

**VILLAGE OF NEW MARYLAND  
COUNCIL**

**June 17, 2015**

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

**Also Present:** Karen Taylor, Assistant Clerk

**Regrets:** Councillor Mike Pope  
Cynthia Geldart, Chief Administrative Officer/Clerk

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**1. CALL TO ORDER**

Mayor Wilson-Shee called the meeting to order at 7:32 pm and reminded all in attendance that the Council meeting is being video-recorded for broadcasting.

**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 Wiggins and **seconded by** Deputy Mayor McCaie-Burke to approve the minutes of the May 20, 2015 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**

No proclamations were read.

**7. CORRESPONDENCE**

The following correspondence was read into the record by the Assistant Clerk, Karen Taylor, as per the request of Mayor Wilson-Shee:

- a letter from the Union of Municipalities of NB regarding the newly proposed designated highway program;
- an announcement from the Fredericton Chamber of Commerce that their Annual General Meeting will be held on June 25, 2015 at 8:00 am at the Fredericton Convention Centre;

- an invitation from Dialogue NB to attend the IRVING OIL - DIALOGUE Golf Tournament at the Mactaquac Golf Course on September 18, 2015 beginning at 1:00 pm;
- a letter from the Canadian Association of Municipal Administrators acknowledging the commitment of our Chief Administrative Officer/Clerk, Cynthia Geldart, for her twenty years of municipal service in a management capacity and announcing that her recognition pin was presented to her at the CAMA Long Services Awards Luncheon that was held at the Annual Conference in Jasper Alberta on June 2, 2015; and
- an email from a resident concerning installation of sidewalks.

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

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

- May 25 – Salmon release with the grade 5 classes from New Maryland Elementary School;
- May 26 – Ignite Fredericton – Dept. of Natural Resources special announcement (*Deputy Mayor McCaie-Burke also attended*);
- May 26 – 23<sup>rd</sup> Annual Muriel McQueen Fergusson Foundation Award ceremony, which was presented to Family Enrichment Counselling Services;
- May 27 – the Municipal Plan Review Public Open House at the New Maryland Centre (*Council and senior staff members were also present*);
- May 28 – breakfast hosted by Habitat Fredericton;
- May 28 – Recycle NB seminar;
- May 29 – Walk for Alzheimer’s event;
- May 29 – Royal Canadian Sea Cadet Corps Fredericton 62<sup>nd</sup> Annual Ceremonial Review and Banquet;
- June 1 – PNM Zoomers meeting;
- June 2 – RSC 11 Board meeting held in Dumfries;
- June 4 to 8 – Federation of Canadian Municipalities Conference in Edmonton, Alberta (*Councillor Pope also attended*);
- June 5 - UPS 20<sup>th</sup> Anniversary (*Deputy Mayor McCaie-Burke attended on the Mayor’s behalf*);
- June 6 – New Maryland Day (*Deputy Mayor McCaie-Burke attended on the Mayor’s behalf*);
- June 8 – NB Power’s tree cutting event (*Deputy Mayor McCaie-Burke attended on the Mayor’s behalf and Councillor LeBlanc attended as well*);
- June 12 – Gateway Wetlands Conservation Project launch and barbecue in Oromocto (*Deputy Mayor McCaie-Burke also attended*);
- June 13 – hosted the 13<sup>th</sup> Annual New Maryland Open Golf Tournament, which was a huge success;
- June 15 – RSC meeting with Opportunities NB; and
- June 17 – NMES Graduation and family picnic.

**9. PLANNING ADVISORY COMMITTEE**

In Councillor Pope’s absence, Councillor LeBlanc reported that the committee met on June 1, 2015 with one member absent.

- The committee received an update from the 2015 Municipal Plan and Development Related By-law Review and the Public Open House meeting. The Building Inspector/Development Officer reported that the Public Open House meeting held the evening of May 27<sup>th</sup> was well attended. Approximately

37 residents were in attendance. Questionnaire responses to date numbered approximately 105 which is approximately an 8% response rate. Councillor Mike Pope introduced the project team, and members of staff and PAC in attendance. Mr. Frank Flanagan and the exp. Project Team then discussed the Power Point presentation which explained the scope, objectives, and intended schedule for the project. The exp. Team also reviewed the public responses that were received via the questionnaire. Following the question and answer session Mayor Wilson-Shee made closing comments and thanked residents for attending the meeting. In the weeks following the public meeting, the exp. Team will be preparing a summary / background report and will identify areas of focus with respect to draft by-law amendments for presentation to PAC and Council. A second public presentation will be held in late September.

- For the month of May a total of 21 permits were issued for total estimated construction value of \$502,277.00. Fees collected totalled \$2,960.00 which is approximately \$1,000 less than the total fees collected for the same period in 2014.
- Under New Business, a variance application was reviewed and approved by the committee.
- The reappointment of committee members was briefly discussed.

**MOVED BY** Councillor LeBlanc and **seconded by** Councillor Wiggins 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 appoints Brad Marshall as the Chairperson for the Planning Advisory Committee for a period of one (1) year as per Section 12 of the *New Brunswick Community Planning Act*.

Discussion:

Councillor LeBlanc clarified that Brad Marshall has been a member of PAC for a number of years and has served as Chair for several years. He stated that moving forward, any residents who have an interest in sitting on the committee should submit their names for consideration. Councillor LeBlanc stated that he would like to see a rotation of the committee positions. This fall the plan will be to advertise on our social media sites and in the newspaper for new PAC members.

**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 appoints Councillor Mike Pope as the Vice-Chairperson for the Planning Advisory Committee for a period of one (1) year as per Section 12 of the *New Brunswick Community Planning Act*.

Discussion:

Mayor Wilson-Shee explained that this appointment comes as a recommendation from the Mayor. She added that Councillor Pope was re-appointed as the Vice-Chair because he has been a member of the sub-committee that is involved with the Municipal Plan Review that is currently taking place. Brad Marshall is also a member of that same sub-committee.

**MOTION CARRIED.**

**10. EMERGENCY RESPONSE PLAN COMMITTEE**

The committee has not met since the last Council meeting. The next meeting is scheduled for September 15, 2015.

**11. PROJECT REPORTS / UPDATES**

**(i) Recreation Department Update:**

Councillor LeBlanc gave the following update from the Recreation Department.

**(1) Summer Programs**

**- Day Camp / Little Fingers**

It has been a terrific month for day camp sign-ups. Registrations continue to come in, including several new campers this year and now revenue expectations for Day Camp & Little Fingers have been exceeded. Day Camp weeks 1, 2, 5, 6 and 9 still have spots available while the remaining weeks are full. All weeks for the Little Fingers program are full.

**- High Five**

High Five Training was offered by Recreation NB on Friday, June 12<sup>th</sup> at the New Maryland Centre. Day Camp Counsellors Matthew Richard, Lauren MacDonald and Bailey Graham attended and all of our Day Camp staff will now be “High Five” certified prior to the start of Day Camp.

**- CIT Program**

The deadline to submit CIT (Counsellor-In-Training) Applications was on May 22<sup>nd</sup> and 11 applications were received this year. An information/interview evening was held on May 28<sup>th</sup> and a total of 8 candidates were selected who will all volunteer for two weeks this summer in our Day Camp Program.

**- New Maryland Day**

New Maryland Day was a great success. The Lions Club Breakfast was well attended this year and the new time of 12-4 at the school seemed to work very well. All of the events were busy and well-received, especially the new outside events (walking water balls and “celebrity” dunk tank). The weather was perfect and the crowd that attended was excellent. All staff were utilized. The movie was very popular with more than 60 in attendance and the fireworks were fantastic. All in all, it was a very successful day which was well enjoyed by the community.

**- Babysitter Courses**

The Babysitter Course scheduled for June 24<sup>th</sup> at Victoria Hall is full with 20 registrants. Registrations for the August 12<sup>th</sup> course are now being accepted.

**(2) NMES**

Open Gym & Adult Volleyball concluded the weekend of June 12<sup>th</sup> – 14<sup>th</sup>. Once school is done, the gym closes for two weeks for repairs/maintenance and will then be used for the day camp program for six weeks, followed by another two-week closure. A letter of intent was received from the District Office to renew the Community Use of Schools Agreement. The current agreement expired in March but all current agreements will be aligned to correspond to the school season (September – June).

**(3) Parks & Playgrounds**

- The Centennial Park playground equipment arrived this week and will be installed in the next couple of weeks. The soccer nets arrived for the new field in Athletic Park at the end of May and despite a few hiccups the nets were constructed and installed on the new field. The soccer fields at NMES and Athletic Park have also been lined for the season. Councillor LeBlanc announced that the official opening of the new soccer field will take place on June 29<sup>th</sup> at 5:45 pm at Athletic Park.
- Work continues on the New Maryland Trails. The clean-up is ongoing with trail restoration and bridge repairs set to begin in the next week or so. The intention is to have the trail completed and reopened in time for the Canada Day festivities at the New Maryland Centre.

**(4) Community Garden**

- The Community Garden opened on Wednesday, June 10<sup>th</sup>. Two gardeners dropped out just before the garden opened so there are now four plots available. Public Works staff installed a temporary “speed bump” on the access road to help slow down traffic in and out of the garden. Staff will continue to advise residents who use the garden to exercise caution.

**(5) Beautification**

- Earthworks started on Village beautification last week (week of June 1<sup>st</sup>). All of the flower beds at the New Maryland Centre, Victoria Hall, Village Office and the parks/playgrounds have been cleaned out and prepped for planting.

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

Discussion:

Councillor Wiggins expressed his concern that children tend to climb the soccer nets, which can destroy them. He suggested as a measure to prevent damage, the nets should be brought in at night and put back out the next day. This would also help eliminate the potential for a child to fall and become entangled in the nets. He recommended that the Recreation Department should monitor this. Mayor Wilson-Shee agreed and requested that this concern and suggestion be passed on to the Recreation Dept.

Mayor Wilson-Shee announced that she and Council will be hosting Canada Day celebrations which will be held at the New Maryland Centre on July 1<sup>st</sup> from 2 – 4 pm. Some of the planned events will include a barbecue, live band and activities for the children. This will be a free event.

Mayor Wilson-Shee stated that the 13<sup>th</sup> Annual Open Golf Tournament was a huge success and the weather was beautiful. She said she was pleased to report that the event raised just over the goal of \$5,000.00 and the proceeds will go toward the restoration of the trails behind the New Maryland Centre. She personally thanked everyone who was involved to make it such a successful event. **MOTION CARRIED.**

**(i) Transportation Department Update:**

Councillor Wiggins gave the following update from the Transportation Department.

**(1) Tenders:**

The street refurbishment tender for Stonehurst Avenue and Michelle Street closed on June 15, 2015. Two bids were submitted and a motion to award the tender will be made following this report.

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

► **MOVED BY** Councillor Wiggins 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, accept the tendered bid as submitted by Perfection Paving Ltd. on June 15, 2015 in the amount of \$160,400.00 plus \$20,852.00 HST for a total tendered bid of \$181,252.00 for the Stonehurst Avenue and Michelle Street - Street Improvement Program (2015); and that the Mayor and Clerk are authorized to execute said contract.

Discussion:

Councillor Wiggins clarified that the proposed work involves scarifying, pulverizing and reclamation of existing asphalt/chip seal and granulars of approximately 640 metres of roadway that will be restored on Stonehurst Avenue and Michelle Street. A great feature of this work is that the existing chip coat will be reclaimed and reused. The work includes manhole and catch basin adjustment, fixing/replacing existing swales, the shaping and grading of reclaimed granular materials and asphalt paving. He added that this will be a fantastic improvement for the neighbourhood.

**MOTION CARRIED.**

**(ii) Water & Wastewater Department Update:**

Deputy Mayor McCaie-Burke gave the following update from the Water & Wastewater Department.

**(1) Water Main Flushing:**

Water main flushing started June 8<sup>th</sup> and was completed by June 15<sup>th</sup>. Notices were placed on the Village's social media site as well as a sign that was placed at the Village entrance. The flushing is done to remove loose sediment from the water distribution system.

**(2) Job opening for Public Works Utilities Supervisor:**

The Village has received numerous applications for a new Public Works Utilities Supervisor. Interviews will be conducted June 22<sup>nd</sup> and 23<sup>rd</sup>. The position will oversee the operations of the water distribution, wastewater collection, and wastewater treatment facilities.

**(3) Water Courses:**

The Public Works Transportation Technician has completed the Water Distribution course through NBCC Saint John and the Public Works Supervisor has completed the Water Treatment course

through NBCC Saint John. Both courses were on-line self-study courses. The courses have prepared them to write certification exams through the province in each discipline which they plan to do later in the year.

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

**(iii) Finance Department Update:**

Councillor LeBlanc gave the following update from the Finance Department.

**(1) Borrowings:**

Our applications to the Municipal Capital Borrowing Board for the Gravenstein Street culvert project and for the Street Refurbishment project in Castle Acres have been approved by the Minister and those projects are moving forward.

**(2) Audit:**

The annual audit was completed, presented and approved by Council in May and is now posted on the Village web-site.

**(3) Disaster Relief:**

There was a meeting with a representative from Dillon Group concerning the Village's application for federal disaster relief as a result of Tropical Storm Arthur. The meeting went well with only one minor adjustment and the claim will be moving along. Additionally there were discussions concerning a second claim for the same event which involve the clean-up of the New Maryland trails at the New Maryland Centre.

**(4) Payroll:**

The new Accpac Payroll system has been successfully rolled out providing the Village better integration from payroll into its Accpac financial system.

**(5) Training:**

Two of our staff members in Finance have successfully completed and are certified in Records Management, both Lisa Steeves and Terri Parker have completed the two-year program. Terri is also continuing in working towards her payroll certification through the Canadian Payroll Association.

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

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

**MOVED BY** Deputy Mayor McCaie-Burke and **seconded by** Councillor Wiggins to approve the Treasurer's Report for the month of May 2015 as follows:

- from the General Operating account by cheques and direct payments \$634,904.45;

- from the Water & Sewer Operating account \$132,123.31;
- from the General Capital account \$40,346.65; and
- from the Water & Sewer Capital account \$11,326.72.

**MOTION CARRIED.**

**13. PUBLIC INPUT / INQUIRIES**

No members of the public were present to provide input or make inquiries.

**14. NEW BUSINESS**

No new business items were brought forward.

**15. DATE, TIME AND LOCATION OF NEXT MEETING**

The next regular session of Council is scheduled for Wednesday, July 15, 2015 at 7:30 pm in Council Chamber.

**16. MOTION FOR ADJOURNMENT**

**MOVED BY** Councillor LeBlanc and **seconded by** Deputy Mayor McCaie-Burke to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 7:54 pm.

Respectfully submitted,

Karen Taylor  
Assistant Clerk

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Assistant Clerk

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Judy Wilson-Shee  
Mayor