

Village of New Maryland
Council
18 January 2017

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

Absent: 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 Mike Pope that the agenda be approved as distributed.

MOTION CARRIED.

3. Approval of the Minutes

MOVED BY Councillor Tim Scammell and **seconded by** Deputy Mayor Alex Scholten that the minutes of the 21 December 2016 regular session of Council be approved as circulated.

MOTION CARRIED.

4. Disclosure of Interest

No *Disclosures of Interest* were declared.

5. Presentations

No Presentations were made.

6. Proclamations

Mayor Wilson-Shee proclaimed the week of February 13 – 20, 2017 as *Heritage Week* and Monday, February 20, 2017 as *Heritage Day*.

7. Correspondence

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

- a reminder from UMNBS of the Building Communities through Arts and Heritage Funding for Community Anniversaries taking place in 2018;

- information regarding the website established by the Premier highlighting Canada 150 celebrations;
- a list of events hosted by the Chamber of Commerce, including their Winter Warmer Open House, Lunch & Learn Webinar and State of the Province Address;
- an email from Employment & Social Development Canada regarding ‘Canada’s Volunteer Awards’;
- the *UMNB Bulletin* containing information on the change of location of their office and updates on the zone meetings, membership dues, and meeting schedule;
- an invitation to attend a training session hosted by the Atlantic Infrastructure Management Network entitled “On the Road to Asset Management”;
- an invitation to attend a Community Town Hall meeting hosted by Fredericton MP Matt DeCoursey with special guest Prime Minister Justin Trudeau;
- a letter from the Hon. Peter Van Loan, MP and Official Opposition Critic for Canadian Heritage & National Historic Sites asking for support of Bill C-323 – a Private Members Bill to create a tax credit for restoration of historic places; and
- an email from the Federation of Canadian Municipalities regarding a paper they recently released entitled “Seizing The Moment”, the municipal sector’s budget recommendations to the federal government.

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:

- ❖ 22 December 2016 – New Maryland Fire Department’s Christmas Dinner;
- ❖ 23 December 2016 – meeting with Fire Chief Farrell and Ray Burke’s two adult grandsons, Teghen and Liam Nightengale, for a photograph. The two adult boys were visiting for the Christmas holidays. A photo was taken 14 years ago when the boys were much younger;
- ❖ 01 January 2017 – our New Year’s Levee (*Deputy Mayor Scholten, Councillors LeBlanc, McCaie-Burke and Scammell, and Fire Chief Farrell attended*);
- ❖ 01 January 2017 – New Year’s Levee hosted by the City of Fredericton;
- ❖ 01 January 2017 – New Year’s Levee held at the Governor’s House (*Councillors McCaie-Burke and Scammell also attended*);
- ❖ 01 January 2017 – New Year’s Levee held at the Legion;
- ❖ 05 January 2017 – Age-Friendly Community Ad-hoc Committee (*Deputy Mayor Scholten, Councillor McCaie-Burke and Karen Taylor, Assistant Clerk also attended*);
- ❖ 09 January 2017 – PNM Zoomers monthly meeting (*Deputy Mayor Scholten and Councillor McCaie-Burke also attended*);
- ❖ 10 January 2017 – RSC 11 board meeting;
- ❖ 12 January 2017 – Regional Reception hosted by the City of Fredericton (*all members of Council and the majority of senior staff members also attended*);
- ❖ 12 January 2017 – Solar Energy Research Ad-hoc Committee (*Deputy Mayor Scholten, Councillor Pope, and Rob Pero, Building Inspector/Development Officer also attended*);
- ❖ 13 January 2017 – meeting with Fire Chief Farrell and volunteer fire fighter Ellen Morris;
- ❖ 13 January 2017 – meeting with Don Fitzgerald, Executive Director RSC 11 and Scott Smith, Co-Chair;
- ❖ 14 January 2017 – birthday party for a local resident;
- ❖ 16 January 2017 – Senior’s 45 card party (*Mayor Wilson-Shee expressed appreciation from the group to Nancy St. Croix, Facilities Manager, for all of the preparations she makes for the*

group. The Mayor also shared the expression of gratitude with Nancy in an email, followed by a phone call);

- ❖ 17 January 2017 – Community Town Hall meeting hosted by MP Matt DeCoursey with Prime Minister Justin Trudeau as the special guest (*Deputy Mayor Scholten and Councillors LeBlanc, McCaie-Burke and Pope also attended*); and
- ❖ 18 January 2017 – Pot Luck Social hosted by the PNM Zoomers with guest speaker Himu Mukherjee, Senior Good Will Ambassador (*Deputy Mayor Scholten and Councillors McCaie-Burke, Pope and Scammell also attended*).

9. Planning Advisory Committee

Councillor Paul LeBlanc explained that due to a lack of new agenda items, the Planning Advisory Committee (PAC) did not meet in January, however he reported that the December 2016 building permit report consisted of two items and that the next PAC meeting is scheduled for 06 February 2017.

Councillor LeBlanc further explained that he was bringing a motion forward regarding PAC membership. According to Section 12 of the *NB Community Planning Act*, Council shall appoint members to the PAC for up to a three-year term via a formal resolution of Council. Council also reserves the option of re-appointment or re-designation of any existing committee member. In September 2016, a newspaper advertisement was posted in the Daily Gleaner and notification was broadcast on the Village's social media outlets to solicit potential candidates for consideration of appointment to the various PAC positions as they become available. At the 14 December 2016 Council-In-Committee (CIC) meeting, Council reviewed the *Expression of Interest* forms received from four residents and upon review of all considerations, Council made the decision to re-appoint Stephen Conn to the PAC. By way of follow-up, two of the applicants have recently accepted positions on the Village's Solar Energy Research Committee and the other applicant had requested that his application be retracted as opposed to remaining on file.

MOVED BY Councillor Paul LeBlanc 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 Stephen Conn as a member of the Planning Advisory Committee for the period of January 18, 2017 to June 20, 2018 as per Section 12 of the *New Brunswick Community Planning Act*.

Discussion: An adjustment has been made to the typical three-year duration of the term of office to allow for better synchronization of the membership appointment schedules which will also allow for greater administrative efficiencies and potentially provide opportunity for additional expressions of interest in serving on the committee.

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

Deputy Mayor Alex Scholten provided updates on behalf of the Recreation & Leisure Services Department as prepared by the Recreation Coordinator, Michelle Sawler.

- Staff made a good start on the preparation of the outdoor rink right after the Christmas break, however the unusually warm weather followed by significant rain and melting snow set things back considerably. One rink was opened this past Sunday and it is likely that only one rink will be operational this winter. The office has received many calls, Facebook inquiries and emails about the rink. Our residents are anxious to have it operational and when a photo and information was posted to our Facebook and Twitter sites last Saturday, the response was over 6,000 views by Sunday evening.
- A sliding hill will be constructed this winter next to the rinks however the mild weather has impeded this project as well. More snow is required in order to build the hill to a significant height to be enjoyable.
- The Free Skate at the Grant-Harvey Centre on December 29th was very popular and well attended. Deputy Mayor Scholten and Councillors Scammell, Pope and LeBlanc all participated and enjoyed this family event. Another free skate is scheduled for Tuesday, March 07th.
- The next babysitter's course is scheduled for Friday, March 10th.
- Activities that are planned for March break but that are weather-dependent include family sleigh rides at Oakland Farm and a Glow-Skate. A March Break Day Camp is not being offered this year due to a lack of available staff.
- The Christmas season and events have concluded and the Merry Christmas banner was taken down on Thursday, January 12th, the Christmas Tree lights were removed, and the carolers that had been on display were placed into storage.
- Open Gym has returned following the closure of NMES for three weeks. January through April are consistently the busiest months for the gym. Adult volleyball and open pickleball play have started. All residents are encouraged to attend another pickleball demonstration that is scheduled for Wednesday evening, 01 February 2017 from 7:30 – 9:30 pm. This is a low-impact and entertaining sport that is proving to be very popular in our community.

MOVED BY Deputy Mayor Alex Scholten and **seconded by** Councillor Mike Pope the adoption of this report.

MOTION CARRIED.

11(ii) Public Works Department Updates

Councillor Tim Scammell provided updates from the Public Works Department.

- The Springwater Reservoir refurbishment has been completed. The work included the replacement of electrical equipment such as controls and switches which have been in place since the original construction and installation of modern and up-to-date technology. The new equipment also includes Variable Frequency Drives and 3-phase pumps which will provide smoother operations and improve performance and reliability of the reservoir.
- Village staff investigated a total of 102 public works reports in 2016. The reports include inquiries from residents relating to transportation, water and sewer, and recreation. The reports are investigated to the satisfaction of residents and staff. The Public Works Supervisor reported

that the majority of the reports concluded with gratitude and compliments from the residents involved.

- Public Works staff assisted the New Maryland Scouting group with the Christmas tree pick up in the Village on January 07, 2017. The trees were dropped off at a disposal site at the Wastewater Treatment Plant and will be mulched in the spring.
- This winter has certainly provided many challenges with the fluctuating temperatures resulting in icy conditions on different occasions. We encourage motorists and pedestrians to use caution when these conditions exist.
- The No Parking Ban is in effect from 12 midnight and 7:00 a.m. on Village streets and in an effort to assist with snow removal, we request that residents refrain from parking on streets during a snow storm.
- Council and staff would like to thank residents who have participated in the adopt-a-hydrant program for snow clearing and would also like to encourage other residents to participate in the program during winter months by keeping hydrants clear of snow. Any assistance is greatly appreciated.

MOVED BY Councillor Tim Scammell and **seconded by** Deputy Mayor Alex Scholten the adoption of this report.

MOTION CARRIED.

11(iii) New Maryland Fire Department (NMFD) Update

Chief Farrell reviewed two reports for the NMFD.

- The final quarter report for 2016 included 23 calls between October 01st and December 31st. Ten of those calls were within the Village limits and 13 from the surrounding Local Service District coverage area. The total number of firefighting hours for the final quarter of 2016 was 114 hours.
- The annual statistics report for 2016 indicated a total of 84 calls for service, which is an increase of 10 calls over 2015. Total firefighting hours for the year was 790 hours. The top three types of calls were fire alarms (28 calls), vehicles accidents (13), and power lines or pole fires (10 calls). Of the 84 calls for service, 39 calls responded to were located within the Village limits and the remainder were located in the Local Service District coverage area. The busiest day of the week for calls was Wednesday with 17 calls coming in on Wednesdays.

MOVED BY Councillor Paul LeBlanc and **seconded by** Councillor Gisèle McCaie-Burke the adoption of the quarterly and year-end fire department reports as presented by Chief Farrell.

MOTION CARRIED.

Councillor LeBlanc further explained that the Fire Chief has received three quotes for the cost of purchasing four breathing apparatus units from Cumings Fire & Safety Equipment Ltd., Seaboard Industrial Supply Company Ltd. and Hazmasters Inc. Chief Farrell has recommended proceeding with the purchase of breathing apparatus from Cumings Fire & Safety Equipment Ltd. in the amount of \$21,300.00 plus \$3,195.00 HST for a total purchase price of \$24,495.00.

MOVED BY Councillor Paul LeBlanc and **seconded by** Councillor Gisèle 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 Fire Chief, accept the quote as submitted by Cummings' Fire & Safety

Equipment Ltd. in the amount of \$21,300.00 (*twenty-one thousand three hundred dollars*) plus \$3,195.00 (*three thousand one hundred and ninety-five dollars*) HST for a total purchase price of \$24,495.00 (*twenty-four thousand four hundred and ninety-five dollars*) for the purchase of 4 (four) MSA G1 breathing apparatus units for the fire department.

MOTION CARRIED.

11(iv) Finance Department Update

Councillor Mike Pope reported on three items from the Finance Department.

- The fourth quarter water and sewer readings and billings have been processed and mailed out to residents. As an added convenience for the customer, information on receiving future invoices via email was also included in the mail-out. The responses to date have been positive and this translates to direct savings in terms of printing, envelopes, and mailing costs, not to mention the soft savings of staff time being allocated to more cost-benefit duties.
- The 2017 Operating and Capital budgets were approved by Council at the December 21st Council meeting. The budgets and necessary paperwork have been submitted to the Department of Environment and Local Government for review and approval.
- As part of the 2017 Capital Budget, the process to make application to the Municipal Capital Borrowing Board to borrow funds for the Daniel Drive Storm Water Upgrade project and the Sidewalk Expansion project will commence with tonight's reading of two motions following this report.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Tim Scammell the adoption of this report.

MOTION CARRIED.

Councillor Pope introduced a motion for the financing of the Daniel Drive Storm Water Upgrade project. All applications for borrowing with the Municipal Capital Borrowing Board (MCBB) require specific motions of Council. This project was approved by Council during the 2017 budget process and further reviewed at the January 11th, 2017 Council-In-Committee meeting. The motion allows for the application process to commence for the project.

MOVED BY Councillor Mike Pope and **seconded by** Deputy Mayor Alex Scholten the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount: purpose – Transportation Services – Daniel Drive Storm Water Upgrade, amount - \$525,000 (*five hundred twenty-five thousand dollars*), and term – fifteen years.

MOTION CARRIED.

A similar motion and process are also required for the 2017 Sidewalk Expansion project.

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 submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount: purpose – Transportation Services – Sidewalk Expansion, amount - \$275,000 (*two hundred seventy-five thousand dollars*), and term – ten years.

MOTION CARRIED.

Councillor Mike Pope explained that all allocations to or from reserve funds require motions of Council as per the *NB Municipalities Act*. As discussed and agreed to by Council during the 2017 Budget meetings, the following motion deals with funds already located in the Capital Reserve Fund for fire equipment that need to be moved to the General Capital Fund for the purchase of the equipment.

MOVED BY Councillor Mike Pope and seconded by Deputy Mayor Alex Scholten the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland transfer from the General Capital Reserve Fund (Acct #0626 1015-021) to the General Capital Fund (Acct #0626 1020-875) the sum of \$22,300 (*twenty-two thousand three hundred dollars*), being the amount required to cover the proposed Fire Equipment cost.

MOTION CARRIED.

11(v) Administration Department Update

MOVED BY Councillor Gisèle McCaie-Burke and seconded by Councillor Mike Pope the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland, as per the recommendation of senior staff, adopt the amendments to the *Human Resources Policy Manual* as attached hereto.

Discussion: Council reviewed the HR Policy Manual in detail at the January 11th Council-In-Committee meeting as the final portion of the Orientation project. As a result of that review, two amendments are brought forward tonight for adoption by Council. The first amendment is regarding *Code of Conduct, Section 2, 2.1 Disrespectful Statement or Actions* – this is in relation to the changes to the *Social Media Policy* and details the ramifications for disrespectful actions or statements, including those posted on social media sites. The second amendment is regarding *Benefits Programs, Section 3, Long-Service Award* – this amendment is to provide consistency with other policies of Council.

MOTION CARRIED.

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Councillor Mike Pope the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland, as per the recommendation of senior staff, adopt the amended *Social Media Policy* as attached hereto.

Discussion: Proposed amendments to the *Human Resources Policy Manual* and *Social Media Policy* were presented to Council at the 10 August 2016 and 11 January 2017 meetings. Council expressed concern over the lack of written repercussions in the documents to detail consequences for Village employees who post inappropriate comments on the Village's social media sites or participate in disrespectful statements or actions. At the request of Council, staff researched the matter and recommended amendments to address the concerns. The amendments were presented to Council during last week's Council-In-Committee meeting and approved in principle. The amendment to the *Social Media Policy Section 3.3 Improper Postings* has been approved as follows: "Improper postings include but are not limited to comments that are personal attacks, profanity, obscenity, offensive, abusive, harassing, defamatory, unlawful, harmful, libelous, or any other material or communication that may be deemed offensive and are designated as such at the sole discretion of the Council of the Village of New Maryland." In addition, the amendment to *Section 5.0 Posting Content* is made as

follows: “All social media postings shall (5.1) adhere to VONM policies and procedures, including but not limited to *Procedural By-law No. 50, Section 12* regarding Disrespectful Statements and/or Actions, and *Human Resources Policy Manual, Code of Conduct, Section 2.1*”.

MOTION CARRIED.

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Councillor Tim Scammell the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland adopt the attached Position Profiles for employees of the Village of New Maryland.

Discussion: Draft position profiles were presented to Council for review at the January 11th Council-In-Committee meeting. The position profiles consist of the contents of existing employee job descriptions, with the addition of Core Competencies and a new format for clarity. The new position profiles do not create or change any positions, but are simply adding a focus on customer relations, communications and a clarity in expectations. Council recognized the significant amount of work completed by the Chief Administrative Officer/Clerk in preparing the new position profiles and expressed their appreciation.

MOTION CARRIED.

12. Approval of the Treasurer’s Report

MOVED BY Councillor Tim Scammell and **seconded by** Councillor Gisèle McCaie-Burke to approve the Treasurer’s Report as follows: Payments made in the month of December 2016 from the General Operating account by cheques and direct payments in the amount of \$480,430.36 (*four hundred eighty thousand four hundred and thirty dollars and thirty-six cents*); from the Water and Sewer Operating account in the amount of \$152,520.19 (*one hundred fifty-two thousand five hundred and twenty dollars and nineteen cents*); from the General Capital account in the amount of \$0 (*zero dollars*); and from the Water and Sewer Capital account in the amount of \$19,178.26 (*nineteen thousand one hundred and seventy eight dollars and twenty-six cents*).

MOTION CARRIED.

13. Public Input/Inquiries

No members of the public were in attendance at the meeting.

14. New Business

14(i) Third and Final Readings of By-law Amendment No. 42-01-2016

Deputy Mayor Scholten explained that the Public Works Supervisor provided information to Council at the Council-In-Committee meeting of 23 November 2016 and again on 14 December 2016 regarding water lateral repairs and the wording of the current by-law relating to water and sewer systems. Council proceeded with first and second readings of the amendment by title only at the 21 December 2016 Council meeting. The purpose of the amendment is to ensure timely repairs are made to water laterals. Residents are responsible for repairs to the water laterals on their property, however repairs are not always conducted quickly and because water is a precious commodity to our community, the amendment is necessary. The amendment will allow Village staff to undertake repairs if not done so promptly by the homeowner, and submit the costs back to the property owner.

MOVED BY Deputy Mayor Alex Scholten and **seconded by** Councillor Mike Pope to read By-law Amendment No. 42-01-2016, for the third time, this reading in its entirety.
MOTION CARRIED.

Deputy Mayor Alex Scholten read By-law Amendment No. 42-01-2016, a By-law Relating to the Water and Sewer Services, in its entirety.

MOVED BY Deputy Mayor Alex Scholten and **seconded by** Councillor Tim Scammell to read By-law Amendment No. 42-01-2016, for the final time, this reading by title only, thereby enacting the By-law Amendment.
MOTION CARRIED.

Deputy Mayor Alex Scholten read By-law Amendment No. 42-01-2016 by title only for enactment.

15. DATE, TIME AND LOCATION OF NEXT MEETING

The next Council meeting is scheduled for Wednesday, 15 February 2017 at 7:30 pm in Council Chamber.

16. ADJOURNMENT

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

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Cynthia Geldart
CAO/Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor