

**VILLAGE OF NEW MARYLAND
COUNCIL
17 January 2018**

Present: Mayor Judy Wilson-Shee
Deputy Mayor Alex Scholten
Councillor Paul LeBlanc
Councillor Gisèle McCaie-Burke
Councillor Mike Pope
Councillor Tim Scammell

Also Present: Cynthia Geldart, Chief Administrative Officer/Clerk
Karen Taylor, Assistant Clerk
Harry Farrell, Fire Chief

Guests: Ron Naugler, New Maryland Community Support Group (for agenda items 1 through 5)

1. CALL TO ORDER

Mayor Judy Wilson-Shee called the meeting to order at 7:30 pm and reminded all in attendance that the meeting is being video-recorded for broadcast.

2. APPROVAL OF THE AGENDA

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Councillor Tim Scammell to approve the agenda as distributed. **MOTION CARRIED.**

3. APPROVAL OF THE MINUTES

MOVED BY Councillor Paul LeBlanc and **seconded by** Deputy Mayor Alex Scholten to approve the minutes of the 20 December 2017 regular session of Council as circulated. **MOTION CARRIED.**

4. DISCLOSURE OF INTEREST

No disclosures of interest were declared.

5. PRESENTATIONS

Ron Naugler, Past President and Treasurer of New Maryland Community Support Group, presented Mayor Wilson-Shee with a cheque for \$7,409.16 representing funds raised from the 2017 Golf Tournament toward the purchase of two speed sentry units.

6. PROCLAMATIONS

No proclamations were read.

7. CORRESPONDENCE

The following correspondence was read into the record by the CAO/Clerk, Cynthia Geldart, as per the request of Mayor Judy Wilson-Shee:

- the Fredericton Chamber Connections newsletter;

- notification from ACOA regarding payment under the Canada 150 Community Infrastructure Program;
- a letter from MP Matt DeCoursey concerning funding opportunities with the Canada Summer Jobs Program;
- the Ignite Fredericton January 2018 newsletter; and
- an announcement from Ignite Fredericton that the 2018 KIRA Awards will be held on May 3, 2018 and that nominations for the awards will open later this month.

8. MEETINGS AND/OR SPECIAL EVENTS

Mayor Judy Wilson-Shee attended the following meetings and/or special events since the last formal Council meeting. She noted that at last month's Council meeting she neglected to mention that Councillor Paul LeBlanc participated in the Food and Toy Drive on December 6th, and apologized to Councillor LeBlanc for that oversight. She added that this has been corrected in the minutes.

Dec. 21st – Christmas Dinner hosted by New Maryland Fire Department;

Jan. 1st – Village's New Year's Levee, which was also attended by Deputy Mayor Scholten, Councillors McCaie-Burke, Pope and Scammell, CAO Cynthia Geldart and Fire Chief Farrell, and had 32 attendees; (*Mayor Wilson-Shee added that she was pleased to be able to welcome Councillor Pope's parents to the event who were visiting from Newfoundland*);

Jan. 2nd – Lions Club meeting;

Jan. 8th – PNM Zoomers' meeting, along with Councillor McCaie-Burke;

Jan. 8th – committee meeting to discuss the future of St. Mary the Virgin Church;

Jan. 9th – meeting with CAO Cynthia Geldart;

Jan. 9th – RSC 11 Board meeting;

Jan. 11th – Government funding announcement held at the New Maryland Centre, which was also attended by Deputy Mayor Scholten, Councillor McCaie-Burke and senior staff members Cynthia Geldart, Karen Taylor, Rockland Miller, Rob Pero, Kyle Arsenault and Nancy St. Croix (*Mayor Wilson-Shee asked the CAO to please pass on to senior staff her pleasure that they were able to attend and how well represented the Village was at the event*);

Jan. 12th – meeting with King Lion Bill O'Donnell, Lion Kevin, CAO Cynthia Geldart and Facilities Manager Nancy St. Croix;

Jan. 14th – meeting with a resident;

Jan. 16th – meeting with Francoise Boucher, Financial Analyst with the RCMP; and

Jan. 16th – Lions Club meeting.

9. PLANNING ADVISORY COMMITTEE

The Planning Advisory Committee did not meet since the last Council meeting. No report was presented.

10. EMERGENCY RESPONSE PLAN COMMITTEE

The Emergency Response Plan Committee has not met since the last Council meeting. No report was presented.

11. PROJECT REPORTS AND UPDATES

(i) Recreation Department:

Councillor Paul LeBlanc presented the following update from the Recreation Department.

Outdoor Rinks

For the first time in many years, the first outdoor rink was opened on December 30th. It was great to have the rink open for a full week while the kids were still out of school and it was well used. Many families used it during the day and hockey was played on it during the evenings. Many thanks to staff who worked diligently for several days in the freezing cold before and after the Christmas break to get the first rink open. One of our summer students assisted for a few hours the week between Christmas and New Year's, which was a tremendous help. On December 30th staff posted an update about the rink opening with a few photos and did a four-day boost of the post to spread the word on social media. To date, this post has had over 15,500 views.

On January 10th, staff opened the second rink at the tennis courts. Both rinks were open for one day. Due to the milder weather on January 11th, the rinks were both closed and will remain closed until colder weather returns. Staff will be monitoring the weather and once it turns colder, staff are confident that at least one rink should be able to be reopened. Councillor LeBlanc noted that it was posted on Facebook today that one rink has reopened.

Staff are planning to build another sliding hill this year next to the rinks, but the milder weather experienced over the past few days has created a bit of a setback. A lot of snow is needed to build a sliding hill to an appropriate height. If the weather cooperates, the plan will be to open the hill later this month.

Programs & Events

The Community Skate that was held at the Grant-Harvey Centre on December 28th was one of the busiest in recent years with many families in attendance. Staff also set up a table with hot chocolate, Timbits and ParticipACTION 150 giveaway items. It was a busy afternoon and everyone appreciated the treats.

A Community Skate is planned over the March Break for Tuesday, March 6th. The next babysitter course is scheduled for Wednesday, March 7th. Family sleigh rides are planned at Oakland Farm on March 8th (at 11:00 am and 2:00 pm). Glow Skate is tentatively scheduled for Friday, February 23rd from 6:00 – 9:00 pm at the Athletic Park skating rinks. Staff will be monitoring the weather and ice conditions to determine the best date for this event.

NMES

Open Gym returns the weekend of January 12th after a three-week closure of NMES and staff anticipates a busy weekend. January to April are typically the busiest months for open gym. Based on feedback from the gym supervisors and increased demands for gym time from outside groups, a slight change has been made to the Sunday Open Gym schedule. The open gym times starting this weekend (until the program concludes in the summer) are as follows: Friday, 6:30 – 8:30 pm; Saturday, 6:00 – 8:00 pm, and Sunday, 2:00 – 4:00 pm. Some new badminton equipment was also ordered to add to the open gym supplies. In addition, Adult Volleyball and Open Pickleball play will resume this weekend.

U13 Reds Volleyball is now renting the gym on Wednesday evenings from 6:00 – 7:30 pm. The Model Aircraft Club was very gracious to bump their start time from 7:00 to 7:30 pm so that both groups can be accommodated.

The school continues to be very busy with weekend bookings. The following events are booked for January: two birthday parties, two Karate NB workshops, and Sunday practice for Roca Cyr Danse, and these are in addition to the regularly scheduled open gym times, Pickleball and Adult Volleyball. Weekly user groups include YMCA basketball, Run Club, ballroom dancing, the Model Aircraft Club and Karate.

PNM Zoomers

Stretch and strengthening classes take place every Tuesday and Thursday morning from 10:00 to 11:00 am. The next meeting of the Book Club will be January 18th at 11:00 am in the Boardroom. The Arts and Craft club meets every second Wednesday from 10:00 am to 3:00 pm and the next meeting will be held on January 24th.

The next soup luncheon will be held on February 6th from 11:30 am to 1:00 pm and the theme will be 'Valentine's'. There is no charge for this event.

The Zoomers' next monthly meeting is scheduled for March 5th at 10:00 am in the Boardroom. There will be no meeting in February.

MOVED BY Councillor Paul LeBlanc and **seconded by** Councillor Gisèle McCaie-Burke the adoption of this report.

Discussion:

Councillor Mike Pope recognized New Maryland resident Ryan Hamilton, who is a professor at UNB, a sports psychologist, and who worked with Team Canada at the World Junior Championships this year. Team Canada won the gold medal and Councillor Pope praised Ryan for his efforts and work with Team Canada.

Mayor Wilson-Shee stated that she received notification from the New Maryland Karate Club that one of their members, Kate Campbell, will be soon be starting her journey to qualify for the 2020 Olympics in Tokyo. She noted that Kate is an excellent participant and there is a Go Fund Me page that has been created to help Kate cover the costs that are associated with competing.

MOTION CARRIED.

(ii) Public Works Department:

Councillor Tim Scammell presented the following update from the Public Works Department.

Public Works Reports

In 2017, Village staff investigated a total of 76 Public Works Reports. The reports are inquiries from residents relating to transportation, water and sewer or recreation issues. There was a 25% reduction in reports this year from the previous year.

Snow Removal

This winter has certainly provided its challenges with the fluctuation in temperatures resulting in icy conditions on different occasions. Council and staff encourage motorists and pedestrians to use caution when these conditions exist.

As a reminder to residents, a parking ban on Village streets is in effect between 12 midnight and 7 am. Also, to help assist snow clearing operations, please refrain from parking on streets during a snow storm.

Council and staff would like to thank residents who have participated in the adopt-a-hydrant program for snow clearing and would like to encourage others to participate during the winter months by keeping hydrants clear of snow. Any assistance is greatly appreciated.

Speed Radars for December

Permanent Radar on Crown Avenue captured 66,679 vehicles over 39 days with 85% of motorists travelling 45km/h and under.

Permanent Radar on Sprucewood Drive (east) captured 17,359 vehicles over 39 days with 85% of motorists travelling 33km/h and under. School Zone speed limit is 30km/h.

Permanent Radar on MacIntosh Drive captured 48,127 vehicles over 39 days with 85% of motorists travelling 45km/h and under.

Permanent Radar on Sunrise Estates Drive captured 32,758 vehicles over 39 days with 85% of motorists travelling 46km/h and under.

Data received indicates that over the past year, speeds have been increasing. Motorists are reminded to adhere to the posted speed limit of 40km/hr and be watchful for children going to and from school. The decision has been made to remove the radar units during the winter months as moisture accumulation from ice build-up can cause potential damage to the units. The units will be reinstalled in the spring.

MOVED BY Councillor Tim Scammell and **seconded by** Councillor Mike Pope the adoption of this report.

Discussion:

Deputy Mayor Scholten thanked staff from the Public Works Dept. who worked diligently over the Christmas holidays to keep sidewalks clear under demanding conditions. Severe weather and some equipment failure did not deter staff from persisting in their efforts to clear the sidewalks as quickly as possible.

Mayor Wilson-Shee stated that she received an email from a resident during the rain event last Saturday who wanted to reach the Public Works Dept. regarding a concern on Daniel Drive. Mayor Wilson-Shee commented that within five minutes of emailing the Public Works Supervisor, he responded and informed her that he was on site. The resident expressed her pleasure to the Mayor at how well the matter was handled and how quickly Public Works responded. Mayor Wilson-Shee explained to her that Council and staff work together as a team. Councillor Scammell remarked that he experienced a similar situation in the past where a resident contacted him with a concern and Rockland was on site within minutes of receiving the call. Mayor Wilson-Shee also noted that Public Works staff were busy last week preparing for last Saturday's storm. **MOTION CARRIED.**

(iii) New Maryland Fire Department:

Chief Farrell presented the following update from the New Maryland Fire Department.

- For the last quarter of 2017, 18 calls for service were received. During this period 113 firefighting hours were accumulated, bringing the total firefighting hours for the year to 576.
- A total of 68 calls for service were received in 2017. Of the 576 firefighting hours, 271 were within the Village and 305 were outside the Village. The leading types of calls were: vehicle

accidents (16), fire alarms (13), and medical assistance (8).

- The busiest day of the year was Tuesday, followed by Thursday and Sunday. Between the hours of 8:00 am and 5:00 pm a total of 34 calls were received. Between the hours of 5:01 pm and 12:00 midnight 18 calls were received. Between the hours of 12:01 am to 8:00 am, a total of 16 calls were received.
- Squad A received 23 calls when on-call, Squad B received 22 calls when on-call, and Squad C had 23 calls when on-call.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Tim Scammell the adoption of Chief Farrell's reports. **MOTION CARRIED.**

(iv) Finance Department:

Councillor Mike Pope presented the following update from the Finance Department.

2018 Budget

The 2018 Budget was presented and approved by Council on December 20, 2017. It has since been forwarded to the Province of New Brunswick's Department of Environment and Local Government for final signatures and approvals.

Utility Billing

The final utility billing for 2017 has been processed and completed. Invoice notifications have been distributed to the various property owners.

Year-End

Finance staff are busy completing the 2017 year-end entries and adjustments. This includes general ledger account reconciliations and all bank reconciliations.

2017 Audit

The auditors are scheduled to begin their audit for 2017 commencing on February 26, 2018. Staff are preparing the necessary documentation for the auditors' arrival.

MOVED BY Councillor Mike Pope and **seconded by** Deputy Mayor Alex Scholten the adoption of this report. **MOTION CARRIED.**

(v) Administration Department:

There was no report from the Administration Department.

► **MOVED BY** Deputy Mayor Alex Scholten and **seconded by** Councillor Mike Pope following resolution of Council:

Be It Resolved That the Council for the Village of New Maryland begin the necessary readings to enact By-Law Amendment No. 50-01-2018, an amendment to the Procedural By-Law.

Discussion:

Deputy Mayor Scholten explained that the Procedural by-law requires an amendment to accommodate the updates on various projects by the Mayor at Council meetings. He stated that the Procedural By-law regulates the agenda items and procedures for our formal Council meetings. The agenda currently does not accommodate the reporting format of the Mayor and therefore requires

revision. The CAO researched the procedure of various municipalities and presented that information to Council for review and discussion at the Council-In-Committee meeting of January 10, 2018. Council agreed to amend the Procedural by-law by removing the agenda item “Meetings/Special Events” and adding two new agenda items as “Mayor’s Comments” and “Comments by Members of Council”.

MOTION CARRIED.

► **MOVED BY** Deputy Mayor Alex Scholten and **seconded by** Councillor Gisèle McCaie-Burke following resolution of Council:

Be It Resolved That the Council for the Village of New Maryland, as per the recommendation of the Chief Administrative Officer, amend the Sick Leave and Statutory Holiday sections of the *Human Resources Policy Manual* as per the attached Policy Change Forms.

Discussion:

Deputy Mayor Scholten stated that a need was identified for revisions to the Sick Leave Section of the *Human Resources Policy Manual*. The proposed revisions were discussed with legal counsel in December 2017 and reviewed by Council during the Council-In-Committee meeting of January 10, 2018. There are two changes to the sick leave policy. The first change is to remove the reference to a timeframe in which the Chief Administrative Officer may request that an employee submit an *Attending Physician Statement* after three days of sick leave. The second change is to include a requirement for a back-to-work discussion with an immediate supervisor after three days of sick leave. There is also a proposed change to the section of the *Human Resources Policy Manual* regarding Statutory Holidays. The provincial government announced the introduction of a statutory holiday beginning in February 2018 to recognize New Brunswick Families. The holiday will be called “Family Day” and will be observed on the third Monday in February. Family Day has been designated as a paid public holiday and a prescribed day of rest. Our policy manual is being changed to include Family Day in our list of designated statutory holidays. **MOTION CARRIED.**

(vi) Age-Friendly Community Ad hoc Committee:

Councillor Gisèle McCaie-Burke presented an update from the Age-Friendly Community Ad hoc Committee.

- The committee has not met since the last Council meeting but will be meeting tomorrow morning at 10:00 am. The focus of the meeting will be the review of the results from the Age-Friendly survey which was completed in December 2017. Over the past few weeks, data from the survey has been compiled.
- A presentation of the results will be made to Council at the next Council-in-Committee meeting. There is a lot of information to review which includes comments from residents who completed the survey. Once the committee has completed the review and analysis of the survey data, it will be added to the interim report that was presented to Council before Christmas.
- The committee would like to hold a public meeting to present their findings and recommendations for actions stemming from the assessments, the forum, the focus groups and the survey which were all completed in 2017. It is anticipated that the presentation will be held sometime in the next few months.

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Deputy Mayor Alex Scholten the adoption of this report. **MOTION CARRIED.**

12. APPROVAL OF THE TREASURER'S REPORT

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Councillor Tim Scammell to approve the Treasurer's Report for the month of December 2017 as follows:

- from the General Operating account by cheques and direct payments **\$539,729.49** (*Five Hundred and Thirty-Nine Thousand Seven Hundred and Twenty-Nine Dollars and Forty-Nine Cents*);
- from the Water & Sewer Operating account **\$14,955.92** (*Fourteen Thousand, Nine Hundred and Fifty-Five Dollars and Ninety-Two Cents*);
- from the General Capital account **\$36,445.27** (*Thirty-Six Thousand, Four Hundred and Forty-Five Dollars and Twenty-Seven Cents*); and
- from the Water & Sewer Capital account **\$918,129.20** (*Nine Hundred and Eighteen Thousand, One Hundred and Twenty-Nine Dollars and Twenty Cents*).

Discussion:

Councillor McCaie-Burke noted that the adoption of the Treasurer's monthly report fulfills a municipal requirement under provincial legislation. **MOTION CARRIED.**

13. PUBLIC INPUT / INQUIRIES

There were no members of the public present at the meeting to provide input or make inquiries.

14. NEW BUSINESS

(i) *First and Second Readings of By-Law Amendment No. 50-01-2018*

► **MOVED BY** Deputy Mayor Alex Scholten and **seconded by** Councillor Gisèle McCaie-Burke to read By-Law Amendment No. 50-01-2018, an amendment to the Procedural By-Law, for the first time, this reading by title only. **MOTION CARRIED.**

Deputy Mayor Scholten read By-law Amendment No. 50-01-2018 for the first time by title only.

► **MOVED BY** Deputy Mayor Alex Scholten and **seconded by** Councillor Mike Pope to read By-Law Amendment No. 50-01-2018, an amendment to the Procedural By-Law, for the second time, this reading by title only. **MOTION CARRIED.**

Deputy Mayor Scholten read By-law Amendment No. 50-01-2018 for the second time by title only.

15. DATE, TIME AND LOCATION OF NEXT MEETING

The next regular session of Council is scheduled for Wednesday, 21 February 2018 at 7:30 pm in Council Chamber.

16. MOTION FOR ADJOURNMENT

MOVED BY Councillor Paul LeBlanc and **seconded by** Councillor Gisèle McCaie-Burke to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 7:57 pm.

Respectfully submitted,

Karen Taylor
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor