

**VILLAGE OF NEW MARYLAND
COUNCIL**

February 19, 2014

Present: Mayor Judy Wilson-Shee
Councillor Frank Dunn
Councillor Paul LeBlanc
Councillor Peter Wiggins

Also Present: Cynthia Geldart, Chief Administrative Officer/Clerk
Karen Duncan, Assistant Clerk
Michelle Sawler, Recreation Programmer (for agenda item #5)

Regrets: Deputy Mayor Gisèle McCaie-Burke

Guests: Steve Nicoll (for agenda item #5)

1. **CALL TO ORDER**
Mayor Wilson-Shee called the meeting to order at 7:30 pm.

2. **APPROVAL OF THE AGENDA**
MOVED BY Councillor LeBlanc and **seconded by** Councillor Wiggins to approve the agenda as distributed. **MOTION CARRIED.**

3. **APPROVAL OF THE MINUTES**
MOVED BY Councillor Wiggins and **seconded by** Councillor Dunn to approve the minutes of the January 15, 2014 regular session of Council as distributed. **MOTION CARRIED.**

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

5. **PRESENTATIONS**
Mayor Wilson-Shee along with Councillor Peter Wiggins presented a gift of appreciation to Steve Nicoll, former Recreation and Leisure Services Committee member, who served on the committee for the past six years.

6. **PROCLAMATIONS**
Mayor Wilson-Shee read the proclamation from the Heart and Stroke Foundation of NB that February is Heart 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 memo from the Dept. of Environment and Local Government regarding an amendment to subsection 11(1) of the *Municipalities Act* that provides municipalities with an increased scope of authority regarding by-laws for commercial signage;
 - a letter from Elections NB regarding the upcoming municipal and rural community by-election

- scheduled for May 12, 2014. Residents were reminded of the vacant seat we have on our Council; and an email from the Fredericton Chamber of Commerce regarding the 2014 Distinguished Citizens Awards being held on March 18th at the Crowne Plaza Lord Beaverbrook Hotel.

8. MEETINGS AND/OR SPECIAL EVENTS

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

- January 16th – a meeting with Ian Howey, Bank of Montreal along with Councillor Dunn;
- January 23rd - the International Week of Christian Unity at Grace Memorial Baptist Church;
- January 23rd – the RSC 11 Finance meeting;
- January 29th – a reception hosted by the City of Fredericton along with the members of Council and senior staff;
- January 30th – the 40th State of the Province Address along with Councillors Dunn and LeBlanc, our CAO/Clerk Cynthia Geldart, Public Works Supervisor Rockland Miller and Treasurer Scott Sparks;
- February 1st – the dedication of the warming hut in memory of Dougie Hiscock;
- February 3rd – the PNM Zoomers meeting;
- February 3rd – a meeting with the Holy Trinity Church committee;
- February 4th – the RSC 11 Board meeting along with Deputy Mayor McCaie-Burke;
- February 10th – a meeting with the City of Fredericton’s Deputy Mayor Stephen Chase;
- February 11th – a reception hosted by Opus International Consultants along with Deputy Mayor McCaie-Burke, our Public Works Supervisor Rockland Miller, Building Inspector/Development Officer Rob Pero, and Treasurer Scott Sparks;
- February 17th – a reception hosted by Family Enrichment and Counselling celebrating 40 year of service to the community;
- February 17th – a tour of Council Chamber with the Cubs and Scouts;
- February 18th – a portion of the Emergency Response Plan Committee meeting; and
- February 18th – the RSC 11 Ad Hoc Committee meeting.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Councillor Wiggins reported that the meeting scheduled for February 3rd was canceled and the next meeting will be held on March 3rd.

Human Resources & Administration Committee

Councillor Dunn reported that the Human Resources and Administration Committee met briefly on February 18th with all committee members present, as well as the Treasurer.

- The committee reviewed a proposal to amend the Procedural By-law regarding the Purchasing section. The recommendation will be forwarded to the Finance Committee for consideration.
- A brief discussion was held concerning the annual Christmas Banquet. It was agreed that the Christmas Banquet will be held on Friday, December 12th to accommodate the entertainment. This is a change from the regular date of December 5th. It was noted that the first week of December is extremely busy with the Lions Club Food and Toy Drive and the Christmas Tree Lighting Ceremony so the second Friday of the month is a better date for many.
- The final item discussed was the use of our website and Twitter accounts.
- The next meeting will be held on Tuesday, March 11th at 9:00 a.m.

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

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, as per the recommendation of the Human Resources and Administration Committee, adopt the amendment to the Human Resources Policy Manual as attached hereto.

Discussion:

Councillor Dunn explained that the current policy allows for the Village office to be closed during the Christmas holiday season for one half of a day on December 24th and one half of a day on December 31st; this change will allow the office to close for a full day on December 24th and 31st, only when those dates fall on a Monday; the change to the policy will also allow the office to close for a full day on December 27th but only when that date falls on a Friday. These changes are being made in an effort to have a consistent policy in place and to help promote employee wellness and maintenance of a healthy work-life balance. These specific events will only happen on 5 occasions over the next 20 years. The policy was recommended by the Human Resource and Administration Committee and reviewed in detail by Council on February 5th.

Councillor LeBlanc commented that he was not in favour of the policy change when it was first brought up for discussion a few weeks ago. Since then he has had the opportunity to speak with a few residents to receive feedback and they were not in favour with the proposed change either. He added that we are public servants and the days off that are being proposed are regular work days. Staff members work hard and are deserving of time off when it is appropriate, but the fact remains that we are public servants. If this policy change is adopted, the Village will incur unproductive labour costs of \$2,500 per occurrence. If the office is closed for a period of 5 consecutive days, what will happen to staff members who are on-call and who perform water testing? If a storm occurs during that period, will we pay double or triple time for staff to work? He stated that he understands the intention of this policy change, however he felt there are better ways of accomplishing the goal. Staff members can plan their vacation time with these dates in mind. Chances are that a full contingent of staff will not be required over the holidays, nevertheless the office should remain open.

At Mayor Wilson-Shee's request the CAO/Clerk Cynthia Geldart clarified that the municipality is never closed completely. Water sampling is done 365 days per year, and the proposed days off would be no different than Good Friday, Easter Monday, or any other holiday that Public Work staff members are required to work. Cynthia stated that she, as well as the Public Works Supervisor, is always on-call 24 hours per day, 7 days per week, 365 days per year and that is she always available to be reached on her Blackberry. The snow plowing crew is always on-call and ready to be called in when a storm occurs, regardless of the day of the week. Public Works staff members are expected to work even on the days that the rest of the office staff members have off. She also confirmed that when the Village office was closed on Friday, December 27, 2013 only 3 phone calls were received and two of the calls were not work related. Cynthia added that over 95% of municipalities are closed the full week between Christmas and New Year's, and they have the same Public Works crew members on-call that we do. Councillor LeBlanc said he believed that what is happening with other municipalities is that their staff members are expected to use their vacation days for the time period between Christmas and New Year's when those offices are closed, although he was not sure if that was fact. Cynthia stated that she did not know for certain, however she did not believe that to be correct. Councillor LeBlanc informed Council that he will be voting against the motion.

Mayor Wilson-Shee and Councillor Dunn voted in favour of the resolution. Councillor LeBlanc and Councillor Wiggins voted against the resolution.

MOTION DEFEATED.

Recreation and Leisure Services Committee

Councillor Wiggins reported that the Recreation and Leisure Services Committee met on January 27th with two members absent.

- The committee took the opportunity to welcome new committee members to the meeting.
- The committee was advised that Scott Leggett has accepted the position of Recreation Coordinator. Councillor Wiggins welcomed Scott to the team.
- Funds have been set aside for a BMX skateboard park in 2014 and any community members who are interested are welcome to come to the committee meeting and share their ideas and suggestions. Councillor Wiggins stated that the next meeting will be held on February 24th and he invited residents to attend.
- The new soccer field that was built at Athletic Park will not be usable this summer. The Village will be working with the soccer association to raise funds for items such as nets.
- The committee has been brainstorming ideas to support the initiative of decorative lighting and to help it grow. Councillor Wiggins noted that the Town of Sussex has been making efforts to ensure that decorative lighting is on every other pole from one end of the town to the other. He added that suggestions from the community about how we can make this project work are welcome and should be directed to our new Recreation Coordinator Scott Leggett.
- The inclusive swing in Wildwood Park at the New Maryland Centre will be put back in place this spring.
- The community garden plots will be available soon. Residents are encouraged to contact our Recreation Coordinator to acquire a plot for the spring.
- As the Chair of the Recreation Committee, Councillor Wiggins said he would like to promote the 'In motion' initiative by encouraging everyone to participate in skating or shoveling at the outdoor rinks in Athletic Park.

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

Discussion:

Councillor LeBlanc inquired about the status of the outdoor rinks. Mayor Wilson-Shee said that she was at the rinks last week and they were in excellent condition.

MOTION CARRIED.

Transportation and Protective Services Committee

In Deputy Mayor McCaie-Burke's absence, the Vice-Chair Councillor LeBlanc reported that the committee met on February 11th with all members present.

- The committee briefly reviewed the strategic plan.
- The session notes from the January 14th meeting were approved.
- Under Old Business, a request from a resident regarding repair to their curb was revisited. The Transportation Technician had investigated the cost of repairing the curb and it was determined that the work to repair the curb can be done at very little cost. The committee agreed that the contractor should be contacted to do the repair work in the spring.
- The 'Team Up to Slow Down' report for the pilot project in Springwater Place was reviewed again by the committee. The committee was informed that funds have been set aside towards a future Public Works building.
- Under New Business, the Transportation Report for January 2014 was presented. The committee gave some feedback regarding the RCMP reports. The committee also examined the suggestion for Animal Control reports to be reviewed on a quarterly basis, rather than monthly.
- The committee was informed about the VONM Wet Weather Flooding Survey which has been mailed to residents and is also available online.
- The committee mandate was examined by the committee.

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

MOTION CARRIED.

Emergency Response Plan Committee

In Deputy Mayor McCaie-Burke's absence, the Vice-Chair Cynthia Geldart reported that the Emergency Response Plan Committee met on January 21st and February 18th.

January 21st meeting:

- The January 21st meeting began with a welcome to the newest committee member, Gary Love, who will serve as an alternate member for the Parish of New Maryland Zoomers.
- A brief discussion took place regarding succession planning for the Emergency Operations Centre Director. The current EOC Director was appointed for a two-year period and this tenure is nearing an end. Discussions will continue at the next meeting to finalize the appropriate steps to fill that role.
- Registrations for our emergency contact system, the Sentinel System, were reviewed. There are currently 407 individuals registered and the committee would like to see that number increase. A number of suggestions were made to promote the system. It was also noted that staging a mock disaster would highlight for our residents the importance of being registered for notifications in the event of an emergency situation.
- The committee discussed various emergency scenarios that could take place within the Village and agreed that an evacuation plan should be developed and included in the ERP manual.
- The committee also discussed volunteer retention and coordination.
- One of the topics discussed at the January meeting was an interest in hearing how other municipalities dealt with the extended power outage over the Christmas holidays. As a result of those discussions, the committee agreed to invite representatives from Grand Bay-Westfield to attend the February meeting.

February 18th meeting:

- The entire meeting was devoted to presentations by Grand Bay-Westfield Fire Chief Troy Gautreau and Jason Cooling, Regional Emergency Coordinator.
- The Fire Chief's presentation was extremely interesting and he explained all of the steps they took throughout the event to try and deal with the long-term power outage. Chief Gautreau explained that the shortest power outage was 24 hours, while the longest was 12 days. The power interruptions were sporadic, so the power would often go out for a few hours and then come back on for a few hours before going out again. It became a challenge for them to know who had power and who didn't. During the event, they did not open their Emergency Operations Centre. It was really up to NB Power to make the repairs, and the municipality had 3 – 4 staff members who worked with the fire department throughout the event.
- Chief Gautreau explained a number of factors that impeded their response which they are currently working to correct. This highlighted for our committee a number of things that the committee is doing right and already have in place. One of the main problems mentioned by Chief Gautreau was a lack of backup power. Their municipal office and the fire station were both without power and did not have backup power available. Our Village office and our Fire Hall are each connected to generators that Chief Farrell checks on a regular basis. Grand Bay-Westfield did not set up reception centres, but did open warming stations. They ran into difficulties with those locations as the facilities lost power. They were continuously moving the warming station from one facility to another wherever power was available at the time. The Village is fortunate to have the New Maryland Centre set up with a generator and is prepared to establish a warming centre or reception centre for a lengthy period.
- Another issue the Fire Chief mentioned that they will be working on is to connect with local organizations and churches to have access to volunteer help. When they decided to start a door-to-door campaign, they didn't have access to volunteers so the fire fighters took on this duty as well. Our committee includes representation from Faith Baptist Church, the New Maryland Lions Club, and the Parish of New Maryland Zoomers so a volunteer pool is already in place to draw from. One of the concerns expressed in doing the door-to-door campaign was that the roads were not safe for travel and limits who should be out on the roads, especially with no way to call 9-1-1 if there is an accident. Chief Gautreau commented on how fantastic the Red Cross response was during the event. The keys to the facility were basically handed over to the Red Cross, and they looked after everything that was needed

for the warming centre.

- One of the main items of concern was the communication issue. With the extended power outage they had no phones, no cell phones, no internet, no access to the Sentinel System, no radio, and door-to-door communication became their last resort. Chief Gautreau did not make any mention of the amateur radio club, which was a bit of a surprise to our committee as we have two members of the Fredericton Amateur Radio club who are an integral part of our committee's planning and response process.
- Jason Cooling then spoke to the committee about his activities during the event and how the province coordinates efforts for the LSD areas. He also highlighted the difficulties in both sharing and gathering information during long-term power outages.
- One item that both speakers discussed was the resistance from residents to leave their homes. No one at all stayed in the warming centers overnight, and the few that stopped in were often only there long enough to charge electronic devices. Both guest speakers had useful insights for our committee to consider when planning our response to a long-term power outage.
- On behalf of the committee, Cynthia thanked Mayor Wilson-Shee for taking the time to attend yesterday's meeting.
- Cynthia asked that a member of Council move the adoption of this report for the January and February Emergency Response Plan Committee meetings.

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

Cynthia Geldart added that after the presentations, the committee noted how well the Village is prepared in terms of having back-up power supplies, volunteer help from local organizations and churches, and back-up communications with the Fredericton Amateur Radio Club. Chief Gautreau also commented on the number of committee members that attended the meeting and felt we are in a good position to handle a long-term power outage.

Councillor Wiggins questioned the usefulness of mock disasters in comparison to having presentations regarding real-life emergencies. Cynthia explained that mock disasters help the committee reconfirm our emergency response contacts and that our communications system is working. In the past, NB EMO has attended our mock disaster to evaluate our performance and give advice about items that require improvement. Mock disasters are also a good way to increase the interest of residents in our emergency planning process and will hopefully encourage more Sentinel registrations.

Councillor LeBlanc questioned whether our generators are large enough to heat and light our municipal buildings. Cynthia stated that she believed they are, but agreed to confirm that with Chief Farrell. **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 appoints Phil Robinson (New Maryland Lions Club) to the Emergency Response Plan Committee, for a period of two-years, commencing immediately.

MOTION CARRIED.

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee met on January 22nd.

- An update regarding wellfield exploration was provided to the committee by Stephen Pyke from Opus International. Opus has identified another test well location which has been named test well #1 and is a preferred well location for exploration. BCG Engineering has submitted a proposal to conduct on-site geophysical work in an effort to optimize the location of a water supply test site in the vicinity of test well #1. There are no guarantees that the method will be successful, however, they have used this approach routinely to narrow-in on suitable drill targets. The committee agreed that the investigation by BCG Engineering Inc. and the drilling of test wells at the recommended site should proceed.
- An update on Well 3A was provided to the committee. A proposal had been received from Thibault &

Associates Inc. who has identified a chemical coagulation as their preferred bench-scale test program approach. The committee recommended that the project should be put on hold for now until other wellfield exploration options are investigated.

- A VONM Wet Weather Flooding Survey has been mailed to residents and is also available online. The survey will help the Village collect detailed information regarding areas and the extent of flooding within the Village. Currently the Village is aware of several areas that are prone to flooding, however, the survey is expected to gather information from all areas within the Village regarding flooding and to aid in identifying potential solutions. Councillor LeBlanc encouraged all residents to complete the survey as soon as possible. Any questions regarding the survey should be directed to the Village office. Once the completed surveys are analyzed, meetings will be held with individual subdivisions to discuss their specific issues. The plan is to hold these meetings in May.
- The Water and Wastewater Report was presented by the Public Works Supervisor. A problem has occurred with a line that runs between two of the cells at the Wastewater Treatment Plant. The cause of the blockage was undetermined but it has been removed with the use of hydraulic pressure.
- The next step for the Water Development Master Plan was briefly discussed by the committee.

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

MOTION CARRIED.

Finance Committee

Councillor Dunn reported that the Finance Committee has not met since the last Council meeting.

10. APPROVAL OF THE TREASURER'S REPORT

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

- (1) Cheques and direct payments from the General Operating account for January 1 through January 31, 2014 in the amount of \$1,013,367.72;
- 2) Payments from the Water and Sewer Operating account for January 1 through January 31, 2014 in the amount of \$415,349.19;
- (3) Payments from the General Capital account for January 1 through January 31, 2014 in the amount of \$0; and
- (4) Payments from the Water and Sewer Capital account for January 1 through January 31, 2014 in the amount of \$0. **MOTION CARRIED.**

11. PUBLIC INPUT / INQUIRIES

No members of the public were in attendance to give input or make inquiries.

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, March 19, 2014 at 7:30 pm in Council Chamber.

14. MOTION FOR ADJOURNMENT

MOVED BY Councillor LeBlanc and **seconded by** Councillor Wiggins to adjourn the meeting.
MOTION CARRIED.

The meeting adjourned at 8:05 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor