

# Harvey Rural Community Council in Committee Meeting Minutes

Location: Harvey Rural Community Boardroom

Date: April 26, 2023

**Present: Mayor Corey, Deputy Mayor McLean, Councillor Pepin, Councillor Chessie, and Councillor Little, CAO/Clerk, Katherine Henry, and Clerk Morgan Kotsovos.**

**Absent: Councillor Chase**

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 a draft tax rate explanation that will be a part of the presentation for the public meeting in Prince William and will be made available on the website for the public.
  - b) Meeting Software and Hardware – The CAO reported that she has uploaded the Council meetings and views are around 65. There have been some adjustments on sounds and location of the Owl to help produce a clearer video for the Community. CAO has set up a meeting with two people from BrunNet for introductory training on the software. Following this BrunNet will come and do an in-person training course with Council to go through the set-up of Office 365 and assist Council one on one. CAO confirmed no payment has been made for the hardware to date allowing the time to work with the OWL and to ensure quality.
  - c) Grieve Family Trail - CAO reported July 8<sup>th</sup> at 3:00pm will be the opening date for the new trail. The construction of the trail will be completed by Graystone who have confirmed they will complete all the permits and provide updated versions of the drawings before the contract is issued.
6. Business Arising - none.
7. Discussion and Recommendation
  - a) Fire By-law development process – Chief Jared Swan reviewed the draft of the Fire by-law with Council to ensure that everyone understands what the community is taking on with responsibility for the Fire Department. Mayor Corey stated that first reading of the Fire by-law will be in full at the May Council Meeting.
  - b) Community Building Fund Projects – The suggestion of installing up to five dry fire hydrants and their locations surrounding the Harvey Rural Community were discussed. Chief Swan stated the location must provide a 6-foot depth for the locations to ensure

unlimited water supply. Chief Swan mentioned the dry hydrants will provide an unlimited amount of water supply closer to a fire to improve response time.

- c) Council Biographies - Council decided that their biographies for the website should be written in third person. CAO requested that Council has them submitted by May 5th to allow editing to be completed. The Biographies will be posted to the Harvey rural community website.
- d) Community Signage – Council agreed that it is important to have signage throughout the Rural Community. Councillor Pepin discussed the importance of the logo, slogan, colour, and font and wants to ensure continuity branding with the signage throughout the Community. Mayor Corey asked if any information had been received indicating that ELG would assist with any to go towards our signage. CAO was asked to contact ELG to inquire on funding. Mayor Corey stated that signage will be a budget item for next year because any kind of signage will be a significant cost, but it will not be replaced every year. Mayor Corey suggests that DTI be contacted in confirming that the signage is allowed or if there is a Canadian standard and DTI guidelines must be followed. Councillor Chessie suggest reaching out to Beautification Committee who might be able to have suggestions and resources to assist in this project. Councillor Little inquired if the Transition Committee had a line for signage in their budget. CAO confirms there was a small budget allotted in the Tourism category since it promotes the community. Councillor McLean suggested having individual signs to highlight and welcome each individual community.
- e) Community Meeting Schedule- Council has confirmed May 17<sup>th</sup> in Prince William at 7pm to be the first rotational meeting within the wards. Mayor Corey would like a formal and structured meeting and consistency within all the wards. Council discussed having all the Community meetings before the year end to ensure all wards have an equal opportunity to attend. Suggestions on locations and dates were discussed and the CAO will contact the various locations for availability. Mayor Corey suggested a practice run of the first ward presentation needs to be done and Council agreed to May 9,2023. Councillor Chessie suggested having three or four strategic questions to help generate conversation with the audience.
- f) Name Tags - Mayor Corey would like to see all members of Council wearing a nametag to all public events. Identifiers have been placed on all members of Council's laptops for this meeting to ensure members of the community are aware of each member and their role within council. Council agreed and would like the CAO to order lanyards style name tags.
- g) Boat Landings – Discussion was held regarding increasing public access to our various community lakes. Mayor Corey would like to be see water access optimized throughout the community. Options at Longs Creek, Magaguadavic Lake, Lake George and Oromocto Lake should be investigated. The Community would be responsible and liable for maintaining the property, garbage, and public washroom.

- h) Council Calendar – There is a request from Council to have a shared calendar for all members to be able to review events during the month. The CAO and Assistant Clerk will investigate options. Council requested that an Outlook calendar be used.
  - i) Chamber of Commerce – A local businessperson approached the Mayor about creating a local business group similar The Chamber of Commerce. The Mayor advised that the Village of Harvey had been a member of the Mactaquac Country Chamber of Commerce. The discussion was if Harvey Rural Community will continue to use Mactaquac Chamber of Commerce or help businesses explore the option of having their own Chamber of Commerce.
  - j) Participation Cleanup Day in June – The CAO reported that a request had been made to assist with a Garbage Cleanup Day as part of the Participaction Community Challenge in June by providing garbage bags and maps for signing up participants. This event will be inclusive to all throughout our community with and dispersed 2km radius for each group. Supplies such as garbage bags, vest, and signs could be covered by a grant. Councillor Chase inquired about the logistics for this event such as who will be picking up this garbage and who will pay the tipping fee.
  - k) Recycling in Schools- Mayor Corey attended a meeting with Harvey Elementary School to discuss the lack of recycling program in the school. Grade 1 teacher Melissa Little and class presented a letter and visuals of the amount of recycling that accumulates over a week within her class alone. They are asking for assistance from Council to implement a recycling option with the school. It is important to teach students at an early age to value our earth and to recycle. There is a disconnect between what the children are doing at home and at school. The CAO will contact the District representative to discuss a possible partnership for a recycling program.
8. Action List Review -
- a) Appointment of Solicitor – Ongoing
  - b) Rural Plan Preparation- Mayor Corey suggests that we need a qualified planner from the Capital Region Service Commission to prepare this.
9. Financial Reports- none
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,  
Morgan Kotsovos  
Assistant Clerk

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Richard Corey  
Mayor

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Morgan Kotsovos  
Assistant Clerk