

Village of New Maryland Council

21 May 2014

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

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 Wiggins that the agenda be approved as distributed.

MOTION CARRIED.

3. Approval of the Minutes

MOVED BY Deputy Mayor McCaie-Burke and **seconded by** Councillor Wiggins that the minutes of the 16 April 2014 regular session of Council be approved as distributed.

MOTION CARRIED.

MOVED BY Councillor Wiggins and **seconded by** Deputy Mayor McCaie-Burke that the minutes of the 07 May 2014 emergency 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:

- an invitation to join in the celebrations for the 140th anniversary of the Fredericton Chamber of Commerce with their “Dine Around Fredericton” event scheduled for June 06th;
- a letter from a resident voicing concerns over vehicles turning left onto the New Maryland Highway from the exit across from the Saint John/Moncton ramp;
- an invitation from Ignite Fredericton to attend a presentation of the results of the Vision 2020 Community Report Card on June 19th; and
- confirmation from Elections NB of the official results of the 12 May 2014 by-election.

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:

- ❖ April 22 – Council and senior staff met with residents of Bismark Street and Cortland Street;
- ❖ April 25 – met with David Steeves, Dick Rogers and Scott Leggett, Recreation Coordinator;
- ❖ April 25 – met with Paul Elliott, Matthews McCrea Elliott, John McKinney, OPUS Consultants, Cynthia Geldart, CAO and Rockland Miller, Public Works Supervisor;
- ❖ April 29 – RSC 11 Finance Committee;
- ❖ May 01 – hosted a regional reception with Fredericton and Oromocto attended by members of Council and senior staff (Councillor LeBlanc was not able to attend);
- ❖ May 03 – benefit breakfast for Charlene Neilson;
- ❖ May 03 – pickle-ball demonstration at NMES instructed by New Maryland residents Doug and Anne Johnston (Councillor LeBlanc also attended);
- ❖ May 04 – Battle of the Atlantic Ceremony;
- ❖ May 05 – PNM Zoomers meeting;
- ❖ May 06 – met with Scott Leggett, Recreation Coordinator, Michelle Sawler, Recreation Programmer, Heather Hallett, Principal NMES, and Major Scott Rowe, NM Sea Cadet Corps;
- ❖ May 06 – RSC 11 Board meeting;
- ❖ May 08 – Community Council Policing Committee (Deputy Mayor McCaie-Burke also attended);
- ❖ May 09 – 5th Canadian Division Support Group National Day of Honour Parade in recognition and commemoration of those who served and supported Canada’s Mission in Afghanistan;
- ❖ May 12 – St. Thomas University graduation dinner;
- ❖ May 13 – St. Thomas University graduation;
- ❖ May 13 – reception and premiere of PIAF at the Playhouse (Councillor Dunn also attended);
- ❖ May 14 – 5th Canadian Division Support Group Flag and Patching Ceremony;
- ❖ May 15 – met with Scott Leggett, Recreation Coordinator, David Steeves and Warrant Officer McInnis;
- ❖ May 15 – Hospice Launch;
- ❖ May 15 – welcomed Prime Minister Harper when he arrived at the NM Centre to announce a new National Conservation Plan, during which our trails were showcased;
- ❖ May 15 – KIRA Awards (Deputy Mayor McCaie-Burke also attended);
- ❖ May 20 – met with resident Dan Taylor and Deputy Mayor McCaie-Burke;
- ❖ May 20 – Lions Club meeting (Councillor Dunn also attended); and
- ❖ May 21 – PNM Zoomers’ pot luck dinner (Councillor Dunn also attended).

Mayor Wilson Shee also announced the following up-coming events:

- ❖ a Swearing-In Ceremony will be held in order for Councillor-elect Mike Pope to take the Oath of Office on Wednesday, 28 May 2014 at 6:00 p.m. in Council Chamber and everyone is welcome to attend;
- ❖ New Maryland Day will be celebrated on Saturday, 07 June 2014 beginning with a breakfast from 8:00 a.m. until 11:00 a.m. co-hosted by NM Fire Department and the NM Lions Club; activities will be held at the Athletic Park from 11:00 a.m. until 3:00 p.m., followed by an evening movie at NMES and a fireworks display; and
- ❖ New Maryland's 12th Annual Open Golf Tournament, hosted by the New Maryland Community Support Group, will be held on Saturday, 14 June 2014 and registration forms are available on the Village's website and at the Village office; proceeds will be donated to the costs of the installation of a Howitzer Gun to be displayed at Victoria Park.

9. Committee Reports / Updates

Planning Advisory Committee:

Councillor Wiggins reported that the PAC met on 05 May 2014 with two committee members absent.

- Discussions under Business Arising began with a review of a second request, similar to the initial request that was submitted by a property owner. The committee concluded that their original reference to the Municipal Plan By-law requirements was valid and should be applied to the second request as well. Therefore the request was denied, however the property owner was advised that Council would soon undertake a complete review of the Municipal Plan.
- The committee then reviewed a letter that was received in response to a decision made at the previous meeting regarding an approval for a temporary use permit. The applicant requested that the committee reconsider their terms and conditions. The terms and conditions had been implemented to limit the disruption to neighboring residents and the committee stood by their decision and denied the request to eliminate those requirements.
- The April 2014 building permit report consisted of 11 permits.
- The next PAC meeting is scheduled for 02 June 2014. Councillor Dunn will attend the meeting in Councillor Wiggins' absence.

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*** in accordance with the terms of the Developer's Agreement to be entered into between the Village of New Maryland and Centennial Heights Development Ltd. for development of Centennial Gardens Subdivision 2014 – Phase 1A and Phase 1B (consisting of 19 residential building lots), on Alban Street, Sandcherry Lane, and Kimberley Street, which developed, by agreement includes the construction/provision of municipal services, roadway construction, concrete curb and gutters, foundation preparation and installation of concrete sidewalks, base and surface asphalt, boulevard construction and landscaping, and construction of pathways sub-grade, drainage swales, ditches and storm water attenuation facilities ("works"), enumerated in the said Developer's Agreement, the Village Council, on the recommendation of the Village Engineer, agrees to Accept the municipal services and roadway construction work completed to date (lot services and

roadway base construction), and commence the one (1) year warranty period for those portions of the works.

MOTION CARRIED.

MOVED BY Councillor Wiggins and **seconded by** Councillor LeBlanc the following Resolution of Council: ***Be It Resolved That*** in accordance with Section 56 of the *Community Planning Act*, R.S.N.B. (1973), Chapter C-12, and amendments thereto, Council for the Village of New Maryland hereby Assent to the subdivision plan Drawing No. 12011SUB1A, entitled “Centennial Gardens Subdivision 2014 – Phase 1A – submitted by Centennial Heights Development Ltd., received 16 May 2014 and prepared by Surtek Group Ltd., creating lots 8 to 14 and Lots 44 to 48, and Lands for Public Purposes to vest to the Village of New Maryland, and portions of Alban Street, Sandcherry Lane and Kimberley Street, Village of New Maryland, County of York, Province of NB.

MOTION CARRIED.

Human Resources & Administration Committee

Councillor Dunn reported that the Human Resources and Administration Committee met on Tuesday, 13 May 2014 with all committee members in attendance.

- ❖ The meeting began with a review of the previous month’s session notes.
- ❖ This was followed by an update, provided by the CAO, regarding a new staff member.
- ❖ A detailed explanation was then provided regarding the summer student hiring process.
- ❖ A request from the public works staff was reviewed and approved to be forwarded to Council for further debate at the next CIC meeting.
- ❖ The CAO provided a brief explanation of upcoming training sessions for senior staff.
- ❖ The CAO then went on to explain the legislative requirements for the timing of the Oath of Office for the newly elected member of Council.
- ❖ The meeting concluded with a review of the Revenue and Expense report.
- ❖ The next meeting will be held on Tuesday, June 10th at 9:00 a.m.

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

MOTION CARRIED.

Recreation & Leisure Services Committee

Due to Councillor Wiggins’ absence from the April Recreation Committee meeting, Councillor LeBlanc provided the report.

- The committee had not met in March due to inclement weather.
- The April meeting began with the call to order and agenda approval, followed by a review of action items.
- The costs of modifications to the batting cage are being investigated. The condition of the batting cage is an issue every spring and therefore a variety of options are being researched.
- Vandalism and graffiti has become a significant issue. The skateboard sign, mailboxes, and other areas have been targeted, as well as the new soccer field. The RCMP are investigating.
- The summer activities are well underway. Summer students have been hired and the Spring and Summer Guide has been distributed.
- Hosting pick-up baseball games was discussed with the President of NM Baseball.
- The committee also reviewed a letter from a resident regarding the installation of an inclusive swing at Shaw Park. Their son has disabilities that prevent him from making use of the

existing playground equipment both at Shaw Park and at NMES, and a young (7-year old) friend of his decided she would try to raise money for the purchase of an inclusive swing. She began a fundraising campaign by making loom bracelets, which she named “Swing Bands” to sell. Her project expanded as the College Hill Social Club started selling bracelets for her. She was able to raise enough funds to purchase two inclusive swings. One swing will be installed at the NMES by the School District and the request has been submitted for Council to install the other swing at Shaw Park. We commend the young girl on her initiative, worthwhile endeavors and hard work, and will investigate the standards and costs associated with installing the swing in Shaw Park.

- New Maryland Day is scheduled for Saturday, 07 June with many activities taking place throughout the day. The events begin with a breakfast co-hosted by the NM Lions Club and NMFD from 8:00 a.m. until 11:00 a.m. Activities are scheduled at Athletic Park from 11:00 a.m. until 3:00 p.m. and include live bands, a family scavenger hunt hosted by the Scouts, an obstacle course, pickle-ball demonstration, smokehouse from the NMFD, and many other games. A family movie night will be hosted at NMES in the evening, followed by fireworks at Athletic Park.
- The meeting concluded with a brief discussion of the Recreation Master Plan and all committee members will review the document in order to provide input at the next committee meeting.
- The next meeting is scheduled for Monday, 26 May 2014.

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

Discussion: Mayor Wilson-Shee will ensure she commends the child in person for initiating the fundraising campaign for the inclusive swing.

MOTION CARRIED.

Transportation & Protective Services Committee

The Transportation & Protective Services Committee met on 13 May 2014 with two committee members absent.

- ❖ The meeting began with a review of the April Transportation report from the public works supervisor and included the following highlights:
 - ✓ the temporary repair work for the Cortland Street culvert has been completed and permanent work will begin at a later date;
 - ✓ seven culverts will be replaced as soon as possible in the Springwater Place subdivision to meet increased design standards of a 1-in100 year storm event plus 20%, as planned for last fall;
 - ✓ a meeting was held with the snow removal contractors to discuss concerns with narrow streets, remind contractors that staff should not be doing work that they (contractors) are already paid to do, and other snow removal related issues; contracts from other municipalities have been reviewed in preparation for issuing a new tender this fall;
 - ✓ the street sweeping started on April 30 to remove the excessive amounts of sand that was used this winter to ensure the safety of residents when the streets were icy;
 - ✓ the annual tree mulching program started on 20 May 2014; and
 - ✓ an update was provided regarding the wet weather flooding survey and related project that is being led by the Water & Wastewater Committee.
- ❖ The RCMP report for the month of April was reviewed with no major items to note.

- ❖ The April 2014 Animal Control report was reviewed with everything found to be in order, however the Public Works Supervisor clarified that the public works staff will be enforcing the by-law related issues of “running at large” and “stoop and scoop” due to the excessive problems we are experiencing with these issues at the Wastewater Treatment Plant and the Applewood Acres Lagoon road.
- ❖ The next meeting is scheduled for 10 June 2014 at 7:00 p.m.

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 LeBlanc the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland, as per the recommendation of the Public Works Supervisor, proceed with the project identified as Cortland Street – Culvert Replacement Option #2, which will involve the installation of twin 1200mm culverts as a basic upgrade to meet a 1-in-100 year storm event plus 20% design requirement, as well as side slope and erosion control improvements; with an initial Opinion of Probable Cost at \$440,000.

Discussion: Council is undertaking this work as a permanent repair for the Cortland Street culvert that blocked on 16 April 2014. Temporary repairs have been completed, however Council agreed to upgrade the culvert in this area while the work site is open. The system was originally designed for a 1-in-10 year storm event, which was standard practice when the infrastructure was installed. Most municipalities designed their storm systems for this level of service (including the City of Fredericton) and some municipalities designed their systems for a 1-in-5 year event. Due to the increase in significant storm events, many municipalities are starting to implement higher standards. The Village adopted a new Storm Water Management Policy that requires all NEW development to be designed for a 1-in-100 year storm event. Council has decided that since the area will be under construction, we will take this opportunity to install infrastructure designed for the new requirements.

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 transfer from BMO Nesbitt Burns General Capital Reserve Fund (Acct # 270-07443-17) to the BMO General Capital Fund (Acct # 1020-875) the sum of \$50,465.80 being the amount in the 2014 budget for the replacement of fire bunker gear.

Discussion: Deputy Mayor McCaie-Burke clarified that the bunker gear is being upgraded to meet the new safety standards and the old gear will be used for training.

MOTION CARRIED.

Emergency Response Plan Committee

The Emergency Response Plan Committee met on Tuesday, 20 May 2014.

- The first half of the meeting was spent on updates from action items and old business, with the following topics highlighted:

- ✓ planning is underway for the fall fair to showcase emergency alternate heating sources; this event is scheduled for Saturday, 18 October 2014 at the fire hall;
 - ✓ revisions were approved to the Emergency Response Plan Manual; and
 - ✓ the Emergency Operations Centre (Council Chamber) will have the 8 phone lines activated within a couple of days by our 2 phone service providers.
- The second half of the meeting was a continuation of the discussion surrounding the practice emergency scenario that was brought forward last month. The scenario consisted of a forest fire taking place just outside of the Village, in mid-July and following 6 weeks of dry weather. One issue that arose from the practice exercise was a question as to who would manage social media in the event of a disaster. Deputy Mayor McCaie-Burke requested that this issue be discussed at the next CIC meeting.
- The next ERP Committee meeting is scheduled for Tuesday, 17 June 2014 at 3:00 p.m.

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

MOTION CARRIED.

MOVED BY Deputy Mayor McCaie-Burke 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 Emergency Response Plan Committee, adopt the amendments to the Emergency Response Plan as attached hereto in Schedule “A”.

Discussion: Deputy Mayor McCaie-Burke clarified that all members of Council had reviewed the amendments and had been provided the opportunity to offer comments. The revisions are done on an annual basis to keep the document current and include general issues such as contact names, phone numbers, etc.

MOTION CARRIED.

Water & Wastewater Committee

The Water & Wastewater Committee met on 23 April 2014 with 2 staff members absent.

- ❖ Following the opening formalities of the meeting, two representatives from OPUS Consultants provided updates on various projects.
- ❖ Our wellfield exploration project is moving forward with an agreement in place with one property owner. Our intent is to drill that test well in June. Meetings were held with a second property owner, however he would not grant permission for us to access his property.
- ❖ The assessment of water quality at Well 3A is being carried out by Thibault & Associates and their final report should be received before the end of May.
- ❖ A great deal of information has been received from the results of the Wet Weather Flooding survey. The information has been analyzed and compiled in a variety of ways. We received 337 responses and quite a few of those residents have requested on-site visits. Those visits will be scheduled in the next few weeks. The survey has also been re-posted to the website to allow any resident who may have missed it the first time to complete and submit the survey.
- ❖ The meeting concluded with a brief review of the monthly Revenue & Expense Report.

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

Discussion: Councillor LeBlanc clarified that the public meetings regarding the Wet Weather Flooding Survey project will not begin until the site visits have been completed, and also that we request residents complete the survey even if they do not have any flooding issues.

MOTION CARRIED.

MOVED BY Councillor LeBlanc and **seconded by** Councillor Dunn the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland begin the necessary readings to enact By-law Amendment No.40-01-2014.

Discussion: This motion is a formality to begin the readings for the by-law amendment.

MOTION CARRIED.

Finance Committee

Councillor Dunn reported that the Finance Committee met on Wednesday, 07 May 2014 with all committee members present, including the CAO, Treasurer and Finance Clerk.

- The committee reviewed the session notes from the 12 March 2014 meeting.
- The Treasurer proposed upgrading the office software to Microsoft Office 365 so that all staff would be using the same system. The committee recommended proceeding with the upgrades.
- The Finance Clerk advised the committee that there are residents that have water meters which are not working properly. Letters were written requesting that the residents contact the Village office to set up an appointment to allow staff to correct the problems, however some residents still have not made any attempt to do so, resulting in a loss of revenue for the Village. A proposed By-law Amendment was reviewed that will allow a fee to be charged for residents that do not allow the problem to be fixed.
- The committee reviewed the draft Financial Report for March with no questions or concerns.
- The budget process for 2015 will be brought forward to the next Finance Committee meeting in June.
- The next meeting will be held on 04 June 2014 at 6:30 p.m.

MOVED BY Councillor Dunn and **seconded by** Deputy Mayor McCaie-Burke 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 Village Treasurer is hereby authorized to purchase and implement the Microsoft Office 365 Small Business Premium package as the Village of New Maryland's standard email and office suite.

Discussion: Upon inquiry, the Treasurer clarified that this will not change the emails going to the iPads at this time.

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: Payments made in the month of April 2014 from the General Operating account by cheques and direct payments in the amount of \$392,914.21; from the Water and Sewer Operating account in the amount of \$34,814.47; from the General Capital account in the amount of \$80,521.60; and from the Water and Sewer Capital account \$14,706.10.

MOTION CARRIED.

11. Public Input/Inquiries

Inquiries were brought forward by two property owners. The first property owner questioned a decision made by the PAC regarding by-law regulations for mobile homes. The second inquiry was from a resident concerning the Wet Weather Flooding survey. Mayor Wilson-Shee agreed to hand-deliver a survey to that resident.

12. New Business

First and Second Readings of By-law Amendment No. 40-01-2014

MOVED BY Councillor LeBlanc and **seconded by** Deputy Mayor McCaie-Burke to read By-law Amendment No. 40-01-2014, and amendment to the Water Rates and Sewer Rentals By-law for the first time, this reading by title only.

MOTION CARRIED.

Councillor LeBlanc read By-law Amendment No. 40-01-2014 by title only.

MOVED BY Councillor LeBlanc and **seconded by** Deputy Mayor McCaie-Burke to read By-law Amendment No. 40-01-2014, an amendment to the Water Rates and Sewer Rentals By-law for the second time, this reading by title only.

Discussion: Councillor LeBlanc clarified that the purpose of the amendment is to address issues with residents who will not allow our staff to enter their homes to correct problems to water meters. This amendment provides authorization to charge a rate when a meter consistently reads a zero consumption rate after a lengthy period of time and the homeowner has not allowed us into their home to make repairs.

MOTION CARRIED.

Councillor LeBlanc read By-law Amendment No. 40-01-2014 by title only.

13. DATE, TIME AND LOCATION OF NEXT MEETING

The next Council meeting is scheduled for Wednesday, 18 June 2014 at 7:30 p.m. in Council Chamber.

14. ADJOURNMENT

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

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Cynthia Geldart
CAO/Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor