

Village of New Maryland

Council

21 July 2021

Present: Mayor Judy Wilson-Shee
Councillor Laurie Pearson
Councillor Alex Scholten
CAO/Clerk Cynthia Geldart

Deputy Mayor Tim Scammell
Councillor Mike Pope
Councillor Mariet van Groenewoud
Fire Chief Harry Farrell



1. Call to Order

Mayor Judy Wilson-Shee called the meeting to order at 7:30 p.m. with the acknowledgement that the land on which we gather is the traditional unceded territory of the Wolastoqiyik and Mi'kmaq people and that we should live and work on this land in relationships of peace, friendship, and mutual respect. She also shared a reminder that the meeting is recorded for broadcast.

2. Approval of the Agenda

MOVED BY Councillor Alex Scholten and **seconded by** Councillor Mariet van Groenewoud that the agenda be approved as circulated. **MOTION CARRIED.**

3. Approval of the Minutes

MOVED BY Councillor Mike Pope and **seconded by** Deputy Mayor Tim Scammell that the minutes of the regular session of Council of 16 June 2021 be approved as circulated. **MOTION CARRIED.**

MOVED BY Councillor Mike Pope and **seconded by** Councillor Mariet van Groenewoud that the minutes of the Special Session of Council of 23 June 2021 be approved as circulated. **MOTION CARRIED.**

4. Disclosure of Interest

No *Disclosures of Interest* were declared.

5. Presentations: There were no presentations.

6. Proclamations: There were no proclamations.

7. Correspondence: No correspondence was brought forward.

8. Mayor's Comments

Mayor Wilson-Shee provided an update of the meetings and events that she attended since the May Council meeting:

- May 20: Local Governance Reform public engagement session via Zoom, with a focus on regional collaboration and land-use planning;
- May 28: phone conversation with Larry Shaw, CEO, Ignite Fredericton;
- May 29: Disability Awareness Week kick-off event hosted by Opal Family Services at Leo Hayes High School;
- June 04: met with Cynthia Geldart, CAO;
- June 07: in-person meeting of the Parish of New Maryland (PNM) Zoomers;
- June 08: New Maryland Lions Club closing barbeque;
- June 09: farewell luncheon for staff member Aaron McFadyen on his last day of work with the Village;
- June 10: Stakeholder engagement consultation session with Regional Services Commission (RSC) 11 hosted by the Department of Local Governance Reform;

- June 16: drive-through at the New Maryland Elementary School (NMES) to honor the graduating students of Grade 5;
- June 16: RSC 11 Orientation Session # 1 (*a portion of that meeting*);
- June 17: Grade 5 NMES Assembly;
- June 17: RSC 11 Orientation Session # 2;
- June 17: Annual General Meeting of the Community Business Development Corporation (*a portion of that meeting*);
- June 18: NB Aviation Museum event;
- June 19: Municipal Orientation Session # 1, with the welcome provided by Hon. Daniel Allain, Minister of Local Government and Local Governance Reform (*various members of Council and our CAO also attended*);
- June 21: Memorial Service to honor the unmarked graves found at the Kamloops Residential School, hosted on the lawn of the NB Legislative Building;
- June 22: Municipal Orientation Session # 2, Governance Session, with guest speaker Yves Gagnon, President, Gagnon Strategix Consulting (*members of Council and our CAO also attended*);
- June 23: meeting with a resident to discuss her concerns;
- June 24: Regional Reception hosted by the City of Fredericton at the Crowne Plaza with representatives from Hanwell Rural Community and Town of Oromocto, as well as all members of New Maryland's Council, Cynthia Geldart, CAO and Scott Sparks, Treasurer;
- June 28: Municipal Orientation Session # 3, Finance & Funding, with guest speaker Jacques Doucet, Chief Financial Officer & General Manager of Financial Services for the City of Moncton (*members of Council, our CAO and our Treasurer also attended*);
- July 1: Healing Walk from the Fredericton Public Library to the Old Government House, followed by various speeches, to mark Resilience Day; and
- July 13: RSC 11 Oversight Committee meeting.

9. Comments by Members of Council

Councillor Mike Pope commented on the graduation ceremonies hosted by New Maryland Elementary School and Bliss Carmen Middle School. He thanked all of the teachers and congratulated the students.

10. Planning Advisory Committee (PAC)

Councillor Mariet van Groenewoud explained that the PAC met on Monday evening, June 07th, 2021, for the conduct of their regular business and that the July PAC meeting was canceled due to a lack of new business items for the agenda. She reported on various items from the meeting.

- The Building Permits Summary Reports for April and May 2021 were reviewed. The April report noted 13 (thirteen) permits issued for home renovation projects with \$1,170,680 (*one million, one hundred & seventy thousand, six hundred & eighty dollars*) in estimated value of construction and \$8,757 (*eight thousand, seven hundred & fifty-seven dollars*) in permit fee revenue. The May report consisted of 17 (seventeen) permits for home renovation projects with \$1,032,100 (*one million, thirty-two thousand, & one hundred dollars*) in estimated value of construction and \$7,829 (*seven thousand, eight hundred & twenty-nine dollars*) in permit fee revenue.
- The committee was asked to review the draft of the "*Design Priorities Paper*" from Upland Planning + Design regarding the Route 101 Urban Design Standards and Public Realm Guidelines project and advise if they have any suggestions or questions. In-person consultations with the consultants and the public will be scheduled for September 2021.

- Staff advised the committee that Expressions of Interest in committee membership had been received from 3 (three) potential candidates: current member Sébastien Roy, former PAC member Robin Chaplin, and one new applicant, Gillian Ash Richard; and that Council's review and selection of one candidate would be conducted at the June 23rd, 2021 Council-In-Committee meeting. Councillor van Groenewoud further clarified that she would bring a motion forward following this report to appoint the successful candidate.
- The committee was informed that staff were continuing to research other municipalities on their approaches to regulating rooming and boarding houses, and that further updates will be provided at future meetings.

MOVED BY Councillor Mariet van Groenewoud and **seconded by** Councillor Alex Scholten the adoption of the Planning Advisory Committee report as presented. **MOTION CARRIED**

MOVED BY Councillor Mariet van Groenewoud and **seconded by** Deputy Mayor Tim Scammell the following Resolution of Council: ***Be it Resolved That*** the Council for the Village of New Maryland hereby appoints Gillian Ash Richard as a member of the Planning Advisory Committee for a period of 3 (three) years, as per Section 5 of the *New Brunswick Community Planning Act*, with such term to expire on June 19th, 2024. **MOTION CARRIED.**

11. Emergency Response Plan (ERP) Committee

The ERP Committee has not met since the last Council meeting.

12. Project Reports / Updates

12. (i) Recreation & Leisure Services Department Updates

Councillor Mike Pope provided an update of the Recreation & Leisure Services Department activities as detailed in the summary prepared by Michelle Sawler, Recreation Coordinator.

- Day Camp is now in its 4th (fourth) week at the New Maryland Centre (NMC) and the staff and campers are having a great summer so far. After the first registration date in May, all but 2 (two) weeks of camp were full. With the transition to Phase 2 on the Province's Path to Green, new regulations were issued for Day Camps the week before camp started and we were able to open up registration for a 1 (one)-week period. Many thanks to our Day Camp Supervisor and Day Camp Counsellors who worked hard to finalize camp preparations, process the new registrations, and make changes to the weekly plans as needed based on the new participation numbers. Staff look forward to returning to NMES in 2022 for the majority of the Day Camp weeks. However, we would not have been able to host Day Camps at all this summer, or in 2020, if we did not have access to the NMC which worked out very nicely. We extend a special thank you to Nancy St. Croix, Facilities Manager, who has been assisting with the daily efforts at the NMC throughout Day Camp. Councillor Pope also shared a reminder that the NMC trails, park and playground are closed daily between 9:00 a.m. and 4:00 p.m. while the Day Camp takes place on-site and thanked the public for their patience and understanding.
- Staff were very pleased to reintroduce our Counsellor in Training (CIT) program this summer. A total of 9 (nine) applicants attended the Meet & Greet session on June 2nd, 2021, and all 9 (nine) were scheduled for 2 (two) weeks of camp this summer. The CIT program gives youth the opportunity to assist the Day Camp staff with camp games and develop their leadership skills. Each CIT will also be evaluated by our Day Camp staff with feedback provided after each week.

- The Recreation & Leisure Services Department recently announced the *Miracle-Gro Best Garden Contest*, in partnership with Communities in Bloom and Miracle Gro. To enter, please send a photo of the nominated garden, along with the address and property owner to michelle.sawler@vonm.ca no later than Monday, August 16th, 2021. All entries will be featured on the Village's website and winners will be announced later in August. Winners will receive a sign for their garden, gift certificates for Miracle-Gro products and congratulatory letters.
- The *ParticipACTION Community Better Challenge* concluded on June 30th, 2021. New Maryland finished 7th (seventh) in all of New Brunswick. Our sidewalk stencils encouraged residents to enjoy some fun activities and will remain throughout the year. As time permits, our Recreation staff will also be adding various stencils to our Village playgrounds. We also hosted a Learn to Play Softball Caravan event on the Peewee field in Athletic Park on June 26th, 2021, as part of the challenge and 19 (nineteen) participants attend the 2 (two) sessions. In addition, staff manually updated the ParticipACTION website with baseball, basketball and soccer games and practices that were held in June. Staff recommend participating in this initiative again next year.
- Discussions with the province regarding the Community Use of Schools Agreement were successful for resumption in the fall. The new 2021-2022 Reciprocal Agreement has been received from the province and a report will be provided in August with an update and recommendations for the 2022 rental rates. The agreement allows the Recreation & Leisure Services Department to expand services and programs to NMES during weekday evenings and weekends. Staff will be hiring gym supervisors and reaching out to user groups over the next few weeks.
- Two new flags were recently purchased with funds remaining from the Canada Day grant. The *Indigenous Canadian Flag* has been installed on the Victoria Hall Park flagpole and the *Every Child Matters* flag will be installed in honor of Orange Shirt Day on September 30th.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Mariet van Groenewoud the adoption of the Recreation and Leisure Services Department report as presented. **MOTION CARRIED.**

Councillor Pope introduced a motion regarding financial support for the design phase of the Regional Aquatic Facility. He explained that Chris Ramsey, President and Bruce Lewis, Vice-President, of the **Fredericton Regional Aquatics Centre Inc.** presented a Design Funding request to Council on June 23rd, 2021. They provided a brief update on the status of the regional pool as follows: the *Regional Feasibility Study & Needs Assessment* was completed in January 2021 and jointly funded by Fredericton, New Maryland, Hanwell, Oromocto, various Local Service Districts (LSDs) and the provincial government; three site options have been considered with two at the Grant Harvey site and one as an expansion to the Fredericton Indoor Pool; the City of Fredericton has confirmed that their preference is to add on to the existing Grant Harvey Centre; and the next step is to fund a design strategy in order to establish accurate costs. The funding request included a detailed cost summary, funding summary and shared-cost model. The design work is scheduled to take place in 2021 and 2022 and therefore the costs have been spread over the two-year timeframe. Additional supporting documentation presented at the June 23rd meeting included a letter from 18 (eighteen) Physician Residents of New Maryland in support of the aquatic centre, with details on the physical and mental health benefits of the pool. A consensus of Council was reached at the meeting to support the funding request. The funds for the 2021 contribution would be sourced from the Safe Restart Agreement funds and the 2022 contribution will be included in the 2022 Budget.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Mariet van Groenewoud the following Resolution of Council: ***Be It Resolved That*** the Village of New Maryland enters into an agreement with Fredericton Regional Aquatics Centre Inc. for the design phase only of a regional aquatic facility in the

amounts of **\$14,088** (*fourteen thousand & eighty-eight dollars*) in 2021 and **\$32,872** (*thirty-two thousand, eight hundred & seventy-two dollars*) in 2022, as identified in the Committee's proposal to Council on June 23rd, 2021 as New Maryland's contribution amount; and that the Mayor and Clerk are authorized to execute said agreement. **MOTION CARRIED.**

12. (ii) Public Works Department Updates

Councillor Laurie Pearson provided an update of the Public Works Department activities as detailed in the summary prepared by Rockland Miller, Public Works Supervisor.

- Village staff investigated 5 (five) Public Works Reports during the month of June 2021. The reports were investigated to the satisfaction of residents and staff.
- The posted speed limit on Village streets is 40 km/hr and is 30 km/hr in the vicinity of the school. The 3D Child Silhouette signs are also being used to remind motorists to slow down. Councillor Pearson urged residents to respect the speed limit and be watchful for pedestrians crossing streets at intersections.
- Public Works staff are working on summer maintenance activities, including culvert inspections, garbage cleanup, locating and repairing curb stops, maintenance on water and wastewater equipment, as well as mowing the green spaces throughout the community. Councillor Pearson noted that the green spaces look fantastic throughout the Village.
- The Woodlawn Lane Phase 2 Construction Project is nearing completion. The project included the replacement of water and sanitary sewer forcemain from 81 Woodlawn Lane to 133 Woodlawn Lane.
- The Culverts Repair and Replacement Project is nearing completion for this year with the paving of the ends of driveways remaining to be finished.

MOVED BY Councillor Laurie Pearson and **seconded by** Councillor Alex Scholten the adoption of the Public Works Department report as presented. **MOTION CARRIED**

12. (iii) New Maryland Fire Department Quarterly Report

Fire Chief Harry Farrell presented his quarterly report for April, May and June 2021. He reported that there was a total of 20 (twenty) calls for this quarter, bringing the total number of calls to date to 31 (thirty-one). The total number of calls within the Village during this quarter was 6 (six) and outside the Village limits was 10 (ten). The calls outside the Village limits included structure fires and brush/grass fires. The department also responded to 4 (four) mutual aid calls during the quarter. The quarterly total of firefighting hours was 197 (one hundred & ninety-seven) and the total firefighting hours for the year to date is 322 (three hundred & twenty-two).

MOVED BY Councillor Laurie Pearson and **seconded by** Councillor Mariet van Groenewoud the adoption of the New Maryland Fire Department Quarterly Report as presented by Chief Farrell.
MOTION CARRIED.

12. (iv) Finance Department

Councillor Alex Scholten explained that he had 3 (three) motions to bring forward.

The first motion was for the lease buyout for the 2016 Ford F-150. He reported that the Village entered into a lease agreement with Ford Credit Canada for the half-ton and that the final lease payment is scheduled for August 17, 2021. If we wish to retain the vehicle there is a lease buyout in the amount of \$8,147.34 (*eight thousand, one hundred & forty-seven dollars and thirty-four cents*), net of the HST rebate, to be made following the last payment. Staff have recommended moving forward with the necessary motion to approve

the buyout and that the funds be sourced from the Safe Restart Agreement to offset the unbudgeted expense for 2021.

MOVED BY Councillor Alex Scholten and **seconded by** Deputy Mayor Tim Scammell the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland approves the unbudgeted expenditure of the lease buyout for the 2016 Ford F-150 in the amount of **\$8,147.34** (*eight thousand, one hundred & forty-seven dollars and thirty-four cents*), net of the HST rebate, utilizing the Safe Restart Agreement funds to offset these costs. **MOTION CARRIED.**

Councillor Scholten explained that a motion was required to enter into a contract for a Managed Detection and Response (MDR) Tool. He reported that with cybercrimes on the rise worldwide and the increasing use of ransomware, our Treasurer, Scott Sparks, has been researching methods to better protect the Village's data and our residents' personal information. The Treasurer presented various options to Council on June 23rd, 2021, for review and discussion, and Council agreed to enter into a contract with Telus for the service. The cost will range between \$12,000 (*twelve thousand dollars*) and \$14,000 (*fourteen thousand dollars*), depending on how quickly the program can be implemented, and the funds will be sourced from the Safe Restart Agreement to offset the unbudgeted expense for 2021.

MOVED BY Councillor Alex Scholten and **seconded by** Councillor Mike Pope the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland authorize the Mayor and Clerk to sign a contract with Telus to provide a Managed Detection and Response Tool for the Village's Information Technology infrastructure which will provide significantly enhanced protection from cybercrimes; and that Council approves the funds for this unbudgeted expenditure between \$12,000 (*twelve thousand dollars*) and \$14,000 (*fourteen thousand dollars*) to be sourced from the Safe Restart Agreement funding to offset these costs. **MOTION CARRIED.**

Councillor Scholten reported that his third motion is regarding Phase 2 of the Asset Management Plan (AMP). Council adopted the first phase of the Village's AMP on June 20, 2018. Council agreed on March 24, 2021, to support the second phase of the AMP and to make application to a \$50,000 (*fifty thousand dollars*) grant that is available through the Federation of Canadian Municipalities (FCM) and agreed to commit up to \$15,000 (*fifteen thousand dollars*) as the Village's financial commitment for the project. DCA and Eagle Communications will be the lead consultants working with the Village on the project. The paperwork is ready to submit to FCM, however a motion of Council is required to complete the application.

MOVED BY Councillor Alex Scholten and **seconded by** Councillor Mike Pope the following Resolution of Council: ***Be It Resolve That*** the Council for the Village of New Maryland directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for GIS Implementation and Asset Management Program (Phase 2). ***Be it further resolved that*** 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: GIS Migration and Implementation, Data Collection and Condition Assessment, and Asset Management Plan Update. ***Be it further resolved that*** the Village of New Maryland commits \$15,000 (*fifteen thousand dollars*) from its budget toward the costs of this initiative. **MOTION CARRIED.**

12. (v) Administration (CAO/Clerk's Office) Updates

Deputy Mayor Tim Scammell reported that a proposed change to the **Stand-by Compensation** in the *Human Resources Policy Manual* was presented to Council for review and discussion at the June 23rd, 2021 Council-

In-Committee meeting. The change includes an increase in the stand-by compensation from **5.5 hours** to **10 hours** for the designated Public Works staff, and an increase from **2 hours** to **5 hours** for the Public Works Labourer, as per all other guidelines and requirements in the *Human Resources Policy Manual*. The details of the request were presented by the CAO and Treasurer as per the attached *Policy Change Form* and agreed to by Council.

MOVED BY Deputy Mayor Tim Scammell and **seconded by** Councillor Mike Pope the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland approves the changes to the *Human Resources Policy Manual* to increase the Stand-by Compensation from **5.5 hours** to **10 hours** for the designated Public Works staff and from **2 hours** to **5 hours** for the Public Works Labourer, as per the attached *Human Resources Policy Change Form*. **MOTION CARRIED.**

Deputy Mayor Scammell also reported on an application for a Temporary Exemption to Noise By-law No. 55-2010. He explained that during the June 23, 2021 Council-In-Committee meeting, Council reviewed and unanimously consented to a temporary exemption to the Noise By-law in relation to a wedding ceremony and reception proposed to be held at 58 Oliver Crescent on July 10, 2021. Council acknowledged that the referenced approval was considered subject to the terms and conditions recommended by staff, and that a Resolution of Council would need to be subsequently ratified at a future formal meeting of Council. Village staff notified the applicant of the approval and the related terms and conditions, and the applicant expressed his gratitude for Council and staff's efforts in catering to his request on such short notice.

MOVED BY Deputy Mayor Tim Scammell and **seconded by** Councillor Alex Scholten the following Resolution of Council: ***Be It Resolved That*** the Council for the Village of New Maryland authorize, in favor of Timothy Soffee (Applicant) and Nakhoul Soffee (Property Owner) of 58 Oliver Crescent, a temporary exemption to *By-law No. 55-2010 - A By-Law to Provide for The Control and Prohibition of Noises*. The temporary exemption approval is subject to the following terms and conditions: (1) the exemption is valid only for the period of Saturday, July 10th, 2021, between 6:00 p.m. to 11:00 p.m. (i.e., the playing of music outdoors, or other noise that would cause a public nuisance, shall end no later than 11:00 p.m.); (2) the installation of the proposed tent shall comply with the requirements of the *Village of New Maryland Building By-law No. 06-2020*, and all applicable New Brunswick Acts and Regulations; (3) the Applicant shall ensure that neighboring property owners are informed of the intended activities to mitigate the event being interrupted should a complaint to authorities be made by an unaware neighbor; (4) the background music is not to reach a noise level higher than speech levels; (5) vehicle parking for the guests is to be dealt with in an orderly manner so as to not interrupt the safe flow of pedestrian or vehicle traffic in the neighborhood; (6) an Operational Plan for the event shall comply with the latest edition of the Revised and Renewed Mandatory Order Covid-19, issued by the Province of New Brunswick; and (7) the RCMP shall be advised, by Village staff, of the temporary Noise By-law exemption approved by Village Council. **MOTION CARRIED.**

13. Approval of the Treasurer's Report

Councillor Mike Pope explained that the adoption of the Treasurer's Report fulfills a municipal requirement under provincial legislation and introduced a motion to adopt the report.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Alex Scholten the following Resolution of Council: ***Be It Resolved That*** the Treasurer's Report be adopted as follows: payments made in the month of June 2021: from the General Operating account by cheques and direct payments **\$1,223,891.69** (*one million, two hundred & twenty three thousand, eight hundred & ninety-one dollars and sixty-nine cents*); from the Water & Sewer Operating account **\$606,816.67** (*six hundred & six thousand, eight hundred & sixteen dollars*

and sixty-seven cents); from the General Capital account **\$1,345,678.53** (*one million, three hundred & forty-five thousand, six hundred & seventy-eight dollars and fifty-three cents*); and from the Water & Sewer Capital account **\$93,532.13** (*ninety-three thousand, five hundred & thirty-two dollars and thirteen cents*).

MOTION CARRIED.

14. Public Input / Inquires

No comments or questions were brought forward by members of the public.

15. New Business

There were no New Business items brought forward.

16. Date, Time and Location of Next Meeting

The next formal Council meeting is scheduled for Wednesday, 18 August 2021 at 7:30 p.m. with the location to be determined.

17. Motion for Adjournment

MOVED BY Councillor Mike Pope and **seconded by** Deputy Mayor Tim Scammell to adjourn the meeting.

MOTION CARRIED

The meeting adjourned at 7:57 p.m.

Respectfully submitted,

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor

Cynthia Geldart
CAO/Clerk