

**VILLAGE OF NEW MARYLAND
COUNCIL**

May 15, 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: Karen Duncan, Assistant Clerk
Cynthia Geldart, Chief Administrative Officer/Clerk
Harry Farrell, Fire Chief (for agenda items # 1 - # 5)

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 Sparks to approve the agenda as distributed. **MOTION CARRIED.**

3. **APPROVAL OF THE MINUTES**
MOVED BY Councillor Wiggins and **seconded by** Deputy Mayor McCaie-Burke to approve the minutes of the April 17, 2013 regular session of Council as distributed. **MOTION CARRIED.**

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

5. **PRESENTATIONS**
Mayor Wilson-Shee presented Roger Shannon with a certificate of outstanding achievement.

6. **PROCLAMATIONS**
Mayor Wilson-Shee proclaimed: May 26 to June 1, 2013 as Disability Awareness Week; June 3 to 5, 2013 as Epsilon Golden Games Week; and June 2013 as Parks and Recreation 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 TransCanada concerning the Energy East Pipeline Project which will transport crude oil from Western Canada to Eastern Canadian markets;
 - a letter from Fredericton High School and Leo Hayes High School requesting support of their Safe Grad program; and
 - a letter from Team New Brunswick regarding the 2013 Team NB Canada Summer Games Rally and Salute being held on June 1st and 2nd at the UNB Campus in Fredericton.

8. MEETINGS AND/OR SPECIAL EVENTS

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

- April 18th – the Sustainable Community Design workshop along with Deputy Mayor McCaie-Burke, Councillors LeBlanc and Wiggins, senior staff, and several members of our committees;
- April 22nd – the *Right to Information and Protection of Privacy Act* training session along with Deputy Mayor McCaie-Burke, Councillors LeBlanc and Sparks, and several senior staff members;
- April 23rd - a meeting with the O'Briens and a tour of their property. Councillor Dunn and Ron Naugler, president of the New Maryland Community Support Group, also attended;
- April 23rd - two separate meetings with residents of Springwater Lane. Deputy Mayor McCaie-Burke also attended;
- April 25th – the Regional Service Commission 11 Finance meeting;
- April 27th – a birthday party for Florence Moulton;
- April 28th – the African Children's Choir performance;
- April 30th – the Legislative Assembly swearing-in ceremony for new MLA Brian Gallant;
- May 2nd – the 15th Annual KIRA awards;
- May 5th – the Battle of the Atlantic ceremony;
- May 7th – the Regional Service Commission 11 Board meeting;
- May 9th – the Community Council Policing Committee meeting along with Deputy Mayor McCaie-Burke;
- May 12th – the Cadets 6th Annual Review, as Reviewing Officer;
- May 12th – a banquet hosted by St. Thomas University, along with Deputy Mayor McCaie-Burke;
- May 13th – on the Mayor's behalf, Deputy Mayor McCaie-Burke attended the St. Thomas University Convocation ceremony; and
- May 13th – a meeting with concerned residents of Sprucewood Drive, along with Councillor Wiggins, Cynthia Geldart, CAO, Natalie Reid, Recreation Coordinator, and John McKinney, Opus International.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Councillor Wiggins reported that the Planning Advisory Committee met on May 6th with one member absent and two guests present.

- The committee discussed the information that was presented at the Sustainable Community Design workshop that was held on April 18th. Councillor Wiggins stated that he hopes that Council will promote this type of community in New Maryland. The presenter, Daniel Savard, has suggested that Council and staff visit one of these model communities to see first-hand how these types of new communities can help encourage healthier lifestyle options for residents.
- The Building Permit report for March and April 2013 were presented. In April, a total of twenty-five permits were issued for a total estimated construction value of \$158,948. Whereas in March, only 5 permits were issued with a total estimated construction value of \$43,934.
- An application for a variance to add a deck to home on a corner lot on Shaw Lane was reviewed by the committee. The applicants were in attendance at the meeting to discuss the request.
- The committee reviewed some new information that will be added to the website which will act as tools for homeowners and lend assistance in regard to building permit applications and requirements. The committee was impressed with the work that Jessica MacLeod, Assistant Building Inspector/Development Officer, and Rob Pero, Building Inspector/Development Officer, did on the format and presentation of the new information. Councillor Wiggins thanked them for a job well done.
- The next meeting will be held on June 3, 2013.

MOVED BY Councillor Wiggins and **seconded by** Deputy Mayor McCaie-Burke 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 accept the recommendation of the Planning Advisory Committee to begin the necessary readings to enact Municipal Plan By-law Amendment No. 03-01-2013 and Zoning By-law Amendment No. 04-01-2013.

MOTION CARRIED.

Human Resources & Administration Committee

Councillor Frank Dunn reported that the Human Resources and Administration Committee met on May 8th with all members present. The Treasurer was also in attendance at the meeting to report on a number of financial matters.

- The meeting began with updates of two on-going projects, including an upgrade to the File Repository and the status of the "Social Media Project".
- The Treasurer reported on a couple of topics relating to retired employee benefits and after lengthy debate and review, the committee agreed that any changes or requests for cost-sharing of benefits will not be pursued at this time.
- The CAO expressed concerns about staff workload and productivity, specifically relating to increased duties and responsibilities that have been downloaded by the provincial government. The discussion was to make the committee aware of her concerns, not to request any additional staff at this time.
- The meeting concluded with a review of the Revenue and Expense report by the Treasurer.
- The next meeting is scheduled for Wednesday, June 5th at 9:00 am.

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

MOTION CARRIED.

Recreation and Leisure Services Committee

Councillor Wiggins reported that the Recreation and Leisure Services Committee met on April 29th with one committee member absent.

- During the review of the Village's website, the committee discussed the importance of indicating the location of the community garden on the map so people can see the new access to the garden. The committee also reviewed the number of hits to the website. The months of April and May received the most hits, which is probably due to summer program registrations.
- Councillor Wiggins extended his compliments to Natalie Reid and Brittany Hunter for the great job they did again this year on the Spring/Summer Guide, which keeps getting bigger and better.
- The new agreement has been sent to the Sea Cadets and our Recreation Coordinator is waiting to receive feedback from the group regarding the suggested changes. She will follow up again with the group if she does not hear from them within the next few weeks.
- The committee received an update on the status of the soccer field project. Flyers advising of the work to be done were hand delivered to residents on Sprucewood Drive.
- The committee is in the process of reviewing the fee structure for the New Maryland Elementary School rental rates. It was suggested to have an inclusive rental fee instead of a tournament fee which would mean a \$35 per hour fee for tournaments. The committee made the recommendation that the definition of a tournament should be added to policy RD: 7 and that the rate changes for tournaments should also be amended.
- A new two-way sign has been ordered for Sunrise Estates subdivision, which will be visible to traffic travelling northward and southward in the Village. The cost will be approximately \$1,020, and our Public Works Supervisor will work with our Recreation Coordinator to organize the installation of the

- new sign, which will be closer to the highway.
- The implementation of the Trail and Bikeways Plan is moving forward and the committee made the recommendation to contract Opus International to do the GPS and mapping of two sections of the trail. Bike racks for all Village parks will also be ordered.
 - The committee discussed the flower bed at the Village entrance and agreed to the idea of using an *In motion* insignia and character which will be depicted in different action poses. The cost for the accessories, as well as the flowers, will be in the range of \$800 to \$1000.
 - The committee reviewed and agreed with the idea of creating a Village of New Maryland Community Recognition Award, which will replace the New Brunswick Day Merit Award that was discontinued a few years ago. A draft policy that was created by Natalie Reid, Recreation Coordinator was discussed and the committee made the recommendation that it be presented to Council for approval and adoption.
 - The next committee meeting will be held on May 27th.

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

Discussion:

Councillor Wiggins clarified that the new agreement (MOU) with the Cadets has been created to make things fair for all groups who use the New Maryland Elementary School. He further explained that it is not fair that some groups must pay to use the school facilities while others are not required to pay. Mayor Wilson-Shee requested that the Recreation Coordinator follows up with the Cadets by the end of the school year. The CAO will ask Natalie to ensure she contacts the Cadets.

Mayor Wilson-Shee inquired about the cost of the new subdivision sign for Sunrise Estates and from where the funds are coming to pay for the sign. Councillor Wiggins confirmed that there were funds left over from last year that were allocated for the sign, and the cost will be approximately \$1,020.

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 and Leisure Services Committee, adopt the Community Recognition Award Program Policy, being Policy RD: 13, as attached hereto.

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 and Leisure Services Committee, adopt the Street/Highway Banner Policy Statement, being Policy RD: 14, as attached hereto.

MOTION CARRIED.

Transportation and Protective Services Committee

Deputy Mayor McCaie-Burke reported that the Transportation and Protective Services Committee only met the day before, on May 14th, and did not have a report to present.

Emergency Response Plan Committee

Deputy Mayor McCaie-Burke reported that the Emergency Response Plan Committee will meet on May 21st.

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee met on April 24th with one committee member absent.

- The committee received an update on the status of the Well 3A project. At Council's request, the project has been placed on hold until Opus International has received additional information and data from their colleagues in their British Columbia office. Once the information has been received, it can be decided whether or not to continue to investigate treatment options and costs, or to abandon the site.
- The committee was advised that in order to continue wellfield exploration, NB Power will be contacted regarding the possibility of drilling on their right-of-way.
- The committee discussed the proposed amendments to the Subdivision By-law. The issues were debated by the committee. Cost recovery for extended services was discussed and it was requested that information from other smaller municipalities be researched and brought back to the committee for further comparison. The committee also felt that room for negotiations on a case-by-case basis should be considered. The committee agreed that some form of fee structure needs to be established and that terms and conditions to ensure cost recovery should be put in place. Councillor LeBlanc stated he has met with staff regarding creating a model that will be reviewed by the committee.
- The Revenue and Expense report was reviewed by the committee, and the committee requested that a breakdown of costs incurred to date as compared to estimates for the Well 3A project should be brought forward to the committee for examination.
- The Water & Wastewater report was presented to the committee. The new Ipearl water meters have been received and will be installed. Two applications for funding from the Environmental Risk Assessment Trust Fund to cover costs have been submitted by our Public Works Supervisor.
- The pressure reducing valve on the highway, where Springwater joins the system, will be repaired now that the weather is warmer.
- The Public Works Supervisor acknowledged that there was an issue with one fire hydrant, however he confirmed that there are no deficiencies that affect flow of water. Our CAO has met with the parties involved and the issue has been resolved. Councillor LeBlanc thanked the Public Works staff for the work they did to resolve this issue.

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 May 1st with all members present.

- The March 2013 draft financial statements were reviewed and some figures were noted as being high compared to the same time last year.
- At the request of the committee, the Treasurer will investigate if the accounting software has cash flow capabilities.
- The Collections report was reviewed by the committee.

MOVED BY Councillor Sparks and **seconded by** Councillor LeBlanc 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 agrees to move forward with the necessary proceedings and associated costs to acquire the land title for PID 75351205 for the purposes of accessing and maintaining the abandoned graveyard which is located on said property.

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 April 1 through April 30, 2013 in the amount of \$308,869.64;
 - 2) Payments from the Water and Sewer Operating account for April 1 through April 30, 2013 in the amount of \$18,138.14;
 - (3) Payments from the General Capital account for April 1 through April 30, 2013 in the amount of \$7,353.48; and
 - (4) Payments from the Water and Sewer Capital account for April 1 through April 30, 2013 in the amount of \$24,682.03.
- MOTION CARRIED.**

11. PUBLIC INPUT / INQUIRIES

No comments or inquiries were made by the members of the public present. Mayor Wilson-Shee took a moment to thank the New Maryland Scouts for cleaning all Village parks last Saturday.

12. NEW BUSINESS

First and second reading of By-law Amendment No. 03-01-2013

MOVED BY Councillor Wiggins and **seconded by** Deputy Mayor McCaie-Burke to read By-Law Amendment No. 03-01-2013, an amendment to the Municipal Plan By-Law No. 3, for the first time, this reading by title only. **MOTION CARRIED.**

Councillor Wiggins read By-law Amendment No. 03-01-2013 for the first time, this reading by title only.

MOVED BY Councillor Wiggins and **seconded by** Councillor Sparks to read By-Law Amendment No. 03-01-2013, an amendment to the Municipal Plan By-Law No. 3, for the second time, this reading by title only. **MOTION CARRIED.**

Councillor Wiggins read By-law Amendment No. 03-01-2013 for the second time, this reading by title only.

First and second reading of By-law Amendment No. 04-01-2013

MOVED BY Councillor Wiggins and **seconded by** Deputy Mayor McCaie-Burke to read By-Law Amendment No. 04-01-2013, an amendment to the Zoning By-Law No.4, for the first time, this reading by title only. **MOTION CARRIED.**

Councillor Wiggins read By-law Amendment No. 04-01-2013 for the first time, this reading by title only.

MOVED BY Councillor Wiggins and **seconded by** Councillor Sparks to read By-Law Amendment No. 04-01-2013, an amendment to the Zoning By-Law No.4, for the second time, this reading by title only.

Discussion:

Councillor LeBlanc explained that the amendments are required in order to revert the property back to Residential (R2) zoning from Community Commercial (CC) zoning, which will allow the home to be used as a single family dwelling.

MOTION CARRIED.

Councillor Wiggins read By-law Amendment No. 04-01-2013 for the second time, this reading by title only.

13. DATE, TIME AND LOCATION OF NEXT MEETING

The next regular session of Council is scheduled for Wednesday, June 19, 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 8:11 pm.

Respectfully submitted,

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor