


Village of New Maryland
Council
15 March 2023

Present:	Mayor Judy Wilson-Shee Councillor Laurie Pearson Councillor Alex Scholten Cynthia Geldart, CAO/Clerk	Deputy Mayor Tim Scammell Councillor Mike Pope Councillor Mariet van Groenewoud Shawna Cyr-Basque, Assistant Clerk
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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 explained that the meeting was being recorded for broadcast.

2. Approval of the Agenda

MOVED BY Councillor Mike Pope and **seconded by** Deputy Mayor Tim Scammell that the agenda be approved as distributed. **MOTION CARRIED.**

3. Approval of the Minutes

MOVED BY Councillor Alex Scholten and **seconded by** Councillor Mariet van Groenewoud that the minutes of the regular session of Council of 15 February 2023 be approved as circulated.
MOTION CARRIED.

4. Disclosure of Interest

No *Disclosures of Interest* were declared.

5. Presentations

There were no presentations.

6. Proclamations

Mayor Wilson-Shee proclaimed 26 March 2023 as “Purple Day” in the Village of New Maryland in support of epilepsy awareness.

7. Correspondence:

The following correspondence was read into the record by Chief Administrative Officer/Clerk Cynthia Geldart at the request of the Mayor:

- an email was received by Mayor Wilson-Shee from a resident expressing concerns regarding the potential negative impacts of glyphosate and citing a number of studies that have been done in Italy, France and the United States; and
- information from the Epilepsy Association of the Maritimes explaining that March is Epilepsy Awareness Month and highlighting their education and support programs.

8. Mayor's Comments

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

- February 17: met with Janelle Doan, HR Consultant, Councillor Mariet van Groenewoud and CAO Cynthia Geldart to discuss the Chief Administrative Officer performance evaluation process;
- February 21: met with Chairperson John Bigger and senior staff of the Capital Region Service Commission (CRSC);
- February 21: New Maryland Lions Club meeting;

- February 25: participated in *The Coldest Night of the Year* event as a New Maryland Lions Club team member to raise money for local charities serving people experiencing hurt, hunger and homelessness; Mayor Wilson-Shee explained that the New Maryland Lions Club team raised \$2,035.00 (*two thousand and thirty-five dollars*), placed 13th (thirteenth) overall and thanked everyone who contributed;
- February 25: attended the Red Wings hockey game as a guest; the Red Wings honoured Fred “Buster” Harvey and his family during an evening dedicated to the fight against cancer;
- February 25: Glow Skate community event;
- February 28: New Maryland Heritage Association sub-committee meeting;
- March 01: met with the following representatives of Fredericton Tourism – Stacey Russell, Rose Arsenault and Patricia Donnelly, as well as CAO Cynthia Geldart and Recreation Coordinator Michelle Sawler (*Community Facilities Manager Nancy St. Croix was unable to attend as originally planned*);
- March 6: Parish of New Maryland (PNM) Zoomers meeting;
- March 7: CRSC monthly Board meeting;
- March 9: ceremony to raise the Kidney Foundation Flag (*Recreation Coordinator Michelle Sawler and Fire Chief Harry Farrell also attended*);
- March 10: met with Greg Lutes of Pivot Consulting Inc. to discuss the CRSC Strategic Plan; and
- March 14: attended a webinar via Microsoft Teams which included the following 3 (three) presentations: (1) “Fire Service 2025” hosted by Michael Lewis, Director, Office of the Fire Marshal; (2) “Forest Fire Management” hosted by Troy Adams, Branch Director, Department of Natural Resources and Energy Development; and (3) “Emergency Management through Local Governance” hosted by Kyle Leavitt, Director, NB Emergency Measures Organization; (*CAO Cynthia Geldart, Fire Chief Harry Farrell and various staff members also attended*).

Mayor Wilson-Shee also offered sincere congratulations to Deputy Mayor Tim Scammell and his wife, Cheryl, for receiving the Lois Shannon Award for Volunteer of the Year 2023.

9. Comments by Members of Council

Councillor Alex Scholten provided an update of the meetings and events that he has attended since the last Council meeting:

- February 16: attended, with other members of the Fredericton Chamber of Commerce Immigration Advisory Committee, the Opportunities New Brunswick presentation on their new Immigration Navigator Program designed to help newcomers in our communities find government provided services;
- February 16: participated in a workshop on housing hosted by Hon. Jill Green, Minister of Housing, and the NB Real Estate Association; the workshop sought to generate feedback and ideas on how the province might address the critical need for low income/affordable housing and economic housing in the province, and to prepare for the Housing Summit the province will be hosting in May; and
- February 22: Union of Municipalities of NB (UMNB) bi-weekly municipal reform committee meeting with municipal staff and municipal officials to discuss issues and concerns regarding municipal reforms being implemented by the province and how those reforms are impacting communities.

Councillor Scholten explained that on a personal note, he attended the NB Interscholastic Athletic Association Final 12 provincial basketball championships held at Harbour Station in Saint John on the 24th and 25th of February 2023. This annual event hosts the top 2 (two) male and female high school basketball teams at the A, AA, and AAA levels in the province. The boys AAA championship game was played by 2 (two) local teams – the Leo Hayes Lions and the Fredericton High School (FHS) Black Kats. It was a closely contested game with the FHS Black Kats taking the win. Councillor Scholten offered congratulations to the FHS Black Kats, the coaches and 2 (two) New Maryland residents who played on the FHS team – Cam Evans and

Councillor Scholten's son, Caleb. Councillors Pearson and Pope also attended the final game and offered congratulations to the team.

10. Planning Advisory Committee (PAC)

Councillor Alex Scholten provided a summary of the Planning Advisory Committee (PAC) meeting of Monday, 13 March 2023.

- Staff confirmed with the committee that subsequent to completing the public information process, the Development Officer approved a side yard variance to allow a 10 (ten)-metre setback from the property line for the proposed Water Treatment Plant.
- The committee reviewed the *Building Permit Summary Reports* for January and February 2023. The January report included 2 (two) permits issued for residential renovation projects with \$40,000 (*forty thousand dollars*) in estimated value of construction and \$330.00 (*three hundred thirty dollars*) in permit fee revenue for the month. The February report also consisted of 2 (two) permits issued for residential renovation projects with \$76,800 (*seventy-six thousand, eight hundred dollars*) in estimated value of construction and \$598.25 (*five hundred ninety-eight dollars and twenty-five cents*) in permit fee revenue. The current year-to-date totals are on par with the results of the same period in 2022.
- Staff discussed the proposed amendments to the Municipal Plan and Zoning By-laws with the committee. Proposed changes include housekeeping amendments and the addition of new provisions that relate to single-room occupancies, short-term rentals and implementation of the New Maryland Highway Urban Design Standards and Public Realm Guidelines. Further review and discussion of the draft amendments with the Village Planning Director, Council and PAC will occur in the weeks ahead.
- Staff explained to the committee that new provisions in the *Community Planning Act* have a focus on standardizing land use planning practices by ensuring such matters are administered at the local government level under the direction of a Registered Professional Planner who is a member in good standing with the New Brunswick Association of Planners. Staff further reported that Council appointed Senior Planner Frank Flanagan to the position of Village Planning Director on 15 February 2023.
- An update was provided by staff regarding a letter that has been sent to Local Governance and Local Governance Reform Minister Daniel Allain regarding non-application of Municipal Plans to Villages. The letter was drafted in consultation with Council and the Planning Director and forwarded to Minister Allain to register concerns about a new provision in the *Community Planning Act* that has implications for the proposed Municipal Plan and Zoning By-law amendments. Staff remain hopeful that the Minister will acknowledge the concerns and agree to amend the provincial land use planning legislation in a manner that would permit the Village, and others like it, to continue with the Municipal Plan By-laws that are currently in place. Staff will provide ongoing updates as new information becomes available.

MOVED BY Councillor Alex Scholten and **seconded by** Deputy Mayor Tim Scammell the adoption of the Planning Advisory Committee report as presented. **MOTION CARRIED.**

11. Emergency Response Plan (ERP) Committee

Deputy Mayor Tim Scammell provided an update on behalf of the Emergency Response Plan Committee.

- He explained that the committee has not met for quite some time. Their last meeting was held in May 2020. At that time the committee agreed to postpone meeting in person again until the fall due to the impacts of the COVID-19 pandemic, however the fall meeting was cancelled.
- Due to a combination of ongoing concerns about the pandemic, followed by multiple staff changes and workloads, the full committee has not been reconvened. Our Council and staff have every confidence that in an emergency situation, the committee members would rally to address whatever situation may

require their response. The Emergency Response Plan Committee, under the leadership of the Emergency Operations Centre Director James McAnany, had previously been very active with numerous tabletop and field exercises to ensure they are well prepared.

- Our CAO has recently hosted a number of meetings to determine next steps in preparing to re-activate the committee. She hosted a meeting to discuss responsibilities and determine if our emergency planning process was impacted by municipal reform and the regionalization of emergency response services. To that end, this group met with Daniel Dekleva, Regional Emergency Management Coordinator for the Capital Region Services Commission, to confirm the impacts of reform on the planning activities of the committee. Mr. Dekleva provided a very informative presentation on the various levels of emergency response and offered to join the committee as an active member. His knowledge and expertise, and general eagerness to help the committee succeed, will be a great asset for the community.
- The next tentative step is for the CAO to reach out to the current Emergency Response Plan Committee members to gauge their interest in staying on the committee and schedule a meeting to introduce them to Mr. Dekleva. Mr. Dekleva will provide an information session for the committee and discussions will follow on the steps for moving forward with meetings, training, exercises, etc.
- The Emergency Response Plan Committee plays an important role in the municipality's response to emergency situations and it is a very positive step to see the committee start to become active again.

MOVED BY Deputy Mayor Tim Scammell and **seconded by** Councillor Mariet van Groenewoud the adoption of the Emergency Response Plan Committee report as presented. **MOTION CARRIED.**

12. Project Reports / Updates

12. (i) Recreation & Leisure Services Department Updates

Councillor Mike Pope provided an update of the Recreation & Leisure Services Department activities.

- Staff hosted a very successful Glow Skate in the Athletic Park outdoor rink on the evening of 25 February 2023. This is the first time the event has been hosted since 2020. Staff estimates between 175 (one hundred seventy-five) and 200 (two hundred) people were in attendance and received many positive and enthusiastic comments during and after the event. The outdoor rink remained open for most of the March Break but closed on 09 March 2023 due to warmer temperatures. The rink opened on 11 February 2023 and was open for a total of 20 (twenty) days this season.
- Three successful 1 (one)-day camps were held at the New Maryland Centre over March Break. Sixty children enjoyed themed activities, crafts, cooking, group games and lots of outdoor play. Councillor Pope offered thanks to the Day Camp staff who led the camps.
- The Stay Safe course was held this past Friday, 10 March 2023 with 20 (twenty) participants. The next course offering will be the Babysitter course, likely in May or June depending on the school calendar and availability of the facility. Details will be shared on the Village's website and social media.
- The Summer Student jobs have been posted. The Village will be hiring 7 (seven) Day Camp Counsellors, 4 (four) Recreation Maintenance and 5 (five) Transportation Maintenance positions. The job descriptions, including pay rates and the application form can all be found on our website and have been shared on our social media as well as posted on the University of New Brunswick and St. Thomas University job boards. Staff are accepting applications until Monday, 27 March 2023. The application form can be filled out online and e-mailed to our Recreation Coordinator.
- Staff received confirmation this week that the Village's application to participate in the 2023 *Communities in Bloom Best Gardens Contest* was successful. The contest will be offered in the summer months and prizes will be awarded, including signage and Scott's gardening products, to a maximum

- of 6 (six) featured gardens. Residents can nominate themselves or nominate a garden that they admire on behalf of the property owner. Details on the *Best Gardens Contest* will be shared later in the spring.
- The New Maryland Minor Baseball Association has launched their registration for summer programs. Councillor Pope directed residents to visit the baseball association's Facebook page for all the details including age groups, fees, and the online registration form. He also explained that the New Maryland Soccer Association has launched their registration for summer programs as well and information can be found on their Facebook page.
 - The PNM Zoomers have provided updates of their events. The monthly meetings are held the first Monday of the month at 10:00 a.m. in the boardroom and the next meeting is scheduled for 03 April 2023. Councillor Pope concluded his report by noting that more information about the Zoomers activities can be requested via their email address at pnmzoomers@gmail.com and that residents can also subscribe to the Zoomers email list to receive a newsletter.

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

12. (ii) Public Works Department Updates

Councillor Laurie Pearson provided an update on the activities of the Public Works Department.

- Public Works staff investigated 6 (six) Public Works reports during the month of February 2023. The reports were investigated to the satisfaction of residents and staff.
- Public works staff are busy with winter maintenance activities.
- Councillor Pearson explained that with spring around the corner, staff will be considering dates for the annual Leaf Collection and the Tree Mulching Program. Further information will be made public once the dates are confirmed.
- The ban on overnight parking on Village streets is still in effect. As per the *Traffic and Parking By-law No. 63-2022 section 3.04(c)*, *No person shall stop, stand or park any vehicle on any street or public space in the "Winter Period" between the hours of midnight and 7:00 a.m. of any day, or leave any vehicle unattended during periods of snowfall, on any street or highway so as to interfere with snow removal operations.* The "Winter Period" is from November 01st (first) until the end of March.
- Councillor Pearson concluded her report by commenting that the warmer days are a good indication that winter is nearing its end and that staff have started widening streets, clearing catch basins in preparation for the spring thaw and monitoring ditches for any localized flooding.

MOVED BY Councillor Laurie Pearson and **seconded by** Deputy Mayor Tim Scammell the adoption of the Public Works Department report as presented. **MOTION CARRIED.**

12. (iii) Administration (CAO/Clerk's Office)

Councillor Mariet van Groenewoud reported that she had 4 (four) items to bring forward.

(1) Commence Readings for By-law Amendment No. 11-01-2023

Councillor van Groenewoud explained that Council adopted the *Remuneration of Council By-law No.11* in March 2019 as per the requirements of the *Local Governance Act* (LGA).

During a recent Council-In-Committee meeting, section 3.07 of the by-law was reviewed regarding the compensation of lost wages for Council members who need to take time away from their regular employment to attend to Village business. The by-law currently includes a per day maximum compensation for lost wages of \$300 (*three hundred dollars*).

After lengthy debate, the consensus of Council was that Council members should be compensated for the exact amount of their lost wages and not incur a loss to their income due to Village business. By-law No. 11 is being amended to remove the maximum per day compensation amount.

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 commence the necessary readings to enact By-law Amendment No. 11-01-2023, an Amendment to the *Remuneration of Council By-law No. 11*.

Discussion: Councillor Scholten explained that he would be voting against this motion as it was his opinion that the annual Council compensation amount in addition to the \$300 (*three hundred dollars*) per day reimbursement was sufficient and he did not feel it was necessary to change the by-law. Councillor van Groenewoud reiterated that she felt that although Council members should not profit from the compensation, they should not be required to endure a loss in their wages due to Village business.

MOTION CARRIED (*with Councillor Scholten voting against the motion*).

(2) Approval of Human Resources Policy Manual Amendments

Councillor van Groenewoud reported that she was bringing forward a motion to officially adopt proposed revisions to the *Human Resources Policy Manual*. She explained that Council originally adopted the *Human Resources Policy Manual* in December 2007. The policy manual has been updated numerous times over the years to ensure it adheres to provincial and federal legislation, to provide new and/or additional benefits for our municipal staff in order to enhance the recruitment and retention of experienced employees, and to promote a productive and respectful workplace. The revisions being proposed through this *Resolution of Council* are not “new” policies and consist of changes to adhere to updates to provincial and/or federal regulations, clarifications, consistency among forms, and formatting.

MOVED BY Councillor Mariet van Groenewoud 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 Chief Administrative Officer, adopt the revisions to the *Human Resources Policy Manual* as attached hereto. **MOTION CARRIED.**

(3) Appointment of Assistant Clerk

Councillor van Groenewoud explained that the position of Assistant Clerk is legislated in the *Local Governance Act* and requires a Resolution of Council for appointment. With all new positions in the Village, (1) one condition of employment is successful completion of a 6 (six)-month probation period. The probation period is intended to ensure that the new employee is a benefit to the municipality and a good fit for our team, and also provides an opportunity for the incumbent to ascertain if the position meets their expectations. Although the probation period is not yet completed, we are moving forward with Shawna’s official appointment via a Resolution of Council this evening to ensure the continuity of the Clerk’s duties during an upcoming absence of the Chief Administrative Officer/Clerk. This will ensure that the Assistant Clerk is legally authorized to implement any duties that are required by Council and legislated in the *Act*.

MOVED BY Councillor Mariet van Groenewoud 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 Chief Administrative Officer, appoint Shawna Cyr-Basque as the Assistant Clerk for the Village of New Maryland, as per sections 71(1), 73, 74(1) and 74(2) of the *Local Governance Act*; ***Be It Further Resolved that*** the Council hereby directs that Shawna Cyr-Basque, as Assistant Clerk, be appointed

to enforce the by-laws of the Village of New Maryland and amendments thereto, and be authorized to make application or commence proceedings on behalf of the Village of New Maryland to Courts of competent jurisdiction in relation to matters arising under the *Community Planning Act*, *Local Governance Act* and Village of New Maryland by-laws enacted pursuant to those statutes. **MOTION CARRIED.**

(4) Award of the Strategic Plan 2023-2028 Request for Proposal

Councillor Mariet van Groenewoud reported that Council is moving forward with the process to develop a new Strategic Plan. Council agreed to issue a Request for Proposals (RFP) for consulting services for the project. Our Chief Administrative Officer established an Evaluation Committee consisting of senior staff members and reviewed 9 (nine) submissions that we received in response to the RFP. The committee evaluated each proposal based on the criteria identified in the RFP document. That criteria included: qualification and experience of the company; qualification and relevant experience of the project team; understanding of objectives; experience in developing strategic plans for municipalities; quality of approach, methodology, and innovation (work plan); proposed work plan schedule; and financial (fees and disbursements).

After careful review and evaluation of the proposals, the committee agreed to recommend that the contract be awarded to Marque Portfolio Solutions Group out of Moncton, NB. The recommendation was presented to Council on 08 March 2023 at the Council-In-Committee meeting and a consensus was reached to officially award the contract to Marque.

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, as per the recommendation of senior staff, award the *Village of New Maryland RFP 2023-01-Strat Plan* to Marque Portfolio Solutions Group, as per their submission dated 01 March 2023, in the amount of \$28,460 (*twenty-eight thousand, four hundred sixty dollars*) plus \$4,269 (*four thousand, two hundred sixty-nine dollars*) HST, for a total amount of \$32,729 (*thirty-two thousand, seven hundred twenty-nine dollars*); and that the Mayor and Clerk are authorized to execute said contract. **MOTION CARRIED.**

12. (iv) Senior's Advisory Committee

Deputy Mayor Tim Scammell provided an update of the Senior's Advisory Committee (SAC) meeting hosted on 27 February 2023.

- Mayor Wilson-Shee welcomed Linda Williams, the Coordinator with Urban Rural Rides in the Greater Fredericton area, to the meeting. Ms. Williams presented a summary of the program including driver requirements, compensation, the client fee structure and funding sources.
- The committee reviewed the *Community Action Plan* and noted several changes and updates that need to be completed. Performance indicators and timelines will be reviewed in order to provide a more focused summary of projects and potential dates of completion. The committee will also be looking for community feedback on the Age-Friendly Community Initiative.
- The SAC reviewed and discussed the news release from the Minister of Social Development regarding a new partnership between the Provincial Age-Friendly Community Program and Age-Friendly Active Communities NB Incorporated (a non-profit community organization).
- The PNM Zoomers and the SAC hosted an Anti-Scam seminar on 13 December 2022 with approximately 25 (twenty-five) people in attendance. Coffee and tea were provided as well as treats supplied by Mayor Wilson-Shee. The PNM Zoomers and SAC would like to host another seminar in the spring.

- Mayor Wilson-Shee and SAC member Jeff Tapley met to discuss the establishment of a Neighbourhood Watch Program in the Village. The next step will be for Mayor Wilson-Shee to invite RCMP Constable Lucie Ménard to a meeting to discuss the process for establishing the program.

MOVED BY Deputy Mayor Tim Scammell and **seconded by** Councillor Mariet van Groenewoud the adoption of the Senior's Advisory Committee report as presented.

13. Approval of the Treasurer's Report

MOVED BY Councillor Alex Scholten 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 February from the General Operating account by cheques and direct payments **\$500,432.44** (*five hundred thousand, four hundred thirty-two dollars and forty-four cents*); from the Water & Sewer Operating account **\$327,948.58** (*three hundred twenty-seven thousand, nine hundred forty-eight dollars and fifty-eight cents*); from the General Capital account **\$36,245.70** (*thirty-six thousand, two hundred forty-five dollars and seventy cents*); and from the Water & Sewer Capital account **\$49,019.77** (*forty-nine thousand, and nineteen dollars and seventy-seven cents*). **MOTION CARRIED.**

14. Public Input / Inquires

No input and/or inquiries were brought forward.

15. New Business

(i) First and Second Readings of By-law Amendment No.11-01-2023

MOVED BY Councillor Mike Pope and **seconded by** Deputy Mayor Tim Scammell to read By-law Amendment No. 11-01-2023, an amendment to the *Remuneration of Council By-law No. 11* for the first time, this reading by title only. **MOTION CARRIED (with Councillor Scholten voting against the motion).**

Councillor Pope read the title *By-law Amendment No.11-01-2023, an Amendment to the Remuneration of Council By-law No. 11.*

MOVED BY Councillor Mike Pope and **seconded by** Deputy Mayor Tim Scammell to read By-law Amendment No. 11-01-2023, an amendment to the *Remuneration of Council By-law No. 11* for the second time, this reading by title only. **MOTION CARRIED (with Councillor Scholten voting against the motion).**

Councillor Pope read the title *By-law Amendment No.11-01-2023, an Amendment to the Remuneration of Council By-law No. 11.*

16. Date, Time and Location of Next Meeting

The next formal Council meeting is scheduled for Wednesday, 19 April 2023 at 7:30 p.m. in Council Chamber.

17. Motion for Adjournment

MOVED BY Councillor Alex Scholten and **seconded by** Councillor Mariet van Groenewoud to adjourn the meeting. **MOTION CARRIED**

The meeting adjourned at 8:08 p.m.

Respectfully submitted,

Cynthia Geldart

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee

Judy Wilson-Shee
Mayor



Cynthia Geldart

Cynthia Geldart
CAO/Clerk

