



**Minutes  
Special Council Meeting**

**December 23, 2024, 4:30 p.m.  
W.H. Steeves House Museum, 40 Mill Street, Hillsborough, NB**

Present: Mayor Rochon  
Councillor Elderkin  
Councillor Land  
Deputy Mayor Ereaux  
Councillor Coates  
Councillor Ward Russell

Absent: Councillor Jonah

Staff Present: Linda Sabourin – CAO  
Jillian Hutchinson – Treasurer  
Ian Barrett – Director of Operations

---

**1. Call to Order**

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

**2. Adoption of Agenda**

**IT WAS MOVED** by Deputy Mayor Ereaux and **SECONDED** by Councillor Elderkin **THAT** the agenda be adopted with an amendment to add #6 Budget Deliberation Principles

**Motion Carried** (unanimously)

**3. Conflict of Interest Declarations**

NONE

**4. Year-end Financial Resolutions**

**a. 2025 GIC Reinvestments**

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

**WHEREAS** the current GIC's are up for renewal on December 18 and 28 of 2024;

**ANDWHEREAS** \$27,968 is to be withdrawn from GIC 4 to cover the expense of Air Packs Purchased;

**ANDWHEREAS** \$35,833.95 of GIC 3 was to fund a portion of the Riverside-Albert Water Treatment Upgrades Project;

**BE IT RESOLVED** that the following GIC's be cashed out early and reinvested with interest earned into Cashable GIC's:

- o GIC 1 - \$141,938.27 (CCBF 2019-2023)
- o GIC 2 - \$15,254.27 (CCBF 2014-2018)
- o GIC 5 - \$13,055.14 (Riverside-Albert Capital)
- o GIC 6 - \$15,265.15 (Riverside-Albert Capital)
- o GIC 7 - \$11,667.89 (Riverside-Albert Recreation Centre)
- o GIC 8 - \$27,000.00 (HFD)
- o GIC 9 - \$22,000.00 (AFD)

**BE IT FURTHER RESOLVED** that GIC 4 - \$43,418.04 (RAFD) be cashed out early but only \$15,450.04 and interest earned be invested into a Cashable GIC

**BE IT FURTHER RESOLVED** that GIC 3 - \$35,833.95 (Riverside-Albert Utility) be cashed out for contribution to the Riverside-Albert Water Treatment Upgrades

**Motion Carried** (unanimously)

**b. Fundy Albert Capital Account**

**IT WAS MOVED** by Councillor Coates and **SECONDED** by Deputy Mayor Ereaux **THAT WHEREAS** Fundy Albert does not have a capital bank account;

**BE IT RESOLVED** that the Council of Fundy Albert motion for the Treasurer of Fundy Albert open a capital bank account for Fundy Albert

**Motion Carried** (unanimously)

**c. 2025 General Capital Investments**

**IT WAS MOVED** by Councillor Elderkin and **SECONDED** by Deputy Mayor Ereaux **THAT WHEREAS** Fundy Albert General Operating has a projected surplus \$625,273 due to uncompleted budgeted plans & additional 2022 Surplus;

**WHEREAS** the Treasurer has recommended \$150,000 be transferred to a Shared Capital Fund;

**WHEREAS** the Treasurer has recommended \$172,345 be invested in a Cashable GIC

**BE IT RESOLVED** that \$150,000 be deposited in the Fundy Albert General Capital Account;

**BE IT FURTHER RESOLVED** the shared projects/purchases amount of \$172,345 be invested into a Cashable GIC

**Motion Defeated**

**d. Hillsborough's Unbudgeted Surplus from 2022**

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

**WHEREAS** the former Village of Hillsborough's budgeted surplus was \$127,701;

**WHEREAS** the former Village of Hillsborough's actual surplus was \$326,203;

**WHEREAS** the balance is required to be accounted for in 2024 and cannot be forwarded to 2025 budget;

**WHEREAS** the Treasurer has recommended the surplus be invested into a Cashable GIC for Arena Capital upgrades;

**BE IT RESOLVED** that \$198,502 be invested into a Cashable GIC for Arena Capital upgrades

**Motion carried** (unanimously)

**e. Hillsborough Utility Capital Investment**

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

**WHEREAS** the amount budgeted for Water Exploration Phase I was not fully used in 2024;

**WHEREAS** Hillsborough Utility has reached the maximum allowable amount in our Operating Reserve;

**WHEREAS** Hillsborough Utility has an estimated surplus of \$122,215;

**WHEREAS** the Treasurer has recommended \$75,000 of that surplus be transferred to capital for Water Exploration Phase II;

**BE IT RESOLVED** that \$75,000 be transferred to Hillsborough Utility Capital Account.

**Motion carried** (unanimously)

**f. Riverside-Albert Water Treatment Plant Upgrades**

**IT WAS MOVED** by Councillor Elderkin and **SECONDED** by Councillor Land **THAT**

**WHEREAS** Fundy Albert's bank will not release interim funding without Fundy Albert's 2023 Financials;

**WHEREAS** the Fundy Albert 2023 Financials are delayed;

**WHEREAS** we will receive estimated invoice of \$526,500 from the contractor completing the Riverside-Albert Water Treatment Plant Upgrades;

**WHEREAS** funding for said project will be reimbursed from Regional Development Corporation at 93.33% within a month of paying the invoice;

**WHEREAS** Riverside-Albert Utility has sufficient funds for Fundy Albert's portion of 6.67%

**WHEREAS** Fundy Albert General Operating has sufficient funds to loan to Riverside-Albert Utility until reimbursement is received;

**BE IT RESOLVED** that council authorizes the treasurer to use \$491,382.45 from the general operating fund to compensate the contractor and to refund general operating upon reimbursement from Regional Development Corporation

**Motion carried** (Councillor Ward Russell against)

**5. Motion related to the Alma municipal well project**

**IT WAS MOVED** by Deputy Mayor Ereaux and **SECONDED** by Councillor Land **THAT**

**WHEREAS** Fundy Albert released a Tender (NBON – MFA-18073) seeking proposals from qualified, experienced firms to construct a new municipal well and related infrastructure Phase 2A;

**ANDWHEREAS** a fair tender process was initiated on New Brunswick Opportunities Network (NBON), the tender was properly advertised, bids were received from seven (7) companies, and were reviewed and evaluated by Englobe, who were contracted by Fundy Albert to manage the project;

**ANDWHEREAS** the lowest, complete Tender Bid was Camille Leger Ltd. for the amount of \$6,918,078 including HST;

**BE IT RESOLVED** that council of Fundy Albert authorizes the Mayor and Clerk to award tender # MFA-18073 to Camille Leger Ltd. for the amount of \$6,918,078 including HST;

**Motion carried** (unanimously)

**6. Budget Deliberation Principles**

Councillor Ward Russell asked what Mayor Rochon's expectations were for the December 27<sup>th</sup>, 2024 Budget meeting. A discussion with all present councillor ensued about what everyone was hoping to accomplish at the meeting.

**7. Adjournment**

Moved by Deputy Mayor Ereaux **THAT** the meeting be adjourned at 6:15 p.m.

---

Mayor

---

Clerk