

Harvey Rural Community Council in Committee Meeting Minutes

Location: Harvey Rural Community Boardroom

Date: June 28, 2023 at 7:00pm

Present: Mayor Corey, Deputy Mayor McLean, Councillor Pepin, Councillor Little, and Councillor Chase. Councillor Chessie attended electronically. 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 and seconded by Councillor Little. Mayor Corey requested that Item 7e) CAO and Assistant Clerk Schedule be removed to a special meeting. Mover and seconder agreed to the change. MOTION carried.**
3. Disclosure of Conflict of Interest – No conflict of interest was disclosed.
4. Presentations – There were no presentations.
5. CAO Report
 - a) Appointment of Solicitor – The CAO provided Council with application form to review for a new solicitor. The Village previously had a solicitor and CAO stated to continue with the current solicitor for the remainder of the year. Council will decide on a new Solicitor for 2024 to be voted on. Budget review will be presented the next Council and Committee meeting. The CAO had a meeting with the Rural District regarding garbage contracts. The CAO stated that some contracts will be ending in January 2024. Possibility of two or four new garbage contracts will be coming out. CAO has asked for the existing garbage contracts to better prepare for tender.
 - b) Dry Hydrant Project Update – The CAO had reached out to Gemtec, an engineering firm, for draft pricing for creating the designs, permits and for water availability. The estimated budget for this service was \$22,500. A second engineering firm approached was Englobe but they are in Moncton. She will follow up with them but the cost of working with a company out of town will likely increase the price. The CAO had not received any information from Englobe regarding an estimated draft cost. Mayor Corey suggested a local firm that would be interested and requested for CAO to contact this firm for a bid. At the next Council meeting in July a decision should be made.
6. Business Arising – None to report.
7. Discussion and Recommendation
 - a) Staff Code of Conduct – Mayor Corey discussed most municipalities and communities have a code of conduct for staff and he would like to see this for us. The policy will be there for residents to have access on the Harvey Rural Community Website. If residents would like to make a formal complaint, there will be a form for residents to address their complaints and submit. Suggestions from Council of having a Human Resource specialist available to handle all complaints.

- b) Policy Development – Mayor Corey stated the importance of policy development and would like to move forward in developing many of the policies from the supplied list. Use of policies from other municipalities as a starting point was suggested. Councillor McLean suggests looking at the Local Governance Act to view which policies are required under the Act. Mayor Corey suggested the CAO bring forth a list of policies to have completed within a two-year time. A recommendation for a list of policies will be given at the next Council meeting to move forward with this plan.
- c) Work Plan and Prioritization – The CAO discussed the draft work plan and how items are not listed by priority. Mayor Corey suggested some items he felt were more important and it is nice to see that we are moving through some of the items. There were some suggestions on what to move forward with including social media policy, ATV partnership, streets and boundaries, and strategic planning. Council would like to see some items pushed forward such as grants to community halls since this is already in the budget, community school, land acquisition and a communication policy. The CAO will bring forth a revised work plan with start and end dates for the July Council meeting.
- d) Budget Review and modification – Mayor Corey requested the budget review be discussed in a special meeting.
- e) CAO and Assistant Clerk Schedule – Mayor Corey requested the CAO and Assistant Clerk schedule to be discussed in a special meeting.
- f) Request to DTI to attend Meetings - The request has been made for DTI to attend the next Council meeting in July. DTI has requested that Council send a list of questions to the CAO for DTI to review prior to the July Council meeting.
- g) RCMP reporting and Discussion- Mayor Corey asked if Council is agreeable to have a rotation for RCMP from the two divisions supporting our Community to attend Council meetings. Suggestion of submitting questions to CAO regarding any RCMP related issues so RCMP can review prior to the July Council meeting.
- h) Community Meetings and Agenda – The Mayor asked Council for suggestions on the Public Meeting agenda for the next meeting at the Tweedside Hall. Does it need to be different from the one that was used for the public meeting in Prince William. Suggestion of what is more of a priority to the residents within their specific area of residence. The suggestion of an abbreviated format on the tax presentation by CAO be presented. Councillor Little suggested showing the Work Plan Chart to the community and allow residents to see what accomplishments have been made and what is planned with their priorities.
- i) Canada Community Building Fund – Additional projects – Mayor Corey discussed with Council to think about some possibilities on how to distribute the \$117,000 funding. Currently we have an estimated \$22,500 for the engineering on dry hydrants. Mayor Corey advised that the Fund money must be used on capital items. Councillor McLean suggested updating the baseball fields within the Rural Community but none of the original ball fields are on land owned by Harvey Rural Community. The CAO had sent a list to Council with the Building Fund project categories.

- j) Social Media Policy - Mayor Corey discussed the importance of having a social media Policy within the community. There was discussion on handling comments that are inappropriately made from a resident and direction on whether to engage or not with the resident. Councillors can appreciate the conversations and concerns from residents and the importance to have their concerns heard. The CAO has the concern of having staff time to properly manage the Social Media accounts daily. The CAO reported that many communities do not turn on comments on Facebook. The CAO suggested using a submission form on the Harvey Rural Community Website to allow any concerns or complaints from residents for better management rather than constantly monitoring Facebook comments. She also asked Council to look at the Community Facebook page shared posts to see if they think they are appropriate.
- k) Buy Local Promotion - Mayor Corey is interested in the shop local campaign that was suggested at the last Council Meeting and would like Council to help drive this process and assist in the funding. Mayor Corey suggested forming a sub-committee with local business owners, Councillor Pepin, and Councillor Little to discuss some ideas on how to promote this campaign. The CAO stated there is a directory on the website with local businesses that could participate in the campaign. Mayor Corey suggested that Christmas time might be a good time for a Shop Local Campaign.
- l) School/ Community Partnerships and Scholarships - Mayor Corey suggested submitting an application to the school board for a School/Community partnership as it would be a benefit for our community. The application form was supplied in the Meeting package.
- m) Committee Development – Mayor Corey asked Council to consider the formation of standing or ad-hoc Committees beyond the EMO and Beautification Committees, as we move forward.
- n) Planning Sessions Participants- The Strategic Planning Session on August 21st with facilitator, Neil Russon will have Council and staff to attend. The facilitator suggested having community members join for part of the planning session. Suggestions included Ignite members, community developers, and community network members to assist with the construction of the Plan. Councillors were asked to submit a list of names that would like to have attend to the CAO and Mayor Corey.
- o) Proposal to ASD-W Land – The District Superintendent requested that the submitted proposal be modified to allow the school bus to make a loop around the junior high school. With this modification they could support the proposal to their Board on June 29th. Mayor Corey stated that he will attend this meeting and will report back to Council.
- p) Relationship with Lake Associations - Mayor Corey has had many requests from the lake association members regarding building a relationship with the Municipality. Mayor Corey felt it is wise to form a relationship with the lake association considering we have four. There was a suggestion that a Council member be a liaison between Council and each lake association. Councillor Chase stated that he will be attending the AGM of the Magaguadavic Lake Association on July 8th.

- q) Proposal to DTI regarding the jail location- Mayor Corey stated an application was submitted to The Minister of Transportation and Infrastructure. The response to the questionnaire is in the Council Meeting Documents. Mayor Corey stated that Harvey Rural Community qualified for eight of the nine criteria items that were set to select the location. The criteria not met was that the Rural Plan allowed for a jail to be built but none of the other communities interested in the jail will have that either. It would require a change to the Rural Plan which requires public meetings. Mayor Corey discussed the job opportunities that this facility will provide and the positives for the surrounding communities.
- r) Request for Cyanobacteria Signage in Passamaquoddy Language – The CAO was contacted the regarding placing a sign about Cyanobacteria in Passamaquoddy language at the Lakeshore. CAO wanted to advise Council that this request has been made and the Manager of Public Works was confirming that it could be placed above the English and French sign on the lake side of the Lake sign.
8. Motion for Adjournment - **MOVED BY Councillor Chase and seconded by Councillor Pepin to adjourn the meeting. MOTION CARRIED.**

The meeting was adjourned at 10:06 pm.

Respectfully submitted,
Morgan Kotsovos
Assistant Clerk

Richard Corey
Mayor

Katherine Henry
CAO/Clerk