

**VILLAGE OF NEW MARYLAND
COUNCIL**

18 May 2016

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

Also Present: Karen Taylor, Assistant Clerk

Regrets: Cynthia Geldart, Chief Administrative Officer/Clerk
Councillor Peter Wiggins

Guests: Gardiner MacDougall, Noah Smith and Kim Smith
Councillor-elect Alex Scholten

1. CALL TO ORDER

Mayor Wilson-Shee called the meeting to order at 7:30 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 Pope 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 April 20, 2016 regular session of Council as circulated. **MOTION CARRIED.**

MOVED BY Councillor Pope and **seconded by** Deputy Mayor McCaie-Burke to approve the minutes of the April 27, 2016 Special Session of Council as circulated. **MOTION CARRIED.**

4. DISCLOSURE OF INTEREST

There were no disclosures of interest declared.

5. PRESENTATIONS

- (i) Noah Smith made a presentation to Council regarding the time he spent while attending the Forum for Young Canadians. He thanked Mayor and Council for their support and sponsorship which enabled him to attend the Forum.
- (ii) Mayor Wilson-Shee presented Gardiner MacDougall, Head Coach of UNB Men's Hockey with a certificate of appreciation in recognition of his outstanding achievements.

6. PROCLAMATIONS

Mayor Wilson-Shee read the proclamation for Disability Awareness Week.

7. CORRESPONDENCE

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

- information from the Federation of Canadian Municipalities concerning the FCM conference that will be held June 2 – 5 in Winnipeg;
- an email from the Dept. of Environment and Local Government concerning nominations for the Lieutenant Governor's new award for Excellence in Public Administration in New Brunswick;
- an announcement from the Fredericton Chamber of Commerce that a Parliamentary Breakfast will be held on June 28th at the Fredericton Convention Centre with guest speaker Fredericton MP Matt DeCoursey;
- notification from the Fredericton Chamber of Commerce that their Annual General Meeting will be held on June 14th at the Delta Fredericton Hotel; and
- correspondence from the office of Fredericton MP Matt DeCoursey announcing that he will be hosting an upcoming Job Creation and Climate Change Consultation in Fredericton on May 24th.

8. MEETINGS AND/OR SPECIAL EVENTS

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

April 21st – a meeting with Doug Johnson;

April 22nd – a meeting with two grade 4 classes at NMES to talk about the election;

April 22nd – a meeting with Poul Jorgensen, NB Trails, and Recreation Foreman Kirk Billings at the New Maryland Centre Trails at the request of the Recreation Coordinator Michelle Sawler;

April 25th – a meeting with a candidate for the Horizon Health Board at his request, Deputy Mayor McCaie-Burke also attended;

April 28th – a farewell event for one of our staff members;

May 1st – a tour of St. Mary the Virgin Church;

May 2nd – the Parish of New Maryland Zoomers' meeting;

May 2nd – a meeting with all six Council candidates running in the municipal quadrennial election;

May 2nd – the Home and School Association meeting along with Councillor Pope;

May 3rd – the New Maryland Lions Club meeting;

May 5th – volunteered at Noah Smith's annual 'Cupcake for Cancer' fundraiser at FHS which raised \$800.00

May 5th – the KIRA Awards;

May 9th - a reception and dinner at St. Thomas University;

May 10th – St. Thomas University's Spring Convocation Ceremonies;

May 12th – RSC II Meeting (Special Session);

May 17th – the New Maryland Lion's Club meeting;

May 18th – an RCMP barbecue in honour of National Police Week, along with Deputy Mayor McCaie-Burke; and

May 18th – the Parish of New Maryland Zoomers' pot luck, along with Councillor Pope.

9. PLANNING ADVISORY COMMITTEE

Councillor Pope reported that the committee met on May 2nd with one member absent.

- The minutes from the April 4th committee meeting were reviewed and approved.
- A tentative subdivision was discussed by the committee. A request to permit access to a proposed lot via a private right-of-way as shown on the Tentative Plan of Subdivision was approved by the committee subject to the existing terms and conditions outlined in the Municipal Services Easement between Council and the applicants.
- The committee discussed the Municipal Plan and Related By-laws Review Project. Updates have been made to the Zoning, Building and Subdivision By-laws based on recent public input that was received. Third and final readings of these by-laws will be performed at a later date.
- The Building Permit Report for April was reviewed. A total of 11 permits have been issued in the month of April bringing the total so far this year to 22.
- A variance request for the construction of a 2-car garage was reviewed and approved by the committee.

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

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

Be It Resolved That in accordance with the terms of the Developer's Agreement between the Village of New Maryland and Centennial Heights Development Ltd., for development of Centennial Gardens Subdivision 2014 - Phase 1A and 1B, consisting of 19 residential building lots on Alban Street, Sandcherry Lane, and Kimberley Street, which development, 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,

And Whereas the extended two (2) year warranty period and related warranty security for the lot services and roadway base construction portion of the Works is due to expire on May 31, 2016. The Village Council, on the recommendation of the Village Engineer and Staff, resolves to terminate the two (2) year warranty period, Assume the lot services and roadway base construction portion of the Works, and authorize release of the related \$48,000 warranty security.

MOTION CARRIED.

10. EMERGENCY RESPONSE PLAN COMMITTEE

Deputy Mayor McCaie-Burke reported that the Emergency Response Plan Committee met on Tuesday May 17, 2016 at 2:00 pm.

The focus of the meeting was a tabletop exercise led by our Fire Chief which involved the report of a fire burning in the wooded area behind Centennial Heights subdivision and the Hanwell Rural Community. The scenario included extremely dry conditions due to lack of rain and high temperatures for the past month and winds from the west which were directing the fire towards the homes located at the back of Centennial Heights. Because of the location of the fire and no access roads, New Maryland Fire Dept. was unable to respond with trucks. Off-road units and wildland

firefighting equipment needed to be deployed and existing ATV trails had to be used to access the area. Upper Kingsclear and Oromocto fire departments were requested to provide assistance and respond with off-road units and fire personnel. The Dept. of Natural Resources was also asked to respond and to send a plane over the area to confirm the exact location, size and direction of the fire. Reports indicated that the ½ acre size fire was growing and heading toward the Village, approximately 1 km away. While firefighting personnel fought the fire with a found water source and pumping equipment, DNR called in water bombers and RCMP were dispatched to go to homes in the subdivision and advise residents to begin evacuation to a reception centre at the New Maryland Centre.

In consideration of the fire that devastated Fort McMurray in recent weeks and that is still burning out of control, Chief Farrell felt that an exercise involving a potential forest fire that would impact New Maryland was appropriate. The Village is surrounded by heavily wooded areas and the threat of a forest fire engulfing the community and requiring the evacuation of thousands of residents is a very real possibility and a sobering thought. The Dept. of Natural Resources and the Village are concerned about residents keeping their homes and properties safe from fire. Removing downed trees and branches, dead grass, needles, dried leaves and any other combustible material that can fuel a fire are the first steps for residents to take to help reduce the risk of a fire. Other suggestions and recommendations to help protect homes and properties from fire can be found in the “Making your home “Firesmart” brochure from the Dept. of Natural Resources. Contained in the brochure is also a wildfire risk assessment that will help people determine their home’s vulnerability. This brochure can be found on the Village website and Facebook page, and copies of the brochure are also available at the Village office. Residents are also reminded to contact DNR’s Burn Information Line 1-866-458-8080 or visit the Forest Fire Watch website to determine if burning in the province is permissible or prohibited on any given day. Our Mayor and Council members are encouraging residents to do all they can to help reduce the threat of forest fires in our beautiful community.

The next committee meeting is scheduled for September 20, 2016.

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

11. PROJECT REPORTS / UPDATES

(i) Recreation Department Update:

Councillor LeBlanc presented the following update from the Recreation Department. He noted that the information in the report is accurate as of May 12th.

Summer Day Camp and Little Fingers

The new Day Camp Supervisor, started on May 3rd and is busy preparing for summer day camp. The first get-together with all Day Camp staff will be held on Monday, May 16th. Steady registrations continue for our Day Camp and Little Fingers Toddler Programs. Weeks 3,4,7 and 9 of the Day Camp Programs are full, and weeks 2 and 3 of the Little Fingers Program are full.

CIT Program

CIT applications are due on Friday, May 20th with a meet and greet scheduled for Thursday, May 26th from 6:30 – 8:30 pm with Michelle and some of the day camp staff. This year the intention is to select eight CIT's for Day Camp and two for Little Fingers. CIT's will be invited to participate in High Five PHCD training which is being held on June 18th at the New Maryland Centre. The CIT program offers an excellent opportunity for youth to gain some valuable leadership skills as well as volunteer their time in our summer programs and provide much appreciated assistance to our Day Camp staff.

New Maryland 25th Anniversary Festivities

The details for our "Open House" Event have been finalized. The event will be held on Wednesday, June 1st at the Village office from 6:00 – 8:00 pm. An invitation will be sent to former Council members, the Premier, our local MLA and MP, the New Maryland Lions Club, the PNM Zoomers, the Councils/senior staff of the City of Fredericton, Town of Oromocto and Rural Community of Hanwell, as well as general members of the public in New Maryland. This will be a general meet and greet with remarks from the Mayor and light refreshments will be served. The New Maryland Day banner will be installed after the May long weekend and the 25th Anniversary logo will be added temporarily to the banner.

The festivities planned for New Maryland Day on June 4th will include carnival rides, and prizes have been ordered for the games. The 'pre-release' of Zootopia has been booked for that evening. The Baxter "vintage" milk truck will be back again this year and cake cutting will take place in the gym. Additional activities will include face painting, hair colouring "streaks" by Tanya Stone, glitter and henna tattoos, 25th anniversary helium balloons and special anniversary pins will be given away. There will also be popcorn, cotton candy and the Lions Club BBQ.

Mayor Wilson-Shee and Deputy Mayor McCaie-Burke will be visiting all of the classes at NMES on Friday, May 20th to talk about our 25th celebration and will be distributing "birthday cards" to all of the students to invite them to participate in the day's activities.

Parks & Playgrounds

The first of our summer students have arrived and the Recreation Foreman has been keeping them busy in the parks, playgrounds and playing fields. The two soccer fields have been lined and the nets have been installed. Aeration and lime has been applied to the Athletic Park soccer field. Several boards on the boardwalk in the New Maryland Centre trails have been replaced and a culvert has been installed to prevent trail erosion and washout; thanks to NB Trails for their assistance with this project. Staff are hoping to incorporate the grand re-opening of the trails with the Canada Day festivities.

Community Garden

The community garden has been promoted and 13 of the 15 plots are reserved. Staff has been working on the garden to have it ready for May 24th. The ground has been limed, several loads of manure have been added and the soil has been tilled.

Beautification

Staff have met with the contractor to finalize the beautification arrangements. In recent weeks the flower beds have been cleared at the Village Office and the New Maryland Centre as well as the various planter boxes and playground locations.

Baseball & Soccer

Registration continues for the New Maryland Minor Baseball Association as well as the New Maryland Soccer Club. This year, the Association has a Facebook page which is regularly updated so staff have been sharing their posts and directing inquiries to this page which has been very helpful. The Soccer web site is also a great resource which offers online registration and team information.

NMES

The badminton lessons concluded on May 1st. Many thanks to Junny Kim for volunteering her time leading these sessions. The kids had a great time and thoroughly enjoyed the weekly lessons. She did an excellent job leading the program.

Many of our groups have concluded or will be done by the end of May including Reds Volleyball, MPN Volleyball and the Model Aircraft Club. Open Gym will continue until early June then conclude. The Adult Volleyball program on Sunday evenings will be continued due to strong interest and high participation numbers.

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

(ii) **Public Works Department Update:**

Deputy Mayor McCaie-Burke presented the following report from the Public Works Department.

Street Sweeping

Street sweeping has been completed in the Village. The contractor worked evenings, nights and weekends to complete the sweeping in a timely manner. The Village appreciates the patience of residents during this operation.

Tree Mulching

The Village's tree mulching program started May 9th and will continue until completed. Residents are reminded of the pile size limitation (maximum size of 4ft x 4ft x 8ft long). Only branches, brush and small trees (max. 6" diameter) will be accepted. The contractor will only make one pass on each street. Residents are encouraged to visit the Village website for further information, or contact the Public Works department if they have any questions.

Spring Preparation

Public Works staff have made repairs to approximately 90% of the sod damage which occurred during winter plowing.

Collection of Leaves

Staff have also been collecting bagged leaves and will continue to do so until the tree mulching has been completed. Staff have found garbage placed in with the bags of leaves which increases the workload of having to separate the garbage. Staff are requesting that residents keep garbage separate from bagged leaves so that it may be disposed of properly.

Speed radars

Council is pleased to announce that three speed radars will be permanently installed on the following streets; Atkinson Lane, Bradshaw Drive, and Crown Street. The radars will indicate the speed of drivers and give them a warning if they are exceeding the speed limit. The radars will also collect data which can be analyzed to help improve enforcement. Consideration will be given to future locations in the Village.

Traffic Lane Marking

Refreshment of traffic lane marking has been completed in the Village with the exception of the crosswalk on the highway.

Cross Walk Installation

A new cross walk has been installed across Doherty Street at the intersection of Pine Ridge Avenue and Doherty Street. Pedestrians are reminded to use proper hand signals when they are indicating their intention to cross at this intersection. Motorists are also reminded to be watchful of pedestrians who are crossing the street.

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

Discussion:

Councillor LeBlanc questioned if lane marking has been completed on Bradshaw Drive. Deputy Mayor McCaie-Burke confirmed that it has been done. Councillor LeBlanc noted that similar markings should be considered for other areas in the Village, which he added is a conversation for another meeting. **MOTION CARRIED.**

(iii) Finance Department Update:

Councillor Paul LeBlanc gave the following update from the Finance Department.

Staff

Our Finance Clerk, Debbie Rosborough, has completed an accounting course with the Nova Scotia Community College and received a final mark of 100% from the college. Congratulations to Debbie for a job well done.

Training

Our Treasurer along with our Public Works Supervisor and Development Officer/Building Inspector all attended a Lean Sigma Six Summit hosted by the City of Fredericton. The summit was a huge success drawing people from as far away as the Yukon, and staff took away valuable information from the presentations in relation to finding efficiencies and asset management.

Audit

The auditors have completed their 2015 audit and presented the Financial Statements to Council on April 27th.

Gas Tax

The Federal Gas Tax Fund Annual Reports have been completed and submitted to the Department of Local Government along with a copy of the Village's Water Management Plan which ties directly into the Gas Tax Fund.

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, adopt the 2015 Village of New Maryland Audited Financial Statements as prepared by the chartered accounting firm of Grant Thornton LLP and as reviewed by Council on 27 April 2016.
MOTION CARRIED.

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

Be It Resolved That the Council for the Village of New Maryland, transfer from the General Operating Fund (Acct # 0626 1013-181) to the General Capital Reserve Fund (Acct #0626 1015-021) the sum of \$269,819 being the amount in the 2016 budget for the following:
\$139,819 for the infrastructure replacement reserve
\$100,000 for fire truck replacement
\$30,000 for equipment (Bunker Gear & Breathing Apparatus) replacement.

Discussion:

Councillor LeBlanc stated that these are normal activities and the only new transfer is to the infrastructure replacement reserve. **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, transfer from the Utility Operating Fund (Acct #0626 1014-176) to the Utility Capital Reserve Fund (Acct #0626 1018-839) the sum of \$83,280 being the amount in the 2016 budget for the following:
\$50,000 for the Wastewater Treatment Plant
\$20,000 for the Water Tower
\$13,280 for Water Meter Replacement

Discussion:

Councillor LeBlanc reiterated that these are normal activities. The \$50,000 transfer is part of the required upgrading to the wastewater treatment plant, \$20,000 is for replacement of

equipment for the water tower, and \$13,280 are the funds that are collected as part of the quarterly utility billing which are used for the replacement of water meters.
MOTION CARRIED.

12. APPROVAL OF THE TREASURER'S REPORT

MOVED BY Councillor Mike Pope and **seconded by** Deputy Mayor McCaie-Burke to approve the Treasurer's Report for the month of April 2016 as follows:

- from the General Operating account by cheques and direct payments \$385,127.35;
- from the Water & Sewer Operating account \$16,091.96;
- from the General Capital account \$0; and
- from the Water & Sewer Capital account \$26,418.27.

MOTION CARRIED.

13. PUBLIC INPUT / INQUIRIES

Councillor-elect Alex Scholten was in attendance at the meeting. Mayor Wilson-Shee welcomed him to the meeting and congratulated him on his success in the recent municipal quadrennial election. She noted that it won't be long before he is sworn-in as a new member of Council and will be joining her and the other members of Council around the table.

Councillor-elect Scholten stated he is looking forward to working with Mayor and Council in the service of this great Village.

14. NEW BUSINESS

No new items were brought forward.

15. DATE, TIME AND LOCATION OF NEXT MEETING

The next regular session of Council is scheduled for Wednesday, June 15, 2016 at 7:30 pm in Council Chamber.

16. MOTION FOR ADJOURNMENT

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

The meeting adjourned at 8:07 pm.

Respectfully submitted,

Karen Taylor
Assistant Clerk

Judy Wilson-Shee
Mayor