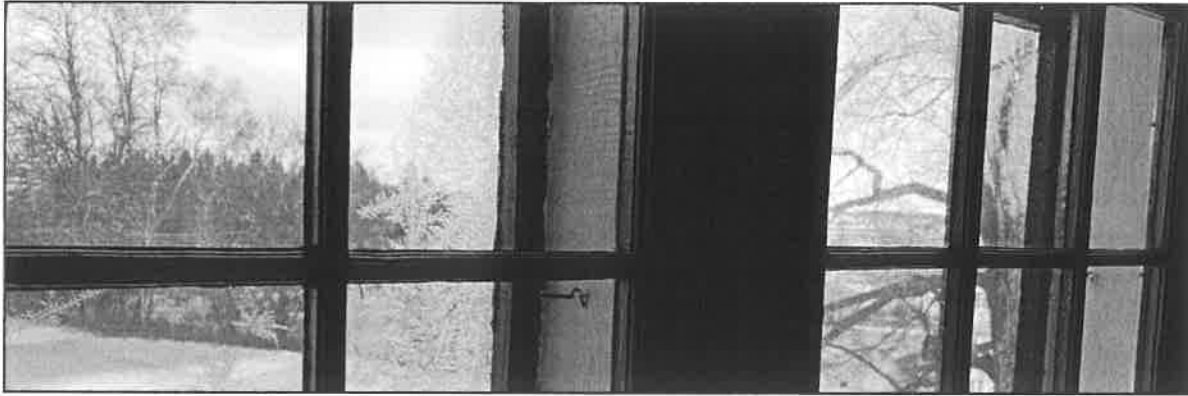


Figure 53: detail of north windows and storms in the upstairs museum room

In the front entry, parlour, Cabin room, Egypt room, kitchen, dining room, possibly the upstairs hall and back room, front upstairs bedroom, back upstairs bedroom, upstairs museum room, and the attic, wooden window frames and muntins/mullions have been competently rebuilt relatively recently, possibly in 2005 when there is a record of them having been re-puttied. Deferred maintenance has led to deterioration around many windows (Figure 54). Some shaded windows have ice buildup on the inside. Most windows are painted shut and should be unsealed to allow for summer ventilation. Most windows have wooden storms, which also need maintenance. Wooden windows and storms will need local repair, and all should be repainted.

A few panes of glass are broken or missing, including the storm over the front door, a pane in the front east bedroom (Figure 55), and one of the back porch windows (Figure 56). Some of the original window glass is intact and should be kept for historical accuracy whenever possible.



Figure 54: Typical mullion/muntin deterioration



Figure 55: Broken pane, south window, front east bedroom

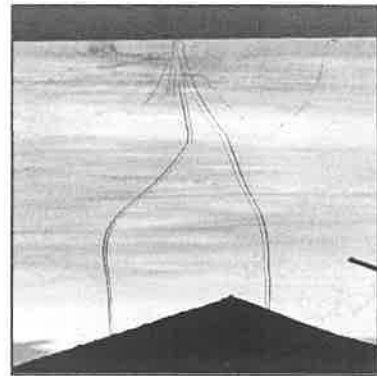


Figure 56: Broken window on west side of porch

The windows in the Barn addition upstairs apartment are vinyl. In 1999, this area was completely redone in non-period materials that were found to be badly deteriorated. HSI suggests that the Client develop a plan for this area before repair work is done on the interior.

C.3.6 - DOORS

Wood panels at the base of the kitchen door have cracked. The exterior porch door has damage at the base. These should be repaired as part of an exterior carpentry project.

C.4 - INTERIOR WALLS

Generally, the interior walls were found to be in good condition. Some of the interior walls did show signs of moisture damage. These regions were identified to help establish where moisture movement could be occurring and where additional structural deterioration or stress may exist.

C.4.1- MOISTURE

Significant moisture damage is evident in multiple places in the interior, with both systemic damp and localized leaks being responsible for deterioration.

Evidence of systemic trapped moisture can be seen in the peeling wallpaper in many rooms including the parlour (Figure 62Figure 57), front east bedroom, and Cabin room. Plaster damage was observed in the front east bedroom closet (Figure 58) and the Cabin room closet (Figure 59). Moisture control will be an important part of maintaining the house's health.



Figure 57: Peeling wallpaper east wall, front east bedroom

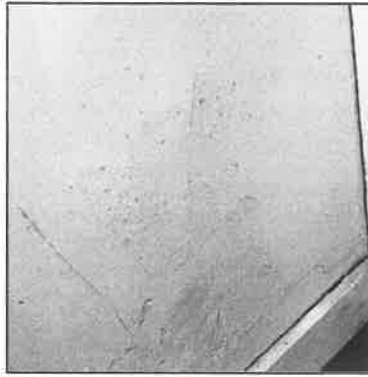


Figure 58: Mildew and cracking in front east bedroom closet



Figure 59: Moisture damaged paint and plaster in Cabin room closet

Damage from leaks can be seen locally. The roof was redone in 2017, and some leaks described below may no longer be active.

The front of the house to the right of the main entry shows water damage on both floors (Figure 60Figure 61). The corresponding attic region has been boarded up, preventing observation except from the house's exterior (Figure 62). The window above the main door has been replaced at least twice, with a previous bay window removed due to problems with heat retention c.1950. It is unknown what was done when the wall was remodeled, but there may be a vulnerability.



Figure 60: Moisture damage in front entry to the right of the door



Figure 61: Moisture damage in upstairs hall to the right of the windows



Figure 62: Exterior view of upstairs window and eaves, note that the window is not centered above the door lintel

Areas associated with the west chimney show water damage on the dining room (Figure 63) and pantry (Figure 64) on the ground floor and on both sides of the chimney stack on the second floor (Figure 65 and Figure 66), as well as in the attic (Figure 67). This appears to be related to water entry through and around the chimney as discussed in Section 0 above. Once repairs have been made, moisture ingress in this area should cease.



Figure 63: Moisture damage on ground floor dining room to the right of the fireplace

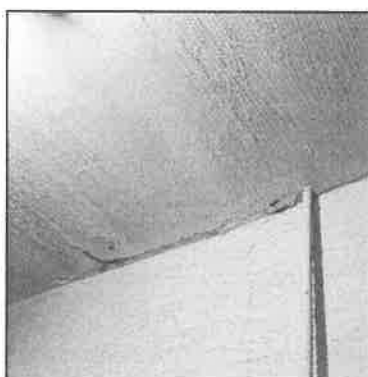


Figure 64: Moisture damage in ground floor pantry adjacent to rear of chimney stack

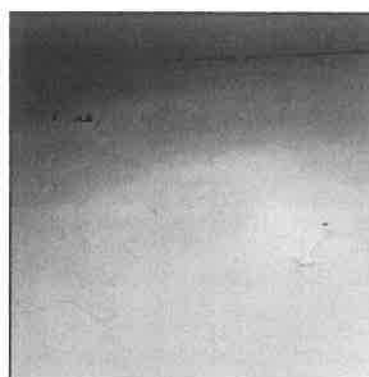


Figure 65: Moisture damage on second floor front west bedroom fireplace



Figure 66: Moisture damage on second floor rear west bedroom fireplace



Figure 67: Moisture damage around leaning chimney stack in attic

Areas associated with the east chimney exhibit water damage on all floors as well (Figure 68, Figure 69, Figure 70). Water appears to be entering the building through and around the chimney. Once attic repairs have been made, moisture ingress in this area should cease.



Figure 68: Moisture-driven deterioration in ground floor parlour fireplace



Figure 69: Moisture damage on second floor front east bedroom fireplace



Figure 70: Moisture damage on central chimney stack in attic

Multiple areas of moisture damage were evident in the west Barn addition which contains the Egypt Room and the upstairs apartment. Damage is much more significant upstairs. The apartment has been used for storage and has been unoccupied in recent years. Lack of use has allowed deterioration to progress further without attention. The west addition roof is recorded as having been replaced in 2003 and the entire roof is noted as having been redone in 2017.

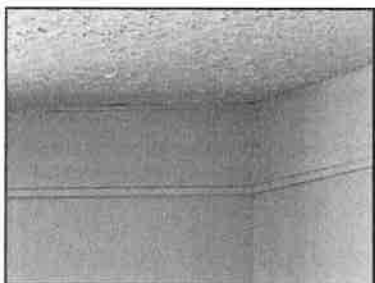


Figure 71: Minor water damage in southwest corner of Egypt room



Figure 72: Major water damage and collapsing ceiling tile in apartment kitchen



Figure 73: Major water damage and collapsing ceiling tile in apartment bedroom

Other, more localized moisture damage areas include:

- Over the north window on the east wall of the Cabin room, under the unconnected dormer (Figure 74). No corresponding evidence of water damage was observed in the room above. It is likely that there is moisture entry into the concealed space on the inside of the dormer that tracks down into the wall.
- Over the exterior porch door (Figure 75)
- Around the second floor closed-off skylight (Figure 76)



Figure 74: Above north window on east wall of the Cabin



Figure 75: Above exterior porch door



Figure 76: Detail of second floor skylight

C.4.2 - CRACKING

Cracking was observed to cluster in the following areas:

- On the ground and second floor around the west chimney stack
- On the second floor, around the east bedroom entrance and adjacent hallway (Figure 77)
- On the second floor, the entrance to the Barn apartment and immediately opposite on the west exterior wall (Figure 78)
- On the ground floor, around the north wall (Figure 79 and Figure 80)

Most of the cracking appears to link to movements or moisture.



Figure 77: Cracking in ceiling of upstairs hall

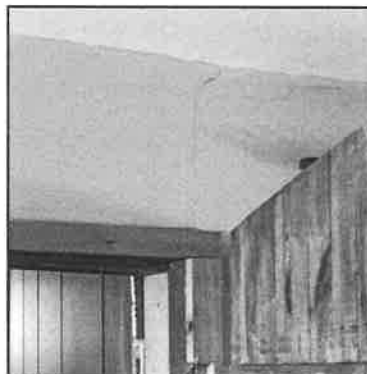


Figure 78: Cracking above entrance to Barn apartment

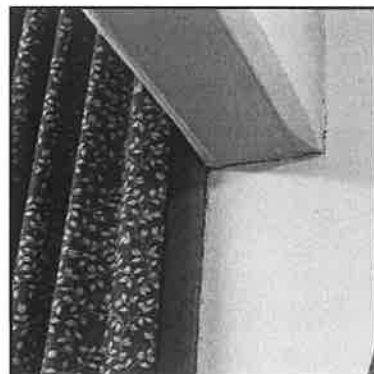


Figure 79: Cracking where angled beam in laundry room joins outside wall



Figure 80: Highlighted crack along entire inside wall of porch

C.4.3 - THE BARN ADDITION

This area of the house is one of the last additions to the building. The attic and floor structures were not accessed during the site visit, so structural observations were limited. The ceiling of the Egypt Room / floor of the upstairs apartment is out of plane, to the extent that the warping is visually obvious when observing the ceiling of the Egypt room (Figure 81). There is extensive cracking around the wall / ceiling join on all walls of the Egypt room. The ceiling tiles, carpet, and cabinetry of the upstairs apartment may hide further movement. The upstairs apartment contains appliances and document storage beyond what it likely saw when serving as an apartment of office space. This may be stressing localized areas.



Figure 81: North wall of Egypt room, note the variation in ceiling height from west to east

C.4.4 - THE PORCH

The porch was fully rebuilt at least once on record. No information was available on what led to the rebuilding, and it is unclear if the original problem was addressed. The lower structure of the porch includes a concrete block foundation wall with a timber knee wall on top. Wooden joists run the short dimension, with insulation and vapour barrier visible in the basement.



Figure 82: Loose fireplace tile

This portion of the structure is built with an apparent aim of keeping moisture out. For historic buildings this is often impractical as there are too many ways for moisture to get in, and when the building is more ‘sealed’ any water that does get in now has the potential to do more damage. In the case of the porch, the water that gets into the insulation layer (since the entire building in this region does not have the same structural technologies in use) can cause molds to grow on the insulation and eventually trap enough moisture for wood deterioration to occur.

C.4.5 - MISCELLANEOUS

One of the tiles of the dining room fireplace has come loose and should be properly reattached.

C.5 - FOUNDATION AND GROUND FLOOR SUPPORTS

The foundation has regions with significant deterioration and loss of material, leading to structural movements and moisture infiltration. The basement was constructed in multiple phases using distinct materials. Multiple phases of interventions have also taken place. In the modern area, a concrete floor was poured in the early 1980s (Figure 83), an approximately 1.5 m crack in the north wall was repaired using contemporary injection-based foundation repairs (Figure 84), and the structure under the Barn addition was shored up using metal posts and a new beam (Figure 85).



Figure 83: Looking west towards Barn addition, note the poured concrete floor



Figure 84: Concrete crack repaired with injection-based techniques

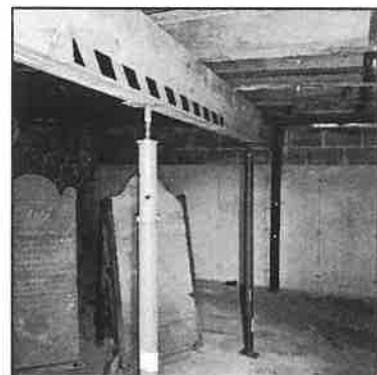


Figure 85: New beam and metal post supports under the Barn addition

In the northeast corner of the basement, the oldest area, the lower window knee walls include large window openings that have been closed in. It is understood that this area was once living quarters for workers. Much of structure in the knee walls and the foundation were concealed by finishes or by storage material or insulation.

Along the south (front wall) of the main section of the house much of the foundation is hidden by insulation, however areas that were accessible had regions of bulging and loss of mortar (Figure 86).

Neighboring wood structure was also found to be deteriorated due to moisture in places, but too many vulnerable locations were hidden.

Cisterns are no longer in use, and the wall of the east one has been broken (Figure 87).

Wood posts in the central area around and to the north and east of the west fireplace all exhibit cracking. The pattern of damage is consistent, and our interpretation is that much of it is actual splitting of the wood resulting from structural overloading, as opposed to the more common checking of the wood which can occur naturally as installed “green” wood dries out (Figure 88). One of the posts to the southwest of the basement stairs is not connected to a beam.



Figure 86: Interior of east cistern showing damage on south wall



Figure 87: Broken wall of east cistern



Figure 88: Damaged post in central area of basement

The porch area of the basement shows an attempt to install a more contemporary structural system into the building. The installation of the system has numerous problems and shows moisture damage all around. Indirect observation suggests high moisture in lower wood stud walls.



Figure 89: Failed vapour barrier and ineffective system



Figure 90: Base of chimney that no longer exists

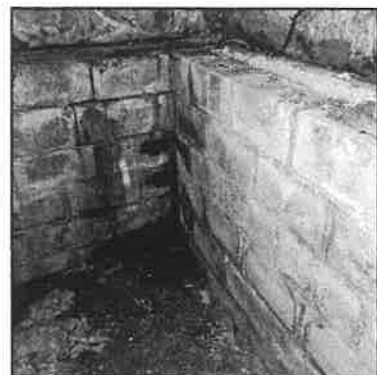


Figure 91: High moisture level in corner

D - APPENDIX D: KNOWLEDGE RESOURCES

D.1 - CONSERVATION AND ENGINEERING GUIDES

All services completed by HSI were guided by the following charters, standards, and codes:

- *ICOMOS Charter and the ISCARSAH Principles for the Analysis, Conservation and Structural Restoration of Architectural Heritage*: ICOMOS (the International Council on Monuments and Sites) is a non-governmental international organization dedicated to conservation, noted for advising UNESCO on World Heritage Sites. ISCARSAH (the International Scientific Committee on the Analysis and Restoration of Structures of Architectural Heritage) was founded by ICOMOS in 1996 as a forum for engineers involved in the restoration and care of heritage buildings. The ISCARSAH Principles are a ratified international standard which outlines appropriate analysis and repair methods for heritage structures that respect their cultural context. They are available for free download at: <https://iscarsah.org/documents/>
- *Standards and Guidelines for the Conservation of Historic Places in Canada, 2nd Edition, Parks Canada*: Based upon international best practices and lessons but with a focus on Canada, this document was developed to aid all groups involved with Conservation projects, including owners, consultants, and contractors. They outline the conservation decision-making process and provide guidance for maintaining the authenticity of historic places in Canada. They are available for free download at: <https://www.historicplaces.ca/en/pages/standards-normes.aspx>
- *2015 National Building Code, National Research Council Canada*: The 2015 National Building Code of Canada has been adopted by the Province of New Brunswick as the governing document for the construction industry. The document is predominately designed for new construction, although it applies to construction on existing buildings as well. The Code defines the performance objectives that must be met to ensure acceptable levels of safety and includes the most commonly referenced acceptable solutions.

D.2 - HISTORIC PAINT

People often do not realize that there are extra factors involved in ensuring the success of painting historic buildings. These are specific to the building involved and may include determining if the paint used has sufficient breathability, is prepared properly, and is compatible with the original paint.

D.2.1 - DAMAGE FROM INAPPROPRIATE PAINT

Unlike new construction in which buildings are designed to be watertight, historic construction techniques allow for moisture to enter and exit the building. Similarly, historic paints are not completely waterproof. Some of the moisture problems at Steeves House appear to be caused by inappropriate paint that is prohibiting the underlying wood from drying properly.

HSI recommends that the existing exterior paint be removed and replaced with a paint that allows drying to occur.

D.2.2 - PAINT REMOVAL TECHNIQUES

Use caution and care for the removal of paint on historic exterior wood elements. The sensitivity of the heritage façades of the building benefit from techniques that are as gentle as possible. Manual scraping should be done anywhere that the paint allows. This method will likely be most successful in places where the paint is already peeling and should be done carefully so as not to damage the wood beneath.

The quantity of paint to be removed and the numerous layers of paint may require a more intrusive technique. Three potential techniques were considered, listed from most recommended to least:

- The recommended approach is use of a Speedheater¹⁶ to remove the paint layers safely.¹⁷ This can be purchased in North America through Eco-tool's "Double Trouble Bundle".¹⁸
- An alternative removal technique is dry ice blasting. This is an environmentally sustainable and non-abrasive cleaning technique that uses recycled carbon dioxide pellets.¹⁹
- Typical chemical paint strippers are not recommended as they have associated health, safety, and environmental hazards. The only potential paint stripper identified as a chemical approach, and listed here as a least favoured option, is Soy Gel.²⁰ This natural paint stripper is least likely to cause harm.

D.2.3 - LINSEED OIL PAINT

Providing a compatible wood paint is an essential step in prolonging the life of exterior wood elements. HSI recommends a traditional linseed oil paint. This is a natural paint finish that enables the wood elements to dry and has a good track record for longevity. Two sources for traditional linseed oil paints in Canada are Broun's and Company²¹ and Sage Restoration.²² Linseed oil paints that are not traditional can contain harmful chemicals and are not recommended.

Note that traditional linseed oil paints must be properly applied. Although the process is not complicated, HSI has found that not all contractors are comfortable changing their working methods.

HSI File Location: z:\01 - hsi projects\projects 2025\25548 steeves house lvl 1 ca\05 reports\2026-02-19 lvl1ca steeves.docx

¹⁶ The Speedheater brand is the most recognized calibrated infrared heater for removal of paint. Following the manufacturer's directions allow removal of paint (even lead paint) safely and without requiring additional protective equipment – as tested to USA and Swedish standards for exposure.

¹⁷ <https://linseedpaint.com/speedheater-lead-paint-removal-test/> Accessed 05-31-2022

¹⁸ <https://eco-strip.com/product/newdoubletroublebundle/> Accessed 05-24-2022

¹⁹ https://www.coldjet.com/dry-ice-blasting/?pmc=AW-1&_vsrefdom=ppcgoogle&utm_source=google&utm_medium=cpc&utm_term=dry%20ice%20blasting&utm_campaign=Dry%20Ice%20Blasting&cmp_adv=enGoogleAdWordDIBTS&gclid=EAlaIQobChMIg4K814P49wIVwdmGCh1Qvg3wEAAYASAAEgIuffD_BwE. Accessed 05-24-2022

²⁰ <https://www.realmilkpaint.com/shop/strippers-removers/soy-gel-professional-paint-remover/> Accessed 05-27-2022

²¹ <https://linseedpaint.com/> Accessed 2022-05-31

²² <https://sagerestoration.com/>. Accessed 2022-05-31



40 Mill St, Hillsborough, NB E4H 4Y5, Canada

Project Totals

Total Length	-	427.0 LF
Gutter	-	203.0 LF
Downspout	-	224.0 LF
# of Endcaps	-	32
# of Inner Corners	-	0
# of Outer Corners	-	4
# of Elbows	-	51



Waste Factor (Total Length)											
4%	-	444.1 LF	7%	-	456.9 LF	10%	-	469.7 LF	13%	-	482.5 LF
5%	-	448.4 LF	8%	-	461.2 LF	11%	-	474.0 LF	14%	-	486.8 LF
6%	-	452.6 LF	9%	-	465.4 LF	12%	-	478.2 LF	15%	-	491.1 LF

THIS REPORT IS FOR ESTIMATION PURPOSES ONLY. VERIFY ALL DIMENSIONS AND TOTALS BEFORE PURCHASING MATERIALS.
THIS REPORT IS THE PROPERTY OF SCOPE TECHNOLOGIES, INC. AND MAY NOT BE REPRODUCED WITHOUT WRITTEN CONSENT.



40 Mill St, Hillsborough, NB E4H 4Y5, Canada

[illegible]

Gutter ① 1 Story Downspout 3 3 Story Downspout Outer Corner Endcap

Structure	2	2 Story Downspout	4	4 Story Downspout	Inner Corner





Artisan Roofing & Home Improvements Inc.
Moncton
 Artisan Roofing
 616 Champlain, Dieppe
 NB, E1A1P4

HST# 761977511
 Phone: (506) 503-5483

Company Representative
 Nathan Brown
 Phone: (506) 201-1460
 nathan.brown@artisanroofing.ca

08/31/2026

Karla Renolds
 40 Mill St
 Hillsborough, NB E4H 4Y5
 (506) 878-0158

Job: M-2534: Karla Renolds

Gutter Section

	Qty	Unit
5" Seamless Aluminum Gutter		
-Remove existing if needed		
-Install all new 5" seamless gutter system		
-Install all new downspouts		
-Site clean up		
Berger K-Style Aluminum Gutters - 5"	98.00	LF
Berger Aluminum Downspout Tube - 4" (10') - White	5.00	EA
Generic Aluminum Gutter Guard - Mill - 5"	98.00	LF
Labour		
Gutters - Remove Existing Gutters & Downspouts	144.00	LF
Gutters - Install Gutters & Downspouts	144.00	LF
Gutters - Install Gutter Guard	89.00	LF
Travel	24.00	EA
		\$4,311.83

Metal Fascia Section

	Qty	Unit
Material		
Metal Fascia- White	9.79	EA
Flat Stock Roll(24"x30M)	0.45	RL
Fascia Screws	1.00	BX
Fascia Board 2x6x16	4.00	BRD
Labour		
Removal of Existing Fascia	89.00	LF
Installation of new fascia	89.00	LF
		\$3,147.69

Sub Total	\$7,459.52
Tax	\$1,118.92
TOTAL	\$8,578.44

The above estimate is based solely upon the project description and initial inspection of the project work site. Estimate could change upon discovery of the need for additional work and / or materials once the project has commenced. Any alterations or deviation from the above specifications involving extra costs will be executed only upon consent by customer and will become an extra charge over and above the estimate. This estimate is valid for 30 days, after which it may need to be reviewed and adjusted due to ever-fluctuating material costing.

Company Authorized Signature

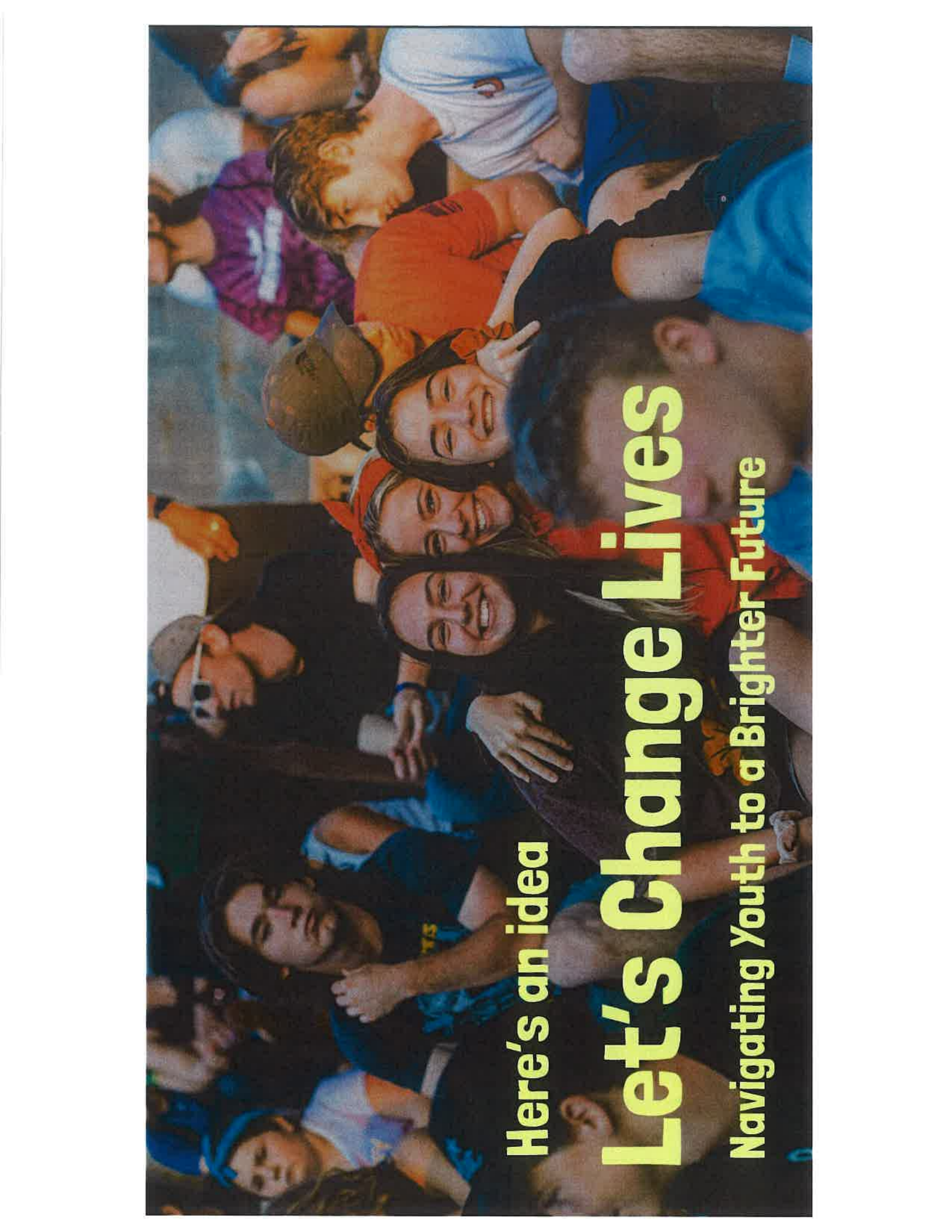
Date

Customer Signature

Date

Customer Signature

Date

A vibrant, close-up photograph of a diverse group of young people, likely at a social gathering or event. They are all smiling and posing for the camera. The group includes individuals of various ethnicities and ages, mostly in their late teens or early twenties. They are wearing casual clothing like t-shirts, tank tops, and hats. The background is slightly blurred, showing more people and what appears to be an outdoor setting with some structures.

Here's an idea

Let's Change Lives

Navigating Youth to a Brighter Future

Board of Directors

- **Chris Harder (Chair)**
- **Pastor Paul Steeves**
- **Brenda Philips**
- **Marion Stevens**

Advisors

- **Brogen Ohlhauser**
- **Jim Reid**

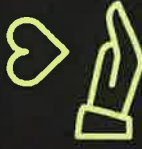
- **Pamela Fowler**
- **Zdena Harder**
- **Jason Martin**
- **Daniel Harder**
- **Byron Toth**
- **Brenda Hawkes**
- **Elijah and Lydia Martin**

Our Mission is to create a place where We will walk alongside the next generation

providing support and love;



Money



Relationships



Purpose



Knowledge



Self Discovery



Wisdom



Health



Play



**Spark
interest/
engagement
in the
community...**



The Splash Pad Project

Building a place that brings families together

LOCATION & SITE

Property next to Caledonia High School

COMMUNITY CONNECTION

Building relationships and blessing the community

TANGIBLE COMMITMENT

It provides a tangible indication of our commitment to local families



Business & Community Support

Local Construction & Funding Partners

**Jasco
Construction**
Excavation

**Earthworks
Excavation Ltd.**
concrete forms

**Sons' of
Aggregate**
concrete pouring

Local Concrete
Tentative interest

**Friends in
construction**
Design and planning

Dunfield Reality
Funding partners

We are grateful for the support of our partners and hope to add many more

Council Collaboration/Support

We would like to explore partnering with council : Some ideas include

1

Support and co-marketing of the initiative.

2

Assistance with bringing **sewer and water** to the property.
(Permits/collaboration)

3

Assistance with navigating **insurance** requirements.

4

The ability to **process donations** for the project.

5

Help with **water bills** when up and running

6

Any other ideas we can think of

Synopsis: Hillsborough Volunteer Fire Department

Date: October 6, 2026

Department: Legislative Services

DESCRIPTION

The current Fire Chief, Troy Collins, has indicated that he is interested in continuing in the position for another five-year term. Administration provided Chief Collins with a series of questions regarding his past performance, departmental operations, future priorities, training, membership and his interest in continuing as Fire Chief, which was provided to Council.

Under By-law No. 41, Council is responsible for appointing the Fire Chief and determining the term of the appointment. The by-law does not require a mandatory recruitment or competitive process.

Motion

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.

Synopsis: Bank Accounts

Date: October 6, 2026

Department: Finance

DESCRIPTION

The Acting Treasurer is recommending that Council authorize staff to open separate bank accounts for two restricted funding programs:

- Capital Renewal Fund 2026–2029
- Canada Community Building Fund 2024–2028

Currently, these restricted funds are held within the Village's operating bank account. Establishing separate accounts would improve tracking and reporting, provide greater transparency and accountability, simplify reconciliation and audit processes, and reduce the risk of restricted funds being inadvertently used for operating purposes. It would also allow staff to more easily monitor available balances and funding activity.

The funds would remain the property of the Village and continue to be administered in accordance with the applicable funding agreements, municipal policies and Council direction. Once the funding has been fully depleted, the separate accounts could be closed.

Motion

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.