

Harvey Rural Community

Council in Committee Meeting Minutes

Location: Harvey Rural Community Boardroom

Date: March 22, 2023

Present: Mayor Corey, Deputy Mayor McLean, Councillor Pepin, Councillor Chessie, and Councillor Little and CAO/Clerk, Katherine Henry. Councillor Chase was absent.

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 Little and seconded by Councillor Chessie. Motion carried.**
3. Disclosure of Conflict of Interest – No conflict of interest was disclosed.
4. Presentations – There were no presentations.
5. CAO Report
 - a) Tax Rate Explanations – The CAO presented the cost spreadsheet she received from the province for the services they kept: Fire, RCMP and Unsightly Premises. This also showed support service costs for administration of those services in the amount of \$44,309. The unconditional grant of \$69,832 was applied to the Manners Sutton and Kingsclear sub-units. There was an error in the fire costs for Manners Sutton as only the cost was applied without subtracting the revenue for selling the service to other areas. This meant that the Manners Sutton sub-unit costs were \$100,000 more than they should have been. The RCMP costs assigned to the Manners Sutton sub-unit were also higher because they were not allocated according to the new RSC but the old one. This also applied to the Village sub-unit. However, the policing equalization grants did not get allocated as those sub-units were now in the Capital Region Service Commission. The province re-allocated the RCMP costs across the four sub-units to equal out the cost increase to about \$0.07. The increase for Dumfries is less because there was a significant surplus from previous years that was carried forward to 2023. The Mayor asked the CAO to provide a document that Council can use to explain where the tax increase occurred. There were some new services charged by the Service Commission including tourism and economic development. There are new costs to the former LSD for the Mayor and Council as well as administration costs for managing the office but there were administration costs charged in the past for LSD managers. The Village sub-unit costs for administration are less for 2023 because of the sharing of the elected officials, although there are two extra officials at a higher remuneration. The CAO will provide a summary to Council to show where increases and decreases occurred.
 - b) Meeting Software and Hardware – The CAO reported that she had a meeting with two people from BrunNet. They were highly recommended by the Hanwell CAO for providing IT services including set up and training in Office 365 and Teams. They can also assist with meeting hardware and software to enable the live transmission and recording of Council meetings. The CAO also reported that they had loaned us the

Owl camera to try for the meeting tonight and that it was being recorded to see if it would provide the quality we require. The Owl camera provides a constant 360 degree view of the room and moves to focus on the person speaking. The quality of the recording will be assessed. The meeting was recorded in Teams so that the recording would also work if an attendee was attending the meeting online with other attendees in the meeting room.

6. Business Arising

a) BY-LAW NO. 2023-05 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY

- a. Committee of the Whole – The Mayor recommended that the Committee of the Whole process be documented and approved as a policy instead of including it in By-law 2023-05. This will allow changes to the process with a resolution of Council at a regular meeting. A draft was read by the Mayor.
- b. Policy related to Bylaws and policy development – The Mayor also recommended that Council develop a policy to define how By-laws are created and approved. A draft was presented and will be revised for presentation at the next Council meeting.

7. Discussion and Recommendation

- a) Fire By-law development process – Deputy Mayor Corey reported that he, Deputy Mayor McLean and CAO Katherine Henry had met with Jerrad Swan, the Fire Chief, and Ross Little, Safety Officer, of the HVFD to discuss the creation of a Fire By-law. This will be required for the Harvey Rural Community to take on management of the fire service in 2024. The Mayor would like to have a 1st reading of the By-law in the May Council Meeting. It is important that the By-law reference the appropriate standards and that the fire service meet those standards. Deputy Mayor McLean suggested that there may be a need for a substation on the other side of the tracks from the current fire station as there could be significant delays in responding to a train incident with the main road blocked. The Deputy Mayor and the CAO will work with the Jerrad Swan and HVFD representatives to create an updated draft for the next Council in Committee Meeting in late April.
- b) Requests to DTI and RCMP reporting and discussion – Council would like to get reports directly from a DTI representative and an RCMP representative at Council Meetings on a bi-monthly or quarterly basis. The CAO was asked to provide updates identify a representative of each service and invite them to Council meetings.
- c) Council meetings at alternate locations – There was discussion about holding regular Council meetings at locations in other wards. Only three locations would be suitable – Prince William Hall, Magaguadavic Hall and Tweedside Hall. Only Prince William is available in the winter. None of the Halls have internet access which would be required for live broadcasting. The Halls might be better suited to holding Council in Committee meetings which have more discussion on issues.

Councillor Chessie suggested it would be best to hold regular Council meetings at the Municipal Office for now.

- d) Community meetings – Council agreed that it is important to be out in the Community. Mayor Corey asked for ideas on how to engage with the residents. Councillor Pepin asked about doing a presentation at a community meeting. It is an opportunity to invite people to join committees that have public representation. It is also a chance to ask for feedback on what is needed in the various communities. The suggestion is to try one in Prince William. Councillors Chessie, Chase and Little volunteered to meet and bring a plan to the April meeting.
- e) Canada Community Building Fund – Council were advised that the Rural Community has been allocated \$117,648 in funding for the old LSDs in addition to the funds for the Village sub-unit. This is the final year of the latest round of the program. Mayor Corey suggested that a potential project could be to install dry wells for use by the fire department to fill their water truck out in the communities. There are three locations identified by the HVFD Chief that they have considered in the past. There was also a suggestion for a summer gazebo with picnic tables in Brockway on the site of the former Hall. An application identifying the projects and their cost needs to be made to the Fund managers in order to access the funds.
- f) Public Time for Remarks and Process for Addressing Council – Mayor Corey reported that most communities he investigated did have a formal opportunity. It is important to allow constituents an opportunity at Council Meetings to address Council. A short time limit of two to three minutes per person was suggested to take a maximum of 10 or 15 minutes of meeting time. This would be for one-way comments and would not elicit responses from Council. 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. By-law 2023-05 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY would have to be modified prior to the April Council meeting to show this change.
- g) HMCC interim agreement - Mayor Corey would like to see a formal funding agreement drawn up between the Harvey Rural Community and the HMCC. Support from the former Village and Manners Sutton LSDs has been provided to the HMCC in the past. In 2022, this was formalized at \$0.02 on the tax rate. A budget across all the sub-units was assessed at \$0.02 for Community Halls and Rec Centres but there was no formal plan for how it would be distributed. Council would like to see a formal business plan from the HMCC Board to identify where the funds are needed and would like to see the results of the engineering assessment prior to committing more funds. Councillor Pepin advised Council that the cost of liability insurance was very high and very difficult to get for a facility being managed by a volunteer Board. Mayor Corey asked the CAO to find out from the HMCC Board if the building is insured. The Rural Community does carry contents insurance as a renter.
- h) Community Promotion – Social media policy – This will be important to create. As a general rule, Council must follow the Code of Conduct By-law and communicate what the decision of Council was and not whether or not they agreed with it. The CAO reported that she had some samples from other Municipalities that she could share. Councillor Pepin and Councillor Little offered to work with the CAO to present

a draft to Council at the next Council in Committee Meeting.

- i) Recreation Coordinator – There is a budget for a part-time Recreation Coordinator in the budget for approximately two days a week. Council asked if there might be another option such as a summer student. The CAO reported that two SEED positions had been approved but were not for that type of job. She was asked to check with the SEED program managers to see if one could be changed. This would give an opportunity to collect data on what is available in the communities and create an inventory of what we need. Councillor Pepin offered to help manage the student. There was a recommendation from Councillor Chessie to see if a summer student would be within the budget and check with the SEED program. There was also a suggestion to check with Hanwell Rural Community as they had just hired a Recreation Coordinator. There may be some opportunities to share activities.
- j) Office Space – Mayor Corey reported that he had sent a message to the Department of Education representative advising her about the request for space in the building at 1910 Route 3. There was no response. There is a meeting on March 30th in Oromocto where this change of use may be discussed and Mayor Corey said he planned to attend.

8. Action list review

- a) Appointment of Solicitor – The Rural Community needs to formally appoint a solicitor. The Village of Harvey had issued a request for proposal to three law firms in 2020 and had selected Paul Elliott of Elliot McRae Hill. They were used for the donation of the Grieve trail property. Councillor Chessie suggested that we should get new proposals for the new Rural Community and would need at least three. The law firm that presented at the UMN orientation should be one of those approached.
- b) Rural Plan preparation – Mayor Corey suggested that we need to get on the list for preparing a Rural Plan for Harvey. The former Village had a recent Plan and Prince William had an old plan. The CAO reported that she had sent the request to Lonnie Forbes with the planning department at the Capital Region Service Commission. The requirements can be different for different communities within the Rural Community.

9. Financial Reports - Discussion regarding reports to be prepared for Council and frequency.

- a) Bank Balance Report – gives the book value of each bank account (actual bank balance less any outstanding cheques or deposits. This report should be presented at each Council Meeting.
- b) Transactions By Accounts Report – shows the transactions (debits and credits) through the General Operating bank account. This report should be presented at each Council Meeting to show the transactions since the previous meeting. At this time the report cannot be presented for the Utilities account because the names of fee payers are displayed on the report.
- c) Income Statement – This report shows the year-to-date expenses compared to the budget. This report should be presented quarterly to give the financial

position against the revenue and expense accounts. This should be used to guide spending decisions for the year. There are some expenses that are shared with the Utilities account. These are normally allocated at the end of the year but the CAO will try and do this allocation quarterly. The allocation of the wages to expense line items can also be made quarterly or at least twice a year instead of at the end of the year.

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

The meeting was adjourned at 10:00 pm.

Respectfully submitted,
Katherine Henry
CAO/Clerk

Richard Corey
Mayor

Katherine Henry
CAO/Clerk