

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

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

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:46 pm.

ADOPTION OF AGENDA

IT WAS MOVED by **Councillor Coates** and **SECONDED** by **Councillor Jonah** **THAT** the agenda be adopted as presented/

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

Councillor Ward-Russell declared a Conflict of interest regarding item 11d (Deputy pay while acting as Mayor)

ADOPTION OF THE MINUTES

IT WAS MOVED by **Councillor Land** **SECONDED** by **Councillor Ward-Russell** **THAT** the Minutes of the Special Council Meeting held March 3, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Jonah** **SECONDED** by **Councillor Elderkin** **THAT** the Minutes of the Special Council Meeting held March 5, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Coates** **THAT** the Minutes of the Regular Council Meeting held March 11, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Elderkin* **THAT** the Minutes of the Whole Meeting held March 18, 2025 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Ward-Russell* **THAT** the Minutes of the Special Council Meeting held March 21, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Jonah* **SECONDED** by *Councillor Coates* **THAT** the Minutes of the Special Council Meeting held April 8, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Ward-Russell* **SECONDED** by *Councillor Land* **THAT** the Minutes of the Special Closed Council Meeting held April 8, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Coates* **THAT** the Minutes of the Whole Meeting held April 15, 2025 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Jonah* **SECONDED** by *Councillor Garden* **THAT** the Minutes of the Special Council Meeting held April 23, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Land* **THAT** the Minutes of the Oath of Office Ceremony held April 30, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Land* **THAT** the Minutes of the Special Council Meeting held December 14, 2023, be approved.

MOTION CARRIED (unanimously)

The Clerk advised there was an error in December 14, 2023 minutes, the previous minutes

reflected the wrong motion written regarding the Vehicle Cost Sharing. The treasurer and clerk watched the December 14th, 2023, meeting, and the correct motion was read but not reflected properly in the minutes.

CONSENT AGENDA

None

PUBIC AND ADMINISTRATIVE PRESENTATIONS

Two (2) minute presentation:

Mr. Sean McGrath – e6 and finances

Mr. McGrath expressed his concern about the lack of financial audits over the past two years and emphasizes the importance of completing them before the next budget cycle begins, likely in October. Mr. McGrath commends council for their hard work on budget deliberations but stresses that accurate financial information is essential for effective governance. Mr. McGrath also warns that continued failure to audit could undermine public trust and willingness to pay taxes, urging the council and administration to make completing audits a top priority.

Mayor Campbell thanked Mr. McGrath for his comments and stated that finances are a Council priority and are currently being addressed.

REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

Personnel Committee – **Councillor Elderkin** advised that the contract for the CAO job posting has been awarded and accepted. A public positing will be issued soon.

EMO Committee – **Councillor Coates** advised that the EMO meeting minutes of the July 18, 2024, and February 19, 2025 meetings were shared in the council package. **Councillor Coates** advised he attended a presentation of the final draft of the EMO plan on April 24th. **Councillor Coates** will share the final EMO plan with Council for the meeting in May.

Recreation Committee – **Councillor Jonah** advised he plans on having the first meeting next Wednesday and will be in to see Administration in the coming days for information.

ATV Access on Roads and Streets Committee – **Councillor Coates** advised he is waiting for the maps of the proposed roads. Once received a public meeting will be scheduled.

REPORTS FROM ADMINISTRATION

- a. Summer maintenance - Paving

Mr. Barrett advised that in the 2025 budget, a total of \$284,163 was allocated for summer road maintenance across the Fundy Albert Road Network, including \$249,202 for private

contracting and \$34,961 for Department of Transportation and Infrastructure (DTI) patching and pothole repairs in Hillsborough. Unit price quotes were solicited from local contractors, with detailed quotes obtained from those offering the lowest prices. Funding allocations were determined based on asset management planning and physical inspections to ensure cost-effectiveness.

The proposed spending breakdown includes:

- **Hillsborough:** \$88,461 (Patching/Potholes: \$34,961; Padding: \$53,500)
- **Riverside-Albert:** \$63,592 (Patching/Potholes: \$7,560; Padding: \$56,032)
- **Alma:** \$39,445 (Patching/Potholes: \$7,875; Padding: \$31,570)

Total estimated spend is \$226,459, leaving a remaining budget of \$57,704, which includes a 10% contingency and funds for gravel road maintenance, shoulder repairs, service cuts, and potential additional work in Alma.

Recommendation: Approve the attached quotes from Browns Paving (Riverside-Albert and Alma) and Sewells Paving (Hillsborough) as they are within budget and adhere to procurement policy.

Risk: Delay in approval may hinder timely project completion.

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

WHEREAS a budget of \$249,202.00 was approved for summer maintenance, private contract.

WHEREAS quotes have been collected within the guidelines of the procurement policy.

WHEREAS the quotes returned are within the budgeted amount for 2025. It is recommended the quotes presented for roads summer maintenance is approved.

MOTION CARRIED (unanimously)

b. E6 Proposal

Ms. Beers advised that E6 International Inc. has been engaged to support Fundy Albert through three structured streams of activity:

1. **Audit Completion:** Finalizing the 2023 and 2024 financial audits.
2. **Operational Continuity:** Maintaining essential day-to-day financial and administrative functions.
3. **Process Improvement:** Implementing new accounting software and establishing standardized processes and policies.

To ensure transparency and accountability, E6 will provide weekly updates to all of Council and submit formal monthly reports at Committee of the Whole (COW) meetings until the work is

fully completed.

Council advised that the proposal from E6 International Inc. outlines a focus on process improvement, it does not clearly state that accounting software being included as part of the deliverables. As such, the Clerk is directed to work with E6 to clarify and revise the proposal to explicitly reflect whether accounting software implementation is included, and if so, to detail the scope, responsibilities, and associated costs. The updated proposal will be brought back for Council's review and approval.

BY-LAWS

- a. First Reading of By-Law No. 25-WAP-069-FA-01, A By-Law to Amend Ministerial Regulation 21-WAP-069-00

IT WAS MOVED BY Councillor Land and Seconded by Councillor Coates

THAT Council give first reading by title only to By-Law number 25-WAP-069-FA-01, A By-Law to Amend Ministerial Regulation 21-WAP-069-00.

MOTION CARRIED (unanimously)

- b. Second reading, in its entirety of By-Law No. 25-WAP-069-FA-01, A By-Law to Amend Ministerial Regulation 21-WAP-069-00.

IT WAS MOVED BY Councillor Land and Seconded by Councillor Ward-Russell

THAT Council give second reading in its entirety to By-Law No. 25-WAP-069-FA-01, A By-Law to Amend Ministerial Regulation 21-WAP-069-00.

The Westmorland-Albert Planning Area RURAL PLAN REGULATION

The Council of the Village of Fundy Albert under the authority vested in it by Section 44 and in accordance with Section 59 of the *Community Planning Act*, SNB 2017, c.19 amends Ministerial Regulation 21-WAP-069-00, the Westmorland-Albert Planning Area Rural Plan Regulation and enacts as follows:

Ministerial Regulation 21-WAP-069-00, filed in the Westmorland County Registry Office on September 6, 2022 as number 43069906, is hereby amended as follows:

Schedule A-2, being the Westmorland-Albert Planning Area Zoning Map, is amended as shown on the map dated March 04, 2025, attached hereto as Schedule FA-1.

MOTION CARRIED (1 Nay **Councillor Ward-Russell**)

Councillor Ward-Russell advised that she was notified after the public hearing that some residents near the proposed rezoning site did not receive a public notice from Plan 360. The planner from Plan 360 stated that, by law, all households within 100 meters of the proposed

property must be notified. **Councillor Ward-Russell** requested that Plan 360 extend the notification **area to include** residents within 150 meters of the property in question

IT WAS MOVED by **Councillor Ward-Russell** and **SECONDED** by **Councillor Elderkin** **THAT**

WHEREAS Council received a request from White Birch Subdivisions Inc. for a rezoning of the property located on Justin Drive and bearing PID 05115621 from Rural Area Zone (RA) to the Dwelling Group Zone (DG) to permit a mini home park.

AND WHEREAS the Council wishes to consider the above-mentioned modifications;

BE IT RESOLVED THAT:

- a) A bylaw amending the rural plan bylaw be drafted;
- b) The Clerk, in name and on behalf of Council, will publish the public notifications in conformance with section 111 of the Community Planning Act;
- c) The hearing of objections to the proposed bylaw is set for June 3rd, in the Council Chambers at 6:00pm.

MOTION CARRIED (1 Nay **Councillor Land**)

MAYOR AND COUNCILLOR STATEMENTS

Councillor Coates advised that the EMO committee has been working on the EMO plan since January 2023 and will share with all of Council and the Fire Departments in the near future.

Councillor Ward-Russell advised that the minutes dated March 18th, 2025 do not reflect the reality of the current Alma water project; the minutes state that there would not be any invoices received until June. However, the Village has received invoices dated in March.

Councillor Ward-Russell advised she attended the Alma Fire Department fundraising breakfast on May 3rd along with her fellow Councillors.

Councillor Ward-Russell advised that May 4th was International Firefighters Day. A day dedicated to honoring the memory of firefighters who have lost their lives in the line of duty, as well as those who have passed before us. **Councillor Ward-Russell** extended a heartfelt thank you to our four fire departments for their unwavering commitment to protecting our communities.

Councillor Ward-Russell advised she and **Mayor Campbell** met with the executive director of the Southeast Regional Service Commission, Roland Leblanc. Roland agreed to meet with Council to give an overview of the commission and what aspects would be beneficial to Fundy Albert

Councillor Ward-Russell advised she will be attending the UMNb meeting Saturday May 10th on behalf of **Mayor Campbell**.

Councillor Ward-Russell asked for an update regarding the Greensboro Lagoon. The Director, Operations advised that Englobe who are the engineers for the Department of Local Government submitted a 90% plan early February and they are still waiting for comments.

Councillor Jonah advised he attended the well-attended Alma Fire Department breakfast.

Councillor Jonah congratulated **Mayor Campbell** and **Councillor Garden** on the recent election and is looking forward to working with them.

Councillor Land asked the Director, Operations for an update on the Riverside-Albert Water leak. The Director, Operations advised the public works team were unsuccessful with the hearing devise used to detect leaks. The team has eliminated many areas where there is no leak. The Director advised he will provide Council a report at the Committee of the Whole meeting with more information.

Councillor Jonah exited the meeting at 7:36 pm.

Councillor Land expressed his concern of the length of time it is taking to detect the leak and the fact the public works team is using Village equipment and it is not cost effective. **Councillor Land** suggested hiring someone with bigger equipment to get the job done quicker.

Councillor Land asked whether Ms. Diane Fury has been consulted and the Director, Operations advised as this progresses yes, the Dept. of Health will be consulted. The Director, Operations advised he is currently working with a \$7,000 budget for this repair and is reaching out to contractors for quotes.

Councillor Jonah returned to the meeting at 7:39 pm.

Mayor Campbell asked whether the Director, Operations has been working with the Water Operator in Charge and per the Director, Operations yes, he has.

Water Operator in Charge, Ms. Heather Cail expressed frustration over an ongoing project that has faced persistent delays due to lack of workforce, poor time management, and equipment issues. Ms. Cail advised that the workers aren't putting in full workdays, often leaving early or getting diverted to unrelated tasks like garbage collection. Ms. Cail believes the resolution is close, possibly just a couple of feet away from the needed repair, but progress is painfully slow. Equipment is breaking down, the trailer needs inspection, and overall coordination is poor. Ms. Cail is asking for focused effort from the team, suggesting that if they could get a dedicated week with the crew, the job could finally be completed.

Councillor Land asked whether the pumps for the Alma lift station are still on track. Yes, per the Director, Legislative Services.

Councillor Elderkin advised she attended the Council orientation with all Council and Administration, and it was highly informative.

Councillor Elderkin congratulated the Alma Fire Department on a successful breakfast.

Councillor Elderkin advised that June is participation month and there is a committee working very diligent to ensure there are events happening throughout all of Fundy Albert. **Councillor Elderkin** encouraged her fellow councillor to promote this in your area and more information will be released soon in Connecting Albert County.

Councillor Elderkin advised she continues to meet monthly with all three fire departments and the meetings have been well attended and much appreciated.

Councillor Elderkin advised she is hoping to receive an update at the Committee of the Whole Meeting from the public works teams to what the summer maintenance schedule will look like this season.

Councillor Garden asked for updates on the RFP for the lighting at the Alma Activity Centre. The Director, Operation advised it was awarded to Power Electric.

Councillor Garden asked for updates on the RFP for the Alma Gazebo. The Director, Operations advised he will provide the report at the Committee of the Whole Meeting.

Mayor Campbell advised he has been busy catching up and understanding what is going on. He stated he appreciates Kim's help; she's been great to work with and has helped me with forms and processes. **Mayor Campbell** thanked **Councillor Ward-Russell** for attending the meeting with the Regional Service Commission; they both gained useful insights and thanked council for their support and look forward to working with the staff, learning everyone's roles, and having a productive year.

NOTICES OF MOTION AND RESOLUTIONS

a. Bank Signatory

IT WAS MOVED by **Councillor Elderkin** and **SECONDED** by **Councillor Land**
THAT WHEREAS, it is necessary to appoint a bank signatory for the council's bank accounts to ensure the smooth operation of financial transactions; and

WHEREAS, Councillor Elderkin is currently serving as a bank signatory; and

WHEREAS, the council has determined that Mayor Campbell shall assume the role of the primary bank signatory;

NOW, THEREFORE, BE IT RESOLVED by the Council of Fundy Albert as follows:

1. The Council hereby removes Councillor Elderkin as a signatory for the council's bank accounts, effective immediately.

2. The Council hereby appoints Mayor Campbell as the primary signatory for the council's bank accounts, effective immediately.
3. This appointment shall remain in effect until further action is taken by the council.
4. The Council directs the Treasurer to notify the relevant financial institutions and take all necessary steps to implement this resolution.

MOTION CARRIED (unanimously)

- b. Appointment of By-Law Enforcement Officers

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

WHEREAS Council has adopted various By-Laws;

WHEREAS Council may appoint By-Law Enforcement Officers for the Local Government and determine their mandate;

BE IT RESOLVED THAT the following persons are appointed as By-Law Enforcement Officers of the Local Government in accordance with the Local Governance Act (Act) & its Regulations, the Police Act, and the Community Planning Act & its Regulations, and the Building Code Administration Act & its Regulations;

Jordan Cyr and Samuel Leblanc

BE IT ALSO RESOLVED THAT the above-mentioned appointment includes all generalities as prescribed in the Act, the Regulations of the Act, the Police Act and any other Act and Regulation of the Province of New Brunswick;

AND THAT the By-Law Enforcement Officer of the Local Government exercise their discretion according to the files given to them by the Clerk or during patrols of the Local Government;

AND THAT the above-mentioned appointment continues as long as the Officer is an employee or is retained by the Local Government.

MOTION CARRIED (unanimously)

- c. Canada Day 2025

IT WAS MOVED by *Councillor Land* and **SECONDED** by *Councillor Jonah*

BE IT RESOLVED THAT the Council of Fundy Albert hereby requests that the Recreation Committee bring forward a formal recommendation to Council regarding the planning and delivery of a Canada Day event(s) for July 1, 2025;

AND BE IT FURTHER RESOLVED THAT this recommendation includes a proposed event outline, location, budget estimate, and anticipated community partnerships or resource needs. It should be considered no later than the May 16th, 2025 deadline to order fireworks.

Councillor Land advised the funds allocated for Canada Day should be split between Hillsborough and Alma, it is too close to July 1st to make changes.

Councillor Jonah advised that the Canada Day events held in Alma and Hillsborough should remain in place and Council should be adding more events not taking away.

IT WAS MOVED by Councillor Land and **SECONDED** by Councillor Jonah

THAT Council approve the hosting of two Canada events, one in Alma and one in Hillsborough, and that the allocated budget of \$12,600 be used to support these celebrations.

MOTION CARRIED (unanimously)

Councillor Ward-Russell advised that last year the budget was \$20,000

2025 Proposal: The current proposed budget for 2025 is \$12,300, broken down as follows:

- Fireworks
- Entertainment
- Barbecue

Councillor Ward Russell advised a comparison between 2024 and 2025 budgets would be helpful to understand what has changed.

Councillor Jonah advised that in 2024, the band and stage cost \$2,300, which is not specifically itemized this year (the \$2,300 currently proposed is for different entertainment).

The Director, Legislative Services advise that the Hillsborough fireworks are commercial grade, requiring certified personnel to handle them, this makes them more expensive than Alma's residential-grade fireworks.

Councillor Ward-Russell asked whether the allocation of funds is fixed or flexible, it was confirmed that the specific breakdown does not need to be part of the formal motion and can be adjusted later.

Councillor Ward-Russell advised there was interest in supporting additional smaller events in other wards (e.g., Wards 5 and 6) with \$300–\$500 each for possible barbecues. The Director, Legislative Services advised yes, this can be done and to let Administration know when you wish to host an event.

Councillor Garden advised it is too close to change things now.

Mayor Campbell agreed it is too close to change now.

d. Deputy Pay while Acting Mayor

Councillor Ward-Russell exited the meeting at 7:59 pm

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

WHEREAS the Deputy Mayor was acting in the capacity of Mayor, **I MOVE** that Deputy Mayor Ward-Russell be compensated at the Mayor salary for the months of February, March, and April 2025.

MOTION CARRIED (unanimously)

Councillor Ward-Russell returned to the meeting at 8:02 pm.

CLOSED SESSION

IT WAS MOVED by **Councillor Land** and seconded by **Councillor Jonah** to move to a closed session at 8:03 pm.

MOTION CARRIED (unanimously).

Mr. Barrett exited the meeting at 8:41 pm

IT WAS MOVED by **Councillor Jonah** and seconded by **Councillor Land** to return in session at 9:04 pm.

MOTION CARRIED (unanimously).

ADJOURNMENT

Moved by **Councillor Ward-Russell** to adjourn at 9:04 pm

Mayor

Clerk