



Village of New Maryland 2011 Annual Report



Table of Contents

Mayor’s Introduction	2
Planning & Advisory Committee	3
Human Resources & Administration Committee	5
Recreation & Leisure Services Committee	7
Transportation & Protective Services Committee	10
New Maryland Fire Department	12
Emergency Response Plan Committee	13
Water & Wastewater Committee	15
Finance Committee	17
Mayor’s Closing Remarks	19

Mayor's Introduction

Mayor Frank Dunn

Welcome to the Village of New Maryland's 2011 Annual Report. I would like to begin this report by taking the opportunity to thank all the residents of New Maryland for the privilege and honor of serving as your Mayor for the past eleven years. Although I've said it before, I owe a special thanks to my colleagues on Council for their continuing loyalty, dedication, and spirit of commitment in carrying out their duties as your elected representatives. To our staff, I appreciate and thank you for your continuous support. You each play a very important role in the administrative affairs of our Village. Your professionalism and dedication helps ensure the successful completion of the goals and objectives identified by the elected representatives. I'd also like to express my gratitude to the committee members and volunteers who generously and enthusiastically donate their time for the betterment of our community.

I am pleased to highlight a few of the accomplishments we have achieved through teamwork and a collaborative effort. Following are some of the achievements that took place in the year 2011: (1) the official opening of the Village Water Tower Reservoir; (2) the completion of the resurfacing program on our streets located in the Village subdivisions; (3) the preparations of conception plans and design work by GENIVAR Inc. for the former Forbes property; and (4) completion of upgrades to our municipal water distribution system.

Throughout this report, the Chairperson of each committee will elaborate on these achievements, as well as highlight the successful completion of other goals and milestones.

Frank Dunn, Mayor



Planning & Advisory Committee

K. Bradford Marshall, Chair

Rob Pero, Development Officer/Building Inspector

The Village of New Maryland Planning Advisory Committee (PAC) is responsible for advising Council on matters relating to land use planning and development. The PAC reviews and makes recommendations and approvals on development proposals and applications for amendments to the Municipal Plan and Zoning By-law, subdivision applications, temporary use permits and variances. The Committee also contributes to exercises relating to long-range planning which assists Council and staff in managing growth in a manner consistent with the Municipal Plan By-law and Zoning By-law standards.

The PAC had another very busy year in 2011. Over the course of the ten regular meetings, two special meetings, and one meeting in a sub-committee capacity, a variety of items were reviewed. Activity highlights are detailed below.

Variances: A total of 11 applications were reviewed by the Committee in consideration of a variety of requested minor variances to Zoning By-law requirements for:

- (a) front yard and side yard setbacks,
- (b) maximum area and building height for an accessory building,
- (c) swimming pool location requirements,
- (d) residential driveway accesses and permitted widths,
- (e) internal illumination of commercial signage, and
- (f) minimum lot area requirements.

Based on the merits of each individual situation, all but one requested variance was approved. The one application for variance that was denied was in relation to the proposed location of a swimming pool relative to the side property line of a property. The applicant subsequently filed an appeal with the New Brunswick Planning and Assessment Appeal Board. The appeal was ultimately dismissed by the Board, thereby validating the manner in which the PAC administered the file and rendered its decision.

Temporary Use and Similar Use Approvals: Two separate applications for temporary use permits were received and approved to permit the retail sale of seasonal flowers, and to conduct a Gospel Tent Meeting at a location along the New Maryland Highway.

Subdivision Plans: The Committee also reviewed and forwarded comments and suggestions to Council with respect to a tentative subdivision plan and land dedication alternatives in relation to four separate proposals. One proposal in relation to the proposed subdivision of a property along a common wall between two residential dwelling units was ultimately withdrawn. Another similar application was resolved among adjacent landowners to render unnecessary the need for a variance to the minimum lot frontage requirements stated in the Zoning By-law. The two other applications were in relation to proposed multi-lot residential developments. The evaluation of these two respective files by the Village Administration and Committees of Council are on-going.

Re-Zoning: Recommendations were also forwarded to Council in regard to an application to re-zone a residential property along the New Maryland Highway to the Community Commercial zoning designation. The re-zoning application was ultimately approved by Council via the legislated public review process mandated under the New Brunswick Community Planning Act.

Building Permits and Development: With respect to building activity in the Village in 2011, there were two new home starts, and a total of 196 building permits were issued with a total estimated value of construction adding up to \$2,827,698. The year-end totals marked an increase of five permits compared to 2010, when 191 building permits were issued with a value of \$2,651,802. Approximately half of the value of construction completed in 2011 was in relation to home renovation projects comprising of an estimated value of 1.25 million dollars, showing a slight increase in comparison to the 1.13 million dollars recorded in this category in 2010. Despite the economic trend in recent years, building and renovation activity in the Village has maintained relatively consistent levels over the past three years. Revenue in the order of \$17,663 was generated through the issuance of building permits in 2011.

The Planning Advisory Committee continues to be served by very dedicated and experienced members of our community. The members are Chairperson Brad Marshall, Vice-Chairperson Deputy Mayor Judy Wilson-Shee, Debbie Connors, Stephen Conn, Phil Hersey and Sam McEwan. Lisa Steeves and Rob Pero provide supporting roles as Recording Secretary and Development Officer, respectively. The Committee is looking forward to another dynamic year with respect to planning and development initiatives to be brought forth in 2012.

K. Bradford Marshall, Chairperson

Rob Pero, Development Officer/Building Inspector
Planning Advisory Committee

Human Resources & Administration Committee

Councillor Gisèle McCaie-Burke, Chair

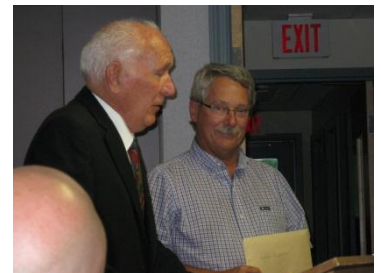
The Human Resources & Administration Committee is an internal committee that provides advice and guidance to our Chief Administrative Officer (CAO) in the absence of a human resources department. As well, we provide recommendations to Council on matters of administrative policy and procedure. I serve as chairperson of the committee, along with committee members: Public Works Supervisor Rockland Miller, CAO Cynthia Geldart and ex-officio, Mayor Frank Dunn. The committee meets on a regular or as-needed basis.

The committee met eight times and worked on a number of projects in 2011. A few of the highlights of our year are detailed below.

- We began the year with the collection of data for drafting a policy to outline the composition and mandate of the Standing Committees of Council.
- The committee oversaw a number of amendments to the Human Resources Policy Manual and promoted training opportunities for staff members. There are a number of provincially mandated topics that impact our staff, such as new accounting regulations and new legislation. Our staff works diligently to ensure they are current on all topics, and well trained to provide municipal services to our residents in a professional and economic manner.
- Performance evaluations were completed with staff twice this year. Mid-year performance evaluations are extremely beneficial as they provide a benchmark for the year-end reviews regarding changes that were to be made or issues that were to be addressed. Also, we saw the introduction of a supervisor evaluation form. This has helped the supervisors get a feel for what their staff thinks of their work and provides the CAO with insight when evaluating the supervisors.
- We continued to invest in our staff. The committee continued its promotion in having a positive and productive workplace. Several staff events were held to promote employee wellness, maintenance of a healthy life, work balance and team work. Also, our CAO continued to host monthly meetings with department heads and staff.
- In an effort to address a shortage of office space for current and future staff needs, the Village started work on our office expansion in September. An architectural consulting firm was hired to design and oversee the municipal office building expansion. Council had reserved funds for this project for the last four years in order to minimize cost impact in the 2011 budget.
- A salary review process was completed to ensure that the Village has an accurate salary compensation scale in line with the local competitive market.
- We also saw the creation of a full-time position in the Village, to commence in 2012, for an Assistant Building Inspector/Development Officer. The hiring of the new position is a matter of good management and an accurate forecast of required resources.



