

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

Absent: Councillor Elderkin

Staff Present: Linda Sabourin – CAO
Ian Barrett – Director, Operations
Kim Beers – Director, Legislative Services/Clerk
Jillian Hutchinson - Treasurer
Heather Cail – Fundy Albert Water Operator

Deputy Mayor Ward-Russell advised that the meeting will be recorded audio only.

CALL TO ORDER

Deputy Mayor Ward-Russell called the meeting to order at 5:00 pm.

Deputy Mayor Ward-Russell advised that Councillor Elderkin is away for a work function and sends her regrets.

ADOPTION OF AGENDA

IT WAS MOVED by ***Councillor Land*** and **SECONDED** by ***Councillor Jonah*** **THAT** the amended agenda be adopted with the following item:

- Item 6.9 – Terms of Reference for Recreation Committee
- Item 10.2 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

5-minute presentation

Ms. Terri Hennessey, President of Heritage Hillsborough presented. View the presentation [here](#).

2-minute presentation

Golf Club Road Culvert: Mr. James Wilson requested an update on the timeline for repairs and

asked whether a temporary fix had been considered. Mr. Barrett responded that a temporary solution would require assessment by the engineering firm and stated he hopes the permanent work will begin in June, pending completion of the 2023 audited financial statements.

2023 Audited Statements: Mr. Norman Woodworth expressed concern that the community grant program is on hold due to the delayed 2023 audit and inquired about its expected completion date.

Ms. Sabourin provided a [statement](#) in regards to the 2023 audit.

Audit Timeline: Mr. Woodworth expressed concern over the lack of a clear timeline for the completion of the 2023 audit. Ms. Sabourin noted more clarity will come once the senior accountant begins work, expected in 4–6 weeks. **Deputy Mayor Ward-Russell** added that the auditing firm, Ascend, requires 4–6 weeks to complete their work once all necessary information is provided, with an additional 4–6 weeks needed for CPA review. Ms. Hutchinson confirmed this timeline also includes validation of the 2022 audit.

Village Funding: **Councillor Jonah** acknowledged the positive news that the Village will receive funding from the Department of Environment and Local Government.

Alma Water Project: **Councillor Land** inquired about the funding source for the Alma water exploration project. Ms. Hutchinson stated that Phase 2 of the project has ministerial approval from the Capital Borrowing Board, allowing work to proceed. However, the Golf Club Road project only has conditional acceptance and cannot start yet.

Contractor Billing: Ms. Sabourin informed Council that invoices for the Alma project will begin arriving in June. The contractor has agreed to defer payment on larger bills.

\$120,000 Funding Allocation: **Deputy Mayor Ward-Russell** asked if there is a budget for the \$120,000 the Village will receive. Ms. Sabourin confirmed the funds will be used for a one-year agreement with E6, CPA support, software upgrades, and training. A detailed breakdown will be provided to Council.

INFORMATION ITEMS

The following was presented to Council as an information item only:
Ms. Beers advised a thank you letter was received from CCRC for the \$500.00 donation.

COUNCIL DIRECTION REQUESTS

37 Water Street – Mr. Barrett provided an update to Council regarding 37 Water Street in Riverside Albert. It was previously mentioned that the PID was deemed a brownfield site and upon further investigation has identified that the PID is not a brownfield site and has no

environmental flags on the PID file.

Mr. Barrett reached out to three realtors who assessed the property value of PID 5015607: One required a fee and was not pursued. The remaining two provided estimates of \$15,000–\$20,000 and \$17,000. Based on these valuations, the estimated land value is \$3,000–\$5,000 per acre. The recommendation is to sub-divide and sell a portion of PID 5015607 to provide a one-off payment followed by an ongoing revenue source. If council approves the sale, or parts thereof PID 00629618, the Administration has the following recommendations 1. Ensure the sale of the lot is carried out as per Fundy-Albert Policies to ensure full transparency. 2. If the sale is to proceed, sever the lot; this will ensure Fundy Albert maintains access to the existing trail and retains the potential to develop a parking lot for the village and the Shepody trail in the future. 3. Desk top valuation has been conducted returning a value of \$15-20K for entire PID, revaluation would have to be conducted on severance. 4. Purchaser is to be responsible for all costs related to valuation, severance and sale.

Ms. Cail added that the piece of property is a non-serviceable lot (no sanitary). Also, one of the right of ways has a force main that crosses and that is an important piece of infrastructure that should not be damaged. Also, one section has excellent sand and gravel. Ms. Cail advised that the home had issues in the past with the sewer line freezing. Ms. Cail advised that the property does need a proper septic system in place and if Council decides to sell there should be a condition that the seller installs a proper septic system. There are a number of homes on Water Street who are not connected to Village septic that are causing issues for residents in the area, further up on Water Street.

Deputy Mayor Ward-Russell wishes to keep the land for future development.

Councillor Land wishes to keep the land.

Alma Water Project Indigenous Monitor Agreement – Mr. Barrett advised Council that as part of the approval criteria for the Alma Water Project, Fundy Albert is required to have an Indigenous monitor on-site whenever ground-disturbing activities take place. To meet this requirement, Englobe has been collaborating with MTI (Mi'gmawe'l Tplu'taqnn Inc.) to draft an agreement that outlines the responsibilities of both Fundy Albert and the Indigenous monitor. This agreement adheres to provincial and federal guidelines, with proposed fees set at government standard rates.

The draft agreement is currently under review by MTI and will be returned to Fundy Albert for final approval. The agreement must be finalized before any excavation or ground-disturbing work can begin.

Council is requested to review the draft agreement and provide any suggested amendments. Once finalized, the agreement will be brought back for signature. Finalizing this agreement will ensure that the Alma Water Project can proceed without delays and in full compliance with regulatory requirements.

Failure to comply with the Indigenous monitor requirement could result in the withdrawal of

project approval and funding, causing significant delays, financial setbacks, and potential regulatory non-compliance. Ensuring the agreement is finalized before any ground-disturbing work begins is essential to keep the Alma Water Project on track and avoid costly setbacks.

Deputy Mayor Ward-Russell asked why there was a calculation error? Per Mr. Barrett it was due to a reduction of hours.

Bobcat Snowblower Attachment: Mr. Barrett advised that the snowblower attachment for the Bobcat Toolcat 5600, used to clear sidewalks in Hillsborough, requires major repairs or replacement. The snowblower has been in service for 10 seasons, surpassing its expected lifespan of 8-12 years, and now faces significant wear. The repair costs are estimated at \$7,553, which is nearly 50% of the cost of a new snowblower priced at \$15,185.52, which includes a 24-month warranty.

Given the repair costs and the risk of further issues, replacement is considered the more cost-effective option. Replacing the snowblower also allows for better asset management, as it would help maintain a consistent 5-6-year replacement cycle between the two snowblowers in Hillsborough and Alma. Financially, the 2025 Budget allocated funds for repairs, but those funds have already been exhausted. However, there are unassigned capital funds of \$172,000 that could be used to purchase the new snowblower.

The recommendation is for the council to decide whether to reallocate funds for the repair (\$7,553) or approve the purchase of the replacement snowblower (\$15,185).

Councillor Coates asked why three quotes were not provided as indicated in the policy? Per Mr. Barrett the Bobcat attachment is a specialized piece of equipment and we could possibly go out and look at other manufacturers, but we still would have to get modifications made to fit the Bobcat.

Councillor Land advised it would be better to buy a new one however, there must be other snowblower attachments that could work with modifications. As far as purchasing right now he would prefer to wait until the 2023 audit is completed as there is still lots of time.

Deputy Mayor Ward-Russell advised she would like to wait until the 2023 audit is completed. The \$172,000 capital budget, is that a shared budget line? Ms. Hutchinson advised this was funded by the three former Villages.

Councillor Jonah agrees we should purchase a new blower. **Councillor Jonah** is concerned whether the tariffs will impact the pricing if we prolong purchasing.

Ford F350 Replacement - Mr. Barrett advised that the Ford F-350 dump truck, currently serving as Fundy Albert's garbage truck, requires repairs estimated at up to \$7,000. However, the vehicle has already reached 90% of its expected lifespan, and given the municipality's shift away

from garbage collection, the truck no longer aligns with operational needs.

While repairs would cost \$7,000, replacing the truck would cost \$35,000 upfront, with significant long-term savings of 30% over five years due to lower fuel and maintenance costs. The replacement vehicle would be better suited to the municipality's current needs, offering a more cost-effective solution in the long run. Additionally, there are unassigned capital funds in the 2025 Budget that could be used for the purchase.

The recommendation is for the council to either approve reallocating funds for repairs or use the capital funds and trade-in value of the current truck to purchase a smaller, more efficient vehicle. Other options, such as purchasing a cargo van or hybrid/electric vehicle, are also discussed, though they may not be as versatile or cost-effective in the long term.

Councillor Land agrees to sell the truck as it is worn out and suggested selling the truck for now through a tendering process.

Deputy Mayor Ward-Russell advised she believes there was a line item in the budget to purchase a truck. Mr. Barrett advised yes, there was a down payment in the budget for a F550 truck. Mr. Barrett advised where the F550 still works and the F350 requires work it makes more sense to replace the F350.

Ms. Sabourin advised council that staff puts a lot of work in putting the administration reports together and if Council's in the position where they are not going to spend any money that is allocated in the budget then the administration could spend their time on other things. Council has had discussions to not spend money however, a motion has never been made to not spend money. Ms. Sabourin reminded Council that the CAO has the ability to spend up to \$30,000 budgeted and the reason Ms. Sabourin is not following this is because she is leaving and feels it is not fair to make those decisions.

Deputy Mayor Ward-Russell advised that the F350 is not budgeted and the Bobcat snowblower is not budgeted. Ms. Sabourin apologized as she thought these were budgeted items.

Councillor Coates advised that Council made a decision that three quotes are needed, unless it was for a specific unit. **Councillor Coates** advised that so far this evening, we have two financial requests with one quote. Mr. Barrett advised once administration has the go ahead to purchase a vehicle he would seek additional quotes.

Deputy Mayor Ward-Russell asked what the new vehicle would be primarily used for. Per Mr. Barrett this would be used specifically for transporting staff around the Village to clean, empty garbage cans etc.

Councillor Land advised we should hire someone who reports to work in Riverside-Albert/Alma area year-round. Mr. Barrett advised we have one employee who will commence reporting to

Riverside-Albert this summer. However, the concern is having Village vehicles parked overnight. **Councillor Land** suggested parking the vehicle in a resident driveway as an option.

Ms. Cail advised she would like to see the purchase of a utility truck that has equipment readily available.

Southeast Planning Review and Adjustment Committee Member - Ms. Sabourin advised Council that Plan 360 is currently looking for a member to join from Fundy Albert to sit on the Southeast Planning Review and Adjustment Committee. There is an immediate opening now and preferably this would be a council recommendation.

Right to Information and Protection of Privacy Policy - Ms. Beers advised the proposed RTIPPA policy for Fundy Albert aims to ensure a balance between transparency and privacy protection in the municipality. It establishes procedures for individuals to request access to municipal records, defines key terms, and outlines both mandatory and discretionary exemptions under the Right to Information and Protection of Privacy Act (RTIPPA).

It is recommended that the Fundy Albert Council approve the RTIPPA policy at the upcoming Council meeting on April 1, 2025. This approval will ensure that the municipality handles information in compliance with the Act, respecting both public access to records and personal privacy.

The RTIPPA policy is legally required to ensure compliance with privacy and information access laws. It also supports Fundy Albert's commitment to transparency, accountability, and privacy protection, aligning with broader strategic goals.

Deputy Mayor Ward-Russell asked whether the information gathered came from other municipalities? Ms. Beers advised yes, she referenced other municipal policies and referred to the Right to Information and Protection of Privacy Act.

Deputy Mayor Ward-Russell asked whether legal should review? Per Ms. Beers no, this is not needed as we are following the Act.

CCRC - Ms. Sabourin advised that the Chipoudy Communities Revitalization Committee (CCRC) has requested permission from the municipal council to begin work on properties leased from Fundy Albert (PIDs 06852934, 01104108, and part of 00629311) to improve the corner of Routes 114 and 915. This work is in line with the terms of the Memorandum of Understanding, which prohibits construction or alterations without the municipality's approval. The proposed activities include the removal of alders and brush, placement of large rocks to control parking, and regrading the area around the flower bed.

The recommendation is for the council to approve the CCRC's request, provided they consult with the Director of Operations to ensure that any regrading does not affect drainage or runoff from the road. CCRC is working with Plan360 to secure the necessary permits for the work.

Ms. Cail advised there is a water line on that property.

Riverside-Albert Fire Department – Capital Purchase – High Angle Rescue Equipment – Ms. Hutchinson advised Council that in recent years, the Riverside-Albert Fire Department has responded to several calls that required High Angle Rescue Equipment, but due to the lack of immediate access to the necessary tools, they have had to borrow the equipment when needed. This has led to delays and potential risks during rescue operations. To improve response times and ensure the safety of both rescuers and individuals in distress, the department is seeking to purchase its own High Angle Rescue Equipment. Additionally, they plan to train their staff to use the equipment effectively. During the 2025 Budget deliberations, Chief Osmond requested an allocation of \$15,000 for the purchase of this equipment, which was approved by Council as part of the General Operating Budget on January 2, 2025. It is recommended that Council approve the capital purchase of High Angle Rescue Equipment for the Riverside-Albert Fire Department, with a budget not exceeding the approved amount of \$15,000.

Councillor Land stated the quote that was received was from last year. Ms. Hutchinson advised yes, they could not get the updated quote in time for the meeting. If Council wishes to proceed, she will get the updated quote and seek other quotes.

Councillor Jonah supports this purchase.

Councillor Coates supports this purchase.

Deputy Mayor Ward-Russell asked whether this report should come from the CAO. Per the CAO her understanding is the Fire Chief's will check in with the Treasurer every three months.

Terms of Reference Recreation Committee -Councillor Jonah provided the proposed terms of reference for the Recreation Committee.

Deputy Mayor Ward-Russell asked whether there is a minimum or maximum number of members that should be included? **Councillor Jonah** advised 10 members. Ms. Sabourin reminded Council the intent of the Recreation Committee was to provide insurance, and the insurance policy requires a motion for every member of that committee, and it may be worth including those details in the terms of reference. **Councillor Jonah** will send the terms of reference to Ms. Sabourin for review.

ADMINISTRATION REPORTS

Councillor Jonah exited the meeting at 7:10 pm and returned at 7:12 pm.

Councillor Coates exited the meeting at 7:13 pm and returned at 7:15 pm.

Refer to the [Administrative Report](#)

Deputy Mayor Ward-Russell advised that an email was received with an invitation for Council to do a ride along with By-Law enforcement services.

Councillor Land asked whether the Hillsborough General Capital account is for Hillsborough only? Per Ms. Hutchinson she is waiting for the validation of the 2022 Hillsborough audit as it may not be a realistic number and may need to be adjusted.

Councillor Land advised the bank account information listed in the report, compared to the report received a few weeks ago are different.

Councillor Land requested clarification on the Hillsborough reserve account, the end of 2022 the following accounts and balances were included in the audited financial statements: Gas Tax fund - \$462,202; Hillsborough General Capital Fund - \$447,168; and the Hillsborough Utility Capital Fund - \$124,000. Per Ms. Hutchison the funds are listed under CCBF regular accounts and CCBF 2014-2018 and some funds were transferred out to cover CCBF projects that are not funded yet, so there will be a refund issued. Ms. Hutchison stated reserve money in the former Village's stays with the former Village. **Councillor Land** is requesting what was bought to change the numbers significantly? Per Ms. Hutchison there were two trucks that were purchased and the Phase 2 Hillsborough Asset Management plan. Ms. Hutchinson advised she will provide a list to Council showing what was spent.

Ms. Hutchinson advised she is waiting for assistance with the interfund.

Councillor Land asked if the transfers were done per the December 23rd meeting? Ms. Hutchinson advised the GICs were taken care of.

Deputy Mayor Ward-Russell asked for clarification for the differences between the two bank account reports received. Ms. Hutchinson advised for one of the lines items the 2024 transfer did not happen and is waiting for more information from the bank. **Deputy Mayor Ward-Russell** asked whether this would impact the 2024 audit. Per the treasurer she has asked that question and is awaiting a response. The treasurer will prepare a report to share with Council with explanations.

Deputy Mayor Ward-Russell received questions from a resident who was unable to attend: Under the bank account availability is that information up to date? Per the treasurer, yes as of March 13th.

Do these amounts take in the consideration for cheques that have been issued? Per the treasurer yes.

Do we have a timeline for the completion of the 2023 audit? Per the CAO we will know more once the accountant starts working on the file.

Deputy Mayor Ward Russell asked where the funding for CCFB can go towards broadband connectivity, is this something we can investigate? Per the treasurer this is to go towards internet upgrades in a facility.

Deputy Mayor Ward Russell asked if the CHIF (housing infrastructure fund) only applies to the entire Village? Per the treasurer she will have to look into. Mr. Barrett advised that the funds are focused on increasing capacity but possibly could be used in the local service districts.

Ms. Cail reported she hopes to have the temporary water line installed at the Riverside-Albert Recreation Centre this week. There will be a boil order notice issued for those utilizing the building.

Ms. Cail advised she was disappointed to learn there is no more money in the budget to do water repairs in Riverside-Albert. Ms. Cail has called in many favors to do the work she has done thus far with trying to locate the water leak.

Ms. Cail advised water users in Alma may see a change in taste of water; they are increasing the chlorine residual.

Ms. Cail advised that International Water Day is March 22nd

Deputy Mayor Ward-Russell asked how much money is needed for repairs in Riverside-Albert? Ms. Cail advised she was told she cannot spend over \$7,000.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Jonah provided a council report form advising the Hillbilly Run organizing committee requested the installation of a sign; they are willing to pay for and install at the Hillsborough Quarry by the pumphouse yard. The sign would read:

Hillsborough All-Terrain Park

Enter at your own risk

No camping

Ms. Cail expressed concerns about keeping people from the reservoir.

Ms. Sabourin will reach out to insurance company.

Councillor Land has nothing to report.

Councillor Coates attended an EMO meeting March 18 and advised the EMO presentation will be hopefully presented to Council in June. **Councillor Coates** advised a list of equipment from Fire Departments and the Public Works Department is needed in case of an emergency.

Mr. Barrett advised that the asset management plan will help with compiling the list.

Deputy Mayor Ward-Russell advised she met with Mr. Roland Leblance, CEO of SERSC. Mr. Leblanc has agreed to work with the municipality to help move forward in the search of accounting help

Deputy Mayor Ward-Russell advised she will be attending the Zone 2 UMNb meeting in Salisbury this coming weekend and encourages other Councillors to attend.

Deputy Mayor Ward-Russell advised there is a SERSC retreat coming up March 28-March 30. Once the agenda is received, she will ensure to share with all of Council.

Deputy Mayor Ward-Russell met with a Director with DTI in regard to issues in Fundy Albert: Petersfield Road; Gold Club Road culvert; and Midway Road there will be another meeting set up.

Deputy Mayor Ward-Russell met with the Hillsborough Fire Department and is making plans to meet with Riverside-Albert and Alma fire departments.

Deputy Mayor Ward-Russell noted that the Town of Salisbury has a survey out in regard to Street lights. **Deputy Mayor Ward-Russell** would like to see the creation of this in Fundy Albert.

Ms. Sabourin advised she has reached out to NB Power to do a streetlight survey, and it is on the list.

PUBLIC STATEMENTS AND INQUIRIES

Ms. Kathy Weir asked for an update in regards to the Forest Dale Home Lease of the Riverside-Albert Village office. Ms. Weir advised the space has not been cleaned out and there is no key. Ms. Sabourin will follow up.

Ms. Kathy Weir asked Ms. Cail for the date the temporary water line will be installed at the Rec Centre. Ms. Cail advised she hopes the temporary line will be installed on Thursday.

Mr. Jim Campbell advised the equipment that was installed at the Riverside-Albert Rec Centre kitchen was replaced, and all work was done by professionals. If there were any permits needed the Clerk of Riverside-Albert would have reached out to SERSC.

CLOSED SESSION

IT WAS MOVED by **Councillor Land** and **SECONDED** by **Councillor Coates** that Council have an in-camera session at 8:09 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.

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

IT WAS MOVED by **Councillor Land** and **SECONDED** by **Councillor Coates** to return to regular session at 8:37 pm. **MOTION CARRIED** (unanimously)

ADJOURNMENT

IT WAS MOVED by **Councillor Jonah** **THAT** the meeting be adjourned at 8:37 pm.

Deputy Mayor

Clerk