

*Village of New Maryland  
Council Minutes*

*18 April 2012*

Present: Mayor Frank Dunn Deputy Mayor Judy Wilson-Shee  
Councillor Paul LeBlanc Councillor Gisèle McCaie-Burke  
Councillor Tim Scammell Councillor Scott Sparks  
Cynthia Geldart, Chief Administrative Officer/Clerk

Also present: Harry Farrell, Fire Chief

Absent: Karen Duncan, Assistant Clerk



**1. Call to Order**

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

**2. Approval of the Agenda**

**MOVED BY** Councillor McCaie-Burke and **seconded by** Councillor Scammell that the agenda be approved, with the addition of the Fire Chief's quarterly report immediately following the Transportation Committee Report agenda item. **MOTION CARRIED.**

**3. Approval of the Minutes**

**MOVED BY** Deputy Mayor Wilson-Shee and **seconded by** Councillor LeBlanc approval of the minutes of the 21 March 2012 regular session of Council as distributed. **MOTION CARRIED.**

**4. Disclosure of Interest**

No disclosures of interest were filed.

**5. Presentations**

No presentations were given.

**6. Proclamations**

Mayor Dunn issued proclamations for the following three topics: (1) Building Safety Month; (2) New Brunswick Literacy Day; and (3) Disability Awareness Week.

**7. Correspondence**

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

- a letter from the Maritime Lumber Bureau requesting information about any of our upcoming projects that will be using wood as the material of choice;

- a letter from the New Maryland Elementary School concerning their Entrepreneurial Adventure Program;
- a request from the New Maryland Children's Centre to hold a community tree planting event at a Village park;
- an email from "Ban Fracking NB" regarding their "Blue Ribbon Campaign";
- a letter from Nature Trust of NB Inc. concerning their 25<sup>th</sup> anniversary campaign in land conservation and preservation;
- an email from a resident regarding signage along the highway; and
- a notice from Enterprise Fredericton announcing the 2012 KIRA Award finalists.

## **8. Meetings / Special Events**

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

- ❖ April 11 – the Finance Committee meeting for the presentation of the Village's audited financial statements by Grant Thornton representatives;
- ❖ April 13 – the DVA Hospital for his regular visit with the Veterans; and
- ❖ April 14 – the 10<sup>th</sup> Anniversary celebrations of the New Maryland Volunteer Fire Department.

## **9. Committee Reports**

### **Planning Advisory Committee**

Deputy Mayor Wilson-Shee reported that the committee met on April 02<sup>nd</sup>, 2012 with one committee member absent.

- The minutes of the previous meeting were approved.
- A temporary use application was received and approved for 210 New Maryland Highway for the sale of cut flowers and potted plants.
- No old business items were brought forward.
- The building permit report contained the following data for the month of March 2012: five permits were issued, the estimated construction value was \$110,935 and the fees collected totaled \$655.
- The building permit year-to-date report ending March 31, 2012 included the following data: 16 permits have been issued, the estimated construction value is \$427,322 and the fees collected totaled \$2,465.
- The committee reviewed the conceptual layout of a residential subdivision.
- The committee was provided background information on the proposed new Welcome sign. Deputy Mayor Wilson-Shee further reported that she met with a resident this morning and received his approval on the sign concept and location. Two local engineers have donated their time and skills in the plans for the new sign, the PNM Zoomers have donated \$50, and the New Maryland Community Support Group will donate the proceeds from their annual golf tournament to the project. The Deputy Mayor thanked those participants, as well as Karen Duncan, Assistant Clerk and Harry Farrell, Fire Chief, for their work on the project.

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

### **Human Resources & Administration Committee**

Councillor McCaie-Burke reported that the Human Resources & Administration Committee met on Wednesday, March 28<sup>th</sup>, 2012 with all committee members present.

- ❖ The committee was updated on the recent two new hires. John Godin started work on April 02<sup>nd</sup>, 2012 as the Public Works Labourer. John's background and work experience makes him an excellent candidate for the position. Scott Durling will begin work with the Village early in June as the Assistant Building Inspector/Development Officer. Scott also has great work experience relating to his position and we are extremely happy with the selection of the two new employees. Councillor McCaie-Burke thanked the members of both hiring/selection committees for all of their hard work, effort and due diligence throughout the process. She noted that the choices were difficult due to the many excellent candidates who applied.
- ❖ Our CAO is working on the final revisions to the Committee Mandates. Council had agreed to the draft version with the request for a few minor changes. The CAO will have a revised version ready for the committee to review before taking back to Council for final approval. Council had agreed the new policy would be effective with the newly elected Council in June.
- ❖ Our CAO received only two comments from staff regarding the Attending Physician Statement that she has been working on and she will incorporate those comments into the document.
- ❖ The committee reviewed the comments from the meeting with Woodlawn Technologies. The number of hits on the website and a general review of the site were discussed in detail.
- ❖ An update of the status of the new Welcome sign proposal and suggestions for changes to the Community Bulletin Board were discussed.
- ❖ The Revenue & Expense report was reviewed.
- ❖ The next meeting is scheduled for Tuesday, April 24, 2012 at 9:00 a.m.

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

### **Recreation & Leisure Services Committee**

Councillor Sparks reported that the Recreation & Leisure Services Committee met on March 26, 2012 with Councillor Scammell absent due to a previous commitment.

- The meeting opened with the introduction of our new Recreation Programmer, Brittany Hunter.
- John McKinney, Village Engineer, was in attendance to discuss the soccer field costing options for Sunrise Park and Athletic Park. Lengthy discussions ensued on the costs associated with lighting, which is extremely high. The committee had asked our engineer to determine the best value for money in comparing costs of possibly creating two mini-fields as opposed to one regulation size field. The pros and cons of locating fields in both locations were also reviewed. It was determined that the best value for dollars would be to construct one large field with the ability to divide it into two playing fields.
- The new "inclusive swing" has been ordered for the park at the New Maryland Centre as the old swing no longer meets new safety standards.
- The committee reviewed the Recreation Budget as of the end of March, as well as an update on Capital projects.
- The Trails & Bikeways Master Plan was reviewed and various options were discussed with Council earlier this evening for their feedback.

- An update was provided to the committee regarding decorative lighting. Quotes have been received for a “snowflake” design that would be mounted to telephone poles along the highway. The cost is approximately \$1,100 to \$1,200 per pole, which includes the cost for the light, installation and power. The committee favors the idea of this project, however the cost is prohibitive and they do not want to negatively impact funding for other projects. The options of reserving funds each year for the project or approaching the New Maryland Community Support Group for financial assistance were suggested. A few lights could be purchased each year as the interest level of residents is determined for the project.
- Discussions ensued regarding the Community Bulletin Board and proposed changes. The need to raise the sign from the current level in order to improve visibility for drivers was noted. It was also suggested that masonry work to match the new Welcome sign be used to replace the existing wood. Council had received a number of complaints and concerns regarding this sign, and the committee wanted to stress that it is important that residents submit their complaints in the written format as otherwise there is no measure of reaction for Council or committees. When dealing with “word of mouth” issues it is difficult to determine the exact number of complaints that have been received or the level of complaint. Written comments will add validity to changes that take place and the commitment of funds.
- Our new Recreation Programmer is working on the Summer Program Guide and it will be published in the near future.
- Day Camp rates were reviewed and a slight increase proposed. The camps will never break even at the registration rate we offer, however it was noted that an increase is necessary and appropriate.
- The High Five Program was introduced to the committee. High Five is a quality assurance program created by Parks and Recreation Ontario. It is aimed at children ages 6 to 12 and offers policies, guidelines, and evaluation tools for creating quality programming. The Village of New Maryland Recreation & Leisure Services Department is in the process of becoming a certified High Five program provider and eventually a High Five accredited organization.

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

Discussion: Deputy Mayor Wilson-Shee requested that someone write a letter to Ron Naugler, President of the New Maryland Community Support Group, regarding the request for funding for the decorative lighting. The CAO will verify the costs of becoming accredited with High Five and advise Council via email. Various issues regarding the soccer fields were debated, including the costs of lighting (approx. \$200,000); the costs of two fields (approx. \$1.5M), budgeting, timing, and the fact that Council will need to seriously discuss the proposals and substantial costs involved before moving forward with the project. The Community Bulletin Board was also discussed at length, including the need to enforce the regulations regarding letter size, the process to receive and respond to complaints, visibility and effective messaging.

**MOTION CARRIED.**

**MOVED BY** Councillor Sparks and **seconded by** Deputy Mayor Wilson-Shee the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland, as per the recommendation of the Recreation & Leisure Services Committee, adopt the amendments to the Summer Day Camp Program Fees Policy Number RD-4 attached as Appendix “A”, and the Little Fingers Program Fees Policy Number RD-5 attached as Appendix “B”, effective April 18, 2012.

Discussion: The new fee structure was clarified as follows: Summer Day Camp program fees will be \$90.00 per week per child for ages 6 through 12 inclusive and \$95.00 per week per child for ages 10 through 13 inclusive. The Little Fingers Program will be \$40 per week per child. Although the programs are not self-sufficient, the increased fees are reflective of increased costs to offer the programs.

**MOTION CARRIED.**

### **Transportation & Protective Services Committee**

Councillor Scammell reported that the Transportation & Protective Services Committee met on April 10<sup>th</sup> with two committee members absent.

- ❖ The meeting began with the introduction and welcome of new committee member Dan Taylor.
- ❖ The agenda was approved, as well as the March 14<sup>th</sup>, 2012 session notes.
- ❖ During the review of the Statement of Expenditures to the end of February it was noted that the columns did not have headings which made understanding the budget figures difficult. A request will be forwarded to the Treasurer to make the correction.
- ❖ Councillor Scammell advised the committee that Council has agreed that a storm water management policy should be developed and the committee will begin work on that right away.
- ❖ OPUS had advised staff that the price quoted was a rough estimate and that an on-site survey will need to be completed to provide more accurate information and numbers regarding the cost of the attenuation pond for Pine Ridge Estates.
- ❖ In regards to land designation, OPUS has indicated that a regional attenuation pond should be built and then the developer required to contribute land and money towards that pond. Once the survey has been completed and the required size of the pond determined, further discussions will take place.
- ❖ The purchase of a new sidewalk machine was reviewed. Two units are being considered and our Public Works Supervisor will speak to Saunders to see if they have any used units in good condition as an alternative to purchasing a new unit.
- ❖ The Trails and Bikeways report was discussed with Councillor Scammell informing the committee that Council agreed with the report with a few exceptions, such as the proposed sidewalk width in some areas. Council also agreed to the requirement for the new section of Sprucewood Drive to accommodate bike lanes, but not Doherty Street. This information has been shared with the developer.
- ❖ The March 2012 Fire Department Report was circulated to the committee prior to the meeting and no items of concern were noted. Chief Farrell reviewed the number of calls received to the end of March and reported that 22 calls had been received in that period in 2012 compared to 11 calls for the same period in 2011.
- ❖ The monthly Transportation Report was distributed prior to the meeting and no comments or concerns were brought forward.
- ❖ Our Animal Control By-law Enforcement Officer had not submitted the Animal Control Report and staff will request that he submit the report on time for the meetings.
- ❖ Tree mulching will begin the week of April 30<sup>th</sup> and the Spring Clean-up with Trius will be held the following week on Monday, May 7<sup>th</sup>, 2012 and Tuesday, May 8<sup>th</sup>, 2012.
- ❖ Amendments to the Garbage Control by-law were postponed as the *Municipalities Act* requires the by-law amendment process to wait for the newly-elected Council members to be sworn in.
- ❖ The committee felt it would be beneficial to have more LED lights installed, similar to those installed on Crown Avenue a number of years ago through an NB Power pilot project. NB

Power has indicated they are currently evaluating all street lighting for possible changes in the future.

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

Discussion: Council agreed to the preference to purchase a new sidewalk machine due to the number of hours that are spent maintaining used equipment. The impact to homeowners created by sidewalk installations was discussed, as well as the possible option of moving a hydrant to accommodate a sidewalk location. It was clarified that the hours of operation for the street sweeping crew were approved last year and it is necessary for them to work during the night when trying to accommodate the demand for the service and the weather.

**MOTION CARRIED.**

#### Fire Department Report

Chief Farrell provided the quarterly report for the New Maryland Volunteer Fire Department. He reported that at the end of March the department had responded to a total of 22 calls. At the same time last year, they had responded to 11 calls. The calls for the first quarter of 2012 included 7 false alarms, 5 vehicle accidents, 4 structure fires, 3 vehicle fires, 1 equipment fire, 1 propane leak, and 1 electrical fire.

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

#### Emergency Response Plan Committee

Councillor McCaie-Burke reported that the Emergency Response Plan Committee met yesterday, April 17<sup>th</sup>, 2012 with 11 committee members and 3 staff members present.

- The 5-Year Master Plan was reviewed. The plan was approved by Council in 2010 and has provided a beneficial tool for the committee to date.
- The EOC Director led the committee in the practice of a forest fire disaster to review the issues that would need to be addressed in the event of a forest fire. The practice scenarios that take place each month are very useful and insightful to our planning process.
- The fan-out was reviewed to ensure contact numbers are current for committee and staff members.
- Cst. Lawless and Chief Farrell provided an update on their experiences helping with the flood victims in Perth-Andover. The experience was an eye-opener for them both and they were very pleased to be able to offer assistance.
- The committee has requested that Mayor Dunn send a letter to Industry Canada concerning a problem that amateur radio operators in this area are experiencing on the 80 metre band. The letter is requesting assistance with finding the source of the interference as Industry Canada has sophisticated equipment to identify these types of problems.
- The committee was pleased to receive a request from Fredericton's EMO Committee to give a presentation on May 10<sup>th</sup> regarding our committee mandate, our partnership with the Fredericton EMO Committee, and the Sentinel Emergency Alert System.
- A public presentation is scheduled for May 10<sup>th</sup> at 7:00 p.m. to promote the Sentinel Emergency Alert System and the Sentinel Emergency Assistance Program. The date was chosen to coincide with Emergency Preparedness Week. Councillor McCaie-Burke explained that the Sentinel System is a web-based public warning system that allows emergency

responders to quickly and efficiently relay timely information. It utilizes the latest technical advancement in text messaging, bulk emails, etc. and has the capability to reach thousands of subscribers simultaneously. The lead Public Information Officer provided the committee a summary of the public relations activities and promotions that will take place leading up to the public meeting: a flyer was included with the municipal utility billing to notify all residents of the meeting, there are planned interviews with a few of the local media outlets, public service announcements will be issued on various radio stations, ads will be placed in the Daily Gleaner, notices were sent to local Churches and the New Maryland Elementary School and information will be posted on the Village's website. Residents in attendance will be able to register on-line at the meeting while staff are in attendance to provide assistance. Documentation regarding Emergency Preparedness will be handed out at the meeting as well. Councillor McCaie-Burke commented on the excellent job done by the sub-committee and commended them for their efforts.

- Dr. Cristin Muecke, Medical Officer with Public Health, will be attending the May ERP Committee meeting to give a presentation concerning wide-spread illnesses, focusing on food and water borne illnesses. Council members and staff are invited to attend the presentation.
- The next meeting is scheduled for May 15<sup>th</sup>, 2012 at 3:00 p.m.

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

### **Water & Wastewater Committee**

Councillor LeBlanc reported that the Water & Wastewater Committee met on March 28, 2012 with the full committee in attendance.

- ❖ Following Call to Order and Approval of the Agenda, the previous month's session notes were reviewed. A clarification regarding frontage fees was required in the notes. The Village charges the developer \$1500 per lot when water is supplied to new development and the fee to supply water to existing properties will need to be determined. It was suggested by the committee that the fee for new development should be re-calculated. Since the \$1500 fee was first established, the Village has developed new wells, constructed a wastewater treatment plant and a water tower, etc. All committee members agreed that the fee should be increased to reflect the improvements to our infrastructure.
- ❖ Councillor LeBlanc noted that there was some confusion in the last report when a couple of separate items ran together when discussing a chemical that was leaking in a hose and the substance at the bottom of a well. The two items were completely separate and care will be taken to ensure clarification in the reporting.
- ❖ An update was provided on the Well 3A project regarding the expropriation process. The current owner has decided to challenge land owner a development proposal for the property in question. The Village has approved a one-month extension to allow the company sufficient time to prepare the proposal, as we believe it will benefit the Village's position.
- ❖ Vice-Chairperson Councillor McCaie-Burke reported on behalf of the sub-committee that has been established to develop a Water System Master Plan. The sub-committee had not met since the previous Water & Wastewater Committee meeting a meeting was scheduled for the next day. The sub-committee members have invited input or suggestions to help with the development of the Master Plan.

- ❖ The Development Information Sharing Session that was hosted on March 12<sup>th</sup> was briefly discussed and Councillor McCaie-Burke commented on the excellent work of our Public Works Supervisor in the preparations and delivery of that session.
- ❖ Approximately 12 members of the public attended a public presentation that was hosted regarding the EIA Study for Well 3A. One of the committee members suggested that the Village needs to be prepared to respond when residents decide that they want, or need, municipal water.
- ❖ The Water & Wastewater monthly report was presented by the Public Works Supervisor. The test results from the pump screen in Well A11 have come back from RPC and have been forwarded to Gemtec for their interpretation. RPC concluded that approximately 25% of the foreign matter from the pump screen was small rocks, gravel and mud. They explained that the pump is sucking the matter up and therefore may be too close to the bottom of the well. This particular pump is located lower than the previous pump. At one time the pump was 2 hp but was changed to a 5 hp – single phase pump. With the new water tower system, the pump was changed to a 2 hp – 3 phase pump. It appears that the pump was placed too deep. Staff will raise the pump to see if that will correct the problem.
- ❖ An issue with water meters was discussed. Maintenance has been performed on 10 water meters so far this year where the meters were not reporting any consumption due to a manganese build up. The maintenance required is not difficult, however problems arise when trying to make appointments with the homeowners. The committee suggested that whenever a meter reads “zero consumption” that a minimum or average charge be applied to encourage homeowners to make and keep appointments with the public works staff. Research will be conducted to verify the policies of other municipalities in similar situations. Our by-law will then be reviewed and a recommendation made to Council.
- ❖ It was noted that infrastructure for Well 3A will include a new treatment system which will eliminate iron and manganese from the water. OPUS consultants will investigate options on how to apply this treatment to the other 3 wells.

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

Discussion: It was clarified that maintenance has been performed on 10 meters and there are an additional 8 meters requiring maintenance.

**MOTION CARRIED.**

### **Finance Committee**

Deputy Mayor Wilson-Shee reported that the Finance Committee met on April 11<sup>th</sup>, 2012.

- The meeting was called to order at 7:00 p.m.
- The auditors were introduced to the Mayor, Councillors, committee and staff members, and following introductions the auditors presented the draft financial statements.
- The Auditor’s Report will be included in the financial statements once approved by Council.
- A number of issues were identified by the auditors, including the following: the General Capital Fund’s current assets exceed the current liability; inter-fund balances are not in compliance with regulations of the Department of Local Government; inter-fund accounts need to be eliminated annually and repaid within the fiscal year; water cost transfers can only be to a maximum of \$72,365; the auditors will transfer the sum of \$3,000 from the Emergency



measures (General Operating Fund) to Fire Administration; the General Operating Fund surplus was \$2,920; borrowing limits are within the standards set by the Municipal Capital Borrowing Board; 5% maximum transfer to the General Operating Reserve should be made before any other transfers; and the auditors will change the wording from “approval of the financial statements by the finance committee” to “approval of the financial statements by Council”.

- The Report to the Finance Committee was also reviewed with the following comments: a small number of cheques and/or transfers/withdrawals were found without dual signatures; an IT policy should be implemented regarding passwords; and the Finance Committee should compile an Interest Capitalization Policy.
- Words of gratitude were exchanged between Grant Thornton staff, the Mayor and Council and Village staff.
- The staff from Grant Thornton and members of Council departed the meeting at 7:45 p.m.
- The Finance Clerk was asked to provide a list of the cheques/withdrawals without the dual signatures to the next Finance committee meeting.
- The March 19<sup>th</sup>, 2012 session notes were approved.
- The Treasurer will report on IML Enterprise’s contract at a later date when more information is available.
- Four accounts were explained by the Treasurer.
- The Collections Report was reviewed.
- The Finance Committee decided to keep the Internal Control Letter on the agenda until the items are resolved.
- The Finance Committee will not meet in May 2012 and the next meeting has tentatively been scheduled for June 13<sup>th</sup>, 2012 at 6:00 p.m.

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

**MOVED BY** Deputy Mayor Wilson-Shee and **seconded by** Councillor LeBlanc the following Resolution of Council: ***Be It Resolved That*** that Council for the Village of New Maryland, as per the recommendation of the Finance Committee, adopt the policy entitled “Tangible Capital Assets Policy and Procedures” as attached hereto.

Discussion: The Tangible Capital Assets Policy is one of the requirements of the new PSAB (Public Sector Accounting Board) regulations. The objective of the policy is to prescribe the accounting treatment for tangible capital assets for all levels of local government so that users of their summary financial statements can learn about a local government’s investment in its tangible capital assets and the changes in those investments over time.

**MOTION CARRIED.**

#### **10. Approval of 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 01 March through 31 March 2012 in the amount of \$ 196,421.89;

(2) payments from the Water and Sewer Operating account for 01 March through 31 March 2012 in the amount of \$ 3,666.02;

(3) payments from the General Capital account for 01 March through 31 March 2012 in the amount of \$ 192,300.10; and

(4) payments from the Water and Sewer Capital account for 01 March through 31 March 2012 in the amount of \$ 128,290.15.

**MOTION CARRIED.**

**11. Public Input / Inquiries**

The following residents were in attendance at the meeting: Peter Wiggins, Kim Giberson, Ryan Barclay, Dave Ferdinand, and Dana Demmings. Those residents, with the exception of Dana Demmings, are running for Council seats in the upcoming municipal election. Brief discussions were held regarding the community bulletin board and the proposed soccer fields.

**12. New Business**

No new business items were brought forward.

**13. Date, Time and Location of the Next Meeting**

The next regular session of Council is scheduled for Wednesday, 16 May 2012 at 7:30 p.m. in Council Chamber.

**14. Motion for Adjournment**

**MOVED BY** Deputy Mayor Wilson-Shee and **seconded by** Councillor Scammell that the meeting be adjourned. **MOTION CARRIED.**

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Cynthia Geldart  
CAO/Clerk

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Cynthia Geldart  
Chief Administrative Officer/Clerk

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Frank Dunn  
Mayor