

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

Absent: Mayor Campbell

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

Plan 360 – Mr. Caleb Babin and Mr. Oscar Chappe

### **CALL TO ORDER**

**Deputy Mayor Ward-Russell** called the meeting to order at 6:00 pm

### **ADOPTION OF AGENDA**

**Councillor Land** requested an addition under Closed Session Local Governance Act, s. 68(1)(c) and **Deputy Mayor Ward-Russell** requested the following additions "Public Statements and Inquiries" as Item 12; renumber "Closed Session" to Item 13 and "Adjournment" to Item 14; and to specify that Closed Sessions will be held pursuant to the Local Governance Act, s. 68(1)(f) and Local Governance Act, s. 68(1)(g)

**IT WAS MOVED** by **Councillor Land** and **SECONDED** by **Councillor Elderkin** **THAT** the amended agenda be adopted.

**MOTION CARRIED** (unanimously)

### **CONFLICT OF INTEREST DECLARATIONS**

None.

### **ADOPTION OF THE MINUTES**

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

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by **Councillor Land** **SECONDED** by **Councillor Elderkin** **THAT** the Minutes of the Special Closed Meeting held August 19, 2025, be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by **Councillor Elderkin** **SECONDED** by **Councillor Garden** **THAT** the Minutes of the Special Council Meeting held August 28, 2025, be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by **Councillor Elderkin** **SECONDED** by **Councillor Garden** **THAT** the Minutes of the Public Hearing held September 2, 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 September 2, 2025, be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by **Councillor Garden** **SECONDED** by **Councillor Land** **THAT** the Minutes of the Special Council Meeting held September 16, 2025, be approved.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by **Councillor Land** **SECONDED** by **Councillor Jonah** **THAT** the amended Minutes of the Committee of the Whole Meeting held September 16, 2025, be approved.

**Deputy Mayor Ward-Russell** requested to include that Mr. McGrath provided documents to Council and this should be included in the minutes.

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by **Councillor Elderkin** **SECONDED** by **Councillor Land** **THAT** the Minutes of the Special Council Meeting held October 1, 2025, be approved.

**MOTION CARRIED** (unanimously)

**CONSENT AGENDA**

None

**PUBIC AND ADMINISTRATIVE PRESENTATIONS**

None

**REPORTS & RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS**

**Personnel Committee** – **Councillor Elderkin** advised there is nothing to report.

**EMO Committee** – **Councillor Coates** advised there is nothing to report.

**Recreation Committee** – **Councillor Jonah** advised an application was received from Dominique Piquard to join the recreation committee.

**IT WAS MOVED** by **Councillor Jonah** **SECONDED** by **Councillor Elderkin** to appoint Dominique Piquard to the recreation committee.

**MOTION CARRIED** (unanimously)

**ATV Access on Roads and Streets Committee** – **Councillor Coates** advised that the ATV Committee has requested access of a portion of the trail on Fundy Albert's land. Ms. Beers confirmed that she has reached out to the local Snowmobile Club as the Federation has something similar in place.

## **REPORTS FROM ADMINISTRATION**

### **[Travel and Expense Policy for Elected Officials](#)**

**IT WAS MOVED** by **Councillor Elderkin** **SECONDED** by **Councillor Land** **THAT** the Council of the Municipality of Fundy Albert hereby approves the Travel and Expense Policy for Elected Officials as presented.

Discussion took place regarding the mileage rate section of the policy. It was noted that while the meal allowance includes a defined rate, the mileage rate is not specified. Council considered whether the mileage rate should be included or simply referenced as being in accordance with the current Provincial Government rate.

It was further noted that Provincial mileage rates are subject to periodic changes, sometimes once or twice per year, and excluding specific amounts would avoid the need for frequent policy amendments. Council agreed that the policy should reference the Provincial rate without listing the specific amount, and that staff may update the applicable rate administratively as it changes. Council expressed support for approving the policy as presented, with the understanding that minor amendments can be made in the future if needed.

**MOTION CARRIED** (unanimously)

### **[Riverside-Albert Utility Transfer](#)**

**IT WAS MOVED** by **Councillor Elderkin** **SECONDED** by **Councillor Coates** **THAT WHEREAS** it was included in the Utility Budget to transfer \$12,400 from the Riverside-Albert Utility Operating Reserve Fund to the Riverside-Albert Operating Fund;

**BE IT RESOLVED** that \$12,400 from the Riverside-Albert Operating Reserve Fund to the Riverside-Albert Operating Fund.

Ms. Hutchinson confirmed that the Riverside-Albert Operating Fund is the Utility account.

**MOTION CARRIED** (unanimously)

Trade in of Surplus Dump Trailer for Float Trailer

**IT WAS MOVED** by *Councillor Land* **SECONDED** by *Councillor Jonah* **THAT WHEREAS** the Village of Fundy Albert owns a surplus high-sided dump trailer that is no longer required; and

**WHEREAS** a float trailer is needed for the safe and efficient transport of municipal equipment, reducing safety risks and contractor costs; and

**WHEREAS** a supplier has offered a trade-in resulting in a net cost of \$2,764 plus HST and licensing, and has committed to offering a similar deal on another unit should the quoted trailer be unavailable;

**BE IT RESOLVED THAT** Fundy Albert Council approve the trade-in of the surplus dump trailer toward the purchase of a float trailer, at a net cost of \$2,764 plus HST and licensing, and authorize administration to proceed within a variance of up to \$3,500.00 should a comparable unit be required.

Council discussed the purchase of a new equipment trailer. Questions were raised regarding whether the trailer was heavy-duty enough to haul the municipal tractor and the size of the axle. Staff confirmed that while the exact specifications were not available at the meeting, the Lead Hand had inspected the trailer and verified that it is capable of safely hauling the tractor with its attachment.

A question was raised for clarification regarding the motion to authorize Administration to proceed with a variance of up to \$3,500. It was confirmed that this variance is not an addition to the original amount but allows flexibility up to \$3,500, if necessary, depending on final pricing and availability. Administration noted that if the preferred trailer is unavailable, the supplier has offered to provide a comparable unit at a similar rate.

**MOTION CARRIED** (unanimously)

**BY-LAWS**

By-Law - 25- WAP-069-FA-2 – Third Reading

**IT WAS MOVED** by *Councillor Garden* **SECONDED** by *Councillor Land* **THAT** Council give third and final reading by title only to By-Law number 25-WAP-069-FA-2, A By-Law to Amend Ministerial Regulation 21-WAP-069-00.

**MOTION CARRIED** (unanimously)

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

**RESOLUTION OF THE COUNCIL ESTABLISHED  
UNDER ARTICLE 59 OF THE COMMUNITY PLANNING ACT  
IT IS RESOLVED THAT:**

**CONSIDERING THAT** 681884 N.B. Ltd has made an application to rezone the properties bearing PID 00617969 and 05123070 to the IRD zone –Intensive Resource Development Zone to allow the establishment of a rock quarry.

**AND CONSIDERING THAT** the Council has approved this request subject to conditions;

1. Notwithstanding any other provisions to the contrary, the lands, buildings and structures developed on the aforementioned property are subject to the following terms and conditions:

- a) That the permitted uses be limited to a quarry.
- b) Approval to Operate under the Rock Quarry Siting Standards must be obtained from the Department of Environment and Local Government (DELG) prior to a development permit being issued.

**MOTION CARRIED** (unanimously)

By-Law No. 2025-02, A Code of Conduct By-Law for the Council of Fundy Albert – Third Reading

**IT WAS MOVED** by *Councillor Land* **SECONDED** by *Councillor Jonah* **THAT** Council give third and final reading by title only to By-Law No. 2025-02, A Code of Conduct By-Law for the Council of Fundy Albert.

**WHEREAS** the Village of Fundy Albert is **HEREBY GIVEN** its third and final reading **THAT** Bylaw 2025-02 is enacted on this 7th day of October 2025.

**MOTION CARRIED** (unanimously)

**MAYOR AND COUNCILLOR STATEMENTS**

*Councillor Land* advised that the Golf Club Road project has experienced minor delays due to unforeseen issues; however, work is progressing, and the new pipe has arrived on-site, allowing assembly to begin shortly.

**Councillor Land** extended a thank you to Danny Jonah, Kim Hoar, and all volunteers involved in organizing the Eric Steeves Memorial Golf Tournament held the previous weekend. The event saw a strong turnout and raised approximately \$9,500, which will be donated toward the Hillsborough Playground Project. **Councillor Land** expressed appreciation to everyone who contributed to the event's success.

**Councillor Elderkin** advised that arrangements are underway for the upcoming Remembrance Day ceremonies. Confirmation was received from Mr. Jubb that he will once again lead services in both Riverside-Albert and Alma. **Councillor Elderkin** and **Councillor Garden** will finalize details and logistics.

**Councillor Elderkin** advised that the Riverside-Albert Fire Department will be hosting an Open House on Wednesday night at 6:00 p.m. and all were encouraged to attend.

**Councillor Elderkin** reported attending the UMNb conference with her fellow Councillors, noting it was an informative and productive weekend that provided valuable networking opportunities and updates on municipal governance best practices.

**Councillor Elderkin** asked a question regarding the current **water conservation measures in Riverside-Albert**, noting there appears to be some public confusion about the severity of the situation and the specific restrictions in place. Mr. Barrett advised that the reservoir level is currently 24 inches below the spillway, compared to its lowest point this summer of 31 inches below, which occurred during reservoir cleaning operations. Over the past week, the water level has remained stable or shown slight improvement.

Administration continues to issue community-wide water conservation notices, which have been in place since July. More recently, targeted door-to-door notices have been distributed in different sections of the village to encourage daily awareness and reinforce the importance of conserving water. It was noted that this approach has successfully generated community discussion. Water usage remains higher than at the same time last year, averaging 40,000 to 48,000 gallons per day, compared to mid-to-high 30,000s previously. The increase may be partly due to population growth and new developments; however, staff suspect there may also be an undetected leak within the system. Public Works is actively investigating, monitoring approximately 15 to 20 areas for possible leakage, checking unoccupied buildings, and ensuring curb stops are closed. Residents are encouraged to report any signs of potential leaks, such as soft ground or unusually green patches of grass, so staff can investigate promptly. Staff continue door-to-door delivery of water conservation notices in sections, and while some residents may not have received notices yet, the rotation continues to ensure full coverage.

**Councillor Elderkin** asked whether the proposal of purchasing a truck will be brought back to Council. Mr. Barrett confirmed yes, the item will return for consideration at the next committee of the whole meeting.

**Councillor Coates** reported attending the All Municipal Council Session on September 27th

alongside the Mayor and Deputy Mayor, noting that the session was informative and provided valuable discussion on municipal operations and collaboration.

**Councillor Coates** also participated in the 2025 UMNBC Conference, which included updates on various initiatives and a presentation regarding fire department matters

It was further noted that the Emergency Measures Organization (EMO) has circulated a draft regional communications and evacuation plan for review. Feedback and any proposed changes are requested by October 9th.

**Councillor Coates** requested that staff explore the potential installation of showers at the Riverside-Albert Rec Centre, noting that funding opportunities may be available through Regional Development Corporation (RDC) programs or other sources. The addition would support community use of the facility, particularly during extended emergency events or situations requiring overnight stays.

**Councillor Garden** advised that the Alma Fleet Launch Weekend is taking place October 10–13, 2025. The event will feature a variety of family-friendly festivities, with the official fleet launch scheduled for Tuesday, October 14th.

Residents are encouraged to attend and participate in the celebrations. A full schedule of events is available at [www.almafleetlaunch.com](http://www.almafleetlaunch.com) or on the Alma Fleet Launch 2025 Facebook page.

**Councillor Garden** asked a question regarding the status of the Alma Water Project. Mr. Barrett advised that the project remains on schedule with an anticipated completion date in December 2025, at which point the system is expected to be fully operational.

Recent work on Forest and Chignecto Drive involved connecting the existing system to the new well infrastructure, which is now complete. Upcoming work will focus on the reservoirs and reservoir towers, expected to take place this week or next. Overall, the project continues to progress positively.

