

Village of New Maryland Council

21 August 2013

Present: Mayor Judy Wilson-Shee Deputy Mayor Gisèle McCaie-Burke
Councillor Frank Dunn Councillor Paul LeBlanc
Councillor Scott Sparks Councillor Peter Wiggins
Cynthia Geldart, Chief Administrative Officer
Rockland Miller, Public Works Supervisor

Absent: 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 LeBlanc that the agenda be approved as distributed with an amendment to remove motion #4 under the Transportation & Protective Services Committee report from the agenda. **MOTION CARRIED.**

3. APPROVAL OF THE MINUTES

MOVED BY Councillor Sparks and **seconded by** Deputy Mayor McCaie-Burke that the minutes of the 17 July 2013 regular session of Council be approved as distributed. **MOTION CARRIED.**

MOVED BY Councillor Dunn and **seconded by** Councillor Sparks that the minutes of the 06 August 2013 special session of Council be approved 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 Cynthia Geldart, CAO/Clerk, as per the request of Mayor Wilson-Shee:

- a letter from the Department of Transportation & Infrastructure regarding improvements to provincially designated highways within municipalities for the 2014 construction season; and

- an invitation from the Fredericton Chamber of Commerce to the Tri-Chamber Networking event scheduled for 19 September 2013.

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:

- ❖ July 26 – Highland Games reception;
- ❖ July 27 – 50th wedding anniversary reception for Ron and Lynne Naugler (*Deputy Mayor McCaie-Burke also attended*);
- ❖ July 29 – Regional Service Commission 11 Finance meeting;
- ❖ July 31 – painting of the inspirational messages along the sidewalk on the New Maryland Highway;
- ❖ August 01 – Regional Service Commission 11 Finance meeting;
- ❖ August 05 – official 2013 NB Day Celebrations held in Blackville;
- ❖ August 06 – Regional Service Commission 11 Board meeting in Chipman;
- ❖ August 15 – raising of the Acadia Flag in support of National Acadian Day at Fredericton City Hall;
- ❖ August 16 – fundraising barbeque in Officers’ Square in support of HMCS Fredericton’s Bike for Wishes fundraising bike tour in support of the Children’s Wish Foundation;
- ❖ August 16 – meeting with David Steeves and Reverend McKenna;
- ❖ August 16 – presentation of “The Battle Ensign” to HMCS Fredericton Splice the Main Brace; and
- ❖ August 20 – Councillor-in-Training Awards.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee:

Councillor Wiggins reported that the PAC met on August 12th, 2013 with one committee member absent. The committee had not met in July. Councillor Wiggins chaired the August 12th meeting in the absence of committee chair Brad Marshall.

- The meeting began with a review of the final steps for the rezoning of 320 New Maryland Highway. The third and final readings took place at the June 2013 Council meeting and the Municipal Plan amendments have been sent to the Minister of Environment and Local Government for the necessary approvals. Following the ministerial approvals, the amendment will be registered with the Service NB Land Registry and a final notice will be posted in the Daily Gleaner.
- The Building Permit report for June consisted of 31 permits with fees collected in the amount of \$3,950 and the report for July included 17 permits and \$865 collected in permit fees.
- Three variance applications were reviewed by the committee. The first variance application was requesting approval to install a swimming pool on a portion of a municipal easement. The application was approved based on precedence as it was noted that the adjacent property had been granted a similar request in the past. The property owner also recognizes that the municipality has the authority to remove the structure if necessary, and that all costs for restoration are the responsibility of the property owner. The second variance application was also approved and was regarding the Village’s purchase of the 5-metre parcels of land for

the highway widening project. The applicant has applied for a variance to allow for the existing signage and parking stalls to be deemed as legal non-conforming uses until such time that work begins on the highway widening project in this area. The legal non-conforming use will remain with the property until construction begins, at which time the municipality will be responsible for relocating the signage and reconfiguring the parking lot in a manner that will conform to all by-law requirements. A third variance application was reviewed, however the committee has requested that staff investigate further and speak to the property owner about various recommendations made by the committee.

- An update was provided on the website data that has been prepared and posted. A link has been added to direct residents to the PAC agenda and application deadline dates. Jessica MacLeod, Assistant Building Inspector /Development Officer has also created templates to assist residents with deck construction and accessory buildings permit applications.
- The next meeting is scheduled for Monday, 09 September 2013.

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

Discussion: Councillor LeBlanc questioned the need for the variance regarding the non-conforming use, cautioned against approving variance applications that allow for any type of building or structure to be installed on a municipal easement, and cautioned against approving excessive reductions in setback requirements. **MOTION CARRIED.**

Human Resources & Administration Committee

Councillor Dunn reported that the Human Resources and Administration Committee met on Wednesday, August 14th, 2013 with all committee members in attendance.

- Following approval of the agenda and review of the previous month's session notes, the committee discussed the draft Social Media Policy as presented by the CAO. It was recognized that there may be a number of challenges regarding the use of social media tools, however the policy will provide direction and guidance for staff. A motion will be brought forward following this report to officially adopt the policy.
- A number of staffing issues were discussed. Our new Public Works Transportation Technician is working out very well and is proving to be a positive asset to our staff. We regret to note that our Recreation Programmer is leaving us due to a move out of the province.
- The financial report was reviewed and clarification was provided regarding a number of line item amounts.
- The final item discussed by the committee was the Strategic Plan. We are pleased to note that overall, we are on target with the goals and objectives of the plan regarding Human Resources issues.

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

MOVED BY Councillor Dunn and **seconded by** Councillor Sparks the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland hereby directs that Aaron McFadyen, Public Works Transportation Technician, and Doug Hackett, Public Works Utilities Operator, be appointed to enforce the By-laws of the Village of New Maryland, and amendments thereto, as set out in Schedule "A" attached hereto and forming part hereof.

Be It Further Resolved That Council hereby directs that Aaron McFadyen, Public Works Transportation Technician, and Doug Hackett, Public Works Utilities Operator, be designated as persons authorized to make application, on behalf of the Village of New Maryland, to Courts of competent jurisdiction in relation to matters arising under the *Community Planning Act* and the *NB Municipalities Act* and By-laws enacted pursuant to these statutes.

Discussion: Councillor Dunn confirmed that this is a standard motion and legal requirement. Aaron McFadyen has recently successfully completed his probation period as the Public Works Transportation Technician and Doug Hackett was reclassified to the Public Works Utilities Operator position. **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 Social Media Policy as attached hereto, effective immediately.

Discussion: Councillor Dunn clarified that Council and staff are attempting to increase communication with our residents and have recently added Facebook and Twitter accounts, in addition to our Website page, in an effort to address the increased use of social media tools. **MOTION CARRIED.**

Recreation & Leisure Services Committee

Councillor Wiggins reported that the committee met on July 29th, 2013. Two committee members, Karla Faig and Steve Nicholl, were absent from the meeting.

- The meeting began with a review of action items. The committee will review plans in August to determine viability of future programs and events.
- They were pleased to be advised that the sod from the sidewalk project will be saved for future use by the Recreation department. Councillor LeBlanc had suggested that this be included in the tender specifications.
- Three nominations had been approved for the Community Recognition Awards and two of those will be presented at the Blueberry Social.
- Incentives have been posted on Facebook to help increase enrollment at our summer program activities. The posting resulted in over 200 “likes” and was a productive mechanism to spread the word about the programs.
- Additional cameras will be purchased for Athletic Park to help improve surveillance. The Soccer Association is willing to share the costs of the additional camera equipment.
- The first item reviewed under Old Business was an update concerning the construction of the soccer field. The skateboard park has been relocated due to that area being needed for staging and for an attenuation pond. They are looking for recommendations from our residents who use the skateboard park, and are using Facebook and Twitter to encourage input and invite residents to attend meetings. The Sprucewood Drive residents had asked for a 12-metre buffer, however that has unfortunately been reduced to 6 metres. The buffer of only 6 metres was a possibility in the original design of the field and the residents have been made aware of the requirement. A taller fence will be installed along the north side of the field as a buffer to the homes on Sprucewood Drive and vines will be added to increase privacy.

- The Blueberry Social is scheduled for August 22 and the Community Recognition Awards will be presented.
- The Community Food Action Program Grant has funds available in the amount of up to \$3000 and they are looking for proposals. The Recreation department will submit a proposal in February and October 2014. An education component is needed and suggestions brought forward were to host a compost workshop, a session to tie in with the sustainable community design planning, or host a workshop on cooking with healthy foods.
- Locations were reviewed for future community gardens, including the Sunrise Estates subdivision and former Springwater lagoon site. Councillor Wiggins requested that Council consider approval of those 2 options.
- The inspirational messages were painted on the sidewalk and the Mayor was involved in a photo opportunity to promote active living. The messages have been painted in both directions to allow pedestrians to enjoy the messages regardless of their direction of travel, and environmentally friendly paint was used for the project.
- Our Recreation Coordinator will work with Rob Pero, Building Inspector/Development Officer to update and improve the Village map. They will be mapping out 4 different routes and adding those to the website to indicate the distance travelled as part of the *In Motion* initiative.
- The first item reviewed under New Business was the Fall/Winter Guide. A discussion was held on the feasibility of moving forward with the Wellness Series.
- The committee is trying to determine the number of skateboarders who use the skateboard park and verify if the park would get more use as a BMX bike park.
- The *Memo of Understanding* with the PNM Zoomers was reviewed and the committee agreed to recommend that it be renewed.
- One of the monthly reports submitted by staff indicated that the number of participants in the summer programs was down this year. A survey is sent to parents each year and will be done again this year in an effort to gain feedback and try to determine if there is any specific reason for the reduction in participants. One initiative that was tried this year was a “drop in” day where participants could bring a friend for the day. This helped increase the number of participants, however staff always ensured that they did not exceed the maximum number of participants allowed based on supervisory capacity.
- The budget was reviewed and a number of line items discussed. It was noted that \$1500 had been budgeted for Halloween activities, however the municipality will not be hosting the Halloween party this year. An additional \$1000 was budgeted for the Wellness Series that may not be used. The committee will determine what to do with those funds, and had no other concerns with the budget status.
- In closing, Councillor Wiggins thanked Brittany Hunter for all her work as the Village’s Recreation Programmer. Brittany started work with the Village on a part-time basis and the position developed into a full-time one. She has served the community well and was a very dedicated employee. We wish her all the best in her move to Nova Scotia.
- The next Recreation & Leisure Services Committee meeting is scheduled for Monday night, 26 August 2013.

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

Discussion: In response to an inquiry from Councillor Sparks, Councillor Wiggins clarified that the *Memo of Understanding* with the PNM Zoomers contains a date restriction for renewal as a mechanism to allow for annual review and updates. Mayor Wilson-Shee clarified that the New Maryland Community Support Group would be hosting the Halloween Haunted Hike, but that she was

under the impression that the Village would continue to host the Halloween party. Councillor Wiggins stated that the committee had decided not to host certain events when other groups were offering activities, however he agreed to confirm that with the Recreation Committee. **MOTION CARRIED.**

Transportation & Protective Services Committee

The Transportation & Protective Services Committee has not met since the last Council meeting. The next meeting is scheduled for Tuesday, 10 September 2013.

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, as per the recommendation of the Transportation and Protective Services Committee, approve the purchase of a Speed Sentry Shield 15 unit, complete with high capacity Lithium-Ion battery, from Segma Safety Corporation for \$4,470.00 plus \$581.10 HST, for a total purchase price of \$5,051.10.

Discussion: Deputy Mayor McCaie-Burke stated that this unit will be more visible and effective than the current speed sentry unit and will enhance the data collected to ensure residents are aware of their speed. She explained that speed sentry units have proven to be effective and that drivers immediately slow down when they realize their speed of travel. The new unit will collect as much information as possible and that data will be used as a measure of the effectiveness of the campaign to reduce speeding in the community. The unit has lights and displays the speed of travel and contains more information than the current unit. Only one unit will be purchased at this time due to budget constraints however the committee will review the purchase of additional units during the budget 2014 preparations. **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, as per the recommendation of the Village Engineer, accept the tendered bid as submitted by Mira Construction Ltd. on August 13th, 2013 in the amount of \$79,645.35 plus \$10,353.90 HST, for a total tendered bid of \$89,999.25 for the Berkley Drive and Cortland Street Sidewalk Installation & Related Works (2013) Project; and that the Mayor and Clerk are authorized to execute said contract.

Discussion: Deputy Mayor McCaie-Burke clarified that the proposed work includes 240 metres of sidewalk installation. The Berkley Drive portion goes from Newman Street to the walking trail and crosses in front of 5 homes. The existing catch basins were relocated to ensure proper drainage and curb will be added. The project includes a 1.5m wide boulevard as well as the 1.8m wide sidewalk. Two large trees and a few shrubs may need to be removed to complete the work. The Cortland Street portion is just a small section of sidewalk crossing in front of 3 homes on Cortland Street (between Berkley Drive and Melrose Avenue) that will eventually connect to the rest of the sidewalks as the long range sidewalk installation plan is implemented. We received 4 tender bids with Mira Construction being the lowest bidder. The engineers' estimate for the work was \$125,627 and that amount falls within the budgeted amounts. The sidewalk installation project is an 8-year plan that was started in 2011 and is based on capital funds available each year. The focus is to install sidewalks in the location of the elementary school and work out from there in an effort to supply a safe pathway for students where the bus services have been removed. Councillor LeBlanc expressed concerns with the timing of the project and recommended that the Transportation Committee investigate the possibility of having the engineering work completed now for next year's portion of the project. In response to an

inquiry from Councillor Wiggins, the Public Works Supervisor confirmed that the residents on Cortland Street have all been advised of the details of the sidewalk location relevant to each property and how it will impact the use of their properties. **MOTION CARRIED.**

MOVED BY Deputy Mayor McCaie-Burke 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 Transportation & Protective Services Committee, adopt the Stormwater Management Policy as attached hereto.

Discussion: Deputy Mayor McCaie-Burke clarified that the policy details the level of service for new development and consists of a dual drainage design concept of minor and major systems. The minor storm drainage system is designed to provide a basic level of service and convey the runoff produced by a 10-year-return-period storm. The major storm drainage system conveys runoff that exceeds the conveyance capacity of the minor system and is designed for 1.2 times the historic 100-year-return-period storm. **MOTION CARRIED.**

Emergency Response Plan Committee

The Emergency Response Plan Committee has not met since the last Council meeting. The next meeting is scheduled for 17 September 2013 at 3:00 p.m.

Water & Wastewater Committee

The Water & Wastewater Committee has not met since the July Council meeting. The next meeting is scheduled for next Wednesday, 28 August 2013.

Finance Committee

The Finance Committee has not met since the last Council meeting. The next meeting is scheduled for 04 September 2013.

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 transfer the sum of \$4,559.00 from the General Capital Reserve Fund (Account #1015-021) to the General Capital Fund (Account #1020-875) for the purchase of a traffic calming device (speed sentry unit), and that this amount was reserved for this purpose. **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: Payments made in the month of July 2013 from the General Operating account by cheques and direct payments in the amount of \$415,979.99; from the Water and Sewer Operating account in the amount of \$28,098.87; from the General Capital account in the amount of \$16,937.29 and from the Water and Sewer Capital account \$0.00. **MOTION CARRIED.**

11. PUBLIC INPUT/INQUIRIES

No inquires were brought forward.

12. NEW BUSINESS

Third and Final Readings of By-law Amendment No. 50-01-2013

MOVED BY Councillor Dunn and **seconded by** Councillor Sparks to read By-law Amendment No. 50-01-2013, and amendment to the Procedural By-law, for the third time, this reading in its entirety.

MOTION CARRIED.

Councillor Dunn read By-law Amendment No. 50-01-2013 in its entirety.

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

Councillor Dunn read By-law Amendment No. 50-01-2013 by title only, thereby enacting the amendment.

13. DATE, TIME AND LOCATION OF NEXT MEETING

The next Council meeting is scheduled for Wednesday, 18 September 2013 at 7:30 p.m. in Council Chamber.

14. ADJOURNMENT

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

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Cynthia Geldart
CAO/Clerk

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CAO/Clerk

Judy Wilson-Shee
Mayor