Staff get together for a summer outing



Mayor Frank Dunn and Councillor Paul LeBlanc recognized for their 20 years of service at the August 2011 Council meeting

- We were extremely pleased in December to recognize staff members for their years of service. Lisa Steeves and Nancy St Croix received their 5-year service pins, while Fire Chief Harry Farrell received his 10-year service pin. Also, special honors went to three Council members for their dedication to our community as members of Council: Mayor Frank Dunn and Councillor Paul LeBlanc received their 20-year service pins, and Councillor Scott Sparks received his 10-year service pin.
- Technology and communications are evolving at an ever-increasing rate. With this evolution comes a public appetite for more information, delivered in a convenient and timely manner. The committee continued to look at better ways to deliver Village news and information to residents and stakeholders. For example, residents and local businesses were encouraged to register for the Village's electronic notification. Work is also underway for media training to help ensure that the Village is better able to respond to inquiries, and to promote community stories of interest.
- Our second annual Christmas Networking Event was held at the end of November with success. This event is an open house for all Village business owners, former Council members, contractors and suppliers, consulting firms, and others. We hope the event will continue to grow each year.
- The Village's Strategic Plan, which was adopted by Council in April 2010, was implemented in an effort to set spending priorities for four years. The committee has worked diligently to ensure that all committees adhere to Council's directives in the Strategic Plan and are key in making those goals a reality.
- The Human Resources and Administration Committee oversees the General Government portion of the Village's municipal budget, and we were pleased to accomplish our goals with only a slight increase within our approved financial guidelines.
- In lieu of donating a sum of money from the Village budget to support the expansion of Fredericton's new YMCA, a successful fundraising event was held in New Maryland late in the fall. This event would not have been possible without the help of Council, Village staff, the Village fire department, the New Maryland Lions Club, local businesses and the public.
- The committee is currently developing a standardized format for department heads to use when submitting capital and non-capital funding requests. The format will ensure that the necessary details are provided to help make the decision process as efficient as possible.

In closing, I take this opportunity to commend our dedicated staff and my colleagues on Council for their continued support in matters pertaining to Human Resources and Administration. Our community benefits each day from the dedication shown by our staff, who are committed to providing residents with the most professional, trained and efficient services possible.

Councillor Gisèle McCaie-Burke

Chairperson
Human Resources & Administration Committee



Councillor Gisèle McCaie-Burke organized the YMCA fundraiser, attended by baseball legend Matt Stairs in November 2011



Village Office expansion project



Staff enjoy Fruit Smoothies as part of Wellness Week activities

Recreation & Leisure Services Committee

Councillor J. Scott Sparks, Chair

The year 2011 was another busy and productive year for the Recreation & Leisure Services Committee as we continue to improve upon the recreational services we offer to our residents.

The Committee is composed of Councillor Scott Sparks, the Committee Chair and Councillor Tim Scammell, the Vice-Chair. The assigned Village staff included Natalie Reid, Recreation Coordinator and Chris Gallant, Recreation Programmer. The following residents are current members: Steve Nicoll, Michelle Sawler, Peter Wiggins and Karla Faig. Christine Smith, Paula Pickard, and Alex Scholten resigned from the Committee in the early spring.



Mayor Frank Dunn and Councillor Sparks

Through the support and direction of the Committee, the Recreation & Leisure Services Department was pleased to offer the following annual events: Winter Carnival, hosted in February; the summer day camp and various summer programs hosted from early July to the end of August; the 20th Annual New Maryland Day Celebrations; the Epsilon Golden Games, Summer Concert Series, and Movie Madness throughout the months of July and August; the Strawberry Social in July; our Community Corn Boil and Blueberry Social, both hosted in August; the Pumpkin Carving Event and our Annual Halloween Party with a Haunted Hike in October; the Remembrance Day Service on November 11th; and the Wreath Making Seminar and Tree Lighting Ceremony & Candle Light Walk, taking place in December. Two family Community Skates were also held, one in January and another during March Break.

News, Events and/or Accomplishments:

- Chris Gallant filled the vacant Recreation Programmer position in early March. We wish Chris the best with his new employment opportunity that he accepted in December with Recreation New Brunswick and thank him for his efforts and time with the Village.
- The 20th Anniversary of the Village's incorporation, New Maryland Day, was a big splash this year with the addition of fireworks, the planting of a commemorative tree, an International Trails Day scavenger hunt/walk, the design of a commemorative 20th Anniversary pin, as well as the design of a 20th commemorative Anniversary flower bed. Special thanks to all of our sponsors and event volunteers.
- "Movie Madness", a free, weekly outdoor movie event, was held at Victoria Park during the months of July and August. Special thanks to our local sponsors.
- The ever popular and informative "in motion" bi-annual Recreation & Leisure Program Guide was printed in full color this year thanks to the sponsorship of local businesses.
- The "Beat the Stress of Winter: Wellness Series" was held again this year after a successful start in 2010. This year's sessions focused on physical activity, healthy eating/nutrition, and wellness.

- The department took on the task of developing a Trails and Bikeways Master Plan this year. A consultant was hired and public consultation was sought. The goal of developing a Trails and Bikeways Master Plan is to enhance the existing trail network through the addition of trails and active transportation infrastructure. The plan's focus is to create a network of interconnected accessible routes throughout the Village by various human powered forms of travel and recreation. The project will wrap up in the spring of 2012.
- A new and exciting initiative that was executed this summer was the painting of "inspirational messages" on the sidewalk located along the New Maryland Highway. Special thanks to Tracy Glassford and Tidal Impact for making this initiative possible.
- The department focused on offering more recreational activities for the teen and senior populations this year. Excursions for teens included a day-trip to Crabbe Mountain, and a day-trip to Grand Falls to complete the zip-zag course, along with a pre-teen and teen video dance. Offerings for the seniors included a day-trip to Kings Landing and support to the PNM Zoomers in formalizing a Senior's Centre. Look for more new teen and senior events in the coming year.
- Summer Day Camps and youth programs continue to be a hit! This year an extra week of programming was added and each week of camp was at capacity. Special thanks to the summer day camp staff for their efforts and care.
- NB Merit Day Awards were presented to: Pat Cabatu, Dana Demmings, and Roland and Carol Cyr.
- The 1st New Maryland Cub Scouts built and donated two benches for use at Victoria Park.
- Special thanks are extended to James Douglas, proprietor of Early Market Farms, for donating the corn for the Corn Boil, as well as the local businesses that sponsored the Movie Madness, New Maryland Day and the bi-annual "in motion" program guides.
- We would like to congratulate all of our athletes who excelled in their respective sport. The coaches and parents should also be complimented for their time and effort.

The Village of New Maryland is committed to promoting wellness and fitness for all of its residents through its recreation programs and by fostering partnerships and networking with community groups, individuals and other municipalities. Supporting the Fredericton YMCA is one good example of a successful partnership. The Village hosted a fundraising event to foster public awareness and support for the new YMCA facility. In addition to raising funds, wellness was promoted and local athletes were recognized for outstanding achievements in their respective sports. On hand were several well-known sport figures including baseball legend Matt Stairs, Olympic medal winner Marianne Limpert, Hockey legend Danny Grant and Paralympics medal winner, Hal Merrill.



Day Camp Field Trip to the Saint John Aquatic Centre

In closing, as Chair of the Recreation & Leisure Services Committee, I would like to thank my Vice-Chair, Councillor Tim Scammell, staff members (Natalie Reid, Chris Gallant, Kirk Billings, and seasonal staff), public representatives and volunteers for their contributions and valued input. It is a privilege to serve as the Chair for this committee.

Councillor J. Scott Sparks

Chairperson
Recreation and Leisure Services Committee



Councillor Scott Sparks and Mayor Frank Dunn, Sidewalk Inspirational Messages sponsored by "in motion"



Local sports figures attend the YMCA Fundraising event – baseball legend Matt Stairs, Paralympics medal winner Hal Merrill, Hockey legend Danny Grant and Olympic medal winner Marianne Limpert

Transportation & Protective Services Committee

Councillor Tim Scammell, Chair

The year of Planning, Safety, Storm Watching and becoming Greener

After several years of aggressive construction and rebuilding of the Village streets, the committee took a step back to review what has been accomplished. Careful planning is imperative for future developments within the Village, with past experience as one of the greatest educational tools.

We decided that it was time to review our pedestrian traffic routes. A five-year plan has been developed for the construction of new sidewalks in the areas surrounding New Maryland Elementary School in the Pine Ridge Estates and Applewood Acres subdivisions. The Transportation Committee is also working with the Recreation and Leisure Services Committee to develop new pedestrian pathways via sidewalks, pathways and trails to commute residents and visitors within the Village of New Maryland.

Climate change has become a topic of concern for the committee as recent rainfall events have become a challenge for the Village's storm water collection system. Studies are underway to determine possible improvements or alterations to properly address increasing rainfall events.

The Village of New Maryland remains committed to being a green municipality and to the three R's - reduce, reuse and recycle. We want to divert as much as we can away from the landfills. In the past year we have stopped collecting grass clippings and asked residents to compost the clippings instead. Everyone needs to take part in recycling to make it successful. We thank you for your continued support and look forward to ongoing improvements of these programs.

To help maintain and improve the beauty and cleanliness of our Village we have strategically placed refuse containers throughout the Village and more will be placed in 2012. We have also installed baggie stations throughout the Village for the convenience of pet owners in picking up after their pets.

Safety is a priority for the committee, and we are continuously looking for ways to control vehicle speeds in the Village by investigating various traffic control devices.

To date, the best solution has been working with the RCMP and providing them with data collected from our traffic monitoring devices for their follow-up.

Our staff continues to carry out various maintenance projects in the municipality such as crack sealing, snow removal, landscaping, ditching, and culvert repair and/or replacement.

A new three-year contract has been awarded for snow removal and ice control on Village streets.

Would you like to become a member of the Transportation committee? If you have a background or an interest in public works issues and could volunteer one night of your time each month, please contact the Village office. Your input and participation is highly valued.

In closing, I would like to take this opportunity to thank the committee Vice-chair, Councillor Scott Sparks, staff members and especially resident volunteers for their commitment and valued insight towards the improvement of our Village.

If you have any questions or comments, I can be reached by calling the Village office.

Take care,

Councillor Tim Scammell, PTech

Chairperson
Transportation and Protective Services Committee



Mayor Frank Dunn presented Kurt Ferworn with a gift as Kurt retires from the Transportation & Protective Services Committee after 15 years of dedicated service.



The work on Baker Brook Court, including upgrades to the sanitary, storm and water systems, as well as curbing and asphalt paving were completed.

New Maryland Fire Department

Harry Farrell, Fire Chief

The New Maryland Fire Department consists of 22 volunteers and a full-time Fire Chief. The department responded to a total of 65 calls during 2011. Of those calls, 34 were in the Village and the remaining were calls in our coverage area of Beaverdam, Charters Settlement, and Nasonworth, and Mutual Aid calls to other departments.

The different types of calls for service included three chimney fires, three vehicle fires, two electrical fires, two brush and grass fires, fourteen fire alarms, ten power lines or pole fires, five medical assistances, nine vehicle accidents, two carbon monoxide alarms, and three miscellaneous calls. The department responded to twelve Mutual Aid calls, which consisted of seven structures fires, one vehicle fire, two brush and grass fires, and two vehicle accidents. A total of 738 man-hours were spent responding to calls in 2011.

Our volunteer firefighters train continuously throughout the year to maintain a high level of preparedness and professional firefighting capabilities. They devoted over 130 hours in 2011 to training, which consisted of training sessions every Thursday evening for 40 weeks, plus additional training that was held on weekends. In addition to their regular fire training, the entire department participated in the Basic Emergency Preparedness course offered by NB EMO.

The Fire Department continues to assist with a number of social functions in the Village. During 2011 we participated in New Maryland Days festivities, hosted two child car-seat clinics, participated in a New Maryland Elementary School fund raising event and the Remembrance Day Service, assisted the Lions Club with their annual Food and Toy Drive, held an Open House at the Fire Station during Fire Prevention Week, and participated in various other functions within the Village.

Members of the New Maryland Fire Department include: Chief Harry Farrell; Captains - David French, Robert Gallant, and Robert Miller; Lieutenants - Steve Killam, Stephen McLean, and Robert Schnarr; Firefighters - Lorne Dalton, David Doherty, Robert Gaudet, Kevin Harris, Michael Lavigne, Paul McAdam, Ellen Morris, Bradley Richardson, Dennis Walsh, Greg WeyRich, Matthew Linton, Joshua English, Kyle McLean, Scott Coy, Kevin Kaye, and Jacob Andrews.

Chief Harry Farrell

New Maryland Fire Department

Emergency Response Plan Committee

Councillor Gisèle McCaie-Burke, Chair

During 2011, there were a few changes to the membership of the Emergency Response Plan Committee. Mickie Bowman assumed the Public Information Officer lead role, replacing interim lead Jim McAnany; Cst. Gerry Lawless, representing the RCMP, replaced Cst. Melanie Cambia; and Curtis MacIntyre from Ambulance NB replaced Kevin McGraw. Also, new to the committee is a representative from Horizon Health, Debbie Giffin. I continued as Chair while Cynthia Geldart, Chief Administrative Officer (CAO) remained as Vice-Chair.

The Emergency Response Plan Committee was extremely active during 2011. The committee met ten times in 2011 in an effort to ensure our Village is well prepared should a natural or man-made disaster occur in our community.

A number of significant projects and/or activities are highlighted below.

- The committee continued its work in implementing most of the initiatives outlined in the “Five-Year Master Plan” (adopted by Council in July 2010). The Plan was drafted to identify and prioritize activities for the next five years.
- On-going education and cross-training for committee members, staff, volunteer firefighters, and Council was one of the top priorities for the committee. A total of nine training events were held, including the Basic Emergency Management Course and the Emergency Operating Centre Management Course, sponsored by the NB Emergency Measure Organization (NB EMO); as well as training sessions provided by the Canadian Red Cross, Incident Command System (ICS 402) and the Sentinel System. The Sentinel System is a web-based program that allows for the tracking of significant events, asset management, communication with other agencies, reporting and integrated mapping. The committee was also pleased to have a committee member attend, as a delegate, the National Disaster Conference held in Halifax, NS in June 2011.
- In-house practice of skills was increased from past years, such as practicing the set up of the Emergency Operating Centre, holding a tabletop exercise, and several mini tabletop exercises with various examples of disaster scenarios.
- The committee ensured the Emergency Response Plan was kept updated.
- An inventory was performed regarding the availability of equipment, supplies, and/or resources.
- Funding sources were accessed to obtain some of the required resources. Funding to purchase the Sentinel System was received from JEPP (Joint Emergency Preparedness Program) and the New Maryland Community Support Group. The committee also received a donated 40-inch flat-screen television from the Fredericton Co-Op, which will be located in the Emergency Operation Centre.
- Plans have commenced for the rotation of the EOC Director.
- Communication was enhanced with various volunteer agencies.



Staff and ERP committee members participated in training for the new Sentinel System.

- The committee has entered into negotiations with Faith Baptist Church for the implementation of an Alert Program for seniors in New Maryland.
- The Pandemic sub-committee continued to take more of an observational and monitoring role in 2011 since the province has taken a lead role with the H1N1 flu and other types of influenza viruses.

As chair of the Emergency Response Plan Committee, I am happy to take this opportunity to acknowledge the commitment and dedication of the members of the committee and the Pandemic Preparedness sub-committee. The committee consists of a number of individuals representing organizations which will be key “first responders” in the event of any emergency situation affecting New Maryland residents. Members include representatives from the New Maryland Fire Department, RCMP, Fredericton Amateur Radio Club, York-Sunbury Search & Rescue, the Canadian Red Cross, Ambulance NB, School District 18, Faith Baptist Church, and Horizon Health, as well as private citizens and Village staff, all who provide their hard work, advice and support for our emergency planning.

Residents should feel confident and secure in the knowledge that these dedicated individuals are contributing to the preservation, safety, and well-being of our community and because of this, these individuals deserve our recognition and gratitude. It was an honour to chair the Emergency Response Plan Committee in 2011 and I look forward to continued progress and challenges in 2012.

Committee Members in 2011:

Volunteers: Pat Seaman, Tom Hanley, Sandy Craft, Sterling Carpenter, Arthur Gunn, Al Thurber, Sgt. Jim McAnany, Cst Melanie Cambia, Cst. Gerry Lawless, Kenn Hong, Stephen Moore, Dominic Richard, Kevin McGraw, Curtis MacIntyre, David Wiesel, Karen Johnston, Wanda Bauer, Pastor Larry Mathews, Mickie Bowman and Debbie Giffin.

Staff: Cynthia Geldart, CAO; Karen Duncan, Assistant Clerk; Fire Chief Harry Farrell; Rockland Miller, PW Supervisor; Rob Pero, Building Inspector/Development Officer; and Bill McBride, PW Utilities Operator.

Councillor Gisèle McCaie-Burke

Chairperson
Emergency Response Plan Committee



Sterling Carpenter hands over the lead role of Emergency Operations Centre Director to Dominic Richard.

Water & Wastewater Committee

Councillor Paul LeBlanc, Chair

Welcome to the Water & Wastewater Committee's section of the annual report. I am pleased to share with you some of the highlights of 2011.

This year saw the completion of our Water Tower Project. There were only a few minor deficiencies remaining to complete in 2011 and we are pleased to see the new reservoir and expanded system in operation. A grand opening of the tower was celebrated in October with both MP Keith Ashfield and MLA Jack Carr in attendance. I'd like to take this opportunity to thank the provincial and federal levels of government for their funding support for the project.

The completion of the tower allowed us to focus our work during 2011 on bringing a new municipal water source into the existing system. A production well has been located and our intent is to move forward and add that source into our current water supply system. Due to the financial contribution from the province regarding our Deficiency List, and with the Gas Tax Program funding, we should be able to bring the new well into our current system without borrowing any funds to undertake the project.

The completion of the water tower project also allowed us to decommission the Gravenstein Reservoir and modify that property to green space.

The Village has received a number of development inquiries during the year, which require the input and approval of the Water & Wastewater committee. A great deal of time has been spent on assessing our water source supply and capacity of our sanitary systems. A number of factors have been investigated, including the capacity of the Applewood Acres Lagoon system, the capacity of the Wastewater Treatment Plant, and access to both systems. We will continue to focus our attention in this area to ensure we are properly prepared for development in our municipality.

Our public works staff was also kept busy this year with the asset inventory required for the new provincial accounting regulations, commonly known within local governments as PSAB requirements. The asset inventory entails providing a detailed list of all pipes and their sizes, equipment, etc. for the entire municipality and required a great deal of research.

As usual, the committee was kept busy with the regular order of our business, including flushing of the systems, requests for services, by-law amendments, etc.



Grand Opening of the new Water Tower. Councillor Tim Scammell, MLA Jack Carr, Fire Chief Harry Farrell, Deputy Mayor Judy Wilson-Shee, Minister Keith Ashfield, Mayor Frank Dunn, Councillor Gisèle McCaie-Burke, and Cst. Gerry Lawless. The 3 fire fighters in the front row are Dennis Walsh, Rob Schnarr and Kevin Harris.

Our committee consists of a number of dedicated volunteers, including Mark Hymers, Bob Landine and Bill O'Donnell. My vice-chair of the committee is Councillor Gisèle McCaie-Burke, and Mayor Frank Dunn also continues to sit on this committee along with the following staff members – Rockland Miller, PW Supervisor, Bill McBride, PW Operations Technician, Lisa Steeves, Administrative Clerk, and Cynthia Geldart, CAO. I'd like to thank everyone for their commitment and dedication to the Water & Wastewater Committee and our community.

Councillor Paul LeBlanc

Chairperson
Water & Wastewater Committee



Gravenstein Reservoir Decommission and Demolition project



The Wastewater Treatment Plant lagoon system



Staff working on maintenance of the new hydrant system

Finance Committee

Deputy Mayor Judy Wilson-Shee, Chair

The Finance Committee meets on the second Wednesday of the month at 7:00 pm in Council Chambers. While construction was taking place at the municipal building our meetings were held either at the New Maryland Centre or the Fire Hall. Hopefully early in the new year the monthly meetings will resume in Council Chambers. In September the committee members agreed to start the meetings at 6:00pm instead of 7:00pm in order to accommodate a staff member.

The committee consists of two staff members - Village Treasurer Joan Chandra and Finance Clerk Terri Parker; two members of Council - Deputy Mayor Judy Wilson-Shee as Chair and Councillor Paul LeBlanc as Vice-Chair; and two residents – Mr. Sean Kinney and Mr. Ron Naugler.

We held 12 monthly meetings, holding two meetings in the month of January and cancelling our July meeting. The Finance Committee reviews and discusses in depth the financial operating reports and the collection reports on a monthly basis.

A number of significant projects and/or highlights are listed below.

- In March, the committee plus Council and our CAO, Cynthia Geldart met with the auditors from Grant Thornton LLP for the presentation of the draft financial statements. Janice Leahy, one of our auditors and a Village resident, advised us that she resigned from Grant Thornton LLP to take the position of Deputy Auditor General for the Province of New Brunswick. Paul Martin, C.A. will be our new contact, along with Jane Gregg, C.A. We wish Janice all the best and look forward to working with Paul and Jane.
- In July a motion was passed to reappoint the accounting firm of Grant Thornton LLP to provide external audit services to the Village of New Maryland for a one-year period.
- In August the committee recommended an addition to our current financial institution. A motion was passed October 19th to appoint the brokerage firm of BMO Nesbitt Burns Inc. to provide investment services (GICs, T-Bills and other interest bearing instruments). The cashable GICs that we were holding locked in our funds after a one-year period. Nesbitt Burns Inc. has a GIC-type of account from which we can withdraw at any time after the first 30 days, and which offered better rates of return than our current bank. The account has two signing officers - one being the Mayor or the Chair of the Finance Committee and the other being the Treasurer or the Chief Administrative Officer (CAO).

The following steps were followed when discussing the 2012 budget preparation process:

- (1) in August the Finance Committee discussed in detail the preliminary budget, which was prepared by the Treasurer using an increase of 3%, compared the figures with the 2011 budget and looked at the actual operating results to date;
- (2) the preliminary budget went to Council at the September CIC meeting, allowing Council to give staff further instructions;

- (3) department heads then prepared detailed budgets with input from their committees;
- (4) department heads presented their budgets to our Treasurer, Joan Chandra and our CAO, Cynthia Geldart;
- (5) the Finance Committee looked at the revised figures and made a recommendation to Council to accept the budget with some further consideration of capital items; and
- (6) the final budget figures went to Council for their consideration and adoption in December.

The Finance Department is dealing with the changes in the PSAB (Public Service Accounting Board) rules. The purpose of PSAB is to establish standards and guidance for financial reporting by Canadian entities in the public sector. By developing standards and other guidelines, confidence is enhanced in public sector reporting.

The Finance Department has also been involved in the development of a Tangible Capital Assets Policy and Procedures. The Treasurer attended a PSAB session hosted by the Union of Municipalities of New Brunswick.

Our Treasurer and Public Works Supervisor also attended a Shrinking Budgets and Growing Risk seminar.

At the formal Council meeting of December 21st, the 2012 General Operating, Utility and Capital Budgets were presented and adopted. The tax rate for 2012 was set at \$1.1758 per \$100 of assessment. It is the 3rd year in a row that Council did not increase the tax rate. Also, the water and sewer rates remained the same as they were for 2011.

In closing, as Chair of the Finance Committee, I would like to take this opportunity to thank staff, the Vice-Chair, and public representatives for their dedication and valued input.

Deputy Mayor Judy Wilson-Shee

Chairperson
Finance Committee

Mayor's Closing Remarks

Mayor Frank Dunn

This report has highlighted a number of important and successful projects completed throughout 2011. We've managed to accomplish all of this work while at the same time maintaining sound fiscal responsibility. I'd also like to note that we have adopted a 2012 Municipal Budget that resulted in no increases to the tax rate.

I will continue to work closely with our Council and promote our community. I will lobby hard to reinforce the need for support from both the Provincial and Federal levels of government.

In closing, I encourage you to browse through our website, where you will find information pertaining to Council and administrative functions. Our Council meetings are also open to the public and are held the third Wednesday of each month at 7:30 p.m. I invite and encourage residents to attend.

I wish you a safe and healthy year, and look forward to seeing you at our various social functions in 2012.

Sincerely,

Frank Dunn, Mayor