

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

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

STATEMENT FROM MAYOR

Mayor Campbell acknowledged the recent resignation of **Councillor Garden** (Ward 1) and, on behalf of Council, expressed appreciation for his service and contributions to the municipality and the residents of his ward. Council extended best wishes to Mr. Garden as he relocates to a new province. **Mayor Campbell** assured residents of Ward 1 that their interests will continue to be represented during the transition period and reaffirmed Council and Administration's commitment to maintaining stability and continued service to all residents of Fundy Albert until the vacancy is filled in accordance with the *Local Governance Act*.

CALL TO ORDER

Mayor Campbell called the meeting to order at 6:01 pm

ADOPTION OF AGENDA

Councillor Land requested an addition under Closed Session Local Governance Act, s. 68(1)(d) land acquisition or disposition, **Councillor Ward-Russell** requested the addition of Notice of Motion pertaining to a streetlight request, and **Mayor Campbell** wishes to add Public Statements and Inquiries as Item 12; renumber "Closed Session" to Item 13 and "Adjournment" to Item 14;

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None.

ADOPTION OF THE MINUTES

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Jonah* **THAT** the Minutes of the Regular Council Meeting held October 7, 2025 be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Coates* **THAT** the Minutes of the Committee of the Whole Meeting held October 21, 2025, be approved.

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Jonah* **SECONDED** by *Councillor Land* **THAT** the Minutes of the Special Closed Council Meeting held October 29, 2025, be approved.

MOTION CARRIED (unanimously)

CONSENT AGENDA

None

PUBLIC 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 that the committee has been working well together, with strong collaboration and emphasis on trail development and partnerships with other organizations. The next committee meeting is scheduled for January.

ATV Access on Roads and Streets Committee – *Councillor Coates* advised there is nothing to report.

REPORTS FROM ADMINISTRATION

[Flag Policy](#)

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Land* **THAT** the Council of the Village of Fundy Albert adopt the “Flag Policy”, as presented, establishing the framework for the display, maintenance, and half-masting of flags on municipal property;

AND THAT the Policy take effect immediately upon approval, with administration authorized to implement all necessary procedures for its application and public communication.

MOTION CARRIED (unanimously)

[Streetlight Policy](#)

IT WAS MOVED by *Councillor Jonah* **SECONDED** by *Councillor Land* **THAT** the Council of the Village of Fundy Albert adopt the “Streetlight Policy”, as presented, establishing a consistent and transparent framework for the installation, management, of streetlights across both serviced and outside areas of the Municipality;

AND THAT the Policy take effect immediately upon approval, with administration authorized to implement the associated procedures, forms, and standards in coordination with NB Power and applicable municipal departments.

MOTION CARRIED (unanimously)

[Surplus Land & Land Acquisition Policy](#)

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Coates* **THAT** the Council of the Village of Fundy Albert adopt the “Surplus Land & Land Acquisition Policy”, as presented, establishing the framework for the acquisition, management, and disposal of municipal lands, including provisions for transparency, fairness, and community benefit;

AND THAT the Policy take effect immediately upon approval, with administration authorized to implement all necessary procedures and maintain a public inventory of surplus lands in accordance with the **Local Governance Act, S.N.B. 2017, c.18**.

MOTION CARRIED (unanimously)

[Appointment of Assistant Clerk](#)

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Jonah* **THAT** Council appoint Sean Wallace as Assistant Clerk of the Village of Fundy Albert, effective November 4, 2025 and **FURTHER THAT** when acting in the absence or incapacity of the Clerk Mr. Wallace is authorized to perform all statutory and administrative duties of the Clerk, including signing authority for official records and application of the Corporate Seal.

MOTION CARRIED (unanimously)

[Maritime By-Law Enforcement Services](#)

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Elderkin* **THAT** Council authorize the Village of Fundy Albert to enter into an agreement with Maritime By-Law Enforcement Services for the provision of by-law enforcement services for the 2026 calendar year, in the amount of **\$56,490.00 + HST**, and that the **Mayor and Clerk be authorized to sign all necessary documents** to give effect to this agreement.

MOTION CARRIED (unanimously)

[Truck Purchase](#)

IT WAS MOVED by *Councillor Jonah* **SECONDED** by *Councillor Elderkin* **THAT** Whereas the existing municipal fleet has experienced ongoing mechanical issues resulting in reduced availability, increased repair costs, and decreased operational efficiency; and Whereas the lack of a reliable, fuel-efficient ½-tonne truck continues to limit the municipality's ability to deliver services efficiently across all communities; and Whereas the municipality has obtained three competitive quotes for a new ½-tonne truck that meets operational requirements for reliability, towing capability, and fuel efficiency; and Whereas the 2025 GMC Sierra 1500 Pro 4WD from MacDonald Buick GMC Moncton represents the best overall value at a total cost of \$66,958.90 (including HST and fees); and Whereas funding is available within the Shared Capital Reserve (\$24,277.16), Village Core Capital Reserve (\$2,751.80), and 2.8.1.1.6 – Short Term Interest for Capital Projects (\$33,663.46); Be It Resolved That Fundy Albert Council approve the purchase of the 2025 GMC Sierra 1500 Pro 4WD from MacDonald Buick GMC Moncton at a total cost of \$66,958.90 (including HST and fees), in accordance with the municipal procurement policy.

Councillor Ward- Russell expressed concerns that allocating public works costs to rural areas could set a dangerous and unfair precedent. It was noted that vehicle purchases of this type have not historically been funded through shared budgets, and maintaining consistency in the municipality's funding approach is important to ensure fairness and transparency.

Councillor Elderkin expressed uncertainty regarding the vehicle purchase, noting support for the need but questioning whether a four-wheel-drive truck is necessary and suggesting consideration of a more fuel-efficient option for municipal operations.

Councillor Land expressed opposition to purchasing a new truck, noting that the municipality is two years behind in receiving audited financial statements and that the 2026 budget deliberations are not yet complete. He emphasized that funds should remain in reserve for emergencies.

MOTION DEFEATED (unanimously)

[Arena Ventilation](#)

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Jonah* **THAT** WHEREAS the Hillsborough Arena ammonia plant room requires a compliant emergency exhaust ventilation system to meet provincial health, safety, and environmental standards; AND WHEREAS quotations were received from qualified contractors, including Black &

McDonald and CIMCO Refrigeration (Toromont Industries), and have been reviewed for scope, cost, and compliance;

AND WHEREAS failure to act promptly would prolong a known safety and regulatory risk;

BE IT RESOLVED THAT Council approve administration to proceed with the Black and

Macdonald quote to provide the required ventilation system, at a cost of \$23,177 plus HST.

MOTION CARRIED (unanimously)

[2026 PMHP Project – Scenic Drive Shoulder and Swale Reconstruction](#)

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Jonah** THAT WHEREAS the Municipality of Fundy Albert has received updated cost estimates for the 2026 Provincial-Municipal Highway Program (PMHP) project on Scenic Drive (Bucket Hill to Route 114) in Alma; and

WHEREAS the updated estimate of \$185,500 exceeds the approved \$125,000 PMHP funding envelope (\$119,000 DTI / \$6,000 municipal); and

WHEREAS the Department of Transportation and Infrastructure (DTI) has confirmed that no additional provincial funding is available under the 2026 PMHP program; and

WHEREAS Council has been provided with a report outlining the available options, associated risks, and financial implications for consideration;

THEREFORE BE IT RESOLVED THAT Council approve the additional funds to complete the full scope of works as proposed by Englobe corp.

Councillor Land asked the question regarding where the funding for the proposed purchase would be sourced.

Ms. Hutchinson advised that there are available funds, including approximately \$72,000 from Alma for ditching and culvert work, which could be considered as a potential funding source. Alternatively, some funds could be set aside this year for unfinished projects, and a temporary budget allocation has been included in the draft for consideration.

Councillor Ward-Russell suggested that the motion should specify the source of the funds to clearly identify where the money will be allocated or drawn from.

Councillor Land expressed concern regarding the engineering firm currently engaged under the project's budget envelope. It was noted that the engineering costs are significant for a relatively basic project and that there have been unresolved issues with the firm. **Councillor Land** stated that the municipality should consider seeking proposals from other engineering firms in the future to ensure better service and value.

MOTION CARRIED (Councillor Elderkin – Nay and Councillor Ward-Russell- Nay)

Mr. Wallace advised that at the end of November, the municipality will be issuing requests for

quotations (RFQs) for various services, including insurance and other suppliers, as part of the regular two-year review process.

BY-LAWS

BY-LAW NO. 2025-03 FUNDY ALBERT EMERGENCY MEASURES BY-LAW

First reading

IT WAS MOVED by *Councillor Elderkin* **SECONDED** by *Councillor Coates* **THAT** Council give first reading by title only to By-Law No. 2025-03, Fundy Albert Emergency Measures By-Law.

MOTION CARRIED (unanimously)

Second Reading

IT WAS MOVED by *Councillor Coates* **SECONDED** by *Councillor Elderkin* **THAT** the second reading, by section only, be given to By-Law 2025-03, Fundy Albert Emergency Measures By-Law. Sections as follows:

1. Definitions
2. Duties of Council
3. Emergency Measures Committee
4. Emergency Response Plan
5. General
6. State of Local Emergency
7. Severability
8. Repeal
9. Enactment

MOTION CARRIED (unanimously)

MAYOR AND COUNCILLOR STATEMENTS

Councillor Coates advised he has nothing to report.

Councillor Jonah advised that budget discussions have been progressing smoothly, with only minor issues that have since been resolved. Appreciation was expressed to those involved in the process for their cooperation and teamwork. It was also noted that he will be away from November 10 to November 28.

Councillor Ward-Russell advised the possibility of installing a dry hydrant in Lower Coverdale, noting initial discussions with the Fire Chief from Riverview, who indicated support for the idea. Council was asked to consider continuing dialogue with the fire department to explore this option for potential inclusion in future budgets.

Councillor Ward-Russell also referenced an email from **Mayor Campbell** regarding non-PHMP (Provincial Highway Maintenance Program) priorities and requested that discussion on this matter be added to a future agenda to ensure priorities are submitted to DTI.

Councillor Ward-Russell advised that she was involved in the early stages of the Greensboro Lagoon design and planning process and requested continued participation in discussions with the Department of Environment and Local Government (ELG) as the project progresses.

Councillor Elderkin advised that the upcoming Remembrance Day services, scheduled for November 10th in Riverside-Albert and November 11th in Alma and Hillsborough.

Councillor Elderkin advised that the budget survey distributed by Administration closes on November 5th, and that public budget consultations will take place on November 12th in Hillsborough and November 13th in Riverside-Albert from 6:00–8:00 p.m.

Councillor Elderkin advised that the gazebo project in Alma has been substantially completed after three years of planning. Mr. Barrett advised there is some minor landscaping and curbstone work remaining.

Councillor Elderkin asked for an update on the status of the 2023 audit, with concerns expressed over delays. Mr. Wallace advised that the auditor continues to work on completing the 2023 statements, with the municipality and E6 actively following up. Council acknowledged resident concerns about the delay but recognized the challenges associated with the amalgamation process, which involved integrating multiple entities.

Councillor Land advised that the Golf Club Road project has progressed well despite a few initial issues between the contractor and engineers, which have since been resolved. Weather has caused some minor delays, but the project is expected to be completed within a reasonable timeframe.

Councillor Land asked for a follow-up from previous budget discussions about the public works daily task reports. Administration was asked if any progress had been made in itemizing and reporting the time allocations recorded on these forms.

Mr. Wallace advised that a preliminary analysis has been completed based on available data; however, a full year of information is needed to accurately determine workload distribution. A meeting is scheduled with a company offering software that allows staff to track work locations and activities via mobile devices. This tool will help collect more precise data on time spent at

various municipal facilities. Administration has collected a couple months of data during the summer season. The goal is to have the new tracking software implemented before Christmas to assist with data collection, with the intent of gathering a full year's worth of information for accurate analysis.

Mayor Campbell advised that October was a particularly busy month, with attendance at UMNB meetings and approximately 20 other meetings in addition to regular correspondence. Appreciation was expressed for the efforts of Council and staff, acknowledging that everyone has been working hard and collaboratively to manage the workload effectively.

NOTICES OF MOTION AND RESOLUTIONS

Councillor Ward-Russell advised she was contacted about a safety concern on the corner of Bloomfield and Petersfield Street in Lower Coverdale, where children wait for the school bus. The motion seeks Council's support for the installation of a streetlight at that location.

IT WAS MOVED by **Councillor Ward-Russell** **SECONDED** by **Councillor Elderkin** **THAT** Council approve the installation of one streetlight on the corner of Bloomfield and Petersfield in Lower Coverdale.

MOTION CARRIED (unanimously)

PUBLIC STATEMENTS & INQUIRIES

Mr. Lee Warnock asked regarding the contract with E6, specifically whether there are remaining funds within the budget or if the account has been overspent. Ms. Hutchinson advised we are within budget.

Mr. Lee Warnock advised that he had reviewed the Maritime By-Law Enforcement Services contract and found it to be generally satisfactory. However, he expressed concern regarding the provision that assigns responsibility for court costs.

CLOSED SESSION

IT WAS MOVED by **Councillor Elderkin** **SECONDED** by **Councillor Land** **THAT** Council have an in-camera session at 6:36 pm.

MOTION CARRIED (unanimously)

Local Governance Act 68 (1) (b) personal information as defined in the *Right to Information and Protection of Privacy Act*

Local Governance Act 68 (1) (d) the proposed or pending acquisition or disposition of land.

IT WAS MOVED by *Councillor Jonah* **SECONDED** by *Councillor Land* **THAT** Council return to regular session at **7:01 pm**

MOTION CARRIED (unanimously)

IT WAS MOVED by *Councillor Land* **SECONDED** by *Councillor Coates* **THAT** Council authorizes the expenditure of \$27,000.00 + HST to MacLean Construction to undertake the demolition and clean-up of the property identified as PID #00613208 in order to bring the property into compliance with the Village's By-Laws, upon completion of the provincial registration of the Notice to Comply.

FURTHER THAT Council directs staff to seek reimbursement from the Province of New Brunswick for eligible demolition and compliance costs associated with this property.

MOTION CARRIED (unanimously)

ADJOURNMENT

Moved by *Councillor Elderkin* to adjourn at 7:01 pm

Mayor

Clerk