



VILLAGE OF GAGETOWN

Council Meeting Minutes

Date: May 19th, 2020 - Regular Meeting of Council

1. This meeting was held using Zoom Conference Software due to COVID-19 restrictions. The meeting was called to order by Mayor Blaney at 6:30 pm with a welcome to those who are listening in via the conference call. Councillor McNamee, Deputy Mayor Pleadwell and Clerk White were present.
2. Approval of Agenda:
 - Call for Motion to Approve Agenda: It was moved by Councillor McNamee and seconded by Deputy Mayor Pleadwell to adopt the agenda. There were two changes to the agenda. Ryan McNally will present the report from the fire department, not John Thomas. Item 5-D, GDRC Report is moved to the councillor's report for Councillor McNamee. With those two changes, no questions and all in favour, the motion was carried.
3. Presentations:
 - Bernie Hoganson presented his report for the Planning Review and Adjustment Committee meeting held on April 28th, 2020 via Zoom Teleconference. A copy of the Report is available for review at the Village Office. Deputy mayor Pleadwell asked if the PRAC was seeing an increase in the number of cases being heard by the committee. It appears that there was an increase this month mainly to not having meetings earlier in the year due to pandemic conditions.
4. Approval of Minutes:
 - Regular Meeting of Council – April 20th, 2020: It was moved by Deputy Mayor Pleadwell and seconded by Councillor McNamee to approve the minutes as presented. With no questions and all in favour, the motion was carried.
5. Correspondence:
 - Permits April 2020: two permits issued in April 2020
 - Request from Bell Canada for support from the Village for their application to the CRTC Broadband Fund. Bell is looking to bring better high speed internet to Gagetown, Evandale and Brown's Flat. A draft copy of the support letter was

- distributed to council. Deputy Mayor Pleadwell noted that this could provide better competition between providers. Better competition is better for the consumer.
 - NBDTI Municipal Designated Highway Program letter requesting an update to our Five Year Plan. The plan should be submitted to NBDTI by August 31st, 2020. The priorities for this coming year will likely not change a lot from previous years as the needs have not changed over the past year. Mayor Blaney asked council to provide Clerk White with any suggestions they may have for the plan. Clerk White will prepare a draft plan for council's consideration before submitting to NBDTI.
6. Amendment to council pay raise. Council passed a motion in the November council meeting to increase the salary for mayor and council by 5% in May of 2020. The intent being that the increase would be for the new council. Since the pandemic conditions have delayed the municipal elections, council chooses to amend the original motion to delay the raise as well. It was moved by Deputy Mayor Pleadwell and seconded by Councillor McNamee to delay the pay raise for mayor and councillors until the first pay period after the next election. With no questions to the motion and all in favour, the motion was passed.
7. Queens County Mutual Responders Association Request. QCMRA is an association of several local fire departments and it provides swift water rescue operations for the member fire departments. When the association was formed the boat and trailer which it uses was put in the name of the Village of Gagetown. It was to be moved into the name of the Association at a later date. The trailer was transferred to the Association in 2019 but the boat registration was never transferred. The Village has made a significant financial contribution to the insurance and maintenance of the boat over the years. It is worth noting that in early 2020, the Village of Gagetown chose not to renew its membership in the Association. A motion was made by Deputy Mayor Pleadwell and seconded by Councillor McNamee to sell the boat to QCMRA for \$1.00 and prepare a letter outlining the financial commitment the Village has made over the years. With no questions to the motion and all in favour, the motion was carried.
8. COVID-19 Operation Plan – In order to re-open the Village Office we are required to prepare an Operational Plan. The plan needs to address how we keep the public and our staff safe from unnecessary exposure to the virus. Our plan will have to include a wall to separate the public area from the staff area. An estimate to build this wall has been prepared and it is expected to be approximately \$2,000, materials and labour included. In light of the pandemic, we have restrictions on who can enter the office. Therefore, Clerk White suggest that Ian Stewart be hired to build the wall because Ian is within the two-family bubble with Clerk White. Clerk White declared his conflict of interest (Ian Stewart is his brother-in-law) and asked council if this was an acceptable way forward.

Council recognized the conflict of interest and decided that, in light of the pandemic restrictions, this was an acceptable way forward.

9. Request for Culvert Installation – Two residents on Grimross Lane asked for a driveway culvert to be installed at the Village expense. It has been the practice that the Village does offer this service on municipal roads, but not on private roads. However, the current by-laws do not support this practice. The current Culvert By-Law(s) have conflicting information and are in need of updating. The Regional Service Commission 11 has been contacted and is working on an updated by-law. In the meantime, it is at the discretion of council to pay for the first culvert. Council decided to pay for the culverts for the two residents who have made the request. Clerk White will inform the two residents. It was also brought to council's attention that a culvert (for a different landowner) recently supplied and installed by the Village and a location nearby, was filled in at both ends. Council asked Clerk White to report this to the RSC11 and ask them to address the situation.

10. Environmental Trust Fund – The application for funding under the ETF for the preparation of a Climate Change Adaptation Plan has been approved. We have been awarded \$31,000 to prepare the plan. The Village has reached out to the contact for the ETF, Brandon Love, and started the process. The Brandon Love highly recommended that the Village use a consultant to prepare the plan. He recommended Lindsay Wilcott at CBCL. They have completed a number of these plans for communities across the Maritimes. CBCL's proposal was circulated to council. The local group Voices For Sustainable Environment & Communities was also awarded a ETF grant of \$21,000 to prepare a plan. Their focus is more regional than just focused on the Village of Gagetown. The two groups agreed that we should work together to ensure we are not working on the same items. Council would like to have other proposals from other consultants before we move forward. Clerk White will get other proposals and present them to council before a decision to move forward is made.

11. Options for Sewage Lagoon Cleanout –
 - Funding request to ETF has been denied.
 - The hearing for the MCBB was held on May 11th but as of this meeting we have not heard the results of the hearing.
 - We received notice that there was still \$119,358 of “approved funds” available under the Small Communities Fund (the fund which we used for the reconstruction of Front Street). We reached out to ELG to see if we could use these remaining funds for the cleanout of the sewage lagoon. Again, the request was denied. They reason offered is that the Front Street project was approved under the stormwater management portion of the funding and can't be used for wastewater projects.
 - However, ELG was willing to allow us to modify our Capital Investment Plan (CIP) under the Gas Tax Fund to use all the funds that were scheduled for culverts in 2020 (approximately \$50,000) to apply it to the sewage lagoon.
 - So, our options for proceeding are as follows:

- For The Sewage Lagoon
 - Put off the lagoon work until next year
 - Use borrowing and the Capital Reserve Account (\$40k) to do the work at the lagoon this year
 - Use the Gas Tax Funds (\$50k) and the Capital Reserve Account (\$40k) and funds from our sewerage bank account (\$50k) to do the work at the lagoon. Any issues during construction that cause cost overruns would be dealt with through borrowing.
- For the Small Communities Fund
 - We would have to put in \$40k to get the remaining \$80k from the province and the feds. We have \$25k in our Capital Trust Account that can be used for capital projects. So, we would have to come up with the additional \$15k
 - We have budgeted approximately \$55k in 2020 for ditches & culverts that can be diverted to fund our portion of the SCF.
 - If we chose to proceed this year, we would have to choose a project or projects on which we could best use the \$120k. Possible candidates are:
 - Mill Road storm sewer – Tilley Road to Front Street
 - Reconstruction of Reid’s Hill Road – full length
 - This money could be carried forward to next year if we chose to do so. This would give us an opportunity to budget for the \$15k we would have to put up and it would allow us to take some time to choose how we can best spend the money.
- Deputy Mayor Pleadwell cautioned council on using borrowing at this time. The current pandemic could make the cost of borrowing increase.
- Council directed Clerk White to start the process of hiring a consultant for the lagoon project and get some estimates for different options for roadway/drainage work and report back to council.

12. STAFF REPORTS

- Village of Gagetown Volunteer Fire Department – Ryan McNally: Acting Chief McNally gave a report to council outlining the recent activities of the Fire Department.
 - There were two calls this month
 - All required PPE has been either purchased or received from the OFM.
 - Operationally, the Fire Department is at full capacity.
 - The Department hopes to be able to resume weekly training sessions next month. It will depend on the pandemic conditions at that time.
- Public Works – Ryan McNally: Report is attached detailing general activities over the past month.
 - The last snowstorm cleanup was completed.

- Cleaning up garbage on Village Streets.
 - Had two fire calls this month.
 - Sweeping of the streets is mostly completed. The remaining streets will be done soon and some areas will have to be cleaned up again.
 - Put away winter equipment and prepared the summer equipment.
 - Road inspections were completed.
 - Hot mix patching and pothole repairs were completed this past week. The patching took about five days, but weather delays caused the process to be spread over a two-week period. We can do more patching later if needed.
 - Mowing began this week. Will continue for the rest of the summer.
 - The usual operation and maintenance duties for supplies and equipment.
 - A copy of Ryan's report is on file and is available for viewing at the Village Office.
- Village Administration – Robert White:
 - Normal recurring administrative duties continued over the month as usual.
 - Spoke with Claude Leger of Shannon Buffett. Still no firm date on when we can expect the audited financial statements.
 - Gas Tax Funds 2019 summary is nearly complete – report is due to government on May 29th, 2020
 - The 2019 Annual Village Report is complete. A new page was created on our website and the report was posted there. Also posted the RSC11 Annual Report there.
 - EMO –
 - Our local EMO Committee is meeting by conference call weekly to stay up to date on the current situation. We discuss the COVID-19 situation and the flooding.
 - I have been participating in a weekly conference call with Dr. Lamptey, the Regional Medical Officer of Health.
 - Canada Summer Jobs – email received wanting to know if we still wanted to proceed in light of pandemic. I responded we still wanted to proceed. Approval should be forthcoming.

13. Councillors' Reports

- Councillor Pleadwell
 - Finance:
 - Payables were presented for payment as follows:

General payables:	\$ 78,201.96
Sewerage payables:	\$ 323.75

Deputy Mayor Pleadwell added that the Village should not spend any money that is not considered essential during this time.

Motion to approve General payables and Sewerage payables as made by Deputy Mayor Pleadwell and seconded by Councillor McNamee. With no questions and all in favour, the motion was carried.

- Fire Department – nothing to add to the Chief’s report.
- Tourism and Beautification: the flower beds are looking very good. The gardening club will be buying some more plants and planting them in the coming weeks.
- EMO – Weekly meeting is still taking place. Less issues to discuss as pandemic seems to be coming under control.

- Councillor McNamee;
 - Policing: no report from RCMP. We still haven’t been given a new point of contact in the absence of Sgt. Andrew Griffiths.
 - Recreation: GDRC report is available at the office for review. They are still hopeful to be able to have programs for the public this summer. Jarrett is taking over the financial reporting of the GDRC.

- Mayor’s Report:
 - Solid waste and recycling are resuming. Still not ready for recycling yet but it will be operational soon. Residents are being asked to continue to put out recyclables as they have been doing. The only change is at the Landfill site. Information is available at the RSC11 website at www.rsc11.ca
 - The AGM for RSC11 took place last month. The members of the Board of Directors have agreed to stay on until a new municipal election can be held.
 - Planning office has reopened to the public.
 - Mayor Blaney noted that we frequently have residents in the media. Donna King was interviewed on Information Morning on CBC. They will be delivering 29 lunches prepared by Creekview Restaurant and given to residents.

14. Open Floor:


- Pat Whipple thanked council for the money that was granted for Art-In-The-Village that was cancelled.
- Bernie Hoganson commented that he was interested in the discussion regarding the financial options being discussed by council. He feels he financial dealings of the Village are in good hands. Council thanked Bernie for his comments.
- If anyone has any feedback on the conference call format, please reach out to the Village Office.

15. Closed Session:

- Moved by Councillor McNamee to move into closed session at 8:15 pm.
- Matters discussed in closed session were under the Local Governance Act Section 68 (1).
- Open Session: Moved by Deputy Mayor Pleadwell and seconded by Councillor McNamee to move into open session at 8:45 pm.

16. Next Meeting: June 15th, 2020.

17. Motion To Adjourn – moved by Councillor McNamee and seconded by Deputy Mayor Pleadwell. Meeting adjourned at 8:50 pm.


Mike Blaney, Mayor


Robert White, CAO