



# VILLAGE OF GAGETOWN

## Council Meeting Minutes

Date: March 15<sup>th</sup>, 2021 - Regular Meeting of Council

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1. The regular meeting of Council was held at the Village Office. The in-person meeting was open to council, staff and presenters. The meeting was also available via Zoom Conference Software. The meeting was called to order by Mayor Blaney at 6:30 pm with a welcome to those in attendance. 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. With 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 February 23<sup>rd</sup>, 2021. A copy of the report is available for review at the Village Office.
4. Approval of Minutes:
  - Regular Meeting of Council – February 16<sup>th</sup>, 2021: It was moved by Councillor McNamee and seconded by Deputy Mayor Pleadwell to approve the minutes as presented. With no questions and all in favour, the motion was carried.
5. Correspondence:
  - Permits February 2021: no permits issued in February 2021.
  - Letter From Bonita Green: letter wanting council to support efforts to bring a daycare facility to Gagetown. Deputy Mayor Pleadwell indicated that a daycare facility would be a great addition to the Village and volunteered to sit on the organizing committee. Council will support efforts to find an entrepreneur who would be interested in taking on the business and to ensure Village planning and policies do not discourage the venture. It is not a business venture the Village could take on as an owner. The Federal Government indicated that a national daycare program may be part of the next budget.

- Insurance Letter: Cain Insurance was able to find a carrier to pick up the remaining 30% of the coverage at the lagoon. Zurich Insurance Company has agreed to take on the coverage. The cost is \$1,188 per year.
- Worksafe NB Annual Report for 2019 was made available to municipalities. A copy of the report was circulated to the council.
- Department of Health – two new documents have been made available for residents of New Brunswick. “Older Adults’ Wellness During COVID-19” and “Caregiving to Older Adults During COVID-19” are now posted on the Village website.
- Letter From MP John Williamson – letter requesting that council pass a motion supporting a federal initiative to create a 9-8-8 Telephone Help Line. Council asked staff to investigate if this is something other councils around the province are doing. Follow up for next meeting.
- Notification From AMANB: the Province of New Brunswick has partnered with the Association of Land Surveyors to provide more accurate and up-to-date mapping of property lines for landowners.
- M5 Public Affairs is offering a new councillor training program.
- Legislation To Allow Red Light Cameras – JPS is creating a Memorandum to Executive Council to enable red light camera legislation and is asking municipalities of their feedback.

#### 6. Local Government Reform:

- Local Governance Reform is proceeding in 2021. This will be a recurring item on the agenda until the process is completed.
- Four working groups have been created – Structure, Finance, Land Use Planning and Collaboration. There is work being done to define the roles of these committees now. Then they will look for people who have skills, experience and interest in the area of focus to sit on these committees.
- There would be an advisory committee that would oversee the work of the other four committees.
- The process is scheduled to result in a Green Paper (Planning Document) by the end of March 2021.
- The process is scheduled to result in a White Paper (Government Policy) by the end of 2021.
- The Government has created a dedicated website where updates will be posted regularly. There is a link to that site on the Village of Gagetown website.

#### 7. Regional Development Corporation Applications:

- An application was made to the Municipal Capital Borrowing Board (MCBB) to borrow up to \$300,000 to complete the Mill Road project. On March 10<sup>th</sup> the MCBB decided to provide us with a conditional approval for the borrowing. The conditions that must be met are that the Village must provide a revised estimate for the project and a plan for how we will finance the shortfall in funding.

- The request for additional funds from NBDTI was declined.
- A plan was presented that used funding from Village Reserve Funds and the remaining funds from the Small Communities Fund (SCF). We were subsequently informed that the funds from the SCF were not eligible because of Federal Government cap restrictions.
- We are working with Regional Development Corporation to revise our plan so that we can provide funding to complete the project.

#### 8. Climate Change Adaption Plan:

- The final draft of the Climate Change Adaption Plan was provided by Stantec. It was posted on the website for public comment. There were a couple of comments provided, more about the process than the conclusions or recommendations. It was moved by Councillor McNamee and seconded by Deputy Mayor Pleadwell that council accept the report as presented. With all in favour and none opposed, the motion was carried.

#### 9. Gas Tax Fund Annual Report:

- The annual Gas Tax Fund Report was submitted to the Province of New Brunswick are required. The Village did not spend any Gas Tax Funds in 2020, mainly because it was designated for the sewage lagoon cleanout project. The lagoon cleanout project did not happen in 2020. The report is on file at the Village Office for viewing.

#### 10. Sewage Lagoon Annual Report:

- The Annual Report to Environment & Local Government on the testing at the Village of Gagetown Sewage Lagoon was prepared by staff and reviewed by our operator, Donald London. The report also outlines any emergency bypass events. There was one emergency by-pass event in 2020, which was included in the report. The report was found to be in conformance, and it was forwarded to ELG as required. The online reporting on ERRIS has also been completed.

#### 11. STAFF REPORTS

- Village of Gagetown Volunteer Fire Department – Chief Thomas:
  - The summary of calls was presented for the month of February 2021. The information is available at the Village Office if anyone wishes to see the reports. There were some hours missing from the reports circulated because they did not include the Level 1 Training that is ongoing.
  - The FD is still operating under the COVID Operational Plan. They are awaiting the updated guidelines from the FMO on the phases.
  - All extrication equipment has been recertified.
  - Some of the breathing air bottles have been taken out of service because they can no longer be certified. The Department is looking to establish a program to stagger the purchasing of these bottles over several years to avoid having too many expire in one budget year.

- Had a meeting with CAO regarding budget tracking for the Fire Department.
- Monthly executive meeting was postponed this month.
- The Local Assistant issue is still ongoing. There appears to be more widespread resistance to the appointments now. More to follow.
- Public Works – Ryan McNally. The Public Works Report is available for viewing at the Village Office.
  - Cleaning up garbage on Village Streets.
  - Completed weekly checks of sewer structures to monitor for issues.
  - Attended meetings with staff and council re 2021 road maintenance
  - Picking up supplies for the Village in town.
  - Plowing, sanding & salting operations are under way now as needed.
  - Repairs and maintenance to Village equipment & vehicles.
  - Potholes are becoming an issue now. We have already repaired several but there are more appearing each day. We have ordered a pallet of cold patch to keep up with the demand.
  - Meeting with Fire Marshalls office regarding vaccinations.
- Village Administration – Robert White: Report is available for review at the Village Office.
  - Normal recurring administrative duties continued over the month as usual.
  - Participated in update Zoom calls with DOH re COVID-19.
  - Working with RDC, ELG and MCBB to finalize funding for Mill Road.
  - Worked with Hilcon Engineering to get the revised estimate and engineering process started on Mill Road.
  - Working with Claude Leger to get first draft of the financial audit ready. We will organize a meeting with Shannon Buffett and the Council.
  - Worked with Stantec to get the final draft of the Climate Change Action Plan completed and posted for public comment. The final draft is ready for approval.
  - Working with the local EMO Committee to update the ERP for the Village.
  - Met with RSC11 representatives to talk about the National Building Code adoption by PNB. There is some concern on the part of the RSC11 about how this will affect municipalities. More information will be provided at future meetings.
  - Applied for the rebate for the heat pump installation.
  - Updated driver information for the insurance provider.
  - Spring Cleanup Day is set for May 10<sup>th</sup>, 2021. The event is posted on the Village website. FER0 has agreed to collect on Mill Road first to accommodate voters at the Rec Centre.

- We renewed the license for Fire Station Software for 2020. It was not received because they still were using the .com address, not the .ca address. We now have the invoice for 2021 as well.
- Updated the equipment and labour lists with DNR for grass fires or forest fires.
- Prepared and submitted the Environmental Trust Fund Report for fiscal year ending March 31<sup>st</sup>, 2021.
- Prepared the year end Gas Tax Funds report.
- Prepared the year end Wastewater Report.
- In the process of preparing the Annual Report for the Village.

## 12. Councillors' Reports

- Deputy Mayor Pleadwell
  - Tourism and Beautification:
    - Still working with RDC regarding funding for work at the Village Green. Had a conference call with a company that specializes in park / playground work.
    - Village Signage is on hold for now as we have been focusing on the Mill Road project. We have been declined by NBDTI but there is an opportunity to meet with them. We understand the importance of the issue and understand that it is still a priority for the Gagetown & Area Chambre of Commerce. We hope that it will be a priority for the new council as well. Also, the Local Government Reform process may impact the issue. There may be a greater opportunity for permitting and funding the sign once the Reform process plays out. However, there is no plan to allot any funding to the project this year.
  - Fire Department:
    - Nothing to add to Chief Thomas' Report.
  - Finance:
    - Payables for the period from February 17<sup>th</sup> through March 12<sup>th</sup> were presented for payment as follows:
 

General payables:	\$ 114,819.13
Sewerage payables:	\$ 2,930.15

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.
  - EMO – Deputy Mayor Pleadwell noted that the 5 Day Reports from EMO show no data from the Gagetown meter. We assume that is because the monitor is still under ice.

- Councillor McNamee:
    - Policing: No update on policing.
    - Recreation: GDRC submitted a report highlighting items from their February 2021 Meeting:
      - Daycare Facility – while GDRC feels it would be a benefit to the Village, they are not equipped to attempt this project.
      - Donna King has requested permission to put a free library station at the Rec Centre.
      - Winter sport equipment rentals of snow shoes and cross country skis are now available to residents.
      - Rink is open.
      - Money Tree and Hockey Pool are operational.
      - Chris Goddard may have access to free power poles for the ball field project.
      - AGM date moved from March 17<sup>th</sup> to April so more community members may attend.
      - Membership drive to become a priority.
      - GDRC can now accept e-transfers for payments.
      - Leadership group established to mentor Rec Director. Carter Belyea, Lorna Scott, Paul McNamee and Gary Nason to volunteer on the group. However, shortly after the group formed the Rec Director resigned from GDRC. Last Day will be April 1<sup>st</sup>, 2021.
    - Building & Properties: nothing new to report.
    - Human Resources – Nothing new to report.
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- Mayor's Report:
    - Solid Waste Commission – the monthly meeting was held on the first Tuesday of March. Update to the budget was provided. All items appear to be tracking close to budget. There was some time spent with the Bank of Nova Scotia re the Reclamation Reserve Fund. The fund is not yet where it should be. The fund is managed by Bank of Nova Scotia. They are expecting a better year for investments this year.
    - The Policing Review Committee met with the RCMP. Ian Graftman is the new member is the new representative for the RSC11. This is usually the same person for the Village representative. The RCMP went over some of the key points in the Annual Report. Many of the communities did not feel the local police presence was acceptable. Cambridge Narrows has an automated speed sign. The RCMP is willing to take the data from the sign to better target the timing of police presence. Mayor Blaney will follow up

with the mayor of Cambridge Narrows. Drones are becoming a big issue in many of the larger municipalities. If residents are victims of unacceptable drone behaviour, they are encouraged to contact the RCMP immediately. There has been no further movement on the planned meeting with the MLA's and the RSC's.

- Transportation – our Public Works staff are doing a great job keeping up with the deteriorating state of the roads. Thank you to Ryan on behalf of Council.

13. Open Floor:

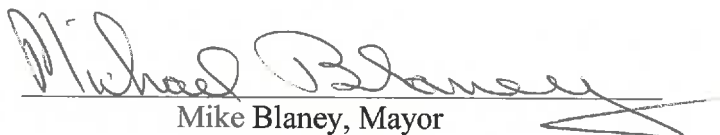
- Bernie Hoganson re the Land Surveyors – normally surveys are the property of the person who commissions the survey. This will now take that information and incorporate it into the public record.
- John Thomas noted that the Fire Service is considered an elective service in New Brunswick. This may be a topic of discussion during the Municipal Reform process.
- Bernie Hoganson cautioned that the daycare facility will be required to fit into the Rural Plan uses listed for the property chosen.

14. Closed Session:

- Moved by Deputy Mayor Pleadwell to move into closed session at 8:20 pm.
- Matters discussed in closed session were under the Local Governance Act Section 68 (1).
- Open Session: Moved by Deputy Mayor Pleadwell to move into open session at 8:45 pm.

15. Next Meeting: April 19<sup>th</sup>, 2021.

16. Motion To Adjourn – moved by Councillor McNamee. Meeting adjourned at 8:45 pm.

  
Mike Blaney, Mayor

  
Robert White, CAO