

Present: Deputy Mayor Ward-Russell
Councillor Elderkin
Councillor Land
Councillor Jonah
Councillor Coates

Staff Present: Linda Sabourin – CAO
Ian Barrett – Director, Operations
Kim Beers – Director, Legislative Services/Clerk

Deputy Mayor Ward- Russell welcomed everyone and advised that the meeting Owl is still not working, so, the meeting will be audio recorded only.

CALL TO ORDER

Deputy Mayor Ward-Russell called the meeting to order at 4:30 pm.

ADOPTION OF AGENDA

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Elderkin* THAT the agenda be adopted with the following closed session item:

- Local Governance Act, SNB 2017, 68(1)(j) labour and employment matters, including the negotiation of collective agreements.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

2 minutes presentation

Mr. Norman Woodworth requested an update regarding the culvert repair on the Lake Road. The CAO advised it is a summer project, with the hopes to commence in June.

Mr. Woodworth asked is there is a guarantee the project will commence in June.

The CAO is unable to guarantee but sees no reason for it to not move forward.

Mr. Woodworth advised he understands the municipality is unable to borrow money from the capital borrowing board without the 2023 audit being completed. The CAO advised that is correct and confirmed the audit is not complete with no date confirmed for completion.

Mr. Woodworth reminded Council he sent a letter to Council dated October 15, 2024 about a bridge instead of a big culvert. There is a local business who builds bridges all over the world. Mr. Woodworth urges Council to inquire.

Deputy Mayor Ward-Russell asked if this is something the Director of Operations could look into.

INFORMATION ITEMS

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

Fiscal Reform Update

Notice of Restructuring Request – Town of Riverview

UMNB Advocacy Days

COUNCIL DIRECTION REQUESTS

2025 Multi-Year Community Grant Requests – K. Beers

Ms. Beers advised Council that the available budget for grants in 2025 is \$25,000, with \$5,000 remaining after awarding \$15,000 to other groups at the February 4, 2025 meeting. The recommendation is to approve the remaining \$5,000 for community groups, in line with established priorities and the available budget.

The Council has other options, such as approving only a portion of the requests or reserving some of the funds for future applications throughout the year, as outlined in the Community Grants Program Policy. However, granting fewer funds may hinder the completion of certain projects, and delays could impact community initiatives.

The applications include funding requests from several community groups, such as the Albert County Historical Society, Alma Community Tourism, Hillsborough Elementary Home & School Association, and Albert County Tourism Association/Fundy Tourism, for projects related to local history, tourism, playground development, and seasonal events.

Councillor Land advised where we do not have the completed audit, he urges Council to be very cautious before spending money. **Councillor Land** wishes to discuss the community grants at a later date. **Councillor Land** advised he is concerned about the audit not being complete and would like the audit completed prior to spending more money.

Deputy Mayor Ward-Russell asked Council their thoughts on discussing community grants at a later date and all of Council agreed.

Terms of Reference – ATV Access on Roads & Streets Committee - Councillor Coates

Councillor Coates submitted the Terms of Reference for the ATV Access on Roads & Streets Committee. This committee aims to address community needs surrounding ATV access and safety on public roads and streets. The recommendation is to approve at the March 4, 2025 Regular Council Meeting.

Fundy National Park Liaison – K. Beers

Ms. Beers advised Council that Fundy National Park has requested clarification from the Council regarding the appointment of a designated liaison to establish ongoing communication and collaboration on community initiatives. The recommendation is to appoint a Council member to serve as this liaison, ensuring smooth coordination between the Council and the park's management, and addressing any concerns from either party.

Alternatives include waiting until after the election for the appointment or continuing without a formal liaison, though the latter may hinder collaboration and responsiveness.

Councillor Elderkin volunteered to be the Fundy National Park Liaison.

37 Water Street – I. Barrett

Mr. Barrett advised Council that the owner of 37 Water Street, Riverside Albert, has approached the administration about purchasing a nearby municipally owned lot (PID 5015607). The property is a small lot with a single-family home, but it is undersized (360m² instead of the required 450m² for a single dwelling), leading to encroachment onto municipal land for access. The adjacent lot was previously a filling station, which limits its potential due to potential environmental concerns, though it also hosts a municipal trail along its eastern edge.

