

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

Staff Present: Ian Barrett – Director, Operations
Kim Beers – Director, Legislative Services/Clerk
Jillian Hutchinson - Treasurer

Deputy Mayor Ward-Russell thanked all the candidate who put their name forward in the Municipal Election and congratulated Mr. Jim Campbell the Mayor Elect and Mr. David Garden Ward 1, Councillor Elect.

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 Coates** **THAT** the agenda be adopted.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

Mr. Don Coleman cancelled his presentation

INFORMATION ITEMS

The following were presented to Council as an information item only:

[Alma Fire Department Quarterly Report](#)
[Hillsborough Fire Department Quarterly Report](#)
[Riverside-Albert Fire Department Quarterly Report](#)
[Riverview Fire Department Quarterly Report](#)
[NBSPCA Quarterly Report](#)
[Maritime By-Law Services Quarterly Report](#)
[Notice of Restructuring Report – Town of Riverview](#)

Deputy Mayor Ward-Russell requested an update on the Form 4 recommendations mentioned in the Maritime By-Law Enforcement report. Ms. Beers responded that she will be working with By-Law Enforcement Services in the coming weeks to issue the Form 4 as registered with the province.

COUNCIL DIRECTION REQUESTS

EMO Committee - Request for Allocation of Municipal Space for Emergency Command Post

Councillor Coates provided a report seeking approval from council for the allocation of loft space at the Riverside-Albert Community Centre to establish a permanent Emergency Command Post for the Emergency Management Organization (EMO) committee. This command post will serve as the central hub for coordinating municipal emergency response operations.

Requested Space

- **Location:** Loft space at the Riverside-Albert Community Centre
- **Purpose:** Establishment of a centralized emergency command post
- **Function:** Coordination of emergency response operations, communication with first responders, and logistical support

Mandatory Operational Requirements

To ensure full functionality of the command post, the following resources are essential:

- **Phone Lines:** Multiple connections for internal and external communications
- **High-Speed Internet:** For real-time data exchange and coordination
- **Printer/Copier:** For documentation and duplication of critical materials
- **Computers:** Workstations for data management and communication
- **Office Supplies:** Paper, pens, folders, and other standard items
- **Furniture:** Desks, chairs, and secure storage units
- **Emergency Equipment:** Radios, first aid kits, and other essential response tools

Recommendation

Council is respectfully requested to:

1. Approve the allocation of the loft space at the Riverside-Albert Community Centre for EMO use.
2. Approve the provision and installation of all required operational items.
3. Instruct the municipal administration to facilitate the setup and ongoing maintenance of the command post.

Other Options Considered

While other municipal buildings were considered, the Riverside-Albert Community Centre offers an ideal location due to its central position and the potential to scale operations in a large-scale emergency.

Risk Analysis

The loft space is currently not fully accessible to individuals with disabilities. However, in the

event of a large-scale emergency, the entirety of the Riverside-Albert Recreation Centre—which is fully accessible—will be utilized as the main emergency operations hub. This ensures compliance with accessibility standards while maintaining readiness and functionality for all scenarios.

Councillor Coates advised that Mr. Bob Rochon had advised a while back that the Hillsborough Kiwanis has a dedicated phone line for EMO purposes. **Councillor Land** and **Councillor Jonah** believe this is correct.

Councillor Land advised there were motions made a while back to have the Hillsborough Kiwanis as the dedicated Emergency Command Post. Ms. Beers will look into this.

Recreation Committee - Recreation Committee Terms of Reference

Councillor Jonah provided the Recreation Committee Terms of Reference for council consideration at the next Regular Meeting. **Councillor Jonah** would like to update the report to have 13 voting members on the committee and 50 volunteers. **Councillor Jonah** advised that the Terms of Reference will be updated to reflect the indicated revisions and shared with Council at the next meeting.

ADMINISTRATION REPORTS

Refer to the Administrative Reports:

Mr. Barrett provided his [Operations](#) report.

- **Leak Detection:** **Councillor Elderkin** inquired about a timeline for leak detection in Riverside-Albert. Mr. Barrett stated no timeline could be provided yet, but efforts are ongoing.
- **Gray Brook Project:** **Councillor Jonah** asked about timelines for work on Route 114. Mr. Barrett explained that the Department of Transportation and Infrastructure (DTI) is preparing the tender, but water line complications may cause delays.
- **Water Line Concerns:** **Councillor Land** expressed concern about the potential impact of water line work during summer, given Hillsborough's water situation. Mr. Barrett plans to meet with DTI on April 24th to prevent any service disruptions, with Ms. Cail involved in the discussions.
- **Road Maintenance:** **Councillor Land** asked about cold patching plans, and Mr. Barrett confirmed they are planned. Patching on Water Street in Riverside-Albert is also scheduled, budget permitting.
- **Alma Road Update:** **Councillor Land** asked about the new road near a wellhead in Alma,

Mr. Barrett clarified it is not an official road but part of a subdivision plan, with an easement agreed upon with the landowner.

- **Voyent Alert Sign-Ups:** *Councillor Coates* highlighted low sign-up numbers (522 of approx. 6,000 residents). Mr. Barrett and Ms. Beers noted ongoing promotion efforts.
- **Voyent Alert Usage:** *Councillor Elderkin* and *Deputy Mayor Ward-Russell* shared public feedback on the inclusion of non-emergency community events on Voyent Alert. A policy may be proposed to restrict its use to emergencies.
- **Alma Water Project:** *Deputy Mayor Ward-Russell* asked about a public meeting for Alma residents. Mr. Barrett confirmed a meeting will be scheduled with Englobe. All Council members are encouraged to attend.
- **Infrastructure Updates:** *Councillor Land* asked about Alma lift station pumps (not yet received) and water line progress from Fundy Park to Alma, which was installed April 14th. Disinfection and testing are underway.
- **Fire Hydrant Issue:** *Councillor Jonah* questioned a hydrant covered by a garbage bag in front of Rocco's. It was cracked and leaking. A rebuild is planned, per Ms. Cail.

Ms. Hutchinson provided her [Financial services](#) report

[Alma Utility Income Statement](#)

[Hillsborough Utility Income Statement](#)

[Riverside-Albert Utility Income Statement](#)

[Fundy Albert General Operating Income Statement](#)

- **Alma Cultural Centre Revenue:** *Councillor Elderkin* asked about its revenue, and Ms. Hutchinson clarified it comes from rentals and an existing contract for the lower unit and gallery.
- **Utility Transfers:** Ms. Hutchinson explained that "other transfers" refer to budgeted amounts allocated to Alma, Hillsborough, and Riverside-Albert utilities to cover shared costs like fleet, staff, and administration.
- **HR Expenses:** The "human resources other" line item includes expenses for the Alma, Riverside-Albert, and Hillsborough offices.
- **Outstanding Transfers:** *Deputy Mayor Ward-Russell* inquired about pending financial transfers, including for a previously purchased vehicle. Ms. Hutchinson confirmed these are still pending due to her focus on the 2023 audit.
- **Budget vs Actual Report:** *Deputy Mayor Ward-Russell* emphasized the importance of

reviewing this report regularly.

- **Reserve Account Information:** *Councillor Land* is awaiting details on Hillsborough's reserve spending. Ms. Hutchinson recommended a meeting with the CAO to review it.
- **Riverside-Albert Financials:** *Councillor Elderkin* asked about borrowing and capital items. Ms. Hutchinson explained these relate to interest on unclosed projects and capital asset purchases.
- **Alma Deficit:** *Councillor Elderkin* questioned Alma's \$154,000 deficit. Ms. Hutchinson is awaiting a refund from RDC, which will reduce the deficit.
- **Capital Investments:** Clarification was given that capital investments, such as the \$162,000 listed, refer to purchased capital assets, some of which may be refunded through the Alma Water Project.
- **Personnel Costs Disparity:** *Councillor Elderkin* noted higher personnel costs in Riverside-Albert. Ms. Hutchinson attributed this to bank fees and creditors and will provide a detailed breakdown.
- **Utility Account Transparency:** *Deputy Mayor Ward-Russell* requested a detailed explanation at the next meeting. Ms. Hutchinson noted Alma's refund postings are pending and will affect account balances.
- **Audit Firm Termination:** *Councillor Land* reported that the firm originally hired for the 2023 audit has withdrawn.
- **Public Meeting Proposal:** *Deputy Mayor Ward-Russell* suggested providing a financial update during the upcoming public meeting in Alma about the water project.
- **Audit Update from e6:** Ms. Beers shared that e6 expects to provide a timeline for completing the 2023 audit by the end of April. *Councillor Jonah* requested e6's weekly updates be shared with all Council members.

Ms. Beers provided her [Legislative Services](#) report.

- **Summer Student Hiring:** *Councillor Elderkin* inquired about plans for summer students. Ms. Beers confirmed hiring includes 4 lifeguards, 3 public works students (including one mature student for infrastructure mapping), and 1 full-time or 2 part-time students for the Hillsborough VIC.
- **Canada Day Event Planning:** *Councillor Elderkin* suggested a single Canada Day event for Fundy Albert that rotates locations annually. *Deputy Mayor Ward-Russell* recommended

forming a committee to begin planning.

- **RTIPPA Requests:** *Deputy Mayor Ward-Russell* requested an update on RTIPPA (Right to Information and Protection of Privacy Act) requests. Ms. Beers advised no update is available at this time.
- **Pool Operations:** *Councillor Jonah* confirmed that the 4 lifeguards will allow the pool to operate similarly to last year. *Councillor Land* requested a repair update—Mr. Barrett noted a company is scheduled to repair the pool this week and he is exploring a commercial pool operator course for the public works team.
- **Artisan Village Hut Rentals:** *Councillor Jonah* inquired about rental costs. Ms. Beers confirmed it's \$125/month plus tax, with an additional \$25/month for extra features like a fridge or air conditioner.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Land has nothing to report.

- **Ward 6 Meeting:** *Councillor Jonah* requested a future Council meeting in Ward 6. *Deputy Mayor Ward-Russell* confirmed the next meeting is scheduled for May 6th in Lower Coverdale.
- **Election Acknowledgements:** *Councillors Jonah, Elderkin, and Coates* expressed appreciation to all municipal election candidates. Congratulations were extended to Mr. Jim Campbell and Mr. David Garden. *Councillor Coates* voiced disappointment in low voter turnout.
- **Video Sound Equipment:** *Councillor Elderkin* noted the community was having issues with the video sound machine. Ms. Beers confirmed it was working that night but acknowledged limitations of the current Owl device. A more permanent setup would require dedicated infrastructure and budget planning.
- **AED Device Status:** *Councillor Elderkin* asked about the AED previously in the Riverside-Albert Rec Centre. Mr. Barrett reported it had not been serviced since 2002 but is currently being inspected and updated.
- **Fire Department Collaboration:** *Councillors Elderkin and Jonah* attended a local fire meeting and highlighted the department's willingness to collaborate with Council. *Councillor Elderkin* noted that the radios Council approved are more complex to procure than expected and may not be ready this year.
- **RCMP Relocation:** *Deputy Mayor Ward-Russell* shared that the RCMP station is moving

from Riverview to Salisbury, based on information from the Zone 2 UMNb meeting. A future meeting with the local RCMP may be necessary.

- **SERSC Engagement:** *Deputy Mayor Ward-Russell* attended a SERSC retreat to connect with other municipal leaders and announced a follow-up meeting scheduled for April 29th.
- **Bridge Replacement:** She also met with the District Engineer at DTI and shared news that the covered bridge on Midway Road in Germantown will be replaced with a modular structure. No timeline has been provided yet.
- **Community Recognition:** *Deputy Mayor Ward-Russell* acknowledged Ms. Vall Streck's appointment as a speaker for the Economic Leadership Council.
- **Committee Discussions:** *Deputy Mayor Ward-Russell* proposed reestablishing the Finance and Public Works Committees. Councillor Land expressed interest in joining Public Works. Councillor Elderkin supported the Finance Committee but suggested waiting until the audits are complete. Ms. Beers clarified the distinction between formal council committees and ad hoc ones.

PUBLIC STATEMENTS AND INQUIRIES

Ms. Kathy Weir inquired about the existence of a Fundy Albert trails committee. Mr. Barrett confirmed that no such committee currently exists. Ms. Weir suggested that there are local trail organizations, such as Friends of Fundy and the Shepody Trail group, that could be valuable partners in forming one.

CLOSED SESSION

None

ADJOURNMENT

IT WAS MOVED by *Councillor Elderkin* **THAT** the meeting be adjourned at 5:52 pm.

Deputy Mayor

Clerk

