

**VILLAGE OF NEW MARYLAND
COUNCIL**

February 15, 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. Mayor Dunn welcomed everyone in attendance to the first Council meeting in our new Council Chamber.

2. **APPROVAL OF THE AGENDA**
MOVED BY Councillor Sparks and **seconded by** Councillor Scammell to approve the agenda as distributed. **MOTION CARRIED.**

3. **APPROVAL OF THE MINUTES**
MOVED BY Deputy Mayor Wilson-Shee and **seconded by** Councillor McCaie-Burke to approve the minutes of the January 18, 2012 regular 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**
 - i) Heart and Stroke Foundation proclamation – Mayor Dunn proclaimed February 2012 as Heart Month.

 - ii) Dietitians of Canada proclamation – Mayor Dunn proclaimed March 2012 as Nutrition Month. Councillor McCaie-Burke welcomed the delegation of dietitians which included: Kathy Feltmate, Faye Costello, Kim Colpitts, Debbie Spares, Jenson Thomas, and Kelly Downe. She stated that the New Brunswick Association of Dietitians has 350 members across the province and 7 of the members live in the Village area. Promoting active living and a healthy lifestyle are some of the key principles that guide us to decision making in New Maryland. She acknowledged the hard work of Debbie Spares and thanked her for her efforts in organizing this evening's event.

 - iii) Scout/Guide Week proclamation- Mayor Dunn proclaimed February 19-26, 2012 as Scout/Guide Week.

MOVED BY Councillor McCaie-Burke and **seconded by** Deputy Mayor Wilson-Shee to adjourn the meeting for a 10 minute nutrition break in recognition of the Mayor's Nutrition Month proclamation and to acknowledge the local dietitians present this evening. **MOTION CARRIED.**

Mayor Dunn called the meeting back to order at 7:58 pm.

7. **CORRESPONDENCE**

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

- a copy of a letter from Opus International to various residents of Baker Brook Court regarding the installation of a drainage ditch on lands south of the existing residential development;
- a letter from the Monarchist League of Canada encouraging Council to consider celebrating the Queen's Diamond Jubilee this year;
- a letter from Cpl. Matt Hansen, District 2 RCMP, offering the RCMP's support of the Village's efforts to have a signaled crosswalk installed at the intersection of New Maryland Highway and Timothy Drive;
- a letter from the Order of New Brunswick Advisory Council regarding nominations for the 2012 Order of New Brunswick campaign; and
- an email from the Environmental Protection and Operations Directorate – Atlantic, Environment Canada, concerning new regulations for the application of traffic marking coatings.

8. **MEETINGS AND/OR SPECIAL EVENTS**

Mayor Dunn attended the following meetings and/or special events since the last formal Council meeting:

Jan 26th – the State of the Province address along with Councillors LeBlanc, McCaie-Burke, and Sparks;

Feb. 3rd – a CBC interview concerning regionalization along with our Fire Chief, Harry Farrell; and

Feb. 9th – a meeting with Gary Glauser, Executive Director of the New Brunswick Non-Profit Housing Association, relating to their 19th annual conference being held this year. Deputy Mayor Wilson-Shee also attended.

9. **COMMITTEE REPORTS / UPDATES**

Planning Advisory Committee

Deputy Mayor Wilson-Shee reported that the Planning Advisory Committee met on February 6th with one member absent.

- The committee received an update on the conceptual subdivision plan 3D Acres and the tentative subdivision plan for Pine Ridge Estates Phase 3.
- The Building Permit Report for January 2012 was presented. A total of 6 permits were received, one of which was a new home construction on Sunrise Estates Drive. The estimated value of construction for the month was \$292,100 with \$1,585 collected in permit fees.
- The committee reviewed the draft of the Annual Report and suggested a number of corrections and changes.
- No items under New Business were brought forward.

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

Human Resources & Administration Committee

Councillor McCaie-Burke reported that the Human Resources and Administration Committee met on February 8th with one member absent. The Treasurer also attended the meeting.

- The CAO presented to the committee a draft copy of the proposed contract with our webmaster. The committee will review the contract prior to the meeting that will be held with our webmaster on February 22nd. This meeting will focus on the contract, the website review, and the detailed report of the hits received on the Village website.
- The advertisement for the position of Asst. Building Inspector/Development Officer was posted at the end of last week in the Daily Gleaner, on Career Beacon, the Telegraph Journal and various associated websites as well as through the Planning Commission.
- The 2011 Annual Report is almost ready to publish and will be presented in the same format as last year. Council may want to consider writing future annual reports in a report card style which would refer to our Strategic Plan and include a cross reference to accomplished goals and objectives. This could be discussed by Council at a future C-I-C meeting.
- The CAO has discussed with department heads the need for detailed information to accompany capital requests. The use of a standard format in a briefing note was suggested and would include the date, the items, the cost, and the justification for the purchase, etc. The department heads have expressed their willingness to attend budget meetings with Council when capital items are being reviewed.

- Part of the draft report of the committee mandates was reviewed by Council at the February C-I-C meeting and the remainder of the document will be reviewed at the March C-I-C meeting.
- The committee is getting closer to choosing a company to review the entire benefit package offered to staff by the Village, which will include retirement allocation, sick leave, group insurance, vacations, holidays, long-service awards, leave of absence, pension fund contribution, clothing allowance, hours of work, call back to work allocation, and overtime. Two proposals have been received and our Treasurer will check to ensure that the consultant conducts the research with other municipalities, and not privately owned businesses. The final report will be brought to Council with a recommendation from the HR & Administration Committee when it is ready.
- The committee was informed that our request to have a student from the School of Journalism at St. Thomas University do their practicum with us has been put on hold for the time being as no students are available this term. We will await word from STU regarding the possibility of having a student placement for the summer or fall term.
- The design of the Village website and possible improvements will be discussed with the webmaster at the February 22nd meeting.
- Staff members are researching ways to improve the Community Bulletin Board sign and working on the relocation of the Village welcome sign.
- A draft copy of the Attending Physician Statement has been provided by our CAO to all staff members for review. Input and comments from staff is significant since the purpose of the form is to benefit staff.
- A reminder for everyone that the Team Building bowling event for Council and staff will be held on Monday, February 20th at Kingswood.
- Brittany Hunter, our new Recreation Programmer who has replaced Chris Gallant, began work on Monday February 6th. Congratulations to Chris for his new full-time job with Recreation NB, and a warm welcome to Brittany as our newest staff member.
- The committee continues to work toward the goals identified by Council in the Strategic Plan, which includes the Village office building expansion and the new hire for the Asst. Building Inspector/Development Officer position.
- The next committee meeting will be held on March 14th.

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

Recreation and Leisure Services Committee

Councillor Sparks reported that the Recreation and Leisure Services Committee met on January 30th with two committee members absent.

- The committee reviewed the monthly statement of expenditures and budget figures.
- An update of the approved 2012 Capital Projects/Purchases was provided to the committee.
- Further discussion regarding the Pine Ridge Subdivision took place. Our Building Inspector/Development Officer Rob Pero was present at the meeting and the committee made a recommendation which will be brought to Council for consideration.
- A few options were presented to the committee regarding the wheelchair accessible swing at Wildwood Park. The committee made the recommendation that one or two inclusive swings should be installed rather than the Liberty swing which was a much more expensive option.
- The topic of decorative lighting was again reviewed by the committee. The cost for the lights range from \$300 to \$600 per unit. The higher priced units are LED, which are more energy efficient.
- The two soccer fields, one at Sunrise Park and the other at Athletic Park, were discussed by the committee. The committee is investigating several options for the fields and a recommendation will be brought to Council in the near future.
- A request to place some geocaches on Village property was brought to the committee. The committee made the decision to support and approve the request.
- The committee is researching ways to make the Community Bulletin Board sign more visible.
- Winter Carnival will be held on Saturday, February 25th from 11 am to 1 pm at Oakland Farm & Lodge. A flyer detailing the scheduled activities will be circulated soon.

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

- Councillor Sparks commented that he has received very good comments regarding our new Recreation Programmer, Brittany Hunter, which included the remark that we are fortunate to have such an excellent employee on staff. **MOTION CARRIED.**

Transportation and Protective Services Committee

Councillor Scammell reported that the Transportation and Protective Services Committee met on February 8th with all members present. The Mayor and members of council were also in attendance, along with some staff members and representatives from Opus International.

- The Bismark Stormwater Study was presented to all in attendance by Stephen Charters and John McKinney of Opus International. A recommendation was made to Council based on some of the options that were proposed. This topic will be discussed in greater detail at the next committee meeting so that the committee will be able to make a recommendation to Council.
- The committee session notes from the January 11, 2012 meeting were approved as distributed.
- Errors that were noted during the review of the statement of expenditures will be brought to the attention of our Treasurer for correction.
- The purchase of recycling bins is still being researched so that the Village will receive the best deal for the money that will be spent.
- The December 2011 reports for the Fire Department, for Transportation, and for Animal Control were circulated to the committee. No items of concern were noted.
- The tender to purchase a 2-tonne truck will be issued instead of the original plan to purchase a 1-tonne truck. It was decided that a 2-tonne truck should be able to be purchased for the same amount of money while providing better capacity than a 1-tonne truck. The details of the tender document will be general enough so that all truck manufacturers will be able to submit bids.
- The recent issue of hired contractors pushing snow from residential properties onto Village property has been addressed with the property owners. Public Works staff will keep an eye on this and continue to address the problem whenever it arises.
- The next committee meeting will be held on March 14th.

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

- Councillor LeBlanc remarked that he was pleased to see that Public Works staff members are addressing the issue of residents placing snow from their properties onto the streets as this issue has been creating a problem for school buses.

MOTION CARRIED.

Emergency Response Plan Committee

Councillor McCaie-Burke reported that the Emergency Response Plan Committee has not met since the last Council meeting. The next committee meeting will be held on February 21st at 3:00 pm.

- Since the last Council meeting, Emergency Public Information training was held on January 21st and 22nd at the New Maryland Centre. Nine committee members participated in the training and two members of Council attended as observers. The training was very intense but informative, and involved dealing with the media in times of crisis. Further details of the training will be provided to Council at the next C-I-C meeting.
- Councillor McCaie-Burke attended the City of Fredericton's EMO Committee meeting on February 9th. At the meeting, the City announced the unveiling of its Mass Evacuation Plan. Copies of the plan will be in all first responder vehicles and all external agencies will receive copies of the plan as well. Also at the meeting, Dr. Cristin Muecke presented a report regarding widespread illness caused by food and water. Dr. Muecke offered to bring her presentation to the Village if we are interested, and Councillor McCaie-Burke requested that this topic should be discussed further by Council at the next C-I-C meeting.

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

- Councillor McCaie-Burke explained that other members of Council were unable to attend and observe the EPI training course on January 21st and 22nd as they had prior commitments.

MOTION CARRIED.

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee met on January 25th.

- Our law firm is proceeding with the expropriation of land for the new well.
- Our Treasurer has prepared the official Resolution of Council as required in the Gas Tax application.
- Our CAO provided the committee with the timeline of communications with Arsam beginning in January 2005.
- A letter has been sent to the residents of Baker Brook Court regarding the status of their water and sewer billing in compliance with the current by-law.
- An update from Opus was received regarding the Well 3A project and the Environmental Impact Assessment process. The public open house has been scheduled for Wednesday, February 29th. Costs to date for the Well 3A project total \$105,000 which includes costs for expropriation, lawyers, EIA and design.
- Our Public Works Supervisor has met with Landmark for the final inspection of the water tower earlier this week. No items were reported as outstanding, so Opus will be able to release the holdback to Landmark.
- A request for the committee to determine if there is adequate water and sewer capacity to service an additional 6 homes in the Applewood subdivision area was discussed. The committee agreed that the capacity for the 6 homes is sufficient if the development moves forward.
- In the interest of future expansion of the municipal water system, the committee agreed to form a sub-committee which will explore some basic plans for the future.
- The monthly Water and Wastewater report was reviewed. An issue with Well A-11 is still under investigation.
- The website was reviewed briefly.

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

Discussion:

- Council discussed the wording in the Strategic Plan that relates to future expansion of the municipal water system. Councillor McCaie-Burke explained that the purpose of creating the sub-committee is to fulfill the operational objective and initiative of developing a water supply master plan, as mentioned in the Strategic Plan under Strategic Goal 1.2. The survey results will also be reviewed during the development of the master plan.
- Mayor Dunn questioned if the individual who made the inquiry about adequate water and sewer capacity to service an additional 6 homes in the Applewood subdivision area is still interested in development. Councillor LeBlanc stated he was unsure if the person who made the query is seriously considering development, however if this person is, there will be many hurdles that will need to be overcome before approval of the development can be considered.

MOTION CARRIED.

Finance Committee

Deputy Mayor Wilson-Shee reported that the Finance Committee met on February 8th with one member absent.

- Under Business Arising from the January meeting, the Treasurer offered an explanation to the seven accounts in question.
- The draft December 2011 financial reports were reviewed. They are not complete as year-end invoices are still being processed.
- The collection report was examined, and it was noted that the IML Enterprises account (sewer exemption) should be reviewed if the property sells.

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

Discussion:

- Councillor Sparks cautioned that the review of the sewer exemption for IML Enterprises will be dependent upon the wording of the agreement, since it may be transferable. Council agreed that our lawyers should review and confirm the wording of the agreement now rather than later.

MOTION CARRIED.

10. APPROVAL OF THE TREASURER'S REPORT

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

- (1) Cheques and direct payments from the General Operating account for January 1 through January 31, 2012 in

the amount of \$299,447.45;

(2) Payments from the Water and Sewer Operating account for January 1 through January 31, 2012 in the amount of \$23,868.76;

(3) Payments from the General Capital account for January 1 through January 31, 2012 in the amount of \$0; and

(4) Payments from the Water and Sewer Capital account for January 1 through January 31, 2012 in the amount of \$0.
MOTION CARRIED.

11. PUBLIC INPUT / INQUIRIES

No input from 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, March 21, 2012 at 7:30 pm in Council Chamber.

14. MOTION FOR ADJOURNMENT

MOVED BY Councillor LeBlanc and **seconded by** Deputy Mayor Wilson-Shee to adjourn the meeting.

MOTION CARRIED.

The meeting adjourned at 8:45 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Frank Dunn
Mayor