

Village of New Maryland
Council
19 July 2017

Present: Mayor Judy Wilson-Shee
Councillor Paul LeBlanc
Councillor Mike Pope
Cynthia Geldart, CAO/Clerk

Deputy Mayor Alex Scholten
Councillor Gisèle McCaie-Burke
Councillor Tim Scammell

Absent: Karen Taylor, Assistant Clerk

Also Present: Team New Brunswick athletes and their families, and MLA Jeff Carr (*agenda items 1 through 5*)



1. Call to Order

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

2. Approval of the Agenda

MOVED BY Councillor McCaie-Burke and **seconded by** Councillor Scammell that the agenda be approved as distributed. **MOTION CARRIED.**

3. Approval of the Minutes

MOVED BY Councillor Pope and **seconded by** Deputy Mayor Scholten that the minutes of the 21 June 2017 regular session of Council be approved as circulated. **MOTION CARRIED.**

4. Disclosure of Interest

No *Disclosures of Interest* were declared.

5. Presentations

Mayor Wilson-Shee offered congratulations and presented cheques and Village pins to five athletes from New Maryland who will be participating in the Canada Summer Games being held in Winnipeg from July 28th through August 13th. These athletes will be representing NB in swimming, volleyball, and track and field. Another athlete from New Maryland who was unable to attend the meeting will be representing NB in tennis. MLA Jeff Carr offered congratulations and good luck to the athletes. Mayor Wilson-Shee also thanked Michelle Sawler, Recreation Coordinator, for informing Council of the participation of New Maryland athletes in the Canada Summer Games.

6. Proclamations

No proclamations were announced.

7. Correspondence

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

- ❖ registration information from the Union of Municipalities of NB (UMNB) for the 2017 Annual Conference being held from September 29th to October 01st;
- ❖ confirmation from the Mayor of our support of the New Horizon for Seniors Program Grant Application from the York Sunbury Search & Rescue organization;
- ❖ an invitation from Mayor Mike O'Brien to attend a flag raising ceremony on August 15th;
- ❖ notification from Horizon Health that a motion was passed at their last Medical Staff meeting calling for "a new aquatic facility large enough to replace the Sir Max Aitken pool and accommodate further growth of water sports in the Fredericton area", with an emphasis on the medical and health benefits a pool provides;
- ❖ a request for nominations for the New Brunswick Human Rights Award;
- ❖ notification of the municipal and rural community by-elections scheduled for October 23rd, 2017;
- ❖ a copy of the letters sent to the province from Sandy Schembri, Senior Special Assistant to the federal Minister of Infrastructure and Communities, marking the official launch of the negotiations which will govern Phase II of the long-term Infrastructure Plan;
- ❖ confirmation of our Gas Tax Fund allocations for 2017;
- ❖ a request from the Department of Transportation and Infrastructure for an updated Five-Year Plan to be submitted no later than September 30th for consideration with their 2018 construction priorities;
- ❖ a thank you from FCM regarding our contribution to FCM's legal defense fund; and
- ❖ notification from Raymond Murphy, Executive Director of UMNB that he has submitted his resignation, effective later this fall.

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:

- ❖ June 21 - reception at Gallery 78, hosted by Fredericton Mayor Mike O'Brien, followed by opening night of MALA;
- ❖ June 22 - meeting with Dr. Lamptey and Scott MacLean, Public Health;
- ❖ June 22 – tree planting with Rockland Miller, Public Works Supervisor and New Maryland Scouts;
- ❖ June 22 – Community Policing Committee meeting (*Councillor Scammell also attended*);
- ❖ June 23 – reception hosted by NMES staff;
- ❖ June 26 – meeting to discuss the future of Saint Mary the Virgin Church;
- ❖ June 27 – Parliamentary Breakfast hosted by the Chamber of Commerce (*Deputy Mayor Scholten, Councillor McCaie-Burke and CAO Cynthia Geldart also attended*);
- ❖ June 29 – Opening Ceremony for the Acadia Games (*Councillor McCaie-Burke also attended*);
- ❖ July 01 – Canada Day Celebration (*Deputy Mayor Scholten and Councillors LeBlanc, McCaie-Burke and Scammell also attended*);
- ❖ July 02 – volunteered serving breakfast at the Acadia Games;
- ❖ July 02 – attended the Closing Ceremony for the Acadia Games;
- ❖ July 07 – announcement at the Gagetown Military Family Resource Centre;

- ❖ July 11 – Strawberry Social (*all members of Council also attended, as well as Michelle Sawler, Recreation Coordinator, Cynthia Geldart, CAO, Scott Sparks, Treasurer, and Nancy St. Croix, Facilities Manager*);
- ❖ July 13 – announcement by Deputy Premier Horsman and Minister Fraser regarding funding of the Municipal Designated Highway Program (*Deputy Mayor Scholten, Councillor McCaie-Burke and numerous staff members also attended*);
- ❖ July 17 – meeting to discuss development enticements with Deputy Mayor Scholten, CAO Cynthia Geldart, Treasurer Scott Sparks, Public Works Supervisor Rockland Miller, and Building Inspector/Development Officer Rob Pero;
- ❖ July 18 – walk through the woods from New Maryland Elementary School to the New Maryland Centre with Deputy Mayor Scholten, Councillor LeBlanc, Recreation Coordinator Michelle Sawler and Fire Chief Harry Farrell;
- ❖ July 18 – road trip out the Smith Road with Fire Chief Harry Farrell;
- ❖ July 19 – photo op with Deputy Premier Horsman for the Canada 150 Project (*RDC Director of Communications Bruce MacFarlane, Deputy Mayor Scholten, Councillor McCaie-Burke and Councillor Pope also attended*); and
- ❖ July 19 – social function for one of our staff members who will be having his first child in August (*Councillor McCaie-Burke also attended*).

9. Planning Advisory Committee

Councillor Tim Scammell reported that the Planning Advisory Committee (PAC) met on July 10th, 2017 with all committee members present.

He further reported that the first business addressed under *Business Arising* was an update regarding the committee membership. Julie Clarke has been appointed to the committee and Brad Marshall was reappointed as the Chairperson, along with Councillor Scammell as the Vice-Chairperson and Council representative. The committee was provided with an orientation as an introduction to new committee members.

Councillor Scammell explained that Rob Pero, Building Inspector/Development Officer advised PAC that Council had adopted the Strategic Plan 2017 -2022 at the Council meeting of June 21st, 2017. Rob then reviewed a list of the Development Services Department-related objectives that staff will be working on over the next five years in conjunction with PAC and Council. This is the Village's second 5-year Strategic Plan and Rob reviewed the aspects of the plan that most involves PAC, including specific reference to the Key Result Area pertaining to growth. The Development Services staff will be carrying out a *Housing Needs Assessment and Fact Sheet* in the next few months and a draft of the document will be compiled for PAC to review. The fact sheet will take into account the demographics and socioeconomic statistics for the Village.

Kyle Arsenault, Assistant Building Inspector/Development Officer had provided PAC with the *Building Permit Report* for June 2017. The month was quite busy with a total of 26 building permits issued, compared to 20 permits issued in the same month last year. The year-to-date totals ending June 2017 included 62 permits, compared to 64 permits issued at the end of June 2016.

The committee moved on to *New Business* items with a report from Rob concerning the preliminary drawings for a subdivision that include the development and servicing of ten new residential building lots.

Councillor Scammell reported that the last item reviewed at the PAC meeting was a draft *Residential Construction Square Foot Cost Reference Table* as presented by Rob. The table related to residential construction and renovation projects and is intended to be used by staff to review the cost estimates submitted in building permit applications to ensure that the estimated cost of construction represented by the applicant is accurate compared to the prevailing market values. The table was created using research from several other municipalities and it will be discussed further at future meetings.

The next PAC meeting is scheduled for 14 August 2017 at 7:00 p.m. in Council Chamber.

MOVED BY Councillor Scammell and **seconded by** Deputy Mayor Scholten the adoption of the Planning Advisory Committee report as presented. **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 Mike Pope provided updates on behalf of the Recreation Department as prepared by Michelle Sawler, Recreation Coordinator, including highlights of the following programs and/or projects:

Day Camp/Little Fingers – the Day Camp program is currently in its fourth week and the Little Fingers Program has just started its first week. All of the counsellors are settling in nicely and the children seem to be thoroughly enjoying their day camp experiences. The camps have included numerous afternoon water games and also include activities from the ParticipACTION Canada 150 playlist each week.

Summer Socials/Concerts – the Strawberry Social was held on July 11th and was very successful with just under 400 strawberry shortcakes being served. There was a very large crowd and many people continued to arrive as late as 7:30 p.m. The biscuits were home-made again this year by Donna Fletcher and we extend our thanks and appreciation to Ms. Fletcher. The berries were purchased at Sobeys and prepared by staff on Tuesday morning. We estimated that approximately 200 people attended the event. All members of Council attended and everyone had a good time. The next social and concert event is scheduled for July 25th and will be our second annual *Ice Cream Social*. The ice cream and sundae toppings will be served inside the New Maryland Centre and the band *Scotty & the Stars* will perform outside, weather permitting.

Parks & Playgrounds – the recreation maintenance crew has been extremely busy working on the playing fields, parks and playgrounds, as well as keeping up with watering our various flower boxes throughout the Village and the community garden. The new playground structure for Orchard Park was installed and the park re-opened on June 23rd to rave reviews. We have received many positive comments via social media and our parks staff have also spoken to several happy residents. The project came in under budget with a final project cost of just over \$25,000 compared to the approved budgeted amount of \$35,000. The savings were realized for two reasons: (1) our staff did the demolition and removal of the old structure which resulted in significant savings for the contractor, and (2) we received a better price on the structure than the original quote from last fall. Work was also

carried out in the Village Park with the footprint being improved last week, resulting in only one day of closure for the park.

Councillor Pope concluded his report by explaining that the current reciprocal agreement with the District regarding our use of the New Maryland Elementary School expired on June 30th and the new agreement, beginning July 01st, has been received with no changes.

MOVED BY Councillor Pope and **seconded by** Councillor Scammell the adoption of the Recreation Department report as presented. **MOTION CARRIED.**

11(ii) Public Works Department Updates

Deputy Mayor Alex Scholten provided updates from the Public Works Department as prepared by Rockland Miller, Public Works Supervisor, as follows:

Public Works Reports: Village staff investigated five Public Works Reports for the month of June, including inquiries regarding culvert inspections, traffic lane markings, tree removal and a sewer smell.

Sidewalk Installation Project: The contractor has finished placing concrete sidewalk along Carlough Street, Cortland Street and MacIntosh Drive. The east end of MacIntosh Drive has been realigned to accommodate the new sidewalk. Residents affected by the work have been very patient during the construction process and the contractor, Village staff and Council thank them for their patience.

Speed Radar Reports for April and May:

- permanent radar on Bradshaw Drive captured 13,239 vehicles over 41 days with 85% of motorist travelling 43 km/hr and under;
- permanent radar on Crown Avenue captured 53,010 vehicles over 41 days with 85% of motorists travelling 48 km/hr and under;
- permanent radar on Atkinson Lane captured 16,924 vehicles over 41 days with 85% of motorists travelling 43 km/hr and under;
- permanent radar on Sprucewood Drive (east) captured 22,610 vehicles over 41 days with 85% of motorists travelling 35 km/hr and under; this is a School Zone with a speed limit of 30 km/hr; and
- permanent radar on Sprucewood Drive (west) captured 15,467 vehicles over 41 days with 85% of motorists travelling 38 km/hr and under, also a School Zone with a speed limit of 30 km/hr.

Deputy Mayor Scholten clarified that the speeds captured are comparable to speeds from previous radar readings.

Water Main Flushing: the flushing of water mains started the week of July 03rd and continued for two weeks. This work is done to remove loose sediments and mineral deposits from the water system. Residents have been very patient during this work.

MOVED BY Deputy Mayor Scholten and **seconded by** Councillor McCaie-Burke the adoption of the Public Works Department report as presented. **MOTION CARRIED.**

MOVED BY Deputy Mayor Scholten and **seconded by** Councillor Pope 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, move forward to purchase a new Sutorbilt 6MV Blower for the Applewood Compressor Building from Sansom Equipment Limited for a cost of \$8,200.00 (*eight thousand two hundred dollars*) plus \$1,230.00 (*one thousand two hundred and thirty dollars*) HST for a total purchase price of \$9,430.00 (*nine thousand four hundred and thirty dollars*) and the funds be sourced from the Water & Sewer Operating Budget.

Discussion: Deputy Mayor Scholten explained that the Public Works Supervisor presented information to Council on 12 July 2017 regarding the replacement of a blower for the Applewood Compressor Building. One of the two blower units was removed from service after abnormal sounds were discovered during operation. Upon further investigation, it was determined that the internal parts of the blower had excessive wear and it was recommended that the blower be replaced. Two quotes were received for a replacement blower and the Public Works Supervisor provided his recommendation to purchase the Sutorbilt 6MV Blower. **MOTION CARRIED.**

11(iii) Finance Department Update

Councillor Paul LeBlanc reported on two items from the Finance Department, as provided by the Treasurer, Scott Sparks, as follows: (1) we received Ministerial approval on our application to the Municipal Capital Borrowing Board on 04 July 2017 regarding our application to borrow funds for the trackless and blower attachment; and (2) the Treasurer and CAO met on 11 July 2017 with representatives from Opus International Consultants to discuss the development of an Asset Management Plan and review the costs involved, as well as a potential application to the Federation of Canadian Municipalities for funding. Subsequent to that meeting, additional information was presented to Council and discussed at the 12 July 2017 Council-In-Committee meeting, leading to a motion that will be presented by Councillor McCaie-Burke as part of her administration report.

MOVED BY Councillor LeBlanc and **seconded by** Councilor Scammell the adoption of the Finance Department report as presented. **MOTION CARRIED.**

Councillor LeBlanc explained that he was bringing forward a motion regarding the 2018 budget guidelines and clarified that although he was bringing the motion forward, he would not be voting in favor of the motion. The motion is to provide senior staff with guidelines established by Council in order for them to develop budget proposals based on those guidelines. The budget proposals will then be presented to Council for consideration.

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, approve “in principle” a 2018 operating budget guideline increase of 2.8% for CPI-NB (Consumer Price Index - New Brunswick).

Discussion: Councillor LeBlanc further clarified that he felt it was counterproductive to approve any increase and felt that the calculations presented by the Treasurer were incorrect. Deputy Mayor Scholten shared a reminder that the increase is not automatic for all expenses and will only be applied by staff where necessary in the line item budget, and that inflation is a reality that must be addressed when budgeting for the next year. Councillor Pope also explained that the motion is intended to provide a guideline only, that all members of Council will be involved in the line-item review of the budget that is submitted by senior staff, and that nothing presented by staff is set in stone as Council has the final say in all budget matters. Councillor McCaie-Burke expressed her anticipation of staff finding savings in some areas and that the wording of the motion regarding the phrase “in-principle” indicates that Council is not expecting an across-the-board increase. Deputy Mayor Scholten remarked on the diligent work by staff in budget preparations and commended them for keeping costs in line. **MOTION CARRIED** (with Councillor LeBlanc voting against the motion).

11(iv) Administration Department Motion

MOVED BY Councillor McCaie-Burke and **seconded by** Deputy Mayor Scholten the following resolution of Council: ***Be It Resolved that*** Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for New Maryland's Asset Management Plan project. ***Be it therefore resolved that*** the Municipality of the Village of New Maryland commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

1. Asset Management Policy
2. Asset Management GAP & Needs Assessment
3. Asset Management Plan

Be it further resolved that the Municipality of the Village of New Maryland commits up to \$12,500 from its budget toward the costs of this initiative.

Discussion: Councillor McCaie-Burke explained that provincial regulations will require all municipalities to have an Asset Management Plan in place by 30 June 2018. Those municipalities not in compliance may have a portion of their Gas Tax funding withheld. This plan is something that the Village will require in a short timeframe and the Federation of Canadian Municipalities has a funding program offering up to 80% of the costs, therefore it was discussed and agreed to by Council at the 12 July 2017 Council-In-Committee meeting to move forward and formalize an Asset Management Plan for New Maryland. Councillor McCaie-Burke further explained that asset management goes beyond the provincial requirement and also provides a very important tool for Council and staff for better financial and project planning. Deputy Mayor Scholten commented that this is an integral component when planning future budgets. Councillor LeBlanc noted that we have collected a great deal of data through PSAB practices and that the project should be completed in a timely manner. **MOTION CARRIED.**

11(v) New Maryland Fire Department Quarterly Report:

Fire Chief Harry Farrell provided his quarterly report for the New Maryland Fire Department for the second quarter. The report included the following data:

- 18 calls were received this quarter;
- 37 calls have been received to date in 2017, compared to 45 calls at this time last year;
- 10 of the 18 calls were located within the Village limits and 8 calls were from outside municipal boundaries;
- the total firefighting hours for this quarter are 95; and
- the total firefighting hours to date for 2017 are 364.

MOVED BY Councillor McCaie-Burke and **seconded by** Deputy Mayor Scholten the adoption of the Fire Chief's second quarter report.

Discussion: Mayor Wilson-Shee commented on the excellent job by the Fire Chief on painting the fire hall doors. She also explained that Saint Mary the Virgin Church was subject to vandalism and that the Church was very pleased by the Fire Chief's actions to secure the building. They further shared their comments that they felt New Maryland is a wonderful and caring community. **MOTION CARRIED.**

11(vi) Solar Energy Research Ad hoc Committee Motion:

MOVED BY Deputy Mayor Scholten and **seconded by** Councillor Pope the following resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland hereby acknowledges that the Solar Energy Research Ad hoc Committee has adeptly fulfilled its mandate in providing recommendations to Council regarding the installation of solar panels on municipal buildings, that no further recommendations are required from the committee, and that in accordance with the committee's *Terms of Reference*, Council hereby moves to dissolve the Solar Energy Research Ad hoc Committee.

Discussion: Deputy Mayor Scholten explained that in August of 2016 Village Council appointed representatives of Council, staff and citizen members to the Solar Energy Research Ad hoc Committee (SERC) and assigned a mandate to research, investigate, report findings and to provide a recommendation to Council on the feasibility of installing solar panels at various municipal facilities. Over the course of numerous meetings, the committee reviewed technical data, conducted a site visit to assess a local solar panel installation, researched funding opportunities, generated a request for proposals (RFP) and reviewed the RFP responses. In this regard, the committee has made their recommendation to Council with respect to the installation of a solar panel array at the New Maryland Centre, Council has proceeded to award the contract, and the installation of a 7.5 kW solar panel array is tentatively scheduled to commence during the week of 17 July 2017. Section 1.2 of the *SERC Terms of Reference* adopted by Council on 14 August 2016 states that: "the committee will dissolve following their recommendation(s) to Council regarding the installation of solar panels on various municipal buildings, provided no further recommendations are required." At a meeting on 12 July 2017, Council concurred that the SERC has successfully fulfilled its mandate and agreed to entertain a future resolution of Council to dissolve the committee. The committee members have been notified that it has yet to be determined what in the way of formal public announcements or grand opening events maybe scheduled in relation to the referenced project, however they were assured to receive a formal invitation to a publicly scheduled event, or a future Council meeting, where Council would seize the opportunity to officially extend appreciation to, and acknowledge the hard work and dedication of, committee members - Co-Chairperson Councillor Mike Pope, Building Inspector/ Development Officer Rob Pero, Robin Chapin, Chris Pelkey, David Preston, and Glen MacMullin. Deputy Mayor Scholten further stated that as Co-Chairperson of the committee he personally wanted to thank and acknowledge the dedication and valued contribution of the committee members. He explained that each member contributed significantly to the success of the SERC by sharing expertise, knowledge and professionalism. Councillor Pope also thanked Deputy Mayor Scholten for his contribution and championing of the project, and commended the committee members. Mayor Wilson-Shee echoed the commendation to all committee members. **MOTION CARRIED.**

12. Approval of the Treasurer's Report

MOVED BY Councillor Scammell and **seconded by** Deputy Mayor Scholten the adoption of the Treasurer's Report as follows: Payments made in the month of June 2017 from the General Operating account by cheques and direct payments in the amount of \$257,314.83 (*two hundred and fifty-seven thousand, three hundred and fourteen dollars and eighty-three cents*), from the Water & Sewer Operating account in the amount of \$19,748.89 (*nineteen thousand, seven hundred and forty-eight dollars and eighty-nine cents*), from the General Capital account in the amount of \$36,082.55 (*thirty-six thousand and eighty-two dollars and fifty-five cents*), and from the Water & Sewer Capital account in the amount of \$29,450.58 (*twenty-nine thousand, four hundred and fifty dollars and fifty-eight cents*). **MOTION CARRIED.**

13. Public Input/Inquiries

No members of the public were in attendance during this portion of the meeting, however Mayor Wilson-Shee took this opportunity to provide updates on two events: (1) the 15th annual golf tournament is scheduled for 09 September 2017, details are available on the website and registration forms are available at the front desk; and (2) approval has been received for the Canada 150 Beautification Project application in the amount of \$150,000. This project consists of 13 solar panel light poles with arms for banners and/or flags, 5 planters and 3 park benches, all to be installed along the New Maryland Highway. The project will begin immediately and materials are being ordered. Mayor Wilson-Shee commented on the excellent work by staff in submitting the application with a very tight deadline.

14. New Business

Councillor Pope explained that a request was received from Riverview MLA Bruce Fitch asking Council to declare the third Saturday in September as Becca Schofield Day to honor the Riverview teen. He further explained that in May of this year, the NB Legislature unanimously honored Becca Schofield with an annual day in her name. The Riverview teen has been diagnosed with terminal brain cancer and has inspired people all around the world with her campaign calling for everyone to perform random acts of kindness. Becca first made headlines in December when she made a “bucket list” after learning her cancer was terminal. One item on the list was to persuade people to perform random acts of kindness and to share them through social media, either by posting on her Facebook page *Becca’s Battle with Butterscotch* or tweeting using *#BeccaToldMeTo*. The phenomenon of doing random acts of kindness has caught on worldwide with thousands of people posting their good deeds in honour of Becca. We are pleased to support the encouragement of random acts of kindness and to acknowledge the efforts of Becca Schofield with the following resolution of Council.

MOVED BY Councillor Pope and **seconded by** Councillor McCaie-Burke the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland declares the third Saturday in September as Becca Schofield Day and further encourages all residents to join Becca’s campaign of performing random acts of kindness. **MOTION CARRIED.**

15. DATE, TIME AND LOCATION OF NEXT MEETING

Cynthia Geldart, CAO/Clerk announced that the next Council meeting is scheduled for Wednesday, 16 August 2017 at 7:30 pm in Council Chamber.

16. ADJOURNMENT

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

The meeting adjourned at 8:10 p.m.

Village of New Maryland Council
19 July 2017

Respectfully submitted,

Cynthia Geldart
CAO/Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor