



**MINUTES**  
**REGULAR MEETING OF HILLSBOROUGH VILLAGE COUNCIL**  
**December 6, 2021**

**PRESENT**

Robert Rochon – Mayor	Jeff Jonah – Deputy Mayor
Jeff Land – Councillor	Trent Steeves – Councillor - Virtual
Melody Land – Councillor	Kim Beers – Administrator/Clerk
Public: Norman Woodworth	

**CALL TO ORDER & PRAYER**

*Mayor Rochon* called the meeting to order at 6:30 PM followed by Council prayer.

**APPROVAL OF AGENDA**

**IT WAS MOVED** by *Councillor J. Land* and seconded by *Councillor Jonah* **THAT** the agenda be approved as circulated. **MOTION CARRIED** (unanimously).

**CONFLICTS OF INTEREST**

*Councillor Steeves* declared a conflict for the in-camera session.

**APPROVAL OF MINUTES**

**October 27, 2021**

**IT WAS MOVED** by *Councillor M. Land* and seconded by *Councillor J. Land* **THAT** the minutes of October 27, 2021, be approved. **MOTION CARRIED** (unanimously).

**November 1, 2021**

**IT WAS MOVED** by *Councillor Jonah* and seconded by *Councillor J. Land* **THAT** the minutes of November 1, 2021, be approved. **MOTION CARRIED** (unanimously).

**November 16, 2021**

**IT WAS MOVED** by *Councillor Jonah* and seconded by *Councillor M. Land* **THAT** the minutes of November 16, 2021, be approved. **MOTION CARRIED** (unanimously).

**November 24, 2021**

**IT WAS MOVED** by *Councillor J. Land* and seconded by *Councillor Jonah* **THAT** the minutes of November 24, 2021, be approved. **MOTION CARRIED** (unanimously).

**BUSINESS ARISING FROM THE MINUTES**

Assistant Clerk Selection Process – *Mayor Rochon* advised that Council decided not to proceed with the hiring of an assistant clerk due to the Local Governance Reform. Ms. Shari Kaster has offered to work on a part time basis to allow for the transition of to a new Local Government to mid to late 2022. *Mayor Rochon* advised that all candidates were notified of Councils decision.

Unightly Premises - *Mayor Rochon* advised an update was provided by Maritime Enforcement Services in relation to the active file they have done three inspections to date, though there has been little progress the tenant has been very cooperative and has indicated the



## **BUSINESS ARISING FROM THE MINUTES – cont'd**

property will be cleaned up, citing seasonal work limitations. Some cleaning has been done and Maritime Enforcement Services are hoping that by keeping the lines of communication open that we will see more progress in the winter months. Another option is registering a Form 4 against the property and doing the cleanup, but realistically they would only be able to do that in the spring once the snow melts.

**Local Governance Reform** - **Mayor Rochon** advised the Local Government released their Local Governance Reform paper on November 18, 2021. The paper indicates the Village of Hillsborough will be restructured to include the communities of Riverside-Albert and Alma, also the local service districts of Coverdale (portion), Hillsborough, Hopewell, Harvey and Alma. The three Mayors have highlighted their concerns that employees must be top of mind as the amalgamation goes forward and we must ensure the services provided to our residents are negatively impacted by this change. The timetable suggests that the transition teams will be working with communities impacted beginning in January 2022 with a Fall election and implementation by January 2023. **Mayor Rochon** advised very little is known on how Governance Reform will impact our municipality; including what the composition of what the new Municipality will look like; where it will be located and how decisions will be made. These details will become clear once the transition teams begin.

**Veteran Banners** - **Mayor Rochon** advised that the decision to proceed with the installation of the Veteran banners proved to be very popular with residents as a fitting tribute to those who paid the ultimate sacrifice and those who served in our military. The banners were all taken down November 30<sup>th</sup> and are being stored in a safe place until next year. **Mayor Rochon** advised that overall, the price to the municipality to put them up and take them down was approx. \$2,000.00. **Mayor Rochon** advised we can expect that there will be interest from additional families to purchase additional banners next year.

**Strategic Plan** - **Mayor Rochon** advised this will be on hold until we know more about Governance Reform before embarking on strategic plan initiatives.

**List of Priorities** - **Mayor Rochon** advised the overall responses received are as follows: unsightly premises had 37 responses, road work had 33, police had 30, economic development had 30, and ambulance services had 29. **Mayor Rochon** advised the top priorities voted on are as follows: unsightly premises, ambulance services, police, road work, and economic development. Council is all in agreement with the list of priorities. **Mayor Rochon** advised the list of priorities listed all fall under general operating and under utility would be underground infrastructure. **Mayor Rochon** advised that some of the priorities listed we will make progress on; we have already been in contact with the local police and ambulance services are prepared to come and give a public presentation. **Mayor Rochon** proposed the question to Council if there is value of asking for public input when it comes to unsightly premises/beautification; keeping in mind we do not want to get into finger pointing. Council is in favor of asking for public input with keeping education and expectations at the forefront.

**Project fundraising upgrades to the basketball court on School Lane**- **Councillor M. Land** advised the committee has not yet been able to meet. The grant opportunity the committee is looking to apply will open again in February; allowing them more time to get the accessibility review from accessibility New Brunswick completed, which is scheduled for Friday December 10<sup>th</sup>.



## **BUSINESS ARISING FROM THE MINUTES – cont'd**

Arena - **Mayor Rochon** advised that wrist bands were distributed to the regular users of the arena, and seems to be working well.

Climate Change Adaptation Plan – **Mayor Rochon** advised that the stakeholder list is completed and submitted to Englobe Corp. The next steps are to hold a stakeholder information session followed by a public information session.

Former railway property – **Mayor Rochon** advised the landowner has been issued a letter requesting additional information.

Education for unsightly premises - **Mayor Rochon** advised that Maritime Enforcement Services stopped at two of the properties but were unable to speak with anyone, this may be easier to accomplish if they send a "friendly letter" stating their property may be unsightly and attach the relevant copy of the act to this letter.

Economic development committee - **Mayor Rochon** contacted the community member interested in this committee and has not heard back.

Culvert Collapse - **Mayor Rochon** advised the paving is complete.

Artisan Buildings– **Mayor Rochon** advised that all material to complete the artisan buildings has been received. Public works will work on the artisan buildings weather permitting, more than likely Spring before they are completed. **Mayor Rochon** thanked the public works crew on their work done thus far.

Funding for asset management – **Mayor Rochon** advised that the funding for asset management is in the queue for consideration and it looks like it'll be a few more months before we hear.

Budget – **Mayor Rochon** advised that the 2022 budget for general operating and utility budgets were submitted to the Province of New Brunswick.

Signage for Hillsborough Arena – **Councillor J. Land** has no update.

Security cameras and sound/video – **Mayor Rochon** advised we have received one quote from a supplier, and we are waiting for one more. **Councillor Steeves** will follow up with the supplier he was working with.

Heating issue at Kiwanis – **Councillor Jonah** advised this was due to a faulty thermostat and has been replaced.

Feeding of deer – **Mayor Rochon** advised work has begun to the animal control by-law. **Mayor Rochon** advised that it is not possible to insert a clause in the current by-law but rather revise the by-law completely. The revised by-law will include provisions against the intentional feeding of deer and other wild animals.

Sewer Connection – new house – **Mayor Rochon** advised the work done on Route 114 has been completed by the contractor.

Covid-19 Policy – **Mayor Rochon** advised the Covid-19 rapid test kits were obtained and are being distributed to individuals who require them.

Chipoudy Communities request – **Mayor Rochon** advised a letter of support was sent to the Chair of the CCRC as requested.

Christmas Event – **Mayor Rochon** advised the static Christmas event was a great success. **Mayor Rochon** stated there were approx. 85 vehicles that came through. **Mayor Rochon** thanked the Hillsborough Public Library Board and Christian McLean Construction for participating in the static event and giving out treats and materials to the children. **Mayor Rochon** extends a thank you to our works employees for setting up the lights and display, Fire Chief Troy Collins



## **BUSINESS ARISING FROM THE MINUTES – cont'd**

and the members of the Hillsborough Volunteer Fire Dept. for traffic control and for helping out in other ways when needed, **Councillor M. Land** who organized the Christmas light tour and handing out maps, and to **Councillor Jonah** and his wife for putting together the treat bags, and lastly to Old Dutch Potato chips who donated all the chips and to Jeff Cooke from Cooke's Quickmart for his donation of gift cards. **Mayor Rochon** advised it is time to do the draw for the Christmas light tour, **Councillor M. Land** had a member of the public (Norman Woodworth) draw a name of those who signed up to participate in the Christmas light tour and announced the winner, Jessica Durette. The prize consists of gift cards from majority of businesses in Hillsborough, the prize is valued at \$500.00.

White Rock – Trail Development – **Mayor Rochon** advised Council that the President of CCT has reached out to him, and **Mayor Rochon** responded on December 1<sup>st</sup> inviting him to contact the office to schedule a meeting in January or February. The meeting is to discuss trails and their vision and to ensure it is consistent with the Village and the requirements of the agreement we have with the Province of New Brunswick.

Gray Brook Culvert – **Mayor Rochon** advised the work is completed.

Christmas Lights – **Mayor Rochon** advised that Lumar electric installed the Christmas lights on November 30 while taking down the Veteran banners.

UMNB – **Mayor Rochon** advised he replied to the request from UMNB requesting comments in relation to the white paper on Governance Reform.

## **PRESENTATIONS**

### **RCMP**

Mayor Rochon welcomed SGT. Tamara Patterson and Officer M. Derome from the RCMP Caledonia Region. The officers introduced themselves to Council. Council advised the Officers that they have concerns with speeding, tailgating, drug use, and the need for more police presence on the back roads in our community. SGT. Patterson advised Council that police are very dependent on the communities they serve with giving them information to ensure communities are safe. **Mayor Rochon** thanked both Officers for coming, and they exited the meeting.

### **James Wilson– Green Jubilee**

**Councillor M. Land** read the letter on behalf of James Wilson.

2022 will mark Her Majesty's Platinum Jubilee. Mr. Wilson's letter proposed the following ideas be made into a by-law:

1. For every tree cut down on municipal property, or by municipal workers, two trees of a species native to Canada will be planted to replace them.

2. At least once per year the municipality will assess whether there are adequate public green spaces for the population and assess whether there are any areas of municipal property that they wish to aside for this purpose.

Mr. Wilson also noted that the federal government is offering financial support for celebratory events during the Queen's jubilee year. Mr. Wilson encourages Mayor and Council to consider what events they might wish to hold to mark the Queen's Platinum Jubilee



## **NEW BUSINESS**

**MADD Request** – The Administrator advised an email was received from MADD Canada requesting support for their 2021 campaign. The MADD Message Yearbook is a publication designed to raise awareness and funds for the many programs MADD Canada provides, including educational seminars in schools for new young drivers. The publication will be available to the public and to their business and professional advertisers free of charge via mail and in high profile public locations. Council declined at this time.

**Lift/Boom Equipment** – **Mayor Rochon** posed the question to Council with the idea of purchasing a used lift/boom truck. **Mayor Rochon** indicated if the Village were to do this, public works employees would be able to install the Veteran banners, Christmas lights, etc. This was discussed by Council and concluded with the idea of renting the equipment in 2022. Training for employees will be explored in the new year.

## **MOTIONS**

**Appointment of Building Inspectors** (error from SERSC)

**IT WAS MOVED** by **Councillor M. Land** and seconded by **Councillor Steeves** **THAT WHEREAS** the Province of New Brunswick has repealed all regulations related to building standards, permits, and inspections from the *Community Planning Act* and adopted them under the *Building Code Administration Act*;

**AND WHEREAS** Ghislain Belliveau, Mélanie Chiasson, Denis Frenette, Patrick Gaudet, Jason LeBlanc, Adrien Robichaud, Josée Vautour, and Bill Wright have been accepted by the Southeast Regional Service Commission as Building Inspectors;

**BE IT RESOLVED** that the municipal council appoint the above-named Inspectors as Building Inspectors for the **Village of Hillsborough** under Section 71 of the *Local Governance Act*;

**BE IT FURTHER RESOLVED** that the **Village of Hillsborough** hereby gives authority to the Building Inspectors to issue orders and to lay information for offences under Section 14 of the *Building Code Administration Act*. **MOTION CARRIED** (unanimously).

**Transfer to General Capital Reserve Fund**

The Administrator advised Council that for 2023 there will be approximately a \$154,567.90 surplus. In 2020 we started at \$76,823; 2021 we started at \$62,192; for 2022 we are starting with a \$128,715 surplus. The Administrator recommends to Council to transfer \$90,000.00 from the General Operating Account to the General Capital Reserve Fund. This means in the beginning of 2023 we will start with approx. \$64,000.00.

**IT WAS MOVED** by **Councillor Jonah** and seconded by **Councillor Steeves** **THAT WHEREAS** there will be a surplus in the 2021 General Operating Fund Budget;

**BE IT RESOLVED** that the Council of the Village of Hillsborough will transfer the sum of \$90,000.00 from the 2021 General Operating Fund to the General Capital Reserve Fund. **MOTION CARRIED** (unanimously).

**Transfer to Utility Reserve Fund**

The Administrator advised Council that that for 2023 there will be approximately a \$24,189 surplus. In 2021 we had a \$36,228 surplus; and 2022 we have a \$47,035 surplus. It is



recommended to Council to not put any funds in the Utility Capital Reserve Fund; rather carry it forward.

#### Transfer to Utility Replacement Reserve Fund

**IT WAS MOVED** by *Councillor J. Land* and seconded by *Councillor M. Land* **THAT WHEREAS** it is a requirement of the Village of Hillsborough's agreement under the Canada-New Brunswick Rural Infrastructure Fund to establish a replacement reserve fund which will be maintained for future replacement of various short life capital items that would be above and beyond ordinary maintenance and minor repairs to the new lagoon;

**BE IT THEREFORE RESOLVED** that the Council of the Village of Hillsborough transfers \$4,000.00 to the Utility Capital Reserve Fund.

**BE IT FURTHER RESOLVED** that this will be the eighth transfer and a transfer of \$4,000.00 will be made yearly until the Municipality has established a replacement reserve fund of \$40,000. **MOTION CARRIED** (unanimously).

#### Appointment of Assistant Clerk

**IT WAS MOVED** by *Councillor J. Land* and seconded by *Councillor Jonah* **THAT BE IT THEREFOR RESOLVED** that under authority of the Local Governance Act section 74(2), Ms. Shari Kaster be hereby appointed as Assistant Clerk for the Village of Hillsborough. **MOTION CARRIED** (unanimously).

#### RCMP Contract Policing Municipal Cost Increases

**IT WAS MOVED** by *Councillor J. Land* and seconded by *Councillor Jonah* **THAT WHEREAS** the recent collective agreement between the RCMP and National Police Federation includes significant retroactive pay going back to 2017 as well as pay increases going forward; and

**WHEREAS** Our municipality and others that depend on RCMP contract policing are facing significant, unbudgeted costs that may force us to make very difficult choices at a time when our primary focus needs to be on economic recovery from the COVID-19 pandemic; and

**WHEREAS** Municipalities were not consulted at any stage of the negotiations process, despite the outcome of these negotiations having a direct and significant impact on municipal operations; and

**WHEREAS** RCMP cost increases will disproportionately impact rural communities; and

**WHEREAS** municipalities are eager to work more closely with other orders of government and the RCMP on contract policing issues to ensure the financial sustainability of contract policing and to maintain the service levels necessary for community safety; therefore

**BE IT RESOLVED** that the Village of Hillsborough joins the Federation of Canadian Municipalities in calling on the federal government to absorb all retroactive costs associated with the implementation of the new RCMP labour relations regime; and

**BE IT FURTHER RESOLVED** that the federal government should commit to ensuring municipalities are properly consulted prior to implementation of measures that impact local fiscal sustainability and ability to maintain effective levels of police services in communities.

**MOTION CARRIED** (unanimously).

#### MONTHLY EXPENSES PAID

The Administrator advised that no expenses were paid in November.



## **WATER REPORT**

The Administrator advised the annual hydrant flushing has been completed. The Administrator advised Council that Well #1, is running, and is at 28.15m, and that Well #3 is not running and is at 58.12m.

## **LETTERS AND OTHER BUSINESS**

**Mayor Rochon** received correspondence from the Eastern Regional Director of Medavie Health Services (who looks after the NB Ambulance Service), Ronnie Allain. Mr. Allain has agreed to meet with Council in January or February to give a presentation. **Mayor Rochon** will arrange a meeting in mid-January 2022.

The Administrator advised Council that the 2019 and 2020 Southeast Regional Service Commission annual reports have arrived. They are in her office for those interested in reading them.

The Administrator advised Council that there was one building permit for November issued for a new single-unit home – Valued at \$389,075.00.

The Administrator advised Council that the Village office will be closed on Monday December 27<sup>th</sup>, Tuesday December 28<sup>th</sup>, ½ day on Friday December 31<sup>st</sup>, and closed Monday January 3<sup>rd</sup>. The arena will be closed Friday December 24<sup>th</sup>, Saturday December 25<sup>th</sup>, Sunday December 26<sup>th</sup>, Friday December 31<sup>st</sup>, and Saturday January 1<sup>st</sup>. The Administrator advised Council that the past couple of years the office was closed Christmas Eve Day and as long as there are no objections the office will be also closed Friday December 24<sup>th</sup>.

The Administrator advised the next regular Council meeting is January 10, 2022.

## **REPORTS FROM COUNCIL FOR ITEMS REQUIRING DIRECTION OR DECISIONS**

**Councillor Steeves** has nothing to report.

**Councillor J. Land** advised the heaters at the arena have been repaired and are working better. Also, **Councillor J. Land** wanted to thank the fire dept., and everyone involved in the static Santa display event.

**Councillor M. Land** is planning on attending the Albert County Chamber of Commerce annual membership meeting Monday December 20, 2021.

**Councillor Jonah** has nothing to report.

## **SOUTHEAST REGIONAL SERVICE COMMISSION MEETING UPDATE**

**Mayor Rochon** advised the board of directors met on November 30, 2021; discussions were focused on the SERSC budgets. One of the motions entailed reimbursing participating municipality funds from EMO and unsightly premises funding that was provided to them. The Village of Hillsborough will be receiving a small amount of money back.

**Mayor Rochon** advised Council he met with Mayor Casey and Mayor Campbell via Zoom on November 22<sup>nd</sup>. They discussed the content of a letter received to Mayors and Administrators on November 20 regarding Local Governance Reform.

**Mayor Rochon** participated in an interview with Times & Transcript and CBC radio.

**Mayor Rochon** advised he had a discussion with a local service district resident about Governance Reform and is looking forward to seeing how this process moves forward.



**Mayor Rochon** advised he participated in an emergency preparedness information session on November 25<sup>th</sup> with New Brunswick's EMO that was sponsored by the SERSC.

**Mayor Rochon** advised he participated in a love your trails event on November 26<sup>th</sup> put on by the Regional Destination Development group, focus was on trail development and the notion of what they call a trail town. **Mayor Rochon** stated the importance of keeping this in mind and try to capitalize through marketing and opportunities for businesses about being a trail town.

**Mayor Rochon** advised he participated in a community ECO symposium on November 30<sup>th</sup>, again participants talked about being a trail town.

**Mayor Rochon** advised he was contacted about the heaters at the arena. **Councillor J. Land** commented on this earlier and the issue seems to be fixed.

**Mayor Rochon** advised he was contacted by a concerned citizen about vehicles parking in front of the United Church blocking access to the sidewalks. **Mayor Rochon** did contact a member of the United Church who agreed to remind the congregants not to block the sidewalk. **Councillor J. Land** posed the question to Council if public works could plow the parking lot in the winter months. **Mayor Rochon** to contact DTI to inquire about individuals using the parking lot where the Railway Diner was located.

**Mayor Rochon** advised he was contacted by a concerned resident about an incident that occurred at the arena. The resident was standing near the door while the ice was being flooded and the door flew open almost hitting the resident. The Administrator spoke with the arena manager who advised staff to double check the door and place caution signs.

## **PUBLIC PRESENTATION**

Individuals had the opportunity to ask questions to Mayor and Council.

**IT WAS MOVED** by **Councillor Jonah** and seconded by **Councillor J. Land** that Council have an in-camera session at 8:10 pm. **MOTION CARRIED** (unanimously).

## **IN-CAMERA MEETING**

*Local Governance Act 68(1)(d)* – land matters

*Local Governance Act 68(1)(f)* – legal matters

**IT WAS MOVED** by **Councillor Jonah** and seconded by **Councillor Steeves** to return to regular session at 9:05 pm. **MOTION CARRIED** (unanimously)

## **ADJOURNMENT**

**IT WAS MOVED** by **Councillor J. Land** **THAT** the meeting be adjourned at 9:05 pm.

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Mayor

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Administrator/Clerk