

VILLAGE OF NEW MARYLAND
COUNCIL

July 18, 2012

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

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

Regrets: Deputy Mayor Gisèle McCaie-Burke

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

2. **APPROVAL OF THE AGENDA**
MOVED BY Councillor Sparks and **seconded by** Councillor Dunn to approve the agenda with the addition of the Fire Chief's Quarterly Fire Department report after the Transportation Committee report. **MOTION CARRIED.**

3. **APPROVAL OF THE MINUTES**
MOVED BY Councillor Wiggins and **seconded by** Councillor Dunn to approve the minutes of the June 20, 2012 regular session of Council as distributed. **MOTION CARRIED.**

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

5. **PRESENTATIONS**
No presentations were made.

6. **PROCLAMATIONS**
No proclamations were declared.

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 Parish of New Maryland Zoomers congratulating our Mayor and Council for their success in the recent municipal election;
 - letters to various developers regarding ownership and maintenance of the Village's subdivision entrance signs;
 - a letter of appreciation to a community member who recently participated in the Swearing-In

Ceremony of the Village Council on May 30th;

- a letter from the RCMP District 2 Community Council Policing Committee requesting representation from our municipal Council at their next meeting; and
- an invitation from ACOA NB to attend the announcement of a new Government Canada infrastructure initiative to support community facilities.

8. MEETINGS AND/OR SPECIAL EVENTS

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

June 21st – a meeting with the Village CAO and staff;

June 25th – a UMNZB Zone meeting along with Deputy Mayor McCaie-Burke, Councillor Sparks and Councillor Wiggins;

June 25th - a reception at the Fredericton Inn for the Hon. Ted Menzies, Minister of State (Finance);

June 29th – a meeting with Chief Farrell and Karen Duncan, Assistant Clerk regarding the new Village welcome sign;

June 29th – visitation for the late Michael Lyons;

July 1st – a Canada Day celebration at Victoria Park, hosted by MLA Jack Carr. Also in attendance were Deputy Mayor McCaie-Burke, Councillor Sparks and Councillor Wiggins;

July 1st – Mr. and Mrs. Fred Phillips’ 60th wedding anniversary which was held at Faith Baptist Church;

July 3rd – the Movie Madness evening showing of “The Lorax”;

July 5th – the Summer Concert Series event at the New Maryland Centre;

July 8th – a car wash and barbecue sponsored by our local soccer team;

July 9th – a meeting with Mike Pope, a local resident;

July 10th – the Movie Madness evening showing of “Despicable Me”;

July 11th – the St. Thomas University Summer Convocation; one of our residents has received her Bachelor of Education;

July 12 – the Strawberry Social and Summer Concert Series along with Deputy Mayor McCaie-Burke, Councillor Dunn and Councillor Sparks;

July 13 – a meeting with Courtney Mason regarding an abandoned cemetery in the Village;

July 17th – a meeting with Peter Graves, Commercial Account Manager with the Bank of Montreal along with Joan Chandra, Village Treasurer; and

July 17th – the Movie Madness evening showing of “The Smurfs”.

Discussion:

Council discussed the condition of the old church along the New Maryland highway which belongs to the Holy Trinity Anglican Church. Mayor Wilson-Shee stated that she intends to meet with a member of the church’s committee to discuss what may be required to repair and further maintain the aging structure. She will bring her findings back to Council for consideration.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Councillor Peter Wiggins reported that the Planning Advisory Committee has not met since the last Council meeting.

► **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, appoints Scott Durling as Assistant Building Inspector/Development Officer for the Village of New Maryland.

MOTION CARRIED.

► **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, appoints Scott Durling as a Municipal Planning Officer for the Village of New Maryland as per Section 16 of the *Community Planning Act*. **MOTION CARRIED.**

► **MOVED BY** Councillor Wiggins and **seconded by** Councillor LeBlanc the following resolution of Council:
Be It Resolved That the Council for the Village of New Maryland, hereby directs that Scott Durling, Assistant Building Inspector/Development Officer be appointed to enforce the by-laws of the Village of New Maryland, and amendments thereto, as set out in Schedule “A” attached hereto and forming part hereof.

Be It Further Resolved That Council hereby directs that Scott Durling, Assistant Building Inspector/Development Officer be designated as persons authorized to make application, on behalf of the Village of New Maryland, to Courts of competent jurisdiction in relation to matters arising under the *Community Planning Act* and the *NB Municipalities Act* and by-laws pursuant to these statutes.
MOTION CARRIED.

Human Resources & Administration Committee

Councillor Dunn reported that the Human Resources and Administration Committee met on June 27th with all members present.

- The session notes from the May 9th meeting were approved and the following items were reviewed: 1) the section of the procedural by-law pertaining to the Standing Committees was amended as per the request of the committee and Council. Council has initiated the amendment for first and second reading; 2) our CAO has not yet drafted the business case in favour of the Communications position. This position was discussed in length and it was agreed to take this project to Council for approval before proceeding; 3) the amendments to the Human Resources Policy Manual were adopted by Council and shared with staff; and 4) the amendment to the Community Bulletin Board Standard Operating Procedures Guidelines, to emphasize that the Village has first priority use of the board, was adopted by Council.
- Cynthia did not have an update to give on the Communications Report as she has had other priorities she has been working on.
- The issue of the website and the need to keep information current was discussed by the committee. Without a staff person designated to work on website issues, the work will only be done as time becomes available and priorities permit. It is still the responsibility of each committee to review the website to ensure that the information on the website pertaining to their committee is up-to-date. Staff will be reminded how important it is to keep the website current.
- Our Treasurer reviewed the *Summary, Review and Recommendations Regarding Employment Benefits at the Village of New Maryland NB* document with the committee. Some recommendations were made and will be brought back to the committee for review again at the August meeting. The proposed amendments will be brought to the September Council-In-Committee meeting for Council's consideration.

MOVED BY Councillor Dunn and **seconded by** Councillor Wiggins the adoption of this report.
MOTION CARRIED.

Recreation and Leisure Services Committee

Councillor Peter Wiggins reported that the Recreation and Leisure Services Committee met on June 25th with two members absent.

- The committee reviewed the ongoing issue of vandalism in the Village. The costs associated with having a company come and clean the graffiti seemed excessive so the suggestion was made to do as much graffiti removal in-house as possible. Thanks to the Fire Department and the Transportation Department who assisted in this effort.
- Our Recreation Programmer met with Village teens to discuss the type of activities they would like to see the Village host. A report detailing the suggestions made by the youth will be presented at the next committee meeting. Councillor Wiggins announced that the committee would like to move forward with the creation of a Youth Advisory Committee that will provide ongoing guidance to the Recreation Department concerning programming needs.
- Councillor Wiggins recognized our Recreation Foreman, Kirk Billings, for his ingenuity in creating replacement plexiglas parts for some of the parks, which can no longer be purchased.
- The New Maryland Community Support Group has received the committee's request for assistance with funding for the decorative lighting. It will now be Council's decision how many lights will be required and their proposed locations.
- The committee made the recommendation that the Village should incur the cost to have the mounds of soil at Sunrise Park moved to another location, since the soil originated from the Village office building expansion.
- The cost to drill core samples and perform a study of what lies beneath the tennis/basketball courts at Athletic Park will be in the vicinity of \$6,500 - \$7,000.
- The committee is anxious for the Trails and Bikeways Master Plan to be finalized. A section regarding benefits and wellness will be reviewed by the deputy mayor and her suggestions will be forwarded to the committee.
- Councillor Wiggins and our Recreation Coordinator Natalie Reid met on June 27th with some parents at the Village office to hear their thoughts and ideas, which were in-line with Strategic Plan Goals 5.2 (to enhance and improve recreational facilities) and 5.4 (to develop a volunteer registry). From that meeting, the suggestion was made that the Recreation Committee move forward with the creation of a sub-committee of volunteers interested in fund-raising for projects they are interested in doing. Our CAO will be asked to help the committee create a mandate for the sub-committee, define their roles, and familiarize them with the rules of conduct.

MOVED BY Councillor Wiggins and **seconded by** Councillor LeBlanc the adoption of this report.

Discussion:

- When questioned by Councillor LeBlanc about the effect the pressure washing had on the graffiti, Chief Farrell explained that the pressure washing did not work well in removing it from the cement block building and the best option would be to paint over the graffiti with concrete paint. Sandblasting would not be a good option either as it will leave an imprint on the block and then it will need to be painted anyway.
- Councillor LeBlanc informed Councillor Wiggins that the Village already has tender documents and drawings for a splash park.
- Councillor LeBlanc commented on drainage issues at the tennis courts, and stated that he recalls there is over 24 inches of gravel under the courts, and the drain comes out at the back corner of the bantam ballfield towards the woods. He added that before we spend \$6,500 on drilling samples, we should contact Daniel Glenn and request to receive copies of the documents and drawings of the work they did in the past at Athletic Park. Council agreed that this should be done first.
- Mayor Wilson-Shee informed Councillor Wiggins that in regard to the decorative lighting, the Recreation Committee has the approval of Council and may proceed to meet with the New Maryland Community Support Group to discuss funding. The number of lights needed and the location is also a decision that the Recreation Committee can make. Cynthia Geldart, CAO, confirmed that she spoke with Ron Naugler, President of the NMCSG, and he and our Recreation Coordinator have plans to discuss funding after he returns from vacation.
- Mayor Wilson-Shee asked Councillor Wiggins if he was aware that there is a splash park in the Town of

Oromocto. Councillor Wiggins responded that he was, and added that although he is cognizant of the fact that many residents feel the Village should have one, he understands that it is not in our Strategic Plan. He added that this is another reason why he is so supportive of the Recreation sub-committee and their plans to fundraise for these types of projects. Mayor Wilson-Shee reminded him that the project will need to be approved by Council first and they will need to have a budget prepared that will indicate how much of the funds will come from the Village and how much will need to be raised.

MOTION CARRIED.

Transportation and Protective Services Committee

Councillor Sparks reported that the Transportation and Protective Services Committee met on July 10th with two members absent.

- The committee reviewed the June Animal Control Report and the Animal Control Officer was in attendance to answer questions. He reported that he recently handed out flyers to the residents of Peterson's Park relating to an issue with cats running at large.
- The Statement of Expenditures to the end of May 2012 was reviewed.
- Our Public Works Supervisor and our Recreation Coordinator met to discuss the list of projects that the cadets of 1 Engineer Squadron could do this fall. The list included: post season clean-up at the parks, clean-up of graffiti, trimming branches, clean-up around the school, painting/maintenance of subdivision signage, raised beds at the community garden, and replace shingles on the park shelters. Other suggestions also included the flower bed located at the southern Village limit sign and repairs to the fascia and roof of some of the water and wastewater buildings. The list of proposed projects has been sent to the squadron's Sergeant in Charge.
- Deputy Mayor McCaie-Burke shared highlights from the June 2012 RCMP report with the committee members. The committee made some suggestions regarding additional information that they would like to see added to the monthly RCMP report. This will be discussed with Council in detail at the next C-I-C meeting.
- The committee recently formed a sub-committee composed of one volunteer, one staff member from the Transportation and Protective Services Committee, and the committee chair. This sub-committee will create a framework that the committee will use to develop a Transportation Master Plan. They will plan to meet sometime before the next committee meeting in September.
- The committee was informed that the concerns they expressed at the last meeting regarding the website were brought to the CAO's attention. The CAO responded that at the moment she will not be able to address these issues as there are other priorities that she is dealing with that are taking precedence. The committee was reminded that the mandate of the committee is to discuss their concerns about the website as they pertain to the Transportation Committee and other concerns should be sent directly to the CAO.
- The June Fire Department Report was distributed to the committee. Chief Farrell will present his quarterly report to Council at this evening's meeting.
- The Transportation Report for June 2012 was circulated to the committee. Some items that were addressed in the report included: 1) the tender for the Applewood Acres Sidewalk project was awarded to Maritime Road Recycling Inc. of Grand Falls. The completion date is slated for August 31st; 2) the line painting of streets is almost completed. Next year the work will go out to invitation tender; 3) a list of streets that require crack sealing has been compiled by our Transportation Technician and has been passed on to the contractor; and 4) the temporary repair of the stormline at Weston Street and Sunrise Estates Drive will begin this month.
- Concerns from a resident about speeding on Atkinson Lane and drivers failing to stop at the stop sign were brought to the committee's attention. The committee agreed that the Speed Sentry unit should be installed on Atkinson Lane in various locations during the month of July to monitor traffic speeds. The collected data will be forwarded to the RCMP for follow-up and enforcement.
- The committee was informed of a safety concern that was brought to Council's attention by a resident

regarding school buses being permitted to let children off along the highway. The Department of Education has explained that due to liability issues, they will not permit school buses to leave the highway and enter driveways or parking lots. After discussing the matter at length, the committee felt that if the Dept. of Education feels it is doing its due diligence in keeping children safe as they exit the buses along the highway, we must trust their decision and leave the matter in their hands.

- The committee was informed about the upcoming changes to the Procedural By-law No. 50 as it pertains to Standing Committees.
- Our Public Works Transportation Technician has received several complaints from residents regarding construction in Pine Ridge Estates. The complaints received were in regard to dirt being left on the streets from contractors' trucks. Our Transportation Technician has inspected the streets affected by the construction several times per day and has not noted any issues with dust or debris. However, the contractor has been asked to monitor their trucks to ensure that no debris is left on the streets.
- The next committee meeting will be held on Tuesday, September 11th at 7:00 pm.

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

Discussion:

- Councillor Sparks commented on the concerns expressed by the resident on Atkinson Lane. He stated that he lives in the area and drives the street often. Over the years he has noticed some drivers coming to a rolling stop at the stop sign on Atkinson Lane, and only infrequently has he ever noticed drivers driving right through the stop sign and those people were definitely not speeding at the time. Mayor Wilson-Shee requested that the Transportation Committee share the data they collect from the Speed Sentry unit this month with Council.
- Councillor Wiggins stated that he was disturbed to learn that the RCMP have not been providing feedback regarding the Speed Sentry data that our Public Works staff have been sending to them. He suggested that if we put our concerns in writing to Cpl. Hansen, he should be able to obtain that information for the next C-I-C meeting.
- Council discussed the committee's request that the RCMP supply the committee with information regarding how many times per month they are patrolling the subdivision and which streets they are patrolling. Council did not understand the reason for the request and what purpose that information would serve. Council felt that requesting this information from the RCMP would be the mandate of Council, not the Transportation Committee, and agreed to discuss the matter further at the next C-I-C meeting.
- Councillor LeBlanc remarked that Northern Construction in Grand Falls is the parent company of the contractor who will be doing the sidewalk project in Applewood Acres, and did not anticipate that there will be any problems with the work.
- Councillor LeBlanc commented regarding the street line painting and stated that he was not sure if putting the work out to tender next year will be worth it considering the total value of the work. He said that he believed that the issues that we have been experiencing with the current contractor have been resolved.
- Councillor LeBlanc informed Council that he recently became aware that RCMP "J" Division has a huge Speed Sentry sign that they will lend to municipalities. Council requested that our Public Works staff investigate borrowing the unit and placing it along the New Maryland Highway.

MOTION CARRIED.

Quarterly Fire Department Report

Chief Farrell reported that for the months of April, May, and June 2012 a total of 18 calls for service were received, which is a total of 40 calls to date this year. Out of the 40 calls that the fire department responded to, 18 of them were in the Village. The three major types of calls included fire alarms (13), motor vehicle accidents(9), and structure fires (8).

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

MOTION CARRIED.

Emergency Response Plan Committee

The Emergency Response Plan Committee has not met since the last Council meeting.

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee met on June 27th with one member absent. Mayor Wilson-Shee also attended for a portion of the meeting.

- Our newest staff member, Scott Durling, was introduced to the committee.
- The committee received an update regarding the Well 3A project. The property is now vested with the Village of New Maryland and we are awaiting the official appraisal, which is a legal requirement. Once obtained, it will be presented to Armco. Our Public Works Supervisor has met with Sansom Equipment and a representative from Filtronics. Filtronics has stated that they can recuperate 99.9% of the backwash in their system. The committee recommended that we proceed with the testing on our well to determine how well the Filtronics system will operate. Opus has estimated the cost at approximately \$14,000. The testing process will include overland water flow into a wetland, which will require approval from the Department of Environment. The committee's recommendation is to move forward with the testing.
- The Water Conservation By-law No. 43-2000 was reviewed by the committee. The committee discussed the possibility of changing the wording of the by-law or repealing the by-law in its entirety, while keeping the water conservation information on the website.
- The committee discussed at length the request from the developer of Centennial Heights for the committee to consider a cost-share agreement between the developer and the Village. The committee recommended that the Village should not enter into the proposed cost-share agreement with the developer. There is potential for the Centennial Heights Developer to recoup some costs in the future if a second developer comes online and the resources are shared.
- Mayor Wilson-Shee has made the decision to have the Chair and Vice-Chair of the committee remain the same, however there will be some changes to the committee structure pertaining to new members which will be reflected in the amendment to the Procedural By-law.
- The committee reviewed the Water & Wastewater monthly report as provided by the Public Works Supervisor.

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

Discussion:

- Mayor Wilson-Shee commented that the suggestion of changing the wording of the Water Conservation By-law was discussed by Council at the last C-I-C meeting. Our CAO will bring some additional information to the next C-I-C meeting for Council to review.
- Mayor Wilson-Shee stated that Council has discussed the Centennial Heights cost-share request. There is a possibility that the developer may be able to recoup some of his costs from a future developer.

MOTION CARRIED.

Finance Committee

Councillor Sparks reported that the Finance Committee met on July 4th with one member absent.

- The newly restructured committee now consists of the members of Council, and certain members of staff.
- The April 11th session notes were approved. Some issues that arose from the meeting were addressed by the committee. One of the issues addressed pertained to cheques that did not have dual signatures.
- The Financial Operating statements and the Collections report were reviewed.

- The committee recommended the reappointment of Grant Thornton for another term as the Village's auditors.
- An update was given regarding the progress with PSAB. Inventory will be completed by the end of July 2012 and the auditors will arrive in mid- August to redo the 2011 statements in accordance with PSAB rules and regulations.
- The committee received an update on the progress with the auditor's deficiency list. A written contract with our IT service provider is now in place and our Treasurer will continue to review the deficiency list, but PSAB will remain as the first priority.
- Two previous committee members have expressed to the mayor their interest in becoming members of other committees.
- The next meeting will be held on Wednesday, August 1st.

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

► **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 re-appoint the accounting firm of Grant Thornton LLP to provide external audit services to the Village of New Maryland for a one-year period. **MOTION CARRIED.**

10. APPROVAL OF THE TREASURER'S REPORT

MOVED BY Councillor Sparks and **seconded by** Councillor Dunn to approve the Treasurer's Report as follows:

- (1) Cheques and direct payments from the General Operating account for June 1 through June 30, 2012 in the amount of \$235,256.99;
 - (2) Payments from the Water and Sewer Operating account for June 1 through June 30, 2012 in the amount of \$14,765.63;
 - (3) Payments from the General Capital account for June 1 through June 30, 2012 in the amount of \$13,934.93; and
 - (4) Payments from the Water and Sewer Capital account for June 1 through June 30, 2012 in the amount of \$13,703.68.
- MOTION CARRIED.**

11. PUBLIC INPUT / INQUIRIES

No members of the public were in attendance.

12. NEW BUSINESS

Third and Final Reading of By-law amendment no. 50-01-2012

► **MOVED BY** Councillor Dunn and **seconded by** Councillor Sparks to read By-law Amendment No. 50-01-2012, an amendment to the By-law Respecting the Proceedings of Council and Administration, for the third time, this reading in its entirety. **MOTION CARRIED.**

Cynthia Geldart, CAO/Clerk, proceeded to read the by-law amendment for the third time, this reading in its entirety.

► **MOVED BY** Councillor Dunn and **seconded by** Councillor Sparks to read By-law Amendment No. 50-01-

2012, an amendment to the By-law Respecting the Proceedings of Council and Administration, for the final time, this reading by title only, thereby enacting the by-law amendment. **MOTION CARRIED.**

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

13. DATE, TIME AND LOCATION OF NEXT MEETING

The next Council meeting will be held on Wednesday, August 15, 2012 at 7:30 pm in Council Chamber.

14. MOTION FOR ADJOURNMENT

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

The meeting adjourned at 9:02 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor