

**VILLAGE OF NEW MARYLAND
COUNCIL**

March 20, 2013

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 Councillor Wiggins and **seconded by** Deputy Mayor McCaie-Burke to approve the agenda with the amendment to remove the recreation motion to designate additional funding for the Community Infrastructure Improvement Fund application. **MOTION CARRIED.**

3. **APPROVAL OF THE MINUTES**
MOVED BY Councillor LeBlanc and **seconded by** Councillor Sparks to approve the minutes of the February 20, 2013 regular session of Council as distributed. **MOTION CARRIED.**

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

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

6. **PROCLAMATIONS**
Mayor Wilson-Shee proclaimed April as Daffodil Month and April 27, 2013 as Daffodil Day.

7. **CORRESPONDENCE**
The following correspondence was read into the record by the CAO/Clerk, Cynthia Geldart, as per the request of Mayor Wilson-Shee:
 - an email from York Sunbury Ground Search and Rescue about their 24th Annual Sugarbush Breakfast at King's Landing on March 16th & 17th, as well as March 23rd & 24th;
 - an email from Dialogue New Brunswick advising that the deadline for nominations for the Lieutenant-Governor's Dialogue Awards is April 19th; and
 - a letter from the Dept. of Environment concerning EIA requirements for Open Loop Earth Energy

Systems.

8. **MEETINGS AND/OR SPECIAL EVENTS**

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

- Feb. 21st – the Wellness Series, Body Blast Boot camp at Carefit;
- Feb. 22nd – the grand opening of Thai Manao Restaurant, along with Councillor Sparks;
- Feb. 25th – the Regional Service Commission 11 Finance Committee meeting;
- Feb. 25th – the Wellness Series, Sea Cadets, along with Deputy Mayor McCaie-Burke;
- Feb. 26th – the Baseball Association meeting with Councillor Wiggins and Natalie Reid, recreation coordinator;
- Feb. 27th – at the mayor’s request, Deputy Mayor McCaie-Burke attended the Community Air Access Strategy and Workshop;
- Feb. 28th – the Wellness Series, Co-ed Stretch and Strengthening Class, PNM Zoomers, along with the deputy mayor;
- Feb. 28th – ‘Chat to the Future’ with the students at NMES, in which the students had a Skype session with orphans in Uganda;
- Mar. 3rd – a sleigh ride sponsored by the recreation department;
- Mar. 5th – the Family Skate at Grant Harvey Centre;
- Mar. 12th – the open house hosted by Opus International, along with Joan Chandra, treasurer, and Rockland Miller, public works supervisor;
- Mar. 12th – the monthly Transportation Committee meeting;
- Mar. 13th – the Regional Service Commission 11 Special meeting;
- Mar. 14th – the District 2 Community Council Policing Committee meeting along with Deputy Mayor McCaie-Burke;
- Mar. 15th – a meeting with Jason Cress, a UNB student and local resident;
- Mar. 15th – the grand opening of Gardiner Realty Royal LePage, along with Councillor Dunn;
- Mar. 16th – volunteered at the York Sunbury Ground Search & Rescue breakfast fundraiser at King’s Landing;
- Mar. 18th – the Seniors 45s Cards group photo to celebrate Nutrition Month, along with Deputy Mayor McCaie-Burke, Councillor Wiggins, Brittany Hunter, recreation programmer and some special invited guests;
- Mar. 18th – the Baseball Association’s registration;
- Mar. 18th – Social Media training at the village office along with Deputy Mayor McCaie-Burke, Councillor LeBlanc and seven members of staff; and
- Mar. 19th – the Lions Club meeting, along with Councillor Dunn.

9. **COMMITTEE REPORTS / UPDATES**

Planning Advisory Committee

Councillor Wiggins reported that the Planning Advisory Committee met on March 4th with all members present.

