

*Minutes*  
Committee of the Whole  
W.H. Steeves House Museum, 40 Mill Street, Hillsborough  
July 18, 2023, at 4:30 P.M.

**PRESENT:**

Robert Rochon – Mayor

Loretta Elderkin – Councillor, Ward 2

Jeff Jonah – Councillor, Ward 4 (via Zoom)

Heather Ward Russell – Councillor, Ward 6

Jillian Hutchinson – Treasurer

Absent: Scott Reid – Director of Operations

John Ereaux – Councillor, Ward 1

Jeff Land – Councillor, Ward 3

James Coates – Councillor, Ward 5

Hanna Downey – CAO/Clerk

**CALL TO ORDER**

*Mayor Rochon* called the meeting to order at 4:30 PM.

**ADOPTION OF AGENDA**

IT WAS MOVED by *Councillor Elderkin* and seconded by *Councillor Coates* THAT the amended agenda be approved as circulated. **MOTION CARRIED** (unanimously).

Amendments: Addition of public comments and statements

**CONFLICTS OF INTEREST DECLARATIONS**

*Councillor Land* had declared a conflict of interest for himself for Agenda item 7 (a) NB Railway Museum.

**PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

(a) **Hospice Southeast New Brunswick-** Francis Leblanc. Ms. Leblanc explained Hospice NB to the council, it is a registered non profit charitable organization. She explained that they provide palliative care and various community programs to provide comfort and care to residents and their families. She explained that they are looking to expand their services outside of urban areas. They are looking to do a Needs Assessment to learn what Fundy Albert needs from HSENB. Ms Leblanc discussed what HSENB does at Maison Albert House, 156 Pleasant Street, residential hospice care. At Maison Albert House they provide personalized care for residents and their families, they as well allow pets. They provide an “End of Life Wishes” program launched by Kristin Shortt, former mayor of Alma, to help create memories for individuals and their families. Services are free of charge, they receive funding from the provincial government, they organize fundraising events and raise money through their Boutique Hospice Shoppe. They are looking to build capacities by launching satellite sites in rural communities. The Mayor and council thanked Francis Leblanc for her presentation.

**REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS**

None.

## **REPORTS FROM ADMINISTRATION**

### **CAO Report**

The CAO stated the Director of Operations could not attend this evening because he is needed on site with the contractors in Riverside-Albert for the watermain upgrades.

There were seven building permits issued in June with a combined value of \$2,084,606.

The 2007 Chev Silverado was put back out to tender and is closing this Friday, July 21 at 10:00 am. This is listed on our website under Tender Notices and shared on the Fundy Albert Facebook page. Councillor Land offered to attend the opening with me. As per the tender requirements, the registration must be changed over before the truck can leave the compound.

We received complaints about the condition of Grays Island Road; this has since been graded.

However, there is a culvert that needs to be repaired; Public Works have completed a temporary fix to allow the road to be graded.

I have been taking part in information sessions with Circular Materials. AMANB continues to share information with members on protocol for contamination of materials.

Councillor Ward Russell asked me to provide road specs specifically for white birch estates. I shared the Department of Transportation and Infrastructure's Minimum Standards for the construction of subdivision roads and streets. If anyone from Council would like a copy, please let me know. I have taken several calls concerning the state of White birch estates, as I am sure Councillor Ward Russell has as well.

I have received several concerns with waste collection in Riverside-Albert. I appreciate residents taking the time to reach out. I have explained to residents that we have a capacity issue. He shows up to some residences with multiple weeks of waste curbside.

NB Power held a presentation on July 13 at the Big Dreams Club to update on the proposed project of a new 345 kilovolt transmission line from NB to NS.

Back in June we discovered that a sewer line tying into the village sewer system crossed PID 0108512 in Hillsborough. Englobe spoke with our Director of Operations and made a plan to review available information such as as-built drawings, survey existing system, research easements and get a new easement where needed. Pierre let me know on July 6 that he would coordinate with the Director of Operations. I understand there was a temporary fix done in the meantime so the property owner could proceed with the build. I have asked the Director to follow up on this file with Englobe.

The ParticipACTION Community Challenge is completed. I want to thank Horizon Health and their team for all of the events they put on in the communities.

Work continues for Hillsborough Asset Management Phase 2. This includes data expansion and performance measures.

I took part in a group meeting to discuss the draft Southeast Regional Sport, Recreation and Culture Infrastructure Needs and Regional Infrastructure Assessment Frameworks RFP (request for Proposal). Marc Landry is the commissions Director of Regional Projects leading these meetings. Some of the main points made were: the Needs assessment should be for a 10-year horizon, Level of effort is important for the consultants awareness, Reflect on what do you want to collect data on?, Looking at a regional level and consideration of cultural differences. I'm

pleased that there are others taking part and we are collectively using our voice to say that the rural areas should not be forgotten.

Further to Hillsborough District Minor Hockey's request for the annual ice rebate request. They were notified that a decision was not made yet. They expressed their frustrations with the time it is taking. Mayor Rochon suggested they request a meeting to present to Council so Council has a better understanding of the organization such as the number of youth, HDMHA budget and the impact to registration costs in the absence of a rebate. I have not been approached yet.

EXP received a signed copy of the Proposal for Services for the Riverside-Albert Water Treatment Upgrade project. I would like to thank Heather Cail for meeting with EXP and Ms. Diane Fury to get this project moving forward.

I have asked the Public Works Committee Chair to consider hosting a BBQ for the Public Works staff. Councillor Elderkin asked that all staff and council be included. I know it's a busy time for everyone, however it would be nice to have everyone together; this would be the first time since the amalgamation and I believe it's needed.

Interviews will be scheduled for the job posting of Administrative Assistant who will be working from Riverside-Albert to assist our Finance Department. I would like to thank Jillian for making herself available to take part in the hiring process.

There was a public meeting held in Hillsborough concerning the public consultation for the replica train station. Feedback was received at the meeting as well through email. As part of the public consultation process, these are all considered by Council when making a decision. So thank you to everyone who provided input.

Mayor Rochon and Councillor Ereaux met with representatives from Fundy National Park on July 10 to discuss the ongoing partnership between Fundy National Park and the Village.

A note of thanks was received from the Savoie brothers to the Council for the decision to fly the Acadian flag at the monument in Riverside-Albert during July-September.

There was a concern brought to be about the DTI garage in Riverside-Albert. While the contractors were looking for the water line, the contractor drilled into the water line that was located under the 114. Rather than digging up the road, they shut off the water, affecting the DTI garage. The contractor arranged for portable facilities in the interim. I was updated today that the water has been reconnected.

A letter was received from MTI to proceed with the Hillsborough portion of the Shoreline Trail.

One of the security cameras was damaged at the Hillsborough Visitor Information Centre.

Mr. Peter Jubb has been sending correspondence to discuss Remembrance Day services for Riverside-Albert and Alma. He would like to have a meeting to discuss requirements, dates and other logistics. I forward Mr. Jubb's email to Councillor Elderkin and Councillor Ereaux.

Friend of Fundy have reached out to see if they could play a part in sharing daily updates on the water situation to businesses in Alma.

I continue to work with Donna Floyd's office for Alma's 2022 financial audit. Thank you to Jillian for her work on the file.

Englobe Corp. were in Alma visiting businesses as part of the Heavy Water User Audit. This resulted in a public notice. I delivered these notices to the business operators in Alma on Friday, July 14, and thanked them for allowing Englobe Corp. to visit their establishments to review operation procedures. Englobe Corp. recommended immediate action by way of closing down

public washrooms and directing traffic to the portable facilities on School Street. I made arrangements to order an additional two portables. I also provided businesses with a Public Notice to place on their washrooms if they chose to close them; this was not mandatory. Alma is on a boil order advisory because of the need to turn on Well 2. The combined pumping rate is 3.0L/s. Daily averaging 232 cubic metres; substantially more than in the past, compared at 171 cubic metres. All of this information is important when requesting funding.

Riverside-Albert temporary water interruption resulted in the need for a boil order on July 12; this has since been rescinded. There was a need to have an additional water service interruption that was not planned. Thank you to Mayor Rochon and Councillor Ward Russell for their assistance in delivering notices to residents.

The winter maintenance tender document has been sent to our insurance provider to ensure it includes all necessary requirements. I have asked the Public Works Committee Chair to review the tender with his committee. This tender should be awarded in August.

The Bobcat is at Liftow for repairs. Mayor Rochon had some questions related to the Bobcat and its primary uses; the Director of Operations indicated the use is primarily for sidewalk snow removal and spring clean up

I have not received a response from the Department of Local Government and Local Governance Reform on the request for funding that was sent to them on May 24.

Councillor Ereaux provided a list of questions for Englobe's response, related the Alma's water project. I forwarded those replies to Council today. This brings up the need to host a public meeting in Alma for Englobe Corp. to present information on the current situation and Phases 1 and 2 of the water project. Englobe Corp. has been engaged and is willing to hold this meeting in the near future. Their efforts are currently focused on getting a temporary water line from Fundy National Park to service Alma. The CAO stated that Diane Fury has been providing a lot assistance. The CAO reached out to Minister Holland to see if there are funds available to help cover the associated costs of this.

Englobe Corp. has been working with various contractors to line up the work at the well pads. It has been challenging to receive firm timelines from everyone but they are working to meet the following timeframes: July 17-18 well pad upgrades, July 19-20 well drilled lined up to begin enlarging the wells (2-3 days per well and will be enlarging two wells to 200mm diameter). This work will carry into the week of July 24. A call with the well driller's testing Lead to discuss that component is scheduled for later this week. We anticipate the pumping tests will be done in early August. The landowner has also been contacted regarding an extension to the temporary land usage agreement to the end of December.

I had a Teams calls this morning with Environment and Englobe Corp. Englobe was engaged in 2022 to assist with the Wastewater Approval to Operate, and developed a wastewater treatment facility action plan. Englobe Corp. will be in contact with the Director of Operations to discuss a plan moving forward.

I forwarded Council a generator maintenance proposal today.

The Finance Committee hasn't had the opportunity to meet yet to discuss the Library's budget. I have put in my request for vacation days in August, which Mayor Rochon has approved.

A friendly remind to council to submit your expenses to Jillian so she can have current figures for her reports.

A thank you card was received from Caledonia Place for the Fireworks display in Hillsborough. A thank you card was received from one of the bursary recipients, Mr. Taylor.

**Treasurer's Report-** The Treasurer provided the council with an expense forecast. General equipment is current account that is going over budget significantly. **Mayor Rochon** stated that he believes that it may be offset as when the budget was assemble the travel to and from the three former villages may not have been considered. As a result of the increase in travel, vehicle expenses should have been expected to increase. The CAO further elaborated to state that when the budget was provided, expenses such as fuel, repairs etc., were not separated into different accounts, the budget for 2024 should be much more accurate. Property taxes on musuems are also a particulary high expense, due to their property taxes. **Mayor Rochon** states that there are considerations that the village should consider applying for to offset these expenses. **Councillor Ereaux** questioned why some specific areas of the budget have not been used and he recommends that the village plans to spend the money available in the budget. Questions were raised about DTI expenses, **Mayor Rochon** recommended that these be clarified at the August 1<sup>st</sup> meeting. **Councillor Ereaux** and the Mayor asked for clarification on several of the General Operating expense accounts. The treasurer stated that she will provide information on where each utility account is projected to be for year end (balance, deficit, or surplus), she will have this for the next Commity of the Whole meeting. **Mayor Rochon** expressed the need to ensure that expenses are being properly classified under Utility or General Operating at year end, which explains some reasoning for offset expense accounts currently. **Mayor Rochon** also states that there are several accounts not being paid, measures need to be set in place to ensure these are being paid to collect revenue. **Councillor Elderkin** states that there needs to be more documentation for where work is occurring by public works and where their time is allotted. The treasurer states that she is working to get all the documents sent over to the auditors, many of the auditors staff is new and in the process of obtaining their CPA therefore this will take some time.

**MAYOR & COUNCILLOR STATEMENTS & INQUIRIES**

**Councillor Land** recused himself from the meeting.

(a) NB Railway Museum- The public meeting on July 11 allowed residents to express there opinions and now council must make a decision about the potential transfer of the building ownership. **Mayor Rochon** requests that the council considers the following when making a decision: the documentation that proves legal ownership of the building, the legal costs and who is responsible to pay them, provision to protect the interest of the municipality to use the parking lot, does council wish to provide protection to protect the interest of the Literacy Express program, and the ongoing maintenance costs that the Village of Fundy Albert is currently paying. The municipality is currently leasing the land that the building sits on from the province. **Councillor Ward Russell** also raised concerns regarding snow removal as the village is currently responsible. She also raised concerns regarding the relocation of Literacy Express. The council agrees that it is time to make a motion in regards to this topic and **Councillor Jonah** believes that this should be prepared for August 1<sup>st</sup>.

**Councillor Land** reentered the meeting at 6:18 PM.

(b) Renovations for 61 Academy Street- The total estimated cost for renovations to 61 Academy Street would be in the range of \$175,000 to \$200,000 for base building renovations. The remainder would be paid through a partnership with Horizon Health. The overall cost would be \$423,000 with the municipality being responsible for \$175,000 to \$200,000. The building

is in dire need for renovations and repairs. The building is currently vacant while the municipality is incurring costs for maintenance, utilities and insurance. If the municipality negotiates an agreement with Horizon Health they will lease approximately 1700 square feet of space. The lease estimates provided by Horizon Health are in the range of \$4,000 per month including utilities and ground maintenance. The municipality is looking at clearing roughly \$3,300 monthly which is estimated to recoup the \$200,000 investment in slightly five years, after which the municipality would start to receive revenue. **Mayor Rochon** explained that they are in the very early stages of conversation for the renovations. The council is unanimously in support of the concept in principal. A resolution will be drafted for the August 1<sup>st</sup> meeting, which can be passed on to Horizon Health. **Mayor Rochon** stated that he believes that this project holds very low risk to the community, it will provide positive cash flow, and it will provide stability of health care to resident of Fundy Albert.

- (c) Employee Policy- At the July 4<sup>th</sup> regular meeting council deferred the approval of the Employee Policy to allow councillors to review the draft and provide comments. **Councillor Elderkin** has additions she would like to make that she will provide to council in the foreseeable future. On July 12<sup>th</sup> a separate document title Human Resources manual was prepared by the Director of Community Services was provided to council. **Mayor Rochon** stated that he believes that it contains a bit too much information.
- (d) Community Building Fund- **Councillor Ward Russell** wants to ensure that a plan is made to ensure that the Community Building Fund is spent. The CAO suggests that a meeting be scheduled for council to consider a 5 year plan for this fund. **Mayor Rochon** stated that he would like for the CAO and the treasurer to create a draft five year for council's consideration to be presented at a separate meeting. The Treasurer stated she has already started to work on a capital plan.
- (e) Connecting Albert County Newsletter- **Councillor Ward Russell** expressed that she would like to have a plan in place to submit information for the Newsletter, stating the CAO only provided a days notice. The CAO explained that information needs to be sent in to be edited by the 19<sup>th</sup> of every month. **Councillor Ward Russell** provided examples of news letters as examples for what the council can promote via the Connecting Albert County Newsletter. **Mayor Rochon** suggested that a reminder be sent out monthly to council and that someone compile the monthly information in to a one page report.

**Councillor Coates**- expressed his concerns with the conditions or the roads. He stated that council should send a letter to the new Transportation Minister and **Councillor Coates** will draft this letter for council.

**Councillor Land**- stated that the swimming pool has been used successfully. **Councillor Land** has had a meeting with Randy McLean, the Superintendent for District Two, regarding the issue of the lighting at the basketball court. They are in agreement to install a light with a timer at the court at the cost of the district. They also discussed the soccer field, Mr McLean is looking for more input from council to work towards fixing the field. **Mayor Rochon** spoke with MLA Mike Holland and MLA Holland stated that he believes that the soccer field is the responsibility of the district as it belongs to them. MLA Holland suggested that he and **Mayor Rochon** coauthor a letter to the district asking Mr McLean to put his staff together to come up for a solution for the soccer field with input from council. The council is in favor of the mayor and MLA Holland drafting this letter.

**Councillor Ereaux-** stated that he will be forwarding his concerns regarding outstanding summer maintenance on roads in Ward One to the CAO. In regards to **Mayor Rochon** and **Councillor Ereaux's** meeting with Fundy National Park, he states that the level of cooperation and the repore between the two groups is very good. He notified council that there will be a request to council to work towards a "Rising Tides, Trails, and Tunes" event, the kickoff event will be the fleet launch event. Councillor Ereaux stated that he received a call from the Execuative Director of Friends of Fundy for a potential partnership to upgrade portable facilities. He also stated that there is a plan starting for remeberance day ceremonies in Fundy Albert, which will include the three former villages.

**Councillor Jonah-** thanked the Homecoming Committee and the Sunday School Committee for organizing events over the weekend. He welcomed a new seamstress business located in the Gateway Market Complex. **Councillor Jonah** also mentioned an up and coming barber shop in the village. He provided council with a quarter report from the Hillsborough Fire Department As well, **Councillor Jonah** asked council questions on behalf of the Fire Chief in regards to the fire hydrant on Academy, by-laws for the fire department, updates on Fundy Albert dispatch, and the credit card policy.

**Councillor Elderkin-** the Riverside-Albert Fire department will be providing council with the quotes for the station upgrades hopefully within the next six weeks. She stated that she has been working with Peter Jubb and **Councillor Ereaux** in regards to the Remembrance Day ceremonies and thanked Mr Jubb for continuing to participate. **Councillor Elderkin** was pleased to state that a resident by the name of Ursela has started a sunday market at the Fair Grounds in Riverside-Albert. She also stated that sidewalks in Riverside-Albert has some sidewalks that need to be worked on and some patching that needs to be done. She also mentioned that there has been a lot of local crimes/ thefts that she would like to make the council aware of this. **Mayor Rochon** would like these concerns passed on to him so that they can be brought up at the first meeting for the new Public Safety Committee and he also stated that if issues with crime arise, residents should contact the police. She was please to hear that the hiring process for the tresurers assistant is progressing and she stated that she believes that there is a need to hire for a Community Services position. **Councillor Elderkin** also enhanced the importance of consistency when it comes to posting boil order notices.

**Councillor Ward Russell-** thanked everyone who was involved in the Homecoming Days. There was an open house on July 16<sup>th</sup> at the Moncton Gun Club. She also stated that the grand opening of the White Birch Payground will be August 3<sup>rd</sup> from 6pm to 8pm.

**IT WAS MOVED** by **Councillor Ward Russell** and seconded by **Councillor Coates** **THAT** the Council of Fundy Albert make a financial contribution to the White Birch Playground Organizing Committee in support of their ongoing work to develop a park for the residents of both Ward 5 and 6 in the amount of \$2500, plus the overseeing of hosting a BBQ with supplies in the amount of \$500 totaling \$3000 for their Grand Opening scheduled for August 3, 2023. **MOTION CARRIED** (unanimously).

**Mayor Rochon-** questioned if the revised water and wastewater rates for the community of Hillsborough have been adapted. The new rates will have to have a new motion prepared for

August 1<sup>st</sup> to amend the previous rates. The mayor stated that the meeting with Fundy National Park and **Councillor Ereaux** was very productive. He congratulated the event committees, organizers, various church groups, and the Fire Department for the success of Hillsborough Homecoming.

#### **NOTICES OF MOTION AND RESOLUTIONS**

None

#### **PUBLIC COMMENTS & QUESTIONS**

Residents were provided with the opportunity to ask the Mayor and Council questions.

#### **CLOSED SESSION**

**IT WAS MOVED** by **Councillor Elderkin** and seconded by **Councillor Coates** that the meeting enters Closed Session at 7:23 PM per the NB *Local Governance Act*, SNB 2017, 68 (1)(j) labour and employment matters. **MOTION CARRIED** (unanimously).

**IT WAS MOVED** by **Councillor Coates** and seconded by **Councillor Land** **THAT** the Closed Session ceases at 8:34 PM. **MOTION CARRIED** (unanimously).

*Council returned to regular session at 8:34PM.*

#### **ADJOURNMENT**

**IT WAS MOVED** by **Councillor Land** **THAT** the meeting be adjourned at 8:35 PM.

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Robert Rochon, Mayor

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Hanna Downey, Clerk