

Present: Deputy Mayor Elderkin
Councillor Lackey
Councillor Cooke
Councillor Reid
Councillor Davis
Councillor Phillips

Absent: Mayor Campbell

Staff Present Kim Beers – Director, Legislative Services/Clerk
Ian Barrett – Director, Operations
Krista Ronald – Acting Treasurer

CALL TO ORDER

Deputy Mayor Elderkin called the meeting to order at 4:30 pm.

Deputy Mayor Elderkin reminded Council to use the new microphone system by pressing the microphone button before speaking to ensure comments are recorded properly. Members of the public were also reminded to use the podium when addressing Council so their remarks are captured. The ***Deputy Mayor*** asked residents watching on YouTube for patience as Council adjusts to the new meeting technology.

ADOPTION OF AGENDA

IT WAS MOVED by ***Councillor Cooke*** and **SECONDED** by ***Councillor Lackey*** **THAT** the agenda be adopted as presented.

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

None

INFORMATION ITEMS

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

[NBSPCA Quarterly Report](#)

Fire Dept Quarterly Reports:

- [Alma,](#)
- [Hillsborough,](#)
- Riverside-Albert (Fire Chief Osmond will share the report once completed)
- [Riverview](#)

[Maritime By-Law Enforcement Services](#)

[Plan 360 – June Development Report](#)

Councillor Lackey asked whether the reporting forms used by the Municipality's three fire departments could be standardized to make comparisons easier. It was explained that, while each department uses a different format, they all collect the same information. Standardizing the reports would require additional administrative work to re-enter the data, so the current practice remains that each department submits its own report format.

COUNCIL DIRECTION REQUESTS

[Banking Signatory](#)

A report was presented requesting Council's approval to add the Clerk as an authorized banking signatory. The change is intended to ensure business continuity by providing a backup signing authority for the Acting Treasurer and is strictly an administrative update that does not alter the Municipality's existing financial controls or approval processes.

Councillor Lackey asked whether there was any difference between having the CAO or the Clerk serve as the authorized banking signatory. It was confirmed that there is no difference.

IT WAS MOVED by **Councillor Lackey** and **SECONDED** by **Councillor Reid** **THAT** the bank signatory be added to the consent agenda at the next regular meeting.

MOTION CARRIED (unanimously)

[Hillsborough Winter Maintenance Contract Renewal](#)

A Council Report Form was presented regarding the Hillsborough winter maintenance contract. Brunswick Limestone, which has provided the service for the past three years, submitted a proposal to continue the contract at the same annual rate as the previous three years. The proposed cost is within the approved budget, and staff recommended renewing the contract with Brunswick Limestone for the upcoming winter season.

Council confirmed that Brunswick Limestone has been reliable and has received positive feedback for its winter maintenance services. **Councillor Lackey** suggested beginning the procurement process earlier for future contracts to allow sufficient time to obtain multiple quotes and ensure transparency. Staff agreed and noted that the upcoming Alma winter maintenance contract would also be reviewed in advance. Council also discussed the terms of the existing Hillsborough contract, noting that the contractor has an option to negotiate additional years under the agreement. It was acknowledged that legal clarification may be needed to determine how this provision affects the procurement process. There was general agreement to move the contract renewal to the consent agenda.

IT WAS MOVED by **Councillor Lackey** and **SECONDED** by **Councillor Phillips** **THAT** the Hillsborough Winter Maintenance Contract Renewal be added to the consent agenda at the next regular meeting.

MOTION CARRIED (unanimously)

[Riverside-Albert Water Reservoir Access Easements](#)

A Council Report Form was presented seeking approval to secure permanent legal access to the raw water reservoirs in Riverside-Albert through easement agreements. Staff advised that W.H. Forestry has agreed to sign an easement, while the Nature Conservancy has indicated its support but is awaiting a survey of the proposed easement before signing. Administration recommended that Council authorize execution of the W.H. Forestry easement and continue pursuing the Nature Conservancy agreement, provided there are no significant changes to the terms presented to Council.

Councillor Lackey sought clarification on the cost-benefit of completing the required survey to obtain legal easements for access to the Riverside-Albert raw water reservoirs. Staff explained that approximately \$60,000 in CCBF funding is available for road improvements, but legal access is a prerequisite to accessing those funds. Without the easements, the Municipality would not be eligible for the funding. Staff advised that one additional landowner remains in negotiations and, once all required easements are secured, the Municipality will have permanent legal access to the reservoirs.

IT WAS MOVED by **Councillor Reid** and **SECONDED** by **Councillor Phillips** **THAT** the Riverside-Albert Water Reservoir Access Easement be added to the consent agenda at the next regular meeting.

MOTION CARRIED (unanimously)

[Hillsborough Water Exploration – Well Pad Construction](#)

A Council Report Form was presented regarding the construction of well pads and road improvements for the Hillsborough water exploration project. Staff advised that the Municipality

has already completed preliminary site preparation, including clearing and levelling the area, and the next phase requires construction of the well pads to allow exploratory drilling to proceed. Requests for quotations were issued to local contractors, with three responses received. Brunswick Limestone submitted the lowest bid by a significant margin and confirmed that its quote includes all work outlined in the RFQ. Staff recommended awarding the contract to Brunswick Limestone.

Councillor Lackey questioned the significant difference between Brunswick Limestone's bid and the other submitted quotes. Staff explained that some price difference was expected because Brunswick Limestone is located closest to the project site, reducing hauling costs. While the gap was larger than anticipated, staff confirmed they had discussed the bid with Brunswick Limestone, which advised that it was offering a competitive price and was not expecting to make a significant profit on the project.

IT WAS MOVED by **Councillor Davis** and **SECONDED** by **Councillor Phillips** **THAT** the Hillsborough Water Exploration – Well Pad Construction be added to the consent agenda at the next regular meeting.

MOTION CARRIED (unanimously)

[Hillsborough WWTP Outfall Repair](#)

A Council Report Form was presented regarding urgent repairs to the Hillsborough Wastewater Treatment Plant outfall pipes. Staff explained that erosion has caused the discharge pipes to become detached from their supports, creating a risk of damage and river water backflow into the wastewater system. Initial repair estimates ranged from \$40,000 to \$60,000; however, after a two-month tender process, only one proposal was received from Jasco Construction for approximately \$170,000. Staff advised that the contractor believes the cost can be reduced significantly through further analysis and more accurate subcontractor pricing. To fund the work, administration recommended reallocating \$150,000 from the Capital Renewal Fund originally designated for the Fundy View Drive culvert replacement in Alma, as that project is not urgent, while exploring future grant opportunities to support the culvert project. Staff also recommended continuing to work with Jasco Construction to develop the most cost-effective repair solution.

ADMINISTRATION REPORTS

Refer to the following reports:

[Director, Legislative Services](#)

Administration provided an update on the 2024 audit, advising that the audit is progressing as planned. The audit team is currently reviewing capital assets and is expected to begin sample

testing this week. No concerns have been identified to date, and administration will continue to support the auditors and keep Council informed of any significant developments.

Director of Operations

Administration highlighted the positive performance of the Municipality's summer students. Special recognition was given to the lifeguards, who have received positive feedback from pool patrons for their professionalism and service. The two Public Works students and the Visitor Information Centre student were also commended for their hard work and contributions throughout the summer.

Council discussed several operational matters arising from the Director of Operations report. Members highlighted the need to improve the public washrooms at the municipal building during the busy summer season, including exploring the installation of hand dryers and increasing cleaning frequency. Staff advised that quotes are being obtained and discussions are underway to provide additional daily washroom checks.

Council also supported having staff work with community volunteers to develop a shared maintenance plan for the gazebo gardens. Updates were provided on ditch mowing, with work already underway and additional mowing planned for Water Street in Riverside-Albert. Staff also noted they are exploring the use of a contractor with specialized equipment and may consider purchasing a boom mower in a future budget.

Staff confirmed that no new updates were available on the Ward 6 lagoon project but expected further information following an upcoming meeting with the project consultant.

Council also expressed appreciation that the 2024 audit is progressing well and hoped both the 2024 and 2025 audits could be completed before the next budget cycle.

Treasurer Report

Administration reported that the Municipality's finances are tracking as expected. During the past month, the Municipality received FireSmart funding as well as debenture proceeds for the Riverside-Albert fire truck and water system projects. Overall, financial operations are progressing as planned, with no issues identified.

Council clarified that the recent debenture funding related to financing previously approved projects, not the purchase of a new fire truck. A councillor questioned several unspent utility budget line items, and staff explained that many planned maintenance activities, including water tank cleaning, lift station servicing, vegetation control, raw water reservoir maintenance, and the purchase of a chlorine analyzer are scheduled for later in the year or are awaiting invoices. Staff also noted that some Hillsborough wastewater maintenance has been deferred pending decisions on the wastewater treatment plant repairs. Administration emphasized its commitment

to completing planned work while ensuring utility rates remain appropriate and avoiding unnecessary surpluses.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Reid thanked Ian and his team for supporting the development of a new co-ed softball league in Hillsborough, noting that approximately 105 people have expressed interest in participating. The group is willing to assist with field maintenance and hopes to develop youth baseball programs through volunteer support.

Councillor Reid also raised two community concerns identified through discussions with residents: improving traffic safety at the intersection of Pleasant and Central Streets by exploring the possibility of a three-way stop, and addressing overnight camping, littering, and illegal dumping at Gray's Island. Staff advised that the camping and dumping concerns should be reviewed with the appropriate landowners, including the Department of Natural Resources, before considering signage or enforcement measure

Councillor Cooke commended staff for their work supporting recent Homecoming Days activities, including the ball hockey, kite flying, and LEGO events. Concerns were raised about the condition of the public washrooms near the playground during the busy summer season. Councillor Cooke also provided an update on discussions regarding the marsh trails and offered to assist in communicating with landowners to help move the project forward. Finally, concerns were raised about the condition of Fairview Avenue, a provincial road, and its impact on snow removal operations. Staff advised that the issue could be included in the Municipality's submission to the Province identifying roads requiring attention and noted that any future weight restrictions would be the responsibility of the Department of Transportation and Infrastructure (DTI).

Councillor Phillips recognized the staff and volunteers at the Albert County Museum for their excellent work maintaining the museum and grounds. An update was also provided on the search for an Emergency Measures Coordinator, noting that Ian McCormack has expressed interest and would like additional information about the role. **Councillor Phillips** further advised that the White Birch Play Park group has begun obtaining quotes to move the project forward after being reminded that funding could be redirected if progress was not made.

Councillor Davis congratulated the Albert County Museum on its successful quilt show and thanked the organizers for preserving local history. Appreciation was also expressed to the organizers of Moncton Cares Color Fest celebration of diversity. An update was provided on the Economic Development Committee, with recruitment of committee members underway. Council also sought clarification on advocacy and correspondence, confirming that communications with other levels of government on behalf of Council require Council approval, while routine contact with local businesses does not. **Councillor Davis** thanked the Department of Transportation and Infrastructure (DTI) for an

informative meeting on road maintenance and committed to sharing that information with residents. Congratulations were extended to the 2026 Homecoming Prince and Princess, and appreciation was expressed to Public Works and pool staff for delivering a successful swimming lesson program. **Councillor Davis** also congratulated the organizers of Hillsborough Homecoming Days on another successful event.

Councillor Lackey thanked Ian and the Public Works team for their efforts in maintaining Alma during the busy tourist season, noting the significant increase in visitors and the positive appearance of the community.

Councillor Lackey proposed holding a ribbon-cutting ceremony to celebrate the completion of Phase 1 of the Alma Water System project, combined with a public information session led by Englobe to explain the upcoming Phase 2 work.

Finally, **Councillor Lackey** raised a pedestrian safety concern near Holy Whale, where vehicles are reportedly not slowing down for pedestrians at the crosswalk. A potential low-cost solution involving pedestrian crossing flags was identified, and the matter has been referred to the Department of Transportation and Infrastructure (DTI) to determine what measures are permitted on the provincial highway.

Deputy Mayor Elderkin reflected positively on recent community events, including Canada Day celebrations, the Albert County Museum quilt show, and the meeting with the Department of Transportation and Infrastructure (DTI). Appreciation was expressed for the Museum's efforts and for DTI's continued investment and collaboration on road projects throughout Fundy Albert. Residents were encouraged to participate in Hillsborough Homecoming Days festivities.

PUBLIC STATEMENTS AND INQUIRIES

Ms. Kathy Weir resident commented that the Council agenda package was informative and highlighted the many projects currently underway throughout Fundy Albert, including upcoming road paving work. The resident expressed appreciation for the government's investment in the Municipality and commended Council and staff for their work and the detailed information provided in the meeting materials.

CLOSED SESSION

IT WAS MOVED by **Councillor Phillips** and **SECONDED** by **Councillor Lackey** that Council have an in-camera session at 5:24 pm.

MOTION CARRIED (unanimously).

Local Governance Act 68 (1) (c) information that could cause financial loss of gain to a person or the local government or could jeopardize negotiations leading to an agreement.

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

IT WAS MOVED by *Councillor Cooke* and **SECONDED** by *Councillor Phillips* to return to the regular session at 5:27 pm.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by *Councillor Reid* **THAT** the meeting be adjourned at 5:27 pm.

Deputy Mayor

Clerk