

**VILLAGE OF NEW MARYLAND
COUNCIL**

March 21, 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 McCaie-Burke to approve the agenda with the addition of a motion under the Transportation Committee Report regarding garbage pick-up for Faith Baptist Church. **MOTION CARRIED.**

3. **APPROVAL OF THE MINUTES**
MOVED BY Deputy Mayor Wilson-Shee and **seconded by** Councillor Sparks to approve the minutes of the February 15, 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**
Mayor Dunn proclaimed April 2012 as Daffodil Month and April 27, 2012 as Daffodil Day, on behalf of the Canadian Cancer Society.

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 from Bullying Canada requesting support for their “Bullying Canada Bowl-A-Thon Charitable Fundraiser” on Saturday, April 21, 2012 at Kingswood;

- an email from Enterprise Fredericton concerning the call for nominations for the 2012 Kira Awards;
- an invitation from New Brunswick Non-Profit Housing Association Inc. to attend their 19th annual conference from May 10th to 12th at the Delta Hotel in Fredericton;
- a letter from a resident thanking Chief Farrell and the volunteer firefighters for the sacrifice of their time and their own safety for the sake of protecting the citizens of our Village;
- a letter from the Canadian Cancer Society requesting our support in declaring April as Daffodil Month, and April 27, 2012 as Daffodil Day;
- an email from the New Brunswick Sports Hall of Fame concerning their search for a host community for their 2013 Annual Induction Banquet and Ceremony;
- a letter from a resident requesting information regarding Council's plans for the Forbes building and property;
- an email from York Sunbury Search & Rescue regarding their Annual Pancake Breakfast fundraiser March 17th & 18th, and March 24th & 25th at King's Landing Historical Settlement;
- an email from the Premier's Council on the Status of Disabled Persons concerning their kick-off for Disability Awareness Week, which will take place on Saturday, May 26, 2012 at Place 1604 in Dieppe; and
- a letter from Faith Baptist Church regarding garbage collection.

8. MEETINGS AND/OR SPECIAL EVENTS

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

- February 22nd – the Regional Service Commission meeting at the New Maryland Centre, sponsored by Local Government. Our CAO Cynthia Geldart and Councillor Sparks also attended;
- February 29th – a public presentation regarding the development of municipal water supply well 3A;
- March 12th – a Development Strategy Session at the New Maryland Centre with representatives from Opus International and members of Council, Village staff and several committees.
- March 15th – a meeting with the president of the Community Support Group concerning preparation of the annual report for Revenue Canada.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Deputy Mayor Wilson-Shee reported that the Planning Advisory Committee met on March 5th with two members absent.

- There was no business arising from the February 6th meeting and there was no old business to discuss.
- For the month of February 2012, five building permits were issued. The estimated value of construction totaled \$24,287.00 and \$225.00 was collected in permit fees. For the year to date ending February 2012, a total of eleven permits were issued with an estimated value of construction totaling \$316,387.00 and \$1,810.00 was collected in fees. In comparison, the year-to-date totals ending February 2011 indicated that a total of six permits were issued with an estimated value of construction totaling \$142,900.00 with \$840.00 collected in permit fees.
- A temporary use application for Schotanus Bulbs was granted by the committee for the company to

sell cut flowers and potted plants at 210 New Maryland Highway on the dates of March 30th – April 1st, April 6th – 8th, May 4th – 6th, May 11th – 13th.

- The committee was reminded of the Development Strategy Session scheduled for March 12th.
- A draft copy of the Trails and Bikeways Master Plan was distributed to the committee for review and comment. The committee acknowledged that if adopted by Council, consideration will have to be given to the objectives of the master plan in the course of their future review of tentative subdivision plans.
- The committee reviewed the tentative subdivision plan for Pine Ridge Estates, subdivision lot 12-01 and it was approved to allow access to the lot to divide the municipal services easement as shown on the plan.

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's regular monthly meeting has been scheduled for March 28th.

- A special meeting was held on February 22nd with all committee members, our Treasurer, and our webmaster from Woodlawn Technologies present to discuss and finalize a 3-year contract with our webmaster.
- The committee also discussed the number of website users in 2011 from the statistics provided. Traffic on the website has increased since last year with over 1,000 unique visitors per month. The community calendar received the highest number of hits.
- The committee performed a general review of the website and how it can be improved. Facebook and Twitter will be promoted as other communication tools. Councillor Scammell has agreed to help with this.
- A total of 543 subscribers registered for the Village's electronic notifications.

MOVED BY Councillor McCaie-Burke and **seconded by** Deputy Mayor Wilson-Shee 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 due to the illness of our Recreation Coordinator. The committee will meet next on March 26th.

Transportation and Protective Services Committee

Councillor Scammell reported that the Transportation Committee met on March 14th with all members present.

- Opus International will be preparing the sidewalk tender document for this year's work with the exclusion of Sprucewood Drive as it was completed last year.
- Four bids were received for the Village truck tender, but one did not qualify. The committee made the recommendation for Council to award the purchase to the lowest bidder. That motion will be

- brought forward at this evening's meeting.
- Our Public Works staff attended a recent stormwater seminar and introduced some new technology to the committee which can act as a water retention or detention system depending on how it is installed. This is a product that may be considered for future use in Village projects.
 - The Fire Department and the Animal Control reports were distributed to the committee with no items of concern noted.
 - The committee discussed at length the stormwater study which was prepared by Opus International and reviewed previously by Council and the Transportation Committee. The Public Works supervisor reminded the committee that our existing 1-in-10 year system has a proven track record and has been able to handle most storms well. The storm in December 2010 was a 1-in-45 year storm and our existing system was not designed to handle it, but it is difficult to know if or when another storm of that magnitude will occur. The suggestion was made to modify our standards and the Specifications for Developers document which applies to new developments. Additionally, it was suggested and agreed to develop and implement a stormwater management policy for new development and redevelopment in New Maryland. It was also suggested that in areas that require work to replace infrastructure, the Village may want to consider retrofitting the stormwater system at the same time the work is being performed. Once Council approves the recommendation, our committee can begin working on the policy with the Development Officer.
 - The committee discussed a new development and it was noted that the Village would like the developer to have an attenuation pond in his new development. The Village's engineering consultant has stated that we may want to take advantage of the developer's pond and help him increase the size so it will be better able to handle stormwater from other areas as well. At the moment, the required size and the associated cost is not known, but the committee felt this new pond will also likely provide some assistance with water flow to Bismark Street. The committee felt that extending the developer's pond is beneficial, and consideration should be given to contributing to this project once the cost estimate is determined. The committee's recommendation is that the Village should work with the developer and proceed with the cost-sharing of the attenuation pond if it is financially acceptable.
 - Public Works staff advised the committee that a lot of time and money is being spent on repairing the 1990 trackless sidewalk machine and consideration should be given to the purchase or lease of a newer machine, if not a new one. In previous years, contracting the work out had cost the Village \$26,000, but we have more sidewalks now. Taking into consideration that it takes 2 hours to do the existing sidewalks, once additional sidewalks are installed we will want to have a 2nd machine so that the sidewalks can still be done within the 2-hour timeframe. The plan is to also purchase a larger sander which can be loaded with the tractor instead of by hand. The committee agreed with the recommendation to purchase a new sidewalk machine.
 - The committee reviewed the proposed sidewalk construction schedule and the associated maps. In 2012, the streets of Carlough, Bismark, Newman, and Loddington will have sidewalks installed. Opus International will issue the tender document for the Village. The committee was in agreement with the proposed work this year.
 - The committee reviewed the draft of the Trails and Bikeways Master Plan and discussed how it relates to the new development area. The plan incorporates bike lanes on both sides of the street which will mean that the existing streets in the developer's plan will need to be wider. Since the developer's plan is in the design stage, we will need to make a decision as soon as possible. If we are going to impose this requirement on developers, the committee recommended that the Village should pay for the additional width of street required to accommodate bike lanes especially since the Plan has not been adopted by Council yet. The developer will still be expected to pay for the regular

width of street. The committee made the recommendation to adopt the Trail and Bikeways Master Plan, and impose the new street design for the Pine Ridge Estates development. They also recommended that the Village should cover the cost for the extra width for the street widening because the Master Plan has not been adopted by Council yet.

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

- Deputy Mayor Wilson-Shee questioned if a quote has been received for the cost of the new sidewalk machine. Councillor Scammell responded that the Public Works staff are currently researching costs for more than one type of machine. We currently have two machines but one is very old and it takes more work and money to fix than it's worth.

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, as per the recommendation of the Transportation and Protective Services Committee, accept the tendered bid as submitted by Riverview Ford Lincoln Sales Ltd. on March 2, 2012 for a 2012 Ford F450 Cab & Chassis 4WD Truck, as per tender specifications and for the following amount:

\$57,385.00

\$ 31.50 Tire Levy Fee

\$57,416.50 Subtotal

\$ 7,464.14 HST

\$ 43.00 License Fee

\$64,923.64 Total Tendered Bid

MOTION CARRIED.

► **MOVED BY** Councillor Scammell and **seconded by** Deputy Mayor Wilson-Shee that the Council of the Village of New Maryland approve the collection of garbage from Faith Baptist Church during the time that it takes for a by-law amendment to be adopted. **MOTION CARRIED.**

Emergency Response Plan Committee

Councillor McCaie-Burke reported that the Emergency Response Plan Committee met on February 21st and March 20th.

February 21st meeting:

- Eleven committee and four staff members were in attendance.
- The committee discussed the development of a marketing plan for promoting the Sentinel System Alerts with a completion date of September 2012. A preliminary draft will be ready for review at the March committee meeting.
- A public presentation of the Sentinel System Alerts and the Alert Program will be held on Thursday May 10th at the New Maryland Centre and will coincide with Emergency Preparedness Week.
- The committee practiced a disaster scenario, which was led by our new EOC Director.

March 20th meeting:

- Ten committee and two staff members attended the meeting. Also present was the Village's Community Facilities Manager and the Recreation Coordinator.
- A mock disaster scenario was practiced by the committee, and included the evacuation of a nearby subdivision and the opening of an emergency reception centre. From the practice it was determined that it will be important to approach other organizations and groups about recruiting volunteers that can help in a disaster situation. It will also be important to ensure that the methods of communications that will be used at the emergency reception centre remain operational.
- The first draft of the marketing plan for the Sentinel System Alerts was reviewed. The committee agreed that a consistent title will be important and it was agreed that the Sentinel System will now be referred to as "Sentinel Emergency Alerts" and the disaster registry program for the elderly, vulnerable and disabled will be called the "Sentinel Emergency Assistance Program". A poster/pamphlet created by a local graphic artist, Gisèle Grignet, which promotes Sentinel was reviewed by the committee. In the weeks leading up to the public presentation on May 10th, the committee will focus on marketing the public meeting which will include inserts with the water & sewer billing statements, and contacting media outlets and local churches.
- The World Conference on Disaster Management will be held in Toronto in June 25-27, 2012. A committee member will be attending the conference and the committee agreed that his registration will be paid from the committee budget.
- The committee was reminded that flood season is upon us and people should be aware that we may be called upon for assistance.
- The next committee meeting will be held April 17th.

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

- Councillor McCaie-Burke stated that the cost of the registration for the World Disaster Conference is approximately \$700. Deputy Mayor Wilson-Shee questioned if there are enough funds in the committee's budget to cover the cost since the figures received from the Treasurer indicate that two accounts in the budget are already over. Councillor McCaie-Burke responded that she checked the budget figures with the Treasurer and she believes that certain amounts were posted to the wrong account. Councillor McCaie-Burke assured the Deputy Mayor that if the budget is indeed over, the funds will not be spent on the registration fee.

MOTION CARRIED.

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee met February 22nd.

- An update on Well 3A project was provided to the committee. The committee was reminded of the public presentation regarding Well 3A, followed by a question period, was scheduled for February 29th at the New Maryland Centre. Councillor LeBlanc noted that twelve residents attended the public presentation on February 29th.
- Our Treasurer attended the meeting to answer questions about the financial statements that were posed at the previous committee meeting.
- The committee received a report from the Water System Development Master Plan sub-committee, which has met three times since it was established in January of this year. The purpose of the sub-committee is to carry out preliminary research in order to ensure that the Village is moving in the right direction with regard to future water development. The resulting plan will be referred to as a Master Plan to guide development of the Village's water system and will present a strategy for New

Maryland to address water supply, distribution and its growth over the next 25 years. Information from other municipalities was reviewed and the sub-committee also reviewed the data from the residential water survey from 2009. The sub-committee compiled a list of what needs to be accomplished and Chairperson LeBlanc also noted that frontage fee costs for services to existing development will need to be determined; including what percentage will be charged to the property owner. Fees will also have to be established for bringing municipal services to existing streets that are not currently being serviced by the village. The sub-committee will continue to meet on a regular basis.

- The Public Works report was provided by Rockland Miller. Problems with Well A-11 continue to be researched. Opus has suggested that while the pump is pulled, further investigation should be done by videoing the well; however, it could be costly to do so. Rockland's suggestion is to pull the pump and install the sand screen with the hope that this will fix the problem. The cost would be approximately \$2,000.
- Some of the water meters are showing no or low water consumption at some residences from the last reading. A film of manganese and iron on some of the internal parts is affecting this, and this will be an ongoing issue until all of the water mains are flushed and running clear.
- Earth Hour is March 31st, and the Village will do its part to conserve energy by shutting down power for an hour wherever it is possible. Everyone is encouraged to participate.

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

- Councillor LeBlanc explained that the Public Works Supervisor will continue to keep an eye on the situation with the water meters and if the situation becomes overly troublesome, Council will need to address it.

MOTION CARRIED.

Finance Committee

Deputy Mayor Wilson-Shee reported that the Finance Committee met on March 19th with all members present.

- There were no actions items required from the previous meeting.
- The draft 2011 financial reports were reviewed and discussed.
- The General Operating will have a surplus for 2011 and the use of the surplus will be discussed by Council.
- Water & sewer will also have a surplus for 2011.
- The 2011 amount budgeted for Well 3A was not used in 2011.
- The February 2012 Operating Reports were discussed. Five accounts were above the budgeted amount and an explanation was given as to why this occurred. An additional four accounts were noted to be over budget and an explanation from the Treasurer will be provided in the near future.
- The Treasurer's Report was reviewed. Collection letters will be sent out before the end of March.
- The recommendation was made by our auditors to create an allowance for doubtful accounts. The auditors sent ten A/R Request for Confirmation letters to residents this year.
- The Reserves Report to the end of December 2011 was reviewed.
- The next committee meeting will be held on April 11th at 7:00 pm. The auditors will present the audited financial statements to the Finance Committee and Council.

MOVED BY Deputy Mayor Wilson-Shee and **seconded by** Councillor McCaie-Burke the adoption of

this report.

- Councillor McCaie-Burke stated that one of the accounts that was over budget was the ERP Committee account for licences and registrations. She explained that although she has not been able to confirm this with the Treasurer, she believed that an amount which was spent on training was erroneously posted to that account. Deputy Mayor Wilson-Shee said that she cannot comment until she confirms the amounts with the Treasurer.

MOTION CARRIED.

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

BE IT RESOLVED that the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of the Village of New Maryland debenture in the principal amount of \$145,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation and;

BE IT RESOLVED THAT the Municipality of the Village of New Maryland agrees to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the following debenture:

Water & Sewer Fund

Ministerial Order/Debenture#	AM 36-2002
Date of Ministerial Order	July 2002
Date of Council's Resolution	21 March 2012
Purpose of Function	Environmental Health Services
Amount in dollars	One hundred forty-five thousand
Term	5 years

Discussion:

- Deputy Mayor Wilson-Shee clarified that this is for the Forbes well.

MOTION CARRIED.

10. APPROVAL OF THE TREASURER'S REPORT

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

- (1) Cheques and direct payments from the General Operating account for February 1 through February 29, 2012 in the amount of \$244,254.33;
- (2) Payments from the Water and Sewer Operating account for February 1 through February 29, 2012 in the amount of \$17,227.65;
- (3) Payments from the General Capital account for February 1 through February 29, 2012 in the amount of \$141,847.85; and
- (4) Payments from the Water and Sewer Capital account for February 1 through February 29, 2012 in the amount of \$26,343.55.

MOTION CARRIED.

11. PUBLIC INPUT / INQUIRIES

Resident Ryan Barclay commented on the problems with Well A-11 that were noted earlier in Councillor LeBlanc's Water and Wastewater report. Cynthia Geldart confirmed that the well has been offline and will remain offline until the problem is fixed and brought back into the system.

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, April 18, 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 8:29 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Frank Dunn
Mayor