

# Harvey Rural Community

## Council in Committee Meeting Minutes

Location: Harvey Rural Community Boardroom

Date: February 26, 2024

Present: Mayor Corey, Deputy Mayor McLean, Councillor Pepin, Councillor Little, Councillor Chase and Councillor Chessie.

CAO Shawn Hawley and Temporary Assistant Clerk Morgan Kotsovos.

1. Call to Order - The meeting was called to order at 7:00pm by Mayor Corey.
2. Adoption of the Agenda – **The MOTION was made by Councillor Chessie to adopt the Agenda. Seconded by Councillor Chase. MOTION CARRIED.**
3. Disclosure of Conflict of Interest – No conflict of interest was disclosed.
4. Presentations – Harvey Lacrosse
5. CAO Report – The CAO has been actively recruiting both Clerk and Treasurer positions, completed pre-screening interviews and interviews with the assistance of Councillor Chase and Deputy Mayor McLean. The CAO attended his first EMO meeting where the EMO By-Law2024-01, Terms of Reference, discussions of civic numbers and awareness were also discussed. The CAO, Mayor Corey and Deputy Mayor McLean attended a meeting in Brockway to discuss questions and concerns with residents. The CAO is happy to report he has enjoyed meeting with many residents in the community and is enjoying his new role thus far.
6. Business Arising - None to report.
7. Discussion and Recommendation
  - a) Draft Procurement Policy – The CAO presented to Council the Draft Procurement Policy that will ensure all purchasing practices comply with the legislated and federal and provincial governments. Where appropriate, Harvey Rural Community will give priority to local businesses for the supply of goods and services and construction contracts. The CAO states that all necessary goods and services are acquired in a consistent manner that result in the best overall value to Harvey Rural Community. Harvey Rural Community intends to make purchases, and contract agreements through an open, competitive, and non-discriminatory selection process which will identify qualified suppliers through competitive bids and written quotations. Concerns from Councillors Pepin and Chessie regarding the challenges to obtain three quotes in a reasonable timeframe to ensure the project stays on its deadline. Mayor Corey suggested to Council to review this document and be ready for a motion to be made at the April Council Meeting.

- b) Harvey Lacrosse Grant Applications – Ryan Bresson presented to Council his request for a community grant to support the start of a Lacrosse league for various ages in the community. Mr. Bresson discussed funding, equipment, branding and overall startup cost with Council. Mr. Bresson discussed the benefit Lacrosse would be for the youths in the Community. Councillors Chessie inquired about the interest for the sport in the Community and the affordability for new youths starting into this sport. Councillor Pepin asked for a more detailed version of the budget proposal. Mr. Bresson assured Council there will be an updated version of the budget and the proposal for the March Council Meeting. Councillor Chase inquired about the concrete surface, sealing of the surface and dusting of the concrete surface. Councillor Chase inquired if there is a specific type of sealer being requested to maintain the floor and lines. Mayor Corey discussed sustainability of this sport, the revenue moving forward and if this request is a yearly ask. Mr. Bresson stated once the league is up and running the only cost each year may be for broken equipment, space rental and registration. Mr. Bresson assured Council this wouldn't be a yearly ask for the league. Sponsorship and fundraising would be available for the league to help contribute to the costs moving forward.
- c) Communications Policy & Report to Council – CAO discussed with Council the Communications Policy and how to manage this moving forward for administrative staff and what the process will be. CAO recommended that our secure website be the central source of truth for Harvey Rural Community. Other assets outside of the Municipal website may be utilized only to push content and community information (e.g., Facebook will not be staffed and moderated). Councillor Chessie agreed to push social media concerns directly to the Municipal Website. Councillor Pepin would like to see guidelines on what will be shared on the Municipal Facebook Page. CAO stated the final Communication policy will be ready for the March Council meeting.
- d) EMO By-Law 2024-01 – CAO stated he was joined by Deputy Mayor McLean at the EMO committee meeting on February 21, 2024. CAO presented to the EMO committee the guidelines and expectations of the EMO By-Law 2024-01. CAO stated the Terms of Reference for EMO were also discussed by the Committee and were approved. Mayor Corey and Council suggested in the future to have a practice run through of scenarios that support the EMO 2024-01. The final draft of the EMO By-Law 2024-01 and Terms of Reference will be presented at the March Council meeting.
- e) CAO Evaluation – Mayor Corey would like to have an evaluation model made for the CAO position to be created by an HR Consultant. This recommendation will be presented at the March Council meeting.

**8. Motion for adjournment made by Councillor Little. Seconded by Councillor Chase. Motion carried.**

Respectfully submitted,  
Morgan Kotsovos, Temporary Assistant Clerk

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Richard Corey  
Mayor

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Shawn Hawley  
CAO