

# Harvey Rural Community

## Council Meeting Minutes

Location: Harvey Rural Community Boardroom

Date: January 11,2023

**Present: Mayor Corey, Councillors' Pepin, Chessie, McLean, and Little. Councillor Chase attended by phone where indicated in the Minutes. CAO/Clerk, Katherine Henry, was also in attendance.**

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1. Call to Order- The meeting was called to order at 7:00pm by Mayor Corey.
2. Adoption of the Agenda – **The motion was made by Councillor McLean to adopt the agenda. It was seconded by Councillor Chessie. Motion carried.**
3. Approval of the Previous Meeting Minutes – As this is the first Council Meeting of Harvey Rural Community, there were no previous minutes.
4. Disclosure of Conflict of Interest – An explanation of the process of declaring a conflict of interest was given. No conflict of interest was disclosed.
5. Presentations – Mayor Corey stated that this item be reserved for presentations to Council by outside groups or special guests. There were none for this meeting.
6. Proclamations – Mayor Corey advised that municipalities regularly receive requests to proclaim certain days, weeks or months as a special event for awareness. There were none for this meeting.
7. Correspondence
  - ParticipACTION Support Letter Request – The CAO reported that a request had been received from Elio Antunes, President & CEO of ParticipACTION asking for the Mayor to send a letter to various MPs asking for federal funding of ParticipACTION to be continued past the March 31st completion date. As a former winner of a \$20,000 grant in 2018 through the Community Challenge program we have benefitted from the program. Council was in favour of expressing continued support of the program.  
  
**The motion was made by Councillor Pepin and seconded by Councillor Little to send the requested letters in support of continuing the federal funding to the ParticipACTION program. Motion carried.**
8. Mayor's Comments – Mayor Corey stated that he would like a space in the meeting agenda to provide comments on general issues or activities in the Community and would like each member of Council to have the same. Mayor Corey also asked Council members if the comments section should be at the beginning of the meetings or later on. Councillor Chessie said they should be at the beginning. Councillor little asked if this would be a comment or should it be an agenda item. Mayor Corey sated that it should be a comment if it requires no action of Council and just provides information. If Council action is required, it should be added to the Agenda, either before the meeting or during the adoption of the Agenda. Only items that move to an action item will be recorded.
9. Comments by Members of Council
  - Ward 1
  - Ward 2
  - Ward 3
  - Ward 4
  - Councillor at Large

## 10. Business Arising

- Capital Reserve Village of Harvey Subunit – Mayor Corey advised Council members that the Village of Harvey Subunit had approved the transfer of \$41,765.38 from the Operating Account to the Capital Reserve Account following the end of year review of expenses. This resulted in a balance of \$125,000 in the Capital Reserve Account which is held for capital projects in the Village Subunit.

## 11. New business

- Term of Office Deputy Mayor – Mayor Corey advised that BY-LAW NO. 2023-01 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY had been signed off by the Transition Facilitator to have an existing by-law on January 1<sup>st</sup>. It can be changed by going through the regular process of changing by-laws. One item identified is the length of the term of the Deputy Mayor. It is currently identified as a four-year term, or until the next election. The Deputy Mayor will become the Acting Mayor in the event the Mayor resigns or becomes incapacitated. The Deputy Mayor can step down during the term as Deputy Mayor and a new Deputy Mayor can be elected by Council.
- Election of Deputy Mayor – Councillor Chase joined the meeting by speaker phone. Mayor Corey asked for nominations from Council for Deputy Mayor. Councillor Chase nominated Councillor McLean. Mayor Corey asked a second time for nominations. There were none. Mayor Corey asked a third time for nominations and there were none. Mayor Corey declared nominations closed. **Mayor Corey declared Councillor Andrew McLean had been elected as Deputy Mayor of Harvey Rural Community.**
- Adoption of requirements under the Procedural By-law - A discussion was held regarding BY-LAW NO. 2023-01 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY including:
  - a) Legal name – The full legal name is Harvey Rural Community and shortened to Harvey.
  - b) Day, time, location – This will remain as 7:00pm on the second Wednesday of each month. The location may move to other areas of the Community to provide for better access for constituents to attend.
  - c) Process of giving notice of meeting – The Agenda will be posted on the website and Facebook page.
  - d) Numbering of by-laws – By-Law numbering will be YYYY-nn
  - e) Adoption of agenda document – This agenda document can be included in the By-Law.
  - f) The deadline for agenda submissions for a regular meeting of council – The deadline for agenda submissions for a regular meeting of council was set as noon on the Monday prior to a meeting in the By-Law. Council would like to change this to the Thursday at noon of the week prior to the meeting to give time to provide a message to the public so that Councillors may have time to consult with constituents, if required, on Agenda topics prior to the meeting. The Clerk will distribute the Agenda and relevant reports on the Friday before the meeting to allow time for Council to review reports and information and distribute the Agenda to the Public via the website. Items requested to be on the agenda can be removed by request at the start of the meeting and agreed to by motion of approval of the agenda and items requiring a decision of Council can also be added to the agenda at the start of the meeting by the same motion.

- g) Number of days in advance of meeting that any individual participating in a meeting electronically must advise the clerk – This was set at two days prior to the meeting but later notice will be accommodated if possible.
- (h) The use of electronic means of communication in a committee of council meeting – In order to minimize the number of in-person meetings and make Committee participation widely available to all constituents, Mayor Corey asked for a committee be formed to investigate the best option for electronic meetings which could allow public attendance if requested and also provide a recording feature for live broadcast or later publication.

**MOVED BY Councillor Little to create a committee to select electronic meeting software consisting of Councillor Little and Councillor Pepin. Seconded by Councillor McLean. MOTION CARRIED.**

- (i) The procedural text that the council is to use to govern matters of procedure that arise during a meeting of council that are not otherwise provided for in the Act or the procedural by-law will be Robert’s Rules of Order.
- (j) By-law under section 66(2) of the Local Governance act limiting voting rights of the mayor – There was a suggestion to amend BY-LAW NO. 2023-01 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY, to include the voting rights of the mayor to vote only in the event of a tie.

**MOVED BY Councillor Little to amend BY-LAW NO. 2023-01 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY as read. Seconded by Councillor Pepin. MOTION CARRIED.**

- Amendment of the by-law for the remuneration of Council to include expense remuneration - BY-LAW NO. 2023-02 A BY-LAW RESPECTING THE REMUNERATION OF COUNCIL FOR HARVEY RURAL COMMUNITY does not currently identify and remuneration for travel expenses. There was discussion on the definition of community business that required travel. Travel to Council meetings greater than a certain distance should also be reimbursed. The suggestion was to follow the travel reimbursement guidelines from the Government of NB. Councillors will need to complete an expense travel form for reimbursement.
- Discussion regarding the Authority of Chief Administrative Officer – The CAO position is new to Harvey and the authorities and responsibilities are not defined in the Governance Act. Council can create a By-law to define the roles and responsibilities including the spending authority. Mayor Corey asked for a committee to investigate the options and create the By-law. The Committee will consist of Mayor Corey, Councillor Chessie and the CAO.
- Resolution regarding cheque signing using reproduced signatures.

**MOVED BY Councillor Chessie, seconded by Councillor McLean that the following people be granted signing authority for the Harvey Rural Community at the Royal Bank and that any two signatures be required for authorization:**

|                 |            |
|-----------------|------------|
| Katherine Henry | Clerk      |
| Richard Corey   | Mayor      |
| Sheryl Pepin    | Councillor |
| Shawn Little    | Councillor |

**Motion carried.**

- Process of establishing Council committee structure – The public can participate in Committees as they may have relevant expertise. The meetings should be held electronically, if possible, to minimize travel time. Minutes should be taken to identify attendees and document recommendations. Consensus should be achieved before recommendations brought to Council. These meetings should be available to the public to view, either live or recorded. The public can request the meeting link by email if they wish to view the meeting live, but they will not be able to speak.
- Council Members attending UMNb conference – All Councillors expressed an interest in attending this orientation conference being held in Fredericton on February 11-12. They should register themselves on the UMNb website prior to Jan. 31<sup>st</sup>.
- Recreation Coordinator/Assistant Clerk – There needs to be a person designated as the Assistant Clerk to provide support to the Clerk and take meeting minutes in the event the Clerk is not available. There is also a part-time Recreation Coordinator in the budget along with committed funds from the Harvey Hospital Foundation and the Harvey Community Network. A formal document outlining the value and length of the time the funds will be available will need to be signed prior to hiring. A full job description needs to be prepared for both positions and further discussion on the feasibility of having two separate part-time positions or one four days a week. Councillor Pepin was involved in the previous attempts at securing funding for a Recreation Coordinator and will work with the CAO and two community organizations to research further.

12. Committee Reports – None at this time

13. Project Reports / Financial Updates – This will be used to report on major projects.

14. Manager Public Works – This item will be used for the Manager of Public Works or the CAO to present information to Council regarding Public Works activities.

15. Action list review

- Rural Transportation study – this study is ongoing with a final report due in late February. There is currently an online survey available.
- Sidewalk tender – The Village of Harvey was awarded a grant of up to \$69,454 towards the construction of a sidewalk along Route 636 from the corner of Hanselpacker Rd to the driveway to the Lakeshore Park by the lake. A tender was issued in November, but the costs were much higher than the engineering estimate last January, so no decision has been made.
- Tree removal Davis Park – A large limb broke off the tree and fell on the ground. The Manager of Public Works has removed it but the entire tree will need to be taken down. There was a suggestion that Ryan Little might be able to create a carving in the trunk. The CAO will follow up with Ryan.
- Rural Community Office – Further discussion will be required to determine the needs for office space. The former Village space is too small and noisy. Decisions on space required and what else it could be used for in the Community will need further discussion. A Committee of the Mayor, Councillor Little, Councillor Chessie, Councillor Chase and the CAO will do further investigation.

16. Financial Reports

- The following reports have been prepared for meetings of the Village Council in the past. The new Council can decide what reports they would like to see.
  - a) Bank Balance Report – gives the book value of each bank account.
  - b) Transactions By Accounts Report – shows the transactions (debits and credits) through the General Operating bank account.
  - c) Payroll Summary Report – this report shows the hours being worked by the staff along with the distribution to the payroll categories.
  - d) Income Statement – this report shows the year-to-date expenses compared to the budget.

A sample of each report was supplied for review.

17. Upcoming Activities

- Participation in Community events – The Mayor plans to participate in as many community events as possible and encouraged all Councillors to do the same.

18. Date, Time, and Location of Next Meeting – The next meeting will be held on February 8, 2023 at 7:00pm in Council Chambers at the HMCC.

19. Motion for Adjournment - MOVED BY Councillor Pepin and seconded by Councillor Chessie to adjourn the meeting. MOTION CARRIED.  
The meeting was adjourned at 9:40pm.

Respectfully submitted,

Katherine Henry  
CAO/Clerk

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Richard Corey  
Mayor

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Katherine Henry  
CAO/Clerk

**Action List**

- Appointment of Auditor
- Appointment of Solicitor
- Remote meeting Communication software
- Vision software (idea management)
- Authority of Chief Administrative Officer
- Council planning March and April
- Rural Plan preparation
- EMO Planning