

Village of New Maryland Council

18 August 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
Scott Sparks, Treasurer



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 Mike Pope and **seconded by** Councillor Mariet van Groenewoud that the agenda be approved as circulated. **MOTION CARRIED.**

3. Approval of the Minutes

MOVED BY Councillor Mariet van Groenewoud and **seconded by** Councillor Alex Scholten that the minutes of the regular session of Council of 21 July 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:

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

- official notification from the Environmental Impact Assessment Coordinator that the review of our Environmental Impact Assessment Registration has been completed and approved, and the Certificate of Determination issued.

8. Mayor's Comments

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

- July 29: announcement by Liberal MP Jenica Atwin, on behalf of Hon. Melanie Joly, Minister responsible for ACOA (Atlantic Canada Opportunities Agency), of \$3.8 million in funding for the Fredericton International Airport to help with financial recovery related to the COVID-19 pandemic;
- August 02: NB Day celebrations held in Fredericton;
- August 09: tour of the Village facilities hosted by Chris Nash, Public Works Utilities Supervisor, as part of Council Orientation 2021 (*Councillors Pearson and van Groenewoud also attended*); Mayor Wilson-Shee extended gratitude to Mr. Nash for an educational and informative tour and explained that a similar tour was also hosted on August 08th for Deputy Mayor Scammell and Councillors Pope and Scholten;
- August 09: Planning Advisory Committee (PAC) meeting to introduce Councillor Mariet van Groenewoud to the committee and welcome new PAC member Gillian Ash Richard;

- August 10: meeting with Larry Tremblay, Acting Commander, RCMP J Division (*Treasurer Scott Sparks also attended*); and
- August 15: Acadian Day Flag raising event with greetings shared by MP Jenica Atwin and Francois Albert, Director of Communications, Centre Communautaire Sainte-Anne; the event was also attended by Andrea Johnson, Federal Candidate for the Conservative Party of Canada, Annette Pelletier, a resident who led the singing of the Acadian National Anthem, Deputy Mayor Scammell, Councillors Pearson, Scholten and van Groenewoud, Michelle Sawler, Recreation Coordinator, Harry Farrell, Fire Chief, and residents Mr. & Mrs. Lepine and Mr. & Mrs. White; Mayor Wilson-Shee expressed her gratitude to Mrs. Lepine for the translation services and for reading the Mayor's speaking notes in French; the residents also expressed their appreciation for the event.

Mayor Wilson-Shee also reported that the Frank Dunn Annual Golf Tournament is scheduled for Saturday, 09 October 2021 and will be held at the Gage Golf & Country Club in Oromocto. The tee-off time is scheduled for 11:00 a.m. and there will be a meal to follow at the club. Registration forms will be posted on the Village's website when they are available.

9. Comments by Members of Council

No additional comments were brought forward by members of Council.

10. Planning Advisory Committee (PAC)

Councillor Mariet van Groenewoud explained that the PAC met on Monday evening, August 09, 2021, for the conduct of their regular business. She reported on various items from the meeting.

- The Building Permits Summary Reports for June and July 2021 were reviewed. The June report included 29 (twenty-nine) permits issued for home renovation projects with \$353,870.00 (*three hundred, fifty-three thousand, eight hundred & seventy dollars*) in estimated value of construction and \$3,163.15 (*three thousand, one hundred & sixty-three dollars and fifteen cents*) in permit fee revenue. The July report consisted of 22 (twenty-two) permits for home renovation projects with \$1,217,988.00 (*one million, two hundred & seventeen thousand, nine hundred & eighty-eight dollars*) in estimated value of construction and \$9,292.25 (*nine thousand, two hundred & ninety-two dollars and twenty-five cents*) in permit fee revenue. The permits included home renovation projects, 2 (two) garden homes and an additional multi-unit self-storage building.
- Mayor Wilson-Shee attended the PAC meeting to introduce and welcome new committee members Councillor Mariet van Groenewoud and Gillian Ash Richard. Gratitude and appreciation were expressed to former member Sébastien Roy for his valued contributions to the committee and he was encouraged to monitor opportunities for future membership consideration.
- The committee was updated by staff on the Route 101 Urban Design Standards project status. A date to host the Design Charrette will be scheduled for mid to late September. Attendance at the session will be requested of Council, senior staff, PAC and the Steering Committee.
- Election of the PAC Chair and Vice-Chair is a requirement of the *New Brunswick Community Planning Act*, which states that a Planning Advisory Committee **shall** elect a Chairperson and Vice-Chairperson from among its membership, and Council **shall** subsequently appoint, by resolution, the elected members to the respective positions. A motion follows this report for those appointments.

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** Councillor Mike Pope the following Resolution of Council: ***Be it Resolved That*** as per Section 6(2) of the *New Brunswick Community Planning Act*, the Council for the Village of New Maryland hereby appoints Julie Clarke as Chairperson of the Planning Advisory Committee with such term to expire on June 15, 2022. **MOTION CARRIED.**

MOVED BY Councillor Mariet van Groenewoud and **seconded by** Deputy Mayor Tim Scammell the following Resolution of Council: ***Be it Resolved That*** as per Section 6(2) of the *New Brunswick Community Planning Act*, the Council for the Village of New Maryland hereby appoints Sam McEwan as Vice-Chairperson of the Planning Advisory Committee with such term to expire on June 15, 2022. **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

Deputy Mayor Tim Scammell provided an update of the Recreation & Leisure Services Department activities as detailed in the summary prepared by Michelle Sawler, Recreation Coordinator.

- The final 2 (two) weeks of Day Camp are underway, and it has been an active, fun, summer for our counsellors and campers. The end-of-summer party will be held the week of August 23rd with special activities, “camper’s choice” games, and our end-of-year slide show and final camper awards. Our Day Camp Counsellors will be leaving us on August 27th and the supervisor, Kelsey Embleton, will return for a few days to finalize the inventory and complete her final report. In September, the Recreation Coordinator will send out a survey to the Day Camp parents and caregivers to get their feedback on this year’s program.
- Staff received the final statistics from ParticipACTION NB last week regarding the *Community Better Challenge*. New Maryland tracked over 700,000 (seven hundred thousand) minutes of physical activity with over 100 (one hundred) people participating and one organization (the Village Office) participating. New Maryland ranked 8th in New Brunswick out of 172 competing communities and 116th out of over 2,300 in Canada.
- Staff were pleased to receive 5 (five) entries in the Miracle-Gro Best Gardens contest, complete with wonderful photos. We will be awarding prizes to everyone who entered, which will include Miracle-Gro soil and fertilizer products as well as a sign for their lawn and letters of congratulations (to be coordinated with Mayor Judy Wilson-Shee).
- The Recreation maintenance summer students had a busy and productive summer and most of the staff will complete their tenure on or before Friday, September 3rd. Gratitude was expressed to each of them for all of their hard work this summer, especially during the hot and humid days.
- The New Maryland Soccer program finished for the summer with their jamborees held last week. The baseball program will continue until the end of the month. Both groups had very strong participation numbers this year, despite the required COVID measures in place. Baseball had 150 (*one hundred & fifty*) registered participants and soccer had 165 (*one hundred & sixty-five*) registered participants.
- We have received the 2021/2022 Reciprocal Agreement with the School District for the use of the New Maryland Elementary School. A copy of the Agreement was provided to Council for their review and a motion will follow this report for the necessary signatures.

MOVED BY Deputy Mayor Tim Scammell and **seconded by** Councillor Mike Pope the adoption of the Recreation and Leisure Services Department report as presented. **MOTION CARRIED.**

Deputy Mayor Scammell explained that staff reviewed the rental rates for the upcoming season for the New Maryland Elementary School, and with no rate increases since 2016, a strong demand for gym space, and increased costs over the past several years, recommended the following:

- increase the hourly gym rate by \$10 (from \$30.00 to \$40.00) and increase the cafeteria rental rate from \$15.00 to \$20.00 per hour (plus HST);
- an hourly rate of \$60.00 (from \$50.00) plus HST for tournaments/special events; this rate includes access to the cafeteria, and for any bookings that exceed 6 hours and/or a larger crowd is expected, additional staff is often booked with overlapping shifts; we are also required to pay for two hours of district custodial services (currently \$24/hour) following the event; and
- an increase to our Open Gym/Co-ed Adult Volleyball fees from \$2 per person to \$4 per person or \$50 for an annual pass (currently \$25).

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, as per the recommendation of the Recreation Coordinator, adopt the amended Recreation Policy RD-7, NMES Booking Procedures and Regulations as attached hereto.

MOTION CARRIED (with Deputy Mayor Scammell voting against the motion).

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, as per the recommendation of the Recreation Coordinator, authorize the Mayor and Village Clerk to sign the 2021/2022 Reciprocal Agreement as attached, for the use of the New Maryland Elementary School for sport and recreation programs after hours. **MOTION CARRIED.**

12. (ii) Public Works Department Updates

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

- Village staff investigated 10 (ten) Public Works Reports during the month of July 2021. The reports were inquiries from residents regarding speed radars, ditch maintenance, sewer issues and requests for culvert inspections. The reports were investigated to the satisfaction of residents and staff.
- The posted speed limit on Village streets is 40 km/hr on all streets, except in the vicinity of the school where it is 30 km/hr. The 3D Child Silhouette signs are also being utilized to remind motorists to slow down, which is particularly important with the school year starting soon. Motorist were reminded to respect the speed limit and be watchful for pedestrians crossing at intersections.
- Public Works staff continue with regular summer maintenance activities, including mowing green spaces throughout the Village, culvert inspections, garbage clean up, locating and repairing curb stops and maintenance on water and wastewater equipment.
- The Woodlawn Lane Phase 2 Construction project is nearing completion. This project included the replacement of water and sanitary sewer forcemain from 81 Woodlawn Lane to 133 Woodlawn Lane.
- Grayson Young has joined the Public Works team as the Village's Transportation Supervisor and, on behalf of Council, Councillor Scholten shared a welcome to our municipality.

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

12. (iii) Finance Department

Councillor Mike Pope reported that he had 2 (two) motions to bring forward.

He explained that a Resolution of Council is required by the investment bank any time there is a change in signing officers. The municipal election in May 2021 and subsequent appointment of the Deputy Mayor resulted in a need to change the signing authorities.

MOVED BY Councillor Mike Pope and **seconded by** Councillor Alex Scholten the following Resolution of Council: ***Be It Resolved That*** all cheques of the Village of New Maryland (hereinafter called the Corporation") drawn on its current accounts be signed on its behalf by Judy Wilson-Shee, Mayor or Tim Scammell, Deputy Mayor, and signed by Scott Sparks, Treasurer or Cynthia Geldart, Chief Administrative Officer; ***Be It Further Resolved That*** the officers mentioned above are authorized for and on behalf of the Corporation: (a) to negotiate with, deposit with or transfer to the Bank of Montreal all or any Bills of Exchange, Promissory Notes, Cheques and Orders for the payment of money and other negotiable paper, and for the said purpose to endorse the same or any of them on behalf of the Corporation, either in writing or by rubber stamp; (b) to arrange, settle, balance and certify all books and accounts between the Corporation and the Bank; and to receive all paid cheques and vouchers, unpaid and unaccepted bills of exchange and other negotiable instruments; (c) to obtain delivery from the Bank of all or any stocks, bonds and other securities held by the said Bank in safekeeping or otherwise for the account of the Corporation and to give valid and binding receipts therefore; ***And That*** this Resolution of Council be communicated to the Bank and remain in force until written notice to the contrary shall be given to the Manager at the Branch of the Bank at which the account of the Corporation is kept and receipt of such notice duly acknowledged in writing.

MOTION CARRIED.

Councillor Pope explained that his second motion was regarding the Operations Building debenture. The motion will authorize the Mayor and Clerk to issue and sell to the New Brunswick Municipal Finance Corporation a debenture to finance the construction costs of the Public Works and Recreation Operations Building under the Transportation Services category. The Village received ministerial approval on February 10th, 2020, for a loan to construct the Operations Building that is being used by the Public Works and Recreation departments. The following Resolution of Council is required by the Municipal Capital Borrowing Board to issue debentures for the loan application previously approved.

MOVED BY Councillor Mike Pope and **seconded by** Deputy Mayor Tim Scammell the following Resolution of Council: ***Be It Resolved That*** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of New Maryland debenture in the principal amount of \$2,000,000.00 (*two million dollars*) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and ***Be It Further Resolved That*** the Municipality of New Maryland agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture. **MOTION CARRIED.**

13. Approval of the Treasurer's Report

Councillor Laurie Pearson 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 Laurie Pearson and **seconded by** Councillor Mike Pope the following Resolution of Council: ***Be It Resolved That*** the Treasurer's Report be adopted as follows: payments made in the month of

July 2021: from the General Operating account by cheques and direct payments **\$425,598.27** (*four hundred & twenty-five thousand, five hundred & ninety-eight dollars and twenty-seven cents*); from the Water & Sewer Operating account **\$156,406.78** (*one hundred & fifty-six thousand, four hundred & six dollars and seventy-eight cents*); from the General Capital account **\$330,231.00** (*three hundred & thirty thousand, two hundred & thirty-one dollars*); and from the Water & Sewer Capital account **\$352,961.44** (*three hundred & fifty-two thousand, nine hundred & sixty-one dollars and forty-four cents*). **MOTION CARRIED.**

14. Public Input / Inquires

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

15. New Business

Councillor Alex Scholten reported that the Procedural By-law has been amended to reflect the requirements of the *Local Governance Act*. The by-law has been repealed in its entirety and replaced with the proposed By-law No. 50-2021. First and second readings by title only of the revised by-law took place on April 21st, 2021 and the final readings were delayed due to the municipal election and the public notification requirements for third reading by summary. Council agreed at the June 23rd, 2021 Council-In-Committee meeting for the third reading by summary only, as opposed to reading the by-law in its entirety. The *Local Governance Act* sets out the requirements for public notifications in order to read the by-law by summary, and those requirements were met. The following motions are presented for third reading by summary and final reading by title only for enactment.

MOVED BY Councillor Alex Scholten and **seconded by** Deputy Mayor Tim Scammell to read By-law No. 50-2021, A By-law Respecting the Proceedings of Council and Administration, for the THIRD time, this reading by summary, pursuant to Section 15 (3) of the *Local Governance Act*. **MOTION CARRIED.**

Councillor Scholten read the following summary: By-law No. 50-2021 includes amendments to reflect the requirements of the *Local Governance Act*, SNB 2017, Chapter 18, including the recognition of the need to create standalone by-laws for the Remuneration of Council and the Code of Conduct for Elected Officials, include a new section regarding electronic meetings, incorporate appendices for the Public Hearing Procedure policy and the Procedure for Procurement policy, and minor revisions to the Procedural By-law to promote clarity and to improve formatting.

MOVED BY Councillor Alex Scholten and **seconded by** Councillor Mariet van Groenewoud to read By-law No. 50-2021, A By-law Respecting the Proceedings of Council and Administration, for the FINAL time, this reading by title only, thereby enacting the by-law. **MOTION CARRIED.**

Councillor Scholten read the title: By-law No. 50, A By-law Respecting the Proceedings of Council and Administration.

16. Date, Time and Location of Next Meeting

The next formal Council meeting is scheduled for Wednesday, 15 September 2021 at 7:30 p.m. in Council Chamber.

17. Motion for Adjournment

MOVED BY Councillor Alex Scholten and **seconded by** Deputy Mayor Tim Scammell to adjourn the meeting. **MOTION CARRIED**

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Cynthia Geldart

Cynthia Geldart
CAO/Clerk

Signed

Judy Wilson-Shee
Mayor

Signed

Cynthia Geldart
CAO/Clerk