

Harvey Rural Community

Council Meeting Minutes

Location: Harvey Rural Community Boardroom

Date: April 12, 2023

Present: Mayor Corey, Deputy Mayor McLean, Councillors Pepin, Chessie, Little and Chase
CAO/Clerk, Katherine Henry and Assistant Clerk, Morgan Kotsovos

1. Call to Order- The meeting was called to order at 7:00 pm by Mayor Corey.
2. Adoption of the Agenda – **The MOTION was made by Councillor Chase to adopt the agenda. It was seconded by Councillor Little. MOTION CARRIED.**
3. Approval of the Previous Meeting Minutes – **MOTION made by Councillor Chase and seconded by Councillor Little. MOTION CARRIED.**
4. Disclosure of Conflict of Interest – No conflict of interest was disclosed.
5. Presentations – Matthew Scott, Library Manger, Louise Wiggans, Library Board Chair and Sarah Kilfoil, Regional Director presented on the Harvey Community Library. The presentation described the number of visitors and members they have yearly, programs they offer and statistics on number of items that have been borrowed and currently how many items are in their collection. Matthew Scott presented to Council that the Library is hoping for more funding this year than they have asked for in previous years. This funding would assist in Programming and Activities such as, Summer Reading Club, Lego Club, Story Time, Book Clubs and Special Programs (Egg Hunt, Cookie House Programs). The funding would also attribute to Office Supplies, and Library Furnishings which would include a new Circulation Desk. There is a support agreement with the School Board and the Library stating the School Board will provide the space, heat, lighting, and snow maintenance. The York Regional Library is responsible for providing the circulation materials. CAO will locate the original agreement and forward to Council. An operational budget request of \$7,190,89 was presented to Council.
6. Proclamations – No proclamations were disclosed.
7. Correspondence – Letter from the Harvey Hospital Foundation Chair, Dan Fletcher, wishing to have support/partnership with two projects within their organization.
 - Mental Health Signage, The HCHF have purchased 25 banners to promote the importance of mental health. Councillor Pepin provided a sample of the banner for a visual. HCHF is asking for assistance – of displaying the banners within the rural community. Councillor Pepin stated that HCHF would provide all brackets and any other materials required to display them. Councillor Pepin asked if CAO would contact NB power to confirm which telephone poles HCHF would be able to use.
 - HCHF is seeking to produce postcards for distribution to local relators, community businesses and facilities to share basic information about the rural Community. The postcards would include key information, locations/services along with website/Facebook link for additional information, a map of the area with a number legend of key locations. Mayor Corey stated more information as to the specific

request is required. More information will be requested and a decision will be postponed until the next Council Meeting on May 10.

8. Mayor's Comments –

- Mayor Corey stated Council needs to continue to be smart about the items that are pursued.
- Council is, however, moving forward to a point where the decision-making process and community connection will get clearer.
- Council meetings will move towards a more formal and organized meeting model.
 - The key issues he believes we must focus on are:
 - Getting a strong understanding of the current budget at all levels
 - Completing a budget/strategic planning process that will let us identify key initiatives and changes for next year.
 - Letting our communities know what we are doing and allowing them to tell us about the issues they see as important.
- Tax Rate Comments/Explanation understanding important for Council
- CRSC Meeting (AGM)
 - Election of the Chair and Vice Chair
 - Received Presentation on Strategic Plans from Fredericton Capital Region Tourism and Ignite Fredericton.
 - Major changes made to the standing committee model, a new committee structure and terms of reference have been approved.

9. Comments by Members of Council

- Ward 1 – Councillor Chase was approached by some community members regarding their tax bill increase. Community members would also appreciate seeing more of their councillors that have been elected. Councillor Chase suggested having an information sheet to be able to discuss professionally why the tax increase or why you are seeing those numbers rise on your taxes.
- Ward 2 – Deputy Mayor McLean was approached by some members of the community regarding their tax bill increase.
- Ward 3 – Councillor Pepin was approached by the Kubbyhole who suggested a campaign of Shop Local to encourage visitors to shop within our community.
- Ward 4 – Councillor Chessie was approached by some community members regarding their tax bill increase. Councillor Chessie presented a letter from members of the community regarding their concerns with the newly installed exterior lighting at the Ambulance Station on Candlelight Lane. The concern is the new industrial strength lighting is both excessive and invasive for a residential area. The CAO will check the Village By-laws and will send a letter to Brennan Developments to ask them to turn down the intensity or put shields over the lights.

- Councillor-at-Large - Councillor Little was approached by members of the community regarding their tax bill increase. Councillor Little confirmed the Firefighter Banquet on May 27 at 6pm.

10. CAO Updates

- a) Assistant Clerk – The CAO reported that Morgan Kotsovos is the successful candidate for the position of Assistant Clerk of Harvey Rural Community.

The MOTION was made by Councillor Chessie to appoint Morgan Kotsovos as the assistant clerk for the Harvey Rural Community. She is subject to the directions of the clerk and, in the absence or disability of the clerk or when there is no clerk, has all the powers and duties of the clerk. This appointment is made under section 71 of the *Local Governance Act*. Seconded Councillor Chase. MOTION CARRIED.

- b) Public Works Report – The door of the washroom at the lake will be painted and a new washroom sign will be installed. It should be operational by May 4th for a Bass Derby being held on May 6th.
- c) Rural Transportation Study - The final report has been submitted to close out the study. The main recommendation with little cost and ease of implementation, is to implement a carpool system as a first step, while exploring partnership opportunities for more resource-intensive mobility services. The CAO would like to share this report with the CRSC.
- d) Formal Request to DTI and RCMP to attend council meetings – DTI have agreed to come without public engagement. All meetings are open to public to attend.
- e) SEED Student Change – This is a change from a Summer Maintenance Position to a Recreation Coordinator. The revised position description to submit to SEED is attached. SEED funding provides half of minimum wage plus payroll taxes. It was suggested to include Wellness in the title and a pay rate of \$18 per hour was recommended.
- The MOTION was made by Councillor Chessie to change one of the two awarded SEED grant positions to a Recreation and Wellness Coordinator. Seconded by Councillor Little. MOTION CARRIED.**
- f) Appointment of Auditor - An auditor needs to be appointed to conduct the audit of the financial statements for 2023. The Village of Harvey has used Lenehan, McCain, & Associates for the past 8-10 years. The CAO recommends they be appointed for 2023 due to their history and knowledge of the Village financial situation and governance reform.

The MOTION was made by Councillor Chessie to appoint Lenehan, McCain, & Associates as the Auditor for the Harvey Rural Community in 2024. It was seconded by Councillor Little. MOTION CARRIED.

11. Committee Reports

- a) EMO Committee - The EMO committee would like to solicit and have members of the public on the committee. An ad will be placed in the Lionews and on our Facebook Page for the public to have access to review and sign up. A sample form from Hanwell was provided as a starting point for the expression of interest.

b) Council in Committee

- i. Discussion of regarding allowing the public an opportunity to address council during a regular council meeting.

MOTION BY Councillor Chessie to add “The regular Council meeting will include a maximum of 15 minutes of time for public to address Council. This would be for one-way comments to Council. A time limit of three minutes per person will be allocated. If a constituent would like to make a more formal presentation, they can apply to the CAO to address Council in the presentation section of Council meetings.” to By-Law No.2023-05 A Procedural By Law for the Council of Harvey Rural Community. Seconded by Councillor Chase. MOTION CARRIED

- ii. Policy #2023-01 Council-in-Committee Meetings Policy.
Councillor McLean made the motion to approve Policy #2023-01. It was seconded by Councillor Pepin. MOTION CARRIED.
- iii. Policy #2023-02 Policy for Creating By-Laws and Making Motions.
Councillor Chessie made the motion to approve Policy #2023-01. It was seconded by Councillor Little. MOTION CARRIED.
- iv. Policy related to Bylaws and Policy Development – see above
- v. Council meeting at alternate locations - The recommendation was made was to not hold Council meetings at other locations at this time due to internet connections and there was no opportunity for two-way communication. Council decided that it is more important to be visible to community through community meetings instead. A proposal was put forward to hold a community meeting On May 17 from 7pm-9pm, at the Prince William Hall.
MOTION was made by Councillor Little to hold a Meet and Greet in Prince William on May 17, 2023. It was seconded by Councillor Chessie. MOTION CARRIED.
- vi. Canada Community Building Fund - Harvey Rural Community was allocated an amount of \$117,648. There are project categories for the projects including local roads, bridges and sport recreational cultural and tourism. This will be moved for further discussion to Council in Committee to discuss some options on dry hydrants and providing public access to water ways.

12. Business Arising

- a) Third Reading by Title: BY LAW NO. 2023-05 A PROCEDURAL BY LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY added: Public Time for Remarks and Process for Addressing Council. *The regular Council meeting will include a maximum of 15 minutes of time for public to address Council. This would be for one-way comments to Council. A time limit of three minutes per person will be allocated. If a constituent would like to make a more formal presentation, they can apply to the CAO to address Council in the presentation section of Council meetings.*

The MOTION to conduct the Third Reading by Title: BY LAW NO. 2023-05 A PROCEDURAL BY LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY was made by Councillor Chessie and Seconded by Councillor Chase. MOTION CARRIED.

BY LAW NO. 2023-05 A PROCEDURAL BY LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY was read for the third time by Mayor Corey, this reading by title only. thereby enacting the by-law.

The MOTION to enact BY LAW NO. 2023-05 A PROCEDURAL BY LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY into law was made by Councillor Chessie and Seconded by Councillor Pepin. MOTION CARRIED.

- b) Second and Third Reading by Title: By-Law-2023-07- Respecting the Duties and Powers of the Chief Administrative Officer and Relationship Between Council the CAO and the Employees.

The MOTION to conduct the Second Reading by Title: By-Law-2023-07- Respecting the Duties and Powers of the Chief Administrative Officer and Relationship Between Council the CAO and the Employees.

The MOTION was made by Councillor Chessie and Seconded by Councillor Little to have the Mayor read By-Law-2023-07- Respecting the Duties and Powers of the Chief Administrative Officer and Relationship Between Council the CAO and the Employees for the second time by title only. MOTION CARRIED.

By-Law-2023-07- Respecting the Duties and Powers of the Chief Administrative Officer and Relationship Between Council the CAO and the Employees was read for the second time by Mayor Corey, this reading by title only.

The MOTION was made by Councillor Chessie and Seconded by Councillor Little to have the Mayor read By-Law-2023-07- Respecting the Duties and Powers of the Chief Administrative Officer and Relationship Between Council the CAO and the Employees for the third time by title only. MOTION CARRIED.

By-Law-2023-07- Respecting the Duties and Powers of the Chief Administrative Officer and Relationship Between Council the CAO and the Employees was read for the third and final time by Mayor Corey, this reading by title only.

The MOTION to enact BY LAW NO. 2023-05 A PROCEDURAL BY LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY into law was made by Councillor Little and Seconded by Councillor McLean. MOTION CARRIED.

- c) Harvey Rural Community Municipal Office – On April 26th Mayor Corey, the CAO will meet with representatives from ASD-W regarding the acquisition of the building at 2055 Route 3 for use as the Harvey Rural Community offices.
- d) Sidewalk Grant for Route 636 – A grant for \$69,454 was offered to The Rural Community but the cost to complete the work has escalated to approximately \$200,000.

There was a MOTION by Councillor Pepin to accept the grant for use in constructing a sidewalk from Route 3 to the Lakeshore Park driveway on Route 636. No seconder. MOTION FAILED.

- e) Budget planning process- Service and Contracts – The CAO and the Mayor will attend a meeting with the CRSC in May to discuss solid waste services. Contracts ending this year will need to be issued for tender to provide budget information.
- f) Video recordings of meetings and publishing process - The last Council in Committee Meeting was recorded to Teams as a trial using the Owl hardware. This meeting was recorded and has been posted to YouTube for public viewing. It is important for these meetings to be broadcast live and the CAO is looking for the appropriate software to enable the live broadcast. Commencing April 12, 2023 all video recordings of meeting will be available for the public to view with a goal of broadcasting the May Council meeting live.

13. New Business

- a) Grieve Family Trail- A public Grand Opening is being scheduled for July 8th at 3:00pm with the property and trail donors following construction completion. We have previous grant money to the Village of Harvey for \$4,500 dollars and there is a budget in 2023 for trails. The remainder of the funds to complete the lower portion of the trail can come from the Village of Harvey Capital Reserve. The estimate is \$16,000 plus HST from Graystone Property Services Ltd. This is the same company that did the work on the upper portion. Five benches are also being donated by the Grieve Family members in memoriam.

The MOTION was made by Councillor Little to hire Graystone to complete the trail work. Seconded by Councillor Chessie. MOTION CARRIED.

14. Action list review

- Appointment Of Solicitor
- Rural Plan Preparation
- Community Promotion - Webpage, Social Media Policy, Branding and Signage

15. Financial Reports

- a) Bank Balance Report- The CAO presented for review by council. Interest is being earned on the accounts. There are some large invoices we are waiting for from the Province for Provincial services.
- b) Transactions By Accounts Report - Councillor Chase asked if the WorkSafe NB payment is for the full year. The CAO confirmed it is paid in advance based on the payroll and contractor estimates. A check is done in November to compare the estimate to actual and to make any payment adjustments before the end of the year.
- c) Income Statement for General and Utilities Accounts – The first quarter Income Statement comparing actual to budget was reviewed by Council. The allocation of payroll expenses has not been made to the expense line items or to the utility account. It will be completed for the half year report. There is no budget for payroll expenses. The Income Statement was also presented for the Utilities Account but it only showed the actual amounts without the budget at this time. There are also expenses to be allocated to the Utilities Account from the General Account. These are expenses such as payroll that are paid from the General Account and reconciled with transfers. This was done at the end of the year for the Village but will be done bi-annually now.

**MOVED BY Councillor Chessie to accept the Financial Reports as presented.
Seconded by Councillor Little. MOTION CARRIED.**

d) Upcoming Activities

- Prince William Meet the Council May 17 @ 7pm
- The Firefighter Banquet on May 27 at 6pm.

16. Date, Time and Location of Next Meeting

- a) Council in Committee Meeting April 26, 2023 at 7pm at the HMCC
- b) Council Meeting May 10, 2023 at 7pm at the HMCC

17. Motion for Adjournment - **MOVED BY Councillor Chessie and seconded by Councillor Chase to adjourn the meeting. MOTION CARRIED.**

The meeting was adjourned at 10:50 pm.

Respectfully submitted,

Richard Corey
Mayor

Morgan Kotsovos
CAO/Clerk