

**VILLAGE OF NEW MARYLAND
COUNCIL**

January 18, 2012

Present: Mayor Frank Dunn
Deputy Mayor Judy Wilson-Shee
Councillor Paul LeBlanc
Councillor Gisèle McCaie-Burke
Councillor Tim Scammell
Councillor Scott Sparks

Also Present: Cynthia Geldart, Chief Administrative Officer/Clerk
Karen Duncan, Assistant Clerk

1. **CALL TO ORDER**

Mayor Dunn called the meeting to order at 7:30 pm.

2. **APPROVAL OF THE AGENDA**

MOVED BY Deputy Mayor Wilson-Shee and **seconded by** Councillor Sparks to approve the agenda with the deletion of New Business item "Tentative Subdivision Plan – Motion to approve Pine Ridge Subdivision Phase 3".
MOTION CARRIED.

3. **APPROVAL OF THE MINUTES**

MOVED BY Deputy Mayor Wilson-Shee and **seconded by** Councillor Sparks to approve the minutes of the December 21, 2011 regular session of Council as distributed. **MOTION CARRIED.**

MOVED BY Councillor McCaie-Burke and **seconded by** Deputy Mayor Wilson-Shee to approve the minutes of the January 4, 2012 Special Session of Council as distributed. **MOTION CARRIED.**

4. **DISCLOSURE OF INTEREST**

No disclosures of interest were proclaimed.

5. **PRESENTATIONS**

No presentations were given.

6. **PROCLAMATIONS**

No proclamations were made.

7. **CORRESPONDENCE**

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

- a letter of thanks from Faith Baptist Church to Village staff for their recent donation toward their projects in Haiti;
- a letter from Atlantic WoodWORKS! containing information about their WoodFirst Resolution Kit;
- a letter from the Heart & Stroke Foundation of New Brunswick advising that February is Heart Month in New Brunswick; and
- an invitation from David Wiesel, President of the UNB Retired Employees Association, to attend an upcoming presentation "Senior's Agenda" by UNB President Emeritus Dr. John McLaughlin on January 26th in Tilley Hall at UNB.

8. MEETINGS AND/OR SPECIAL EVENTS

Mayor Dunn did not attend any meetings and/or special events since the last formal Council meeting.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Deputy Mayor Wilson-Shee reported that the Planning Advisory Committee met on January 9th with all committee members present.

- A letter will be forwarded to the developer of the conceptual subdivision plan 3D Acres, summarizing the comments from the respective committees and requesting further information.
- After a lengthy discussion of the tentative subdivision plan for Pine Ridge Subdivision Phase 3, the committee agreed to approve the tentative plan.
- The tentative subdivision plan for 22/24 MacIntosh Drive was discussed by the committee.
- The Building Permit report for December 2011 was presented. For the month of December a total of 5 permits were issued with an estimated construction value of \$61,430. A total of \$170 was collected in permit fees. For the year 2011, 196 permits were issued with an estimated construction value of \$2,827,698 and a total of \$17,663 was collected in permit fees. Our Building Inspector/Development Officer gave the committee a detailed report for the year which included a breakdown of the types of construction by category.
- The Building Inspector/Development officer advised the committee that he is working on writing the committee write-up for the Annual Report and will forward a draft to the committee for comments and suggestions.

MOVED BY Deputy Mayor Wilson-Shee and **seconded by** Councillor Scammell the adoption of this report.
MOTION CARRIED.

Human Resources & Administration Committee

Councillor McCaie-Burke reported that the Human Resources and Administration Committee met on January 11th with all committee members present.

- The webmaster was not able to attend the meeting as planned, but he will attend the February committee meeting.
- Work is still ongoing with the long service award.
- Our CAO and Building Inspector/Development Officer will meet this week to determine how to proceed with the hiring of the new Assistant Building Inspector/Development Officer. A variety of advertising suggestions were provided.
- The committee will ask Council for their suggestions about how the current Village website can be improved. These suggestions will be shared with the webmaster at the committee meeting next month.
- Our CAO is organizing a team building event for staff and a 'lunch and learn' session is being planned.
- Committee reports for the Annual Report are due by the end of January.
- The purchasing section of the Procedural By-law was reviewed by the committee in relation to the requirement for business case guidelines. The committee agreed that no changes to the by-law was required at this time, but the committee felt that all Capital requests submitted for Council to review should be accompanied by a detailed explanation that will justify the purchase. The committee also felt that department heads should attend meetings of Council in which Capital requests will be reviewed.
- Our CAO presented a draft of the committee mandate. The information was compiled from the Procedural By-law, data from the Village website, and information from other municipalities. The report will be discussed in detail with Council at the next C-I-C meeting.
- Following the recent loss of the municipal building in Rogersville, many municipalities have offered support and equipment to them and the committee questioned how we can provide assistance. The committee agreed that we should wait and see if anything specific is needed. Mayor Dunn and our CAO will contact the Mayor and CAO of Rogersville and offer our support.
- The next committee meeting is scheduled for February 8, 2012.

MOVED BY Councillor McCaie-Burke and **seconded by** Councillor Sparks the adoption of this report.
MOTION CARRIED.

Recreation and Leisure Services Committee

Councillor Sparks reported that the Recreation and Leisure Services Committee has not met since the last Council meeting. The next meeting is scheduled for January 30th.

Transportation and Protective Services Committee

Councillor Scammell reported that the Transportation Committee met on January 11th with all but one committee members present.

- The Statement of Expenditures to the end of November 2011 was examined. No items of concern were noted.
- Councillor Scammell advised the committee that the amendments to Schedules B and C of the Parking by-law were passed by a resolution of Council at the December Council meeting.
- The request made by our Public Works Supervisor for the purchase of a one tonne four-wheel drive truck was approved by Council. Tender documents are being prepared.
- The committee was informed that Opus International will be attending the committee meeting next month to discuss the Stormwater Attenuation Pond Study with the committee, Council, our CAO and Treasurer.
- Public Works staff reported that Council has approved additional funds for sidewalk construction which will be added to the amount that was not spent on sidewalks last year. Some sidewalks will require engineering which will be addressed by Opus. The tenders should be issued by spring.
- Councillor Scammell iterated his desire that the tenders for this year's Transportation projects are ready and issued as soon as possible so that contracts can be awarded prior to the construction season.
- The November and December 2011 Fire Department reports were distributed to the committee for review.
- The Transportation Reports for November and December 2011 were also circulated to the committee for review.
- Public Works staff informed the committee that eight garbage cans have been donated to the Village and will be placed at various locations along the highway. Previously, the New Maryland Community Support Group had offered to research funding for the purchase of the garbage cans but now due to this generous donation, their assistance is no longer required. The committee expressed their gratitude to the New Maryland Community Support Group for their kind offer and efforts.
- The Centennial Heights ditching project is nearing completion.
- The November and December 2011 Animal Control Reports were circulated to the committee before the meeting. No items of concern were noted.
- The approved 2012 Transportation budget figures were sent to the committee for review.
- One quote has been received for the purchase of additional recycling bins. Staff has been asked to research further quotes and options.

MOVED BY Councillor Scammell and **seconded by** Councillor Sparks the adoption of this report.

- Deputy Mayor Wilson-Shee reminded Council that the Finance Committee meets on the same night as the Transportation Committee, so in order for members of Council and our Treasurer to be available to attend the February 8th Transportation Committee meeting, the Finance Committee meeting will need to be rescheduled. Cynthia Geldart said she would remind the Treasurer to reschedule the February Finance Committee meeting.

MOTION CARRIED.

Fire Dept. Annual Report

Chief Farrell presented the 2011 Annual Fire Department Report. For the year 2011, a total of 65 calls for service were received as follows: 34 were in the Village, 3 were in Beaverdam, 11 were in Nasonworth, 5 were in Charters Settlement, and 12 were mutual aid calls. The total number of calls increased in 2011 from the number received in 2010 (58). Last year, a total of 624 man hours was spent by the volunteer firefighters responding to calls.

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

- Mayor Dunn thanked Chief Farrell on behalf of Council, Staff and the residents of New Maryland for another successful year. He also expressed his appreciation for the assistance the fire department provides with the Annual Food and Toy Drive, various Village events, and the overall service that he and his firefighters provide to the community.

MOTION CARRIED.

► **MOVED BY** Councillor Scammell and **seconded by** Councillor Sparks the following resolution of Council:
BE IT RESOLVED that the Council for the Village of New Maryland hereby approves the Agreement between the Village of New Maryland and the City of Fredericton for the provision of fire dispatch services for the Village's fire department for a term of ten (10) years, beginning 01 January 2012 and ending 31 December 2021; and authorizes the Mayor and Village Clerk to execute the Agreement and such other legal documents as required to facilitate this Resolution.

Discussion:

- Chief Farrell explained that dispatch costs for this new contract have increased somewhat over the previous 10-year contract, which expired in 2011. He added that the service received has been excellent.

MOTION CARRIED.

Emergency Response Plan Committee

Councillor McCaie-Burke reported that the Emergency Response Plan Committee met on January 17th with 10 committee members and 5 staff members present.

- The committee briefly reviewed the 2012 budget figures that were approved by Council.
- The final draft of the MOU for the ALERT program was reviewed by the committee. The document will be reviewed by Council at the next C-I-C meeting. The committee intends to promote the program to New Maryland residents at a public presentation that will be set at a later time.
- A report was received from the sub-committee that was given the task to draft a policy that will deal with power outages.
- The committee received a progress report from the sub-committee that is working on drafting standard operating procedures for activating the Emergency Operations Centre.
- The committee reviewed a first draft of the committee write-up for the 2011 Annual Report. Committee members have been asked to provide feedback for improvements. In 2011, the committee members participated in a great deal of education and cross training. The committee was also able to obtain equipment and supplies for the Emergency Operations Centre. In 2012, the committee will focus on strengthening our public information services related to emergency preparedness. This will be achieved through the implementation of two projects this year (the Sentinel System and the ALERT Program) and through further training of our staff. This coming weekend (January 28 & 29), 9 committee members will be taking an Emergency Public Information course. Strengthening relationships with other organizations and agencies is another goal of the committee in 2012. In-house practice of skills such as opening the EOC and holding small tabletop exercises on a regular basis at the monthly committee meeting will also be the focus of the committee this year.
- The committee was notified that Greg MacCallum has been appointed as Director of Public Safety, NB EMO, effective November 28, 2011. He replaces Andrew Morton who retired last fall after 23 years of service.
- The committee received an update regarding the Sentinel System. The CAO, Councillor McCaie-Burke, the Fire Chief, and the Assistant Clerk met earlier this week to discuss the implementation of the system. It was decided that Karen Duncan, Assistant Clerk, will be the lead person for the Sentinel System project. The decision of which staff member will be responsible for inputting the data into the system still needs to be made as it will be a very big undertaking. The decision of who will have access to the information stored in the system and the level to which each person will have access still needs to be made. The presentation of this program will be done publicly in the near future, hopefully in conjunction with the promotion of the ALERT Program. The intention is to have the system fully operational by the fall of 2012.
- Sterling Carpenter has stepped down as the EOC Director, and the committee made the recommendation for Council to approve the appointment of Dominic Richard as the new EOC director. This motion will be brought forward at tonight's Council meeting. The committee expressed their gratitude to Sterling for his many years of service to the committee as a member as well as EOC Director. Sterling has agreed to take on the role of alternate EOC Director.
- The next committee meeting will be held on February 21st.

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

- Mayor Dunn thanked Sterling Carpenter, on behalf Council and staff, for his years of dedicated service to the committee and the residents of New Maryland. He expressed his pleasure that Sterling has agreed to accept the role of alternate EOC Director. **MOTION CARRIED.**

► **MOVED BY** Councillor McCaie-Burke and **seconded by** Deputy Mayor Wilson-Shee the following resolution of Council:

BE IT RESOLVED THAT the Council for the Village of New Maryland approve the appointment of Dominic Richard to the role of Emergency Operations Centre Director, as per the recommendation of the Emergency Response Plan Committee.

Discussion:

- Councillor McCaie-Burke shared with Council Dominic Richard's biography, work experience, professional background and history with the Emergency Response Plan Committee.
- Mayor Dunn commented that he seems very qualified and eager to take on the role. He asked that Councillor McCaie-Burke congratulate Dominic and welcome him to his new role on the committee, on behalf of Council and staff.

MOTION CARRIED.

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee has not met since the last Council meeting. The next meeting scheduled is for January 25th.

► **MOVED BY** Councillor LeBlanc and **seconded by** Councillor Sparks the following resolution of Council:

**Re: Rescission of Motion dated December 21st, 2011
re: Notice of Intent to Expropriate Armco Capital Inc. Lands**

WHEREAS Council for the Village of New Maryland carried a motion entitled Resolution of Council Re: Notice of Intent to Expropriate Armco Capital Inc. Lands (the "**Motion**");

AND WHEREAS revisions were required to certain aspects of the Plan of Survey which were attached to the Motion;

AND WHEREAS a new motion with updated Plan of Survey will be put before Council;

AND WHEREAS it is therefore desirable to rescind the existing motion;

NOW THEREFORE BE IT RESOLVED that the Council for the Village of New Maryland rescind the Resolution of Council dated December 21st, 2011 entitled Resolution of Council Re: Notice of Intent to Expropriate Armco Capital Inc. Lands.

DATED at the Village of New Maryland, in the County of York and the Province of New Brunswick, this 18th day of January, 2012.

Discussion:

- Councillor LeBlanc explained that after the original motion was made at the December 21, 2011 Council meeting, the surveyor noticed there was a potential problem with the existing plan. The plan has been corrected and as a result the original motion needs to be rescinded.
- Mayor Dunn noted that Councillor LeBlanc did not read the word "new" in the phrase "**AND WHEREAS** a new motion with updated Plan of Survey will be put before Council". Councillor LeBlanc noted the omission.

MOTION CARRIED.

► **MOVED BY** Councillor LeBlanc and **seconded by** Councillor McCaie-Burke the following resolution of Council:

Re: Notice of Intent to Expropriate Armco Capital Inc. Lands

WHEREAS the Village of New Maryland requires certain lands located in the Village of New Maryland for the purpose of accessing, developing, operating and maintaining water production Well 3A and a Water Treatment Plant which will be constructed in close proximity to Well 3A (the "Services");

AND WHEREAS the development and commissioning of Well 3A and the Water Treatment Plant are critical components in securing and maintaining a reliable municipal water supply for the residents of the Village of New Maryland;

AND WHEREAS there are certain lands currently registered in the name of Kimberly-Lloyd Developments Limited located within the Village of New Maryland more particularly described under the New

Brunswick Registry System for the County of York as having apparent PIDs 75265793 and 75265785 (the "subject lands");

AND WHEREAS Kimberly-Lloyd Developments Limited has been amalgamated as Armco Capital Inc. a body corporate, incorporated under the laws of the Province of Nova Scotia, maintaining head offices at 84 Chain Link Drive, Suite 500, Halifax, Nova Scotia, Canada, E3S 1A2 (the "Owner");

AND WHEREAS it has been determined that the services must be installed on the subject lands;

AND WHEREAS it has been determined by the Village of New Maryland that the lands needed are marked as Parcel 11-01 as shown on a Plan of Survey entitled **Plan Of Survey Showing Property To Be Acquired By The Village Of New Maryland Parcel 11-01**, signed by E.H. Smith – New Brunswick Land Surveyor, on January 10th, 2012, a copy of which is attached hereto;

NOW THEREFORE BE IT RESOLVED that the Village of New Maryland hereby confirms its intention to seek to expropriate those lands marked as Parcel 11-01 as shown on the Plan of Survey entitled **Plan Of Survey Showing Property To Be Acquired By The Village Of New Maryland Parcel 11-01**, signed by E.H. Smith – New Brunswick Land Surveyor, on January 10th, 2012 and authorizes the Village Clerk/Chief Administrative Officer and her representatives to take all necessary action to give effect to this resolution, including but not limited to: (1) the filing and service of a Notice of Intent to Expropriate pursuant to section 6 of the New Brunswick **Expropriations Act**; (2) initiating and proceeding with all steps necessary to carry out the expropriation; (3) executing any documents necessary to complete the expropriation; and/or (4) entering onto the subject lands to carry out such steps as may be necessary pursuant to section 5 of the New Brunswick **Expropriations Act**.

DATED at the Village of New Maryland, in the County of York and the Province of New Brunswick, this 18th day of January, 2012.

MOTION CARRIED.

Finance Committee

Deputy Mayor Wilson-Shee reported that the Finance Committee met on January 11th with all members present.

- The revised December session notes were approved.
- Ian Howey from Nesbitt Burns gave an update to the committee of the Village's holdings.
- The Financial Reports for November 2011 were reviewed and discussed. Several action items resulted from the review and will be addressed at the next meeting.
- The Collection Report was reviewed.
- The final budget amounts for 2012 were reviewed.
- A letter from Grant Thornton dated November 9, 2011 was reviewed.
- The committee is currently working on the write-up for the Annual Report.

MOVED BY Deputy Mayor Wilson-Shee and **seconded by** Councillor LeBlanc the adoption of this report.

MOTION CARRIED.

10. APPROVAL OF THE TREASURER'S REPORT

MOVED BY Deputy Mayor Wilson-Shee and **seconded by** Councillor Scammell to approve the Treasurer's Report as follows:

(1) Cheques and direct payments from the General Operating account for December 1 through December 31, 2011 in the amount of \$607,637.01;

(2) Payments from the Water and Sewer Operating account for December 1 through December 31, 2011 in the amount of \$82,875.95;

(3) Payments from the General Capital account for December 1 through December 31, 2011 in the amount of \$171,248.88; and

(4) Payments from the Water and Sewer Capital account for December 1 through December 31, 2011 in the amount of \$106,367.24.

MOTION CARRIED.

11. PUBLIC INPUT / INQUIRIES

No input from the public.

12. NEW BUSINESS

No items were addressed.

13. DATE, TIME AND LOCATION OF NEXT MEETING

The next regular session of Council is scheduled for Wednesday, February 15, 2012 at 7:30 pm in Council Chamber.

14. MOTION FOR ADJOURNMENT

MOVED BY Councillor LeBlanc and **seconded by** Councillor Scammell to adjourn the meeting.
MOTION CARRIED.

The meeting adjourned at 8:16 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Frank Dunn
Mayor