- The Building Permit report for February 2013 was presented to the committee. The number of permits issued for the month totaled 5 for a total estimated construction value of \$51,021.00.
- A conceptual subdivision plan was submitted for review. The proposed development consists of 111 single family dwellings, 47 units of semi-detached housing, one institutional lot, and one commercial lot. The committee requested further information to allow the other committees of Council to have a better appreciation for the project specifics.
- The public hearing for the proposed Zoning, Building, and Subdivision By-law amendments is

tentatively scheduled for May 15, 2013.

- The committee discussed the current requirement for developers to hire the Village's engineering firm for onsite inspections. The committee agreed that further research should be done by our building inspector regarding the contractual aspects of this requirement and further information be presented at the April committee meeting.
- The next committee meeting will be held on April 8th.

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

Discussion:

Councillor LeBlanc commented on the conceptual subdivision plan, and reminded Council that although the committees of Council will each have the opportunity to review the plan and make their recommendations, it will be up to Council to make the final decision whether or not to approve the plan.

MOTION CARRIED.

Human Resources & Administration Committee

Councillor Frank Dunn reported that the Human Resources and Administration Committee met March 13th with all members present. The treasurer and our webmaster were also in attendance.

- The Webmaster was in attendance to fulfill a requirement for an annual meeting, as per his contract. The committee reviewed the website traffic report and was pleased to see the number of hits on the Village website has increased over the last year. The report indicated that there are over 16,000 unique visitors to the site in 2012 and the committee discussed the specific areas that draw the most visitors. The committee also reviewed the top "search" words. The "What's New" section and the Calendar continue to be the top areas viewed. The 2012 Annual Report is now posted on our website and † Councillor Dunn encouraged all residents to take a look at the report. The Annual Report contains highlights of the Village's activities throughout 2012 and will provide residents with a sense of ~~our~~ accomplishments and of the focus of Council throughout the past year.
- The committee continues to work on the "Social Media Project" and training for staff and members of Council is scheduled for Monday, March 18th. The purpose of this project is to determine the best way to use social media, such as Facebook and Twitter, as a tool to keep our residents informed of municipal activities.
- A number of issues were reviewed at length and require additional research before any decisions or recommendations are made to Council. Topics such as retirement benefits, pre-retiree age determination, and the Hours of Work Policy will be discussed at the next meeting when additional information is provided.
- The final item reviewed by the committee was regarding a policy for Merit and Citizenship Awards. After lengthy debate, the committee agreed that the current practice is working fine and that a written policy is not required at this time.
- The next meeting is scheduled for Wednesday, May 8th at 9:00 am.

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

Discussion:

Councillor Sparks asked for the webmaster to clarify why the annual report cannot be accessed when using an iPad. He noted that it was also difficult to view the Sentinel registration form on the Village's website. The mayor stated that it will be investigated.

Mayor Wilson-Shee thanked the assistant clerk for her efforts in compiling the Annual Report. She added that last year the report received just over 300 hits on the Village's website and because of this, next year Council may want to reconsider if it is worth taking the time to put it together if only a few residents are reading it. **MOTION CARRIED.**

Recreation and Leisure Services Committee

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

- The New Maryland Sea Cadets Corp presented to the committee their request to acquire more space, a place for extra storage, and meeting rooms to help better run their programming. Their intention is to grow the program in the Village and they would like to create a memorandum of understanding with the Village.
- New Maryland Baseball Association met with the committee to discuss the need for more volunteers to help run their program, and they informed the committee that at the February 26th public meeting, they hope that some volunteers will step forward. Councillor Wiggins informed Council that he, Mayor Wilson-Shee, and Natalie Reid attended the February 26th meeting. Volunteers did step forward and as a result he was pleased to announce that New Maryland continues to have minor baseball in the community.
- The topics of regular attendance and committee membership responsibilities were stressed at the meeting.
- The summer registration process will remain the same this year. The committee would like Council to make a clear decision regarding online payments options for 2014 as soon as possible so that scheduling software purchases and/or payments online can be aligned.
- Quotes for the new Sunrise Estates subdivision sign should be received in the very near future.
- After discussing the suggestion to implement a family discount for the summer day camp programs, the committee voted not to implement a family discount at this time.
- The next meeting is scheduled for March 25th.

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

MOTION CARRIED.

► **MOVED BY** Councillor Wiggins 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 Committee, adopt the Community Garden Rules & Regulations Policy, being Policy RD: 11, as attached hereto. **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, as per the recommendation of the Recreation Committee, adopt the amended Summer Day Camp Fees Policy, being Policy RD: 4, as attached hereto. **MOTION CARRIED.**

Transportation and Protective Services Committee

Deputy Mayor McCaie-Burke reported that the Transportation and Protective Services Committee met on March 12th with two members absent and three guests present.

- The first half of the meeting was devoted to the continuation of the strategic planning session. This has been the fourth planning session with the committee to date.
- Under Old Business, four items were discussed at length: 1) Speed Sentry Report - the committee will continue to monitor speed sentry data and the speeding issue will be discussed further in the strategic planning process. Education, enforcement and signage are key elements that need to be stressed; 2) review of the Animal Control Contract - further discussion will continue at our next meeting. The contract is up for renewal in November and there will be plenty of time to review it before it expires; 3) alternate site for a dumping ground - Deputy Mayor McCaie-Burke had nothing new to report to Council tonight other than public works staff will continue to look for solutions to address this issue. She added

that if Council has any suggestions, please send them along to our supervisor of Public Works before this topic is discussed at our next Council-In-Committee meeting; 4) previous request for stop signs – the committee discussed clarification of a request for stop signs that was received and addressed in November.

- Under New Business, the committee addressed the report from public works for the month of February 2013. The committee is hopeful that the tender for the sidewalk construction for this year will be received from the engineering firm by the end of March.
- The February 2013 RCMP report was distributed to the committee before the meeting and no items of concern were noted. The committee remarked that there was an increase in the number of speeding tickets that have been issued.
- The February Animal Control Report was reviewed. No items of concerns were noted.
- The committee was asked by our development officer to review proposed amendments to the Subdivision by-law. The committee has come up with some comments and suggestions for consideration and these will be passed on to the development officer.
- The committee advised our assistant clerk of their preferred format to receive committee package information.
- The public works supervisor informed the committee that due to personnel changes, the public works staff is currently operating with a reduction in members. The reduction in staff directly impacts the workload output, especially during rain events or difficult weather conditions.
- The next meeting will be held April 9, 2013 at 7:00 pm.
- Deputy Mayor McCaie-Burke informed Council that Earth hour is Saturday March 23rd at 8:30pm. Earth Hour is the single, largest, symbolic mass participation event in the world. Born out of a hope that we could mobilize people to take action on climate change, Earth Hour now inspires a global community of millions of people in 7,001 cities and towns across 152 countries and territories to switch lights off for an hour as a massive show of concern for the environment. She encouraged Council, staff and all New Maryland residents to switch their lights off on Saturday for one hour.

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

Councillor Wiggins commented on the extra work that Rockland Miller, the public works supervisor, is doing in order to cover two positions while the transportation technician position is vacant. He added that he is worried about his health and felt that Council should consider what can be done to ease his workload at this time. Cynthia Geldart clarified that Doug Hackett is helping with the extra workload until the position is filled.

Councillor LeBlanc questioned why the committee is recommending to review the per kilometre rate that is being paid to the Animal Control officer. Deputy Mayor McCaie-Burke explained that committee was making a suggestion to keep in mind, and Councillor Sparks added that the Animal Control officer may make the request to have the reimbursement rate increased to be in-line with what staff is paid. For now, the committee can wait to review the rate until, or if, the request is brought forward by the Animal Control officer.

Councillor LeBlanc questioned the comments that were made in the notes by our public works supervisor under the discussion of the proposed changes to the Subdivision By-law. The comments state that his recommendation is to not allow the developer to provide street trees or boulevard landscaping. Councillor LeBlanc felt that this was probably inaccurate and that his actual recommendation was to not permit street trees, but still require landscaping. Council agreed that this should be verified.

MOTION CARRIED.

Emergency Response Plan Committee

Deputy Mayor McCaie-Burke reported that the Emergency Response Plan Committee met on March 19th with ten members, four staff and one guest present.

- The first item discussed was a presentation by Sandy Craft, an ERP committee member who is also a volunteer with the Canadian Red Cross. Sandy made a very informative presentation of her 3-week experience with the Red Cross relief efforts in New York after the disaster of Hurricane Sandy. The highlight of her experience was helping to coordinate the service of 20,000 meals per day the first week with limited power, fuel and protection from the elements. At the end of the second week, the meal count went down to 10,000 meals per day.
- The committee was provided with a Sentinel update which indicated that as of March 14th, there are 362 Sentinel registrations.
- The committee reviewed the disaster scenario practice that was held during the last committee meeting on February 19th. A lot of questions were raised and some suggestions were made for specific changes which were discussed at yesterday's meeting and will be followed through.
- The committee was invited to attend the Oromocto EMO committee monthly meeting on February 17th, and Deputy Mayor McCaie-Burke made a 15-minute presentation at the meeting. The presentation included highlights of some major projects that our ERP committee is currently working on. The Powerpoint presentation focused on our committee structure, the 5-year ERP master plan, updates on our Sentinel program, and the committee's priorities for 2013. The New Maryland delegation that attended the meeting was Deputy Mayor McCaie-Burke, our fire chief, and two other committee members.
- Three committee members, which included our chief administrative officer, Deputy Mayor McCaie-Burke, and a committee member, met recently with Dennis Doherty, Chief Emergency Management Officer with the Horizon Health Network. The purpose of the meeting was to discuss the role of the ERP committee and the expectations of the Horizon Health representative on this committee. Mr. Doherty is very much interested in being a member of the committee and the members would very much like to have him on board. A motion to appoint Mr. Doherty to the committee will be made after this report.
- Under Old Business, an update was given by one of our committee members who attended the Canadian Red Cross Disaster Management Conference that was held in Halifax last fall. He provided the members with highlights of the conference in his 80 page report. There were three things that really impressed him at the conference: 1) how communities build resilience after a disaster; 2) the importance of connecting to social media; and 3) the value of networking at events such as this conference.
- The committee discussed briefly some suggestions for changes to the procedure by-law, in particular the section that pertains to the ERP committee. The committee agreed that they would like our mayor to attend this meeting and therefore have consented to hold the May committee meeting at noon in order to accommodate our mayor's work responsibilities. Deputy Mayor McCaie-Burke expressed her hope that Tuesday, May 21st will be a good date for Mayor Wilson-Shee to attend the meeting, if possible.
- The next meeting will be held Tuesday, April 16th at 3:00 pm. The April meeting will be devoted to the practice of a disaster scenario. If anyone from Council would like to attend this meeting, you are most welcome.

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

Councillor LeBlanc questioned whether or not it is common practice for an appointed committee member to send someone else to the meeting in their place if they cannot attend. Deputy Mayor McCaie-Burke explained that most organizations designate an alternate that will attend the meeting if the appointed representative is not able to attend. Cynthia Geldart clarified that unlike other committees, the representatives who attend the ERP committee meetings are representing an organization, and when the appointed representative cannot attend, the organization sends someone else to attend in their place.

The mayor expressed her pleasure that the committee agreed to hold the May meeting at noon on May 21st so that she is able to attend. **MOTION CARRIED.**

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

Be It Resolved That the Council for the Village of New Maryland appoints the following member to the Emergency Response Plan Committee for a period of two-years, commencing immediately: Dennis Doherty, Horizon Health Network.

Discussion:

Deputy Mayor McCaie-Burke remarked that Dennis has been working in the field of health for over 25 years and is well known in the emergency measures and health circles. Although he will not be able to attend our meetings on a regular basis because of his workload, he will be monitoring our agenda and can be contacted at any time. She added that he will be a valuable asset for the committee and she is looking forward to having him as a member on the committee. **MOTION CARRIED.**

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee has not met since the last Council meeting. The next meeting will be held on March 27th at 7:00 pm.

- At the last meeting, the committee was informed that we are still waiting for the results of the water samples for Well 3A. Prior to this evening's meeting, Councillor LeBlanc was informed that the preliminary results from the water samples have come back and do not look very good. He added that further drilling may be required in the future.
- Councillor LeBlanc met with the treasurer today to review the project expenses and he will pass the obtained information on to the committee.

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 February 20th with all members present.

- Business arising from the previous meeting included: 1) an update that the Anonymous Submission by Employees and the Complaints by Residents Policy and Procedures were adopted by Council; 2) a recommendation that department heads be encouraged to send out their tenders early; and 3) a discussion of the benefits for employees that are on long-term disability.
- The committee reviewed a draft of the financial statements for December 2012, which included a review of the transfer of funds and reserves.
- The collections report was examined and it was noted the percentage of accounts over 90 days is very low in comparison with the amount billed.
- The next committee meeting will be held on April 3rd.

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

Discussion:

Councillor Sparks clarified that this is the official report from the February 20th meeting, which he previously reported on at the February 20th Council meeting. **MOTION CARRIED.**

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

Be It Resolved That the clerk and/or treasurer and/or mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of New Maryland debenture in the principal amount of \$530,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of New Maryland agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture. **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 accept the quote as submitted by Long and McQuade in the amount of \$2,777.50 plus \$361.08 HST for a total price of \$3,138.58, for the purchase of audio equipment for Council Chamber. **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 February 1 through February 28, 2013 in the amount of \$159,558.63;
- 2) Payments from the Water and Sewer Operating account for February 1 through February 28, 2013 in the amount of \$15,304.65;
- (3) Payments from the General Capital account for February 1 through February 28, 2013 in the amount of \$527.00; and
- (4) Payments from the Water and Sewer Capital account for February 1 through February 28, 2013 in the amount of \$334.48. **MOTION CARRIED.**

11. PUBLIC INPUT / INQUIRIES

No input was received or inquiries made.

12. NEW BUSINESS

Third and final readings of By-law Amendment No. 42-01-2013

► **MOVED BY** Councillor LeBlanc and **seconded by** Deputy Mayor McCaie-Burke to read By-law Amendment No. 42-01-2013, an amendment to the Water and Sewer Systems By-law, for the third time, this reading in its entirety. **MOTION CARRIED.**

Councillor LeBlanc read By-law Amendment No. 42-01-2013 for the third time, this reading in its entirety.

► **MOVED BY** Councillor LeBlanc and **seconded by** Deputy Mayor McCaie-Burke to read By-law Amendment No. 42-01-2013, an amendment to the Water and Sewer Systems By-law, for the final time, this reading by title only, thereby enacting the by-law amendment. **MOTION CARRIED.**

Councillor LeBlanc read By-law Amendment No. 42-01-2013 for the final time, this reading by title only, thereby enacting the by-law amendment.

Third and final readings of By-law Amendment No. 43-01-2013

► **MOVED BY** Councillor LeBlanc and **seconded by** Deputy Mayor McCaie-Burke to read By-law Amendment No. 43-01-2013, an amendment to the Water and Sewer Systems By-law, for the third time, this reading in its entirety. **MOTION CARRIED.**

Councillor LeBlanc read By-law Amendment No. 43-01-2013 for the third time, this reading in its entirety.

► **MOVED BY** Councillor LeBlanc and **seconded by** Deputy Mayor McCaie-Burke to read By-law Amendment No. 43-01-2013, an amendment to the Water and Sewer Systems By-law, for the final time, this reading by title only, thereby enacting the by-law amendment. **MOTION CARRIED.**

Councillor LeBlanc read By-law Amendment No. 43-01-2013 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 regular session of Council is scheduled for Wednesday, April 17, 2013 at 7:30 pm in Council Chamber.

14. MOTION FOR ADJOURNMENT

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

The meeting adjourned at 8:32 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor