

Harvey Rural Community Council Meeting Minutes

Location: Harvey Rural Community Boardroom

Date: March 8, 2023

Present: Mayor Corey, Deputy Mayor McLean, Councillors Pepin, Chessie, and Chase
and CAO/Clerk, Katherine Henry.

1. Call to Order- The meeting was called to order at 7:00 pm by Mayor Corey.
2. Adoption of the Agenda – Mayor Corey asked to move Item 13 Committee Reports to before Item 12, New Business. **The motion was made by Councillor Chase to adopt the amended agenda. It was seconded by Councillor Pepin. 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 – Dan Fletcher and Chad Hughes presented on the status of the HMCC. Dan reported that the HMCC had recently held their AGM and introduced Chad Hughes as the new President and indicated that several new Board members were also appointed. The report showed there has been some improvement in their finances. The Board has submitted a grant proposal to enable them to pay for a full assessment of the building. Councillor Chase advised that there are a lot of grant options for recreation facilities and he could help with identifying some for the Board. Councillor Chessie asked what they need from the Rural Community. Is there a challenge trying to operate the facility with a volunteer Board and can this model be sustained? The answer was that it is very difficult and long-term Board members are getting tired. Councillor Pepin said that it is important to be transparent to the community that it is run by volunteers. Mayor Corey reminded Council that a \$10,000 payment had been made to the HMCC in February but that there is no formal agreement as to what the annual amount should be and how it should be used . The Mayor thanked for their presentation He indicated that during the strategic planning process the Council will need to consider the ongoing relationship with HMCC. The mayor also indicated that any investment in the facility would be need to be based on a long range management plan and a current business plan. .
6. Proclamations – There was a proclamation request from the Epilepsy Association of the Maritimes. They requested that we proclaim March 26th as Purple Day. It was suggested that this proclamation be published in the Lionews as well as on the Facebook page and website.
The motion was made by Councillor Chessie and seconded by Councillor Chase to put proclamations in the Lionews starting with Purple Day. Motion carried.
7. Correspondence – The CAO reported that the Community Funding Branch of the Department of Environment and Local Government has requested the final payment of

the Utility division's share of the sewer project to the Charlie Little Lakeshore. They are requesting payment of \$97,566 as the utility share which is the total of the deposits (\$127,566) less \$30,000 for the extra non-construction expenses incurred during the project including survey and lawyer expenses. To date, this total was \$18,466.55. The balance in the Phase II account is \$131,183.21 so there would be a balance of \$33,617.21 remaining.

The motion was made by Councillor Chessie and seconded by Deputy Mayor McLean to pay the DELG the requested amount and move the remaining funds into the Utility operating account. Motion carried.

8. Mayor's Comments –

- It has been 66 Days since we took office
 - We have been working hard
 - We have held five regular or special meetings of Council
 - Many other meetings of Committees
 - Hundreds of documents reviewed
 - He commented that Councillors are doing great work with a special mention of the work of the CAO with many extra hours spent and many changes to process
 - There is a lot of work currently on our plate, and we need to be smart about the items we choose to pursue. The key issues he believes we must focus on are:
 - Getting a clear 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 some of the issues they see as important through Council meetings and community events
 - Knowing that we will not get it all right, but we will only learn by attempting to move forward.

9. Comments by Members of Council

- Ward 1 – Councillor Chase would like to see a Council meeting in outside areas soon. He also suggested involving the youth in the community to find out what they might like to have. The suggestion might be a Bar-b-q.
- Ward 2 – Deputy Mayor McLean suggested that we could consider having a public town hall meeting. He also asked about having a Ward 1 specific Facebook page.
- Ward 3 – Councillor Pepin suggested that the Rural Community have a monthly standard ad in the Lionews. She also requested that there be a communication regarding tax rates. She also reported that the Hospital Foundation is planning a Mental Health Day on May 13.
- Ward 4 – Councillor Chessie reported that he found the UMN conference very helpful and better than expected. He suggested we consider support for other recreational facilities like the Curling Club. He recommended creating a social media policy as a priority.

- Councillor at Large – No comments

10. CAO Updates

- a) Meeting Software and Hardware – The CAO reported that BrunNet had been recommended for set up of meeting recording and providing Office 365 set-up and training. They offered to loan an owl camera to try and they also offer it for sale.

The motion was made by Deputy Mayor McLean that the CAO be authorized to purchase training and equipment up to a value of \$5,000 to allow the live broadcast of Council meetings. It was seconded by Councillor Chase. Three in favour, one against. Motion carried.
- b) Public Works Report – The summer schedule is being planned.
- c) Staff Benefits – The CAO reported that she had met with an insurance representative from a Chamber of Commerce and that she was told that our current insurance provider offered better pricing through group municipal policies. She presented pricing provided by Assumption Life for medical and dental. She was asked to bring options for implementation in 2024.
- d) Tax Rate Letter - The CAO had advised the tax rate for the three government services was supposed to be adjusted to apply the community grant to the subunits which were having the largest increases. When the rates were posted to the provincial website, the CAO noticed they were wrong. She was told they had already gone to the tax department but they would send out a letter to everyone in the community except the Village subunit to tell them their tax bills would be late. The letter that was sent implied that an error had been made to their taxes and listed the tax rates. This created confusion. The CAO was asked to create a summary sheet of the cost of services with their tax rates for the subunits for further discussion.
- e) Rural Transportation Study – Council was provided with a draft of the final report. The main recommendation was to try hosting an app that would allow people to connect with others to ride share. Dial-a-Ride or Dial-a-Driver services were also investigated. A final report will be submitted for the April meeting.

11. Business Arising

- a) Second and Third Reading by Title: BY-LAW NO. 2023-06 A BY-LAW RESPECTING THE REMUNERATION OF COUNCIL FOR HARVEY RURAL COMMUNITY

The motion was made by Councillor Chessie to read BY-LAW NO. 2023-06 A BY-LAW RESPECTING THE REMUNERATION OF COUNCIL FOR HARVEY RURAL COMMUNITY for the second time by title. It was seconded by Councillor Pepin. Motion carried.

Mayor Corey read By-law No. 2023-06 for the second reading by title.

Moved by Councillor Chessie to read BY-LAW NO. 2023-06 A BY-LAW RESPECTING THE REMUNERATION OF COUNCIL FOR HARVEY RURAL COMMUNITY for the third time by title thereby enacting the bylaw. Seconded by Councillor Chase. Motion carried.

Mayor Corey read By-law No. 2023-06 for the third reading by title thereby enacting

the By-law.

- b) Second Reading by title of BY-LAW NO. 2023-05 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY

Moved by Deputy Mayor McLean to read BY-LAW NO. 2023-05 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY for the second time by title. Seconded by Councillor Chessie. Motion carried.

Mayor Corey read By-law No. 2023-05 for the second reading by title.

- c) Harvey Rural Community Municipal Office – The Mayor reported that he, three Councillors and the CAO had viewed the old school building behind the fiddle as a possible municipal space. MLA Richard Ames also viewed it with them. The location is ideal and it would be possible to create two distinct areas – one for the Rural Community in the front and the workshop and storage space for the school district Maintenance employees that currently use it. The Mayor has formally requested consideration of taking on this building but it will have to go through the school district for approval first. There are limited options if this building is not available.

12. Committee Reports

- a) Authority of Chief Administrative Officer (CAO) – Councillor Chessie reported that a final draft had been prepared by the Committee. A sample By-law from another municipality was significantly edited by the committee to make it applicable to Harvey.

The motion was made by Councillor Chessie that By-Law-2023-07-Respecting the Duties and Powers of the Chief Administrative Officer and the Relationship Between Council the CAO and the Employees receive first reading in full during new business. Seconded by Councillor Chase. Motion carried.

- b) EMO Committee Report – Deputy Mayor McLean reported that the Committee had met and had reviewed a draft Emergency Measures Plan which was compiled from Emergency Measures Action Plan By-Law 2013-10 for the Village of Harvey and a sample provided by the Regional Emergency Management Coordinator for Region 11. There is a legislative requirement in the *Emergency Measures Act* to have a Plan and a standing committee. The Committee recommends that this committee have public members, ideally at least one from each ward. Committee members would be asked to apply as volunteers once the mandate is determined and an application form would be published for use. The Plan requires an Emergency Operations Centre Director and the recommendation is that the Director be chosen by the Committee from among the Committee members once it is established. The final decision of Director appointment would be made by Council. The Committee also looked at an Emergency Measures By-Law and recommended that one be adopted as part of the process of creating the Committee and the Plan.
- c) Committee Structures – Mayor Corey reported that the Committee on Committees had met and are recommending that instead of having smaller committees of Council meet on items and report back to Council where further discussion would

occur, it will be more expedient to use a Committee of the Whole structure. All of Council would meet at another time during the month to discuss issues designated from the Council meetings that require extra time and research. No motions would be made but recommendations would be brought to the next Council meetings for decisions. There may still be smaller work committees as required such as the Beautification Committee or standing committees such as a Finance & Audit Committee for activities that do not require the whole Council.

This Committee structure format could be added to BY-LAW NO. 2023-05 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY or could be documented as a policy.

13. New business

- a) First Reading: By-Law-2023-07-Respecting the Duties and Powers of the Chief Administrative Officer and the Relationship Between Council the CAO and the Employees

The motion was made by Deputy Mayor McLean to read By-Law-2023-07-Respecting the Duties and Powers of the Chief Administrative Officer and the Relationship Between Council the CAO and the Employees for first reading in full. Seconded by Councillor Chase. Motion carried.

The Mayor Requested that Councillor Chessie read By-Law-2023-07-Respecting the Duties and Powers of the Chief Administrative Officer and the Relationship Between Council the CAO and the Employees for the first reading in full.

- b) Conflict of interest – Mayor Corey presented a reminder about the Conflict of Interest legislation requirements. A copy of a form used by the Regional Service Commission was presented as an example of a Statement of Disclosure. It specifically asks if you have or expect to have or did have in the past a financial interest, including a compensation arrangement, with any entities the Harvey Rural Community contracts with (including vendors, consultants, or other parties). The second part asks you to declare if you have, expect to have, or did have in the past a non-financial interest that could lead a reasonable observer to believe that a conflict of interest may be present. This form would be completed at the start of the term and anytime there is a change in the status. The second form is in the *Local Governance Act* and is required whenever a conflict of interest arises as part of governing. This would be filled in at the start of a meeting where they may be a conflict with an agenda item. The elected official would remove themselves from the room during the discussion and voting on the item. A verbal declaration can also be recorded in the minutes. One or both forms should be included as part of By-Law 2023-05 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY.
- c) Fire By-law – The Mayor suggested that work needs to be started on this By-Law to ensure that Harvey is ready to assume responsibility for the Harvey Volunteer Fire Department in 2024. A sample By-Law from Hanwell can be used as a starting point for discussion with Council and the Fire Chief. A statement of standards for fire service from the province would also be helpful and management of the fire station

assets also needs to be considered.

- d) Formal Requests to DTI and RCMP reporting and discussion – The CAO was asked to issue a formal request to DTI to attend meetings of Council at regular times such as every other month or quarterly. The CAO suggested starting with the District Engineer. A suitable contact at the RCMP would also be found and sent an invite.
- e) 2022 Financial Statements for the Village of Harvey – The CAO reported that Council needed to approve the Financial Statements for 2022. The draft of the Statements was provided. The CAO advised there was a small surplus to carry forward to the 2024 budget for the Village sub-unit as well as a \$20,696 surplus on the Utility account.

Motion to approve the 2022 Financial Statements for the Village of Harvey made by Councillor Chessie. Seconded by Deputy Mayor McLean. Motion carried.

- f) Strategic planning – creation of 5-year plan – This process needs to begin soon to develop the budget for next year and plans for the Community Building Fund.
- g) Budget planning process – Services and contracts – There are some service contracts that expire this year and need to be tendered. The process needs to begin soon.
- h) Public Time for Remarks and Process for Addressing Council – The Mayor asked Council if there should be an opportunity at meetings for the public to address Council. The time would be limited with no engagement from Council but if a question was raised, it would be noted by the CAO.
- i) Sidewalk Grant for Route 636 – The CAO reported that the contract needs to be signed in order to receive the grant that was approved to the Village last year. The grant amount will only cover approximately 34% of the cost. The Village went to tender last October but the costs came in well over the estimate from January 2022 when the grant application was submitted. The lowest bid company had said they would honour their bid but there is a lot of extra cost. This will have to be discussed at the next meeting. The CAO will follow up with the grant issuers to see if it can be delayed. Deputy Mayor McLean questioned if the funds could be used elsewhere. He raised the issue of extending the current sidewalk from the old Village limit to the High School.
- j) Office closure-March 28 to April 10 – The CAO will be on holiday from March 28 to April 6. This should be posted in the Lionews, website and on Facebook.

14. Action list review

15. Financial Reports - Discussion regarding reports to be prepared for Council and frequency. Samples of a) and b) were provided.

- a) Bank Balance Report – gives the book value of each bank account (actual bank balance less any outstanding cheques or deposits).
- b) Transactions By Accounts Report – shows the transactions (debits and credits) through the General Operating bank account.

- c) Income Statement – this report shows the year-to-date expenses compared to the budget. Suggested frequency is quarterly.
16. Upcoming Activities - King’s Landing Maple, the First Taste of Spring March 11, 12, 18 & 19, 2023 10:00 am - 4:00 pm
17. Date, Time, and Location of Next Meeting – The next meeting will be held on April 12, 2023 at 7:00pm in Council Chambers at the HMCC.
18. Motion for Adjournment - **MOVED BY Councillor Chessie and seconded by Councillor Pepin to adjourn the meeting. MOTION CARRIED.**
The meeting was adjourned at 11:10 pm.

Action List

- Appointment of Auditor
- Appointment of Solicitor
- Council planning March and April
- Rural Plan preparation
- Community Promotion – Webpage, Social media policy, Branding, Signage
- Recreation Coordinator
- Library Presentation

Respectfully submitted,

Katherine Henry
CAO/Clerk

Richard Corey
Mayor

Katherine Henry
CAO/Clerk