

# Harvey Rural Community

## Council Meeting Minutes

Location: Harvey HMCC

Date: January 10, 2024

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

**Absent: Councillor Chase**

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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 Chessie to adopt the Agenda. Seconded by Councillor Little. MOTION carried.**
3. Approval of the Previous Meeting Minutes
  - a) **MOTION made by Councillor Chessie to approve the Council Meeting Minutes for December 13, 2023. Seconded by Deputy Mayor McLean. Motion carried.**
  - b) **MOTION made by Deputy Mayor McLean to approve the December 17 Special Meeting minutes. Seconded by Councillor Little. MOTION carried.**
  - c) **MOTION made by Councillor Chessie to approve the Special Meeting December 29 Minutes. Seconded by Councillor Little. MOTION carried.**
4. Disclosure of Conflict of Interest - None to report.
5. Public Input – None
6. Presentation – No Presentation
7. Correspondence – None to report
8. Mayor’s Comment - As we begin our second year as Harvey Rural Community and as a Municipal Council, I am excited by the opportunities and challenges that lie ahead of us. While it is important to continue to develop the administrative tools that allow us to do our work and that guide our decisions, this year we can move forward with initiatives and decisions that will make a difference to the citizens of our community.

Since our last regular meeting on December 13, we have faced some challenges. The power outage that impacted all our community at one point and lasted from December 18 until the 26<sup>th</sup> for some, was a major issue for every citizen. No one was left without some level of disruption in their lives. However, as a community you stepped up, helped each other and made the outcome the best it could be. Thanks to each of you for the role you played in making it work.

I want to particularly acknowledge the dedication and work of the Harvey volunteer fire department. Early Monday evening they went into action, spending the night helping to keep the roads clear and protecting those travelling. They took care of whatever needed to be done, working hand in hand with DTI and NB power. They opened the Firehall to provide water and charging, hauled water for animals, heated homes with portable heaters,

provided house-to-house checks where they could, and in the middle of it all provided support for a major fire. To all Harvey Volunteer Fire Department members, thank you. A team is only as good as their leaders and Chief Swan and his executive team are as good as they come. The leadership of Chief Swan and his team and the advice and support they provided to me, and our Council, was invaluable. That support and advice allowed our community to experience fewer issues than we would have. There's also the learning that the experience provided. That learning must inform how we change what we do in the future. As we move forward in the next few months, we will talk about several initiatives that will make our community better prepared for these challenges. I wish to thank everyone in the Harvey Rural Community for the way they managed and survived. Thank you for taking care of yourselves. Thank you for taking care of your neighbors. Thank you for being there.

A special thank you to the Council and CAO Katherine for keeping the team aware of local and community needs.

In December we approved our first budget. The result of the related discussions and decisions gave us a very workable budget. We have a budget that provides us with the opportunity to continue to build and develop our community, to hold the line on tax rates.

At our last regular Council meeting during the Public Input/Inquires item we had several comments from the public about the tendering process for our solid waste contract. The comments indicate that the legal requirements we must operate under related to purchasing are not well known by the public. I believe that as a result two actions are important. The first is that we need to post information on our website about the Government of New Brunswick Procurement Act and Regulation 2014-93 and a link to the document **PROCUREMENT INFORMATION FOR MUNICIPALITIES**. We will also ensure that the individuals that made requests to the Council at the December Public Input/Inquires of the meeting are provided with the same information. On our agenda this evening is an initial discussion with the Council related to a Purchasing Policy for the Harvey Rural Community prompted by these inquiries. If it is Councils decision to move forward with a procurement policy all draft documents will be available to the public. As always Individuals or organizations wishing to present to the Council on the draft policy will be able to do so in writing or through requesting an opportunity to make a presentation to Council.

During the same session Dr. Dan Fletcher presented concerns related to the activities and organizations supported by volunteers in the Community. He identified that many organizations and activities continue to be supported by the same volunteers. His comments highlighted the possibility of volunteer burn out. Of concern was the perceived need for community coordination and administrative support for volunteer groups. The subject of Volunteer support is on our agenda this evening. I believe that before final decisions are made, we need to ensure broad consultation with volunteers and community groups to be sure our actions and support are what is wanted and needed.

The two other items for new business tonight: Ward communication and information sharing and the development of a Harvey Rural Community Communications policy. These items relate to Councillors' concerns as to how we better communicate with our constituents and inform citizens of decisions and plans for the community.

In full transparency related to communication I want to inform the Council of an upcoming discussion I will have with a very challenging audience. A week from today I will be making a Presentation a grade 4/5 class at Harvey Elementary about Local Government.

9. Comments by Members of Council

Ward 1 – Councillor Chase – No report

Ward 2 – Deputy Mayor McLean – Deputy Mayor McLean thanked all the people that helped out during the power outage including Fens and Watson’s store who stayed open with generator power. He recommended communication with the public to ensure preparedness for future outages as the volunteer firefighters have their own homes and families to look after. This was unusual in that all of the Community and surrounding areas were without power at the same time. He suggested that people need to be better prepared for these power outages as these storms are likely to keep happening. The new fire truck has arrived at the Fire Hall.

Ward 3 – Councillor Pepin again thanked all those that helped out including the Harvey Community Network that hosted a free chili meal for those without power. Councillor Pepin also reported that the community needs to have a meeting space with the loss of the Health Centre space. She also advised that The Hospital Foundation is planning to hold the annual Winter Wellness Day on February 18<sup>th</sup> from 1:00 to 3:30pm at the Rec Centre.

Ward 4 – Councillor Chessie also reported that he checked in on many neighbours during the power outage and helped out where he could.

Councillor at Large – Councillor Little suggested that our community could use a nursing home as residents currently have to go to McAdam or Fredericton.

10. CAO Updates

- a) Voyent Alert – The CAO presented information on an Alert application that can be used for emergency and non-emergency alerts. A date for an online demo was set for Jan. 16 at 6:30pm for Council and the EMO Committee.
- b) Audit Process – The CAO reported that the annual audit began with an office visit in December with the request for documents and accounting files. This is the first audit of the Rural Community. Many documents have been supplied and it was hoped that the audit would be complete prior to the CAO leaving the position.

11. Committee reports

- a) EMO - Deputy Mayor McLean advised that the next meeting will be held on January 31, 2024 and will be held at the Fire Hall. The Director of Emergency Preparedness for ANB will be attending.
- b) CAO Recruitment – Councillor Pepin reported that the competition closed on January 2<sup>nd</sup> and that over 90 applications were received. Four candidates have been selected for an online interview and in person interviews will be done after that.

## 12. Business Arising

- a) Building Assessment of HMCC – The CAO presented a Council Report regarding the recommended and budgeted HMCC Building Assessment. The goal of the assessment would be to make informed decisions on what would be needed to renovate the building or a list of deficiencies with potential mitigations or paths forward. Discussion on the timing of the work and whether it should be an RFQ or an RFP was held. The Regional Development Corporation will likely provide funding of up to 50% toward the Assessment but it may need to be before the end of March. The recommended scope was also reviewed.

**The MOTION was made by Councillor Chessie to proceed with issuing a Request for Quote from engineering firms to conduct a full building assessment of the HMCC. It was seconded by Councillor Pepin. Motion carried.**

- b) By-Law 2023-11 A By-Law Respecting Dangerous or Unsightly Premises Within Harvey Rural Community –
  - i. Second Reading in Full – **The MOTION was made by Councillor Chessie to have Mayor Corey complete the second reading of the By-Law in full. It was seconded by Councillor Little. Motion carried.** The By-Law was read in full by Mayor Corey.

**The MOTION was made by Councillor Chessie to accept the second reading of the By-Law. It was seconded by Councillor Pepin. Motion carried.**

- ii. Third reading by Title - **The MOTION was made by Councillor Little to have Mayor Corey complete the third reading of the By-Law by Title. It was seconded by Councillor Chessie. Motion carried.** The By-Law received third reading by title by Mayor Corey.

**The MOTION was made by Councillor Chessie to accept the third reading of the By-Law by title. It was seconded by Councillor Little. Motion carried thereby bringing it into law.**

- c) Dry Hydrant project update – The CAO reported that the design work was completed but the Highway Usage Permits have not been issued and the construction was not done prior to winter weather. The CAO also reported that the design work on the Clinch Brook site indicated that the construction would be very expensive due to structural work that would have to be done. The suggestion is that another site be considered for 2024 including a different location in Magaguadavic, one in Brockway and one in Long’s Creek to see if any of these are feasible within budget. Deputy Mayor McLean also suggested investigating a partnership with DNR at the Brockway Airstrip. The CAO will follow up with the Contractor and the Fire Chief to investigate.

**The MOTION was made by Deputy Mayor McLean to continue with the construction phase as soon as possible in the spring for the York Mills and Hurley Corner locations. It was seconded by Councillor Little. Motion carried.**

## 13. New Business

- a) Ward communication and information sharing – Following the December Council meeting, the Mayor suggested that guidelines and procedures be defined for the

communications between Councillors and the residents in their Wards. One suggestion was that Councillors identify a group of public members to meet with on a regular basis. These members would not direct the Councillor on ward issues but would provide feedback on what is happening in their wards. A communications strategy in combination with the Social Media Policy needs to be developed.

- b) Harvey Rural Community Communications policy – Harvey needs a Communications Policy to guide decision making of what should be communicated and what media should be used. The CAO presented a sample policy from the Town of Woodstock. The suggestion was to find one or two more policies and review them at the next Council in Committee Meeting.
- c) Supporting the Community Volunteer base – The Mayor suggested that Council needs to talk to the various volunteer groups to see what support they need before hiring a Recreation/Community Coordinator. This position was recommended by Administration at the September 13<sup>th</sup> Council Meeting and the job description included supporting some of the events being put on by various clubs and associations where it is becoming too much for the volunteers. Councillor Pepin suggested that the person in the position would be able to expand on the role as part of their job such as she had done with her own job. Deputy Mayor McLean suggested that some groups may need some financial assistance and others may need manpower coordination.
- d) Procurement Policy – The Mayor stated that he would like to see Harvey have a Procurement Policy to define the procedure for the procurement of goods and services that fall under the threshold for provincial tendering and to ensure the residents were clear on how goods and services were procured by administration. More samples will be researched and presented for discussion at the next Council in Committee Meeting.
- e) Service vehicle – The CAO presented the Council Report for the purchase of a truck for use primarily of the Manager of Public Works. He is currently paid mileage for the use of his own vehicle which he tracks to General, Utility or DTI use. The mileage costs for each category are supplied in the report. The DTI mileage is for the water testing and is billed back to DTI. This cost would continue to be billed to DTI and would help offset the costs of the truck. The CAO also suggested that a Vehicle Policy would need to be done in conjunction with the purchase. The suggestion would be that it remain at the Maintenance Shed and that workers would pick it up there for use. This would include the backup employee for the DTI contract. The suggested specs for the truck were also outlined in the Report. This would be a capital asset and can be paid out of the Village capital reserve fund as most of its use is in the Village.

**The MOTION was made by Deputy Mayor McLean to send out the specifications to various dealerships and spend up to a maximum of \$65,000. It was seconded by Councillor Chessie. Motion carried.**

- f) Pay increases for staff in 2024 – The CAO requested a resolution to confirm the budgeted pay increases of 4% be awarded to staff effective January 1, 2024.

**The MOTION was made by Councillor Chessie to award a pay increase of 4% to all staff for 2024. It was seconded by Deputy Mayor McLean. Motion carried.**

14. Financial Reports

- a) Bank Balance Report – The Bank Balance Report, General Income Statement for 2023 and the Utility Income Statement for 2023 was provided. The CAO reminded Council that this is not the final statement as the Auditor will add on the depreciation expenses.

**The MOTION was made by Councillor Pepin and seconded by Deputy Mayor McLean to accept the report. Motion carried.**

15. Upcoming Activities – Winter Wellness Day will be held on Sunday afternoon from 1pm-3:30pm

16. Date, Time, and Location of Next Meeting –The next CIC Meeting will be held on January 22, 2024. The next Council Meeting will be held a week early on February 7, 2023.

17. Motion for Adjournment – **It was MOVED BY Councillor Chessie to adjourn the meeting and seconded by Deputy Mayor McLean. MOTION CARRIED.**

The meeting was adjourned at 11:15 pm.

Respectfully submitted,

Katherine Henry  
CAO/Clerk/Treasurer

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Richard Corey  
Mayor

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Katherine Henry  
CAO/Clerk/Treasurer