**Councillor Garden** asked for an update regarding the Alma gazebo completion. Mr. Barrett advised that the temporary work stoppage caused delays of approximately two to three weeks, as the contractor did not have the required 20-foot logs available in the yard at the time. Despite the setback, work has resumed and is progressing well. The structure is expected to be completed before winter, and recent progress photos will be shared on the Municipality's Facebook page once additional images are collected.

**Councillor Jonah** advised that he and Members of Council attended the Union of Municipalities of New Brunswick (UMNB) Annual Conference held in Saint John. It was noted that the event was well attended and provided valuable networking opportunities with representatives from other municipalities across the province.

Discussion topics included policing, governance, and shared municipal challenges. **Councillor Jonah** advised that it was reassuring to learn that many other municipalities are facing similar



issues related to local government reform and service integration.

**Councillor Jonah** advised that the Hillsborough Fire Department will be hosting an Open House on Wednesday October 8 at 6:00 p.m. Residents are encouraged to attend and show their support.

It was also noted that the Kiwanis Community Breakfast Buffet will take place on October 18th from 8:00 a.m. to 10:00 a.m. Everyone is invited to come out and enjoy the event.

**Deputy Mayor Ward-Russell** advised that she attended the Southeast Regional Service Commission (SERSC) All Council Meeting held on September 27th, 2025. The meeting included an overview of the proposed 2026 Commission budget and a presentation on regional tourism. It was noted that Fundy National Park saw a 5.1% increase in guests, while Hopewell Rocks experienced a 20% increase in visitors, reflecting strong tourism growth in the region.

**Deputy Mayor Ward-Russell** also attended the UMNBA Annual Conference in Saint John along with other Council members. Highlights included updates from the Department of Environment and Local Government (ELG) on a new municipal funding model that will incorporate fiscal capacity and capital renewal funding. Further details are expected to be provided to the CAO in the coming days.

It was also noted that, with the recent provincial freeze on property assessments, there was discussion among municipalities about ensuring that letters are submitted to the Province outlining the potential impacts on budget balancing and service delivery. Mr. Wallace will confirm whether a letter has been sent on behalf of the Municipality.

**Deputy Mayor Ward-Russell** requested updates on the following outstanding items from the previous meeting:

- The cost of the PMP/HP plan; and
- A breakdown of summer student expenses compared to grant funding received.

**Deputy Mayor Ward-Russell** suggested the creation of a **working document** to track items raised during Council reports, including their status and follow-up actions, to improve accountability and transparency.

**Deputy Mayor Ward-Russell** advised that the 2023 Municipal Audit remains pending, with completion now estimated to be one week behind schedule.

**Deputy Mayor Ward-Russell** emphasized the importance of updating the Council Procedure By-law and meeting agenda format to ensure consistency and efficiency.

## **NOTICES OF MOTION AND RESOLUTIONS**

None



**PUBLIC STATEMENTS & INQUIRIES**

None

**CLOSED SESSION**

**IT WAS MOVED** by **Councillor Land** **SECONDED** by **Councillor Coates** **THAT** Council have an in-camera session at 6:39 pm.

**MOTION CARRIED** (unanimously)

Ms. Hutchinson and Mr. Barrett exited the meeting.

Local Governance Act, s. 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,

Local Governance Act, s. 68(1)(f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business

Local Governance Act, s. 68(1)(g) litigation or potential litigation affecting the local government or any corporation referred to in [subsection 8\(1\)](#), the local government's agencies, boards or commissions including a matter before an administrative tribunal.

**IT WAS MOVED** by **Councillor Elderkin** **SECONDED** by **Councillor Land** **THAT** Council return to regular session at 7:19 pm

**MOTION CARRIED** (unanimously)

**IT WAS MOVED** by **Councillor Garden** **SECONDED** by **Councillor Land** **THAT** council authorizes staff to direct the municipal solicitor to undertake all necessary legal action with regards to legal matter as discussed in-camera 68(1)(g) on October 7, 2025.

**MOTION CARRIED** (unanimously)

**ADJOURNMENT**

Moved by **Councillor Coates** to adjourn at 7:20 pm

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Mayor

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Clerk