The owner wishes to purchase the lot to expand their property, including adding a garden and potentially a storage building. They have proposed a purchase price of \$5,000 for the entire lot.

Recommendations:

1. Follow Fundy-Albert policies for a transparent sale process.
2. Conduct an environmental assessment to assess risks.
3. If the sale proceeds, sever the lot to preserve access to the municipal trail.
4. Obtain a formal property valuation.
5. The buyer should bear the costs of valuation, severance, and the sale.

Other Options:

1. Reject the sale if the risks outweigh benefits.
2. Sell the entire lot, but this could impact public trail access.
3. Request further information before making a decision.

Risk Analysis:

1. Legal: Ensure legal procedures are followed.

2. Financial: Ensure fair market value and avoid setting a bad precedent.
3. Environmental: The property is a brownfield site, so an environmental assessment is necessary to avoid future liability.
4. Policy: Confirm that the sale aligns with future land-use planning.
5. Community Sensitivities: Retain public access to the trail, either through an easement or severance.

Considerations:

- Council Priorities: Aligns with strategic goals such as infrastructure, village services, communications, and economic development.
- Stakeholders: Includes the council, the property owner, Riverside-Albert residents, and trail users.

The decision is pending council approval, and further information and steps are being recommended to ensure the sale is handled transparently and with consideration for the community's needs.

Councillor Land requested what the value of the land is and there could be potential use of this land in the future.

Councillor Elderkin advised that the land could be beneficial for Fundy Albert in the future.

Councillor Jonah is concerned of losing trail access

Deputy Mayor Ward-Russell advised that Council needs more information before proceeding (value of the land).

Greensboro Lagoon – I. Barrett

Mr. Barrett advised Council that the Department of Environment and Local Government (DELG) requires feedback from Fundy Albert regarding the acceptance of responsibility for owning and operating the proposed Greensboro Lagoon. This wastewater lagoon project is intended to service the Greensboro Sub-Division, where the current system discharges directly into the Petitcodiac River.

Current Status and Background:

- DELG, in partnership with Englobe, is working on designing and building an aerated lagoon to serve 69 properties. The project will be completed between Fall 2025 and Fall 2026.
- DELG proposes transferring ownership of the lagoon to Fundy Albert at no cost, including equipment, land, an initial reserve fund, and spare maintenance equipment.
- DELG will set and collect a one-off connection fee and an initial annual user fee.

Recommendation:

- It is recommended that council approve discussions with DELG regarding the transfer of

ownership and operation of the lagoon but delay formal agreements until more details on financial and resource impacts are available. This will allow Fundy Albert to shape the project and ensure that the agreements serve both the community and the municipality.

Other Options:

1. Defer the decision until DELG provides more information on operating and maintenance costs, though this limits input on the project.
2. Decline ownership, which could lead to one of three outcomes:
 - DELG transfers ownership regardless, leaving Fundy Albert responsible for the system.
 - DELG transfers ownership to a private company, potentially increasing fees.
 - DELG retains ownership but outsources operations, likely leading to higher fees.

Risk Analysis: Taking ownership presents risks related to long-term financial sustainability, operational capacity, regulatory compliance, and potential environmental liability. However, declining ownership could result in loss of local control or increased fees if managed by a private entity. Consideration is required to balance financial responsibility, environmental concerns, legal obligations, and community expectations.

Considerations:

- **Legal:** Potential liability for environmental non-compliance and regulatory obligations under wastewater treatment standards.
- **Financial:** Uncertainty about long-term costs, adequacy of the reserve fund, and impact on municipal budgets.
- **Environmental:** Responsibility for compliance with discharge regulations and potential risks to the Petitcodiac River.
- **Policy:** Alignment with Fundy Albert's strategic priorities, infrastructure planning, and future development goals.
- **Stakeholders:** Involves current and future residents, DELG, regulatory bodies, and potential partnerships for operation and maintenance.
- **Community Sensitivities:** Concerns about fairness in user fees and the perceived risks of municipal ownership.

Councillor Elderkin advised there seems to be a lot of information missing and is concerned of the impacts of the extra workload on the public works team and administration.

Councillor Land advised there should be no problems with taking this on however, more discussions need to happen.

Councillor Coates advised he would like to see the system operating prior to taking it on to ensure everything is working properly.

Deputy Mayor Ward-Russell advised of the importance of continued discussions with the Department of Environment and Local Government (DELG) and advised a presentation from

DELG may be warranted.

Public Works Workplan – I. Barrett

Mr. Barrett presented the Fundy Albert Work Plan for 2025.

The plan is based on tasks performed by the Public Works team to maintain Fundy Albert's infrastructure and services, with estimated time allocations for each task. Work is ongoing to refine the day-to-day task scheduling.

Recommendation: Council is recommended to provide feedback on the 2025 Work Plan to ensure it aligns with Fundy Albert's strategic priorities and supports effective task prioritization for the benefit of residents.

Risk Analysis: Risks include financial constraints, task prioritization, and community impact. Key factors include cost overruns, adherence to regulations, and environmental sustainability.

Considerations:

- **Legal:** Compliance with regulations for water works and employee safety.
- **Financial:** Budget alignment and cost-effectiveness.
- **Environmental:** Sustainable practices.
- **Policy:** Consistency with strategic goals and policies.
- **Stakeholders:** Coordination with other entities, impact on staff workload, and potential community partnerships.
- **Community Sensitivities:** Managing public expectations for services and value for money.

Horizon Health, Hillsborough – I. Barrett

Mr. Barrett advised Council that Fundy Albert and Horizon Health have been in discussions for several years about converting Unit 2, 61 Academy Street, into a medical clinic, which would benefit the community.

- Fundy Albert previously agreed to contribute up to \$200,000 toward the project, but earlier reports highlighted the need for a more detailed structural and mechanical assessment of the building.
- Administration has requested a proposal from Englobe for this assessment, which will cost \$11,450. Additional costs may apply if further evaluation is needed.
- The assessment will provide a clearer understanding of the total investment required and

help set a fair lease fee for Horizon Health.

Recommendation: Council is recommended to approve the proposal from Englobe for the assessment to ensure the building is properly evaluated, supporting the development of the clinic and helping determine a fair lease fee.

Other Options:

1. **Do not approve the proposal:** This saves \$11,450 but may lead to unforeseen issues during renovations, resulting in higher costs and complications in lease negotiations.

Risk Analysis:

- Proceeding without the assessment could lead to unforeseen structural or mechanical issues, increasing costs and affecting lease terms.
- Approving the assessment incurs an upfront cost but ensures better project planning and fewer surprises.

Considerations:

- **Legal:** Without a proper assessment, there could be liability issues due to unaddressed deficiencies, potentially leading to disputes with Horizon Health.
- **Financial:** Skipping the assessment may lead to unexpected costs; while approving it provides clearer budgeting and better project management.
- **Environmental:** The assessment could uncover environmental hazards like mold or asbestos, allowing for proactive remediation.
- **Policy:** Approving the assessment aligns with best practices for financial management and risk mitigation.
- **Stakeholders:** Horizon Health may hesitate without clear renovation costs; Fundy Albert could face reputational risks if issues arise post-renovation.
- **Community Sensitivities:** The medical clinic is a positive development, and delays or issues arising later could lead to community dissatisfaction.

Councillor Coates asked whether Horizon is still interested in the space. CAO advised yes, they are interested, and Horizon is waiting for more information from the Village in regard to rental/lease agreement. The CAO advised that the Village is unable to provide a rental amount without an assessment of the space.

Deputy Mayor Ward-Russell advised that Horizon Health are negotiating with the Town of Riverview and suggested a meeting with Horizon Health is warranted.

Councillor Land asked whether there is interest in cost sharing between the Village and Horizon Health.

ADMINISTRATION REPORTS

Refer to the [Administrative Report](#)

The CAO advised that the administration is working with E6 and the auditor to get a better understanding of what is happening with the audit and a timeline. The CAO advised she is waiting for a report from E6 and a quote for their services.

Councillor Land asked where the audit is not completed will this impact the Alma Water Exploration project. Per the CAO yes, it will delay the project.

Councillor Coates asked whether the Village has an auditor for 2024. Per the CAO no, we do not. The CAO is hoping the current auditor will continue to work with administration to complete the 2024 audit.

The operator in charge Ms. Heather Cail updated Council on the water leak between Bicentennial Road and Water Street in Riverside-Albert. They are working on a temporary water line to supply water to the school and the water is currently shut off at the Riverside-Albert Recreation Centre. The City of Moncton has assisted with leak detection, and it has been difficult to pinpoint the exact location of the water leak due to the weather and ice conditions. The line was installed in the early 80s and with milder temperatures will help with finding the leak. It is quite a substantial leak; on Wednesday we used 100,000 gallons of water.

Ms. Cail advised the Alma and Riverside-Albert water system is considered non-fire fighting systems. Ms. Cail advised that another source of water is needed for the fire departments.

Ms. Cail reported an increase of water usage in Alma. If residents are running water in their homes so lines do not freeze, please advise the Village office so the team is not trying to detect a leak in the system.

Ms. Cail advised there are no issues with the Hillsborough water system. They are using the one well right now, they will commence running the other well on a monthly basis to keep it in circulation and ready for immediate action if needed.

Ms. Cail advised her disappointment with not starting the Alma water exploration project on time.

Councillor Land asked whether the pumps have been ordered for the Alma lift stations. Per Ms. Cail yes, they have been ordered and the timeline to receive is 6 to 8 weeks. **Councillor Land** asked whether the pumps have been paid for. Per Mr. Barrett yes, the cheque has been picked up.

Councillor Land suggested drilling a well for the Riverside-Albert fire department or take from the river. Ms. Cail advised she would like to see a well drilled.

Councillor Land asked if there are any issues with the Hillsborough Lagoon. Per Ms. Cail, there are some maintenance issues but working on it, the generators are getting serviced this week. **Councillor Land** advised that the generator at the bottom of pound hill appears to be smoking. Per Mr. Barrett all generators are to be looked at on Friday.

Deputy Mayor Ward-Russell advised Ms. Cail to pass on her thanks to the City of Moncton for their assistance in Riverside-Albert.

Councillor Elderkin asked where we just completed the project in Riverside-Albert, the project had some Federal and Provincial funding. How much did it cost the utility budget for Riverside-Albert. The CAO advised the project cost was \$572,000.00 and will have to confirm and get back to Council.

Councillor Elderkin advised that some residents had their garbage picked up one week and not the next. Per Mr. Barrett please advise the residents to contact the Southeast Regional Service Commission.

Councillor Elderkin asked whether the Village can change the scope of work with the funding for the culvert on Golf Club Road repair. The CAO does not see the scope of work change being an issue however, the bills will need to be paid by the Village and submitted for reimbursement to the Disaster Emergency Fund.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Land is concerned where the audit is not completed and advised Council should be frugal until the audit is complete and more is known.

Councillor Coates advised that he attended the following meetings:

- Climate change information session on January 22nd
- EMO workshop with the CAO and Mr. Jim Lindsay on February 6th
- NB Power Transmission line that crosses Ward 5 information session on February 18th
- Hillsborough Library meeting on February 18th
- Fraud information session presented by the RCMP at the Dawson Church on February 12th
- Cyber Security information session on February 13th
- EMO meeting in Riverside-Albert on February 19th
- King Charles III Coronation Medal Ceremony at Forest Dale Home with **Councillor Elderkin** on February 20th

Councillor Jonah asked if the Fire Departments have their 2025 budgets and why the Hillsborough Fire Department require T4s. Per the CAO she believes they do have their budget but will have to check. Per the CAO an email had been sent to the Fire Chiefs about T4s, but it has since been decided we are not doing T4s where their honorariums are not paid through payroll. The CAO advised communication will be shared with the Fire Chiefs.

Councillor Elderkin advised that the Alma Rec Council (Alma Rink) winter carnival was a

great success and thanked those involved. **Councillor Coates** and **Councillor Elderkin** visited the Alma rink on February 4th and applauded the volunteers on the work they are doing and the renovations done are impressive.

Councillor Elderkin attended the NB Power information session on smart meters in Riverside-Albert on February 10th; the presenters were very patient and helped solve other issues residents were having, they did a great job.

Councillor Elderkin advised she received a call from the Rossiter family in Midway advising that the NB Power smart meter installation was cancelled due to NB Power not wanting to drive the Midway Road due to the closure of the bridge. **Councillor Elderkin** advised that this serves as a reminder to continue to advocate on behalf of the Rossiter family to have the bridge fixed.

Councillor Elderkin advised that her and **Councillor Coates** attended the King Charles III Coronation Medal Ceremony and congratulated the recipients Dawn McLean, Kathy Weir, Darrell Weir, and **Councillor Jeff Land**.

Councillor Elderkin advised that the Riverside-Albert Fire Department are waiting for their 2025 budget.

Councillor Elderkin advised that the Council package Council receives prior to meetings is available on the Fundy Albert website for the public.

Councillor Elderkin asked how water users in Alma will know whether there is a delay with the water exploration project. The CAO advised that Englobe will have another public meeting and the information will be shared once confirmed.

The CAO reminded Council that the Village insurer is waiting for the Terms of Reference for the Recreation Committee of Council and is dependent on that committee getting started. The insurer is offering insurance in good faith, but the insurer needs to see the movement of the committee.

The chair of the Recreation Committee, **Councillor Jonah**, advised that the terms of reference are complete and will be submitted soon.

Deputy Mayor Ward-Russell advised due to the financial situation we are in; Council needs to keep an eye on the money that is being spent and try to reduce spending.

Mr. Barrett asked for clarification as what the recommendation is from Council on spending amounts.

Deputy Mayor Ward-Russell recommended a meeting should be arranged to update Alma residents of the water exploration project.

Deputy Mayor Ward-Russell thanked **Councillor Elderkin** for presiding over the last couple of Council meetings.

Deputy Mayor Ward-Russell congratulated the King Charles III Coronation Medal recipients Dawn McLean, Kathy Weir, Darrell Weir, **Councillor Jeff Land** and Wayne Steeves.

Deputy Mayor Ward-Russell advised that the CAO has submitted her resignation effective April 12, 2025. The council thanks Ms. Sabourin for her time with Fundy Albert and the accomplishments that have been made. The council wishes Ms. Sabourin all the best in the

future.

PUBLIC STATEMENTS AND INQUIRIES

Ms. Katya Trumbley advised that the soccer field located at Caledonia Regional High School floods on the left side of the field. She is concerned that this Spring the district will wash their hands of it and not fix the problem. **Councillor Land** advised that this is the first he is hearing of this drainage issue. **Deputy Mayor Ward-Russell** asked whether the district has been contacted about this. Per Ms. Trumbley no, they have not.

Ms. Joanne Butland asked whether there are plans to commence a flushing program in Riverside-Albert. Ms. Heather Cail confirmed that this is the future plan.

Ms. Joanne Butland asked whether the water is tested in Riverside Albert for trihalomethanes. The water operator, Ms. Heather Cail confirmed yes, tested quarterly.

Ms. Kathy Weir advised she read over the 93 pages provided in the Council package prior to the meeting, and she has a new perspective on what Council does and appreciates seeing the documents.

Ms. Kathy Weir asked what the municipality is doing to ensure the audit goes smoothly for 2024 and the completion of the 2023 audit. The CAO advised she is working with a company called E6 who is assisting with policies, procedures and assisting with the 2023 audit. The CAO explained that the file is complicated and difficult to work through.

Ms. Weir advised when you read through the Council package documents that are sent out in advance and when you read the audit section there are two sentences. Ms. Weir advised that communication should be shared with the residents with updates. The CAO advised that the three former Village audits were not completed until late in 2023 and this played a factor with the delay.

Mr. Arnold Morrissey asked if someone could pick up the Canada flag and the NB flag off the floor in the Rec Centre and he has asked twice for this to be done.

Mr. Barrett advised he has brought this up to the team. Mr. Morrissey advised it was moved down the hall, but it has not been picked up.

Mr. Jim Campbell advised that the flags need to be cleaned of the footprints.

Ms. Heather Cail asked for an update from Mr. Barrett about the Hillsborough Water Exploration project. Mr. Barrett advised phase 2 documents have been signed for the hydrogeology work and the draft agreement is with the landowner. Mr. Barrett will update Council as more information is available.

CLOSED SESSION

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Coates* that Council have an in-camera session at 6:54 pm. **MOTION CARRIED** (unanimously).

- a. Local Governance Act, SNB 2017, 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.

The CAO, Ms. Sabourin, exited the meeting at 7:51 pm

- b. Local Governance Act, SNB 2017, 68(1)(j) labour and employment matters, including the negotiation of collective agreements.

IT WAS MOVED by *Councillor Elderkin* and **SECONDED** by *Councillor Coates* to return to regular session at 8:35 pm. **MOTION CARRIED** (unanimously)

ADJOURNMENT

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

Deputy Mayor

Clerk