



# VILLAGE OF GAGETOWN

## Minutes

Date: February 19th, 2019 - Regular Meeting of Council

1. Called to order by Mayor Blaney at 6:30 pm with a welcome to guests, Deputy Mayor White, Councillor Massoeurs, Councillor McNamee, Councillor Pleadwell and Clerk Johnson were present.
2. Approval of Agenda
  - a. Call for Motion to Approve Agenda: Moved by Councillor McNamee and seconded by Councillor Massoeurs to approve agenda as presented. With no questions and all in favour, motion carried.
3. Approval of Minutes:
  - a. Regular Meeting of Council – January 21<sup>st</sup>, 2019: It was moved by Councillor Massoeurs and seconded by Councillor McNamee to approve the minutes as presented, with no questions and all in favour, motion carried.
4. Correspondence:
  - a. Municipality Photos for UNMB's Website: UMNB is updating their website and is requesting high def photos of their member municipalities. Its unclear whether they want photos of the Village or of the Mayor and Council. Will contact the coordinator and clarify;
  - b. 2019 Municipal Agreement (Signed) – Roads: For information;
  - c. Permits – Jan 2019: no permits issued in the month of Jan 2019;
  - d. Annual Report Regulation – Local Governance Act – Sample Reports: This is the first year for Regulation 2018-54 *Annual Report Regulation – Local Governance Act* and it will apply to our 2018 fiscal year. The intent of an annual report is to provide information to residents and increase the accountability and transparency of the local government. Attached are examples of annual reports for a small village that includes both required and optional information outlined in the regulation. Reports are due 30 June 2019;
  - e. 2019 Operating Fund Budget – Approved by ELG and returned;
  - f. Property Tax Exemption – Volunteer Rural Fire Departments: policy change granting a property tax exemption for our Fire Department at 68 Babbit St. Will contact SNB to inquire how the policy will administered;
  - g. Standard Incident Reporting – Cain Insurance: a standard incident report form for use when an incident occurs that may result in a claim; and
  - h. Permits December 2018: no permits issued in the month of Dec 2018.
5. Staff Reports
  - a. VGVFD Monthly Incident Report: there has been a total of 20 calls since the last Council Meeting, 4 were emergent and the remainder training and maintenance nights;
    - i. CDFFA Mutual Aid Agreement; Original agreement was over 10 years old, and some clauses need change. On completion it will be used as a

template for remainder of province. It will require council approval once complete, MTF;

- ii. Training: upcoming training on Orchard View fire panels. Ongoing is Level 1 in Oromocto;
  - iii. Insurance Review: reviewing insurance coverage and it is inadequate to cover replacement costs for equipment and supplies currently being held, an estimate of costs will be provided to the Village Clerk for an increase as appropriate;
  - iv. Year end report will be posted online, it will outline the response call by type. Ultimately approx. 75% of calls are within the Village rather than outside the Village limits;
- b. Public Works:
- i. General duties: Report is attached detailing general activities over the past month.
  - ii. Genlink installed at 41 Front Street, all Village properties have ability to power up during an outage, there are 3 generators avail for use;
  - iii. NBCC Wastewater Operator course going well, 2 modules left;
- c. Village Office:
- i. Gas Tax Fund Projects
    - 1. Harts Lake Rd – project complete as of 14 Sept, cost \$9,405.80 HST \$1,659.85;
    - 2. Catch Basins: Estimated \$31,500 to replace catch basins on Front St and Peters Rd, will go ahead with Front St replacement in the spring at an estimated \$16,500;
    - 3. Norwood Rd Culvert Upgrade: to be completed in the new year;
    - 4. Village Green: SSJ costs came to a total of \$15,287.67 HST \$2,697.83;
    - 5. Ball Field: total expenditure to date \$13,259.50;
    - 6. Paving/Repair to Knorr Road – completed, cost 159,217.00 HST 23,882.55;

Total GTF: \$190,863.10, the final payment of 2018 has been received, leaving GTF's balance of: \$53,376.11.
  - ii. Admin Policies: ongoing, working on vacation and overtime policies, next will be a financial policy – guidelines on personal travel/reimbursement and claims submission;
  - iii. GST Claim: 01 Jul – 31 Dec 2018 being prepared, total \$34,644.99
  - iv. Flood 2018 Claim: Waiting on cancelled cheques for TMR radios and the Hoyt fire truck, total \$63,851.30
  - v. Rec Center Bylaw: with RSC11 for changes discussed;
  - vi. Job Description Rec Director: for review;
  - vii. 2019 Budget complete and approved; and
  - viii. Canada Summer Job: applications submitted for 2 students.
- See attached report for detailed summary of other Village Office activities.

## 6. Councillors' Reports

### a. Councillor Pleadwell

#### i. Tourism and Beautification:

- a. Lower St John River Passage and signage, awaiting a follow-on meeting to be scheduled end February;

#### ii. VGVFD: nothing to add;

#### iii. Finance: payables were presented for payment as follows:

General payables: \$ 47,124.91

Sewerage payables: \$ 949.08

Motion to approve General payables as presented by Councillor Pleadwell and seconded by Councillor Massoeurs. With no questions and all in favour, motion carried.

Motion to approve Sewerage payables as presented by Councillor Pleadwell and seconded by Councillor Massoeurs. With no questions and all in favour, motion carried.

### b. Councillor McNamee;

#### i. Policing: RCMP received 6 calls for service in the Village during January 2019, 2 calls for an erratic driver, unable to locate; and

#### ii. Recreation: calendar attached, also is the breakdown of how the Village grant money will be expended during 2019.

### c. Deputy Mayor White

#### i. EMO: preparation for EX Brunswick Bravo is ongoing, there was a meeting late Jan, a tabletop exercise was completed. Paul Mennier will be the lead for the exercise, we will have 5 injects. No date has been set for the exercise;

#### ii. Sewerage: nothing to report, looking for funding for the dredging that we hope to do in 2019; and

#### iii. Transportation: Mill Road has been moved to the first priority for repairs.

#### iv. Attended a RSC11 presentation regarding sustainable community gardens, this would be something the Village would really get behind. Will forward the presentation and funding information to the Village Clerk.

### d. Councillor Massoeurs

#### i. Buildings and Properties: new toilets have been installed in the Med Clinic

#### ii. Human Resources: nothing to report; and

#### iii. Animal Control: nothing to report.

### e. Mayor Blaney:

#### i. Solid Waste: the fin committee met, year end 2018 came in as predicted. The post closure fund – funds earmarked for care of land after closing – saw a surplus \$260,000 in 2018. It can be used in 2020 and will likely be used towards 3 pieces of equipment for replacement, garbage compactor, dozer, rock truck.

#### ii. Planning and Development: nothing to report

iii. Mayors Report: Scotiabank Oromocto has reached out and is looking at options for banking in Village, Mayor will call back. Ross Wetmore is meeting with Craft NB tomorrow to discuss a location to establish a Center of Excellence. Meeting with Marilyn Monday evening. Attended a session Saturday at Jemseg regarding flooding and what we can do to mitigate these types of events. Rural plan up for review soon, will pay close attention to flood plains.

7. Open Floor: no spectators present.
8. Closed Session: Moved by Deputy Mayor White to move into closed session at 8:11 pm.
9. Open Session: Moved by Councillor McNamee to move into open session at 8:47 pm.
10. Motion to adjournment – It was moved by Deputy Mayor White and seconded by Councillor Masseur to adjourn at 8:11 pm.

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M.L. Blaney, Mayor

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H.J. Johnson, Clerk/Administrator