

## *Minutes*

Regular Meeting of Fundy Albert Council  
Multicultural Building, 13 School Street, Alma, NB  
August 1, 2023, 6:00 PM.

### **PRESENT:**

Robert Rochon – Mayor  
Loretta Elderkin – Councillor, Ward 2  
Jeff Jonah – Councillor, Ward 4 (via Zoom)  
Heather Ward Russell, Ward 6 (via Zoom)

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 6:00 PM. Mayor Rochon pointed out that Councillors Jonah and Ward Russell are participating virtually via Zoom.

### **ADOPTION OF AGENDA**

Mayor Rochon proposed the addition of public comments and statements as item #12, which would change the Closed Session to item #13, and the Adjournment to item #14. All Councillors consented to the addition. **IT WAS MOVED** by **Councillor Elderkin** and seconded by **Councillor Ereaux** **THAT** the amended agenda be approved as circulated. **MOTION CARRIED** (unanimously).

### **CONFLICTS OF INTEREST DECLARATIONS**

Councillor Land declared conflicts of interest in relation to:

1. Item 8(a) Replica Train Station;
2. Item 12(a) Proposed or pending acquisition or disposition of land.

### **ADOPTION OF MINUTES**

**IT WAS MOVED** by **Councillor Land** and seconded by **Councillor Elderkin** **THAT** the July 3, 2023, Special Meeting of Council minutes be approved as circulated. **MOTION CARRIED** (unanimously). Councillor Ereaux asked for clarification in relation to his departure before the end of the meeting.

**IT WAS MOVED** by **Councillor Ereaux** and seconded by **Councillor Elderkin** **THAT** the July 4, 2023, Regular Meeting of Council minutes be approved as circulated. **MOTION CARRIED** (unanimously).

**IT WAS MOVED** by **Councillor Coates** and seconded by **Councillor Land** **THAT** the July 11, 2023, minutes of the Public Hearing minutes be approved as circulated. **MOTION CARRIED** (unanimously).

**IT WAS MOVED** by *Councillor Ereaux* and seconded by *Councillor Coates* **THAT** the July 18, 2023, Committee of the Whole meeting minutes be approved as amended. **MOTION CARRIED** (unanimously). The amendment was in relation to the incorrect wording of the motion. Should have been a recommendation to the Council of Village of Fundy Albert.

**IT WAS MOVED** by *Councillor Ereaux* and seconded by *Councillor Coates* **THAT** the July 20 2023, Special Meeting of Council minutes be approved as circulated. **MOTION CARRIED** (unanimously).

### **CONSENT AGENDA**

No consent agenda items

### **PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

Presentation by Mr. Ian Duncan, Friend of Fundy on the topic of the Rising Tides Trails and Tunes Festival. Mr. Duncan circulated materials and highlighted that Friends of Fundy is requesting a contribution by the Village of Fundy Albert of \$3,000 to support the event.

There was one request for an unregistered presentation of two minutes, but the presenter declined to proceed.

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

Councillor Elderkin reported that the finance committee had met earlier in the week and agreed that funding that was shown for Libraries under budget line item 2.7.2.5.0. in the Village of Fundy Albert's budget of \$10,780 was, in fact, for the library and the Literacy Express Program. The committee also recommends that some of the expenditures identified in the request from the library could come out of the building maintenance portion of the budget. Moving forward, the finance committee recommends including any funding for the Literacy Express Program in the grants portion of the budget.

Councillor Elderkin also commented that the 2022 audits for three former municipalities remain outstanding.

The CAO indicated correspondence would be sent to the Hillsborough Public Library Board to inform them of this decision.

### **REPORTS FROM ADMINISTRATION**

a) Replica Train Station

Councillor Land recused himself from the discussion and left the room at 6:21PM. Mayor Rochon recapped the information relating to this topic, highlighting that meetings had been held with both the NB Division of the Canadian Railway Historical Association and with the Director of the Literacy Express Program. **IT WAS MOVED** by *Councillor Jonah* and seconded by *Councillor Elderkin* **THAT**

**WHEREAS** the New Brunswick Division of the Canadian Railroad Historical Association operates a replica train station and railroad museum in the Community of Hillsborough; and **WHEREAS** the Village of Fundy Albert holds the title to the replica train station building; and

**WHEREAS** the New Brunswick Division of the Canadian Railroad Historical Association has petitioned the Village of Fundy Albert to transfer the ownership of the replica train station to the New Brunswick Division of the Canadian Railroad Historical Association,

**BE IT THEREFORE RESOLVED** that the Village of Fundy Albert agrees to transfer the title of the replica train station, located at 2847 Main Street, Hillsborough, NB to the New Brunswick Division of the Canadian Railroad Association, provided that the latter enters into a written agreement with the Village of Fundy Albert where:

1. The New Brunswick Division of the Canadian Railroad Historical Association agrees to pay all legal costs associated with the transfer of the title of the replica train station to the New Brunswick Division of the Canadian Railroad Historical Association;
2. The Village of Fundy Albert agrees to pay the costs associated with the preparation of the written agreement;
3. The New Brunswick Division of the Canadian Railroad Historical Association agrees to continue to allow employees and visitors of the Village of Fundy Albert municipal office located at 2849 Main Street, Hillsborough, NB access to parking on the land leased by the New Brunswick Division of the Canadian Railroad Historical Association. Said parking area is located to the north of the municipal office and to the west of the replica train station;
4. The New Brunswick Division of the Canadian Railroad Historical Association agrees to pay all costs related to the operation of the replica train station beginning on January 1, 2024 including but not limited to electricity, water and wastewater charges, and insurance;
5. The Village of Fundy Albert agrees to continue snow clearing in the parking lot referenced in the agreement;
6. The New Brunswick Division of the Canadian Railroad Historical Association agrees to allow the Literacy Express Program to occupy the top floor of the replica station, for no more than 12 months from signing of the agreement. While the building continues to be occupied and in use by the Literacy Express Program, the municipality will continue contributing to the operational costs of the replica train station described above.
7. The Village of Fundy Albert will immediately begin efforts to find an alternate, suitable location for the Literacy Express Program.
8. In the event of the cessation of operations of the replica train station and museum, or its dissolution, the New Brunswick Division of the Canadian Railroad Historical Association agrees to transfer the replica train station back to the Village of Fundy Albert at no cost to the municipality other than those of a legal nature.

Councillors provided general comments of support. Mayor Rochon polled Councillors individually. **MOTION WAS CARRIED** (unanimously).

Councillor Land re-entered the room at 6:32PM.

b) Corrigan HR Consulting

Mayor Rochon informed Council that during a previous meeting of Council, the services of Corrigan HR Consulting had been approved. Two invoices were presented for approval. One in the amount of \$9,000 plus HST of \$1,350 for a total of total of \$10,350; and a second in the amount of \$3,600 plus HST of \$540 for a total of \$4,140. The total of the two invoices is \$12,600 plus HST of \$1,890 for a total of \$14,490. The cost associated with this work is to be recovered from the Province of NB Department of Environment and Local Government and Local Governance Reform. **IT WAS MOVED** by *Councillor Coates* and seconded by *Councillor Land* **THAT** the both invoices be paid. July 28, 2023, Committee of the Whole meeting minutes be approved as amended. **MOTION CARRIED** (unanimously).

Mayor Rochon also introduced the topic of a workplace assessment that was discussed during a closed session of Council on July 20, 2023. The workplace assessment is to be completed by Corrigan HR Consulting. The work, estimated to cost between \$8,000 and \$10,00, is to be fully or partially reimbursed by the Department of Environment and Local Government and Local Governance Reform.

**IT WAS MOVED** by *Councillor Elderkin* and seconded by *Councillor Coates* **THAT** the Village of Fundy Albert enter into a service agreement with Corrigan HR Consulting to conduct a workplace assessment, as discussed during the closed session of the Special Meeting of Council on July 20, 2023. **MOTION CARRIED** (unanimously).

c) 61 Academy Street

Mayor Rochon provided an overview of Horizon Health's interest in occupying the office space in the former RCMP building located at 61 Academy Street in Hillsborough. The estimated cost to the municipality to renovate the facility is in the range of \$200,000. These costs would be what are considered base building renovations. Any one-time fit up costs that would facilitate Horizon Health occupying the space would be paid by them. Horizon Health would then pay the municipality lease payments each month through a 5-year lease agreement.

**IT WAS MOVED** by *Councillor Land* and seconded by *Councillor Coates* **THAT**

**WHEREAS** the Village of Fundy Albert wishes to pursue continued and expanded provision of primary health care to residents of Fundy Albert; and

**WHEREAS** Horizon Health has indicated an interested in occupying and leasing vacant office space located at 61 Academy Street, Hillsborough, NB; and

**WHEREAS** the Village of Hillsborough would be responsible for base building renovations, and Horizon Health would be responsible for fit up costs to the space suitable for their needs,

**BE IT THEREFORE RESOLVED** that the Village of Fundy Albert agrees, in principle, to pursue an arrangement between Horizon Health and the Village of Fundy Albert where the Village would fund the costs associated with base building renovations and Horizon Health would fund fit up costs necessary to make the space useable;

**BE IT FURTHER RESOLVED** that the Village of Fundy Albert is prepared to commit up to \$200,000 for base building costs. **MOTION CARRIED** (unanimously).

Councillor Ereaux requested confirmation that this is an agreement in principle to proceed. Confirmed by Mayor Rochon. It was clarified that before proceeding, Council would need to vote on a motion to proceed and identify the source of funding.

d) Revised Utility Rates, Hillsborough

The CAO highlighted that there was a discrepancy between the number of utility service users in both the water and wastewater systems in the community of Hillsborough in the budget documents prepared by the province, and the actual numbers of users. It requires a correction of the wastewater and water rates for the second, through fourth quarters in order to collect the correct amount of revenue.

**IT WAS MOVED** by *Councillor Elderkin* and seconded by *Councillor Land* **THAT** the Council of the Local Government of Fundy Albert **RESOLVE** that pursuant to subsection 117(4) of the *Local Governance Act*, the total revenues for the Hillsborough Wastewater Disposal Service for 2023, as approved by the Department of Environment and Local Government, being \$269,355, **BE IT THEREFORE RESOLVED** the annual user charges be increased from \$361 per annum to \$465.25 per annum; **AND FURTHERMORE** that this user charge increase be reflected on the **second quarter** billing period of April 1, 2023 to June 30, 2023. **BE IT FURTHER RESOLVED** that the motion adopted during the June 6, 2023, Regular Meeting of Council, related to the total revenues for the Hillsborough Wastewater disposal system for 2023, be hereby repealed. **MOTION CARRIED** (unanimously).

**IT WAS MOVED** by *Councillor Elderkin* and seconded by *Councillor Land* **THAT** the Council of the Local Government of Fundy Albert **RESOLVE** that pursuant to subsection 117(4) of the *Local Governance Act*, the total revenues for the Hillsborough Water utility system for 2023, as approved by the Department of Environment and Local Government, being \$204,616, **BE IT THEREFORE RESOLVED** the annual user charges be increased from \$306 per annum to \$331.50 per annum; **AND FURTHERMORE** that this user charge increase be reflected on the **second quarter** billing period of April 1, 2023 to June 30, 2023. **BE IT FURTHER RESOLVED** that the motion adopted during the April 4, 2023, Regular Meeting of Council, related to the total revenues for the Hillsborough Water utility system for 2023, be hereby repealed. **MOTION CARRIED** (unanimously).

Councillor Ward Russell requested clarification as to whether the corrected rate should be \$331.60 or \$331.50. CAO Downey clarified that the rate of \$331.50 is the correct rate.

e) CAO Report

Council was provided an update in relation to water exploration efforts in the community of Alma, including a public meeting that had taken place in Alma earlier today. The CAO also provided an update on the waterline replacement project in Riverside-Albert. There are delays being experienced with that project.

Municipalities week is taking place the week of September 18<sup>th</sup> to 24<sup>th</sup>. The CAO feels it would be important to do something as we are a new municipality. A brochure will be forwarded to Council which highlights examples of what other communities will be doing. The CAO suggested an additional ad in the Connecting Albert County, as well as a coloring contest and perhaps prizes. Councillor Elderkin suggested a BBQ.

The CAO mentioned that a second thank you letter had been received from a bursary recipient. A reminder that the municipal offices will be closed on August 7<sup>th</sup>. The CAO informed Council that she will be on vacation the week from August 8<sup>th</sup> to August 14<sup>th</sup>. A new employee will be starting work in Riverside-Albert on August 14<sup>th</sup>. There will also be job bulletin posted for an assistant position in the Hillsborough municipal office.

Councillor Ereaux requested an update on the Route 114 storm sewer in Alma. The CAO indicated that the Englobe Engineering contact on is on vacation. There had been two options presented for the repair and now the written estimate has come back at \$75,000. The Department of Transportation and Infrastructure is prepared to provide funding of \$30,000. Councillor Ereaux highlighted the importance of deciding, as the problem is not going away. The CAO indicated that funding may be available in the paving budget.

Councillor Elderkin asked whether Fundy Tourism had contacted our Treasurer in relation to the availability of office space for their use. The CAO did not have an update. Councillor Elderkin also asked about the update on a trailer that had been inquired about and also whether there was any news to report on the Riverside-Albert fire truck purchase request. There needs to be information on the process. Councillor Elderkin also asked about the Perfection Property Care sign update and what is required from Council. The CAO indicated this is now a matter between the SERSC and the property owner.

Councillor Ward Russell asked if any contacts have been made in relation to the extended ice season and if any groups have been contacted for interest. The CAO suggested the arena manager may be able to reach out to groups and that we could post new availability on the municipality's social media page. Councillor Ward Russell offered to reach out to outside organizations.

Mayor Rochon asked about the funding required for the temporary water supply for Alma from FNP, as it is an unbudgeted item and that the work that was performed should be in the form of a motion. The total costs, estimated by Englobe Engineering are in the range of \$30,000 to \$50,000. Councillor Ereaux indicated that he is hopeful that Fundy Albert will receive financial assistance from funding partners.

**IT WAS MOVED** by *Councillor Ereaux* and seconded by *Councillor Coates* **THAT** the Village of Fundy Albert authorize the work performed by Englobe Engineering and their third party contractors on an emergency basis to install a temporary waterline from Fundy National Park to the community of Alma, including the water costs that are being billed to the community of Alma. **MOTION CARRIED** (unanimously).

Councillor Land asked about the availability of spare well pumps for the three communities. Mayor Rochon indicated that Englobe Engineering was following up on this matter. Councillor Ereaux cautioned against simply having pumps sitting somewhere without some sort of maintenance plan for them to ensure they work, when needed.

Councillor Jonah echoed Councillor Ward Russell's comments as they relate to livestreaming of Council meetings. Councillor Jonah pointed out that better microphones are needed.

Councillor Elderkin highlighted the need for the Riverside-Albert fire truck, and additional work to maintain sidewalks and flowerbeds. Councillor Elderkin commented about concerns being expressed with solid waste collection in Riverside-Albert. It appears that there is a large volume of garbage and not all bags are able to be collected in one day. There perhaps needs to be a limit placed on the number of bags per household. Councillor Ereaux pointed out that there used to be a large trailer available in Alma. Councillor Jonah mentioned that imposing a bag limit on garbage could result in garbage being left in the streets. Councillor Elderkin reported that she had to contact the Director of Operations because a fence around a trench on Forestdale Road had fallen into the trench. Councillor Elderkin thanked the Director for attending the scene and resolving the issue.

Councillor Coates reported that at the Committee of the Whole meeting, he had asked that Council correspond with DTI in relation to the state of Route 910. He has since spoken with Minister Holland's officer and asked that we hold off doing so. Councillor Coates also mentioned that he has had some concerns expressed to him by the fire chief in Hillsborough about TMR radios. Councillor Coates suggested proceeding with a meeting involving the fire chiefs. There was a brief conversation about the status of the TMR system and regional fire dispatch.

Councillor Land had nothing to report.

Councillor Ereaux began by acknowledging the tragic passing of a community member, which has significantly impacted residents. Councillor Ereaux thanked community members who have dedicated their time tending to local flower gardens to keep them clear of weeds. Councillor Ereaux asked about the status of the remaining benches that had been purchased for Alma, and the repurposing of the old benches for other areas of the community.

Mayor Rochon mentioned that on July 20<sup>th</sup>, he met with member of parliament Rob Moore in Alma to discuss the Alma water situation and to seek his support for Fundy Albert's pursuit of a favorable contribution from the federal government as it relates to the Phase II of the water exploration project. On July 23<sup>rd</sup>, he was contacted by a Hillsborough resident about a dangerous situation developing at the entrance of the White Rock Recreational Area. A culvert

that crosses the Golf Club Road had begun to collapse. Our public works were notified and erected barricades and DTI had been notified.

On July 24<sup>th</sup>, Mayor Rochon attended the first meeting of the SERSC Public Safety Committee, where he was elected Chairperson for the Committee. On July 25<sup>th</sup>, he participated in a virtual meeting with representatives of Horizon Health where they were informed of Council's support for the possible relocation of the satellite office of the Albert County Community Health Centre in Hillsborough. They will now be pursuing funding for fit-up costs and ongoing operational costs.

On July 30<sup>th</sup>, Mayor Rochon attended a Hillsborough resident's 105<sup>th</sup> birthday celebration. Mayor Rochon also sent notes of thanks to Mayor Yvon Lapierre of the City of Dieppe and to Mayor Jason Stokes of the Village of Strait Shores for their recent generosity and assistance in setting up a temporary water supply for the community of Alma. The City of Dieppe loaned Fundy Albert some temporary watermain that they had on hand. The Village of Strait Shores loaned a pressure reducing valve to be used in Alma.

Mayor Rochon concluded by informing Council that in order to permit persons other than the Mayor and Treasurer to sign cheques for the municipality, a resolution of Council is required. In order to ensure a separation of duties as it relates to financial administration, Mayor Rochon recommended the following:

- That the Treasurer or CAO/Clerk be authorized to sign as a first signature;
- That the Mayor or Deputy Mayor be authorized to sign as the second signature;
- Our financial institution will require a resolution where names are provided.

**IT WAS MOVED** by *Councillor Coates* and seconded by *Councillor Elderkin* **THAT** That the Council of the Village of Fundy Albert authorize the Treasurer Jillian Hutchinson, or CAO/Clerk Hanna Downey; AND the Mayor, Robert Rochon or Deputy Mayor Jeff Land sign all cheques and payment authorizations issued by the local government. **MOTION CARRIED** (unanimously).

Councillor Ereaux questioned the authority to authorize expenditures. In his view, there have been examples where there have been expenditures authorized without proper authorization. Councillor Ward Russell asked if the local government has ever sought the advice of our audit firm in relation to authorizations. The CAO/Clerk indicated that we do not yet have an audit firm.

Councillor Ereaux asked Mayor Rochon if there has been any discussion by the board of directors of the Southeast Regional Service Commission in relation to a tourism levy. Mayor Rochon replied that there had not been.



**NOTICES OF MOTIONS AND RESOLUTIONS**

**IT WAS MOVED** by *Councillor Ward Russell* and seconded by *Councillor Land* **THAT** The Council of Fundy Albert commit to a financial contribution to the White Birch Playground organizing committee in support of their ongoing work to develop a playpark for the residents of Wards 5 and 6 in the amount of \$2,500, plus the overseeing of hosting a barbeque with supplies in the amount of no more than \$500 for a playpark grand opening scheduled for August 3<sup>rd</sup>, 2023 for a total combined contribution of \$3,000. **MOTION CARRIED** (unanimously).

Councillor Ereaux commented that Council needs to focus on establishing a systematic approach to approving funding requests rather than the piecemeal approach we have been using.

**COMMENTS AND STATEMENTS FROM PUBLIC**

There were comments and statements from members of the public in attendance.

**IT WAS MOVED** by *Councillor Ward Russell* and seconded by *Councillor Land* that Council enter a closed session at 7:54PM.

**MOTION CARRIED** (unanimously).

Council returned to regular session at 9:02PM.

**IT WAS MOVED** by *Councillor Coates* that the meeting adjourn.

---

Robert Rochon, Mayor

---

Tammy Rampersaud, Assistant Clerk