

**VILLAGE OF NEW MARYLAND
COUNCIL**

October 15, 2014

Present: Mayor Judy Wilson-Shee
Deputy Mayor Gisèle McCaie-Burke
Councillor Paul LeBlanc
Councillor Mike Pope

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

Regrets: Councillor Peter Wiggins

Guests: Debbie Farrell, Dacia Farrell, Madison Farrell, Fire Marshall Douglas Browne,
Rockland Miller, Joan Chandra, volunteer firefighters Robert Gallant, Kevin Harris,
Kevin Kaye (for agenda item #5)
Councillor Frank Dunn, Kaye Dunn, Les Smith

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** Deputy Mayor McCaie-Burke to approve the agenda as distributed. **MOTION CARRIED.**

3. **APPROVAL OF THE MINUTES**
MOVED BY Deputy Mayor McCaie-Burke and **seconded by** Councillor Pope to approve the minutes of the September 17, 2014 regular session of Council as distributed. **MOTION CARRIED.**

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

5. **PRESENTATIONS**
Mayor Wilson-Shee presented Chief Harry Farrell with his Long Service Certificate and Fire Marshall Douglas Browne presented Chief Farrell with his Long Service Medal in recognition of 25 years of service in the Fire Industry.

MOVED BY Councillor LeBlanc and **seconded by** Deputy Mayor McCaie-Burke to take a brief 10-minute recess so that all in attendance can offer their congratulations to Chief Farrell.
MOTION CARRIED.

Mayor Wilson-Shee called the meeting back to order at 7:43 pm.

6. **PROCLAMATIONS**

Mayor Wilson-Shee read the proclamation for National Autism Awareness 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 reminder from the Dept. of Environment and Local Government that the deadline to submit the 2014-2018 Gas Tax Fund Capital Investment Plan is October 31, 2014;
- an announcement that the Fredericton Chamber of Commerce will be holding their October Business Over Breakfast on October 21, 2014 from 7:30 am – 9:00 am;
- a notice that the Fredericton Chamber of Commerce and Rotary Club of Fredericton will be hosting a ‘Get to Know your Auditor General of NB’ luncheon on October 20, 2014 from 11:45 am – 1:00 pm at the Fredericton Inn;
- notification from WorkSafe NB concerning an E-Course that will educate workers on upcoming legislative changes to Workplace Hazardous Materials Information System (WHMIS);
- an email from the Arthritis Society announcing their Fall Education Schedule for 2014;
- a copy of the presentation on Infrastructure Asset Management for Municipalities from the Union of Municipalities of New Brunswick; and
- notification from the Fredericton Chamber of Commerce that the presentation series ‘Growing our Way to Prosperity’ will be held on October 23, 2014 at 7:45 pm 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:

- Sept. 18th – a meeting with staff thanking them for their work during post tropical storm Arthur;
- Sept. 18th – a meeting with Aimée Foreman along with Deputy Mayor McCaie-Burke;
- Sept. 25th – a meeting with Mrs. Trueman;
- Sept. 25th – the NB Trails meeting via phone conferencing;
- Sept. 25th – a meeting with Councillor Dunn, his wife Kaye and their son Jim;
- Oct. 1st – a school district cross-country meet at NMES;
- Oct. 2nd – the RSC 11 Finance meeting;
- Oct. 3rd – spent the morning with Councillor Dunn and together attended the Afghanistan Vigil. On behalf of the Village, Mayor Wilson-Shee placed a poppy next to the plaques of fallen soldiers O’Quinn, Kruse, and Short;
- Oct. 4th & 5th – the UMN B Conference held in St. Andrews along with Deputy Mayor McCaie-Burke and Councillor Pope;
- Oct. 6th – the Parish of New Maryland Zoomers’ meeting;
- Oct. 7th – helped served the Thanksgiving dinner at NMES and participated in the RSC 11 Draft Budget meeting via phone conferencing;
- Oct. 8th – the RSC 11 Finance meeting;
- Oct. 9th – the Regional Networking Reception held in Oromocto, along with Councillor LeBlanc and senior staff members;

Oct. 14th – a meeting with Mr. Smith; and

Oct. 14th – a portion of the Emergency Response Plan Committee meeting where Mayor Wilson-Shee presented Basic Emergency Management Training certificates to staff members Debbie Rosborough, Michelle Sawler, and Aaron McFadyen.

9. COMMITTEE REPORTS / UPDATES

Planning Advisory Committee

Councillor Pope reported that the Planning Advisory Committee met on October 6th with all members present.

- The committee reviewed and approved the minutes from the September 8th meeting.
- The committee was informed that the Request for Proposals for the Municipal Plan and Development Related By-laws Review has been advertised. The closing date for submissions is November 3rd. Submissions will be evaluated and recommendations will be made to Council for approval.
- The committee reviewed the Building Permits Report which indicated that a total of 24 permits were issued for the month of September. A total of 148 permits have been issued year-to-date. It was noted that this year's numbers are considerably higher in terms of estimated construction value and total permit fees collected which is largely due to an increase in new home construction.
- A variance application for two variances was discussed by the committee. The committee approved one variance and denied the other. A similar-use application was denied by the committee as well.
- The next committee meeting will be held on November 3rd at 7:00 pm.

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

Human Resources & Administration Committee

Deputy Mayor McCaie-Burke reported that the Human Resources and Administration Committee has not met since the last Council meeting. The next committee meeting is scheduled for October 17, 2014 at 9:00 am.

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

Be It Resolved That the Council for the Village of New Maryland hereby grants Councillor Frank Dunn a leave of absence from his duties with pay and benefits, as Councillor for the Village of New Maryland, pursuant to Section 34(1)(g) of the *Municipalities Act*.

Discussion:

Mayor Wilson-Shee stated that she met with Councillor Frank Dunn, his wife Kaye, and their son Jim to discuss Councillor Dunn's future role on Council, and added that it was a very emotional meeting for everyone. The decision was made that Councillor Dunn would take a leave of absence, and Mayor Wilson-Shee remarked that he has the full support of Council and staff. She said that Councillor Dunn has been involved with the Village since incorporation in 1991 and has given so much of his time and expertise to the community and it is now our turn to give back to Councillor Dunn by means of support. Mayor Wilson-Shee commented that she, as the mayor and as a friend,

along with Council and staff are here to assist Councillor Dunn and his family in any way possible. She added that these sincere words come from the hearts of everyone. **MOTION CARRIED.**

► **MOVED BY** Deputy Mayor McCaie-Burke and **seconded by** Councillor Pope 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. 50-02-2014, an amendment to the Procedural By-law.

Discussion:

Deputy Mayor McCaie-Burke commented that this is a legal formality that is necessary to begin the process of the amendment reading and the first and second reading of the amendment will fall under New Business. **MOTION CARRIED.**

Recreation and Leisure Services Committee

Councillor LeBlanc reported that the Recreation and Leisure Services Committee met on September 29th.

- Under the review of action items, the committee discussed the finances for New Maryland Day which indicated that the event went over budget by \$191.00. The committee felt the event was very successful. The Fall/Winter Guide was examined by the committee and it has been distributed to residents. It was noted that repairs to the tennis backboard at Athletic Park have been completed.
- Under the monthly Staff Report it was mentioned that badminton has proven to be extremely popular at Open Gym, and several loads of pea gravel have been delivered to Village parks by staff.
- The Acting Recreation Coordinator, Michelle Sawler, has begun High Five training with Recreation NB. She has completed Quest 1 and Quest 2 training will be completed in October.
- The committee's discussion of the budget included a review of the Day Camp program. Councillor LeBlanc stated that the 2014 New Maryland Day Camp End of Summer Report that was prepared by the Day Camp Supervisor was very extensive and very well done and added that it will be extremely beneficial when preparing and planning for next year's program. An online survey was made available requesting feedback from parents of day camp participants. The survey closed on October 3rd.
- The committee briefly discussed the vandalism issue and it was noted that the RCMP investigation is ongoing.
- The Capital Budget for 2015 was reviewed by the committee which will be presented to Council at the end of October.
- Under New Business, a request from a resident for the Village to take over the maintenance of a memorial garden at NMES was discussed. The garden was put in place in the 1990s for a student who attended NMES and passed away due to cancer. In recent years the garden has fallen into disrepair and trees were damaged during post tropical storm Arthur. The committee felt that Village staff could investigate the amount of work that would be associated with regular maintenance of the garden.
- The committee briefly discussed information submitted by a committee member regarding a skateboard park in another community. A follow-up with the community will take place at a future date.
- The sign at Athletic Park, which was tagged with graffiti earlier this summer, will be replaced.
- Mayor Wilson-Shee attended the committee meeting and during her visit provided input regarding some dead trees in Victoria Park and damage to the boardwalk on the New Maryland Centre walking

trails that requires attention.

- The Pumpkin Carving event will take place on Saturday October 18th at NMES from 10 am to 12 noon.

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

Discussion:

Mayor Wilson-Shee commented that she did read the Day Camp End of Summer Report and it was very well done. She also stated that there are some dead and leaning trees on the trails at the New Maryland Centre, and she has been contacted by an individual who has experience in tree removal who has expressed a willingness to take some of the trees down. She said she will update Council as more information becomes available. **MOTION CARRIED.**

Transportation and Protective Services Committee

Deputy Mayor McCaie-Burke reported that the Transportation and Protective Services Committee met October 14th with three members absent.

- The committee was informed that one of the absent committee members has moved out of the province.
- An update was given for action items from the previous meeting, and most of the items were completed.
- Under New Business, the monthly Transportation Report was presented by the Public Works Supervisor. The culvert replacement project on Cortland Street is moving along on schedule. It is expected that the project will be completed by October 24th or sooner.
- Public Works staff members continue to monitor speeds with speed sentry units that were placed in Springwater subdivision and on MacIntosh Drive.
- The committee was given an update regarding the successful bidders for the Snow & Ice Control 2014-2017 tender that closed on September 24th. Motions to award the contracts will be made at this evening's Council meeting.
- W & R Gillespie Ltd. was hired to mulch the brush that was collected after post tropical storm Arthur. The company was on site for two days and it was estimated that approximately 50 tons of material was mulched.
- This year's Fall Leaf Pick-Up date has been set for Saturday, November 15th. Trius has been instructed not to pick up any bags of leaves prior to November 15th.
- Information from the September RCMP Report and the September Animal Control Report was reviewed. There were no items of concern noted.
- The next scheduled meeting will be held on November 18th at 7:00 pm.

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

Chief Farrell's Quarterly Fire Department Report

Chief Farrell reported that for the months of July, August and September the department responded to 37 calls for service, which is a total of 72 calls for the year to date. The most common calls were power lines and pole fires (17), fire alarms (13), and vehicle accidents (7). A total of 604 man-hours have been spent to date responding to calls. The busiest day of the week for calls has been Saturday, with a total of 27 calls for service.

MOVED BY Deputy Mayor McCaie-Burke and **seconded by** Councillor Pope 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 Transportation and Protective Services Committee, accept the tendered bid as submitted by M. W. Price & Sons Ltd. on September 24, 2014 in the amount of \$282,626.48 plus \$36,741.45 HST for a total tendered bid of \$319,367.93, for the Snow and Ice Control 2014 - 2017 as described in “Appendix A”; and that the Mayor and Village Clerk are authorized to execute said Contract.

Discussion:

Councillor LeBlanc stated that the contracts were reworded with the intention of making some improvements. **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 Transportation and Protective Services Committee, accept the tendered bid as submitted by Charters Construction Ltd. on September 24, 2014 in the amount of \$277,856.64 plus \$36,121.36 HST for a total tendered bid of \$313,978.00, for the Snow and Ice Control 2014 - 2017 as described in “Appendix B”; and that the Mayor and Village Clerk are authorized to execute said Contract.

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 Transportation and Protective Services Committee, accept the tendered bid as submitted by M. W. Price & Sons Ltd. on September 24, 2014 in the amount of \$41,315.39 plus \$5,371.01 HST for a total tendered bid of \$46,686.40, for the Snow and Ice Control 2014 - 2017 as described in “Appendix C”; and that the Mayor and Village Clerk are authorized to execute said Contract.

Discussion:

Deputy Mayor McCaie-Burke stated that the Public Works Supervisor spent a lot of time reviewing the tender specifications to ensure that all important issues are covered and nothing is missed. The Public Works Supervisor will be meeting with the contractors this fall to review the details of the contracts. **MOTION CARRIED.**

Emergency Response Plan Committee

Deputy Mayor McCaie-Burke reported that the Emergency Response Plan Committee met on October 14th with nine committee members and five staff members present. Mayor Wilson-Shee and three additional staff members also attended for a portion of the meeting.

- The committee received an update on several action items from previous meetings.
- The Fall Fair focusing on the theme “Are you ready for the next extreme weather event?” will be held on Saturday October 18th from 10 am to 3 pm at the fire hall. The ERP committee is organizing the fall fair in conjunction with Fire Prevention Week and the program for this event has been finalized. A cake-cutting ceremony will take place at 10:45 am and a barbecue and beverages will

be offered, along with a draw for prizes. Several tables covering various topics will be set up. Several agencies will be there to showcase their emergency services such as Red Cross, Ambulance NB, RCMP as well as others. Laptops will be set up so that residents can register online with the New Maryland Emergency Alert program. Lectures will also be held upstairs at the fire hall beginning at 11:00 am. There will be four lectures, each about 30 minutes in length. The first lecturer will be the provincial electrical inspector who will speak about the proper way to hook-up generators. Jason Cooling from NB EMO will speak about NB EMO's role in emergency situations and about 72-hour emergency preparedness. A representative from NB power will give a presentation regarding how to prepare for a power outage and what to do when the power goes out. The final lecturer will be our fire chief who will do a presentation about wood burning appliances and chimneys. These lectures will be given twice that day, once in the morning starting at 11:00 am and once in the afternoon starting at 1:00 pm. The New Maryland Lions Club has agreed to generously sponsor the cost of printing two posters to promote the New Maryland Emergency Alert program.

- The committee wrapped up the roundtable discussion on the effect of post tropical storm Arthur in New Maryland. This was the continuation from last month's discussion. The information will be very valuable for the Village in the event of any future disaster situations.
- Under New Business, three staff members and three committee members completed the Basic Emergency Management Training course in February 2014 in Oromocto. Mayor Wilson-Shee attended the meeting and presented the course certificates to those present. The Mayor also took a few minutes to explain the upcoming proposed amendment to the Procedural By-law.
- Deputy Mayor McCaie-Burke advised Council and staff that flu vaccinations will be administered on October 22nd at the fire hall from 4:00 to 5:30 pm.
- The next meeting will be held on Tuesday, November 18th at 3:00 pm. At this meeting the committee hopes to have a presentation by a representative from the Department of Health regarding the Ebola virus and what we need to know.

MOVED BY Deputy Mayor 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 September 24th.

- Following the call to order and the approval of the agenda, the committee held a discussion with André Chenard, Director, Community Funding Branch of the Dept. of Environment and Local Government concerning the Gas Tax Fund and wellfield exploration. He explained that changes have been made to the Gas Tax program and wellfield exploration is no longer a permitted expense, however he stated that the Village's test drilling will be permitted as it began in the previous year before the legislation changes took place.
- Opus representative John McKinney gave the committee project updates for wellfield exploration and Well 3A. Wellfield exploration on 2 of the 4 identified sites has not been very successful. BGC Engineering has made the suggestion that the Village case Well 3A to 150 feet as it is believed that most of the TOCs (total organic carbons) would be coming in close to the surface. It was also suggested that a video of the well should be taken to look for fractures. Once that has been done, it will be determined whether or not to move forward with the recommended pilot project.
- An Adopt-a-Hydrant flyer will be included in the next water and sewer billing in order to encourage residents to assist with keeping hydrants in their area clear of snow during the winter months.
- At the committee meeting, Deputy Mayor McCaie-Burke gave a draft PowerPoint presentation of

the Water Master Plan, with the intention of presenting it to the public on November 6th. Councillor LeBlanc states that residents are encouraged to attend this important meeting to learn more about future plans for water in the Village.

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

Discussion:

The Treasurer confirmed that the water and sewer billing was mailed out last week.

MOTION CARRIED.

Finance Committee

Councillor Pope reported that the Finance Committee met on October 1st.

- The session notes from the September 3rd meeting were reviewed and approved.
- The draft financial reports were reviewed which included the costs associated with post tropical storm Arthur and the temporary repairs on Cortland Street.
- The Treasurer has submitted initial claims to the Dept. of Local Government concerning disaster relief funding.
- The committee reviewed the Utility Collection report as of August 31, 2014.
- The Treasurer informed the committee that resolutions for reserve transfers will be drawn up. They will be presented at this evening's Council meeting.
- The Treasurer provided an update on Gas Tax Funding, which used to cover wellfield exploration and development but now only covers well development.
- The Treasurer discussed the need for a resolution of Council to adopt the new 5-Year Capital Investment Plan for the Gas Tax Program. The resolution will be made during this evening's Council meeting.
- The committee agreed that the date for staff to present their 2015 Capital Budget requests to Mayor and Council will be October 29th, 2014 at 6:30 pm.
- The next committee meeting will be held on Wednesday, October 29th at 6:30 pm.

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 document entitled "Village of New Maryland Five-Year Capital Investment Plan for the GTF Administrative Agreement 2014-2018" be adopted.

MOTION CARRIED.

► **MOVED BY** Councillor Pope 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 Fund (Acct # 1013-181) to the General Capital Reserve Fund (Acct# 1015-021) the sum of \$100,000 being the amount in the 2014 budget for the replacement of a fire truck.

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 transfer from the General Operating Fund (Acct # 1013-181) to the General Capital Reserve Fund (Acct# 1015-021) the sum of \$25,000 being the amount in the 2014 budget for the future public works garage.

MOTION CARRIED.

► **MOVED BY** Councillor Pope 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 Fund (Acct # 1013-181) to the General Capital Reserve Fund (Acct# 1015-021) the sum of \$36,458 being the amount in the 2014 budget for the infrastructure replacement reserve.

MOTION CARRIED.

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

Be It Resolved That the the Council for the Village of New Maryland transfer from the General Capital Fund (Acct # 1020-875) to the General Capital Reserve Fund (Acct # 1015-021) the sum of \$135,000 being the amount in the 2014 budget for the infrastructure replacement reserve.

MOTION CARRIED.

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

MOVED BY Councillor Pope 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 September 1 through September 30, 2014 in the amount of \$257,500.56;

(2) Payments from the Water and Sewer Operating account for September 1 through September 30, 2014 in the amount of \$12,311.94;

(3) Payments from the General Capital account for September 1 through September 30, 2014 in the amount of \$122,223.06; and

(4) Payments from the Water and Sewer Capital account for September 1 through September 30, 2014 in the amount of \$48,723.19. **MOTION CARRIED.**

11. **PUBLIC INPUT / INQUIRIES**

Councillor Dunn thanked the Mayor, Council and staff for their concern and support and commented that he considers everyone as family. He added that he won't be far away and will be dropping by to visit when he has the opportunity.

12. **NEW BUSINESS**

First and second reading of By-law Amendment No. 50-02-2014

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

Amendment No. 50-02-2014, an amendment to the Procedural By-Law No. 50, for the first time, this reading by title only. **MOTION CARRIED.**

Deputy Mayor McCaie-Burke read By-law Amendment No. 50-02-2014 for the first time, this reading by title only.

MOVED BY Deputy Mayor McCaie-Burke and **seconded by** Councillor Pope to read By-Law Amendment No. 50-02-2014, an amendment to the Procedural By-Law No. 50, for the second time, this reading by title only. **MOTION CARRIED.**

Deputy Mayor McCaie-Burke read By-law Amendment No. 50-02-2014 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, November 19, 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 8:26 pm.

Respectfully submitted,

Karen Duncan
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor