

# Agenda

Village of Fredericton Junction

Council Meeting

December 9<sup>th</sup>, 2024 at 7:00 pm

1. Record of Attendance
2. Declaration of Conflict of Interest
3. Approval of Minutes
4. Approval of Agenda
5. Delegations & Petitions
6. Correspondence
7. Unfinished Business
8. Council Statements
9. Council Reports
  - CRSC / Economic Development
  - Community & Health Affairs / Finance
  - Administration & Public Works / Transportation
  - Water & Sewer / Fire
  - Policing / Recreation / Land Development
10. Other Business
  - 2025 General and Water/Sewer Budget
11. Payment of Bills
12. Adjournment

Mayor L Falconer

Deputy Mayor B Hartt

Councillor L Daley

Councillor J Webb

Councillor M Mersereau

**Village of Fredericton Junction  
Council Minutes  
November 25<sup>th</sup>, 2024**

**ATTENDANCE:**

Mayor Falconer	Councillor Daley
Deputy Mayor Hartt	Councillor Mersereau
Councillor Webb	Kristie Fowler
Laurie Nason	John Mersereau

**CONFLICT OF INTEREST:**

None

**APPROVAL OF MINUTES:**

"Moved by Councillor Daley and Seconded by Councillor Webb that the November 12<sup>th</sup>, 2024 Minutes be accepted as distributed." Motion Carried.

**APPROVAL OF AGENDA**

"Moved by Deputy Mayor Hartt and Seconded by Councillor Mersereau that the Agenda be accepted as distributed. "Motion Carried.

**DELEGATIONS & PETITIONS:**

None

**CORRESPONDENCE RECEIVED:**

- Cost of Assessment received
- Dillon Consulting payment reminder
  - Cheque was sent but held up in the mail due to Canada Post strike
- Municipal Report Assessment
- Canada Summer Jobs deadline December 19<sup>th</sup>, 2024
  - To apply for two students
- Ambulance bay – facility inspection, request for plug repair
- Dillon Consulting
  - Advises to carry the increased chemistry testing into 2025
- Omnitech – replacement transducer ordered for the Lagoon
- CRSC – Unsightly Premises 174 Sunbury Drive
  - Letter received from Fairstone Financial stating they have no interest in the property

**CORRESPONDENCE SENT:**

- DTI – lane marking reimbursement
- Tender Award letter sent to MetalFab Ltd
- Playground Support letter for accessible swing sent to SWS
- Annual Tree Lighting notice sent

**UNFINISHED BUSINESS:**

- Unsightly Premises – letter from Lonnie Forbes outlining process to follow

**“Moved by Deputy Mayor Hartt and Seconded by Councillor Webb to proceed with Unsightly Premises process under CRSC.” Motion Carried**

- Contacted RDC about funding for recreation project and any limitations on placement
  - Available to meet the week of December 2<sup>nd</sup>
  - Deputy Mayor Hartt to give contact at RDC Councillor Mersereau’s contact information to set up a meeting.
  - RDC stated that they would only like to deal with one person for the project and Councillor Mersereau is the Recreation chairperson.

**COUNCIL STATEMENTS:**

- The new light installed at Peterson Rock works great, it lights up the whole area
- Lots of people were around the village waiting to see the Holiday Train

**COUNCIL REPORTS:****Policing / Recreation / Land Development:****Councillor Mersereau:***Recreation*

- Location for playground – will look into on Planet to see what may be available

*Policing*

- Passed along the resident letter as well as ongoing trucks speeding through the Village to the Sgt, will do so again if the speeding continues
- Appreciation Dinner invitation- The sgt will get back to us closer to the event if anyone will be available to attend

**Mayor Falconer:****CRSC / Economic Development:***CRSC*

- There hasn’t been a CRSC meeting since our last meeting
- Rail crossing – there are plans to repair the rail crossing in the fall but not to be taken out completely
- Attended an 85<sup>th</sup> Birthday party for Jeanine Gilmore this past Saturday and presented a birthday certificate from the Village

**Deputy Mayor Hartt:****Community & Health Affairs / Finance:***Community & Health Affairs*

- Sunbury Snowblast – meeting on Tuesday, November 26<sup>th</sup>
  - Similar schedule as before with a couple more additions
- PSSC meeting on November 20<sup>th</sup> at SWS
  - Home and School are planning to do an auction for VIP seating and parking for the school Christmas Concert
- Appreciation Dinner on November 30<sup>th</sup> at 5pm
- Tracy Santa Claus Parade on Sunday, December 1<sup>st</sup> at 5pm
- The Annual Fredericton Junction Tree lighting will be on Saturday, December 7<sup>th</sup> at 6:30pm

*Finance*

- 2025 Budget
  - Review of line items is complete having had two meetings to go over them
  - Trying to establish a Budget Meeting with Shannon and Buffet to address the Water and Sewer deficit due to interest not being accounted for in Well #5 project. We have a few options but want to meet in person with Shannon and Buffet to come up with a plan to present to council.
  - Water and Sewer budget is based on user fees of those living within the Village and pay their water and sewer invoices. After reviewing back to 2022 those user fees have been consistently \$30,000 lower than what is budgeted. We would like to have CRSC help with those who do not pay their utility bills on time or run over 60-90 days.

**Administration / Public Works / Transportation:****Councillor Daley:***Administration*

- Kristie is busy with her every day work plus working on the Budget

*Public Works*

- Kirk is continuing to work on preparing equipment for winter
- Getting old equipment ready to sell, should do that with equipment at the Lagoon as well
- Kirk fixed the end of a resident's driveway with crushed rock that had a hump from the Wilsey Rd work
- Benches need to come out for winter, banners need taken down and lights need to go up

*Transportation*

- Inquired about the Winter/summer maintenance numbers but won't receive those until mid-December
- Need to start thinking about future projects – Horseman Rd and Pride's Landing Rd upgrades
- Still two construction signs need to be taken down

**Water & Sewer / Fire:****Councillor Webb:***Water & Sewer*

- Fire hydrant leak across from the school has stopped leaking – recommendation from Kevin W (Dillon Consulting) that we can wait until next summer when school is out and when it won't interfere with the Tri County

- Garry Brooks Construction – budgeting for 2025 for two hookups will work
- Existing generators at the well and lift station have been/will be filled before year end so we have an idea of cost. Should be something we do annually.
- Contacted Dillon Consulting regarding resident water filter
  - Manganese in the system and levels have stayed at acceptable levels, there is a slow accumulation over time and the filter is doing it's job

*Fire Department*

- Three fire calls since last meeting
- Fire Truck chassis invoice came in, is signed and ready to be paid

OTHER BUSINESS:

“Moved by Deputy Mayor Hartt and Seconded by Councillor Daley to approve and accept the 2023 Audited Financial Statements.” Motion Carried

- Policy #2024-11-01 Committee Policy

**Policy Objective:**

To establish a procedure for Council of the Village of Fredericton Junction (“Council”), for addressing the needs to establish Special, Ad-hoc, Sub Committees as per Council’s decision. (As per By-Law-2024-05-Amends-2012-02-sections-1-a-b-c-e-f-g-h-i and 4-7 and 14-38-39-40 with regards to council being able to establish or abolish committees).

**Policy Statement:**

From time to time there is a new idea, event or a project that comes about from suggestions that residents of the Village of Fredericton Junction have made a request about. Or an initiative that council feels is important enough to have sub committees created outside regular council appointed profiles to work on. Once the initiative, event or project is approved by council. This policy would serve to outline the expectation of these special, ad-hoc and sub-committees with roles and reporting expectations.

The Council of the Village of Fredericton Junction approves as follows:

1. Definitions of Committees

- a) : functions as an advisory body to council to undertake specific tasks or a specific event. When council appoints such a committee it shall define its mandate and terms of reference, its composition, its reporting relation to council, and its duration.

2. Terms of Reference

- a) Term: Except as otherwise provided, the term of appointment for committee members shall be for one year and members are eligible for reappointment.
- b) Attendance: When a sub committee member fails to attend three consecutive regular meetings of the committee or four meeting in a twelve-month period, the member shall be replaced.

- c) Procedures: Each sub committee chair will provide an agenda to committee members at every committee meeting. Formal rules of order need not be followed. Proper decorum is expected at all meetings.
- d) Notice: Each sub committee chairperson shall provide the clerk with the date of the next meeting so that it can be added to the calendar.
- e) Location: The location of each meeting shall be determined in advance and shall normally be in the municipal office.
- f) Plans: Each sub committee shall develop short and long-term plans, including the fiscal aspects thereof, respecting the services of the treasurer.
- g) Public Committee Member: A member of the public who has joined a committee.
- h) Applicable Legislation: Each committee shall ensure adherence to any applicable legislation (provincial or otherwise) prior to making any recommendation or advice to council.
- i) Reporting: Each sub committee shall provide a written report of its activities to council by means of their respective Councillor Chairperson that is responsible for that particular profile area. This should take place at every regular meeting of council (if there is anything to report).. Only the sub-chair of the committee shall speak on behalf of the committee. These reports will be made available on our website under Council Minutes > Council Reports.

#### 4. Requirements for Public Committee Members

- a) Special, ad-hoc and sub committees may include members of the public. Any person interested may apply to join these committees. To be permitted to join council will have to approve.
- b) Public committee members shall support the Village of Fredericton Junction in all matters fairly, impartially, transparently, and in a professional manner, inside and outside of committee meetings, including on social media.
- c) Public committee members shall not represent council and the Village of Fredericton Junction in an ill manner; the member understands they are on the committee for the betterment of the Village of Fredericton Junction.
- d) Breaches that have been noted by the sub committee chair may mean dismissal of the public committee member from their committee(s), after a recommendation of dismissal by council.

#### 5. Special, ad-hoc and sub committees

##### A. COMMUNITY EVENTS Committee

There shall be Community Events committees composed of members of council and residents of The Village of Fredericton Junction.

The mandate and responsibilities of the Community Events committees:

- a) Review and provide recommendations to council on Community Events.
- b) Review and provide advice on the Community Events for The Village of Fredericton Junction.
- c) Report regular financial reports on community planning and provide advice and recommendations to council in this regard, where applicable

Any of the Community Events Sub Committees with report up to the Counsellor that is the Chair of Community Affairs.

#### B. PLAYGROUND Committee

There shall be a Playground committee composed of members of council and residents of The Village of Fredericton Junction.

The mandate and responsibilities of the Playground Committee:

- a) Review and provide recommendations to council on Playground ideas.
- b) Review and provide advice on the Playground for The Village of Fredericton Junction.
- c) Report regular financial reports on community planning and provide advice and recommendations to council in this regard, where applicable

The Playground Sub Committee will report up to the Counsellor that is the Chair of Recreation.

#### C. TOURISM Committee

There shall be a Tourism committee composed of members of council and residents of The Village of Fredericton Junction.

The mandate and responsibilities of the Tourism Committee:

- a) Review and provide recommendations to council on Tourism ideas.
- b) Review and provide advice on the Tourism for The Village of Fredericton Junction.
- c) Receive regular financial reports on community planning and provide advice and recommendations to the mayor and council in this regard.

The Tourism Sub Committee will report up to the Counsellor that is the Chair of Tourism.

"Moved by Councillor Mersereau Seconded by Councillor Webb to adopt Policy # 2024-11-01 Committee Policy as read." Motion Carried

#### PAYMENT OF BILLS:

"Moved by Councillor Webb Seconded by Deputy Mayor Hartt that the bills be paid as approved by the appropriate Councillor." Motion Carried

#### ADJOURNMENT:

"Moved by Councillor Mersereau and Seconded by Councillor Daley that the meeting be adjourned." Motion Carried. Meeting adjourned 8:00pm.

Prepared by: Kristi Fauler

Approved by: L. J. J.

Date: December 9, 2024