

Village of New Maryland Council

21 November 2012

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

Absent: Councillor Peter Wiggins
 Karen Duncan, Assistant Clerk



1. CALL TO ORDER

Mayor Wilson-Shee called the meeting to order at 7:30 p.m.

2. APPROVAL OF THE AGENDA

MOVED BY Deputy Mayor McCaie-Burke and **seconded by** Councillor Sparks that the agenda be approved as distributed. **MOTION CARRIED.**

3. APPROVAL OF THE MINUTES

MOVED BY Councillor Sparks and **seconded by** Deputy Mayor McCaie-Burke that the minutes of the 17 October 2012 regular session of Council be approved as distributed. **MOTION CARRIED.**

4. DISCLOSURE OF INTEREST

No *Disclosures of Interest* were declared.

5. PRESENTATIONS

Two presentations were shared with Council as follows:

- (i) Lt.(N) Sharon MacMillan CD, Commanding Officer, 353 RSCSS New Maryland spoke on behalf of the New Maryland Sea Cadets. The cadets are sponsored nationally by the Navy League of Canada. The Navy League encourages the Corps by offering Service Medals, Certificates of Achievement, Awards, etc. The Navy League Annual General meeting was held in Oromocto in October, at which time the 353 RCSCC New Maryland was presented with an award for 2nd Place Small Corps. Lt. MacMillan explained that this is a significant accomplishment that she wanted to share with Council and reported that the Corps consisted of just six cadets three years ago and has grown to the current number of eighteen.
- (ii) Robert Landine, a resident of the Village and member of the Water and Wastewater Committee, expressed his views to Council regarding Water Conservation By-law No. 43. Mr. Landine explained numerous reasons why he felt the by-law was inappropriate and outdated, and further requested that the by-law be repealed in its entirety.

6. PROCLAMATIONS

Mayor Wilson-Shee proclaimed Restorative Justice Week from November 18th through 25th.

7. CORRESPONDENCE

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

- an email from the New Maryland Community Support Group Inc. denying our request for funding for the Decorative Winter Lighting project;
- a letter from the Department of Public Safety relating to a new cost-sharing model for RCMP policing services;
- an email from the Union of Municipalities of NB regarding cell towers; and
- a letter from Meals on Wheels of Fredericton requesting support.

8. MEETINGS AND/OR SPECIAL EVENTS ATTENDED BY MAYOR WILSON-SHEE

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

- ❖ October 18 – reception hosted by Altus; Deputy Mayor McCaie-Burke attended the Open House hosted by NB Association for Community Living;
- ❖ October 22 – meeting with Lt. MacMillan and Major Rowe of the NM Sea Cadets, also attended by Councillor Wiggins;
- ❖ October 24 – YMCA reception, Indian Cuisine, hosted at the home of a local resident;
- ❖ October 25 – meeting with two local residents, also attended by Rob Pero, Building Inspector/Development Officer and Rockland Miller, PW Supervisor;
- ❖ October 26 – NMES Frolic, and participated in the dunk tank;
- ❖ October 27 – Municipal Orientation, also in attendance were Deputy Mayor McCaie-Burke, Councillors Dunn and Sparks, Karen Duncan, Assistant Clerk, Natalie Reid, Recreation Coordinator and Chief Harry Farrell;
- ❖ October 29 – NMCSG meeting, also in attendance was Councillor Dunn;
- ❖ October 30 – Regional Services Commission meeting;
- ❖ November 05 – PNM Zoomers meeting;
- ❖ November 06 – Regional Services Commission meeting;
- ❖ November 08 – Remembrance Day Service at the NMES, also attended by Deputy Mayor McCaie-Burke and Councillor Dunn;
- ❖ November 08 – Community Council Policing Committee meeting, also attended by Deputy Mayor McCaie-Burke;
- ❖ November 12 – Remembrance Day Service hosted by the Village, all members of Council attended and participated;
- ❖ November 13 – St. Thomas University launch of the Frank McKenna Centre for Communications and Public Policy;
- ❖ November 14 – a pot luck dinner hosted by the PNM Zoomers;
- ❖ November 19 – presented certificates to the cadets who helped with the Halloween Haunted Hike on behalf of the Recreation & Leisure Services Department; and
- ❖ November 20 – a Stakeholders' Breakfast sponsored by the International Airport Authority, also attended by Deputy Mayor McCaie-Burke.

9. COMMITTEE REPORTS / UPDATES

PLANNING ADVISORY COMMITTEE:

Councillor LeBlanc provided the 05 November 2012 PAC report in the absence of Councillor Wiggins.

- The meeting began with a review of the proposed changes to the application fees collected by the Village. It was the recommendation of the committee to reaffirm its desire to move forward with the increases as proposed.
- An update was provided regarding the status of the Hanwell Rural Plan Rezoning Application. The committee has recommended that the Mayor forward a letter to the Minister of Environment expressing our concerns for the Wellfield Protection Zones.
- The Building Permit Report consisted of 24 permits with a total construction value of \$1,036,409 and \$5,690 collected in fees.
- Three variance applications were submitted and all three received approval of the committee.

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

MOVED BY Councillor LeBlanc and **seconded by** Councillor Sparks the following Resolution of Council: ***Be It Resolved That*** in accordance with the terms of the *Developer's Agreement* entered into on 27 May 2010 between the Village of New Maryland and Pine Ridge Estate Ltd. for development of Pine Ridge Estate Ltd. Subdivision 2010, (six residential building lots) Sprucewood Drive, which development, by agreement includes the constructions and/or provision of concrete curb and gutters, foundation preparation and installation of concrete sidewalks, base and surface asphalt, boulevard construction and landscaping, and construction of drainage swales and ditches ("works"), enumerated in the said *Developer's Agreement*, the Village Council, on the recommendation of the Village Engineer, agrees to Assume the curb, sidewalk and boulevard landscaping construction completed to date, terminate the one (1) year warranty period for those portion of the works, and authorize final release of the associated maintenance security in the amount of \$4,500.

Discussion: Councillor LeBlanc clarified that the security was released pending completion of the work to satisfactory conditions. **MOTION CARRIED.**

HUMAN RESOURCES & ADMINISTRATION COMMITTEE

Councillor Dunn reported that the Human Resources and Administration Committee met on Wednesday, 14 November 2012 with all committee members in attendance.

- It was a very brief meeting, and the committee was able to deal with all of the agenda items in just over half an hour.
- Following the Call to Order and Approval of the Agenda, it was noted that all Action Items from the previous meeting's session notes had been completed or the topics were included for discussion at this meeting.
- Under Old Business, the committee discussed the Village's website, as well as an update on discussions with the journalism department at St. Thomas University. Both projects are on-going.

- Our CAO provided an update on the Social Media project. The sub-committee has recently completed an assessment of our current status in order to determine the next steps for the project.
- Under New Business, we reviewed the process of how Council members handle complaints from residents, and also discussed an internal hiring process.
- The meeting concluded with a brief reminder of the upcoming Christmas events.
- The next meeting is scheduled for Wednesday, 09 January 2013.

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

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, effective January 01st, 2013.

Discussion: Councillor Dunn explained that there are 13 amendments, which Council has previously reviewed on numerous occasions and approved. **MOTION CARRIED.**

RECREATION & LEISURE SERVICES COMMITTEE

Councillor LeBlanc reported as Vice-Chair of the committee in the absence of Councillor Wiggins.

- The committee met on 29 October 2012.
- Following agenda approval, a number of reports were reviewed, beginning with the Facebook/Twitter report which highlighted an increase in the number of followers to 129.
- The Fall and Winter Guide is available at the Village Office.
- The last activity for seniors was scheduled for today, November 21st, at the New Maryland Centre. An afternoon of crokinole was planned. Earlier this month a group of eight seniors visited Boiestown. Any suggestions or ideas for future activities should be forwarded to our Recreation Coordinator, Natalie Reid.
- The municipal staff did a wonderful job organizing the Remembrance Day Service. The attendance was excellent and the weather was great.
- Vandalism in Athletic Park is an ongoing issue which is being dealt with in an appropriate manner.
- The budgets from 2010, 2011 and 2012 were presented and discussed.
- An application has been submitted to the Communities Infrastructure Improvement Fund program and that project will be the main focus of the committee over the next few months.
- Under New Business items, the committee agreed to recommend to Council to accept cash in lieu of land regarding the 8% Land for Public Purposes requirement for the Lark Street subdivision plan.
- A draft implementation plan for the *Trails and Bikeways Plan* was discussed.
- The committee was advised that the New Maryland Community Support Group has decided not to support the request for funding for the Decorative Lighting project at this time.
- The purpose of the “Membership Fee” collected at the NMES was discussed by the committee and it was decided the fee should remain as part of the policy.
- In support of the “In Motion” theme, Team Diabetes will host a “Monitor Run” in New Maryland on 30 December 2012 at 9:00 a.m. beginning at the New Maryland Esso.

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

MOVED BY Councillor LeBlanc 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 Recreation & Leisure Services Committee, authorize the application to the Community Infrastructure Improvement Fund as per the attached project submission, and that Council will designate the municipal portion of the project funding requirements in the 2013 Budget.

Discussion: Councillor LeBlanc clarified that this was a formality and that Council previously approved this project in principal in order to submit the application in a timely manner. A formal motion of Council has been requested by ACOA. **MOTION CARRIED.**

TRANSPORTATION & PROTECTIVE SERVICES COMMITTEE

Deputy Mayor McCaie-Burke reported that the committee met on Tuesday, 13 November 2012 with two committee members absent.

- The first business item reviewed was the Statement of Expenditures to the end of September 2012. It was noted that the expenses for the culvert repair and maintenance budget exceed the budgeted amount. Deputy Mayor McCaie-Burke clarified that this budget item was reduced from the previous year.
- Under Old Business, it was reported that all Action Items have received the required attention.
- The committee reviewed the recommendations from the ad-hoc committee responsible for suggesting a framework to assist in the long-range planning session. The committee agreed that the long-range plan will need to work in conjunction with the Villages' *Strategic Plan* and a few other pertinent Village documents. A few changes were recommended to the wording of the template. The committee agreed to start the long-range planning process with one hour designated to this project at the next regular meeting. Following that session, a decision will be made as to when to schedule another planning session and how to proceed with the stakeholder consultation.
- Chief Farrell reviewed the October Fire Department report with the committee. No items of concern were identified.
- The Public Works Report for the month of October was presented. Staff and committee members continue their investigations on how to resolve speeding issues on Crown Avenue and Woodlawn Lane, as well as other streets within the Village.
- The Animal Control Report for October 2012 was reviewed. No items of concern were noted.
- The committee briefly reviewed the RCMP report for October 2012. A few suggestions were made based on the report and Deputy Mayor McCaie-Burke will bring those recommendations forward to Council at the next Council-In-Committee meeting.
- Deputy Mayor McCaie-Burke provided the committee with highlights of the Community Council Policing Committee meeting held on 08 November 2012. Both she and Mayor Wilson-Shee attended that meeting.
- The Public Works Supervisor and Fire Chief provided updates to their proposed budget figures for the 2013 budget review, as well as their capital request items.
- Deputy Mayor McCaie-Burke explained that she had been reading numerous newspaper articles lately about speeding issues and traffic calming devices that are being proposed for use in various municipalities. She also attended the Atlantic Public Health conference held in

Fredericton on October 25th and 26th where the issues of traffic calming and public policy were discussed. She forwarded key research articles to the committee members to provide information on the topic in advance of the long-range planning session.

- The committee also reviewed three separate requests from residents. The first request was concerning parking issues on MacIntosh Drive. The recommendation was for additional investigation and discussions on parking restrictions to be included in the long-range planning session. The second request was for a 4-way stop to be added to the intersection at Berkley Drive and Melrose Avenue. That intersection is currently a 2-way stop, however the resident felt that a 4-way stop would reduce speeding. The committee agreed that the topic of stop signs would be addressed in the long-range planning session. The third resident expressed concerns regarding the swale in the rear of his property. Drainage problems arose during the major rain event we recently experienced. The homeowner has experienced flooding in his basement in the past. The Public Works Supervisor will request recommendations and options from the Village Engineer.
- The review of the website was deferred due to time constraints.
- The next meeting is scheduled for Tuesday, 11 December 2012 at 7:00 p.m.

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

Discussion: Councillor LeBlanc felt that staff was offering contradicting positions regarding the parking on municipal streets. He explained that when cars park along the street it narrows the street and therefore reduces speed. An open street with no parking on the side would lead to increased speeding. Deputy Mayor McCaie-Burke reiterated that the parking and speeding issues would be investigated in greater detail and reviewed with the long-range planning. **MOTION CARRIED.**

EMERGENCY RESPONSE PLAN COMMITTEE

Deputy Mayor McCaie-Burke reported that the committee met yesterday, 20 November 2012, with 12 committee members and four staff members present.

- Two guests were also in attendance – Amanda Welsh, with the Fredericton Campus of the Moncton Flight School, and Pius Organ, member of the New Maryland Lions Club.
- The meeting began with a presentation by Ms. Welsh, Chief Flight Instructor at the Fredericton Campus. Her presentation focused on operations of the flight school, student enrollment and standards for emergency preparedness situations.
- The next order of business was a presentation by one of the committee members who attended the World Disaster Management Conference, held June 25 – 27 in Toronto. The conference information was very informative and further discussions will take place at the next meeting.
- The 2013 EMO revised budget was circulated prior to the meeting and no items of concerns were noted.
- An update regarding the Sentinel Alert Program was provided by the lead staff on the project. The Village continues to receive new registrations for Sentinel. Currently there are 302 registrants on the system, a dramatic increase from September's total of 95. The increase is a result of renewed interest in the program generated by a flyer that was included in the last utility billing, as well as brochures handed out at NMES during Fire Prevention Week.
- The Public Information Sub-Committee Report was reviewed by the committee. At the invitation of the Mayor, the lead Information Officer attended a pot luck supper meeting hosted by the Parish of New Maryland Zoomers. A presentation was provided which focused on the

history and ongoing work of the Emergency Response Plan Committee, including the Sentinel Alert and relevant campaign promoting registration.

- The Public Information Officers are currently working on a number of projects to promote the committee's work. One project is a feature article in the Daily Gleaner under the section "Balance", which features local individuals and will be published during the holidays. The name of the committee member chosen to be the focus of that article will remain a surprise.
- The lead Public Information Officer will also attend the January Council-In-Committee meeting to discuss roles and responsibilities regarding media relations.
- A member of the New Maryland Lions Club addressed the committee with a request for representation on the committee and offer of assistance in emergency planning. Further discussions will take place on the best role for the Lions Club members during a disaster situation, or in the planning process.
- A brief discussion ensued on ways to improve the proceedings of the meetings to make them more efficient and productive. Reports that are to be presented at the meeting will be sent to committee members in advance of the meeting to provide opportunity for review and time to ask questions, as opposed to reading reports aloud.
- Judy Ingram, President of the PNM Zoomers, reported that the Red Cross will be providing training session for nine volunteer Zoomers on 10 December 2012 at 1:00 p.m. at the New Maryland Centre.
- A meeting is scheduled for 10 December 2012 at 3:00 p.m. at the Village Office to meet with Dennis Doherty, Chief Emergency Management Officer with Horizon Health Network, to discuss the possibility of representation on the committee. Deputy Mayor McCaie-Burke will attend that meeting and extended an invitation to the Mayor and CAO to attend as well.
- The meeting concluded with a few recommendations for improving the website section pertaining to emergency preparedness.
- The next committee meeting is scheduled for Tuesday, 15 January 2013 at 3:00 p.m.

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

WATER & WASTEWATER COMMITTEE

Councillor LeBlanc reported that the Water & Wastewater Committee met on 24 October 2012.

- Following Call to Order and Approval of the Session Notes, a lengthy discussion was held concerning the contents of the session notes relating to the Water Conservation By-law. Councillor LeBlanc reported that the current by-law is outdated and that water conservation should be promoted without creating an enforcement issue.
- An update was provided regarding the status of the Well 3A project.
- The reporting procedure and control of engineering costs for Well 3A was discussed and changes will be suggested to the reporting format.
- The Public Works Supervisor clarified a number of items in the Revenue and Expense Report.
- The committee was also updated on the status of water and sanitary approvals for a lot on Lark Street. The approval process is on-going regarding the tentative subdivision plan.
- The status of the Hanwell Rural Plan rezoning application was reviewed and the committee will be apprised of any progress in that rezoning process.
- A resident requested consideration be given to a joint effort for wellfield exploration, and was advised that wellfield exploration is temporarily on hold as funds have been designated to Well 3A.

- The Public Works Supervisor reviewed the proposed 2013 Water and Sanitary Sewer Budget, including a comparison of current and previous year figures.
- Two committee members will review, and provide comments, regarding updates to the Village's website.
- The meeting concluded with a review of the PW Supervisor's monthly report.

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

FINANCE COMMITTEE

Councillor Sparks reported that the Finance Committee met on 14 November 2012.

- The first item of business was concerning the previous meeting's action items and research is ongoing.
- The Operating Statements were reviewed and a request submitted to staff for additional information and clarification.
- The Collection Report was reviewed and the numbers regarding the 90-day overdue accounts will be verified and corrected.
- The majority of the meeting was spent on a review of the 2013 Preliminary Budget. Initial figures were submitted for discussion regarding both the General Budget and the Utilities Budget.

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

MOVED BY Councillor Sparks 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 Treasurer, adopt the policy entitled "*Submission of Complaints Regarding Accounting and Financial Reporting, and Internal and External Business Risks By a Resident*" as attached hereto, and the policy "*Anonymous Submissions by Employees of Questionable Financial Practices*" as attached hereto.

Discussion: Councillor Sparks clarified that the policies are being adopted as per the request of our auditors as part of an ongoing process to enable external (residents) and internal (staff) parties to bring issues of concern forward. **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: Payments made in the month of October 2012 from the General Operating Account by cheques and direct payments in the amount of \$393,295.49; from the Water and Sewer Operating Account in the amount of \$34,695.20; from the General Capital Account in the amount of \$79,298.65; and from the Water and Sewer Capital Account in the amount of \$1,356.00. **MOTION CARRIED.**

11. PUBLIC INPUT/INQUIRIES

Three residents attended the meeting - Kevin Melanson and his wife, Jessica Spalding, as well as Robbyn Fallon. Mr. Melanson explained that he was in attendance to learn more about the community and the proceedings of Council. Ms. Fallon introduced herself as the area commissioner for the Girl

Guides and commented on the fact that the New Maryland Scouts do not pay for renting the NM Centre however the Girl Guides are required to pay whenever using the NM Centre or Victoria Hall. She questioned the fairness of this practice and reported that the Girl Guides are very active in the community as well. Mayor Wilson-Shee explained that there is a history of the relationship between the municipality and the Scouts and that she will look in to the matter further and get back to Ms. Fallon. Ms. Spalding suggested that cameras be installed at the park to reduce vandalism. Mr. Melanson offered suggestions concerning the Water Conservation By-law issue as presented earlier in the evening by Mr. Landine.

12. NEW BUSINESS

There were no items of New Business brought forward.

13. DATE, TIME AND LOCATION OF NEXT MEETING

The next Council meeting is scheduled for Wednesday, 19 December 2012 at 7:30 p.m. in Council Chambers.

14. ADJOURNMENT

MOVED BY Deputy Mayor McCaie-Burke and **seconded by** Councillor LeBlanc to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Cynthia Geldart
CAO/Clerk

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CAO/Clerk

Judy Wilson-Shee
Mayor