

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

Absent: Councillor Jonah

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

**Mayor Campbell** advised that a boil order has been issued in Alma. Residents will be notified by hand-delivered notices today.

### **CALL TO ORDER**

**Mayor Campbell** called the meeting to order at 4:31 pm.

### **ADOPTION OF AGENDA**

**IT WAS MOVED** by **Councillor Land** and **SECONDED** by **Councillor Ward-Russell** **THAT** the agenda be adopted as presented.

**MOTION CARRIED** (unanimously)

### **CONFLICT OF INTEREST DECLARATIONS**

None declared.

### **PUBLIC PRESENTATIONS**

#### [Andrew Willett – Irving Woodlands- Change in Conservation Forest by Community](#)

Mr. Andrew Willett and Mr. Robert Fawcett with Irving Woodlands presented an update on their proposed conservation plan and requested municipal support. They outlined their consultations with several New Brunswick municipalities and explained that the Minister of Natural Resources is seeking municipal input to help balance ecological, economic, and social considerations.

The presenters described a proposal to significantly increase conservation areas—approximately 5,500 hectares within Fundy Albert—particularly around Alma, Riverside-Albert, and the Turtle Creek watershed, with the intent of withdrawing intensive forestry operations away from residential areas and high-value tourism corridors. They explained how the plan aims to exceed

the provincial goal of 15% conservation and highlighted benefits related to drinking water protection, tourism, and reduced conflict near communities.

Council engaged in discussion regarding forestry practices, watershed impacts, tourism considerations, and mapping clarity. Council requested higher-resolution and large-format maps to better understand the proposed conservation areas. The letter circulated to Council will be reviewed, with the matter to return for consideration at the December 2, 2025 Regular Council Meeting.

Ms. Beers reported that Ms. O'Dell and Ms. Clark were not in attendance, and Mr. Lindsay advised that he would not be presenting this evening.

### **INFORMATION ITEMS**

The following reports were presented to Council as information items only:

[Development Activity Report – Plan 360 October Report](#)

### **COUNCIL DIRECTION REQUESTS**

[Hillsborough Public Library – Appointment of Board Members](#)

**MOVED BY Councillor Elderkin, SECONDED BY Councillor Land**, THAT Council direct Item 6.1 – Hillsborough Public Library – Appointment of Board Members (Kimberly McKinley, Jas Shukla, and Erica Muise Wilbur) be placed on the Consent Agenda for the Regular Council Meeting of December 2, 2025.

**MOTION CARRIED (unanimously).**

[Hillsborough Public Library – Name Change](#)

**MOVED BY Councillor Elderkin, SECONDED BY Councillor Ward-Russell**, THAT Council direct Item 6.2 be placed on the Consent Agenda for the Regular Council Meeting of December 2, 2025, and that Council approve the request from the Library Board to rename the “Hillsborough Public Library” to the “Fundy Albert Public Library” to better reflect the regional identity of the Municipality of Fundy Albert and to support ongoing community unification and rebranding efforts; and further, that any required signage updates be incorporated into the Municipality’s future community-wide signage replacement plan.

**MOTION CARRIED (unanimously).**

### CAO Policy Update and Best Practices

Mr. Wallace presented a proposed amendment to the policy that would shift responsibility for employee promotions and terminations from Council to the CAO, noting this aligns with standard practice and reduces the risk of Council decisions being subject to judicial review. The CAO advised that the recommendation had also been supported by legal review.

Council discussed the proposal, with members noting that the original 2023 wording may have reflected a different context and suggesting the matter be referred to the Personnel Committee for further review. Council also discussed the relevance of probationary periods and the possibility of revisiting the change after one year.

### 2026 Regular Meetings

MOVED BY **Councillor Land**, SECONDED BY **Councillor Coates**, THAT Council direct Item 6.4 be placed on the Consent Agenda for the Regular Council Meeting of December 2, 2025, to designate Council Chambers, 61 Academy Street, as the centralized meeting location for all Regular Council Meetings.

**MOTION CARRIED (unanimously).**

### December 16, Committee of the Whole Meeting

MOVED BY **Councillor Ward-Russell**, SECONDED BY **Councillor Elderkin**, THAT Council direct Item 6.5 be placed on the Consent Agenda for the Regular Council Meeting of December 2, 2025, to approve the cancellation of the Committee of the Whole Meeting scheduled for December 16, 2025.

**MOTION CARRIED (unanimously).**

### ADMINISTRATION REPORTS

Refer to the following reports:

#### Director, Legislative Services

Ms. Beers advised that the FireSmart project kickoff meeting has taken place and further information is expected soon. Applications have been submitted for student positions through Canada Summer Jobs, including two Public Works Labourers, one GIS Mapping Technician, two Visitor Information Centre attendants, and four lifeguards. Additional applications will be submitted once the SEED program opens.

Regarding the Lower Coverdale sign installation, the landowner currently has the easement document; work will proceed once it is returned, though the timeline suggests installation may not occur until the new year. Ms. Beers also noted ongoing work on the amendment to

Procedural By-law 2022-03, with a red-line version to be circulated to Council for feedback. Council discussed timing, with the expectation that further review will take place in January. Mr. Wallace further noted that additional policies, including HR and water by-law updates, are also in development.

#### Director of Operations

Mr. Barrett reported that well levels in Riverside-Albert are recovering, with water now flowing over both spillways, though residents are still encouraged to conserve water. A boil order was issued for Alma due to turbidity, with further updates to be provided as available.

Preparations for the holiday season are underway, with Remembrance banners scheduled to come down next week and Christmas lights being installed, expected to be fully in place by December 1. Mr. Barrett outlined planned lighting enhancements in Hillsborough, Riverside-Albert, and Alma, including exploring solar lighting options near the gazebo.

Public Works continues final road patching before winter, including work on School Street in Alma to address recurring washouts and ditching concerns. Tree trimming has also been occurring in several areas, with additional work planned to remove dead or hazardous branches. Council raised questions regarding banner storage, patching on Taylor's Lane, ongoing tree trimming, and the need to follow up with DTI regarding a speed sign in Riverside-Albert.

#### Treasurer Report

[General operating yearend projections](#)

[Alma utility yearend projections](#)

[Hillsborough utility yearend projections](#)

[Riverside-Albert utility yearend projections](#)

Ms. Hutchinson presented updated financial results and year-end projections, noting a correction to the Alma Utility projected surplus, now estimated at \$12,435 and the removal of the recommended transfer of \$30,000 to Alma utility reserve for capital water;

Year-end financial recommendations were outlined, including proposed transfers to various reserves, funding for office renovation planning, equipment purchases (e.g., mini-split for the VIC, Public Works tracking software, push camera), and capital reserve contributions.

Council raised concerns about Riverside-Albert Utility fluctuations, requesting a meeting and clearer reporting to better understand year-end losses and impacts on future rates. Questions were also raised regarding receivables processes, disconnection procedures, and the need for a consistent policy, which staff noted will be addressed through the upcoming Water By-law.

Council requested to be notified when disconnection notices are issued.

Further discussion addressed the allocation of shared services costs, surplus origins, budgeting transparency, and the need for detailed breakdowns of surplus sources from 2023–2025.

Council also suggested improvements to financial reporting formats and highlighted the

importance of more proactive explanatory detail.

### **MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES**

**Councillor Ward-Russell** shared that a 16-year-old resident of Lower Coverdale who was paralyzed in a recent swimming accident is recovering, and the family expressed gratitude for Fundy Albert's support as they fundraise for specialized medical equipment. Appreciation was also relayed from a Lower Coverdale resident regarding the recent streetlight approval.

**Councillor Ward-Russell** requested that the Province (ELG) provide written communication to the affected Greensboro Lagoon residents outlining timelines and expectations for upcoming 2026 project impacts, emphasizing the need for clear and consistent information.

An update was provided on mosquito control inquiries, and Council was reminded that winter maintenance in Lower Coverdale and portions of Ward 5 will again be carried out by Core Property Services. She also requested that Council respond to DTI's outstanding request for input on non-provincial roads requiring attention over the next several years.

**Councillor Ward-Russell** requested an update on the 2023 audit. Mr. Wallace advised that E6 is completing the final component, capital assets, and that while no firm timeline was provided, both staff and the auditor continue to press for completion.

**Councillor Coates** asked about the preparations for the upcoming Christmas parade on December 6, staff noted that the municipal float and Santa will participate as in previous years. Staff will purchase candy canes and follow up with Council regarding who wishes to walk in the parade.

**Councillor Coates** raised ongoing concerns regarding communication and responsiveness from DTI, citing unresolved issues, delayed repairs, and a lack of updates through the provincial 511 system. He noted continued difficulty obtaining answers on roadway matters in Ward 5 and expressed interest in engaging with DTI to improve communication.

Council agreed that a formal letter from the Municipality of Fundy Albert to DTI may be beneficial, especially given that approximately 70% of local roads remain under provincial responsibility. Reference was made to a recent DTI survey circulated by the Mayor, with confirmation that it had been sent to Council.

**Councillor Elderkin** provided an update on Remembrance Day services, noting she had the privilege of attending ceremonies in Riverside-Albert, Alma, and at the Albert County Museum. All events were very well attended, with Riverside-Albert drawing over 100 participants and Alma requiring additional seating beyond the 70 chairs initially set up. She expressed appreciation to Peter Jubb for his continued support in organizing services in the former villages, and to the parents of the Girl Guides for providing the luncheon in both communities. A logistical issue occurred in Alma when extra chairs were needed but access to the Cultural building was limited due to the holiday; thanks were extended to Mr. Kris Kelly for providing access and to the volunteer firefighters who helped carry chairs. **Councillor Elderkin** emphasized the importance

of ensuring appropriate access arrangements for facilities during holiday events. She also thanked Public Works for their assistance in preparing the venues.

**Councillor Land** reported that work on Golf Club Road is progressing well, with the road now passable and expected to be completed soon. He noted that the roadway appears wider and more stable than before. He also attended two Remembrance Day services, at Hopewell Cape and in Hillsborough, both of which were very well attended. He expressed appreciation for the strong community participation, especially the involvement of youth, and emphasized the importance of honoring veterans through these ceremonies.

**Mayor Campbell** reported a busy month of meetings and attendance at multiple Remembrance Day ceremonies. He participated in events at Riverside Consolidated School, Forestdale Nursing Home, the Riverside-Albert service, the Hillsborough Baptist Church service, and several ceremonies hosted by the Hillsborough Legion, including the dedication of a new cenotaph addition recognizing those who served in Afghanistan. All events were well attended and respectfully conducted. He extended appreciation to Peter Jubb and volunteers for ensuring ceremonies proceeded in Riverside-Albert and Alma, and noted that the Hillsborough Legion's Vice President expressed interest in becoming more involved in future years' services.

### **PUBLIC STATEMENTS AND INQUIRIES**

Ms. Elaine Ward spoke in support of Council's efforts to seek clear communication from ELG regarding the Greensboro Lagoon project, noting that lack of information has led to speculation within the subdivision. She emphasized the need for transparency about potential costs. Ms. Ward also expressed strong support for Council designating a single, centralized meeting location, citing ongoing issues with the Owl audio system and difficulty following multi-part recordings.

### **CLOSED SESSION**

**IT WAS MOVED** by **Councillor Elderkin** and **SECONDED** by **Councillor Land** that Council have an in-camera session at 5:56 pm.

**MOTION CARRIED (unanimously).**

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.

Ms. Hutchinson and Mr. Barrett exited the meeting.

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

**IT WAS MOVED** by **Councillor Ward-Russell** and **SECONDED** by **Councillor Land** to return to the regular session at 6:32 pm.

**MOTION CARRIED (unanimously)**

**ADJOURNMENT**

**IT WAS MOVED** by **Councillor Ward-Russell THAT** the meeting be adjourned at 6:32 pm.

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Mayor

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Clerk