

## *Minutes*

Committee of the Whole Meeting  
W. H. Steeves House Museum, 40 Mill Street, Hillsborough  
June 26, 2023, at 4:30 PM.

### **PRESENT:**

Robert Rochon – Mayor

Loretta Elderkin – Councillor, Ward 2

Jeff Jonah – Councillor, Ward 4

Heather Ward Russell – Councillor, Ward

Jillian Hutchinson – Treasurer

John Ereaux – Councillor, Ward 1

Jeff Land – Councillor, Ward 3

James Coates – Councillor, Ward 5

Hanna Downey – CAO/Clerk

Scott Reid – Director of Operations

### **CALL TO ORDER**

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

### **ADOPTION OF AGENDA**

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

Amendments: Removal of the Building By-Law and Addition of Public Comments/ Statements

### **CONFLICTS OF INTEREST DECLARATIONS**

*Councillor Land* had declared a conflict of interest for himself for Agenda item 4 (d) NB Railway Museum.

### **PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

(a) **Heritage Hillsborough- Karla Reynolds.** Ms. Reynolds introduced herself as the representative for Heritage Hillsborough. Ms. Reynolds states they are seeking information and support for Hillsborough Homecoming. Ms. Reynolds was looking for information on by-laws, the use of village property for the event, and permission to close mill street to one lane. She stated that the fire department was already contacted and agreed to do traffic control, if needed. Ms. Reynolds asked for council sponsorship to help send out the event flyer and sought volunteers. The Council thanked Ms. Reynolds for her presentation, and the Mayor stated that they would contact her with further information.

(b) **Perfection Property Care- Martin Fullerton.** Mr. Fullerton had declared that he had been trying to receive a permit and install a sign in the village for the past two years. *Councillor Land* stated that they had had a discussion; he recalled advising Mr. Fullerton to pay the twenty-five dollar fee and get it straightened out with the planning commission. Mr. Fullerton stated the sign permit fee had been paid and he is not able to get an answer from the planning commission. *Councillor Ereaux* noted that he does not fully understand the issue, and if there is a by-law preventing the sign installation, this should be communicated to Mr. Fullerton.

*Councillor Land* exited the meeting.

(c) **NB Railway Museum- Steve Milburn.** Mr. Milburn expressed his concern with the timeline for the Council to decide to transfer the ownership of the replica train station to the NB Railway. Mr. Milburn stated that the former Hillsborough council had previously approved this, and the decision was later rescinded by a motion of the Council prior to the amalgamation.

Mr. Milburn expressed his concerns about this process creating continued divisiveness, and hurt feelings.

- (d) **Director of Operations.** Mr. Scott Reid. Mr. Reid stated that the Alma water system is struggling to meet the high demand, and drastic measures must be implemented to conserve water. **Mayor Rochon** asked if the water audit results were communicated to the village. The CAO confirmed that these results were not shared and is unsure of the status of the audit. The Council expressed that they feel this issue needs to be discussed with the community of Alma as soon as possible. **Councillor Ereaux** expressed his concern with the potential of having to truck in water to Alma due to the financial and sanitary risks. **Mayor Rochon** agreed that the residents of Alma need to be informed of the need to conserve water immediately. **Councillor Ereaux** stated that there will be a meeting with the engineering partners from Englobe and he could provide more information and suggestions about the water system. The Mayor thanked Mr. Reid for attending and informing Council.
- (e) **Treasurer's Report.** Ms. Hutchison proposed creating a utility fund report indicating accounts receivable. The Council stated that their concern is expenditures rather than revenue. Ms. Hutchison and the Mayor have not been provided with guidance from the province how to set up the subunits in the current or future budgets. General equipment and NB Power bills for the Alma office are beginning to raise concerns in the budget. Ms. Hutchison stated that she would bring more detail in regard to these concerns to the next meeting. Ms. Hutchison reviewed the Canada Community Building Fund. Ms. Hutchison proposed opening thirteen (13) bank accounts; the CAO agreed that these bank accounts are necessary to separate the subunits. Ms. Hutchison presented the list of reserve accounts and outstanding account receivables amounts. Ms. Hutchison also stated that the Riverside-Albert Playground Project is short, and she recommended the remainder be paid with the interest that occurred in the capital account. Council is in agreement, but it is recommended that a motion be presented at the next meeting. Council thanked Ms. Hutchison for her report.

## OLD BUSINESS

- (a) Alma Water Exploration- The CAO stated the project manager with Englobe to inform her that the driller would be available this week to enlarge two of the wells in preparation for pump testing. An update from the project manager, including more details, is expected before any work begins.
- (b) Riverside-Albert Water Main Project- The CAO stated that notices were distributed earlier this month to notify property owners of the work that would begin. EXP has provided the CAO with the minutes from the preconstruction meeting. The CAO thanked **Councillor Elderkin** for providing Forestdale nursing home with an advanced notice of a 12-hour water service interruption.
- (c) Storm Sewer Repair- The CAO stated she is waiting for clarification from Englobe related to the cost of the spot repair option. The Council will be informed via email when this is confirmed.
- (d) Library 2023 Budget- The CAO asked where the finance committee stands with the 2023 grants and contributions to present to Council related to Literacy Express. **Mayor Rochon** recommends that the CAO and **Councillor Elderkin** meet and create a recommendation for Council's approval.
- (e) Building By-law- The CAO asked for the Council's input on any changes that they feel necessary before the final reading of the by-law on July 3, 2023.

- (f) Draft Employee Policy- The CAO requested any amendments or suggestions be provided to her via email and that all of Council be included in the email thread. **Mayor Rochon** recommended an addition under 5.4 of special leave.
- (g) ACTA Request for Office Space- The CAO reviewed the request for office space. There is a space open in Riverside-Albert at the rec centre for a temporary basis. **Mayor Rochon** recommends that ACTA look at the space available to see if it is suitable.

## **NEW BUSINESS**

- (a) Support for the W. H. Steeves House Museum- **Mayor Rochon** explained that as the Council is using the Steeves House Museum for many meetings that the Council contributes to some of the janitorial services. The CAO added that this also includes the increase in use of hydro. The Council proposed an amount of a hundred dollars a month and that a motion be presented at the next meeting.
- (b) Hillsborough Arena Season Extension- The CAO stated that Fundy Blades could benefit from an additional four weeks of ice time at the end of the season at 15 hours per week. The CAO recommended the user rates be increased for the 2023/24 season. **Councillor Land** mentioned that the arena is due for several upgrades, particularly if the ice time will be extended as this has an impact on the equipment. **Councillor Ward Russell** requested that Mr. Reid create a list of upgrades that the arena will need over time. **Mayor Rochon** and the Council agreed that a motion should be proposed at the next meeting.
- (c) Portables Facilities for Alma- The CAO explained that the public washrooms at Fundy General store are used significantly. The CAO stated that she arranged for portable facilities to be in Alma as early as this Friday.
- (d) Sponsorship Requests- The CAO stated a request was received from the 2023 Albert County Exhibition. **Mayor Rochon** stated that a draft resolution should be created for Fundy Albert to become a major sponsor of the Albert County Exhibition, the Council did not oppose.
- (e) Committees of Council Meetings- The Mayor and Council requested that minutes of committee meetings be made available to Councillors and available to the public. **Mayor Rochon** asked to arrange a session regarding the committee meeting. The CAO outlined what is recommended to be detailed in public minutes. **Mayor Rochon** explains that certain topics do not need to be disclosed to the public.
- (f) Credit Card Policy- Council provided feedback for the drafted policy.

The CAO stated that thank you cards were received from Caledonia Regional High School for sponsoring this years Dragon Boat Team, and Yearbook.

The CAO reminded Council that Hillsborough Homecoming Days will be held on July 15. There will also be a Community Picnic with bouncy castles held on July 15, sponsored by local churches, and held at the Main Street Ballfield.

The CAO asked if Council had any information to submit for Connecting Albert County's August edition that they forward the information to her. **Councillor Ereaux** suggested that water conservation be mentioned; the CAO stated that information will be in the July edition.

## **MAYOR & COUNCILLOR STATEMENTS & INQUIRIES**

**Councillor Jonah** asked if the flags for Canada Day could be put up. **Councillor Jonah** asked if public works could look at the potholes on Golf Club Road; the Director of Operations stated now that they are aware there is a delay in NBDTI paving, they can put down some cold patch in the meantime.

**Councillor Elderkin** clarified that the debenture that was renewed at the June 4 meeting was for the water and sewer upgrade project, which was at its ten year renewal term. **Councillor Elderkin** stated that the grading was completed on the Bicentennial Road and the Horn Road by NBDTI. **Councillor Elderkin** stated the new playground equipment had arrived and is expected to be installed in August. She stated that the committee has been fundraising since 2018 for this initiative and has received a lot of community support from businesses and individuals, having raised over \$70,000. The total cost of the project is \$293,000 for equipment, delivery and installation. **Councillor Elderkin** expressed her appreciation to the committee and the community for making this project happen. **Councillor Elderkin** stated that a Personnel Committee meeting was held with herself, **Councillor Ward Russell** and the CAO. **Councillor Elderkin** thanked local volunteers for doing the flower gardens throughout the Riverside-Albert area, and to the Public Works employees who worked preparing the flower bed. **Councillor Elderkin** stated that she was contacted by Fire Chief Osmond who stated that the Alma Fire Department could utilize a trailer formerly used by the Riverside-Albert Fire Department, to transport their side-by-side. The Director of Operations stated that although the Public Works Department does use the trailer, he recognizes the importance of its use for the rescue vehicle. **Councillor Elderkin** reviewed the quarterly Fire Department Report for the Riverside-Albert Fire Department: Five (5) new members, Food Trailer at Hillbilly Run and Trails Day, Sent two (2) members for training, responded to two (2) house fires, three (3) medical calls, two (2) rescues, and two (2) mutual aid calls, and the members participate in training twice monthly with good member turnout. **Councillor Elderkin** stated there is a need to update the radio system; **Councillor Coates** feels more information will be coming related to the TMR radio system. **Councillor Elderkin** stated there are upgrades to the building needed; **Councillor Elderkin** would like to proceed with advising the Chief to obtain quotes for some of the necessary repairs. **Councillor Elderkin** stated that the 2007 pumper truck needs to be replaced. **Mayor Rochon** suggested the CAO reach out to Doug Hammer.

**Councillor Ward Russell** stated she received several complaints about the road conditions in Lower Coverdale, specifically in the White Birch subdivision. She stated a strong message should be conveyed to NBDTI have the road repairs completed as soon as possible. **Councillor Ward Russell** stated she took part in a Personnel Committee meeting on June 13. **Councillor Ward Russell** attended a meeting for the arena to look at the possibility of a season extension. **Councillor Ward Russell** received a request for children's playing signs and asked that NBDTI put speed signs on side streets in Lower Coverdale. **Councillor Ward Russell** stated she would like to put a plan in place for capital planning/budget. **Councillor Ward Russell** stated that it's important to look into grants and that staff are on top of that; the Treasurer stated that she has been watching closely. **Councillor Ward Russell** asked for an update on how the summer students are working out and how many were hired. **Councillor Ward Russell** asked the CAO to put the job posting out for an assistant for the Treasurer and advertise widely. **Councillor Ward Russell** asked the CAO if it's possible for her summer student to help Jillian two days a week. **Councillor Ward Russell** asked if the CAO could post a temporary position to fill the position of Director of Community Services. **Councillor Ward Russell** discussed the soccer field at the local high school. **Mayor Rochon** stated

that he will follow up with this. **Councillor Ward Russell** stated that she agrees with the Minister's decision to keep the tax rates as is for an additional year.

**Councillor Coates** stated that he attended a meeting with Laura Mason, Assistant Regional Director with AWK Libraries, to review the municipality's responsibilities for the library. **Councillor Coates** stated he received complaints about the condition of Route 910 and Prosser Brook Road, lack of STOP signs, and ATVs speeding on the roads. **Councillor Coates** contacted NBDTI and Public Safety; he stated off-road enforcement will do spot checks on the areas mentioned. **Councillor Coates** stated he attended a library board meeting. Some concerns raised were the lack of information for the 2023 budget, safety concerns with front door unlocked, carpets haven't been cleaned since 2019, and new regulations for daily janitorial services. **Councillor Coates** attended a EMO Committee meeting with **Mayor Rochon**, EMO Co-ordinator Jim Lindsay, and **Councillor Ereaux** to discuss the drafted EMO Plan, and the SOP for the Fire Departments. **Councillor Land** stated the pool is full of water and ready to open for July 3. **Councillor Land** thanked the Director of Operations. **Councillor Land** asked the CAO to circulate the Agenda to council before it's published publicly; the CAO stated it was overlooked last week. **Councillor Land** asked for an update on the snow removal contract for Hillsborough; the CAO stated the tender is being prepared and should be issued in August. **Councillor Land** asked if all six (6) summer employees report to Public Works; the CAO stated that any HR matters should be discussed with her at the office. **Councillor Land** asked how many students are in Public Works; the CAO stated that there are three students reporting to Public Works. **Councillor Land** stated he is working on getting a light installed at the basketball court. **Councillor Land** asked if there was an update related to the NB Railway and Council's decision made at a previous meeting; **Mayor Rochon** stated that Council passed a motion at the Regular Council meeting on June 6 and the documentation related to the mortgage and lease was signed last week. **Councillor Land** stated the reason for his inquiry is there may be a request coming for repairs to the Voodoo, that sits on that land. **Councillor Land** stated that he held a Public Works Committee meeting along with the Director of Operations, Mr. Jeremy Weir, **Mayor Rochon** and **Councillor Ereaux**. The garbage pick-up in Alma during the summer months was discussed, and extra mowing and care needed in Alma for the summer months. **Councillor Land** provided Council with a copy of the minutes from that Committee meeting. Council had a discussion about the limited amount of summer students. **Mayor Rochon** pointed out that Alma has special requirements because it is a tourist destination, and there is a need for extra service during the summer months. The Treasurer stated that the new municipality of Fundy Albert was only eligible for three grants through CSJ and three grants through the SEED program.

**Councillor Ereaux** asked for signage to indicate where the portable facilities are located on School Street. **Councillor Ereaux** thanked the newly formed group, the Alma Collective, which includes members from Fundy Park, Friends of Fundy, residents, and local business owners. This group has put together a full day of Canada Day events for the community of Alma including a market, children's parade, BBQ, live music, cake walk, Canada Day birthday cake, and fireworks. **Councillor Ereaux** stated that he and **Mayor Rochon** had a coordination meeting with Fundy National Park senior management team and another meeting scheduled in July. **Councillor Ereaux** made mention of a concern brought to him about the enrolment numbers for Riverside Consolidated School and reduction of teaching positions.

**Mayor Rochon** stated he will be attending a SERSC meeting on June 27; the Strategic Plan for the new mandated services is on the Agenda. **Mayor Rochon** stated there was a Regional Transportation Committee meeting held earlier in June. **Mayor Rochon** stated he received a note

of thanks to the Council from the HDMHA for the 2023 ice rebate; they are looking for confirmation on Council's financial support for the program moving forward. **Mayor Rochon** would like to provide the group with a reply and stated it could be discussed at the next council meeting. **Mayor Rochon** stated that there is an interest from Horizon Health to relocate from their current location on Main Street in Hillsborough to the municipally owned 61 Academy Street. **Mayor Rochon** stated in order to do so, the building would require significant renovations and improvements, to bring the building up to building codes and to facilitate a medical clinic. **Mayor Rochon** stated a preliminary estimate has been provided by Horizon Health, in the amount of up to \$425,000. **Mayor Rochon** stated that Horizon Health is asking what the municipality is prepared to fund; **Mayor Rochon** stated to Council that if the municipality covered the costs associated with the base building work would amount to approximately \$175,000. The portion of fit-out costs to accommodate a medical clinic would be at the expense of Horizon Health. **Mayor Rochon** stated that if the renovations proceed, Horizon Health would pay rent at an agreed upon rate to the municipality. **Mayor Rochon** stated that there are funds in Hillsborough's reserve account that could be utilized if Council is in agreement. **Mayor Rochon** asked Council to think about the option and will discuss further at the next council meeting, so an answer can be provided to Horizon Health. **Councillor Elderkin** stated more information is needed related to the rent costs and length of contract in order to make a decision.

#### **PUBLIC QUESTIONS/COMMENTS**

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

#### **CLOSED SESSION**

**IT WAS MOVED** by **Councillor Land** and seconded by **Councillor Eldekin** that the meeting enters Closed Session at 7:53 PM per the NB *Local Governance Act*, SNB 2017, 68 (1)(j) labour and employment matters. **MOTION CARRIED** (unanimously).

**IT WAS MOVED** by **Councillor Jonah** and seconded by **Councillor Land** THAT the Closed Session ceases at 8:24 PM. **MOTION CARRIED** (unanimously).

*Council returned to regular session at 8:24 PM.*

#### **ADJOURNMENT**

**IT WAS MOVED** by **Councillor Ereaux** THAT the meeting be adjourned at 8:25 PM.

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Robert Rochon, Mayor

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Hanna Downey, Clerk