



VILLAGE OF GAGETOWN

Minutes

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Date: August 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 Pleadwell and seconded by Councillor Massoeurs to approve agenda as presented. With no questions and all in favour, motion carried.
3. Guests:
 - a. Bernie Hoganson: The last PRAC Meeting was 30 July 2019, the following items were addressed;
 - i. the approval of terms and conditions for a permitted kennel in a rural-residential area within Burt's Corner;
 - ii. Subdivisions: the approval of 1-lot subdivision in a rural-residential area along the shore of Grand Lake to be accessed by a 9-metre wide private right-of-way; and
 - iii. the approval of 1 and 2 lot subdivisions in a rural-residential area within Mount Hope, to be accessed by a 6-metre wide private right-of-way.This report and the report from the PRAC meeting held on 25th June 2019 can be viewed at the Village Office or can be obtained from the Regional Service Commission 11 Office at 860 Prospect Street, Ph 506-453-2956.
 - b. GDRC: No representatives in attendance.
 - c. Elaine Makepeace: the resident had some concerns surrounding various items within the Village, such as brush at the corners of Tilley/Mill Rd and the corner of Tilley/Courthouse Rd which impedes sightlines when trying to enter these intersections. When will these corners be cleaned up:
 - i. These things are continuously monitored but we don't have the details of the scheduling or when these things will be done here, again we do pay continuous attention to those sorts of issues and try to action items that are brought to our attention as quickly as possible. In terms of speaking of specific staff during open meetings, the Council is bound by the Municipalities Act and the Local Government Act to discuss HR matters in closed session. Any issue or complaint a resident may have regarding Village employees should be submitted in writing for discussion in closed session.

4. Approval of Minutes:

- a. Regular Meeting of Council – June 17st, 2019: It was moved by Deputy Mayor White and seconded by Councillor McNamee to approve the minutes as presented, with no questions and all in favour, motion carried;
- b. Special Meeting of Council – July 3rd, 2019: It was moved by Councillor Pleadwell and seconded by Councillor Massoeurs to approve the minutes as presented, with no questions and all in favour, motion carried; and
- c. Special Meeting of Council – July 17th, 2019: It was moved by Councillor Pleadwell and seconded by Councillor McNamee to approve the minutes as presented, with no questions and all in favour, motion carried.

5. Correspondence:

- a. Permits June 2019 - There were two permits issued in the month of June 2019, both for the construction of sheds;
- b. Amendment to Local Governance Act – Tourism Accommodation Levy: Bill 13 – An Act to Amend the Local Governance Act received Royal Assent. The bill made the necessary amendments to empower local governments by providing them with the authority to establish a tourism accommodation levy to fund tourism marketing and development;
- c. 2020 DTI 5 Year Plan - DTI is looking ahead to the 2020 construction season and preparing to assess proposals under its Municipal Designated Highway Program. They are requesting municipalities review and update their 5 Year Plans to indicate the proposed priorities for 2020. The Village of Gagetown’s priorities for 2020 remain the same as the last submission:
 - P1 Mill Road from Knorr to Tilley Road;
 - P2 Tilley Road from Hector to Mill Road;
 - P3 Dr’s Hill to Rte 102;
 - P4 of Rte 102 from north Village limit to south Village limit; and
 - P5 Upper Hampstead Road.
 The Village Administrator will submit the list to DTI and the District Engineer.
- d. 2019 Nomination of Area Directors – GAHSA: The Gagetown and Area Health Services Association representative for our area is Janet Ratliffe;
- e. 2019 UMNB Annual Conference and AGM - Registration for the UMNB Annual Conference and AGM is open. The conference will take place Oct 4-6th, 2019 in Fredericton, NB. Conference information and registration forms are online, for more information, contact the UNMB office at (506) 444-2285;
- f. Permits July 2019 – one permit issued in July 2019, with a total value of \$311,000;
- g. Federal Gas Tax Fund (GTF) 2019 – 2023 Capital Investment Plan Approval – the 2019-2023 Capital Investment Plan has been reviewed and approved. The first 2019 Payment will be forwarded in July;
- h. NB RCMP 2018 Annual Report – Hard Copy only – the RCMP 2108 Annual Report is available in the Village office for review;
- i. High and Dry Fest – the Village of Gagetown and Area Chamber of Commerce will hold the 2018 High and Dry Fest from 16 – 18 August 2019 on the Village Green. Admission to all events is free thanks to generous support from sponsors;

- j. Federal GTF 2018 Financial and Compliance Audit - the Village of Gagetown has been selected to be audited on the financial information presented in the 2018 Gas Tax Funds annual expenditure report, more information will follow. Due date is September 6th, 2019;
- k. NB Municipal Finance Corporation Canvas – The NB Municipal Finance Corp is canvassing Municipalities to determine current new financing and re-financing requirements. The Village has no requirements for financing at this time;
- l. Federal GTF 2018 Audit – Information regarding the point of contact and documentation required for the GTF 2018 audit; and
- m. Purchase of Picnic Tables-Project 12095 – A grant of up to \$500.00 has been approved for the purchase of picnic tables for the Village Green by the Chamber of Commerce.

6. Staff Reports

- a. VGVFD Monthly Incident Report: there has been a total of 19 calls since the last Council Meeting. Of those, 3 were MVA's, 2 medical, 1 fire alarm and the remainder were training and maintenance:
 - i. Hose testing has been completed, a total of 7000 ft of hose was tested, only 300 ft failed and that has been replaced;
 - ii. Pump testing has been completed on all trucks and all passed;
 - iii. Personal Protective Equipment (PPE): all PPE was cleaned/decontaminated to protect the firefighters and those around them from exposure to potentially hazardous substances;
 - iv. High and Dry Festival - a first aid station was manned by the VGVFD and a fundraising BBQ was held, all went well; and
 - v. NBEMS: Although it appeared the issues with under utilization of the VGVFD for medical calls was resolved, we are still being made aware of calls to which we are not being dispatched too. As Fire Chief I have exhausted all avenues in trying to find out why we are not being dispatched, the next step would be a letter from the Village to NBEMS and Public Safety requesting clarification.
- b. Public Works: General duties: Report is attached detailing general activities over the past month;
 - i. The Front Street Paving tender has been awarded to Hogan's Paving and the work is to begin mid-Aug. The catch basins on Front St and Peters Rd have been installed and the roads will be re-paved along with Front St;
 - ii. Norwood Rd culvert has been installed without difficulty, there is an issue with the large 'hump' left;
 - iii. A new culvert has been installed on Underhill lane;
 - iv. Mulching has been completed along Drummond Rd, Lower Vail Rd and Tilley Rd, as well as clearing and cutting back trees and bushes at intersections at a cost of \$9522; and
 - v. NBCC Wastewater Operator course complete, awaiting date for Provincial Testing.

c. Village Office:

i. 2018 Gas Tax Fund Projects:

- a) Catch basins: both catch basins and cross culverts are installed, awaiting paving. cost \$17,454.70 (taxes not inc). (savings of \$6266).

ii. 2019 Gas Tax Fund Projects:

- b) Norwood Rd Culvert Upgrade: Complete, total cost: \$27,914.34 (taxes not inc);

- c) Front Street: repairs and resurfacing to Front St, beginning at Hector and extending 152.5m down Front St, tender released 15 Apr, Tenders opened 27 May 2019, RSC11 recommendation is to accept Hogan's at \$38,885 + HST, special meeting held on June 5th to accept that recommendation. Tender includes paving from catch basin project as well as the 153m of Front St, project started 19 Aug 2019; and

- d) Reid's Hill: repairs and resurfacing to road, est \$29,000

- i. GTF fund balance as of 31 Mar 2019: \$53,374.96;
ii. 2019 GTF allotment: \$100,997.00 (double payment for 2019 only);
iii. Total GTF 2019: \$154,371.96;
iv. 2019 Total Estimated Expenditures: \$145,880.

- Procurement: Letter being drafted to local vendors w/list of approved purchasers for the Village of Gagetown;
- Village of Gagetown Annual Report: Report complete, awaiting feedback from Council;
- 2018 Audit: Complete and approved at Special Meeting held July 3rd, 2019.

7. Councillors' Reports

a. Councillor Pleadwell

- i. Tourism and Beautification: Lots of activity over the summer, the High and Dry Festival went well, unsure of what the official attendance was, but there seemed like a lot more boat traffic than there was last year. The parade of lights was excellent, thanks to the volunteers for all their hard work in pulling it all together. Upcoming events are the Fiber Fest, with over 40 vendors registered to attend, Vintage in the Village and the Queens County Fair;
- ii. Have been speaking with our MLA Ross Wetmore WRT potential investments on the Village Green, more to follow on that as I pull together more information;
- iii. VGVFD: nothing to add;
- iv. Finance: payables were presented for payment as follows:

General payables: \$ 125,568.20

Sewerage payables: \$ 243.08

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

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

- b. Councillor McNamee;
 - i. Policing: The Village will not be receiving reports for the months of July and August as they are changing the format/layout, more to follow on that over the next month. Met with the Det Comd regarding speeding, he said he would need more info, ie time of day when speeding most likely, before he could send a car down or he could see about setting up a radar that would keep track of numbers and speed over a period of time. He will get back to me on that; and
 - ii. Recreation: The GDRC doesn't meet in the summer.
- c. Councillor Massoeurs;
 - i. Buildings and Properties: Nothing to report;
 - ii. Human Resources: Nothing to report; and
 - iii. Animal Control: Nothing to report;
- d. Deputy Mayor White
 - i. EMO: Ex Brunswick Bravo training exercise has been revived, Wayne Ivey will again be the "trusted agent" for the Village, final planning conference will be late September and exercise will be scheduled for Oct/Nov timeframe;
 - ii. Sewerage: waiting to hear back on our funding application for the dredging of the lagoon, to raise the berms and engineering. If we don't hear back shortly, the project will have to commence in 2020; and
 - iii. Transportation: Norwood Road Culvert had been complete and is left with a design flaw, a large 'bump' where the culvert is located. The easy fix is to add gravel to the sides, making the slope more 'gentle', using funds remaining from this project and other GTF projects.
- e. Mayor Blaney
 - i. Solid Waste/Planning and Development: the focus from the Commission for both the Solid Waste Commission and the Planning and Development side has been the budget, there was a draft budget reviewed and passed by the committee. Next it will be presented to the Commission Board of Directors and finally to CAO's and LSD's for review before final acceptance by the Commission. The Solid Waste Commission and Planning and Development are currently on target budget-wise and are moving up cell development sooner than expected due to increased finances from flooding.
 - ii. Mayors Report:
 - a) UMNb AGM: the AGM will be held the first week in Oct in Fredericton. Details are in the package, attendance is encouraged.
 - b) GDRC lease: Meeting to discuss details of the lease between the GDRC and Village of Gagetown will be held 26th Aug, 2019.

8. Ongoing Business:

- a. Capital District Firefighters Association Mutual Aid Agreement: the agreement between fire departments in the Capitol District to provide assistance to one another in the event of fire or other emergencies. The document has been reviewed by the VGVFD and he is satisfied. Now requires the signature of the Mayor, Administrator and Fire Chief to bring it into effect. For review ahead of signing and any concerns or questions can be brought to the Village Office or directed to the Fire Chief.
9. Open Floor: this time is set aside for comments or questions from spectators on the proceedings:
 - a. Minutes of the Village Council are available online, at the post office or in the Village Office. Minutes need to be approved prior to posting so there will be a lag time between meetings and posting. Agenda's of upcoming meetings are available no later than Fridays prior to meetings in the Village Office. Will investigate whether agenda's can be posted online once complete.
 10. Closed Session: Moved by Deputy Mayor White to move into closed session at 7:40pm.
 11. Open Session: Moved by Councillor Pleadwell to move into open session at 8:05pm.
 12. Motion to adjournment – It was moved by Councillor McNamee and seconded by Councillor Pleadwell to adjourn at 8:06 pm.


M.L. Blaney, Mayor


H.J. Johnson, Clerk/Administrator