

**VILLAGE OF NEW MARYLAND
COUNCIL**

March 19, 2014

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 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 LeBlanc to approve the minutes of the February 19, 2014 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**
Mayor Wilson-Shee proclaimed March as Nutrition Month. She also noted that today is Dietitians' 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 invitation from Enterprise Fredericton to attend the launch of the new Enterprise Fredericton on Thursday, March 20th from 11:00 am to 12:00 pm in Knowledge Park; and
 - an email from Enterprise Fredericton announcing the 'Call To Nominations' for the 2014 KIRA awards.

8. **MEETINGS AND/OR SPECIAL EVENTS**
Mayor Wilson-Shee attended the following meetings and/or special events since the last formal Council meeting:
February 21st – a meeting with a resident;

February 21st – assisted with the Olympic signage that was spearheaded by Harry Libbey;
February 24th – a meeting with Board of Directors for RSC 11;
February 25th – the Zone 5 UMNb meeting;
March 9th – a tour of the Saint Mary the Virgin Church and the Saint John the Evangelist Church;
March 10th – the RSC 11 Policing Subcommittee;
March 10th – a meeting with the Holy Trinity Church committee;
March 15th – the RSC 11 Strategic Planning session; and
March 19th – the PNM Zoomers’ pot luck.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Councillor Wiggins reported that the committee met on March 10th with one committee member absent.

- The committee approved the minutes from the January 6th meeting.
- The Building Permit reports for the months of January and February were reviewed. A total of eight permits were issued for that period.
- A rezoning application in the Hanwell LSD that has an impact on the Village was discussed by the committee. The area of the proposed rezoning is adjacent to the Village’s boundary line and as a result the committee generated an extensive list of recommendations for Council. At the March 12th Council-in-Committee meeting Council reviewed the recommendations and directed staff to write a letter to the Regional Service Commission 11 voicing Council’s concerns that our water supply be protected from industrial development.
- The next meeting is scheduled for April 7th at 7:00 pm.

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

MOTION CARRIED.

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

WHEREAS the *Municipalities Act* provides that a municipality may appoint a building inspector and such other officers as are necessary for the administration of the by-laws of the municipality, and the *Community Planning Act* requires that a building inspector be appointed under Section 74(3) of the *Municipalities Act*;

NOW THEREFORE BE IT RESOLVED that Kyle Daniel Arsenault, be appointed as a Building Inspector pursuant to Section 74(3) of the *Municipalities Act*, effective immediately, for the purposes of enforcing By-law No. 6, A Building By-law, as well as amendments thereto,

AND THAT Kyle Daniel Arsenault be appointed as a By-law Enforcement Officer, under Section 190.01(3) of the *Municipalities Act*, to enforce Village of New Maryland By-law No. 57, A By-law Respecting Dangerous or Unsightly Premises, as well as amendments thereto,

AND FURTHER THAT Kyle Daniel Arsenault be appointed as a By-law Enforcement Officer, under Section 14 of the *Police Act*.

These appointments shall continue until he ceases to be an employee of the Village of New Maryland or until this Resolution is rescinded by Village Council, whichever comes first.

MOTION CARRIED.

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

WHEREAS the *Municipalities Act* provides that a municipality may appoint a Municipal Planning Officer for the purpose of providing land use planning related services;

NOW THEREFORE BE IT RESOLVED that Kyle Daniel Arsenault, be appointed as a Municipal

Planning Officer pursuant to Section 16 of the *Community Planning Act*, effective immediately,
This appointment shall continue until he ceases to be an employee of the Village of New Maryland or until this Resolution is rescinded by Village Council, whichever comes first.

MOTION CARRIED.

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

WHEREAS the Council of the Village of New Maryland has enacted by-laws under and pursuant to the authority of the *Community Planning Act* ("Act"), including but not limited to By-law No. 3, A Municipal Plan By-law, By-law No. 4, A Zoning By-law, By-law No. 6, A Building By-law; and By-law No. 7, A Subdivision By-law;

AND WHEREAS it may from time to time be necessary for orders to be issued pursuant to Section 93 of the Act when an individual has contravened or failed to comply with the Act, a by-law or regulation under the Act, or failed to comply with terms and conditions;

NOW THEREFORE BE IT RESOLVED that the Council of the Village of New Maryland hereby authorizes and designates Kyle Daniel Arsenault, as a Development Officer for enforcement purposes pursuant to the *Community Planning Act*, effective immediately,

BE IT FURTHER RESOLVED THAT Council hereby directs that Kyle Daniel Arsenault 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 pursuant to these statutes.

This authorization and designation shall continue until he ceases to be an employee of the Village of New Maryland, or until it is rescinded by Village Council, whichever comes first.

MOTION CARRIED.

Human Resources & Administration Committee

Councillor Dunn reported that the Human Resources and Administration Committee met on March 11th with all committee members in attendance.

- The meeting began with a review of the previous month's session notes and action items.
- This was followed by an update, provided by the CAO, regarding the status of a staff change.
- The Revenue and Expense report was then briefly reviewed.
- The meeting concluded with committee members agreeing to host our meetings on Tuesday morning, instead of Wednesday morning, in the future.
- The next meeting will be held on Tuesday, May 13th at 9:00 am.

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

MOTION CARRIED.

Recreation and Leisure Services Committee

Councillor Wiggins reported that the Recreation and Leisure Services Committee met on February 24th with one member absent.

- The meeting began with introductions around the table for our new Recreation Coordinator Scott Leggett and for newest committee member, Elaine Babineau.
- Under Old Business, a recurring expense for the batter's cage was discussed. The Recreation Coordinator made some suggestions as to how that cost can be prevented and the committee agreed that he should proceed with proposed work. Councillor Wiggins commented that it was great to see the new Recreation Coordinator join in and put good ideas in place at his first meeting. He congratulated staff for hiring the right person for the job.
- The committee examined the inventory for the skate park equipment and discussed possible locations

for the BMX park and skateboard park. The committee could not agree on a location and felt that as further development in the Village occurs, it may be easier to find an appropriate site. It was agreed that the basketball court should be used again this summer as a temporary set-up.

- Under New Business, the Trails & Bikeways Master Plan that was adopted will be moving forward. Cost estimates have been received from Opus regarding which portions of the plan (trails) can be brought up to Village standards. With no funds budgeted for this project, there is limited potential to move forward at this time. Councillor Wiggins invited residents to committee meetings to voice their concerns or share their thoughts with the committee.
- The next meeting is scheduled for March 31st at 7:00 pm.

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

MOTION CARRIED.

Transportation and Protective Services Committee

Deputy Mayor McCaie-Burke reported that the Transportation and Protective Services Committee has not met since the last Council meeting. The next meeting is scheduled for April 8th at 7:00 pm.

Emergency Response Plan Committee

Deputy Mayor McCaie-Burke reported that the Emergency Response Plan Committee met on March 18th.

- The meeting began with a presentation by Kathryn Elisio, the new Disaster Management Associate with the Canadian Red Cross in Fredericton. The informative presentation focused on the role Red Cross plays in disaster management and services this organization provides. Deputy Mayor McCaie-Burke shared a few interesting facts which included that 196 local disasters occurred in the Atlantic Provinces last year and the Red Cross has a total of 1054 trained volunteers. They provide food, shelter, clothing, personal services, registration and inquiry. The Red Cross works hard to keep their volunteers interested and engaged between disasters.
- During the discussion of New Business, the committee had a lengthy debate about how to help residents become informed and prepare for a long-term power outage. Several suggestions were provided and will be discussed further at our next business meeting.
- Under Old Business, the committee had several follow-up action items addressed. The committee had started discussions in January for a succession plan to replace our EOC director. The current EOC Director, Dominic Richard, has agreed to continue on in this role until a new person can be appointed. Dominic was appointed 2 years ago but the motion presented to Council at that time did not include a term. The committee was informed that a motion will be presented to Council in the fall to approve the appointment of the EOC Director at the same time the ERP committee members are reappointed.
- An update was provided regarding Sentinel registrations and what can be done to increase them. We currently have 407 individual public registrations, which is a good number but the committee wants to see that number improve. The lead staff member for Sentinel informed the committee that a successful test alert was done on March 14th. From the public contacts that are registered, we know that 100% of the test alerts sent by email were received, 99% of the alerts sent by voice message were received, and 94% of the text messages were received. The committee was quite pleased to see these results. Examples of major promotional activities to increase Sentinel registrations will be some promotion with the New Maryland Elementary School, and conducting a mock disaster in the fall. Council will be provided with more detailed information at the next C-I-C meeting.
- The committee has been looking at having a volunteer coordinator for some time. The main role of this individual would be to provide training to volunteers in advance of a disaster situation, and to screen walk in-volunteers during a disaster event.
- The committee received a piece of good news yesterday that the Ground Search & Rescue group has offered to take a leadership role in coordinating volunteers for our group. Further details will be shared once they are received.

- Basic emergency training was held in Oromocto on Feb 19th and 20th. Three committee members and 3 staff members attended the session. The committee has received very positive comments about this interactive emergency management training.
- The next meeting will be held on Tuesday, April 15th at 3:00pm.

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

Discussion:

Councillor Wiggins, Councillor LeBlanc, and Mayor Wilson-Shee all commented that they received the test alert messages. **MOTION CARRIED.**

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee has not met since the last Council meeting. Councillor LeBlanc gave an update on the following major projects.

- The Wet Weather Flooding Survey was sent to all 1408 dwellings within the Village. We received a total of 337 replies, and encourage any residents who have not yet submitted a completed survey to please do so. Having as much information as possible from all of our residents will enable Council to make informed decisions throughout this process. Our engineering consultants will analyze the data and report back to the Water and Wastewater Committee at our next meeting, scheduled for Wednesday, March 26th. The next steps of the project will be to host public meetings on a subdivision-by-subdivision basis, and again, we encourage all residents to attend those meetings. This project has been identified as a priority for Council, and we encourage participation from our residents.
- We are also moving forward with wellfield exploration. A site has been identified for the next test drilling location, and an agreement has been forwarded to the property owner. The property owner in question has sent the agreement to his lawyer for review and indicated that he should be prepared to sign the document on or before April 01st. Work will take place immediately following the signing of that document to access the site and proceed with the test drilling. A secondary site was also identified on a nearby property, and the Village Engineer will approach that property owner to initiate discussions on the possibility of test drilling on his property as well.

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

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

Be It Resolved That the Council for the Village of New Maryland proceed with the proposed work plan/project approach from Thibault & Associates Inc. as submitted on October 31st, 2013, and in conjunction with OPUS International Consultants, to undergo analytical work, bench scale test work, assessment of operating costs and reporting of results regarding treatment options for Well 3A, at an approximate cost of \$25,000 plus HST; and that the work commence as soon as possible.

Discussion:

Councillor LeBlanc stated that this is for the purpose of testing exploratory well water.

MOTION CARRIED.

Finance Committee

Councillor Dunn reported that the Finance Committee met on March 12th with all members present including the CAO, Treasurer, and Finance Clerk.

- The committee reviewed the minutes from the January 8th meeting.
- The committee had a discussion concerning a potential development proposal with recommendations for staff.

- Proposed changes to the Procedural By-law (Purchasing Section) were discussed and an amendment to the by-law will be brought forward tonight.
- The committee then reviewed the draft Financial Report for February as well as the collection report. A discussion concerning non-sufficient funds and their related service charges took place, resulting in a resolution being brought forward tonight.
- The final item tabled was the Village property tax comparisons for Village-owned properties for 2014 versus 2013. This was for information purposes only.
- The next meeting will be held on May 7, 2014 at 6:30 pm.

MOVED BY Councillor Dunn and **seconded by** Councillor Wiggins the adoption of this report.
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, as per the recommendation of the Finance Committee, begin the necessary readings to enact By-law Amendment No. 50-01-2014, an amendment to Procedural By-law No. 50.
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, as per the recommendation of the Finance Committee, adopt the policy entitled 'Service Charges for Non-Sufficient Funds' as attached hereto.
Discussion:
Councillor Dunn explained that the Village did not have a policy in place regarding non-sufficient funds, other than a reference in the New Maryland Centre rental policy. **MOTION CARRIED.**

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 February 1 through February 28, 2014 in the amount of \$260,221.83;
- 2) Payments from the Water and Sewer Operating account for February 1 through February 28, 2014 in the amount of \$25,570.32;
- (3) Payments from the General Capital account for February 1 through February 28, 2014 in the amount of \$132,753.47; and
- (4) Payments from the Water and Sewer Capital account for February 1 through February 28, 2014 in the amount of \$812.47.

Discussion:

Mayor Wilson-Shee clarified that the figures read were for the month of February 2014.

MOTION CARRIED.

11. PUBLIC INPUT / INQUIRIES

No input was received and no inquiries were made by the public.

12. NEW BUSINESS

First and second reading of By-law Amendment No. 50-01-2014

MOVED BY Councillor Dunn and **seconded by** Deputy Mayor McCaie-Burke to read By-Law Amendment

No. 50-01-2014, 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. 50-01-2014 for the first time, this reading by title only.

MOVED BY Councillor Dunn and **seconded by** Councillor Wiggins to read By-Law Amendment No. 50-01-2014, 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. 50-01-2014 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, April 16, 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 8:00 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor