

**VILLAGE OF NEW MARYLAND
COUNCIL**

September 17, 2014

Present: Mayor Judy Wilson-Shee
Deputy Mayor Gisèle McCaie-Burke
Councillor Paul LeBlanc
Councillor Peter Wiggins

Also Present: Cynthia Geldart, Chief Administrative Officer/Clerk
Karen Duncan, Assistant Clerk
Scott Sparks, Treasurer

Regrets: Councillor Frank Dunn

1. **CALL TO ORDER**
Mayor Wilson-Shee called the meeting to order at 7:31 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 Councillor Pope and **seconded by** Councillor Wiggins to approve the minutes of the August 20, 2014 regular session of Council as distributed. **MOTION CARRIED.**

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

5. **PRESENTATIONS**
No presentations were given.

6. **PROCLAMATIONS**
No proclamations were read.

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 reminder from the Dept. of Environment and Local Government to submit the Gas Tax Funds annual expenditure and outcome reports;
 - information from WorkSafe NB concerning their Safety Excellence NB campaign to help engage employers in safety and compliance with the new *Occupational Health and Safety Act* requirements;

- an invitation from Statistics Canada to participate in workshops they will be hosting;
- an announcement from Communities in Bloom that the National Symposium on Parks and Grounds & Awards Ceremonies will be held in Charlottetown, PEI September 17th – 20th;
- an email from a resident expressing thanks and appreciation to the Village of New Maryland 2014 Day Camp staff;
- a reminder of the Resiliency Planning seminar that is scheduled for October 1st at Killarney Lodge Fredericton;
- a position statement from the NB Association of Nursing Homes;
- a letter of congratulations and recognition to a resident Master Warrant Officer C.E.J. Moreau on his retirement after 35 years in the Canadian military;
- an announcement from the Fredericton Chamber of Commerce that the Business Excellence Awards will be held on October 15th at the Delta Fredericton Hotel;
- a notification from WorkSafe NB regarding the Health and Safety Conference that will be held October 1st – 3rd at the Saint John Trade and Convention Centre; and
- a letter from the Canadian Union of Postal Workers asking for the support of Council regarding “Save Canada Post – Stop the Cuts”.

8. **MEETINGS AND/OR SPECIAL EVENTS**

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

Aug. 21st – attended Liberal candidate Michael Pearson’s barbecue along with Councillor LeBlanc;

Aug. 25th – completed the ALS Ice Bucket Challenge;

Aug. 26th – attended the Mayor’s activity Awards along with Councillor Pope and his family; his daughters Alex and Taylor both received gold awards;

Aug. 28th – the RSC 11 Finance meeting;

Aug. 28th – the final evening of Movie Madness which featured the movie “Up”; the event had to be canceled midway through due to rain;

Aug. 29th – assisted Fire Chief Farrell with his ALS Ice Bucket Challenge; Deputy Mayor McCaie-Burke, Councillors Pope and LeBlanc completed the challenge; Councillor Wiggins opted to make a donation;

Sept. 2nd – the RSC 11 Annual General meeting;

Sept. 4th – the RSC 11 Board meeting;

Sept. 6th – attended the Fredericton SPCA 100th Anniversary event;

Sept. 7th – volunteered with the barbecue at the fire hall for the Bike Run hosted by the Firefighter Red Knights Motorcycle Club NB Chapter 2; funds were donated to the Atlantic Burn Camp held in Cape Breton; Fire Chief Farrell and our treasurer Scott Sparks participated;

Sept. 8th – met with Angela Chang representing Science East;

Sept. 8th – Parish of New Maryland Zoomers’ meeting;

Sept. 8th – committee studying the decommissioning of two local churches;

Sept. 10th – attended the seminar ‘Over the Cliff – Acting Now to Avoid New Brunswick Bankruptcy’ along with Deputy Mayor McCaie-Burke and Councillors LeBlanc and Pope;

Sept. 11th – met with Mr. Steeves to discuss the pad for the howitzer gun;

Sept. 12th – met with Mr. Steeves and New Maryland Contractors concerning the pad for the howitzer gun;

Sept. 13th – attended PC candidate Jeff Carr’s barbecue;

Sept. 16th – attended the Miramichi Salmon Association’s 19th Annual Conservation Dinner; MP Keith Ashfield was the guest of honour; and

Sept. 17th – attended a potluck hosted by the Parish of New Maryland Zoomers; Councillors Pope and Wiggins sent their regrets.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Councillor Pope reported that the Planning Advisory Committee met on September 8th with all members present.

- The Building Permit report for the month of August was reviewed which indicated that a total of 29 permits were issued. A total of 224 permits have been issued for the year.
- The committee approved one temporary use application and one variance application.
- The committee was advised that the RFP for the Municipal Plan review will be issued soon. It is anticipated that it will take a full calendar year to complete the review process and revisions of our development and planning related by-laws will also need to be done prior to their adoption by Council.
- The next meeting will be held on October 6th at 7:00 pm.

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

MOTION CARRIED.

Human Resources & Administration Committee

In Councillor Dunn's absence, Cynthia Geldart CAO reported that the Human Resources and Administration Committee met on September 9th with all committee members and the Treasurer present.

- The committee is working on a number of recommendations to bring forward to Council regarding staffing.
- The CAO reviewed a list of training and educational seminars that staff participated in this year.
- A number of the policies included in the HR Policy Manual are being reviewed and recommendations will be taken to Council for consideration.
- The Revenue and Expense Report and the 2015 Budget were briefly discussed with the Treasurer.
- The meeting concluded with a discussion regarding strategic planning.
- The next meeting will be held on Tuesday, October 14th at 9 a.m.
- Cynthia asked a member of Council to adopt her verbal report.

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

MOTION CARRIED.

Recreation and Leisure Services Committee

Councillor Wiggins reported that the Recreation and Leisure Services Committee met on August 25th.

- The committee discussed the inclusive swing at Shaw Park. The committee had originally agreed to apply for grant funding that would help pay for the cost of the swing installation, but funds have been found within the capital reserve and the swing will be installed sooner rather than later.
- Vandalism is an ongoing issue in the community. The RCMP have been working on the file and have laid charges. No updates are anticipated at this time as the issue is now in the hands of the RCMP. A marked decrease in vandalism has been noticed in the community.
- Recreation staff members have brought a concern to Council regarding the shed that is adjacent to the skateboard park. The shed has been useful over the years for those who want to change into

skates during the winter months, however it has been become a target of ongoing vandalism. Recreation staff will be investigating the condition to determine if it is structurally sound.

- The 2015 budget was discussed by the committee. Funds to purchase soccer nets will be included in the budget. The committee has made many suggestions for next year's budget and the committee will review the Recreation Master Plan in order to determine which items will take priority over others.
- Provincial Wellness Week will be October 1st – 7th. Everyone is reminded to eat healthy and exercise.
- The Fall/Winter Guide will be issued soon. Eight new sponsors will be included in the guide.
- The next meeting will be held on September 29th.

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

Discussion:

Mayor Wilson-Shee commented that she was a member of Council when the shed at Athletic Park was purchased. It was used by families in the winter as a place to sit and put their skates on. The shed has been vandalized since it was purchased and is now in poor condition. Her recommendation is to remove the shed and replace it with a bench. Councillor Wiggins stated the committee has asked the Acting Recreation Coordinator to take photos and enlist the advice of the Public Works Dept. as to what the best option will be. Mayor Wilson-Shee asked that her recommendation be included in the decision.

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, as per the recommendation of the Acting Recreation Coordinator, adopt the revised NMES Booking Procedures and Regulations RD-7, as attached hereto. **MOTION CARRIED.**

Transportation and Protective Services Committee

Deputy Mayor McCaie-Burke reported that the Transportation and Protective Services Committee met September 9th with one member absent. Mayor Wilson-Shee was present for a portion of the meeting.

- The first order of business was reporting on two action items from previous meetings. The committee was informed that the Transportation & Protective Services Master Plan is almost complete. The intention is to have a draft document ready to present to Council at the November Council-In-Committee meeting, and if Council agrees, a public consultation session will be held in November. Overall the committee feels that if Council approves and adopts the final version of the plan it will be a map to guide Council in the future of transportation and protective services. Following that, an updated report was presented and discussed for the 'Team Up to Slow Down' pilot project for Springwater sub-division. The full report will be ready for Council to discuss at the next Council-In-Committee meeting in October.
- The June, July and August Transportation Reports were presented by the Public Works Supervisor.
- The committee was informed that Council approved the tender submitted by Philson Ltd. to replace a culvert on Cortland Street. The culvert was damaged earlier in the spring on Cortland Street at Baker Brook and the work to replace the culvert began on Monday, September 15th. The culvert will be upgraded to a 1-in-100 year plus 20% storm event and the work will also include extending the sidewalk on Cortland Street from Carlough Street approximately 100 meters west. The work is expected to take approximately 6 weeks to complete. Once the effected residents on Cortland Street have been contacted a notice announcing the Cortland Street culvert repair work and subsequent partial street closure will be posted on our social media sites.

- As part of a recommendation from the stormwater study that was conducted for Springwater subdivision, a number of street culverts were upgraded to allow drainage for a 1-in-100 year rain event plus 20%. A number of driveway culverts will be required to be replaced as part of the upgrade. These culverts will be replaced as required or as the budget permits.
- The Public Works Supervisor presented a revised 8-year plan to expand sidewalks in the Village. The expansion allows for sidewalks to be extended out to Highway 101 through Applewood Acres subdivision with in-filled areas of sidewalk in Applewood, Pine Ridge and Forbes subdivisions. The streets that are already included in the plan will be done first and the addition of other streets can be considered later. The committee agreed with the proposed sidewalk expansion.
- The latest data collected over the summer months from the Speed Sentry units suggests that the Village doesn't have a speeding issue. Although the data shows that 85% are driving the speed limit or under, it still needs to be recognized that there is some speeding in the Village which will be difficult to eliminate completely. Staff will continue to place the Speed Sentry units throughout the Village to collect data and pass on any data that indicates problem areas to the RCMP. Residents are again reminded to contact the RCMP when they witness speeding drivers.
- The RCMP reports for June, July and August were presented. It was noted that a low number of speeding tickets were issued which supports the committee's opinion that there is not a speeding issue in New Maryland.
- The May, June, July, and August Animal Control reports were reviewed by the committee.
- The next scheduled meeting will be held on October 14th at 7:00 pm.

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

MOTION CARRIED.

Emergency Response Plan Committee

Councillor McCaie-Burke reported that the Emergency Response Plan Committee met September 16th with eight committee members and three staff members present.

- The committee received an update on several action items from the previous meetings.
- The committee is organizing a fall fair in conjunction with Fire Prevention Week. The date for this event will be Saturday, October 18 at the fire hall from 10 am to 3 pm. The theme will be "Are you ready for the next extreme weather event?" A barbecue, beverages and a draw for prizes are planned. Tables will be set up to present information on topics such as smoke alarms, fire extinguishers, how to deal with kitchen fires, and information on 72-hour emergency preparedness kits. Various agencies will be there to showcase their emergency services such as Red Cross, Ambulance NB, the RCMP and others. Laptops will also be available for anyone who wants to register with our emergency alert program. Lectures will also be held upstairs at the fire hall in the morning and in the afternoon and will include representatives from NB Power, who will speak about power outages and what people should do to prepare for them and NB EMO, who will speak about their involvement in disaster situations. The provincial electrical inspector will speak about the correct way to hook-up generators as well as other electrical systems. Our Fire Chief will speak about wood burning appliances and the types of chimneys and fireplaces.
- The committee held a 30-minute roundtable discussion about post tropical storm Arthur in New Maryland and brainstormed about what went well and what the Village can do better in future disaster situations. The discussion will continue at the next committee meeting.
- Deputy Mayor McCaie-Burke advised Council that the current EOC Director has given his resignation which comes as a result of new job assignments and family obligations. He will also no longer be able to represent York Sunbury Ground Search and Rescue for a while. Dominic Richard

has served the community well during his time on the committee and he is wished all the best. Sterling Carpenter, the former EOC Director, has offered to fill the position on an interim basis until Council can find a suitable replacement.

- The next committee meeting will be held on Tuesday, October 14, 2014 at 3:00 pm. The meetings are usually held on the third Tuesday of the month but because of the planning of the Fall Fair, it will be held one week earlier than usual to bring all members up to speed with the planning of the fair.

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

Water and Wastewater Committee

Councillor LeBlanc reported that the Water and Wastewater Committee met on August 27th with two committee members absent.

- Following the call to order and the approval of the agenda, the committee reviewed the session notes and action items. The committee's comments regarding the ERA Interim Report were forwarded to Stephen Pyke who in turn forwarded them to NATECH. Sampling and data collection is continuing as required with regard to the ERA Interim Reports. A meeting with the Dept. of Environment and Local Government will be requested once NATECH has completed the report and it has been submitted to the Dept. of Environment and Local Government for their review. Wet Weather Flooding Survey site visits are still being carried out by our Public Works staff members. Our Public Works Supervisor will be preparing a flyer to distribute to residents that will include information that the Village is looking for volunteers to remove snow from fire hydrants this winter. Public Works staff members will continue to ensure that fire hydrants remain clear however any assistance the residents can lend with this task would be greatly appreciated
- The committee discussed wellfield exploration and of the four well sites that were identified on the Intercan property only two were approved which were test sites 3 and 4. During the process access routes were created and a bird nesting survey had to be carried out prior to moving on site. Preliminary results are not very favourable and a report will be compiled and presented at the next committee meeting. The hydro-geologists are reviewing the data with their colleagues at DNR. Well information from DNR has suggested that once they are able to drill through rock there may be higher yields of water however the results received to date do not look promising.
- The report from Thibault & Associates regarding the proposed treatment for Well 3A has projected the cost for treatment will be approximately \$57,000 but additional information from Opus has suggested that the cost will be closer to \$70,000. A final decision whether or not to proceed has not yet been made. Committee members have been asked to send their questions or concerns to our CAO so that they can be forwarded to Opus for review.
- Wet Weather Flooding survey site visits are ongoing but are not taking place as quickly as planned. The committee suggested arranging site visits by area so several home owners can be seen at a time. The Public Works Supervisor could notify those who requested site visits in a certain area that he will be there and available on a certain date at a certain time.
- The Revenue and Expense report was briefly reviewed.
- The Water Development Master Plan is ongoing. A number of changes were recommended and the intention will be to have a final version ready to present within the next few weeks.

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

Discussion:

Mayor Wilson-Shee stated that she knows a resident on her street who is expressed an interest in keeping the fire hydrants clear of snow. Cynthia Geldart clarified that with the water tower project an

additional 70 hydrants were added to the system which is a lot of hydrants for a few Public Works staff members to keep clear.

Mayor Wilson-Shee commented that she received an email from a resident who stated that he has not yet been contacted about scheduling a site visit for the Wet Weather Flooding survey. She agreed to forward the email to our CAO and Public Works Supervisor.

MOTION CARRIED.

Finance Committee

In Councillor Dunn's absence, Councillor Pope reported that the Finance Committee met on September 3rd.

- The June 4th and July 17th, 2014 session notes were reviewed and approved.
- The draft financial reports were reviewed.
- The un-budgeted costs for both the Cortland Street temporary repair and for the response to Hurricane Arthur and its clean up were discussed. The Treasurer will be seeking disaster relief funding as programs become available.
- The Committee then had a presentation from the Treasurer concerning the possibility of moving towards a Cloud Back-Up system for the Village computers as well as replacement of the existing server. The Committee agreed to have these items looked at for the 2015 Budget.
- The next scheduled meeting will be held on Wednesday October 1, 2014 at 6:30pm.

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

MOTION CARRIED.

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

Be It Resolved That the Council for the Village of New Maryland, re-appoint the accounting firm of Grant Thornton LLP to provide external audit services to the Village of New Maryland for a one-year period. **MOTION CARRIED.**

10. **APPROVAL OF THE TREASURER'S REPORT**

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

- (1) Cheques and direct payments from the General Operating account for September 1 through 30, 2014 in the amount of \$369,512.00;
- (2) Payments from the Water and Sewer Operating account for September 1 through 30, 2014 in the amount of \$13,835.23; and
- (3) Payments from the General Capital account for September 1 through 30, 2014 in the amount of \$4,181.00.

MOTION CARRIED.

11. **PUBLIC INPUT / INQUIRIES**

There were no members of the public present at the meeting to provide input or make inquiries.

12. **NEW BUSINESS**

No items of new business were brought forward.

13. **DATE, TIME AND LOCATION OF NEXT MEETING**
The next regular session of Council is scheduled for Wednesday, October 15, 2014 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 8:00 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor