

Village of New Maryland
Council
15 June 2016

Present: Mayor Judy Wilson-Shee Councillor Paul LeBlanc
 Councillor Gisèle McCaie-Burke Councillor Mike Pope
 Councillor Tim Scammell Cynthia Geldart, CAO/Clerk

Absent: Deputy Mayor Alex Scholten
 Karen Taylor, Assistant Clerk



1. Call to Order

Mayor Judy Wilson-Shee called the meeting to order at 7:30 p.m. and shared a reminder that the Council meeting is video-recorded for broadcasting.

2. Approval of the Agenda

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Councillor Paul LeBlanc that the agenda be approved as distributed.

MOTION CARRIED.

3. Approval of the Minutes

(i) **MOVED BY** Councillor Mike Pope and **seconded by** Councillor Gisèle McCaie-Burke that the minutes of the 18 May 2016 regular session of Council be approved as distributed.

MOTION CARRIED.

(ii) **MOVED BY** Councillor Tim Scammell and **seconded by** Councillor Gisèle McCaie-Burke that the minutes of the 06 June 2016 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 issued.

7. Correspondence

The following correspondence was read into the record by Cynthia Geldart, CAO/Clerk, as per the request of Mayor Wilson-Shee:

- a response from the Office of the Access to Information and Privacy Commissioner;
- a letter concerning the installation of decorative lamp posts;
- an invitation to attend the Parliamentary Breakfast scheduled for June 28th with guest speaker Fredericton MP Matt DeCoursey;
- the final *President's Corner* newsletter from the outgoing President of the Federation of Canadian Municipalities;
- the "What's New" newsletter from the Chamber of Commerce, detailing various upcoming events;
- information from the New Brunswick Human Rights Commission regarding Disability Awareness Week, held May 29th to June 04th;
- invitations for various members of Council and staff to participate in the Vision 2020 Progress Summit held on June 08th at the Fredericton Convention Centre;
- a reminder that New Brunswick's HST rate will increase from 13% to 15% on July 01st, 2016; and
- a thank you from one of the Village's regular contractors who is building a number of new homes in the Village, to the staff of our Development Services Department for the assistance, patience, advice and overall general great job they do in taking care of the contractors.

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:

- ❖ May 19 – met with Jason Haines, Martell Home Builders (*Deputy Mayor Gisèle McCaie-Burke also attended*);
- ❖ May 19 – Social Time hosted by the Parish of New Maryland Zoomers exercise class;
- ❖ May 19 – 242 Fredericton RCAC Duke of Edinburgh Awards held at the New Maryland Centre where two students from New Maryland (Keegan Burgess and Colby Warren) received an award, and staff member Kirk Billings' son, Dylan Stafford Hunter, received an award;
- ❖ May 20 – spoke to 25 NMES classes regarding the Village of New Maryland's celebration of 25 years of incorporation, and handed out English and French birthday cards (*Deputy Mayor Gisèle McCaie-Burke also participated*);
- ❖ May 24 – met with NB Trails representatives;
- ❖ May 26 – 24th annual Muriel McQueen Foundation Award Ceremony;
- ❖ May 26 – celebration of upcoming wedding for staff member Aaron McFadyen, hosted by Village staff (*Deputy Mayor Gisèle McCaie-Burke also attended*);
- ❖ May 30 – Canada's Capital 2017-2067 held at Government House with guest speaker Dr. Mark Kristmanson, National Capital Commission;
- ❖ May 30 – Home & School Association meeting (*Councillor Mike Pope also attended*);
- ❖ May 30 – tour of the St. Mary the Virgin Church;
- ❖ June 01 – Open House hosted by the Village in recognition of 25 years of incorporation (*Deputy Mayor Gisèle McCaie-Burke and Councillors Paul LeBlanc and Mike Pope, and Councillor-Elect Tim Scammell also attended*);
- ❖ June 02 – met with Fredericton Mayor Mike O'Brien;
- ❖ June 02 – retirement party for Roger Brown, RCMP, titled *Anchors Aweigh*;

- ❖ June 4 – New Maryland Day – volunteered at the breakfast hosted by NM Fire Department and NM Lions Club; attended events held at the school in the afternoon and the movie and fireworks held in the evening (*members of Council and Councillors-Elect also attended*);
- ❖ June 07 – RSC 11 board meeting;
- ❖ June 07 – Lions Club year-end barbeque, where Fire Chief Harry Farrell and his volunteers were recognized for their commitment and dedication to our community;
- ❖ June 08 – Vision 2020 Progress Summit (*Councillor Gisèle McCaie-Burke and Cynthia Geldart, CAO/Clerk also attended*);
- ❖ June 09 - CBDC Annual General meeting;
- ❖ June 09 – UMNZ Zone meeting (*Councillor Gisèle McCaie-Burke, Zone Director and Deputy Mayor Alex Scholten also attended*);
- ❖ June 13 – Scouting Youth closing barbeque to accept a certificate on behalf of the Village to acknowledge our support; the certificate was handed over to the CAO/Clerk Cynthia Geldart for display in the Village office; and
- ❖ June 13 – committee meeting to discuss the future of St. Mary the Virgin Church.

9. Planning Advisory Committee

Councillor Pope reported that the Planning Advisory Committee has not met since the last Council meeting.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Paul LeBlanc the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland appoints Brad Marshall as a member of the Planning Advisory Committee for a period of three (3) years, as per section 12 of the *New Brunswick Community Planning Act*; and ***Be It Further Resolved*** that the Council for the Village of New Maryland designates Brad Marshall as Chairperson of the Planning Advisory Committee for a period of one (1) year, as per Section 12 of the *New Brunswick Community Planning Act*.

MOTION CARRIED.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Gisèle McCaie-Burke the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland appoints Councillor Paul LeBlanc as a member of the Planning Advisory Committee for a period of one (1) year, as per section 12 of the *New Brunswick Community Planning Act*; and ***Be It Further Resolved*** that the Council for the Village of New Maryland designates Councillor Paul LeBlanc as Vice-Chairperson of the Planning Advisory Committee for a period of one (1) year, as per Section 12 of the *New Brunswick Community Planning Act*.

MOTION CARRIED.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Tim Scammell the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland appoints Sam McEwan as a member of the Planning Advisory Committee for a period of three (3) years, as per section 12 of the *New Brunswick Community Planning Act*.

MOTION CARRIED.

Councillor Mike Pope provided the following explanation in order to bring the next motion forward: In strict compliance with the legislated requirements of the *New Brunswick Community Planning Act*, the Zoning, Building, and Subdivision By-laws have been reviewed and updated with proposed

amendments over the past year. The process conducted has involved extensive review including research, interviews, public questionnaires, public open house meetings, as well as review at each stage by Staff, the Steering Committee, PAC and Council. The formal Public Presentation of the proposed amendments to the listed By-laws was held on January 20, 2016.

At a Public Hearing held on March 16, 2016 Council received input from Staff recommending that Council permit a revision to the Zoning Map to rezone to Residential a small area identified previously as Open Space. Council also received comments in relation to certain existing and proposed provisions in the Zoning and Building By-laws.

The first and second reading of the Zoning, Building, and Subdivision By-laws were conducted at the Formal Council Session on the evening of March 16th, 2016. Since that time, and in response to the referenced input from the general public and Council, the following additional revisions have been made to the By-law as follows:

Zoning By-law No. 04-2016:

7.17, 2(h) – the proposed requirements relating to fire safety inspections for Community Daycare Homes has been deleted as it was interpreted to be within Provincial jurisdiction;

Building By-law No. 06-2016:

2.0, 1 – added the definition of “Dwelling Unit” and revised the definition of “Work” for clarity;

7.0, 3 – relocated to Schedule “A” the reference to the dollar value under which a building permit is not required for non-structural work. The dollar value was revised from \$1,500 to \$2,500;

7.0, 3(b) – in relation to work on decks, stairs, landings, etc., references to “replacement” and “replaced” have been removed and substituted with “repair” and “repaired” respectively;

7.0, 3(e) to (j) – added wording to further clarify certain categories of work that do not require a building permit;

18.0, 9 – deleted a proposed requirement for separate or larger building permit construction deposits; and Schedule “A” – removed a proposed curb cut fee administrative surcharge.

Subdivision By-law No. 07-2016:

No changes since First and Second readings.

Therefore to signify Council’s intention to complete the adoption process for the Zoning, Subdivision and Building By-laws, the following motion was brought forward:

MOVED BY Councillor Mike Pope and **seconded by** Councillor Tim Scammell the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland, pursuant to 12(1)(b) of the *Municipalities Act*, conduct the respective third readings by title and section number, and final readings by title only, to enact Zoning By-law No. 04-2016, Building By-law No. 04-2016, and Subdivision By-law No. 07-2016.

MOTION CARRIED.

10. Emergency Response Plan Committee

The Emergency Response Plan Committee has not met since the last Council meeting.

11. Project Reports / Updates

11(i) Recreation Department Updates

Councillor Paul LeBlanc provided updates on behalf of the Recreation Department that were prepared by the Recreation Coordinator on 10 June 2016.

- Day Camp registrations continue. There are currently 14 spaces available in Week One, 1 space available in Week Two, 6 spaces available in Week Five, 7 spaces available in Week Six, and all 3 weeks of the Little Fingers Program are full.
- The deadline to submit CIT applications was May 20th and 12 applications were received. An information/interview evening was held on May 26th and 9 CITs were subsequently selected. They will volunteer for a minimum of 2 weeks this summer, will receive a CIT/staff t-shirt, and will be assigned a Camp Counsellor “Buddy”. In addition, they will be invited to attend the Day Trips this year, pending satisfactory performance from Monday through Wednesday.
- High Five Training is being offered by Recreation NB on Friday, June 17th at the New Maryland Centre. Day Camp counsellors will be attending as well as several of our CITs. All of our full-time Day Camp staff will now be “High Five” certified prior to the start of Day Camp.
- New Maryland Day was a great success. Despite a misty start to the day, the weather cooperated beautifully as the afternoon progressed. Kudos to Harry Libbey who did manage to coordinate the duel re-enactment which was thoroughly enjoyable. All of the afternoon events were busy and well received, especially the new outside events. The Sobey's and Red Cross displays were also very popular. The movie in the gym was unusually busy this year with more than 130+ in attendance, and typically approximately 50 to 60 attend. Over 200 glow necklaces were handed out, which depleted supplies. Fireworks F/X put on a phenomenal display that was timed at 14 minutes but seemed much longer. A large crowd was in attendance who were very appreciative of the display. It was a very successful day which was well enjoyed by the community. Council was provided with a copy of the activities count with a comparison from 2015 for all “ticketed” activities.
- Open Gym concluded on May 29th, however the Sunday evening Adult Volleyball group plans to continue throughout the summer. New Maryland Karate will also continue and the school will be used for Day Camp for six of the nine weeks.
- We received our 2016-2017 Community Use of Schools Agreement from the District Office this week. Our current agreement expires at the end of June.
- This is the busiest time of year for our Recreation maintenance staff and students. The rainy weather has made it a bit of a challenge to stay on top of the mowing in our fields, parks and playgrounds. The soccer fields at NMES and Athletic Park have been lined as per the specifications provided by New Maryland Soccer and All Green has begun their spring maintenance of liming, weed control and fertilizing at Athletic Park soccer field.
- The soccer and baseball programs will both be up and fully running beginning the week of June 13th. The daily field hotline updates will commence next week and all of the soccer and baseball schedules will be added to our Recreation events calendar.
- The Community Garden opened on Wednesday, May 25th. All 15 garden plots have been reserved and most gardeners have already started planting.
- Earthworks started the Village beautification on May 30th. The “25” Anniversary flower bed, the highway pots, and the Village Office were all planted in time for the 25th Anniversary Open House on June 01st.

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

Discussion: It was noted that everything, including the fireworks display, was exceptionally well done at New Maryland Day.

MOTION CARRIED.

11(ii) Public Works Department Updates

Councillor McCaie-Burke provided updates from the Public Works Supervisor regarding four main topics.

- The Village's tree mulching program was completed on 26 May 2016. The Village implemented a restriction on the amount of brush for each property that could be placed at curbside. The budget for the tree mulching program is \$21,000 and the costs came in under budget, with a cost saving of close to \$9,000. Staff and Council would like to thank Village residents for their participation and cooperation during this program.
- Public Works staff have made repairs to sod damage which occurred during winter plowing. Three students were hired in May to help with summer maintenance. A fourth student is scheduled to start at the end of June. The students help Public Works staff with maintenance of green spaces throughout the Village as well as other projects.
- Concrete panels have been replaced on a section of the sidewalk at the corner of Bismark Street and Melrose Avenue. Further concrete repairs have been completed on a section of curb on MacIntosh Drive. Repairs have also been made to a catch basin on Highway 101.
- The flushing of water mains is scheduled to start the week of June 20th. The flushing program generally takes approximately one week to complete. The flushing will start in Pine Ridge subdivision, work through Forbes, Applewood, Baker Brook Court and finish in Springwater Place. This work is being done to remove loose sediments and mineral deposits from the water system. Residents may experience dark or discolored water during these times and should check their water before doing laundry or preparing food. If turbid water is discovered, residents should run their water for a few minutes from an outdoor tap first, and then from the inside taps in order to flush out the lateral to the home. Should any discoloration persist, residents are asked to contact the Village office at 451-8508.

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Councillor Tim Scammell the adoption of this report.

MOTION CARRIED.

11(iii) Finance Department Update

Councillor Tim Scammell provided updates on behalf of the Finance Department.

- The recently vacated Finance/Records Management Clerk position has been filled. Kim Corey has joined our Finance team and is already cross training with our Finance Clerk in accounts payable and receivable, and with our Administrative Assistant on the front reception desk. Additionally, Kim also worked, along with the rest of Village staff, at our New Maryland Day celebrations as one of her first community events for the Village. We welcome her and look forward to working together with her on our team for many years to come.

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

11(iv) Administration Department Update

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Councillor Mike Pope the following Resolution of Council: ***Be It Resolved That***, pursuant to *NB Municipalities Act*, Section 30 and *Village of New Maryland Procedural By-law No. 50*, Section 15, Alex Scholten be officially appointed as Deputy Mayor for the duration of this Council's term.

Discussion: Councillor Gisèle McCaie-Burke explained that, as the outgoing Deputy Mayor, she appreciated the opportunity to congratulate Deputy Mayor Alex Scholten and further noted that she felt he will do an excellent job in that capacity.

MOTION CARRIED.

12. Approval of the Treasurer's Report

MOVED BY Councillor Scammell and **seconded by** Councillor Mike Pope to approve the Treasurer's Report as follows: Payments made in the month of May 2016 from the General Operating account by cheques and direct payments in the amount of \$305,202.19; from the Water and Sewer Operating account in the amount of \$38,628.20; from the General Capital account in the amount of \$12,393.37; and from the Water and Sewer Capital account in the amount of \$15,819.00.

MOTION CARRIED.

13. Public Input/Inquiries

There were no members of the public in attendance.

Mayor Judy Wilson-Shee provided an update on the festivities planned for Canada Day that the Mayor and Council will be hosting. The celebrations are scheduled from 2:00pm – 4:00pm at the New Maryland Centre and will include cake, a barbeque, face painting, bouncy castles, a band, etc. and all activities are free of charge.

Mayor Judy Wilson-Shee also used this opportunity to read a letter she had received from three children from the Grade 2 class at New Maryland Elementary School. The letter explained that the children are learning about bats, including their importance and challenges they face. The class has built five bat houses and have requested we install them in the trees on the New Maryland Centre Trails. Council agreed to install the bat houses and Cynthia Geldart, CAO/Clerk was provided with one house for installation. The other four bat houses will be provided in the near future. Councillor Mike Pope commented on what an excellent job the children have done on the letter.

Mayor Judy Wilson-Shee further noted that the children of the NMES have taken great care of the New Maryland Centre Trails and have participated in various projects, such as planting flowers, helping to save the bees and using the trails for snow-shoe lessons in the winter.

14. New Business

14(i) Third and Final Readings of Zoning By-law NO. 04-2016

MOVED BY Councillor Mike Pope and **seconded by** Councillor Tim Scammell to read Zoning By-law No. 04-2016, for the third time, this reading by title and section numbers only.

MOTION CARRIED.

Councillor Mike Pope read Zoning By-law No. 04-2016 by title and section numbers as follows: Zoning By-law No. 04-2016: Section 1 – Title and Scope; Section 2 – Powers of the Development Officer; Section 3 – Powers of the Planning Advisory Committee; Section 4 – Powers of Council; Section 5 – Amendments to the By-law; Section 6 – Definitions; Section 7 – General Provisions; Section 8 – Residential Zones; Section 9 – Commercial Zone; Section 10 – Business Park Zone; Section 11 – Institutional Zone; Section 12 – Park Zone; Section 13 – Open Space Zone; Section 14 – Rural Zone; Section 15 – Fees; Section 16 – Repeal and Transition; Schedule “A” – Village of New Maryland Zoning Map; Schedule “B” – Schedule of Fees; and Schedule “C” – Lot Types and Characteristics.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Gisèle McCaie-Burke to read Zoning By-law No. 04-2016, for the final time, this reading by title only, thereby enacting the By-law.

MOTION CARRIED.

Councillor Mike Pope read Zoning By-law No. 04-2016 by title only for enactment.

14(ii) Third and Final Readings of Building By-law No. 06-2016

MOVED BY Councillor Mike Pope and **seconded by** Councillor Tim Scammell to read Building By-law No. 06-2016, for the third time, this reading by title and section numbers only.

MOTION CARRIED.

Councillor Mike Pope read Building By-law No. 06-2016 by title and section numbers as follows: Building By-law No. 06-2016: Section 1 – Title; Section 2 – Definitions; Section 3 – Application; Section 4 – Scope; Section 5 – Adoption of the Code; Section 6 – Appointment of Building Inspector(s); Section 7 – Building Permit; Section 8 – Lot Sizes; Section 9 – Size of Dwellings and Dwelling Units; Section 10 – Location of Buildings and Structures on a Lot; Section 11 – Lot Occupancy; Section 12 – Sewage Disposal; Section 13 – Open Cellars and Excavations; Section 14 – Responsibilities of the Permit Holder; Section 15 – Documents on Site; Section 16 – Duties of the Building Inspector(s); Section 17 – Powers of the Building Inspector; Section 18 – Fees; Section 19 – Repeal and Transition; Schedule “A” – Schedule of Fees.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Gisèle McCaie-Burke to read Building By-law No. 06-2016, for the final time, this reading by title only, thereby enacting the By-law.

MOTION CARRIED.

Councillor Mike Pope read Building By-law No. 06-2016 by title only for enactment.

14(iii) Third and Final Readings of Subdivision By-law No. 07-2016

MOVED BY Councillor Mike Pope and **seconded by** Councillor Tim Scammell to read Subdivision By-law No. 07-2016, for the third time, this reading by title and section numbers only.

MOTION CARRIED.

Councillor Mike Pope read Subdivision By-law No. 07-2016 by title and section numbers as follows: Subdivision By-law No. 07-2016: Section 1 – Title; Section 2 – Scope; Section 3 – Interpretation; Section 4 – Application; Section 5 – Tentative Plan; Section 6 – Connectivity; Section 7 – Lots, Blocks, and Other Parcels; Section 8 – Land for Public Purposes; Section 9 – Developer Obligations; Section 10 – Rejection of a Subdivision Plan; Section 11 – Subdivision Plans; Section 12 – Approval of a Subdivision Plan; Section 13 – Fees; Section 14 – Repeal and Transition; Schedule “A” – Schedule of Fees.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Gisèle McCaie-Burke to read Subdivision By-law No. 07-2016, for the final time, this reading by title only, thereby enacting the By-law. **MOTION CARRIED.**

Councillor Mike Pope read Subdivision By-law No. 07-2016 by title only for enactment.

15. DATE, TIME AND LOCATION OF NEXT MEETING

The next Council meeting is scheduled for Wednesday, 20 July 2016 in Council Chamber.

16. ADJOURNMENT

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Councillor Tim Scammell to adjourn the meeting.

MOTION CARRIED.

The meeting adjourned at 8:02 p.m.

Respectfully submitted,

Cynthia Geldart
CAO/Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor