

**VILLAGE OF NEW MARYLAND
COUNCIL**

November 20, 2013

Present: Mayor Judy Wilson-Shee
Deputy Mayor Gisèle McCaie-Burke
Councillor Frank Dunn
Councillor Paul LeBlanc
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 Deputy Mayor McCaie-Burke and **seconded by** Councillor Wiggins to approve the agenda as distributed. **MOTION CARRIED.**

3. APPROVAL OF THE MINUTES

MOVED BY Deputy Mayor McCaie-Burke and **seconded by** Councillor Wiggins to approve the minutes of the October 16, 2013 regular session of Council as distributed.

Discussion:

Councillor Wiggins clarified that Councillor LeBlanc was in attendance at the August 26th Recreation and Leisure Services Committee meeting and could have presented that report at the October 16th Council meeting, and explained that the committee did not have a quorum for the September meeting and therefore there was no report to present. Councillor LeBlanc agreed to give a report for the August 26th committee meeting during this evening's meeting. **MOTION CARRIED.**

4. DISCLOSURE OF INTEREST

No disclosures of interest were declared.

5. PRESENTATIONS

Mayor Wilson-Shee presented Todd Coldwell, Associate Pastor (Youth) at Faith Baptist Church, with the Community Recognition Award in the category of Community Leadership.

6. PROCLAMATIONS

Mayor Wilson-Shee read the proclamations for Restorative Justice Week and World AIDS 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 the Canadian Red Cross regarding their upcoming Disaster Management Conference in Halifax on November 19th and 20th;

- a letter from the New Brunswick Building Officials Association Inc. thanking the Village for its continued support of the association by authorizing Rob Pero to serve as a member of their executive committee;
- an invitation from the Canadian Forces Liaison Council to participate in the New Brunswick Reserve Status Sessions on November 8th at the Moncton Garrison; and
- an email from the Fredericton Chamber of Commerce announcing that the State of the City Address will be given on November 21st at the Fredericton Convention Centre.

8. MEETINGS AND/OR SPECIAL EVENTS

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

October 17th – RSC 11 Finance meeting;

October 18th – ACOA funding announcement by the Hon. Keith Ashfield, MP along with the members of Council and staff, with the exception of Councillor Sparks;

October 18th – the St. Thomas Fall Convocation reception;

October 19th – RSC 11 Seminar;

October 19th – the St. Thomas Fall Convocation ceremony along with Deputy Mayor McCaie-Burke;

October 22nd – a meeting with Mitch Bongard;

October 25th – the Fall Frolic at NMES;

October 26th – a breakfast sponsored by Hon. Keith Ashfield, MP along with Deputy Mayor McCaie-Burke and Councillors Dunn and LeBlanc;

October 26th – the Fairy Tale Haunted Hike along with Deputy Mayor McCaie-Burke, Councillors Dunn and LeBlanc and Chief Farrell;

October 31st – a meeting with the Village's Public Works Utilities Operator Doug Hackett;

November 1st – a tour of the Oromocto River Watershed with Tourism Minister Trevor Holder, MLA Jack Carr, local area mayors, and Mr. Hanson;

November 4th – the New Maryland Zoomers' meeting along with the new Recreation Coordinator Sarah Wagner, who was introduced to the group;

November 4th – the New Maryland Sea Cadets meeting;

November 5th – RSC 11 Board meeting;

November 8th – a Remembrance Day Service at NMES along with Deputy Mayor McCaie-Burke, Councillor Dunn and Chief Farrell;

November 11th – the Village's Remembrance Day Service along with all members of Council. Mayor Wilson-Shee acknowledged the outstanding job that was done by Village staff;

November 14th – a meeting with Rev. McKenna; and

November 14th – the Community Policing meeting along with Deputy Mayor McCaie-Burke.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Councillor Wiggins reported that the committee met on November 4th with two members absent.

- Under old business, the committee discussed and approved a variance for a home business. Some revisions were made to a subdivision plan on the east side of Highway 101. The subdivision plan for the west side of Highway 101 is almost complete.
- The October Building permit report was presented to the committee. Seventeen permits were issued for a total estimated construction value of \$89,751. This is a decrease in the figures from last year but with development on the east and west side of Highway 101, the Village will be seeing new growth.
- The next committee meeting will be held on December 2nd at 7:00 pm.

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 reappoints Debra Connors as a member of the Planning Advisory Committee for a period of three years, as per Section 12 of the *New Brunswick Community Planning Act*. **MOTION CARRIED.**

► **MOVED BY** Councillor Wiggins and **seconded by** Councillor LeBlanc the following resolution of Council:
Be it Resolved That the Council of the Village of New Maryland declares “surplus” the Village owned property known as Pine Ridge Reservoir and Booster Station and also identified as PID 75076976; and

Be It Further Resolved That the Council of the Village of New Maryland authorizes and approves the sale of Village-owned property being the Pine Ridge Reservoir and Booster Station, also identified as PID 75076976, to Tandax Inc. at a selling price of \$6,450.00 plus applicable taxes and adjustments, subject to the terms and conditions outlined in the Agreement of Purchase and Sale relating to Tandax’s demolition and disposal of existing buildings, structures, materials, equipment and components at the subject property, and the conveyance of other lands from Tandax to the Village, and

Be It Further Resolved That the Mayor and Village Clerk are authorized to execute the Agreement of Purchase and Sale and such other legal documents as may be required to facilitate this resolution.
MOTION CARRIED.

Human Resources & Administration Committee

Councillor Dunn reported that the Human Resources and Administration Committee met on November 13th with one member absent.

- The November meeting started with the opening formalities of approving the agenda and reviewing the previous month’s session notes and action items.
- A brief discussion was held regarding the new welcome sign. Staff will be investigating possible options for lighting the sign, and will report back to us at a later date.
- The committee discussed a number of recent changes in staff. The committee members are very pleased with the new recreation department staff members. Both Sarah and Michelle are working out extremely well and it is a pleasure to have them as part of the team.
- The committee was advised that the Public Works Supervisor, who has been on medical leave, will be returning to work on December 2nd and everyone is looking forward to his return.
- Our Treasurer is retiring at the end of the year and the hiring process for a replacement was completed last month. One of the former members of Council, Scott Sparks, has accepted the role of Treasurer. Scott has extensive background in municipal finance and will be a great asset to Village staff. However, he will be missed in his former role of Councillor. His resignation from Council has created a vacant seat on Village Council, and Councillor Dunn stated that he will be bringing a motion forward at this evening’s meeting to officially declare that vacancy. That declaration will then be sent to the Municipal Electoral Officer who will hold a bi-election next year to fill the vacancy.
- The committee also discussed a few final touches for the upcoming Christmas Events, and then reviewed a number of items in the 2014 proposed budget.

MOVED BY Councillor Dunn and **seconded by** Councillor Wiggins 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 Section 35(1) of the *New Brunswick Municipalities Act, R.S.N.B. 1973, Chapter M-22*, declare a vacancy on the Village of New Maryland Council, resulting from the resignation of J. Scott Sparks as per Section 34(1)(b) of the *Act*; and authorize the Clerk to forward a certified copy of this Resolution of Council declaring the vacancy to the Municipal Electoral Officer within 10 days. **MOTION CARRIED.**

Recreation and Leisure Services Committee

Councillor LeBlanc reported that the Recreation and Leisure Services Committee met on August 26th.

- Following the approval of session notes from the previous meeting, the committee reviewed the following action items: 1) a youth engagement strategy/plan for the fall; 2) the need for a second camera to be installed in Athletic Park; 3) the cost to develop community garden spaces in various locations; 4) the cost to repair the basketball court so that it may be able to house the skate park equipment; and 5) the use of Facebook to receive input and feedback regarding the BMX/skate park issue.
- No changes were recommended by the committee during the review of the website.
- Under old business, the committee examined a quote that was received from Advance Asphalt for the cost to repair the crack in the basketball court at Athletic Park. The committee gave the approval to move forward with the repairs.
- The committee was informed that inspirational messages have been painted on the sidewalk along New Maryland Highway.
- Under new business, the idea of a youth advisory committee is being pursued, which coincides with recommendations outlined in the Recreation Master Plan.

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

Discussion:

Councillor Wiggins thanked Councillor LeBlanc for attending the August committee meeting in his absence. **MOTION CARRIED.**

Councillor Wiggins explained that the lack of a quorum at the September meeting of the Recreation and Leisure Services Committee was due to a vacancy that was created on the committee as well as attendance issues. He added that the committee is working to correct these issues and Council should be pleased with the upcoming changes being made to the committee.

Councillor Wiggins reported that the Recreation and Leisure Services Committee met on October 28th. The committee welcomed the new Recreation Coordinator, Sarah Wagner, to the meeting. Councillor Wiggins thanked Sarah as well as Michelle Sawler, Recreation Programmer, for the outstanding work they have been doing.

- The committee was given an update on the status of the soccerfield project which must be completed by December 13th. Councillor Wiggins thanked MP Keith Ashfield for making the funding announcement for the soccerfield project back in October, and for his continued support of the community.
- At the Planning Advisory Committee's request, the committee reviewed a subdivision plan and was in agreement with the placement of the land for public purpose.
- The committee is working toward online registrations so that the Recreation staff will have more time to work on other projects.
- The committee agreed that emails should be sent to George Street Middle School, Bliss Carmen Middle School, and Fredericton High School in order to engage youth and determine what their needs are and what the Village can do to help address those needs.
- A new user rate at NMES was implemented effective September 1st. This has eliminated the need for a 'resident' and 'non-resident' user fee. Recreation staff members have been listening to the needs of the user groups and have made this change based on their input.
- The Pumpkin Carving was an outstanding and well attended event, and plans are underway to make it

even better next year.

- The monthly budget and revenue review indicated a surplus in the budget 'Parks and Playground' account. These funds will be used to repair and replace playground equipment.
- One of the projects for next year will be the trail completion through the Centennial Heights development. Trail mapping of the area between the Village and UNB properties will also be considered as a project next year.
- Councillor Wiggins thanked Council for participating in the Remembrance Day ceremony and congratulated staff on a job well done.

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

Discussion:

Mayor Wilson-Shee commented that the Sea Cadets do not charge a fee for participation in their program, and they are struggling to pay the fee in order to use the school. Councillor Wiggins responded that the former Recreation Coordinator spent a lot of time in the past working with the Sea Cadets to find alternate locations where the user fee would be less. However, the Sea Cadets made the decision to continue to use the school. He added that the Recreation Committee has made the recent changes to the fees and use of NMES based on input received from many of the user groups. Mayor Wilson-Shee again expressed her concern that the rate for the Sea Cadets has doubled and finding the funds has become a chore. Councillor Wiggins stated that he felt the former Recreation Coordinator did a great job trying to accommodate the Sea Cadets; unfortunately it is not possible to please everyone all the time. He suggested that the group arrange a meeting with the new Recreation Coordinator to see what recommendations and ideas she may have in mind. **MOTION CARRIED.**

- **MOVED BY** Councillor Wiggins and **seconded by** Councillor LeBlanc the following resolution of Council:
Be It Resolved That the Council for the Village of New Maryland appoints Jason Burns to the Recreation and Leisure Services Committee, for a period of two-years, commencing immediately.
MOTION CARRIED.

Transportation and Protective Services Committee

Deputy Mayor McCaie-Burke reported that the Transportation and Protective Services Committee met on November 12th.

- The committee was informed of the two changes to the committee's membership. Councillor Paul LeBlanc is the new vice-chair of the committee replacing former Council member, Scott Sparks. Mr. Sparks has accepted the position of Treasurer on Village staff, therefore he can no longer be a member of Council. Matt Sonier was also introduced as the newest member of the committee. Mr. Sonier has an engineering background which will be an asset for the committee. The committee now has a full complement of volunteer members.
- The first part of the meeting was devoted to the continuation of the strategic planning process. This has been the committee's 9th planning session. The focus of the session was brainstorming pros and cons for possible options identified in earlier planning sessions.
- The second half of the meeting was focused on business. The first business item was a review of the Speed Sentry update for Springwater subdivision which was provided by the Public Works Transportation Technician. The report included data from June to October and indicated a decrease in speeds particularly for Woodlawn and Springwater Lanes. The committee felt that the pilot project in Springwater subdivision has had a positive impact on the issue of speeding in the subdivision. During the winter months, the Speed Sentry units will be taken down and will be put up again in the spring as the weather warms.
- An update on the status of the culvert project in Springwater subdivision was given to the committee. Due to extenuating circumstances, Council has made the decision not to proceed with the culvert work that was supposed to be done this fall. The project will be put on hold until next year.

- The October Transportation report was provided to the committee. Trius informed staff that the week prior to the Fall Leaf Pick-Up date of November 16th, they would be picking up bags of leaves that are already out.
- The committee was also informed that the Bismark Street Storm Sewer Project is in the final stages of completion. The landscaping is now complete as well as curb, gutter and asphalt. The new pipe will allow for better water flow and reduce the potential for water back-ups in homes during large rain or storm events. The Village has received some very positive comments from residents living on Bismark Street. They were impressed with the work that was done and how efficiently the project was completed.
- The RCMP and Animal Control reports for the month of October were reviewed. No items of concern were noted.
- The committee reviewed two requests from homeowners to have their ditches filled in. One resident attended the meeting to explain his concerns in person to the committee. After much discussion, the committee agreed with the staff recommendation to deny the two requests.
- The next committee meeting will be held on December 10th at 7:00 pm.

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

Discussion:

Deputy Mayor McCaie-Burke explained that Trius will continue to pick up bags of leaves for anyone that may have missed last Saturday's Leaf Pick-Up. Mayor Wilson-Shee said that she has heard positive comments from the residents on Bismark Street regarding the storm sewer project. Councillor Wiggins felt it was worth noting the name of the company who did the work in the event that someone may want to hire them. It was confirmed that the name of the company who was awarded the contract is included in the Council minutes. **MOTION CARRIED.**

Emergency Response Plan Committee

Deputy Mayor McCaie-Burke reported that the Emergency Response Plan Committee met on November 19th.

- The committee meeting yesterday was devoted solely to be a practice emergency scenario. In the EOC Director's absence, the practice was led for the most part by our fire chief.
- Jason Cooling, Regional Emergency Management Coordinator for regions 10 & 11 was present at the meeting to provide input and answer questions regarding the disaster practice.
- The 1 ½ hour fictitious exercise focused the discussion on a freak winter storm that hit the area on a Saturday morning compounded by a tanker truck loaded with propane that jack-knifed while trying to avoid another vehicle being towed from the ditch. The scenario exercise was well received and prompted lots of discussions and questions.
- The next committee meeting will be held Tuesday, January 21, 2014 at 3:00 pm.

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

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

Be It Resolved That the Council for the Village of New Maryland appoints Mark Manderson (Anglophone West School District) to the Emergency Response Plan Committee, for a period of two-years, commencing immediately.

Discussion:

Deputy Mayor McCaie-Burke explained that Mr. Manderson is the Assistant Transportation Manager who will be replacing Shelley MacLeod as the Anglophone West School District representative on the committee.
MOTION CARRIED.

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee met on October 30th.

- Following the approval of the session notes from the previous meeting, the committee reviewed the action items. Council had approved the expenditure of funds for the video inspection of sewer lines and this work has now been completed.
- Under old business, the committee was updated on the plan of action to address the issue of sanitary sewer flooding.
- The committee continued with a brainstorming session for the Water Development Master Plan.
- Councillor LeBlanc stated that in light of the water quality problems that occurred with Well 3A, he and representatives from Opus International met with a local chemical engineering consultant recently to discuss possible water treatment options. The consultant comments included that enhanced coagulation/pre-oxidation is recognized as industrially standard methods of TOC removal /THM reductions and based on past test work completed for other clients, the consultant felt that a chemical treatment system has a high potential for being a technically viable solution for the Village of New Maryland. Councillor LeBlanc added that the committee has not yet reviewed this information but Opus has reviewed the information and has suggested that if the Village is considering moving forward with this option, approximately \$25,000 will need to be allocated. Councillor LeBlanc remarked that he understands that the development of Well 3A has been put on hold for the time being and other locations for wellfield exploration are being investigated, but he felt that if there is a slight chance of developing Well 3A, Council should be giving this serious consideration so that funds can be budgeted. He stated that this information will be brought forward at the next committee meeting and asked that Council advise him if they have any questions.

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

Discussion:

Councillor LeBlanc further explained that the proposed chemical treatment system could also be used on the other wells. He added that the next committee meeting will be held on November 27th and invited Council to attend and listen to the discussion.

MOTION CARRIED.

Finance Committee

Councillor Dunn did not present a report from the November 6th Finance Committee meeting.

► **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 transfer from the General Operating Fund (Account # 1013-181) to the General Capital Reserve Fund (Account # 1018-839) the sum of \$100,000 being the amount in the 2013 budget for the replacement of a fire truck.

MOTION CARRIED.

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

Be It Resolved That the Council for the Village of New Maryland, transfer from the General Operating Reserve (Account # 1015-013) to the General Operating Fund (Account # 1013-181) the sum of \$6,279 which was reserved as follows:

\$4,201 for equipment

\$2,078 for clothing

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, transfer from the General Operating Fund (Account # 1013-181) to the General Capital Fund (Account # 1020-875) any surplus amount created at year-end from the General Operating Fund.

MOTION CARRIED.

► **MOVED BY** Councillor Dunn and **seconded by** Councillor Wiggins the following resolution of Council:

Be It Resolved That the Council for the Village of New Maryland, transfer from the Water and Sewer Operating Fund (Account# 1014-176) to the Water and Sewer Capital Fund (Account # 1020-867) any surplus amount created at year-end from the Water and Sewer Operating Fund.

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, transfer the sum of \$10,000 from the General Operating Fund (Account # 1013-181) to the General Operating Reserve Fund (Account # 1015-013) as follows:

for a future Municipal Plan review \$10,000
and that this amount was budgeted for this purpose.

MOTION CARRIED.

► **MOVED BY** Councillor Dunn and **seconded by** Councillor Peter Wiggins the following resolution of Council:

Be It Resolved That the Council for the Village of New Maryland, transfer the sum of \$83,000 from the Water and Sewer Operating Fund (Account # 1014-176) to the Water and Sewer Capital Reserve (Account # 1018-839) as follows:

Wastewater treatment plant maintenance	\$50,000
Elevated water tower maintenance	\$20,000
Water meter replacements	\$13,000

MOTION CARRIED.

10. APPROVAL OF THE TREASURER'S REPORTS

MOVED BY Councillor Dunn 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 October 1 through October 31, 2013 in the amount of \$317,676.48;
- (2) Payments from the Water and Sewer Operating account for October 1 through October 31, 2013 in the amount of \$11,062.98;
- (3) Payments from the General Capital account for October 1 through October 31, 2013 in the amount of \$1,915.35; and
- (4) Payments from the Water and Sewer Capital account for August 1 through August 31, 2013 in the amount of \$0. **MOTION CARRIED.**

11. PUBLIC INPUT / INQUIRIES

One member of the public was present but no inquiries were made and no input was received.

12. NEW BUSINESS

No new business items were brought forward.

13. DATE, TIME AND LOCATION OF NEXT MEETING

The next regular session of Council is scheduled for Wednesday, December 18, 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 8:19 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor