

**VILLAGE OF NEW MARYLAND
COUNCIL
16 October 2019**

Present: Mayor Judy Wilson-Shee
Deputy Mayor Alex Scholten
Councillor Gisèle McCaie-Burke
Councillor Mike Pope
Councillor Tim Scammell

Also Present: Cynthia Geldart, Chief Administrative Officer/Clerk
Karen Taylor, Assistant Clerk
Harry Farrell, Fire Chief

Regrets: Councillor Paul LeBlanc

1. CALL TO ORDER

Mayor Judy Wilson-Shee called the meeting to order at 7:30 pm and reminded all in attendance that the meeting is being video-recorded for broadcast.

2. APPROVAL OF THE AGENDA

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Councillor Tim Scammell to approve the agenda as distributed. **MOTION CARRIED UNANIMOUSLY.**

3. APPROVAL OF THE MINUTES

MOVED BY Deputy Mayor Alex Scholten and **seconded by** Councillor Mike Pope to approve the minutes of the 18 September 2019 regular session of Council as circulated. **MOTION CARRIED UNANIMOUSLY.**

MOVED BY Councillor Tim Scammell and **seconded by** Councillor Gisèle McCaie-Burke to approve the minutes of the 25 September 2019 Public Hearing as circulated. **MOTION CARRIED UNANIMOUSLY.**

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Deputy Mayor Alex Scholten to approve the minutes of the 25 September 2019 special session of Council as circulated. **MOTION CARRIED UNANIMOUSLY.**

4. DISCLOSURE OF INTEREST

No disclosures of interest were declared.

5. PRESENTATIONS

No presentations were made.

6. PROCLAMATIONS

No proclamations were read.

7. CORRESPONDENCE

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

- an email received from the Union of Municipalities of New Brunswick regarding the provincial government's proposal for municipal reform focusing on vibrant and sustainable communities;
- a newsletter received from the Chamber of Commerce;
- the Village's 5-Year Plan for Upgrading and Improvements to the New Maryland Highway sent to the Department of Transportation and Infrastructure;
- information received concerning the program *New Beginnings: A Population Growth Strategy for New Brunswick 2019 – 2024* which was recently launched by Minister Trevor Holder, Department of Post-Secondary Education, Training and Labour, to address the issue of shortages in the labour force that are anticipated in the next 10 years;
- an update received regarding the provincial move toward eliminating the physician billing number system;
- a letter sent to the Premier advising of Council's full support of the provincial adoption of the 2015 National Building Code as soon as possible;
- a letter received from Sentier New Brunswick Trails Council Inc. advising that they are winding up the affairs of the corporation and are no longer able to provide insurance or other services to their trail partners; and
- notification received from the Chamber of Commerce that the recorded sessions of their recent Federal Candidate Series are available in unedited form.

8. MAYOR'S COMMENTS

Mayor Judy Wilson-Shee provided an update on the meetings and social events that she attended since the last Council meeting:

September 20th – meeting with a resident to discuss his concerns;

September 21st – NB Trails Council Inc. Executive Director meeting with representatives from Tourism, Heritage and Culture;

September 23rd – Mayors Activity Awards ceremony held in the City of Fredericton Council Chambers;

September 23rd – Seniors Advisory Committee meeting along with Deputy Mayor Scholten and Councillors McCaie-Burke and Scammell;

September 24th – City of Fredericton's Age-Friendly Community Advisory Committee meeting at Odell Park Lodge which was also attended by Councillor McCaie-Burke; the topic of discussion was 'Understanding Seniors Isolation and Loneliness';

September 26th – New Maryland Heritage Association meeting along with Councillors McCaie-Burke and Scammell;

September 28th – open house at the Carleton Street Armory, which was an opportunity to meet soldiers, view their equipment and experience army training;

September 28th – the Frank Dunn Annual New Maryland Open Golf Tournament which was very successful and raised \$7,000 toward the restoration of the boardwalk on the New Maryland Centre trails; Mayor Wilson-Shee thanked the 52 sponsors, those who donated prizes and sweets and the golfers; she noted that Frank Dunn's wife Kaye won the 50/50 draw and kindly donated her winnings to the boardwalk restoration project;

September 29th – graduation ceremony held at Portage Atlantic Centre;

September 30th – meeting with a resident to discuss his concerns;

October 1st – RSC 11 meeting;

October 3rd – deconsecration of Saint Mary the Virgin Church;

October 4th to 6th – UMN B Conference held at the Crowne Plaza in Fredericton;
October 7th – Parish of New Maryland Zoomers meeting along with Councillor McCaie-Burke;
October 8th – City of Fredericton’s Age-Friendly Designation celebration which was also attended by Councillor McCaie-Burke;
October 10th – Fire Prevention Week display and open house at the New Maryland fire hall along with Deputy Mayor Scholten and Councillor McCaie-Burke; Mayor Wilson-Shee noted that there was a great turnout at the event and she thanked the volunteer members of New Maryland Fire Department for their work; and
October 15th – the New Maryland Lions Club meeting.

9. COMMENTS BY MEMBERS OF COUNCIL

Members of Council presented updates for the meetings and social events they attended since the last Council meeting.

Councillor Tim Scammell

- Open house at the Carleton Street Armory on September 28th; and
- UMN B Conference October 4th and 5th; Councillor Scammell offered his congratulations to all who organized the event which was very well done.

Councillor Mike Pope

- Fredericton Junior Red Wings game;
- Kidney Foundation Walk, Atlantic Chapter, on September 29th in Odell Park;
- CIBC Run for the Cure at Old Government House on October 13th; and
- UMN B Conference October 4th to 6th.

Deputy Mayor Alex Scholten

September 19th - meeting with UMN B Executive Director Margot Cragg to finalize plans for UMN B’s conference and annual general meeting;

September 20th - meeting of the Ignite Fredericton/Knowledge Park executive at Ignite Fredericton offices;

October 1st - meeting with Ignite Fredericton’s CEO Larry Shaw and NB Liberal Party leader Kevin Vickers to discuss economic development initiatives;

October 3rd - meeting of the Concerned Citizen’s Coalition – Municipal Reform Committee to discuss municipal reform issues/recommendations for government;

October 3rd - Fredericton Chamber of Commerce’s Immigration Committee meeting to discuss and identify immigration issues impacting the city;

October 4th - AMANB meetings and presentations as part of the annual UMN B Conference;

October 4th to 6th – UMN B Conference in Fredericton;

October 6th - UMN B board meeting and executive meeting in Fredericton; Deputy Mayor Scholten commented that the keynote speaker was Doug Griffiths, author of “13 Ways to Kill Your Community”;

October 10th - AMANB’s presentation on Robert’s Rules of Responsible in Moncton City Hall; and

October 10th – New Maryland Fire Department open house; Deputy Mayor Scholten thanked the volunteer members of the fire department and Chief Farrell for their work.

Councillor McCaie-Burke

September 24th – “Understanding Seniors Isolation Loneliness” workshop at Odell Park Lodge, which

was organized and hosted by the City of Fredericton's Age-Friendly Community Advisory Committee; she noted that a follow-up meeting is planned for October 24th;
September 28th – the Trefoil Guild of Girl Guides provincial meeting at Holy Trinity Church to bring greetings on behalf of the Village's Mayor and Council; Councillor McCaie-Burke also provided a tour of the New Maryland Centre trails for some of the delegates;
October 4th to 6th – UMNb Conference;
October 8th – City of Fredericton's Age-Friendly Designation celebration;
October 10th – meeting of the New Brunswick Recreation and Sports Policy Framework and working group, on behalf of UMNb; and
October 10th - New Maryland Fire Department open house.

Mayor Wilson-Shee and Councillor McCaie-Burke thanked Deputy Mayor Scholten for his involvement in the organization of this year's UMNb conference, which was a very well done event. Deputy Mayor Scholten acknowledged the dedication and hard work of UMNb's staff and volunteers in organizing another successful conference.

10. PLANNING ADVISORY COMMITTEE

Deputy Mayor Alex Scholten provided an update from the Planning Advisory Committee (PAC).

- Deputy Mayor Scholten noted that the committee did not meet in October, and the next meeting is scheduled for November 4th.
- Deputy Mayor Scholten stated that the September 2019 Building Permit Report indicated that nine permits have been issued with approximately \$743,700 in estimated value of construction and \$5,425 in permit fee revenue for the month.

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

11. EMERGENCY RESPONSE PLAN COMMITTEE

Councillor Mike Pope presented an update from the Emergency Response Plan Committee.

- The Emergency Response Plan Committee (ERPC) met on Tuesday morning, October 1st with 11 committee members present. The committee members represented Fredericton Amateur Radio Club, York Sunbury Search & Rescue, Parish of New Maryland Zoomers and Faith Baptist Church, as well as senior staff and the EOC Director.
- The meeting focused on preparations for Brunswick Bravo – the provincial emergency preparedness exercise that will take place on Wednesday, October 23rd. The Village will participate in the training with both table-top and field exercises planned for the day. The Village's participation in the exercise will be fairly extensive and involve a mock interview for the Mayor, evacuations, reception centre registration and meal preparation, communication challenges and other situations that will help better prepare the Village for actual emergency events or situations.
- The exercise scenario will be a continuation of Exercise Brunswick Alpha, which the Village participated in last year. The scenario revolves around a weather event unfolding across the entire province. Advanced weather reporting, simulated social media, and web-based news reporting will add to the realism of the experience. The exercises are organized by the Joint Task Force (Atlantic) of the Canadian Armed Forces in conjunction with New Brunswick Emergency Measures Organization (NB EMO), Department of Public Safety, Environment and Climate Change Canada, Regional Emergency Management Coordinators, and participating municipalities.

- Residents are reminded to register for New Maryland Emergency Alerts if they have not already done so. The New Maryland Emergency Alerts system is used to keep residents informed in the event of an actual emergency situation by sharing emergency alerts and important messages. Residents who have already registered should ensure that their contact information is current. To register for the program, please visit the Village's website at www.vonm.ca and search the word "alerts". Residents who have any questions or require assistance with the registration should contact the Village Office at 451-8508.
- Councillor Pope reiterated that the Brunswick Bravo Exercise will take place on Wednesday, October 23rd and stated that residents may notice additional activities by the fire department and other emergency responders throughout the day.
- The Emergency Response Plan Committee will hold an extensive debrief of the response and participation in the exercise at the next regular meeting of the committee scheduled for Tuesday, November 19th at 10:00 am.

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

12. PROJECT REPORTS AND UPDATES

(i) **Recreation Department:**

Deputy Mayor Alex Scholten presented the following update from the Recreation Department:

- Two surveys were prepared and sent to parents this year – one was for Day Camp and the other was for Little Fingers. To date, 41 responses to the Day Camp survey have been received of the 99 invitations sent and 12 responses were received for the Little Fingers survey of the 18 invitations that were sent. The survey will close on Friday, October 18th. To date, the responses have been overwhelmingly positive with many of the responses from first-time participants which makes the feedback especially helpful and relevant. Both the programming and the staff have been highly rated with many positive comments received and almost all respondents indicating they plan to enroll their children next year. As noted in previous years, parents are always interested in an online registration and payment options however, that service is unable to be offered at this time. A final report along with any additional recommendations for 2020 will be prepared at the end of this month.
- The Stay Safe course on November 22nd has reached capacity with 25 registrations. Due to the popularity of the course, staff intend to schedule another course in the spring. The date will be determined in the new year.
- The Wreath Making seminar is booked for Saturday, November 30th at the New Maryland Centre and registration is now open. Sessions are being offered at 9:00, 10:15 and 11:30 am. The facilitator George Bidlake will demonstrate how to make a wreath using fresh balsam fir tips. There is no cost to attend however registration is required, and donations are gratefully accept for the Lions Club Toy & Food Drive which will be held the first week of December.
- The Fall/Winter Program and Event Guide was mailed out last week and copies are also available at the Village Office. The Guide has also been posted to the Village's web site, Facebook and Twitter pages.
- The November monthly meeting for the Parish of New Maryland (PNM) Zoomers will be held on Monday, November 4th at 10:00 am in the boardroom at the New Maryland Centre. All are welcome to attend. Monthly activities for October/November include:
 - Stretch and strengthening classes take place every Tuesday and Thursday morning from

- 10:00 to 11:00 am.
- Book club meets every fourth Thursday at 11:00 am in the boardroom. The next meeting is scheduled for October 24th.
- Line dancing classes take place every Monday at Victoria Hall – 9:15 am for beginners and 10:30 am for intermediate. The cost is \$5 per person and you must be a PNM Zoomers member to participate.
- Craft group meets once a month on Wednesday mornings from 9:00 am until noon. The next meeting is scheduled for October 30th.
- Yoga classes are being held every Wednesday and Friday morning from 10:00 to 11:00 am. The last class to be held this year will be October 23rd.
- The PNM Zoomers are pleased to host a soup luncheon on Thursday, October 17th from 11:30 am to 1:00 pm. There is no charge to attend. The theme is Hallowe'en and in honour of the Zoomers' 10th anniversary, they will also have a cake cutting ceremony.
- Memberships for 2020 are now available from Zoomers members at an event. The membership form is also available on the Village web site. The cost for a one-year membership is \$25.
- For more information on PNM Zoomers activities, contact pnmzoomers@gmail.com.
- A new 12-week session of “Zoomers on the Go” exercise program for aging adults (50+) has begun. The peer-led 12-week program includes two 1-hour sessions twice per week and involves aerobic and resistance exercises, as well as flexibility and balance activities. The classes are led by volunteer older adults who have undergone extensive training by Fitness New Brunswick to become certified “Zoomers on the Go” instructors. The latest program began on September 30th at Victoria Hall. Classes are held on Mondays and Wednesdays from 2:00 – 3:00 pm. The class instructor is Candy Lavigne. For more information please contact the UNB Kinesiology CELlab at 458-7034 or via email at cellab@unb.ca.
- Staff were very disappointed to hear that NB Trails Council Inc. will cease operations as of October 31st. Since its inception in 1994, the staff of NB Trails have been a great source of support and knowledge to municipalities throughout New Brunswick. They have also been a great resource to Village staff, having assisted with the initial development at the New Maryland Centre nature trails. NB Trails has also performed extensive repairs and rebuilds to these trails and boardwalk in recent years. Staff wish to publicly thank the staff of NB Trails for their diligent efforts over the past 25 years.
- The flowerpots along the New Maryland Highway have been planted with fall mums and they are beautiful. Most of the summer flower beds in the Village have been cleaned out by the beautification contractor, and the hanging baskets were recently removed as well.
- The Community Garden users have been notified that the garden will be closed as of October 18th. This was a very successful year for the garden with several new participants, possibly due to the new location. Staff have been advised that the former community garden will remain closed next year as well, so staff are happy to have the new site up and running. The garden will be able to accommodate 24 plots again next year.
- Staff are very pleased to announce a new beautification initiative for 2020. The “Liberation 75” commemorative planting campaign, sponsored by Communities in Bloom, strives to have 1.1 Million tulip bulbs planted this year. The tulips will bloom in the spring of 2020 to commemorate the 75th Anniversary of the cessation of the Second World War, as well as honour the 1.1 Million Canadians who served in this war. The Village has purchased 1,000 bulbs that will be planted later this month in three locations – Victoria Hall, the Village Office and the New Maryland Centre.
- The Village's annual Pumpkin Carving Event will be held this Saturday, October 19th from

10:00 am until noon in the New Maryland Elementary School cafeteria. Day Camp counsellors Neon and Tumble will be assisting staff at this event. Pumpkins, carving utensils, stencils and everything needed to create a unique jack o' lantern will be provided! Healthy snacks will also be available. A reminder to everyone that this event is FREE and supplies are limited. We look forward to seeing everyone on Saturday.

- The New Maryland Home and School Association is proud to host the annual Fall Frolic at NMES on Friday, October 25th from 5:00 – 8:00 pm with fireworks at 8:30 pm. It will be an evening of carnival games, yummy food trucks, the famous 'cake walk' and an amazing fireworks display - all in support of the school's programs. Deputy Mayor Scholten remarked that this is the New Maryland Home and School Association's largest fundraiser and he encouraged everyone to support this important event.
- The Village's annual Remembrance Day service will be held on Monday, November 11th at the New Maryland cenotaph in Victoria Hall Park starting at 10:45 am. A lunch reception will follow the service at the New Maryland Centre. Anyone who wishes to lay a wreath during the ceremony should contact the Village office no later than Thursday, November 7th. Wreaths may be purchased through the Royal Canadian Legion Branch #4.

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

Discussion:

Mayor Wilson-Shee commented that due to a scarcity of fir tips in recent years, she hopes that staff have a back-up plan for the wreath making seminar in order to avoid disappointment by participants. She added that the wreath making seminar is a very well-liked event and has grown in popularity over the years. **MOTION CARRIED UNANIMOUSLY.**

(ii) Public Works Department:

Councillor Mike Pope presented the following update from the Public Works Department:

- Village staff investigated seven Public Works Reports for September 2019. The reports were inquiries for culvert replacement, ditch maintenance, water discoloration, discarded needles, tree removal and debris on streets.
- Several speed radars units are located throughout the Village to collect data regarding the speeds and volume of traffic. Staff evaluate the data to identify trends and times of day when motorists may be travelling above the posted speed limit. This information is also shared with the RCMP. Drivers are reminded that the posted speed limit on Village streets is 40 km/hr., and in the vicinity of the school the speed limit is 30 km/hr. Please respect the speed limit and be watchful for pedestrians and students returning to school.
- Public Works staff have begun work on draining fire hydrants, performing inspections on sidewalks, storm and sanitary systems in preparation for the colder months. Snow removal equipment is also being prepped for the upcoming winter months.
- Dates for the Fall Leaf Pick-Up have been set for Wednesday, November 6th and Thursday, November 7th. Only leaves in compostable bags will be collected. For an earlier collection, a bin will be placed again this year at the Village Office parking lot on Saturday, October 19th for one day only for residents to drop off their compostable bags of leaves.
- The Village's municipal water system is checked daily and sampled weekly. Village Council and staff would like to remind residents on private well water to have their water tested regularly for coliform and e-coli bacteria. Sample bottles and collection procedures can be picked up at the Village office between the hours of 8:30am and 4:30pm Monday to Friday, with the exception of

holidays.

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

(iii) New Maryland Fire Department:

Chief Farrell provided the following quarterly report for the fire department:

- For the months of July, August and September a total of 21 calls for service were received. Ten of the 21 calls were within the municipality and eleven were outside Village limits. For the same quarter in 2018 a total of 23 calls were received.
- There were a total of 187 firefighting hours for the quarter.
- The most common type of call for the period was fire alarms with five calls being received.

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

(iv) Finance Department

Councillor Gisèle McCaie-Burke presented the following update from the Finance Department:

- The Senior Finance Clerk has started the Financial Accounting 3000 course through Nova Scotia Community College in September.
- In the field of technology, the Treasurer attended two sessions on cyber security. The first session was presented by the Village's IT provider, BrunNet and the second session was presented by the accounting firm Grant Thornton. Both sessions were very informative and looked at the issue of cyber security from slightly different perspectives.
- The Treasurer worked with the Village's insurance broker through the summer to obtain proper coverage and valuations. This helped ensure that the insurance broker could go to market and acquire the best value for the Village's money. This exercise did result in a change and substantial savings to the municipality.
- The Treasurer attended the Canadian Pension and Benefits Institute Atlantic Regional Conference in Prince Edward Island. The sessions included topics pertaining to benefits, pensions, legal, the political landscape, and how these impact both the employees and employers.
- The Finance Department has teamed up with Eastern College to provide for a student field placement for their Accounting and Payroll Administrator program. This is a ten-week placement where Eastern College's student gains practical experience within their field of study. The student started on October 7th and has been performing exceptionally well. She enjoys working at the Village office and the staff all enjoy working with her as well.

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

Discussion:

Mayor Wilson-Shee stated that she also attended the cyber security session presented by Grant Thornton. She commented that she has met the student from Eastern College and she is a very pleasant person. **MOTION CARRIED UNANIMOUSLY.**

► **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 the Treasurer, appoint Cain Insurance Services Ltd. as the insurance broker for the Village of New Maryland and the Frank Cowan Company as the municipal insurance provider.

Discussion:

Councillor McCaie-Burke explained that in 2018 when the Municipal Insurance Renewal came due, the Treasurer had a conversation with the municipality's broker (Cain Insurance) about concerns of premium creep over the past several years. The Treasurer also stated that the renewal process needed to start earlier in order to provide adequate time for a review. During the 2019 budget process, members of Council also expressed an interest in going to market to ensure the Village was still receiving the best value for its money. At that time the Treasurer explained to Council that arrangements with the Village's broker had already been made to do so. Throughout the summer of 2019 additional reviews were made of the Village's assets and their valuations. Meetings took place between the Treasurer and the Village's insurance broker in order to ensure up-to-date and proper coverages were being applied. This information was then used by the broker to request competitive bids from three insurance providers that specialize in municipal insurance. The Village's broker has recently received and reviewed the three insurance submissions. One was determined to be non-competitive. Of the remaining two submissions, the Village's broker provided both a high-level summation as well as a detailed breakdown of the coverage provided by each of the insurance companies. The submission by JLT Marsh, the Village's current provider, comes with a premium of \$111,514 (One Hundred and Eleven Thousand, Five Hundred and Fourteen Dollars) while the submission from Frank Cowan Company, the Village's former provider, comes with a premium of \$89,793 (Eighty-Nine Thousand, Seven Hundred and Ninety-Three Dollars). This also comes with a two-year rate guarantee, after which, if it is determined that rates have increased dramatically, this process will start over. With a premium difference of \$21,721 (Twenty-One Thousand, Seven Hundred and Twenty-One Dollars) it is both the recommendation of the Village's broker and the Treasurer that the Frank Cowan Company be selected as the new insurance provider. At the October 9, 2019 Council-In-Committee meeting the aforementioned information was discussed by Council and Council agreed with the recommendation to proceed with the motion to appoint the insurance broker and the municipal insurance provider.

Deputy Mayor Scholten noted that by asking for the insurance review, the Village was able to save over \$21,000. He added that he felt the review should be done every two years to ensure that the Village continues to receive the best value for its money.

MOTION CARRIED UNANIMOUSLY.

► **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 transfer from the General Operating Fund (Acct #0626 1013-181) to the General Capital Reserve Fund (Acct # 0626 1015-021) the following amounts:

- \$6,000 (Six Thousand Dollars) being the amount budgeted for the Municipal Plan Review Reserve.

Discussion:

Councillor McCaie-Burke stated that all allocations to or from reserve funds require motions of Council as per the *Local Governance Act*. The purpose of this reserve is to build a fund towards covering the costs of a Municipal Plan review that takes place every ten years. As approved by

Council in the 2019 budget, and as discussed and approved by Council at the October 9th Council-in-Committee meeting, the motion to transfer from the General Operating Fund to the General Operating Reserve Fund is requested. **MOTION CARRIED UNANIMOUSLY.**

► **MOVED BY** Councillor Gisèle McCaie-Burke 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 Operating Fund (Acct # 0626 1013-181) to the General Capital Reserve Fund (Acct # 0626 1015-021) the following amounts:

- \$20,000 (Twenty Thousand Dollars) being the amount budgeted for Strategic Land Purchases Reserve; and
- \$100,000 (One-Hundred Thousand Dollars) being the amount budgeted for the Fire Truck Reserve; and
- \$30,000 (Thirty-Thousand Dollars) being the amount budgeted for the Fire Equipment/Breathing Apparatus Reserve; and
- \$172,000 (One-Hundred and Seventy-Two Thousand Dollars) being the amount budgeted for the Infrastructure Replacement Reserve; and
- \$10,000 (Ten Thousand Dollars) being the amount budgeted for the New Maryland Centre Reserve; and
- \$21,288 (Twenty-One Thousand, Two Hundred and Eighty-Eight Dollars) being the amount budgeted for the Sidewalk Project.

Discussion:

Councillor McCaie-Burke clarified that all allocations to or from reserve funds require motions of Council as per the *Local Governance Act*. This purpose of the reserve is to allocate budgeted funds from the General Operating Budget to the Capital Reserve. As approved by Council in the 2019 Budget, and as discussed and approved by Council at the October 9th Council-In-Committee meeting, the motion to transfer from the General Operating Fund to the General Capital Reserve Fund is requested. **MOTION CARRIED UNANIMOUSLY.**

► **MOVED BY** Councillor Gisèle McCaie-Burke and **seconded by** Councillor Mike Pope the following resolution of Council:

Be It Resolved that That the Council for the Village of New Maryland transfer \$150,000 (One Hundred and Fifty Thousand Dollars) from the Utility Capital Reserve Fund (Acct # 0626 1018-839) to the Utility Capital Fund (Acct # 0626 1020-867) to cover capital costs incurred for well development.

Discussion:

Councillor McCaie-Burke explained that all allocations to or from reserve funds require motions of Council as per the *Local Governance Act*. The purpose of the motion is to re-allocate funds from the Utility Capital Reserve Fund to the Utility Capital Fund. Over the past number of years well exploration and development has been primarily funded through our Gas Tax program. There are several areas not covered by Gas Tax and those include any legal costs and land purchases. Those costs would have to be funded by the municipality. To that end, the Village established a Capital Reserve Fund for said purposes as well as to reduce future borrowing costs for the development and distribution of a new water supply. The costs not covered by the Gas Tax Program have finally grown large enough to require a transfer from the reserves in order to re-establish a buffer in the Utility Capital account, therefore a motion is required. These costs included: legal costs \$33,850,

expropriation costs \$103,500; and appraisal costs \$12,650. As discussed and approved by Council at the October 9, 2019 Council-In-Committee meeting, the motion to transfer from the Utility Capital Reserve Fund to the Utility Capital Fund is requested.

MOTION CARRIED UNANIMOUSLY.

► **MOVED BY** Councillor Gisèle McCaie-Burke and **seconded by** Councillor Mike Pope the following resolution of Council:

Be It Resolved that the 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 following amounts:

- \$50,000 (Fifty Thousand Dollars) being the amount budgeted for the Wastewater Treatment Plant Reserve; and
- \$20,000 (Twenty Thousand Dollars) being the amount budgeted for the Water Tower Reserve; and
- \$13,660 (Thirteen Thousand Six Hundred and Sixty Dollars) being the amount budgeted for the Water Meters Reserve.

Discussion:

Councillor McCaie-Burke stated that all allocations to or from reserve funds require motions of Council as per the *Local Governance Act*. This motion will allocate budgeted funds from the Utility Operating Budget to the Utility Capital Reserve. The portion for the Water Meters Reserve was approved by Council in the 2019 Budget, and the portions pertaining to the Wastewater Treatment Plant Reserve and the Water Tower Reserve are required as per the funding agreements for each of these two facilities at the time of their respective construction. As discussed, and approved by Council at the October 9, 2019 Council-In-Committee Meeting, this resolution is requested. **MOTION CARRIED UNANIMOUSLY.**

(v) **Administration Department:**

No report was presented from the Administration Dept.

► **MOVED BY** Councillor Tim Scammell and **seconded by** Deputy Mayor Alex Scholten the following resolution of Council:

Be It Resolved that the Council for the Village of New Maryland commence the necessary readings to enact the Code of Conduct for Elected Officials By-law No. 13.

Discussion:

Councillor Scammell clarified that the *Local Governance Act* requires that Council enact a Code of Conduct for Elected Officials By-law. The Chief Administrative Officer/Clerk drafted the proposed Code of Conduct By-law based on provincial regulations and in consultation with various municipal colleagues and Council. The proposed by-law has been reviewed by Council at numerous Council-In-Committee meetings and was approved to be brought forward this evening to begin the process for enactment. The purpose of this by-law is to provide standards for the conduct of members of Council relating to their roles and responsibilities as elected officials and to provide a procedure for the investigation and enforcement of those high standards. The first and second readings of the by-law will take place this evening, however it is possible to make additional changes before third and final readings for enactment take place at the November Council meeting.

MOTION CARRIED UNANIMOUSLY.

(vi) Seniors Advisory Committee:

Deputy Mayor Alex Scholten presented the following update from the Seniors Advisory Committee:

- The Seniors Advisory Committee met on September 23rd with seven members in attendance.
- Councillor Gisèle McCaie-Burke reported to the committee that the first edition of the Parish of New Maryland Zoomers newsletter was published in September and the October edition was recently issued. The newsletter will be promoted each month on the Village's Facebook, Twitter pages and website. Paper copies of the newsletter will be available at the Village office, the New Maryland Pharmacy and Samimi's convenience. The newsletter includes articles about health and living well, recipes, a monthly calendar of programs and upcoming Zoomers' activities and much more. Persons who have great ideas for programs or events are welcome to share their suggestions by phoning the Zoomers' president Gary Campbell at 455-3825 or emailing the Zoomers at pnmzoomers@gmail.com.
- The committee was provided with an update regarding development in the Orchard's Edge subdivision (located on the Forbes Property). A building permit was issued in August for the construction of a two-unit garden home. To advance the Village's strategic housing objectives, the property zoning and development approvals were conditional upon all lots on Lynda Lane being designated as "Universal Design Lots" and that they must incorporate the mandatory Universal Design features within the properties and dwelling units. The intent of the design criteria is to ensure that residents can "age in place" and only minor renovations will be required to render these units fully accessible. The requirement for these 'universal design lots' is in keeping with the New Maryland Age-Friendly Community Action Plan's housing objective 'to have a range of suitable and affordable housing options for seniors in New Maryland'.
- The Transportation sub-committee met in June to review and analyze the results of the Transportation survey, which was done in April and May of this year. The data shows that of the 519 responses received, 96.34% of respondents travel to and from Fredericton using their own vehicle. While the results indicate that public transportation for the majority of respondents is currently not an issue, the committee felt that some action could be taken to assist those who will have transportation needs in the future. The committee is still in the process of investigating and examining possible means of public transportation that may be feasible for the Village. More updates will be provided as they become available.
- The next committee meeting will be held October 28th.

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

13. APPROVAL OF THE TREASURER'S REPORT

MOVED BY Councillor Tim Scammell and **seconded by** Councillor Mike Pope to adopt the Treasurer's report as follows:

Payments made in the month of September 2019

- from the General Operating account by cheques and direct payments \$367,315.76 (Three Hundred and Sixty-Seven Thousand, Three Hundred and Fifteen Dollars and Seventy- Six Cents); and
- from the Water & Sewer Operating account \$43,117.65; (Forty-Three Thousand, One Hundred and Seventeen Dollars and Sixty-Five Cents); and
- from the General Capital account \$37,567.42 (Thirty-Seven Thousand, Five Hundred and Sixty-Seven

- Dollars and Forty-Two Cent); and
- from the Water & Sewer Capital account \$84,948.76 (Eighty-Four Thousand, Nine Hundred and Forty-Eight Dollars and Seventy-Six Cents)

Discussion:

Councillor Scammell stated that the adoption of this monthly report fulfills a municipal requirement under provincial legislation. **MOTION CARRIED UNANIMOUSLY.**

14. PUBLIC INPUT / INQUIRIES

There were no members of the public in attendance to provide input or make inquiries.

15. NEW BUSINESS

Third and Final Readings of By-law Amendment No. 11-01-2019

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Deputy Mayor Alex Scholten to read By-law Amendment No. 11-01-2019, an Amendment to the Remuneration of Council By-law No. 11, for the third time, this reading in its entirety.

Discussion:

Councillor McCaie-Burke explained that Council adopted the Remuneration of Council By-law No. 11 in March 2019, as per the requirements of the *Local Governance Act*. Since enacting the by-law, questions arose regarding Section 3.07 of the by-law, concerning the reimbursement of lost wages when Council members are required to take time away from their regular employment to attend to the business of the municipality. Over the past few months Council has reviewed a number of proposed changes to that section of the by-law, and at the August 28th Council-In-Committee meeting approved the final wording. The motions to begin the process for enactment and for first and second readings of the amendment took place at the September 18th Council meeting. The motions for the third and final readings will enact the by-law amendment. **MOTION CARRIED UNANIMOUSLY.**

Councillor McCaie-Burke read By-law Amendment No. 11-01-2019 in its entirety as attached.

MOVED BY Councillor Gisèle McCaie-Burke and **seconded by** Councillor Tim Scammell to read By-law Amendment No. 11-01-2019, an Amendment to the Remuneration of Council By-law No. 11, for the final time, this reading by title only, thereby enacting the by-law amendment.

MOTION CARRIED UNANIMOUSLY.

Councillor McCaie-Burke read By-law Amendment No. 11-01-2019 by title only for the final time thereby enacting the by-law amendment.

Third and Final Readings of the Composition of Council By-law No. 12

MOVED BY Councillor Tim Scammell and **seconded by** Councillor Mike Pope to read By-law No. 12, a By-law Respecting the Composition of Council, for the third time, this reading in its entirety.

Discussion:

Councillor Scammell clarified that the *Local Governance Act*, Sections 42 and 43, states that a municipality that is **not** divided into wards shall be comprised of a Mayor and three councillors, unless a by-law is in place that increases the number of councillors. The enactment of By-law No.12 as proposed does **not** make any changes to the existing composition of Council. Village Council consists of the Mayor

and five councillors, and the new by-law affirms that status with no changes. The enactment of the by-law is a formality to comply with legislation. The motions to begin the process for enactment and for first and second readings of the by-law took place at the September 18th Council meeting. The motions for third and final readings will enact the by-law. **MOTION CARRIED UNANIMOUSLY.**

Councillor Scammell read By-law No. 12 in its entirety as attached.

MOVED BY Councillor Tim Scammell and **seconded** by Deputy Mayor Alex Scholten to read By-law No. 12, a By-law Respecting the Composition of Council, for the final time, this reading by title only, thereby enacting the by-law. **MOTION CARRIED UNANIMOUSLY.**

Councillor Scammell read By-law No. 12 for the final time by title only thereby enacting the by-law.

Third and Final Readings of By-law Amendment No. 03-02-2019

MOVED BY Councillor Mike Pope and **seconded** by Councillor Tim Scammell to read Municipal Plan By-law Amendment No. 03-02-2019 for the third time, this reading in its entirety.

Discussion:

Councillor Pope advised that the Village Public Works and Recreation Departments have identified to Council the need for a building that would provide a central location to store equipment, parts and tools, and provide a heated space for staff to perform equipment maintenance. In consultation with staff and the Village Engineering and Planning Consultants, the property at 492 New Maryland Highway has been determined to be a preferred location for such a facility. Municipal Plan By-Law Amendment 03-02-2019 proposes the re-designation from a Commercial to a Business Park Land Use the approximate 5-acre parcel of land at 492 New Maryland Highway (PID 75534834). The land use amendment would enable the future construction of a municipal public works and recreation operations building at the site. The corresponding Zoning By-Law Amendment 04-02-2019 proposes a change to the Zoning Map to complete conversion of the subject site from the existing Community Commercial Zone (CC) to a Business Park Zone (BP). Village Council has concluded the public consultation process per the New Brunswick Community Planning Act provisions. Public notification of Council's intention to conduct third and final readings of the by-law amendments has also been advertised per the Local Governance Act requirements. **MOTION CARRIED UNANIMOUSLY.**

Councillor Pope read By-law Amendment No. 03-02-2019 in its entirety as attached.

MOVED BY Councillor Mike Pope and **seconded** by Deputy Mayor Alex Scholten to read Municipal Plan By-law Amendment No. 03-02-2019, for the final time, this reading by title only, thereby enacting the by-law amendment. **MOTION CARRIED UNANIMOUSLY.**

Councillor Pope read By-law Amendment No. 03-02-2019 by title only, for the final time, thereby enacting the by-law amendment.

Third and Final Readings of Zoning By-law Amendment No. 04-02-2019

MOVED BY Councillor Mike Pope and **seconded** by Councillor Gisèle McCaie-Burke to read Zoning By-law Amendment No. 04-02-2019 for the third time, this reading in its entirety. **MOTION CARRIED UNANIMOUSLY.**

Councillor Pope read By-law Amendment No. 04-02-2019 for the third time, this reading in its entirety as attached.

MOVED BY Councillor Mike Pope and **seconded by** Deputy Mayor Alex Scholten to read Zoning By-law Amendment No. 04-02-2019, for the final time, this reading by title only, thereby enacting the by-law amendment. **MOTION CARRIED UNANIMOUSLY.**

Councillor Pope read By-law Amendment No. 04-02-2019 by title only, for the final time, thereby enacting the by-law amendment.

First and Second Readings of the Code of Conduct for Elected Officials By-law No. 13

MOVED BY Councillor Tim Scammell and **seconded by** Councillor Mike Pope to read the Code of Conduct for Elected Officials By-law No. 13 for the first time, this by title only. **MOTION CARRIED UNANIMOUSLY.**

Councillor Scammell read By-law No. 13 for the first time by title only.

MOVED BY Councillor Tim Scammell and **seconded by** Deputy Mayor Alex Scholten to read the Code of Conduct for Elected Officials By-law No. 13 for the second time, this reading by title only.

Councillor Scammell read By-law No. 13 for the second time by title only.

16. DATE, TIME AND LOCATION OF NEXT MEETING

The next regular session of Council is scheduled for Wednesday, 20 November 2019 at 7:30 pm in Council Chamber.

17. MOTION FOR ADJOURNMENT

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

The meeting adjourned at 8:36 pm.

Respectfully submitted,

Karen Taylor
Assistant Clerk

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor