Fundy Albert Committee of the Whole Meeting Minutes
Date: Tuesday, October 20, 2026
Time: 4:30 P.M.
Location: 61 Academy Street, Hillsborough

Present:	Deputy Mayor Elderkin Councillor Lackey Councillor Davis Councillor Phillips
Absent:	Mayor Campbell Councillor Cooke
Staff Present	Kim Beers – Director, Legislative Services/Clerk Krista Ronalds – Acting Treasurer
Guests:	Joanne Butland with the Riverside Albert Recreation Committee and Alan Demaline with Forest Dale Home

CALL TO ORDER

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

ADOPTION OF AGENDA

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

MOTION CARRIED (unanimously)

CONFLICT OF INTEREST DECLARATIONS

None declared.

PUBLIC PRESENTATIONS

Fundy Albert Recreation Committee - Riverside Albert Recreation Council and Forest Dale Home – Joanne Butland and Alan Demaline presented a proposal to improve bicycle safety and accessibility in Riverside-Albert.

The proposed initiative involves establishing a designated bicycle lane along Route 114, connecting Forestdale Home to Riverside Consolidated School, the Riverside-Albert Recreation Centre, and the Trans Canada Trail. The proposal includes installing protective delineators along the existing paved shoulder and establishing pedestrian crossings, including a proposed solar-powered crosswalk on Route 114.
The initiative aims to improve safety for cyclists, children, seniors, and individuals with mobility

challenges while supporting active transportation, recreation, and tourism opportunities within the community.

Mr. Alan Demaline from Forestdale Home highlighted the success of their recently introduced trishaw bicycle program, which allows nursing home residents to participate in outdoor recreational activities with volunteer cyclists. Approximately 35 of the home's 50 residents participated in the program during its first season. Establishing safe bicycle routes would allow the program to expand beyond the nursing home property and provide residents with greater opportunities to reconnect with their community.

The presenters also expressed interest in establishing a local chapter of *Cycling Without Age*, a volunteer-based initiative that provides accessible cycling experiences for seniors and individuals with limited mobility.

Request to Council
The group was not requesting financial assistance at this stage. Rather, they sought Council's support and endorsement to begin discussions with the Department of Transportation and Infrastructure (DTI) and other government agencies regarding the feasibility of the proposed bicycle lane and crosswalk improvements.

The group also requested the Village's support as a potential partner in future funding applications.

Council Discussion
Council expressed general support for the initiative and acknowledged the potential benefits for community safety, accessibility, recreation, and tourism.

Discussion included the need for DTI approval, particularly for a proposed crosswalk on Route 114, as well as considerations regarding the installation, seasonal removal, maintenance, and associated costs of the protective delineators.

It was acknowledged that the location of the proposed crosswalk may need to be adjusted based on DTI requirements, particularly concerning visibility and road alignment.

Outcome and Next Steps
Council expressed consensus in support of the group proceeding with preliminary discussions with DTI to determine the feasibility, requirements, potential costs, and approvals associated with the proposed project.

The group was advised to continue working through the Fundy Albert Recreation Committee and report back as additional information becomes available.

INFORMATION ITEMS

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

NBSPCA Quarterly Report
Fire Dept Quarterly Reports (Alma, Hillsborough, Riverside-Albert and Riverview)
Maritime By-Law Enforcement Services

Council discussed concerns regarding ambulance response times and the involvement of local fire departments. It was clarified that the primary concern was not assistance with lifting stretchers, but rather a significant delay in ambulance response time that could have resulted in serious consequences. The delay was attributed to a staffing transition between shifts and was reportedly addressed through staffing changes. Ongoing staffing shortages within ambulance services were also acknowledged.

Council acknowledged the progress reported by Maritime By-Law Enforcement Services in addressing several outstanding enforcement matters.

Alma Fire Department – Fundy National Park Service Calls
Council raised concerns regarding the number of emergency calls attended by the Alma Fire Department within Fundy National Park and the associated financial and operational impacts. Discussion included the need to review the existing agreement between the Alma Fire Department and Fundy National Park, determine the frequency and costs of service calls, and clarify any financial contributions or equipment support provided by Parks Canada.
Councillor Lackey indicated that a copy of the existing agreement could be forwarded to Administration.

COUNCIL DIRECTION REQUESTS

Three-Way Stop – Pleasant and Central Street

Administration presented a report regarding the proposed installation of a three-way stop at the intersection of Pleasant Street and Central Street in Hillsborough to address traffic safety and sightline concerns.

Currently, traffic on Central Street is required to stop, while traffic travelling along Pleasant Street is not. Concerns were raised regarding limited visibility, increased vehicle speeds, and

several reported near misses, particularly given the proximity of Oxley Street and Lakeview Crescent.

Administration confirmed that the Department of Transportation and Infrastructure (DTI) had been consulted and advised that, as the intersection involves municipal roads, the Village may proceed with the installation provided DTI is notified of the change.

The cost of additional signage and installation can be accommodated within the existing Public Works operating budget.

Next Steps: Administration will bring a Council Report Form and recommendation forward at the November 3, 2026 Regular Council Meeting for Council's consideration and approval. A map identifying the intersection will be included for Council and public reference.

Dog Control By-Law

Administration presented a proposed new Dog Control By-law for Council's consideration. Council was advised that the New Brunswick SPCA (NBSPCA) had previously indicated it would issue tickets for violations of the Village's Dog Control By-law under the Provincial Offences Procedure Act. However, following changes to its enforcement requirements, the NBSPCA advised that the Village must adopt a new by-law containing an established fine structure to enable enforcement.

The proposed by-law was developed in consultation with the NBSPCA and legal counsel.

During discussion, Council raised questions regarding kennel licensing requirements, particularly whether residents owning more than three dogs would be required to obtain a kennel licence, regardless of whether the dogs were kept for personal use or commercial purposes.

Council also requested clarification regarding the administrative penalty provisions under Section 16, including the relationship between the prescribed fines, minimum and maximum penalties, and whether multiple violations could result in cumulative fines exceeding $1,500.

Next Steps: Administration will seek clarification from the NBSPCA regarding the application of administrative penalties, including maximum amounts and cumulative fines, before the proposed by-law proceeds for Council's further consideration.

Canada Active Transportation Amended Agreement

Administration presented Amending Agreement No. 2 for the Shoreline Trail, now known as the Odyssey Trail, which was originally approved under the federal Active Transportation Fund. The Village entered into the contribution agreement in August 2024.

Portions of the project have been completed, including work at Grey Brook and Wetland Park in Hillsborough. However, approximately 3.3 kilometres of trail along the Petitcodiac Dyke remain outstanding due to ongoing discussions with affected landowners.

Administration has requested a further extension to allow additional time to resolve the outstanding landowner matters and complete the remaining work.

The amending agreement requires authorization from Council for the Mayor and Clerk to execute the agreement on behalf of the Village.

Next Steps: Administration will bring a recommendation forward at the November 3, 2026 Regular Council Meeting seeking authorization for the Mayor and Clerk to sign Amending Agreement No. 2.

Council discussed whether the matter could be included on the consent agenda; however, it was agreed that it would remain a separate agenda item for discussion and consideration at the November meeting.

Request to Close Homecoming Days Bank Account

Administration advised Council that the funds previously held in the Hillsborough Homecoming Days bank account were transferred to the Hillsborough Homecoming Days Committee in 2025. Following the transfer, an interest deposit was received, leaving a remaining balance of approximately $5.49 in the account.

As the Committee now manages its finances independently of the Village, Administration proposed closing the account and sought Council's direction on whether the remaining funds should be transferred to the Committee or retained by the Village.

Council expressed general support for closing the account, recognizing that there is no longer a need for the Village to administer the Committee's finances.

Riverside Albert Fire Department GIC

Administration presented a report requesting Council's authorization to redeem the Riverside-Albert Fire Department's Guaranteed Investment Certificate (GIC), valued at approximately $17,619.07.

The funds were originally designated for siding replacement and necessary repairs at the Riverside-Albert Fire Station.

Following recent budget discussions with the Fire Chiefs, Chief Osmond expressed his intention to proceed with the improvements in 2026. A quotation for steel siding has been provided, with the Fire Department planning to undertake the installation using volunteer firefighters. Additional work is also required on the building, including washroom repairs.

During discussion, Council raised concerns regarding potential liability associated with volunteer firefighters performing the work. Administration indicated that insurance coverage is in place.

Council was advised that a formal motion is required to authorize the redemption of the GIC.

IT WAS MOVED by ***Councillor Davis*** and **SECONDED** by ***Councillor Lackey*** **THAT** the proposed redemption of the Riverside-Albert Fire Department's Guaranteed Investment Certificate (GIC), valued at approximately $17,619.07, be forwarded to the November 3, 2026 Regular Council Meeting Consent Agenda for consideration and approval.

MOTION CARRIED (unanimously)

2026 Year End Purchases

Administration presented a report outlining proposed 2026 year-end capital purchases intended to improve municipal operations, address facility maintenance needs, and support long-term capital planning. Given the anticipated 2026 operating surplus, Administration recommended proceeding with certain purchases before year-end rather than incorporating the full costs into the 2027 budget.

The proposed capital priorities include:

- Truck and Plow: Purchase of a new three-quarter-ton truck equipped for snow clearing to maintain Public Works' winter operations, as one of the existing trucks will no longer be used for plowing.
- Alma Activity Centre Flooring: Replacement of the deteriorating flooring with heavy-duty vinyl plank flooring. Quotes received ranged from approximately $39,000 to $41,000.
- Skid Steer: Purchase of equipment to improve roadside maintenance, brush clearing, ditch maintenance, and vegetation management. The proposed purchase includes trading in the existing John Deere tractor, with the ability to continue using compatible Bobcat attachments.
- Riverside-Albert Recreation Centre Flooring: Proposed allocation of $50,000 from 2026 funds and an additional $50,000 in the 2027 budget toward replacement of the gymnasium flooring. The estimated cost is approximately $100,000, excluding floor markings. Administration also intends to explore potential grant funding to offset project costs.

The total proposed expenditure for the truck and plow, Alma Activity Centre flooring, and skid steer is approximately $196,439.87.

Council expressed general support for the proposed capital priorities while requesting additional information and clarification on several items.

Reviewing the skid steer's ability to perform roadside ditch mowing currently undertaken by the John Deere tractor and confirming the equipment specifications and trade-in arrangements.

Council also discussed the proposed flooring materials for both recreation facilities and raised the possibility of modifying the existing stage at the Alma Activity Centre to create additional usable floor space.

The possibility of purchasing a used vehicle for routine water-system travel and sampling was also discussed as a separate consideration for the 2027 budget.

Next Steps: Administration will provide additional equipment specifications, quotations, and clarification on outstanding questions before bringing the proposed capital purchases forward for Council's consideration at the November 3, 2026 Regular Council Meeting.

ADMINISTRATION REPORTS

Refer to the following reports:

Director, Legislative Services

Administration provided an update on ongoing municipal projects and initiatives, highlighting the following:

- FireSmart Program: Phase 2 funding is currently unavailable due to high demand and limited funding, with priority being given to municipalities that have not yet completed Phase 1.
- CanExport Funding: The project remains on track.
- Fundy Albert Signage: Progress continues, with the concrete foundation for the sign now poured.
- Alma Water System: The system continues to operate well, with no significant operational concerns reported.
- Alma Wastewater Lagoon: The replacement actuator valve is expected to arrive within the next couple of weeks.
- Riverside-Albert Water System: Cleaning of the main reservoir remains scheduled for spring 2027 and will need to be included in the 2027 budget.
- Hillsborough Water Exploration: Two test wells were recently drilled, each producing a preliminary estimated yield of approximately 50 gallons per minute, below the targeted yield. Administration is awaiting Englobe's assessment and recommendations regarding next steps.

- Hillsborough Wastewater Outfall Project: Administration continues to await a Licence of Occupation from the Province before work can proceed on the marsh.
- Library Signage: Installation of the new library sign has been completed.
- PMHP Scenic Drive Project: Work is nearing completion, with an anticipated completion date toward the end of October.
- Young Street Development: The utility gap analysis produced favourable results and has been forwarded to Plan360. Administration is awaiting the next steps in the rezoning process.
- Lower Coverdale Pump Track: Construction has been completed, with some landscaping work remaining. Positive feedback has been received regarding use of the facility by neighbourhood children.

Treasurer Report

Administration presented the financial report and provided an update on the outstanding 2024 financial audit.

Council was advised that Ernst & Young is experiencing delays in completing the audit due to outstanding financial information and confirmation of balances from the Village's former auditors, Ascend LLP. Administration continues to work toward resolving these matters but could not provide a confirmed completion date.

Administration reported that municipal expenditures are currently tracking below budget.

Riverside-Albert Water Utility

Administration advised that the Riverside-Albert Water Utility is projecting a surplus for 2026. However, the anticipated 2027 surplus is approximately $4,000, with several necessary expenditures expected in the coming year.

To help minimize the financial impact on the 2027 utility budget and potentially reduce pressure on water rates, Administration proposed purchasing certain equipment and materials using available 2026 funds.

Council acknowledged the financial challenges associated with the Riverside-Albert Water Utility and expressed support for exploring opportunities to reduce future budget pressures.

Next Steps: Administration will bring a Council Report Form forward at the November 3, 2026 Regular Council Meeting outlining proposed 2026 purchases for the Riverside-Albert Water Utility.

MAYOR AND COUNCILLOR STATEMENTS AND INQUIRIES

Councillor Lackey Council raised concerns regarding the reassessment of a residential property in Alma from one to three water billing units. Questions were raised about whether the revised billing classification aligns with the Village's existing Water By-law, particularly the distinction between residential apartments and tourist accommodations.

During discussion, concerns were expressed about discussing an individual resident's utility account in a public meeting. It was suggested that the Councillor meet directly with Administration and the affected property owner to review the applicable by-law provisions and clarify the assessment.

Councillor Lackey discussed significant stormwater drainage issues in Alma, particularly near the intersection of Chignecto Drive and Bayview Drive, extending toward Foster Street.
Concerns were raised regarding increased water runoff, inadequate drainage infrastructure, insufficient culverts, and erosion potentially undermining the roadway.
Council acknowledged that stormwater management concerns in this area have existed for several years and may have been examined through previous engineering studies. Discussion included the potential need for additional culverts, drainage improvements.
The urgency of addressing the roadway erosion before winter was emphasized to prevent further deterioration and potential road damage.

Councillor Lackey advised Council of a proposed tidal clock initiative being advanced by Alma Community Tourism. The project proponents are seeking Council's support in principle to assist with discussions involving the Department of Transportation and Infrastructure and potential funding opportunities.
It was indicated that the project is intended to be externally funded, with no direct municipal financial contribution anticipated beyond potential responsibilities relating to insurance and land ownership.
Council emphasized the importance of community organizations bringing proposed projects to the municipality for consideration before advancing discussions with other levels of government.

Councillor Davis reported participating in the lobster plunge fundraiser in support of Fundy Blades and congratulated the organization on a successful event. Upcoming community activities were also highlighted, including a spaghetti dinner fundraiser for Fundy Blades and the Albert County Museum's Haunted Jail event, for which volunteers were being sought.

Provincial Property Assessments: Council discussed reports of provincial assessment officials photographing residential properties throughout Fundy Albert, including Midway, Harvey, Riverside-Albert, and Hillsborough. Administration confirmed that provincial officials are conducting property assessment activities, which may result in changes to property assessments in the coming year.

Regional Municipal Meeting: Council discussed an upcoming regional meeting scheduled for Saturday, with members encouraged to attend if available. Attendance was confirmed to be optional.

Councillor Davis acknowledged the passing of Wayne Steeves and discussed representation at the upcoming visitation and funeral. Administration confirmed that ***Mayor Campbell*** intended to attend.

Councillor Phillips advised that they would be unavailable for the upcoming weekend meeting and the following week's meeting due to a planned absence.

Emergency Measures Coordinator: Council was advised that the individual previously identified as a potential candidate for the Emergency Measures Coordinator position may no longer be available.

Administration confirmed that a draft recruitment notice had already been prepared and could be shared with the Councillors responsible for emergency measures for review.

Councillor Reid expressed support for the proposed installation of a stop sign at the intersection of Central Street and Pleasant Street in Hillsborough.

Councillor Reid also encouraged residents to attend the upcoming Haunted Jail event at the Albert County Museum and support this community initiative.

Deputy Mayor Elderkin extended condolences on behalf of the Village of Fundy Albert to the family of the late Wayne Steeves, recognizing his longstanding dedication to Albert County, his support for the community, and his commitment to attending community events and services.

The Deputy Mayor expressed appreciation to a group of local youth in Riverside-Albert who decorated the short trail at Crooked Creek, recognizing their community spirit and initiative.

She also reported that the recent Robert Arbeau Memorial Golf Tournament raised $3,900, which will be donated to the Riverside-Albert Recreation Council to support improvements to the local ball field.

Deputy Mayor Elderkin provided a positive update on the recent budget meeting with the Village's fire departments, noting the productive discussions and open communication between the departments and Administration.

PUBLIC STATEMENTS AND INQUIRIES

Mr. Sean Blewett, a resident of Waterside and member of the Forest dale Board, addressed

Council regarding the condition and significant public use of Crooked Creek Lookout.
Mr. Blewett emphasized that the lookout is a popular destination for residents and visitors, including those taking wedding, graduation, and family photographs. He raised several concerns regarding the condition of the property, including:

- Lookout Structure: Deteriorating decking and concerns regarding the structural integrity of the lookout railing, particularly given the number of visitors using the facility.
- Washroom Facilities: Ongoing vandalism and damage to the existing washrooms. Council discussed potential alternatives, including a more durable concrete vault toilet.
- Access Road: The deteriorating condition of the road leading to the lookout and the need for improvements.

Mr. Blewett also highlighted previous volunteer maintenance efforts undertaken through the CCRC Day of Caring initiative and indicated that similar volunteer work may be considered in 2027.

Administration confirmed that internal discussions have already taken place regarding the access road and that Public Works believes improvements could be undertaken in 2027, subject to Council's budget approval.

Council acknowledged the importance of Crooked Creek Lookout as a community and tourism asset and recognized the need to address maintenance and safety concerns.

Ms. Heather Cail, Water Operator in Charge advised that construction continues to progress, although soft ground conditions along Baxter Street and the roadway leading up the hill have caused some delays. Work on the wastewater lagoon is underway, and access to the construction area has been established.
Council was advised that the Province intends to transfer ownership, operation, and maintenance responsibilities for the completed infrastructure to the Village. Administration will review the proposed agreement before bringing it forward for Council's consideration.
The directional drilling work for the river outfall was expected to take place within the following days, with commissioning of the wastewater lagoon anticipated in June 2027. Until commissioning, connected properties will continue using the existing wastewater discharge system.

Council discussed road restoration, including the anticipated placement of asphalt base before winter, subject to weather conditions and asphalt plant availability. Concerns were also raised regarding inadequate roadside drainage, ditching, and culvert sizing. Administration indicated that ditching improvements are not included in the current construction contract and that further discussions with the Department of Transportation and Infrastructure (DTI) are necessary.

Alma Water System: The system continues to operate well. A warranty issue involving one of the water storage tanks was identified and addressed by the manufacturer at no cost to the Village.

Council also discussed stormwater drainage concerns in Alma, including the relocation of a drainage ditch alongside the roadway and its potential contribution to erosion issues. Administration confirmed that the matter has been referred to the Village's engineering consultants for review, with further information to be provided once available.

CLOSED SESSION

IT WAS MOVED by ***Councillor Davis*** and **SECONDED** by ***Councillor Phillips*** that Council have an in-camera session at 6:04 pm.

MOTION CARRIED (unanimously).

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

Local Governance Act 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 68 (1) (j) labour and employment matters, including the negotiation of collective agreements.

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

IT WAS MOVED by ***Councillor Phillips*** and **SECONDED** by ***Councillor Davis*** to return to the regular session at 7:15 pm pm.

MOTION CARRIED (unanimously)

ADJOURNMENT

IT WAS MOVED by ***Councillor Phillips THAT*** the meeting be adjourned at 7:15 pm.

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Mayor Clerk