

Village of New Maryland
Council
20 December 2023

Present:	Mayor Judy Wilson-Shee Councillor Laurie Pearson Councillor Alex Scholten CAO/Clerk Cynthia Geldart	Deputy Mayor Mike Pope Councillor Tim Scammell Councillor Mariet van Groenewoud Assistant Clerk Shawna Cyr-Basque
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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 Deputy Mayor Mike Pope and **seconded by** Councillor 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 November 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

There were no proclamations.

7. Correspondence

There was no correspondence to read into the record.

8. Mayor's Comments

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

- ❖ November 16: 30th Murial McQueen Fergusson Foundation Award Ceremony; congratulations were expressed for Debrah Westerborg, who is an award recipient;
- ❖ November 16: potluck hosted by the Parish of New Maryland (PNM) Zoomers with guest speaker Fire Chief Harry Farrell;
- ❖ November 22: meeting with senior staff and a developer who had questions concerning a proposed project;
- ❖ November 24: meeting with interested parties concerning the New Maryland Heritage Association (NMHA);
- ❖ November 27: Seniors Advisory Committee (SAC) (*Councillors Scammell and van Groenewoud also attended*);

- ❖ November 28: meeting with Marc Milner, David Cameron and Jeff Barnes representing the Wostawea Cross Country Ski Club; they have since met with Fredericton Mayor Kate Rogers and will meet in the new year with the Directors of the Capital Region Service Commission (CRSC);
- ❖ November 30: Tree Lighting event, a well-organized event that saw a great turnout (*Deputy Mayor Pope, Councillors Pearson, Scammell, and Scholten also attended, as well as MLA Jeff Carr*);
- ❖ December 01: Village Christmas Banquet where MLA Jeff Carr presented Councillor Tim Scammell with Queen Elizabeth II Platinum Jubilee Award; congratulation were expressed to Councillor Scammell;
- ❖ December 03: Christmas House Tour of the former St. Mary the Virgin Church, with approximately 75 (seventy-five) people in attendance (*Councillor Pearson also attended*);
- ❖ December 04: New Maryland Elementary School (NMES) presentation of the Bus Driver of the Year Award to recipient Julie Gardiner;
- ❖ December 04 to 07: Lions Club Food and Toy Drive; Mayor Wilson-Shee explained that she volunteered on Monday, 04 December 2023 and she thanked everyone who volunteered to help make it such a successful event; she also thanked residents for their generous donations; (*Councillors Scholten and Scammell also volunteered*);
- ❖ December 05: Horizon Holiday Reception held at the Delta;
- ❖ December 05: CRSC Board meeting;
- ❖ December 06: Holiday Cheers Reception hosted by Colonel Parent;
- ❖ December 07: CRSC Christmas Reception held at Sam Snead's;
- ❖ December 09: Wreath Making Workshop held at the New Maryland Centre (NMC) with approximately 75 (seventy-five) wreaths made; Mayor Wilson-Shee shared that this workshop is a popular event that has been hosted by the Village for the past 20 (twenty) years;
- ❖ December 10: Tea Social at the Campbell's where she presented Gary Campbell with a 5 (five)-year service pin in recognition of his time served on the Seniors Advisory Committee (SAC);
- ❖ December 12: Lieutenant Governor's House where Duncan Mugford presented hundreds of knitted toques, for distribution to those in need, to the Honourable Brenda Murphy; Mr. Mugford is a retired 30 (thirty)-year Canadian Armed Forces veteran who, in his spare time, decided to learn how to knit;
- ❖ December 12: Christmas Lights Competition; Mayor Wilson-Shee, Recreation Coordinator Michelle Sawler and Lions Club member Fonda French were the judges for the 9 (nine) entries in the contest;
- ❖ December 13: NMES Christmas concert;
- ❖ December 14: meeting with the Hon. Glen Savoie, Minister responsible for the *Department of Local Government and Local Government Reform* (*senior staff members attended as well*);
- ❖ December 14: Ignite Holiday Social held at Planet Hatch;
- ❖ December 14: Hanwell Holiday Celebration (*Councillor Scholten and CAO/Clerk Cynthia Geldart also attended*);
- ❖ December 15: Staff Christmas Luncheon event;
- ❖ December 18: CRSC Special meeting of the board regarding year-end transfers;
- ❖ December 19: visited the homes of the winning entries in the Christmas Lights Competition and presented prizes (*Recreation Coordinator Michelle Sawler also attended*);
- ❖ December 20: virtual Storm Recovery meeting hosted by Charbel Awad, Deputy Minister of the *Department of Environment and Local Government*; Matt Steeves, Director of Strategic Projects and Analysis, Justice and Public Safety, provided a presentation and also explained that detailed information is available on the gnb.ca/storm website, which is updated daily (*CAO/Clerk Cynthia Geldart also participated*); and
- ❖ December 20: Lions Club gathering (*Councillor Scholten also attended*).

Mayor Wilson-Shee took the opportunity to thank Marie Demmings, better known as *The Fudge Lady*, for providing Council and staff with homemade fudge.

She then further explained that Council and Staff would like to thank the Province of New Brunswick for providing funding through a grant in the amount of \$4,074.78 (*four thousand, seventy-four dollars and seventy-eight cents*) under the *Department of Tourism, Heritage and Culture* “Built Heritage Program” towards the restoration of the round coloured-glass window and cornice repairs at Victoria Hall. The conservation project was completed in November 2023.

The Mayor concluded her comments by wishing everyone a Merry Christmas and happy New Year. She remarked that she hoped everyone stayed safe and healthy, and reminded them to be kind to one another.

9. Comments by Members of Council

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

- November 15: McCain Foundation meeting held in Toronto to discuss a food rescue center; the project could be transformational for the province as it struggles with the challenges of increased food insecurity;
- November 15: Union of the Municipalities of New Brunswick (UMNB) Municipal Reform Committee meeting to discuss issues and concerns regarding municipal reform; topics of discussion included the cancellation of the Fiscal Summit and issues around budgets being released by municipalities in NB and the Regional Service Commissions (RSCs) in the province;
- November 23: Ignite Capital Region (ICR) meeting held at the NMC with local business owners to discuss how ICR could be of service and what challenges businesses are facing;
- November 24 to 26: UMNB Annual General Meeting (AGM) and Conference held at the Delta Fredericton with over 270 (two hundred and seventy) representatives from municipalities across the province in attendance (the highest level of attendance in the history of the conference); the conference included informative presentations and discussions on topics such as housing, public safety, population growth, municipal reform and infrastructure challenges, as well as the lack of fiscal reform;
- November 27: chaired a meeting of the New Maryland Lions Club Food and Toy Drive Committee to discuss last minute plans regarding the 2023 event;
- November 29: UMNB Municipal Reform Committee meeting to discuss issues and concerns regarding municipal reform;
- November 30: Municipal Associations meeting which included the Cites of NB Association, UMNB and the Francophone Association to discuss status updates on provincial fiscal reform;
- December 01: Community of Creative Citizens Board meeting to discuss municipal, education and healthcare reform;
- December 03: hosted the New Maryland Lions Club booth at the NMC Market to raise funds, food and toy items for the Food and Toy Drive; Councillor Scholten expressed appreciation to the market organizers for their assistance;
- December 05: UMNB Executive Committee meeting to discuss a potential merger with the Cities of NB Association;
- December 05: Multicultural Association of Fredericton (MCAF) Sponsor Appreciation event, which included a number of newcomers preparing foods from their home country and sharing them with the stakeholders of the MCAF;
- December 06: Chamber of Commerce Immigration Advocacy Committee meeting to discuss issues impacting newcomers in NB and the upcoming consultation and mapping exercise ICR will be conducting on immigration service providers;

- December 4 to 7: New Maryland Lions Club Annual Food and Toy Drive; Councillor Scholten reported that he participated in the 4 (four) nights of collection and commented on the overwhelming community support; the successful event allowed the Lions Club to achieve the following: 140 (one hundred and forty) large hampers prepared for families in need; support for a number of community organizations including Chrysalis House, Gignoo, Liberty Lane, Grace House, the Society for the Prevention of Cruelty to Animals (SPCA), Transition House, Portage House, school breakfast programs at Fredericton High School (FHS) and Bliss Carmen Middle School, and Leo Hayes Kim's Kitchen; he also thanked the many volunteers from the Lions Club who have organized and hosted this event for the past 28 (twenty-eight) years, as well as the volunteers from the community including Kat's Kitchen, FHS Student Representative Council (SRC), Junior Achievement, Scouts, U15 AA Central Female Hockey team, members of the FHS Varsity Football team including Hunter Pearson, New Maryland Fire Department Chief Harry Farrell and the volunteer firefighters who assisted each night, the RCMP and Greg McKenna and his family for providing the trailer and vehicles;
- December 09: Lions Club Food and Toy Drive distribution day at Faith Baptist Church;
- December 11: UMNb Conference Committee to discuss post-event assessments and plans for the 2024 AGM and conference;
- December 11: Saint John Council meeting to discuss a potential merger between the Cities of NB Association and UMNb;
- December 12: information session with Susan Holt, local business owners and community stakeholders held at the Fredericton Inn to discuss their issues and concerns;
- December 13: UMNb Municipal Reform Committee meeting to discuss issues and concerns of municipalities regarding municipal reform and fiscal reform;
- December 14: NB Municipal Associations' Fiscal Reform Working Group to discuss engagement with the province of this critical aspect of reform;
- December 14: Hanwell Holiday Open House held at the Hanwell Community Centre; and
- December 20: the 8 (eight) members of the Cities of NB Association agreed to a merger with UMNb to strengthen and organize advocacy efforts with the province and also to share their unique perspective on matters impacting municipalities across the province.

Deputy Mayor Mike Pope congratulated Julie Gardiner for being awarded the Bus Driver of the Year Award and also congratulated Councillor Tim Scammell for being awarded the Queen Elizabeth II Platinum Jubilee Award.

Councillor Mariet van Groenewoud wished everyone a Merry Christmas.

Councillor Laurie Pearson thanked Councillor Scholten for his dedication and contributions to the success of the Lions Club Food and Toy Drive and also wished everyone a Merry Christmas.

10. Planning Advisory Committee (PAC)

There was no report.

11. Emergency Response Plan (ERP) Committee

There was no report.

12. Project Reports / Updates

12.(i) Recreation & Leisure Services Department Updates

Councillor Laurie Pearson provided an update of the Recreation & Leisure Services Department activities.

- The Tree Lighting event held on Thursday, 30 November 2023 had a great turnout and the weather was ideal. She thanked the 1st New Maryland Cubs for assisting with the candle lighting and the distribution of programs, as well as the grade 3-5 NMES Choir, Winnie Patterson who assisted Mayor Wilson-Shee with the lights and Fire Chief Harry Farrell who ensured that Santa arrived from the North Pole via fire truck. Councillor Pearson noted that it was great to have many members of Council in attendance as well. She further thanked the Village's Recreation Foreman, Kirk Billings, for his hard work and beautification efforts leading up to the event.
- The Wreath Making Workshop held on Saturday, 09 December 2023 was the busiest to date. She thanked Mayor Wilson-Shee for leading the sessions and noted that several attendees shared their wreath photos on the Village's social media post which had over 9,000 (nine thousand) views.
- The Mayor's Tea scheduled for Sunday, 10 December 2023 was cancelled due to the lack of registrations. Staff have tentatively scheduled Friday, 15 February 2024 for a Valentine's-themed tea for seniors and noted that details will be provided in the new year.
- On behalf of the Lions Club, Councillor Pearson thanked everyone that provided overwhelming support to the Food and Toy Drive this year and explained that Councillor Scholten had provided a great overview of the event during his comments. The additional evening added to the parade allowed for a visit to all subdivisions with each evening concluding earlier than in previous years. She commented that families enjoyed the music and a visit from Santa. The community was extremely generous and supportive of the event. The donations of food, toys and financial contributions helped many families in need this year. She further thanked the many volunteers and community groups that helped make this event possible.
- The team of judges visited the homes that were submitted for the 4th annual Community Christmas Lights Competition. First place overall was awarded to Heidi Bjornson at 136 Sunrise Estates Drive, second place to Karen Fletcher of 93 New Maryland Highway and third place to Katie Hazzard at 85/87 Springwater Lane. The judges' Choice Awards were presented as follows: the Clark W. Griswold was awarded to Alex Daigle of 131 Bradshaw Lane and the old-fashioned Christmas display was awarded to Dana and Maureen Caslake of 169 Woodlawn Lane. Mayor Wilson-Shee and the Village's Recreation Coordinator visited the homes of the winning entries to present their prizes.
- The Village's Recreation Coordinator and Recreation Foreman met virtually with Kristy Strauss regarding the Village's participation in the Canadian Parks and Recreation Association (CPRA) Youth Employment Experience (YEE) program. The federal government initiative provided funding for temporary Recreation Maintenance staff this past fall and the experience will be profiled as a success story on the CPRA website. Highlights of the discussion included the variety of work experiences offered to Alex Robichaud over the 10 (ten)-week employment period, Kirk Billings' role as a mentor and the value of the program to the Village. Staff were grateful for the funding opportunity as it is a challenge to maintain the workload in the fall after the summer students are done.
- The Village's sea-can storage unit was purchased and installed at the Public Works / Recreation Operations Building property this month, which was one of the Recreation and Leisure Services Department capital budget purchases. Staff have relocated larger items from the upstairs storage area and outside the garage's compound, as well as various items located off-site. The new sea-can is approximately 25 (twenty-five) feet long and 8 (eight) feet wide.
- The final open gym and co-ed adult volleyball for 2023 were held at the NMES over the past weekend and user groups have finished for the Christmas break and will resume the week of 08 January 2024.

- The Snow Much Fun contest is starting the week of 15 January 2024 and residents are invited to email a photo of their snow creations to the Village's Recreation Coordinator for a chance to win a weekly prize. The contest runs for 6 (six) weeks and it is a great way to enjoy some fun in the snow and the outdoors.
- The Parish of New Maryland (PNM) Zoomer activities are available on the Village website or via email at pnmzoomers@gmail.com.

MOVED BY Councillor Laurie Pearson 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 Tim Scammell provided an update of the activities of the Public Works Department.

- Staff investigated 3 (three) Public Works reports during the month of November 2023. The reports were inquiries from residents concerning garbage collection, street cleaning and unsightly premises. The reports were investigated and completed to the satisfaction of residents and staff.
- The winter weather and snow plowing activities have begun and Councillor Scammell reminded residents of the Village's winter contracts. He explained that the snow and ice control of the Village streets is contracted out to 2 (two) contractors. The contractors and Public Works staff monitor weather reports in an effort to be prepared to respond to snow events when they arrive. The contractors are required to start plowing after 5 (five) centimetres of snow accumulated and repeat the plowing to hold a maximum accumulation to 10 (ten) centimetres. Once the storm is over the contractors will do a final clean-up of all streets. Storms that have an accumulation of less than 5 (five) centimetres are plowed at the end of the storm. The contractors are to ensure that the travel lanes are kept to a minimum of 7 (seven) metres. After the storm, work continues with pushing back snowbanks, cleaning up intersections and preparing for future storms. Salt and sand are applied to streets to provide traction and to break down snow and ice on the surface. In addition, salt and sand are applied at the onset of a storm to prevent snow from bonding to the pavement. The Village's sidewalks are maintained by Public Works staff and the sidewalks closest to the NMES are cleared first and then plowing continues from there. The goal is to have the sidewalks cleared of snow prior to the start of the school day and before the end of the school day to allow children to use the sidewalks. Once the storm is over, a final clean-up is conducted with the addition of salt and sand. Salt and sand are also applied when slippery conditions exist.
- Councillor Scammell reminded residents that the ban on overnight parking on Village streets is now 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.*
- Public Works staff will be assisting the New Maryland Scouts with their annual Christmas Tree pick up which is planned for Saturday, 06 January 2024. The trees are collected and hauled to the Wastewater Treatment Plant site for chipping and disposal in the spring. The New Maryland Scouting group will be removing boughs from some of the trees to use for winter camping activities. They also appreciate any donations they receive.
- Council and staff would like to encourage residents to participate in the *adopt-a-hydrant program* during the winter months by keeping hydrants clear of snow. Any assistance is greatly appreciated. Councillor Scammell thanked residents who have helped to keep hydrants clear of snow in the past.
- Charters Construction has completed Contract 6, Water Distribution Main for the Sunrise Wellfield Development project. Philson Ltd. continues work on Contract 5, Water Supply System for the Sunrise Wellfield Development project. The installation of mechanical and electrical components is

being completed at the 2 (two) well houses. He thanked everyone for their cooperation during the construction projects.

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

Councillor Scammell reported that he had a motion to present regarding the upgrades to the sand filter system at the Wastewater Treatment Plant. He further explained that the Wastewater Treatment Plant treats approximately 80% (eighty percent) of the Village's sanitary sewers. The sand filter system is a tertiary treatment which removes suspended solids from the final effluent. The system is nearing the end of its life cycle and will require upgrades or replacement. To ensure that all treatment options are evaluated, staff approached EXP, the original designers for the wastewater treatment system, for a proposal to help determine the best approach to improve the wastewater treatment process. EXP offered a concept design proposal at a cost of \$32,900.00 (*thirty-two thousand, nine hundred dollars*) plus HST. Council reviewed the proposal at the Council-In-Committee (CIC) meeting on Wednesday, 13 December 2023 and agreed to move forward with EXP's proposal, as per the recommendation of the Public Works Supervisor.

MOVED BY Councillor Tim Scammell and **seconded by** Deputy Mayor 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 Public Works Supervisor, move forward with EXP's *VONM Sand Filter Replacement Concept Design Proposal* at a cost of \$32,900.00 (*thirty-two thousand, nine hundred dollars*) plus \$4,935.00 (*four thousand, nine hundred thirty-five dollars*) HST for a total purchase price of \$37,835.00 (*thirty-seven thousand, eight hundred and thirty-five dollars*). **MOTION CARRIED.**

12. (iii) New Maryland Fire Department (NMFD):

Deputy Mayor Mike Pope explained that he had a motion to present for the transfer funds for equipment purchase. In order to maintain the 3B rating for insurance purposes, the NMFD's front-line pumper truck must be less than 20 (twenty) years old. The Village's 2 (two) main fire trucks are now 21 (twenty-one) years old, therefore at the formal Council meeting of Wednesday, 22 June 2022, Council approved the purchase and manufacturing of a fire truck from Metalfab Fire Trucks by leveraging a Regional Economic Development exemption as permitted under the *Procurement Act*. The province approved the exemption via a Record of Decision (ROD) received on Tuesday, 22 November 2022. Due to inflation, it is now estimated that the total cost for the purchase of a fire truck will be in the range of \$650,000 (*six hundred fifty thousand dollars*) to \$750,000 (*seven hundred fifty thousand dollars*). Early in January 2024, Fire Chief Farrell will be meeting with representatives from Metalfab Fire Trucks to review the truck specifications and will receive further details on the cost at that time. The initial estimate was \$600,000 (*six hundred thousand dollars*). The funds for the new fire truck are held in the Capital Reserve Fund and due to the Village's coverage of the Sunbury York South Rural Community, the Capital Reserve Fund is cost-shared by the province's share of 37.44% (*thirty-seven-point forty-four percent*). The first installment for the fire truck in the amount of \$140,000 (*one hundred forty thousand dollars*) is due immediately. The installment is to cover the cost of the cab and chassis. The remaining funds, the amount to be determined after the meeting scheduled for the new year, are due by August or September 2024, at which time the new truck will be completed.

MOVED BY Deputy Mayor Mike Pope 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 Capital Reserve Fund (*Acct # 0626 1015-021*) to the General Capital Fund (*Acct # 0626 1020-875*) \$140,000 (*one hundred forty thousand dollars*). **MOTION CARRIED.**

12. (iv) Finance Department

Councillor Alex Scholten explained that he had a motion to present for the appointment of financial signing officers, as well as 3 (three) motions to transfer funds. He noted that any time there is a change in signing officers, a Resolution of Council is required by the investment bank to ensure that proper signature documentation is recorded. A new Deputy Mayor was appointed at the formal Council meeting on Wednesday, 15 November 2023 and therefore a new motion for signing authority is required.

MOVED BY Councillor Alex Scholten and **seconded by** Councillor Mariet van Groenewoud 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 Mike Pope, 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 Corporations: (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 have been 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 Scholten further explained that as part of the year-end process, it is the recommendation of the Treasurer to approve the following transfers of funds: \$375,000 (*three hundred seventy-five thousand dollars*) for the General Capital Reserve, \$300,000 (*three hundred thousand dollars*) for the Utility Capital Reserve and \$50,000 (*fifty thousand dollars*) for the General Operating Reserve.

MOVED BY Councillor Alex Scholten and **seconded by** Deputy Mayor Mike Pope 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 1015-121*) \$375,000 (*three hundred seventy-five thousand dollars*). **MOTION CARRIED.**

MOVED BY Councillor Alex Scholten 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 Utility Operating Fund (*Acct # 0626 1014-176*) to the Utility Capital Reserve Fund (*Acct # 0626 1018-839*) \$300,000 (*three hundred thousand dollars*). **MOTION CARRIED.**

MOVED BY Councillor Alex Scholten and **seconded by** Deputy Mayor Mike Pope 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 Operating Reserve Fund (*Acct # 0626 1015-013*) \$50,000 (*fifty thousand dollars*). **MOTION CARRIED.**

12. (v) CAO/Clerk's Office

Councillor Mariet van Groenewoud provided an update of the activities of the CAO/Clerk's Office.

- She began by commenting that she is honoured to present this report and shared that she would like to take the opportunity to thank a number of people who are vital to the effective and successful operation of the municipality. Each year the Village acknowledges the years of service and dedication of our Council, staff, committee members and volunteer firefighters at the Village's annual Christmas Banquet. Their commitment to the community deserves recognition at a formal Council meeting in order to share their accomplishments and Council's appreciation in a public forum.
- The Planning Advisory Committee (PAC) is one of the Village's longest serving Committees and has an extensive mandate that includes issues such as development proposals, municipal plan amendments, subdivision applications and long-range planning, to name just a few of their responsibilities. The Committee members have worked diligently over the past year on a variety of complex and sometimes controversial files. Their careful review and consideration of the issues that impact the Village helps to ensure that the community develops and grows while focusing on sustainability, safety diversity and with environmental concerns in mind. The PAC members include Julie Clarke, Chair, Sam McEwan, Vice-Chair, Gillan Ash Richard, Mike Pauley and Robin Chaplin. Their advice and guidance has been invaluable this year.
- The Seniors Advisory Committee (SAC) was established to provide input and recommendations to Council regarding the implementation of the Action Plan created by the Age-Friendly Community Ad-Hoc Committee and to advise Council on matters affecting senior citizens in the community. They have been involved in a number of important files this year including the Urban Rides Program, a detailed and comprehensive review and update of the *Community Action Plan*, steps to establish a Neighbourhood Watch Program and recently began discussions on the potential for inviting a youth component to join the Committee. The SAC members include Gary Campbell, Yves LeBlanc, Art Standing and Jeff Tapley. Committee members Gary Campbell, Art Standing and Jeff Tapley were all recognized for 5 (five) years of service on the Committee.
- Council and staff also offered their sincere appreciation to the Emergency Response Plan (ERP) Committee. The municipality is fortunate to have a group of dedicated individuals working hard to ensure our community is well prepared for any emergency situation. The Committee is working on a number of key files that include the set-up of Voyent Alert and participation in training opportunities and exercises, including active participation in a number of internal and provincial emergency planning exercises under the guidance of the dedicated Emergency Operations Centre (EOC) Director, James McAnany. Committee members include Cory Allen, Shelley Bilensky, Daniel Dekleva, Eric Ferguson, Amanda Foxe, Liz Hendrick, Judy Ingram, Mark Manderson, Pastor Larry Matthews, James McAnany, Curtis McIntyre, Michael McKeage, Bill O'Donnell and Jen Woodside. A few Committee members were recognized for their long service, including James McAnany for 20 (twenty) years; Mark Manderson, Judy Ingram, Pastor Larry Matthews and Curtis McIntyre for 10 (ten) years of dedicated service; and Cory Allen, Jen Woodside and Bill O'Donnell for their 5 (five) years of service on the Committee.
- Councillor van Groenewoud commented that all of the Committee members volunteer their time and share their skills, expertise and advice in order to enrich the lives of our residents.
- The firefighters on the New Maryland Volunteer Fire Department also deserve gratitude and appreciation for all they do to keep our community safe. They work tirelessly to ensure that they are well trained and prepared to respond whenever they are called to a fire or emergency scene. Members of the Fire Department include Jacob Andrews, Chase Armstrong, Julia Arnason, Jordan Banks, Leah Daigle, Lorne Dalton, David Doherty, Jacob English, David French, Rob Gallant, Gracie Gardner, Cory Harrison, Courtney Kingsbury, Ian Ley, Paul McAdam, Kristine McAuley, Kyle McLean,

Stephen McLean, Rob Miller, Ellen Morris, Andrew Pyne, Chris Quartermain, Nick Tibbits-Hobson, Johnathan Wayne and Greg WeyRich.

- Council thanked Village staff who work extremely hard to meet the goals and objectives set by Council. The Village has been impacted this year by factors out of staff's control such as the timing of the Department of Transportation and Infrastructure's (DTI) Baker Brook culvert replacement project, new responsibilities that resulted from municipal reform and continued downloading by the province. Staff face these and other challenges with skill and expertise, professionalism and a willingness to provide assistance, and often with incredible tenacity and determination. Their professionalism, strong work ethic and dedication to the community helped to ensure that we had a productive and successful year. We have a diverse and skilled team including Kyle Arseneault, Assistant Building Inspector/Development Officer, Kirk Billings, Recreation Foreman, Kyle Brooking, Water and Wastewater Systems Operator, Shawna Cyr-Basque, Assistant Clerk, Harry Farrell, Fire Chief, Cynthia Geldart, Chief Administrative Officer/Clerk, Johnny Godin, Public Works Equipment Operator, Audrey Harper, Administrative Assistant, Greg Haslett, Water and Wastewater Systems Operator, Daryll-Ann Leckey, Payroll/Records Management Clerk, Kilby McFarlane, Senior Finance Clerk, Rockland Miller, Public Works Supervisor, Chris Nash, Public Works Utilities Supervisor, Lindsay O'Leary, Public Works Transportation Supervisor, Rob Pero, Building Inspector/Development Officer, Michelle Sawler, Recreation Coordinator, Scott Sparks, Treasurer, Nancy St. Croix, Facilities Manager and Lisa Steeves, Administrative Clerk.
- Two of the Village's senior staff members were recognized this year with service awards, Recreation Coordinator Michelle Sawler and Treasurer Scott Sparks, who both received their 10 (ten)-year service pins. Councillor van Groenewoud expressed appreciation on behalf of Council for their continued work on behalf of the community.
- Councillor van Groenewoud shared that there is a great deal of work that goes on behind the scenes in the operation of the municipality and Council would like residents to know that those responsibilities are being carried out by skilled and dedicated personnel. She thanked all staff for their contributions and further noted that it is important to have these types of acknowledgements.

MOVED BY Councillor Mariet van Groenewoud and **seconded by** Councillor Alex Scholten the adoption of the CAO/Clerk's Office report as presented. **MOTION CARRIED.**

12. (vi) Seniors Advisory Committee (SAC):

Councillor Tim Scammell provided a summary of the Seniors Advisory Committee meeting of Monday, 27 November 2023.

- There were 5 (five) members in attendance and they began the meeting with approval of the agenda and the previous meeting's session notes.
- Mayor Wilson-Shee reported to the Committee that she will contact the Community Policing Officer to coordinate a meeting in the new year to discuss getting the Neighbourhood Watch Program established. She will also ask the Constable to bring policing data from the Village in order to determine what issues should be the main focus for the program.
- Committee member Jeff Tapley suggested that when the survey is made available in the new year, it would be helpful to include some questions regarding the Neighbourhood Watch Program, such as whether people feel safe in their community and what could be done to make them feel safer.
- The Committee will review the draft *Community Action Plan* and narrow the focus to a few items the Committee can focus on in the new year that align with the *Village's Strategic Plan*.
- The Committee will release a call for expression of interest in the new year for youth in the community to join the Age-Friendly Committee.
- The next SAC meeting is scheduled for Monday, 22 January 2024 at 7:00 p.m.

MOVED BY Councillor Tim Scammell and **seconded by** Councillor Mariet van Groenewoud the adoption of the Seniors Advisory Committee report as presented. **MOTION CARRIED.**

13. Approval of the Treasurer's Report

MOVED BY Councillor Alex Scholten and **seconded by** Councillor Tim Scammell the following Resolution of Council: ***Be It Resolved That*** the Treasurer's Report be adopted as follows: payments made in the month of November 2023 from the General Operating account by cheques and direct payments **\$862,696.69** (*eight hundred sixty-two thousand, six hundred ninety-six dollars and sixty-nine cents*); from the Water & Sewer Operating account **\$455,764.81** (*four hundred fifty-five thousand, seven hundred sixty-four dollars and eighty-one cents*); from the General Capital account **\$36,407.94** (*thirty-six thousand, four hundred seven dollars and ninety-four cents*); and from the Water & Sewer Capital account **\$312,267.76** (*three hundred twelve thousand, two hundred sixty-seven dollars and seventy-six cents*).
MOTION CARRIED.

14. Public Input / Inquires

No input and/or inquiries were brought forward.

15. New Business

(i) Third and Final Readings of By-law Amendment No. 04-02-2023

Councillor Tim Scammell excused himself from this portion of the meeting and exited the Council Chamber.

MOVED BY Deputy Mayor Mike Pope and **seconded by** Councillor Mariet van Groenewoud to read *By-law Amendment No. 04-02-2023*, for the third time, this reading in its entirety. **MOTION CARRIED.**

Deputy Mayor Pope read *By-law Amendment No. 04-02-2023* in its entirety, as attached.

MOVED BY Deputy Mayor Mike Pope and **seconded by** Councillor Alex Scholten to read *By-law Amendment No. 04-02-2023*, for the final time, this reading by title only, thereby enacting the by-law.
MOTION CARRIED.

Deputy Mayor Pope read the title *By-law Amendment No. 04-02-2023*.

(ii) By-law Amendment 04-02-2023 Development Agreement

MOVED BY Deputy Mayor Mike Pope and **seconded by** Councillor Mariet van Groenewoud the following Resolution of Council: ***Be It Resolved That*** in accordance with Section 59 of the *Community Planning Act*, SNB 2017, Chapter 19, and amendments thereto, Village Council hereby authorizes the Mayor and Village Clerk to enter into a development agreement, to allow for the development of 2 (two) apartment buildings comprising of 2 (two) storeys and 20 (twenty) units each, on land located at 196 Phillips Drive (PIDs 75260265, 75260273, 75260281, 75260257 and 75062208, to be consolidated). The content of such agreement shall be consistent with the recommendations of the Planning Advisory Committee in relation to *By-law Amendment 04-02-2023* and shall be to the satisfaction of the Village Engineer.
MOTION CARRIED.

Councillor Scammell returned to the Council Chamber.

16. Date, Time and Location of Next Meeting

The next formal Council meeting is scheduled for Wednesday, 17 January 2024 at 7:30 p.m. in Council Chamber.

17. Motion for Adjournment

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

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Cynthia Geldart
CAO/Clerk

Judy Wilson-Shee
Mayor

Cynthia Geldart
CAO/Clerk