

VILLAGE OF NEW MARYLAND
COUNCIL

July 17, 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
Harry Farrell, Fire Chief

1. **CALL TO ORDER**
Mayor Wilson-Shee called the meeting to order at 7:34 pm.

2. **APPROVAL OF THE AGENDA**
MOVED BY Councillor Sparks and **seconded by** Deputy Mayor McCaie-Burke to approve the agenda as distributed. **MOTION CARRIED.**

3. **APPROVAL OF THE MINUTES**
MOVED BY Deputy Mayor McCaie-Burke and **seconded by** Councillor Sparks to approve the minutes of the June 19, 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**
No proclamations were read.

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 to Master Warrant Officer Hunter, CFB Gagetown, recognizing the distinguished career of Sergeant K.A. Greer-Hulme and offering best wishes upon her retirement;
 - a letter from Elections NB concerning the next municipal and rural community by-elections which will be held October 28, 2013;
 - a letter from the Canadian Mental Health Association NB requesting support of their 'Women & Wellness' Event to be held in February 2014; and
 - an email to a resident in response to their concerns about drainage issues.

8. MEETINGS AND/OR SPECIAL EVENTS

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

June 20th – the Regional Service Commission 11 Finance meeting;

June 22nd – the Stone House open house along with Deputy Mayor McCaie-Burke and Councillors LeBlanc and Sparks;

June 26th – a meeting with Randy Parks;

June 26th – Sentinel Training;

June 27th – the Regional Service Commission 11 Finance meeting;

June 27th – Enterprise Fredericton's Annual Meeting;

July 1st – the Canada Day Celebration in the Village along with co-host MLA Jack Carr, Deputy Mayor McCaie-Burke and Councillor Sparks;

July 2nd – the Regional Service Commission 11 Board meeting, along with Deputy Mayor McCaie-Burke who attended as a guest;

July 7th – the 30th Reunion of the Chauvin Family;

July 9th – a site visit of St. Mary the Virgin Church with Mr. Steeves; and

July 11th – the Strawberry Social and Summer Concert Series, along with Deputy Mayor McCaie-Burke and Councillor LeBlanc.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Councillor Wiggins reported that the Planning Advisory Committee meeting that was scheduled for July 8th was canceled.

Human Resources & Administration Committee

Councillor Frank Dunn reported that the Human Resources and Administration Committee has not met since the last Council meeting. The next meeting will be held on August 14th.

► **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.

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, begin the necessary readings to enact By-law Amendment No. 50-01-2013, an amendment to the Procedural By-law.

MOTION CARRIED.

Recreation and Leisure Services Committee

Councillor Wiggins reported that the Recreation and Leisure Services Committee met on June 24th with four members absent. Mayor Wilson-Shee and our CAO, Cynthia Geldart attended as guests.

- The New Maryland Sea Cadets were informed that the space they requested for training will be

- provided to them at no extra cost.
- The Athletic Park soccer field project received a \$16,000 boost from MLA Jack Carr, based on the proposal that was submitted to the provincial government by Village staff.
 - Three nominations for the Community Recognition Award were received and reviewed by the committee. The recommendation from the committee will be brought forward in a motion this evening.
 - A permanent location for the community garden is still being discussed by the committee. The potential to expand the garden into other areas of the Village is being considered so that residents are able to walk to a garden that is in their area. One committee member has information regarding funding that is available and agreed to send the information to our Recreation Coordinator and Recreation Programmer.
 - The committee discussed the New Maryland Centre's tables that were damaged during New Maryland Day and recommended that the funds that were budgeted for fireworks be used to replace the tables.
 - The Strawberry Social went very well. The Recreation Department is looking for volunteers for upcoming Village events, so please contact our Recreation Coordinator, Natalie Reid, if you are interested.
 - An issue regarding the age limit for day camp participants was discussed by the committee. Recreation Programmer, Brittany Hunter, clarified the current age limit and the committee made the recommendation not to make any change at the moment. Summer program participation has decreased compared to past years, and social media is being used to encourage more people to become involved. Natalie and Brittany have done a great job with that.
 - The next committee meeting will be held on July 29th.

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

Discussion:

Councillor Sparks commented that the community garden is great feature in the Village but cautioned regarding extra work that it may create for staff and extra costs that may be incurred. He added that it may be worthwhile for our Recreation Coordinator to talk to the City of Fredericton about their gardens to find out what issues they may have so that we do not make the same mistakes. He stated that we need to make sure that expectations by users and Council are clear in terms of what will be provided.

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, approve nominees Randy Rix and Kate Campbell for the Sport Recreation & Active Living category and Todd Coldwell for the Community Leadership category for the Community Recognition Award Program. **MOTION CARRIED.**

► **MOVED BY** Councillor Wiggins and **seconded by** Councillor Dunn 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 NMES Booking Procedures and Regulations Policy, being Policy RD: 7, attached hereto. **MOTION CARRIED.**

Transportation and Protective Services Committee

Deputy Mayor McCaie-Burke reported that the Transportation and Protective Services Committee met on July 9th with one member absent and five guests present.

- Kurt Ferworn was welcomed as the newest committee member.
- The meeting started off with a gift presentation to former committee member Steve Clements. Steve had served close to three years on the committee. In appreciation for his dedication and commitment

on the committee, he was presented with a small token of appreciation on behalf of the committee and Council. Mayor Wilson-Shee was on hand for that portion of the meeting and also praised Steve for his years of service.

- The strategic planning portion of the meeting lasted one hour. This has been our 7th planning session with the committee since December 2012. The focus of the session was brainstorming the pros and cons of potential options to address issues identified in earlier planning sessions.
- For the second half of the meeting, the committee moved on to the business portion of the meeting. The Statement of Expenditures was reviewed and no items of concern were noted by the committee.
- The committee was advised that it is still short one committee member, and the potential candidate would be preferably someone with an engineering background. Deputy Mayor McCaie-Burke suggested to Council that perhaps advertising on the website and in the newspaper for a volunteer would be beneficial.
- Public Works staff presented a preliminary Speed Sentry data report which was reviewed by the committee. It will be important to continue to collect as much data as possible in this area so that we have something to measure the effectiveness of the pilot project in Springwater subdivision. It was noted that the Speed Sentry unit does have an impact on the speed of drivers because as soon as they see their speed displayed, they immediately slow down.
- The Public Works Supervisor presented some preliminary findings received from our engineering firm relative to the stormwater study being carried out in Springwater subdivision. The engineering firm has based their design on a 1-in-100 year storm event plus 20%, which will mean some culverts will need to be replaced. These replacements will need to be budgeted in the fall so that they can be done next year. If funds are available, the project may be able to start this year. More data and cost estimates are needed to complete the study. The information will be ready for review at our next committee meeting.
- The "Team Up to Slow Down" pilot project in Springwater subdivision was discussed by the committee. As Council is aware, this project is being implemented to increase residents' awareness and decrease speeding in New Maryland. The first part of the project is an educational component which includes the development of a pamphlet, media promotion and a door-to-door campaign to encourage residents to slow down. The committee offered some suggestions for changes to the pamphlet. The committee was told that the educational campaign will be started as soon as the promotional material is completed and approved by Council and the other partners. Another part of the project included Public Works staff researching the use of traffic calming devices. The committee received a copy of a report which suggest that traffic calming solutions such as street narrowing, speed humps, and Neighbourhood Watch, and was based on research findings and information from a report done by Fiander Good & Associates in 1992. After much discussion, the committee agreed to recommend to Council that for now the focus of the pilot project should be education and awareness using the door-to-door distribution of the pamphlet, media promotion along with the use of the speed sentry unit, followed by an assessment of how well this first step of the project is working. The committee feels that the focus of the pilot project should begin with changing residents' attitudes about speeding so that they slow down and help create a safer neighbourhood. Speed humps should not be purchased until other options are tried first to see how effective they are. If the results of the education program show this is not enough to impact speeds and slow drivers down, then the next step will be to move forward with the purchase of speed humps and narrowing the streets. The committee also agreed to recommend to Council that an additional speed sentry unit should be purchased at a cost of approximately \$5,000.00.
- The June Transportation Report was presented by the Transportation Technician. No items of concerns were noted. The committee was informed that that the summer culvert maintenance program has begun. Three culverts have been repaired or replaced and one more will be completed. Following that, ditching will be done.
- The RCMP Report for June was distributed to the committee. No items of concerns were noted. The committee was pleased to see that fines, rather than warnings, were issued for speeding.

- The Animal Control Report for June was circulated at the meeting. No items of concerns were noted on the report. The committee was reminded that new residents can find information about the Animal Control By-law on the Village's website and in the welcome package that the Village distributes.
- The committee addressed a concern from a resident living near NMES regarding drivers that run stop signs. The resident felt that too many vehicles are driving too fast or they are not stopping at the stop sign located at the NMES crosswalk on Sprucewood Drive. The committee was informed that the Mayor has met with the RCMP to discuss several on-going issues including this one. It was felt that the implementation of a Neighbourhood Watch program would be the best way to address this issue as well as other issues. If the Neighbourhood Watch program is initiated, it will not occur until the fall as lots of planning will need to be done in advance. Deputy Mayor McCaie-Burke stated that she and the Mayor will be starting the planning phase this summer and will share the information with Council for input when it is ready. In the meantime, the committee feels that this is an enforcement issue and that the RCMP should give a regular update of what they are doing to address the issue of drivers running stop signs.
- Deputy Mayor McCaie-Burke also provided an update regarding the Bismark Stormwater project. The tender project is overdue because the engineering firm has run into some unexpected delays. The tender for this project, as well as the 2013 sidewalk installation project, should be issued by the end of next week.
- The next committee meeting is scheduled for September 10th.

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

Councillor Sparks commented regarding an incident that he witnessed in Springwater subdivision the previous weekend in which a vehicle went through the stop sign at the corner of Cains Brook and Springwater Lanes and became airborne and proceeded down the access road to the Wastewater Treatment Plant. He added that he immediately reported the incident to Public Works staff who confirmed that the gate was unlocked because there were people dropping off grass clippings and it would be locked later.

Mayor Wilson-Shee asked about the type of speed sentry unit that will be purchased and if it will be like the one used at Bliss Carmen Middle School. Councillor Sparks clarified that the perception is that the Speed Sentry units used at the schools are larger than the one we have, but they are actually the same size and it is the sign on the top that makes them appear larger. Deputy Mayor McCaie-Burke stated she spoke with our Treasurer who confirmed that there is \$4,559 that has been reserved for traffic calming and it would be money well spent. **MOTION CARRIED.**

Fire Chief's Quarterly Report

Chief Farrell reported that for the second quarter of the year, twenty-two calls for service were received which brings the total number of calls received to forty. Twelve of the twenty-two calls were for fire alarms and this is due to the fact the more and more people are installing ADT alarm systems in their homes.

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

Emergency Response Plan Committee

Deputy Mayor McCaie-Burke reported that the Emergency Response Plan Committee has not met since the last Council meeting. The next meeting is scheduled for September 17th.

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee met on June 26th.

- Action items from the May meeting were reviewed by the committee. The committee discussed ways to promote availability of electronic billing, and felt that a more appropriate software program should be purchased that will better manage and track electronic billings. Staff are researching the matter and have projected a probable cost of about \$2,000- \$3,000 for new software. This will be discussed further at the next meeting.
- A comparison of the numbers from 2012 with the actual budget figures will be reviewed at the next meeting. Recently, staff have been busy assisting the auditors.
- The Assistant Building Inspector/Development Officer reported that residents are permitted to use the municipal water supply to fill their pools but the Zoning By-law has yet to be amended to reflect this change.
- An update on the status of the Well 3A project was provided to the committee. Council met with John McKinney and Stephen Pyke of Opus International to discuss the options and associated costs to treat the water in Well 3A. After a lengthy discussion Council made the decision to turn the focus and resources toward wellfield exploration and put the Well 3A site on indefinite hold.
- Investigations into wellfield exploration negotiations with NB Power are ongoing.
- The monthly Water and Wastewater report was presented to the committee. The Public Works Supervisor reported that he met with the Dept. of Environment to review the environmental risk assessment for Baker Brook in order to ensure that the Village meets their requirements. The water main flushing was put on hold due to a lack of staff and will be rescheduled when staff members are available. An update was given to the committee regarding a break in a service lateral on Woodlawn Lane.
- The Water Development Master Plan was reviewed by 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 June 17th with several special guests: Paul Martin and Jane Gregg from Grant Thornton, and Ian Howey from Nesbitt Burns.

- Presentation was given by Ian Howey regarding the Village's investments. Council appreciated Ian taking the time to meet with Council and present the review.
- The audited financial statements were presented by Grant Thornton and reviewed in detail with Council. The auditors confirmed that the Village is in a strong financial position as indicated in the financial statements. These consolidated financial statements are different from previous years where each fund was reported separately. This is the first year that Council was presented with financial statements that are in accordance with PSAB requirements. The auditors stated that the Village is in compliance with the requirements prescribed in the *Municipalities Act*.

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, hereby approves the Provincial / Municipal Policing Agreement between the Village of New Maryland and the Province of New Brunswick for the provision of policing services to the municipality via the Royal Canadian Mounted Police as the provincial police service for the Province of New Brunswick; and that the Mayor and Village Clerk are authorized to execute said Agreement. **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, adopt the 2012 Village of New Maryland Audited Financial Statements as prepared by the chartered accounting firm of Grant Thornton LLP and as reviewed by the Finance Committee on 17 June 2013 and 03 July 2013.

MOTION CARRIED.

10. APPROVAL OF THE TREASURER'S REPORT

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

- (1) Cheques and direct payments from the General Operating account for June 1 through June 30, 2013 in the amount of \$228,751.47;
 - 2) Payments from the Water and Sewer Operating account for June 1 through June 30, 2013 in the amount of \$16,768.45;
 - (3) Payments from the General Capital account for June 1 through June 30, 2013 in the amount of \$0; and
 - (4) Payments from the Water and Sewer Capital account for June 1 through June 30, 2013 in the amount of \$0.
- MOTION CARRIED.**

11. PUBLIC INPUT / INQUIRIES

No members of the public were present.

12. NEW BUSINESS

First and second readings of By-law Amendment No. 50-01-2013

MOVED BY Councillor Dunn and **seconded by** Deputy Mayor McCaie-Burke to read By-Law Amendment No. 50-01-2013, an amendment to the Procedural By-Law No. 50, for the first time, this reading by title only. **MOTION CARRIED.**

Councillor Dunn read By-law Amendment No. 50-01-2013 for the first time, this reading by title only.

MOVED BY Councillor Dunn and **seconded by** Councillor Sparks to read By-Law Amendment No. 50-01-2013, an amendment to the Procedural By-Law No. 50, for the second time, this reading by title only. **MOTION CARRIED.**

Councillor Dunn read By-law Amendment No. 50-01-2013 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, August 21, 2013 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 8:15 pm.

Village of New Maryland Council
July 17, 2013

Respectfully submitted,

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor