

**VILLAGE OF NEW MARYLAND
COUNCIL**

June 20, 2012

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

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

1. **CALL TO ORDER**
Mayor Wilson-Shee called the meeting to order at 7:30 pm.

2. **APPROVAL OF THE AGENDA**
MOVED BY Deputy Mayor McCaie-Burke and **seconded by** Councillor Wiggins to approve the agenda with the addition of a motion under the Transportation Committee report to award the Applewood Acres Sidewalk Installation 2012 project tender. **MOTION CARRIED.**

3. **APPROVAL OF THE MINUTES**
MOVED BY Councillor Sparks and **seconded by** Councillor Wiggins to approve the minutes of the June 6, 2012 regular session of Council as distributed. **MOTION CARRIED.**

4. **DISCLOSURE OF INTEREST**
No disclosures of interest were proclaimed.

5. **PRESENTATIONS**
Cynthia Geldart CAO/Clerk presented Mayor Wilson-Shee with the Mayor's Chain of Office.

6. **PROCLAMATIONS**
Mayor Wilson-Shee proclaimed the month of June 2012 as Recreation and Parks month.

7. **CORRESPONDENCE**
The following correspondence was read into the record by the CAO/Clerk, Cynthia Geldart, as per the request of Mayor Wilson-Shee:
 - a letter from the Department of Environment and Local Government concerning the *Days of Rest Act* and how it pertains to the upcoming July 1st holiday;
 - an email from the Union of Municipalities of New Brunswick relating to the Recycle NB Litter Survey that will be carried out province-wide this summer;
 - an email from a resident advising of bear sightings in the Village;
 - a letter from Human Resources and Skills Development Canada advising of a new deadline to submit

- funding applications for community-based projects under the New Horizons for Seniors Program; and
- an email from the Union of Municipalities of New Brunswick concerning the Supreme Court of Canada's decision on Payments-in-Lieu of Taxes case.

8. MEETINGS AND/OR SPECIAL EVENTS

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

June 7th - the Epsilon Golden Games at the New Maryland Centre along with Councillor Dunn. The mayor helped serve breakfast, played in the washer toss game, and assisted with the barbecue lunch.

June 8th - the closing ceremony of the Epsilon Golden Games along with Deputy Mayor McCaie-Burke.

June 9th - the 10th Annual New Maryland Open Golf Tournament, along with Councillor Dunn.

June 11th - the Planning Advisory Committee meeting. The mayor introduced Councillor Wiggins to the committee.

June 12th - the New Maryland Community Support Group Inc. meeting.

June 17th - the Central NB Walk for Muscular Dystrophy at which she was a guest speaker.

June 17th - a Father's Day celebration at the New Maryland Centre, which was hosted by MLA Jack Carr.

June 18th - a meeting at the Village office with Cynthia Geldart, CAO and Mike McKendy, to discuss regional service commissions.

June 19th - a meeting at the Village office with Cynthia Geldart, CAO; Rob Pero, Building Inspector/Development Officer; and Darrell and Tim Phillips.

June 19th - the Dr. Everett Chalmers Hospital to visit a patient, Dorothy Lockhart, who is the Good Will Senior Ambassador.

June 20th - the grade 5 graduation ceremony and year-end picnic at New Maryland Elementary School. Councillor Dunn also attended.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Councillor Peter Wiggins reported that the Planning Advisory Committee met on June 11th with all members in attendance.

- A temporary use application for a seasonal produce stand at 65 Oakland Farm Lane was reviewed by the committee. The committee approved the application with the requirement that the stand must be removed at the end of the season, and that the application must be resubmitted annually.
- A variance application for a corner-lot driveway was discussed by the committee and approved with the requirement that it must be located no closer than 7.7 metres from the adjacent street property line.
- The committee reviewed and approved a variance application for a third accessory building on a residential property.

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

Human Resources & Administration Committee

The Human Resources and Administration Committee has not met since the last Council meeting.

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

Be It Resolved That the Council for the Village of New Maryland, as per the recommendation of the

Human Resources and Administration Committee, adopt the amendments to the Human Resources Policy Manual as attached hereto.

Discussion:

- Councillor Dunn explained that this motion is to adopt two amendments to the Human Resources Policy Manual. One amendment is to clarify wording and provide consistency throughout the manual, and the other is to add a form for the Attending Physician Statement. This document is referenced in the manual, but it was not created until now. Neither document creates any changes to context or procedure.

MOTION CARRIED.

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

Be It Resolved That the Council for the Village of New Maryland accept the recommendation of the Human Resources and Administration Committee to begin the necessary readings to enact by-law amendment number 50-01-2012, an amendment to the Procedural By-law.

MOTION CARRIED.

Recreation and Leisure Services Committee

Councillor Peter Wiggins reported that the Recreation and Leisure Services Committee has not met since the last Council meeting. The next meeting will be held on Monday, June 25th.

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

Be It Resolved That the Council for the Village of New Maryland amends the Community Bulletin Board Standard Operating Guidelines Policy # RD 10, by adding the following to Section 2:

“However, it is important for other organizations and/or users to understand that the Village will always have first priority use of the Community Bulletin Board. In the event of a scheduling conflict or last minute requirement from the Village, a Village sign will receive priority over all other organizations and may result in the removal or non-posting of signs.” and that the amendment be effective immediately.

MOTION CARRIED.

Transportation and Protective Services Committee

Deputy Mayor Gisèle McCaie-Burke reported that the Transportation and Protective Services Committee met on June 12th with two members absent.

- The Statement of Expenditures to the end of April 2012 was reviewed.
- The committee suggested that 1 Engineer Squadron could make repairs to the Village sign at the southern Village limit as a possible project this fall.
- The Fire Chief presented the May 2012 Fire Department report. All calls for the month were in New Maryland. A total of 35 calls have been received so far this year which is an increase of 15 calls over the same period last year. The Fire Chief organized an Emergency Operations Centre course at the fire hall in May, which took place over two-weekends. The Fire Chief also chaired the NB Association of Fire Chiefs' Convention in Fredericton the weekend of May 25th to 27th.
- The Transportation Report for the month of May was presented by our Public Works Supervisor. The following items were highlighted: 1) the sidewalk project tender closed today and will be awarded later this evening; 2) the contractor hired to do pavement markings in the Village will be advised to finish the painting as soon as possible; 3) many positive comments have been received from residents regarding the Annual Spring Mulching program; 4) crack sealing will be performed by a new contractor throughout the Village; and 5) a storm line at the corner of Sunrise Estates Drive and Weston Street will be repaired.
- The Animal Control report for May 2012 was reviewed. No items of concern were noted.

- The committee reviewed the goals, operational objectives and initiatives of the Strategic Plan as it pertains to Transportation and Protective Services. The following specific initiatives are being worked on: developing a plan for future sidewalk installation; enhancing visibility and working relationships with the RCMP; promotion of fire and crime prevention programs; updating fire equipment to meet standards; and reserving funds for new firefighting equipment.
- The committee was informed by Deputy Mayor McCaie-Burke that during the recent municipal election campaign, comments were received from residents pertaining to transportation and safety issues. In an effort to address these issues, the committee felt it would be prudent to form a sub-committee that would be tasked with helping to develop a 5-year Transportation Master Plan. The sub-committee will consist of Deputy Mayor McCaie-Burke, our Public Works Transportation Technician, and committee member Dan Taylor. They will work together to form a framework that will guide the committee in developing the plan.
- The committee agreed to hold their meetings on the 2nd Tuesday of every month at 7:00 pm.
- The website was reviewed and some items of concerns will be forwarded to our webmaster.

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

Discussion:

- Councillor LeBlanc commented on the painting of pavement marking. He acknowledged that the contractor is a very big supporter of the Village and added that he may not have been able to complete the job in a timely manner due to various reasons that we are unaware of. Deputy Mayor McCaie-Burke confirmed that our Transportation Technician will contact the contractor and verify the date of completion for the painting of the pavement markings.

MOTION CARRIED.

► **MOVED BY** Deputy Mayor McCaie-Burke 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 Public Works Transportation Technician, awards the “Applewood Acres Sidewalk Installation 2012” project to Maritime Road Recycling Ltd., as per their tendered bid submitted on June 20, 2012 in the amount of \$63,145.00 plus \$8,208.85 HST, for a total tendered bid of \$71,353.85; and that the Mayor and Clerk are authorized to execute said contract.

Discussion:

- Deputy Mayor McCaie-Burke clarified that sidewalks will be installed on Newman Street, Bismark Street (from Gladstone to Newman), and Loddington Street (from Gladstone to Newman). The completion date for the work is August 31st.
- Councillor Sparks remarked that these sidewalks are being installed as part of the plan to deal with the removal of bussing services in the subdivision. There is also a plan being put into place for future sidewalk installations.

MOTION CARRIED.

Emergency Response Plan Committee

Deputy Mayor Gisèle McCaie-Burke reported that the Emergency Response Plan Committee met on June 19th with 9 committee members and 3 staff members present. Judy Ingram from the Parish of New Maryland Zoomers; David Lavigne, RCMP auxiliary liaison officer; and Sean Blanchette, RCMP summer student from Oulton College, attended the meeting as guests.

- Judy Ingram, representing the PNM Zoomers, informed the committee that the Zoomers’ Executive has agreed that members of the organization will volunteer in the event that our emergency reception centre needs to open during a disaster situation. Training of the volunteers will be offered in the fall.

The committee agreed that Mrs. Ingram will be a welcomed addition to our committee as a member representing the Zoomers.

- The Public Information sub-committee report was presented by the Public Information Officer Lead. The sub-committee was successful in preparing the marketing plan, information and registration drives for the Sentinel Emergency Alerts and Sentinel Emergency Alerts Assistance programs, which were initiated at the May 10th public presentation meeting. At the New Maryland Day festivities, 34 registration forms were passed out and since then 10 new registrants have signed up. Ongoing reminders to sign up for Sentinel will be done through the use of inserts in the July municipal water and sewer billings, signs on the community bulletin board, and at various Village events throughout the summer months. Deputy Mayor McCaie-Burke acknowledged the hard work of committee members and staff in the promotion of Sentinel and thanked Council for their continued support.
- The Fire Chief has completed generator training with some staff members.
- The committee was instructed to review the Village website to see if any information relating to the Emergency Response Plan committee needs to be updated.
- The committee will continue to work on finding replacement committee members for the positions of Horizon Health representative and Dept. of Education representative.
- The sub-committee that has been tasked with developing Standard Operating Procedures for the Emergency Operations Centre will have an update at the next meeting.
- The 5-Year ERP Master Plan was reviewed by the committee and it was concluded that succession planning for the EOC Director position needs to be prepared. As well, staff will continue to work on compiling an inventory of equipment and supplies to determine if additional purchases are required.
- Two committee members have recently completed the Basic Emergency Management course. The next step will be to provide a similar form of training to the members of Council.
- The committee will plan a mock disaster this fall or next year.
- The committee has made some suggestions for guest speakers this fall.
- The next meeting will be held September 18th at 3:00 pm.

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

Water and Wastewater Committee

The Water and Wastewater Committee has not met since the last Council meeting.

Finance Committee

The Finance Committee has not met since the last Council meeting. Councillor Sparks commented that there has been a structural change in the committee. It is now a committee of the whole and consists of only the Mayor and Council and certain staff members. Residents will no longer be members of the committee.

► **MOVED BY** Councillor Sparks and **seconded by** Councillor LeBlanc the following resolution of Council:
Be It Resolved That the Council for the Village of New Maryland, as per the recommendation of the Finance Committee, adopt the document entitled Municipality of the Village of New Maryland Four-Year Capital Investment Plan (2010-2013).

MOTION CARRIED.

10. APPROVAL OF THE TREASURER'S REPORT

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

- (1) Cheques and direct payments from the General Operating account for May 1 through May 31, 2012 in the amount of \$707,734.11;
- (2) Payments from the Water and Sewer Operating account for May 1 through May 31, 2012 in the amount of \$33,117.37;
- (3) Payments from the General Capital account for May 1 through May 31, 2012 in the amount of \$200,465.80; and
- (4) Payments from the Water and Sewer Capital account for May 1 through May 31, 2012 in the amount of \$14,471.03.

MOTION CARRIED.

11. PUBLIC INPUT / INQUIRIES

Mayor Wilson-Shee thanked the members of the public present for attending the meeting. She introduced several residents to Council by name.

Pat Mosher addressed Council regarding the day care centres that are located along the highway, as well as the afterschool program at Faith Baptist Church. She voiced her safety concerns for the children that are being let off the school buses as they stop on the highway, and felt that the school buses should be using the parking lots instead. She said she has approached the bus driver as well as the person who supervises the children who are getting off the school bus and she was informed that they have to receive permission from the school board in order for the school bus to be allowed to leave the highway and enter a driveway or parking lot. She also expressed her even greater concern about the recent opening of a day care on the highway near Baker Brook Court. In the winter that section of highway, which is located on a hill, is very slippery and she felt it will be next to impossible for vehicles to stop when a school bus's signals are flashing red. This will also create problems for drivers who will have to resume climbing the hill after stopping for the bus. She stated that she was not even aware that a day care was proposed for that location until after it was opened. She asked Council about the discussion and investigation that took place regarding traffic safety before the day care was opened, and she inquired what Council will do about this issue now.

Mayor Wilson-Shee stated that she was aware that school buses must receive permission from the district school board before they are permitted to enter driveways or parking lots. School bus driver, Julie, who was in attendance at the meeting verified the Mayor's comment and added that the contact person at the district school board is Shelly McLeod, Transportation Manager. Mayor Wilson-Shee also confirmed that a lot of discussion took place with the Planning Advisory Committee and Council regarding the proposed day care near Baker Brook Court before it was opened. A traffic study was done and residents living in the surrounding area of the proposed day care were given the opportunity to express their opinions and concerns to the Village. Mayor Wilson-Shee informed Mrs. Mosher that she is aware that many residents do not have a computer or cell phone and Council is working with these residents to find a way that they may receive information about the Village in a timely manner.

Mrs. Mosher asked for her concerns to be forwarded to the Planning Advisory Committee and the Transportation and Protective Services Committee for discussion. She added that she did not understand the school board's position that buses are not permitted to turn into driveways or parking lots, which is obviously a safer option for the children. Mayor Wilson-Shee asked the Deputy Mayor, as the Chair of the Transportation and Protective Services Committee, to contact the school board to see what can be done about this safety concern. Mrs. Mosher strongly suggested that in the future Council should consider not permitting day cares to open along the highway, and only allow them to operate in the subdivisions.

Councillor Dunn informed Mrs. Mosher that a notice was placed in the newspaper to advertise the intent of the owner to open a daycare, and residents within 100 metres of the proposed day care were notified in writing so they could express their comments and/or objections to Council. Deputy Mayor McCaie-Burke

assured Mrs. Mosher that traffic control is one of the issues that will be included in the 5-Year Transportation Master Plan that the committee will develop. Councillor Sparks added that the Transportation and Protective Services Committee has had ongoing issues with traffic on the highway in terms of trying to receive permission from the Department of Transportation to install another crosswalk. The Village has met every requirement that DOT has placed before us including traffic and pedestrian counts and data received from our Speed Sentry unit, but to date they have still refused to grant permission. Our request to have the speed limit lowered on the highway has even been denied by DOT. As a result, we need to put the pressure on our local MLAs to support us and help us achieve the resolution to these ongoing issues with the highway.

Mayor Wilson-Shee iterated that she will ask Deputy Mayor McCaie-Burke to speak with the school board about this safety concern and she will advise Mrs. Mosher of the school board's response.

12. NEW BUSINESS

First and Second Reading of By-law amendment no. 50-01-2012

► **MOVED BY** Councillor Dunn and **seconded by** Councillor LeBlanc to read By-law Amendment No. 50-01-2012, an amendment to the By-law Respecting the Proceedings of Council and Administration, for the first time, this reading by title only. **MOTION CARRIED.**

Councillor Dunn proceeded to read the by-law amendment for the first time, this reading by title only.

► **MOVED BY** Councillor Dunn and **seconded by** Deputy Mayor McCaie-Burke to read By-law Amendment No. 50-01-2012, an amendment to the By-law Respecting the Proceedings of Council and Administration, for the second time, this reading by title only. **MOTION CARRIED.**

Councillor Dunn proceeded to read the by-law amendment for the second time, this reading by title only.

13. DATE, TIME AND LOCATION OF NEXT MEETING

The next Council meeting will be held on Wednesday, July 18, 2012 at 7:30 pm in Council Chamber.

14. MOTION FOR ADJOURNMENT

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

The meeting adjourned at 8:24 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor